

Administrative Services

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Agency Structure



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

Administrative Services departments include:

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

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

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

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

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

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

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

DTech also manages the Office of Compliance.

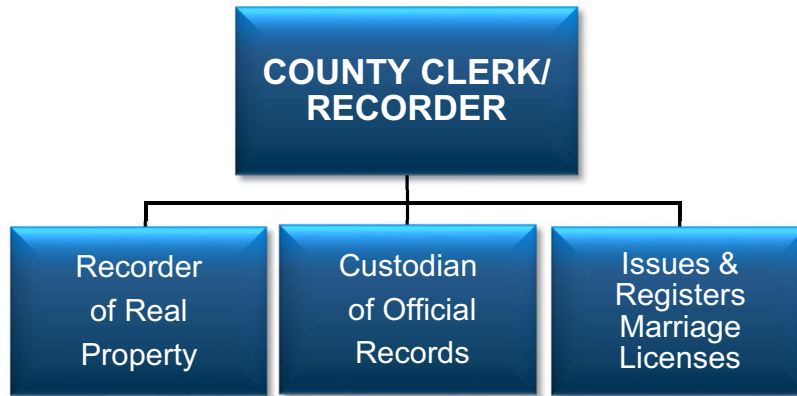
- The Office of Compliance ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that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

Voter Registration and Elections registers voters and maintains voter files; files candidate nomination papers; certifies citizen-initiated petitions; administers campaign disclosure laws; and administers federal, state, school and special districts, municipal and internal county employee elections.

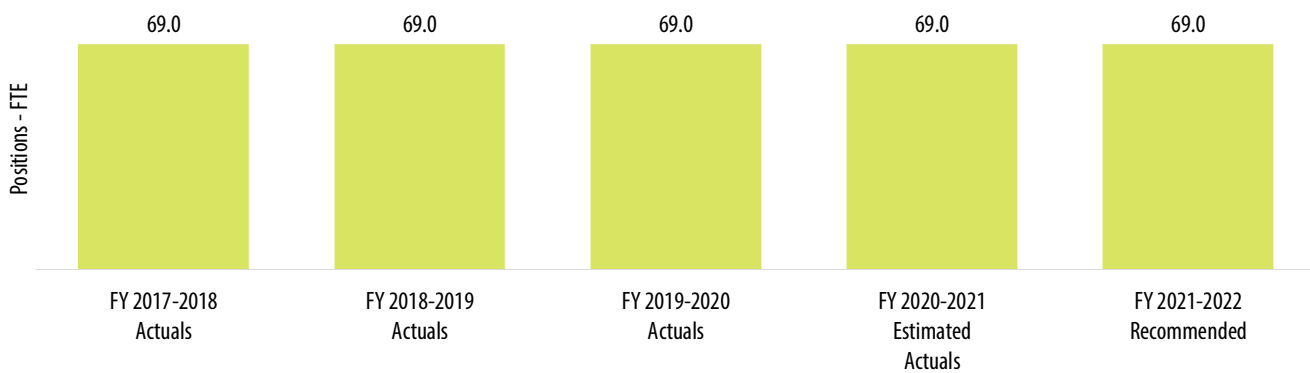
Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001A	3240000	County Clerk/Recorder	\$13,525,020	\$6,800,000	—	69.0
001A	5040000	Court / County Contribution	\$24,468,756	\$24,468,756	\$24,468,756	—
001A	5020000	Court / Non-Trial Court Operations	\$9,981,817	\$9,181,817	\$9,181,817	—
001A	5050000	Court Paid County Services	\$1,507,705	\$1,507,705	—	—
001A	5710000	Data Processing-Shared Systems	\$11,599,826	\$11,599,826	\$11,493,048	—
001A	3230000	Department Of Finance	\$49,196,070	\$36,158,226	\$1,249,537	234.0
001A	5520000	Dispute Resolution Program	\$632,500	\$632,500	—	—
001A	5660000	Grand Jury	\$306,264	\$306,264	\$306,264	—
001A	5740000	Office of Compliance	\$403,805	—	—	2.0
001A	5780000	Office of Inspector General	\$156,924	\$156,924	\$156,924	—
001A	6050000	Personnel Services	\$33,629,496	\$15,953,718	\$200,000	201.0
001A	6110000	Revenue Recovery	—	—	—	—
001A	4410000	Voter Registration And Elections	\$17,300,111	\$17,162,895	\$16,237,563	35.0
General Fund Total			\$162,708,294	\$123,928,631	\$63,293,909	541.0
001Q	3241000	Clerk/Recorder Fees	\$6,725,020	\$6,725,020	\$3,715,800	—
007A	3100000	Capital Construction	\$50,131,365	\$40,627,873	\$17,781,546	—
021D	2180000	Technology Cost Recovery Fee	\$1,539,191	\$1,539,191	\$124,891	—
031A	7600000	Department of Technology	\$170,000,576	\$104,847,513	—	396.0
034A	2070000	Fixed Assets-Heavy Equipment	\$12,968,251	\$12,968,251	\$8,840,124	—
035A	7000000	General Services	\$198,557,614	\$170,082,996	\$2,640,196	420.0
036A	7080000	General Services-Capital Outlay	\$11,716,130	\$11,716,130	\$9,525,130	—
037A	3910000	Liability/Property Insurance	\$34,169,578	\$34,169,578	\$(2,000,000)	—
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$30,910,435	\$30,910,435	\$(1,000,000)	—
040A	3930000	Unemployment Insurance	\$3,083,621	\$3,083,621	—	—
056A	7990000	Parking Enterprise	\$2,900,809	\$2,900,809	\$98,560	5.0
059A	7020000	Regional Radio Communications System	\$6,505,255	\$6,105,255	\$108,531	9.0
Non-General Fund Total			\$547,007,845	\$443,476,672	\$39,834,778	830.0
Grand Total			\$709,716,139	\$567,405,303	\$103,128,687	1,371.0

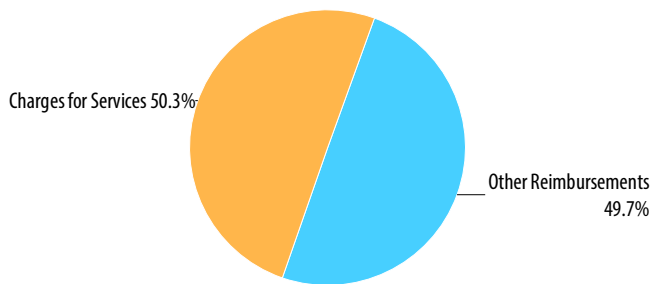
Department Structure
Donna Allred, County Clerk/Recorder



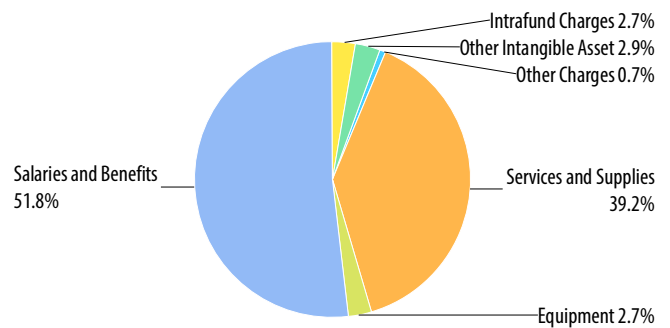
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

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

Goals

- Facility Relocation – Relocate the office from the downtown location to a more efficiently designed space, which will improve convenience and the overall experience for customers, provide more space for staff, and include no-cost parking.
- Community Outreach – In addition to adding to multi-language department literature, also develop an electronic outreach plan with schools and other community-based organizations to further assist in promoting various locations and services.
- Fee Study – After completion of the Integrated System Project, review the Fee Schedule and make necessary revisions to costs and processes, which will be presented before the Board.

Accomplishments

- Completed the final phase of the Integrated System Project, which replaced vital records and marriage programs, and added clerk features that did not previously exist.
- Developed multi-language department literature with information and services for all three CCR locations in both paper and electronic form. Continued to further enhance Community Outreach efforts by including two additional languages in CCR literature.
- Implemented COVID-19 operational solutions. Identified the County Service Center – South as a location to allow customers to have a safe civil marriage ceremony while the other offices were closed to the public due to the pandemic. Additionally, to ensure a reduction in the number of customers in the building, CCR began using a queuing appointment system for certain services.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
County Clerk/ Recorder	\$13,255,460	\$13,525,020	\$269,560	2.0%
Total Expenditures / Appropriations	\$13,255,460	\$13,525,020	\$269,560	2.0%
Total Reimbursements	\$(5,354,266)	\$(6,725,020)	\$(1,370,754)	25.6%
Net Financing Uses	\$7,901,194	\$6,800,000	\$(1,101,194)	(13.9)%
Total Revenue	\$7,901,194	\$6,800,000	\$(1,101,194)	(13.9)%
Net County Cost	—	—	—	—%
Positions	69.0	69.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$6,826,358	\$7,000,587	\$174,229	2.6%
Services & Supplies	\$5,112,385	\$5,304,550	\$192,165	3.8%
Other Charges	\$66,379	\$96,144	\$29,765	44.8%
Equipment	\$259,000	\$366,000	\$107,000	41.3%
Other Intangible Asset	\$639,973	\$387,429	\$(252,544)	(39.5)%
Intrafund Charges	\$351,365	\$370,310	\$18,945	5.4%
Total Expenditures / Appropriations	\$13,255,460	\$13,525,020	\$269,560	2.0%
Other Reimbursements	\$(5,354,266)	\$(6,725,020)	\$(1,370,754)	25.6%
Total Reimbursements	\$(5,354,266)	\$(6,725,020)	\$(1,370,754)	25.6%
Net Financing Uses	\$7,901,194	\$6,800,000	\$(1,101,194)	(13.9)%
Revenue				
Charges for Services	\$7,901,194	\$6,800,000	\$(1,101,194)	(13.9)%
Total Revenue	\$7,901,194	\$6,800,000	\$(1,101,194)	(13.9)%
Net County Cost	—	—	—	—%
Positions	69.0	69.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$269,560 (2.0%) increase in appropriations, a \$1,370,754 (25.6%) increase in reimbursements, and a \$1,101,194 (13.9%) decrease in revenue from the prior year Adopted Budget.

The net increase in total appropriations is primarily due to:

- Reductions in allocated costs for Department of Technology support and facility charges.
- Recommended growth of \$938,000 detailed below.

The increase in reimbursements is primarily due to:

- Fees that are received in a restricted fund in the Clerk/Recorder Fees budget unit (3241000) and transferred as a reimbursement to this budget unit.
- Recommended growth of \$938,000 detailed below.

The net decrease in revenue is primarily due to fees that are now reflected as reimbursements from a restricted fund as stated above.

Summary of Recommended Growth by Program

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

Recommended Growth Detail for the Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
CCR - Relocation Project - 3240000BU	938,000	(938,000)	—	—	—

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

Budget Unit Functions & Responsibilities

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

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$1,370,754 (25.6%) increase in total appropriations, a \$71,000 (2.3%) decrease in revenue, and a \$1,441,754 (63.4%) increase in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Costs in the County Clerk/Recorder budget (Budget Unit 3240000) requiring the transfer of funds from this budget unit.
- Recommended growth of \$938,000 summarized below.

The decrease in revenue is due to a decrease in Micrographics, Vital Health Statistics, and Recording Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$2,068,899 in available fund balance, a reserve release of \$2,134,918 and a provision for reserve of \$488,017 as detailed below:

- E-Recording (ERDS) Fees reserve has increased \$277,228.
- Hours Fees reserve has decreased \$92,865.
- Index Fees reserve has decreased \$92,868.
- Micrographic Fees reserve has increased \$210,789.
- Modernization Fees reserve has decreased \$1,916,761.
- Vital Health (VH) Statistics Fees reserve has decreased \$32,424.

Summary of Recommended Growth by Program

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

E-Recording

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects an \$8,000 (2.4%) decrease in revenue and an \$8,000 (3.8%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenue is due to a decrease in Recording Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$76,804 in available fund balance and a provision for reserve of \$277,228.

Hours

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$1,000 (0.3%) increase in revenue, and a \$1,000 (0.7%) decrease in use of fund balance from the prior year Adopted Budget.

The increase in revenue is due to a slight increase in Hours Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$54,127 in available fund balance and a reserve release of \$92,865.

Index

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$1,000 (0.3%) increase in revenue and a \$1,000 (0.7%) decrease in use of fund balance from the prior year Adopted Budget.

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

Use of Fund Balance reflects the net of a carryover of \$54,127 in available fund balance and a reserve release of \$92,868.

Micrographics Conversion

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$45,000 (11.5%) decrease in revenue and a \$45,000 (388.8%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenue is due to a decrease in Micrographics Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$267,364 in available fund balance and a provision for reserve of \$210,789.

Modernization

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$1,370,754 (36.7%) increase in total appropriations and a \$1,370,754 (62.3%) increase in use of fund balance from the prior year Adopted Budget.

The increase in appropriations is due to:

- Expenditures in the County Clerk/Recorder budget unit (3240000) requiring transfer of funds from this budget unit.
- Recommended growth of \$938,000 detailed later in this section.

Use of Fund Balance reflects the net of a carryover of \$1,655,731 in available fund balance and a reserve release of \$1,916,761.

Recommended Growth Detail for the Program

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

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

Vital Health Statistics

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$20,000 (11.8%) decrease in revenue and a \$20,000 (74.5%) increase in use of fund balance from the prior year Adopted Budget.

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

Use of Fund Balance reflects the net of a carryover of -\$39,254 in available fund balance and reserve release of \$32,424.

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

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

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$7,570 (0.1%) increase in total appropriations, a \$300,000 (27.3%) decrease in reimbursements, and a \$307,570 (3.5%) increase in net county cost from the prior year Adopted Budget.

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

The increase in total appropriations is due to:

- A net increase of \$15,203 in allocated costs for facility use and debt service.
- A net reduction of \$7,633 for Court staff costs to support collection activities and traffic installment plan set-up and for the County share of non-Rule 810 psychiatric evaluations.

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

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

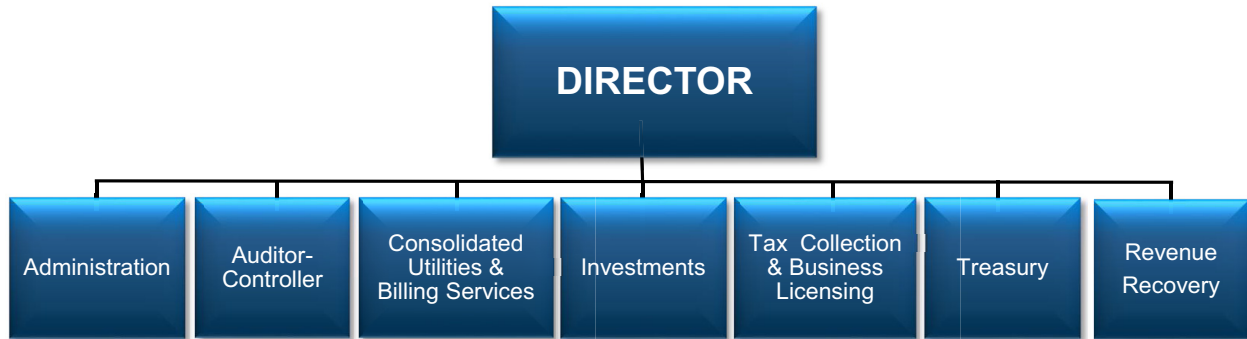
The Recommended Budget reflects a \$55,622 (3.6%) decrease in appropriations and revenue from the prior year Adopted Budget.

The decrease in total appropriations is due to:

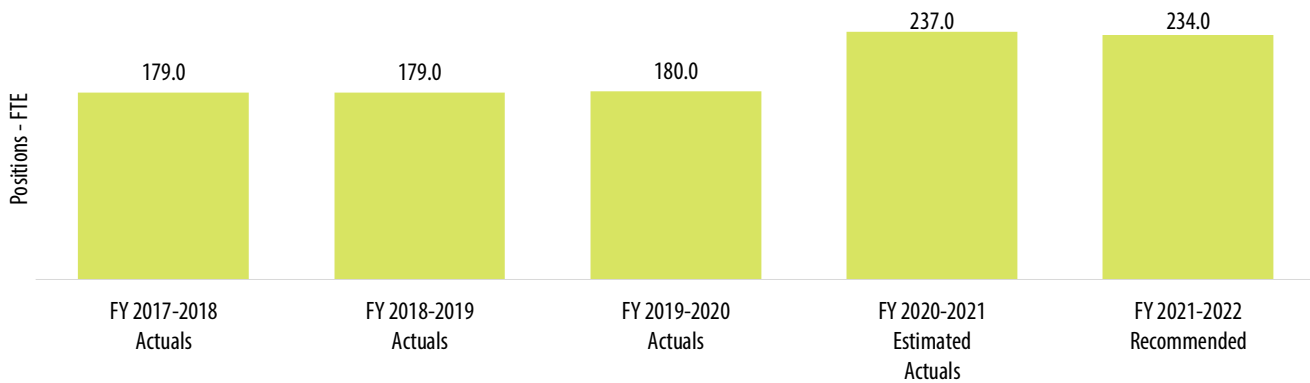
- An increase of \$80,244 in various allocated costs including messenger, technology, and telephone services.
- A reduction of \$135,866 due to the Superior Court no longer funding the staff for the Criminal Justice Cabinet at fifty percent and the elimination of funding for the Court Pro Per Coordinator position in the Conflict Criminal Defender budget unit.

The decrease in revenue is due to less revenue needed from the Superior Court and Judicial Council of California to fund the reduced appropriations.

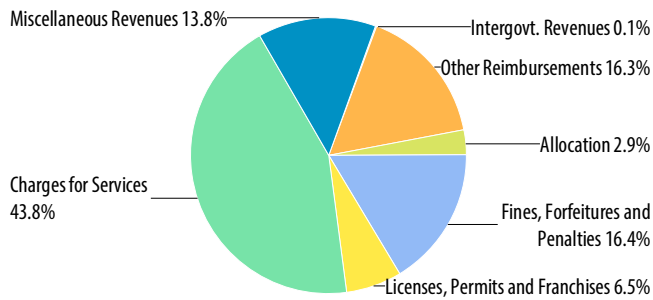
Department Structure Ben Lamera, Director



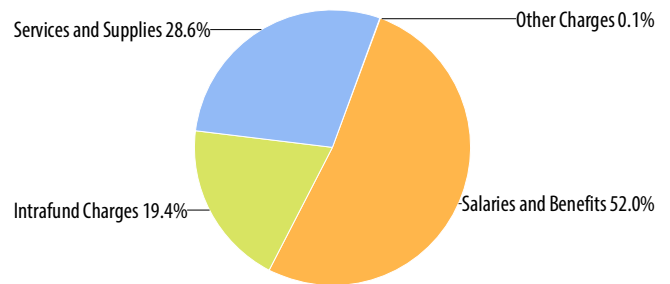
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

- Administration
- Treasury & Investments
- Auditor-Controller
- Tax Collection & Business Licensing
- Revenue Recovery

Goals

- Transition to a new bank portal, expand online electronic payments, and implement a centralized PayHub site.
- Update and complete the tax system requirements for a request for proposal (RFP) on a new tax system.
- Implement new Government Accounting Standard Board (GASB) accounting standards for leases (GASB Standard 87) and fiduciary activities (GASB Standard 84).

Accomplishments

- Merged Revenue Recovery into the Department of Finance.
- Completed the RFP process for a new bill print contract.
- Participated in the issuance and refinancing of over 30 bonds for school districts and the County.
- Completed the development of all Fiscal Academy courses.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Administration	\$4,268,005	\$4,508,271	\$240,266	5.6%
Auditor-Controller	\$12,599,895	\$12,555,392	\$(44,503)	(0.4)%
Consolidated Utilities Billing and Service	\$10,382,243	\$9,907,562	\$(474,681)	(4.6)%
Revenue Recovery	—	\$10,097,831	\$10,097,831	—%
Tax Collection & Business Licensing	\$7,442,367	\$7,401,224	\$(41,143)	(0.6)%
Treasury and Investments	\$4,614,969	\$4,725,790	\$110,821	2.4%
Total Expenditures / Appropriations	\$39,307,479	\$49,196,070	\$9,888,591	25.2%
Total Reimbursements	\$(10,583,827)	\$(13,037,844)	\$(2,454,017)	23.2%
Net Financing Uses	\$28,723,652	\$36,158,226	\$7,434,574	25.9%
Total Revenue	\$27,474,115	\$34,908,689	\$7,434,574	27.1%
Net County Cost	\$1,249,537	\$1,249,537	—	—%
Positions	182.0	234.0	52.0	28.6%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$20,227,790	\$25,557,946	\$5,330,156	26.4%
Services & Supplies	\$10,583,330	\$14,059,461	\$3,476,131	32.8%
Other Charges	\$167,500	\$49,011	\$(118,489)	(70.7)%
Intrafund Charges	\$8,328,859	\$9,529,652	\$1,200,793	14.4%
Total Expenditures / Appropriations	\$39,307,479	\$49,196,070	\$9,888,591	25.2%
Intrafund Reimbursements Between Programs	\$(5,313,762)	\$(5,973,437)	\$(659,675)	12.4%
Other Reimbursements	\$(5,270,065)	\$(7,064,407)	\$(1,794,342)	34.0%
Total Reimbursements	\$(10,583,827)	\$(13,037,844)	\$(2,454,017)	23.2%
Net Financing Uses	\$28,723,652	\$36,158,226	\$7,434,574	25.9%
Revenue				
Licenses, Permits & Franchises	\$2,901,077	\$2,828,190	\$(72,887)	(2.5)%
Fines, Forfeitures & Penalties	\$7,581,840	\$7,103,410	\$(478,430)	(6.3)%
Intergovernmental Revenues	\$51,250	\$49,000	\$(2,250)	(4.4)%
Charges for Services	\$11,057,634	\$18,948,809	\$7,891,175	71.4%
Miscellaneous Revenues	\$5,882,314	\$5,979,280	\$96,966	1.6%
Total Revenue	\$27,474,115	\$34,908,689	\$7,434,574	27.1%
Net County Cost	\$1,249,537	\$1,249,537	—	—%
Positions	182.0	234.0	52.0	28.6%

Summary of Changes

The Recommended Budget reflects a \$9,888,591 (25.2%) increase in total appropriations, a \$2,454,017 (23.2%) increase in reimbursements, and a \$7,434,574 (27.1%) increase in revenue from the prior year Adopted Budget.

The net increase in total appropriations is largely due to:

- The consolidation of Revenue Recovery (Budget Unit 6110000) into Department of Finance (Budget Unit 3230000) beginning in FY 2021-22 (55.0 FTE positions that were in the Department of Revenue Recovery were moved to the Department of Finance Budget Unit section effective July 5, 2020).
- A reduction in Franchise Tax Board (FTB) Court Ordered Debt (COD) program charges budgeted as a result of Assembly Bill (AB) 1869, which repealed authority to collect certain criminal justice fees.
- An increase in direct department service charges.
- A reduction in contracted services, including a contract for Debt Management and Collection System (DMACS) software support, which will expire in June 2021.

- A decrease in budget for bad debt expense as well as overall reductions in temporary staffing and miscellaneous services and supplies.
- A reduction in Sheriff and County Counsel costs.
- Increases in salary and benefit costs due to cost of living adjustments (COLA), step increases, and retirement costs, partially offset by an overall increase in departmental salary savings. Finance has applied a 5% salary savings factor to all divisions based on historical trends.
- Increases in allocated costs including higher liability insurance, pension obligation bond (POB), unemployment insurance, worker’s compensation, DTech, facility and leased property use charges.
- An increase in Treasury banking fees and external audit charges.
- An increase in department and division overhead allocations due to increases in allocated costs and salary and benefit costs.
- Recommended reductions of \$90,827 summarized later in this section. Additional detail is provided in the individual program sections.

The net increase in reimbursements is due to:

- The consolidation of the Revenue Recovery into Department of Finance in FY 2021-22.
- Reductions in program expenditures.
- Reductions in rush fees, which were moved from reimbursements to revenues.
- Increases in department and division overhead reimbursements due to increases in allocated costs and salary and benefit costs.
- Increases in intra-fund billings and other miscellaneous cost recoveries department-wide.

The net increase in revenue is due to:

- The consolidation of the Revenue Recovery into Department of Finance in FY 2021-22.
- Reduction in e-payables and unclaimed funds.
- Reductions in revenue generating program expenditures.
- Recommended reductions of \$90,827 summarized later in this section. Additional detail is provided in the individual program sections.

Position counts have increased 52.0 FTE from the prior year Adopted Budget due to:

- 55.0 FTE mid-year net increase.
- 4.0 vacant FTE total reductions in recommended reduction scenarios.

Summary of Recommended Reductions by Program

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

Administration

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,466,539	\$1,635,124	\$168,585	11.5%
Services & Supplies	\$2,159,976	\$2,238,672	\$78,696	3.6%
Intrafund Charges	\$641,490	\$634,475	\$(7,015)	(1.1)%
Total Expenditures / Appropriations	\$4,268,005	\$4,508,271	\$240,266	5.6%
Total Reimbursements between Programs	\$(3,946,793)	\$(4,508,271)	\$(561,478)	14.2%
Other Reimbursements	\$(282,360)	—	\$282,360	(100.0)%
Total Reimbursements	\$(4,229,153)	\$(4,508,271)	\$(279,118)	6.6%
Net Financing Uses	\$38,852	—	\$(38,852)	(100.0)%
Net County Cost	\$38,852	—	\$(38,852)	(100.0)%
Positions	9.0	9.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$240,266 (5.6%) increase in total appropriations, a \$279,118 (6.6%) increase in reimbursements, and a \$38,852 (100.0%) decrease in net county cost from the prior year Adopted Budget.

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

The increase in total appropriations is due to:

- Increases in salary and benefit costs from COLAs, step increases, and allocated costs, including Worker's Compensation, Unemployment Insurance, and POBs. Additionally, an Account Clerk Level 2 position was moved from the Auditor-Controller Division to Administration as the position reports directly to Finance Administration and supports the operations of the entire Department.
- Increases in allocated cost charges related to facility use, liability insurance, County Executive cabinet, Finance, and DTech charges.
- Increases in direct DTech charges and miscellaneous services and supplies.

The increase in reimbursements is due to:

- The overall increase in salary and benefit costs, allocated costs, and movement of an Account Clerk Level 2 from Auditor-Controller to Administration, which will result in additional reimbursements through divisional allocations as well as direct billings.

This program includes an additional 2.0 FTEs not reflected in the table for FY 2021-22, for a total of 11.0 FTEs, due to the timing of the movement of the positions from the Auditor-Controller Program.

Auditor-Controller

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$8,508,759	\$8,432,531	\$(76,228)	(0.9)%
Services & Supplies	\$1,096,162	\$922,233	\$(173,929)	(15.9)%
Intrafund Charges	\$2,994,974	\$3,200,628	\$205,654	6.9%
Total Expenditures / Appropriations	\$12,599,895	\$12,555,392	\$(44,503)	(0.4)%
Total Reimbursements between Programs	\$(637,906)	\$(638,224)	\$(318)	0.0%
Other Reimbursements	\$(4,504,422)	\$(4,526,037)	\$(21,615)	0.5%
Total Reimbursements	\$(5,142,328)	\$(5,164,261)	\$(21,933)	0.4%
Net Financing Uses	\$7,457,567	\$7,391,131	\$(66,436)	(0.9)%
Revenue				
Intergovernmental Revenues	\$51,250	\$49,000	\$(2,250)	(4.4)%
Charges for Services	\$5,401,369	\$5,353,114	\$(48,255)	(0.9)%
Miscellaneous Revenues	\$901,019	\$840,865	\$(60,154)	(6.7)%
Total Revenue	\$6,353,638	\$6,242,979	\$(110,659)	(1.7)%
Net County Cost	\$1,103,929	\$1,148,152	\$44,223	4.0%
Positions	70.0	70.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$44,503 (0.4%) decrease in total appropriations, a \$21,933 (0.4%) increase in reimbursements, a \$110,659 (1.7%) decrease in revenue, and a \$44,223 (4.0%) increase in net county cost from the prior year Adopted Budget.

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

The net decrease in total appropriations is due to:

- Increases in salary savings as well as savings that resulted from movement of one Account Clerk II position from Auditor-Controller to Administration. These savings are offset in part by increases in salary and benefits as a result of increases in COLA, step increases, retirement, and allocated costs, such as, POBs.
- Reductions in contracted services, data processing supplies, equipment, and miscellaneous services and supplies to absorb increases in the allocated costs and salary and benefit costs.

- Increases in intra-fund charges including department and division overhead allocations and internal departmental direct billings.

The increase in reimbursements is due to increases in service charges.

The decrease in revenue is due to reductions in the budget for unclaimed funds and e-payables, partially offset by increases in Senate Bill 2557 revenues. SB 2557 allows counties to recover the cost of property tax administration from other local entities for their pro rata share of property tax administration.

This program includes 2.0 fewer FTEs than reflected in the table for FY 2021-22, for a total of 68.0 FTEs, due to the timing of the movement of the positions to the Administration program.

Consolidated Utilities Billing and Service

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$3,988,382	\$4,018,393	\$30,011	0.8%
Services & Supplies	\$5,173,672	\$4,719,617	\$(454,055)	(8.8)%
Other Charges	\$167,500	\$49,011	\$(118,489)	(70.7)%
Intrafund Charges	\$1,052,689	\$1,120,541	\$67,852	6.4%
Total Expenditures / Appropriations	\$10,382,243	\$9,907,562	\$(474,681)	(4.6)%
Total Reimbursements between Programs	\$(24,768)	\$(25,033)	\$(265)	1.1%
Other Reimbursements	\$(9,082)	\$(7,283)	\$1,799	(19.8)%
Total Reimbursements	\$(33,850)	\$(32,316)	\$1,534	(4.5)%
Net Financing Uses	\$10,348,393	\$9,875,246	\$(473,147)	(4.6)%
Revenue				
Fines, Forfeitures & Penalties	\$7,581,840	\$7,103,410	\$(478,430)	(6.3)%
Charges for Services	\$2,731,553	\$2,736,836	\$5,283	0.2%
Miscellaneous Revenues	\$35,000	\$35,000	—	—%
Total Revenue	\$10,348,393	\$9,875,246	\$(473,147)	(4.6)%
Net County Cost	—	—	—	—%
Positions	44.0	44.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$474,681 (4.6%) decrease in total appropriations, a \$1,534 (4.5%) decrease in reimbursements, and a \$473,147 (4.6%) decrease in revenue from the prior year Adopted Budget.

The net decrease in total appropriations is due to:

- A decrease in business conferences due to the pandemic.
- A reduction in contract costs for new bill printing.
- A reduction in DTech maintenance services as the new Hewlett-Packard Enterprise (HPE) hardware purchased came with 5-year support.
- A reduction in portal development costs as a result of in-house, DTech, portal development.

- A reduction in bad debt expense based on actuals.
- Increases in salary and benefit costs from COLA, step increases, retirement, and allocated costs, such as, POB.

The decrease in reimbursements is due to:

- A reduction in hours worked by CUBS staff on Rental Housing Code Compliance (RHCC) as a result of automation (applications are handled on-line rather than submitted in hard copy).

The decrease in revenue is due to a reduction in projected forfeitures and penalties based on the decrease in the number of delinquent accounts.

Revenue Recovery

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$10,097,831 (new) increase in total appropriations, a \$2,160,310 (new) increase in reimbursements, and a \$7,937,521 (new) increase in revenues from the prior year Adopted Budget.

The net increase in total appropriations is due to the consolidation of Revenue Recovery (Budget Unit 6110000) into Department of Finance (Budget Unit 3230000) beginning in FY 2021-22; however, Revenue Recovery expenditures actually decreased \$667,152 from the prior year budget due to:

- A projected decrease in FTB-COD program costs based on the decreased projected collection from FTB-COD due to AB1869, which repealed authority to collect certain criminal justice fees.
- Reduced labor costs as the contract with the vendor supporting DMACS is ending June 30, 2021.
- Reduced legal services fees as cases are being resolved with minimal legal counsel involvement.
- Elimination of extra help, as certain projects are ending, and temporary help costs are largely used to process State Controller's returned mail/statements and imaging documents. Due to COVID-19, the State Controller's statement mailings are being suspended.
- Increases in COLAs, step increases, retirement, and allocated costs, such as, POBs.

- Increases in mail, postage, and printing costs due to an increase in the cost of doing business as well as an increase in statement mailings as more debtors addresses are found due to skip tracing efforts.
- Recommended reductions of \$49,500 detailed later in this section.

The net increase in reimbursements is due to the consolidation of Revenue Recovery into Department of Finance beginning in FY 2021-22; however, Revenue Recovery reimbursements actually decreased by \$799,660 from the prior year due to a decrease in collections for customer departments affected by AB1869.

The net increase in revenue is largely due to the consolidation of Revenue Recovery into Department of Finance beginning in FY 2021-22; however, Revenue Recovery revenue also increased \$132,508 from the prior year due to:

- An increase in collections for other customer departments and the Superior Court of Sacramento.
- Recommended reductions of \$49,500 detailed later in this section.

Recommended Reduction Detail for the Program

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

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

Tax Collection & Business Licensing

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$3,307,841	\$3,286,963	\$(20,878)	(0.6)%
Services & Supplies	\$1,571,490	\$1,602,669	\$31,179	2.0%
Intrafund Charges	\$2,563,036	\$2,511,592	\$(51,444)	(2.0)%
Total Expenditures / Appropriations	\$7,442,367	\$7,401,224	\$(41,143)	(0.6)%
Other Reimbursements	\$(232,905)	\$(263,000)	\$(30,095)	12.9%
Total Reimbursements	\$(232,905)	\$(263,000)	\$(30,095)	12.9%
Net Financing Uses	\$7,209,462	\$7,138,224	\$(71,238)	(1.0)%
Revenue				
Licenses, Permits & Franchises	\$2,901,077	\$2,828,190	\$(72,887)	(2.5)%
Charges for Services	\$2,462,537	\$2,466,679	\$4,142	0.2%
Miscellaneous Revenues	\$1,739,092	\$1,741,970	\$2,878	0.2%
Total Revenue	\$7,102,706	\$7,036,839	\$(65,867)	(0.9)%
Net County Cost	\$106,756	\$101,385	\$(5,371)	(5.0)%
Positions	33.0	33.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$41,143 (0.6%) decrease in total appropriations, a \$30,095 (12.9%) increase in reimbursements, a \$65,867 (0.9%) decrease in revenues, and a \$5,371 (5.0%) decrease in net county cost from the prior year Adopted Budget.

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

The decrease in total appropriations is due to:

- Increases in salary savings based on historical trends partially offset by salary and benefit costs including COLAs, step increases, retirement costs, and allocated costs, like POBs.
- Increases in business licensing costs related to General Business License fees for veterans resulting from increases in the cost of doing business. Sacramento County Code Section 4.06.072(A.) waives General Business License application fees or license renewal fees for eligible veterans if the Board of Supervisors makes a line item appropriation in the Budget to fund the fees. These fees are funded by net county cost and are estimated to increase \$12,000 from the FY 2020-21 Adopted Budget to \$32,000 in FY 2021-22.

- Decreases in postage and mailing charges as well as intra-fund Sheriff's charges resulting from fewer applications and a savings in the cost of the detective position providing services, which is at a lower step, offset by an increase in DTech allocated costs.

The increase in reimbursements is due to an increase in Senate Bill 2557 cost recovery.

The decrease in revenues is due to reductions in projected general and special business licenses, number of permits, and tobacco retail licenses.

Treasury and Investments

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$2,956,269	\$2,927,692	\$(28,577)	(1.0)%
Services & Supplies	\$582,030	\$712,115	\$130,085	22.4%
Intrafund Charges	\$1,076,670	\$1,085,983	\$9,313	0.9%
Total Expenditures / Appropriations	\$4,614,969	\$4,725,790	\$110,821	2.4%
Total Reimbursements between Programs	\$(704,295)	\$(801,909)	\$(97,614)	13.9%
Other Reimbursements	\$(241,296)	\$(107,777)	\$133,519	(55.3)%
Total Reimbursements	\$(945,591)	\$(909,686)	\$35,905	(3.8)%
Net Financing Uses	\$3,669,378	\$3,816,104	\$146,726	4.0%
Revenue				
Charges for Services	\$462,175	\$454,659	\$(7,516)	(1.6)%
Miscellaneous Revenues	\$3,207,203	\$3,361,445	\$154,242	4.8%
Total Revenue	\$3,669,378	\$3,816,104	\$146,726	4.0%
Net County Cost	—	—	—	—%
Positions	26.0	25.0	(1.0)	(3.8)%

Summary of Changes

The Recommended Budget reflects a \$110,821 (2.4%) increase in total appropriations, a \$35,905 (3.8%) decrease in reimbursements, and a \$146,726 (4.0%) increase in revenues from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in banking fees and projected costs of external audits.
- Increases in data processing services as a result of replacement investment accounting and portfolio management software.
- Increases in salary and benefit costs from COLAs, step increases, retirement, and allocated costs, such as, POBs; partially offset by an increase in salary savings based on historical trends.
- A decrease in temporary staffing as a result of process efficiencies as more customers pay electronically, as well as changes on the tax bill that smoothed out the flow of payments and minimized large peaks around the delinquency date.

- A recommended reduction of \$41,327 detailed later in this section.

The decrease in reimbursements is due to lower intra-fund expenses for services provided to Revenue Recovery, CUBS, Planning and Environmental Review, and Deferred Compensation.

The increase in revenue is due to:

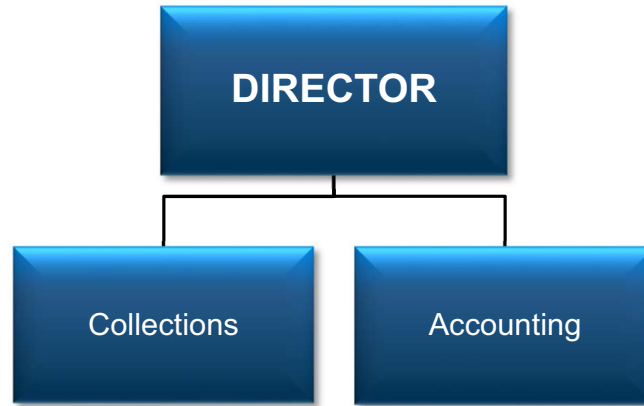
- An increase in overall division expenditures that are cost recoverable.
- A recommended reduction of \$41,327 detailed later in this section.

Recommended Reduction Detail for the Program

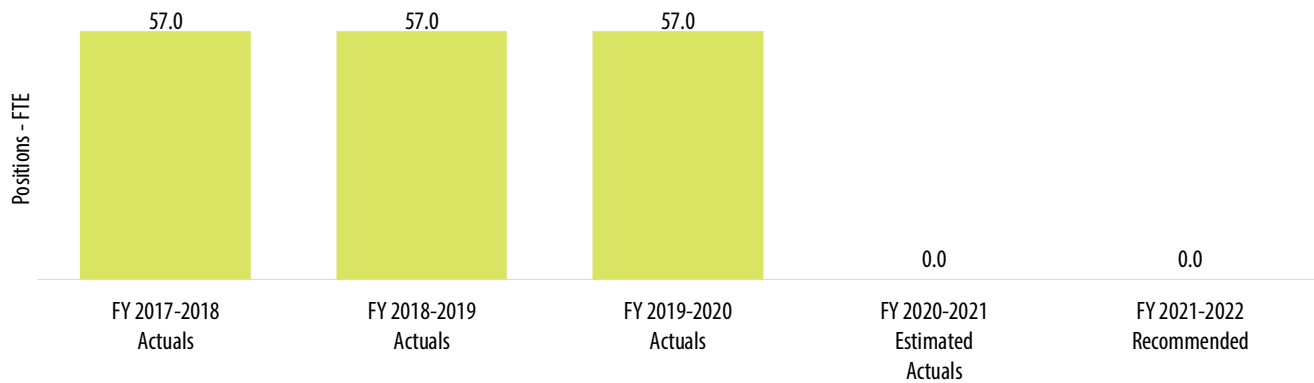
	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DOF - Reallocate 2.0 FTE Account Clerk Level 2 positions to 1.0 FTE Accountant position - Treasury					
	(41,327)	—	(41,327)	—	(1.0)

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

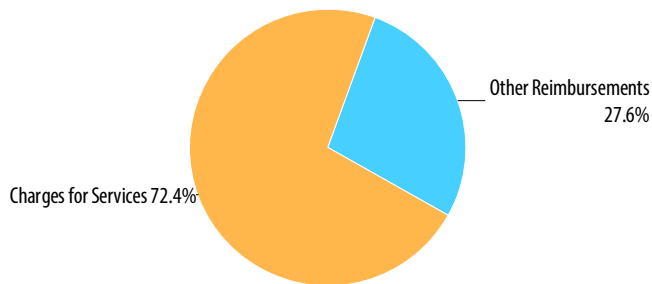
Department Structure
Ben Lamera, Director



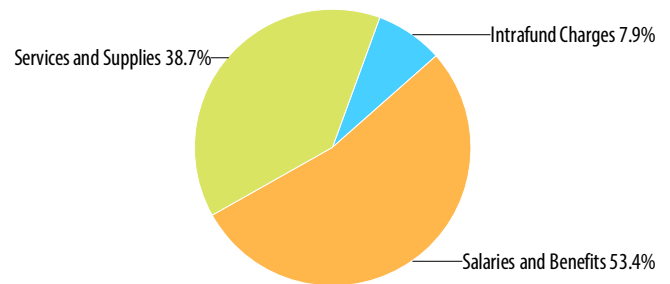
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

FOR INFORMATION ONLY

Budget Unit – Budget by Program

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

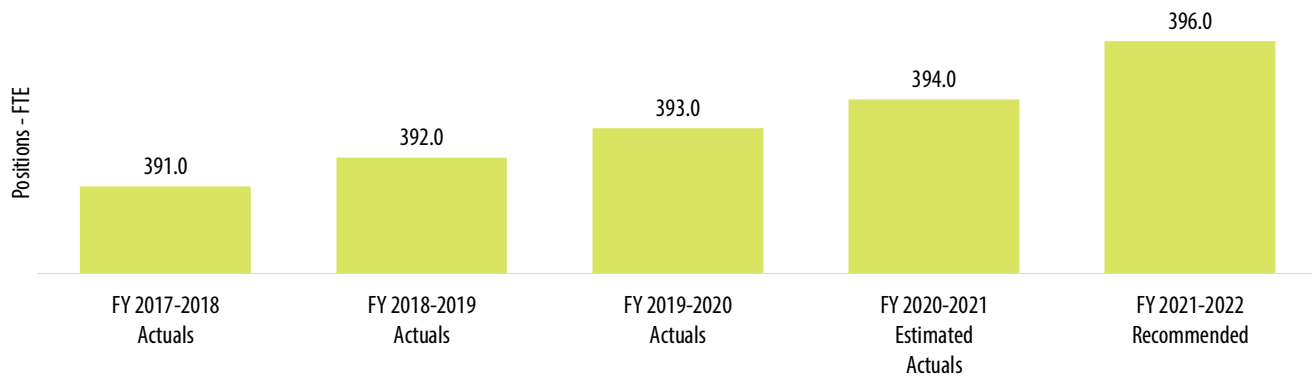
Budget Unit – Budget by Object

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

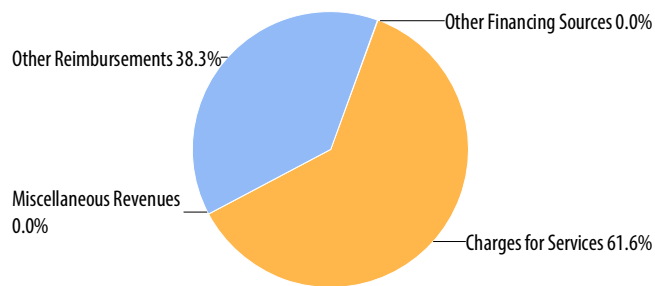
Department Structure
Rami Zakaria, Chief Information Officer



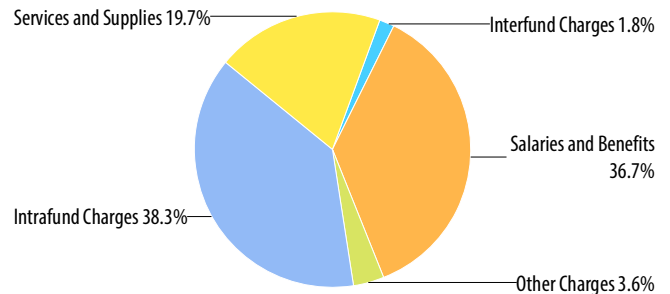
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

Goals

- Foster a culture of security awareness through training and auditing.
- Prevent cyberattacks from impacting the confidentiality, integrity and availability of county resources.
- Upgrade the countywide email system.

Accomplishments

- Implemented a new countywide budget system.
- Implemented the Consolidated Utilities Billing and Services (CUBS) customer billing portal.
- Implemented new End Points Detection and Response system to enhance the County Cyber Security defense capabilities.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Countywide IT Services	\$60,518,972	\$76,596,300	\$16,077,328	26.6%
Department Application and Equipment Support	\$65,381,754	\$93,404,276	\$28,022,522	42.9%
Total Expenditures / Appropriations	\$125,900,726	\$170,000,576	\$44,099,850	35.0%
Total Reimbursements	\$(23,843,140)	\$(65,153,063)	\$(41,309,923)	173.3%
Net Financing Uses	\$102,057,586	\$104,847,513	\$2,789,927	2.7%
Total Revenue	\$101,999,440	\$104,847,513	\$2,848,073	2.8%
Use of Fund Balance	\$58,146	—	\$(58,146)	(100.0)%
Positions	394.0	396.0	2.0	0.5%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$60,107,853	\$62,317,118	\$2,209,265	3.7%
Services & Supplies	\$34,794,426	\$33,456,192	\$(1,338,234)	(3.8)%
Other Charges	\$4,420,747	\$6,074,894	\$1,654,147	37.4%
Interfund Charges	\$2,999,824	\$2,999,309	\$(515)	(0.0)%
Intrafund Charges	\$23,577,876	\$65,153,063	\$41,575,187	176.3%
Total Expenditures / Appropriations	\$125,900,726	\$170,000,576	\$44,099,850	35.0%
Other Reimbursements	\$(23,843,140)	\$(65,153,063)	\$(41,309,923)	173.3%
Total Reimbursements	\$(23,843,140)	\$(65,153,063)	\$(41,309,923)	173.3%
Net Financing Uses	\$102,057,586	\$104,847,513	\$2,789,927	2.7%
Revenue				
Charges for Services	\$101,974,492	\$104,798,509	\$2,824,017	2.8%
Miscellaneous Revenues	\$24,948	\$25,000	\$52	0.2%
Other Financing Sources	—	\$24,004	\$24,004	—%
Total Revenue	\$101,999,440	\$104,847,513	\$2,848,073	2.8%
Use of Fund Balance	\$58,146	—	\$(58,146)	(100.0)%
Positions	394.0	396.0	2.0	0.5%

Summary of Changes

The Recommended Budget reflects a \$44,099,850 (35.0%) increase in total appropriations, a \$41,309,923 (173.3%) increase in reimbursements, a \$2,848,073 (2.8%) increase in revenue, and a \$58,146 (100.0%) decrease in use of fund balance from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- \$41,575,187 in internal transfers to better capture costs by cost center, within the same fund center. This has no impact on net cost.
- Recommended growth of \$854,143 summarized later in this section. Additional detail is provided in the individual program sections.
- Recommended reductions of \$1,807,767 summarized later in this section. Additional detail is provided in the individual program sections.

The net increase in reimbursements is due to:

- \$41,575,187 in internal transfers to better capture costs by cost center, within the same fund center. This has no impact on net cost.
- Decreases of \$259,264 in grant reimbursements.

The increase in revenue is due to:

- Increases in labor costs due to negotiated salary and benefits.
- Increases in WAN fees due to a network refresh.
- Recommended growth of \$1,807,767 summarized later in this section. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects no change in retained earnings.

Positions counts have a net increase of 2.0 FTE from the prior year Adopted Budget due to:

- 4.0 FTE total additions in recommended growth requests.
- 2.0 FTE total reductions in recommended reduction scenarios. 2.0 FTE vacant (being reallocated to unfunded).

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Countywide IT Services	601,992	—	601,992	—	2.0
Department Application and Equipment Support	252,151	—	252,151	—	2.0

Summary of Recommended Reductions by Program

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

Countywide IT Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$19,590,125	\$20,357,582	\$767,457	3.9%
Services & Supplies	\$23,445,647	\$22,211,653	\$(1,233,994)	(5.3)%
Other Charges	\$3,834,565	\$5,406,520	\$1,571,955	41.0%
Interfund Charges	\$2,999,824	\$2,999,309	\$(515)	(0.0)%
Intrafund Charges	\$10,648,811	\$25,621,236	\$14,972,425	140.6%
Total Expenditures / Appropriations	\$60,518,972	\$76,596,300	\$16,077,328	26.6%
Other Reimbursements	\$(19,387,206)	\$(34,279,556)	\$(14,892,350)	76.8%
Total Reimbursements	\$(19,387,206)	\$(34,279,556)	\$(14,892,350)	76.8%
Net Financing Uses	\$41,131,766	\$42,316,744	\$1,184,978	2.9%
Revenue				
Charges for Services	\$41,210,577	\$42,102,350	\$891,773	2.2%
Miscellaneous Revenues	\$24,948	\$25,000	\$52	0.2%
Other Financing Sources	—	—	—	—%
Total Revenue	\$41,235,525	\$42,127,350	\$891,825	2.2%
Use of Fund Balance	\$(103,759)	\$189,394	\$293,153	(282.5)%
Positions	129.0	122.0	(7.0)	(5.4)%

Summary of Changes

The Recommended Budget reflects a \$16,077,328 (26.6%) increase in total appropriations, a \$14,892,350 (76.8%) increase in reimbursements, an \$891,825 (2.2%) increase in revenue, and a \$293,153 (282.5%) increase in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to:

- A change in budgeting practices to better capture costs by cost center, within the same fund center. This has no impact on net cost.
- Increases in depreciation from the network refresh project.
- Recommended growth of \$601,992 detailed later in this section.

- Recommended reductions of \$1,367,364 detailed later in this section.

The increase in reimbursements is due to changing budgeting methodology to better capture costs by cost center, within the same fund center. This has no impact on net cost.

The increase in revenue is due to:

- Increases in labor charges and WAN fees due to unavoidable cost increases.
- Recommended growth of \$601,992 detailed later in this section.

Use of Fund Balance reflects a \$189,394 decrease in retained earnings.

Recommended Growth Detail for the Program

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

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

DTECH ACP -County Cybersecurity Risk Management	375,996	—	375,996	—	1.0
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Add an Information Technology Analyst to the Information Security Office Risk Management Team, procure risk management toolsets and penetration testing services to meet organizational needs

Recommended Reduction Detail for the Program

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

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

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

DTECH ACP - Physical Server Licenses	(5,000)	—	(5,000)	—	—
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Eliminate funding for new server licensing. Departments would not be able to license and new servers limiting their ability to implement new applications.

DTECH ACP - Reduce Funding for VMWare	(804,000)	—	(804,000)	—	—
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Reducing VMWare licenses to save \$804K. There is no impact to customers.

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DTECH ACP - Reducing Existing Server Licenses					
	(50,000)	—	(50,000)	—	—
Reduce funding available for new server licenses, limiting departments' ability to commission new servers, both physical and virtual. This would limit the ability to stand up new systems.					
DTECH ACP - Reduction to Business Conference Exp					
	(59,921)	—	(174,333)	114,412	—
Reducing travel and training across the department. Reductions will limit employees ability to stay current with technology training and there is a potential for project implementation to take longer if new technology is used or if it is unfamiliar to staff.					
DTECH ACP - Reduction to Extra Help & Prof Svcs in 311					
	(48,000)	—	(48,000)	—	—
Reducing funding for extra help and other professional services in 311, causing impacts to customer service and potential system failure. The unit relies on intermittent labor to staff the office and with COVID-19 labor losses of permanent staff, intermittent labor has sustained the 24 hour / 7 day per week function. The Office requires other professional services to get the expert knowledge needed to manage the countywide Customer Relationship Management (CRM) system. Customers will experience a loss in the ability to quickly get access to County services. Technology systems will not be utilized to their full potential. Loss of expert assistance could lead to catastrophic system failure if the Office is unable to trouble shoot system failures.					
DTECH ACP - Reductions to Admin					
	(125,000)	—	(125,000)	—	—
Reduction to software support for DTech's internal budgeting software, possibly resulting in missed opportunities for efficiencies.					
DTECH ACP - Unfund Vacant Division Chief Position					
	(209,339)	—	(209,339)	—	(1.0)
Unfund vacant Division Chief position. Duties will be transferred to two of the three remaining Division Chiefs resulting in an increased (but manageable) workload					

Department Application and Equipment Support

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$40,517,728	\$41,959,536	\$1,441,808	3.6%
Services & Supplies	\$11,348,779	\$11,244,539	\$(104,240)	(0.9)%
Other Charges	\$586,182	\$668,374	\$82,192	14.0%
Intrafund Charges	\$12,929,065	\$39,531,827	\$26,602,762	205.8%
Total Expenditures / Appropriations	\$65,381,754	\$93,404,276	\$28,022,522	42.9%
Other Reimbursements	\$(4,455,934)	\$(30,873,507)	\$(26,417,573)	592.9%
Total Reimbursements	\$(4,455,934)	\$(30,873,507)	\$(26,417,573)	592.9%
Net Financing Uses	\$60,925,820	\$62,530,769	\$1,604,949	2.6%
Revenue				
Charges for Services	\$60,763,915	\$62,696,159	\$1,932,244	3.2%
Other Financing Sources	—	\$24,004	\$24,004	—%
Total Revenue	\$60,763,915	\$62,720,163	\$1,956,248	3.2%
Use of Fund Balance	\$161,905	\$(189,394)	\$(351,299)	(217.0)%
Positions	265.0	274.0	9.0	3.4%

Summary of Changes

The Recommended Budget reflects a \$28,022,522 (42.9%) increase in total appropriations, a \$26,417,573 (592.9%) increase in reimbursements, a \$1,956,248 (3.2%) increase in revenue, and a \$351,299 (217.0%) decrease in use of fund balance from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- A change in budgeting practices to better capture costs by cost center, within the same fund center. This has no impact on net cost.
- Increases in salary and benefit costs.
- Recommended growth of \$252,151 detailed later in this section.
- Recommended reductions of \$431,403 detailed later in this section.

The increase in reimbursements is due to a change in budgeting methodology to better capture costs by cost center, within the same fund center. This has no impact on net cost.

The increase in revenue is due to:

- Increases in labor charges resulting from increased labor rates.
- Recommended growth of \$252,151 detailed later in this section.

Use of Fund Balance reflects a \$189,394 increase in retained earnings.

Recommended Growth Detail for the Program

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

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

DTECH - DRR BSA					
	115,155	—	115,155	—	1.0

Adding 1.0 FTE Business Systems Analyst to replace a contractor at the Department of Revenue Recovery (DRR). DRR is funding the position by deleting 2.0 FTE Collection Services Agent Level 2 vacant positions. This request is contingent upon approval of a request in the Department of Finance (Budget Unit 3230000).

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DTECH - Dept. Reclass					
	(34,428)	—	—	(34,428)	—

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

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

DTECH ACP - Eliminate uPerform					
	(43,188)	—	(43,188)	—	—

Eliminate maintenance on uPerform software with little to no impact.

Recommended Reduction Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DTECH ACP - Reduction to Business Conference Exp					
	(114,412)	—	—	(114,412)	—
Reducing travel and training across the department. Reductions will limit employees ability to stay current with technology training and there is a potential for project implementation to take longer if new technology is used or if it is unfamiliar to staff.					
DTECH ACP - Unfund Asst CIO					
	(239,375)	—	(239,375)	—	(1.0)
Requesting to unfund a vacant Assistant CIO position to offset increases in object 10 costs and allocated costs. This reduction would have minimal impact.					

Budget Unit Functions & Responsibilities

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

Goals

- Implement the Case Look-Up (CLUE) application that will replace CJIS for non-law enforcement agencies.
- Work with Sheriff’s staff to migrate to the new Jail Management System and provide solutions to bridge the gaps required until the new Court system is implemented.
- Continue to work with Courts staff to implement the new Court system.

Accomplishments

- Coordinated with Public Defender and the Up Trust vendor to implement text-message reminders for upcoming court dates.
- Developed an interface for the new Jail Management System to pass data to the mainframe to create and return a Court date enabling them to utilize the current business rules.
- The new Case Look-Up (CLUE) application that will replace CJIS for non-law enforcement agencies is being tested.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Shared Systems	\$11,048,394	\$11,599,826	\$551,432	5.0%
Total Expenditures / Appropriations	\$11,048,394	\$11,599,826	\$551,432	5.0%
Net Financing Uses	\$11,048,394	\$11,599,826	\$551,432	5.0%
Total Revenue	\$106,778	\$106,778	—	—%
Net County Cost	\$10,941,616	\$11,493,048	\$551,432	5.0%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$10,800,608	\$11,352,040	\$551,432	5.1%
Intrafund Charges	\$247,786	\$247,786	—	—%
Total Expenditures / Appropriations	\$11,048,394	\$11,599,826	\$551,432	5.0%
Net Financing Uses	\$11,048,394	\$11,599,826	\$551,432	5.0%
Revenue				
Charges for Services	\$106,778	\$106,778	—	—%
Total Revenue	\$106,778	\$106,778	—	—%
Net County Cost	\$10,941,616	\$11,493,048	\$551,432	5.0%

Summary of Changes

The Recommended Budget reflects a \$551,432 (5.0%) increase in total appropriations and net county cost from the prior year Adopted Budget.

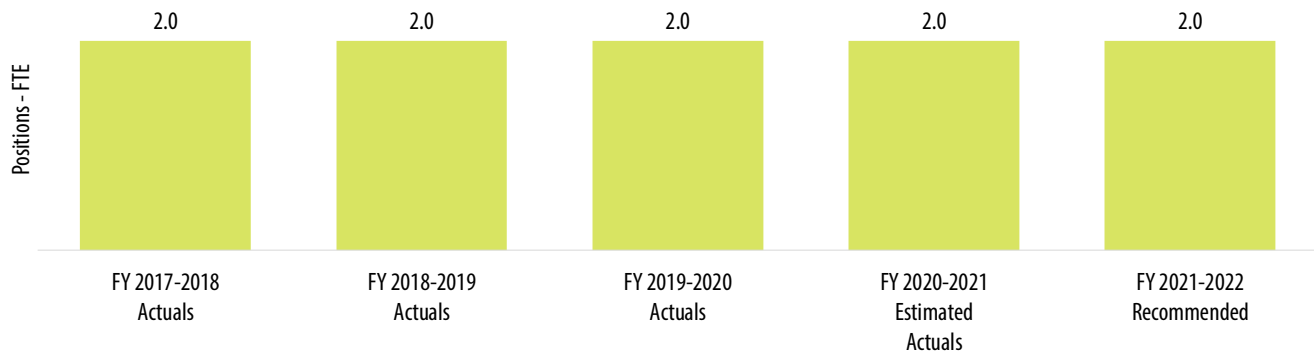
The change in net county cost is a result of the changes described below.

The increase in total appropriations is due to:

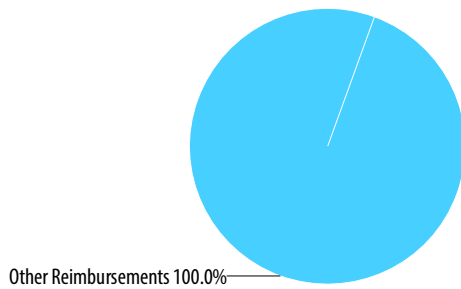
- An increase of \$311,632 in the Mainframe Operations charges to Shared Systems due to the County Clerk Recorder implementing a new system and migrating off the mainframe. This resulted in costs being allocated to fewer customers with Shared Systems taking on the bulk of the increase.
- Changes in the transaction counts used for the Compass allocation resulting in an increase of \$148,581 in the Compass allocation being charged to Shared Systems.
- Unavoidable cost increases in fee services and allocations resulting from changes in allocation shares, metric counts or approved increases in the allocated cost package resulting in additional charges totaling approximately \$90,000.

OFFICE OF COMPLIANCE

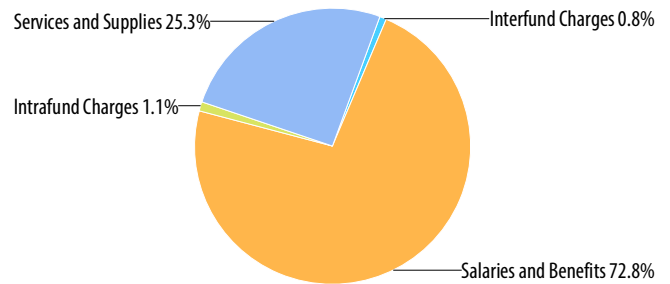
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

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

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

Goals

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

Accomplishments

- The Office of Compliance transitioned from its assignment with the County Clerk Recorder to the Department of Technology.
- Successfully transitioned HIPAA Classroom Training from an in-person training to a live webinar style training.
- Provided guidance to HIPAA-covered programs navigating new telehealth guidelines during the Covid-19 pandemic.

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$277,619	\$293,889	\$16,270	5.9%
Services & Supplies	\$97,204	\$102,193	\$4,989	5.1%
Interfund Charges	—	\$3,282	\$3,282	—%
Intrafund Charges	\$4,405	\$4,441	\$36	0.8%
Total Expenditures / Appropriations	\$379,228	\$403,805	\$24,577	6.5%
Other Reimbursements	\$(379,228)	\$(403,805)	\$(24,577)	6.5%
Total Reimbursements	\$(379,228)	\$(403,805)	\$(24,577)	6.5%
Net Financing Uses	—	—	—	—%
Net County Cost	—	—	—	—%
Positions	2.0	2.0	—	—%

Summary of Changes

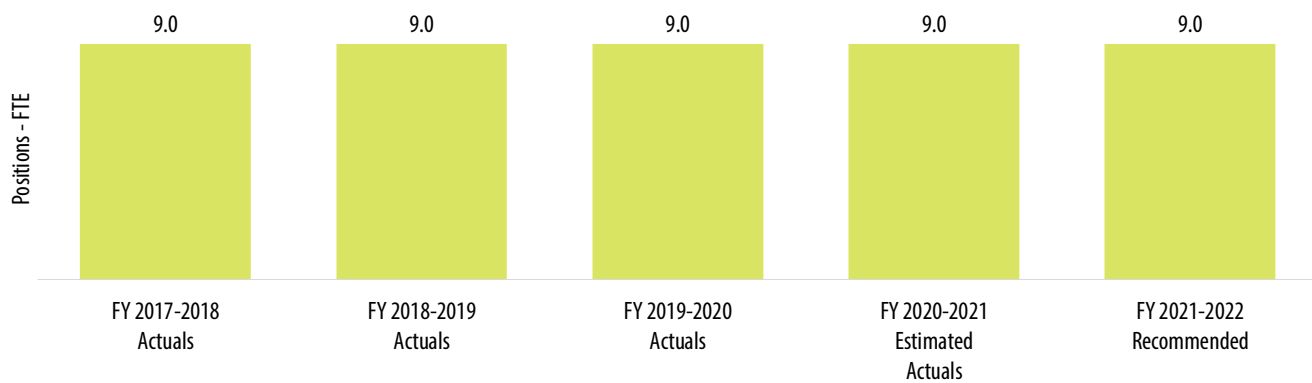
The Recommended Budget reflects a \$24,577 (6.5%) increase in total appropriations and reimbursements from the prior year Adopted Budget.

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

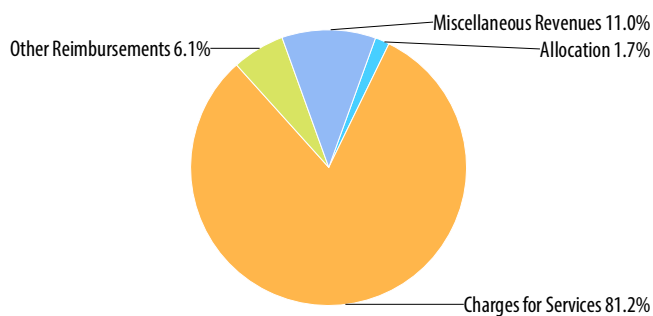
Department Structure
Rami Zakaria, Chief Information Officer



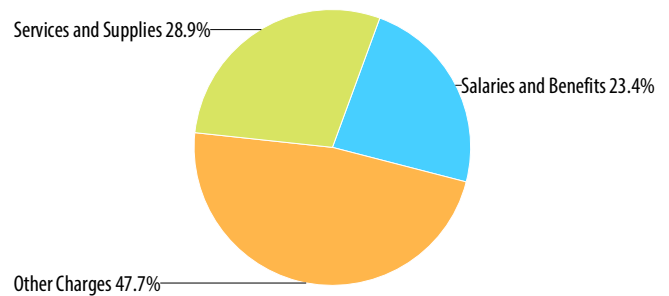
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

The **Sacramento Regional Radio Communications System (SRRCS)** operates and maintains two-way mobile communications in the Sacramento Region. Their system coverage area extends north to Citrus Heights, south to Galt, east to Folsom, and west to Davis. SRRCS currently has 30 primary system participants that operate approximately 14,900 (billable) radios.

The majority of the communication activities on SRRCS involve emergency response and other public safety activities. These activities include regional law enforcement and fire suppression, emergency medical response, hazardous material responses, coordination of mutual aid, and interoperability among all participating agencies. Because Public Safety communications are critical to the mission of law enforcement and fire responders, SRRCS staff is available 24 hours a day, 7 days a week to respond to communication problems.

The Department of Technology (DTech) is the lead agency in the operations and maintenance of the radio system. DTech provides management and administrative oversight, technical support, and preventative and corrective maintenance of the radio system.

Goals

- Complete the project to replace SRRCS network connectivity infrastructure (microwave system)
- Replace obsolete diagnostic (test) equipment utilized by SRRCS system technicians
- Replace obsolete backup generators at select radio sites

Accomplishments

- Completed a comprehensive plan and contract to replace the SRRCS network connectivity infrastructure (microwave system)
- Renewed ten-year user agreements with all primary system participants
- Upgraded battery backup systems at select radio sites

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Regional Radio Communication System	\$5,772,952	\$6,505,255	\$732,303	12.7%
Total Expenditures / Appropriations	\$5,772,952	\$6,505,255	\$732,303	12.7%
Total Reimbursements	—	\$(400,000)	\$(400,000)	—%
Net Financing Uses	\$5,772,952	\$6,105,255	\$332,303	5.8%
Total Revenue	\$6,302,446	\$5,996,724	\$(305,722)	(4.9)%
Use of Fund Balance	\$(529,494)	\$108,531	\$638,025	(120.5)%
Positions	9.0	9.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,496,955	\$1,524,884	\$27,929	1.9%
Services & Supplies	\$978,882	\$1,877,771	\$898,889	91.8%
Other Charges	\$3,297,115	\$3,102,600	\$(194,515)	(5.9)%
Total Expenditures / Appropriations	\$5,772,952	\$6,505,255	\$732,303	12.7%
Other Reimbursements	—	\$(400,000)	\$(400,000)	—%
Total Reimbursements	—	\$(400,000)	\$(400,000)	—%
Net Financing Uses	\$5,772,952	\$6,105,255	\$332,303	5.8%
Revenue				
Charges for Services	\$4,820,970	\$5,281,185	\$460,215	9.5%
Miscellaneous Revenues	\$1,481,476	\$715,539	\$(765,937)	(51.7)%
Total Revenue	\$6,302,446	\$5,996,724	\$(305,722)	(4.9)%
Use of Fund Balance	\$(529,494)	\$108,531	\$638,025	(120.5)%
Positions	9.0	9.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$732,303 (12.7%) increase in total appropriations, a \$400,000 (new) increase in reimbursements, a \$305,722 (4.9%) decrease in revenue, and a \$638,025 (120.5%) increase in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to Board Approved added cost of an annual agreement with Motorola for Radio System maintenance.

The increase in reimbursements is due to a grant from the County Office of Emergency Services to replace multiple generators.

The decrease in revenue is due to no grant funding being available in FY 2021-22 compared to the previous fiscal year.

Use of Fund Balance reflects a \$108,531 decrease in retained earnings.

Budget Unit Functions & Responsibilities

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

This special revenue fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as Accela. Accela is a record tracking system used by numerous County agencies, which offers a high degree of automation with interfaces for internal staff, field staff, and the general public. An Accela record can have workflows, attachments, contacts, assignments, inspections, and more. Accela supports field inspections via VPN or mobile apps and also has multiple APIs for further integration.

Goals

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

- Accela upgrade to version 20.2.2.
- Migration of Accela documents from FileNet to ADS (Accela Document Service).
- Phase II of Oracle Service Cloud (OSC) Integration for Code Enforcement Department.

Accomplishments

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

- Automated Planning Department time tracking system.
- Enabled online Planning Public Project (PLER) for Planning Department due to COVID- 19 office closures.
- Enabled online payment service for Planning Department, Water Resources and Sewer District due to COVID-19 office closures.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Information Technology Recovery Fee	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Total Expenditures / Appropriations	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Net Financing Uses	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Total Revenue	\$1,382,033	\$1,414,300	\$32,267	2.3%
Use of Fund Balance	\$228,170	\$124,891	\$(103,279)	(45.3)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Total Expenditures / Appropriations	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Net Financing Uses	\$1,610,203	\$1,539,191	\$(71,012)	(4.4)%
Revenue				
Licenses, Permits & Franchises	\$1,337,548	\$1,400,000	\$62,452	4.7%
Revenue from Use Of Money & Property	\$3,400	\$2,300	\$(1,100)	(32.4)%
Miscellaneous Revenues	\$41,085	\$12,000	\$(29,085)	(70.8)%
Total Revenue	\$1,382,033	\$1,414,300	\$32,267	2.3%
Use of Fund Balance	\$228,170	\$124,891	\$(103,279)	(45.3)%

Summary of Changes

The Recommended Budget reflects a \$71,012 (4.4%) decrease in total appropriations, a \$32,267 (2.3%) increase in revenue, and an \$103,279 (45.3%) decrease in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to a reduction in available fund balance.

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

Use of Fund Balance reflects a carryover of \$124,891 in available balance.

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- Conducted more than 1,200 mediations.
- Served more than 17,500 individuals through the provision of mediation services and legal advice.
- Saved more than \$450,000 in litigation costs by providing successful mediation services.

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

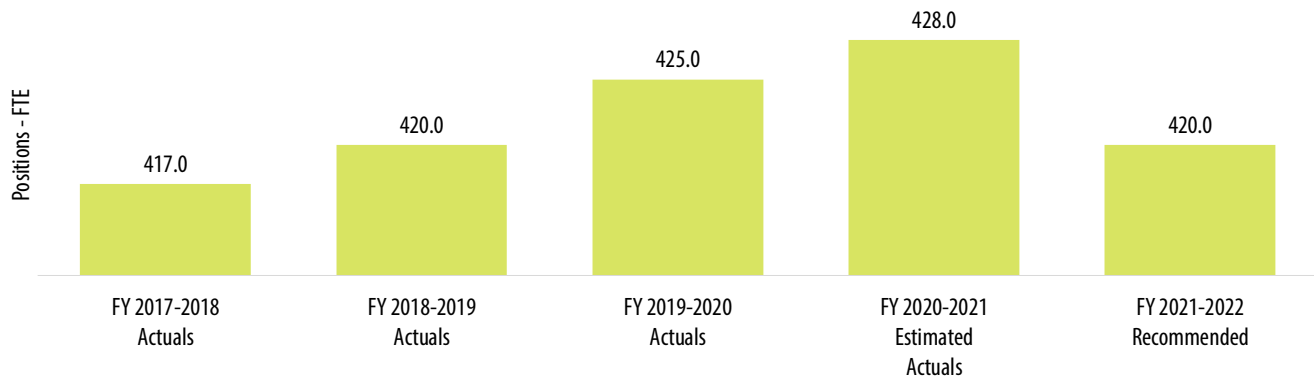
The Recommended Budget reflects no changes from the prior year Adopted Budget.

Department Structure

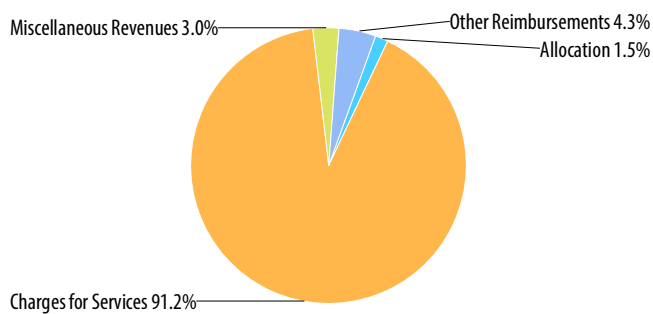
Jeff Gasaway, Director



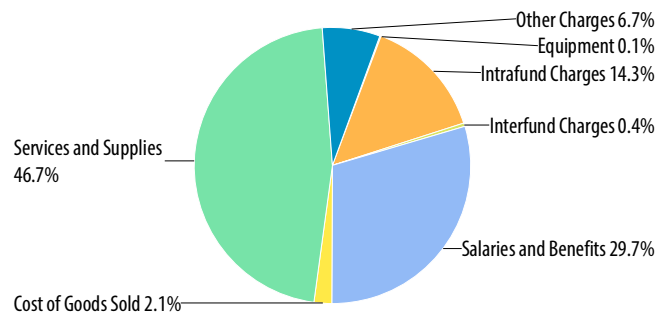
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

The Department of General Services provides a broad array of internal support services that facilitate the operation of the County's agencies and departments in their efforts to provide services to the community. These services include alarm services; security services; facility maintenance services; facility planning services; architectural services; energy management services; contract and purchasing services; real estate services; fleet and parking services; 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
- Department Administration
- Facilities Management
- Fleet Services
- Support Services

Goals

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

Accomplishments

- Absorbed nearly \$0.9 million of unavoidable cost increases, thereby minimizing cost increases to other departments in FY 2020-21.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Administration	\$6,771,459	\$6,307,961	\$(463,498)	(6.8)%
Architectural Services	\$3,514,292	\$3,594,791	\$80,499	2.3%
Central Purchasing	\$3,719,153	\$3,743,655	\$24,502	0.7%
Facilities Management	\$53,524,321	\$54,054,162	\$529,841	1.0%
Fleet Services	\$72,036,934	\$73,242,113	\$1,205,179	1.7%
Real Estate	\$52,135,582	\$48,913,314	\$(3,222,268)	(6.2)%
Support Services	\$8,665,591	\$8,701,618	\$36,027	0.4%
Total Expenditures / Appropriations	\$200,367,332	\$198,557,614	\$(1,809,718)	(0.9)%
Total Reimbursements	\$(27,577,386)	\$(28,474,618)	\$(897,232)	3.3%
Net Financing Uses	\$172,789,946	\$170,082,996	\$(2,706,950)	(1.6)%
Total Revenue	\$168,019,759	\$167,442,800	\$(576,959)	(0.3)%
Use of Fund Balance	\$4,770,187	\$2,640,196	\$(2,129,991)	(44.7)%
Positions	428.0	420.0	(8.0)	(1.9)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$56,433,023	\$58,889,442	\$2,456,419	4.4%
Services & Supplies	\$98,679,094	\$92,709,736	\$(5,969,358)	(6.0)%
Other Charges	\$12,588,829	\$13,364,823	\$775,994	6.2%
Equipment	\$250,000	\$250,000	—	—%
Interfund Charges	\$767,930	\$768,995	\$1,065	0.1%
Intrafund Charges	\$27,548,456	\$28,474,618	\$926,162	3.4%
Cost of Goods Sold	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$200,367,332	\$198,557,614	\$(1,809,718)	(0.9)%
Intrafund Reimbursements Within Programs	\$(16,138,048)	\$(16,640,252)	\$(502,204)	3.1%
Intrafund Reimbursements Between Programs	\$(4,061,054)	\$(4,152,813)	\$(91,759)	2.3%
Other Reimbursements	\$(7,378,284)	\$(7,681,553)	\$(303,269)	4.1%
Total Reimbursements	\$(27,577,386)	\$(28,474,618)	\$(897,232)	3.3%
Net Financing Uses	\$172,789,946	\$170,082,996	\$(2,706,950)	(1.6)%
Revenue				
Charges for Services	\$162,709,817	\$162,037,896	\$(671,921)	(0.4)%
Miscellaneous Revenues	\$5,309,942	\$5,404,904	\$94,962	1.8%
Total Revenue	\$168,019,759	\$167,442,800	\$(576,959)	(0.3)%
Use of Fund Balance	\$4,770,187	\$2,640,196	\$(2,129,991)	(44.7)%
Positions	428.0	420.0	(8.0)	(1.9)%

Summary of Changes

The Recommended Budget reflects a \$1,809,718 (0.9%) decrease in total appropriations, an \$897,232 (3.3%) increase in reimbursements, a \$576,959 (0.3%) decrease in revenue, and a \$2,129,991 (44.7%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net decrease in total appropriations is due to:

- A \$1.8 million increase in salaries and benefits costs and removal of budgeted salary savings, partially offset by the deletion of 7.0 FTE vacant positions.
- A \$3.4 million decrease due prior year one-time appropriations.
- A \$0.6 million increase for allocated costs.
- A \$1.8 million decrease in pass-through expenses.
- A \$0.7 million increase in intrafund charges, not including allocations.

- Recommended growth of \$388,838 summarized later in this section. Additional detail is provided in the individual program sections.
- Recommended reductions of \$154,058 summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements is primarily due to an increase in reimbursements for intrafund charges and intrafund allocations.

The decrease in revenue is due to:

- A \$1.8 million decrease in recovery of pass-through expenses.
- A \$0.9 million increase in recovery for direct-bill services.
- Recommended reductions of \$1,415,469 summarized below. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects a \$2,640,196 decrease in retained earnings.

Positions counts have decreased by 8.0 FTE from the prior year Adopted Budget due to:

- 7.0 FTE recommended net Base decrease.
- 1.0 FTE net reduction in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
Administration	(36,193)	—	—	(36,193)	(1.0)
Architectural Services	118,776	—	118,776	—	—
Facilities Management	256,255	—	256,255	—	—
Fleet Services	50,000	—	—	50,000	—

Summary of Recommended Reductions by Program

Program	Total		Revenue	Net County Cost	FTE
	Expenditures	Reimbursements			
Administration	—	—	(148,773)	148,773	—
Central Purchasing	(80,741)	—	(80,741)	—	—
Facilities Management	(51,317)	—	(790,309)	738,992	—
Fleet Services	—	—	(200,323)	200,323	—
Real Estate	(22,000)	—	(108,194)	86,194	—
Support Services	—	—	(87,129)	87,129	—

Administration

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$4,416,952	\$4,581,245	\$164,293	3.7%
Services & Supplies	\$1,580,772	\$962,109	\$(618,663)	(39.1)%
Other Charges	\$254,825	\$251,360	\$(3,465)	(1.4)%
Intrafund Charges	\$518,910	\$513,247	\$(5,663)	(1.1)%
Total Expenditures / Appropriations	\$6,771,459	\$6,307,961	\$(463,498)	(6.8)%
Total Reimbursements within Program	\$(72,334)	\$(89,451)	\$(17,117)	23.7%
Total Reimbursements between Programs	\$(3,958,277)	\$(4,100,424)	\$(142,147)	3.6%
Other Reimbursements	\$(38,884)	\$(8,993)	\$29,891	(76.9)%
Total Reimbursements	\$(4,069,495)	\$(4,198,868)	\$(129,373)	3.2%
Net Financing Uses	\$2,701,964	\$2,109,093	\$(592,871)	(21.9)%
Revenue				
Charges for Services	\$1,648,970	\$1,578,550	\$(70,420)	(4.3)%
Miscellaneous Revenues	\$240,707	\$250,676	\$9,969	4.1%
Total Revenue	\$1,889,677	\$1,829,226	\$(60,451)	(3.2)%
Use of Fund Balance	\$812,287	\$279,867	\$(532,420)	(65.5)%
Positions	28.0	27.0	(1.0)	(3.6)%

Summary of Changes

The Recommended Budget reflects a \$463,498 (6.8%) decrease in total appropriations, a \$129,373 (3.2%) increase in reimbursements, a \$60,451 (3.2%) decrease in revenue, and a \$532,420 (65.5%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- A \$645,000 decrease from the removal of one-time appropriations.
- A \$217,695 increase in salary and benefit costs and allocated costs.
- Recommended growth of \$36,193 detailed later in this section.

The increase in reimbursements is due to:

- An increase of \$158,303 in intrafund cost recovery within the budget unit.
- Elimination of a \$28,930 interfund reimbursement that concluded in FY 2020-21.

The decrease in revenue is due to:

- Removal of \$90,000 one-time revenue budgeted in FY 2020-21, partially offset by a total of \$29,549 in minor increases in other cost recovery.
- Increase of \$148,773 for unavoidable cost increases that will not be recovered, and be replaced by use of retained earnings.
- Recommended reductions of \$148,773 detailed later in this section

Use of fund balance reflects a \$279,867 decrease in retained earnings.

Recommended Growth Detail for the Program

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

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

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS ACP - Use retained earnings - Administration					
	—	—	(148,773)	148,773	—

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

Architectural Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$2,441,765	\$2,639,625	\$197,860	8.1%
Services & Supplies	\$460,455	\$291,364	\$(169,091)	(36.7)%
Other Charges	\$2,501	\$5,000	\$2,499	99.9%
Intrafund Charges	\$609,571	\$658,802	\$49,231	8.1%
Total Expenditures / Appropriations	\$3,514,292	\$3,594,791	\$80,499	2.3%
Total Reimbursements between Programs	\$(50,000)	—	\$50,000	(100.0)%
Other Reimbursements	\$(21,500)	\$(20,500)	\$1,000	(4.7)%
Total Reimbursements	\$(71,500)	\$(20,500)	\$51,000	(71.3)%
Net Financing Uses	\$3,442,792	\$3,574,291	\$131,499	3.8%
Revenue				
Charges for Services	\$3,249,999	\$3,549,924	\$299,925	9.2%
Total Revenue	\$3,249,999	\$3,549,924	\$299,925	9.2%
Use of Fund Balance	\$192,793	\$24,367	\$(168,426)	(87.4)%
Positions	14.0	14.0	—	—%

Summary of Changes

The Recommended Budget reflects an \$80,499 (2.3%) increase in total appropriations, a \$51,000 (71.3%) decrease in reimbursements, a \$299,925 (9.2%) increase in revenue, and a \$168,426 (87.4%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is primarily due to:

- A \$185,000 decrease from removal of one-time appropriations.
- A \$146,723 increase in salary and benefit costs and allocated costs.
- Recommended growth of \$118,776 detailed later in this section.

The decrease in reimbursements is primarily due to a \$50,000 one-time reimbursement in Fiscal Year 2020-21.

The increase in revenue is due to:

- A \$181,149 increase for recovery of cost increases through direct-bill services.
- Recommended growth of \$118,776 detailed later in this section.

Use of fund balance reflects a \$24,367 decrease in retained earnings.

Recommended Growth Detail for the Program

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

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

Central Purchasing

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$2,628,069	\$2,735,578	\$107,509	4.1%
Services & Supplies	\$610,085	\$503,463	\$(106,622)	(17.5)%
Other Charges	\$3,395	—	\$(3,395)	(100.0)%
Intrafund Charges	\$477,604	\$504,614	\$27,010	5.7%
Total Expenditures / Appropriations	\$3,719,153	\$3,743,655	\$24,502	0.7%
Total Reimbursements within Program	\$(148,831)	\$(155,662)	\$(6,831)	4.6%
Total Reimbursements between Programs	—	—	—	—%
Other Reimbursements	\$(645,359)	\$(681,820)	\$(36,461)	5.6%
Total Reimbursements	\$(794,190)	\$(837,482)	\$(43,292)	5.5%
Net Financing Uses	\$2,924,963	\$2,906,173	\$(18,790)	(0.6)%
Revenue				
Charges for Services	\$2,846,465	\$2,884,528	\$38,063	1.3%
Miscellaneous Revenues	\$8,000	\$8,000	—	—%
Total Revenue	\$2,854,465	\$2,892,528	\$38,063	1.3%
Use of Fund Balance	\$70,498	\$13,645	\$(56,853)	(80.6)%
Positions	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$24,502 (0.7%) increase in total appropriations, a \$43,292 (5.5%) increase in reimbursements, a \$38,063 (1.3%) increase in revenue, and a \$56,853 (80.6%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- A \$66,900 decrease from removal of one-time appropriations.
- A \$172,143 increase in salary and benefit costs and allocated costs.
- Recommended reductions of \$80,741 detailed later in this section.

The increase in reimbursements is primarily due to reimbursement for increased use of program services.

The net increase in revenue is due to:

- The recovery of cost increases through direct-bill services.
- Recommended reductions of \$80,741 detailed later in this section.

Use of fund balance reflects a \$13,645 decrease in retained earnings.

Recommended Reduction Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS ACP - Reduce Object 20 - Purchasing	(80,741)	—	(80,741)	—	—

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

Facilities Management

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$29,183,327	\$30,472,512	\$1,289,185	4.4%
Services & Supplies	\$20,514,911	\$19,759,744	\$(755,167)	(3.7)%
Other Charges	\$71,377	\$30,486	\$(40,891)	(57.3)%
Equipment	—	—	—	—%
Interfund Charges	\$77,542	\$77,883	\$341	0.4%
Intrafund Charges	\$3,677,164	\$3,713,537	\$36,373	1.0%
Total Expenditures / Appropriations	\$53,524,321	\$54,054,162	\$529,841	1.0%
Total Reimbursements within Program	—	—	—	—%
Total Reimbursements between Programs	\$(14,936)	\$(14,548)	\$388	(2.6)%
Other Reimbursements	\$(1,969,401)	\$(1,960,926)	\$8,475	(0.4)%
Total Reimbursements	\$(1,984,337)	\$(1,975,474)	\$8,863	(0.4)%
Net Financing Uses	\$51,539,984	\$52,078,688	\$538,704	1.0%
Revenue				
Charges for Services	\$49,559,971	\$50,480,904	\$920,933	1.9%
Miscellaneous Revenues	\$287,493	\$281,272	\$(6,221)	(2.2)%
Total Revenue	\$49,847,464	\$50,762,176	\$914,712	1.8%
Use of Fund Balance	\$1,692,520	\$1,316,512	\$(376,008)	(22.2)%
Positions	226.0	220.0	(6.0)	(2.7)%

Summary of Changes

The Recommended Budget reflects a \$529,841 (1.0%) increase in total appropriations, an \$8,863 (0.4%) decrease in reimbursements, a \$914,712 (1.8%) increase in revenue, and a \$376,008 (22.2%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- The removal of a \$1,115,000 prior year one-time appropriation.
- A \$295,210 increase in pass-through expenses.

- A \$1,144,693 increase in salaries and benefits, removal of budgeted salary savings, and an increase in allocated costs; partly offset by the deletion of 6.0 FTE vacant positions.
- Recommended growth of \$256,255 detailed later in this section.
- Recommended reductions of \$51,317 detailed later in this section.

The decrease in reimbursements is primarily due to a slight decrease in reimbursement for allocations in the budget unit.

The increase in revenue is primarily due to:

- A \$295,210 increase to recover pass-through expenses.
- A \$363,247 increase in allocation recovery and recovery of cost increases through direct-bill services.
- Recommended growth of \$256,255 detailed later in this section.
- Recommended reductions of \$790,309 detailed later in this section.

Use of fund balance reflects a \$1,316,512 decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add Extra Help for Security - Facilities Mgmt					
	256,255	—	256,255	—	—

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

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS ACP - Reduce Object 20 - Alarms					
	(51,317)	—	(51,317)	—	—

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

DGS ACP - Use retained earnings - Bradshaw District					
	—	—	(236,746)	236,746	—

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

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS ACP - Use retained earnings - Downtown District	—	—	(392,316)	392,316	—
Absorb unavoidable cost increases and zero out budgeted salary savings (\$213,703) through increased use of retained earnings (\$392,316). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$241,959) to absorb cost increases for a total retained earnings draw of \$634,275 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					
DGS ACP - Use retained earnings - Energy	—	—	(3,212)	3,212	—
Absorb unavoidable cost increases through increased use of retained earnings (\$3,212). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$135,945) to absorb cost increases, for a total retained earnings draw of \$139,157 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					
DGS ACP - Use retained earnings - Security	—	—	(106,718)	106,718	—
Absorb unavoidable cost increases and zero out budgeted salary savings (\$44,853) through increased use of retained earnings (\$106,718). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$39,531) to absorb cost increases for a total retained earnings draw of \$146,249 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					

Fleet Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$12,784,698	\$13,313,999	\$529,301	4.1%
Services & Supplies	\$27,477,894	\$26,587,644	\$(890,250)	(3.2)%
Other Charges	\$12,146,298	\$12,984,109	\$837,811	6.9%
Interfund Charges	\$690,388	\$691,112	\$724	0.1%
Intrafund Charges	\$18,937,656	\$19,665,249	\$727,593	3.8%
Total Expenditures / Appropriations	\$72,036,934	\$73,242,113	\$1,205,179	1.7%
Total Reimbursements within Program	\$(14,284,674)	\$(14,762,930)	\$(478,256)	3.3%
Total Reimbursements between Programs	\$(37,841)	\$(37,841)	—	—%
Other Reimbursements	\$(4,081,904)	\$(4,334,609)	\$(252,705)	6.2%
Total Reimbursements	\$(18,404,419)	\$(19,135,380)	\$(730,961)	4.0%
Net Financing Uses	\$53,632,515	\$54,106,733	\$474,218	0.9%
Revenue				
Charges for Services	\$47,545,907	\$48,673,352	\$1,127,445	2.4%
Miscellaneous Revenues	\$4,773,742	\$4,864,956	\$91,214	1.9%
Total Revenue	\$52,319,649	\$53,538,308	\$1,218,659	2.3%
Use of Fund Balance	\$1,312,866	\$568,425	\$(744,441)	(56.7)%
Positions	99.0	99.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$1,205,179 (1.7%) increase in total appropriations, a \$730,961 (4.0%) increase in reimbursements, a \$1,218,659 (2.3%) increase in revenue, and a \$744,441 (56.7%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- A \$994,764 decrease resulting from the removal of prior year one-time appropriations.
- An \$842,674 increase in pass-through expenses.
- A \$708,620 increase in salaries and benefits and allocated costs.
- A \$598,649 increase in intrafund charges within the program.

- Recommended growth of \$50,000 detailed later in this section.

The increase in reimbursements is due to:

- A \$598,649 increase in intrafund reimbursements within the program.
- A \$132,312 increase in reimbursements for rental charges.

The increase in revenue is due to:

- An \$842,674 increase to recover pass-through expenses.
- A \$375,985 increase in direct-bill services.
- Recommended reductions of \$200,323 detailed later in this section.

Use of fund balance reflects a \$568,425 decrease in retained earnings.

Recommended Growth Detail for the Program

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

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

Recommended Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS - Use retained earnings - Light Fleet					
	—	—	(200,323)	200,323	—

Absorb unavoidable cost increases through increased use of retained earnings (\$200,323). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$318,102) to absorb cost increases, for a total retained earnings draw of \$518,425 for FY 2021-22. There are no anticipated impacts to the program or to other departments.

Real Estate

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$3,200,620	\$3,250,434	\$49,814	1.6%
Services & Supplies	\$46,530,026	\$43,184,648	\$(3,345,378)	(7.2)%
Other Charges	\$4,288	—	\$(4,288)	(100.0)%
Intrafund Charges	\$2,400,648	\$2,478,232	\$77,584	3.2%
Total Expenditures / Appropriations	\$52,135,582	\$48,913,314	\$(3,222,268)	(6.2)%
Total Reimbursements within Program	\$(1,598,454)	\$(1,598,454)	—	—%
Other Reimbursements	\$(251,809)	\$(308,910)	\$(57,101)	22.7%
Total Reimbursements	\$(1,850,263)	\$(1,907,364)	\$(57,101)	3.1%
Net Financing Uses	\$50,285,319	\$47,005,950	\$(3,279,369)	(6.5)%
Revenue				
Charges for Services	\$49,949,180	\$46,907,167	\$(3,042,013)	(6.1)%
Total Revenue	\$49,949,180	\$46,907,167	\$(3,042,013)	(6.1)%
Use of Fund Balance	\$336,139	\$98,783	\$(237,356)	(70.6)%
Positions	23.0	22.0	(1.0)	(4.3)%

Summary of Changes

The Recommended Budget reflects a \$3,222,268 (6.2%) decrease in total appropriations, a \$57,101 (3.1%) increase in reimbursements, a \$3,042,013 (6.1%) decrease in revenue, and a \$237,356 (70.6%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net decrease in total appropriations is due to:

- A \$323,550 removal of one-time prior year appropriations.
- A \$2,984,779 decrease in pass-through lease expenses.
- A \$108,061 increase in salaries and benefits, removal of budgeted salary savings, and increases in allocated costs; partly offset by the deletion of 1.0 FTE vacant position.

- Recommended reductions of \$22,000 detailed later in this section.

The increase in reimbursements is primarily due to cost recovery for services.

The net decrease in revenue is due to:

- A \$2,984,779 decrease in recovery of pass-through lease expenses.
- A \$57,234 decrease in direct-bill services.
- Recommended reductions of \$108,194 detailed later in this section.

Use of fund balance reflects a \$98,783 decrease in retained earnings.

Recommended Reduction Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DGS ACP - Reduce Object 20 and use retained earnings - Lease Mgmt					
	(22,000)	—	(108,194)	86,194	—

Absorb unavoidable cost increases through reduction to services/supplies appropriations (\$22,000) and increased use of retained earnings (\$86,194). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$12,589) to absorb cost increases, for a total retained earnings draw of \$98,783 in FY 2021-22. There are no anticipated impacts to the program or to other departments.

Support Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,777,592	\$1,896,049	\$118,457	6.7%
Services & Supplies	\$1,504,951	\$1,420,764	\$(84,187)	(5.6)%
Other Charges	\$106,145	\$93,868	\$(12,277)	(11.6)%
Equipment	\$250,000	\$250,000	—	—%
Intrafund Charges	\$926,903	\$940,937	\$14,034	1.5%
Cost of Goods Sold	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$8,665,591	\$8,701,618	\$36,027	0.4%
Total Reimbursements within Program	\$(33,755)	\$(33,755)	—	—%
Total Reimbursements between Programs	—	—	—	—%
Other Reimbursements	\$(369,427)	\$(365,795)	\$3,632	(1.0)%
Total Reimbursements	\$(403,182)	\$(399,550)	\$3,632	(0.9)%
Net Financing Uses	\$8,262,409	\$8,302,068	\$39,659	0.5%
Revenue				
Charges for Services	\$7,909,325	\$7,963,471	\$54,146	0.7%
Total Revenue	\$7,909,325	\$7,963,471	\$54,146	0.7%
Use of Fund Balance	\$353,084	\$338,597	\$(14,487)	(4.1)%
Positions	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$36,027 (0.4%) increase in total appropriations, a \$3,632 (0.9%) decrease in reimbursements, a \$54,146 (0.7%) increase in revenue, and a \$14,487 (4.1%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- The removal of \$50,000 in one-time prior year appropriations.
- A \$20,144 increase in pass-through expenses.
- A \$65,883 increase in salaries and benefits and allocated costs.

The decrease in reimbursements is primarily due to a minor net decrease in allocation recovery within the budget unit.

The increase in revenue is due to:

- A \$20,144 increase in recovery of pass-through expenses.
- A \$34,002 increase for the allowed partial restoration of the Surplus Property allocation, partially offset by minor decreases in other allocation recovery.
- Recommended reductions of \$87,129 detailed later in this section.

Use of fund balance reflects a \$338,597 decrease in retained earnings.

Recommended Reduction Detail for the Program

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

Budget Unit Functions & Responsibilities

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

- Administration and Planning
- Debt Service
- Projects

Goals

- Continue to provide funding and management for projects required due to health, safety, security, or severe operational problems.
- Identify ongoing funding source for critical Mather Community Campus improvements.
- Complete infrastructure improvements at the Rio Cosumnes Correctional Center.

Accomplishments

- Completion of the County-owned Library Facilities Master Plan.
- Completion of the Repair Underground Hot Water Lines project at the Central Plant.
- Completion of the Replace Fuel Storage Tank project at the New Administration Center.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Administration and Planning	\$5,017,949	\$5,273,321	\$255,372	5.1%
Debt Service	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
Projects	\$57,498,007	\$41,510,097	\$(15,987,910)	(27.8)%
Total Expenditures / Appropriations	\$66,146,907	\$50,131,365	\$(16,015,542)	(24.2)%
Total Reimbursements	\$(8,210,000)	\$(9,503,492)	\$(1,293,492)	15.8%
Net Financing Uses	\$57,936,907	\$40,627,873	\$(17,309,034)	(29.9)%
Total Revenue	\$26,897,717	\$22,846,327	\$(4,051,390)	(15.1)%
Use of Fund Balance	\$31,039,190	\$17,781,546	\$(13,257,644)	(42.7)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$31,868,428	\$22,174,078	\$(9,694,350)	(30.4)%
Other Charges	—	—	—	—%
Improvements	\$30,647,528	\$16,105,848	\$(14,541,680)	(47.4)%
Interfund Charges	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
Intrafund Charges	—	\$8,503,492	\$8,503,492	—%
Total Expenditures / Appropriations	\$66,146,907	\$50,131,365	\$(16,015,542)	(24.2)%
Intrafund Reimbursements Within Programs	—	\$(682,224)	\$(682,224)	—%
Intrafund Reimbursements Between Programs	—	\$(7,821,268)	\$(7,821,268)	—%
Other Reimbursements	\$(8,210,000)	\$(1,000,000)	\$7,210,000	(87.8)%
Total Reimbursements	\$(8,210,000)	\$(9,503,492)	\$(1,293,492)	15.8%
Net Financing Uses	\$57,936,907	\$40,627,873	\$(17,309,034)	(29.9)%
Revenue				
Fines, Forfeitures & Penalties	\$2,360,000	\$1,800,000	\$(560,000)	(23.7)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$24,507,717	\$21,016,327	\$(3,491,390)	(14.2)%
Total Revenue	\$26,897,717	\$22,846,327	\$(4,051,390)	(15.1)%
Use of Fund Balance	\$31,039,190	\$17,781,546	\$(13,257,644)	(42.7)%

Summary of Changes

The Recommended Budget reflects a \$16,015,542 (24.2%) decrease in total appropriations, a \$1,293,492 (15.8%) increase in reimbursements, a \$4,051,390 (15.1%) decrease in revenue, and a \$13,257,644 (42.7%) decrease in use of fund balance from the prior year Adopted Budget.

The net decrease in total appropriations is primarily due to:

- Decreases in debt service costs of a net \$283,004 due to reduced transfer of pass through revenue to the general fund for the Juvenile Courthouse debt service.
- Decreases in Project costs of \$25,491,402 due to the assumption that the majority of projects in the Fiscal Year 2020-21 CIP will be completed, and that significant rollover revenue will not be available in FY 2021-22. Budgeted project costs in FY 2021-22 are limited to new revenue, along with several long term projects utilizing rollover revenue
- Increases in between programs in the amount of \$8,503,492.
- Recommended growth of \$1,000,000 summarized later in this section. Additional detail is provided in the individual program sections.

The net increase in reimbursements is due to:

- No longer budgeting an \$8,000,000 reimbursement from the General Fund for the Correctional Health and Mental Health Services Facility.
- No longer budgeting a \$210,000 reimbursement from the General Fund for approved project costs.
- New internal transfers between programs.
- Recommended growth of \$1,000,000 summarized later in this section. Additional detail is provided in the individual program sections.

The decrease in revenue is due to:

- Reductions in court fines by \$560,000.
- Increases of \$540,829 for use allowance revenue.
- Decreases of \$756,543 for insurance revenue.
- Decreases of \$3,275,676 for department funded project revenue.

Use of Fund Balance reflects a carryover of \$17,781,546 in available balance.

Summary of Recommended Growth by Program

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

Department of General Services
Jeffrey A. Gasaway, Director



Interim County Executive
Ann Edwards

Divisions
Administrative and Business Services
Contract and Purchasing Services
Facility and Property Services
Fleet Services

County of Sacramento

SUPPLEMENTAL INFORMATION
Capital Construction Fund – Budget Unit 3100000
Fiscal Year 2021-22 Requested Base Budget

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2021-22 is \$40,627,873. The Fiscal Year 2021-22 Requested Base Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other County facilities.

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

Source	Amount
Available Fund Balance (County-owned)	16,669,388
Available Fund Balance (Libraries)	1,112,158
Courthouse Temporary Construction Fund Revenues	800,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,000,000
Interest Income	30,000
County Facility Use Allowance	18,254,719
Vacancy Factor & Improvement Districts	1,982,363
Shared Meeting Rooms	616,139
Miscellaneous Revenues - Dept. Funded Projects	100,000
Revenue Leases	63,106
	<u>\$40,627,873</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

Capital Construction Fund FY 2021-22 Requested Base Budget
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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.

Due to the early due date of the CIP, the projected rollover figure utilized for Fiscal Year 2020-21 CIP development is not the current year-end projected rollover figure in Fund 007A. The current rollover projection is approximately \$10.7 million higher than the amount applied to the CIP.

The projects included in the Requested Base Budget are:

Fund Center 3103100–Capital Construction– \$1,639,625

- Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$1,639,625

Fund Center 3103101–Bradshaw Complex – \$528,001

- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$90,678
- Regional Parks & Recreation – Renovate Restroom and Showers - \$303,063
- Voter Registration and Elections/Sheriff Office – Security Barrier for Front Counter - \$109,260

Fund Center 3103102–Administration Center – \$2,141,916

- Downtown Miscellaneous Repairs - \$25,000
- Downtown Sidewalk Repairs - \$10,000
- County Garage – Americans with Disabilities Act – Transaction Window at Office - \$100,000
- New Administration Center – Americans with Disabilities Act – Public Interior - \$1,219,402
- New Administration Center – Replace–Repair Condensate Pans - \$350,000
- New Administration Center – Re–use of Raised Floor Area on Ground Floor - \$250,000
- Old Administration Building – Americans with Disabilities Act – Public Interior - \$187,514

Fund Center 3103106 – Mather Community Campus – \$0

- No projects budgeted at this time.

Fund Center 3103108–Preliminary Planning – \$2,218,066

- ADA Transition Plan – \$100,000

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- Administrative Costs for the Capital Construction Fund – \$1,111,313
- Allocated Cost – \$173,853
- Architectural Services Division – \$100,000
- Facility Condition Assessments - \$100,000
- Job Order Contracting (JOC) – \$50,000
- Master Planning – \$300,000
- Miscellaneous Planning Costs – \$262,900
- Warehouse Burden Rate – \$20,000

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

Fund Center 3103109–901 G Street Building (OB #2) – \$779,216

- John M. Price District Attorney Building – Fire Alarm System Upgrades - \$779,216

Fund Center 3103110–Maintenance Yard – \$0

- No projects budgeted at this time.

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$3,055,255

- Accounting Services – \$50,400
- Improvement Districts – \$201,252
- Miscellaneous minor building and emergency projects – \$41,400
- Modular Furniture Charges – \$25,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant County–owned land – \$160,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in County facilities – \$25,000
- Alarms Allocation - \$46,200
- Vacant Space Allocation – \$1,794,864
(CCF is charged for vacant County–owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)
- Shared Meeting Room Allocation - \$616,139
(CCF is charged for Shared Meeting Rooms for the County but recovers the cost through the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects – \$25,000

Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$781,600

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- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$781,600
- Fund Center 3103113–Clerk–Recorder Building – \$0**
 - No projects budgeted at this time.
- Fund Center 3103114–799 G Street Building – \$450,000**
 - Department of Technology Building – Central Plant – Replace or Repair Cooling Towers - \$250,000
 - Department of Technology Building – Replace Two York Refrigerant 22 Chillers - \$200,000
- Fund Center 3103115–Animal Care Facility – \$0**
 - No projects budgeted at this time.
- Fund Center 3103124–General Services Facility – \$0**
 - No projects budgeted at this time.
- Fund Center 3103125–B.T. Collins Juvenile Center –\$7,200,992**
 - B. T. Collins Youth Detention Facility – Replace Personal Alarm Device System - \$2,990,992
 - B. T. Collins Youth Detention Facility – Replace Roof Top Air Handling Units One and Two - \$710,000
 - B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration – First Floor - \$1,650,000
 - Morgan Alternative Center – Renovation - \$1,850,000
- Fund Center 3103126–Warren E. Thornton Youth Center – \$0**
 - No projects budgeted at this time.
- Fund Center 3103127–Boys Ranch – \$0**
 - No projects budgeted at this time.
- Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$5,135,108**
 - Rio Cosumnes Correctional Center – 448 – Security Control System - \$639,140
 - Rio Cosumnes Correctional Center – Booking – Security Control System - \$383,220
 - Rio Cosumnes Correctional Center – Christopher Boone Facility – Stuart Baird Facility – Security Control System - \$50,490
 - Rio Cosumnes Correctional Center – Electrical Connection to Substation and Backup Generator Site - \$2,192,971
 - Rio Cosumnes Correctional Center – Gatehouse – Security Control System - \$315,640
 - Rio Cosumnes Correctional Center – Kitchen – Reconfigure and Replace Kitchen Pot Wash Area - \$240,364
 - Rio Cosumnes Correctional Center – Replace Honor Yard Fence - \$865,753

Capital Construction Fund FY 2021-22 Requested Base Budget
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- Rio Cosumnes Correctional Center – Sandra Larson Facility – Security Control System - \$447,530
- Fund Center 3103130–Work Release Facility – \$221,050**
 - Work Release Facility – Americans with Disabilities Act Exterior Path of Travel - \$221,050
- Fund Center 3103131–Sheriff's Administration Building – \$250,000**
 - Sheriff Administration Building – Carpet, Paint and Minor Tenant Improvements - \$250,000
- Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$9,757,324**
 - Correctional Health and Mental Health Services Facility - \$9,045,233
 - Main Jail – Replace 8th Floor Recreation Yard Awning - \$195,271
 - Main Jail – Replace DOM Lock System - \$500,000
 - Main Jail – Replace Second Floor Awning - \$16,820
- Fund Center 3103133–Sheriff's North Area Substation – \$691,017**
 - Sheriff's North East Sub Station – Create Additional Parking - \$170,017
 - Sheriff's North East Sub Station – Install Security Fencing - \$130,000
 - Sheriff's North East Sub Station – Replace 12 Air Conditioning Package Unit - \$391,000
- Fund Center 3103134–Sheriff's South Area Substation – \$0**
 - No projects budgeted at this time.
- Fund Center 3103137–Coroner/Crime Laboratory – \$316,262**
 - Coroner/Crime Laboratory – Replace Cooling Towers - \$316,262
- Fund Center 3103160–Sacramento Mental Health Facility – \$181,874**
 - Mental Health Center – Drug Court Treatment Center – Air Conditioning – Capacity Needs - \$181,874
- Fund Center 3103162–Primary Care Center – \$138,238**
 - Paul F. Hom M.D. Primary Care Facility – Install New Water Heater – \$138,238
- Fund Center 3103198– Financing– Transfers/Reimbursements – \$3,347,947**
 - CCF - Juvenile Courthouse Debt Service – \$800,000
 - CCF Debt Service for ADA Projects, Sac Metro Cable Revenue Lease at 799 G Street, Coroner/Crime Lab Debt Service Contribution, and Probation Debt Service Contribution – \$2,547,947
- Fund Center 3103199–Ecology Lane – \$0**
 - No projects budgeted at this time.
- Fund Center 3109000–Libraries – \$1,794,382**
 - Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$157,224
 - Arcade Library – Americans with Disabilities Act Upgrades - \$71,358
 - Arcade Library – Fire Alarm Modifications - \$177,300

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- Fair Oaks Library – Fire Alarm Modifications - \$168,460
- North Highlands Library – Fire Alarm Modifications - \$152,540
- Rancho Cordova Library – Americans with Disabilities Act Upgrades - \$375,000
- Southgate Library – Refurbish Restroom - \$370,000
- Southgate Library – Replace Roof - \$222,500
- Walnut Grove Library – Install Fire Alarm System - \$100,000

Administration and Planning

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$5,017,949	\$5,273,321	\$255,372	5.1%
Interfund Charges	—	—	—	—%
Total Expenditures / Appropriations	\$5,017,949	\$5,273,321	\$255,372	5.1%
Total Reimbursements between Programs	—	\$(5,273,321)	\$(5,273,321)	—%
Other Reimbursements	—	—	—	—%
Total Reimbursements	—	\$(5,273,321)	\$(5,273,321)	—%
Net Financing Uses	\$5,017,949	—	\$(5,017,949)	(100.0)%
Revenue				
Miscellaneous Revenues	—	—	—	—%
Total Revenue	—	—	—	—%
Use of Fund Balance	\$5,017,949	—	\$(5,017,949)	(100.0)%

Summary of Changes

The Recommended Budget reflects a \$255,372 (5.1%) increase in total appropriations, a \$5,273,321 (new) increase in reimbursements, and a \$5,017,949 (new) decrease in fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to increases in allocated costs and staff support costs.

The increase in reimbursements is due to transferring use allowance revenues received in the Projects program, starting in Fiscal Year 2021-22, to fully fund the Administration and Planning program.

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

Debt Service

Program Overview

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

Program Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$283,004 (7.8%) decrease in total appropriations, a \$2,547,947 (new) increase in reimbursements, an \$800,000 (new) increase in revenue, and a \$3,630,951 decrease in fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to a \$300,000 decrease in the transfer of pass through revenues to the General Fund, offset in part by a \$16,996 increase in the facility debt service cost obligation.

The increase in reimbursements is due to transferring use allowance revenues received in the Projects program, starting in Fiscal Year 2021-22, to fully fund the Debt Service program.

The increase in revenue is due to budgeting the pass through revenue received in the Debt Service program rather than in the Projects program, starting in Fiscal Year 2021-22.

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

Projects

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$26,850,479	\$16,900,757	\$(9,949,722)	(37.1)%
Other Charges	—	—	—	—%
Improvements	\$30,647,528	\$16,105,848	\$(14,541,680)	(47.4)%
Intrafund Charges	—	\$8,503,492	\$8,503,492	—%
Total Expenditures / Appropriations	\$57,498,007	\$41,510,097	\$(15,987,910)	(27.8)%
Total Reimbursements within Program	—	\$(682,224)	\$(682,224)	—%
Other Reimbursements	\$(8,210,000)	\$(1,000,000)	\$7,210,000	(87.8)%
Total Reimbursements	\$(8,210,000)	\$(1,682,224)	\$6,527,776	(79.5)%
Net Financing Uses	\$49,288,007	\$39,827,873	\$(9,460,134)	(19.2)%
Revenue				
Fines, Forfeitures & Penalties	\$2,360,000	\$1,000,000	\$(1,360,000)	(57.6)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$24,507,717	\$21,016,327	\$(3,491,390)	(14.2)%
Total Revenue	\$26,897,717	\$22,046,327	\$(4,851,390)	(18.0)%
Use of Fund Balance	\$22,390,290	\$17,781,546	\$(4,608,744)	(20.6)%

Summary of Changes

The Recommended Budget reflects a \$15,987,910 (27.8%) decrease in total appropriations, a \$6,527,776 (79.5%) decrease in reimbursements, a \$4,851,390 (18.0%) decrease in revenue, and a \$4,608,744 (20.6%) decrease in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- Decreasing project costs due to the assumption that the majority of projects in the FY 2020-21 CIP will be completed, and that significant rollover revenue will not be available in FY 2021-22. Budgeted project costs in FY 2021-22 are limited to new revenue, along with several long term projects utilizing rollover revenue.
- Increases for new transfers to the Administration and Planning and Debt Service programs, and internal transfers for library facilities.

- Recommended growth of \$1,000,000 detailed later in this section.

The decrease in reimbursements is due to:

- No longer budgeting an \$8,000,000 reimbursement from the General Fund for the Correctional Health and Mental Health Services Facility.
- No longer budgeting a \$210,000 reimbursement from the General Fund for COVID-19 project costs.
- Budgeting a new internal transfer in of \$682,224 for library facilities.
- Recommended growth of \$1,000,000 detailed later in this section.

The decrease in revenue is due to:

- Increases of \$540,829 for use allowance revenue.
- Decreases of \$756,543 for insurance revenue.
- Decreases of \$3,275,676 for department funded project revenue.
- Decreases of \$560,000 in court fine revenues.
- Budgeting \$800,000 in the Debt Service program rather than the Projects program.

Use of fund balance reflects a carryover of \$17,781,546 in available balance.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS CCF - Mather Community Campus Improvements (June)					
	1,000,000	(1,000,000)	—	—	—

This one-time growth request will fund health and safety capital projects at the Mather Community Campus, identified as Priority One projects in the recent facility condition assessment. This request is contingent upon approval of a growth request in the Financing Transfers and Reimbursement budget (Budget Unit 5110000.)

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Capital Outlay - Heavy Equipment	\$14,822,817	\$12,968,251	\$(1,854,566)	(12.5)%
Total Expenditures / Appropriations	\$14,822,817	\$12,968,251	\$(1,854,566)	(12.5)%
Net Financing Uses	\$14,822,817	\$12,968,251	\$(1,854,566)	(12.5)%
Total Revenue	\$4,045,742	\$4,128,127	\$82,385	2.0%
Use of Fund Balance	\$10,777,075	\$8,840,124	\$(1,936,951)	(18.0)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Other Charges	\$42,000	\$42,000	—	—%
Equipment	\$14,780,817	\$12,926,251	\$(1,854,566)	(12.5)%
Total Expenditures / Appropriations	\$14,822,817	\$12,968,251	\$(1,854,566)	(12.5)%
Net Financing Uses	\$14,822,817	\$12,968,251	\$(1,854,566)	(12.5)%
Revenue				
Charges for Services	\$3,388,788	\$3,746,141	\$357,353	10.5%
Miscellaneous Revenues	\$356,954	\$81,986	\$(274,968)	(77.0)%
Other Financing Sources	\$300,000	\$300,000	—	—%
Total Revenue	\$4,045,742	\$4,128,127	\$82,385	2.0%
Use of Fund Balance	\$10,777,075	\$8,840,124	\$(1,936,951)	(18.0)%

Summary of Changes

The Funded Base Budget reflects a \$1,854,566 (12.5%) decrease in appropriations, an \$82,385 (2.0%) increase in revenue, and a \$1,936,951 (18.0%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in appropriations is due to a decrease in estimated costs for planned heavy equipment purchases, including rebudgeted planned purchases.

The increase in revenue is primarily due to:

- A \$274,968 decrease in revenues for required contributions for additional, deferred or rebudgeted equipment from Fiscal Year 2020-21.
- A \$357,353 increase in revenue for equipment replacement costs.

Use of fund balance reflects an \$8,840,124 decrease in retained earnings.

SUPPLEMENTAL INFORMATION:

The following tables detail the capital outlay for additional and replacement light and heavy equipment requested for Fiscal Year 2021-22.

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

Class	Description	Requested		Requested Amount
		New	Replace	
159	Bus, 40+ Passengers	0	2	660,000
160	Utility Truck	0	2	460,000
161	Stencil/Sign Wash Truck	0	2	219,983
164	Service Truck w/ Crane	0	6	902,273
165	Utility Truck	0	1	150,000
167	Flatbed Dump Truck	0	4	545,183
171	2-Axle Dump Truck	0	1	126,719
173	Emulsion Patch Dump Truck	0	10	2,600,000
181	Chemical Spray Truck	0	1	250,011
186	Refrigerated Truck	0	1	145,000
191	Water Truck 2,000/3,000 gal	0	3	570,000
192	3-Axle Water Truck	0	1	145,011
196	Pavement Grinder, Self Propelled	0	1	425,000
213	Portable Trailer	0	4	107,500
218	Title Type Trailer	0	1	35,000
221	Trailer, Utility 12ft Flatbed 4W	0	1	60,000
225	Concrete Saw Trailer	1	0	81,986
225	Concrete Saw Trailer	0	4	206,986
234	Trailer, Lowbed Platform	0	3	310,599
292	Utility Van CCTV	0	1	150,000
293	Cues Step Van	0	1	225,000
314	Brush Chipper	0	1	45,000
345	Rodder Sewer Cleaning	0	1	150,000
366	Air Compressor 150 to 185cfm	0	4	140,000
385	Electric Forklift - 5000lbs	0	1	50,000
386	Electric Forklift - 6000lbs Towable	0	1	35,000
388	Electric Lift	0	4	130,000
394	Helicopter Refueler	0	1	200,000
395	Aerial Device w/encl. Body	0	1	150,000
424	150HP Grader	0	1	250,000
474	Slope Mower W/Boom	0	5	725,000
776	Pressure/Vacuum Cleaner 3 Axle	0	1	420,000
779	Mechanical Broom Road Sweeper	0	1	355,000
854	65HP Tractor	0	1	145,000
882	Ind. Tractor W 1 Cu Yd	0	1	80,000
883	Wheeled Loader 1 1/4 Cu. Yd	0	1	130,000
884	Wheeled Loader 1 3/4 Cu. Yd	0	1	175,000
886	Hydraulic Excavator, Truck Mounted	0	1	450,000

Class	Description	Requested		Requested Amount
		New	Replace	
890	Excavator 55HP	0	1	125,000
891	Excavator 129HP	0	1	225,000
892	Backhoe 90	0	2	270,000
941	Truck Tractor with Gooseneck Trailer	0	1	300,000
	Total	1	82	12,926,251

Budget Unit Functions & Responsibilities

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

Goals

- Fund the purchases of light fleet rental replacements annually.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Capital Outlay - Automotive Equipment	\$14,451,586	\$11,716,130	\$(2,735,456)	(18.9)%
Total Expenditures / Appropriations	\$14,451,586	\$11,716,130	\$(2,735,456)	(18.9)%
Net Financing Uses	\$14,451,586	\$11,716,130	\$(2,735,456)	(18.9)%
Total Revenue	\$3,029,764	\$2,191,000	\$(838,764)	(27.7)%
Use of Fund Balance	\$11,421,822	\$9,525,130	\$(1,896,692)	(16.6)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Other Charges	\$215,419	—	\$(215,419)	(100.0)%
Equipment	\$14,236,167	\$11,716,130	\$(2,520,037)	(17.7)%
Total Expenditures / Appropriations	\$14,451,586	\$11,716,130	\$(2,735,456)	(18.9)%
Net Financing Uses	\$14,451,586	\$11,716,130	\$(2,735,456)	(18.9)%
Revenue				
Charges for Services	\$2,191,000	\$1,691,000	\$(500,000)	(22.8)%
Miscellaneous Revenues	\$338,764	—	\$(338,764)	(100.0)%
Other Financing Sources	\$500,000	\$500,000	—	—%
Total Revenue	\$3,029,764	\$2,191,000	\$(838,764)	(27.7)%
Use of Fund Balance	\$11,421,822	\$9,525,130	\$(1,896,692)	(16.6)%

Summary of Changes

The Recommended Budget reflects a \$2,735,456 (18.9%) decrease in total appropriations, an \$838,764 (27.7%) decrease in revenue, and a \$1,896,692 (16.6%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to a decrease in expenditures for planned vehicle replacements from other departments.

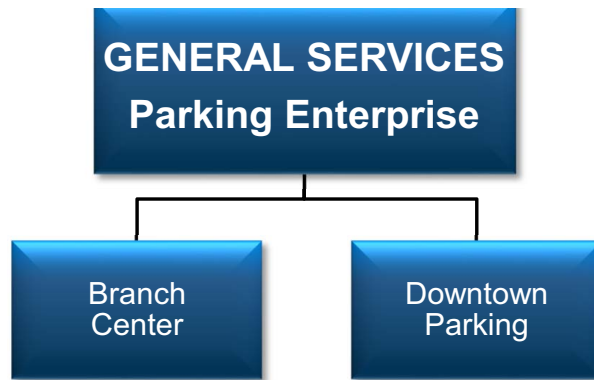
The decrease in revenue is due to a \$500,000 decrease in replacement funds collected in the light fleet rental rates, and a \$338,764 decrease in contributions from vehicle additions and upgrades.

Use of Fund Balance reflects an \$9,525,130 decrease in retained earnings.

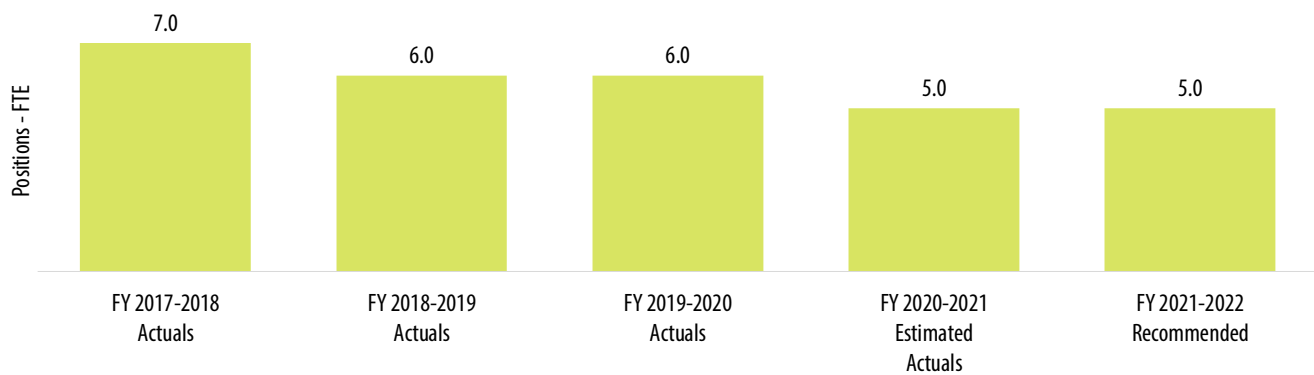
**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	1	30,823
102	Subcompact	0	16	414,200
107	1/2 Ton Compact Pickup	0	7	190,750
110	Compact	0	55	1,414,600
122	Sheriff's Patrol Car	0	54	2,409,750
124	Undercover	0	40	1,127,600
131	1/2 Ton Pick-up, Extended Cab	0	41	1,310,975
132	1/2 Ton Pick-up, Regular Cab	0	7	221,025
134	1 Ton Utility Truck	0	9	613,350
135	3/4 Ton Pick-up Truck	0	6	231,420
137	3/4 Ton Utility Truck	0	17	1,288,940
140	4x4 pickup	0	5	167,150
141	Animal Care trucks	0	1	120,165
142	Special body trucks	0	4	408,836
150	Mini-van	0	22	603,042
152	3/4 ton van	0	8	312,416
153	1 ton van	0	8	342,168
154	Sport Utility Vehicle	0	12	508,920
	Total	0	313	11,716,130

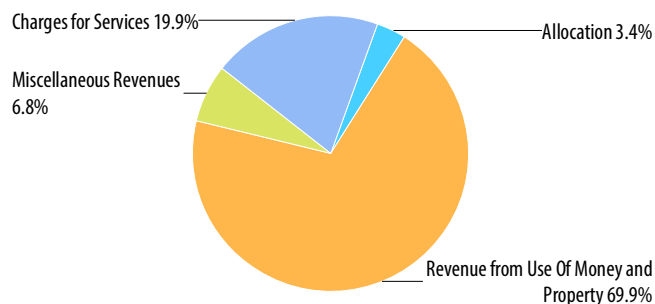
Department Structure
Jeff Gasaway, Director



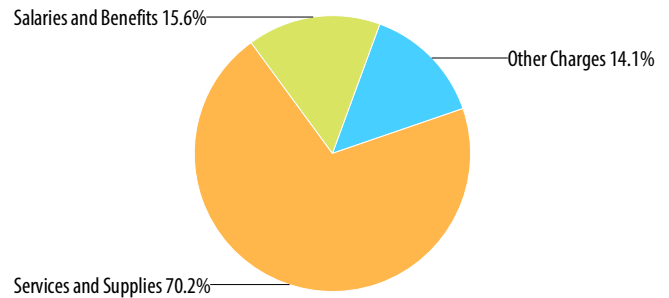
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

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

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Parking Enterprise	\$4,878,194	\$2,900,809	\$(1,977,385)	(40.5)%
Total Expenditures / Appropriations	\$4,878,194	\$2,900,809	\$(1,977,385)	(40.5)%
Net Financing Uses	\$4,878,194	\$2,900,809	\$(1,977,385)	(40.5)%
Total Revenue	\$3,027,629	\$2,802,249	\$(225,380)	(7.4)%
Use of Fund Balance	\$1,850,565	\$98,560	\$(1,752,005)	(94.7)%
Positions	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$476,986	\$453,121	\$(23,865)	(5.0)%
Services & Supplies	\$3,234,143	\$2,037,635	\$(1,196,508)	(37.0)%
Other Charges	\$711,035	\$410,053	\$(300,982)	(42.3)%
Equipment	\$456,030	—	\$(456,030)	(100.0)%
Total Expenditures / Appropriations	\$4,878,194	\$2,900,809	\$(1,977,385)	(40.5)%
Net Financing Uses	\$4,878,194	\$2,900,809	\$(1,977,385)	(40.5)%
Revenue				
Revenue from Use Of Money & Property	\$2,121,617	\$2,026,237	\$(95,380)	(4.5)%
Charges for Services	\$707,712	\$577,712	\$(130,000)	(18.4)%
Miscellaneous Revenues	\$198,300	\$198,300	—	—%
Total Revenue	\$3,027,629	\$2,802,249	\$(225,380)	(7.4)%
Use of Fund Balance	\$1,850,565	\$98,560	\$(1,752,005)	(94.7)%
Positions	5.0	5.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$1,977,385 (40.5%) decrease in total appropriations, a \$225,380 (7.4%) decrease in revenue, and a \$1,752,005 (94.7%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in appropriations is due to:

- A \$2,060,565 decrease for one-time projects and other prior year re-budgeted expenses.
- A \$15,380 one-time net decrease in allocated costs and personnel costs.
- Recommended growth of \$98,560 detailed later in this section.

The decrease in revenue is due to decreases in public parking revenue due to COVID-19 and a decrease in interest income.

Use of fund balance reflects \$98,560 decrease in retained earnings.

Summary of Recommended Growth by Program

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

Recommended Growth Detail for the Program

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

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

Budget Unit Functions & Responsibilities

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

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$6,254 (2.1%) increase in total appropriations and net county cost from the prior year Adopted Budget.

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

The increase in total appropriations is largely due to an increase in salary and benefit costs, an increase in jury fees and mileage for anticipated workload, and an increase in parking charges, based on County parking costs for 19 jurors. These costs are offset by a reduction in data processing services due to efficiencies and projected needs for the fiscal year.

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

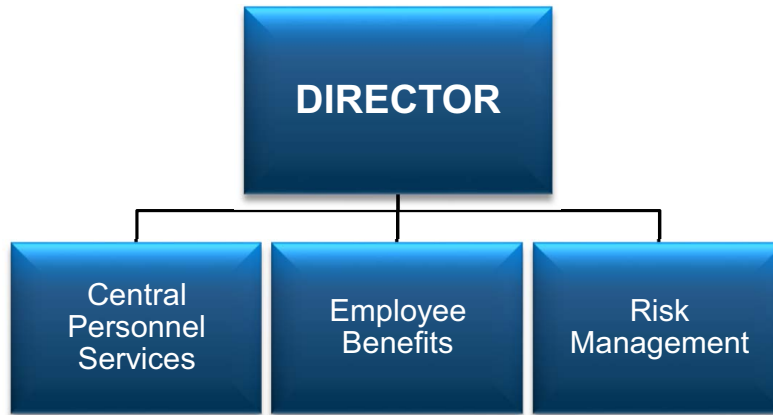
	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$142,565	\$154,093	\$11,528	8.1%
Interfund Charges	—	\$2,831	\$2,831	—%
Total Expenditures / Appropriations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

Summary of Changes

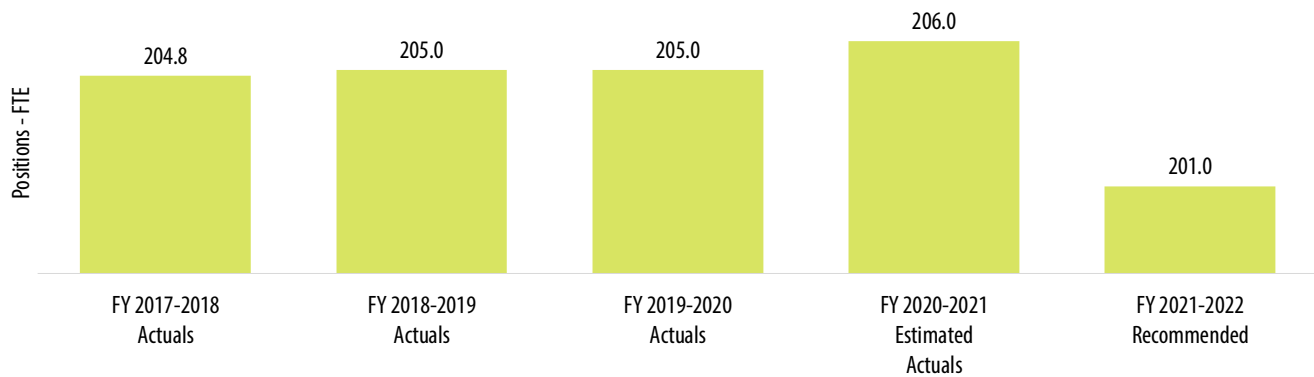
The Recommended Budget reflects a \$14,359 (10.1%) increase in total appropriations and net county cost from the prior year Adopted Budget.

The increase in total appropriations and net county cost is due to an increase in facility use charges and the consultant contract.

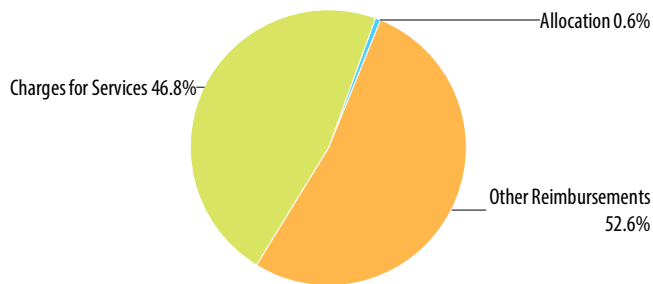
Department Structure Joseph Hsieh, Acting, Director



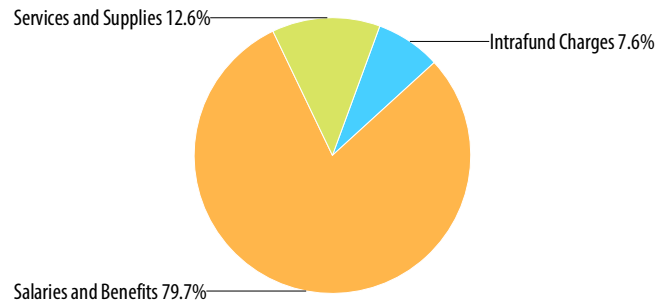
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

Goals

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

Accomplishments

- Implemented the consolidation of four services teams to ensure enhanced and consistent performance.

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Administration	\$1,223,082	\$1,454,597	\$231,515	18.9%
Benefits	\$2,617,397	\$2,596,183	\$(21,214)	(0.8)%
County Safety Office	\$1,846,656	\$1,846,650	\$(6)	(0.0)%
Department Services	\$14,677,795	\$14,728,033	\$50,238	0.3%
Disability Compliance	\$570,051	\$541,060	\$(28,991)	(5.1)%
Employment Services	\$4,833,328	\$4,974,872	\$141,544	2.9%
Equal Employment Opportunity	\$398,528	\$364,951	\$(33,577)	(8.4)%
Liability/Property Insurance Personnel	\$1,152,684	\$1,204,228	\$51,544	4.5%
Training & Organization Development	\$1,078,738	\$1,087,935	\$9,197	0.9%
Workers' Compensation Personnel	\$4,686,791	\$4,830,987	\$144,196	3.1%
Total Expenditures / Appropriations	\$33,085,050	\$33,629,496	\$544,446	1.6%
Total Reimbursements	\$(17,525,892)	\$(17,675,778)	\$(149,886)	0.9%
Net Financing Uses	\$15,559,158	\$15,953,718	\$394,560	2.5%
Total Revenue	\$15,559,158	\$15,753,718	\$194,560	1.3%
Net County Cost	—	\$200,000	\$200,000	—%
Positions	206.0	201.0	(5.0)	(2.4)%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$26,205,735	\$26,817,426	\$611,691	2.3%
Services & Supplies	\$4,332,168	\$4,248,885	\$(83,283)	(1.9)%
Intrafund Charges	\$2,547,147	\$2,563,185	\$16,038	0.6%
Total Expenditures / Appropriations	\$33,085,050	\$33,629,496	\$544,446	1.6%
Other Reimbursements	\$(17,525,892)	\$(17,675,778)	\$(149,886)	0.9%
Total Reimbursements	\$(17,525,892)	\$(17,675,778)	\$(149,886)	0.9%
Net Financing Uses	\$15,559,158	\$15,953,718	\$394,560	2.5%
Revenue				
Charges for Services	\$15,559,158	\$15,753,718	\$194,560	1.3%
Total Revenue	\$15,559,158	\$15,753,718	\$194,560	1.3%
Net County Cost	—	\$200,000	\$200,000	—%
Positions	206.0	201.0	(5.0)	(2.4)%

Summary of Changes

The Recommended Budget reflects a \$544,446 (1.6%) increase in total appropriations, a \$149,886 (0.9%) increase in reimbursements, a \$194,560 (1.3%) increase in revenue, and a \$200,000 (new) increase in net county cost from the prior year Adopted Budget.

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

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance; increases in allocated costs including technology charges, facility use, lease property, and liability insurance; and increases in legal and auditor/controller services. The Department made a concerted effort to keep costs down by increasing salary savings and reducing costs in various accounts including office/ data processing supplies, other professional services, and facilitation services.
- The reallocation of 1.0 FTE Training and Development Manager to 1.0 FTE Human Resources Manager I.
- The deletion of 5.0 vacant FTEs with offsetting reductions in salary savings.
- Recommended growth of \$200,000 summarized later in this section. Additional detail is provided in the individual program sections.

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

Positions counts have decreased by 5.0 FTE from the prior year Adopted Budget due to:

- 5.0 FTE recommended net Base decrease.

Summary of Recommended Growth by Program

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

Administration

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$704,968	\$728,886	\$23,918	3.4%
Services & Supplies	\$254,769	\$432,127	\$177,358	69.6%
Intrafund Charges	\$263,345	\$293,584	\$30,239	11.5%
Total Expenditures / Appropriations	\$1,223,082	\$1,454,597	\$231,515	18.9%
Other Reimbursements	\$(989,779)	\$(1,010,231)	\$(20,452)	2.1%
Total Reimbursements	\$(989,779)	\$(1,010,231)	\$(20,452)	2.1%
Net Financing Uses	\$233,303	\$444,366	\$211,063	90.5%
Revenue				
Charges for Services	\$233,303	\$244,366	\$11,063	4.7%
Total Revenue	\$233,303	\$244,366	\$11,063	4.7%
Net County Cost	—	\$200,000	\$200,000	—%
Positions	4.0	4.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$231,515 (18.9%) increase in total appropriations, a \$20,452 (2.1%) increase in reimbursements, an \$11,063 (4.7%) increase in revenue, and a \$200,000 (new) increase in net county cost from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance; and increases in legal and auditor/controller services. This is partially offset by a concerted effort by the Department to keep costs down by reducing facilitation services and data processing supplies.
- Recommended growth of \$200,000 detailed later in this section.

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

Recommended Growth Detail for the Program

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

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

Benefits

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,508,645	\$1,711,884	\$203,239	13.5%
Services & Supplies	\$862,328	\$650,091	\$(212,237)	(24.6)%
Intrafund Charges	\$246,424	\$234,208	\$(12,216)	(5.0)%
Total Expenditures / Appropriations	\$2,617,397	\$2,596,183	\$(21,214)	(0.8)%
Other Reimbursements	\$(1,393,654)	\$(1,362,470)	\$31,184	(2.2)%
Total Reimbursements	\$(1,393,654)	\$(1,362,470)	\$31,184	(2.2)%
Net Financing Uses	\$1,223,743	\$1,233,713	\$9,970	0.8%
Revenue				
Charges for Services	\$1,223,743	\$1,233,713	\$9,970	0.8%
Total Revenue	\$1,223,743	\$1,233,713	\$9,970	0.8%
Net County Cost	—	—	—	—%
Positions	12.0	12.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$21,214 (0.8%) decrease in total appropriations, a \$31,184 (2.2%) decrease in reimbursements, and a \$9,970 (0.8%) increase in revenue from the prior year Adopted Budget.

The decrease in total appropriations is due to a concerted effort by the Department to keep costs down by reducing costs in employee recognition, office supplies and other professional services. This is partially offset by increases in personnel costs including cost of living adjustments, retirement and health insurance; and increases in allocated costs including technology and facility use charges.

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

County Safety Office

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,531,076	\$1,539,857	\$8,781	0.6%
Services & Supplies	\$200,157	\$189,749	\$(10,408)	(5.2)%
Intrafund Charges	\$115,423	\$117,044	\$1,621	1.4%
Total Expenditures / Appropriations	\$1,846,656	\$1,846,650	\$(6)	(0.0)%
Other Reimbursements	\$(1,330,958)	\$(1,335,060)	\$(4,102)	0.3%
Total Reimbursements	\$(1,330,958)	\$(1,335,060)	\$(4,102)	0.3%
Net Financing Uses	\$515,698	\$511,590	\$(4,108)	(0.8)%
Revenue				
Charges for Services	\$515,698	\$511,590	\$(4,108)	(0.8)%
Total Revenue	\$515,698	\$511,590	\$(4,108)	(0.8)%
Net County Cost	—	—	—	—%
Positions	10.0	10.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$6 (0.0%) decrease in total appropriations, a \$4,102 (0.3%) increase in reimbursements, and a \$4,108 (0.8%) decrease in revenue from the prior year Adopted Budget.

The increase in total appropriations is negligible.

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

Department Services

Program Overview

Department Services consists of five services teams. Four of these teams are comprised of human resources professionals responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system.

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$11,745,703	\$11,938,360	\$192,657	1.6%
Services & Supplies	\$1,646,825	\$1,509,125	\$(137,700)	(8.4)%
Intrafund Charges	\$1,285,267	\$1,280,548	\$(4,719)	(0.4)%
Total Expenditures / Appropriations	\$14,677,795	\$14,728,033	\$50,238	0.3%
Other Reimbursements	\$(9,543,782)	\$(9,602,480)	\$(58,698)	0.6%
Total Reimbursements	\$(9,543,782)	\$(9,602,480)	\$(58,698)	0.6%
Net Financing Uses	\$5,134,013	\$5,125,553	\$(8,460)	(0.2)%
Revenue				
Charges for Services	\$5,134,013	\$5,125,553	\$(8,460)	(0.2)%
Total Revenue	\$5,134,013	\$5,125,553	\$(8,460)	(0.2)%
Net County Cost	—	—	—	—%
Positions	98.0	97.0	(1.0)	(1.0)%

Summary of Changes

The Recommended Budget reflects a \$50,238 (0.3%) increase in total appropriations, a \$58,698 (0.6%) increase in reimbursements, and an \$8,460 (0.2%) decrease in revenue from the prior year Adopted Budget.

The increase in total appropriations is due:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance. This is partially offset by reductions in office supplies/equipment, Department of Technology labor costs for special projects, and printing services.
- The deletion of 1.0 vacant FTE with offsetting reductions in salary savings.

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

Disability Compliance

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$457,904	\$433,353	\$(24,551)	(5.4)%
Services & Supplies	\$80,041	\$75,156	\$(4,885)	(6.1)%
Intrafund Charges	\$32,106	\$32,551	\$445	1.4%
Total Expenditures / Appropriations	\$570,051	\$541,060	\$(28,991)	(5.1)%
Net Financing Uses	\$570,051	\$541,060	\$(28,991)	(5.1)%
Revenue				
Charges for Services	\$570,051	\$541,060	\$(28,991)	(5.1)%
Total Revenue	\$570,051	\$541,060	\$(28,991)	(5.1)%
Net County Cost	—	—	—	—%
Positions	3.0	3.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$28,991 (5.1%) decrease in total appropriations and revenue from the prior year Adopted Budget.

The decrease in appropriations is due to an increase in salary savings to absorb cost increases in personnel costs including cost of living adjustments, retirement, and health insurance; and increases in allocated costs including technology and facility use charges.

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

Employment Services

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$3,923,555	\$4,017,093	\$93,538	2.4%
Services & Supplies	\$567,309	\$621,408	\$54,099	9.5%
Intrafund Charges	\$342,464	\$336,371	\$(6,093)	(1.8)%
Total Expenditures / Appropriations	\$4,833,328	\$4,974,872	\$141,544	2.9%
Other Reimbursements	\$(3,596,652)	\$(3,701,746)	\$(105,094)	2.9%
Total Reimbursements	\$(3,596,652)	\$(3,701,746)	\$(105,094)	2.9%
Net Financing Uses	\$1,236,676	\$1,273,126	\$36,450	2.9%
Revenue				
Charges for Services	\$1,236,676	\$1,273,126	\$36,450	2.9%
Total Revenue	\$1,236,676	\$1,273,126	\$36,450	2.9%
Net County Cost	—	—	—	—%
Positions	32.0	29.0	(3.0)	(9.4)%

Summary of Changes

The Recommended Budget reflects a \$141,544 (2.9%) increase in total appropriations, a \$105,094 (2.9%) increase in reimbursements, and a \$36,450 (2.9%) increase in revenue from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance; and increases in allocated costs including technology and facility use charges. This is partially offset by reductions in office supplies and Department of Technology labor costs for special projects.
- The deletion of 3.0 vacant FTEs with offsetting reductions in salary savings.

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

Equal Employment Opportunity

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$331,118	\$292,776	\$(38,342)	(11.6)%
Services & Supplies	\$46,005	\$50,473	\$4,468	9.7%
Intrafund Charges	\$21,405	\$21,702	\$297	1.4%
Total Expenditures / Appropriations	\$398,528	\$364,951	\$(33,577)	(8.4)%
Net Financing Uses	\$398,528	\$364,951	\$(33,577)	(8.4)%
Revenue				
Charges for Services	\$398,528	\$364,951	\$(33,577)	(8.4)%
Total Revenue	\$398,528	\$364,951	\$(33,577)	(8.4)%
Net County Cost	—	—	—	—%
Positions	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$33,577 (8.4%) decrease in total appropriations and revenue from the prior year Adopted Budget.

The decrease in total appropriations is due to a decrease in other professional services and an increase in salary savings. This is partially offset by increases in personnel costs including cost of living adjustments, retirement, and health insurance; and increases in allocated costs including technology and facility use charges.

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

Liability/Property Insurance Personnel

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$1,038,646	\$1,067,009	\$28,363	2.7%
Services & Supplies	\$86,290	\$104,725	\$18,435	21.4%
Intrafund Charges	\$27,748	\$32,494	\$4,746	17.1%
Total Expenditures / Appropriations	\$1,152,684	\$1,204,228	\$51,544	4.5%
Net Financing Uses	\$1,152,684	\$1,204,228	\$51,544	4.5%
Revenue				
Charges for Services	\$1,152,684	\$1,204,228	\$51,544	4.5%
Total Revenue	\$1,152,684	\$1,204,228	\$51,544	4.5%
Net County Cost	—	—	—	—%
Positions	7.0	7.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$51,544 (4.5%) increase in total appropriations and revenue from the prior year Adopted Budget.

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

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

Training & Organization Development

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$862,497	\$880,272	\$17,775	2.1%
Services & Supplies	\$141,328	\$131,707	\$(9,621)	(6.8)%
Intrafund Charges	\$74,913	\$75,956	\$1,043	1.4%
Total Expenditures / Appropriations	\$1,078,738	\$1,087,935	\$9,197	0.9%
Other Reimbursements	\$(671,067)	\$(663,791)	\$7,276	(1.1)%
Total Reimbursements	\$(671,067)	\$(663,791)	\$7,276	(1.1)%
Net Financing Uses	\$407,671	\$424,144	\$16,473	4.0%
Revenue				
Charges for Services	\$407,671	\$424,144	\$16,473	4.0%
Total Revenue	\$407,671	\$424,144	\$16,473	4.0%
Net County Cost	—	—	—	—%
Positions	7.0	6.0	(1.0)	(14.3)%

Summary of Changes

The Recommended Budget reflects a \$9,197 (0.9%) increase in total appropriations, a \$7,276 (1.1%) decrease in reimbursements, and a \$16,473 (4.0%) increase in revenue from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in personnel costs including cost of living adjustments, retirement, and health insurance; and increases in allocated costs including technology and facility use charges. This is partially offset by the reallocation of 1.0 FTE Training and Development Manager to 1.0 FTE Human Resources Manager I.
- The deletion of 1.0 vacant FTE with offsetting reductions in salary savings.

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

Workers' Compensation Personnel

Program Overview

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

Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$4,101,623	\$4,207,936	\$106,313	2.6%
Services & Supplies	\$447,116	\$484,324	\$37,208	8.3%
Intrafund Charges	\$138,052	\$138,727	\$675	0.5%
Total Expenditures / Appropriations	\$4,686,791	\$4,830,987	\$144,196	3.1%
Net Financing Uses	\$4,686,791	\$4,830,987	\$144,196	3.1%
Revenue				
Charges for Services	\$4,686,791	\$4,830,987	\$144,196	3.1%
Total Revenue	\$4,686,791	\$4,830,987	\$144,196	3.1%
Net County Cost	—	—	—	—%
Positions	31.0	31.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$144,196 (3.1%) increase in total appropriations and revenue from the prior year Adopted Budget.

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

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

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

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

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Dental Insurance	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	—	—	—	—%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$17,800,000	\$17,800,000	—	—%
Revenue				
Charges for Services	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	—	—	—	—%

Summary of Changes

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

Budget Unit Functions & Responsibilities

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

Goals

- Update Contracts Manual to include revised indemnity clauses to be used in County and District agreements to improve risk transfer protections for the County and Districts.
- Provide professional, timely and thorough contract reviews for all departments.
- Administer claims in a fair, timely and effective manner.

Accomplishments

- Developed claims protocols for Sacramento Public Library Association to clarify claims responsibilities between the County and the Library Association.

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$30,938,679	\$34,106,113	\$3,167,434	10.2%
Other Charges	\$229,510	\$63,405	\$(166,105)	(72.4)%
Intrafund Charges	—	\$60	\$60	—%
Total Expenditures / Appropriations	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
Net Financing Uses	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
Revenue				
Charges for Services	\$31,039,265	\$33,957,772	\$2,918,507	9.4%
Miscellaneous Revenues	\$2,128,924	\$2,211,806	\$82,882	3.9%
Total Revenue	\$33,168,189	\$36,169,578	\$3,001,389	9.0%
Use of Fund Balance	\$(2,000,000)	\$(2,000,000)	—	—%

Summary of Changes

The Recommended Budget reflects a \$3,001,389 (9.6%) increase in total appropriations and a \$3,001,389 (9.0%) increase in revenue from the prior year Adopted Budget.

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

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

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- Reviewed and updated the Unemployment Insurance cost-forecasting model, based on actual data received by the State Employment Development Department to better estimate the Unemployment Insurance funding needs, minimize the County's financial liability, and avoid underfunding the program.

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

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

Summary of Changes

The Recommended Budget reflects a \$1,038,050 (25.2%) decrease in total appropriations, a \$1,561,950 (102.6%) increase in revenue, and a \$2,600,000 (100.0%) decrease in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to an anticipated reduction in claims costs based on the assumption that most employees will go back to work since the vaccine is now being distributed.

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

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

Budget Unit Functions & Responsibilities

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

Goals

- Provide Workers' Compensation benefits per legislative mandates, county ordinance, and applicable statutes.
- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.
- Upgrade the Worker's Compensation Claims System to meet current needs and ensure accurate State and Federal reporting.

Accomplishments

- Ensured compliance with new State reporting requirements.
- Successfully implemented processes for COVID-19 claims in line with State regulations.

Budget Unit – Budget by Program

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

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Services & Supplies	\$28,042,846	\$29,592,596	\$1,549,750	5.5%
Other Charges	\$968,981	\$1,317,839	\$348,858	36.0%
Total Expenditures / Appropriations	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
Net Financing Uses	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
Revenue				
Charges for Services	\$29,961,827	\$31,810,435	\$1,848,608	6.2%
Miscellaneous Revenues	\$50,000	\$100,000	\$50,000	100.0%
Total Revenue	\$30,011,827	\$31,910,435	\$1,898,608	6.3%
Use of Fund Balance	\$(1,000,000)	\$(1,000,000)	—	—%

Summary of Changes

The Recommended Budget reflects a \$1,898,608 (6.5%) increase in total appropriations and a \$1,898,608 (6.3%) increase in revenue from the prior year Adopted Budget.

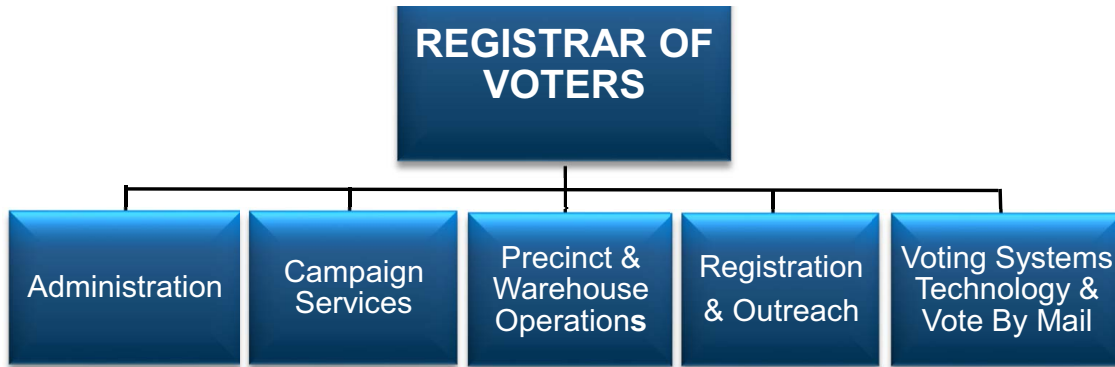
The increase in total appropriations is due to:

- An increase in the weekly disability rate.
- The presumption for Post-traumatic Stress Disorder (PTSD) that became effective January 1, 2020, which shifts the burden of proof to the employer (for certain safety employees) to prove that the condition is not work related.
- An increase in COVID-19 claims.

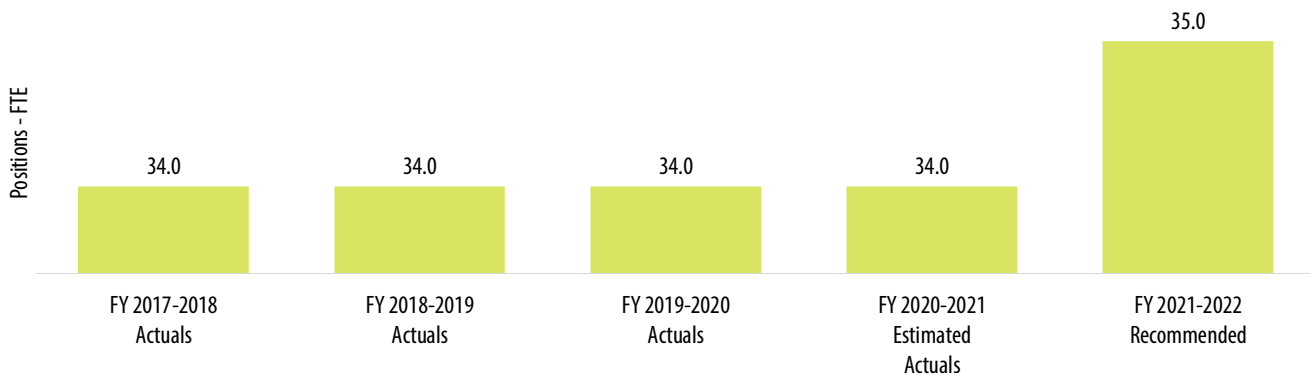
The increase in revenue is due to additional cost recovery from customer departments.

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

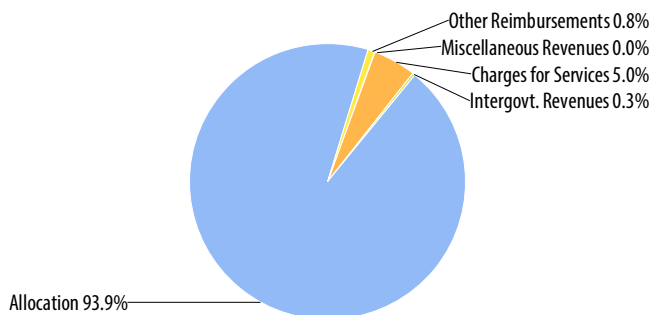
Department Structure
Courtney Bailey-Kanelos, Registrar of Voters



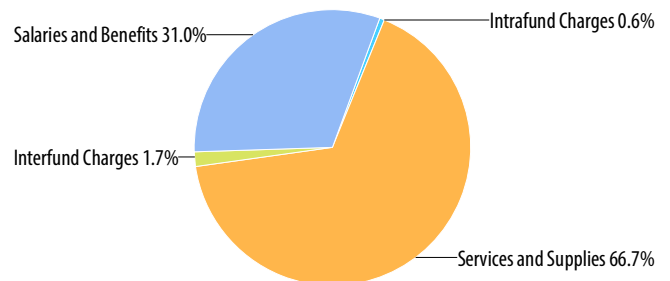
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- Administered the largest election in Sacramento County during a pandemic without any positive COVID-19 cases reported from VRE staff, poll workers, or in-person voters
- Installed cameras to livestream crucial processes and used technology to facilitate continuity of election transparency and observation during a pandemic
- Successfully pivoted crucial processes such as candidate filing, processing petitions, poll worker training, community outreach and voter education, and in-person voting to accommodate pandemic response

Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Department Appropriations by Program				
Elections	\$14,081,983	\$17,300,111	\$3,218,128	22.9%
Total Expenditures / Appropriations	\$14,081,983	\$17,300,111	\$3,218,128	22.9%
Total Reimbursements	—	\$(137,216)	\$(137,216)	—%
Net Financing Uses	\$14,081,983	\$17,162,895	\$3,080,912	21.9%
Total Revenue	\$4,168,398	\$925,332	\$(3,243,066)	(77.8)%
Net County Cost	\$9,913,585	\$16,237,563	\$6,323,978	63.8%
Positions	34.0	35.0	1.0	2.9%

Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Recommended Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
Appropriations by Object				
Salaries & Benefits	\$4,747,984	\$5,371,306	\$623,322	13.1%
Services & Supplies	\$8,757,613	\$11,532,354	\$2,774,741	31.7%
Equipment	\$180,000	—	\$(180,000)	(100.0)%
Interfund Charges	\$297,605	\$298,011	\$406	0.1%
Intrafund Charges	\$98,781	\$98,440	\$(341)	(0.3)%
Total Expenditures / Appropriations	\$14,081,983	\$17,300,111	\$3,218,128	22.9%
Other Reimbursements	—	\$(137,216)	\$(137,216)	—%
Total Reimbursements	—	\$(137,216)	\$(137,216)	—%
Net Financing Uses	\$14,081,983	\$17,162,895	\$3,080,912	21.9%
Revenue				
Intergovernmental Revenues	\$2,085,915	\$50,000	\$(2,035,915)	(97.6)%
Charges for Services	\$2,077,483	\$870,332	\$(1,207,151)	(58.1)%
Miscellaneous Revenues	\$5,000	\$5,000	—	—%
Total Revenue	\$4,168,398	\$925,332	\$(3,243,066)	(77.8)%
Net County Cost	\$9,913,585	\$16,237,563	\$6,323,978	63.8%
Positions	34.0	35.0	1.0	2.9%

Summary of Changes

The Recommended Budget reflects a \$3,218,128 (22.9%) increase in total appropriations, a \$137,216 (new) increase in reimbursements, a \$3,243,066 (77.8%) decrease in revenue, and a \$6,323,978 (63.8%) increase in net county cost from the prior year Adopted Budget.

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

The net increase in total appropriations is due to:

- Reductions in various accounts related to election cycles.
- Recommended growth of \$4,417,231 detailed later in this section.

The increase in reimbursements is due to a Community Power Resiliency grant from the County Office of Emergency Services.

The decrease in revenue is due to Gubernatorial Statewide Primary Elections having fewer local contests on the ballot that are partially paid for by the applicable local jurisdictions.

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

- 1.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

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

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
VRE - Add 1.0 FTE Election Assistant	—	—	—	—	1.0

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

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

SACRAMENTO
COUNTY