

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.

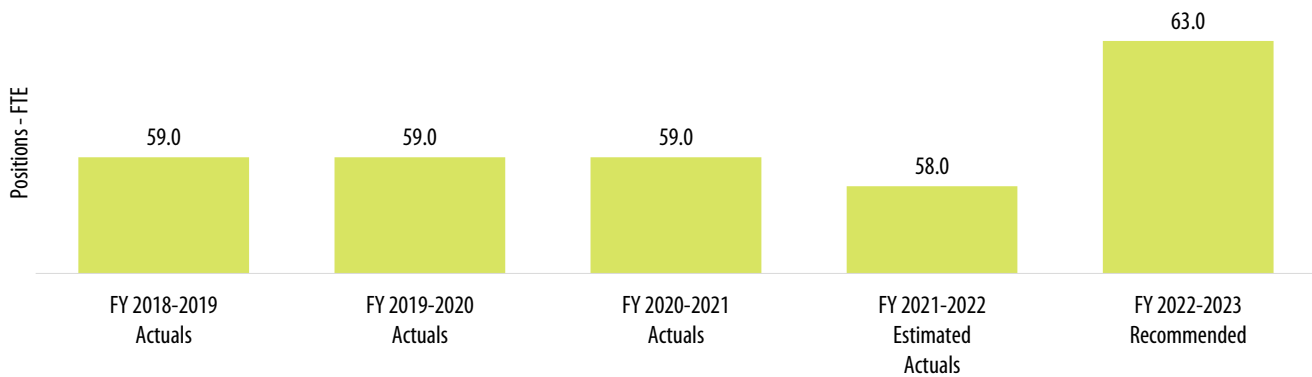
Budget Units/Departments Summary

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	\$14,081,027	\$7,470,000	—	68.5
001A	5710000	Data Processing-Shared Systems	\$25,930,079	\$25,930,079	\$25,823,301	—
001A	3230000	Department Of Finance	\$51,586,116	\$39,012,596	\$1,637,347	240.0
001A	7090000	Emergency Services	\$15,460,542	\$8,964,851	\$1,360,008	8.0
001A	5740000	Office of Compliance	\$436,422	—	—	2.0
001A	5970000	Office of Labor Relations	\$1,740,203	\$442,379	—	5.0
001A	6050000	Personnel Services	\$38,235,374	\$17,180,110	\$260,000	199.0
001A	6110000	Revenue Recovery	—	—	—	—
001A	4410000	Voter Registration And Elections	\$14,704,659	\$14,704,659	\$12,874,659	35.0
General Fund Total			\$162,421,107	\$113,951,359	\$42,202,000	557.5
001Q	3241000	Clerk/Recorder Fees	\$6,611,027	\$6,611,027	\$3,601,807	—
001R	7091000	OES-Restricted Revenues	\$556,610	\$556,610	\$556,610	—
007A	3100000	Capital Construction	\$64,719,176	\$58,125,675	\$25,033,886	—
011A	6310000	County Library	\$1,252,086	\$1,252,086	\$33,702	—
021D	2180000	Technology Cost Recovery Fee	\$1,854,499	\$1,854,499	\$341,099	—
031A	7600000	Department of Technology	\$188,363,019	\$118,706,516	—	418.0
034A	2070000	Fixed Assets-Heavy Equipment	\$15,800,474	\$15,800,474	\$11,650,777	—
035A	7000000	General Services	\$216,463,674	\$184,714,348	\$2,191,118	460.0
036A	7080000	General Services-Capital Outlay	\$8,919,011	\$8,919,011	\$6,728,011	—
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	\$2,782,785	\$2,782,785	—	5.0
059A	7020000	Regional Radio Communications System	\$6,193,650	\$6,193,650	\$126,615	9.0
060A	7860000	Board Of Retirement	\$17,367,170	\$17,367,170	\$17,367,170	63.0
Non-General Fund Total			\$621,826,786	\$513,827,456	\$64,630,795	955.0
Grand Total			\$784,247,893	\$627,778,815	\$106,832,795	1,512.5

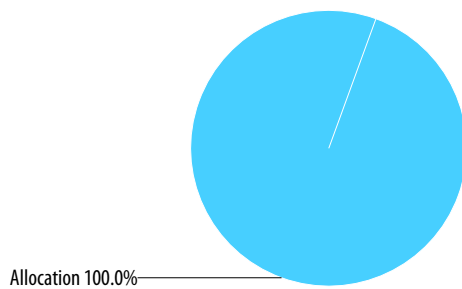
Department Structure
Eric Stern, Chief Executive Officer



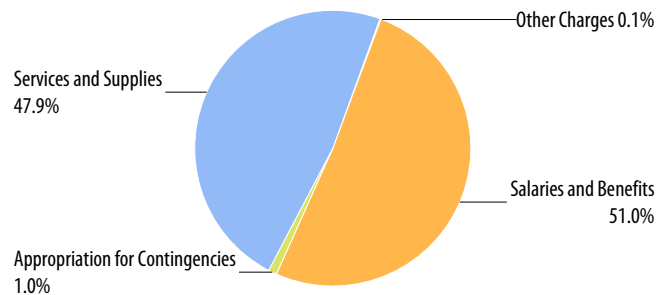
Staffing Trend



Financing Sources



Financing Uses



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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Management of the Sacramento County Employees' Retirement System (SCERS)	\$1,129,369,788	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Total Expenditures / Appropriations	\$1,129,369,788	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Net Financing Uses	\$1,129,369,788	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Total Revenue	\$3,099,117,309	—	—	—	—%
Use of Fund Balance	\$(1,969,747,521)	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Positions	59.0	58.0	63.0	5.0	8.6%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$6,744,315	\$8,297,918	\$8,855,101	\$557,183	6.7%
Services & Supplies	\$1,121,974,819	\$6,752,030	\$8,314,280	\$1,562,250	23.1%
Other Charges	\$650,654	\$719,000	\$25,789	\$(693,211)	(96.4)%
Appropriation for Contingencies	—	\$158,000	\$172,000	\$14,000	8.9%
Total Expenditures / Appropriations	\$1,129,369,788	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Net Financing Uses	\$1,129,369,788	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Revenue					
Revenue from Use Of Money & Property	\$3,099,112,642	—	—	—	—%
Intergovernmental Revenues	\$4,619	—	—	—	—%
Charges for Services	\$48	—	—	—	—%
Total Revenue	\$3,099,117,309	—	—	—	—%
Use of Fund Balance	\$(1,969,747,521)	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
Positions	59.0	58.0	63.0	5.0	8.6%

Summary of Changes

The Recommended Budget reflects a \$1,440,222 (9.0%) increase in total appropriations and use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- Increases in salary and benefits costs including cost of living adjustment and retirement, partially offset by an increase in salary savings due to less overtime and terminal pay as well as vacancies.
- Increases in education and training due to anticipated contract for training and development.
- Increases in investment services/consultants due to the increase in anticipated costs related to third-party service provider for portfolio analytic services.
- Increases in temporary staffing due to the increase in costs to accommodate staffing shortfalls and agency projects.
- Increases in legal services due to the increase in anticipated legal proceeding costs.
- Increases in allocated costs including personnel services, data processing supplies, system development services, and leased property use charges. This is partially offset by a decrease in the Countywide Cost Plan charge.
- Decreases in depreciation expense due to the anticipated date of completion for the Pension Administration System (PAS).
- Increases in PAS due to anticipated contracts completions with Linea, ICON, and Lifeworks.
- Decreases in tenant improvement project due to no further tenant improvement costs being anticipated.
- Recommended growth detailed later in this section.

Use of Fund balance reflects a \$17,367,170 decrease to retained earnings.

Position counts have increased by 5.0 FTE from the prior year Adopted Budget due to:

- 5.0 FTE total additions in recommended growth requests.

Summary of Recommended 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

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
Retirement - Add 1.0 FTE Information Technology Technician Level I Position - Retirement Admin					
	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.					
Retirement - Add 1.0 FTE Office Specialist Level 2 and 3.0 FTE Retirement Benefits Specialist Level 2 - Retirement Admin					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Administration of LAFCo	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Total Expenditures / Appropriations	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Net Financing Uses	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Net County Cost	\$239,500	\$239,500	\$246,685	\$7,185	3.0%

Budget Unit – Budget by Object

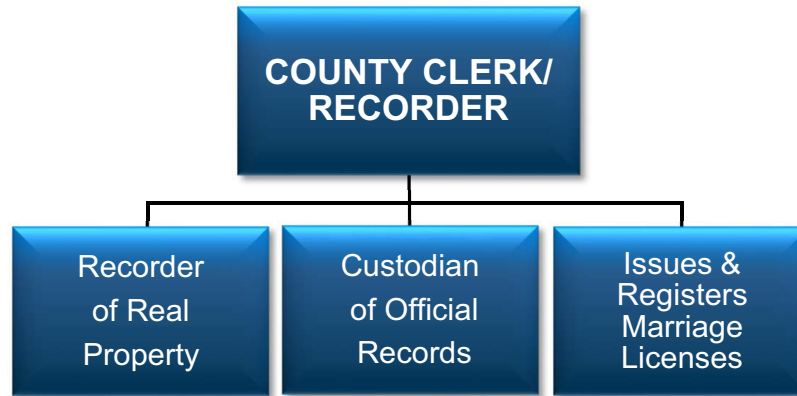
	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Other Charges	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Total Expenditures / Appropriations	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Net Financing Uses	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
Net County Cost	\$239,500	\$239,500	\$246,685	\$7,185	3.0%

Summary of Changes

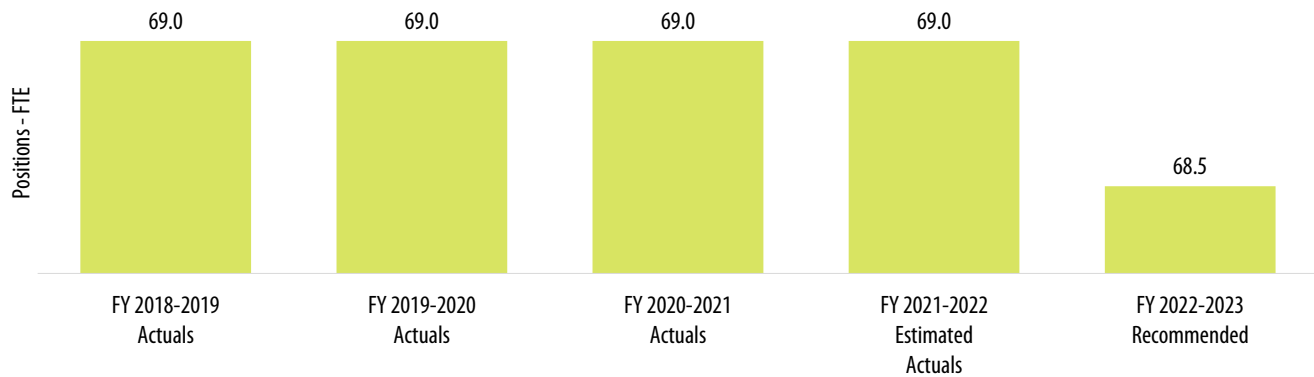
The Recommended Budget reflects a \$7,185 (3.0%) increase in total appropriations and net county cost from the prior year Adopted Budget.

The increase in expenditures and net county cost is due to an anticipated increase in staffing and an increase in salaries and benefits costs, including cost of living adjustments and retirement costs.

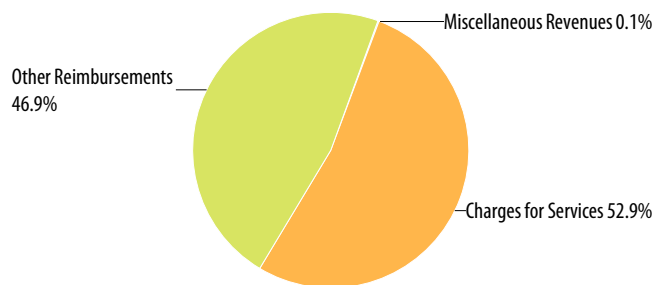
Department Structure
Donna Allred, County Clerk/Recorder



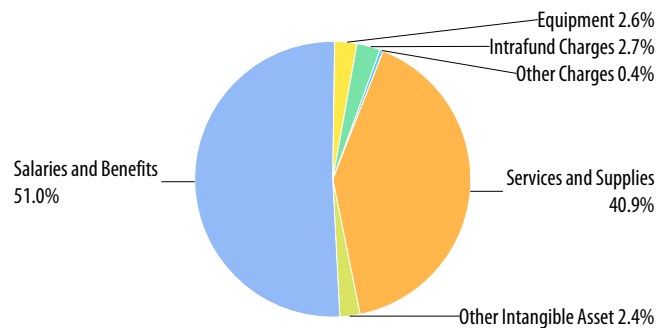
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

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

Goals

- Obtain Board approval for a lease to relocate the downtown office, and commence tenant improvements at the new site.
- Examine the viability of existing leases and locations for service center facilities and explore the feasibility of a pilot office option.
- Implement the “publicly available” restrictive covenant plan to expand the internal review in the identification, redaction, and tracking of unlawful restrictive covenants in the records of the County Recorder’s office, in accordance with AB 1466.

Accomplishments

- Successfully identified a property for the relocation of the downtown office and identified tenant improvements needed at the new location. Required bids were obtained and lease negotiations are underway.
- Began electronically posting an index of data and images for filed Environmental Impact Reports on the County Clerk/Recorder website, for public viewing, in accordance with the California Environmental Quality Act (CEQA).
- Prepared and established the “publicly available” restrictive covenant implementation plan, which included an internal review for identification, redaction, and tracking of unlawful restrictive covenants.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
County Clerk/ Recorder	\$11,110,680	\$13,548,883	\$14,081,027	\$532,144	3.9%
Total Expenditures / Appropriations	\$11,110,680	\$13,548,883	\$14,081,027	\$532,144	3.9%
Total Reimbursements	\$(442,037)	\$(6,725,020)	\$(6,611,027)	\$113,993	(1.7)%
Net Financing Uses	\$10,668,643	\$6,823,863	\$7,470,000	\$646,137	9.5%
Total Revenue	\$10,668,643	\$6,823,863	\$7,470,000	\$646,137	9.5%
Net County Cost	—	—	—	—	—%
Positions	69.0	69.0	68.5	(0.5)	(0.7)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$6,403,384	\$7,056,450	\$7,186,770	\$130,320	1.8%
Services & Supplies	\$4,044,043	\$5,304,550	\$5,752,784	\$448,234	8.4%
Other Charges	\$66,379	\$96,144	\$56,740	\$(39,404)	(41.0)%
Equipment	\$17,126	\$366,000	\$366,000	—	—%
Other Intangible Asset	\$247,444	\$387,429	\$334,629	\$(52,800)	(13.6)%
Intrafund Charges	\$332,304	\$338,310	\$384,104	\$45,794	13.5%
Total Expenditures / Appropriations	\$11,110,680	\$13,548,883	\$14,081,027	\$532,144	3.9%
Other Reimbursements	\$(442,037)	\$(6,725,020)	\$(6,611,027)	\$113,993	(1.7)%
Total Reimbursements	\$(442,037)	\$(6,725,020)	\$(6,611,027)	\$113,993	(1.7)%
Net Financing Uses	\$10,668,643	\$6,823,863	\$7,470,000	\$646,137	9.5%
Revenue					
Intergovernmental Revenues	\$25,506	—	—	—	—%
Charges for Services	\$10,641,597	\$6,823,863	\$7,450,000	\$626,137	9.2%
Miscellaneous Revenues	\$1,540	—	\$20,000	\$20,000	—%
Total Revenue	\$10,668,643	\$6,823,863	\$7,470,000	\$646,137	9.5%
Net County Cost	—	—	—	—	—%
Positions	69.0	69.0	68.5	(0.5)	(0.7)%

Summary of Changes

The Recommended Budget reflects a \$532,144 (3.9%) increase in total appropriations, a \$113,993 (1.7%) decrease in reimbursements, and a \$646,137 (9.5%) increase in revenue from the prior year Adopted Budget.

The increase in total appropriations is primarily due to an increase of allocated costs along with an increase in salary and benefit costs for existing staff.

The decrease in reimbursements is due to revenue increases exceeding cost increases, requiring less transfer from the County Clerk/Recorder's restricted fund (BU 3241000) into this budget unit.

The increase in revenue is due to an increase in document recording volume.

Position counts have decreased by 0.5 FTE from the prior year Adopted Budget due to:

- 0.5 FTE recommended net Base decrease.

Budget Unit Functions & Responsibilities

The **Clerk/Recorder Fees** budget unit provides financing for certain updates and improvements in the County Clerk/Recorder budget (BU 3240000). 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
E-Recording	\$140,764	\$124,736	\$124,736	—	—%
Hours	—	\$472,062	\$472,062	—	—%
Index	—	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$133,751	\$402,475	\$402,475	—	—%
Modernization	—	\$5,110,492	\$4,996,499	\$(113,993)	(2.2)%
Vital Health Statistics	\$167,522	\$143,190	\$143,190	—	—%
Total Expenditures / Appropriations	\$442,037	\$6,725,020	\$6,611,027	\$(113,993)	(1.7)%
Net Financing Uses	\$442,037	\$6,725,020	\$6,611,027	\$(113,993)	(1.7)%
Total Revenue	\$5,695,456	\$3,009,220	\$3,009,220	—	—%
Use of Fund Balance	\$(5,253,419)	\$3,715,800	\$3,601,807	\$(113,993)	(3.1)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	\$442,037	\$6,725,020	\$6,611,027	\$(113,993)	(1.7)%
Total Expenditures / Appropriations	\$442,037	\$6,725,020	\$6,611,027	\$(113,993)	(1.7)%
Net Financing Uses	\$442,037	\$6,725,020	\$6,611,027	\$(113,993)	(1.7)%
Revenue					
Revenue from Use Of Money & Property	\$773,696	\$54,220	\$54,220	—	—%
Charges for Services	\$4,921,760	\$2,955,000	\$2,955,000	—	—%
Total Revenue	\$5,695,456	\$3,009,220	\$3,009,220	—	—%
Use of Fund Balance	\$(5,253,419)	\$3,715,800	\$3,601,807	\$(113,993)	(3.1)%

Summary of Changes

The Recommended Budget reflects a \$113,993 (1.7%) decrease in total appropriations, and a \$113,993 (3.1%) decrease in use of fund balance.

The decrease in total appropriations is due to less funds needing to be transferred to cover required expenditures in the County Clerk/Recorder budget (Budget Unit 3240000).

Use of Fund Balance reflects the net of a carryover of \$4,411,712 in available balance, a reserve release of \$1,173,016 and a provision for reserve of \$1,982,921. Reserve changes from the prior year Adopted Budget are detailed below:

- E-Recording (ERDS) Fees reserve has increased \$452,220.
- Hours Fees reserve has increased \$452,451.
- Index Fees reserve has increased \$452,451.
- Micrographic Fees reserve has increased \$472,421.
- Modernization Fees reserve has decreased \$1,173,016.
- Vital Health (VH) Statistics Fees reserve has increased \$153,378.

E-Recording

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	\$140,764	\$124,736	\$124,736	—	—%
Total Expenditures / Appropriations	\$140,764	\$124,736	\$124,736	—	—%
Net Financing Uses	\$140,764	\$124,736	\$124,736	—	—%
Revenue					
Revenue from Use Of Money & Property	\$70,789	\$160	\$160	—	—%
Charges for Services	\$521,047	\$325,000	\$325,000	—	—%
Total Revenue	\$591,836	\$325,160	\$325,160	—	—%
Use of Fund Balance	\$(451,072)	\$(200,424)	\$(200,424)	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects the net of a carryover of \$251,796 in available balance and a provision for reserve of \$452,220.

Hours

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$472,062	\$472,062	—	—%
Total Expenditures / Appropriations	—	\$472,062	\$472,062	—	—%
Net Financing Uses	—	\$472,062	\$472,062	—	—%
Revenue					
Revenue from Use Of Money & Property	\$32,160	\$70	\$70	—	—%
Charges for Services	\$521,334	\$325,000	\$325,000	—	—%
Total Revenue	\$553,494	\$325,070	\$325,070	—	—%
Use of Fund Balance	\$(553,494)	\$146,992	\$146,992	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects the net of a carryover of \$599,443 in available balance and a provision for reserve of \$452,451.

Index

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$472,065	\$472,065	—	—%
Total Expenditures / Appropriations	—	\$472,065	\$472,065	—	—%
Net Financing Uses	—	\$472,065	\$472,065	—	—%
Revenue					
Revenue from Use Of Money & Property	\$32,160	\$70	\$70	—	—%
Charges for Services	\$521,334	\$325,000	\$325,000	—	—%
Total Revenue	\$553,494	\$325,070	\$325,070	—	—%
Use of Fund Balance	\$(553,494)	\$146,995	\$146,995	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects the net of a carryover of \$599,446 in available balance and a provision for reserve of \$452,451.

Micrographics Conversion

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	\$133,751	\$402,475	\$402,475	—	—%
Total Expenditures / Appropriations	\$133,751	\$402,475	\$402,475	—	—%
Net Financing Uses	\$133,751	\$402,475	\$402,475	—	—%
Revenue					
Revenue from Use Of Money & Property	\$86,484	\$10,900	\$10,900	—	—%
Charges for Services	\$524,732	\$335,000	\$335,000	—	—%
Total Revenue	\$611,216	\$345,900	\$345,900	—	—%
Use of Fund Balance	\$(477,465)	\$56,575	\$56,575	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects the net of a carryover of \$528,996 in available balance and a provision for reserve of \$472,421.

Modernization

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$5,110,492	\$4,996,499	\$(113,993)	(2.2)%
Total Expenditures / Appropriations	—	\$5,110,492	\$4,996,499	\$(113,993)	(2.2)%
Net Financing Uses	—	\$5,110,492	\$4,996,499	\$(113,993)	(2.2)%
Revenue					
Revenue from Use Of Money & Property	\$542,138	\$43,000	\$43,000	—	—%
Charges for Services	\$2,664,197	\$1,495,000	\$1,495,000	—	—%
Total Revenue	\$3,206,335	\$1,538,000	\$1,538,000	—	—%
Use of Fund Balance	\$(3,206,335)	\$3,572,492	\$3,458,499	\$(113,993)	(3.2)%

Summary of Changes

The Recommended Budget reflects a \$113,993 (2.2%) decrease in total appropriations and a \$113,993 (3.2%) decrease in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to less funds needing to be transferred to cover required expenditures in the County Clerk/Recorder budget (Budget Unit 3240000).

Use of Fund Balance reflects the net of a carryover of \$2,285,483 in available balance and a reserve release of \$1,173,016.

Vital Health Statistics

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	\$167,522	\$143,190	\$143,190	—	—%
Total Expenditures / Appropriations	\$167,522	\$143,190	\$143,190	—	—%
Net Financing Uses	\$167,522	\$143,190	\$143,190	—	—%
Revenue					
Revenue from Use Of Money & Property	\$9,965	\$20	\$20	—	—%
Charges for Services	\$169,116	\$150,000	\$150,000	—	—%
Total Revenue	\$179,082	\$150,020	\$150,020	—	—%
Use of Fund Balance	\$(11,559)	\$(6,830)	\$(6,830)	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects the net of a carryover of \$146,548 in available balance and a provision for reserve of \$153,378.

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.

Goals

- Sacramento Public Library Authority delivers ideas, resources, and information to help our community discover, learn, and grow.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
County Library	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Total Expenditures / Appropriations	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Net Financing Uses	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Total Revenue	\$1,103,909	\$1,135,036	\$1,218,384	\$83,348	7.3%
Use of Fund Balance	\$(19,115)	\$107,072	\$33,702	\$(73,370)	(68.5)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Total Expenditures / Appropriations	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Net Financing Uses	\$1,084,794	\$1,242,108	\$1,252,086	\$9,978	0.8%
Revenue					
Revenue from Use Of Money & Property	\$567	\$1,500	\$1,500	—	—%
Miscellaneous Revenues	\$1,103,342	\$1,133,536	\$1,216,884	\$83,348	7.4%
Total Revenue	\$1,103,909	\$1,135,036	\$1,218,384	\$83,348	7.3%
Use of Fund Balance	\$(19,115)	\$107,072	\$33,702	\$(73,370)	(68.5)%

Summary of Changes

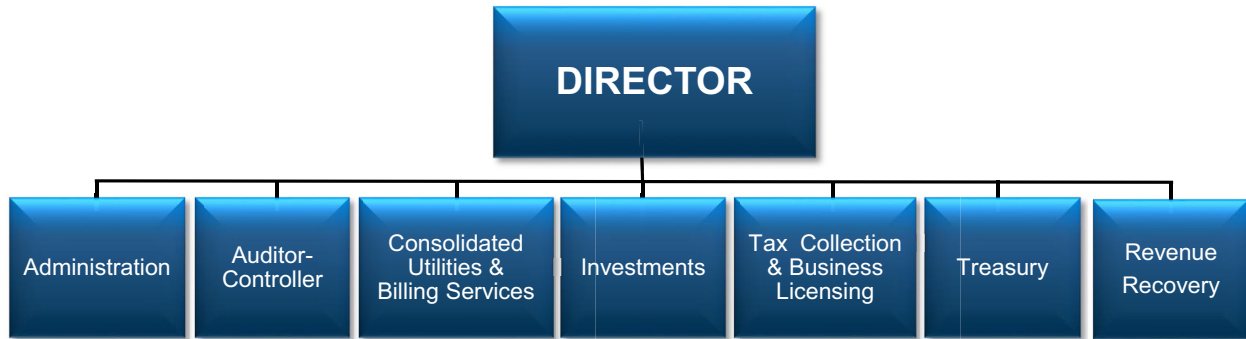
The Recommended Budget reflects a \$9,978 (0.8%) increase in total appropriations, an \$83,348 (7.3%) increase in revenue, and a \$73,370 (68.5%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to increased facility use and insurance costs.

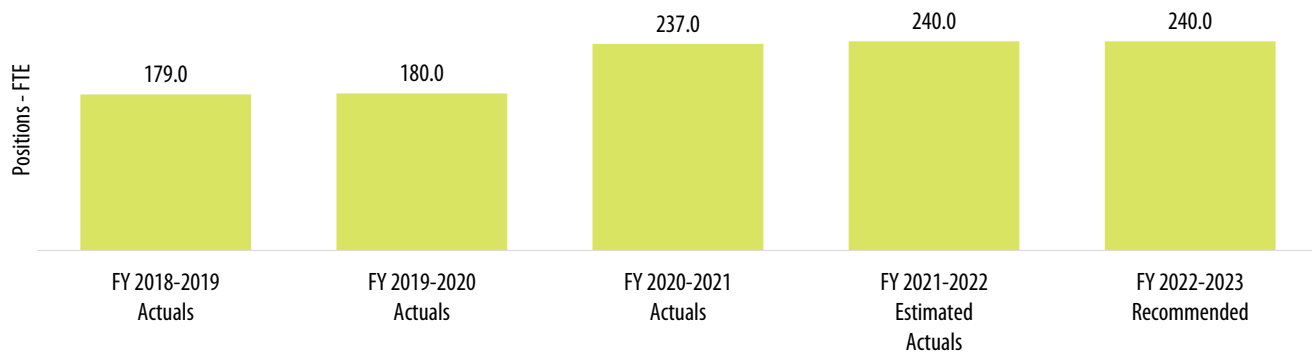
The increase in revenue is due to the annual adjustment in revenue received from the Sacramento Public Library Authority based on the percentage change in the Consumer Price Index.

Use of Fund Balance reflects a carryover of \$33,702 in available balance.

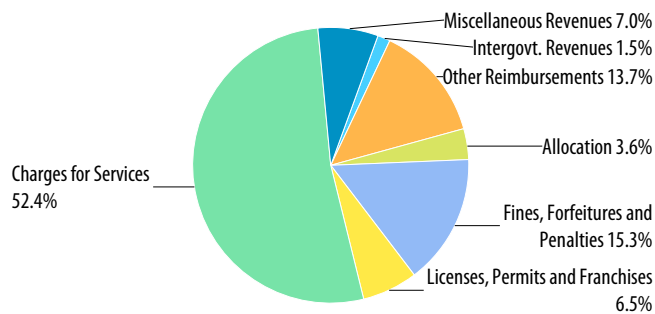
Department Structure Ben Lamera, Director



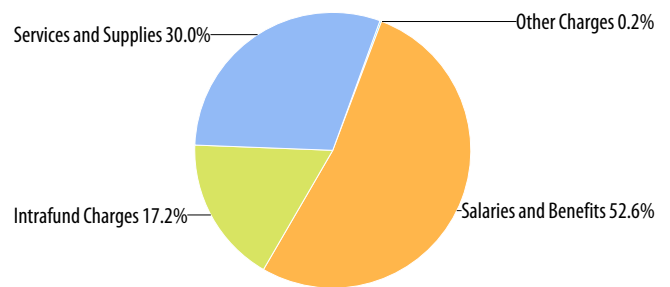
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

- Relocate CUBS, Revenue Recovery, and add a new Remittance Processing and Cashiering Unit to consolidate processes for CUBS and Revenue Recovery payments, and to reduce facility costs.
- Begin implementation project for the property tax system.
- Implement utility bill transmissions to Financial Institutions to encourage electronic billing and payments.
- Collaborate and develop processes for American Rescue Plan Act (ARPA) requests for funding (reimbursement claims) and contract monitoring.

Accomplishments

- Transitioned to a new bank portal and expanded online electronic payments to a centralized PayHub site.
- Updated and completed the tax system requirements for request for proposal (RFP).
- Implemented Government Accounting Standard Board (GASB) accounting standards for fiduciary activities (GASB 84) and leases (GASB 87).
- Processed \$4 million in Payroll tax credit against COVID-19 ARPA Federal Funds.
- Implemented online portal for debtors to create profile and request paperless billing and payment.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Administration	\$4,029,375	\$4,520,719	\$4,886,728	\$366,009	8.1%
Auditor-Controller	\$11,009,589	\$11,780,772	\$13,105,786	\$1,325,014	11.2%
Consolidated Utilities Billing and Service	\$9,239,316	\$9,943,490	\$10,209,195	\$265,705	2.7%
Revenue Recovery	\$306	\$10,097,831	\$10,318,702	\$220,871	2.2%
Tax Collection & Business Licensing	\$6,940,198	\$7,677,490	\$8,093,849	\$416,359	5.4%
Treasury and Investments	\$4,214,312	\$4,752,652	\$4,971,856	\$219,204	4.6%
Total Expenditures / Appropriations	\$35,433,095	\$48,772,954	\$51,586,116	\$2,813,162	5.8%
Total Reimbursements	\$(8,719,888)	\$(11,951,375)	\$(12,573,520)	\$(622,145)	5.2%
Net Financing Uses	\$26,713,206	\$36,821,579	\$39,012,596	\$2,191,017	6.0%
Total Revenue	\$25,388,820	\$35,434,916	\$37,375,249	\$1,940,333	5.5%
Net County Cost	\$1,324,386	\$1,386,663	\$1,637,347	\$250,684	18.1%
Positions	237.0	238.0	240.0	2.0	0.8%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$19,157,209	\$26,221,299	\$27,143,028	\$921,729	3.5%
Services & Supplies	\$9,394,400	\$14,027,461	\$15,456,534	\$1,429,073	10.2%
Other Charges	\$29,289	\$49,011	\$101,000	\$51,989	106.1%
Intrafund Charges	\$6,852,196	\$8,475,183	\$8,885,554	\$410,371	4.8%
Total Expenditures / Appropriations	\$35,433,095	\$48,772,954	\$51,586,116	\$2,813,162	5.8%
Intrafund Reimbursements Between Programs	\$(918,824)	\$(5,985,885)	\$(6,386,950)	\$(401,065)	6.7%
Other Reimbursements	\$(7,801,065)	\$(5,965,490)	\$(6,186,570)	\$(221,080)	3.7%
Total Reimbursements	\$(8,719,888)	\$(11,951,375)	\$(12,573,520)	\$(622,145)	5.2%
Net Financing Uses	\$26,713,206	\$36,821,579	\$39,012,596	\$2,191,017	6.0%
Revenue					
Licenses, Permits & Franchises	\$3,050,323	\$2,837,191	\$2,940,464	\$103,273	3.6%
Fines, Forfeitures & Penalties	\$7,035,320	\$7,139,338	\$6,914,489	\$(224,849)	(3.1)%
Intergovernmental Revenues	\$106,209	\$49,000	\$670,417	\$621,417	1,268.2%
Charges for Services	\$10,072,117	\$18,975,882	\$23,667,104	\$4,691,222	24.7%
Miscellaneous Revenues	\$5,124,853	\$6,433,505	\$3,182,775	\$(3,250,730)	(50.5)%
Total Revenue	\$25,388,820	\$35,434,916	\$37,375,249	\$1,940,333	5.5%
Net County Cost	\$1,324,386	\$1,386,663	\$1,637,347	\$250,684	18.1%
Positions	237.0	238.0	240.0	2.0	0.8%

Summary of Changes

The Recommended Budget reflects a \$2,813,162 (5.8%) increase in total appropriations, a \$622,145 (5.2%) increase in reimbursements, a \$1,940,333 (5.5%) increase in revenues, and a \$250,684 (18.1%) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- An increase in salary and benefits costs due to cost of living adjustments, step increases, retirement and other benefit costs, partially offset by an overall increase in department-wide salary savings.
- An increase in salary and benefits costs due to the addition of 2.0 FTE Limited Term Senior Auditor positions in the Base to assist in the administration of funding provided by ARPA.
- An increase in allocated costs including facility use, leased property charges, liability insurance, and DTech fees and labor.

- An increase in department and division overhead allocations due to increases in allocated costs and salary and benefit costs.
- An increase in Franchise Tax Board-Court Ordered Debt collection program service charges.
- An increase in mail/postage price and volume due to growth in CUBS accounts.
- A decrease in Sheriff and County Counsel charges to true-up workload and involvement in the revenue recovery process.
- A decrease in office supplies, office equipment maintenance supplies, data processing supplies and services.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.
- Recommended reductions summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements is due to the following:

- An increase in reimbursements from Revenue Recovery's collection services.
- An increase in department and divisional overhead reimbursements due to increases in allocated costs and salary and benefit costs.
- An increase in overall division expenditures that are cost recoverable.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in revenue is due to the following:

- An increase in CUBS's revenue generating programs.
- Use of funds from trust accounts administered by Revenue Recovery to cover the deficit in Revenue Recovery due to the elimination of various fees associated with Assembly Bill No. 177. Reconciliation of trust accounts done in FY 2021-22 indicated a \$949,910 balance not associated with collections or distributions of Revenue Recovery accounts.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The following position changes resulted in a net zero change in position counts from the prior year Adopted Budget.

- 2.0 FTE recommended net base increases.
- 2.0 FTE total additions in recommended growth requests.
- 4.0 FTE total reductions in recommended reduction scenarios. -4.0 vacant

Summary of Recommended 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 Recommended Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,231,349	\$1,647,572	\$1,643,491	\$(4,081)	(0.2)%
Services & Supplies	\$2,198,672	\$2,238,672	\$2,421,770	\$183,098	8.2%
Intrafund Charges	\$599,354	\$634,475	\$821,467	\$186,992	29.5%
Total Expenditures / Appropriations	\$4,029,375	\$4,520,719	\$4,886,728	\$366,009	8.1%
Total Reimbursements between Programs		\$(4,520,719)	\$(4,872,182)	\$(351,463)	7.8%
Other Reimbursements	\$(3,760,793)	—	—	—	—%
Total Reimbursements	\$(3,760,793)	\$(4,520,719)	\$(4,872,182)	\$(351,463)	7.8%
Net Financing Uses	\$268,582	—	\$14,546	\$14,546	—%
Revenue					
Cost of Goods Sold	\$197,768	—	—	—	—%
Intergovernmental Revenues	\$11,846	—	—	—	—%
Charges for Services	\$67	—	—	—	—%
Miscellaneous Revenues	\$2,674	—	—	—	—%
Total Revenue	\$212,355	—	—	—	—%
Net County Cost	\$56,227	—	\$14,546	\$14,546	—%
Positions	70.0	9.0	11.0	2.0	22.2%

Summary of Changes

The Recommended Budget reflects a \$366,009 (8.1%) increase in total appropriations, a \$351,463 (7.8%) increase in reimbursements, and a \$14,546 (new) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- An increase in allocated costs, including facility use, leased property charges, liability insurance, DTech fees and labor.
- Increases in direct charges and allocated costs from DTech, software maintenance and license renewals, and miscellaneous services and supplies.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- An increase in overall Administration division expenditures that are cost recoverable from all other divisions within the Department of Finance.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Relocation CUBS, RR, RP Admin	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$8,110,281	\$8,751,922	\$9,749,814	\$997,892	11.4%
Services & Supplies	\$814,246	\$890,233	\$1,061,827	\$171,594	19.3%
Intrafund Charges	\$2,085,062	\$2,138,617	\$2,294,145	\$155,528	7.3%
Total Expenditures / Appropriations	\$11,009,589	\$11,780,772	\$13,105,786	\$1,325,014	11.2%
Total Reimbursements between Programs		\$(638,224)	\$(747,345)	\$(109,121)	17.1%
Other Reimbursements	\$(3,689,047)	\$(3,427,120)	\$(3,975,178)	\$(548,058)	16.0%
Total Reimbursements	\$(3,963,061)	\$(4,065,344)	\$(4,722,523)	\$(657,179)	16.2%
Net Financing Uses	\$7,046,528	\$7,715,428	\$8,383,263	\$667,835	8.7%
Revenue					
Cost of Goods Sold	\$(61,653)	—	—	—	—%
Intergovernmental Revenues	\$65,423	\$49,000	\$670,417	\$621,417	1,268.2%
Charges for Services	\$5,181,867	\$5,367,845	\$5,904,954	\$537,109	10.0%
Miscellaneous Revenues	\$618,594	\$1,050,258	\$543,478	\$(506,780)	(48.3)%
Total Revenue	\$5,804,231	\$6,467,103	\$7,118,849	\$651,746	10.1%
Net County Cost	\$1,242,297	\$1,248,325	\$1,264,414	\$16,089	1.3%
Positions	68.0	72.0	75.0	3.0	4.2%

Summary of Changes

The Recommended Budget reflects a \$1,325,014 (11.2%) increase in total appropriations, a \$657,179 (16.2%) increase in reimbursements, a \$651,746 (10.1%) increase in revenues, and a \$16,089 (1.3%) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- An increase in salary and benefit costs due to cost of living adjustments, step increases, retirement and other benefit costs, partially offset by overall increase in department-wide salary savings factor.
- The addition of 2.0 FTE Limited Term Senior Auditor positions in the Base to assist in the administration of funding provided by ARPA.

- The purchase of new personal computers (PCs) and supplemental equipment replacing old PCs.
- An increase in DTech charges.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to:

- Lower intra-fund expenses for services provided.
- Recommended growth detailed later in this section.

The increase in revenues is due to:

- An increase in overall division expenditures that are cost recoverable.
- An increase ARPA revenue due to the addition of 2.0 FTE Limited Term Senior Auditor positions to assist in the administration of ARPA funding.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
CEC/BDM - Sr. Accountant (AC-GA)	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).					
DOF - A-C ACP - GA - GASB 87 Lease Software	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.					
DOF - A-C ACP - PMT SVCS - ACH Conversion	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,845,121	\$4,051,099	\$4,067,249	\$16,150	0.4%
Services & Supplies	\$4,370,619	\$4,719,617	\$4,924,452	\$204,835	4.3%
Other Charges	\$29,289	\$49,011	\$75,000	\$25,989	53.0%
Intrafund Charges	\$994,286	\$1,123,763	\$1,142,494	\$18,731	1.7%
Total Expenditures / Appropriations	\$9,239,316	\$9,943,490	\$10,209,195	\$265,705	2.7%
Total Reimbursements between Programs		\$(25,033)	\$(28,279)	\$(3,246)	13.0%
Other Reimbursements	\$(8,642)	\$(7,283)	\$(7,368)	\$(85)	1.2%
Total Reimbursements	\$(29,888)	\$(32,316)	\$(35,647)	\$(3,331)	10.3%
Net Financing Uses	\$9,209,427	\$9,911,174	\$10,173,548	\$262,374	2.6%
Revenue					
Cost of Goods Sold	\$(68,589)	—	—	—	—%
Fines, Forfeitures & Penalties	\$7,035,320	\$7,139,338	\$6,914,489	\$(224,849)	(3.1)%
Intergovernmental Revenues	\$10,200	—	—	—	—%
Charges for Services	\$1,982,154	\$2,736,836	\$3,224,559	\$487,723	17.8%
Miscellaneous Revenues	\$(28,106)	\$35,000	\$34,500	\$(500)	(1.4)%
Total Revenue	\$8,930,979	\$9,911,174	\$10,173,548	\$262,374	2.6%
Net County Cost	\$278,449	—	—	—	—%
Positions	44.0	44.0	44.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$265,705 (2.7%) increase in total appropriations, a \$3,331 (10.3%) increase in reimbursements, and a \$262,374 (2.6%) increase in revenue from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- An increase in salary and benefit costs due to cost of living adjustments, step increases, retirement and other benefit costs, partially offset by overall increase in department-wide salary savings.
- An increase in mail/postage price and volume due to growth in CUBS accounts.

- A decrease in direct DTech labor costs and data processing charges, primarily due to the bill pay portal project that DTech has been developing.
- Recommended growth detailed later in this section.

The increase in reimbursements is a result of higher intra-fund expenses for services provided.

The net increase in revenue is due to:

- A reduction in projected collections of forfeitures and penalties from reduced delinquent accounts.
- An increase in service charges to customer departments.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Relocation CUBS, RR, RP Admin	271,898	—	271,898	—	—

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.

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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	—	\$5,257,243	\$4,952,162	\$(305,081)	(5.8)%
Services & Supplies	\$306	\$3,864,155	\$4,439,051	\$574,896	14.9%
Intrafund Charges	—	\$976,433	\$927,489	\$(48,944)	(5.0)%
Total Expenditures / Appropriations	\$306	\$10,097,831	\$10,318,702	\$220,871	2.2%
Other Reimbursements	—	\$(2,160,310)	\$(1,897,247)	\$263,063	(12.2)%
Total Reimbursements	—	\$(2,160,310)	\$(1,897,247)	\$263,063	(12.2)%
Net Financing Uses	\$306	\$7,937,521	\$8,421,455	\$483,934	6.1%
Revenue					
Charges for Services	—	\$7,937,521	\$7,722,461	\$(215,060)	(2.7)%
Miscellaneous Revenues	—	—	\$507,661	\$507,661	—%
Total Revenue	—	\$7,937,521	\$8,230,122	\$292,601	3.7%
Net County Cost	\$306	—	\$191,333	\$191,333	—%
Positions	55.0	53.0	49.0	(4.0)	(7.5)%

Summary of Changes

The Recommended Budget reflects a \$220,871 (2.2%) increase in total appropriations, a \$263,063 (12.2%) decrease in reimbursements, a \$292,601 (3.7%) increase in revenue, and a \$191,333 (new) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The net increase in total appropriations is due to:

- An increase in salary and benefits costs due to cost of living adjustments, step increases, retirement and other benefit costs, partially offset by an overall increase in the department-wide salary savings.
- A decrease in Sheriff and County Counsel charges to true-up workload and involvement in the revenue recovery process.
- Recommended growth detailed later in this section.
- Recommended reduction detailed later in this section.

The decrease in reimbursements is due to the decrease in collections for customer departments affected by Assembly Bill No. 177.

The increase in revenue is due to the following:

- Use of \$507,661 out of \$949,910 in unidentified funds from trust accounts administered by Revenue Recovery to the cover a deficit in FY 2022-23 due to the elimination of various fees associated with AB177.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Relocation CUBS, RR, RP Admin					
	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.

Recommended Reduction Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DOF - Revenue Recovery - Delete 4.0 FTE					
	(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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,182,068	\$3,560,812	\$3,772,912	\$212,100	6.0%
Services & Supplies	\$1,500,649	\$1,602,669	\$1,848,276	\$245,607	15.3%
Other Charges	—	—	\$26,000	\$26,000	—%
Intrafund Charges	\$2,257,480	\$2,514,009	\$2,446,661	\$(67,348)	(2.7)%
Total Expenditures / Appropriations	\$6,940,198	\$7,677,490	\$8,093,849	\$416,359	5.4%
Other Reimbursements	\$(175,821)	\$(263,000)	\$(224,000)	\$39,000	(14.8)%
Total Reimbursements	\$(175,821)	\$(263,000)	\$(224,000)	\$39,000	(14.8)%
Net Financing Uses	\$6,764,376	\$7,414,490	\$7,869,849	\$455,359	6.1%
Revenue					
Cost of Goods Sold	\$(55,634)	—	—	—	—%
Licenses, Permits & Franchises	\$3,050,323	\$2,837,191	\$2,940,464	\$103,273	3.6%
Intergovernmental Revenues	\$12,908	—	—	—	—%
Charges for Services	\$2,551,525	\$2,479,021	\$2,665,195	\$186,174	7.5%
Miscellaneous Revenues	\$1,473,383	\$1,959,940	\$2,097,136	\$137,196	7.0%
Total Revenue	\$7,032,504	\$7,276,152	\$7,702,795	\$426,643	5.9%
Net County Cost	\$(268,128)	\$138,338	\$167,054	\$28,716	20.8%
Positions	—	35.0	36.0	1.0	2.9%

Summary of Changes

The Recommended Budget reflects a \$416,359 (5.4%) increase in total appropriations, a \$39,000 (14.8%) decrease in reimbursements, a \$426,643 (5.9%) increase in revenues, and a \$28,716 (20.8%) increase in net county costs from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- An increase in salary and benefits costs due to cost of living adjustments, step increases, retirement and other benefit costs, partially offset by overall increase in department-wide salary savings.
- An increase in postal and printing services for annual tax bills.

- An increase in direct and allocated DTech charges.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to lower intra-fund expenses for services provided.

The increase in revenue is due to:

- An increase in overall division expenditures that are cost recoverable, offset by the expected reduction in tobacco license applications and renewals due to the flavored tobacco ban taking effect in July 2022.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Add 1.0 FTE, One Vehicle and Equipment - Business Licensing					
	116,548	—	116,548	—	1.0
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.					
DOF - BL Short-Term Rental Compliance					
	22,570	—	22,570	—	—
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.					
DOF - Tax Replacement Phones/Headsets and Storage Cabinet					
	12,393	—	12,393	—	—
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.					

Treasury and Investments

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,788,389	\$2,952,651	\$2,957,400	\$4,749	0.2%
Services & Supplies	\$509,908	\$712,115	\$761,158	\$49,043	6.9%
Intrafund Charges	\$916,015	\$1,087,886	\$1,253,298	\$165,412	15.2%
Total Expenditures / Appropriations	\$4,214,312	\$4,752,652	\$4,971,856	\$219,204	4.6%
Total Reimbursements between Programs		\$(801,909)	\$(739,144)	\$62,765	(7.8)%
Other Reimbursements	\$(166,762)	\$(107,777)	\$(82,777)	\$25,000	(23.2)%
Total Reimbursements	\$(790,325)	\$(909,686)	\$(821,921)	\$87,765	(9.6)%
Net Financing Uses	\$3,423,987	\$3,842,966	\$4,149,935	\$306,969	8.0%
Revenue					
Cost of Goods Sold	\$(11,892)	—	—	—	—%
Intergovernmental Revenues	\$5,831	—	—	—	—%
Charges for Services	\$356,505	\$454,659	\$4,149,935	\$3,695,276	812.8%
Miscellaneous Revenues	\$3,058,307	\$3,388,307	—	\$(3,388,307)	(100.0)%
Total Revenue	\$3,408,752	\$3,842,966	\$4,149,935	\$306,969	8.0%
Net County Cost	\$15,235	—	—	—	—%
Positions	—	25.0	25.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$219,204 (4.6%) increase in total appropriations, an \$87,765 (9.6%) decrease in reimbursements, a \$306,969 (8.0%) increase in revenues from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- An increase in banking fees and projected costs of external audits to be in compliance with GASB reporting requirements.
- An increase in salary and benefit costs from cost of living adjustments, step increases, retirement, and ACP costs, offset by an increase in salary savings.
- A decrease in anticipated overtime due to continued use of online payments.

- Decreases in data processing services due to the completion of software migration to a new investment software in the prior fiscal year.
- Decreases in temporary staffing.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to the following:

- Lower intra-fund expenses for services provided to Revenue Recovery, CUBS, Planning, and Deferred Compensation.
- Recommended growth detailed later in this section.

The increase in revenue is due to the increase in overall division expenditures that are cost recoverable.

Recommended Growth Detail for the Program

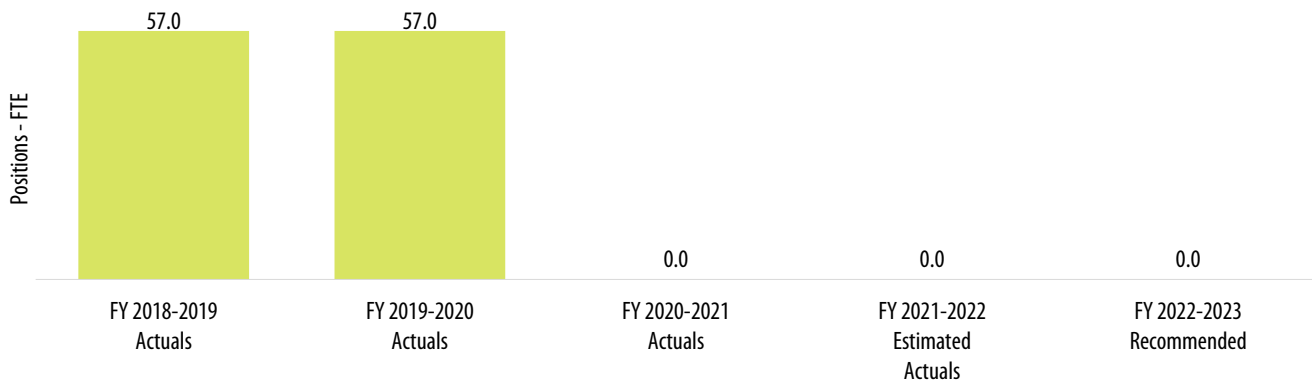
	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Relocation CUBS, RR, RP Admin	29,144	(29,144)	—	—	—

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.

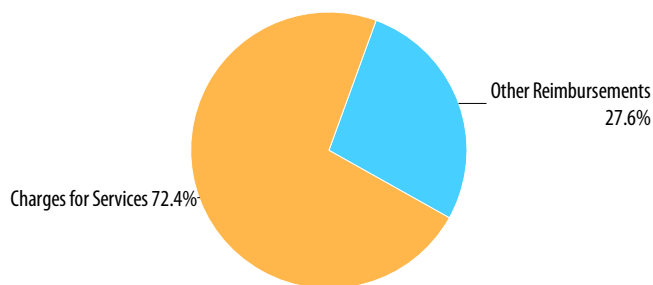
Department Structure
Ben Lamera, Director



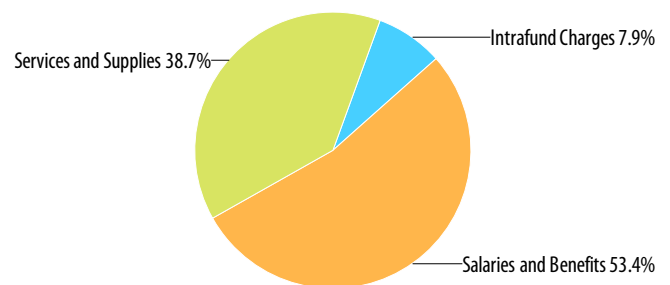
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

The primary responsibility of **Revenue Recovery** is to help the County recover as much revenue as possible from all 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 – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Centralized Billing, Collection and Disbursement	\$9,677,064	—	—	—	—%
Total Expenditures / Appropriations	\$9,677,064	—	—	—	—%
Total Reimbursements	\$(2,628,701)	—	—	—	—%
Net Financing Uses	\$7,048,362	—	—	—	—%
Total Revenue	\$7,048,386	—	—	—	—%
Net County Cost	\$(23)	—	—	—	—%

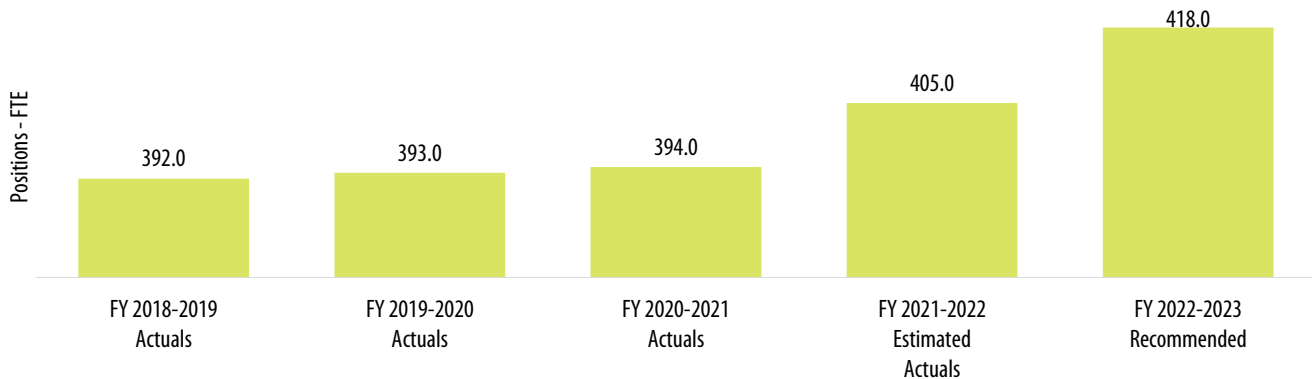
Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,798,273	—	—	—	—%
Services & Supplies	\$3,887,180	—	—	—	—%
Intrafund Charges	\$991,611	—	—	—	—%
Total Expenditures / Appropriations	\$9,677,064	—	—	—	—%
Other Reimbursements	\$(2,628,701)	—	—	—	—%
Total Reimbursements	\$(2,628,701)	—	—	—	—%
Net Financing Uses	\$7,048,362	—	—	—	—%
Revenue					
Revenue from Use Of Money & Property	\$80	—	—	—	—%
Intergovernmental Revenues	\$12,395	—	—	—	—%
Charges for Services	\$7,029,679	—	—	—	—%
Miscellaneous Revenues	\$6,232	—	—	—	—%
Total Revenue	\$7,048,386	—	—	—	—%
Net County Cost	\$(23)	—	—	—	—%

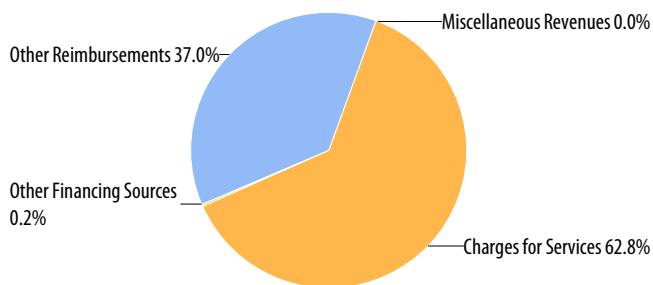
Department Structure
Rami Zakaria, Chief Information Officer



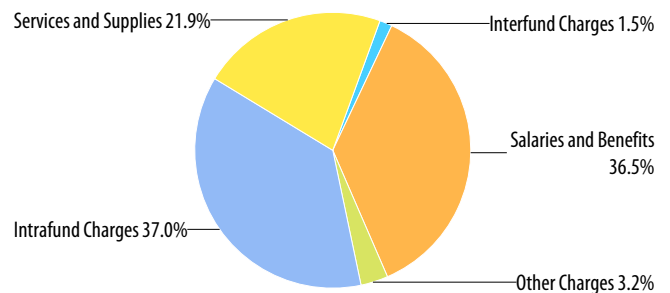
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

- Countywide IT Services.
- Department Application and Equipment Support.

Goals

- To select a vendor for the new Property Tax System and finalize the contract.
- Expand coverage of Asset and Vulnerability Data to include all County Information Systems.
- Work to get all Windows devices on a common platform to reduce potential issues in support of the pending Microsoft 365 migration.

Accomplishments

- Applications of Annual SAP Updates for COMPASS, including all of the latest security updates.
- Implemented new technology in the Board Chambers to allow better support for remote meetings.
- Updated all County Internet sites to support.gov URL.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Countywide IT Services	\$57,755,411	\$77,016,245	\$85,942,176	\$8,925,931	11.6%
Department Application and Equipment Support	\$61,190,779	\$93,898,193	\$102,420,843	\$8,522,650	9.1%
Total Expenditures / Appropriations	\$118,946,190	\$170,914,438	\$188,363,019	\$17,448,581	10.2%
Total Reimbursements	\$(23,832,239)	\$(65,412,327)	\$(69,656,503)	\$(4,244,176)	6.5%
Net Financing Uses	\$95,113,951	\$105,502,111	\$118,706,516	\$13,204,405	12.5%
Total Revenue	\$98,087,091	\$104,973,509	\$118,706,516	\$13,733,007	13.1%
Use of Fund Balance	\$(2,973,141)	\$528,602	—	\$(528,602)	(100.0)%
Positions	394.0	397.0	418.0	21.0	5.3%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$57,881,849	\$62,971,716	\$68,698,246	\$5,726,530	9.1%
Services & Supplies	\$27,690,424	\$33,715,456	\$41,197,038	\$7,481,582	22.2%
Other Charges	\$6,541,854	\$6,074,894	\$6,031,188	\$(43,706)	(0.7)%
Interfund Charges	\$2,999,824	\$2,999,309	\$2,800,044	\$(199,265)	(6.6)%
Intrafund Charges	\$23,832,239	\$65,153,063	\$69,636,503	\$4,483,440	6.9%
Total Expenditures / Appropriations	\$118,946,190	\$170,914,438	\$188,363,019	\$17,448,581	10.2%
Other Reimbursements	\$(23,832,239)	\$(65,412,327)	\$(69,656,503)	\$(4,244,176)	6.5%
Total Reimbursements	\$(23,832,239)	\$(65,412,327)	\$(69,656,503)	\$(4,244,176)	6.5%
Net Financing Uses	\$95,113,951	\$105,502,111	\$118,706,516	\$13,204,405	12.5%
Revenue					
Charges for Services	\$98,010,180	\$104,798,509	\$118,242,198	\$13,443,689	12.8%
Miscellaneous Revenues	\$76,910	\$25,000	\$20,000	\$(5,000)	(20.0)%
Other Financing Sources	\$1	\$150,000	\$444,318	\$294,318	196.2%
Total Revenue	\$98,087,091	\$104,973,509	\$118,706,516	\$13,733,007	13.1%
Use of Fund Balance	\$(2,973,141)	\$528,602	—	\$(528,602)	(100.0)%
Positions	394.0	397.0	418.0	21.0	5.3%

Summary of Changes

The Recommended Budget reflects a \$17,448,581 (10.2%) increase in total appropriations, a \$4,244,176 (6.5%) increase in reimbursements, a \$13,733,007 (13.1%) increase in revenue and a \$528,602 (100.0%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Approved restoration of FY 2021-22 reductions including travel, training, 1.0 FTE Assistant Chief Information Officer (CIO) position, and 1.0 FTE Division Chief position.
- Unavoidable cost increase in software and hardware.
- Increases in salary and benefits.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements and revenue is due to:

- An increase in cost recovery from customer departments.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects no change in retained earnings.

Position counts have increased by 21.0 FTE from the prior year Adopted Budget due to:

- 8.0 FTE net mid-year increases.
- 2.0 FTE recommended Base increases.
- 11.0 FTE recommended growth requests.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
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 IT Services provides support for the benefit of everyone in the County. These include the countywide communications center, the County's data center, the office of the Chief Information Officer and the countywide service desk.

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$20,570,023	\$20,518,263	\$22,351,615	\$1,833,352	8.9%
Services & Supplies	\$17,757,360	\$22,470,917	\$28,148,725	\$5,677,808	25.3%
Other Charges	\$6,012,423	\$5,406,520	\$5,362,814	\$(43,706)	(0.8)%
Interfund Charges	\$2,999,824	\$2,999,309	\$2,800,044	\$(199,265)	(6.6)%
Intrafund Charges	\$10,415,782	\$25,621,236	\$27,278,978	\$1,657,742	6.5%
Total Expenditures / Appropriations	\$57,755,411	\$77,016,245	\$85,942,176	\$8,925,931	11.6%
Other Reimbursements	\$(19,000,477)	\$(34,538,820)	\$(36,146,864)	\$(1,608,044)	4.7%
Total Reimbursements	\$(19,000,477)	\$(34,538,820)	\$(36,146,864)	\$(1,608,044)	4.7%
Net Financing Uses	\$38,754,935	\$42,477,425	\$49,795,312	\$7,317,887	17.2%
Revenue					
Charges for Services	\$40,912,794	\$42,102,350	\$45,969,607	\$3,867,257	9.2%
Miscellaneous Revenues	\$76,552	\$25,000	\$20,000	\$(5,000)	(20.0)%
Other Financing Sources	\$1	—	\$444,318	\$444,318	—%
Total Revenue	\$40,989,347	\$42,127,350	\$46,433,925	\$4,306,575	10.2%
Use of Fund Balance	\$(2,234,412)	\$350,075	\$3,361,387	\$3,011,312	860.2%
Positions	119.0	122.0	128.0	6.0	4.9%

Summary of Changes

The Recommended Budget reflects an \$8,925,931 (11.6%) increase in total appropriations, a \$1,608,044 (4.7%) increase in reimbursements, a \$4,306,575 (10.2%) increase in revenue, and a \$3,011,312 (860.2%) increase in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- The approved restoration of FY 2021-22 reductions including travel, training, 1.0 FTE Assistant CIO position, and 1.0 FTE Division Chief position.
- Unavoidable cost increase in software and hardware.
- Cost of living adjustments and other benefit cost increases.

- Recommended growth detailed later in this section.

The increase in reimbursements and revenue is due to:

- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a \$3,361,387 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - DCFAS Added Support					
	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).					
DTech - DHS Added Support					
	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).					
DTech - Digitized Records Project Scoping					
	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).					
DTech - PD Added Support					
	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).					
DTech - VRE Added Support					
	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).					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech ACP - Microsoft Office 365					
	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.					
DTECH ACP - 311 Knowledge Content Specialist					
	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.					
DTECH ACP - County Secure Web Gateway (ZSCALER)					
	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-premises 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.					
DTECH ACP - Jira Cloud Migration					
	—	—	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.					
DTECH ACP - Tanium Enforce					
	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.					
DTECH ACP - VoIP Phone and Call Center Lab					
	80,000	—	80,000	—	—
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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$37,311,826	\$42,453,453	\$46,346,631	\$3,893,178	9.2%
Services & Supplies	\$9,933,064	\$11,244,539	\$13,048,313	\$1,803,774	16.0%
Other Charges	\$529,431	\$668,374	\$668,374	—	—%
Intrafund Charges	\$13,416,457	\$39,531,827	\$42,357,525	\$2,825,698	7.1%
Total Expenditures / Appropriations	\$61,190,779	\$93,898,193	\$102,420,843	\$8,522,650	9.1%
Other Reimbursements	\$(4,831,762)	\$(30,873,507)	\$(33,509,639)	\$(2,636,132)	8.5%
Total Reimbursements	\$(4,831,762)	\$(30,873,507)	\$(33,509,639)	\$(2,636,132)	8.5%
Net Financing Uses	\$56,359,016	\$63,024,686	\$68,911,204	\$5,886,518	9.3%
Revenue					
Charges for Services	\$57,097,386	\$62,696,159	\$72,272,591	\$9,576,432	15.3%
Miscellaneous Revenues	\$358	—	—	—	—%
Other Financing Sources	\$0	\$150,000	—	\$(150,000)	(100.0)%
Total Revenue	\$57,097,745	\$62,846,159	\$72,272,591	\$9,426,432	15.0%
Use of Fund Balance	\$(738,729)	\$178,527	\$(3,361,387)	\$(3,539,914)	(1,982.8)%
Positions	275.0	275.0	290.0	15.0	5.5%

Summary of Changes

The Recommended Budget reflects an \$8,522,650 (9.1%) increase in total appropriations, a \$2,636,132 (8.5%) increase in reimbursements, a \$9,426,432 (15.0%) increase in revenue, and a \$3,539,914 (1,982.8%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Unavoidable cost increases in software and hardware.
- Cost of living adjustments and increased benefit costs.
- Recommended growth detailed later in this section.

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

- Revenue also increased due to recommended growth detailed later in this section.

Use of Fund Balance reflects a \$3,361,387 increase in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - DCD - PER Technology Updates	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).					
DTech - DCFAS Added Support	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).					
DTech - DHS Added Support	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).					
DTech - FI Consultant Open Items Auto Clearing	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).					
DTech - PD Added Support	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).					
DTech - PD Case Management Project	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).					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - SAP Analytics Cloud					
	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>					
DTech - VRE Added Support					
	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>					
DTECH ACP - Jira Cloud Migration					
	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.

Goals

- Select a vendor and initiate the implementation project for the new property tax system.
- Upgrade the Agenda Management system to allow better website performance.
- Implement Fioro Launchpad for My SacCounty (ESS/MSS), allowing for the main menu of ESS and MSS to be on the latest responsive design.

Accomplishments

- Developed and published a Request for Proposal (RFP) for a new property tax system.
- Application of Annual Updates for COMPASS, including all of the latest security updates.
- Implemented new technology in the Board Chambers to allow better support for remote meetings.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Shared Systems	\$11,000,269	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
Total Expenditures / Appropriations	\$11,000,269	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
Net Financing Uses	\$11,000,269	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
Total Revenue	\$98,320	\$106,778	\$106,778	—	—%
Net County Cost	\$10,901,949	\$26,419,142	\$25,823,301	\$(595,841)	(2.3)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$10,800,608	\$26,278,134	\$25,682,293	\$(595,841)	(2.3)%
Intrafund Charges	\$199,661	\$247,786	\$247,786	—	—%
Total Expenditures / Appropriations	\$11,000,269	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
Net Financing Uses	\$11,000,269	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
Revenue					
Charges for Services	\$98,320	\$106,778	\$106,778	—	—%
Total Revenue	\$98,320	\$106,778	\$106,778	—	—%
Net County Cost	\$10,901,949	\$26,419,142	\$25,823,301	\$(595,841)	(2.3)%

Summary of Changes

The Recommended Budget reflects a \$595,841 (2.2%) decrease in total appropriations and a \$595,841 (2.3%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The net decrease in total appropriation is due to:

- A decrease in the project funding scheduled for year 2 of the Property Tax System Replacement project.
- Recommended growth detailed later in this section.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Shared Systems	250,000	—	—	250,000	—

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Shared Systems - SAP Consultant to Clean Up Open Items & Reconcile					
	170,000	—	—	170,000	—

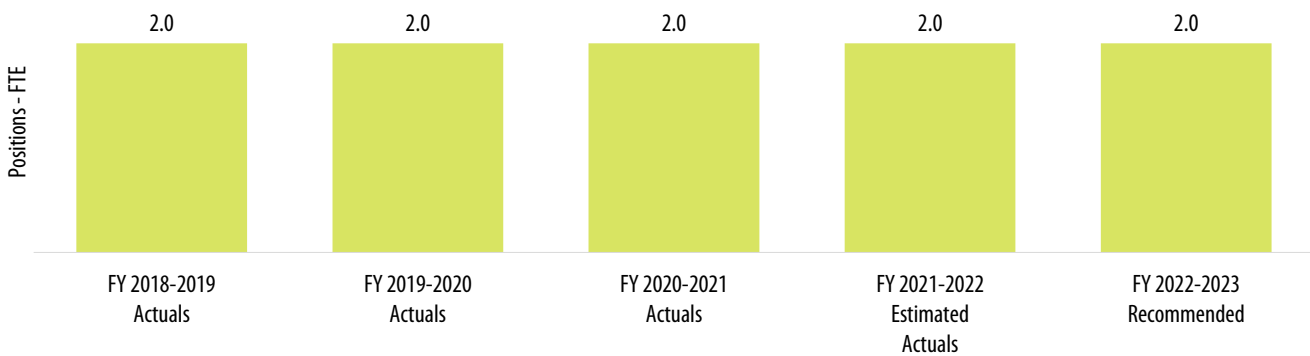
Funding for a knowledgeable consultant resource that would focus on cleaning up open items in finance and fix the auto clearing capabilities so that the system remains clean. This resource would also continue the effort of reconciling General Ledger (GL) and Special Ledger (SPL). We estimate this to 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).

Shared Systems - SAP Analytic Cloud					
	80,000	—	—	80,000	—

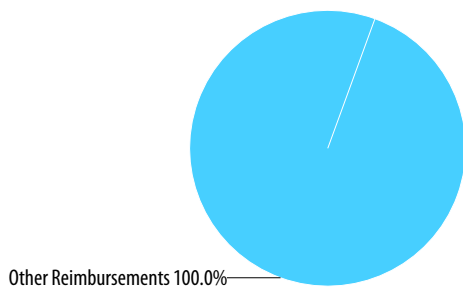
Funding for SAP Analytics Cloud that combines Business Intelligence, planning, predictive, and augmented analytics capabilities into one simple cloud environment. Powered by Artificial Intelligence technologies and an in-memory database, it is one of the most advanced analytics solutions available today. 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).

OFFICE OF COMPLIANCE

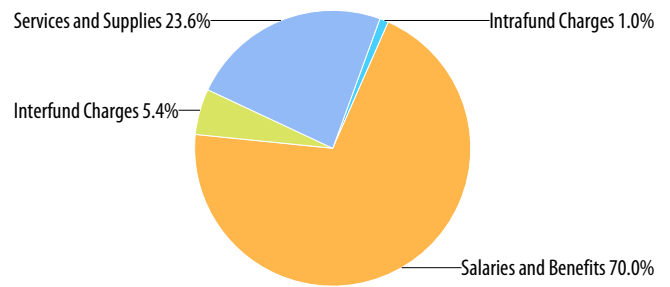
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

The **Office of Compliance** performs core activities related to the Federal mandates of the Health Insurance Portability and Accountability Act (HIPAA) found in 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 section 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 section 164.508.
- Reporting breaches of HIPAA-regulated medical information to state and federal agencies.
- Monitoring the County's Business Associate contracts as required under section 164.502.

Additionally, the Office of Compliance provides guidance on compliance matters for all county programs.

Goals

- To protect county clients' personal and medical information through the oversight of county departments' and divisions' efforts to meet federally mandated HIPAA requirements.
- Manage external reporting for PHI, Personal Identifying Information (PII), Payment Card Industry (PCI) and Criminal Justice Information Services (CJIS) Incidents/breaches.
- Plan for 2023 overhaul of Compliance Policies and Procedures.

Accomplishments

- Implemented a new vendor management system to conduct program and application assessments.
- Began tracking events, incidents, and breaches within the Jira Ticket system.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Health Insurance Portability and Accountability Act	\$328,174	\$406,137	\$436,422	\$30,285	7.5%
Total Expenditures / Appropriations	\$328,174	\$406,137	\$436,422	\$30,285	7.5%
Total Reimbursements	\$(269,901)	\$(403,805)	\$(436,422)	\$(32,617)	8.1%
Net Financing Uses	\$58,273	\$2,332	—	\$(2,332)	(100.0)%
Net County Cost	\$58,273	\$2,332	—	\$(2,332)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$285,901	\$296,221	\$305,540	\$9,319	3.1%
Services & Supplies	\$38,150	\$102,193	\$102,903	\$710	0.7%
Interfund Charges	—	\$3,282	\$23,438	\$20,156	614.1%
Intrafund Charges	\$4,122	\$4,441	\$4,541	\$100	2.3%
Total Expenditures / Appropriations	\$328,174	\$406,137	\$436,422	\$30,285	7.5%
Other Reimbursements	\$(269,901)	\$(403,805)	\$(436,422)	\$(32,617)	8.1%
Total Reimbursements	\$(269,901)	\$(403,805)	\$(436,422)	\$(32,617)	8.1%
Net Financing Uses	\$58,273	\$2,332	—	\$(2,332)	(100.0)%
Revenue					
Net County Cost	\$58,273	\$2,332	—	\$(2,332)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$30,285 (7.5%) increase in total appropriations, a \$32,617 (8.1%) increase in reimbursements, and a \$2,332 (100%) decrease in net county cost from prior year Adopted Budget.

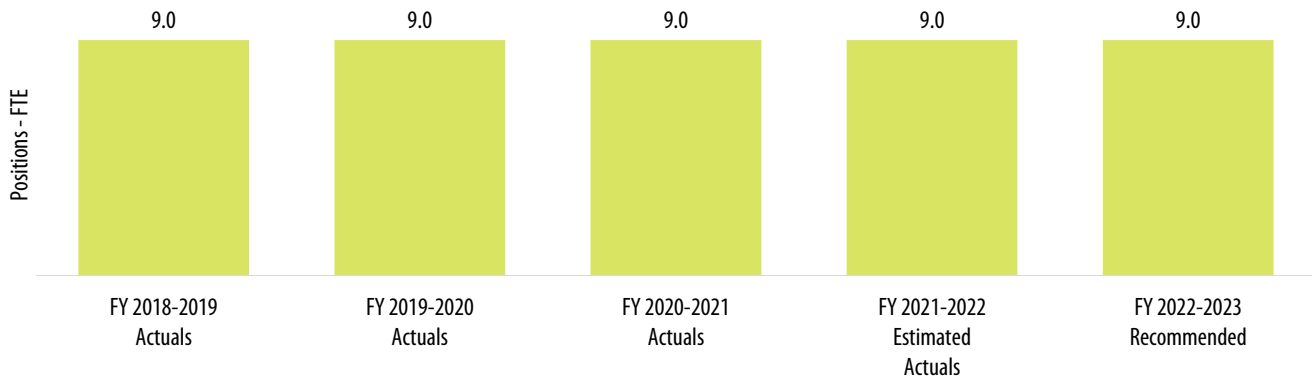
The change in net county cost is a result of the changes described below.

The increases in total appropriations and reimbursements are due to increases in salary and benefit costs.

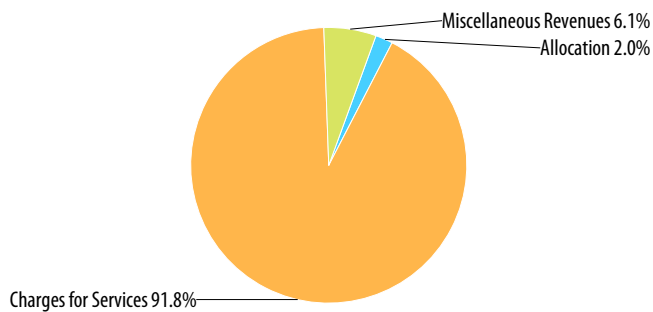
Department Structure
Rami Zakaria, Chief Information Officer



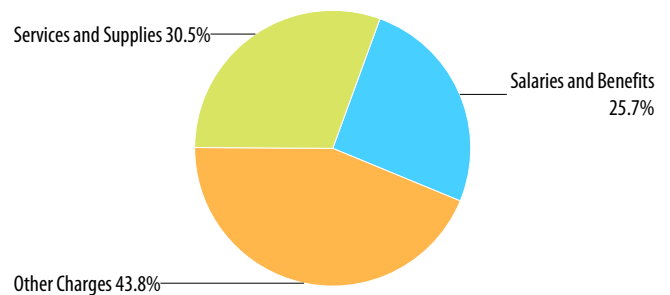
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

The **Sacramento Regional Radio Communications System (SRRCS)** operates and maintains two-way mobile communications in the Sacramento Region. Their system coverage area extends north to Citrus Heights, south to Galt, east to Folsom, and west to Davis. SRRCS currently has 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.

Goals

- Complete the installation and migration of the radio system over to the new Internet Protocol Multiprotocol Label Switching (IP MPLS) based microwave backbone system.
- Replace obsolete Tier 1 based diagnostic (test) equipment utilized by SRRCS system Technicians to the newer Ethernet based equipment as required for the new microwave system.
- Replace aging and obsolete emergency backup generators at selective public safety radio sites based on age and maintainability as recommended by our contracted service vendor.

Accomplishments

- Completed a comprehensive plan and contract with Motorola involving detailed engineering and design review to replace the SRRCS to a new IP based network connectivity infrastructure (microwave system).
- Purchased new equipment to support critical connectivity to support Jail Site and the Airport 911 dispatch center after losing our main microwave path due to the new County Courthouse.
- Replaced obsolete United Postal Service (UPS) system at Brighton Heights to enhance system reliability with independent dual UPS's as designed by County of Sacramento Architectural Services.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Regional Radio Communication System	\$5,130,018	\$6,516,826	\$6,193,650	\$(323,176)	(5.0)%
Total Expenditures / Appropriations	\$5,130,018	\$6,516,826	\$6,193,650	\$(323,176)	(5.0)%
Total Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Net Financing Uses	\$5,130,018	\$6,116,826	\$6,193,650	\$76,824	1.3%
Total Revenue	\$6,650,369	\$5,996,724	\$6,067,035	\$70,311	1.2%
Use of Fund Balance	\$(1,520,351)	\$120,102	\$126,615	\$6,513	5.4%
Positions	9.0	9.0	9.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,350,810	\$1,536,455	\$1,591,865	\$55,410	3.6%
Services & Supplies	\$869,939	\$1,877,771	\$1,887,721	\$9,950	0.5%
Other Charges	\$2,909,269	\$3,102,600	\$2,714,064	\$(388,536)	(12.5)%
Total Expenditures / Appropriations	\$5,130,018	\$6,516,826	\$6,193,650	\$(323,176)	(5.0)%
Other Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Total Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Net Financing Uses	\$5,130,018	\$6,116,826	\$6,193,650	\$76,824	1.3%
Revenue					
Revenue from Use Of Money & Property	\$31,911	—	—	—	—%
Charges for Services	\$5,195,591	\$5,281,185	\$5,687,680	\$406,495	7.7%
Miscellaneous Revenues	\$1,422,867	\$715,539	\$379,355	\$(336,184)	(47.0)%
Total Revenue	\$6,650,369	\$5,996,724	\$6,067,035	\$70,311	1.2%
Use of Fund Balance	\$(1,520,351)	\$120,102	\$126,615	\$6,513	5.4%
Positions	9.0	9.0	9.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$323,176 (5.0%) decrease in total appropriations, a \$400,000 (100%) decrease in reimbursements, a \$70,311 (1.2%) increase in revenue, and a \$6,513 (5.4%) increase in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net decrease in total appropriations is due to \$400,000 in grant funded expenditures in FY 2021-22 that are not expected in FY 2022-23, partially offset by an increase in negotiated salary and benefit costs and increases in various other costs.

The decrease in reimbursements is due to the removal one-time grant funding from the County Office of Emergency Services in FY 2021-22.

The increase in total revenue is due to additional radios being added to the radio system and increases in the rate charged per radio.

Use of Fund Balance reflects a \$126,615 decrease in retained earnings.

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.

Goals

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

- Upgrade Accela Building and Permitting software to the most current version.
- Division of Building Permits and Inspection Electronic Document Review (EDR) application replacement.
- Department of Water Resources Nexgen application integration.

Accomplishments

The following items are a list of Accela achievements for department stakeholders:

- Enabled Planning online payments for select Case types due to COVID-19.
- Accela/Oracle Service Cloud integration for Business Licensing, Building Permits and Inspection, and Code Enforcement departments.
- Mobile App enhancement for Code Enforcement Housing Inspections.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Information Technology Recovery Fee	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Total Expenditures / Appropriations	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Net Financing Uses	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Total Revenue	\$1,555,973	\$1,414,300	\$1,513,400	\$99,100	7.0%
Use of Fund Balance	\$(82,996)	\$311,166	\$341,099	\$29,933	9.6%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Total Expenditures / Appropriations	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Net Financing Uses	\$1,472,977	\$1,725,466	\$1,854,499	\$129,033	7.5%
Revenue					
Licenses, Permits & Franchises	\$1,534,243	\$1,400,000	\$1,500,000	\$100,000	7.1%
Revenue from Use Of Money & Property	\$3,176	\$2,300	\$1,400	\$(900)	(39.1)%
Miscellaneous Revenues	\$18,554	\$12,000	\$12,000	—	—%
Total Revenue	\$1,555,973	\$1,414,300	\$1,513,400	\$99,100	7.0%
Use of Fund Balance	\$(82,996)	\$311,166	\$341,099	\$29,933	9.6%

Summary of Changes

The Recommended Budget reflects a \$129,033 (7.5%) increase in total appropriations, a \$99,100 (7.0%) increase in revenue and a \$29,933 (9.6%) increase in use of fund balance from the prior year Adopted Budget.

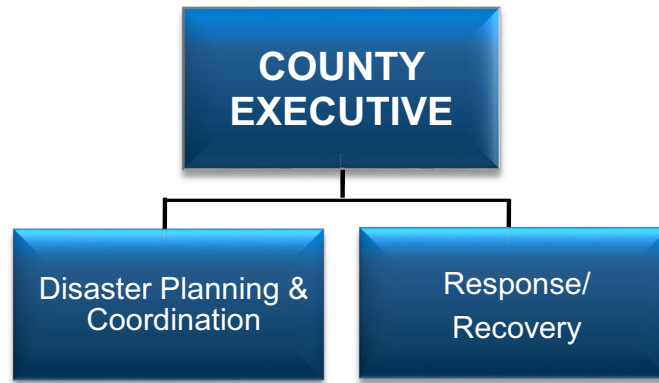
The increase in total appropriations is due to labor support hours for the server system rebuild/upgrade.

The increase in revenue is due to an increase in license/permit fees.

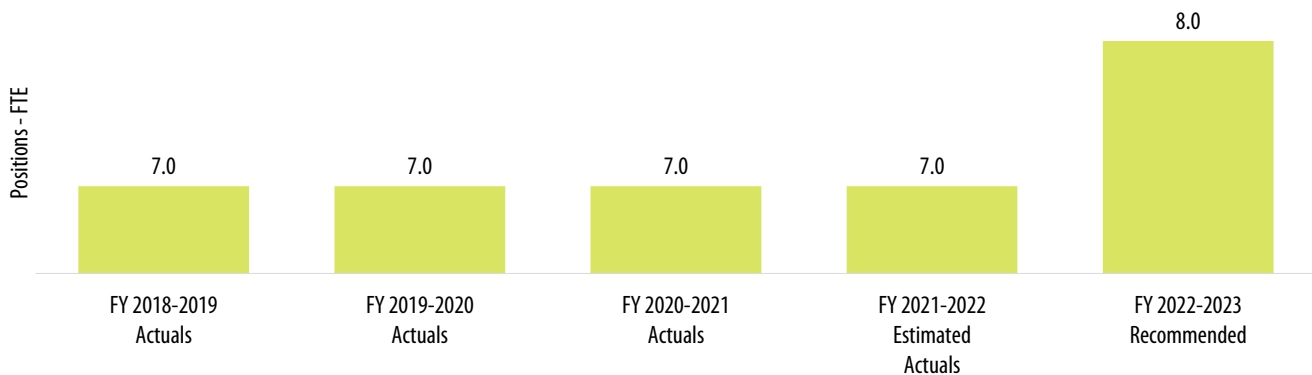
Use of Fund Balance reflects a carryover of \$341,099 in available balance.

- There are no changes to reserves.

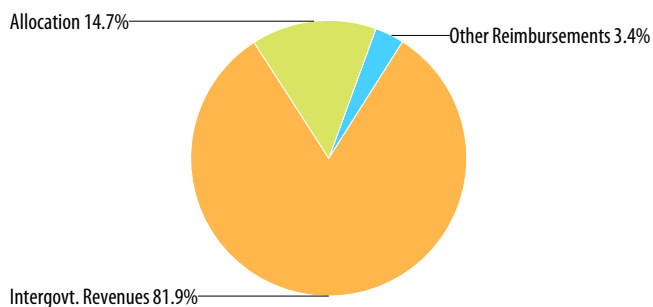
Department Structure
Mary Jo Flynn, Chief



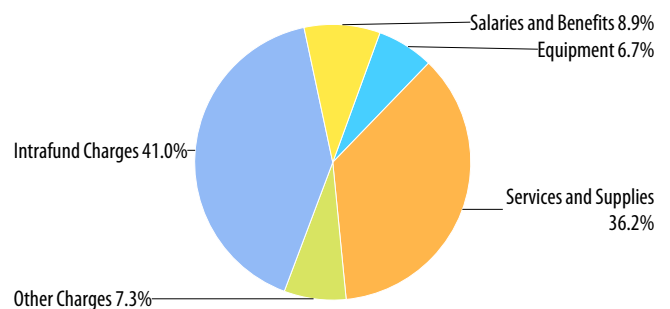
Staffing Trend



Financing Sources



Financing Uses



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

Goals

- Ensure integrated response to disasters by using the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), developing response capabilities, maintaining and improving the County's Emergency Operations Center (EOC), providing for immediate and sustained response operations, improving alert and notification capabilities in the region and enabling a smooth transition into long-term recovery.
- Provide emergency managers, county staff, and personnel from the Operational Area agencies, comprehensive and relevant skill development through training and exercises in emergency management and public awareness programs.
- Enhance local government capability to respond to all types of disaster events by coordinating the acquisition, distribution and oversight of federal Homeland Security grants.

Accomplishments

- Provided direction and guidance to department staff on securing FEMA reimbursement for costs associated with response to the Novel Coronavirus Disease (COVID-19) with just-in-time training, sharing guidelines and information, and serving as the conduit between the County, California Governor's Office of Emergency Services and the Federal Emergency Management Agency.
- Upgraded Emergency Operations Center (EOC) hardware to improve communications capabilities and field data collection, and software to improve incident and location-based data collection to expedite Operational Recovery from a large incident or disaster.
- Increased the operational logistics capability through the acquisition of a warehouse space and partnerships with Emergency Medical Services and Public Health to facilitate resource needs and distribution in response to the Novel Coronavirus Disease (COVID-19).

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Grant Projects	\$6,256,304	\$21,330,824	\$13,136,624	\$(8,194,200)	(38.4)%
SacOES Admin	\$1,584,763	\$1,953,312	\$2,323,918	\$370,606	19.0%
Total Expenditures / Appropriations	\$7,841,066	\$23,284,136	\$15,460,542	\$(7,823,594)	(33.6)%
Total Reimbursements	\$(2,679,481)	\$(9,735,244)	\$(6,495,691)	\$3,239,553	(33.3)%
Net Financing Uses	\$5,161,586	\$13,548,892	\$8,964,851	\$(4,584,041)	(33.8)%
Total Revenue	\$4,293,696	\$11,959,558	\$7,604,843	\$(4,354,715)	(36.4)%
Net County Cost	\$867,890	\$1,589,334	\$1,360,008	\$(229,326)	(14.4)%
Positions	7.0	7.0	8.0	1.0	14.3%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,024,537	\$1,159,159	\$1,374,351	\$215,192	18.6%
Services & Supplies	\$2,891,397	\$7,977,719	\$5,600,507	\$(2,377,212)	(29.8)%
Other Charges	\$519,173	\$1,589,476	\$1,121,438	\$(468,038)	(29.4)%
Equipment	\$181,501	\$1,455,274	\$1,031,410	\$(423,864)	(29.1)%
Interfund Charges	—	\$659,264	—	\$(659,264)	(100.0)%
Intrafund Charges	\$3,224,459	\$10,443,244	\$6,332,836	\$(4,110,408)	(39.4)%
Total Expenditures / Appropriations	\$7,841,066	\$23,284,136	\$15,460,542	\$(7,823,594)	(33.6)%
Intrafund Reimbursements Within Programs	\$(2,546,302)	\$(9,317,731)	\$(6,177,429)	\$3,140,302	(33.7)%
Other Reimbursements	\$(133,179)	\$(417,513)	\$(318,262)	\$99,251	(23.8)%
Total Reimbursements	\$(2,679,481)	\$(9,735,244)	\$(6,495,691)	\$3,239,553	(33.3)%
Net Financing Uses	\$5,161,586	\$13,548,892	\$8,964,851	\$(4,584,041)	(33.8)%
Revenue					
Intergovernmental Revenues	\$4,283,137	\$11,959,558	\$7,604,843	\$(4,354,715)	(36.4)%
Miscellaneous Revenues	\$10,559	—	—	—	—%
Total Revenue	\$4,293,696	\$11,959,558	\$7,604,843	\$(4,354,715)	(36.4)%
Net County Cost	\$867,890	\$1,589,334	\$1,360,008	\$(229,326)	(14.4)%
Positions	7.0	7.0	8.0	1.0	14.3%

Summary of Changes

The Recommended Budget reflects a \$7,823,594 (33.6%) decrease in total appropriations, a \$3,239,553 (33.3%) decrease in reimbursements, a \$4,354,715 (36.4%) decrease in revenue, and a \$229,326 (14.4%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The decrease in total appropriations is due to:

- State Homeland Security Grant Program (SHSGP) cycles being delayed due to significant changes to the grant at the Federal level, which has caused delays with the state application process for local governments.
- Expenditures in FY 2021-22 related to the Department of Water Resources (CA DWR) Grant, which will not be budgeted in FY 2022-23.
- COVID-19 grants received in prior years that were spent and expired in FY 2021-22.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The decrease in reimbursements is due to:

- Reimbursements between programs within the Department due to SHSGP grant delays.
- Reimbursements between programs within the Department due to CA DWR grants expiring in FY 2022-23 (expenditures were made in FY 2021-22).

The decrease in revenue is due:

- SHSGP grant delays.
- Reductions for COVID-19 grants from prior years.
- CA DWR grants expiring in FY 2022-23.

Position counts have increased by 1.0 FTE from the prior year Adopted Budget due to:

- 1.0 FTE total additions in recommended growth requests.

Summary of Recommended 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$258,813	—	—	—	—%
Services & Supplies	\$2,142,536	\$7,202,879	\$4,679,347	\$(2,523,532)	(35.0)%
Other Charges	\$519,173	\$1,589,476	\$1,121,438	\$(468,038)	(29.4)%
Equipment	\$144,952	\$1,455,274	\$1,031,410	\$(423,864)	(29.1)%
Interfund Charges	—	\$659,264	—	\$(659,264)	(100.0)%
Intrafund Charges	\$3,190,829	\$10,423,931	\$6,304,429	\$(4,119,502)	(39.5)%
Total Expenditures / Appropriations	\$6,256,304	\$21,330,824	\$13,136,624	\$(8,194,200)	(38.4)%
Total Reimbursements within Program		\$(9,309,497)	\$(6,145,608)	\$3,163,889	(34.0)%
Other Reimbursements	—	\$(274,432)	\$(161,080)	\$113,352	(41.3)%
Total Reimbursements	\$(2,546,302)	\$(9,583,929)	\$(6,306,688)	\$3,277,241	(34.2)%
Net Financing Uses	\$3,710,002	\$11,746,895	\$6,829,936	\$(4,916,959)	(41.9)%
Revenue					
Intergovernmental Revenues	\$3,710,002	\$11,198,031	\$6,875,936	\$(4,322,095)	(38.6)%
Total Revenue	\$3,710,002	\$11,198,031	\$6,875,936	\$(4,322,095)	(38.6)%
Net County Cost	\$0	\$548,864	\$(46,000)	\$(594,864)	(108.4)%

Summary of Changes

The Recommended Budget reflects a \$8,194,200 (38.4%) decrease in total appropriations, a \$3,277,241 (34.2%) decrease in reimbursements, a \$4,322,095 (38.6%) decrease in revenue, and a \$594,864 (108.4%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The net decrease in total appropriations is due to:

- State Homeland Security Grant Program (SHSGP) cycles being delayed due to significant changes to the grant at the Federal level. This has caused additional delays with the state application process for local governments.
- COVID-19 grants received in prior years that are mostly spent and have expired.

- Recommended growth detailed later in this section.

The decrease in reimbursements is due to:

- Reimbursements between programs within the Department due to SHSGP grant delays.
- Reimbursements between programs within the Department due to CA DWR grants being spent in Fiscal Year 2021-22.

The decrease in revenue is due to:

- SHSGP grant delays.
- Reductions for COVID-19 grants from prior years.
- CA DWR grants expiring in FY 2022-23

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
OES - Add 1.0 FTE ASO 1	(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 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$765,723	\$1,159,159	\$1,374,351	\$215,192	18.6%
Services & Supplies	\$748,860	\$774,840	\$921,160	\$146,320	18.9%
Equipment	\$36,548	—	—	—	—%
Intrafund Charges	\$33,630	\$19,313	\$28,407	\$9,094	47.1%
Total Expenditures / Appropriations	\$1,584,763	\$1,953,312	\$2,323,918	\$370,606	19.0%
Total Reimbursements within Program		\$(8,234)	\$(31,821)	\$(23,587)	286.5%
Other Reimbursements	\$(133,179)	\$(143,081)	\$(157,182)	\$(14,101)	9.9%
Total Reimbursements	\$(133,179)	\$(151,315)	\$(189,003)	\$(37,688)	24.9%
Net Financing Uses	\$1,451,584	\$1,801,997	\$2,134,915	\$332,918	18.5%
Revenue					
Intergovernmental Revenues	\$573,136	\$761,527	\$728,907	\$(32,620)	(4.3)%
Miscellaneous Revenues	\$10,559	—	—	—	—%
Total Revenue	\$583,694	\$761,527	\$728,907	\$(32,620)	(4.3)%
Net County Cost	\$867,889	\$1,040,470	\$1,406,008	\$365,538	35.1%
Positions	7.0	7.0	8.0	1.0	14.3%

Summary of Changes

The Recommended Budget reflects a \$370,606 (19.0%) increase in total appropriations, a \$37,688 (24.9%) increase in reimbursements, a \$32,620 (4.3%) decrease in revenue, and a \$365,538 (35.1%) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- Cost of living adjustments, health insurance premium increases, allocated costs, and contract increases.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- Cost of living increases for a position funded by the Department of Human Assistance.
- Grant funding offset for the logistics warehouse in Emergency Services.

The decrease in revenue is due to the removal of revenue that was expended in FY 2021-22, and not being claimed in FY 2022-23.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
OES - Add 1.0 FTE ASO 1					
	107,836	—	—	107,836	1.0
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.					
OES - Student Interns Extra Help					
	65,356	—	—	65,356	—
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.					

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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Everbridge Reserves	—	—	\$25,000	\$25,000	—%
Public Safety Power Shutoff	—	\$274,432	\$499,983	\$225,551	82.2%
WebEOC Reserves	—	—	\$31,627	\$31,627	—%
Total Expenditures / Appropriations	—	\$274,432	\$556,610	\$282,178	102.8%
Net Financing Uses	—	\$274,432	\$556,610	\$282,178	102.8%
Use of Fund Balance	—	\$274,432	\$556,610	\$282,178	102.8%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$274,432	\$167,707	\$(106,725)	(38.9)%
Appropriation for Contingencies	—	—	\$388,903	\$388,903	—%
Total Expenditures / Appropriations	—	\$274,432	\$556,610	\$282,178	102.8%
Net Financing Uses	—	\$274,432	\$556,610	\$282,178	102.8%
Use of Fund Balance	—	\$274,432	\$556,610	\$282,178	102.8%

Summary of Changes

The Recommended Budget reflects a \$282,178 (102.8%) increase in total appropriations and use of fund balance from the prior year Adopted Budget.

The increase in total appropriations and use of fund balance is primarily due to additional revenues, previously received in unbudgeted trust funds (WebEOC and Everbridge) and budgeted as revenue by OES for eligible expenditures, being added to this budget unit. Beginning in FY 2022-23, these additional funds will be

budgeted and received in this budget unit and transferred to the OES budget (BU 7090000) via an interfund transfer (reimbursement) when eligible expenditures are identified.

Use of Fund Balance reflects a carryover of \$566,610 in available balance, which includes transfers from the trust funds.

Everbridge Reserves

Program Overview

The **Everbridge** Reserve 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	—	\$1,000	\$1,000	—%
Appropriation for Contingencies	—	—	\$24,000	\$24,000	—%
Total Expenditures / Appropriations	—	—	\$25,000	\$25,000	—%
Net Financing Uses	—	—	\$25,000	\$25,000	—%
Use of Fund Balance	—	—	\$25,000	\$25,000	—%

Summary of Changes

The Recommended Budget reflects a \$25,000 (new) increase in total appropriations and use of fund balance from the prior year Adopted Budget.

This program is being established as part of the FY 2022-23 Recommended Budget. Previously the revenues collected were received in an unbudgeted trust fund and budgeted as revenue by the OES and applied towards eligible expenditures. Beginning in FY 2022-23, these funds will be budgeted and received in this program and transferred to the OES budget (BU 7090000) via an interfund transfer (reimbursement) when eligible expenditures are identified.

Use of Fund Balance reflects a carryover of \$25,000 in available balance.

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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$274,432	\$160,080	\$(114,352)	(41.7)%
Appropriation for Contingencies	—	—	\$339,903	\$339,903	—%
Total Expenditures / Appropriations	—	\$274,432	\$499,983	\$225,551	82.2%
Net Financing Uses	—	\$274,432	\$499,983	\$225,551	82.2%
Use of Fund Balance	—	\$274,432	\$499,983	\$225,551	82.2%

Summary of Changes

The Recommended Budget reflects a \$225,551 (82.2%) increase in total appropriations and use of fund balance from the prior year Adopted Budget.

The net increase in total appropriations and fund balance is due to:

- The shifting of the Public Safety Power Shutoff grant funds from the OES budget (BU 7090000) to this budget unit with an equal increase in appropriations for contingency.
- A reduction in transfers to OES related to the Community Power Resiliency (CPR) grant.

Use of Fund Balance reflects a carryover of \$499,983 in available balance.

WebEOC Reserves

Program Overview

The **WebEOC** Reserve 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	—	—	\$6,627	\$6,627	—%
Appropriation for Contingencies	—	—	\$25,000	\$25,000	—%
Total Expenditures / Appropriations	—	—	\$31,627	\$31,627	—%
Net Financing Uses	—	—	\$31,627	\$31,627	—%
Use of Fund Balance	—	—	\$31,627	\$31,627	—%

Summary of Changes

The Recommended Budget reflects a \$31,627 (new) increase in total appropriations and use of fund balance from the prior year Adopted Budget.

This program is being established as part of the FY 2022-23 Recommended Budget. Previously the revenues collected were received in an unbudgeted trust fund and budgeted as revenue by OES and applied towards eligible expenditures. Beginning in FY 2022-23, these funds will be budgeted and received in this program and transferred to the OES budget (BU 7090000) via an interfund transfer (reimbursement) when eligible expenditures are identified.

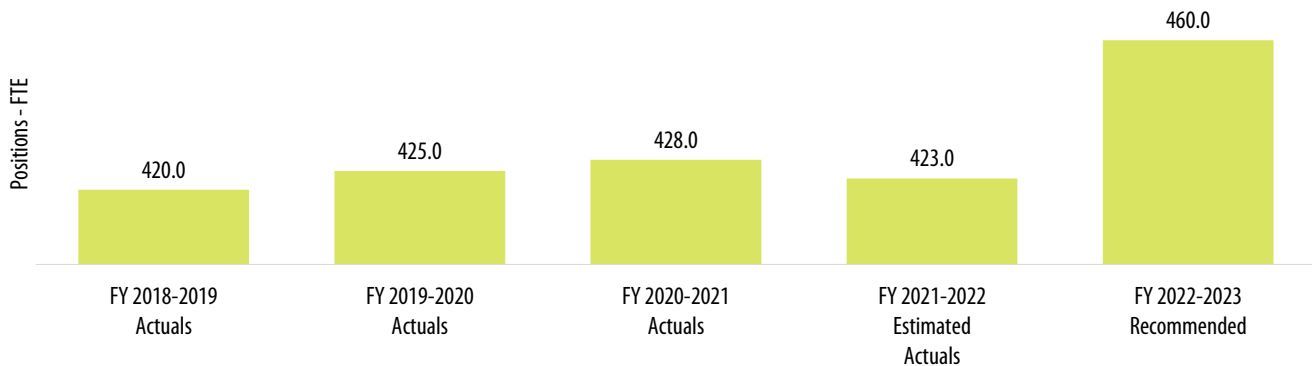
Use of Fund Balance reflects a carryover of \$31,672 in available balance.

Department Structure

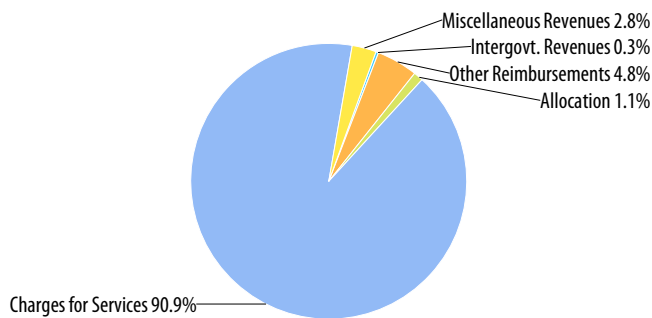
Jeff Gasaway, Director



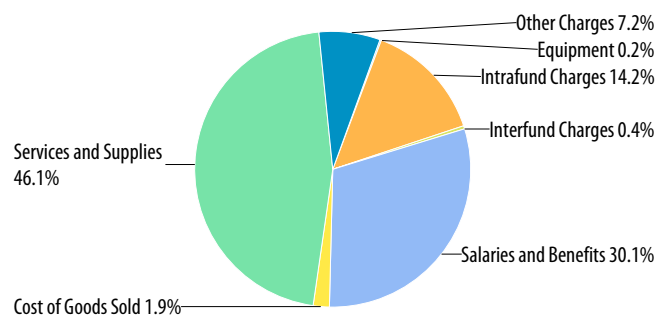
Staffing Trend



Financing Sources



Financing Uses



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. The department also provides 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
- Department Administration
- Facilities Management
- Fleet Services
- Support Services

Goals

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

Accomplishments

- Absorbed \$2.2 million of unavoidable cost increases by excluding these cost increases from allocated costs for Fiscal Year 2021-22.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Administration	\$5,318,441	\$6,594,745	\$7,107,046	\$512,301	7.8%
Architectural Services	\$3,308,280	\$3,777,649	\$4,079,879	\$302,230	8.0%
Central Purchasing	\$3,449,612	\$3,847,170	\$4,176,576	\$329,406	8.6%
Facilities Management	\$48,878,602	\$55,980,227	\$62,089,392	\$6,109,165	10.9%
Fleet Services	\$58,087,445	\$74,680,506	\$78,505,071	\$3,824,565	5.1%
Real Estate	\$47,372,118	\$49,104,579	\$51,575,938	\$2,471,359	5.0%
Support Services	\$6,557,876	\$8,714,980	\$8,929,772	\$214,792	2.5%
Total Expenditures / Appropriations	\$172,972,375	\$202,699,856	\$216,463,674	\$13,763,818	6.8%
Total Reimbursements	\$(25,233,070)	\$(28,474,618)	\$(31,749,326)	\$(3,274,708)	11.5%
Net Financing Uses	\$147,739,304	\$174,225,238	\$184,714,348	\$10,489,110	6.0%
Total Revenue	\$149,343,311	\$167,867,245	\$182,523,230	\$14,655,985	8.7%
Use of Fund Balance	\$(1,604,007)	\$6,357,993	\$2,191,118	\$(4,166,875)	(65.5)%
Positions	428.0	423.0	460.0	37.0	8.7%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$51,334,702	\$59,541,169	\$65,201,292	\$5,660,123	9.5%
Services & Supplies	\$81,448,739	\$96,049,337	\$99,839,047	\$3,789,710	3.9%
Other Charges	\$11,062,969	\$13,515,737	\$15,498,808	\$1,983,071	14.7%
Equipment	\$152,802	\$250,000	\$410,000	\$160,000	64.0%
Interfund Charges	\$767,930	\$768,995	\$771,936	\$2,941	0.4%
Intrafund Charges	\$25,355,293	\$28,474,618	\$30,642,591	\$2,167,973	7.6%
Cost of Goods Sold	\$2,849,940	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$172,972,375	\$202,699,856	\$216,463,674	\$13,763,818	6.8%
Intrafund Reimbursements Within Programs	\$(1,778,361)	\$(16,640,252)	\$(17,665,767)	\$(1,025,515)	6.2%
Intrafund Reimbursements Between Programs	\$(4,013,751)	\$(4,152,813)	\$(4,738,893)	\$(586,080)	14.1%
Other Reimbursements	\$(19,440,958)	\$(7,681,553)	\$(9,344,666)	\$(1,663,113)	21.7%
Total Reimbursements	\$(25,233,070)	\$(28,474,618)	\$(31,749,326)	\$(3,274,708)	11.5%
Net Financing Uses	\$147,739,304	\$174,225,238	\$184,714,348	\$10,489,110	6.0%
Revenue					
Revenue from Use Of Money & Property	\$140	—	—	—	—%
Intergovernmental Revenues	\$69,490	—	\$615,125	\$615,125	—%
Charges for Services	\$145,359,526	\$162,462,341	\$176,416,737	\$13,954,396	8.6%
Miscellaneous Revenues	\$3,911,931	\$5,404,904	\$5,491,368	\$86,464	1.6%
Other Financing Sources	\$2,225	—	—	—	—%
Total Revenue	\$149,343,311	\$167,867,245	\$182,523,230	\$14,655,985	8.7%
Use of Fund Balance	\$(1,604,007)	\$6,357,993	\$2,191,118	\$(4,166,875)	(65.5)%
Positions	428.0	423.0	460.0	37.0	8.7%

Summary of Changes

The Recommended Budget reflects a \$13,763,818 (6.8%) increase in total appropriations, a \$3,274,708 (11.5%) increase in reimbursements, a \$14,655,985 (8.7%) increase in revenue, and a \$4,166,875 (65.5%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, and adding 4.0 FTE positions funded by the American Rescue Plan Act (ARPA).
- Increases in allocated cost charges, and pass through expenses.

- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements is due to:

- Increases in intrafund allocations and internal charges.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in revenue is due to:

- Increases in recovery of pass-through expenses, collections of allocated costs, and ARPA revenue.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects a decrease of \$2,191,118 in retained earnings.

Position counts have increased by 37.0 FTE from the prior year Adopted Budget due to:

- 4.0 FTE recommended net Base decrease.
- 41.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
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	5,414,175	(1,106,735)	4,119,833	187,607	38.0
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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,954,364	\$4,618,029	\$5,181,088	\$563,059	12.2%
Services & Supplies	\$843,555	\$1,212,109	\$1,058,262	\$(153,847)	(12.7)%
Other Charges	\$5,842	\$251,360	\$260,004	\$8,644	3.4%
Equipment	\$6,777	—	—	—	—%
Intrafund Charges	\$507,904	\$513,247	\$607,692	\$94,445	18.4%
Total Expenditures / Appropriations	\$5,318,441	\$6,594,745	\$7,107,046	\$512,301	7.8%
Total Reimbursements within Program		\$(89,451)	\$(98,906)	\$(9,455)	10.6%
Total Reimbursements between Programs		\$(4,100,424)	\$(4,682,460)	\$(582,036)	14.2%
Other Reimbursements	\$(38,863)	\$(8,993)	\$(9,867)	\$(874)	9.7%
Total Reimbursements	\$(4,039,628)	\$(4,198,868)	\$(4,791,233)	\$(592,365)	14.1%
Net Financing Uses	\$1,278,813	\$2,395,877	\$2,315,813	\$(80,064)	(3.3)%
Revenue					
Intergovernmental Revenues	\$431	—	\$149,192	\$149,192	—%
Charges for Services	\$1,349,755	\$1,587,334	\$1,773,735	\$186,401	11.7%
Miscellaneous Revenues	\$32,297	\$250,676	\$272,827	\$22,151	8.8%
Total Revenue	\$1,382,484	\$1,838,010	\$2,195,754	\$357,744	19.5%
Use of Fund Balance	\$(103,671)	\$557,867	\$120,059	\$(437,808)	(78.5)%
Positions	28.0	27.0	30.0	3.0	11.1%

Summary of Changes

The Recommended Budget reflects a \$512,301 (7.8%) increase in total appropriations, a \$592,365 (14.1%) increase in reimbursements, a \$357,744 (19.5%) increase in revenue, and a \$437,808 (78.5%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to recovery of cost increases, including some recovery shifting from revenue to reimbursement.

The increase in revenue is due to:

- An increase from recovery of unavoidable cost increases and restoration of some costs that were absorbed in the prior year Adopted Budget.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a \$120,059 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE - Administration					
	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>					
DGS - Fund 1.0 FTE Position - Admin (ACP)					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,298,463	\$2,662,483	\$2,991,708	\$329,225	12.4%
Services & Supplies	\$311,441	\$451,364	\$305,326	\$(146,038)	(32.4)%
Other Charges	\$2,946	\$5,000	\$9,832	\$4,832	96.6%
Equipment	\$26,728	—	—	—	—%
Intrafund Charges	\$668,701	\$658,802	\$773,013	\$114,211	17.3%
Total Expenditures / Appropriations	\$3,308,280	\$3,777,649	\$4,079,879	\$302,230	8.0%
Total Reimbursements between Programs		—	\$(3,000)	\$(3,000)	—%
Other Reimbursements	\$(745)	\$(20,500)	\$(20,500)	—	—%
Total Reimbursements	\$(63,103)	\$(20,500)	\$(23,500)	\$(3,000)	14.6%
Net Financing Uses	\$3,245,177	\$3,757,149	\$4,056,379	\$299,230	8.0%
Revenue					
Intergovernmental Revenues	\$1,579	—	\$179,215	\$179,215	—%
Charges for Services	\$3,019,299	\$3,572,782	\$3,877,164	\$304,382	8.5%
Miscellaneous Revenues	\$2,360	—	—	—	—%
Total Revenue	\$3,023,238	\$3,572,782	\$4,056,379	\$483,597	13.5%
Use of Fund Balance	\$221,940	\$184,367	—	\$(184,367)	(100.0)%
Positions	14.0	14.0	16.0	2.0	14.3%

Summary of Changes

The Recommended Budget reflects a \$302,230 (8.0%) increase in total appropriations, a \$3,000 (14.6%) increase in reimbursements, a \$483,597 (13.5%) increase in revenue, and a \$184,367 (100.0%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- Recommended growth detailed later in this section.

The increase in reimbursement is due to recommended growth detailed later in this section.

The increase in revenue is due to:

- Recovery of all budgeted costs not recovered through reimbursements.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE - Administration	—	(3,000)	(3,000)	—	—

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.

DGS - Add 1.0 FTE Position - Architectural Services	64,319	—	64,319	—	1.0
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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.

Central Purchasing

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,601,342	\$2,758,247	\$2,782,187	\$23,940	0.9%
Services & Supplies	\$433,357	\$584,309	\$749,290	\$164,981	28.2%
Other Charges	\$3,395	—	\$6,083	\$6,083	—%
Intrafund Charges	\$411,518	\$504,614	\$639,016	\$134,402	26.6%
Total Expenditures / Appropriations	\$3,449,612	\$3,847,170	\$4,176,576	\$329,406	8.6%
Total Reimbursements within Program		\$(155,662)	\$(181,519)	\$(25,857)	16.6%
Other Reimbursements	\$(689,436)	\$(681,820)	\$(720,728)	\$(38,908)	5.7%
Total Reimbursements	\$(781,595)	\$(837,482)	\$(902,247)	\$(64,765)	7.7%
Net Financing Uses	\$2,668,017	\$3,009,688	\$3,274,329	\$264,641	8.8%
Revenue					
Intergovernmental Revenues	\$235	—	—	—	—%
Charges for Services	\$2,792,816	\$2,892,517	\$3,057,973	\$165,456	5.7%
Miscellaneous Revenues	\$120,569	\$8,000	\$8,000	—	—%
Total Revenue	\$2,913,620	\$2,900,517	\$3,065,973	\$165,456	5.7%
Use of Fund Balance	\$(245,603)	\$109,171	\$208,356	\$99,185	90.9%
Positions	19.0	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$329,406 (8.6%) increase in total appropriations, a \$64,765 (7.7%) increase in reimbursements, a \$165,456 (5.7%) increase in revenue, and a \$99,185 (90.9%) increase in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to increased recovery for intrafund allocations and internal charges.

The increase in revenue is due to recovery of increased costs through allocations and billable revenue.

Use of Fund Balance reflects a \$208,356 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Finish Purchasing Portal Project - Purchasing (ACP)					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$26,512,637	\$30,902,783	\$35,092,741	\$4,189,958	13.6%
Services & Supplies	\$18,431,800	\$21,255,538	\$22,394,126	\$1,138,588	5.4%
Other Charges	\$116,666	\$30,486	\$293,621	\$263,135	863.1%
Equipment	\$15,783	—	\$160,000	\$160,000	—%
Interfund Charges	\$77,542	\$77,883	\$81,218	\$3,335	4.3%
Intrafund Charges	\$3,724,175	\$3,713,537	\$4,067,686	\$354,149	9.5%
Total Expenditures / Appropriations	\$48,878,602	\$55,980,227	\$62,089,392	\$6,109,165	10.9%
Total Reimbursements between Programs		\$(14,548)	\$(15,592)	\$(1,044)	7.2%
Other Reimbursements	\$(2,096,581)	\$(1,960,926)	\$(3,227,019)	\$(1,266,093)	64.6%
Total Reimbursements	\$(2,112,575)	\$(1,975,474)	\$(3,242,611)	\$(1,267,137)	64.1%
Net Financing Uses	\$46,766,028	\$54,004,753	\$58,846,781	\$4,842,028	9.0%
Revenue					
Revenue from Use Of Money & Property	\$140	—	—	—	—%
Intergovernmental Revenues	\$23,984	—	\$137,779	\$137,779	—%
Charges for Services	\$47,885,154	\$50,765,833	\$57,395,889	\$6,630,056	13.1%
Miscellaneous Revenues	\$442,853	\$281,272	\$287,627	\$6,355	2.3%
Total Revenue	\$48,352,130	\$51,047,105	\$57,821,295	\$6,774,190	13.3%
Use of Fund Balance	\$(1,586,102)	\$2,957,648	\$1,025,486	\$(1,932,162)	(65.3)%
Positions	226.0	223.0	254.0	31.0	13.9%

Summary of Changes

The Recommended Budget reflects a \$6,109,165 (10.9%) increase in total appropriations, a \$1,267,137 (64.1%) increase in reimbursements, a \$6,774,190 (13.3%) increase in revenue, and a \$1,932,162 (65.3%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, other unavoidable base budget costs, and pass-through utility costs.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to increased recovery for intrafund allocations.

The increase in revenue is due to:

- Recovery of increased costs through allocations and billable revenue, including the restoration of some costs that were absorbed in the prior year Adopted Budget.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a \$1,025,486 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - 9.0 FTE 700 H Street Security	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).					
DGS - Add 1.0 FTE and 1 Vehicle for Mather Community Campus Alarm Svcs - Facilities Mgmt (ACP)	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.					
DGS - Add 1.0 FTE Limited-Term Position - Facilities Mgmt	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.					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 12.0 FTE and Reallocate 1.0 FTE for Maintenance at Detention Facilities - Facilities Mgmt	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).					
DGS - Add 2.0 FTE Security Positions and 1 Vehicle - Facilities Mgmt (ACP)	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.					
DGS - Add 4.0 FTE and 1 Vehicle, and Upgrade 1 Vehicle for Facility Maintenance - Facilities Mgmt (ACP)	665,949	—	605,813	60,136	4.0
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.					
DGS - Add 4.0 FTE for Downtown Security - Facilities Mgmt (ACP)	291,104	—	291,104	—	4.0
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.					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 5.0 FTE and 2 Vehicles for Mather Community Campus - Facilities Mgmt	876,916	—	816,228	60,688	5.0

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.

DGS - MERV 13+ Filters and Tree Trimming - Facilities Mgmt (ACP)	150,438	—	150,438	—	—
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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.

DGS - Reclass 3.0 FTE for SCDA operations and Maintenance	54,622	—	54,622	—	—
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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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$11,724,372	\$13,412,724	\$13,661,112	\$248,388	1.9%
Services & Supplies	\$17,965,414	\$27,776,398	\$28,561,047	\$784,649	2.8%
Other Charges	\$10,847,402	\$13,135,023	\$14,815,698	\$1,680,675	12.8%
Equipment	\$103,514	—	—	—	—%
Interfund Charges	\$690,388	\$691,112	\$690,718	\$(394)	(0.1)%
Intrafund Charges	\$16,756,356	\$19,665,249	\$20,776,496	\$1,111,247	5.7%
Total Expenditures / Appropriations	\$58,087,445	\$74,680,506	\$78,505,071	\$3,824,565	5.1%
Total Reimbursements within Program		\$(14,762,930)	\$(15,584,325)	\$(821,395)	5.6%
Total Reimbursements between Programs		\$(37,841)	\$(37,841)	—	—%
Other Reimbursements	\$(16,009,179)	\$(4,334,609)	\$(4,610,390)	\$(275,781)	6.4%
Total Reimbursements	\$(16,009,179)	\$(19,135,380)	\$(20,232,556)	\$(1,097,176)	5.7%
Net Financing Uses	\$42,078,266	\$55,545,126	\$58,272,515	\$2,727,389	4.9%
Revenue					
Intergovernmental Revenues	\$35,831	—	—	—	—%
Charges for Services	\$39,061,520	\$48,746,566	\$52,762,258	\$4,015,692	8.2%
Miscellaneous Revenues	\$3,312,264	\$4,864,956	\$4,922,914	\$57,958	1.2%
Other Financing Sources	\$2,225	—	—	—	—%
Total Revenue	\$42,411,840	\$53,611,522	\$57,685,172	\$4,073,650	7.6%
Use of Fund Balance	\$(333,574)	\$1,933,604	\$587,343	\$(1,346,261)	(69.6)%
Positions	99.0	99.0	99.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$3,824,565 (5.1%) increase in total appropriations, a \$1,097,176 (5.7%) increase in reimbursements, a \$4,073,650 (7.6%) increase in revenue, and a \$1,346,261 (69.6%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, other unavoidable base budget costs, and pass-through utility costs.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- Increased recovery for intrafund allocations.
- Recommended growth detailed later in this section.

The increase in revenue is due to:

- Recovery of increased costs through allocations and billable revenue, including the restoration of funding for costs that were absorbed in the prior year.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a \$587,343 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE and 1 Vehicle for Mather Community Campus Alarm Svcs - Facilities Mgmt (ACP)					
	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>					
DGS - Add 2.0 FTE Security Positions and 1 Vehicle - Facilities Mgmt (ACP)					
	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>					
DGS - Add 4.0 FTE and 1 Vehicle, and Upgrade 1 Vehicle for Facility Maintenance - Facilities Mgmt (ACP)					
	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>					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 5.0 FTE and 2 Vehicles for Mather Community Campus - Facilities Mgmt	17,402	(17,402)	—	—	—
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.					
DGS - Data Loggers for Heavy Equipment - Fleet Svcs	28,500	—	—	28,500	—
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.					
DGS - Electric Vehicle Suitability Assessments - Fleet Services (ACP)	50,000	—	—	50,000	—
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.					
DGS - Increased Pass-Through Costs - Fleet Services	1,674,731	—	1,674,731	—	—
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).					
DGS - Reallocate Two 0.5 FTE to 1.0 FTE - Fleet Services	26,735	—	26,735	—	—
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.					

Real Estate

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,726,612	\$3,277,492	\$3,531,126	\$253,634	7.7%
Services & Supplies	\$42,267,712	\$43,348,855	\$45,263,714	\$1,914,859	4.4%
Other Charges	\$4,288	—	\$7,043	\$7,043	—%
Intrafund Charges	\$2,373,506	\$2,478,232	\$2,774,055	\$295,823	11.9%
Total Expenditures / Appropriations	\$47,372,118	\$49,104,579	\$51,575,938	\$2,471,359	5.0%
Total Reimbursements within Program		\$(1,598,454)	\$(1,767,262)	\$(168,808)	10.6%
Total Reimbursements between Programs		—	—	—	—%
Other Reimbursements	\$(251,809)	\$(308,910)	\$(359,881)	\$(50,971)	16.5%
Total Reimbursements	\$(1,838,890)	\$(1,907,364)	\$(2,127,143)	\$(219,779)	11.5%
Net Financing Uses	\$45,533,228	\$47,197,215	\$49,448,795	\$2,251,580	4.8%
Revenue					
Intergovernmental Revenues	\$4,251	—	\$148,939	\$148,939	—%
Charges for Services	\$45,453,362	\$46,927,281	\$49,206,267	\$2,278,986	4.9%
Miscellaneous Revenues	\$84	—	—	—	—%
Total Revenue	\$45,457,697	\$46,927,281	\$49,355,206	\$2,427,925	5.2%
Use of Fund Balance	\$75,531	\$269,934	\$93,589	\$(176,345)	(65.3)%
Positions	23.0	22.0	23.0	1.0	4.5%

Summary of Changes

The Recommended Budget reflects a \$2,471,359 (5.0%) increase in total appropriations, a \$219,779 (11.5%) increase in reimbursements, a \$2,427,925 (5.2%) increase in revenue, and a \$176,345 (65.3%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, other unavoidable base budget costs, and pass-through lease costs.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to increased recovery for intrafund allocations and internal charges.

The increase in revenue is due to:

- Recovery of increased costs through allocations and billable revenue, including the restoration of funding for some costs that were absorbed in the prior year Adopted Budget.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a \$93,589 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Asset Management for Mather Community Campus - Real Estate					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,516,914	\$1,909,411	\$1,961,330	\$51,919	2.7%
Services & Supplies	\$1,195,459	\$1,420,764	\$1,507,282	\$86,518	6.1%
Other Charges	\$82,430	\$93,868	\$106,527	\$12,659	13.5%
Equipment	—	\$250,000	\$250,000	—	—%
Intrafund Charges	\$913,133	\$940,937	\$1,004,633	\$63,696	6.8%
Cost of Goods Sold	\$2,849,940	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$6,557,876	\$8,714,980	\$8,929,772	\$214,792	2.5%
Total Reimbursements within Program		\$(33,755)	\$(33,755)	—	—%
Other Reimbursements	\$(354,346)	\$(365,795)	\$(396,281)	\$(30,486)	8.3%
Total Reimbursements	\$(388,101)	\$(399,550)	\$(430,036)	\$(30,486)	7.6%
Net Financing Uses	\$6,169,775	\$8,315,430	\$8,499,736	\$184,306	2.2%
Revenue					
Intergovernmental Revenues	\$3,179	—	—	—	—%
Charges for Services	\$5,797,619	\$7,970,028	\$8,343,451	\$373,423	4.7%
Miscellaneous Revenues	\$1,503	—	—	—	—%
Total Revenue	\$5,802,302	\$7,970,028	\$8,343,451	\$373,423	4.7%
Use of Fund Balance	\$367,474	\$345,402	\$156,285	\$(189,117)	(54.8)%
Positions	19.0	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$214,792 (2.5%) increase in total appropriations, a \$30,486 (7.6%) increase in reimbursements, a \$373,423 (4.7%) increase in revenue, and a \$189,117 (54.8%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to increases in salaries and benefits expenditures, allocations, other unavoidable base budget costs, and pass-through armored car services costs.

The increase in reimbursements is due to increased recovery for intrafund allocations and internal charges.

The increase in revenue is due to recovery of increased costs through allocations and billable revenue, including the restoration of funding for some costs that were absorbed in the prior year Adopted Budget.

Use of Fund Balance reflects a \$156,285 decrease in retained earnings.

Budget Unit Functions & Responsibilities

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

- Administration and Planning
- Debt Service
- Projects

Goals

- Identify ongoing funding source for critical Mather Community Campus improvements.
- Complete a significant number of Americans with Disabilities Act improvements at all County-owned facilities.
- Identify funding source for capital projects focused on sustainability.

Accomplishments

- Completion of capital improvement projects at Mather Community Campus funded by County General Fund and Community Development Block Grant funds.
- Begin upgrades to the water system at the Rio Cosumnes Correctional Center.
- Completed several Americans with Disabilities Act public path of travel projects.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Administration and Planning	\$3,854,088	\$6,383,989	\$6,814,432	\$430,443	6.7%
Debt Service	\$3,334,379	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Projects	\$16,339,601	\$73,043,357	\$56,975,675	\$(16,067,682)	(22.0)%
Total Expenditures / Appropriations	\$23,528,068	\$82,775,293	\$64,719,176	\$(18,056,117)	(21.8)%
Total Reimbursements	\$(8,156,030)	\$(14,012,160)	\$(6,593,501)	\$7,418,659	(52.9)%
Net Financing Uses	\$15,372,038	\$68,763,133	\$58,125,675	\$(10,637,458)	(15.5)%
Total Revenue	\$20,947,346	\$28,943,474	\$33,091,789	\$4,148,315	14.3%
Use of Fund Balance	\$(5,575,309)	\$39,819,659	\$25,033,886	\$(14,785,773)	(37.1)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$10,027,284	\$28,548,043	\$19,294,037	\$(9,254,006)	(32.4)%
Other Charges	—	—	\$5,000,000	\$5,000,000	—%
Improvements	\$10,166,405	\$41,867,143	\$32,902,569	\$(8,964,574)	(21.4)%
Interfund Charges	\$3,334,379	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Intrafund Charges	—	\$9,012,160	\$6,593,501	\$(2,418,659)	(26.8)%
Total Expenditures / Appropriations	\$23,528,068	\$82,775,293	\$64,719,176	\$(18,056,117)	(21.8)%
Intrafund Reimbursements Within Programs	—	\$(682,224)	—	\$682,224	(100.0)%
Intrafund Reimbursements Between Programs	—	\$(8,329,936)	\$(6,593,501)	\$1,736,435	(20.8)%
Other Reimbursements	\$(8,156,030)	\$(5,000,000)	—	\$5,000,000	(100.0)%
Total Reimbursements	\$(8,156,030)	\$(14,012,160)	\$(6,593,501)	\$7,418,659	(52.9)%
Net Financing Uses	\$15,372,038	\$68,763,133	\$58,125,675	\$(10,637,458)	(15.5)%
Revenue					
Fines, Forfeitures & Penalties	\$1,696,000	\$1,600,000	\$1,400,000	\$(200,000)	(12.5)%
Revenue from Use Of Money & Property	\$251,904	\$30,000	\$30,000	—	—%
Intergovernmental Revenues	—	—	\$5,000,000	\$5,000,000	—%
Miscellaneous Revenues	\$18,999,442	\$27,313,474	\$26,661,789	\$(651,685)	(2.4)%
Total Revenue	\$20,947,346	\$28,943,474	\$33,091,789	\$4,148,315	14.3%
Use of Fund Balance	\$(5,575,309)	\$39,819,659	\$25,033,886	\$(14,785,773)	(37.1)%

Summary of Changes

The Recommended Budget reflects an \$18,056,117 (21.8%) decrease in total appropriations, a \$7,418,659 (52.9%) decrease in reimbursements, a \$4,148,315 (14.3%) increase in revenue, and a \$14,785,773 (37.1%) decrease in use of fund balance from the prior year Adopted Budget.

The net decrease in total appropriations is primarily due to:

- The spending down of available rollover revenue on projects that were completed in FY 2021-22. \$5.0 million of the decrease is due to a one-time expenditure for projects at the Mather Community Campus. This decrease is offset by \$5 million in appropriations for the Sacramento Housing and Redevelopment Agency (SHRA) Mirasol Village project, which is funded in FY 2022-23 with ARPA revenue. Reimbursement costs have reduced by approximately \$2.4 million.
- A decrease in debt service costs due to no longer funding the debt service costs for Probation and the Coroner.

- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The net increase in reimbursements is due to a one-time reimbursement from the General Fund for Mather Community Campus improvement projects in FY 2021-22, and no longer budgeting a transfer for the Library facility use allowance between fund centers. Library revenue is now budgeted in the Library fund center.

The increase in revenue is due to:

- Increases in facility use allocation revenue due to cost increases for revenue to offset pass through expenses, and due to increased use allowance due to higher building values.
- Increases in ARPA revenue of \$5.0 million for the SHRA Mirasol Village project.
- Recommended growth of summarized later in this section. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects a carryover of \$25,033,886 in fund balance.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Projects	707,043	—	707,043	—	—

Ann Edwards
County Executive



David Villanueva
Deputy County Executive
Administrative Services
Dept. of General Services
Jeffrey A. Gasaway, Director

County of Sacramento

SUPPLEMENTAL INFORMATION
Capital Construction Fund – Budget Unit 3100000
Fiscal Year 2022-23 Requested Base Budget

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2022-23 is \$57,418,626. The Fiscal Year 2022-23 Requested Base Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other County facilities.

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

<u>Source</u>	<u>Amount</u>
Available Fund Balance (County-owned)	25,033,886
Available Fund Balance (Libraries)	0
Courthouse Temporary Construction Fund Revenues	650,000
Criminal Justice Facility Temporary Construction Fund Revenues	750,000
Interest Income	30,000
County Facility Use Allowance	18,591,668
Vacancy Factor & Improvement Districts	2,238,382
Shared Meeting Rooms	662,240
Miscellaneous Revenues - Dept. Funded Projects	4,399,350
Revenue Leases	63,106
ARPA Reimbursement (SHRA Mirasol Village)	5,000,000
	<u>\$57,418,632</u>

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

Capital Construction Fund FY 2022-23 Requested Base Budget
Supplemental Information
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The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long-needed construction of new facilities to serve Sacramento County.

The fund balance is \$116,427 higher than the projected year-end rollover figure utilized for the Fiscal Year 2022-23 Recommended CIP. This amount is not applied to any CIP projects, and is held to perform parking lot maintenance and repairs in the Branch Center/Bradshaw area. This amount was assumed to be spent in midyear projections, but will not be expended and is now included in the year-end rollover projection.

The projects included in the Requested Base Budget are:

Fund Center 3103100–Capital Construction– \$14,146,587

- Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$1,835,263
- Reserve for Main Jail Americans with Disabilities Act projects budgeted in future fiscal years - \$7,311,324
- Appropriations for SHRA Mirasol Village Project - \$5,000,000

Fund Center 3103101–Bradshaw Complex – \$604,207

- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$129,207
- Branch Center Road - Overlay Replacement - \$200,000
- Branch Center Road - Sidewalk and Curb Section - East Side - \$100,000
- Voter Registration and Elections/Sheriff Office – Security Barrier for Public Counter – Sheriff Side - \$150,000

Fund Center 3103102–Administration Center – \$5,804,504

- Downtown Miscellaneous Repairs - \$25,000
- Downtown Sidewalk Repairs - \$10,000
- Central Plant - Climate Control System Upgrade - \$250,000
- Central Plant – Repair Cooling Towers - \$1,000,000
- County Garage – Americans with Disabilities Act – Public Path of Travel - \$1,300,000
- Mental Health North A St. – Americans with Disabilities Act – Public Path of Travel - \$100,000
- New Administration Center – Americans with Disabilities Act – Public Interior - \$1,500,000
- New Administration Center – Pedestrian Bridge Repairs - \$480,000
- New Administration Center – Security Mitigation Project - \$139,504
- New Parking Garage – Americans with Disabilities Act – Public Path of Travel - \$100,000

Capital Construction Fund FY 2022-23 Requested Base Budget
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- Old Administration Building – Americans with Disabilities Act – Public Interior - \$400,000
- Old Administration Building - Climate Control System Upgrade - \$250,000
- Old Administration Building – Refurbish Air Handling Units - \$250,000

Fund Center 3103106 – Mather Community Campus – \$0

- No projects budgeted at this time.

Fund Center 3103108–Preliminary Planning – \$2,981,393

- ADA Transition Plan – \$100,000
- Administrative Costs for the Capital Construction Fund – \$1,301,263
- 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 – \$620,954
- 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) – \$0

- No projects budgeted at this time.

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 – \$3,833,039

- Accounting Services – \$50,400
- Improvement Districts – \$228,950
- Modular Furniture Charges – \$25,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant County–owned land – \$160,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in County facilities – \$25,000
- Alarms Allocation - \$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)

Capital Construction Fund FY 2022-23 Requested Base Budget
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- 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
- Brighton Heights Tower - Replace Existing Backup Generators - \$500,000
(Department-Funded project not at County-owned Facility)
- Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$781,600**
 - Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$781,600
- Fund Center 3103113–Clerk–Recorder Building – \$0**
 - No projects budgeted at this time.
- Fund Center 3103114–799 G Street Building – \$750,000**
 - Department of Technology Building – Central Plant – Replace or Repair Cooling Towers - \$650,000
 - Department of Technology Building – Replace Two York Refrigerant 22 Chillers - \$100,000
- Fund Center 3103115–Animal Care Facility – \$40,000**
 - Animal Care & Regulation – Americans with Disabilities Act – Public Path of Travel - \$40,000
- Fund Center 3103124–General Services Facility – \$80,000**
 - General Services Facility – Replace Fire Panel in Server Room - \$80,000
- Fund Center 3103125–B.T. Collins Juvenile Center –\$8,458,955**
 - B. T. Collins Youth Detention Facility – Repair Swimming Pool and Replace Filtration Equipment - \$225,000
 - B. T. Collins Youth Detention Facility – Replace Personal Alarm Device System - \$1,231,955
 - B. T. Collins Youth Detention Facility – Replace Roof Top Air Handling Units One and Two - \$700,000
 - B. T. Collins Youth Detention Facility – Replace Security Control System - \$2,500,000
 - B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration – First Floor - \$2,750,000
 - B.T. Collins Youth Detention Facility – Wing A – Americans with Disabilities Act – Public Path of Travel - \$52,000
 - Morgan Alternative Center – Renovation - \$1,000,000
- Fund Center 3103126–Warren E. Thornton Youth Center – \$210,000**
 - Warren E. Thornton Youth Center – Americans with Disabilities Act – Public Path of Travel - \$210,000
- Fund Center 3103127–Boys Ranch – \$0**

Capital Construction Fund FY 2022-23 Requested Base Budget
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- No projects budgeted at this time.

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$6,528,825

- Rio Cosumnes Correctional Center – Electrical Connection to Substation and Backup Generator Site - \$1,750,000
- Rio Cosumnes Correctional Center - New Modular Trailers - \$1,243,030
- Rio Cosumnes Correctional Center – Replace Kitchen Steam Boilers - \$800,000
- Rio Cosumnes Correctional Center - Security Control Systems Upgrade - \$1,735,795
- Rio Cosumnes Correctional Center – Upgrade Campus Air Conditioning Controls - \$100,000
- Rio Cosumnes Correctional Center – Upgrade Potable Water System - \$900,000

Fund Center 3103130–Work Release Facility – \$0

- No projects budgeted at this time.

Fund Center 3103131–Sheriff's Administration Building – \$450,000

- Sheriff Administration Building – Carpet, Paint and Minor Tenant Improvements - \$200,000
- Sheriffs Administration Building - Climate Control System Upgrade - \$250,000

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$8,289,627

- Correctional Health and Mental Health Services Facility (change orders on contract) - \$200,000
- Main Jail – Add Locking Food Ports on Floor 7 East Pods 200 & 300 - \$633,966
- Main Jail - Americans with Disabilities Act Improvements - \$4,405,661
- Main Jail – Install Food Ports - \$70,000
- Main Jail – Psych and Medical – Security Control System - \$250,000
- Main Jail – Replace DOM Lock System - \$1,000,000
- Main Jail – Replace Halon System with New Fire Protection System - \$240,000
- Main Jail – Replace Walk-In Refrigeration Systems - \$1,200,000
- Main Jail – Restore Fire Storage Tank Coating - \$130,000
- Main Jail – Security Rollup Doors – Main Entrance - \$160,000

Fund Center 3103133–Sheriff's North Area Substation – \$0

- No projects budgeted at this time.

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 – \$1,060,000

Capital Construction Fund FY 2022-23 Requested Base Budget
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- Coroner Crime Lab - Supply & Install Valves for Hot Water Heating System - \$300,000
- Coroner/Crime Laboratory – Replace Cooling Towers – 760,000
- Fund Center 3103160–Sacramento Mental Health Facility – \$340,000**
- Mental Health Center – Drug Court Treatment Center – Air Conditioning – Capacity Needs - \$200,000
- Mental Health Center – Mental Health Support Center – Americans with Disabilities Act – Public Path of Travel - \$40,000
- Mental Health Center – Replace Server Room Air Conditioner - \$100,000
- Fund Center 3103162–Primary Care Center – \$790,000**
- Paul F. Hom M.D. Primary Care Facility – Install New Water Heater - \$140,000
- Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling - \$650,000
- 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 – \$0**
- No projects budgeted at this time.
- Fund Center 3109000–Libraries – \$1,200,826**
- Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$2,382
- Rancho Cordova Library – Duct Bank Repair - \$30,000
- Rancho Cordova Library – Repair Parking Lot - \$668,444
- Vineyard Library - Phase 1 - \$500,000

Administration and Planning

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$3,854,088	\$5,992,689	\$6,489,432	\$496,743	8.3%
Improvements	—	\$391,300	\$325,000	\$(66,300)	(16.9)%
Total Expenditures / Appropriations	\$3,854,088	\$6,383,989	\$6,814,432	\$430,443	6.7%
Total Reimbursements between Programs		\$(5,781,989)	\$(6,314,432)	\$(532,443)	9.2%
Total Reimbursements	—	\$(5,781,989)	\$(6,314,432)	\$(532,443)	9.2%
Net Financing Uses	\$3,854,088	\$602,000	\$500,000	\$(102,000)	(16.9)%
Revenue					
Miscellaneous Revenues	\$376,521	\$602,000	\$500,000	\$(102,000)	(16.9)%
Total Revenue	\$376,521	\$602,000	\$500,000	\$(102,000)	(16.9)%
Use of Fund Balance	\$3,477,567	—	—	—	—%

Summary of Changes

The Recommended Budget reflects a \$430,443 (6.7%) increase in total appropriations, a \$532,443 (9.2%) increase in reimbursements, and a \$102,000 (16.9%) decrease in revenue from the prior year Adopted Budget.

The increase in total appropriations and reimbursements is due to an increase in pass through costs and allocations.

The decrease in revenue is due to a reduction in department funded projects costs.

Debt Service

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Interfund Charges	\$3,334,379	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Total Expenditures / Appropriations	\$3,334,379	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Total Reimbursements between Programs		\$(2,547,947)	\$(279,069)	\$2,268,878	(89.0)%
Total Reimbursements	—	\$(2,547,947)	\$(279,069)	\$2,268,878	(89.0)%
Net Financing Uses	\$3,334,379	\$800,000	\$650,000	\$(150,000)	(18.8)%
Revenue					
Fines, Forfeitures & Penalties	—	\$800,000	\$650,000	\$(150,000)	(18.8)%
Total Revenue	—	\$800,000	\$650,000	\$(150,000)	(18.8)%
Use of Fund Balance	\$3,334,379	—	—	—	—%

Summary of Changes

The Recommended Budget reflects a \$2,418,878 (72.2%) decrease in total appropriations, a \$2,268,878 (89.0%) decrease in reimbursements, and a \$150,000 (18.8%) decrease in revenue from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- A reduction in debt service obligation resulting from the costs being shifted back to the Probation and Coroner budgets.
- Reducing the Juvenile Courthouse debt service pass through expenditure resulting from reduced revenues from the Court.

The decrease in reimbursements is due to a reduction in debt service obligation for Probation and the Coroner.

The decrease in revenue is due to reducing the Juvenile Courthouse debt service pass through expenditure due to reduced revenues from the Court.

Projects

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$6,173,196	\$22,555,354	\$12,804,605	\$(9,750,749)	(43.2)%
Other Charges	—	—	\$5,000,000	\$5,000,000	—%
Improvements	\$10,166,405	\$41,475,843	\$32,577,569	\$(8,898,274)	(21.5)%
Intrafund Charges	—	\$9,012,160	\$6,593,501	\$(2,418,659)	(26.8)%
Total Expenditures / Appropriations	\$16,339,601	\$73,043,357	\$56,975,675	\$(16,067,682)	(22.0)%
Total Reimbursements within Program		\$(682,224)	—	\$682,224	(100.0)%
Other Reimbursements	\$(8,156,030)	\$(5,000,000)	—	\$5,000,000	(100.0)%
Total Reimbursements	\$(8,156,030)	\$(5,682,224)	—	\$5,682,224	(100.0)%
Net Financing Uses	\$8,183,571	\$67,361,133	\$56,975,675	\$(10,385,458)	(15.4)%
Revenue					
Fines, Forfeitures & Penalties	\$1,696,000	\$800,000	\$750,000	\$(50,000)	(6.3)%
Revenue from Use Of Money & Property	\$251,904	\$30,000	\$30,000	—	—%
Intergovernmental Revenues	—	—	\$5,000,000	\$5,000,000	—%
Miscellaneous Revenues	\$18,622,921	\$26,711,474	\$26,161,789	\$(549,685)	(2.1)%
Total Revenue	\$20,570,825	\$27,541,474	\$31,941,789	\$4,400,315	16.0%
Use of Fund Balance	\$(12,387,255)	\$39,819,659	\$25,033,886	\$(14,785,773)	(37.1)%

Summary of Changes

The Recommended Budget reflects a \$16,067,682 (22.0%) decrease in total appropriations, a \$5,682,224 (100.0%) decrease in reimbursements, a \$4,400,315 (16.0%) increase in revenue, and a \$14,785,773 (37.1%) decrease in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- Assumptions that the majority of projects in the FY 2021-22 CIP will be completed and that reduced rollover revenue will be available in FY 2022-23, offset by a \$5 million increase in appropriations for the SHRA Mirasol Village project. Budgeted project costs in FY 2021-22 mostly reflect new revenue, along with some projects utilizing rollover revenue.
- Recommended growth detailed later in this section.

The decrease in reimbursement is due to a one-time reimbursement from the General Fund for Mather Community Campus improvements in FY 2021-22, and no longer budgeting the Library fund center use allowance revenue.

The increase in revenue is due to:

- Increases in ARPA revenue for the SHRA Mirasol Village project.
- An increase in facility use allocation pass through and project revenue.

Use of Fund Balance reflects a carryover of \$25,033,886 in available balance.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS CCF - Mather Community Campus Use Allowance in Facility Use Allocation - CCF Projects					
	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.

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Capital Outlay - Heavy Equipment	\$3,957,895	\$16,857,719	\$15,800,474	\$(1,057,245)	(6.3)%
Total Expenditures / Appropriations	\$3,957,895	\$16,857,719	\$15,800,474	\$(1,057,245)	(6.3)%
Total Reimbursements	\$(151,132)	—	—	—	—%
Net Financing Uses	\$3,806,763	\$16,857,719	\$15,800,474	\$(1,057,245)	(6.3)%
Total Revenue	\$5,565,159	\$4,467,969	\$4,149,697	\$(318,272)	(7.1)%
Use of Fund Balance	\$(1,758,396)	\$12,389,750	\$11,650,777	\$(738,973)	(6.0)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Other Charges	—	\$42,000	\$42,000	—	—%
Equipment	\$3,957,895	\$16,815,719	\$15,758,474	\$(1,057,245)	(6.3)%
Total Expenditures / Appropriations	\$3,957,895	\$16,857,719	\$15,800,474	\$(1,057,245)	(6.3)%
Other Reimbursements	\$(151,132)	—	—	—	—%
Total Reimbursements	\$(151,132)	—	—	—	—%
Net Financing Uses	\$3,806,763	\$16,857,719	\$15,800,474	\$(1,057,245)	(6.3)%
Revenue					
Charges for Services	\$4,475,511	\$3,746,141	\$3,849,697	\$103,556	2.8%
Miscellaneous Revenues	\$532,795	\$421,828	—	\$(421,828)	(100.0)%
Other Financing Sources	\$556,853	\$300,000	\$300,000	—	—%
Total Revenue	\$5,565,159	\$4,467,969	\$4,149,697	\$(318,272)	(7.1)%
Use of Fund Balance	\$(1,758,396)	\$12,389,750	\$11,650,777	\$(738,973)	(6.0)%

Summary of Changes

The Recommended Budget reflects a \$1,057,245 (6.3%) decrease in total appropriations, an \$318,272 (7.1%) decrease in revenue, and a \$738,973 (6.0%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to a decrease in the total cost of planned purchases of heavy equipment units.

The decrease in revenue is due to a decrease in contributions for heavy equipment additions and upgrades.

Use of Fund Balance reflects an \$11,650,777 decrease in retained earnings.

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement light and heavy equipment requested for Fiscal Year 2022-23

**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
160	Utility Truck	0	2	460,000
164	Service Truck w/ Crane	0	5	750,000
165	Utility Truck	0	1	150,000
167	Flatbed Dump Truck	0	4	560,000
171	2-Axle Dump Truck	0	1	150,000
173	Emulsion Patch Dump Truck	0	10	2,640,110
176	8-10 cu. Yd., 3 Axle	0	2	350,000
177	5-6 cu. Yd., Dump w/ Front Load	0	3	825,000
186	Refrigerated Truck	0	1	160,121
195	Paver, 15' width, < 100 HP	1	0	225,775
196	Pavement Grinder, Self-Propelled	0	1	425,000
198	Asphalt Paver	0	2	750,000
210	Light Tower Trailer	0	2	50,000
213	Portable Trailer	1	5	149,500
218	Title Type Trailer	0	1	35,000
221	Trailer, Utility 12ft Flatbed 4W	0	1	60,000
225	Concrete Saw Trailer	0	3	125,000
234	Trailer, Lowbed Platform	0	5	195,000
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 pds	0	3	135,000

Class	Description	Requested		Requested Amount
		New	Replace	
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	920,000
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
776	Pressure/Vacuum Cleaner 3 Axle	0	3	1,275,000
779	Mechanical Broom Road Sweeper	0	1	368,333
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	270,000
941	Truck Tractor with Gooseneck Trailer	0	1	300,000
	Total	2	103	15,758,474

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.

Goals

- Fund the purchases of light fleet rental replacements annually.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Capital Outlay - Automotive Equipment	\$12,680,186	\$14,422,314	\$8,919,011	\$(5,503,303)	(38.2)%
Total Expenditures / Appropriations	\$12,680,186	\$14,422,314	\$8,919,011	\$(5,503,303)	(38.2)%
Net Financing Uses	\$12,680,186	\$14,422,314	\$8,919,011	\$(5,503,303)	(38.2)%
Total Revenue	\$5,147,459	\$2,606,808	\$2,191,000	\$(415,808)	(16.0)%
Use of Fund Balance	\$7,532,727	\$11,815,506	\$6,728,011	\$(5,087,495)	(43.1)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Other Charges	\$215,419	\$188,928	—	\$(188,928)	(100.0)%
Equipment	\$12,464,767	\$14,233,386	\$8,919,011	\$(5,314,375)	(37.3)%
Total Expenditures / Appropriations	\$12,680,186	\$14,422,314	\$8,919,011	\$(5,503,303)	(38.2)%
Net Financing Uses	\$12,680,186	\$14,422,314	\$8,919,011	\$(5,503,303)	(38.2)%
Revenue					
Charges for Services	\$3,392,116	\$1,691,000	\$1,691,000	—	—%
Miscellaneous Revenues	\$613,272	\$415,808	—	\$(415,808)	(100.0)%
Other Financing Sources	\$1,142,071	\$500,000	\$500,000	—	—%
Total Revenue	\$5,147,459	\$2,606,808	\$2,191,000	\$(415,808)	(16.0)%
Use of Fund Balance	\$7,532,727	\$11,815,506	\$6,728,011	\$(5,087,495)	(43.1)%

Summary of Changes

The Recommended Budget reflects a \$5,503,303 (38.2%) decrease in appropriations, a \$415,808 (16.0%) decrease in revenues, and a \$5,087,495 (43.1%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to a decrease in expenditures for planned vehicle replacements, vehicle additions, and upgrades.

The decrease in revenue is due to a decrease in contributions for vehicle additions and upgrades.

Use of Fund Balance reflects a \$6,728,011 decrease in retained earnings.

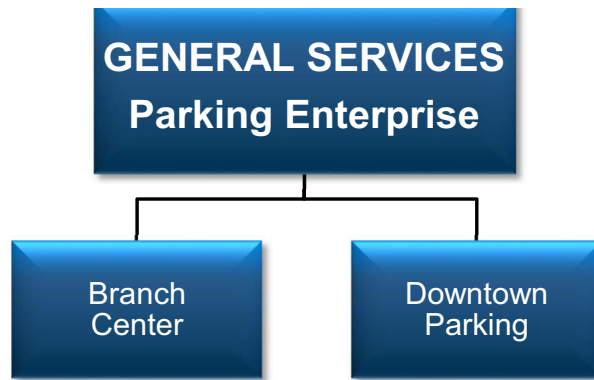
SUPPLEMENTAL INFORMATION:

The following tables detail the capital outlay for additional and replacement light and heavy equipment requested for Fiscal Year 2022-23

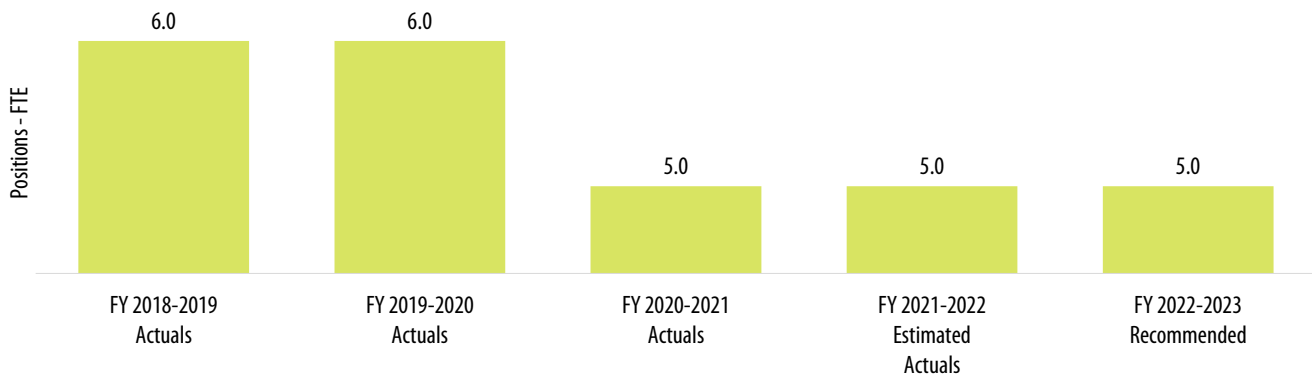
**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	3	94,755
107	1/2 Ton Compact Pickup	0	1	26,146
110	Compact	0	37	1,250,674
122	Sheriff's Patrol Car	0	61	2,751,039
124	Undercover	0	57	2,462,115
126	Undercover	0	2	88,750
131	1/2 Ton Pick-up, Extended Cab	0	5	223,870
132	1/2 Ton Pick-up, Regular Cab	0	2	64,430
134	1 Ton Utility Truck	0	2	152,442
135	3/4 Ton Pick-up Truck	0	1	37,792
137	3/4 Ton Utility Truck	0	2	147,918
140	4x4 pickup	0	2	75,240
142	Special body trucks	0	6	586,212
150	Mini-van	0	10	287,700
152	3/4 ton van	0	10	444,570
153	1 ton van	0	2	94,573
154	Sport Utility Vehicle	0	3	130,785
	Total	0	206	8,919,011

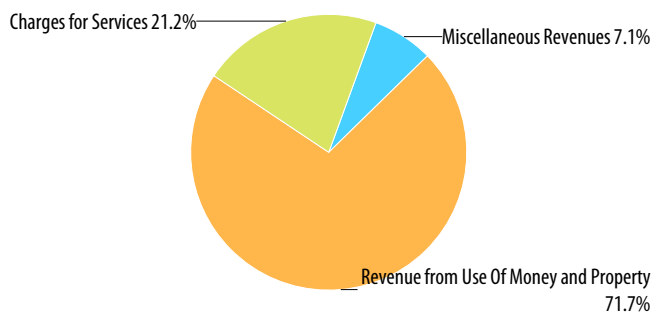
Department Structure
Jeff Gasaway, Director



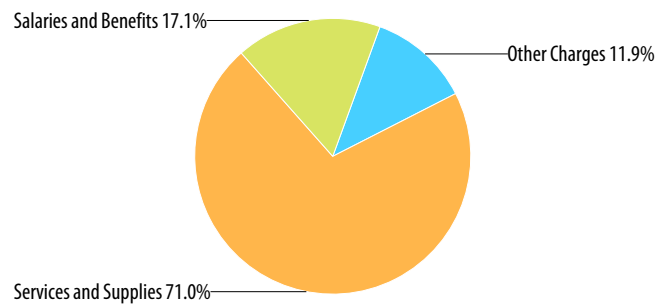
Staffing Trend



Financing Sources



Financing Uses



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.

Goals

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

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Parking Enterprise	\$2,658,826	\$4,076,111	\$2,782,785	\$(1,293,326)	(31.7)%
Total Expenditures / Appropriations	\$2,658,826	\$4,076,111	\$2,782,785	\$(1,293,326)	(31.7)%
Net Financing Uses	\$2,658,826	\$4,076,111	\$2,782,785	\$(1,293,326)	(31.7)%
Total Revenue	\$2,273,599	\$2,805,637	\$2,782,785	\$(22,852)	(0.8)%
Use of Fund Balance	\$385,228	\$1,270,474	—	\$(1,270,474)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$332,696	\$456,509	\$475,550	\$19,041	4.2%
Services & Supplies	\$1,563,371	\$3,121,449	\$1,975,328	\$(1,146,121)	(36.7)%
Other Charges	\$306,730	\$410,053	\$331,907	\$(78,146)	(19.1)%
Equipment	\$456,029	\$88,100	—	\$(88,100)	(100.0)%
Total Expenditures / Appropriations	\$2,658,826	\$4,076,111	\$2,782,785	\$(1,293,326)	(31.7)%
Net Financing Uses	\$2,658,826	\$4,076,111	\$2,782,785	\$(1,293,326)	(31.7)%
Revenue					
Revenue from Use Of Money & Property	\$1,808,809	\$2,029,625	\$1,995,005	\$(34,620)	(1.7)%
Intergovernmental Revenues	\$311	—	—	—	—%
Charges for Services	\$263,381	\$577,712	\$589,480	\$11,768	2.0%
Miscellaneous Revenues	\$201,096	\$198,300	\$198,300	—	—%
Total Revenue	\$2,273,599	\$2,805,637	\$2,782,785	\$(22,852)	(0.8)%
Use of Fund Balance	\$385,228	\$1,270,474	—	\$(1,270,474)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Summary of Changes

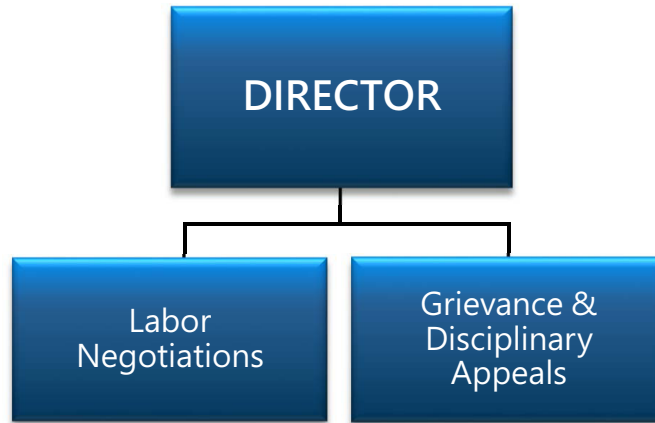
The Recommended Budget reflects a \$1,293,326 (31.7%) decrease in total appropriations, a \$22,852 (0.8%) decrease in revenue, and a \$1,270,474 (100%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in appropriations is due to a decrease of one-time projects and other re-budgeted expenses.

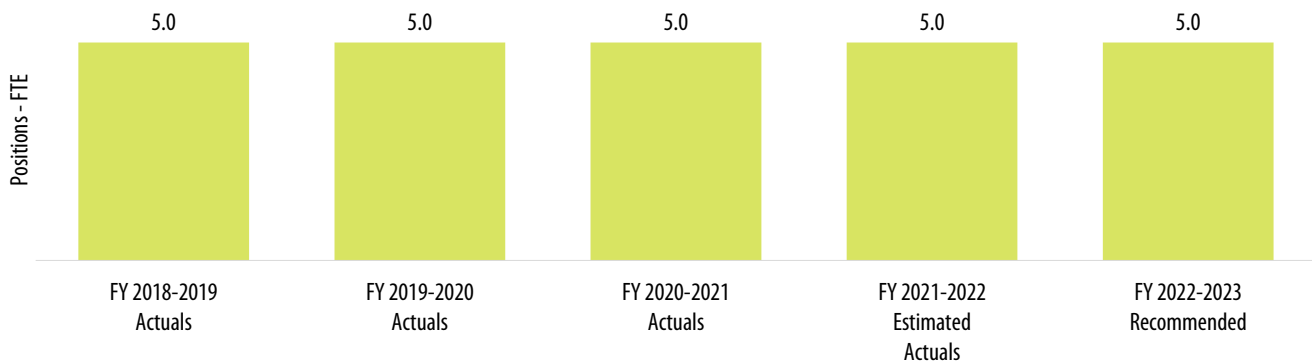
The decrease in revenue is due to decreases in public parking revenue and interest income.

Use of fund balance reflects no change in retained earnings.

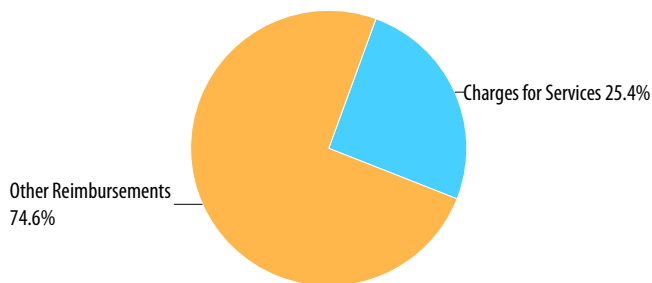
Department Structure
Sylvester Fadal, Director



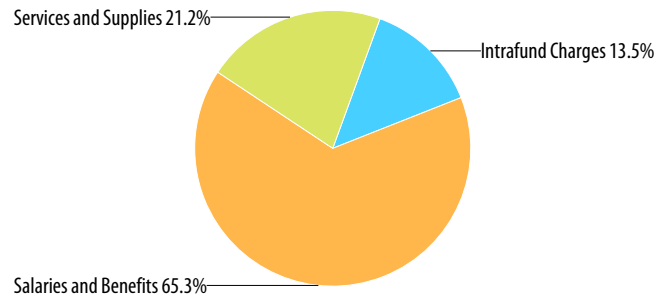
Staffing Trend



Financing Sources



Financing Uses



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.

Goals

- Provide additional labor relations training and resources to supervisors and managers.

Accomplishments

- Successfully negotiated contract agreements/extensions through 2022 with multiple labor organizations during the height of the COVID-19 pandemic.
- Successfully negotiated essential worker premium pay and administrative time off for multiple bargaining units in recognition of work performed during the COVID-19 pandemic.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Office of Labor Relations	\$842,432	\$1,650,409	\$1,740,203	\$89,794	5.4%
Total Expenditures / Appropriations	\$842,432	\$1,650,409	\$1,740,203	\$89,794	5.4%
Total Reimbursements	\$(591,380)	\$(1,216,645)	\$(1,297,824)	\$(81,179)	6.7%
Net Financing Uses	\$251,051	\$433,764	\$442,379	\$8,615	2.0%
Total Revenue	\$251,070	\$424,889	\$442,379	\$17,490	4.1%
Net County Cost	\$(19)	\$8,875	—	\$(8,875)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$616,684	\$1,064,003	\$1,136,222	\$72,219	6.8%
Services & Supplies	\$146,621	\$377,497	\$369,741	\$(7,756)	(2.1)%
Intrafund Charges	\$79,127	\$208,909	\$234,240	\$25,331	12.1%
Total Expenditures / Appropriations	\$842,432	\$1,650,409	\$1,740,203	\$89,794	5.4%
Other Reimbursements	\$(591,380)	\$(1,216,645)	\$(1,297,824)	\$(81,179)	6.7%
Total Reimbursements	\$(591,380)	\$(1,216,645)	\$(1,297,824)	\$(81,179)	6.7%
Net Financing Uses	\$251,051	\$433,764	\$442,379	\$8,615	2.0%
Revenue					
Intergovernmental Revenues	\$40,713	—	—	—	—%
Charges for Services	\$208,565	\$424,889	\$442,379	\$17,490	4.1%
Miscellaneous Revenues	\$1,793	—	—	—	—%
Total Revenue	\$251,070	\$424,889	\$442,379	\$17,490	4.1%
Net County Cost	\$(19)	\$8,875	—	\$(8,875)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Summary of Changes

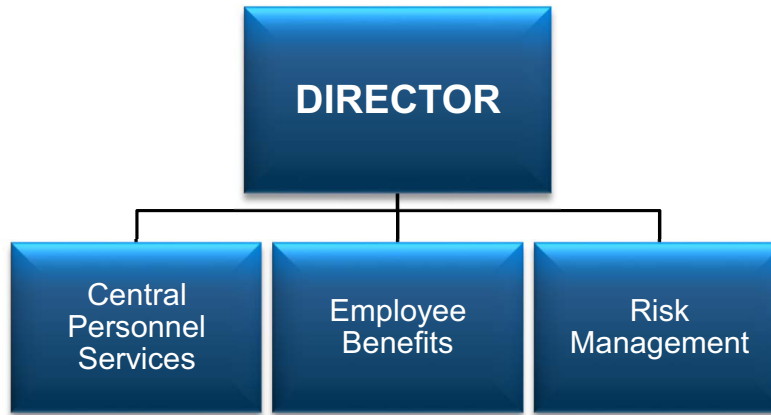
The Recommended Budget reflects an \$89,794 (5.4%) increase in total appropriations, an \$81,179 (6.7%) increase in reimbursements, a \$17,490 (4.1%) increase in revenue, and an \$8,875 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

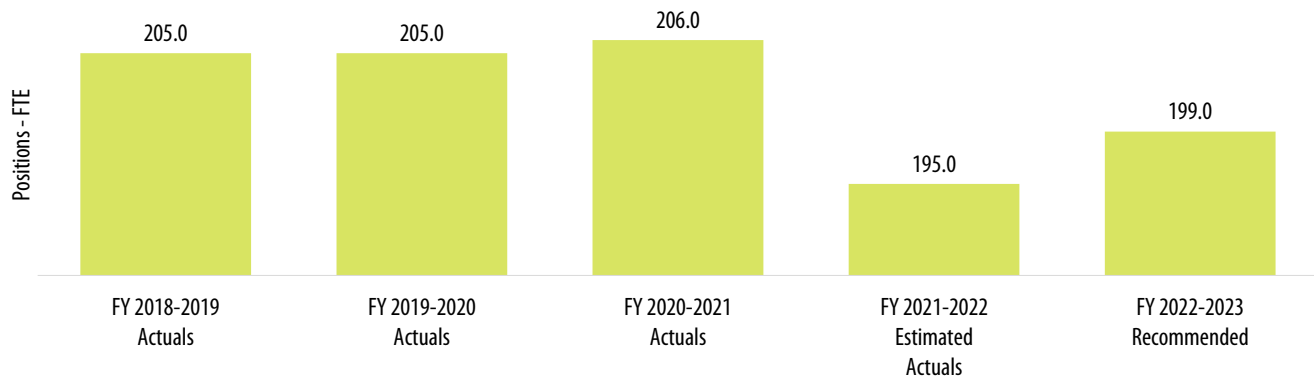
The increase in total appropriations is due to increases in personnel costs including cost of living adjustments, retirement, and health insurance; increases in allocated costs including facility use; and increases in legal services.

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

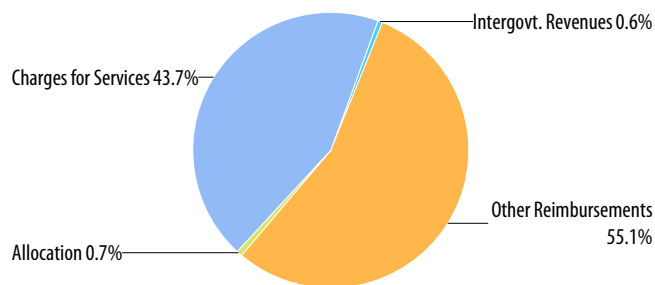
Department Structure
Sylvester Fadal, Director



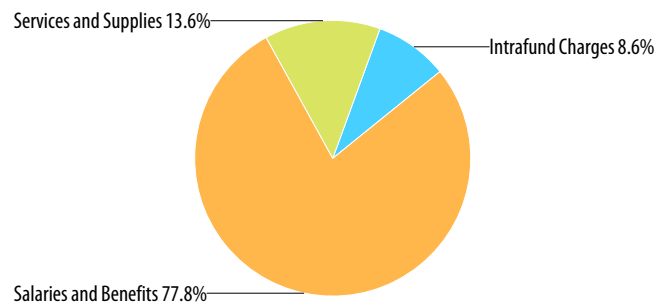
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

The **Department of Personnel Services** is responsible for providing central personnel, employee benefits, and risk management services. The work activities of the Department include administering the County Classification Plan; designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment; managing employee benefits contracts and administering employee benefits programs such as employee and retiree health and dental plans; providing or managing skills-based training programs, 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

Goals

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

Accomplishments

- Developed COVID-19 Policies and Procedures for the County of Sacramento and provided continuous updates.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Administration	\$1,390,914	\$1,460,620	\$1,621,624	\$161,004	11.0%
Benefits	\$2,725,604	\$2,660,687	\$3,078,436	\$417,749	15.7%
County Safety Office	\$1,802,480	\$1,890,372	\$2,109,455	\$219,083	11.6%
Department Services	\$14,270,167	\$14,839,835	\$17,394,816	\$2,554,981	17.2%
Disability Compliance	\$383,382	\$544,673	\$453,871	\$(90,802)	(16.7)%
Employment Services	\$4,752,662	\$5,008,796	\$5,425,544	\$416,748	8.3%
Equal Employment Opportunity	\$416,111	\$367,963	\$464,633	\$96,670	26.3%
Liability/Property Insurance Personnel	\$994,486	\$1,213,302	\$1,260,819	\$47,517	3.9%
Training & Organization Development	\$972,295	\$1,145,300	\$1,398,557	\$253,257	22.1%
Workers' Compensation Personnel	\$4,285,060	\$4,865,959	\$5,027,619	\$161,660	3.3%
Total Expenditures / Appropriations	\$31,993,159	\$33,997,507	\$38,235,374	\$4,237,867	12.5%
Total Reimbursements	\$(17,432,173)	\$(17,705,945)	\$(21,055,264)	\$(3,349,319)	18.9%
Net Financing Uses	\$14,560,986	\$16,291,562	\$17,180,110	\$888,548	5.5%
Total Revenue	\$14,560,986	\$15,803,718	\$16,920,110	\$1,116,392	7.1%
Net County Cost	\$(0)	\$487,844	\$260,000	\$(227,844)	(46.7)%
Positions	206.0	201.0	199.0	(2.0)	(1.0)%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$25,886,403	\$27,055,270	\$29,756,719	\$2,701,449	10.0%
Services & Supplies	\$3,678,737	\$4,331,759	\$5,184,295	\$852,536	19.7%
Equipment	—	\$47,293	—	\$(47,293)	(100.0)%
Intrafund Charges	\$2,428,019	\$2,563,185	\$3,294,360	\$731,175	28.5%
Total Expenditures / Appropriations	\$31,993,159	\$33,997,507	\$38,235,374	\$4,237,867	12.5%
Other Reimbursements	\$(17,432,173)	\$(17,705,945)	\$(21,055,264)	\$(3,349,319)	18.9%
Total Reimbursements	\$(17,432,173)	\$(17,705,945)	\$(21,055,264)	\$(3,349,319)	18.9%
Net Financing Uses	\$14,560,986	\$16,291,562	\$17,180,110	\$888,548	5.5%
Revenue					
Intergovernmental Revenues	\$247,351	\$50,000	\$212,000	\$162,000	324.0%
Charges for Services	\$14,296,979	\$15,753,718	\$16,708,110	\$954,392	6.1%
Miscellaneous Revenues	\$16,656	—	—	—	—%
Total Revenue	\$14,560,986	\$15,803,718	\$16,920,110	\$1,116,392	7.1%
Net County Cost	\$(0)	\$487,844	\$260,000	\$(227,844)	(46.7)%
Positions	206.0	201.0	199.0	(2.0)	(1.0)%

Summary of Changes

The Recommended Budget reflects a \$4,237,867 (12.5%) increase in total appropriations, a \$3,349,319 (18.9%) increase in reimbursements, a \$1,116,392 (7.1%) increase in revenue, and a \$227,844 (46.7%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance; increases in allocated costs including technology charges and lease property; and increases in legal and other professional services.
- The restoration of \$1,287,097 on reductions made in the prior year.
- The reallocation of 2.0 FTE Personnel Analyst positions to 2.0 FTE Personnel Technician positions resulting in a cost savings of \$32,134.
- The mid-year transfer of 6.0 FTE and associated personnel costs to the Department of Technology to consolidate the COMPASS support team.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

- Recommended reductions summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements and revenue is due to:

- An increase in cost recovery from customer departments.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.
- Recommended reductions summarized later in this section. Additional detail is provided in the individual program sections.

Positions counts have decreased by 2.0 FTE from the prior year Adopted Budget due to:

- 6.0 FTE net mid-year decreases.
- 4.0 FTE recommended net Base decreases.
- 9.0 FTE total additions in recommended growth requests.
- 1.0 FTE total reductions in recommended reduction scenarios.

Summary of Recommended 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 Recommended 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; performs departmental accounting and record keeping.

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$868,521	\$734,909	\$722,875	\$(12,034)	(1.6)%
Services & Supplies	\$266,984	\$415,001	\$317,174	\$(97,827)	(23.6)%
Equipment	—	\$17,126	—	\$(17,126)	(100.0)%
Intrafund Charges	\$255,409	\$293,584	\$581,575	\$287,991	98.1%
Total Expenditures / Appropriations	\$1,390,914	\$1,460,620	\$1,621,624	\$161,004	11.0%
Other Reimbursements	\$(1,112,372)	\$(1,010,231)	\$(1,096,412)	\$(86,181)	8.5%
Total Reimbursements	\$(1,112,372)	\$(1,010,231)	\$(1,096,412)	\$(86,181)	8.5%
Net Financing Uses	\$278,542	\$450,389	\$525,212	\$74,823	16.6%
Revenue					
Intergovernmental Revenues	\$581	—	—	—	—%
Charges for Services	\$262,200	\$244,366	\$265,212	\$20,846	8.5%
Miscellaneous Revenues	\$15,762	—	—	—	—%
Total Revenue	\$278,542	\$244,366	\$265,212	\$20,846	8.5%
Net County Cost	—	\$206,023	\$260,000	\$53,977	26.2%
Positions	4.0	4.0	4.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$161,004 (11.0%) increase in total appropriations, an \$86,181 (8.5%) increase in reimbursements, a \$20,846 (8.5%) increase in revenue, and a \$53,977 (26.2%) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance.
- Decreases in one-time funding for the Leadership Academy.
- Recommended growth detailed later in this section.

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

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add Legal Services for DPS - Administration	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,675,507	\$1,726,388	\$1,921,235	\$194,847	11.3%
Services & Supplies	\$845,218	\$700,091	\$867,796	\$167,705	24.0%
Intrafund Charges	\$204,880	\$234,208	\$289,405	\$55,197	23.6%
Total Expenditures / Appropriations	\$2,725,604	\$2,660,687	\$3,078,436	\$417,749	15.7%
Other Reimbursements	\$(1,470,388)	\$(1,362,470)	\$(1,687,107)	\$(324,637)	23.8%
Total Reimbursements	\$(1,470,388)	\$(1,362,470)	\$(1,687,107)	\$(324,637)	23.8%
Net Financing Uses	\$1,255,216	\$1,298,217	\$1,391,329	\$93,112	7.2%
Revenue					
Intergovernmental Revenues	\$206,601	\$50,000	—	\$(50,000)	(100.0)%
Charges for Services	\$1,048,231	\$1,233,713	\$1,391,329	\$157,616	12.8%
Miscellaneous Revenues	\$384	—	—	—	—%
Total Revenue	\$1,255,216	\$1,283,713	\$1,391,329	\$107,616	8.4%
Net County Cost	—	\$14,504	—	\$(14,504)	(100.0)%
Positions	12.0	12.0	12.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$417,749 (15.7%) increase in total appropriations, a \$324,637 (23.8%) increase in reimbursements, a \$107,616 (8.4%) increase in revenue, and a \$14,504 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to the restoration of funds for contracting services; increases in personnel costs including cost of living adjustments, retirement and health insurance; and increases in allocated costs including technology and lease property charges.

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

County Safety Office

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,489,371	\$1,553,412	\$1,724,287	\$170,875	11.0%
Services & Supplies	\$189,463	\$189,749	\$228,110	\$38,361	20.2%
Equipment	—	\$30,167	—	\$(30,167)	(100.0)%
Intrafund Charges	\$123,645	\$117,044	\$157,058	\$40,014	34.2%
Total Expenditures / Appropriations	\$1,802,480	\$1,890,372	\$2,109,455	\$219,083	11.6%
Other Reimbursements	\$(1,337,609)	\$(1,365,227)	\$(1,559,042)	\$(193,815)	14.2%
Total Reimbursements	\$(1,337,609)	\$(1,365,227)	\$(1,559,042)	\$(193,815)	14.2%
Net Financing Uses	\$464,871	\$525,145	\$550,413	\$25,268	4.8%
Revenue					
Intergovernmental Revenues	\$2,794	—	—	—	—%
Charges for Services	\$462,077	\$511,590	\$550,413	\$38,823	7.6%
Total Revenue	\$464,871	\$511,590	\$550,413	\$38,823	7.6%
Net County Cost	—	\$13,555	—	\$(13,555)	(100.0)%
Positions	10.0	10.0	9.0	(1.0)	(10.0)%

Summary of Changes

The Recommended Budget reflects a \$219,083 (11.6%) increase in total appropriations, a \$193,815 (14.2%) increase in reimbursements, a \$38,823 (7.6%) increase in revenue, and a \$13,555 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to increases in personnel costs including cost of living adjustments, retirement and health insurance; and increases in allocated costs including technology and lease property charges.

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

Department Services

Program Overview

Department Services consists of five services teams. Four of these teams are comprised of human resources 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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$11,631,082	\$12,050,162	\$13,903,684	\$1,853,522	15.4%
Services & Supplies	\$1,465,029	\$1,509,125	\$2,057,628	\$548,503	36.3%
Intrafund Charges	\$1,174,055	\$1,280,548	\$1,433,504	\$152,956	11.9%
Total Expenditures / Appropriations	\$14,270,167	\$14,839,835	\$17,394,816	\$2,554,981	17.2%
Other Reimbursements	\$(9,385,489)	\$(9,602,480)	\$(11,377,080)	\$(1,774,600)	18.5%
Total Reimbursements	\$(9,385,489)	\$(9,602,480)	\$(11,377,080)	\$(1,774,600)	18.5%
Net Financing Uses	\$4,884,678	\$5,237,355	\$6,017,736	\$780,381	14.9%
Revenue					
Intergovernmental Revenues	\$20,281	—	\$212,000	\$212,000	—%
Charges for Services	\$4,863,902	\$5,125,553	\$5,805,736	\$680,183	13.3%
Miscellaneous Revenues	\$495	—	—	—	—%
Total Revenue	\$4,884,678	\$5,125,553	\$6,017,736	\$892,183	17.4%
Net County Cost	\$(0)	\$111,802	—	\$(111,802)	(100.0)%
Positions	99.0	97.0	96.0	(1.0)	(1.0)%

Summary of Changes

The Recommended Budget reflects a \$2,554,981 (17.2%) increase in total appropriations, a \$1,774,600 (18.5%) increase in reimbursements, an \$892,183 (17.4%) increase in revenue, and a \$111,802 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- The restoration of reductions made in the prior year Adopted Budget and increases in personnel costs including cost of living adjustments, retirement, and health insurance.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenue is due to:

- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Sr. Personnel Analyst for Waste Management (Direct Charge) - Department Services					
	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).					
DPS - Add 1.0 FTE Personnel Services Division Chief - Department Services (ACP)					
	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.					
DPS - Add 1.0 FTE Sr. Personnel Analyst for Airports (Direct Charge) - Department Services					
	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).					
DPS - Add 1.0 FTE Sr. Personnel Analyst for Dept of Child, Family, and Adult Services (Direct Charge) - Department Svcs					
	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).					
DPS - Add 1.0 FTE Sr. Personnel Analyst position for Dept. of Health Services (Direct Charge) - Department Services					
	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).					
DPS - Add 2.0 FTE Sr. Personnel Analyst positions for the Dept of Human Assistance (Direct Charge) - Department Svcs					
	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).					

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Investigation Case Management - Department Services (ACP)					
	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>					
DPS - Staff Training (Investigations, Mentoring, Leadership, Cultural Change) - Department Services (ACP)					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$301,388	\$436,966	\$319,251	\$(117,715)	(26.9)%
Services & Supplies	\$47,616	\$75,156	\$91,007	\$15,851	21.1%
Intrafund Charges	\$34,377	\$32,551	\$43,613	\$11,062	34.0%
Total Expenditures / Appropriations	\$383,382	\$544,673	\$453,871	\$(90,802)	(16.7)%
Net Financing Uses	\$383,382	\$544,673	\$453,871	\$(90,802)	(16.7)%
Revenue					
Charges for Services	\$383,382	\$541,060	\$453,871	\$(87,189)	(16.1)%
Total Revenue	\$383,382	\$541,060	\$453,871	\$(87,189)	(16.1)%
Net County Cost	—	\$3,613	—	\$(3,613)	(100.0)%
Positions	3.0	3.0	2.0	(1.0)	(33.3)%

Summary of Changes

The Recommended Budget reflects a \$90,802 (16.7%) decrease in total appropriations, an \$87,189 (16.1%) decrease in revenue, and a \$3,613 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The decrease in appropriations is due to an increase in salary savings, which is partially offset by increases in personnel costs including cost of living adjustments, retirement, and health insurance and increases in allocated costs including technology charges.

The decrease in revenue is due to a decrease in cost recovery from customer departments.

Employment Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,878,014	\$4,051,017	\$4,233,717	\$182,700	4.5%
Services & Supplies	\$507,947	\$621,408	\$741,172	\$119,764	19.3%
Intrafund Charges	\$366,700	\$336,371	\$450,655	\$114,284	34.0%
Total Expenditures / Appropriations	\$4,752,662	\$5,008,796	\$5,425,544	\$416,748	8.3%
Other Reimbursements	\$(3,534,527)	\$(3,701,746)	\$(4,139,599)	\$(437,853)	11.8%
Total Reimbursements	\$(3,534,527)	\$(3,701,746)	\$(4,139,599)	\$(437,853)	11.8%
Net Financing Uses	\$1,218,134	\$1,307,050	\$1,285,945	\$(21,105)	(1.6)%
Revenue					
Intergovernmental Revenues	\$2,821	—	—	—	—%
Charges for Services	\$1,215,298	\$1,273,126	\$1,285,945	\$12,819	1.0%
Miscellaneous Revenues	\$15	—	—	—	—%
Total Revenue	\$1,218,134	\$1,273,126	\$1,285,945	\$12,819	1.0%
Net County Cost	—	\$33,924	—	\$(33,924)	(100.0)%
Positions	31.0	29.0	29.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$416,748 (8.3%) increase in total appropriations, a \$437,853 (11.8%) increase in reimbursements, a \$12,819 (1.0%) increase in revenue, and a \$33,924 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenue is due to:

- An increase in cost recovery from customer departments.

- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS- Add 1.0 FTE Personnel Technician Position - Employment Services (ACP)					
	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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$357,956	\$295,788	\$374,509	\$78,721	26.6%
Services & Supplies	\$35,233	\$50,473	\$61,050	\$10,577	21.0%
Intrafund Charges	\$22,922	\$21,702	\$29,074	\$7,372	34.0%
Total Expenditures / Appropriations	\$416,111	\$367,963	\$464,633	\$96,670	26.3%
Net Financing Uses	\$416,111	\$367,963	\$464,633	\$96,670	26.3%
Revenue					
Charges for Services	\$416,111	\$364,951	\$464,633	\$99,682	27.3%
Total Revenue	\$416,111	\$364,951	\$464,633	\$99,682	27.3%
Net County Cost	—	\$3,012	—	\$(3,012)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$96,670 (26.3%) increase in total appropriations, a \$99,682 (27.3%) increase in revenue, and a \$3,012 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to increases in personnel costs including cost of living adjustments, retirement, and health insurance.

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

Liability/Property Insurance Personnel

Program Overview

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

Program Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$929,595	\$1,076,083	\$1,105,874	\$29,791	2.8%
Services & Supplies	\$37,137	\$104,725	\$117,668	\$12,943	12.4%
Intrafund Charges	\$27,754	\$32,494	\$37,277	\$4,783	14.7%
Total Expenditures / Appropriations	\$994,486	\$1,213,302	\$1,260,819	\$47,517	3.9%
Net Financing Uses	\$994,486	\$1,213,302	\$1,260,819	\$47,517	3.9%
Revenue					
Charges for Services	\$994,486	\$1,204,228	\$1,260,819	\$56,591	4.7%
Total Revenue	\$994,486	\$1,204,228	\$1,260,819	\$56,591	4.7%
Net County Cost	—	\$9,074	—	\$(9,074)	(100.0)%
Positions	7.0	7.0	7.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$47,517 (3.9%) increase in total appropriations, a \$56,591 (4.7%) increase in revenue, and a \$9,074 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to increases in personnel costs including cost of living adjustments, retirement, and health insurance.

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

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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$795,247	\$887,637	\$1,102,013	\$214,376	24.2%
Services & Supplies	\$96,832	\$181,707	\$183,498	\$1,791	1.0%
Intrafund Charges	\$80,216	\$75,956	\$113,046	\$37,090	48.8%
Total Expenditures / Appropriations	\$972,295	\$1,145,300	\$1,398,557	\$253,257	22.1%
Other Reimbursements	\$(591,788)	\$(663,791)	\$(1,196,024)	\$(532,233)	80.2%
Total Reimbursements	\$(591,788)	\$(663,791)	\$(1,196,024)	\$(532,233)	80.2%
Net Financing Uses	\$380,507	\$481,509	\$202,533	\$(278,976)	(57.9)%
Revenue					
Intergovernmental Revenues	\$122	—	—	—	—%
Charges for Services	\$380,385	\$424,144	\$202,533	\$(221,611)	(52.2)%
Total Revenue	\$380,507	\$424,144	\$202,533	\$(221,611)	(52.2)%
Net County Cost	—	\$57,365	—	\$(57,365)	(100.0)%
Positions	7.0	6.0	7.0	1.0	16.7%

Summary of Changes

The Recommended Budget reflects a \$253,257 (22.1%) increase in total appropriations, a \$532,233 (80.2%) increase in reimbursements, a \$221,611 (52.2%) decrease in revenue, and a \$57,365 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance.
- Recommended growth detailed later in this section.
- Recommended reductions detailed later in this section.

The increase in reimbursements and decrease revenue is due to:

- A shift in cost recovery from non-General Fund departments to General Fund departments.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Sr. Training and Development Specialist - Training & Organizational Development (ACP)					
	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. The total cost of the position and associated overhead is \$205,187. This is linked to reduction in Personnel Services.

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DPS - Delete 1.0 FTE Sr. Training and Development Specialist - Training & Organizational Development					
	(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 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,959,722	\$4,242,908	\$4,349,274	\$106,366	2.5%
Services & Supplies	\$187,277	\$484,324	\$519,192	\$34,868	7.2%
Intrafund Charges	\$138,060	\$138,727	\$159,153	\$20,426	14.7%
Total Expenditures / Appropriations	\$4,285,060	\$4,865,959	\$5,027,619	\$161,660	3.3%
Net Financing Uses	\$4,285,060	\$4,865,959	\$5,027,619	\$161,660	3.3%
Revenue					
Intergovernmental Revenues	\$14,151	—	—	—	—%
Charges for Services	\$4,270,909	\$4,830,987	\$5,027,619	\$196,632	4.1%
Total Revenue	\$4,285,060	\$4,830,987	\$5,027,619	\$196,632	4.1%
Net County Cost	—	\$34,972	—	\$(34,972)	(100.0)%
Positions	31.0	31.0	31.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$161,660 (3.3%) increase in total appropriations, a \$196,632 (4.1%) increase in revenue, and a \$34,972 (100.0%) decrease in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to increases in personnel costs including cost of living adjustments, retirement, and health insurance.

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

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- The transition to a self-funded dental program saved \$1.2 million in employer paid premiums in comparison to a fully insured year.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Dental Insurance	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,844,640	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	\$(2,246,405)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$15,598,235	\$17,800,000	\$17,800,000	—	—%
Revenue					
Charges for Services	\$17,844,640	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,844,640	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	\$(2,246,405)	—	—	—	—%

Summary of Changes

The Recommended Budget reflects no changes from the prior year Adopted Budget.

Use of Fund Balance reflects a carryover of \$0 in available balance.

Budget Unit Functions & Responsibilities

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

Goals

- Hire a qualified replacement for the Risk and Loss Control Division Manager and the newly created Claims Officer position.

Accomplishments

- Developed claims protocols for uploading Driver Reports of Accidents and incident reports into the claims system. This has reduced paperwork to a one-time entry and has enhanced records retention and availability.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Liability Property	\$20,118,913	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
Total Expenditures / Appropriations	\$20,118,913	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
Net Financing Uses	\$20,118,913	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
Total Revenue	\$33,207,777	\$36,169,578	\$39,617,803	\$3,448,225	9.5%
Use of Fund Balance	\$(13,088,864)	\$(2,000,000)	\$(2,000,000)	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$19,887,119	\$34,103,823	\$37,550,302	\$3,446,479	10.1%
Other Charges	\$231,794	\$65,695	\$67,501	\$1,806	2.7%
Intrafund Charges	—	\$60	—	\$(60)	(100.0)%
Total Expenditures / Appropriations	\$20,118,913	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
Net Financing Uses	\$20,118,913	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
Revenue					
Charges for Services	\$31,078,592	\$33,957,772	\$37,231,222	\$3,273,450	9.6%
Miscellaneous Revenues	\$2,129,185	\$2,211,806	\$2,386,581	\$174,775	7.9%
Total Revenue	\$33,207,777	\$36,169,578	\$39,617,803	\$3,448,225	9.5%
Use of Fund Balance	\$(13,088,864)	\$(2,000,000)	\$(2,000,000)	—	—%

Summary of Changes

The Recommended Budget reflects a \$3,448,225 (10.1%) increase in total appropriations and a \$3,448,225 (9.5%) increase in revenue from the prior year Adopted Budget.

The increase in total appropriations and revenue is due to an increase in claims and insurance costs, funded by additional cost recovery from customer departments.

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

Budget Unit Functions & Responsibilities

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

Goals

- Manage the county costs and liability associated with the filing of Unemployment Insurance claims.
- Ensure that only eligible claimants receive Unemployment Insurance benefits.

Accomplishments

- Reviewed and updated the Unemployment Insurance cost-forecasting model, based on actual data received by the State Employment Development Department (EDD) to better estimate the Unemployment Insurance funding needs, minimize the County's financial liability, and avoid underfunding the program.
- Worked with EDD to ensure the County received refunds for those individuals identified as being overpaid in Unemployment Insurance benefits.
- Worked with EDD to stop paying claims that we identified as fraudulent.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Unemployment Insurance	\$3,644,217	\$3,083,621	\$3,344,147	\$260,526	8.4%
Total Expenditures / Appropriations	\$3,644,217	\$3,083,621	\$3,344,147	\$260,526	8.4%
Net Financing Uses	\$3,644,217	\$3,083,621	\$3,344,147	\$260,526	8.4%
Total Revenue	\$3,051,712	\$3,083,621	\$3,344,147	\$260,526	8.4%
Use of Fund Balance	\$592,504	—	—	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$3,610,312	\$3,035,291	\$3,326,287	\$290,996	9.6%
Other Charges	\$33,905	\$48,330	\$17,860	\$(30,470)	(63.0)%
Total Expenditures / Appropriations	\$3,644,217	\$3,083,621	\$3,344,147	\$260,526	8.4%
Net Financing Uses	\$3,644,217	\$3,083,621	\$3,344,147	\$260,526	8.4%
Revenue					
Intergovernmental Revenues	\$1,529,134	—	—	—	—%
Charges for Services	\$1,521,673	\$3,083,621	\$3,344,147	\$260,526	8.4%
Miscellaneous Revenues	\$906	—	—	—	—%
Total Revenue	\$3,051,712	\$3,083,621	\$3,344,147	\$260,526	8.4%
Use of Fund Balance	\$592,504	—	—	—	—%

Summary of Changes

The Recommended Budget reflects a \$260,526 (8.4%) increase in total appropriations and revenue from the prior year Adopted Budget.

The increase in total appropriations is due to an increase in COVID-19 claims.

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

Use of fund balance reflects a carryover of \$0 in available balance.

Budget Unit Functions & Responsibilities

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

Goals

- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.

Accomplishments

- Successfully upgraded the claims system for State Electronic Data Interchange (EDI) reporting. The first step is complete and running without errors.
- Successfully implemented the claims processes in line with recent legislation.

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Workers' Compensation	\$24,172,023	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
Total Expenditures / Appropriations	\$24,172,023	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
Net Financing Uses	\$24,172,023	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
Total Revenue	\$30,156,800	\$31,910,435	\$33,181,655	\$1,271,220	4.0%
Use of Fund Balance	\$(5,984,777)	\$(1,000,000)	\$(1,000,000)	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Services & Supplies	\$23,192,492	\$29,582,044	\$31,892,684	\$2,310,640	7.8%
Other Charges	\$979,531	\$1,328,391	\$288,971	\$(1,039,420)	(78.2)%
Total Expenditures / Appropriations	\$24,172,023	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
Net Financing Uses	\$24,172,023	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
Revenue					
Charges for Services	\$29,961,826	\$31,810,435	\$33,081,655	\$1,271,220	4.0%
Miscellaneous Revenues	\$194,974	\$100,000	\$100,000	—	—%
Total Revenue	\$30,156,800	\$31,910,435	\$33,181,655	\$1,271,220	4.0%
Use of Fund Balance	\$(5,984,777)	\$(1,000,000)	\$(1,000,000)	—	—%

Summary of Changes

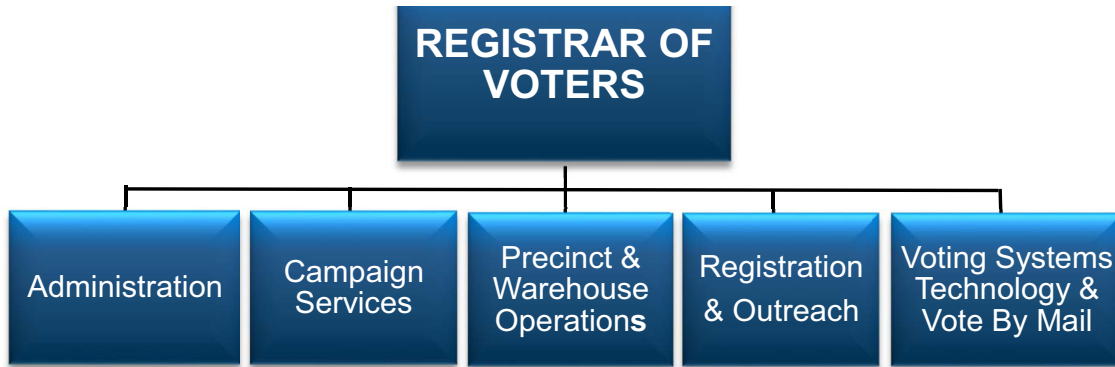
The Recommended Budget reflects a \$1,271,220 (4.1%) increase in total appropriations and a \$1,271,220 (4.0%) increase in revenue from the prior year Adopted Budget.

The increase in total appropriations is due to an increase in the weekly disability rate and an increase in COVID-19 claims.

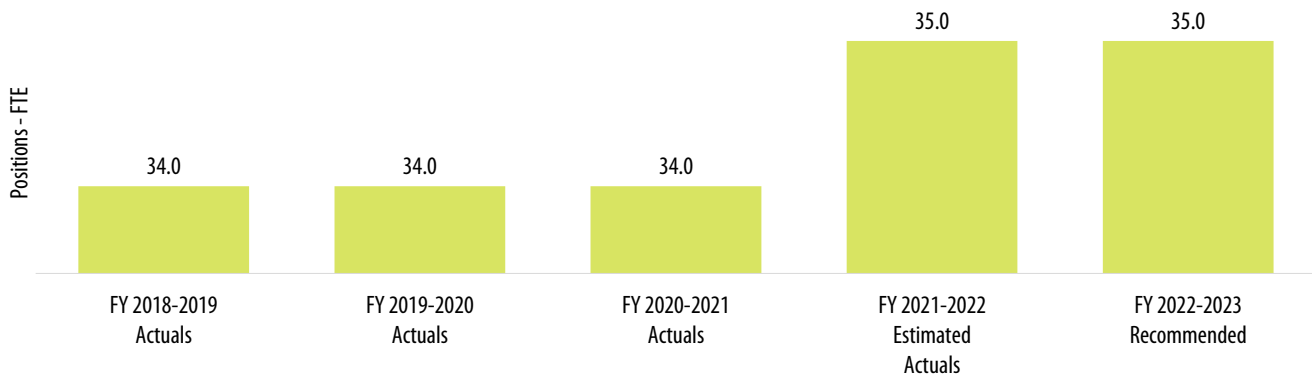
The increase in revenue is due to additional cost recovery from customer departments.

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

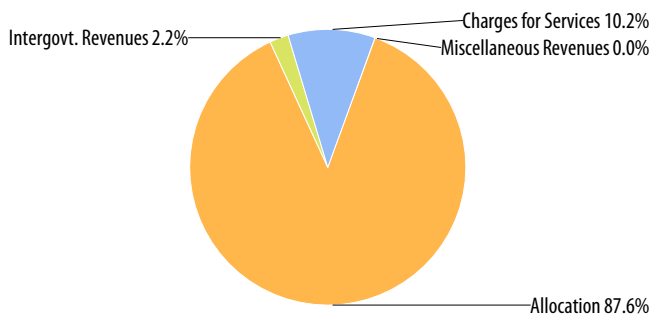
Department Structure
Courtney Bailey-Kanelos, Registrar of Voters



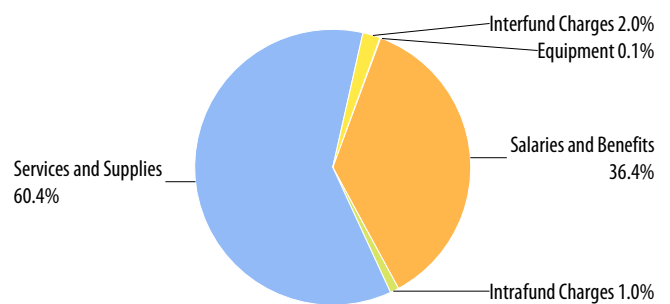
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

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

Budget Unit – Budget by Program

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Department Appropriations by Program					
Elections	\$14,631,876	\$17,794,422	\$14,704,659	\$(3,089,763)	(17.4)%
Total Expenditures / Appropriations	\$14,631,876	\$17,794,422	\$14,704,659	\$(3,089,763)	(17.4)%
Total Reimbursements	—	\$(137,216)	—	\$137,216	(100.0)%
Net Financing Uses	\$14,631,876	\$17,657,206	\$14,704,659	\$(2,952,547)	(16.7)%
Total Revenue	\$8,594,676	\$6,241,139	\$1,830,000	\$(4,411,139)	(70.7)%
Net County Cost	\$6,037,200	\$11,416,067	\$12,874,659	\$1,458,592	12.8%
Positions	34.0	35.0	35.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Recommended Budget	Changes From FY 2021-2022 Adopted Budget	% Change from FY 2021-2022 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$5,049,608	\$5,414,455	\$5,355,135	\$(59,320)	(1.1)%
Services & Supplies	\$9,019,988	\$11,983,516	\$8,883,468	\$(3,100,048)	(25.9)%
Equipment	\$170,726	—	\$16,000	\$16,000	—%
Interfund Charges	\$297,605	\$298,011	\$297,807	\$(204)	(0.1)%
Intrafund Charges	\$93,948	\$98,440	\$152,249	\$53,809	54.7%
Total Expenditures / Appropriations	\$14,631,876	\$17,794,422	\$14,704,659	\$(3,089,763)	(17.4)%
Other Reimbursements	—	\$(137,216)	—	\$137,216	(100.0)%
Total Reimbursements	—	\$(137,216)	—	\$137,216	(100.0)%
Net Financing Uses	\$14,631,876	\$17,657,206	\$14,704,659	\$(2,952,547)	(16.7)%
Revenue					
Intergovernmental Revenues	\$5,752,979	\$5,365,807	\$325,000	\$(5,040,807)	(93.9)%
Charges for Services	\$2,762,337	\$870,332	\$1,500,000	\$629,668	72.3%
Miscellaneous Revenues	\$79,360	\$5,000	\$5,000	—	—%
Total Revenue	\$8,594,676	\$6,241,139	\$1,830,000	\$(4,411,139)	(70.7)%
Net County Cost	\$6,037,200	\$11,416,067	\$12,874,659	\$1,458,592	12.8%
Positions	34.0	35.0	35.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$3,089,763 (17.4%) decrease in total appropriations, a \$137,216 (100.0%) decrease in reimbursements, a \$4,411,139 (70.7%) decrease in revenue, and a \$1,458,592 (12.8%) increase in net county cost from the prior year Adopted Budget.

The change in net county cost is a result of the changes described below.

The net decrease in total appropriations is due to:

- A reduction in expenditures from the gubernatorial recall election held on September 14, 2021.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to the end of a one-time Community Power Resiliency grant from the County Office of Emergency Services for election administration.

The decrease in revenue is due to a decrease in state and federal funding for the gubernatorial recall election, offset by increases in revenue received from local jurisdictions paying their shared cost of election administration.

Summary of Recommended Growth by Program

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

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
VRE - Add 1.0 FTE Embedded ITA 1/2	—	—	—	—	—

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).

VRE - Add Education and Training Services	10,516	—	—	10,516	—
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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.

VRE - Add Security Services	3,500	—	—	3,500	—
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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.

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.