

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 issues, records, and/or maintains official documents related to birth, death, marriage, oaths of office, and real property; registers fictitious business names and individuals to provide specified professional services; and conducts civil marriage ceremonies.

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.

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, which 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	Gross Appropriations	Total Appropriations	Net Cost	Positions
001A	5920000	Contribution To LAFCO	\$269,380	\$269,380	\$269,380	—
001A	3240000	County Clerk/Recorder	\$12,838,403	\$12,838,403	—	68.0
001A	5710000	Data Processing-Shared Systems	\$27,511,303	\$27,511,303	\$23,387,653	—
001A	3230000	Department Of Finance	\$58,754,804	\$41,853,458	\$2,317,962	248.0
001A	7090000	Emergency Services	\$12,897,683	\$8,252,959	\$2,303,563	11.0
001A	5740000	Office of Compliance	\$631,227	—	—	2.0
001A	5970000	Office of Labor Relations	—	—	—	—
001A	6050000	Personnel Services	\$49,332,791	\$21,522,462	\$22,000	225.0
001A	4410000	Voter Registration And Elections	\$17,656,324	\$17,656,324	\$9,129,900	37.0
General Fund Total			\$179,891,915	\$129,904,289	\$37,430,458	591.0
001Q	3241000	Clerk/Recorder Fees	\$8,108,403	\$8,108,403	—	—
001R	7091000	OES-Restricted Revenues	\$420,939	\$420,939	—	—
007A	3100000	Capital Construction	\$150,053,421	\$142,462,619	—	—
011A	6310000	County Library	\$1,397,030	\$1,397,030	—	—
021D	2180000	Technology Cost Recovery Fee	\$1,808,275	\$1,808,275	—	—
031A	7600000	Department of Technology	\$228,051,163	\$141,391,029	\$2,250,426	440.0
034A	2070000	Fixed Assets-Heavy Equipment	\$12,446,175	\$12,446,175	\$7,567,903	—
035A	7000000	General Services	\$240,448,767	\$206,913,870	\$1,652,614	478.0
036A	7080000	General Services-Capital Outlay	\$11,389,958	\$11,389,958	\$9,198,958	—
037A	3910000	Liability/Property Insurance	\$49,603,637	\$49,603,637	\$(1,839,625)	—

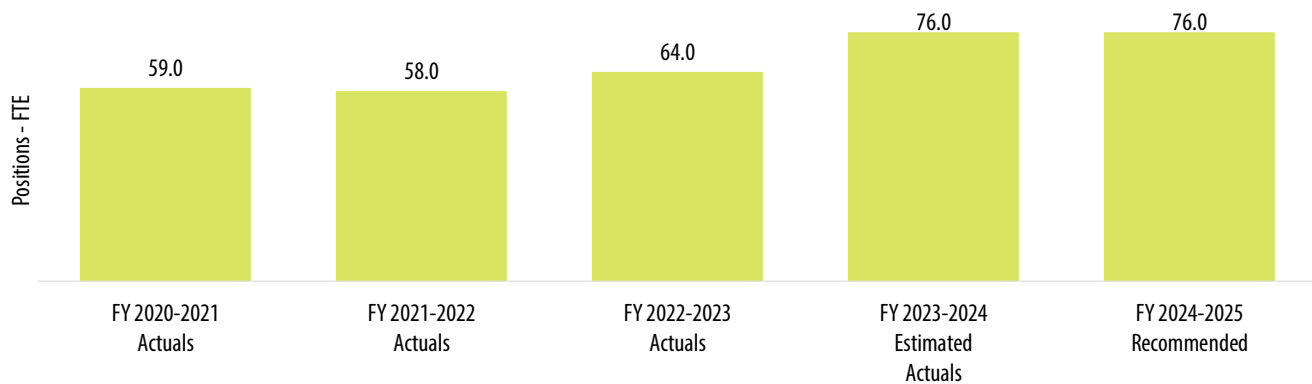
Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Gross Appropriations	Total Appropriations	Net Cost	Positions
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$41,829,864	\$41,829,864	\$(249,449)	—
040A	3930000	Unemployment Insurance	\$1,385,616	\$1,385,616	\$1,385,616	—
056A	7990000	Parking Enterprise	\$3,563,096	\$3,563,096	\$681,632	5.0
059A	7020000	Regional Radio Communications System	\$6,233,072	\$6,233,072	\$(219,692)	9.0
060A	7860000	Board Of Retirement	\$21,901,486	\$21,901,486	\$21,901,486	76.0
Non-General Fund Total			\$796,440,902	\$668,655,069	\$42,329,869	1,008.0
Grand Total			\$976,332,817	\$798,559,358	\$79,760,327	1,599.0

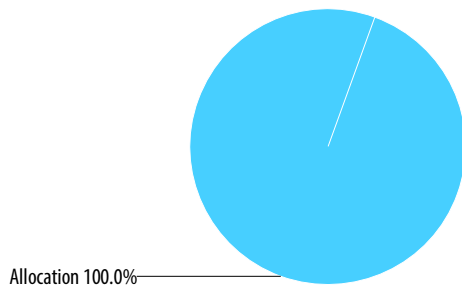
Board Of Retirement
Department Structure
Eric Stern, Chief Executive Officer



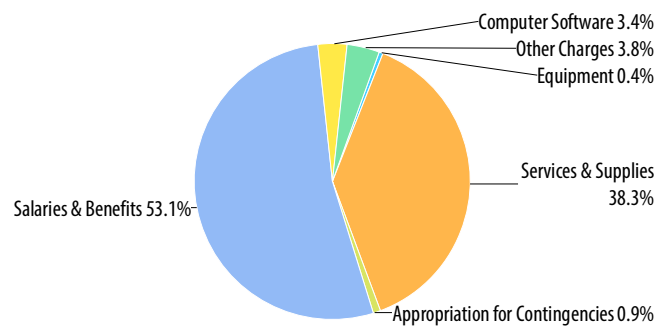
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



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 expense of administration of the system is funded by retained earnings from the SCERS Pension Trust. The annual budget is included in the County budget as information only.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Management of the Sacramento County Employees' Retirement System (SCERS)	\$15,561,337	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Gross Expenditures/Appropriations	\$15,561,337	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Total Expenditures/Appropriations	\$15,561,337	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Revenue	\$(4,650,660)	—	—	—	—%
Total Revenue	\$(4,650,660)	—	—	—	—%
Net Cost	\$20,211,996	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Positions	64.0	76.0	76.0	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$7,749,490	\$10,894,000	\$11,635,442	\$741,442	6.8%
Services & Supplies	\$7,022,535	\$7,597,000	\$8,391,732	\$794,732	10.5%
Other Charges	\$653,156	\$17,949,000	\$836,312	\$(17,112,688)	(95.3)%
Equipment	\$136,156	\$50,400	\$94,000	\$43,600	86.5%
Computer Software	—	\$1,000,000	\$750,000	\$(250,000)	(25.0)%
Appropriation for Contingencies	—	\$192,000	\$194,000	\$2,000	1.0%
Gross Expenditures	\$15,561,337	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Total Expenditures/Appropriations	\$15,561,337	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Revenue from Use Of Money & Property	\$(4,691,350)	—	—	—	—%
Intergovernmental Revenues	\$37,139	—	—	—	—%
Miscellaneous Revenues	\$3,551	—	—	—	—%
Revenue	\$(4,650,660)	—	—	—	—%
Total Revenue	\$(4,650,660)	—	—	—	—%
Net Cost	\$20,211,996	\$37,682,400	\$21,901,486	\$(15,780,914)	(41.9)%
Positions	64.0	76.0	76.0	—	—%

Summary of Changes

The change in total appropriations is due to:

- Increases in negotiated salary and benefit costs.
- Increases in business conference expenses.
- Decreases in education and training services resulting from the expiration of a training contract.
- An anticipated increase in the disability cases being processed.
- Decreases in temporary services associated with short-term staffing needs for transition projects.
- A net increase in information technology (IT) related expenses primarily due to new IT equipment purchases and projects, including the IT Modernization project, offset by a decrease in consultant costs resulting from the expiration of a contract.
- Increases in budgeted election services for the Board of Retirement elections in FY 2024-25.
- Decreases in amortization on intangible assets due to amortizing previously capitalized assets, as well as amortization of new software solutions, which are expected to be ready for their intended use in FY 2024-25.

Net Cost reflects a decrease in retained earnings.

Contribution To LAFCO

Budget Unit Functions & Responsibilities

The **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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Administration of LAFCo	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Gross Expenditures/Appropriations	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Total Expenditures/Appropriations	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Net Cost	\$246,685	\$256,552	\$269,380	\$12,828	5.0%

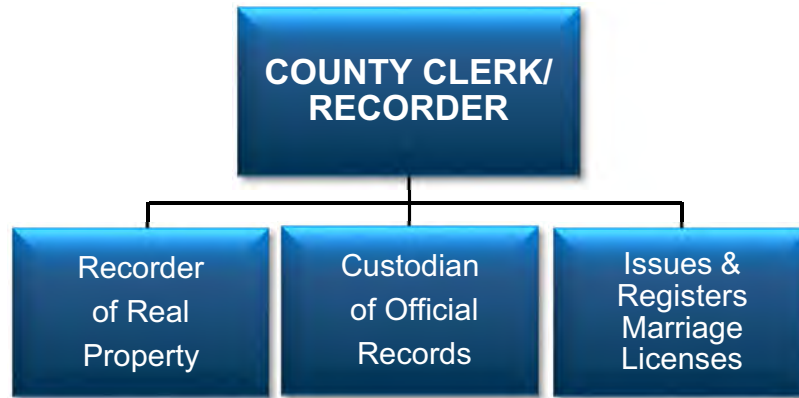
Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Other Charges	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Gross Expenditures	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Total Expenditures/Appropriations	\$246,685	\$256,552	\$269,380	\$12,828	5.0%
Net Cost	\$246,685	\$256,552	\$269,380	\$12,828	5.0%

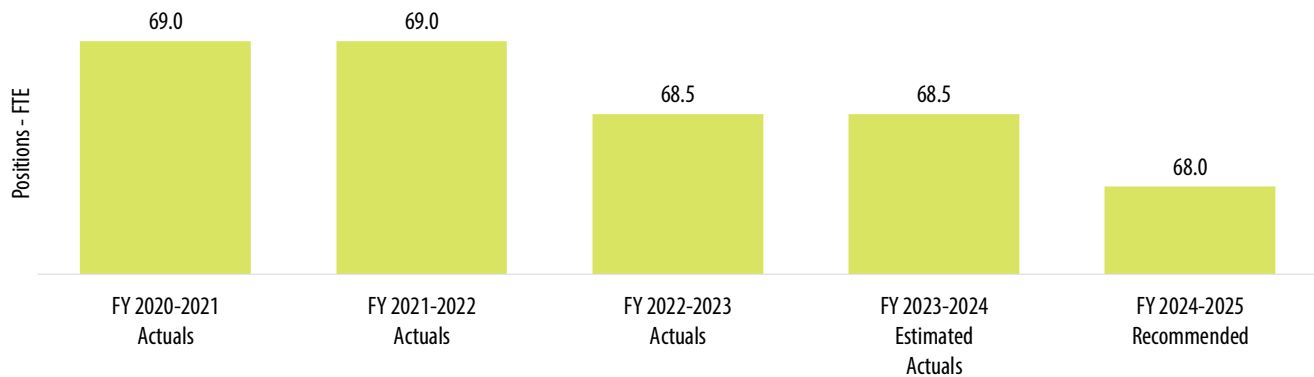
Summary of Changes

The change in total appropriations and Net Cost is primarily due to an increase in LAFCo costs that are allocated to customer agencies.

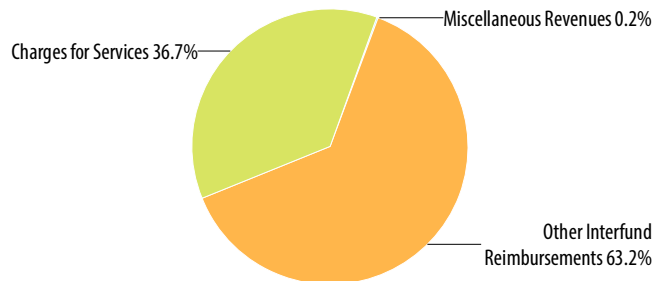
County Clerk/Recorder
Department Structure
Donna Allred, County Clerk/Recorder



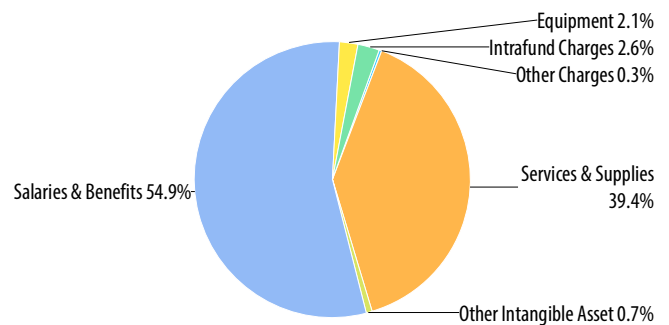
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



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; and registration of notaries public, process servers, professional photocopiers, unlawful detainer assistants, legal document assistants, and fictitious business names.

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

Goals

- Implement an automated queuing system that will deliver office workflow/resource optimization and a more efficient and personalized customer service experience to the public.
- Increase processing capacity to complete review of 5 million official records for identification, redaction, and tracking of unlawful restrictive covenants in accordance with AB 1466 program.

Accomplishments

- Completed the relocation of the downtown office and the closure and integration of the County Service Center – East (East) to the new location.
- Obtained Board approval on a fee study review to align fees with the cost of providing the service.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
County Clerk/ Recorder	\$10,962,727	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Gross Expenditures/Appropriations	\$10,962,727	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Total Expenditures/Appropriations	\$10,962,727	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Revenue	\$5,377,122	\$6,221,954	\$4,730,000	\$(1,491,954)	(24.0)%
Total Interfund Reimbursements	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Total Revenue	\$10,616,553	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Net Cost	\$346,174	—	—	—	—%
Positions	68.5	68.5	68.0	(0.5)	(0.7)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$6,454,995	\$7,047,072	\$7,044,980	\$(2,092)	(0.0)%
Services & Supplies	\$3,811,502	\$7,340,507	\$5,064,584	\$(2,275,923)	(31.0)%
Other Charges	\$64,926	\$16,098	\$39,279	\$23,181	144.0%
Equipment	\$46,678	\$366,000	\$271,500	\$(94,500)	(25.8)%
Other Intangible Asset	\$248,046	\$86,583	\$86,583	—	—%
Intrafund Charges	\$336,581	\$401,922	\$331,477	\$(70,445)	(17.5)%
Gross Expenditures	\$10,962,727	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Total Expenditures/Appropriations	\$10,962,727	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Intergovernmental Revenues	\$72,664	—	—	—	—%
Charges for Services	\$5,305,157	\$6,201,954	\$4,710,000	\$(1,491,954)	(24.1)%
Miscellaneous Revenues	\$(699)	\$20,000	\$20,000	—	—%
Revenue	\$5,377,122	\$6,221,954	\$4,730,000	\$(1,491,954)	(24.0)%
Other Interfund Reimbursements	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Total Interfund Reimbursements	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Total Revenue	\$10,616,553	\$15,258,182	\$12,838,403	\$(2,419,779)	(15.9)%
Net Cost	\$346,174	—	—	—	—%
Positions	68.5	68.5	68.0	(0.5)	(0.7)%

Summary of Changes

The change in total appropriations is primarily due to:

- Savings from the completion of the relocation of the downtown office and consolidation of County Service Center – East with the new location.
- Increases in negotiated salary and benefit costs, offset by base position changes including the reallocation of 1.0 FTE Deputy Clerk/Recorder position to 1.0 FTE Senior Office Specialist position and deletion of 0.5 FTE Senior Office Assistant position. The Deputy Clerk/Recorder position and the Senior Office Assistant position are no longer needed due to the consolidation of the service center with the new location.
- Increases in allocated costs, including pension obligation bonds and lease costs.

The change in total revenue, including interfund reimbursements, is primarily due to:

- A decrease in transfers from the Clerk/Recorder Fees budget (BU 3241000) resulting from lower budgeted appropriations.
- A decrease 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.

Clerk/Recorder Fees

Budget Unit Functions & Responsibilities

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

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

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
E-Recording	\$201,337	\$124,736	\$124,736	—	—%
Hours	\$472,062	\$472,062	\$472,062	—	—%
Index	\$472,065	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$231,931	\$402,475	\$402,475	—	—%
Modernization	\$3,737,097	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Vital Health Statistics	\$124,939	\$143,190	\$143,190	—	—%
Gross Expenditures/Appropriations	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Total Expenditures/Appropriations	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Provision for Reserves	\$2,336,093	\$265,681	\$53,074	\$(212,607)	(80.0)%
Total Financing Uses	\$7,575,524	\$9,301,909	\$8,161,477	\$(1,140,432)	(12.3)%
Revenue	\$3,121,125	\$2,564,220	\$2,290,000	\$(274,220)	(10.7)%
Total Revenue	\$3,121,125	\$2,564,220	\$2,290,000	\$(274,220)	(10.7)%
Total Use of Fund Balance	\$6,915,980	\$6,737,689	\$5,871,477	\$(866,212)	(12.9)%
Total Financing Sources	\$10,037,105	\$9,301,909	\$8,161,477	\$(1,140,432)	(12.3)%
Net Cost	\$(2,461,581)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Gross Expenditures	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Total Expenditures/Appropriations	\$5,239,431	\$9,036,228	\$8,108,403	\$(927,825)	(10.3)%
Provision for Reserves	\$2,336,093	\$265,681	\$53,074	\$(212,607)	(80.0)%
Total Financing Uses	\$7,575,524	\$9,301,909	\$8,161,477	\$(1,140,432)	(12.3)%
Revenue from Use Of Money & Property	\$1,171,678	\$54,220	\$205,000	\$150,780	278.1%
Charges for Services	\$1,949,447	\$2,510,000	\$2,085,000	\$(425,000)	(16.9)%
Revenue	\$3,121,125	\$2,564,220	\$2,290,000	\$(274,220)	(10.7)%
Total Revenue	\$3,121,125	\$2,564,220	\$2,290,000	\$(274,220)	(10.7)%
Reserve Release	\$1,446,856	\$4,276,109	\$7,364,733	\$3,088,624	72.2%
Fund Balance	\$5,469,124	\$2,461,580	\$(1,493,256)	\$(3,954,836)	(160.7)%
Total Use of Fund Balance	\$6,915,980	\$6,737,689	\$5,871,477	\$(866,212)	(12.9)%
Total Financing Sources	\$10,037,105	\$9,301,909	\$8,161,477	\$(1,140,432)	(12.3)%
Net Cost	\$(2,461,581)	—	—	—	—%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget are included in the program sections of this Budget Unit.

E-Recording

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$201,337	\$124,736	\$124,736	—	—%
Gross Expenditures	\$201,337	\$124,736	\$124,736	—	—%
Total Expenditures/Appropriations	\$201,337	\$124,736	\$124,736	—	—%
Provision for Reserves	\$250,040	\$75,587	\$41,264	\$(34,323)	(45.4)%
Total Financing Uses	\$451,377	\$200,323	\$166,000	\$(34,323)	(17.1)%
Revenue from Use Of Money & Property	\$125,018	\$160	\$20,000	\$19,840	12,400.0%
Charges for Services	\$201,906	\$275,000	\$225,000	\$(50,000)	(18.2)%
Revenue	\$326,924	\$275,160	\$245,000	\$(30,160)	(11.0)%
Total Revenue	\$326,924	\$275,160	\$245,000	\$(30,160)	(11.0)%
Fund Balance	\$49,616	\$(74,837)	\$(79,000)	\$(4,163)	5.6%
Total Use of Fund Balance	\$49,616	\$(74,837)	\$(79,000)	\$(4,163)	5.6%
Total Financing Sources	\$376,540	\$200,323	\$166,000	\$(34,323)	(17.1)%
Net Cost	\$74,837	—	—	—	—%

Summary of Changes

The change in total revenue is due to a decrease in document recording volume, partially offset by an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- E-Recording (ERDS) Fees reserve has increased \$41,264.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$472,062	\$472,062	\$472,062	—	—%
Gross Expenditures	\$472,062	\$472,062	\$472,062	—	—%
Total Expenditures/Appropriations	\$472,062	\$472,062	\$472,062	—	—%
Total Financing Uses	\$472,062	\$472,062	\$472,062	—	—%
Revenue from Use Of Money & Property	\$60,464	\$70	\$20,000	\$19,930	28,471.4%
Charges for Services	\$202,812	\$275,000	\$225,000	\$(50,000)	(18.2)%
Revenue	\$263,276	\$275,070	\$245,000	\$(30,070)	(10.9)%
Total Revenue	\$263,276	\$275,070	\$245,000	\$(30,070)	(10.9)%
Reserve Release	\$59,827	\$258,786	\$306,062	\$47,276	18.3%
Fund Balance	\$87,165	\$(61,794)	\$(79,000)	\$(17,206)	27.8%
Total Use of Fund Balance	\$146,992	\$196,992	\$227,062	\$30,070	15.3%
Total Financing Sources	\$410,268	\$472,062	\$472,062	—	—%
Net Cost	\$61,794	—	—	—	—%

Summary of Changes

The change in total revenue is due to a decrease in document recording volume, partially offset by an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- Hours Fees reserve has decreased \$306,062.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$472,065	\$472,065	\$472,065	—	—%
Gross Expenditures	\$472,065	\$472,065	\$472,065	—	—%
Total Expenditures/Appropriations	\$472,065	\$472,065	\$472,065	—	—%
Total Financing Uses	\$472,065	\$472,065	\$472,065	—	—%
Revenue from Use Of Money & Property	\$60,410	\$70	\$20,000	\$19,930	28,471.4%
Charges for Services	\$202,210	\$275,000	\$225,000	\$(50,000)	(18.2)%
Revenue	\$262,620	\$275,070	\$245,000	\$(30,070)	(10.9)%
Total Revenue	\$262,620	\$275,070	\$245,000	\$(30,070)	(10.9)%
Reserve Release	\$62,775	\$259,445	\$306,065	\$46,620	18.0%
Fund Balance	\$84,220	\$(62,450)	\$(79,000)	\$(16,550)	26.5%
Total Use of Fund Balance	\$146,995	\$196,995	\$227,065	\$30,070	15.3%
Total Financing Sources	\$409,615	\$472,065	\$472,065	—	—%
Net Cost	\$62,450	—	—	—	—%

Summary of Changes

The change in total revenue is due to a decrease in document recording volume, partially offset by an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- Index Fees reserve has decreased \$306,065.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$231,931	\$402,475	\$402,475	—	—%
Gross Expenditures	\$231,931	\$402,475	\$402,475	—	—%
Total Expenditures/Appropriations	\$231,931	\$402,475	\$402,475	—	—%
Provision for Reserves	\$246,802	\$107,803	—	\$(107,803)	(100.0)%
Total Financing Uses	\$478,733	\$510,278	\$402,475	\$(107,803)	(21.1)%
Revenue from Use Of Money & Property	\$178,810	\$10,900	\$40,000	\$29,100	267.0%
Charges for Services	\$210,923	\$285,000	\$235,000	\$(50,000)	(17.5)%
Revenue	\$389,733	\$295,900	\$275,000	\$(20,900)	(7.1)%
Total Revenue	\$389,733	\$295,900	\$275,000	\$(20,900)	(7.1)%
Reserve Release	—	—	\$208,475	\$208,475	—%
Fund Balance	\$303,377	\$214,378	\$(81,000)	\$(295,378)	(137.8)%
Total Use of Fund Balance	\$303,377	\$214,378	\$127,475	\$(86,903)	(40.5)%
Total Financing Sources	\$693,110	\$510,278	\$402,475	\$(107,803)	(21.1)%
Net Cost	\$(214,378)	—	—	—	—%

Summary of Changes

The change in total revenue is due to a decrease in document recording volume, partially offset by an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- Micrographic Fees reserve has decreased \$208,475.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$3,737,097	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Gross Expenditures	\$3,737,097	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Total Expenditures/Appropriations	\$3,737,097	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Provision for Reserves	\$1,807,816	—	—	—	—%
Total Financing Uses	\$5,544,913	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Revenue from Use Of Money & Property	\$732,437	\$43,000	\$100,000	\$57,000	132.6%
Charges for Services	\$938,904	\$1,250,000	\$1,025,000	\$(225,000)	(18.0)%
Revenue	\$1,671,341	\$1,293,000	\$1,125,000	\$(168,000)	(13.0)%
Total Revenue	\$1,671,341	\$1,293,000	\$1,125,000	\$(168,000)	(13.0)%
Reserve Release	\$1,324,254	\$3,757,878	\$6,544,131	\$2,786,253	74.1%
Fund Balance	\$4,920,141	\$2,370,822	\$(1,175,256)	\$(3,546,078)	(149.6)%
Total Use of Fund Balance	\$6,244,395	\$6,128,700	\$5,368,875	\$(759,825)	(12.4)%
Total Financing Sources	\$7,915,736	\$7,421,700	\$6,493,875	\$(927,825)	(12.5)%
Net Cost	\$(2,370,822)	—	—	—	—%

Summary of Changes

The change in total appropriations is due to a reduction in transfers to the Clerk-Recorder Operations budget (BU 3240000), primarily due to completion of the relocation of the downtown office and the consolidation of County Service Center - East with the new location.

The change in total revenue is due to a decrease in document recording volume, partially offset by an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- Modernization Fees reserve has decreased \$6,544,131.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$124,939	\$143,190	\$143,190	—	—%
Gross Expenditures	\$124,939	\$143,190	\$143,190	—	—%
Total Expenditures/Appropriations	\$124,939	\$143,190	\$143,190	—	—%
Provision for Reserves	\$31,435	\$82,291	\$11,810	\$(70,481)	(85.6)%
Total Financing Uses	\$156,374	\$225,481	\$155,000	\$(70,481)	(31.3)%
Revenue from Use Of Money & Property	\$14,538	\$20	\$5,000	\$4,980	24,900.0%
Charges for Services	\$192,692	\$150,000	\$150,000	—	—%
Revenue	\$207,230	\$150,020	\$155,000	\$4,980	3.3%
Total Revenue	\$207,230	\$150,020	\$155,000	\$4,980	3.3%
Fund Balance	\$24,605	\$75,461	—	\$(75,461)	(100.0)%
Total Use of Fund Balance	\$24,605	\$75,461	—	\$(75,461)	(100.0)%
Total Financing Sources	\$231,835	\$225,481	\$155,000	\$(70,481)	(31.3)%
Net Cost	\$(75,461)	—	—	—	—%

Summary of Changes

The change in total revenue is due to an increase in interest income.

Reserve changes from the prior year Adopted Budget are detailed below:

- Vital Health (VH) Statistics Fees reserve has increased \$11,810.

County Library

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
County Library	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Gross Expenditures/Appropriations	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Total Expenditures/Appropriations	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Total Financing Uses	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Revenue	\$1,219,948	\$1,286,174	\$1,324,014	\$37,840	2.9%
Total Revenue	\$1,219,948	\$1,286,174	\$1,324,014	\$37,840	2.9%
Total Use of Fund Balance	\$58,968	\$113,176	\$73,016	\$(40,160)	(35.5)%
Total Financing Sources	\$1,278,916	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Net Cost	\$(113,176)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Gross Expenditures	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Total Expenditures/Appropriations	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Total Financing Uses	\$1,165,740	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Revenue from Use Of Money & Property	\$3,064	\$1,500	\$6,000	\$4,500	300.0%
Intergovernmental Revenues	\$1,216,884	\$1,284,674	\$1,318,014	\$33,340	2.6%
Revenue	\$1,219,948	\$1,286,174	\$1,324,014	\$37,840	2.9%
Total Revenue	\$1,219,948	\$1,286,174	\$1,324,014	\$37,840	2.9%
Fund Balance	\$58,968	\$113,176	\$73,016	\$(40,160)	(35.5)%
Total Use of Fund Balance	\$58,968	\$113,176	\$73,016	\$(40,160)	(35.5)%
Total Financing Sources	\$1,278,916	\$1,399,350	\$1,397,030	\$(2,320)	(0.2)%
Net Cost	\$(113,176)	—	—	—	—%

Summary of Changes

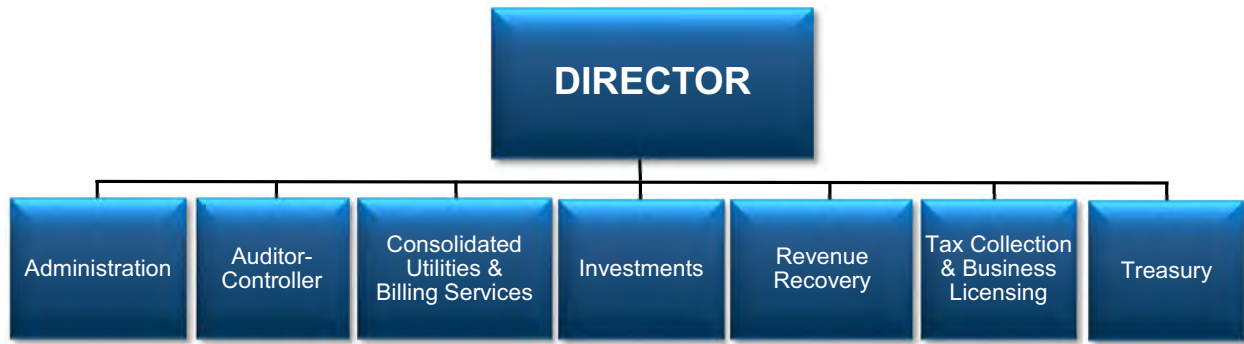
The change in total appropriations is due:

- A decrease in allocated costs for liability insurance.
- Decreases in capital maintenance costs.

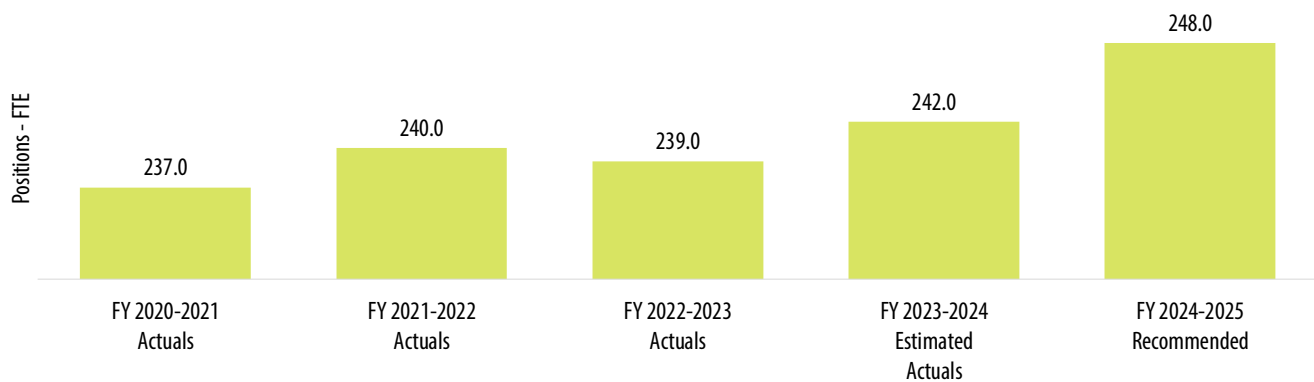
The change in total revenue is due to:

- An increase in the annual adjustment in revenue received from the Sacramento Public Library Authority based on the percentage change in the Engineering News Record – Construction Cost Index.
- An increase in anticipated interest earnings.

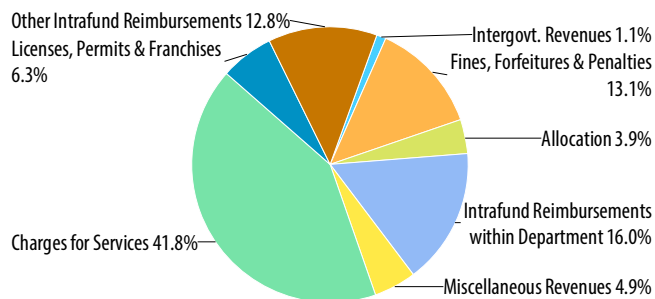
Department Of Finance
Department Structure
Chad Rinde, Director



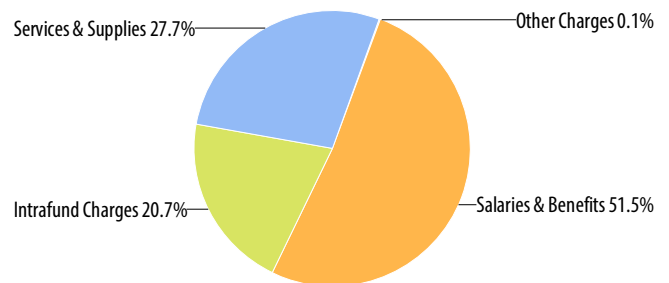
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The **Department of Finance** is responsible for providing Auditor-Controller services, including County and Special District Payroll, Payment Services, System Control and Reconciliation, Audits, Accounting Reporting Control, and Tax Accounting, billing and collection services for refuse, water, sewer and storm water drainage, providing billing and delinquent collection services including court ordered fines, aid overpayments, fees, restitution, and other County owned debts, performing Tax Collection and Business licensing, managing the County's Treasury and Investments through the following programs:

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

Goals

- Complete development and testing of new property tax system to go live in Summer 2025.
- Assist Sacramento Area Sanitation District in separating finances from the County financial systems and process.
- Continue collaboration with departments on American Rescue Plan Act (ARPA) funding, including focus on performing required subrecipient monitoring.

Accomplishments

- Completed the relocation of CUBS, Revenue Recovery, and part of the Remittance Processing and Cashiering unit to the Mather facility, reducing facility costs and consolidating operations.
- Completed the initial business process development for the new property tax system.
- Performed ongoing collaboration with departments on ARPA funding, including accounting support and review of reimbursement claims and contracts.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Administration	\$5,479,274	\$5,858,984	\$7,657,193	\$1,798,209	30.7%
Auditor-Controller	\$11,968,134	\$14,156,220	\$15,033,011	\$876,791	6.2%
Consolidated Utilities Billing and Service	\$9,742,993	\$10,564,174	\$11,012,184	\$448,010	4.2%
Revenue Recovery	\$8,927,160	\$10,528,897	\$10,135,779	\$(393,118)	(3.7)%
Tax Collection & Business Licensing	\$7,453,160	\$8,869,659	\$9,324,530	\$454,871	5.1%
Treasury and Investments	\$4,448,133	\$5,471,681	\$5,592,107	\$120,426	2.2%
Gross Expenditures/Appropriations	\$48,018,854	\$55,449,615	\$58,754,804	\$3,305,189	6.0%
Total Intrafund Reimbursements	\$(12,017,151)	\$(14,160,328)	\$(16,901,346)	\$(2,741,018)	19.4%
Total Expenditures/Appropriations	\$36,001,703	\$41,289,287	\$41,853,458	\$564,171	1.4%
Revenue	\$34,200,527	\$38,947,615	\$39,535,496	\$587,881	1.5%
Total Interfund Reimbursements	\$360	—	—	—	—%
Total Revenue	\$34,200,887	\$38,947,615	\$39,535,496	\$587,881	1.5%
Net Cost	\$1,800,816	\$2,341,672	\$2,317,962	\$(23,710)	(1.0)%
Positions	239.0	242.0	248.0	6.0	2.5%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$25,897,805	\$29,298,685	\$30,248,630	\$949,945	3.2%
Services & Supplies	\$13,168,984	\$16,164,234	\$16,278,932	\$114,698	0.7%
Other Charges	\$54,654	\$75,000	\$75,000	—	—%
Equipment	\$75,527	\$12,000	—	\$(12,000)	(100.0)%
Intrafund Charges	\$8,821,884	\$9,899,696	\$12,152,242	\$2,252,546	22.8%
Gross Expenditures	\$48,018,854	\$55,449,615	\$58,754,804	\$3,305,189	6.0%
Other Intrafund Reimbursements	\$(10,785,919)	\$(7,558,324)	\$(7,493,064)	\$65,260	(0.9)%
Intrafund Reimbursements within Department	\$(1,231,232)	\$(6,602,004)	\$(9,408,282)	\$(2,806,278)	42.5%
Total Intrafund Reimbursements	\$(12,017,151)	\$(14,160,328)	\$(16,901,346)	\$(2,741,018)	19.4%
Total Expenditures/Appropriations	\$36,001,703	\$41,289,287	\$41,853,458	\$564,171	1.4%
Licenses, Permits & Franchises	\$2,890,467	\$3,447,018	\$3,721,526	\$274,508	8.0%
Fines, Forfeitures & Penalties	\$8,292,163	\$7,183,918	\$7,707,660	\$523,742	7.3%
Intergovernmental Revenues	\$543,350	\$591,200	\$628,233	\$37,033	6.3%
Charges for Services	\$19,677,036	\$25,513,779	\$24,587,591	\$(926,188)	(3.6)%
Miscellaneous Revenues	\$2,797,511	\$2,211,700	\$2,890,486	\$678,786	30.7%
Revenue	\$34,200,527	\$38,947,615	\$39,535,496	\$587,881	1.5%
Other Interfund Reimbursements	\$360	—	—	—	—%
Total Interfund Reimbursements	\$360	—	—	—	—%
Total Revenue	\$34,200,887	\$38,947,615	\$39,535,496	\$587,881	1.5%
Net Cost	\$1,800,816	\$2,341,672	\$2,317,962	\$(23,710)	(1.0)%
Positions	239.0	242.0	248.0	6.0	2.5%

Summary of Changes

Descriptions of budgetary changes from the prior year Adopted Budget to the Recommended Budget are included in the program sections of this Budget Unit. Summaries of applicable position changes and growth are provided in this section.

Position counts have increased by 6.0 FTE from the prior year Adopted Budget due to:

- 6.0 FTE net increase in recommended growth requests.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Administration	131,547	(131,425)	—	122	1.0
Auditor-Controller	457,636	(119,236)	300,289	38,111	3.0
Consolidated Utilities Billing and Service	162,597	—	162,597	—	1.0
Tax Collection & Business Licensing	111,676	—	75,282	36,394	1.0

Administration

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,012,001	\$1,872,971	\$2,311,770	\$438,799	23.4%
Services & Supplies	\$2,288,708	\$2,873,423	\$4,162,805	\$1,289,382	44.9%
Intrafund Charges	\$843,618	\$1,112,590	\$1,182,618	\$70,028	6.3%
Cost of Goods Sold	\$334,947	—	—	—	—%
Gross Expenditures	\$5,479,274	\$5,858,984	\$7,657,193	\$1,798,209	30.7%
Other Intrafund Reimbursements	\$(5,120,822)	—	—	—	—%
Intrafund Reimbursements within Department	\$(30,657)	\$(5,841,984)	\$(7,657,071)	\$(1,815,087)	31.1%
Total Intrafund Reimbursements	\$(5,151,478)	\$(5,841,984)	\$(7,657,071)	\$(1,815,087)	31.1%
Total Expenditures/Appropriations	\$327,795	\$17,000	\$122	\$(16,878)	(99.3)%
Intergovernmental Revenues	\$312,398	—	—	—	—%
Miscellaneous Revenues	\$2,534	—	—	—	—%
Revenue	\$314,932	—	—	—	—%
Total Revenue	\$314,932	—	—	—	—%
Net Cost	\$12,863	\$17,000	\$122	\$(16,878)	(99.3)%
Positions	12.0	12.0	14.0	2.0	16.7%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs and the net increase of one midyear position shift to further centralize administrative support.
- Increases in lease and facility costs for Finance's Mather location after the initial no rent period, which will be allocated by the Administrative division to occupying divisions.
- Increases in allocated cost charges from other County departments and the continued consolidation of allocated cost charges that were previously budgeted directly in other divisions.
- Increases in Department overhead reimbursements from other divisions resulting from increased costs.

- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DOF - Add 1.0 FTE ASO 2 - Administration (ACP)	131,547	(131,425)	—	122	1.0

Add 1.0 FTE Administrative Services Officer II (ASO II) in the Administrative Division to improve cost control and budget development for Auditor Controller. The cost to be allocated through the Allocated Cost Process is \$60,000. This request will appear in both the Administration and the Auditor-Controller Programs due to overhead allocation.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$9,187,098	\$10,441,953	\$10,999,210	\$557,257	5.3%
Services & Supplies	\$735,325	\$1,153,249	\$1,162,671	\$9,422	0.8%
Other Charges	\$20,434	—	—	—	—%
Intrafund Charges	\$2,359,723	\$2,561,018	\$2,871,130	\$310,112	12.1%
Cost of Goods Sold	\$(334,446)	—	—	—	—%
Gross Expenditures	\$11,968,134	\$14,156,220	\$15,033,011	\$876,791	6.2%
Other Intrafund Reimbursements	\$(3,501,062)	\$(4,522,590)	\$(4,954,524)	\$(431,934)	9.6%
Intrafund Reimbursements within Department	\$(370,748)	\$(731,520)	\$(802,811)	\$(71,291)	9.7%
Total Intrafund Reimbursements	\$(3,871,810)	\$(5,254,110)	\$(5,757,335)	\$(503,225)	9.6%
Total Expenditures/Appropriations	\$8,096,324	\$8,902,110	\$9,275,676	\$373,566	4.2%
Intergovernmental Revenues	\$72,706	\$591,200	\$628,233	\$37,033	6.3%
Charges for Services	\$5,739,648	\$6,780,691	\$6,438,617	\$(342,074)	(5.0)%
Miscellaneous Revenues	\$580,651	\$22,000	\$632,000	\$610,000	2,772.7%
Revenue	\$6,393,006	\$7,393,891	\$7,698,850	\$304,959	4.1%
Other Interfund Reimbursements	\$360	—	—	—	—%
Total Interfund Reimbursements	\$360	—	—	—	—%
Total Revenue	\$6,393,366	\$7,393,891	\$7,698,850	\$304,959	4.1%
Net Cost	\$1,702,958	\$1,508,219	\$1,576,826	\$68,607	4.5%
Positions	73.0	74.0	78.0	4.0	5.4%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs and the midyear shift of one position to this program.
- Increases in vendor software costs to support the cost plan and financial reporting programs.

- Increases in allocated costs from the Department of Technology (DTech).
- Increases in Department overhead charges.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- Increased expenditures that are recoverable through the Allocated Cost Process and other charging mechanisms.
- Increases in DTech project reimbursement for Finance staff positions related to the property tax system implementation.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DOF - Add 1.0 FTE Accounting Technician - Payment Services (ACP)					
	61,953	—	53,800	8,153	1.0
Add 1.0 FTE Accounting Technician in the Auditor Controller Division, Payment Services unit to support enhanced payment volumes and increasing travel claims (post-COVID). The position will help provide additional support to departments to improve the travel experience as well as provide critical back-up to two current Accounting Technicians during absences or vacancies. Costs are primarily recovered through the allocated cost process with a small General Fund need.					
DOF - Add 1.0 FTE ASO 2 - Administration (ACP)					
	131,425	—	131,425	—	—
Add 1.0 FTE Administrative Services Officer II (ASO II) in the Administrative Division to improve cost control and budget development for Auditor Controller. The cost to be allocated through the Allocated Cost Process is \$60,000. This request will appear in both the Administration and the Auditor-Controller Programs due to overhead allocation.					
DOF - Add 1.0 FTE ASO 2 - Payment Services (ACP)					
	131,547	—	114,300	17,247	1.0
Add 1.0 FTE Administrative Services Officer II (ASO II) in the Auditor Controller Division, Payment Services Unit to support payment volumes, oversight of critical time sensitive processes and ensure timely and accurate initiation of those processes, and responsibility for additional administration of Payment Works and Concur Mileage solutions with a goal to automate processes and reduce County workload while requiring oversight and responsibilities in the Unit. Costs are primarily recovered through the allocated cost process with a small General Fund need.					

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DOF - Add 1.0 FTE Senior Accountant - System Control (ACP)					
	132,711	—	120,000	12,711	1.0
Add 1.0 FTE Senior Accountant in the Auditor Controller Division, Systems Control and Reconciliation Unit to provide additional support to departments using COMPASS. Departments have seen fiscal position growth as well as heightened vacancies and turnover resulting in the need for additional support. System Control also maintains additional systems including the Cost Plan system and the Annual Comprehensive Financial Reporting system, both of which will require an RFP for replacement in the upcoming year. Costs are primarily recovered through the allocated cost process with a small General Fund need.					
DOF - Increase Auditor Controller Services for Dept of Homeless Services and Housing - Auditor Controller					
	—	(119,236)	(119,236)	—	—
Reimbursement from the Department of Homeless Services and Housing (DHS) for services to be provided by DOF including financial, compliance, and internal control audits; annual Countywide Single Audit facilitation and preparation; subrecipient fiscal monitoring; recordkeeping and financial activities related to capital asset and debt service accounting; claims reimbursement and vendor payment guidance and support; and fiscal trainings that adheres to County, local, State, and Federal rules, regulations and standards. This request is contingent upon approval of a linked growth request in DHS Budget.					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,942,567	\$4,329,490	\$4,493,087	\$163,597	3.8%
Services & Supplies	\$4,552,367	\$4,971,464	\$4,408,102	\$(563,362)	(11.3)%
Other Charges	\$4,526	\$75,000	\$75,000	—	—%
Intrafund Charges	\$1,243,534	\$1,188,220	\$2,035,995	\$847,775	71.3%
Gross Expenditures	\$9,742,993	\$10,564,174	\$11,012,184	\$448,010	4.2%
Other Intrafund Reimbursements	\$(1,442)	\$(7,973)	\$(7,690)	\$283	(3.5)%
Intrafund Reimbursements within Department	\$(28,279)	\$(28,500)	—	\$28,500	(100.0)%
Total Intrafund Reimbursements	\$(29,721)	\$(36,473)	\$(7,690)	\$28,783	(78.9)%
Total Expenditures/Appropriations	\$9,713,272	\$10,527,701	\$11,004,494	\$476,793	4.5%
Fines, Forfeitures & Penalties	\$8,292,163	\$7,183,918	\$7,707,660	\$523,742	7.3%
Intergovernmental Revenues	\$45,213	—	—	—	—%
Charges for Services	\$1,173,997	\$3,303,783	\$3,256,834	\$(46,949)	(1.4)%
Miscellaneous Revenues	\$201,900	\$40,000	\$40,000	—	—%
Revenue	\$9,713,272	\$10,527,701	\$11,004,494	\$476,793	4.5%
Total Revenue	\$9,713,272	\$10,527,701	\$11,004,494	\$476,793	4.5%
Net Cost	—	—	—	—	—%
Positions	44.0	44.0	44.0	—	—%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, partially offset by the midyear transfer of one position to the Administration Program.
- Increases in DTech labor and data processing allocations.
- Increases in mail and postage price and volume.

- Decreases in one-time modular furniture and architectural services costs related to the prior year move to the Mather facility.
- Decreases in leased property costs resulting from vacating the Goethe facility.
- Increases in Treasury and cashiering costs.
- Increases in Department overhead charges largely due to Mather facility costs being charged through overhead.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- Increases in projected forfeitures and penalties from increased delinquent amounts due to utility rate increases.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DOF - Add 1.0 FTE Collection Services Program Manager - CUBS					
	162,597	—	162,597	—	1.0
Add 1.0 FTE Collection Services Program Manager for the Consolidated Utilities Billing and Services (CUBS) division. CUBS intends to utilize this position as a first-level manager and act as the lead in the absence of the Division Chief.					

Revenue Recovery

Program Overview

Revenue Recovery provides billing and delinquent collection services including court ordered fines, aid overpayments, fees, restitution, and other County owned debts in accordance with legal requirements.

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,488,199	\$5,114,842	\$4,901,813	\$(213,029)	(4.2)%
Services & Supplies	\$3,608,095	\$4,551,337	\$3,711,202	\$(840,135)	(18.5)%
Intrafund Charges	\$830,865	\$862,718	\$1,522,764	\$660,046	76.5%
Gross Expenditures	\$8,927,160	\$10,528,897	\$10,135,779	\$(393,118)	(3.7)%
Other Intrafund Reimbursements	\$(1,864,594)	\$(1,704,850)	\$(2,023,150)	\$(318,300)	18.7%
Total Intrafund Reimbursements	\$(1,864,594)	\$(1,704,850)	\$(2,023,150)	\$(318,300)	18.7%
Total Expenditures/Appropriations	\$7,062,566	\$8,824,047	\$8,112,629	\$(711,418)	(8.1)%
Intergovernmental Revenues	\$50,057	—	—	—	—%
Charges for Services	\$6,462,285	\$8,056,004	\$7,482,633	\$(573,371)	(7.1)%
Miscellaneous Revenues	\$514,851	—	—	—	—%
Revenue	\$7,027,193	\$8,056,004	\$7,482,633	\$(573,371)	(7.1)%
Total Revenue	\$7,027,193	\$8,056,004	\$7,482,633	\$(573,371)	(7.1)%
Net Cost	\$35,373	\$768,043	\$629,996	\$(138,047)	(18.0)%
Positions	47.0	47.0	45.0	(2.0)	(4.3)%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in salary and benefits costs offset by the midyear movement of one position to the Administration program and one position to the Treasury and Investments program.
- Decreases in DTech labor and data processing charges due to centralizing desktop support in the Administration division.
- Decreases in modular furniture and architectural services costs related to the prior year move to the Mather facility.
- Decreases in facility use charges resulting from vacating the Administration building.
- Decreases in mail and postage due to reduced frequency of printing and mailing statements.

- Decreases in assessment collection fee due to less Court-Collection from the State Franchise Tax Board Court-Ordered Debt Program (COD).
- Increases in Department overhead charges largely due to Mather facility costs being charged through overhead.

The change in total revenue is due to:

- Continued decrease in collections for Revenue Recovery customer departments and for court collections partially offset by maintaining collection fee rates charged to the Superior Court at 36% (46% when excluding restitution collection) and by increasing the average collection fee rates charged to customer departments by 1% to 36%.

Tax Collection & Business Licensing

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,364,958	\$4,075,554	\$4,045,017	\$(30,537)	(0.7)%
Services & Supplies	\$1,588,447	\$1,947,547	\$2,151,174	\$203,627	10.5%
Other Charges	\$29,694	—	—	—	—%
Equipment	\$15,105	—	—	—	—%
Intrafund Charges	\$2,455,456	\$2,846,558	\$3,128,339	\$281,781	9.9%
Cost of Goods Sold	\$(501)	—	—	—	—%
Gross Expenditures	\$7,453,160	\$8,869,659	\$9,324,530	\$454,871	5.1%
Other Intrafund Reimbursements	\$(213,799)	\$(470,211)	\$(400,000)	\$70,211	(14.9)%
Total Intrafund Reimbursements	\$(213,799)	\$(470,211)	\$(400,000)	\$70,211	(14.9)%
Total Expenditures/Appropriations	\$7,239,362	\$8,399,448	\$8,924,530	\$525,082	6.3%
Licenses, Permits & Franchises	\$2,890,467	\$3,447,018	\$3,721,526	\$274,508	8.0%
Intergovernmental Revenues	\$40,369	—	—	—	—%
Charges for Services	\$2,765,431	\$2,754,320	\$2,873,500	\$119,180	4.3%
Miscellaneous Revenues	\$1,497,768	\$2,149,700	\$2,218,486	\$68,786	3.2%
Revenue	\$7,194,035	\$8,351,038	\$8,813,512	\$462,474	5.5%
Total Revenue	\$7,194,035	\$8,351,038	\$8,813,512	\$462,474	5.5%
Net Cost	\$45,327	\$48,410	\$111,018	\$62,608	129.3%
Positions	36.0	37.0	38.0	1.0	2.7%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, offset by turnover and new hires starting at lower pay steps.
- Increases in DTech labor and data processing allocations.
- Increases in personal computer (PC) replacement costs.
- Increases in mail and postage price and volume.

- Increases in charges from the Planning division of the Department of Community Development for reviews of business license applications and renewals.
- Increases in legal costs related to business license appeals.
- Increases in Business Licensing technology cost recovery fee, which is based on 4.5% of Business Licensing revenue sources.
- Increases in Department overhead charges.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- Increased fee revenues from Business licensing volume.
- Increases in DTech reimbursement for Finance direct charges related to the property tax system implementation.
- Increased expenditures that are recoverable through Tax Administration charges.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DOF - Increase funding for On-Call Sheriff Deputy Service - Tax Collection and Business Licensing					
	75,282	—	75,282	—	—
Add costs for one on-call Sheriff Deputy to assist with enforcement of Special Business Licenses. Costs of \$75,282 will be covered by business licensing fees. This addition of an on-call Deputy to assist with Special Business Licenses will result in compliance with the Sacramento County Code and reduce illicit activity in Sacramento County. This request is contingent upon approval of a linked request in the Sheriff's budget (BU 7400000).					
DOF - Reallocate 1.0 FTE LT Sr. Accountant to 1.0 FTE Accountant, Add 1.0 FTE AC2, Delete 2 Interns Tax Coll & Bus Lic					
	36,394	—	—	36,394	1.0
Reallocate 1.0 FTE Limited Term Sr. Accountant to 1.0 FTE Accountant , add 1.0 FTE Account Clerk 2, and delete extra help for two Student Interns in the Report Control unit of the Department of Finance. Approving this request will ensure the Tax Collection Division provides excellent customer service to taxpayers, increase the County's revenues from the Transient Occupancy Tax by providing better outreach to the community, and increase compliance with Auditing Standards.					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,902,982	\$3,463,875	\$3,497,733	\$33,858	1.0%
Services & Supplies	\$396,043	\$667,214	\$682,978	\$15,764	2.4%
Equipment	\$60,421	\$12,000	—	\$(12,000)	(100.0)%
Intrafund Charges	\$1,088,688	\$1,328,592	\$1,411,396	\$82,804	6.2%
Gross Expenditures	\$4,448,133	\$5,471,681	\$5,592,107	\$120,426	2.2%
Other Intrafund Reimbursements	\$(84,201)	\$(852,700)	\$(107,700)	\$745,000	(87.4)%
Intrafund Reimbursements within Department	\$(801,548)	—	\$(948,400)	\$(948,400)	—%
Total Intrafund Reimbursements	\$(885,749)	\$(852,700)	\$(1,056,100)	\$(203,400)	23.9%
Total Expenditures/Appropriations	\$3,562,384	\$4,618,981	\$4,536,007	\$(82,974)	(1.8)%
Intergovernmental Revenues	\$22,607	—	—	—	—%
Charges for Services	\$3,535,675	\$4,618,981	\$4,536,007	\$(82,974)	(1.8)%
Miscellaneous Revenues	\$(193)	—	—	—	—%
Revenue	\$3,558,089	\$4,618,981	\$4,536,007	\$(82,974)	(1.8)%
Total Revenue	\$3,558,089	\$4,618,981	\$4,536,007	\$(82,974)	(1.8)%
Net Cost	\$4,295	—	—	—	—%
Positions	27.0	28.0	29.0	1.0	3.6%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is primarily due to:

- Increases in negotiated salary and benefits costs and the midyear transfer in of one position.
- Increases in professional service fees for swap and arbitrage analysis and Automated Clearing House (ACH) processing.
- Increases in Department overhead charges.
- Lower projected banking costs from the receipt of bank credits obtained due to the higher interest rate environment. Low interest rates in the future could drive banking costs back up.

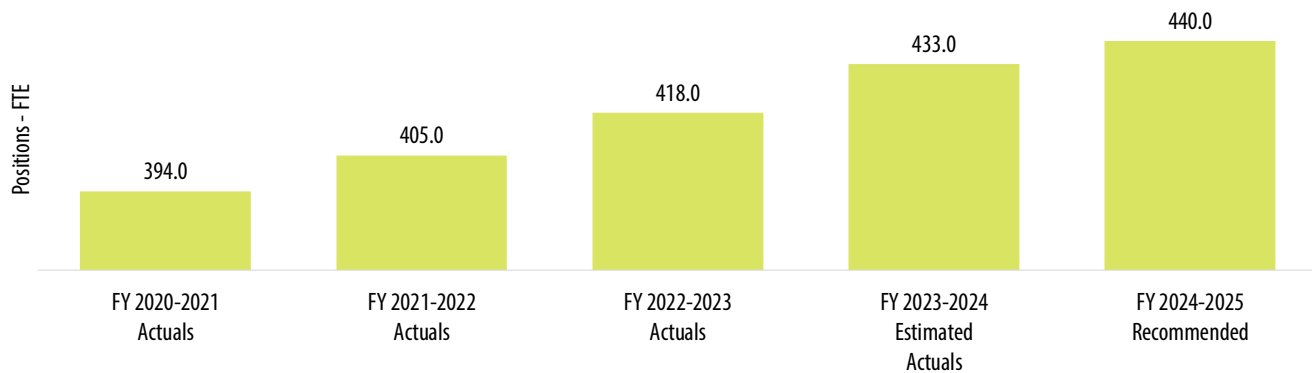
The change in total revenue is due to:

- Increases in fees and reimbursements for treasury and investment services to the County Pooled Investment Fund.
- Increases in fiscal agent fees related to bond issuances and cashiering services.

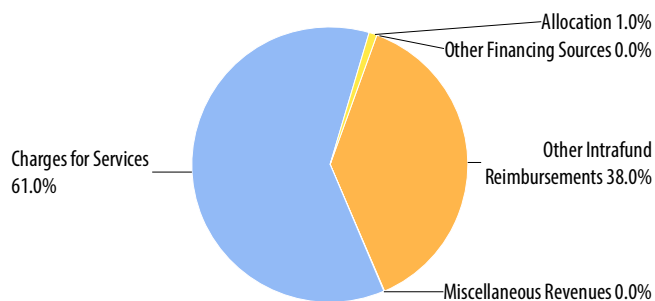
Department of Technology
Department Structure
Rami Zakaria, Chief Information Officer



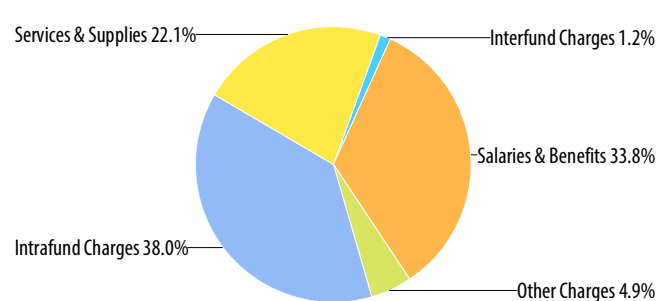
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



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

- Research and procure a new web content management system for the County's internet.
- Complete the customer access edge refresh.
- Implement phase one of the Social Health Information Exchange (SHIE) project.

Accomplishments

- Established the identity and Access Management Group to improve the protection of sensitive information in the County's systems; create an expert, dedicated staff to manage the County's security systems; and establish a full-time senior management position to lead the information security program.
- Completed the migration from the California Welfare Information Network (CalWIN) to the California Statewide Automated Welfare System (CalSAWS).
- Implemented M365 and migrated Countywide email to the cloud.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Countywide IT Services	\$63,769,110	\$89,101,781	\$105,088,293	\$15,986,512	17.9%
Department Application and Equipment Support	\$70,606,748	\$115,113,021	\$122,962,870	\$7,849,849	6.8%
Gross Expenditures/Appropriations	\$134,375,858	\$204,214,802	\$228,051,163	\$23,836,361	11.7%
Total Intrafund Reimbursements	\$(26,838,720)	\$(75,333,240)	\$(86,660,134)	\$(11,326,894)	15.0%
Total Expenditures/Appropriations	\$107,537,138	\$128,881,562	\$141,391,029	\$12,509,467	9.7%
Revenue	\$114,017,234	\$128,917,249	\$139,140,603	\$10,223,354	7.9%
Total Interfund Reimbursements	—	\$20,000	—	\$(20,000)	(100.0)%
Total Revenue	\$114,017,234	\$128,937,249	\$139,140,603	\$10,203,354	7.9%
Net Cost	\$(6,480,096)	\$(55,687)	\$2,250,426	\$2,306,113	(4,141.2)%
Positions	418.0	433.0	440.0	7.0	1.6%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$61,774,149	\$73,712,080	\$77,190,825	\$3,478,745	4.7%
Services & Supplies	\$36,583,388	\$46,452,036	\$50,329,888	\$3,877,852	8.3%
Other Charges	\$6,379,558	\$5,920,182	\$11,075,170	\$5,154,988	87.1%
Interfund Charges	\$2,800,043	\$2,797,264	\$2,795,145	\$(2,119)	(0.1)%
Intrafund Charges	\$26,838,720	\$75,333,240	\$86,660,135	\$11,326,895	15.0%
Gross Expenditures	\$134,375,858	\$204,214,802	\$228,051,163	\$23,836,361	11.7%
Other Intrafund Reimbursements	\$(26,838,720)	\$(75,333,240)	\$(86,660,134)	\$(11,326,894)	15.0%
Total Intrafund Reimbursements	\$(26,838,720)	\$(75,333,240)	\$(86,660,134)	\$(11,326,894)	15.0%
Total Expenditures/Appropriations	\$107,537,138	\$128,881,562	\$141,391,029	\$12,509,467	9.7%
Intergovernmental Revenues	\$252,792	—	—	—	—%
Charges for Services	\$113,759,992	\$128,897,249	\$139,118,236	\$10,220,987	7.9%
Miscellaneous Revenues	\$4,450	\$20,000	\$20,000	—	—%
Other Financing Sources	—	—	\$2,367	\$2,367	—%
Revenue	\$114,017,234	\$128,917,249	\$139,140,603	\$10,223,354	7.9%
Other Interfund Reimbursements	—	\$20,000	—	\$(20,000)	(100.0)%
Total Interfund Reimbursements	—	\$20,000	—	\$(20,000)	(100.0)%
Total Revenue	\$114,017,234	\$128,937,249	\$139,140,603	\$10,203,354	7.9%
Net Cost	\$(6,480,096)	\$(55,687)	\$2,250,426	\$2,306,113	(4,141.2)%
Positions	418.0	433.0	440.0	7.0	1.6%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget is included in the program sections of this Budget Unit. Summaries of applicable position changes and growth are provided in this section.

Position counts have increased by 7.0 FTE from the prior year Adopted Budget due to:

- 7.0 FTE increase in recommended growth requests.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Countywide IT Services	1,621,887	(109,378)	1,502,624	9,885	5.0
Department Application and Equipment Support	639,375	—	649,260	(9,885)	2.0

Countywide IT Services

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$22,402,553	\$24,159,508	\$26,411,183	\$2,251,675	9.3%
Services & Supplies	\$21,212,536	\$27,851,199	\$29,581,458	\$1,730,259	6.2%
Other Charges	\$5,635,352	\$5,240,238	\$9,904,331	\$4,664,093	89.0%
Interfund Charges	\$2,800,043	\$2,797,264	\$2,795,145	\$(2,119)	(0.1)%
Intrafund Charges	\$11,647,562	\$29,053,572	\$36,396,176	\$7,342,604	25.3%
Cost of Goods Sold	\$71,064	—	—	—	—%
Gross Expenditures	\$63,769,110	\$89,101,781	\$105,088,293	\$15,986,512	17.9%
Other Intrafund Reimbursements	\$(21,236,235)	\$(38,014,175)	\$(47,645,996)	\$(9,631,821)	25.3%
Total Intrafund Reimbursements	\$(21,236,235)	\$(38,014,175)	\$(47,645,996)	\$(9,631,821)	25.3%
Total Expenditures/Appropriations	\$42,532,874	\$51,087,606	\$57,442,297	\$6,354,691	12.4%
Intergovernmental Revenues	\$88,572	—	—	—	—%
Charges for Services	\$47,638,620	\$52,181,424	\$57,503,244	\$5,321,820	10.2%
Miscellaneous Revenues	\$679	\$20,000	\$20,000	—	—%
Other Financing Sources	—	—	\$2,127	\$2,127	—%
Revenue	\$47,727,871	\$52,201,424	\$57,525,371	\$5,323,947	10.2%
Other Interfund Reimbursements	—	\$20,000	—	\$(20,000)	(100.0)%
Total Interfund Reimbursements	—	\$20,000	—	\$(20,000)	(100.0)%
Total Revenue	\$47,727,871	\$52,221,424	\$57,525,371	\$5,303,947	10.2%
Net Cost	\$(5,194,997)	\$(1,133,818)	\$(83,074)	\$1,050,744	(92.7)%
Positions	124.0	132.0	137.0	5.0	3.8%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.
- Increases in DTech overhead charges and service charges from other divisions.
- Recommended growth detailed later in this section.

The change in total revenue, including interfund reimbursements, is due to:

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

Net Cost reflects an increase in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DTECH - Add 1.0 FTE 311 Communications/Operations Supervisor (ACP)					
	109,503	—	109,503	—	1.0
Add 1.0 FTE Supervising Communication Operations Dispatcher position to provide additional leadership coverage. The 311 contact center is a 24-7 communication center that currently does not have 7-day a week supervisory leadership. This additional supervisor would allow for weekend coverage and ensuring in-house leadership to support the team. This would allow for better follow-up, consistent coaching and development, and a reliable chain of command during any unforeseen events. This will be funded by ACP rates.					
DTECH - ADD 2.0 FTE M365 Governance and Adoption Support (ACP)					
	10,000	—	—	10,000	—
Add 2.0 FTE IT Business System Analyst positions in the Department Application and Equipment Support program to govern and support adoption of M365. The cost of these positions will be included in the allocation of M365 licensing. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program.					
DTECH - ADD 4.0 FTE Information Security Enhancement Program (ACP)					
	1,076,414	—	1,076,414	—	4.0
Add 1.0 FTE IT Division Chief position, 3.0 FTE IT Infrastructure Analyst positions, and software. Approval of this request will greatly improve the protection of sensitive information in the County's systems; create an expert, dedicated staff to manage the County's security systems; and establish a full-time senior management position to lead the information security program. These are the first steps in a three-year program to modernize the information security program to mitigate current and future risks.					
DTECH - Increase Contracted Services for DCSS					
	38,248	(38,248)	—	—	—
Provide contracted services to the Department of Child Support Services (DCSS) to address a growing need for IT automations to improve business processes. DCSS has approved a critical project DECS (Delivering Excellent Customer Services). DCSS Support IT team has only two applications developers. Given the lack of IT developer resources, it is not possible to build and deliver new applications along with existing systems support. DCSS IT Support Unit will be increasing contracted services to meet the Department needs. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program. This request is contingent on approval of linked growth in DCSS (BU 5810000).					
DTECH - Increase Contracted Services for DHS SHIE Compliance					
	214,955	(38,248)	176,707	—	—
Increase contracted services to integrate and ensure full compliance of Social Health Information Exchange (SHIE) within County operations, focusing on stringent data security and adherence to regulatory standards. This request is contingent on approval of linked growth requests in the Office of Compliance (BU 5740000) and Department of Health Services (BU 7200000).					

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DTECH - Increase Contracted Services for DWMR					
	32,767	(32,882)	—	(115)	—
Increase IT contractor services for the Department of Waste Management and Recycling (DWMR) to assist with project management and support, relieving the Supervisor of these duties so the supervisor can spend more time supporting the entire embedded team at DWMR. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program. This request is contingent on approval of linked growth in DWMR (BU 2200000).					
DTECH-F5 FIPS 140-2 Device Maintenance (ACP)					
	140,000	—	140,000	—	—
Vendor support for maintenance of the F5 devices that provide remote access for most of the County’s staff. The F5 devices provide secure access, meeting the Federal Information Processing Standard (140-2).					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$39,371,597	\$49,552,572	\$50,779,642	\$1,227,070	2.5%
Services & Supplies	\$15,370,852	\$18,600,837	\$20,748,430	\$2,147,593	11.5%
Other Charges	\$744,206	\$679,944	\$1,170,839	\$490,895	72.2%
Intrafund Charges	\$15,191,158	\$46,279,668	\$50,263,959	\$3,984,291	8.6%
Cost of Goods Sold	\$(71,064)	—	—	—	—%
Gross Expenditures	\$70,606,748	\$115,113,021	\$122,962,870	\$7,849,849	6.8%
Other Intrafund Reimbursements	\$(5,602,484)	\$(37,319,065)	\$(39,014,138)	\$(1,695,073)	4.5%
Total Intrafund Reimbursements	\$(5,602,484)	\$(37,319,065)	\$(39,014,138)	\$(1,695,073)	4.5%
Total Expenditures/Appropriations	\$65,004,264	\$77,793,956	\$83,948,732	\$6,154,776	7.9%
Intergovernmental Revenues	\$164,220	—	—	—	—%
Charges for Services	\$66,121,373	\$76,715,825	\$81,614,992	\$4,899,167	6.4%
Miscellaneous Revenues	\$3,770	—	—	—	—%
Other Financing Sources	—	—	\$240	\$240	—%
Revenue	\$66,289,363	\$76,715,825	\$81,615,232	\$4,899,407	6.4%
Total Revenue	\$66,289,363	\$76,715,825	\$81,615,232	\$4,899,407	6.4%
Net Cost	\$(1,285,099)	\$1,078,131	\$2,333,500	\$1,255,369	116.4%
Positions	294.0	301.0	303.0	2.0	0.7%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.
- Increases in hardware and software maintenance costs.
- Increases in DTech overhead charges and service charges from other divisions.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- An increase in cost recovery from customer departments.

- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DTECH - ADD 2.0 FTE M365 Governance and Adoption Support (ACP)					
	266,918	—	276,918	(10,000)	2.0
Add 2.0 FTE IT Business System Analyst positions in the Department Application and Equipment Support program to govern and support adoption of M365. The cost of these positions will be included in the allocation of M365 licensing. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program.					
DTECH - Increase Contracted Services for DCSS					
	176,707	—	176,707	—	—
Provide contracted services to the Department of Child Support Services (DCSS) to address a growing need for IT automations to improve business processes. DCSS has approved a critical project DECS (Delivering Excellent Customer Services). DCSS Support IT team has only two applications developers. Given the lack of IT developer resources, it is not possible to build and deliver new applications along with existing systems support. DCSS IT Support Unit will be increasing contracted services to meet the Department needs. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program. This request is contingent on approval of linked growth in DCSS (BU 5810000).					
DTECH - Increase Contracted Services for DWMR					
	183,546	—	183,431	115	—
Increase IT contractor services for the Department of Waste Management and Recycling (DWMR) to assist with project management and support, relieving the Supervisor of these duties so the supervisor can spend more time supporting the entire embedded team at DWMR. This request is split between the Countywide IT Services Program and the Department Application and Equipment Support Program. This request is contingent on approval of linked growth in DWMR (BU 2200000).					
DTECH - Reallocate 1.0 FTE ITAA Lv2 to ITAA Lv3 - DHS					
	12,204	—	12,204	—	—
Behavioral Health Services requests to fund the reallocation of 1.0 FTE Information Technology Applications Analyst position to 1.0 FTE Information Technology Business Systems Analyst 3 position in DTech. New payment reform requirements for Substance Use Prevention and Treatment (SUPT) Medi-Cal and Other Healthcare Coverage have added levels of complexity to this assignment such that the higher classification is warranted. This request is contingent on approval of linked growth in Department of Health Services (BU 7200000)					

Data Processing-Shared Systems

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

- Analyze and develop go-live date planned to be completed for the fourth quarter of 2025.
- Develop additional dashboards that can be used by high-level executives and others to make informed decisions (e.g. Employee Turnover and Retention Analysis)
- Support for the criminal justice partners during the Courts eCourt migration and CJIS decommission. Develop new interfaces for dependent applications.

Accomplishments

- Selected a vendor and initiated the property tax system replacement project.
- Application of Annual SAP Updates for COMPASS, including all the latest security updates.
- Upgraded the Agenda Management system to allow better website performance and implemented new features.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Shared Systems	\$13,665,022	\$28,281,832	\$27,511,303	\$(770,529)	(2.7)%
Gross Expenditures/Appropriations	\$13,665,022	\$28,281,832	\$27,511,303	\$(770,529)	(2.7)%
Total Expenditures/Appropriations	\$13,665,022	\$28,281,832	\$27,511,303	\$(770,529)	(2.7)%
Revenue	\$162,272	\$775,442	\$4,123,650	\$3,348,208	431.8%
Total Revenue	\$162,272	\$775,442	\$4,123,650	\$3,348,208	431.8%
Net Cost	\$13,502,750	\$27,506,390	\$23,387,653	\$(4,118,737)	(15.0)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$13,528,898	\$27,274,632	\$26,752,103	\$(522,529)	(1.9)%
Intrafund Charges	\$136,124	\$1,007,200	\$759,200	\$(248,000)	(24.6)%
Gross Expenditures	\$13,665,022	\$28,281,832	\$27,511,303	\$(770,529)	(2.7)%
Total Expenditures/Appropriations	\$13,665,022	\$28,281,832	\$27,511,303	\$(770,529)	(2.7)%
Charges for Services	\$93,593	\$775,442	\$4,123,650	\$3,348,208	431.8%
Miscellaneous Revenues	\$68,679	—	—	—	—%
Revenue	\$162,272	\$775,442	\$4,123,650	\$3,348,208	431.8%
Total Revenue	\$162,272	\$775,442	\$4,123,650	\$3,348,208	431.8%
Net Cost	\$13,502,750	\$27,506,390	\$23,387,653	\$(4,118,737)	(15.0)%

Summary of Changes

The change in Net County Cost is a result of the changes described below.

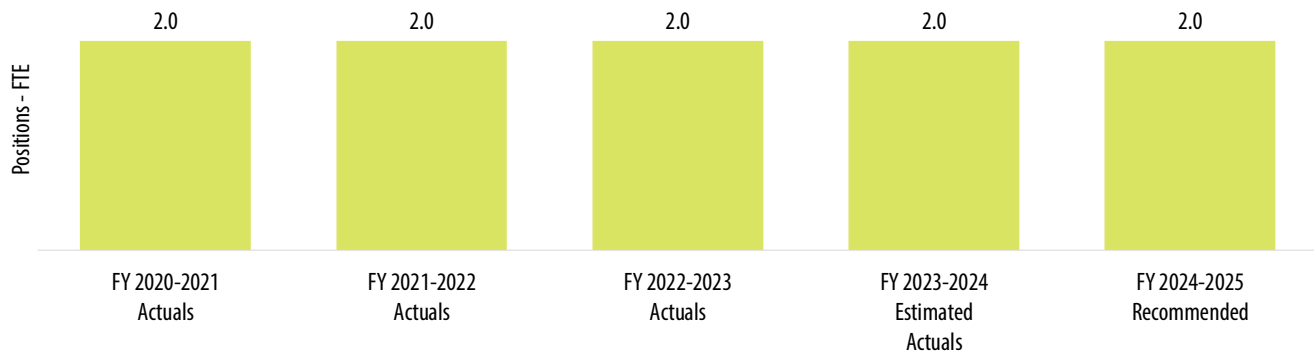
The change in total appropriations is primarily due to a decrease in costs on the year 4 schedule of the Tax Systems Replacement Project.

The change in total revenue is due to an increase in estimated reimbursements from system partners of prior years costs for the Tax System Replacement Project.

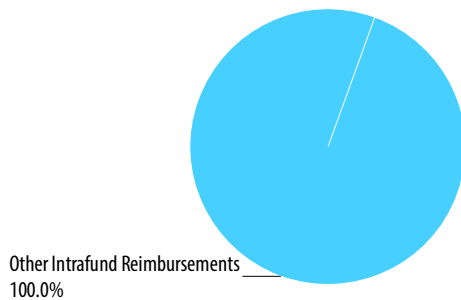
Office of Compliance
Department Structure
Rami Zakaria, Chief Information Officer



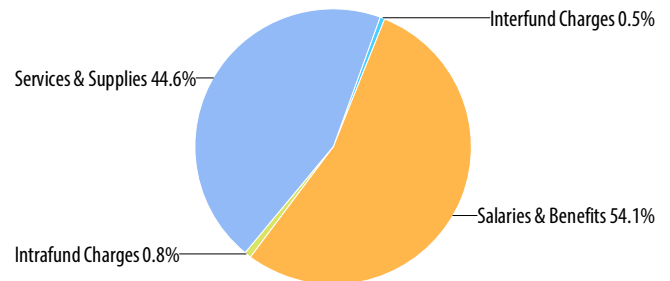
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



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 64.530 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; and
- Monitoring the County's Business Associate contracts as required under Section 164.502.

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

Goals

- To protect county clients' personal and medical information through the oversight of County departments' and divisions' efforts to meet federally mandated HIPAA requirements.
- Establish a proactive approach to accountability by staying informed of industry trends and regulatory changes.
- Effectively manage response for reports of Protected Health Information (PHI), Personal Identifying Information (PII), Payment Card Information (PCI) and Criminal Justice Information Services (CJIS) incidents and breaches.

Accomplishments

- Conducted review and revisions of the Sacramento County HIPAA Privacy and Security Policies and Procedures.
- Effectively managed and mitigated multiple data breaches.
- Conducted user training and compliance audits of HIPAA covered entities.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Health Insurance Portability and Accountability Act	\$377,711	\$457,170	\$631,227	\$174,057	38.1%
Gross Expenditures/Appropriations	\$377,711	\$457,170	\$631,227	\$174,057	38.1%
Total Intrafund Reimbursements	\$(374,481)	\$(457,170)	\$(631,227)	\$(174,057)	38.1%
Total Expenditures/Appropriations	\$3,230	—	—	—	—%
Revenue	\$3,230	—	—	—	—%
Total Revenue	\$3,230	—	—	—	—%
Net Cost	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$321,229	\$325,208	\$341,645	\$16,437	5.1%
Services & Supplies	\$48,839	\$104,012	\$281,348	\$177,336	170.5%
Interfund Charges	\$3,437	\$23,434	\$3,435	\$(19,999)	(85.3)%
Intrafund Charges	\$4,206	\$4,516	\$4,799	\$283	6.3%
Gross Expenditures	\$377,711	\$457,170	\$631,227	\$174,057	38.1%
Other Intrafund Reimbursements	\$(374,481)	\$(457,170)	\$(631,227)	\$(174,057)	38.1%
Total Intrafund Reimbursements	\$(374,481)	\$(457,170)	\$(631,227)	\$(174,057)	38.1%
Total Expenditures/Appropriations	\$3,230	—	—	—	—%
Intergovernmental Revenues	\$3,230	—	—	—	—%
Revenue	\$3,230	—	—	—	—%
Total Revenue	\$3,230	—	—	—	—%
Net Cost	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.

- Recommended growth detailed later in this section.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Health Insurance Portability and Accountability Act	176,707	(176,707)	—	—	—

Recommended Growth Detail for the Program

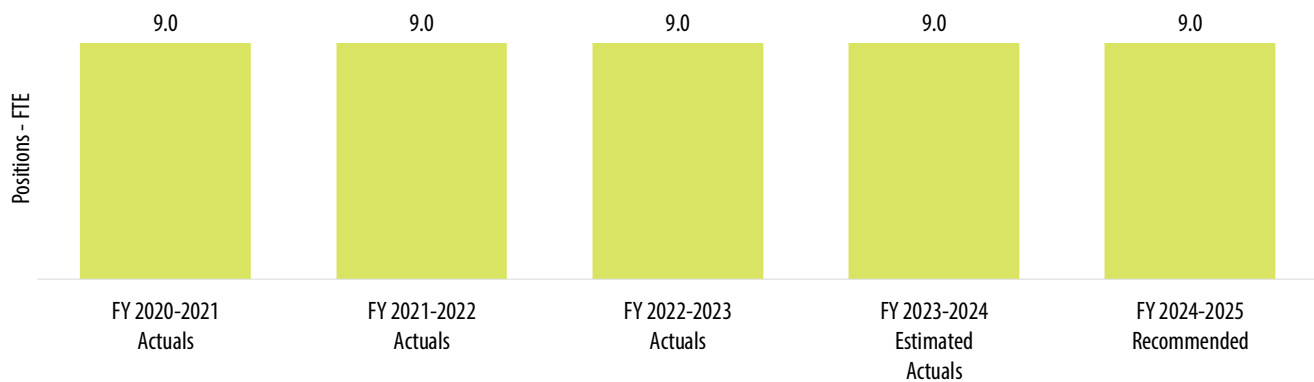
	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
00C - Increase Contracted Services for SHIE Compliance and Data Integrity Initiative	176,707	(176,707)	—	—	—

Increase contracted services in the Department of Technology (DTech) to integrate and ensure full compliance of Social Health Information Exchange (SHIE) within County operations, focusing on stringent data security and adherence to regulatory standards. This request is contingent on approval of linked growth requests in the DTech (BU 7600000) and Department of Health Services (BU 7200000) budgets.

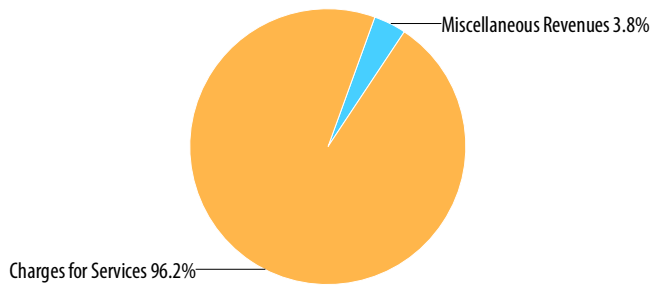
Regional Radio Communications System
Department Structure
Rami Zakaria, Chief Information Officer



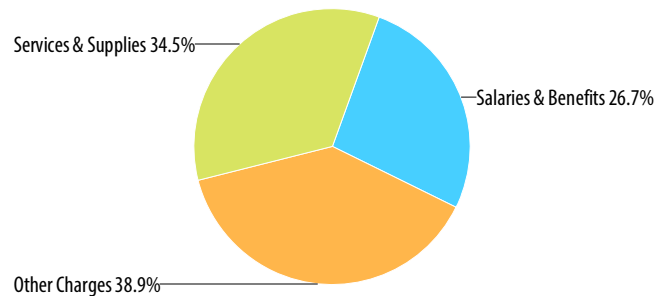
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The **Sacramento Regional Radio Communications System** (SRRCS) operates and maintains the Public Safety P25 digital two-way radio communications system in the entire County of Sacramento including a two site simulcast UC Davis system in Yolo County. The Public Safety radio system provides communications throughout the County and into adjoining counties. SRRCS currently has 33 primary system participants that operate approximately 15,787 (billable) radios.

The majority of the communication activities on SRRCS involves Public Safety First Responders from both the County of Sacramento and several other public safety agencies including but not limited to Federal, State, County public works and school agencies. 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 is 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

- Replace aging equipment on the receive side of the radio system at selective public safety radio sites. This includes the main receive antenna, tower top amplifier and receive multi-coupler to ensure reliable communications and functionality at our radio sites.
- Replace aging emergency backup battery banks at selective public safety radio sites based on age to ensure that there is reliable emergency power available in the event of a power failure.
- 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 the installation and migration of the radio system over to the new IP MPLS based microwave backbone system.
- Replaced aging equipment on the receive side of the public safety radio system at our South Sub, Gibson Ranch, and Carpenter Peak sites. This equipment includes the main receive antenna, the tower top amplifier, and the receive multi-couplers to ensure reliable communications and functionality at these sites.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Regional Radio Communication System	\$5,743,798	\$6,293,947	\$6,233,072	\$(60,875)	(1.0)%
Gross Expenditures/Appropriations	\$5,743,798	\$6,293,947	\$6,233,072	\$(60,875)	(1.0)%
Total Expenditures/Appropriations	\$5,743,798	\$6,293,947	\$6,233,072	\$(60,875)	(1.0)%
Revenue	\$6,566,234	\$6,302,367	\$6,452,764	\$150,397	2.4%
Total Revenue	\$6,566,234	\$6,302,367	\$6,452,764	\$150,397	2.4%
Net Cost	\$(822,436)	\$(8,420)	\$(219,692)	\$(211,272)	2,509.2%
Positions	9.0	9.0	9.0	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,510,180	\$1,639,952	\$1,662,264	\$22,312	1.4%
Services & Supplies	\$1,804,260	\$1,901,875	\$2,147,782	\$245,907	12.9%
Other Charges	\$2,429,359	\$2,752,120	\$2,423,026	\$(329,094)	(12.0)%
Gross Expenditures	\$5,743,798	\$6,293,947	\$6,233,072	\$(60,875)	(1.0)%
Total Expenditures/Appropriations	\$5,743,798	\$6,293,947	\$6,233,072	\$(60,875)	(1.0)%
Revenue from Use Of Money & Property	\$283,876	—	—	—	—%
Intergovernmental Revenues	\$1,615	—	—	—	—%
Charges for Services	\$5,853,736	\$5,923,012	\$6,210,050	\$287,038	4.8%
Miscellaneous Revenues	\$427,008	\$379,355	\$242,714	\$(136,641)	(36.0)%
Revenue	\$6,566,234	\$6,302,367	\$6,452,764	\$150,397	2.4%
Total Revenue	\$6,566,234	\$6,302,367	\$6,452,764	\$150,397	2.4%
Net Cost	\$(822,436)	\$(8,420)	\$(219,692)	\$(211,272)	2,509.2%
Positions	9.0	9.0	9.0	—	—%

Summary of Changes

The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs.
- A reduction in depreciation from projects being fully depreciated.
- Increases in DTech Administrative Fees.

The change in total revenue is due to:

- Increases in charges for services from additional radios being added to the radio system and increases in the rates charged per radio.
- Decreases in miscellaneous revenue from the end of the Motorola lease purchase agreement.

Net Cost reflects an increase in retained earnings.

Technology Cost Recovery Fee

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

- Overhaul workflows for multiple departments.
- Create new modules for groups joining the Accela program.
- Migrate Accela to Software as a Service (SaaS) and storage from Filenet to Accela Document Storage (ADS).

Accomplishments

- Upgraded all environments of Accela Building and Permitting software to version 22.1.2.
- Department of Building Permits and Inspection Electronic Document Review (EDR) application installed and configured (DigEplan).
- Completed Department of Water Resources Meter-Rollover project.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Information Technology Recovery Fee	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Gross Expenditures/Appropriations	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Total Expenditures/Appropriations	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Provision for Reserves	—	—	\$564,497	\$564,497	—%
Total Financing Uses	\$1,711,347	\$1,631,582	\$2,372,772	\$741,190	45.4%
Revenue	\$1,475,641	\$1,513,400	\$1,948,886	\$435,486	28.8%
Total Revenue	\$1,475,641	\$1,513,400	\$1,948,886	\$435,486	28.8%
Total Use of Fund Balance	\$337,597	\$118,182	\$423,886	\$305,704	258.7%
Total Financing Sources	\$1,813,238	\$1,631,582	\$2,372,772	\$741,190	45.4%
Net Cost	\$(101,892)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Gross Expenditures	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Total Expenditures/Appropriations	\$1,711,347	\$1,631,582	\$1,808,275	\$176,693	10.8%
Provision for Reserves	—	—	\$564,497	\$564,497	—%
Total Financing Uses	\$1,711,347	\$1,631,582	\$2,372,772	\$741,190	45.4%
Licenses, Permits & Franchises	\$1,448,846	\$1,500,000	\$1,911,524	\$411,524	27.4%
Revenue from Use Of Money & Property	\$12,926	\$1,400	\$13,000	\$11,600	828.6%
Charges for Services	\$527	—	—	—	—%
Miscellaneous Revenues	\$13,343	\$12,000	\$24,362	\$12,362	103.0%
Revenue	\$1,475,641	\$1,513,400	\$1,948,886	\$435,486	28.8%
Total Revenue	\$1,475,641	\$1,513,400	\$1,948,886	\$435,486	28.8%
Reserve Release	—	\$16,290	—	\$(16,290)	(100.0)%
Fund Balance	\$337,597	\$101,892	\$423,886	\$321,994	316.0%
Total Use of Fund Balance	\$337,597	\$118,182	\$423,886	\$305,704	258.7%
Total Financing Sources	\$1,813,238	\$1,631,582	\$2,372,772	\$741,190	45.4%
Net Cost	\$(101,892)	—	—	—	—%

Summary of Changes

The change in total appropriations is due to an increase in maintenance services related to Accela licensing and permit fees.

The change in total revenue is primarily due to an increase in the number of County permit applications that utilize the Accela system.

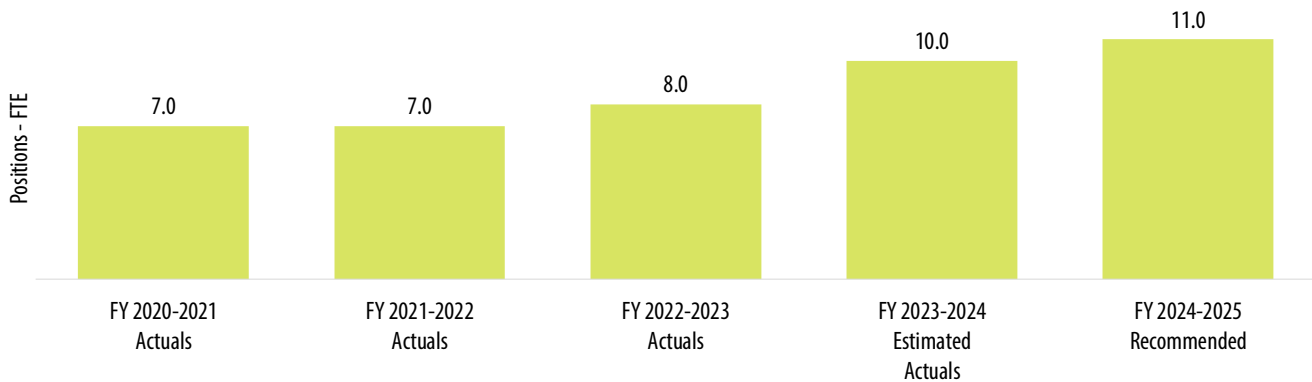
Reserve changes from the prior year Adopted Budget are detailed below:

- Technology Cost Recovery Fee Reserve has increased \$564,497

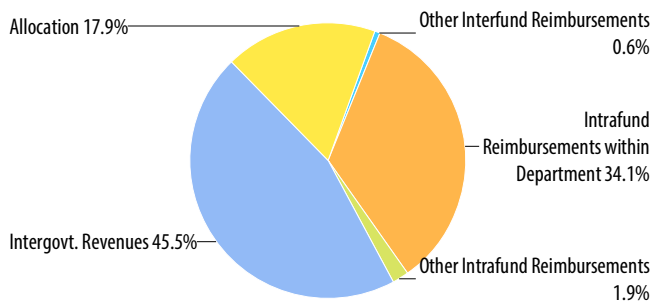
**Emergency Services
Department Structure**
Mary Jo Flynn, Chief



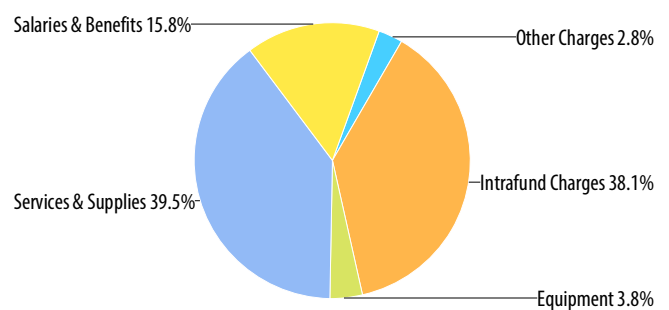
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The **Office of Emergency Services** (OES) coordinates the 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.

Responsibilities include development of Sacramento's Emergency Response Plan and annexes, and the coordination of that plan with the County's emergency response organization and other local, state, and federal agencies in order to mitigate, prepare for, respond to, and recover from the effects of a natural, technological or human-caused disaster. OES provides for the coordination of Operational Area (OA) resources, information, and priorities among local governments within the County and between local governments and the state. Programs include:

- Grant Projects
- OES Administration

Goals

- Ensure readiness to respond. Provide emergency managers, county staff, and personnel from the Operational Area agencies, with comprehensive and relevant skill development through training and exercises in emergency management and capitalize on improvements from lessons learned during recent disasters impacting Sacramento County.
- Enhance local government capacity to respond to all types of disaster events by coordinating the acquisition, distribution and oversight of federal Homeland Security grants.
- Cultivate climate literacy and the relationship of climate change to more extreme and frequent disasters. Manage and support climate-related emergencies such as drought, flood and extreme heat. Enhance Sacramento County's ability to anticipate, prepare for and adapt to future climate conditions by integrating climate literacy into plans, training and exercises.

Accomplishments

- Expanded the County's evacuation planning resources to include maps for resident and livestock evacuations. This included updates to websites and included GIS information to ensure residents and agricultural producers have access to accurate and timely evacuation resources and information.
- Strategically positioned an additional five flood fight material and resource cache sites in the Sacramento Delta. These resource caches prove to be vital to securing rapid response to incidents along levee systems in the Delta and have proven successful in previous storm and Emergency Operations Center (EOC) activations.
- Cataloged and submitted public assistance projects for three open federal disasters, the COVID-19 federal disaster (DR-4482), 2022/2023 December/January Winter Storms (DR-4683), and 2023 March Storms (DR-4699) totaling over \$66 million, and coordinated the reimbursement efforts with county departments, operational area stakeholders, California Governor's Office of Emergency Services (CalOES) and the Federal

Emergency Management Agency (FEMA).

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Grant Projects	\$4,470,078	\$15,675,236	\$9,548,759	\$(6,126,477)	(39.1)%
SacOES Admin	\$3,279,371	\$3,504,983	\$3,348,924	\$(156,059)	(4.5)%
Gross Expenditures/Appropriations	\$7,749,449	\$19,180,219	\$12,897,683	\$(6,282,536)	(32.8)%
Total Intrafund Reimbursements	\$(1,461,725)	\$(7,445,158)	\$(4,644,724)	\$2,800,434	(37.6)%
Total Expenditures/Appropriations	\$6,287,724	\$11,735,061	\$8,252,959	\$(3,482,102)	(29.7)%
Revenue	\$3,261,958	\$9,233,599	\$5,874,596	\$(3,359,003)	(36.4)%
Total Interfund Reimbursements	\$117,550	\$32,622	\$74,800	\$42,178	129.3%
Total Revenue	\$3,379,508	\$9,266,221	\$5,949,396	\$(3,316,825)	(35.8)%
Net Cost	\$2,908,216	\$2,468,840	\$2,303,563	\$(165,277)	(6.7)%
Positions	8.0	10.0	11.0	1.0	10.0%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,393,901	\$1,829,808	\$2,031,787	\$201,979	11.0%
Services & Supplies	\$3,067,189	\$7,128,157	\$5,094,616	\$(2,033,541)	(28.5)%
Other Charges	\$769,311	\$1,214,478	\$367,140	\$(847,338)	(69.8)%
Equipment	\$202,177	\$1,192,900	\$492,883	\$(700,017)	(58.7)%
Interfund Charges	\$400,000	—	—	—	—%
Intrafund Charges	\$1,916,871	\$7,814,876	\$4,911,257	\$(2,903,619)	(37.2)%
Gross Expenditures	\$7,749,449	\$19,180,219	\$12,897,683	\$(6,282,536)	(32.8)%
Other Intrafund Reimbursements	\$(160,110)	\$(154,691)	\$(245,751)	\$(91,060)	58.9%
Intrafund Reimbursements within Department	\$(1,301,615)	\$(7,290,467)	\$(4,398,973)	\$2,891,494	(39.7)%
Total Intrafund Reimbursements	\$(1,461,725)	\$(7,445,158)	\$(4,644,724)	\$2,800,434	(37.6)%
Total Expenditures/Appropriations	\$6,287,724	\$11,735,061	\$8,252,959	\$(3,482,102)	(29.7)%
Intergovernmental Revenues	\$2,265,640	\$9,233,599	\$5,874,596	\$(3,359,003)	(36.4)%
Miscellaneous Revenues	\$996,318	—	—	—	—%
Revenue	\$3,261,958	\$9,233,599	\$5,874,596	\$(3,359,003)	(36.4)%
Other Interfund Reimbursements	\$117,550	\$32,622	\$74,800	\$42,178	129.3%
Total Interfund Reimbursements	\$117,550	\$32,622	\$74,800	\$42,178	129.3%
Total Revenue	\$3,379,508	\$9,266,221	\$5,949,396	\$(3,316,825)	(35.8)%
Net Cost	\$2,908,216	\$2,468,840	\$2,303,563	\$(165,277)	(6.7)%
Positions	8.0	10.0	11.0	1.0	10.0%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget is included in the program sections of this Budget Unit. Summaries of applicable position changes, growth, and/or reductions, for this budget unit are provided in this section.

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

- 1.0 FTE increase in recommended growth requests.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
SacOES Admin	170,377	(63,672)	—	106,705	1.0

Summary of Recommended Reductions by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net County Cost	FTE
SacOES Admin	(88,950)	—	—	(88,950)	—

Grant Projects

Program Overview

Grant Projects obtains, administers, and disperses 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$54,466	—	—	—	—%
Services & Supplies	\$1,154,371	\$5,490,513	\$3,816,090	\$(1,674,423)	(30.5)%
Other Charges	\$769,311	\$1,214,478	\$367,140	\$(847,338)	(69.8)%
Equipment	\$202,177	\$1,192,900	\$492,883	\$(700,017)	(58.7)%
Interfund Charges	\$400,000	—	—	—	—%
Intrafund Charges	\$1,889,753	\$7,777,345	\$4,872,646	\$(2,904,699)	(37.3)%
Gross Expenditures	\$4,470,078	\$15,675,236	\$9,548,759	\$(6,126,477)	(39.1)%
Intrafund Reimbursements within Department	\$(1,301,615)	\$(7,183,495)	\$(4,353,973)	\$2,829,522	(39.4)%
Total Intrafund Reimbursements	\$(1,301,615)	\$(7,183,495)	\$(4,353,973)	\$2,829,522	(39.4)%
Total Expenditures/Appropriations	\$3,168,463	\$8,491,741	\$5,194,786	\$(3,296,955)	(38.8)%
Intergovernmental Revenues	\$1,601,339	\$8,491,741	\$5,194,786	\$(3,296,955)	(38.8)%
Miscellaneous Revenues	\$996,318	—	—	—	—%
Revenue	\$2,597,657	\$8,491,741	\$5,194,786	\$(3,296,955)	(38.8)%
Other Interfund Reimbursements	\$110,923	—	—	—	—%
Total Interfund Reimbursements	\$110,923	—	—	—	—%
Total Revenue	\$2,708,580	\$8,491,741	\$5,194,786	\$(3,296,955)	(38.8)%
Net Cost	\$459,883	—	—	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, and total revenue is due to grant projects that were completed in FY 2023-24.

SacOES Admin

Program Overview

Sacramento County Office of Emergency Services (SacOES) Administration develops and maintains Sacramento County's Emergency Operations Plan, annexes to the plan and supporting communications plan, and coordinates the plan and all emergency management issues with the County's emergency response organization and other local, state and federal agencies. SacOES plans, prepares, trains, and exercises to ensure the readiness of the County's emergency response organization; provides operational area coordination for cities and special districts; acts as the conduit between local government and the state emergency services organization for the coordination of resources; provides and maintains a functional emergency operations center for Sacramento County and the Operational Area as a suitable location for emergency management during disasters; coordinates alerts and warnings, public information, management of critical resources, and situational awareness for establishing priorities for management of emergencies; and provides for coordination among responding jurisdictions, agencies, and levels of government to protect people, property and the environment, and coordinates recovery from disasters, as well as providing information and priorities during disasters.

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,339,435	\$1,829,808	\$2,031,787	\$201,979	11.0%
Services & Supplies	\$1,912,818	\$1,637,644	\$1,278,526	\$(359,118)	(21.9)%
Intrafund Charges	\$27,118	\$37,531	\$38,611	\$1,080	2.9%
Gross Expenditures	\$3,279,371	\$3,504,983	\$3,348,924	\$(156,059)	(4.5)%
Other Intrafund Reimbursements	\$(160,110)	\$(154,691)	\$(245,751)	\$(91,060)	58.9%
Intrafund Reimbursements within Department	—	\$(106,972)	\$(45,000)	\$61,972	(57.9)%
Total Intrafund Reimbursements	\$(160,110)	\$(261,663)	\$(290,751)	\$(29,088)	11.1%
Total Expenditures/Appropriations	\$3,119,261	\$3,243,320	\$3,058,173	\$(185,147)	(5.7)%
Intergovernmental Revenues	\$664,301	\$741,858	\$679,810	\$(62,048)	(8.4)%
Revenue	\$664,301	\$741,858	\$679,810	\$(62,048)	(8.4)%
Other Interfund Reimbursements	\$6,627	\$32,622	\$74,800	\$42,178	129.3%
Total Interfund Reimbursements	\$6,627	\$32,622	\$74,800	\$42,178	129.3%
Total Revenue	\$670,928	\$774,480	\$754,610	\$(19,870)	(2.6)%
Net Cost	\$2,448,333	\$2,468,840	\$2,303,563	\$(165,277)	(6.7)%
Positions	8.0	10.0	11.0	1.0	10.0%

Summary of Changes

The change in Net Cost is a result of changes described below.

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.
- One-time growth approved in FY 2023-24.
- Decreases in project costs related to limited term Emergency Management Performance Grant (EMPG) allocations.
- Recommended growth and reductions detailed later in this section.

The change in total revenue, including interfund reimbursements, is due to:

- An reduction in the budgeted EMPG allocation resulting from the expiration of Federal American Rescue Plan Act (ARPA) EMPG grant funding included in the prior year.
- An increase in transfers from the OES – Restricted Revenues budget (BU 7091000) for eligible expenditures.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
OES - Add 1.0 FTE LT Volunteer Program Specialist					
	63,672	(63,672)	—	—	1.0

Add 1.0 FTE Volunteer Program Specialist Limited Term position to continue volunteer programming for the Medical Reserve Corps. This position is expected to be responsible for recruitment, selection, oversight, and direction of the day-to-day work of Sacramento Medical Reserve Corps volunteers, other emergency volunteers, and perform community outreach and fundraising in assigned program areas. 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 request will be funded by shifting \$74,800 in Sacramento Medical Reserve Corps (MRC) contract service costs and a two-year grant from Public Health. This request is contingent upon approval of a linked growth request in the Department of Health Services budget (BU 7200000).

OES - EOC Software Services					
	106,705	—	—	106,705	—

Restore \$38,000 in categorical unfunded growth and add \$68,705 of growth for technology benefiting the Emergency Operations Center, response and recovery operations. This encompasses upgrades and renewals for three major software items in the Emergency Operations Center and daily situational awareness. Orion software (\$25,250) establishes damage reporting and was used during the 2023 storms to rapidly secure Individual Assistance via the Presidential Declaration. WebEOC software (\$12,750) was upgraded with software enhancements to improve functionality and collaboration with Operational Area stakeholders. New growth includes \$35,000 for the Flood Operations Decision Support System (FODSS) previously supported by Delta Grant Funds, which will transition and be supported by County GIS. Finally, upgrades of the EOC computer systems allowed the integration of M365 Teams licensing for \$33,705, however this cost was not accounted for in the allocated costs from DTECH due to timing.

Recommended Reduction Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net County Cost	FTE
OES - Delete Asst. MRC Contract - Volunteer Program Services	(30,950)	—	—	(30,950)	—

This reduction of \$30,950 would eliminate a part-time contract position supporting the Medical Reserve Corps program. This position currently provides training, evaluation of qualification and certification of medical volunteers, assistance with logistics, staffing and supervision of volunteers at events, and more. Reduction of this position would require a reduction in MRC volunteer activities and services. Critically, MRC volunteers serve in an emergency response capacity providing medical services and care and shelter management services at shelters, cooling and warming centers, clean air centers, resilience centers and also assist with volunteer and donations management during activations of the Emergency Operations Center. Volunteer service hours during emergency response offset the County's cost share for disaster reimbursement. Reduction of the MRC force would shift the burden to the Department of Health Services and the Behavioral Health division to provide medical personnel at emergency response locations like shelters and resilience centers. Additionally, MRC provides medical services at large scale events helping keep costs low for event producers and share disaster preparedness information with the community.

OES - Reduce Emergency Operations Center Software Services (Categorical)	(38,000)	—	—	(38,000)	—
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This is a categorical reduction for technology benefiting the Emergency Operations Center, response and recovery operations. Orion software (\$25,250) is the County's damage reporting software and collects resident damages and public infrastructure into forms needed by CalOES and FEMA to make determinations on disaster funding. During the 2022/2023 December/January Storms Sac OES was able to collect damage reports from over 3,000 residents resulting in over 3,400 residents applying for FEMA funding and identified damages valued at over \$2 million. This software replaces a manual process and expedites reporting and funding authorization for residents, the County, and jurisdictions. WebEOC (\$12,750) is the County's software tool for the collection and archive of incident and disaster documentation. WebEOC is provided as an Operational Area asset to cities and special districts who under the Emergency Services Act are required to report their emergency activities and resource needs to the County. The County pays 51% and partners share the remaining fees. The initial upgrade utilized grant funding and a one-time use of the reserve account designated for software upgrades. This is recommended for restoration through a growth request.

OES - Reduce Food/Catering Supplies for Cooling and Warming Centers	(20,000)	—	—	(20,000)	—
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Reduce Food/Catering Supplies designated for cooling/warming centers by \$20,000. This funds the initial operation costs of activating cooling and warming centers. Costs include facility rental, daily cleaning, and purchase of blankets, food, and water. Costs may expand to support needs requested by jurisdictions within the Operational Area. Additionally, AB 2645, 2022 defined "resilience centers" which are inclusive of cooling, warming, and clean air spaces. This bill requires OES to provide transportation planning for individuals to access resilience centers and we have agreements in place with Regional Transit and United Cerebral Palsy for specialized transportation which further increases operational costs. Under AB 781, 2023, OES working with Animal Care must also provide acceptable space for pets within resilience centers which will increase personnel, equipment, and cleaning costs.

This reduction will align the budget with recent years' actual expenditure levels. If the need arises, OES may return to the Board with a request for funding.

OES-Restricted Revenues

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:

- Advance Grants
- Emergency Response Systems

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Advance Grants	\$110,923	\$353,527	\$362,599	\$9,072	2.6%
Emergency Response Systems	\$6,627	\$62,830	\$58,340	\$(4,490)	(7.1)%
Gross Expenditures/Appropriations	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Total Expenditures/Appropriations	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Total Financing Uses	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Revenue	\$24,471	—	\$19,454	\$19,454	—%
Total Revenue	\$24,471	—	\$19,454	\$19,454	—%
Total Use of Fund Balance	\$509,435	\$416,357	\$401,485	\$(14,872)	(3.6)%
Total Financing Sources	\$533,906	\$416,357	\$420,939	\$4,582	1.1%
Net Cost	\$(416,357)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$117,550	\$32,622	\$74,800	\$42,178	129.3%
Appropriation for Contingencies	—	\$383,735	\$346,139	\$(37,596)	(9.8)%
Gross Expenditures	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Total Expenditures/Appropriations	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Total Financing Uses	\$117,550	\$416,357	\$420,939	\$4,582	1.1%
Revenue from Use Of Money & Property	\$17,971	—	\$12,954	\$12,954	—%
Intergovernmental Revenues	\$6,500	—	\$6,500	\$6,500	—%
Revenue	\$24,471	—	\$19,454	\$19,454	—%
Total Revenue	\$24,471	—	\$19,454	\$19,454	—%
Fund Balance	\$509,435	\$416,357	\$401,485	\$(14,872)	(3.6)%
Total Use of Fund Balance	\$509,435	\$416,357	\$401,485	\$(14,872)	(3.6)%
Total Financing Sources	\$533,906	\$416,357	\$420,939	\$4,582	1.1%
Net Cost	\$(416,357)	—	—	—	—%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget is included in the program sections of this Budget Unit.

Advance Grants

Program Overview

Advance Grants provides financing for certain projects and programs administered by the Office of Emergency Services. Grants when received in advance, and not on a reimbursement basis are included in this budget unit as well as funding for medical supplies and staffing that originated from a refund from Stericycle for returned pharmaceuticals. The pharmaceuticals were originally purchased with federal grant funding. The Stericycle funds are restricted to uses for medical supplies and staffing including supporting the Sacramento County Medical Reserve Corps.

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$110,923	—	\$64,800	\$64,800	—%
Appropriation for Contingencies	—	\$353,527	\$297,799	\$(55,728)	(15.8)%
Gross Expenditures	\$110,923	\$353,527	\$362,599	\$9,072	2.6%
Total Expenditures/Appropriations	\$110,923	\$353,527	\$362,599	\$9,072	2.6%
Total Financing Uses	\$110,923	\$353,527	\$362,599	\$9,072	2.6%
Revenue from Use Of Money & Property	\$11,784	—	\$9,072	\$9,072	—%
Revenue	\$11,784	—	\$9,072	\$9,072	—%
Total Revenue	\$11,784	—	\$9,072	\$9,072	—%
Fund Balance	\$452,666	\$353,527	\$353,527	—	—%
Total Use of Fund Balance	\$452,666	\$353,527	\$353,527	—	—%
Total Financing Sources	\$464,450	\$353,527	\$362,599	\$9,072	2.6%
Net Cost	\$(353,527)	—	—	—	—%

Summary of Changes

The change in total appropriations is due to:

- A transfer to the Office of Emergency Services budget (BU 7090000) to partially offset the cost of 1.0 FTE Volunteer Program Specialist position.
- A decrease in budgeted contingency for future needs.

The change in total revenue is due to an estimated increase in interest income.

Emergency Response Systems

Program Overview

This fund is comprised of two programs, (1) the mass alert and public warning system and (2) the crisis incident management system. The mass alert and public warning system is operated and maintained by emergency services for use by its staff and local emergency management partners and is used to disseminate high-volume text, phone, and email alerts to the public and employees. The crisis incident management system is operated and maintained by Emergency Services for use by its staff and local emergency management partners for the purpose of managing, monitoring, and archiving emergency responses and activities. Both programs include funds received by 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$6,627	\$32,622	\$10,000	\$(22,622)	(69.3)%
Appropriation for Contingencies	—	\$30,208	\$48,340	\$18,132	60.0%
Gross Expenditures	\$6,627	\$62,830	\$58,340	\$(4,490)	(7.1)%
Total Expenditures/Appropriations	\$6,627	\$62,830	\$58,340	\$(4,490)	(7.1)%
Total Financing Uses	\$6,627	\$62,830	\$58,340	\$(4,490)	(7.1)%
Revenue from Use Of Money & Property	\$6,188	—	\$3,882	\$3,882	—%
Intergovernmental Revenues	\$6,500	—	\$6,500	\$6,500	—%
Revenue	\$12,688	—	\$10,382	\$10,382	—%
Total Revenue	\$12,688	—	\$10,382	\$10,382	—%
Fund Balance	\$56,769	\$62,830	\$47,958	\$(14,872)	(23.7)%
Total Use of Fund Balance	\$56,769	\$62,830	\$47,958	\$(14,872)	(23.7)%
Total Financing Sources	\$69,457	\$62,830	\$58,340	\$(4,490)	(7.1)%
Net Cost	\$(62,830)	—	—	—	—%

Summary of Changes

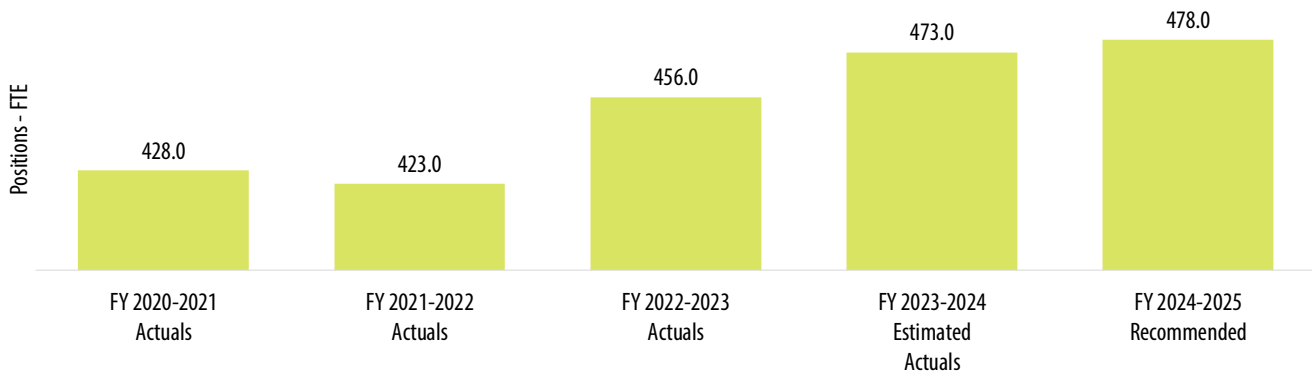
The change in total appropriations is due to one-time use of restricted revenue in FY 2023-24 to fund a service upgrade.

The change in total revenue is due to interest earned on restricted revenues and annual revenue that was not budgeted in FY 2023-24.

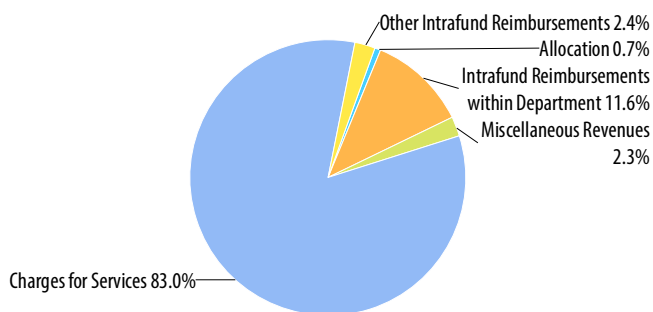
General Services Department Structure Sylvester Fadal, Interim Director



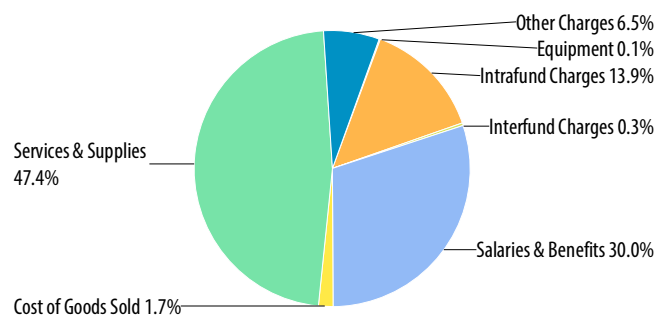
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The **Department of General Services** (DGS) 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.

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

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

Goals

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

Accomplishments

- Increased the Delegated Purchased Order limit to improve efficiencies in countywide purchasing activities.
- In a joint effort with Department of Finance, obtained Board approval increasing the single transaction limit of the Procurement Card Program to improve the effectiveness of the program for all participating departments.
- Implemented the enhanced security project at the County Administration Building.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Administration	\$6,318,323	\$8,011,244	\$7,913,778	\$(97,466)	(1.2)%
Architectural Services	\$3,924,760	\$5,563,660	\$5,993,604	\$429,944	7.7%
Central Purchasing	\$4,011,064	\$4,684,960	\$4,602,233	\$(82,727)	(1.8)%
Facilities Management	\$56,504,678	\$71,380,787	\$70,183,977	\$(1,196,810)	(1.7)%
Fleet Services	\$68,691,507	\$83,222,873	\$85,262,649	\$2,039,776	2.5%
Real Estate	\$50,585,280	\$53,555,833	\$57,035,910	\$3,480,077	6.5%
Support Services	\$7,260,670	\$9,255,181	\$9,456,616	\$201,435	2.2%
Gross Expenditures/Appropriations	\$197,296,283	\$235,674,538	\$240,448,767	\$4,774,229	2.0%
Total Intrafund Reimbursements	\$(27,423,530)	\$(32,197,894)	\$(33,534,897)	\$(1,337,003)	4.2%
Total Expenditures/Appropriations	\$169,872,753	\$203,476,644	\$206,913,870	\$3,437,226	1.7%
Revenue	\$167,230,489	\$196,508,523	\$205,261,256	\$8,752,733	4.5%
Total Interfund Reimbursements	\$1,270,630	—	—	—	—%
Total Revenue	\$168,501,119	\$196,508,523	\$205,261,256	\$8,752,733	4.5%
Net Cost	\$1,371,634	\$6,968,121	\$1,652,614	\$(5,315,507)	(76.3)%
Positions	456.0	473.0	478.0	5.0	1.1%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$57,282,718	\$70,854,043	\$72,078,212	\$1,224,169	1.7%
Services & Supplies	\$95,897,968	\$110,526,015	\$113,973,057	\$3,447,042	3.1%
Other Charges	\$12,357,114	\$16,733,968	\$15,719,936	\$(1,014,032)	(6.1)%
Equipment	\$231,062	\$491,091	\$271,654	\$(219,437)	(44.7)%
Interfund Charges	\$771,935	\$771,527	\$771,011	\$(516)	(0.1)%
Intrafund Charges	\$27,595,190	\$32,197,894	\$33,534,897	\$1,337,003	4.2%
Cost of Goods Sold	\$3,160,296	\$4,100,000	\$4,100,000	—	—%
Gross Expenditures	\$197,296,283	\$235,674,538	\$240,448,767	\$4,774,229	2.0%
Other Intrafund Reimbursements	\$(17,565,181)	\$(5,429,189)	\$(5,750,650)	\$(321,461)	5.9%
Intrafund Reimbursements within Department	\$(9,858,349)	\$(26,768,705)	\$(27,784,247)	\$(1,015,542)	3.8%
Total Intrafund Reimbursements	\$(27,423,530)	\$(32,197,894)	\$(33,534,897)	\$(1,337,003)	4.2%
Total Expenditures/Appropriations	\$169,872,753	\$203,476,644	\$206,913,870	\$3,437,226	1.7%
Revenue from Use Of Money & Property	\$504	—	—	—	—%
Intergovernmental Revenues	\$322,950	\$457,220	—	\$(457,220)	(100.0)%
Charges for Services	\$161,777,951	\$190,485,381	\$199,653,615	\$9,168,234	4.8%
Miscellaneous Revenues	\$5,128,934	\$5,565,922	\$5,607,641	\$41,719	0.7%
Other Financing Sources	\$150	—	—	—	—%
Revenue	\$167,230,489	\$196,508,523	\$205,261,256	\$8,752,733	4.5%
Other Interfund Reimbursements	\$1,270,630	—	—	—	—%
Total Interfund Reimbursements	\$1,270,630	—	—	—	—%
Total Revenue	\$168,501,119	\$196,508,523	\$205,261,256	\$8,752,733	4.5%
Net Cost	\$1,371,634	\$6,968,121	\$1,652,614	\$(5,315,507)	(76.3)%
Positions	456.0	473.0	478.0	5.0	1.1%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget is included in the program sections of this Budget Unit. Summaries of applicable position changes, growth, and/or reductions are provided in this section.

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

- 3.0 FTE recommended net Base decrease.
- 8.0 FTE increase in recommended growth requests.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Administration	(143,906)	—	(143,906)	—	(1.0)
Architectural Services	315,160	—	315,160	—	1.0
Central Purchasing	391,105	(130,409)	260,696	—	3.0
Facilities Management	1,147,906	—	1,070,906	77,000	5.0
Fleet Services	1,373,386	—	1,373,386	—	—
Support Services	126,429	(97,182)	29,247	—	—

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,796,878	\$5,646,563	\$5,532,726	\$(113,837)	(2.0)%
Services & Supplies	\$949,751	\$1,457,764	\$1,362,208	\$(95,556)	(6.6)%
Other Charges	\$13,358	\$283,845	\$251,360	\$(32,485)	(11.4)%
Intrafund Charges	\$558,335	\$623,072	\$767,484	\$144,412	23.2%
Gross Expenditures	\$6,318,323	\$8,011,244	\$7,913,778	\$(97,466)	(1.2)%
Other Intrafund Reimbursements	\$(4,528)	\$(66)	\$(1,636)	\$(1,570)	2,378.8%
Intrafund Reimbursements within Department	\$(4,652,886)	\$(5,462,615)	\$(5,720,216)	\$(257,601)	4.7%
Total Intrafund Reimbursements	\$(4,657,414)	\$(5,462,681)	\$(5,721,852)	\$(259,171)	4.7%
Total Expenditures/Appropriations	\$1,660,909	\$2,548,563	\$2,191,926	\$(356,637)	(14.0)%
Intergovernmental Revenues	\$16,148	\$167,755	—	\$(167,755)	(100.0)%
Charges for Services	\$1,598,564	\$1,735,211	\$1,901,394	\$166,183	9.6%
Miscellaneous Revenues	\$28,962	\$286,726	\$288,522	\$1,796	0.6%
Revenue	\$1,643,673	\$2,189,692	\$2,189,916	\$224	0.0%
Total Revenue	\$1,643,673	\$2,189,692	\$2,189,916	\$224	0.0%
Net Cost	\$17,236	\$358,871	\$2,010	\$(356,861)	(99.4)%
Positions	30.0	31.0	30.0	(1.0)	(3.2)%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, and facility use, partially offset by a decrease in allocated costs for the Countywide Cost Allocation Plan (CCAP).
- Removal of appropriations for one-time contingencies.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- An increases in cost recovery for unavoidable cost increases.
- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Reallocate 1.0 FTE ASO2 from Limited Term to Permanent and Move from Dept Admin to ASD					
	(143,906)	—	(143,906)	—	(1.0)
<p>Reallocate 1.0 FTE filled Administrative Services Officer 2 (ASO2) position from Limited Term to Permanent Full-Time position and move from Department Administration to Architectural Services Division (ASD). This ongoing, zero-cost request will keep the budgeted costs and ARPA funding source unchanged in Fiscal Year 2024-25. After ARPA work and related funding expire in December 2026, this position will provide full-time support to ASD, which forecasts a need for increased support due to increased project work that will be performed by growth positions added in Fiscal Year 2023-24 and in Fiscal Year 2024-25. This request will reallocate 1.0 FTE ASO2 (\$143,906) in Department Administration to 1.0 FTE ASO2 (\$143,906) in ASD in 2024-25 with no fiscal impact.</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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,923,634	\$4,156,103	\$4,423,369	\$267,266	6.4%
Services & Supplies	\$289,172	\$518,413	\$432,072	\$(86,341)	(16.7)%
Other Charges	\$11,572	\$22,676	\$5,350	\$(17,326)	(76.4)%
Intrafund Charges	\$700,382	\$866,468	\$1,132,813	\$266,345	30.7%
Gross Expenditures	\$3,924,760	\$5,563,660	\$5,993,604	\$429,944	7.7%
Other Intrafund Reimbursements	\$(5,039)	\$(20,500)	\$(20,500)	—	—%
Intrafund Reimbursements within Department	\$(14,917)	—	—	—	—%
Total Intrafund Reimbursements	\$(19,956)	\$(20,500)	\$(20,500)	—	—%
Total Expenditures/Appropriations	\$3,904,805	\$5,543,160	\$5,973,104	\$429,944	7.8%
Intergovernmental Revenues	\$1,615	\$157,380	—	\$(157,380)	(100.0)%
Charges for Services	\$4,037,944	\$5,243,451	\$5,973,104	\$729,653	13.9%
Revenue	\$4,039,559	\$5,400,831	\$5,973,104	\$572,273	10.6%
Total Revenue	\$4,039,559	\$5,400,831	\$5,973,104	\$572,273	10.6%
Net Cost	\$(134,754)	\$142,329	—	\$(142,329)	(100.0)%
Positions	16.0	22.0	22.0	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, partially offset by the deletion of a vacant position.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, and facility use, partially offset by a decrease in allocated costs for the CCAP.
- Removal of appropriations for one-time projects and contingencies.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- An increase in cost recovery for unavoidable cost increases.
- A reduction in American Rescue Plan Act (ARPA) funding.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Increase Appropriations for Contract Services Work - Architectural Services					
	130,409	—	130,409	—	—
Increase appropriations for increased contract services work performed by an additional Sr. Contract Services Officer in the growth request from DGS Central Purchasing - Contracts Unit. Increased project work being performed by Architectural Services Division (ASD) growth positions from 2023-24 will require increased contract services from DGS Contracts Unit. Projects cannot progress without contract services. This ongoing request with no net cost will be funded through ASD recovery for project costs. This request is contingent upon approval of a linked growth request from DGS Contracts Unit (BU 7000000).					
DGS - Increase Extra Help for Architectural Services					
	40,845	—	40,845	—	—
Increase Extra Help budget to hire another Engineering/Architect Student Intern to assist project managers on multiple projects, taking on simple, but time consuming tasks to alleviate project managers from non project related tasks so the project managers can focus on assigned projects and handle more projects per year. Funding for this ongoing request will come from the division's work on billable projects, so there will be no net cost.					
DGS - Reallocate 1.0 FTE ASO2 from Limited Term to Permanent and Move from Dept Admin to ASD					
	143,906	—	143,906	—	1.0
Reallocate 1.0 FTE filled Administrative Services Officer 2 (ASO2) position from Limited Term to Permanent Full-Time position and move from Department Administration to Architectural Services Division (ASD). This ongoing, zero-cost request will keep the budgeted costs and ARPA funding source unchanged in Fiscal Year 2024-25. After ARPA work and related funding expire in December 2026, this position will provide full-time support to ASD, which forecasts a need for increased support due to increased project work that will be performed by growth positions added in Fiscal Year 2023-24 and in Fiscal Year 2024-25. This request will reallocate 1.0 FTE ASO2 (\$143,906) in Department Administration to 1.0 FTE ASO2 (\$143,906) in ASD in 2024-25 with no fiscal impact.					

Central Purchasing

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,909,454	\$2,917,913	\$3,281,118	\$363,205	12.4%
Services & Supplies	\$562,692	\$1,052,584	\$632,504	\$(420,080)	(39.9)%
Other Charges	\$8,451	\$20,574	—	\$(20,574)	(100.0)%
Intrafund Charges	\$530,467	\$693,889	\$688,611	\$(5,278)	(0.8)%
Gross Expenditures	\$4,011,064	\$4,684,960	\$4,602,233	\$(82,727)	(1.8)%
Other Intrafund Reimbursements	\$(645,178)	\$(783,175)	\$(979,949)	\$(196,774)	25.1%
Intrafund Reimbursements within Department	\$(130,175)	\$(185,082)	\$(211,420)	\$(26,338)	14.2%
Total Intrafund Reimbursements	\$(775,353)	\$(968,257)	\$(1,191,369)	\$(223,112)	23.0%
Total Expenditures/Appropriations	\$3,235,711	\$3,716,703	\$3,410,864	\$(305,839)	(8.2)%
Intergovernmental Revenues	\$20,992	—	—	—	—%
Charges for Services	\$3,101,941	\$3,332,662	\$3,387,864	\$55,202	1.7%
Miscellaneous Revenues	\$156,238	\$8,000	\$8,000	—	—%
Revenue	\$3,279,170	\$3,340,662	\$3,395,864	\$55,202	1.7%
Total Revenue	\$3,279,170	\$3,340,662	\$3,395,864	\$55,202	1.7%
Net Cost	\$(43,459)	\$376,041	\$15,000	\$(361,041)	(96.0)%
Positions	19.0	19.0	22.0	3.0	15.8%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, offset by newer employees starting at lower pay steps.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, and facility use, partially offset by a decrease in allocated costs for the CCAP.
- Removal of appropriations for one-time projects and contingencies.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- A net decrease in cost recovery resulting from lower appropriations.
- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Add 1.0 FTE Sr. Contract Services Officer - Central Purchasing (ACP)					
	130,287	—	130,287	—	1.0
Add 1.0 FTE Sr. Contract Services Officer to the Contract and Purchasing Services Division. This position will help address the increasing workload that has been causing delays in responses to customer requests for procurement services. This request will be funded by an increase in the Purchasing Services allocation charges to all customers.					
DGS - Add 1.0 FTE Sr. Contract Services Officer for Contracts Unit - Central Purchasing					
	130,409	(130,409)	—	—	1.0
Add 1.0 FTE Sr. Contract Services Officer (Sr CSO2) position to the Contracts Unit to provide increased contract services to DGS Architectural Services Division (ASD) for County projects including Capital Improvement Plan projects. This ongoing request with no net cost will be funded through direct billing to ASD. This growth request is contingent upon approval of a linked DGS ASD growth request (BU 7000000).					
DGS - Add 1.0 FTE Sr. CSO - Central Purchasing (2)					
	130,409	—	130,409	—	1.0
Add 1.0 FTE Sr. Contract Services Officer to provide dedicated services to Department of Airports (SCDA) to support procurement activities that will increase substantially due to the SMForward expansion project. This project will require the new position to perform procurement tasks following the requirements of any special funding sources and Federal Aviation Authority requirements. This ongoing request of \$130,409 will be fully funded by SCDA. This request is contingent upon approval of a linked growth request in the SCDA budget (BU 3400000).					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$29,583,963	\$37,793,539	\$38,173,896	\$380,357	1.0%
Services & Supplies	\$22,953,211	\$27,731,789	\$26,933,662	\$(798,127)	(2.9)%
Other Charges	\$139,228	\$1,052,782	\$161,150	\$(891,632)	(84.7)%
Equipment	\$5,307	\$79,091	\$21,654	\$(57,437)	(72.6)%
Interfund Charges	\$81,218	\$81,137	\$80,655	\$(482)	(0.6)%
Intrafund Charges	\$3,741,752	\$4,642,449	\$4,812,960	\$170,511	3.7%
Gross Expenditures	\$56,504,678	\$71,380,787	\$70,183,977	\$(1,196,810)	(1.7)%
Other Intrafund Reimbursements	\$(1,771,299)	\$(2,250,212)	\$(2,341,540)	\$(91,328)	4.1%
Intrafund Reimbursements within Department	\$(120,660)	\$(133,318)	\$(126,480)	\$6,838	(5.1)%
Total Intrafund Reimbursements	\$(1,891,959)	\$(2,383,530)	\$(2,468,020)	\$(84,490)	3.5%
Total Expenditures/Appropriations	\$54,612,720	\$68,997,257	\$67,715,957	\$(1,281,300)	(1.9)%
Revenue from Use Of Money & Property	\$504	—	—	—	—%
Intergovernmental Revenues	\$166,319	\$132,085	—	\$(132,085)	(100.0)%
Charges for Services	\$54,523,255	\$64,698,200	\$67,029,945	\$2,331,745	3.6%
Miscellaneous Revenues	\$356,488	\$290,220	\$335,700	\$45,480	15.7%
Other Financing Sources	\$0	—	—	—	—%
Revenue	\$55,046,566	\$65,120,505	\$67,365,645	\$2,245,140	3.4%
Other Interfund Reimbursements	\$1,270,630	—	—	—	—%
Total Interfund Reimbursements	\$1,270,630	—	—	—	—%
Total Revenue	\$56,317,196	\$65,120,505	\$67,365,645	\$2,245,140	3.4%
Net Cost	\$(1,704,477)	\$3,876,752	\$350,312	\$(3,526,440)	(91.0)%
Positions	250.0	260.0	264.0	4.0	1.5%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, partially offset by an increase in budgeted salary savings and the deletion of a vacant position.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, facility use, and workers compensation, partially offset by a decrease in allocated costs for the CCAP.
- Decreases in appropriations for one-time projects and contingencies.
- Increases in pass-through costs and contract costs.
- Recommended growth detailed later in this section.

The change in total revenue, including interfund reimbursements, is due to:

- An increase in cost recovery for unavoidable cost increases.
- A reduction in ARPA funding.
- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Add 1.0 FTE Carpenter and One Vehicle - Facilities Management - Bradshaw (ACP)					
	255,296	—	178,296	77,000	1.0
Add 1.0 FTE Carpenter and one additional class 137 vehicle (utility truck) to address increased need for services. The ongoing costs will be funded by an increase in the Facility Use Allocation and the one-time cost of \$77,000 for the required vehicle contribution will be funded with retained earnings.					
DGS - Add 1.0 FTE Carpenter, 1.0 FTE Electrician, 1.0 FTE Plumber to Airport District - Facilities Mgmt					
	430,434	—	430,434	—	3.0
Add 1.0 FTE Carpenter, 1.0 FTE Electrician, 1.0 FTE Plumber to DGS Airport District as first step for DGS Airport District to respond to Department of Airports' (SCDA) request for 24/7 services. This ongoing request of \$430,434 will be fully funded by SCDA. This request is contingent upon approval of a linked growth request in the SCDA budget (BU 3400000).					
DGS - Add 1.0 FTE Plumber - Facilities Management - Downtown (ACP)					
	182,137	—	182,137	—	1.0
Add 1.0 FTE Plumber to improve response times to emergencies and to provide resources necessary to complete preventive maintenance on time as aging facilities are requiring more emergency repair work. This ongoing request will be funded by an increase in the Facility Use Allocation.					

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Increase Services and Supplies for Increased Pass Through Costs in Airport District Projects - Facilities Mgmt					
	275,000	—	275,000	—	—
<p>Increase Services and Supplies appropriations for pass through costs primarily for vendor services and materials, for DGS to take on more project work at the request of the Department of Airports (SCDA). SCDA is requesting services provided by the Department of General Services for components of SMForward and other projects throughout the Airport System. This ongoing request of \$275,000 will be fully recovered from SCDA. This request is contingent upon approval of a linked growth request in the SCDA budget (BU 3400000).</p>					
DGS - Reallocate 1.0 FTE Office Specialist 2 to 1.0 FTE Sr. Office Specialist - Facilities Management - Downtown (ACP)					
	5,039	—	5,039	—	—
<p>Reallocate 1.0 FTE filled Office Specialist Lv 2 to 1.0 FTE Sr. Office Specialist to align with expanded duties to be assigned. This ongoing request will be funded by an increase in the Facility Use Allocation.</p>					

Fleet Services

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$12,357,548	\$14,560,458	\$14,952,286	\$391,828	2.7%
Services & Supplies	\$25,027,516	\$31,363,289	\$32,605,610	\$1,242,321	4.0%
Other Charges	\$12,077,209	\$15,211,410	\$15,146,226	\$(65,184)	(0.4)%
Equipment	\$163,699	\$162,000	—	\$(162,000)	(100.0)%
Interfund Charges	\$690,718	\$690,390	\$690,356	\$(34)	(0.0)%
Intrafund Charges	\$18,374,817	\$21,235,326	\$21,868,171	\$632,845	3.0%
Gross Expenditures	\$68,691,507	\$83,222,873	\$85,262,649	\$2,039,776	2.5%
Other Intrafund Reimbursements	\$(14,994,953)	\$(2,188,942)	\$(2,210,713)	\$(21,771)	1.0%
Intrafund Reimbursements within Department	\$(2,518,081)	\$(18,434,478)	\$(19,085,568)	\$(651,090)	3.5%
Total Intrafund Reimbursements	\$(17,513,034)	\$(20,623,420)	\$(21,296,281)	\$(672,861)	3.3%
Total Expenditures/Appropriations	\$51,178,474	\$62,599,453	\$63,966,368	\$1,366,915	2.2%
Intergovernmental Revenues	\$79,123	—	—	—	—%
Charges for Services	\$43,330,759	\$55,692,021	\$57,777,755	\$2,085,734	3.7%
Miscellaneous Revenues	\$4,552,851	\$4,980,976	\$4,975,419	\$(5,557)	(0.1)%
Other Financing Sources	\$150	—	—	—	—%
Revenue	\$47,962,883	\$60,672,997	\$62,753,174	\$2,080,177	3.4%
Total Revenue	\$47,962,883	\$60,672,997	\$62,753,174	\$2,080,177	3.4%
Net Cost	\$3,215,590	\$1,926,456	\$1,213,194	\$(713,262)	(37.0)%
Positions	99.0	100.0	100.0	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, facility use, and workers compensation, partially offset by decreases in allocated costs for the CCAP and liability insurance.
- Decreases in appropriations for one-time projects and contingencies.

- Increases in pass-through costs and contract costs.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- Increases from recovery of unavoidable cost increases.
- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Increase Pass Through Costs for Heavy Fleet - Fleet Services					
	1,361,293	—	1,361,293	—	—
Increase appropriations for ongoing passthrough costs for vendor services and materials for maintenance and repair of heavy equipment at DGS Fleet Services' Branch Center heavy equipment shop, due to increased demand for services from Department of Waste Management and Recycling (DWMR) on its department-owned heavy equipment. The expected increase in passthrough costs is due to DWMR's planned equipment purchases for FY 2024-25 and its retention of older aging vehicles and equipment that require costly repairs and maintenance for upkeep. This ongoing request of \$1,361,293 will be fully funded through pass through of costs to DWMR. This request is contingent upon approval of a linked growth request in the DWMR budget (BU 2200000).					
DGS - Reallocate 1.0 FTE Administrative Services Officer (ASO) 1 to 1.0 FTE ASO 2 - Fleet Services					
	12,093	—	12,093	—	—
Reallocate 1.0 FTE filled Administrative Services Officer 1 (ASO1) to 1.0 FTE Administrative Services Officer 2 (ASO2) to align with the additional duties that will be assigned. This ongoing request will be funded through increased recovery in fleet rental rates and billable services to customers.					

Real Estate

Program Overview

Real Estate negotiates the purchase of real estate property interests required for projects of Public Works and Infrastructure departments, 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,034,062	\$3,656,471	\$3,575,342	\$(81,129)	(2.2)%
Services & Supplies	\$44,815,147	\$46,870,236	\$50,409,206	\$3,538,970	7.6%
Other Charges	\$9,785	\$24,906	—	\$(24,906)	(100.0)%
Intrafund Charges	\$2,726,285	\$3,004,220	\$3,051,362	\$47,142	1.6%
Gross Expenditures	\$50,585,280	\$53,555,833	\$57,035,910	\$3,480,077	6.5%
Other Intrafund Reimbursements	\$(16,685)	\$(16,747)	\$(17,087)	\$(340)	2.0%
Intrafund Reimbursements within Department	\$(2,107,057)	\$(2,266,206)	\$(2,281,864)	\$(15,658)	0.7%
Total Intrafund Reimbursements	\$(2,123,742)	\$(2,282,953)	\$(2,298,951)	\$(15,998)	0.7%
Total Expenditures/Appropriations	\$48,461,538	\$51,272,880	\$54,736,959	\$3,464,079	6.8%
Intergovernmental Revenues	\$16,148	—	—	—	—%
Charges for Services	\$48,432,602	\$51,059,904	\$54,691,684	\$3,631,780	7.1%
Revenue	\$48,448,750	\$51,059,904	\$54,691,684	\$3,631,780	7.1%
Total Revenue	\$48,448,750	\$51,059,904	\$54,691,684	\$3,631,780	7.1%
Net Cost	\$12,788	\$212,976	\$45,275	\$(167,701)	(78.7)%
Positions	23.0	22.0	21.0	(1.0)	(4.5)%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, offset by the deletion of a vacant position.
- Increases in allocated costs for personnel services and Pension Obligation Bonds, partially offset by a decrease in allocated costs for the CCAP.
- Decreases in appropriations for one-time project costs.
- Increases in pass-through costs.

The change in total revenue is due to:

- Increases from recovery of unavoidable cost increases.

Net Cost reflects a decrease in retained earnings.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,677,179	\$2,122,996	\$2,139,475	\$16,479	0.8%
Services & Supplies	\$1,300,477	\$1,531,940	\$1,597,795	\$65,855	4.3%
Other Charges	\$97,511	\$117,775	\$155,850	\$38,075	32.3%
Equipment	\$62,056	\$250,000	\$250,000	—	—%
Intrafund Charges	\$963,151	\$1,132,470	\$1,213,496	\$81,026	7.2%
Cost of Goods Sold	\$3,160,296	\$4,100,000	\$4,100,000	—	—%
Gross Expenditures	\$7,260,670	\$9,255,181	\$9,456,616	\$201,435	2.2%
Other Intrafund Reimbursements	\$(127,500)	\$(169,547)	\$(179,225)	\$(9,678)	5.7%
Intrafund Reimbursements within Department	\$(314,573)	\$(287,006)	\$(358,699)	\$(71,693)	25.0%
Total Intrafund Reimbursements	\$(442,073)	\$(456,553)	\$(537,924)	\$(81,371)	17.8%
Total Expenditures/Appropriations	\$6,818,597	\$8,798,628	\$8,918,692	\$120,064	1.4%
Intergovernmental Revenues	\$22,607	—	—	—	—%
Charges for Services	\$6,752,886	\$8,723,932	\$8,891,869	\$167,937	1.9%
Miscellaneous Revenues	\$34,396	—	—	—	—%
Other Financing Sources	\$0	—	—	—	—%
Revenue	\$6,809,888	\$8,723,932	\$8,891,869	\$167,937	1.9%
Total Revenue	\$6,809,888	\$8,723,932	\$8,891,869	\$167,937	1.9%
Net Cost	\$8,709	\$74,696	\$26,823	\$(47,873)	(64.1)%
Positions	19.0	19.0	19.0	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, partially offset by newer employees starting at lower pay steps.
- Increases in allocated costs for information technology services, personnel services, Pension Obligation Bonds, facility use, and workers compensation, partially offset by a decrease in allocated costs for the CCAP.

- Increases in pass-through costs.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- Increases from recovery of unavoidable cost increases.
- Recommended growth detailed later in this section.

Net Cost reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DGS - Reallocate 1.0 FTE Printing Services Technician to 1.0 FTE Chief Storekeeper Range A - Support Services (ACP)					
	126,429	(97,182)	29,247	—	—

Reallocate 1.0 FTE vacant Printing Services Technician to 1.0 FTE Chief Storekeeper Range A and move position to division overhead to assist the Chief of Support Services. This ongoing request will increase division overhead charges and the ongoing costs will be funded through printing rates, mail service rates, messenger service rates, warehouse rates, and the surplus property allocation. The impact to printing rates will be more than offset by the reduced position costs for the Printing Services Technician, for a net savings to printing rates.

Capital Construction

Budget Unit Functions & Responsibilities

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

- Administration and Planning
- Debt Service
- Projects

Goals

- Complete Americans with Disabilities Act building improvements across County-owned facilities.
- Complete improvements at the Watt Avenue Safe Stay to develop the facility and site.
- Complete heating and ventilation infrastructure replacements at Mather Community Campus.

Accomplishments

- Completed construction on Safe Stay Communities at Florin Road and East Parkway.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Administration and Planning	\$32,764,451	\$20,466,076	\$17,338,276	\$(3,127,800)	(15.3)%
Debt Service	\$929,068	\$1,028,629	\$1,130,964	\$102,335	9.9%
Projects	\$19,537,024	\$131,449,739	\$131,584,181	\$134,442	0.1%
Gross Expenditures/Appropriations	\$53,230,544	\$152,944,444	\$150,053,421	\$(2,891,023)	(1.9)%
Total Intrafund Reimbursements	\$(5,085,102)	\$(6,628,458)	\$(7,590,802)	\$(962,344)	14.5%
Total Expenditures/Appropriations	\$48,145,442	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Total Financing Uses	\$48,145,442	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Revenue	\$60,398,997	\$75,147,973	\$81,350,711	\$6,202,738	8.3%
Total Interfund Reimbursements	\$11,810,381	\$542,085	—	\$(542,085)	(100.0)%
Total Revenue	\$72,209,378	\$75,690,058	\$81,350,711	\$5,660,653	7.5%
Total Use of Fund Balance	\$46,561,992	\$70,625,928	\$61,111,908	\$(9,514,020)	(13.5)%
Total Financing Sources	\$118,771,370	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Net Cost	\$(70,625,928)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$11,761,575	\$55,221,948	\$43,307,321	\$(11,914,627)	(21.6)%
Other Charges	\$1,500	\$18,075,000	\$12,920,677	\$(5,154,323)	(28.5)%
Improvements	\$35,453,298	\$71,990,409	\$85,103,657	\$13,113,248	18.2%
Interfund Charges	\$929,068	\$1,028,629	\$1,130,964	\$102,335	9.9%
Intrafund Charges	\$5,085,102	\$6,628,458	\$7,590,802	\$962,344	14.5%
Gross Expenditures	\$53,230,544	\$152,944,444	\$150,053,421	\$(2,891,023)	(1.9)%
Intrafund Reimbursements within Department	\$(5,085,102)	\$(6,628,458)	\$(7,590,802)	\$(962,344)	14.5%
Total Intrafund Reimbursements	\$(5,085,102)	\$(6,628,458)	\$(7,590,802)	\$(962,344)	14.5%
Total Expenditures/Appropriations	\$48,145,442	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Total Financing Uses	\$48,145,442	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Fines, Forfeitures & Penalties	\$1,578,165	\$1,500,000	\$1,650,000	\$150,000	10.0%
Revenue from Use Of Money & Property	\$2,029,286	\$192,334	\$194,367	\$2,033	1.1%
Intergovernmental Revenues	\$30,782,140	\$22,170,293	\$30,479,115	\$8,308,822	37.5%
Charges for Services	\$3,820,761	\$51,285,346	\$49,027,229	\$(2,258,117)	(4.4)%
Miscellaneous Revenues	\$22,188,645	—	—	—	—%
Revenue	\$60,398,997	\$75,147,973	\$81,350,711	\$6,202,738	8.3%
Other Interfund Reimbursements	\$11,810,381	\$542,085	—	\$(542,085)	(100.0)%
Total Interfund Reimbursements	\$11,810,381	\$542,085	—	\$(542,085)	(100.0)%
Total Revenue	\$72,209,378	\$75,690,058	\$81,350,711	\$5,660,653	7.5%
Fund Balance	\$46,561,992	\$70,625,928	\$61,111,908	\$(9,514,020)	(13.5)%
Total Use of Fund Balance	\$46,561,992	\$70,625,928	\$61,111,908	\$(9,514,020)	(13.5)%
Total Financing Sources	\$118,771,370	\$146,315,986	\$142,462,619	\$(3,853,367)	(2.6)%
Net Cost	\$(70,625,928)	—	—	—	—%

Summary of Changes

A description of budgetary changes from the prior year Adopted Budget to the Recommended Budget is included in the program sections of this Budget Unit.

SUPPLEMENTAL INFORMATION
Capital Construction Fund – Budget Unit 3100000
Fiscal Year 2024-25 Recommended Base Budget

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2024-25 is \$142,462,619. The Fiscal Year 2024-25 Recommended 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)	57,952,768
Available Fund Balance (Libraries)	3,159,140
Courthouse Temporary Construction Fund Revenues	850,000
Criminal Justice Facility Temporary Construction Fund Revenues	800,000
Interest Income	30,000
County Facility Use Allowance	22,246,582
Vacancy Factor & Improvement Districts	2,390,622
Shared Meeting Rooms	744,503
Miscellaneous Revenues - Dept. Funded Projects	23,645,522
American Rescue Plan Act (ARPA)	30,479,115
Revenue Leases	164,367
	<u>\$142,462,619</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.

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.

Supplemental Project Appropriation Information is included in the following tables:

County Buildings & Capital Construction				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3103100	NA	American Rescue Plan Act (ARPA) pass through costs for subrecipient capital projects.	12,920,677	
3103100	NA	Available appropriations to apply to capital improvement projects not yet identified as project numbers on the CIP, including main jail improvements.	5,040,412	
3103100 Total			\$17,961,089	\$0
3103101	NA	Bradshaw Miscellaneous Projects	25,000	
3103101	NA	Bradshaw Parking Lot Maintenance	145,398	
3103101	NA	Voter Registration and Elections/Sheriff Office - Large Warehouse New Secured Area (<i>The project is intended to be funded by Voter Reg in FY 2025-26</i>)	90,000	
3103101	P220994	Bradshaw District - Upgrade Building Management System		350,000
3103101	P290235	Office Building #4 - Secure Lobby		180,000
3103101	P968626	Fleet Services Equipment Shop - Secure South County Corp Yard		1,125,765
3103101	P841655	Water Resources Warehouse - Replace Roof		440,000
3103101	P000150	Building #4 McClellan - Replace Roof		125,000
3103101	P711244	Building #4 McClellan - Americans with Disabilities Act - Public Path of Travel		50,000
3103101	P893331	Branch Center Complex - Fleet Electrification Project		566,942
3103101	P837793	Watt Avenue Safe Stay - Develop the Facility and Site		28,427,914
3103101 Total			\$260,398	\$31,265,621
3103102	NA	Downtown Miscellaneous Repairs	25,000	
3103102	NA	Downtown Sidewalk Repairs	10,000	
3103102	P092049	Old Administration Building - Climate Control System Upgrade		180,000
3103102	P000221	Old Administration Building - Refurbish Air Handling Units		1,500,000
3103102	P000151	Central Plant - Repair Cooling Towers		1,000,000
3103102	P000205	New Administration Center - Replace-Repair Condensate Pans		500,000
3103102	P010267	New Administration - Americans with Disabilities Act - Public Path of Travel - Ramp		265,000
3103102	P992053	New Administration Center - Refurbish Elevators		1,000,000
3103102	P744679	County Garage - Install Electric Vehicle Chargers		186,222
3103102	P763266	New Parking Garage - EV Charger Expansion Readiness		495,410
3103102	P926580	Central Plant - Repair underground hydronic pipe		300,000
3103102	P612606	New Administration Center - Redesign The South Plaza Area		700,000
3103102 Total			\$35,000	\$6,126,632

County Buildings & Capital Construction				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3103108	NA	Administration, Planning, and overhead supporting the Capital Construction Fund	2,774,882	
3103108 Total			\$2,774,882	\$0
3103111	NA	Administration, Planning, and overhead supporting the Capital Construction Fund	542,183	
3103111	NA	Project Teams repairs and maintenance charges	1,000,000	
3103111	NA	Pass through facility use allocation costs charged to CCF, with offsetting revenues in CCF (vacant space allocation, vacant alarms, shared meeting rooms, improvement districts)	3,217,659	
3103111	P229161	Grantland L. Johnson DHHS Center - Sanctioned Homeless Encampment		233,552
3103111	P133734	Behavioral Health Services Mental Health Rehab Center - New Construction		9,470,000
3103111	P901024	Department of Transportation and the Department of Water Resources Parking Lot and Laydown Yard Relocation		100,000
3103111 Total			\$4,759,842	\$9,803,552
3103112	P000210	Office Building #3 – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel		672,968
3103112 Total			\$0	\$672,968
3103114	P327067	Department of Technology Building - Central Plant – Replace Two York Refrigerant 22 Chillers		1,573,051
3103114	P000161	Department of Technology Building - Replace Liebert UPS (phase 1) and modify electrical infrastructure to enable redundancy and reliability (phase 2).		1,500,000
3103114	P559510	Department of Technology Building – Relocate Exhaust Fan		22,000
3103114 Total			\$0	\$3,095,051
3103115	P783759	Animal Care Facility – Americans with Disabilities Act – Public Path of Travel		90,000
3103115	P356899	Animal Care Facility – Americans with Disabilities Act – Public Interior		350,000
3103115	P696355	Animal Care Facility - Clinic Expansion		950,000
3103115 Total			\$0	\$1,390,000
3103125	P000148	B. T. Collins Youth Detention Facility – Replace Roof Top Air Handling Units One and Two		138,775
3103125	P694127	B. T. Collins Youth Detention Facility – Replace Security Control System		2,000,000
3103125	P229071	B.T. Collins Youth Detention Facility - Replace Radio Controller		150,000
3103125	P991139	B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration – First Floor		300,000
3103125	P074592	B.T. Collins Youth Detention Facility - Americans with Disabilities Act – Public Interior		170,000

County Buildings & Capital Construction				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3103125	P166342	B.T. Collins Youth Detention Facility – Visitor's Center – Replace Roof		640,000
3103125	P123867	B.T. Collins Youth Detention Facility - Housing Unit 4 and Courtyard - Remodel areas to accommodate youth programs		305,000
3103125 Total			\$0	\$3,703,775
3103126	P735962	Warren E. Thornton Youth Center – Americans with Disabilities Act – Public Path of Travel		200,000
3103126	P391327	Warren E. Thornton Youth Center - Remodel Facility to Accommodate Two Behavior Health Programs		9,050,000
3103126 Total			\$0	\$9,250,000
3103127	P526482	Boys Ranch - Remove Sludge From Two Sewer Treatment Ponds.		500,000
3103127 Total			\$0	\$500,000
3103128	P483086	Rio Cosumnes Correctional Center – Construct New Control Rooms		800,780
3103128	P000241	Rio Cosumnes Correctional Center - Critical Infrastructure Flood Mitigation		200,000
3103128	P114105	Rio Cosumnes Correctional Center – Administration – Remodel Staff Dining Area		150,000
3103128	P917376	Rio Cosumnes Correctional Center – Replace Potable Water Tank		3,100,000
3103128	P191742	Rio Cosumnes Correctional Center – Sandra Larson Facility – Remodel Restroom		700,000
3103128	P931755	Rio Cosumnes Correctional Center - New Modular Trailers		1,500,000
3103128	P308124	Rio Cosumnes Correctional Center - Security Control Systems Upgrade		1,500,000
3103128	P000244	Rio Cosumnes Correctional Center – Kitchen – Reconfigure and Replace Kitchen Pot Wash Area		250,000
3103128	P000246	Rio Cosumnes Correctional Center – Kitchen – Replace Refrigeration Rack		900,000
3103128	P487933	Rio Cosumnes Correctional Center - 448 - Replace Domestic Water Boilers		380,596
3103128	P000237	Rio Cosumnes Correctional Center – Christopher Boone Facility – Replace Roof		700,000
3103128	P524569	Rio Cosumnes Correctional Center - A & B Barracks - Replace Intercom		80,000
3103128	P519700	Rio Cosumnes Correctional Center - Americans With Disabilities Improvements		100,000
3103128	P964316	Rio Cosumnes Correctional Center - Bldg. 555 & 570 - Replace HVAC units with Chilled Water-Hot Water System		2,048,252
3103128 Total			\$0	\$12,409,628
3103131	P050590	OB1 - 711 G. Street - Climate Control System Upgrade		180,000
3103131 Total			\$0	\$180,000

County Buildings & Capital Construction				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3103132	P000189	Main Jail - Hall of Justice – Replace Walk-In Refrigeration Systems		1,000,000
3103132	P688158	Main Jail - Americans with Disabilities Act Improvements		5,460,000
3103132	P871971	New Intake and Health Services Facility		4,000,000
3103132	P506389	Main Jail - Hall of Justice – Psych and Medical - Security Control System		250,000
3103132	P000178	Main Jail - Hall of Justice - Split Outdoor Recreation Area		680,000
3103132	P659073	Main Jail - Repair or Replace Deluge Pre-Action Fire Suppression System		350,000
3103132	P678004	Main Jail - Server Room 2W21 Fire Suppression System Conversion		110,000
3103132 Total			\$0	\$11,850,000
3103133	P000267	Sheriff's North East Sub Station – Replace Roof		440,000
3103133 Total			\$0	\$440,000
3103134	P612734	Sheriff's South Sub Station - Replace 25-Ton Outdoor Condensing Unit		200,000
3103134 Total			\$0	\$200,000
3103137	P000556	Coroner/Crime Laboratory – Replace Cooling Towers		693,454
3103137 Total			\$0	\$693,454
3103160	P823031	Mental Health Center – Suite 300 – Americans with Disabilities Act – Public Path of Travel		150,000
3103160	P995038	Mental Health Center - Replace Two 500Mbh Boilers		344,160
3103160 Total			\$0	\$494,160
3103162	P000225	Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling		550,000
3103162	P914338	Paul F. Hom M.D. Primary Care Facility – Americans with Disabilities Act – Public Interior		200,000
3103162 Total			\$0	\$750,000
3103198	NA	Debt Service on Facilities (ACP)	280,964	
3103198	NA	Juvenile Courthouse debt service pass through	850,000	
3103198 Total			\$1,130,964	\$0
3103199	P239813	Ecology Lane Building - Replace Emergency Generator		200,000
3103199 Total			\$0	\$200,000
County Buildings & Capital Construction Total			\$26,922,175	\$93,024,841

Libraries				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3109100	NA	Available appropriations to apply to capital improvement projects not yet identified as project numbers on the CIP.	291,335	
3109000 Total			\$291,335	\$0
3109102	P362128	Arden Dimick Library – Americans with Disabilities Act Upgrades – Public Interior		150,000
3109002 Total			\$0	\$150,000
3109103	P000328	Carmichael Library – Americans with Disabilities Act Upgrades		96,217
3109103	P000329	Carmichael Library – Replace Roof		1,010,392
3109103	P605822	Carmichael Library – Americans with Disabilities Act Upgrades – Public Interior		200,000
3109103	P098925	Carmichael Library - Replace 10-Ton HVAC Split Systems		596,041
3109003 Total			\$0	\$1,902,650
3109105	P410075	Antelope Library – Americans with Disabilities Act Upgrades – Public Interior		40,000
3109105	P442821	No. Highlands Library - Replace Package AC Units		499,501
3109005 Total			\$0	\$539,501
3109107	P718031	Southgate Library – Americans with Disabilities Act Upgrades – Public Interior		500,000
3109007 Total			\$0	\$500,000
3109108	P362425	Sylvan Oaks Library – Americans with Disabilities Act Upgrades – Public Interior		114,398
3109008 Total			\$0	\$114,398
3109109	P235024	Walnut Grove Library -Modify or replace HVAC to accommodate MERV13 filtration.		485,000
3109009 Total			\$0	\$485,000
Libraries Total			\$291,335	\$3,691,549

Mather Community Campus				
Fund Center	Project Number	Project Name or Budget Item (if not on CIP)	FY 2024-25 Budget not on CIP	FY 2024-25 Budget for Projects on CIP
3103106	NA	Available appropriations to apply to capital improvement projects not yet identified as project numbers on the CIP (pending master plan).	13,718,536	
3103106	P322708	Mather Community Campus - Update perimeter landscaping and repair/replace irrigation system		500,000
3103106	P902221	Mather Community Campus - Building 1701 - Install Fall Protection		250,000
3103106	P977741	Mather Community Campus - Building 1701 - Replace Domestic Water Heater		100,000
3103106	P240481	Mather Community Campus - Building 1701 - Replace Heating Boiler		230,000
3103106	P446033	Mather Community Campus - Building 1703 - Replace Roof and Install Fall Protection		420,000
3103106	P616081	Mather Community Campus - Building 1703 - Replace Domestic Water Heater		130,000
3103106	P669581	Mather Community Campus - Building 1703 - Replace Heating Boiler		200,000
3103106	P486394	Mather Community Campus - Building 1705 - New Roof and Install Fall protection		200,000
3103106	P405903	Mather Community Campus - Kitchen Building 1705 - Replace Domestic Water Heater		100,000
3103106	P819380	Mather Community Campus - Kitchen Building 1705 - Replace Heating Boiler		230,000
3103106	P393922	Mather Community Campus - Building 1706 - New Roof and Install Fall protection		200,000
3103106	P328103	Mather Community Campus - Building 1706 - Replace Domestic Water Heater		130,000
3103106	P836164	Mather Community Campus - Building 1706 - Replace Heating Boiler		160,000
3103106	P552926	Mather Community Campus - Building 1707 - New Roof and Install Fall Protection		200,000
3103106	P578033	Mather Community Campus - Building 1707 - Replace Domestic Water Heater		130,000
3103106	P983559	Mather Community Campus - Building 1708 - New Roof and Install Fall Protection		1,174,183
3103106	P875185	Mather Community Campus - Building 1708 - Replace Domestic Water Heater		130,000
3103106	P748596	Mather Community Campus - Building 1708 - Replace Heating Boiler		160,000
3103106	P188353	Mather Community Campus - Building 1708 - Replace Large Boiler		170,000
3103106 Total			\$13,718,536	\$4,814,183
Mather Community Campus Total			\$13,718,536	\$4,814,183
Grand Total			\$40,932,046	\$101,530,573

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$5,756,041	\$11,381,149	\$10,965,967	\$(415,182)	(3.6)%
Other Charges	\$1,500	—	—	—	—%
Improvements	\$27,006,910	\$9,084,927	\$6,372,309	\$(2,712,618)	(29.9)%
Gross Expenditures	\$32,764,451	\$20,466,076	\$17,338,276	\$(3,127,800)	(15.3)%
Intrafund Reimbursements within Department	\$(4,806,033)	\$(6,349,829)	\$(7,309,838)	\$(960,009)	15.1%
Total Intrafund Reimbursements	\$(4,806,033)	\$(6,349,829)	\$(7,309,838)	\$(960,009)	15.1%
Total Expenditures/Appropriations	\$27,958,418	\$14,116,247	\$10,028,438	\$(4,087,809)	(29.0)%
Total Financing Uses	\$27,958,418	\$14,116,247	\$10,028,438	\$(4,087,809)	(29.0)%
Revenue from Use Of Money & Property	\$68,834	—	—	—	—%
Intergovernmental Revenues	\$25,872,552	\$3,524,208	\$558,438	\$(2,965,770)	(84.2)%
Charges for Services	\$466,415	\$10,544,039	\$9,470,000	\$(1,074,039)	(10.2)%
Miscellaneous Revenues	\$615,550	—	—	—	—%
Revenue	\$27,023,351	\$14,068,247	\$10,028,438	\$(4,039,809)	(28.7)%
Other Interfund Reimbursements	\$464,826	\$48,000	—	\$(48,000)	(100.0)%
Total Interfund Reimbursements	\$464,826	\$48,000	—	\$(48,000)	(100.0)%
Total Revenue	\$27,488,177	\$14,116,247	\$10,028,438	\$(4,087,809)	(29.0)%
Fund Balance	\$43,933,935	—	—	—	—%
Total Use of Fund Balance	\$43,933,935	—	—	—	—%
Total Financing Sources	\$71,422,112	\$14,116,247	\$10,028,438	\$(4,087,809)	(29.0)%
Net Cost	\$(43,463,694)	—	—	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Decreases in non-County-owned planned capital expenditures in the Capital Improvement Plan (CIP).
- Increases in negotiated salary, benefits, and allocated costs related to the administrative oversight of the CIP.

The change in total revenue, including interfund reimbursements, is due to:

- Decreases in American Rescue Plan Act (ARPA) funding of CIP projects at facilities that are not County-owned.
- Decreases in department funded revenue for CIP projects at facilities that are not County-owned.
- Decreases in administrative ARPA funding.

Debt Service

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Interfund Charges	\$929,068	\$1,028,629	\$1,130,964	\$102,335	9.9%
Gross Expenditures	\$929,068	\$1,028,629	\$1,130,964	\$102,335	9.9%
Intrafund Reimbursements within Department	\$(279,069)	\$(278,629)	\$(280,964)	\$(2,335)	0.8%
Total Intrafund Reimbursements	\$(279,069)	\$(278,629)	\$(280,964)	\$(2,335)	0.8%
Total Expenditures/Appropriations	\$649,999	\$750,000	\$850,000	\$100,000	13.3%
Total Financing Uses	\$649,999	\$750,000	\$850,000	\$100,000	13.3%
Fines, Forfeitures & Penalties	\$650,000	\$750,000	\$850,000	\$100,000	13.3%
Revenue	\$650,000	\$750,000	\$850,000	\$100,000	13.3%
Total Revenue	\$650,000	\$750,000	\$850,000	\$100,000	13.3%
Total Financing Sources	\$650,000	\$750,000	\$850,000	\$100,000	13.3%
Net Cost	\$(1)	—	—	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- An increase in the courthouse debt pass through expense.
- An increase in the debt service allocation with an offsetting increase in intrafund reimbursement.

The change in total revenue is due to:

- An increase in court penalty revenue to fund the increase in the courthouse debt pass through expense.

Projects

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$6,005,534	\$43,840,799	\$32,341,354	\$(11,499,445)	(26.2)%
Other Charges	—	\$18,075,000	\$12,920,677	\$(5,154,323)	(28.5)%
Improvements	\$8,446,388	\$62,905,482	\$78,731,348	\$15,825,866	25.2%
Intrafund Charges	\$5,085,102	\$6,628,458	\$7,590,802	\$962,344	14.5%
Gross Expenditures	\$19,537,024	\$131,449,739	\$131,584,181	\$134,442	0.1%
Total Expenditures/Appropriations	\$19,537,024	\$131,449,739	\$131,584,181	\$134,442	0.1%
Total Financing Uses	\$19,537,024	\$131,449,739	\$131,584,181	\$134,442	0.1%
Fines, Forfeitures & Penalties	\$928,165	\$750,000	\$800,000	\$50,000	6.7%
Revenue from Use Of Money & Property	\$1,960,452	\$192,334	\$194,367	\$2,033	1.1%
Intergovernmental Revenues	\$4,909,587	\$18,646,085	\$29,920,677	\$11,274,592	60.5%
Charges for Services	\$3,354,346	\$40,741,307	\$39,557,229	\$(1,184,078)	(2.9)%
Miscellaneous Revenues	\$21,573,095	—	—	—	—%
Revenue	\$32,725,645	\$60,329,726	\$70,472,273	\$10,142,547	16.8%
Other Interfund Reimbursements	\$11,345,555	\$494,085	—	\$(494,085)	(100.0)%
Total Interfund Reimbursements	\$11,345,555	\$494,085	—	\$(494,085)	(100.0)%
Total Revenue	\$44,071,201	\$60,823,811	\$70,472,273	\$9,648,462	15.9%
Fund Balance	\$2,628,057	\$70,625,928	\$61,111,908	\$(9,514,020)	(13.5)%
Total Use of Fund Balance	\$2,628,057	\$70,625,928	\$61,111,908	\$(9,514,020)	(13.5)%
Total Financing Sources	\$46,699,258	\$131,449,739	\$131,584,181	\$134,442	0.1%
Net Cost	\$(27,162,233)	—	—	—	—%

Summary of Changes

The change in total appropriations is due to:

- An increase in total expenditures for projects in the CIP.
- Decreases in ARPA pass through costs for subrecipient capital projects.
- An increase in intrafund charges to fund the Administration and Planning and Debt Service programs.

The change in total revenue, including interfund reimbursements, is due to:

- Increases in ARPA funding of CIP projects.
- Increases in facility use allocation revenue.
- Decreases in ARPA pass through revenue for subrecipient capital projects.
- Decreases in department funded revenue for CIP projects.

Fixed Assets-Heavy Equipment

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Capital Outlay - Heavy Equipment	\$4,895,030	\$19,410,355	\$12,446,175	\$(6,964,180)	(35.9)%
Gross Expenditures/Appropriations	\$4,895,030	\$19,410,355	\$12,446,175	\$(6,964,180)	(35.9)%
Total Intrafund Reimbursements	\$(171,660)	—	—	—	—%
Total Expenditures/Appropriations	\$4,723,370	\$19,410,355	\$12,446,175	\$(6,964,180)	(35.9)%
Revenue	\$4,112,524	\$5,254,151	\$4,878,272	\$(375,879)	(7.2)%
Total Revenue	\$4,112,524	\$5,254,151	\$4,878,272	\$(375,879)	(7.2)%
Net Cost	\$610,846	\$14,156,204	\$7,567,903	\$(6,588,301)	(46.5)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Other Charges	—	\$42,000	\$42,000	—	—%
Equipment	\$4,895,030	\$19,368,355	\$12,404,175	\$(6,964,180)	(36.0)%
Gross Expenditures	\$4,895,030	\$19,410,355	\$12,446,175	\$(6,964,180)	(35.9)%
Other Intrafund Reimbursements	\$(171,660)	—	—	—	—%
Total Intrafund Reimbursements	\$(171,660)	—	—	—	—%
Total Expenditures/Appropriations	\$4,723,370	\$19,410,355	\$12,446,175	\$(6,964,180)	(35.9)%
Charges for Services	\$3,572,505	\$3,912,984	\$3,916,629	\$3,645	0.1%
Miscellaneous Revenues	\$75,124	\$1,041,167	\$661,643	\$(379,524)	(36.5)%
Other Financing Sources	\$464,895	\$300,000	\$300,000	—	—%
Revenue	\$4,112,524	\$5,254,151	\$4,878,272	\$(375,879)	(7.2)%
Total Revenue	\$4,112,524	\$5,254,151	\$4,878,272	\$(375,879)	(7.2)%
Net Cost	\$610,846	\$14,156,204	\$7,567,903	\$(6,588,301)	(46.5)%

Summary of Changes

The change in total appropriations is due to a decrease in planned expenditures for heavy equipment replacements and additions.

The change in total revenue is due to a decrease in contributions for heavy equipment additions.
Net Cost reflects a decrease in retained earnings.

**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
157	Camp Crew	0	2	450,000
158	Bus, 20 to 40 Passengers	0	6	960,000
160	Utility Truck	0	2	460,000
161	Stencil/Sign Truck	0	1	200,000
162	3 Ton Flat Bed w/o Hoist	0	2	300,000
164	Service Truck w/ Crane	2	5	1,478,877
167	Flatbed Dump Truck	0	4	670,040
170	Flatbed Dump Truck	0	3	525,000
173	Emulsion Patch Dump Truck	0	10	2,814,160
177	5-6 cu. Yd., Dump w/ Front Load	0	1	330,000
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
292	Utility Van CCTV	0	5	1,065,000
314	Brush Chipper	0	1	45,000
380	Shop Tow, Small	0	1	78,000
387	Forklift - 15,000lbs	0	1	85,000
388	Electric Lift	0	1	55,000
389	Off Road Rough Terrain Forklift	1	0	96,241
390	Aerial Lift, Platform Truck Mounted	0	1	330,200
395	Aerial Device w/encl. Body	0	5	1,011,657
883	Wheeled Loader 1 1/4 Cu. Yd	1	1	380,000
884	Wheeled Loader 1 3/4 Cu. Yd	0	1	175,000
891	Skid Steer Loader -Track Driven	0	1	225,000
941	Truck Tractor with Gooseneck Trailer	0	1	300,000
	Total	4	61	12,404,175

General Services-Capital Outlay

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Capital Outlay - Automotive Equipment	\$7,585,639	\$18,865,339	\$11,389,958	\$(7,475,381)	(39.6)%
Gross Expenditures/Appropriations	\$7,585,639	\$18,865,339	\$11,389,958	\$(7,475,381)	(39.6)%
Total Expenditures/Appropriations	\$7,585,639	\$18,865,339	\$11,389,958	\$(7,475,381)	(39.6)%
Revenue	\$3,164,389	\$5,320,129	\$2,191,000	\$(3,129,129)	(58.8)%
Total Revenue	\$3,164,389	\$5,320,129	\$2,191,000	\$(3,129,129)	(58.8)%
Net Cost	\$4,421,250	\$13,545,210	\$9,198,958	\$(4,346,252)	(32.1)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Other Charges	—	\$188,928	\$188,928	—	—%
Equipment	\$7,585,639	\$18,676,411	\$11,201,030	\$(7,475,381)	(40.0)%
Gross Expenditures	\$7,585,639	\$18,865,339	\$11,389,958	\$(7,475,381)	(39.6)%
Total Expenditures/Appropriations	\$7,585,639	\$18,865,339	\$11,389,958	\$(7,475,381)	(39.6)%
Charges for Services	\$892,173	\$1,691,000	\$1,691,000	—	—%
Miscellaneous Revenues	\$857,307	\$3,129,129	—	\$(3,129,129)	(100.0)%
Other Financing Sources	\$1,414,909	\$500,000	\$500,000	—	—%
Revenue	\$3,164,389	\$5,320,129	\$2,191,000	\$(3,129,129)	(58.8)%
Total Revenue	\$3,164,389	\$5,320,129	\$2,191,000	\$(3,129,129)	(58.8)%
Net Cost	\$4,421,250	\$13,545,210	\$9,198,958	\$(4,346,252)	(32.1)%

Summary of Changes

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

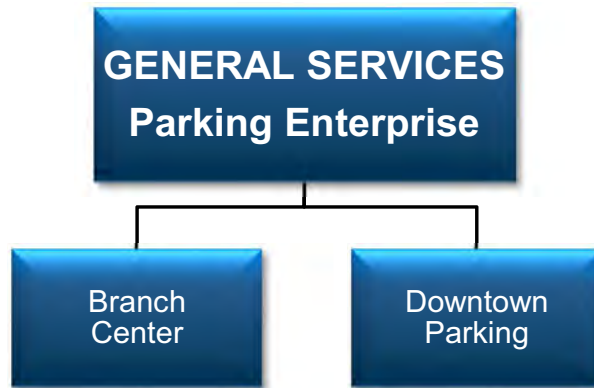
The change in total revenue is due to a decrease in contributions for budgeted vehicle additions and upgrades.

Net Cost reflects a decrease in retained earnings.

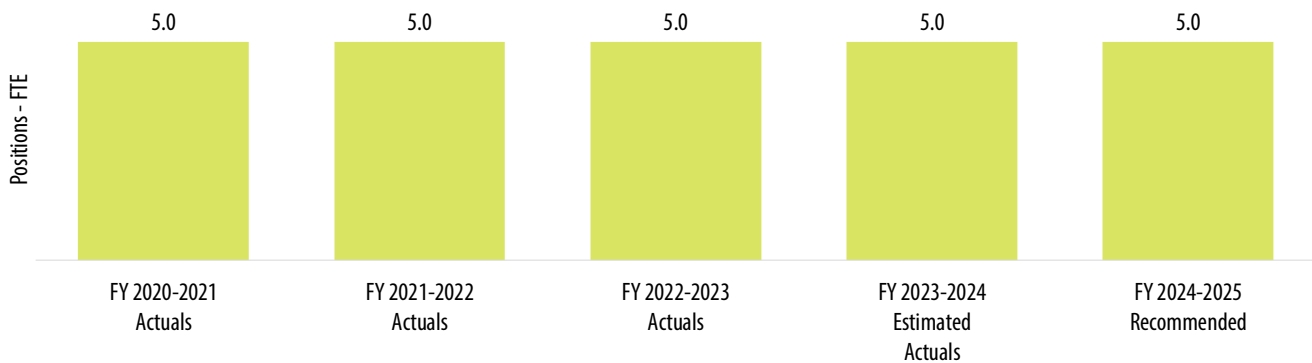
**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
102	Subcompact 4 Cylinder	0	6	161,718
107	1/2 Ton Compact Pick-up	0	2	63,530
110	Compact	0	49	1,548,400
122	Sheriff's Patrol Car	0	30	1,959,600
124	Undercover	0	44	1,920,578
126	Sheriff's Training	0	2	121,700
131	1/2 Ton Pick-up, Extended Cab	0	18	1,085,670
132	1/2 Ton Pick-up, Regular Cab	0	10	343,200
134	1 Ton Utility Truck	0	14	1,186,500
135	3/4 Ton Pick-up Truck	0	1	41,507
137	3/4 Ton Utility Truck	0	3	222,009
140	4x4 pickup	0	8	509,704
141	4x4 Animal Care & Regulation	0	2	298,300
150	Mini-van	0	12	479,700
151	1/2 Ton Van	0	1	42,625
153	1 ton van	0	2	117,035
154	Sport Utility Vehicle	0	17	1,099,254
	Total	0	221	11,201,030

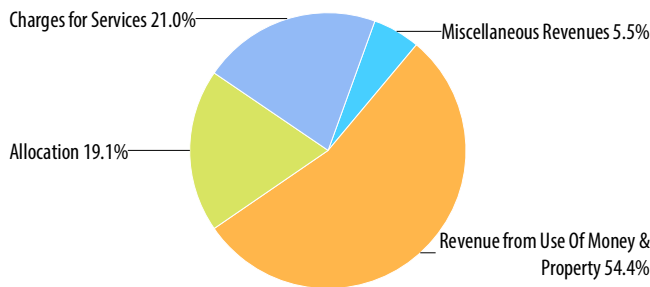
Parking Enterprise
Department Structure
Sylvester Fadal, Interim Director



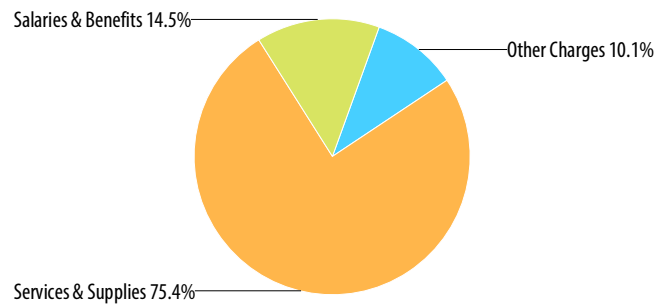
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Parking Enterprise	\$2,268,326	\$4,026,919	\$3,563,096	\$(463,823)	(11.5)%
Gross Expenditures/Appropriations	\$2,268,326	\$4,026,919	\$3,563,096	\$(463,823)	(11.5)%
Total Expenditures/Appropriations	\$2,268,326	\$4,026,919	\$3,563,096	\$(463,823)	(11.5)%
Revenue	\$2,874,354	\$2,721,935	\$2,881,464	\$159,529	5.9%
Total Revenue	\$2,874,354	\$2,721,935	\$2,881,464	\$159,529	5.9%
Net Cost	\$(606,028)	\$1,304,984	\$681,632	\$(623,352)	(47.8)%
Positions	5.0	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$358,834	\$502,367	\$515,739	\$13,372	2.7%
Services & Supplies	\$1,574,245	\$3,168,077	\$2,686,980	\$(481,097)	(15.2)%
Other Charges	\$335,246	\$356,475	\$360,377	\$3,902	1.1%
Gross Expenditures	\$2,268,326	\$4,026,919	\$3,563,096	\$(463,823)	(11.5)%
Total Expenditures/Appropriations	\$2,268,326	\$4,026,919	\$3,563,096	\$(463,823)	(11.5)%
Revenue from Use Of Money & Property	\$2,048,332	\$1,936,795	\$1,936,795	—	—%
Intergovernmental Revenues	\$6,459	—	—	—	—%
Charges for Services	\$624,196	\$589,480	\$749,009	\$159,529	27.1%
Miscellaneous Revenues	\$195,366	\$195,660	\$195,660	—	—%
Revenue	\$2,874,354	\$2,721,935	\$2,881,464	\$159,529	5.9%
Total Revenue	\$2,874,354	\$2,721,935	\$2,881,464	\$159,529	5.9%
Net Cost	\$(606,028)	\$1,304,984	\$681,632	\$(623,352)	(47.8)%
Positions	5.0	5.0	5.0	—	—%

Summary of Changes

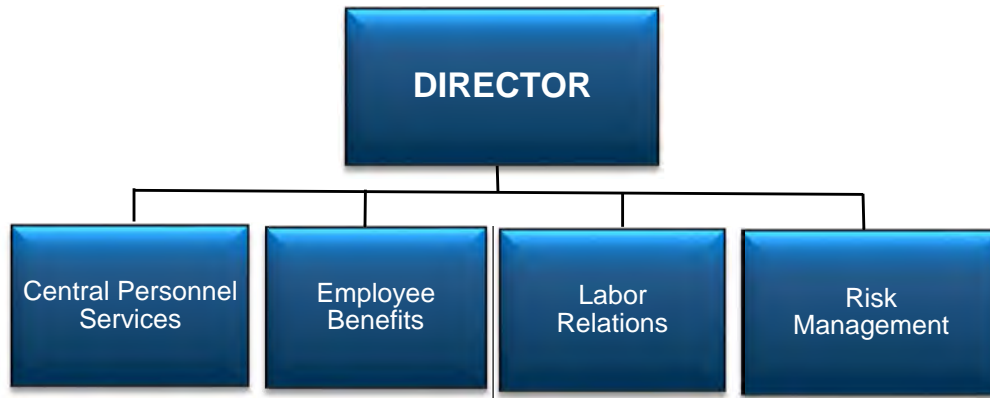
The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs.
- A net increase in allocated costs.
- Removal of appropriations for one-time projects and other re-budgeted expenses.
- Addition of one-time appropriations for Capital Improvement Plan (CIP) project costs.

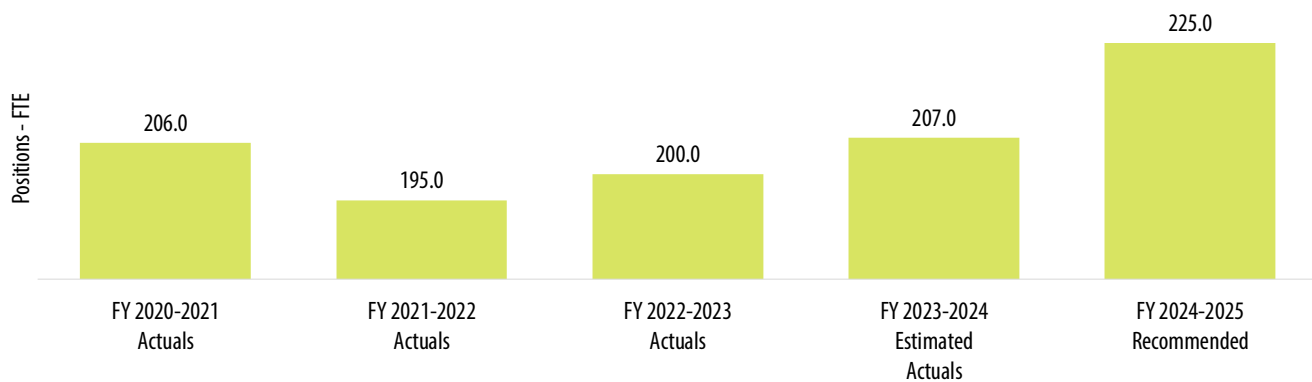
The change in total revenue is due to an increase in public parking revenue.

Net Cost reflects a decrease in retained earnings.

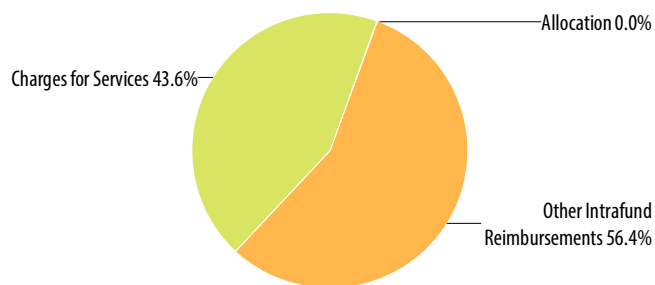
Personnel Services
Department Structure
Joseph Hsieh, Interim Director



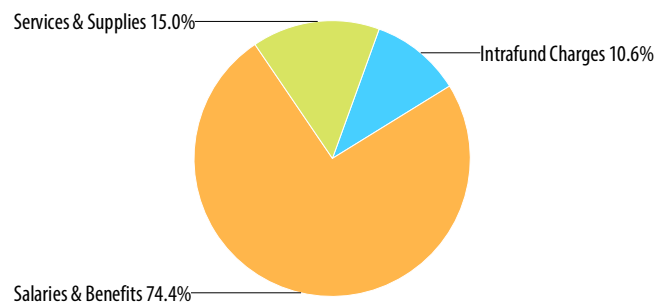
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The **Department of Personnel Services** is responsible for providing central personnel, employee benefits, risk management services, and negotiating labor agreements. 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; conducting labor negotiations; advising and hearing grievance and disciplinary appeals; administering employee relations statutes, ordinances, and policies; 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
- Labor Relations
- Liability/Property Insurance Personnel
- Training & Organizational Development
- Workers' Compensation Personnel

Goals

- Implement new targeted hiring event model for departments with hard-to-fill or critical positions.
- Work with Departments to provide Workers' Compensation education and enhance communication of claims status vis-a-vis teaching disability awareness courses as part of County's supervisory training series.
- Embed inclusion in policy, program, training, performance measures, and service delivery and identify Diversity, Equity, and Inclusion (DEI) metrics and tools to measure progress and effectiveness of Sacramento County initiatives.

Accomplishments

- Achieved agreement with In-Home Supportive Services (IHSS) represented by Service Employees International Union (SEIU), Local 2015 on a new agreement that was within Board of Supervisor parameters and runs through June of 2027.

- Successfully hosted the first County of Sacramento Racial Equity Summit with over 500 staff and community members in attendance.
- Achieved 100% compliance with Employment Development Department (EDD) response time requirements.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Administration	\$1,564,367	\$2,317,779	\$2,495,643	\$177,864	7.7%
Benefits	\$2,777,410	\$3,164,367	\$3,456,629	\$292,262	9.2%
County Safety Office	\$2,016,972	\$2,274,783	\$2,467,349	\$192,566	8.5%
Department Services	\$15,048,282	\$16,862,853	\$18,413,647	\$1,550,794	9.2%
Disability Compliance	\$428,354	\$622,652	\$657,047	\$34,395	5.5%
Employment Services	\$5,995,876	\$8,823,813	\$10,659,554	\$1,835,741	20.8%
Equal Employment Opportunity	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Labor Relations	—	—	\$2,039,698	\$2,039,698	—%
Liability/Property Insurance Personnel	\$1,021,027	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Training & Organization Development	\$1,444,158	\$2,005,059	\$2,375,356	\$370,297	18.5%
Workers' Compensation Personnel	\$4,902,176	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Gross Expenditures/Appropriations	\$35,673,636	\$43,127,549	\$49,332,791	\$6,205,242	14.4%
Total Intrafund Reimbursements	\$(19,319,854)	\$(24,093,158)	\$(27,810,329)	\$(3,717,171)	15.4%
Total Expenditures/Appropriations	\$16,353,782	\$19,034,391	\$21,522,462	\$2,488,071	13.1%
Revenue	\$16,355,157	\$19,034,391	\$21,500,462	\$2,466,071	13.0%
Total Revenue	\$16,355,157	\$19,034,391	\$21,500,462	\$2,466,071	13.0%
Net Cost	\$(1,375)	—	\$22,000	\$22,000	—%
Positions	200.0	206.0	225.0	19.0	9.2%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$27,731,285	\$32,181,079	\$36,695,025	\$4,513,946	14.0%
Services & Supplies	\$4,573,998	\$6,392,795	\$7,397,916	\$1,005,121	15.7%
Equipment	\$7,920	—	—	—	—%
Intrafund Charges	\$3,360,433	\$4,553,675	\$5,239,850	\$686,175	15.1%
Gross Expenditures	\$35,673,636	\$43,127,549	\$49,332,791	\$6,205,242	14.4%
Other Intrafund Reimbursements	\$(19,319,854)	\$(24,093,158)	\$(27,810,329)	\$(3,717,171)	15.4%
Total Intrafund Reimbursements	\$(19,319,854)	\$(24,093,158)	\$(27,810,329)	\$(3,717,171)	15.4%
Total Expenditures/Appropriations	\$16,353,782	\$19,034,391	\$21,522,462	\$2,488,071	13.1%
Intergovernmental Revenues	\$377,175	\$152,000	—	\$(152,000)	(100.0)%
Charges for Services	\$15,965,573	\$18,882,391	\$21,500,462	\$2,618,071	13.9%
Miscellaneous Revenues	\$12,408	—	—	—	—%
Revenue	\$16,355,157	\$19,034,391	\$21,500,462	\$2,466,071	13.0%
Total Revenue	\$16,355,157	\$19,034,391	\$21,500,462	\$2,466,071	13.0%
Net Cost	\$(1,375)	—	\$22,000	\$22,000	—%
Positions	200.0	206.0	225.0	19.0	9.2%

Summary of Changes

Descriptions of budgetary changes from the prior year Adopted Budget to the Recommended Budget are included in the program sections of this Budget Unit. Summaries of applicable position changes and growth are provided in this section.

Position counts have increased 19.0 FTEs from the prior year Adopted Budget due to:

- 1.0 FTE net mid-year increase.
- 5.0 FTE recommended net Base increase.
- 13.0 FTE increase in recommended growth requests.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Administration	137,559	—	137,559	—	1.0
Benefits	22,000	—	—	22,000	—

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
County Safety Office	135,815	—	135,815	—	1.0
Department Services	227,268	—	227,268	—	1.0
Employment Services	1,050,504	—	1,050,504	—	8.0
Equal Employment Opportunity	—	—	—	—	—
Training & Organization Development	245,343	—	245,343	—	2.0

Administration

Program Overview

Administration provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for Department staff; prepares the Department's annual financial statements; and performs departmental accounting and record keeping. This program also includes the Office of Diversity, Equity, and Inclusion (DEI) initiatives and DEI Cabinet activities, which create awareness through education; engage the workforce and community on topics of equity and inclusion and apply an equity lens on the day-to-day operations of the County and public service delivery; enable County employees and the community to take action to advance equity; and centers racial equity to empower allyship and advocacy in policy, program, and service delivery to transform systems.

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$791,133	\$1,054,945	\$1,232,358	\$177,413	16.8%
Services & Supplies	\$132,235	\$648,021	\$558,189	\$(89,832)	(13.9)%
Intrafund Charges	\$640,999	\$614,813	\$705,096	\$90,283	14.7%
Gross Expenditures	\$1,564,367	\$2,317,779	\$2,495,643	\$177,864	7.7%
Other Intrafund Reimbursements	\$(1,222,829)	\$(1,838,501)	\$(1,997,175)	\$(158,674)	8.6%
Total Intrafund Reimbursements	\$(1,222,829)	\$(1,838,501)	\$(1,997,175)	\$(158,674)	8.6%
Total Expenditures/Appropriations	\$341,539	\$479,278	\$498,468	\$19,190	4.0%
Intergovernmental Revenues	\$1,615	—	—	—	—%
Charges for Services	\$340,165	\$479,278	\$498,536	\$19,258	4.0%
Revenue	\$341,779	\$479,278	\$498,536	\$19,258	4.0%
Total Revenue	\$341,779	\$479,278	\$498,536	\$19,258	4.0%
Net Cost	\$(241)	—	\$(68)	\$(68)	—%
Positions	4.0	4.0	6.0	2.0	50.0%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs including vacation buyback offset by salary savings.
- Decrease in contract services related to one-time funding for class studies.
- Increase in legal services provided by County Counsel.
- An increase in cost recovery from customer departments.

- Recommended growth detailed later in this section.

The change in total 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

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Administrative Services Officer II Conf - Administration (ACP)					
	137,559	—	137,559	—	1.0

Add 1.0 FTE Administrative Services Officer II confidential to provide administrative and budget support for the entire department. The position will be working closely with the Administrative Services Officer III in the preparation, analysis, and monitoring of the Department’s Budget as well as the development of the Allocated Cost Process budget. Additionally, the position will provide a full range of administrative functions including personnel, facilities management, procurement services, contracts management, accounts payable, and benefits accounts reconciliation. The costs of the position will be allocated through the Allocated Cost Process.

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,673,363	\$1,851,722	\$1,716,673	\$(135,049)	(7.3)%
Services & Supplies	\$807,475	\$913,430	\$1,070,215	\$156,785	17.2%
Intrafund Charges	\$296,571	\$399,215	\$669,741	\$270,526	67.8%
Gross Expenditures	\$2,777,410	\$3,164,367	\$3,456,629	\$292,262	9.2%
Other Intrafund Reimbursements	\$(1,394,322)	\$(1,721,133)	\$(1,932,018)	\$(210,885)	12.3%
Total Intrafund Reimbursements	\$(1,394,322)	\$(1,721,133)	\$(1,932,018)	\$(210,885)	12.3%
Total Expenditures/Appropriations	\$1,383,088	\$1,443,234	\$1,524,611	\$81,377	5.6%
Intergovernmental Revenues	\$195,958	—	—	—	—%
Charges for Services	\$1,174,917	\$1,443,234	\$1,502,543	\$59,309	4.1%
Miscellaneous Revenues	\$12,213	—	—	—	—%
Revenue	\$1,383,088	\$1,443,234	\$1,502,543	\$59,309	4.1%
Total Revenue	\$1,383,088	\$1,443,234	\$1,502,543	\$59,309	4.1%
Net Cost	—	—	\$22,068	\$22,068	—%
Positions	12.0	12.0	12.0	—	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, including vacation buyback, offset by an increase in budgeted salary savings.
- Increases in charges from the Department of Finance's Revenue Recovery unit (BU 3230000).
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- An increase in cost recovery from customer departments.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Funding for Sacramento Transportation Management Association Memberships					
	22,000	—	—	22,000	—

Funding to expand Sacramento Transportation Management Association (TMA) membership to all County employees. TMA supports an independent association of employers with events and services to reduce the carbon footprint, manage and promote health and wellness, and expand employee benefits by helping employees choose sustainable transportation. The current membership only covers the 700 H Street location and 500 employees. Funding will expand the coverage to all County employees for sustainability measures as well as for equity. With the increased membership, the County will also receive 10 on-site outreach events, an employee transportation survey, bike repair labs, guaranteed ride for alternative commuters, vanpool options, and Sacramento Regional Transit (SacRT) ambassadors that help with trip planning and supporting new alternative transportation riders. This membership also provides transportation benefits, fits into the Sustainability Climate Action Plan for the County, and supports employees who are on waiting lists for parking at the downtown location with alternative transportation modes.

County Safety Office

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,654,384	\$1,825,324	\$1,998,924	\$173,600	9.5%
Services & Supplies	\$197,608	\$219,306	\$260,833	\$41,527	18.9%
Equipment	\$7,920	—	—	—	—%
Intrafund Charges	\$157,061	\$230,153	\$207,592	\$(22,561)	(9.8)%
Gross Expenditures	\$2,016,972	\$2,274,783	\$2,467,349	\$192,566	8.5%
Other Intrafund Reimbursements	\$(1,494,790)	\$(1,640,585)	\$(1,748,948)	\$(108,363)	6.6%
Total Intrafund Reimbursements	\$(1,494,790)	\$(1,640,585)	\$(1,748,948)	\$(108,363)	6.6%
Total Expenditures/Appropriations	\$522,182	\$634,198	\$718,401	\$84,203	13.3%
Intergovernmental Revenues	\$3,230	—	—	—	—%
Charges for Services	\$518,953	\$634,198	\$718,401	\$84,203	13.3%
Revenue	\$522,182	\$634,198	\$718,401	\$84,203	13.3%
Total Revenue	\$522,182	\$634,198	\$718,401	\$84,203	13.3%
Net Cost	—	—	—	—	—%
Positions	9.0	9.0	10.0	1.0	11.1%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs, including vacation buyback.
- Increases in allocated costs related to Department of Technology services.
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total 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

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Safety Technician - County Safety Office (ACP)					
	109,838	—	109,838	—	1.0
Add 1.0 FTE Safety Technician position to provide specialized paraprofessional and administrative support to the safety and occupational health programs. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Funding for Replacement of Aging Equipment - County Safety Office (ACP)					
	25,977	—	25,977	—	—
Funding for workplace hazard monitoring and testing equipment requiring regular maintenance and calibration. This funding will contribute to the plan to replace equipment on a 6-year cycle. The costs will be allocated through the Allocated Cost Process.					

Department Services

Program Overview

Department Services consists of three service teams. Two 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$11,776,779	\$13,093,203	\$14,422,313	\$1,329,110	10.2%
Services & Supplies	\$1,837,950	\$1,943,328	\$1,994,259	\$50,931	2.6%
Intrafund Charges	\$1,433,554	\$1,826,322	\$1,997,075	\$170,753	9.3%
Gross Expenditures	\$15,048,282	\$16,862,853	\$18,413,647	\$1,550,794	9.2%
Other Intrafund Reimbursements	\$(9,700,572)	\$(11,021,611)	\$(11,095,417)	\$(73,806)	0.7%
Total Intrafund Reimbursements	\$(9,700,572)	\$(11,021,611)	\$(11,095,417)	\$(73,806)	0.7%
Total Expenditures/Appropriations	\$5,347,710	\$5,841,242	\$7,318,230	\$1,476,988	25.3%
Intergovernmental Revenues	\$110,169	\$152,000	—	\$(152,000)	(100.0)%
Charges for Services	\$5,238,541	\$5,689,242	\$7,318,230	\$1,628,988	28.6%
Miscellaneous Revenues	\$135	—	—	—	—%
Revenue	\$5,348,845	\$5,841,242	\$7,318,230	\$1,476,988	25.3%
Total Revenue	\$5,348,845	\$5,841,242	\$7,318,230	\$1,476,988	25.3%
Net Cost	\$(1,134)	—	—	—	—%
Positions	87.0	87.0	88.0	1.0	1.1%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs including vacation buyback.
- Increases in allocated costs related to Department of Technology services, lease property, and liability insurance.
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total revenue is due to:

- An increase in cost recovery from customer departments.

- Decrease in one-time American Rescue Plan Act grant funding.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Principal Human Resource Analyst - Department Services (ACP)					
	177,268	—	177,268	—	1.0
Add 1.0 FTE Principal Human Resource Analyst position to support the Discipline team in advising and handling more complex disciplinary and corrective actions that require significant investigation and support to department management. The position will provide the necessary resources for complex, litigation-sensitive issues, and reduce overall time in resolution. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Funding for Training and Development of Staff - Department Services (ACP)					
	50,000	—	50,000	—	—
Funding to continue training and development of staff, including attending Association of Workplace Investigators (AWI) Training and related training consistent with the recommendations in the January 2022 Management Research Group (MRG) Action Plan and Report. The cost will be allocated through the Allocated Cost Process.					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$309,666	\$452,525	\$488,432	\$35,907	7.9%
Services & Supplies	\$75,090	\$102,169	\$97,003	\$(5,166)	(5.1)%
Intrafund Charges	\$43,598	\$67,958	\$71,612	\$3,654	5.4%
Gross Expenditures	\$428,354	\$622,652	\$657,047	\$34,395	5.5%
Total Expenditures/Appropriations	\$428,354	\$622,652	\$657,047	\$34,395	5.5%
Intergovernmental Revenues	\$1,615	—	—	—	—%
Charges for Services	\$426,740	\$622,652	\$657,047	\$34,395	5.5%
Revenue	\$428,354	\$622,652	\$657,047	\$34,395	5.5%
Total Revenue	\$428,354	\$622,652	\$657,047	\$34,395	5.5%
Net Cost	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs including vacation buyback.
- Rebudgeting of contracted services for the Disability Compliance Office Audit.
- An increase in cost recovery from customer departments.

The change in total revenue is due to:

- An increase in cost recovery from customer departments.
- Rebudgeting of offsetting revenue for contracted services for the Disability Compliance Office Audit.

Employment Services

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,848,137	\$6,619,810	\$8,330,527	\$1,710,717	25.8%
Services & Supplies	\$697,636	\$1,240,946	\$1,323,277	\$82,331	6.6%
Intrafund Charges	\$450,104	\$963,057	\$1,005,750	\$42,693	4.4%
Gross Expenditures	\$5,995,876	\$8,823,813	\$10,659,554	\$1,835,741	20.8%
Other Intrafund Reimbursements	\$(4,436,186)	\$(6,370,968)	\$(7,769,740)	\$(1,398,772)	22.0%
Total Intrafund Reimbursements	\$(4,436,186)	\$(6,370,968)	\$(7,769,740)	\$(1,398,772)	22.0%
Total Expenditures/Appropriations	\$1,559,690	\$2,452,845	\$2,889,814	\$436,969	17.8%
Intergovernmental Revenues	\$22,607	—	—	—	—%
Charges for Services	\$1,537,024	\$2,452,845	\$2,889,814	\$436,969	17.8%
Miscellaneous Revenues	\$60	—	—	—	—%
Revenue	\$1,559,690	\$2,452,845	\$2,889,814	\$436,969	17.8%
Total Revenue	\$1,559,690	\$2,452,845	\$2,889,814	\$436,969	17.8%
Net Cost	—	—	—	—	—%
Positions	39.0	43.0	51.0	8.0	18.6%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs including vacation buyback.
- Increases in allocated costs related to Wide Area Network (WAN), liability insurance, and costs for use of County facilities.
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total 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

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Personnel Analyst - Employment Services (ACP-1)					
	131,204	—	131,204	—	1.0
<p>Add 1.0 FTE Personnel Analyst position to address the increase in volume and impact of the Advanced Step Hire (ASH) requests. ASH requests have increased from 96 in Fiscal Year 2020-21 to a projected 590 for the current fiscal year. In addition, the scope of work and complexity has increased with requests from both appointed and elected Department Heads. At an average of 4-6 hours per request this equates to approximately 3,600 hours annually and the number of requests continues to increase. This is the equivalent of 2.0 FTE in productive hours. This position will review Advance Step Hire and General Salary Adjustment requests for appropriateness of request, review education and experience of current incumbents to determine necessary salary step adjustments to comply with County Ordinance, communicate with requesting departments and discuss any outstanding issues and questions, serve as back up to other Classification and Compensation Team staff as available and needed, and ensure consistency in approvals and denials of requests and maintain equity in the compensation system. The costs of the position will be allocated through the Allocated Cost Process.</p>					
DPS - Add 1.0 FTE Personnel Analyst - Employment Services (ACP-2)					
	131,204	—	131,204	—	1.0
<p>Add 1.0 FTE Personnel Analyst position to provide the professional and analytical support needed within the Recruitment Team for successful completion of multiple projects such as development and administration of recruitment and retention programs. This will allow the rest of the team to take ownership of ongoing responsibilities such as the Path to County service, brochure creations, etc. Currently, these tasks have a lower priority and might be delayed while the current Personnel Analysts are focused on managing the more complex projects. The costs of the position will be allocated through the Allocated Cost Process.</p>					
DPS - Add 2.0 FTE Personnel Analyst - Employment Services (ACP-1)					
	262,409	—	262,409	—	2.0
<p>Add 2.0 FTE Personnel Analyst positions to the Classification and Compensation Team to allow senior staff to focus on more complex projects such as managing consultant assigned classification studies and participating in labor strategy as it relates to compensation and compaction analysis. These positions will focus on routine classification and compensation studies to work towards, and maintain, a system of reviewing class specifications to comply with the maintenance plan. The costs of the positions will be allocated through the Allocated Cost Process.</p>					
DPS - Add 2.0 FTE Personnel Analyst - Employment Services (ACP-2)					
	262,409	—	262,409	—	2.0
<p>Add 2.0 FTE Personnel Analyst positions to support the newly established centralized/standardized exam intake process. These positions will receive exam requests, review exam files and history, determine if job analysis, exam development, or other actions are required to complete the request. Additionally, they will serve as a utility resource to support other exam Personnel Analysts when they are at or above a workload capacity by carrying an exam workload to ensure timely exams. Currently, the average time from exam request to opening the exam is 46 days and the average time from exam request to eligible list is 74 calendar days. It is anticipated the implementation of the centralized intake process and team will reduce the exam timeline by 14 calendar days. The costs of the positions will be allocated through the Allocated Cost Process.</p>					

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 2.0 FTE Personnel Technician - Employment Services (ACP)					
	228,278	—	228,278	—	2.0
<p>Add 2.0 FTE Personnel Technician positions to support conducting exam tasks and functions. Personnel Technicians review every application that is submitted, determine if the applicant meets the minimum qualifications, and establish the eligible lists. The two additional positions will be used as a utility resource to support the Exam team and carry an Exam workload to support Exam Personnel Technicians who are at or above workload capacity. The costs of the positions will be allocated through the Allocated Cost Process.</p>					
DPS - Funding for License Cost for Ticketing System - Employment Services (ACP)					
	35,000	—	35,000	—	—
<p>Funding to support the license cost for a Ticketing System. The Employment Services office is currently working with the Department of Technology to implement a Ticketing System to pilot for the Hiring Process and the Advanced Step Hire Process. The implementation of a Ticketing System will allow for automation, approval workflow, establish required data fields, and provide for more informed workflow monitoring and management (increased data, status, etc.). This system will also allow the Department to be more transparent with its data and information related to hiring and advanced step requests. The goal upon completion of a successful pilot will be to further expand the Ticketing System to other functions within the Employment Office and potentially other areas within the Department. The cost will be allocated through the Allocated Cost Process.</p>					

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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$407,149	\$291,745	\$347,250	\$55,505	19.0%
Services & Supplies	\$38,792	\$47,628	\$49,701	\$2,073	4.4%
Intrafund Charges	\$29,071	\$61,947	\$42,968	\$(18,979)	(30.6)%
Gross Expenditures	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Total Expenditures/Appropriations	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Charges for Services	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Revenue	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Total Revenue	\$475,012	\$401,320	\$439,919	\$38,599	9.6%
Net Cost	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs including vacation buyback.
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total 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

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Reallocation of Positions	—	—	—	—	—

Reallocate 1.0 FTE Equal Opportunity Officer to 1.0 FTE Human Resources Manager 3 position under the Equal Employment Opportunity Program and 1.0 FTE Sr. Personnel Analyst to 1.0 FTE Principal Human Resources Analyst position under the Training & Organizational Development Program to more closely align the responsibilities and qualifications of the incumbents. The incumbents will take on additional tasks/duties to meet the Department's evolving needs. The cost is offset by an overall \$32,463 increase in salary savings.

Labor Relations

Program Overview

The **Labor Relations Office** 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.

Effective Fiscal Year 2024-25, the Labor Relations budget (BU 5970000) is included under the Department of Personnel Services budget.

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	—	—	\$1,170,773	\$1,170,773	—%
Services & Supplies	—	—	\$728,258	\$728,258	—%
Intrafund Charges	—	—	\$140,667	\$140,667	—%
Gross Expenditures	—	—	\$2,039,698	\$2,039,698	—%
Other Intrafund Reimbursements	—	—	\$(1,527,311)	\$(1,527,311)	—%
Total Intrafund Reimbursements	—	—	\$(1,527,311)	\$(1,527,311)	—%
Total Expenditures/Appropriations	—	—	\$512,387	\$512,387	—%
Charges for Services	—	—	\$512,387	\$512,387	—%
Revenue	—	—	\$512,387	\$512,387	—%
Total Revenue	—	—	\$512,387	\$512,387	—%
Net Cost	—	—	—	—	—%
Positions	—	—	5.0	5.0	—%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- The transfer of expenditures from the Labor Relations budget (BU 5970000).
- Increases in negotiated salary and benefits costs including vacation buyback.
- An increase in cost recovery from customer departments.

The change in total revenue is due to:

- The transfer of revenue and reimbursements from the Labor Relations budget (BU 5970000).
- 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$880,907	\$1,240,714	\$1,117,924	\$(122,790)	(9.9)%
Services & Supplies	\$102,843	\$129,401	\$140,520	\$11,119	8.6%
Intrafund Charges	\$37,277	\$47,997	\$48,449	\$452	0.9%
Gross Expenditures	\$1,021,027	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Total Expenditures/Appropriations	\$1,021,027	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Intergovernmental Revenues	\$6,459	—	—	—	—%
Charges for Services	\$1,014,568	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Revenue	\$1,021,027	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Total Revenue	\$1,021,027	\$1,418,112	\$1,306,893	\$(111,219)	(7.8)%
Net Cost	—	—	—	—	—%
Positions	7.0	8.0	8.0	—	—%

Summary of Changes

The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs including vacation buyback offset by an increase in budgeted salary savings.
- Increases in software costs.
- Increases in allocated costs related to Wide Area Network, liability insurance, and property leases.
- An increase in cost recovery from customer departments.

The change in total revenue is due:

- 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 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,110,663	\$1,194,157	\$1,541,358	\$347,201	29.1%
Services & Supplies	\$220,457	\$654,125	\$670,272	\$16,147	2.5%
Intrafund Charges	\$113,039	\$156,777	\$163,726	\$6,949	4.4%
Gross Expenditures	\$1,444,158	\$2,005,059	\$2,375,356	\$370,297	18.5%
Other Intrafund Reimbursements	\$(1,071,155)	\$(1,500,360)	\$(1,739,720)	\$(239,360)	16.0%
Total Intrafund Reimbursements	\$(1,071,155)	\$(1,500,360)	\$(1,739,720)	\$(239,360)	16.0%
Total Expenditures/Appropriations	\$373,003	\$504,699	\$635,636	\$130,937	25.9%
Intergovernmental Revenues	\$6,459	—	—	—	—%
Charges for Services	\$366,544	\$504,699	\$635,636	\$130,937	25.9%
Revenue	\$373,003	\$504,699	\$635,636	\$130,937	25.9%
Total Revenue	\$373,003	\$504,699	\$635,636	\$130,937	25.9%
Net Cost	—	—	—	—	—%
Positions	7.0	7.0	9.0	2.0	28.6%

Summary of Changes

The change in total appropriations, including intrafund reimbursements, is due to:

- Increases in negotiated salary and benefits costs including vacation buyback.
- Increases in allocated costs for Wide Area Network (WAN), liability insurance, and costs related to use of County facilities.
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

The change in total 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

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Personnel Analyst and 1.0 FTE Personnel Technician - Training & Org Development (ACP)					
	245,343	—	245,343	—	2.0
Add 1.0 FTE Personnel Analyst and 1.0 FTE Personnel Technician positions to support the expansion of the Leadership Development Academy (LDA) from two cohorts to four and ultimately eight cohorts in 2025. This staffing will allow the Training & Development team to ramp up and prepare for this increase, but additional staff may be required in the future to keep pace with eight cohorts. The costs of the positions will be allocated through the Allocated Cost Process.					
DPS - Reallocation of Positions					
	—	—	—	—	—
Reallocate 1.0 FTE Equal Opportunity Officer to 1.0 FTE Human Resources Manager 3 position under the Equal Employment Opportunity Program and 1.0 FTE Sr. Personnel Analyst to 1.0 FTE Principal Human Resources Analyst position under the Training & Organizational Development Program to more closely align the responsibilities and qualifications of the incumbents. The incumbents will take on additional tasks/duties to meet the Department's evolving needs. The cost is offset by an overall \$32,463 increase in salary savings.					

Workers' Compensation Personnel

Program Overview

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

Program Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,279,104	\$4,556,934	\$4,328,493	\$(228,441)	(5.0)%
Services & Supplies	\$463,913	\$494,441	\$505,389	\$10,948	2.2%
Intrafund Charges	\$159,159	\$185,436	\$187,174	\$1,738	0.9%
Gross Expenditures	\$4,902,176	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Total Expenditures/Appropriations	\$4,902,176	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Intergovernmental Revenues	\$29,066	—	—	—	—%
Charges for Services	\$4,873,110	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Revenue	\$4,902,176	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Total Revenue	\$4,902,176	\$5,236,811	\$5,021,056	\$(215,755)	(4.1)%
Net Cost	—	—	—	—	—%
Positions	31.0	32.0	32.0	—	—%

Summary of Changes

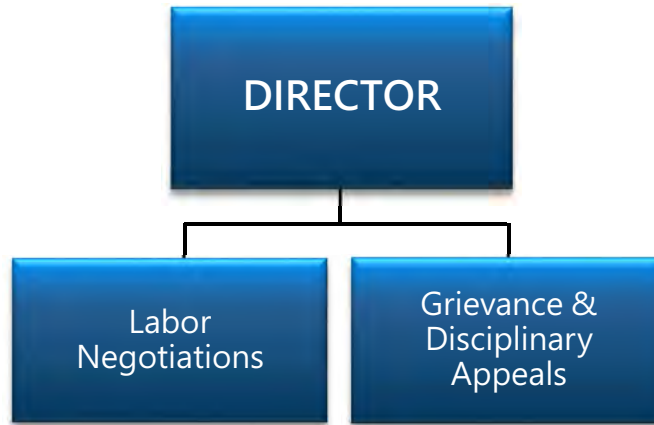
The change in total appropriations is due to:

- Increases in negotiated salary and benefits costs, including vacation buyback, offset by an increase in budgeted salary savings.
- Increases in allocated costs related to Department of Technology services.
- An increase in cost recovery from customer departments.

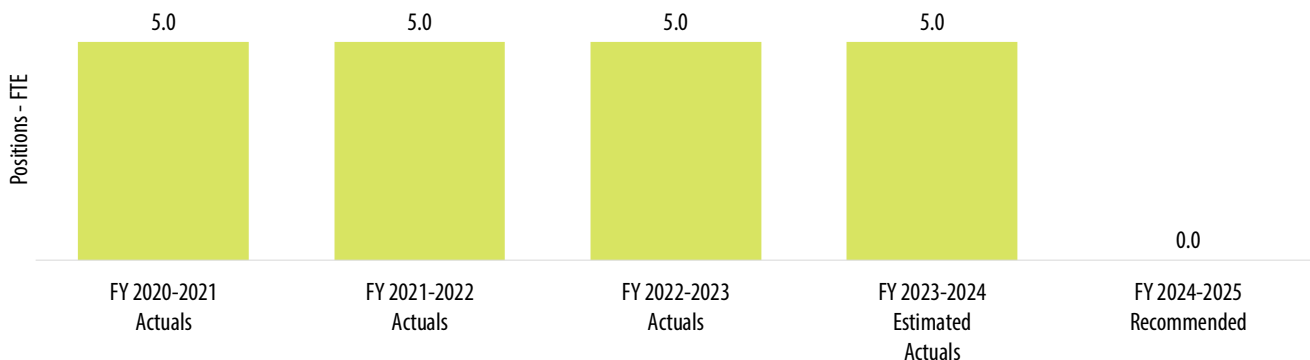
The change in total revenue is due to:

- An increase in cost recovery from customer departments.

Office of Labor Relations
Department Structure
Joseph Hsieh, Interim Director



Staffing Trend



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. Effective FY 2024-25, the Office of Labor Relations will be under the Department of Personnel Services budget (BU 6050000).

FOR INFORMATION ONLY

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Labor Relations	\$1,269,529	\$1,896,549	—	\$(1,896,549)	(100.0)%
Gross Expenditures/Appropriations	\$1,269,529	\$1,896,549	—	\$(1,896,549)	(100.0)%
Total Intrafund Reimbursements	\$(1,296,209)	\$(1,418,985)	—	\$1,418,985	(100.0)%
Total Expenditures/Appropriations	\$(26,680)	\$477,564	—	\$(477,564)	(100.0)%
Revenue	\$445,609	\$477,564	—	\$(477,564)	(100.0)%
Total Revenue	\$445,609	\$477,564	—	\$(477,564)	(100.0)%
Net Cost	\$(472,289)	—	—	—	—%
Positions	5.0	5.0	—	(5.0)	(100.0)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$916,143	\$1,109,955	—	\$(1,109,955)	(100.0)%
Services & Supplies	\$294,885	\$695,108	—	\$(695,108)	(100.0)%
Intrafund Charges	\$58,500	\$91,486	—	\$(91,486)	(100.0)%
Gross Expenditures	\$1,269,529	\$1,896,549	—	\$(1,896,549)	(100.0)%
Other Intrafund Reimbursements	\$(1,296,209)	\$(1,418,985)	—	\$1,418,985	(100.0)%
Total Intrafund Reimbursements	\$(1,296,209)	\$(1,418,985)	—	\$1,418,985	(100.0)%
Total Expenditures/Appropriations	\$(26,680)	\$477,564	—	\$(477,564)	(100.0)%
Intergovernmental Revenues	\$1,615	—	—	—	—%
Charges for Services	\$443,994	\$477,564	—	\$(477,564)	(100.0)%
Revenue	\$445,609	\$477,564	—	\$(477,564)	(100.0)%
Total Revenue	\$445,609	\$477,564	—	\$(477,564)	(100.0)%
Net Cost	\$(472,289)	—	—	—	—%
Positions	5.0	5.0	—	(5.0)	(100.0)%

Dental Insurance

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

- Implement additional oversight activities for Dental Fund to monitor paid claims against plan terms.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Dental Insurance	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Gross Expenditures/Appropriations	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Total Expenditures/Appropriations	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Revenue	\$17,197,260	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,197,260	\$17,800,000	\$17,800,000	—	—%
Net Cost	\$(2,038,596)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Gross Expenditures	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Total Expenditures/Appropriations	\$15,158,664	\$17,800,000	\$17,800,000	—	—%
Charges for Services	\$17,197,260	\$17,800,000	\$17,800,000	—	—%
Revenue	\$17,197,260	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,197,260	\$17,800,000	\$17,800,000	—	—%
Net Cost	\$(2,038,596)	—	—	—	—%

Summary of Changes

The Recommended Budget does not reflect any changes from the prior year Adopted Budget.

Liability/Property Insurance

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Liability Property	\$31,182,301	\$49,821,300	\$49,603,637	\$(217,663)	(0.4)%
Gross Expenditures/Appropriations	\$31,182,301	\$49,821,300	\$49,603,637	\$(217,663)	(0.4)%
Total Expenditures/Appropriations	\$31,182,301	\$49,821,300	\$49,603,637	\$(217,663)	(0.4)%
Revenue	\$39,043,390	\$41,821,300	\$51,443,262	\$9,621,962	23.0%
Total Revenue	\$39,043,390	\$41,821,300	\$51,443,262	\$9,621,962	23.0%
Net Cost	\$(7,861,089)	\$8,000,000	\$(1,839,625)	\$(9,839,625)	(123.0)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$31,115,675	\$49,702,711	\$49,327,103	\$(375,608)	(0.8)%
Other Charges	\$66,625	\$118,589	\$276,534	\$157,945	133.2%
Gross Expenditures	\$31,182,301	\$49,821,300	\$49,603,637	\$(217,663)	(0.4)%
Total Expenditures/Appropriations	\$31,182,301	\$49,821,300	\$49,603,637	\$(217,663)	(0.4)%
Charges for Services	\$37,239,338	\$39,247,264	\$48,869,226	\$9,621,962	24.5%
Miscellaneous Revenues	\$1,804,052	\$2,574,036	\$2,574,036	—	—%
Revenue	\$39,043,390	\$41,821,300	\$51,443,262	\$9,621,962	23.0%
Total Revenue	\$39,043,390	\$41,821,300	\$51,443,262	\$9,621,962	23.0%
Net Cost	\$(7,861,089)	\$8,000,000	\$(1,839,625)	\$(9,839,625)	(123.0)%

Summary of Changes

The change in total appropriations is due to:

- An net decrease in property and general insurance policies costs.
- An increase in support services charges from the Department of Personnel Services.

- Recommended growth detailed later in this section.

The change in total revenue is due to:

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

Net Cost reflects an increase in retained earnings.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Liability Property	125,000	—	125,000	—	—

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
DPS - Data Processing Support for Migration to Paperless Claims System - Liability/Property Insurance (ACP)	125,000	—	125,000	—	—

One-time funding for data processing support needed to achieve migration to a paperless claims system for the general liability program. This would be consistent with the workers' compensation program and create program efficiency and consistency with how and where claim files are stored. The requested \$125,000 will fund technical support and additional module(s) needed to achieve the paperless claims system. The cost will be allocated through the Allocated Cost Process.

Unemployment Insurance

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

- Ensure that only eligible claimants receive unemployment insurance benefits.
- Provide formal training courses to internal customers.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Unemployment Insurance	\$768,007	\$2,355,487	\$1,385,616	\$(969,871)	(41.2)%
Gross Expenditures/Appropriations	\$768,007	\$2,355,487	\$1,385,616	\$(969,871)	(41.2)%
Total Expenditures/Appropriations	\$768,007	\$2,355,487	\$1,385,616	\$(969,871)	(41.2)%
Revenue	\$3,367,277	\$2,355,487	—	\$(2,355,487)	(100.0)%
Total Revenue	\$3,367,277	\$2,355,487	—	\$(2,355,487)	(100.0)%
Net Cost	\$(2,599,270)	—	\$1,385,616	\$1,385,616	—%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$750,147	\$2,326,593	\$1,345,988	\$(980,605)	(42.1)%
Other Charges	\$17,860	\$28,894	\$39,628	\$10,734	37.1%
Gross Expenditures	\$768,007	\$2,355,487	\$1,385,616	\$(969,871)	(41.2)%
Total Expenditures/Appropriations	\$768,007	\$2,355,487	\$1,385,616	\$(969,871)	(41.2)%
Intergovernmental Revenues	\$23,130	—	—	—	—%
Charges for Services	\$3,344,147	\$2,355,487	—	\$(2,355,487)	(100.0)%
Revenue	\$3,367,277	\$2,355,487	—	\$(2,355,487)	(100.0)%
Total Revenue	\$3,367,277	\$2,355,487	—	\$(2,355,487)	(100.0)%
Net Cost	\$(2,599,270)	—	\$1,385,616	\$1,385,616	—%

Summary of Changes

The change in total appropriations and total revenue is due to a reduction in unemployment claims.

Net Cost reflects a decrease in retained earnings.

Workers Compensation Insurance

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

- Ensure all staff obtain necessary continuing education hours and maintain their certification to administer claims.
- Enhance the document management system to include Pre-Employment Medical Services.

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Workers' Compensation	\$28,585,908	\$36,432,084	\$41,829,864	\$5,397,780	14.8%
Gross Expenditures/Appropriations	\$28,585,908	\$36,432,084	\$41,829,864	\$5,397,780	14.8%
Total Expenditures/Appropriations	\$28,585,908	\$36,432,084	\$41,829,864	\$5,397,780	14.8%
Revenue	\$33,260,098	\$37,432,084	\$42,079,313	\$4,647,229	12.4%
Total Revenue	\$33,260,098	\$37,432,084	\$42,079,313	\$4,647,229	12.4%
Net Cost	\$(4,674,189)	\$(1,000,000)	\$(249,449)	\$750,551	(75.1)%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Services & Supplies	\$28,296,937	\$35,972,226	\$40,615,138	\$4,642,912	12.9%
Other Charges	\$288,971	\$459,858	\$1,214,726	\$754,868	164.2%
Gross Expenditures	\$28,585,908	\$36,432,084	\$41,829,864	\$5,397,780	14.8%
Total Expenditures/Appropriations	\$28,585,908	\$36,432,084	\$41,829,864	\$5,397,780	14.8%
Charges for Services	\$33,081,655	\$37,332,084	\$41,979,313	\$4,647,229	12.4%
Miscellaneous Revenues	\$178,443	\$100,000	\$100,000	—	—%
Revenue	\$33,260,098	\$37,432,084	\$42,079,313	\$4,647,229	12.4%
Total Revenue	\$33,260,098	\$37,432,084	\$42,079,313	\$4,647,229	12.4%
Net Cost	\$(4,674,189)	\$(1,000,000)	\$(249,449)	\$750,551	(75.1)%

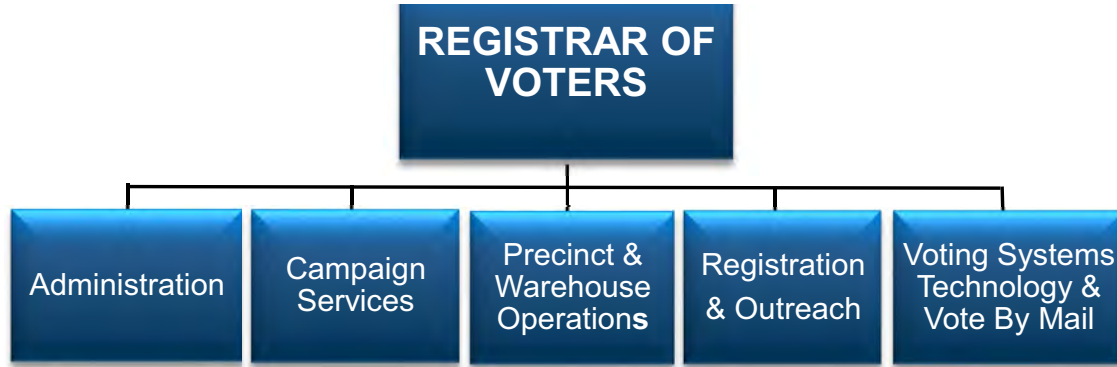
Summary of Changes

The change in total appropriations is due to increases in worker's compensation insurance premium.

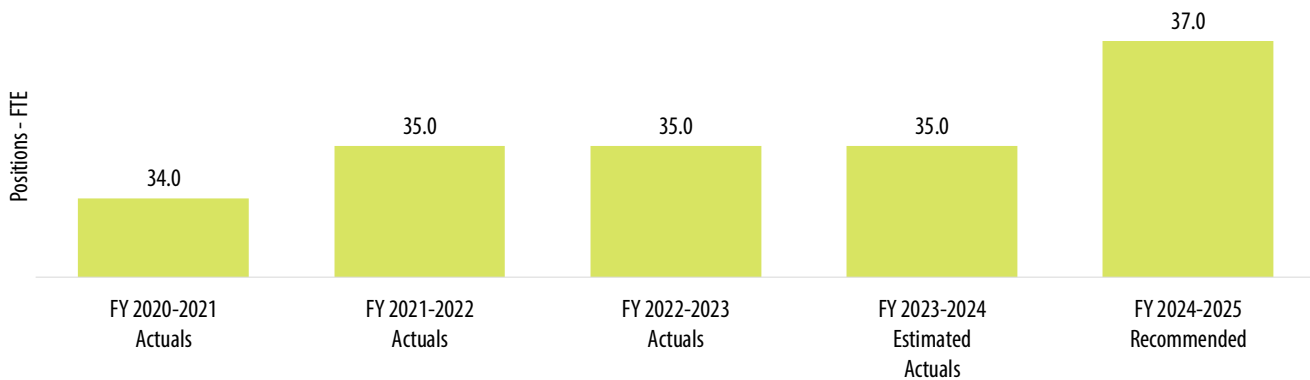
The change in total revenue is due to increases in cost recovery from customer departments.

Net Cost reflects an increase in retained earnings.

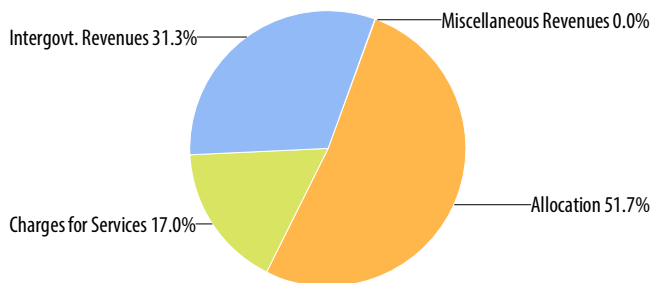
Voter Registration And Elections
Department Structure
Hang Nguyen, Registrar of Voters



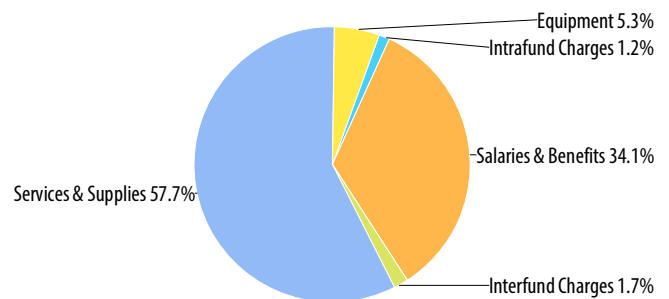
Staffing Trend



Revenue and Reimbursements



Gross Appropriations



Budget Unit Functions & Responsibilities

The Department of **Voter Registration and Elections (VRE)** is responsible for promoting civic engagement by registering eligible voters; maintaining the local voter registration database; coordinating with local, state, and federal entities; encouraging informed voter and candidate participation; conducting timely, legally compliant, transparent and accurate county, state, and federal elections; and administering related services for the county’s citizens; local jurisdictions including municipal, school district, and special district elections; candidates; and elected officials.

Goals

- Conduct timely, legally compliant, transparent and accurate county, state, and federal elections
- Improve and streamline processes by investing in technological programs, equipment, or automation
- Increase awareness surrounding elections through voter education; promote civic engagement

Budget Unit – Budget by Program

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Program					
Elections	\$16,156,637	\$15,737,430	\$17,656,324	\$1,918,894	12.2%
Gross Expenditures/Appropriations	\$16,156,637	\$15,737,430	\$17,656,324	\$1,918,894	12.2%
Total Expenditures/Appropriations	\$16,156,637	\$15,737,430	\$17,656,324	\$1,918,894	12.2%
Revenue	\$3,562,046	\$1,940,817	\$8,526,424	\$6,585,607	339.3%
Total Revenue	\$3,562,046	\$1,940,817	\$8,526,424	\$6,585,607	339.3%
Net Cost	\$12,594,590	\$13,796,613	\$9,129,900	\$(4,666,713)	(33.8)%
Positions	35.0	35.0	37.0	2.0	5.7%

Budget Unit – Budget by Object

	FY 2022-2023 Actuals	FY 2023-2024 Adopted Budget	FY 2024-2025 Recommended Budget	Changes from FY 2023-2024 Adopted Budget	% Change from FY 2023-2024 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$5,373,152	\$5,639,434	\$6,013,572	\$374,138	6.6%
Services & Supplies	\$10,323,358	\$9,534,237	\$10,190,351	\$656,114	6.9%
Equipment	\$15,941	\$45,795	\$935,592	\$889,797	1,943.0%
Interfund Charges	\$297,807	\$297,700	\$297,677	\$(23)	(0.0)%
Intrafund Charges	\$146,379	\$220,264	\$219,132	\$(1,132)	(0.5)%
Gross Expenditures	\$16,156,637	\$15,737,430	\$17,656,324	\$1,918,894	12.2%
Total Expenditures/Appropriations	\$16,156,637	\$15,737,430	\$17,656,324	\$1,918,894	12.2%
Intergovernmental Revenues	\$923,620	\$580,337	\$5,522,000	\$4,941,663	851.5%
Charges for Services	\$2,621,158	\$1,355,480	\$2,999,374	\$1,643,894	121.3%
Miscellaneous Revenues	\$17,268	\$5,000	\$5,050	\$50	1.0%
Revenue	\$3,562,046	\$1,940,817	\$8,526,424	\$6,585,607	339.3%
Total Revenue	\$3,562,046	\$1,940,817	\$8,526,424	\$6,585,607	339.3%
Net Cost	\$12,594,590	\$13,796,613	\$9,129,900	\$(4,666,713)	(33.8)%
Positions	35.0	35.0	37.0	2.0	5.7%

Summary of Changes

The change in Net Cost is a result of the changes described below.

The change in total appropriations is primarily due to:

- Increases in negotiated salary and benefits costs.
- Scheduled equipment refreshes.
- An increase in technology support costs, such as security and infrastructure for additional vote centers, due to an increase in registered voters.
- An increase in election materials and vendor costs due to an increase in registered voters and legislative mandates that resulted in added translations for Spanish, Chinese, and Vietnamese.
- Decreases in allocated costs, including Department of Technology fees, facility use, purchasing, and unemployment insurance.
- Decreases in scheduled maintenance costs resulting from new equipment purchases.
- Decreases in election supplies costs, mail/postage charges, and office supplies resulting from having sufficient ballot stock and 'go greener' efforts.
- Recommended growth detailed later in this section.

The change in total revenue is primarily due to:

- Increases in State reimbursement revenue for qualifying expenditures in prior years and the current year, including a scheduled equipment refresh for voting system hardware upgrades and ballot on demand printers for Vote Centers.
- Increases in election service charges because the general election typically includes more city and district (including school district) races.

Summary of Recommended Growth by Program

Program	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
Elections	44,414	—	—	44,414	2.0

Recommended Growth Detail for the Program

	Gross Appropriations	Intrafund Reimbursements	Total Revenue	Net Cost	FTE
VRE - Add 1.0 FTE Senior Election Assistant CS	—	—	—	—	1.0

Add 1.0 FTE Senior Election Assistant in the Campaign Services division due to the increase in the voting population, and new federal and state legislation requirements. This new position will ensure that the Department continues to meet mandated deadlines, policies, and regulations. The Senior Election Assistant would be responsible for training and supervising temporary election staff; creating, drafting, and proofing booklets, guides and calendars; updating procedures prior to each election cycle; reviewing all candidate nomination paperwork for details and accuracy; and explaining laws that govern campaign finance and regulations. This position will be fully funded by shifting \$83,229 from temporary services to maintain knowledge and expertise across elections, which are no longer just cyclical.

VRE - Add 1.0 FTE Senior Election Assistant VBM	—	—	—	—	1.0
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Add 1.0 FTE Senior Election Assistant position for the Vote by Mail (VBM) Division to support the various activities and tasks related to VBM voting, which has grown in number and complexity due to the Help America Vote Act (HAVA) and the Voter's Choice Act. The Senior Election Assistant will be responsible for overseeing the ballot collection and staffing of drop box locations, validating signatures, creating and issuing VBM materials, operating and maintaining VBM equipment, supervising temporary workers, preparing reports and statistics, updating procedures and website, and ensuring compliance with federal and state laws. This position will be funded by shifting \$83,229 from temporary services.

VRE - Add Additional Funding for Printing Services	44,414	—	—	44,414	—
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Increase appropriations to provide funding for printing services for mandated voter facsimile ballots, conditional voter registration, voter file maintenance information, Vote Center officer training materials, written handouts for voters with disabilities and limited English proficiency, and mandated Election Officers Digests for each Vote Center in the County.

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