

Administrative Services

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Agency Structure



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

Administrative Services departments include:

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

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

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

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

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

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

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

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

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

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

Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001A	5920000	Contribution To LAFCO	\$256,552	\$256,552	\$256,552	—
001A	3240000	County Clerk/Recorder	\$13,695,588	\$6,470,000	—	68.5
001A	5710000	Data Processing-Shared Systems	\$28,281,832	\$28,281,832	\$28,175,054	—
001A	3230000	Department Of Finance	\$55,334,815	\$41,163,904	\$2,365,162	242.0
001A	7090000	Emergency Services	\$16,553,335	\$9,767,952	\$1,905,167	8.0
001A	5740000	Office of Compliance	\$457,170	—	—	2.0
001A	5970000	Office of Labor Relations	\$1,896,549	\$477,564	—	5.0
001A	6050000	Personnel Services	\$43,127,549	\$19,034,391	—	206.0
001A	4410000	Voter Registration And Elections	\$15,661,430	\$15,661,430	\$13,720,613	35.0
General Fund Total			\$175,264,820	\$121,113,625	\$46,422,548	566.5
001Q	3241000	Clerk/Recorder Fees	\$7,225,588	\$7,225,588	\$4,661,368	—
001R	7091000	OES-Restricted Revenues	\$403,999	\$403,999	\$403,999	—

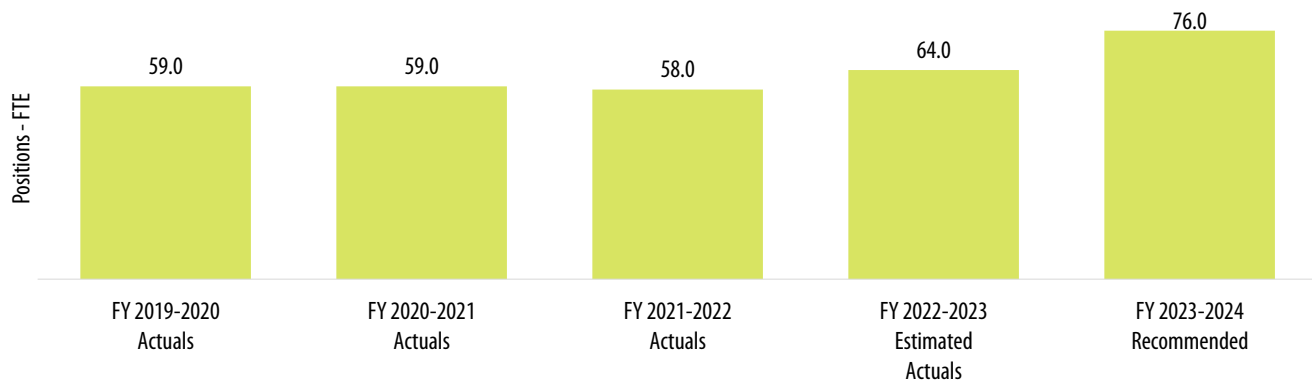
Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
007A	3100000	Capital Construction	\$117,926,184	\$111,045,641	\$54,685,604	—
011A	6310000	County Library	\$1,337,635	\$1,337,635	\$51,461	—
021D	2180000	Technology Cost Recovery Fee	\$1,631,582	\$1,631,582	\$118,182	—
031A	7600000	Department of Technology	\$204,214,802	\$128,855,334	\$(50,094)	433.0
034A	2070000	Fixed Assets-Heavy Equipment	\$13,781,255	\$13,781,255	\$9,414,594	—
035A	7000000	General Services	\$231,179,500	\$198,981,606	\$2,594,279	475.0
036A	7080000	General Services-Capital Outlay	\$8,015,820	\$8,015,820	\$5,824,820	—
037A	3910000	Liability/Property Insurance	\$39,821,300	\$39,821,300	\$(2,000,000)	—
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$36,432,084	\$36,432,084	\$(1,000,000)	—
040A	3930000	Unemployment Insurance	\$2,355,487	\$2,355,487	—	—
056A	7990000	Parking Enterprise	\$3,003,934	\$3,003,934	\$281,999	5.0
059A	7020000	Regional Radio Communications System	\$6,293,947	\$6,293,947	\$(8,420)	9.0
060A	7860000	Board Of Retirement	\$36,632,000	\$36,632,000	\$36,632,000	76.0
Non-General Fund Total			\$728,055,117	\$613,617,212	\$111,609,792	998.0
Grand Total			\$903,319,937	\$734,730,837	\$158,032,340	1,564.5

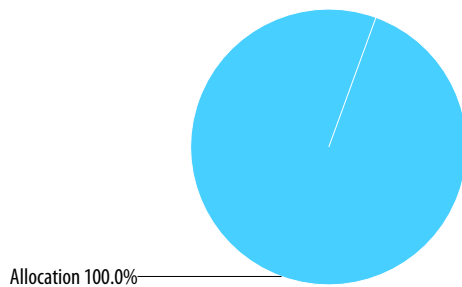
Board Of Retirement
Department Structure
Eric Stern, Chief Executive Officer



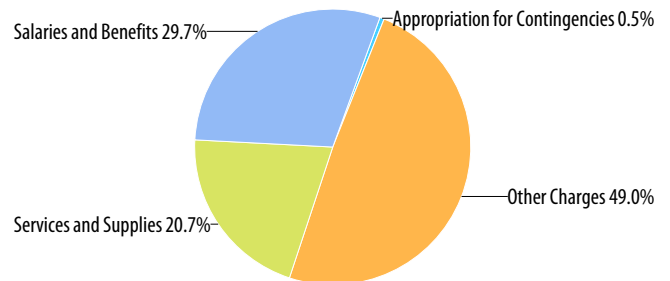
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Management of the Sacramento County Employees' Retirement System (SCERS)	\$11,790,897	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Total Expenditures / Appropriations	\$11,790,897	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Net Financing Uses	\$11,790,897	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Total Revenue	\$(747,899)	—	—	—	—%
Use of Fund Balance	\$12,538,796	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Positions	58.0	63.0	76.0	13.0	20.6%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$6,505,463	\$8,855,101	\$10,894,000	\$2,038,899	23.0%
Services & Supplies	\$5,285,434	\$8,314,280	\$7,597,000	\$(717,280)	(8.6)%
Other Charges	—	\$25,789	\$17,949,000	\$17,923,211	69,499.4%
Appropriation for Contingencies	—	\$172,000	\$192,000	\$20,000	11.6%
Total Expenditures / Appropriations	\$11,790,897	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Net Financing Uses	\$11,790,897	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Revenue					
Revenue from Use Of Money & Property	\$(797,014)	—	—	—	—%
Intergovernmental Revenues	\$49,115	—	—	—	—%
Total Revenue	\$(747,899)	—	—	—	—%
Use of Fund Balance	\$12,538,796	\$17,367,170	\$36,632,000	\$19,264,830	110.9%
Positions	58.0	63.0	76.0	13.0	20.6%

Summary of Changes

The Recommended Budget reflects a \$19,264,830 (110.9%) increase in total appropriations and use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in amortization of intangible assets as a result of the impairment of previously capitalized Pension Administration System (PAS).
- Increases in negotiated personnel costs and the mid-year addition of 1.0 FTE position.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a decrease in retained earnings.

Position counts have increased by 13.0 FTE from the prior year Adopted Budget due to:

- 1.0 FTE net mid-year increase.
- 12.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Management of the Sacramento County Employees' Retirement System (SCERS)	1,141,178	—	—	1,141,178	12.0

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
SCERS - Add 1.0 FTE Accounting Technician					
	92,509	—	—	92,509	1.0
Add 1.0 FTE Accounting Technician position to ensure all financial transactions are handled accurately and in a timely manner. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE IT Business System Analyst, Level III					
	143,894	—	—	143,894	1.0
Add 1.0 FTE Info Tech Business Systems Analyst III position to maintain the operating systems and upgrades at SCERS. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE IT Technician					
	85,834	—	—	85,834	1.0
Add 1.0 FTE Info Tech Technician Level II position to support all work processes associated with the new "Help Desk" ticket process, as well as other expanding IT business processes, including printing, Microsoft Office applications, basic network troubleshooting, electronic file management, etc. This request is funded by retained earnings from the SCERS Pension Trust.					

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
SCERS - Add 1.0 FTE Office Specialist (1)					
	77,475	—	—	77,475	1.0
Add 1.0 FTE Office Specialist position to assist the benefits team with member services and file set up to ensure accurate and timely payment of retirement benefits to members. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Office Specialist (2)					
	77,475	—	—	77,475	1.0
Add 1.0 FTE Office Specialist position to assist the benefits team with member services and file set up to ensure accurate and timely payment of retirement benefits to members. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Paralegal					
	90,200	—	—	90,200	1.0
Add 1.0 FTE Paralegal position to track contract compliance and assist General Counsel (GC) with other implementation of and compliance with bylaws and policies; track and evaluate subrogation actions, monitor security litigation action recovery; update eDisclosure (Form 700); assist with disability retirement recommendations from the administrative law judges and draft Board memos; assist GC with the review of and management of private equity transaction documents; assist GC with updating SCERS policies and monitoring of ongoing SCERS litigations. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Retirement Benefits Specialist (1)					
	88,162	—	—	88,162	1.0
Add 1.0 FTE Retirement Benefits Specialist position to ensure accurate and timely payment of retirement benefits to members. This request is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Retirement Benefits Specialist (2)					
	88,162	—	—	88,162	1.0
Add 1.0 FTE Retirement Benefits Specialist position to ensure accurate and timely payment of retirement benefits to members. This request is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Retirement Benefits Specialist (3)					
	88,162	—	—	88,162	1.0
Add 1.0 FTE Retirement Benefits Specialist position to ensure accurate and timely payment of retirement benefits to members. This request is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Retirement Services Supervisor					
	111,385	—	—	111,385	1.0
Add 1.0 FTE Retirement Services Supervisor position to help provide direction and guidance to ensure staff provide accurate and timely payment of retirement benefits to members. This is funded by retained earnings from the SCERS Pension Trust.					

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
SCERS - Add 1.0 FTE Senior Retirement Benefits Specialist (1)					
	98,960	—	—	98,960	1.0
Add 1.0 FTE Sr. Retirement Benefits Specialist position to ensure accurate and timely payment of retirement benefits to members. This is funded by retained earnings from the SCERS Pension Trust.					
SCERS - Add 1.0 FTE Senior Retirement Benefits Specialist (2)					
	98,960	—	—	98,960	1.0
Add 1.0 FTE Sr. Retirement Benefits Specialist position to ensure accurate and timely payment of retirement benefits to members. This is funded by retained earnings from the SCERS Pension Trust.					

Contribution To LAFCO

Budget Unit Functions & Responsibilities

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

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Administration of LAFCo	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Total Expenditures / Appropriations	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Net Financing Uses	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Net County Cost	\$239,500	\$246,685	\$256,552	\$9,867	4.0%

Budget Unit – Budget by Object

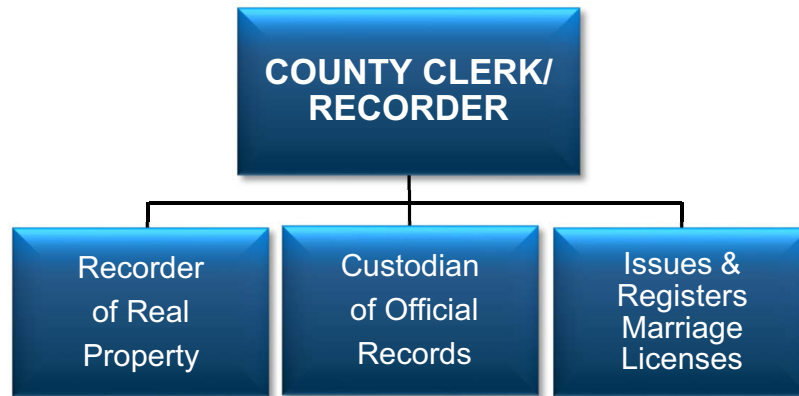
	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Other Charges	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Total Expenditures / Appropriations	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Net Financing Uses	\$239,500	\$246,685	\$256,552	\$9,867	4.0%
Net County Cost	\$239,500	\$246,685	\$256,552	\$9,867	4.0%

Summary of Changes

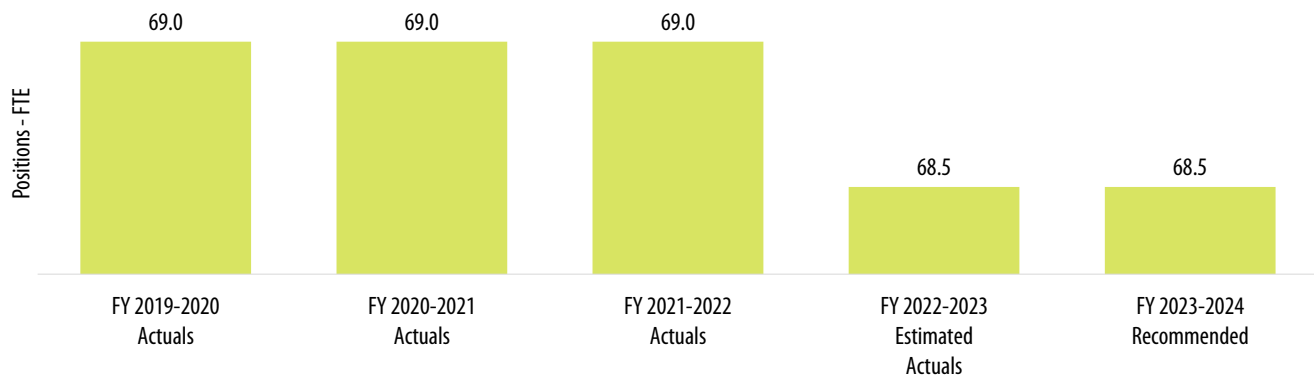
The Recommended Budget reflects a \$9,867 (4.0%) increase in total appropriations and Net County Cost from the prior year Adopted Budget.

The increase in appropriations and Net County Cost is mostly due to increases in salaries and benefits costs.

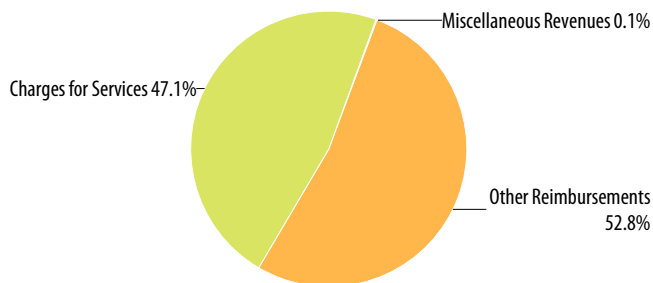
County Clerk/Recorder
Department Structure
Donna Allred, County Clerk/Recorder



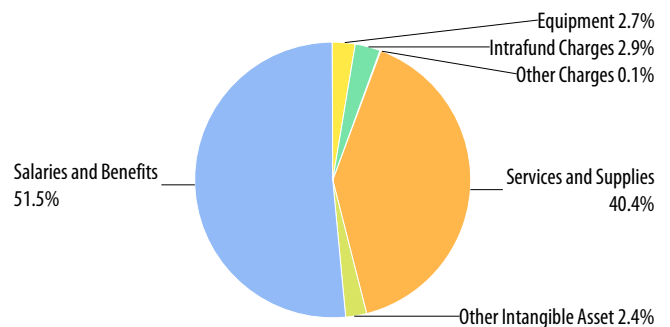
Staffing Trend



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

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

Goals

- Complete the relocation of the downtown office and the closure and integration of the County Service Center – East (East) to the new location.
- Conduct extensive public outreach regarding the relocation and consolidation of the downtown and East locations and coordinate with the County’s Public Information Office to utilize outreach methods such as social media, the public website, mailers, counter notices, various facility postings, and press releases to disseminate information.
- Obtain Board approval on a fee study review to align fees with the cost of providing the service.

Accomplishments

- Obtained Board approval for the relocation of the downtown and East locations to the new location. Additionally, tenant improvements needed for the new location are on track to meet completion deadlines.
- Implemented the “publicly available” restrictive covenant plan to expand the internal review in the identification, redaction, and tracking of unlawful restrictive covenants in the records of the County Recorder’s office, in accordance with AB 1466.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
County Clerk/ Recorder	\$10,793,453	\$14,264,988	\$13,695,588	\$(569,400)	(4.0)%
Total Expenditures / Appropriations	\$10,793,453	\$14,264,988	\$13,695,588	\$(569,400)	(4.0)%
Total Reimbursements	\$(2,217,569)	\$(6,264,853)	\$(7,225,588)	\$(960,735)	15.3%
Net Financing Uses	\$8,575,883	\$8,000,135	\$6,470,000	\$(1,530,135)	(19.1)%
Total Revenue	\$8,922,057	\$7,653,961	\$6,470,000	\$(1,183,961)	(15.5)%
Net County Cost	\$(346,174)	\$346,174	—	\$(346,174)	(100.0)%
Positions	69.0	68.5	68.5	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$6,496,201	\$7,370,731	\$7,047,072	\$(323,659)	(4.4)%
Services & Supplies	\$3,797,194	\$5,752,784	\$5,529,867	\$(222,917)	(3.9)%
Other Charges	\$96,144	\$56,740	\$16,098	\$(40,642)	(71.6)%
Equipment	\$24,308	\$366,000	\$366,000	—	—%
Other Intangible Asset	\$52,800	\$334,629	\$334,629	—	—%
Intrafund Charges	\$326,805	\$384,104	\$401,922	\$17,818	4.6%
Total Expenditures / Appropriations	\$10,793,453	\$14,264,988	\$13,695,588	\$(569,400)	(4.0)%
Other Reimbursements	\$(2,217,569)	\$(6,264,853)	\$(7,225,588)	\$(960,735)	15.3%
Total Reimbursements	\$(2,217,569)	\$(6,264,853)	\$(7,225,588)	\$(960,735)	15.3%
Net Financing Uses	\$8,575,883	\$8,000,135	\$6,470,000	\$(1,530,135)	(19.1)%
Revenue					
Intergovernmental Revenues	\$151,203	\$72,664	—	\$(72,664)	(100.0)%
Charges for Services	\$8,770,855	\$7,561,297	\$6,450,000	\$(1,111,297)	(14.7)%
Miscellaneous Revenues	—	\$20,000	\$20,000	—	—%
Total Revenue	\$8,922,057	\$7,653,961	\$6,470,000	\$(1,183,961)	(15.5)%
Net County Cost	\$(346,174)	\$346,174	—	\$(346,174)	(100.0)%
Positions	69.0	68.5	68.5	—	—%

Summary of Changes

The Recommended Budget reflects a \$569,400 (4.0%) decrease in total appropriations, a \$960,735 (15.3%) increase in reimbursements, a \$1,183,961 (15.5%) decrease in revenues, and a \$346,174 (100%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to an overdraw in revenue from the Clerk/Recorder Fees budget unit in FY 2021-22 resulting in a contribution to the General Fund fund balance. The fund balance was returned to the Clerk/Recorder in FY 2022-23.

The net decrease in total appropriations is primarily due to a decrease in Salaries and Benefits as a result of an increase in salary savings and a decrease in facility use charges.

The increase in reimbursements is due to costs exceeding revenues, requiring an increased transfer from the County Clerk/Recorder's restricted fund (BU 3241000) into this budget unit.

The decrease in revenues is due to a decrease in document recording volume.

Clerk/Recorder Fees

Budget Unit Functions & Responsibilities

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

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
E-Recording	\$170,099	\$124,736	\$124,736	—	—%
Hours	\$472,062	\$472,062	\$472,062	—	—%
Index	\$472,065	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$172,594	\$402,475	\$402,475	—	—%
Modernization	\$771,471	\$4,650,325	\$5,611,060	\$960,735	20.7%
Vital Health Statistics	\$159,278	\$143,190	\$143,190	—	—%
Total Expenditures / Appropriations	\$2,217,569	\$6,264,853	\$7,225,588	\$960,735	15.3%
Net Financing Uses	\$2,217,569	\$6,264,853	\$7,225,588	\$960,735	15.3%
Total Revenue	\$3,970,893	\$3,009,220	\$2,564,220	\$(445,000)	(14.8)%
Use of Fund Balance	\$(1,753,323)	\$3,255,633	\$4,661,368	\$1,405,735	43.2%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$2,217,569	\$6,264,853	\$7,225,588	\$960,735	15.3%
Total Expenditures / Appropriations	\$2,217,569	\$6,264,853	\$7,225,588	\$960,735	15.3%
Net Financing Uses	\$2,217,569	\$6,264,853	\$7,225,588	\$960,735	15.3%
Revenue					
Revenue from Use Of Money & Property	\$171,874	\$54,220	\$54,220	—	—%
Charges for Services	\$3,799,019	\$2,955,000	\$2,510,000	\$(445,000)	(15.1)%
Total Revenue	\$3,970,893	\$3,009,220	\$2,564,220	\$(445,000)	(14.8)%
Use of Fund Balance	\$(1,753,323)	\$3,255,633	\$4,661,368	\$1,405,735	43.2%

Budget Unit - Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$5,469,124	\$(2,260,758)	\$(7,729,882)	(141.3)%
Reserve Release	\$122,602	\$6,966,124	\$6,843,522	5,581.9%
Provision for Reserve	\$(2,336,093)	\$(43,998)	\$2,292,095	(98.1)%
Use of Fund Balance	\$3,255,633	\$4,661,368	\$1,405,735	43.2%

Summary of Changes

The Recommended Budget reflects a \$960,735 (15.3%) increase in total appropriations, \$445,000 (14.8%) decrease in revenue, and \$1,405,735 (43.2%) increase in use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to more funds needed to be transferred to the County Clerk/Recorder budget (BU 3240000) for required expenditures.

The decrease in revenue is due to a decrease in document recording volume.

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

- E-Recording (ERDS) Fees reserve has increased \$37,168.
- Hours Fees reserve has decreased \$311,419
- Index Fees reserve has decreased \$310,069
- Micrographic Fees reserve has decreased \$219,053
- Modernization Fees reserve has decreased \$6,125,583.
- Vital Health (VH) Statistics Fees reserve has increased \$6,830.

E-Recording

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$170,099	\$124,736	\$124,736	—	—%
Total Expenditures / Appropriations	\$170,099	\$124,736	\$124,736	—	—%
Net Financing Uses	\$170,099	\$124,736	\$124,736	—	—%
Revenue					
Revenue from Use Of Money & Property	\$22,825	\$160	\$160	—	—%
Charges for Services	\$397,314	\$325,000	\$275,000	\$(50,000)	(15.4)%
Total Revenue	\$420,139	\$325,160	\$275,160	\$(50,000)	(15.4)%
Use of Fund Balance	\$(250,040)	\$(200,424)	\$(150,424)	\$50,000	24.9%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$49,616	\$(113,256)	\$(162,872)	(328.3)%
Provision for Reserve	\$(250,040)	\$(37,168)	\$212,872	(85.1)%
Use of Fund Balance	\$(200,424)	\$(150,424)	\$50,000	24.9%

Summary of Changes

The Recommended Budget reflects a \$50,000 (15.4%) decrease in revenues and \$50,000 (24.9%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenues is due to a decrease in document recording volume.

Hours

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$472,062	\$472,062	\$472,062	—	—%
Total Expenditures / Appropriations	\$472,062	\$472,062	\$472,062	—	—%
Net Financing Uses	\$472,062	\$472,062	\$472,062	—	—%
Revenue					
Revenue from Use Of Money & Property	\$11,664	\$70	\$70	—	—%
Charges for Services	\$400,571	\$325,000	\$275,000	\$(50,000)	(15.4)%
Total Revenue	\$412,235	\$325,070	\$275,070	\$(50,000)	(15.4)%
Use of Fund Balance	\$59,827	\$146,992	\$196,992	\$50,000	34.0%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$87,165	\$(114,427)	\$(201,592)	(231.3)%
Reserve Release	\$59,827	\$311,419	\$251,592	420.5%
Use of Fund Balance	\$146,992	\$196,992	\$50,000	34.0%

Summary of Changes

The Recommended Budget reflects a \$50,000 (15.4%) decrease in revenues and \$50,000 (34.0%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenues is due to a decrease in document recording volume.

Index

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$472,065	\$472,065	\$472,065	—	—%
Total Expenditures / Appropriations	\$472,065	\$472,065	\$472,065	—	—%
Net Financing Uses	\$472,065	\$472,065	\$472,065	—	—%
Revenue					
Revenue from Use Of Money & Property	\$11,664	\$70	\$70	—	—%
Charges for Services	\$397,626	\$325,000	\$275,000	\$(50,000)	(15.4)%
Total Revenue	\$409,290	\$325,070	\$275,070	\$(50,000)	(15.4)%
Use of Fund Balance	\$62,775	\$146,995	\$196,995	\$50,000	34.0%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$84,220	\$(113,074)	\$(197,294)	(234.3)%
Reserve Release	\$62,775	\$310,069	\$247,294	393.9%
Use of Fund Balance	\$146,995	\$196,995	\$50,000	34.0%

Summary of Changes

The Recommended Budget reflects a \$50,000 (15.4%) decrease in revenues and \$50,000 (34.0%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenues is due to a decrease in document recording volume.

Micrographics Conversion

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$172,594	\$402,475	\$402,475	—	—%
Total Expenditures / Appropriations	\$172,594	\$402,475	\$402,475	—	—%
Net Financing Uses	\$172,594	\$402,475	\$402,475	—	—%
Revenue					
Revenue from Use Of Money & Property	\$12,711	\$10,900	\$10,900	—	—%
Charges for Services	\$406,685	\$335,000	\$285,000	\$(50,000)	(14.9)%
Total Revenue	\$419,396	\$345,900	\$295,900	\$(50,000)	(14.5)%
Use of Fund Balance	\$(246,802)	\$56,575	\$106,575	\$50,000	88.4%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$303,377	\$(112,478)	\$(415,855)	(137.1)%
Reserve Release	—	\$219,053	\$219,053	—%
Provision for Reserve	\$(246,802)	—	\$246,802	(100.0)%
Use of Fund Balance	\$56,575	\$106,575	\$50,000	88.4%

Summary of Changes

The Recommended Budget reflects a \$50,000 (14.5%) decrease in revenues and \$50,000 (88.4%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in revenues is due to a decrease in document recording volume.

Modernization

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$771,471	\$4,650,325	\$5,611,060	\$960,735	20.7%
Total Expenditures / Appropriations	\$771,471	\$4,650,325	\$5,611,060	\$960,735	20.7%
Net Financing Uses	\$771,471	\$4,650,325	\$5,611,060	\$960,735	20.7%
Revenue					
Revenue from Use Of Money & Property	\$110,373	\$43,000	\$43,000	—	—%
Charges for Services	\$2,008,746	\$1,495,000	\$1,250,000	\$(245,000)	(16.4)%
Total Revenue	\$2,119,119	\$1,538,000	\$1,293,000	\$(245,000)	(15.9)%
Use of Fund Balance	\$(1,347,648)	\$3,112,325	\$4,318,060	\$1,205,735	38.7%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$4,920,141	\$(1,807,523)	\$(6,727,664)	(136.7)%
Reserve Release	—	\$6,125,583	\$6,125,583	—%
Provision for Reserve	\$(1,807,816)	—	\$1,807,816	(100.0)%
Use of Fund Balance	\$3,112,325	\$4,318,060	\$1,205,735	38.7%

Summary of Changes

The Recommended Budget reflects a \$960,735 (20.7%) increase in total appropriations, \$245,000 (15.9%) decrease in revenues, and \$1,205,735 (38.7%) increase in use of fund balance from the prior year Adopted Budget.

The increase in appropriations is due to more funds needed to be transferred to the County Clerk/Recorder budget (BU 3240000) for required expenditures.

The decrease in revenues is due to a decrease in document recording volume.

Vital Health Statistics

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$159,278	\$143,190	\$143,190	—	—%
Total Expenditures / Appropriations	\$159,278	\$143,190	\$143,190	—	—%
Net Financing Uses	\$159,278	\$143,190	\$143,190	—	—%
Revenue					
Revenue from Use Of Money & Property	\$2,637	\$20	\$20	—	—%
Charges for Services	\$188,076	\$150,000	\$150,000	—	—%
Total Revenue	\$190,713	\$150,020	\$150,020	—	—%
Use of Fund Balance	\$(31,435)	\$(6,830)	\$(6,830)	—	—%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$24,605	—	\$(24,605)	(100.0)%
Provision for Reserve	\$(31,435)	\$(6,830)	\$24,605	(78.3)%
Use of Fund Balance	\$(6,830)	\$(6,830)	—	—%

Summary of Changes

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

County Library

Budget Unit Functions & Responsibilities

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

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

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

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

Goals

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
County Library	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Total Expenditures / Appropriations	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Net Financing Uses	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Total Revenue	\$1,133,708	\$1,218,384	\$1,286,174	\$67,790	5.6%
Use of Fund Balance	\$48,104	\$58,968	\$51,461	\$(7,507)	(12.7)%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Total Expenditures / Appropriations	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Net Financing Uses	\$1,181,812	\$1,277,352	\$1,337,635	\$60,283	4.7%
Revenue					
Revenue from Use Of Money & Property	\$172	\$1,500	\$1,500	—	—%
Intergovernmental Revenues	—	—	\$1,284,674	\$1,284,674	—%
Miscellaneous Revenues	\$1,133,536	\$1,216,884	—	\$(1,216,884)	(100.0)%
Total Revenue	\$1,133,708	\$1,218,384	\$1,286,174	\$67,790	5.6%
Use of Fund Balance	\$48,104	\$58,968	\$51,461	\$(7,507)	(12.7)%

Budget Unit - Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$58,968	\$51,461	\$(7,507)	(12.7)%
Use of Fund Balance	\$58,968	\$51,461	\$(7,507)	(12.7)%

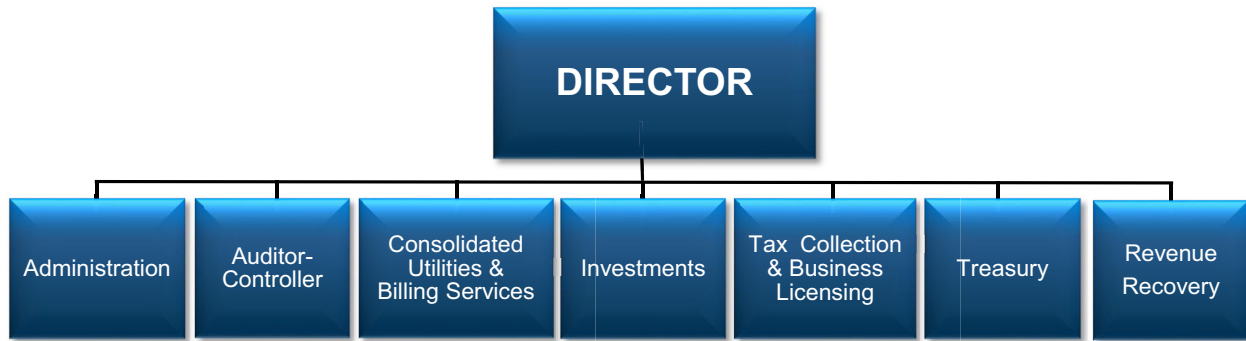
Summary of Changes

The Recommended Budget reflects a \$60,283 (4.7%) increase in total appropriations, \$67,790 (5.6%) increase in revenues, and \$7,507 (12.7%) decrease in use of fund balance from the prior year Adopted Budget.

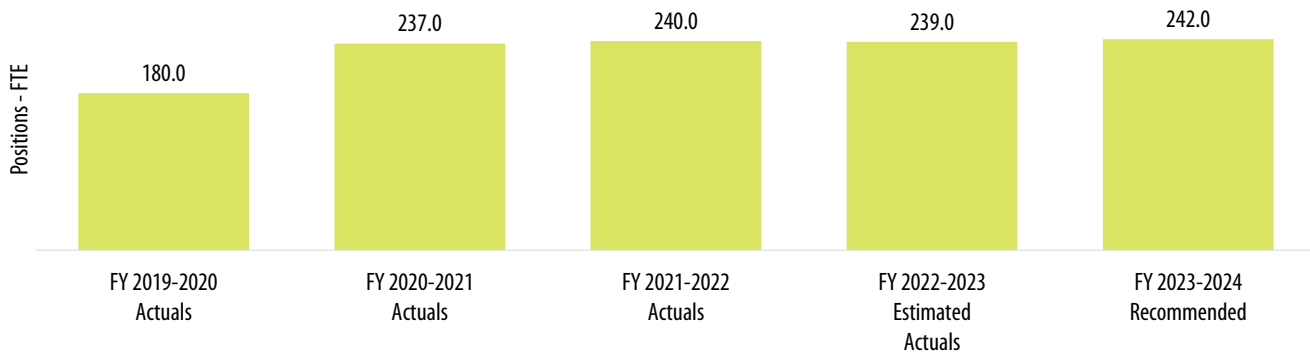
The increase in total appropriations is due to increased facility use costs.

The increase in revenues is due to the annual adjustment in revenue received from the Sacramento Public Library Authority based on the percentage change in the Engineering News Record – Construction Cost Index.

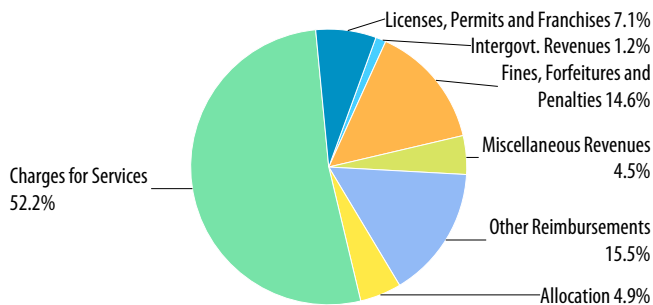
Department Of Finance
Department Structure
Joyce Renison, Interim Director



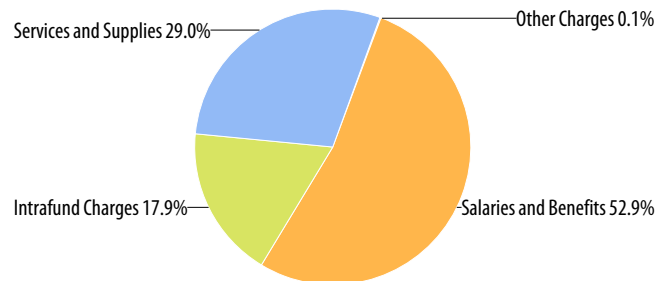
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

Goals

- Complete the relocation of Consolidated Utility Billing & Services (CUBS), Revenue Recovery, and part of Remittance Processing and Cashiering in Treasury to streamline collection of payments, and to reduce facility costs.
- Continue implementation of the new property tax system.
- Continue collaboration with departments on American Rescue Plan Act (ARPA) funding, including providing accounting services support, review of reimbursement claims, and contract monitoring.

Accomplishments

- Completed Request for Proposal (RFP) process, selection of vendor, and contract negotiation processing for the new property tax system.
- Implemented MyUtilites and the reduction of vendor fees due to the in-house conversion of CUBS bills to PDF.
- Implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Administration	\$4,139,687	\$4,957,506	\$5,841,984	\$884,478	17.8%
Auditor-Controller	\$11,408,618	\$13,303,441	\$14,156,220	\$852,779	6.4%
Consolidated Utilities Billing and Service	\$9,104,069	\$10,333,003	\$10,564,174	\$231,171	2.2%
Revenue Recovery	\$9,070,838	\$10,456,024	\$10,448,897	\$(7,127)	(0.1)%
Tax Collection & Business Licensing	\$6,940,060	\$8,165,234	\$8,851,859	\$686,625	8.4%
Treasury and Investments	\$4,243,095	\$5,021,619	\$5,471,681	\$450,062	9.0%
Total Expenditures / Appropriations	\$44,906,366	\$52,236,827	\$55,334,815	\$3,097,988	5.9%
Total Reimbursements	\$(10,375,384)	\$(12,573,520)	\$(14,170,911)	\$(1,597,391)	12.7%
Net Financing Uses	\$34,530,982	\$39,663,307	\$41,163,904	\$1,500,597	3.8%
Total Revenue	\$33,628,949	\$37,321,267	\$38,798,742	\$1,477,475	4.0%
Net County Cost	\$902,033	\$2,342,040	\$2,365,162	\$23,122	1.0%
Positions	240.0	240.0	242.0	2.0	0.8%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$24,115,226	\$27,793,739	\$29,298,685	\$1,504,946	5.4%
Services & Supplies	\$12,979,353	\$15,459,889	\$16,061,434	\$601,545	3.9%
Other Charges	\$6,401	\$101,000	\$75,000	\$(26,000)	(25.7)%
Intrafund Charges	\$7,805,388	\$8,882,199	\$9,899,696	\$1,017,497	11.5%
Total Expenditures / Appropriations	\$44,906,366	\$52,236,827	\$55,334,815	\$3,097,988	5.9%
Intrafund Reimbursements Between Programs	\$(988,187)	\$(6,386,950)	\$(6,602,004)	\$(215,054)	3.4%
Other Reimbursements	\$(9,387,197)	\$(6,186,570)	\$(7,568,907)	\$(1,382,337)	22.3%
Total Reimbursements	\$(10,375,384)	\$(12,573,520)	\$(14,170,911)	\$(1,597,391)	12.7%
Net Financing Uses	\$34,530,982	\$39,663,307	\$41,163,904	\$1,500,597	3.8%
Revenue					
Licenses, Permits & Franchises	\$2,901,633	\$2,940,464	\$3,447,018	\$506,554	17.2%
Fines, Forfeitures & Penalties	\$7,253,789	\$6,914,489	\$7,104,000	\$189,511	2.7%
Intergovernmental Revenues	\$397,477	\$894,868	\$591,200	\$(303,668)	(33.9)%
Charges for Services	\$20,622,322	\$23,388,671	\$25,444,824	\$2,056,153	8.8%
Miscellaneous Revenues	\$2,453,728	\$3,182,775	\$2,211,700	\$(971,075)	(30.5)%
Total Revenue	\$33,628,949	\$37,321,267	\$38,798,742	\$1,477,475	4.0%
Net County Cost	\$902,033	\$2,342,040	\$2,365,162	\$23,122	1.0%
Positions	240.0	240.0	242.0	2.0	0.8%

Summary of Changes

The Recommended Budget reflects a \$3,097,988 (5.9%) increase in total appropriations, \$1,597,391 (12.7%) increase in reimbursements, \$1,477,475 (4.0%) increase in revenues, and \$23,122 (1.0%) 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 increase in total appropriations is due to:

- Increases in salaries and benefits costs due to Cost of Living Adjustments (COLA), step increases, and other benefit costs.
- Increases in the department overhead allocation.
- Increases in allocated costs from other County departments.
- An increase in the net cost of Revenue Recovery assessment collection services due to a decrease in Court-Collection Account Reimbursements (CCA) from the State Franchise Tax Board Court-Ordered Debt Program (COD).

- Various inflationary pressures that affect internal labor rates and external vendor charges that have significantly impacted the County as a whole.
- A temporary decrease due to nine months of free leased facility space related to the relocation of two Finance Divisions to the Armstrong facility.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.
- Recommended reductions summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements is due to:

- Increased expenditures that are recoverable.
- An increase in the department overhead recovery.
- Reimbursement for Subject Matter Expert (SME) labor related to the tax system implementation.
- A continued decrease in collections for Revenue Recovery customer departments affected by California Assembly Bill (AB) 177 and AB 199.

The increase in revenues is due to:

- Increased expenditures that are recoverable.
- A one-time trust fund allocation in the FY 2022-23 Adopted Budget to cover a deficit in Revenue Recovery's budget due to the elimination of various fees associated with AB 177.
- AB 199, effective July 1, 2022, which resulted in the removal of civil assessments on traffic violations.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

Position counts have increased by 2.0 FTE from the prior year Adopted Budget due to:

- 1.0 FTE net mid-year decreases.
- 3.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
Auditor-Controller	281,835	—	209,000	72,835	1.0
Revenue Recovery	805,043	—	320,000	485,043	8.0
Tax Collection & Business Licensing	112,718	—	112,718	—	1.0
Treasury and Investments	131,650	—	131,650	—	1.0

Summary of Recommended Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
Revenue Recovery	(805,043)	—	—	(805,043)	(8.0)

Administration

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,364,195	\$1,714,269	\$1,872,971	\$158,702	9.3%
Services & Supplies	\$2,028,804	\$2,421,770	\$2,856,423	\$434,653	17.9%
Intrafund Charges	\$673,906	\$821,467	\$1,112,590	\$291,123	35.4%
Cost of Goods Sold	\$72,781	—	—	—	—%
Total Expenditures / Appropriations	\$4,139,687	\$4,957,506	\$5,841,984	\$884,478	17.8%
Total Reimbursements between Programs		\$(4,872,182)	\$(5,841,984)	\$(969,802)	19.9%
Other Reimbursements	\$(3,979,819)	—	—	—	—%
Total Reimbursements	\$(4,014,084)	\$(4,872,182)	\$(5,841,984)	\$(969,802)	19.9%
Net Financing Uses	\$125,603	\$85,324	—	\$(85,324)	(100.0)%
Revenue					
Intergovernmental Revenues	\$92,763	\$6,459	—	\$(6,459)	(100.0)%
Total Revenue	\$92,763	\$6,459	—	\$(6,459)	(100.0)%
Net County Cost	\$32,839	\$78,865	—	\$(78,865)	(100.0)%
Positions	11.0	11.0	12.0	1.0	9.1%

Summary of Changes

The Recommended Budget reflects an \$884,478 (17.8%) increase in total appropriations, \$969,802 (19.9%) increase in reimbursements, \$6,459 (100.0%) decrease in revenues, and \$78,865 (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 salaries and benefits costs due to COLA, step increases, and other benefit costs.
- Increases in allocated costs, with the most significant being Facility Use, Liability Insurance, Countywide IT, Employment Services, County Executive Cabinet, and Workers' Compensation. Most of these costs are allocated out to divisions through overhead cost charges.
- Consolidation of allocated budgets that were previously charged directly to Revenue Recovery.

The increase in reimbursements is due to:

- Increases in expenditures that are cost recoverable from all divisions within the Department of Finance through the overhead allocation.

The decrease in revenues is due to a one-time American Rescue Plan Act (ARPA) essential worker pay reimbursement in FY 2022-23.

Auditor-Controller

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$8,582,604	\$9,947,469	\$10,441,953	\$494,484	5.0%
Services & Supplies	\$661,745	\$1,065,337	\$1,153,249	\$87,912	8.3%
Intrafund Charges	\$2,233,296	\$2,290,635	\$2,561,018	\$270,383	11.8%
Cost of Goods Sold	\$(69,028)	—	—	—	—%
Total Expenditures / Appropriations	\$11,408,618	\$13,303,441	\$14,156,220	\$852,779	6.4%
Total Reimbursements between Programs		\$(747,345)	\$(731,520)	\$15,825	(2.1)%
Other Reimbursements	\$(3,722,493)	\$(3,975,178)	\$(4,533,173)	\$(557,995)	14.0%
Total Reimbursements	\$(3,960,663)	\$(4,722,523)	\$(5,264,693)	\$(542,170)	11.5%
Net Financing Uses	\$7,447,955	\$8,580,918	\$8,891,527	\$310,609	3.6%
Revenue					
Intergovernmental Revenues	\$114,650	\$730,163	\$591,200	\$(138,963)	(19.0)%
Charges for Services	\$5,405,477	\$5,626,521	\$6,750,956	\$1,124,435	20.0%
Miscellaneous Revenues	\$707,188	\$543,478	\$22,000	\$(521,478)	(96.0)%
Total Revenue	\$6,227,315	\$6,900,162	\$7,364,156	\$463,994	6.7%
Net County Cost	\$1,220,640	\$1,680,756	\$1,527,371	\$(153,385)	(9.1)%
Positions	72.0	75.0	74.0	(1.0)	(1.3)%

Summary of Changes

The Recommended Budget reflects an \$852,779 (6.4%) increase in total appropriations, \$542,170 (11.5%) increase in reimbursements, \$463,994 (6.7%) increase in revenues, and \$153,385 (9.1%) 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 salaries and benefits costs due to COLA, step increases, and other benefit costs.
- Increases in department overhead allocation charges.
- Increases in DTech costs.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- Increased expenditures that are recoverable.
- Labor costs related to the tax system implementation.

The increase in revenues is due to:

- Increased expenditures that are recoverable.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - AC - ACP - Payroll - Add 1.0 FTE Accounting Manager					
	181,835	—	109,000	72,835	1.0

Add 1.0 FTE Accounting Manager position to the Payroll unit of the Auditor Controller Division in the Department of Finance. This position is a necessity for business continuity for the Department and for the entire County. This position will provide oversight and staffing of Payroll and, to some extent, Payment Services. The position is necessary for quality control and the implementation of new IRS regulations. This position will be critical as another layer of review to avoid IRS penalties.

An estimated 60% of the cost of the position (\$109,000) would be funded through the Allocated Cost Process (ACP). Of that, 85% would be funded by the Payroll allocation and 15% by the Payment Services allocation. The remaining cost of the position would be funded by the General Fund for costs that cannot be recovered from work done on behalf of special districts.

DOF - AC - ACP - Systems Control - Caseware Replacement					
	100,000	—	100,000	—	—

This request is to replace the Caseware software with a more reliable and cost effective product. The current solution is unreliable and cumbersome to use. Finance is requesting a one-time growth of \$100,000 for the purchase and implementation of a new software that will better meet the needs of the Department for creating the County of Sacramento Annual Comprehensive Financial Report (ACFR). There will be an on-going cost of approximately \$20,000 per year for software license renewal, which represents a net increase of approximately \$5,000 in ongoing annual license costs.

Consolidated Utilities Billing and Service

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,725,470	\$4,191,057	\$4,329,490	\$138,433	3.3%
Services & Supplies	\$4,385,163	\$4,924,452	\$4,971,464	\$47,012	1.0%
Other Charges	\$6,401	\$75,000	\$75,000	—	—%
Intrafund Charges	\$987,035	\$1,142,494	\$1,188,220	\$45,726	4.0%
Total Expenditures / Appropriations	\$9,104,069	\$10,333,003	\$10,564,174	\$231,171	2.2%
Total Reimbursements between Programs		\$(28,279)	\$(28,500)	\$(221)	0.8%
Other Reimbursements	\$(2,475)	\$(7,368)	\$(7,973)	\$(605)	8.2%
Total Reimbursements	\$(28,369)	\$(35,647)	\$(36,473)	\$(826)	2.3%
Net Financing Uses	\$9,075,700	\$10,297,356	\$10,527,701	\$230,345	2.2%
Revenue					
Fines, Forfeitures & Penalties	\$7,253,789	\$6,914,489	\$7,104,000	\$189,511	2.7%
Intergovernmental Revenues	\$63,626	\$45,213	—	\$(45,213)	(100.0)%
Charges for Services	\$1,505,985	\$3,224,559	\$3,303,783	\$79,224	2.5%
Miscellaneous Revenues	\$186,602	\$34,500	\$40,000	\$5,500	15.9%
Total Revenue	\$9,010,001	\$10,218,761	\$10,447,783	\$229,022	2.2%
Net County Cost	\$65,699	\$78,595	\$79,918	\$1,323	1.7%
Positions	44.0	44.0	44.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$231,171 (2.2%) increase in total appropriations, \$826 (2.3%) increase in reimbursements, \$229,022 (2.2%) increase in revenues, and a \$1,323 (1.7%) 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:

- Increases in salaries and benefits costs due to COLA, step increases, and other benefit costs.
- Increases in department overhead allocation charges.
- Purchase of new computers and supplemental equipment.

- Increases in DTech labor and data processing.
- Increases in mail and postage price and volume.
- A temporary decrease due to nine months of free leased facility space related to the relocation to the Armstrong facility.

The increase in reimbursements is due to higher labor rates for services.

The increase in revenues is due to:

- Increases in projected collections of forfeitures and penalties from increased delinquent accounts.
- Increases in labor charges to County departments for utility billing processing and customer inquiries.

Revenue Recovery

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,313,390	\$5,089,484	\$5,114,842	\$25,358	0.5%
Services & Supplies	\$3,915,351	\$4,438,896	\$4,471,337	\$32,441	0.7%
Intrafund Charges	\$853,713	\$927,644	\$862,718	\$(64,926)	(7.0)%
Cost of Goods Sold	\$(11,615)	—	—	—	—%
Total Expenditures / Appropriations	\$9,070,838	\$10,456,024	\$10,448,897	\$(7,127)	(0.1)%
Other Reimbursements	\$(1,401,430)	\$(1,897,247)	\$(1,704,850)	\$192,397	(10.1)%
Total Reimbursements	\$(1,401,430)	\$(1,897,247)	\$(1,704,850)	\$192,397	(10.1)%
Net Financing Uses	\$7,669,408	\$8,558,777	\$8,744,047	\$185,270	2.2%
Revenue					
Intergovernmental Revenues	\$58,084	\$50,057	—	\$(50,057)	(100.0)%
Charges for Services	\$7,604,438	\$7,722,461	\$8,056,004	\$333,543	4.3%
Miscellaneous Revenues	\$6,886	\$507,661	—	\$(507,661)	(100.0)%
Total Revenue	\$7,669,408	\$8,280,179	\$8,056,004	\$(224,175)	(2.7)%
Net County Cost	—	\$278,598	\$688,043	\$409,445	147.0%
Positions	53.0	49.0	47.0	(2.0)	(4.1)%

Summary of Changes

The Recommended Budget reflects a \$7,127 (0.1%) decrease in total appropriations, \$192,397 (10.1%) decrease in reimbursements, \$224,175 (2.7%) decrease in revenues, and \$409,445 (147.0%) 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 decrease in total appropriations is due to:

- Decreases in direct allocated costs from the Administration Division, due to consolidation of allocated costs that were previously charged directly to Revenue Recovery.
- A temporary decrease due to nine months of free leased facility space related to the relocation to the Armstrong facility.
- An increase in salaries and benefits costs due to COLA, step increases, and other benefit costs.

- An increase in department overhead allocation.
- An increase in the one-time relocation cost to Armstrong due to permitting delays coinciding with furniture, labor, and construction inflation.
- An increase in the net cost of Revenue Recovery assessment collection services due to less Court-Collection Account Reimbursements (CCA) from the State Franchise Tax Board Court-Ordered Debt Program (COD).
- Recommended growth detailed later in this section.
- Recommended reductions detailed later in this section.

The decrease in reimbursements is due to the continued decrease in collections for Revenue Recovery customer departments affected by AB 177 and AB 199.

The decrease in revenues is due to:

- A one-time trust fund allocation in the FY 2022-23 Adopted Budget to cover a deficit in Revenue Recovery's budget due to the elimination of various fees associated with AB 177.
- AB 199, effective July 1, 2022, which resulted in the removal of civil assessment on traffic violations.
- An increase in collection fee rates charged to the superior court to 34% from 28%.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Revenue Recovery	805,043	—	320,000	485,043	8.0

Restoration of a categorical reduction in the Division of Revenue Recovery (RR) due to loss of revenue from collections. A series of legislative bills repealed fees that RR collected on behalf of criminal justice related departments and the courts. RR reduced positions in the prior two fiscal years and also used approximately \$500,000 in one-time revenue in FY 2022-23 to help close the gap; however, RR cannot further reduce expenditures without seriously impacting operations.

To cover the shortfall, RR will increase rates charged to the courts to generate an additional \$320,000 in revenue and the General Fund allocation will cover the remainder.

Recommended Reduction Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net County Cost	FTE
DOF - Revenue Recovery - Delete 8.0 FTEs (Categorical)					
	(805,043)	—	—	(805,043)	(8.0)

In order to balance the Division of Revenue Recovery (RR) budget for FY 2023-24, additional funding of \$805,043 is needed or a reduction in staff by 8.0 FTEs -1.0 FTE Account Clerk Lv 2, 1.0 FTE Accounting Technician, 5.0 FTE Collection Services Agents I/II, and 1.0 FTE Collection Services Program Manager, which represents 17.4% of staff in the Division. This reduction will impact debt collection in the County and \$30 million in revenue billed on behalf of Departments and the Courts every year, \$5.7 million of which is collected for General Fund departments. In addition to billing and collection services, RR also handles all bankruptcy cases for the County as well as the Relief of Accountability process on behalf of County Departments. Finally, RR provides victim restitution services, an important public service. Without this staffing, RR will not be able to provide these vital services in a timely manner.

This reduction is being restored; please see the Recommended Growth request in this section.

Tax Collection & Business Licensing

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,275,642	\$3,844,297	\$4,075,554	\$231,257	6.0%
Services & Supplies	\$1,449,133	\$1,848,276	\$1,929,747	\$81,471	4.4%
Other Charges	—	\$26,000	—	\$(26,000)	(100.0)%
Intrafund Charges	\$2,215,284	\$2,446,661	\$2,846,558	\$399,897	16.3%
Total Expenditures / Appropriations	\$6,940,060	\$8,165,234	\$8,851,859	\$686,625	8.4%
Other Reimbursements	\$(195,950)	\$(224,000)	\$(470,211)	\$(246,211)	109.9%
Total Reimbursements	\$(195,950)	\$(224,000)	\$(470,211)	\$(246,211)	109.9%
Net Financing Uses	\$6,744,110	\$7,941,234	\$8,381,648	\$440,414	5.5%
Revenue					
Licenses, Permits & Franchises	\$2,901,633	\$2,940,464	\$3,447,018	\$506,554	17.2%
Intergovernmental Revenues	\$47,980	\$40,369	—	\$(40,369)	(100.0)%
Charges for Services	\$2,657,627	\$2,665,195	\$2,732,100	\$66,905	2.5%
Miscellaneous Revenues	\$1,552,964	\$2,097,136	\$2,149,700	\$52,564	2.5%
Total Revenue	\$7,160,204	\$7,743,164	\$8,328,818	\$585,654	7.6%
Net County Cost	\$(416,094)	\$198,070	\$52,830	\$(145,240)	(73.3)%
Positions	35.0	36.0	37.0	1.0	2.8%

Summary of Changes

The Recommended Budget reflects a \$686,625 (8.4%) increase in total appropriations, \$246,211 (109.9%) increase in reimbursements, \$585,654 (7.6%) increase in revenues, and \$145,240 (73.3%) decrease in Net County Cost from the prior year Adopted Budget.

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

The increase in total appropriations is due to:

- Increases in salaries and benefits costs due to COLA, step increases, and other benefit costs.
- Increases in Department overhead allocations.
- Increases in labor related to planning reviews of business license applications and renewals.

- Increases in the Business Licensing technology cost recovery fee, which is based on 4.5% of Business Licensing revenue sources.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to labor costs related to the tax system implementation.

The increase in revenues is due to:

- Increased expenditures that are recoverable.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Business License - Add 1.0 FTE ASO1					
	112,718	—	112,718	—	1.0

Add 1.0 FTE Administrative Services Officer 1 (ASO 1) position to the Business Licensing Unit. This Unit has seen an increased workload in the last 5 years due to new programs and legal requirements, which require a higher level of knowledge, skills, and abilities. By adding this position, the administrative tasks will be disbursed more evenly and will help drive these new projects and programs to success. The position will be funded by Business License and Fictitious Business Name Statement fees.

Treasury and Investments

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,853,924	\$3,007,163	\$3,463,875	\$456,712	15.2%
Services & Supplies	\$539,156	\$761,158	\$679,214	\$(81,944)	(10.8)%
Intrafund Charges	\$842,153	\$1,253,298	\$1,328,592	\$75,294	6.0%
Cost of Goods Sold	\$7,862	—	—	—	—%
Total Expenditures / Appropriations	\$4,243,095	\$5,021,619	\$5,471,681	\$450,062	9.0%
Total Reimbursements between Programs		\$(739,144)	—	\$739,144	(100.0)%
Other Reimbursements	\$(85,030)	\$(82,777)	\$(852,700)	\$(769,923)	930.1%
Total Reimbursements	\$(774,888)	\$(821,921)	\$(852,700)	\$(30,779)	3.7%
Net Financing Uses	\$3,468,207	\$4,199,698	\$4,618,981	\$419,283	10.0%
Revenue					
Intergovernmental Revenues	\$20,373	\$22,607	—	\$(22,607)	(100.0)%
Charges for Services	\$3,448,795	\$4,149,935	\$4,601,981	\$452,046	10.9%
Miscellaneous Revenues	\$89	—	—	—	—%
Total Revenue	\$3,469,258	\$4,172,542	\$4,601,981	\$429,439	10.3%
Net County Cost	\$(1,051)	\$27,156	\$17,000	\$(10,156)	(37.4)%
Positions	25.0	25.0	28.0	3.0	12.0%

Summary of Changes

The Recommended Budget reflects a \$450,062 (9.0%) increase in total appropriations, \$30,779 (3.7%) increase in reimbursements, \$429,439 (10.3%) increase in revenues, and \$10,156 (37.4%) decrease in Net County Cost from the prior year Adopted Budget.

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

The net increase in total appropriations is due to:

- Increases in salaries and benefits costs due COLA, step increases, and other benefit costs.
- Increases in department overhead allocation charges.
- Decreases in projected banking costs due to the higher interest rate environment. Future low interest rates could drive future banking costs back up.

- Recommended growth detailed later in this section.

The increase in reimbursements is due to increased expenditures that are recoverable.

The increase in revenues is due to:

- Increases in fees related to Treasury and Investment services for the County Pooled Investment Fund.
- Increases in fiscal agent fees related to bond issuances and cashiering services.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

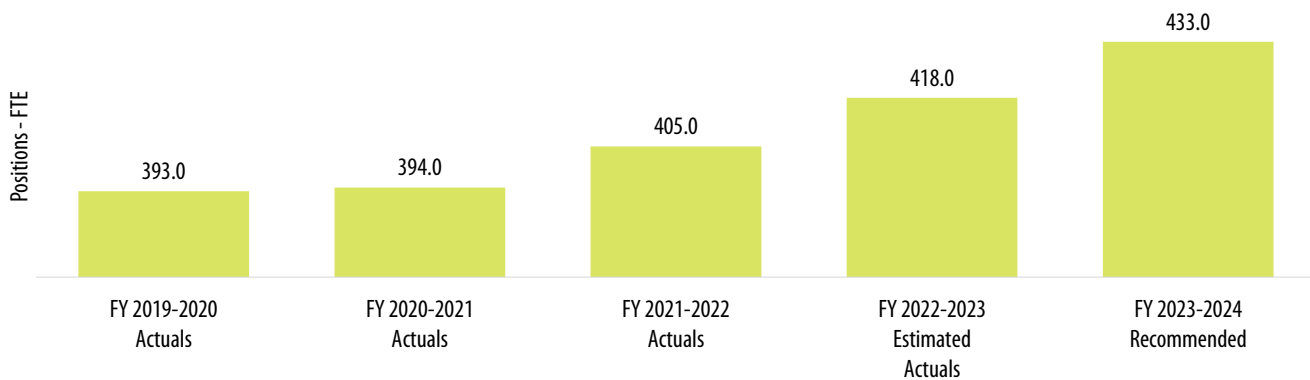
	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DOF - Treasury - Add 1.0 FTE ASO2					
	131,650	—	131,650	—	1.0

Add 1.0 FTE Administrative Services Officer 2 (ASO 2) position in the Department of Finance, Treasury Division to perform budgeting, purchasing, personnel, and other administrative duties for the Division as a result of an increase in services provided by the Division, and to consolidate certain administrative duties onto one desk. The position will be funded by revenue from investment earnings received from the pooled investment fund, which is an ongoing and stable source of revenue.

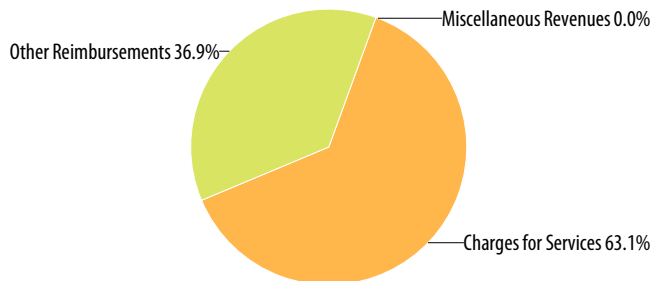
Department of Technology
Department Structure
Rami Zakaria, Chief Information Officer



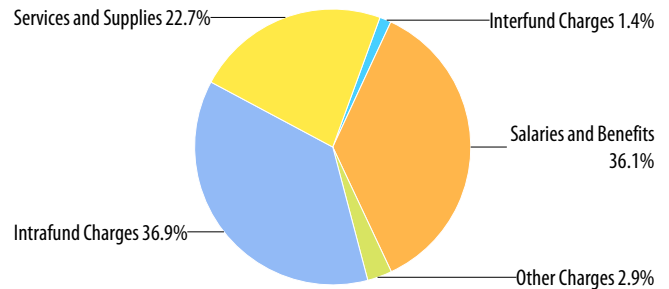
Staffing Trend



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

- Complete Phase 1 of the Property Tax System Replacement implementation.
- Complete M365 application and email migration.
- Expand coverage of Asset and Vulnerability Data to include all County Information Systems.

Accomplishments

- Completed the Request for Proposals (RFP), vendor selection and contract for the Property Tax System Replacement.
- Completed the Countywide .Net to .Gov email migration.
- Updated the majority of Windows devices to a platform that supports Microsoft 365.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Countywide IT Services	\$58,045,308	\$86,400,224	\$89,101,781	\$2,701,557	3.1%
Department Application and Equipment Support	\$63,382,665	\$103,445,487	\$115,113,021	\$11,667,534	11.3%
Total Expenditures / Appropriations	\$121,427,973	\$189,845,711	\$204,214,802	\$14,369,091	7.6%
Total Reimbursements	\$(25,288,121)	\$(69,656,503)	\$(75,359,468)	\$(5,702,965)	8.2%
Net Financing Uses	\$96,139,852	\$120,189,208	\$128,855,334	\$8,666,126	7.2%
Total Revenue	\$102,489,003	\$118,840,540	\$128,905,428	\$10,064,888	8.5%
Use of Fund Balance	\$(6,349,151)	\$1,348,668	\$(50,094)	\$(1,398,762)	(103.7)%
Positions	405.0	418.0	433.0	15.0	3.6%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$57,986,033	\$70,180,938	\$73,712,080	\$3,531,142	5.0%
Services & Supplies	\$29,778,458	\$41,197,038	\$46,452,036	\$5,254,998	12.8%
Other Charges	\$6,173,021	\$6,031,188	\$5,920,182	\$(111,006)	(1.8)%
Interfund Charges	\$2,943,539	\$2,800,044	\$2,797,264	\$(2,780)	(0.1)%
Intrafund Charges	\$24,546,922	\$69,636,503	\$75,333,240	\$5,696,737	8.2%
Total Expenditures / Appropriations	\$121,427,973	\$189,845,711	\$204,214,802	\$14,369,091	7.6%
Other Reimbursements	\$(25,288,121)	\$(69,656,503)	\$(75,359,468)	\$(5,702,965)	8.2%
Total Reimbursements	\$(25,288,121)	\$(69,656,503)	\$(75,359,468)	\$(5,702,965)	8.2%
Net Financing Uses	\$96,139,852	\$120,189,208	\$128,855,334	\$8,666,126	7.2%
Revenue					
Intergovernmental Revenues	\$231,582	\$134,024	—	\$(134,024)	(100.0)%
Charges for Services	\$102,239,688	\$118,242,198	\$128,891,021	\$10,648,823	9.0%
Miscellaneous Revenues	\$17,731	\$20,000	\$20,000	—	—%
Other Financing Sources	\$1	\$444,318	\$(5,593)	\$(449,911)	(101.3)%
Total Revenue	\$102,489,003	\$118,840,540	\$128,905,428	\$10,064,888	8.5%
Use of Fund Balance	\$(6,349,151)	\$1,348,668	\$(50,094)	\$(1,398,762)	(103.7)%
Positions	405.0	418.0	433.0	15.0	3.6%

Summary of Changes

The Recommended Budget reflects a \$14,369,091 (7.6%) increase in total appropriations, \$5,702,965 (8.2%) increase in reimbursements, \$10,064,888 (8.5%) increase in revenues, and \$1,398,762 (103.7%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit costs due to negotiated labor agreements.
- Unavoidable cost increases in hardware and software maintenance.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements is due to:

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

The increase in revenues is due to:

- Increases in rates charged to customers based on cost recovery.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

Use of Fund Balance reflects an increase in retained earnings.

Position counts have increased by 15.0 FTE from the prior year Adopted Budget due to:

- 1.0 FTE recommended net Base decrease.
- 16.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Countywide IT Services	1,690,836	(170,301)	1,520,535	—	8.0
Department Application and Equipment Support	1,401,405	—	1,401,405	—	8.0

Countywide IT Services

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$20,110,360	\$22,809,663	\$24,159,508	\$1,349,845	5.9%
Services & Supplies	\$18,965,548	\$28,148,725	\$27,851,199	\$(297,526)	(1.1)%
Other Charges	\$5,622,963	\$5,362,814	\$5,240,238	\$(122,576)	(2.3)%
Interfund Charges	\$2,835,256	\$2,800,044	\$2,797,264	\$(2,780)	(0.1)%
Intrafund Charges	\$10,506,781	\$27,278,978	\$29,053,572	\$1,774,594	6.5%
Cost of Goods Sold	\$4,400	—	—	—	—%
Total Expenditures / Appropriations	\$58,045,308	\$86,400,224	\$89,101,781	\$2,701,557	3.1%
Other Reimbursements	\$(20,655,518)	\$(36,146,864)	\$(38,034,175)	\$(1,887,311)	5.2%
Total Reimbursements	\$(20,655,518)	\$(36,146,864)	\$(38,034,175)	\$(1,887,311)	5.2%
Net Financing Uses	\$37,389,790	\$50,253,360	\$51,067,606	\$814,246	1.6%
Revenue					
Intergovernmental Revenues	\$69,887	\$58,128	—	\$(58,128)	(100.0)%
Charges for Services	\$42,905,595	\$45,969,607	\$52,181,424	\$6,211,817	13.5%
Miscellaneous Revenues	\$17,546	\$20,000	\$20,000	—	—%
Other Financing Sources	\$1	\$444,318	\$(4,421)	\$(448,739)	(101.0)%
Total Revenue	\$42,993,028	\$46,492,053	\$52,197,003	\$5,704,950	12.3%
Use of Fund Balance	\$(5,603,238)	\$3,761,307	\$(1,129,397)	\$(4,890,704)	(130.0)%
Positions	124.0	128.0	132.0	4.0	3.1%

Summary of Changes

The Recommended Budget reflects a \$2,701,556 (3.1%) increase in total appropriations, \$1,887,311 (5.2%) increase in reimbursements, \$5,704,950 (12.3%) increase in revenues, and \$4,890,704 (130.0%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in negotiated labor agreements.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- Increases in internal charges resulting from increased labor costs.
- Recommended growth detailed later in this section.

The increase in revenues is due to:

- Increases in charges to customers resulting from increased labor costs.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects an increase in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - Add 1.0 FTE Info Tech Bus Systems Analyst 3 Public Health Laboratory	28,076	(28,076)	—	—	—
Add 1.0 FTE Assignment Business Systems Analyst 3 position for the Sacramento County Public Health Laboratory (SCPHL). SCPHL is mandated to have the capability to provide reportable test results to the California Reportable Disease Information Exchange (CaREDIE). Also, multiple testing platforms require interfaces between the equipment and the Laboratory Information Management System (LIMS) to upload test results. These activities require the knowledge base and experience provided by the Business Analyst. The cost for this request is split between both of DTech's programs. This request is contingent upon approval of a linked growth request in the Department of Health Services budget (BU7200000).					
DTech - Add 1.0 FTE Info Tech Business Systems Analyst for Water Resources Support	27,363	(27,363)	—	—	—
Add 1.0 FTE Information Technology Business Systems Analyst Lv 2 position to the current embedded Water Resources IT team to meet current and future workload. This request is contingent upon approval of a linked growth request in the Department of Water Resources budget (BU3220001).					
DTech - Add 1.0 FTE Info Tech Infrastructure Analyst - Department of Airports (SCDA) Support	28,076	(28,076)	—	—	—
Add 1.0 FTE Information Technology Infrastructure Analyst Lv 3 position from Department of Technology dedicated to Department of Airports to help with the growing workload, coverage, and succession planning. Costs for this request are split between both of DTech's programs. If not approved, the Airport will struggle to provide tech support in an efficient manner. Funding is provided through the Airport's Enterprise Fund. This request is contingent upon approval of a linked growth request in the Department of Airports (BU 3400000).					
DTech - Add 3.0 FTE for Social Health Information Exchange (SHIE) Support	86,786	(86,786)	—	—	—
Add 3.0 FTEs embedded Department of Technology positions: 1.0 FTE Supervising Information Technology Analyst position and 2.0 FTE Information Technology Business Systems Analyst positions. These positions are needed for the technical direction and tactical operations of the SHIE infrastructure and associated applications. This includes managing the development of technical and engineering specifications and implementing data exchanges as well as reporting and analytics. The positions are ARPA funded through 12/31/2026, and costs are split between both of DTech's programs. Lack of sufficient IT support may result in sub-standard or ineffective solutions being implemented, delayed milestones that may jeopardize funding that is contingent upon meeting deadlines, a loss of customer confidence in the SHIE, and reduced opportunities for financial sustainability. This request is contingent upon approval of a linked growth request in the Department of Health Services (BU7200000).					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - Support for M365 Implementation (ACP)					
	222,222	—	222,222	—	—
Fund the latter phases of M365 implementation beyond the scope funded by Microsoft. The mission-critical nature of the migration to M365 and the broad scope of changes to the County's enterprise environment will require coordination assistance and support from a third-party integrator.					
DTech -Acquire countywide forms and workflow solution (ACP)					
	100,000	—	100,000	—	—
Document requirements and publish a Request for Proposal (RFP) to acquire a countywide forms and workflow solution.					
DTech -M365 Backup / Restore System (ACP)					
	200,000	—	200,000	—	—
Acquire a cloud-based backup and recovery solution for the M365 email, files and system data. Backup and recovery of this data is not included in M365 services, and the County will be responsible for this capability. The existing services are not appropriate solutions for Cloud based systems.					
DTech-Add 2.0 FTE for Establishing AV Service with FTEs (ACP)					
	263,946	—	263,946	—	2.0
Creation of a team to support various audio-visual (AV) related projects. This request is to add 2.0 FTE IT Infrastructure Analyst positions that would specialize in digital media and provide various services associated with producing and distributing of digital content. 75% of the cost will be charged through the Allocated Cost Process, with the remainder being direct charged to departments requesting specific service.					
DTech-Add 6.0 FTE for Identity and Access Management (IAM) (ACP)					
	734,367	—	734,367	—	6.0
Adding 3.0 FTE Information Technology Systems Support Specialist Level I/II positions and 3.0 FTE Information Technology Infrastructure Analyst Level I/II positions to provide expert assistance to help ensure that the right people and processes have the proper access to the appropriate resources in real time.					

Department Application and Equipment Support

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$37,875,673	\$47,371,275	\$49,552,572	\$2,181,297	4.6%
Services & Supplies	\$10,812,910	\$13,048,313	\$18,600,837	\$5,552,524	42.6%
Other Charges	\$550,058	\$668,374	\$679,944	\$11,570	1.7%
Interfund Charges	\$108,283	—	—	—	—%
Intrafund Charges	\$14,040,141	\$42,357,525	\$46,279,668	\$3,922,143	9.3%
Cost of Goods Sold	\$(4,400)	—	—	—	—%
Total Expenditures / Appropriations	\$63,382,665	\$103,445,487	\$115,113,021	\$11,667,534	11.3%
Other Reimbursements	\$(4,632,603)	\$(33,509,639)	\$(37,325,293)	\$(3,815,654)	11.4%
Total Reimbursements	\$(4,632,603)	\$(33,509,639)	\$(37,325,293)	\$(3,815,654)	11.4%
Net Financing Uses	\$58,750,062	\$69,935,848	\$77,787,728	\$7,851,880	11.2%
Revenue					
Intergovernmental Revenues	\$161,696	\$75,896	—	\$(75,896)	(100.0)%
Charges for Services	\$59,334,094	\$72,272,591	\$76,709,597	\$4,437,006	6.1%
Miscellaneous Revenues	\$186	—	—	—	—%
Other Financing Sources	\$0	—	\$(1,172)	\$(1,172)	—%
Total Revenue	\$59,495,975	\$72,348,487	\$76,708,425	\$4,359,938	6.0%
Use of Fund Balance	\$(745,913)	\$(2,412,639)	\$1,079,303	\$3,491,942	144.7%
Positions	281.0	290.0	301.0	11.0	3.8%

Summary of Changes

The Recommended Budget reflects an \$11,667,534 (11.3%) increase in total appropriations, \$3,815,654 (11.4%) increase in reimbursements, \$4,359,938 (6.0%) increase in revenues, and \$3,491,942 (144.7%) increase in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is primarily due to:

- Increases in negotiated labor agreements and unavoidable increases in hardware and software maintenance costs.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to increases in internal charges resulting from increased labor costs.

The increase in revenues is due to:

- Increases in charges to customers resulting from increased labor costs.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DTech - Add 1.0 FTE Info Tech Bus Systems Analyst 3 Public Health Laboratory	173,970	—	173,970	—	1.0
Add 1.0 FTE Assignment Business Systems Analyst 3 position for the Sacramento County Public Health Laboratory (SCPHL). SCPHL is mandated to have the capability to provide reportable test results to the California Reportable Disease Information Exchange (CalREDIE). Also, multiple testing platforms require interfaces between the equipment and the Laboratory Information Management System (LIMS) to upload test results. These activities require the knowledge base and experience provided by the Business Analyst. The cost for this request is split between both of DTech's programs. This request is contingent upon approval of a linked growth request in the Department of Health Services budget (BU7200000).					
DTech - Add 1.0 FTE Info Tech Business Systems Analyst for Water Resources Support	161,336	—	161,336	—	1.0
Add 1.0 FTE Information Technology Business Systems Analyst Lv 2 position to the current embedded Water Resources IT team to meet current and future workload. This request is contingent upon approval of a linked growth request in the Department of Water Resources budget (BU3220001).					
DTech - Add 1.0 FTE Info Tech Infrastructure Analyst - Department of Airports (SCDA) Support	173,969	—	173,969	—	1.0
Add 1.0 FTE Information Technology Infrastructure Analyst Lv 3 position from Department of Technology dedicated to Department of Airports to help with the growing workload, coverage, and succession planning. Costs for this request are split between both of DTech's programs. If not approved, the Airport will struggle to provide tech support in an efficient manner. Funding is provided through the Airport's Enterprise Fund. This request is contingent upon approval of a linked growth request in the Department of Airports (BU 3400000).					
DTech - Add 2.0 FTE for Response to the Disability Advisory Commission annual report on Web Accessibility (ACP)	363,946	—	363,946	—	2.0
Add 2.0 FTE Information Technology Business Systems Analyst Lv 2 positions for the DTech Web Team. Purchase accessibility software to assist in creating content, which is web accessible. Contract for services to audit the Americans with Disabilities (ADA) compliance level of the County Internet presence. Contract for accessibility training for content contributors.					
DTech - Add 3.0 FTE for Social Health Information Exchange (SHIE) Support	528,184	—	528,184	—	3.0
Add 3.0 FTEs embedded Department of Technology positions: 1.0 FTE Supervising Information Technology Analyst position and 2.0 FTE Information Technology Business Systems Analyst positions. These positions are needed for the technical direction and tactical operations of the SHIE infrastructure and associated applications. This includes managing the development of technical and engineering specifications and implementing data exchanges as well as reporting and analytics. The positions are ARPA funded through 12/31/2026, and costs are split between both of DTech's programs. Lack of sufficient IT support may result in sub-standard or ineffective solutions being implemented, delayed milestones that may jeopardize funding that is contingent upon meeting deadlines, a loss of customer confidence in the SHIE, and reduced opportunities for financial sustainability. This request is contingent upon approval of a linked growth request in the Department of Health Services (BU7200000).					

Data Processing-Shared Systems

Budget Unit Functions & Responsibilities

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

Goals

- Initiate the property tax system replacement project with the targeted go-live of September 2025.
- Upgrade the Agenda Management system to allow better website performance.
- Implement a new Boards and Commissions application for the Clerk of the Board.

Accomplishments

- Managed the Request for Proposal (RFP) process for a new property tax system and selected a vendor.
- Implemented Fioro Launchpad for My SacCounty (ESS/MSS), allowing for the main menu of ESS and MSS to be on the latest responsive design (custom HTML4 – meaning will change based on the device being used). It is also needed to launch Fiori forms or any Fiori applications.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Shared Systems	\$11,934,138	\$25,930,079	\$28,281,832	\$2,351,753	9.1%
Total Expenditures / Appropriations	\$11,934,138	\$25,930,079	\$28,281,832	\$2,351,753	9.1%
Net Financing Uses	\$11,934,138	\$25,930,079	\$28,281,832	\$2,351,753	9.1%
Total Revenue	\$91,067	\$106,778	\$106,778	—	—%
Net County Cost	\$11,843,071	\$25,823,301	\$28,175,054	\$2,351,753	9.1%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$11,709,232	\$25,682,293	\$27,274,632	\$1,592,339	6.2%
Intrafund Charges	\$224,906	\$247,786	\$1,007,200	\$759,414	306.5%
Total Expenditures / Appropriations	\$11,934,138	\$25,930,079	\$28,281,832	\$2,351,753	9.1%
Net Financing Uses	\$11,934,138	\$25,930,079	\$28,281,832	\$2,351,753	9.1%
Revenue					
Charges for Services	\$91,067	\$106,778	\$106,778	—	—%
Total Revenue	\$91,067	\$106,778	\$106,778	—	—%
Net County Cost	\$11,843,071	\$25,823,301	\$28,175,054	\$2,351,753	9.1%

Summary of Changes

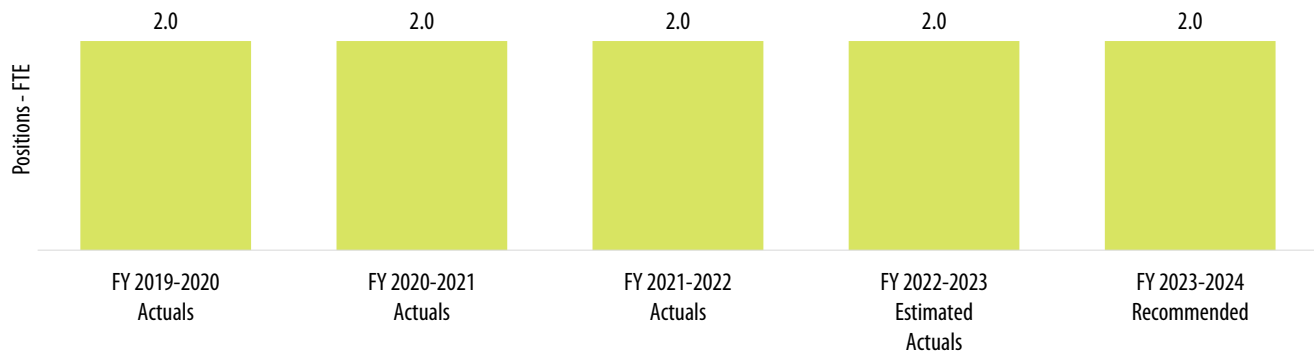
The Recommended Budget reflects a \$2,351,753 (9.1%) increase in total appropriations and Net County Cost from the prior year Adopted Budget.

The increase in total appropriations and Net County Cost is due to project funding for year three of the Property Tax Replacement project.

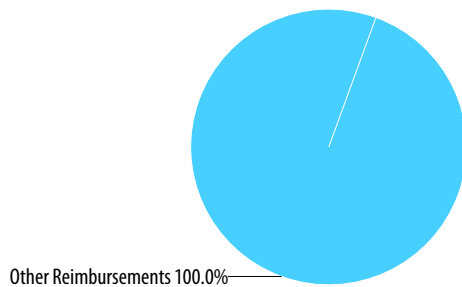
Office of Compliance
Department Structure
Rami Zakaria, Chief Information Officer



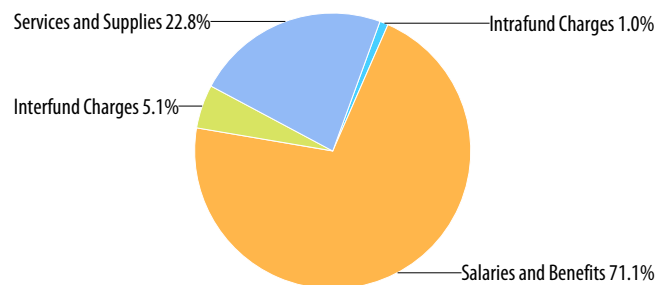
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

- Maintaining and updating the mandated County HIPAA Policies and Procedures;
- Developing and delivering HIPAA Privacy and Security training required under Section 64.530 of the Act;
- Conducting risk assessments of HIPAA-covered worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information;
- Investigating incidents and complaints for alleged HIPAA violations under Section 164.508;
- Reporting breaches of HIPAA-regulated medical information to state and federal agencies; and
- Monitoring the County's Business Associate contracts as required under Section 164.502.

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

Goals

- To protect county clients' personal and medical information through the oversight of county departments' and divisions' efforts to meet federally mandated HIPAA requirements.
- Manage external reporting for PHI, Personal Identifying Information (PII), Payment Card Industry (PCI) and Criminal Justice Information Services (CJIS) Incidents/breaches.
- Plan for 2024 overhaul of Compliance Policies and Procedures.

Accomplishments

- Implemented a new vendor management system to conduct program and application assessments.
- Began tracking Events, Incidents, and Breaches within the Jira Service Management Ticket system.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Health Insurance Portability and Accountability Act	\$361,743	\$448,015	\$457,170	\$9,155	2.0%
Total Expenditures / Appropriations	\$361,743	\$448,015	\$457,170	\$9,155	2.0%
Total Reimbursements	\$(358,513)	\$(436,422)	\$(457,170)	\$(20,748)	4.8%
Net Financing Uses	\$3,230	\$11,593	—	\$(11,593)	(100.0)%
Total Revenue	\$3,230	\$3,230	—	\$(3,230)	(100.0)%
Net County Cost	—	\$8,363	—	\$(8,363)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$298,402	\$317,133	\$325,208	\$8,075	2.5%
Services & Supplies	\$55,948	\$102,903	\$104,012	\$1,109	1.1%
Interfund Charges	\$3,282	\$23,438	\$23,434	\$(4)	(0.0)%
Intrafund Charges	\$4,110	\$4,541	\$4,516	\$(25)	(0.6)%
Total Expenditures / Appropriations	\$361,743	\$448,015	\$457,170	\$9,155	2.0%
Other Reimbursements	\$(358,513)	\$(436,422)	\$(457,170)	\$(20,748)	4.8%
Total Reimbursements	\$(358,513)	\$(436,422)	\$(457,170)	\$(20,748)	4.8%
Net Financing Uses	\$3,230	\$11,593	—	\$(11,593)	(100.0)%
Revenue					
Intergovernmental Revenues	\$3,230	\$3,230	—	\$(3,230)	(100.0)%
Total Revenue	\$3,230	\$3,230	—	\$(3,230)	(100.0)%
Net County Cost	—	\$8,363	—	\$(8,363)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$9,155 (2.0%) increase in total appropriations, a \$20,748 (4.8%) increase in reimbursements, and an \$8,363 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to changes in prior year cost of living adjustments.

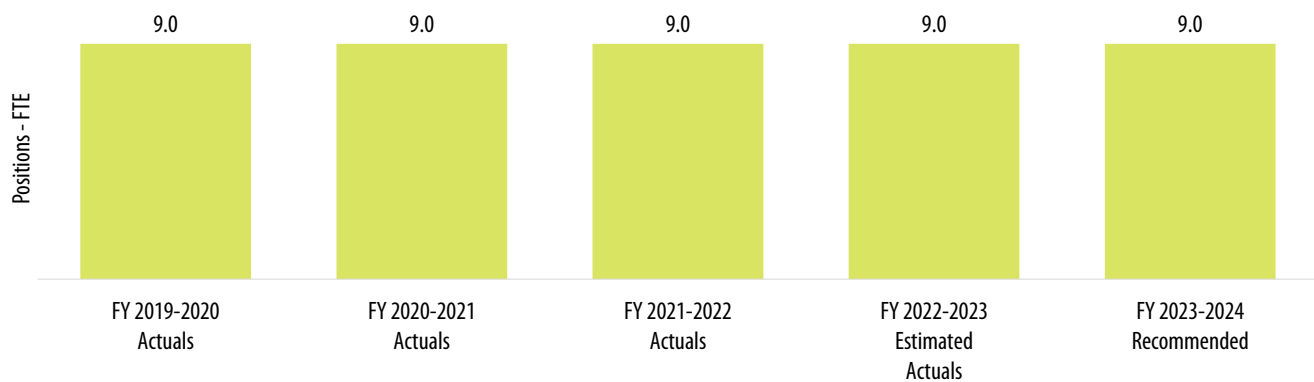
The increase in total appropriations and reimbursements is due to an increase in salaries and benefits from cost of living adjustments.

The decrease in revenues is due to a one-time prior year allocation of American Rescue Plan Act funds for essential worker pay.

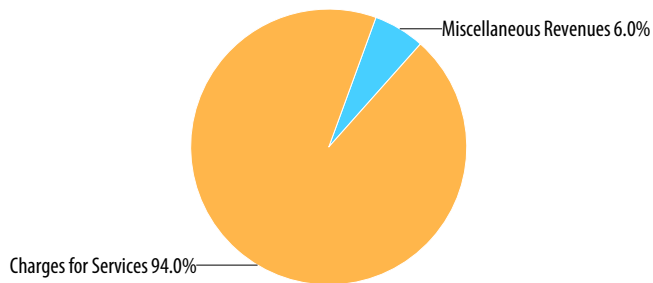
Regional Radio Communications System
Department Structure
Rami Zakaria, Chief Information Officer



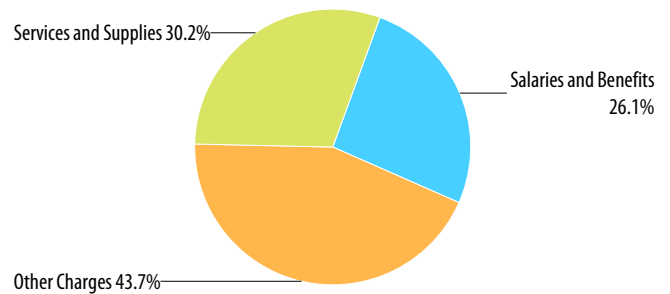
Staffing Trend



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, seven days a week to respond to communication problems.

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Regional Radio Communication System	\$6,156,193	\$6,620,882	\$6,293,947	\$(326,935)	(4.9)%
Total Expenditures / Appropriations	\$6,156,193	\$6,620,882	\$6,293,947	\$(326,935)	(4.9)%
Total Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Net Financing Uses	\$6,156,193	\$6,220,882	\$6,293,947	\$73,065	1.2%
Total Revenue	\$6,111,383	\$6,068,650	\$6,302,367	\$233,717	3.9%
Use of Fund Balance	\$44,810	\$152,232	\$(8,420)	\$(160,652)	(105.5)%
Positions	9.0	9.0	9.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,424,909	\$1,619,097	\$1,639,952	\$20,855	1.3%
Services & Supplies	\$1,690,084	\$1,887,721	\$1,901,875	\$14,154	0.7%
Other Charges	\$3,041,200	\$3,114,064	\$2,752,120	\$(361,944)	(11.6)%
Total Expenditures / Appropriations	\$6,156,193	\$6,620,882	\$6,293,947	\$(326,935)	(4.9)%
Other Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Total Reimbursements	—	\$(400,000)	—	\$400,000	(100.0)%
Net Financing Uses	\$6,156,193	\$6,220,882	\$6,293,947	\$73,065	1.2%
Revenue					
Revenue from Use Of Money & Property	\$45,087	—	—	—	—%
Intergovernmental Revenues	\$3,230	\$1,615	—	\$(1,615)	(100.0)%
Charges for Services	\$5,509,212	\$5,687,680	\$5,923,012	\$235,332	4.1%
Miscellaneous Revenues	\$553,854	\$379,355	\$379,355	—	—%
Total Revenue	\$6,111,383	\$6,068,650	\$6,302,367	\$233,717	3.9%
Use of Fund Balance	\$44,810	\$152,232	\$(8,420)	\$(160,652)	(105.5)%
Positions	9.0	9.0	9.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$326,935 (4.9%) decrease in total appropriations, \$400,000 (100.0%) decrease in reimbursements, \$233,717 (3.9%) increase in revenues, and \$160,652 (105.5%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net decrease in total appropriations is primarily due to:

- A reduction in depreciation expense due to projects being fully depreciated.
- Increases in salaries and benefits resulting from negotiated labor agreements, partially offset by the reallocation of 1.0 FTE Accounting Technician to 1.0 FTE Senior Account Clerk.

The decrease in reimbursements is due to the removal of one time grant funding budgeted as a reimbursement in the prior year.

The increase in revenues is due to increases in backbone fees charged to customers.

Use of Fund Balance reflects an increase in retained earnings.

Technology Cost Recovery Fee

Budget Unit Functions & Responsibilities

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

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

Goals

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

- Implement new Electronic Records Review.
- Implement Portal improvements.
- Implement process improvements to streamline operations.

Accomplishments

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

- Upgraded Accela Building and Permitting software to most current version.
- Replaced Department of Building Permits and Inspection Electronic Document Review (EDR) application.
- Integrated Department of Water Resources Nexgen application.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Information Technology Recovery Fee	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Total Expenditures / Appropriations	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Net Financing Uses	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Total Revenue	\$1,616,891	\$1,513,400	\$1,513,400	—	—%
Use of Fund Balance	\$(26,431)	\$337,597	\$118,182	\$(219,415)	(65.0)%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Total Expenditures / Appropriations	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Net Financing Uses	\$1,590,460	\$1,850,997	\$1,631,582	\$(219,415)	(11.9)%
Revenue					
Licenses, Permits & Franchises	\$1,600,907	\$1,500,000	\$1,500,000	—	—%
Revenue from Use Of Money & Property	\$3,373	\$1,400	\$1,400	—	—%
Charges for Services	\$16	—	—	—	—%
Miscellaneous Revenues	\$12,596	\$12,000	\$12,000	—	—%
Total Revenue	\$1,616,891	\$1,513,400	\$1,513,400	—	—%
Use of Fund Balance	\$(26,431)	\$337,597	\$118,182	\$(219,415)	(65.0)%

Budget Unit - Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$337,597	\$18,594	\$(319,003)	(94.5)%
Reserve Release	—	\$99,588	\$99,588	—%
Use of Fund Balance	\$337,597	\$118,182	\$(219,415)	(65.0)%

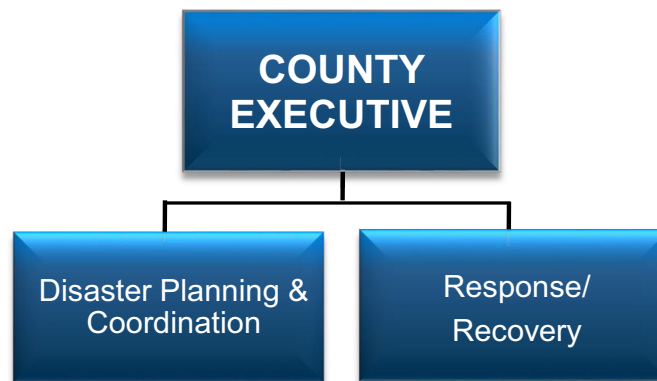
Summary of Changes

The Recommended Budget reflects a \$219,415 (11.9%) decrease in total appropriations and a \$219,415 (65.0%) decrease in use of fund balance from the prior year Adopted Budget.

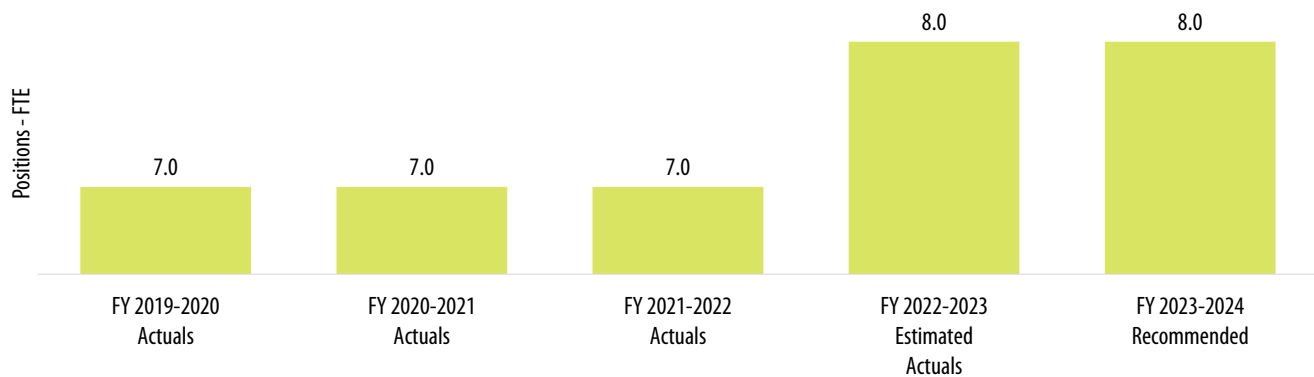
The decrease in total appropriations is due to the transfer of costs for the Accela licensing fees of two modules (LCM/Mobil App) from IT Recovery to DTech Budget 7600000. The licenses are user licenses so the costs are being transferred to DTech and will be recovered from users.

This fund does not have a reserve requirement and funds were erroneously designated as reserves in prior years. The reserve release will deplete the reserve.

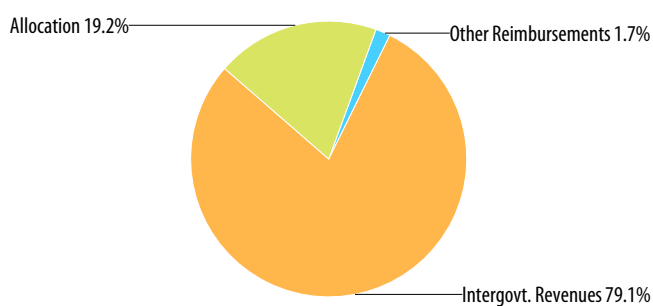
**Emergency Services
Department Structure**
Mary Jo Flynn, Chief



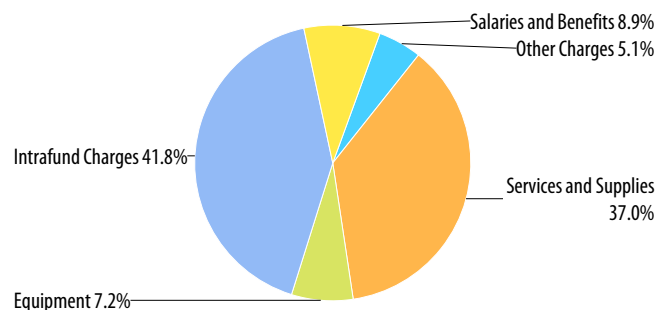
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

- Grant Projects
- OES Administration

Goals

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Grant Projects	\$9,345,310	\$17,952,855	\$13,735,602	\$(4,217,253)	(23.5)%
SacOES Admin	\$1,858,145	\$2,345,283	\$2,817,733	\$472,450	20.1%
Total Expenditures / Appropriations	\$11,203,455	\$20,298,138	\$16,553,335	\$(3,744,803)	(18.4)%
Total Reimbursements	\$(4,281,034)	\$(8,160,626)	\$(6,785,383)	\$1,375,243	(16.9)%
Net Financing Uses	\$6,922,421	\$12,137,512	\$9,767,952	\$(2,369,560)	(19.5)%
Total Revenue	\$5,892,111	\$10,287,619	\$7,862,785	\$(2,424,834)	(23.6)%
Net County Cost	\$1,030,310	\$1,849,893	\$1,905,167	\$55,274	3.0%
Positions	7.0	8.0	8.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,077,151	\$1,395,716	\$1,475,604	\$79,888	5.7%
Services & Supplies	\$4,699,255	\$6,976,775	\$6,116,714	\$(860,061)	(12.3)%
Other Charges	\$400,564	\$1,656,826	\$847,338	\$(809,488)	(48.9)%
Equipment	\$32,619	\$1,320,077	\$1,192,900	\$(127,177)	(9.6)%
Interfund Charges	\$267,998	\$400,000	—	\$(400,000)	(100.0)%
Intrafund Charges	\$4,725,868	\$8,548,744	\$6,920,779	\$(1,627,965)	(19.0)%
Total Expenditures / Appropriations	\$11,203,455	\$20,298,138	\$16,553,335	\$(3,744,803)	(18.4)%
Intrafund Reimbursements Within Programs	\$(3,981,454)	\$(7,891,465)	\$(6,612,070)	\$1,279,395	(16.2)%
Other Reimbursements	\$(299,580)	\$(269,161)	\$(173,313)	\$95,848	(35.6)%
Total Reimbursements	\$(4,281,034)	\$(8,160,626)	\$(6,785,383)	\$1,375,243	(16.9)%
Net Financing Uses	\$6,922,421	\$12,137,512	\$9,767,952	\$(2,369,560)	(19.5)%
Revenue					
Intergovernmental Revenues	\$5,892,111	\$10,287,619	\$7,862,785	\$(2,424,834)	(23.6)%
Total Revenue	\$5,892,111	\$10,287,619	\$7,862,785	\$(2,424,834)	(23.6)%
Net County Cost	\$1,030,310	\$1,849,893	\$1,905,167	\$55,274	3.0%
Positions	7.0	8.0	8.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$3,744,803 (18.4%) decrease in total appropriations, \$1,375,243 (16.9%) decrease in reimbursements, \$2,369,560 (19.5%) decrease in revenues, and \$55,274 (3.0%) 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 decrease in total appropriations is due to:

- Multi-year grants and the completion of grant projects in FY 2022-23 including the State Homeland Security Grant Program (SHSGAP) and DWR (Department of Water Resources) grants.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The decrease in reimbursements is due to reimbursements between programs within the Department resulting from the SHSGP grant cycle and other grant projects completed in FY 2022-23.

The decrease in revenues is due to the SHSGP grant cycle. Revenue will be added at a later date when the state has approved proposed SHSGP projects.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
SacOES Admin	300,000	—	—	300,000	—

Grant Projects

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$3,945,257	\$6,055,615	\$4,812,116	\$(1,243,499)	(20.5)%
Other Charges	\$400,564	\$1,656,826	\$847,338	\$(809,488)	(48.9)%
Equipment	\$26,046	\$1,320,077	\$1,192,900	\$(127,177)	(9.6)%
Interfund Charges	\$267,998	\$400,000	—	\$(400,000)	(100.0)%
Intrafund Charges	\$4,705,444	\$8,520,337	\$6,883,248	\$(1,637,089)	(19.2)%
Total Expenditures / Appropriations	\$9,345,310	\$17,952,855	\$13,735,602	\$(4,217,253)	(23.5)%
Total Reimbursements within Program		\$(7,859,644)	\$(6,505,098)	\$1,354,546	(17.2)%
Other Reimbursements	\$(163,453)	\$(111,979)	—	\$111,979	(100.0)%
Total Reimbursements	\$(4,144,907)	\$(7,971,623)	\$(6,505,098)	\$1,466,525	(18.4)%
Net Financing Uses	\$5,200,402	\$9,981,232	\$7,230,504	\$(2,750,728)	(27.6)%
Revenue					
Intergovernmental Revenues	\$5,118,973	\$9,553,868	\$7,120,927	\$(2,432,941)	(25.5)%
Total Revenue	\$5,118,973	\$9,553,868	\$7,120,927	\$(2,432,941)	(25.5)%
Net County Cost	\$81,430	\$427,364	\$109,577	\$(317,787)	(74.4)%

Summary of Changes

The Recommended Budget reflects a \$4,217,253 (23.5%) decrease in total appropriations, \$1,466,525 (18.4%) decrease in reimbursements, \$2,432,941 (25.5%) decrease in revenues, and \$317,787 (74.4%) decrease in Net County Cost from the prior year Adopted Budget.

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

The net decrease in total appropriations is due to multi-year grants and grant projects completed in the prior year including SHSGP and DWR grants.

The decrease in reimbursements is due to reimbursements between programs within the Department due to the SHSGP grant cycle, and other grant projects completed in FY 2022-23.

The net decrease in revenues is due to timing of the SHSGP cycle. Revenue will be added after the state has approved proposed SHSGP projects.

SacOES Admin

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,077,151	\$1,395,716	\$1,475,604	\$79,888	5.7%
Services & Supplies	\$753,998	\$921,160	\$1,304,598	\$383,438	41.6%
Equipment	\$6,572	—	—	—	—%
Intrafund Charges	\$20,424	\$28,407	\$37,531	\$9,124	32.1%
Total Expenditures / Appropriations	\$1,858,145	\$2,345,283	\$2,817,733	\$472,450	20.1%
Total Reimbursements within Program		\$(31,821)	\$(106,972)	\$(75,151)	236.2%
Other Reimbursements	\$(136,127)	\$(157,182)	\$(173,313)	\$(16,131)	10.3%
Total Reimbursements	\$(136,127)	\$(189,003)	\$(280,285)	\$(91,282)	48.3%
Net Financing Uses	\$1,722,018	\$2,156,280	\$2,537,448	\$381,168	17.7%
Revenue					
Intergovernmental Revenues	\$773,138	\$733,751	\$741,858	\$8,107	1.1%
Total Revenue	\$773,138	\$733,751	\$741,858	\$8,107	1.1%
Net County Cost	\$948,880	\$1,422,529	\$1,795,590	\$373,061	26.2%
Positions	7.0	8.0	8.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$472,450 (20.1%) increase in total appropriations, \$91,282 (48.3%) increase in reimbursements, \$8,107 (1.1%) increase in revenues, and \$373,061 (26.2%) increase in Net County Cost from the prior year Adopted Budget.

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

The increase in total appropriations is due to:

- Increases related to negotiated labor agreements, increases in general operating costs, and allocations from other departments.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to grant funding to offset administrations costs.

The increase in revenues is due to an increase to Emergency Management Performance Grant revenues from the state.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
OES - Funding for Disaster Recovery Contractor	300,000	—	—	300,000	—

Funding to hire a contractor who can support the County's reimbursement and project claims against the federal disaster for Winter Storms and Floods. This project will provide services to all departments with SacOES acting as the coordinating entity.

OES-Restricted Revenues

Budget Unit Functions & Responsibilities

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

- Everbridge Reserves
- Public Safety Power Shutoff
- WebEOC Reserves

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Everbridge Reserves	—	\$25,000	\$25,252	\$252	1.0%
Public Safety Power Shutoff	\$163,453	\$452,666	\$345,125	\$(107,541)	(23.8)%
WebEOC Reserves	—	\$31,769	\$33,622	\$1,853	5.8%
Total Expenditures / Appropriations	\$163,453	\$509,435	\$403,999	\$(105,436)	(20.7)%
Net Financing Uses	\$163,453	\$509,435	\$403,999	\$(105,436)	(20.7)%
Total Revenue	\$341,481	—	—	—	—%
Use of Fund Balance	\$(178,028)	\$509,435	\$403,999	\$(105,436)	(20.7)%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$163,453	\$118,606	\$18,622	\$(99,984)	(84.3)%
Appropriation for Contingencies	—	\$390,829	\$385,377	\$(5,452)	(1.4)%
Total Expenditures / Appropriations	\$163,453	\$509,435	\$403,999	\$(105,436)	(20.7)%
Net Financing Uses	\$163,453	\$509,435	\$403,999	\$(105,436)	(20.7)%
Revenue					
Revenue from Use Of Money & Property	\$1,784	—	—	—	—%
Miscellaneous Revenues	\$339,697	—	—	—	—%
Total Revenue	\$341,481	—	—	—	—%
Use of Fund Balance	\$(178,028)	\$509,435	\$403,999	\$(105,436)	(20.7)%

Budget Unit - Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$509,435	\$403,999	\$(105,436)	(20.7)%
Use of Fund Balance	\$509,435	\$403,999	\$(105,436)	(20.7)%

Summary of Changes

The Recommended Budget reflects a \$105,436 (20.7%) decrease in total appropriations and use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to the drawdown of grant funds in Fiscal Year 2022-23 for eligible expenditures, resulting in a lower available fund balance for current year expenditures.

Everbridge Reserves

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$1,000	\$5,000	\$4,000	400.0%
Appropriation for Contingencies	—	\$24,000	\$20,252	\$(3,748)	(15.6)%
Total Expenditures / Appropriations	—	\$25,000	\$25,252	\$252	1.0%
Net Financing Uses	—	\$25,000	\$25,252	\$252	1.0%
Use of Fund Balance	—	\$25,000	\$25,252	\$252	1.0%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$25,000	\$25,252	\$252	1.0%
Use of Fund Balance	\$25,000	\$25,252	\$252	1.0%

Summary of Changes

The Recommended Budget reflects a \$252 (1.0%) increase in total appropriations and use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due an increase in prior year available fund balance, allowing for an increase in expenditures.

Public Safety Power Shutoff

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$163,453	\$110,979	—	\$(110,979)	(100.0)%
Appropriation for Contingencies	—	\$341,687	\$345,125	\$3,438	1.0%
Total Expenditures / Appropriations	\$163,453	\$452,666	\$345,125	\$(107,541)	(23.8)%
Net Financing Uses	\$163,453	\$452,666	\$345,125	\$(107,541)	(23.8)%
Revenue					
Revenue from Use Of Money & Property	\$1,784	—	—	—	—%
Miscellaneous Revenues	\$339,903	—	—	—	—%
Total Revenue	\$341,687	—	—	—	—%
Use of Fund Balance	\$(178,234)	\$452,666	\$345,125	\$(107,541)	(23.8)%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$452,666	\$345,125	\$(107,541)	(23.8)%
Use of Fund Balance	\$452,666	\$345,125	\$(107,541)	(23.8)%

Summary of Changes

The Recommended Budget reflects a \$107,541 (23.8%) decrease in total appropriations and use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to a decrease in remaining grant funds in Fiscal Year 2023-24 available to fund eligible expenditures, as reflected in the available fund balance.

WebEOC Reserves

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	—	\$6,627	\$13,622	\$6,995	105.6%
Appropriation for Contingencies	—	\$25,142	\$20,000	\$(5,142)	(20.5)%
Total Expenditures / Appropriations	—	\$31,769	\$33,622	\$1,853	5.8%
Net Financing Uses	—	\$31,769	\$33,622	\$1,853	5.8%
Revenue					
Miscellaneous Revenues	\$(206)	—	—	—	—%
Total Revenue	\$(206)	—	—	—	—%
Use of Fund Balance	\$206	\$31,769	\$33,622	\$1,853	5.8%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$31,769	\$33,622	\$1,853	5.8%
Use of Fund Balance	\$31,769	\$33,622	\$1,853	5.8%

Summary of Changes

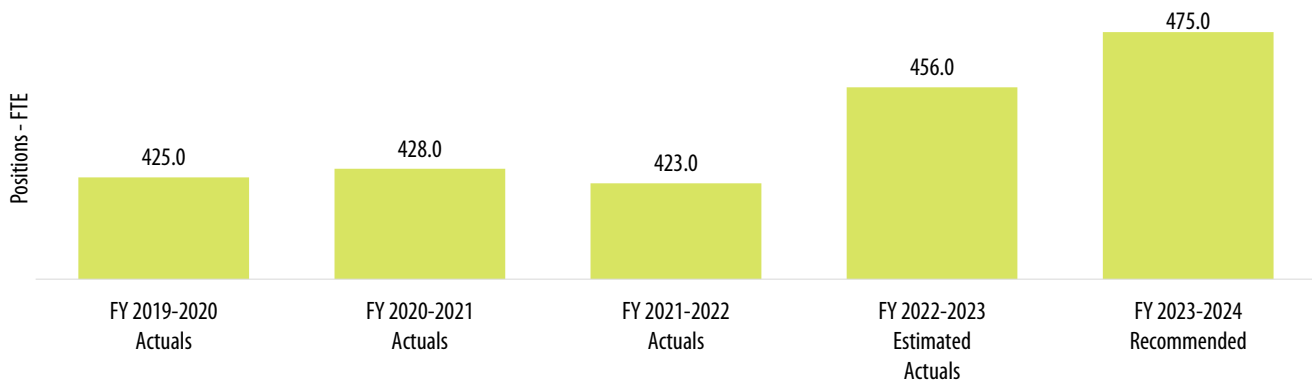
The Recommended Budget reflects a \$1,853 (5.8%) increase in total appropriations, and use of fund balance from the prior year Adopted Budget.

The increase in total appropriations is due to prior year revenues exceeding budgeted expenditures, resulting in a higher available fund balance.

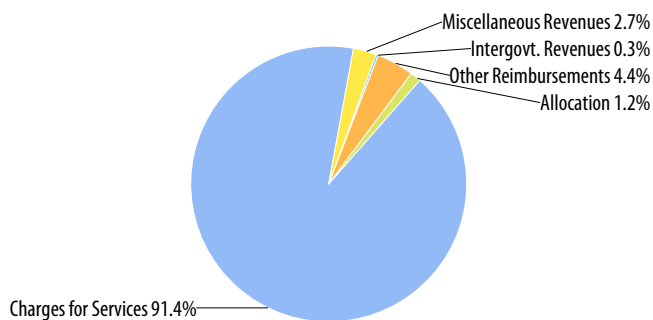
General Services Department Structure Jeff Gasaway, Director



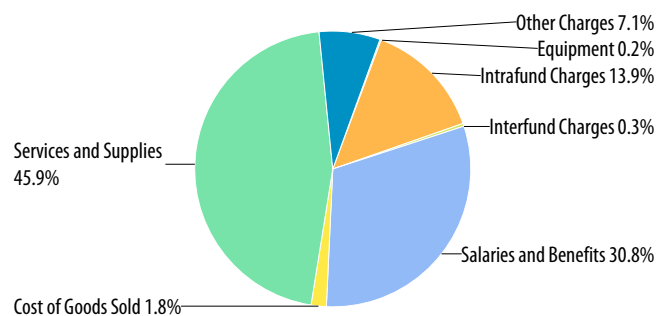
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

- Administration
- Architectural Services
- Central Purchasing
- Real Estate
- 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

- Relunched the Contracting Officers Forum as a resource to help provide some guidance to County departments that perform decentralized contracting activity, and as a step forward to ensuring structured and uniform procedures and county-wide policies for procurement, contract management and administration.
- Developed fuel monitoring policy and procedures and implemented monthly distribution of fuel monitoring reports to County departments and other agencies that use County fuel stations maintained by DGS.
- Completed pilot project for Two Factor Authentication for authorization to dispense fuel at County fuel stations maintained by DGS.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Administration	\$5,589,876	\$7,474,426	\$7,761,244	\$286,818	3.8%
Architectural Services	\$3,293,207	\$4,287,455	\$5,421,331	\$1,133,876	26.4%
Central Purchasing	\$3,677,947	\$4,565,893	\$4,273,919	\$(291,974)	(6.4)%
Facilities Management	\$51,539,556	\$64,887,457	\$68,796,388	\$3,908,931	6.0%
Fleet Services	\$62,566,069	\$80,151,692	\$82,130,344	\$1,978,652	2.5%
Real Estate	\$47,623,426	\$51,815,874	\$53,541,093	\$1,725,219	3.3%
Support Services	\$7,291,964	\$8,982,340	\$9,255,181	\$272,841	3.0%
Total Expenditures / Appropriations	\$181,582,045	\$222,165,137	\$231,179,500	\$9,014,363	4.1%
Total Reimbursements	\$(25,224,927)	\$(31,913,221)	\$(32,197,894)	\$(284,673)	0.9%
Net Financing Uses	\$156,357,118	\$190,251,916	\$198,981,606	\$8,729,690	4.6%
Total Revenue	\$156,701,263	\$183,855,989	\$196,387,327	\$12,531,338	6.8%
Use of Fund Balance	\$(344,145)	\$6,395,927	\$2,594,279	\$(3,801,648)	(59.4)%
Positions	423.0	456.0	475.0	19.0	4.2%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$53,076,761	\$66,225,151	\$71,114,932	\$4,889,781	7.4%
Services & Supplies	\$87,109,236	\$104,184,151	\$106,119,962	\$1,935,811	1.9%
Other Charges	\$11,672,070	\$15,666,308	\$16,498,185	\$831,877	5.3%
Equipment	\$204,872	\$575,000	\$377,000	\$(198,000)	(34.4)%
Interfund Charges	\$768,994	\$771,936	\$771,527	\$(409)	(0.1)%
Intrafund Charges	\$25,395,894	\$30,642,591	\$32,197,894	\$1,555,303	5.1%
Cost of Goods Sold	\$3,354,218	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$181,582,045	\$222,165,137	\$231,179,500	\$9,014,363	4.1%
Intrafund Reimbursements Within Programs	\$(1,807,620)	\$(17,665,767)	\$(17,670,163)	\$(4,396)	0.0%
Intrafund Reimbursements Between Programs	\$(4,118,975)	\$(4,738,893)	\$(5,403,059)	\$(664,166)	14.0%
Other Reimbursements	\$(19,298,331)	\$(9,508,561)	\$(9,124,672)	\$383,889	(4.0)%
Total Reimbursements	\$(25,224,927)	\$(31,913,221)	\$(32,197,894)	\$(284,673)	0.9%
Net Financing Uses	\$156,357,118	\$190,251,916	\$198,981,606	\$8,729,690	4.6%
Revenue					
Intergovernmental Revenues	\$412,740	\$938,075	\$586,024	\$(352,051)	(37.5)%
Charges for Services	\$151,753,518	\$177,426,546	\$190,235,381	\$12,808,835	7.2%
Miscellaneous Revenues	\$4,531,305	\$5,491,368	\$5,565,922	\$74,554	1.4%
Other Financing Sources	\$3,700	—	—	—	—%
Total Revenue	\$156,701,263	\$183,855,989	\$196,387,327	\$12,531,338	6.8%
Use of Fund Balance	\$(344,145)	\$6,395,927	\$2,594,279	\$(3,801,648)	(59.4)%
Positions	423.0	456.0	475.0	19.0	4.2%

Summary of Changes

The Recommended Budget reflects a \$9,014,363 (4.1%) increase in total appropriations, a \$284,673 (0.9%) increase in reimbursements, a \$12,531,338 (6.8%) increase in revenues, and a \$3,801,648 (59.4%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is primarily due to:

- Increases in salary and benefit expenditures related to negotiated increases for FY 2023-24.
- Increases in allocated costs, pass-through costs, and other unavoidable cost increases.
- Decrease from the removal of one-time appropriations.

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

The increase in reimbursements is due to:

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

The increase in revenues is due to:

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

Use of Fund Balance reflects a decrease in retained earnings.

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

- 23.0 FTE total additions in recommended growth requests.
- 4.0 FTE total deletions of vacant positions in base budget changes.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
Administration	241,820	—	241,820	—	1.0
Architectural Services	964,209	—	964,209	—	6.0
Facilities Management	2,550,490	—	2,083,123	467,367	15.0
Fleet Services	602,129	(103,574)	438,555	60,000	1.0

Administration

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$4,280,086	\$5,298,468	\$5,646,563	\$348,095	6.6%
Services & Supplies	\$816,126	\$1,308,262	\$1,207,764	\$(100,498)	(7.7)%
Other Charges	\$1,355	\$260,004	\$283,845	\$23,841	9.2%
Intrafund Charges	\$492,309	\$607,692	\$623,072	\$15,380	2.5%
Total Expenditures / Appropriations	\$5,589,876	\$7,474,426	\$7,761,244	\$286,818	3.8%
Total Reimbursements within Program		\$(98,906)	\$(103,698)	\$(4,792)	4.8%
Total Reimbursements between Programs		\$(4,682,460)	\$(5,348,030)	\$(665,570)	14.2%
Other Reimbursements	\$(13,962)	\$(9,867)	\$(10,953)	\$(1,086)	11.0%
Total Reimbursements	\$(4,208,113)	\$(4,791,233)	\$(5,462,681)	\$(671,448)	14.0%
Net Financing Uses	\$1,381,763	\$2,683,193	\$2,298,563	\$(384,630)	(14.3)%
Revenue					
Intergovernmental Revenues	\$14,832	\$165,336	\$167,755	\$2,419	1.5%
Charges for Services	\$1,342,795	\$1,799,939	\$1,735,211	\$(64,728)	(3.6)%
Miscellaneous Revenues	\$26,770	\$272,827	\$286,726	\$13,899	5.1%
Total Revenue	\$1,384,397	\$2,238,102	\$2,189,692	\$(48,410)	(2.2)%
Use of Fund Balance	\$(2,634)	\$445,091	\$108,871	\$(336,220)	(75.5)%
Positions	27.0	30.0	31.0	1.0	3.3%

Summary of Changes

The Recommended Budget reflects a \$286,818 (3.8%) increase in total appropriations, a \$671,448 (14.0%) increase in reimbursements, a \$48,410 (2.2%) decrease in revenues, and a \$336,220 (75.5%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- The removal of one-time appropriations.

- Recommended growth detailed later in this section.

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

The net decrease in revenues is due to:

- Decreases from some recovery shifting to reimbursements.
- Increases from recovery of unavoidable cost increases and recovery of some costs that were absorbed in the prior year Adopted Budget.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE Deputy Director General Services - Admin (ACP)	241,820	—	241,820	—	1.0

Add 1.0 FTE Deputy Director of General Services position. Approving this request will allow the Director of General Services to focus on higher-level policy issues and strategic planning and management of the department. If this request is denied, the Director of General Services will continue to oversee six divisions, which will preclude the Director from focusing on higher level policy issues and strategic planning and potentially impact operational efficiencies and advancement. This ongoing request will be fully funded by an increase to the department overhead allocation that is recovered through allocations and rates.

Architectural Services

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,374,389	\$3,049,284	\$4,156,103	\$1,106,819	36.3%
Services & Supplies	\$231,600	\$455,326	\$376,084	\$(79,242)	(17.4)%
Other Charges	\$5,346	\$9,832	\$22,676	\$12,844	130.6%
Intrafund Charges	\$681,871	\$773,013	\$866,468	\$93,455	12.1%
Total Expenditures / Appropriations	\$3,293,207	\$4,287,455	\$5,421,331	\$1,133,876	26.4%
Total Reimbursements between Programs		\$(3,000)	—	\$3,000	(100.0)%
Other Reimbursements	\$(5,455)	\$(20,500)	\$(20,500)	—	—%
Total Reimbursements	\$(7,274)	\$(23,500)	\$(20,500)	\$3,000	(12.8)%
Net Financing Uses	\$3,285,933	\$4,263,955	\$5,400,831	\$1,136,876	26.7%
Revenue					
Intergovernmental Revenues	\$7,322	\$180,830	\$157,380	\$(23,450)	(13.0)%
Charges for Services	\$3,354,837	\$3,933,125	\$5,243,451	\$1,310,326	33.3%
Total Revenue	\$3,362,159	\$4,113,955	\$5,400,831	\$1,286,876	31.3%
Use of Fund Balance	\$(76,226)	\$150,000	—	\$(150,000)	(100.0)%
Positions	14.0	16.0	22.0	6.0	37.5%

Summary of Changes

The Recommended Budget reflects a \$1,133,876 (26.4%) increase in total appropriations, a \$3,000 (12.8%) decrease in reimbursements, a \$1,286,876 (31.3%) increase in revenues, and a \$150,000 (100.0%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- The removal of one-time appropriations.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to a minor reduction in recovery of one-time appropriations from the prior year Adopted Budget.

The net increase in revenues is due to:

- Recovery of unavoidable cost increases through billable work.
- Recommended growth detailed later in this section.

Use of Fund Balance reflects no change in retained earnings.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 6.0 FTE Positions and Ancillary Costs - Architectural Services					
	964,209	—	964,209	—	6.0

Add 6.0 permanent FTE positions and related costs to the Architectural Services Division: 1.0 FTE Associate Mechanical Engineer, 1.0 FTE Building Project Coordinator 2, 1.0 FTE Associate Engineer/Architect, 1.0 FTE Building Project Coordinator 1, 1.0 FTE Administrative Services Officer 2 (ASO2), and 1.0 FTE Associate Civil Engineer. The ASO2 will assume management of the Job Order Contracting program that is currently managed by an existing Associate Electrical Engineer. The other new positions will work on projects in their specific discipline, but will also provide project management support to all project types. Project timelines will not be reduced, but additional projects will be initiated each year. The request will be funded through direct billing to capital projects, which are mostly 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 county agencies and departments to complete construction projects.

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,709,599	\$2,844,504	\$2,917,913	\$73,409	2.6%
Services & Supplies	\$551,396	\$1,076,290	\$641,543	\$(434,747)	(40.4)%
Other Charges	—	\$6,083	\$20,574	\$14,491	238.2%
Intrafund Charges	\$416,953	\$639,016	\$693,889	\$54,873	8.6%
Total Expenditures / Appropriations	\$3,677,947	\$4,565,893	\$4,273,919	\$(291,974)	(6.4)%
Total Reimbursements within Program		\$(181,519)	\$(185,082)	\$(3,563)	2.0%
Other Reimbursements	\$(675,195)	\$(720,728)	\$(783,175)	\$(62,447)	8.7%
Total Reimbursements	\$(760,452)	\$(902,247)	\$(968,257)	\$(66,010)	7.3%
Net Financing Uses	\$2,917,495	\$3,663,646	\$3,305,662	\$(357,984)	(9.8)%
Revenue					
Intergovernmental Revenues	\$24,221	\$20,992	—	\$(20,992)	(100.0)%
Charges for Services	\$2,788,445	\$3,072,222	\$3,282,662	\$210,440	6.8%
Miscellaneous Revenues	\$159,914	\$8,000	\$8,000	—	—%
Total Revenue	\$2,972,580	\$3,101,214	\$3,290,662	\$189,448	6.1%
Use of Fund Balance	\$(55,085)	\$562,432	\$15,000	\$(547,432)	(97.3)%
Positions	19.0	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$291,974 (6.4%) decrease in total appropriations, a \$66,010 (7.3%) increase in reimbursements, a \$189,448 (6.1%) increase in revenues, and a \$547,432 (97.3%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, and other unavoidable base budget costs.
- The removal of one-time appropriations.

The increase in reimbursements is due to increased recovery of allocations and other intrafund charges.

The net increase in revenues is due to recovery of unavoidable cost increases through allocations and billable work.

Use of Fund Balance reflects a decrease in retained earnings.

Facilities Management

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$27,485,180	\$35,443,494	\$37,925,624	\$2,482,130	7.0%
Services & Supplies	\$20,336,568	\$24,841,438	\$25,174,179	\$332,741	1.3%
Other Charges	\$35,122	\$293,621	\$972,999	\$679,378	231.4%
Equipment	\$37,073	\$160,000	—	\$(160,000)	(100.0)%
Interfund Charges	\$77,883	\$81,218	\$81,137	\$(81)	(0.1)%
Intrafund Charges	\$3,567,731	\$4,067,686	\$4,642,449	\$574,763	14.1%
Total Expenditures / Appropriations	\$51,539,556	\$64,887,457	\$68,796,388	\$3,908,931	6.0%
Total Reimbursements between Programs		\$(15,592)	\$(17,188)	\$(1,596)	10.2%
Other Reimbursements	\$(1,871,243)	\$(3,390,914)	\$(2,366,342)	\$1,024,572	(30.2)%
Total Reimbursements	\$(1,885,791)	\$(3,406,506)	\$(2,383,530)	\$1,022,976	(30.0)%
Net Financing Uses	\$49,653,765	\$61,480,951	\$66,412,858	\$4,931,907	8.0%
Revenue					
Intergovernmental Revenues	\$203,650	\$304,099	\$132,085	\$(172,014)	(56.6)%
Charges for Services	\$48,932,300	\$58,107,498	\$64,498,200	\$6,390,702	11.0%
Miscellaneous Revenues	\$297,826	\$287,627	\$290,220	\$2,593	0.9%
Total Revenue	\$49,433,776	\$58,699,224	\$64,920,505	\$6,221,281	10.6%
Use of Fund Balance	\$219,989	\$2,781,727	\$1,492,353	\$(1,289,374)	(46.4)%
Positions	223.0	250.0	261.0	11.0	4.4%

Summary of Changes

The Recommended Budget reflects a \$3,908,931 (6.0%) increase in total appropriations, a \$1,022,976 (30.0%) decrease in reimbursements, a \$6,221,281 (10.6%) increase in revenues, and a \$1,289,374 (46.4%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, pass-through costs, and other unavoidable base budget costs.
- Decreases from the reduction of one-time appropriations.

- Recommended growth detailed later in this section.

The decrease in reimbursements is due to removal of reimbursement for one-time appropriations, partly offset by increased recovery of allocations and other intrafund charges.

The net increase in revenues is due to:

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

Use of Fund Balance reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE Building Security Attendant Supervisor - Facilities Mgmt (ACP)					
	130,400	—	95,300	35,100	1.0
Add 1.0 FTE Building Security Attendant Supervisor position and 1 class 110 vehicle for this position, to address the additional 9.0 FTE Building Security Attendant positions that were added as growth for the Downtown Complex in FY 2022-23. If this request is denied, the Facility Security Operations Supervisor will not be able to manage the Security Services program effectively at both the Downtown Complex and the Bradshaw Complex. The ongoing costs in this request will be fully funded through the Facility Use Allocation, while the \$35,100 one-time costs for the required vehicle contribution will be funded with retained earnings. This request impacts the Facilities Management and Fleet Services programs.					
DGS - Add 1.0 FTE Electrician 1 Vehicle and Ancillary Costs for Dedicated Services - Facilities Mgmt					
	261,224	—	261,224	—	1.0
Add 1.0 FTE Electrician position, one additional vehicle, and related costs to the DGS Bradshaw District. This position will provide dedicated services to Department of Waste Management and Recycling (DWMR) at DWMR's request. The request includes \$72,643 in one-time cost for the required contribution for the vehicle purchase. All ongoing and one-time costs will be recovered from DWMR. This request also includes appropriations for DGS Fleet Services to maintain the additional vehicle using the funding from the rental charges that DGS Bradshaw District will pay DGS Fleet Services. This request is contingent upon approval of a linked growth request in the DWMR budget (BU 2200000), and impacts the Facilities Management and Fleet Services programs.					
DGS - Add 1.0 FTE Sr Office Assistant for Airport District - Facilities Mgmt					
	74,924	—	74,924	—	1.0
Add 1.0 FTE Senior Office Assistant position in the DGS Airport District budget to provide increased administrative support to DGS staff at Department of Airports facilities, including work order management and safety. This position will help DGS meet the terms of a Service Level Agreement with Department of Airports. Department of Airports has agreed to fund all costs, which are ongoing costs. This request is contingent upon approval of a linked growth request in the Department of Airports budget (BU 3400000).					
DGS - Add 2 Vehicles - Facilities Mgmt (ACP)					
	170,597	—	28,597	142,000	—
Add 2 vehicles for positions approved in FY 2022-23 growth requests but not all vehicles were approved - one class 137 for a plumber and one class 152 for an electrician. These positions require vehicles to provide facility maintenance and repair services at County-owned facilities across the Bradshaw campus. The ongoing costs will be funded by the Facility Use Allocation and the one-time cost of \$142,000 for the required contributions will be funded with retained earnings. This request impacts the Facilities Management and Fleet Services programs.					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 2.0 FTE Building Maintenance Workers and Ancillary Costs for Airport District - Facilities Mgmt					
	163,796	—	163,796	—	2.0
Add 2.0 FTE Building Maintenance Worker positions and related costs in the DGS Airport District budget to perform maintenance services at Department of Airports facilities and help DGS meet the terms of a Service Level Agreement with Department of Airports. Costs will be fully recovered from Department of Airports. This request is contingent upon approval of a linked growth request in the Department of Airports budget (BU 3400000).					
DGS - Add 3.0 FTE Building Maintenance Workers - Facilities Mgmt (ACP)					
	252,338	—	252,338	—	3.0
Add 3.0 FTE Building Maintenance Worker positions to address a backlog of preventive and corrective maintenance needs at County-owned facilities. 2.0 FTE will be assigned primarily to Rio Cosumnes Correctional Center work, and 1.0 FTE will be deployed to the Downtown District. If this request is denied, the department will not have the resources necessary to address this backlog. The ongoing costs in this request will be fully funded through the Facility Use Allocation.					
DGS - Add 7.0 FTE Positions, 4 Vehicles and Ancillary Costs - Facilities Mgmt					
	1,436,647	—	1,146,380	290,267	7.0
Add 4.0 FTE permanent positions (2.0 FTE Carpenter, 1.0 FTE Electrician, and 1.0 FTE Painter), 3.0 FTE Limited-Term positions (1.0 FTE Building Maintenance Worker, 1.0 FTE Electrician, and 1.0 FTE Painter), four additional vehicles, and related costs to the DGS Bradshaw District. This Projects Team will address the backlog of small projects at County-owned facilities that currently cannot be delivered by DGS. One-time costs of \$290,267 for required contributions for the vehicle purchases will be funded with retained earnings. The ongoing costs will be funded either by the Capital Construction Fund or customer departments. This request also includes appropriations for DGS Fleet Services to maintain the additional vehicles using the funding from the rental charges that DGS Bradshaw District will pay DGS Fleet Services.					
DGS - Additional Facility at Mather Community Campus - Facilities Mgmt (ACP)					
	60,564	—	60,564	—	—
This request will add one Mather Community Campus facility (3649 Femoyer) to the County's Facility Use Allocation that was not included in the FY 2022-23 request. This request adds appropriations only for estimated maintenance costs and is contingent upon approval of the related growth request in the Capital Construction Fund budget (BU 3100000) for other components of the Facility Use Allocation for this facility. This ongoing request will be funded by the Facility Use Allocation charges to departments responsible for use of this Mather Community Campus facility.					

Fleet Services

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$11,764,955	\$13,956,631	\$14,560,458	\$603,827	4.3%
Services & Supplies	\$21,603,047	\$29,579,649	\$30,461,760	\$882,111	3.0%
Other Charges	\$11,556,028	\$14,983,198	\$15,055,410	\$72,212	0.5%
Equipment	\$57,082	\$165,000	\$127,000	\$(38,000)	(23.0)%
Interfund Charges	\$691,112	\$690,718	\$690,390	\$(328)	(0.0)%
Intrafund Charges	\$16,893,845	\$20,776,496	\$21,235,326	\$458,830	2.2%
Total Expenditures / Appropriations	\$62,566,069	\$80,151,692	\$82,130,344	\$1,978,652	2.5%
Total Reimbursements within Program		\$(15,584,325)	\$(15,434,788)	\$149,537	(1.0)%
Total Reimbursements between Programs		\$(37,841)	\$(37,841)	—	—%
Other Reimbursements	\$(16,084,583)	\$(4,610,390)	\$(5,150,791)	\$(540,401)	11.7%
Total Reimbursements	\$(16,084,583)	\$(20,232,556)	\$(20,623,420)	\$(390,864)	1.9%
Net Financing Uses	\$46,481,486	\$59,919,136	\$61,506,924	\$1,587,788	2.6%
Revenue					
Intergovernmental Revenues	\$119,286	\$79,124	—	\$(79,124)	(100.0)%
Charges for Services	\$42,931,498	\$52,888,872	\$55,692,021	\$2,803,149	5.3%
Miscellaneous Revenues	\$4,046,021	\$4,922,914	\$4,980,976	\$58,062	1.2%
Other Financing Sources	\$3,700	—	—	—	—%
Total Revenue	\$47,100,505	\$57,890,910	\$60,672,997	\$2,782,087	4.8%
Use of Fund Balance	\$(619,019)	\$2,028,226	\$833,927	\$(1,194,299)	(58.9)%
Positions	99.0	99.0	100.0	1.0	1.0%

Summary of Changes

The Recommended Budget reflects a \$1,978,652 (2.5%) increase in total appropriations, a \$390,864 (1.9%) increase in reimbursements, a \$2,782,087 (4.8%) increase in revenues, and a \$1,194,299 (58.9%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net increase in total appropriations is due to:

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

- The reduction of one-time appropriations.
- Recommended growth detailed later in this section.

The increase in reimbursements is due to:

- Increases in recovery of intrafund charges.
- Recommended growth detailed later in this section.

The net increase in revenues is due to:

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

Use of Fund Balance reflects a decrease in retained earnings.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 1.0 FTE Building Security Attendant Supervisor - Facilities Mgmt (ACP)	8,352	(8,352)	—	—	—
Add 1.0 FTE Building Security Attendant Supervisor position and 1 class 110 vehicle for this position, to address the additional 9.0 FTE Building Security Attendant positions that were added as growth for the Downtown Complex in FY 2022-23. If this request is denied, the Facility Security Operations Supervisor will not be able to manage the Security Services program effectively at both the Downtown Complex and the Bradshaw Complex. The ongoing costs in this request will be fully funded through the Facility Use Allocation, while the \$35,100 one-time costs for the required vehicle contribution will be funded with retained earnings. This request impacts the Facilities Management and Fleet Services programs.					
DGS - Add 1.0 FTE Electrician 1 Vehicle and Ancillary Costs for Dedicated Services - Facilities Mgmt	18,112	(18,112)	—	—	—
Add 1.0 FTE Electrician position, one additional vehicle, and related costs to the DGS Bradshaw District. This position will provide dedicated services to Department of Waste Management and Recycling (DWMR) at DWMR's request. The request includes \$72,643 in one-time cost for the required contribution for the vehicle purchase. All ongoing and one-time costs will be recovered from DWMR. This request also includes appropriations for DGS Fleet Services to maintain the additional vehicle using the funding from the rental charges that DGS Bradshaw District will pay DGS Fleet Services. This request is contingent upon approval of a linked growth request in the DWMR budget (BU 2200000), and impacts the Facilities Management and Fleet Services programs.					
DGS - Add 1.0 FTE Storekeeper Fleet Services - Fleet Services	88,275	—	88,275	—	1.0
Add 1.0 FTE Storekeeper Fleet Services position to provide swing shift support and to shop operations at DGS Fleet Services' main facility. This additional position will improve the swing shift staff's efficiency and resources available to perform maintenance and repair work on critical heavy equipment. The ongoing costs will be recovered through the parts markup on swing shift work.					
DGS - Add 2 Vehicles - Facilities Mgmt (ACP)	28,123	(28,123)	—	—	—
Add 2 vehicles for positions approved in FY 2022-23 growth requests but not all vehicles were approved - one class 137 for a plumber and one class 152 for an electrician. These positions require vehicles to provide facility maintenance and repair services at County-owned facilities across the Bradshaw campus. The ongoing costs will be funded by the Facility Use Allocation and the one-time cost of \$142,000 for the required contributions will be funded with retained earnings. This request impacts the Facilities Management and Fleet Services programs.					

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Add 7.0 FTE Positions, 4 Vehicles and Ancillary Costs - Facilities Mgmt	48,987	(48,987)	—	—	—
<p>Add 4.0 FTE permanent positions (2.0 FTE Carpenter, 1.0 FTE Electrician, and 1.0 FTE Painter), 3.0 FTE Limited-Term positions (1.0 FTE Building Maintenance Worker, 1.0 FTE Electrician, and 1.0 FTE Painter), four additional vehicles, and related costs to the DGS Bradshaw District. This Projects Team will address the backlog of small projects at County-owned facilities that currently cannot be delivered by DGS. One-time costs of \$290,267 for required contributions for the vehicle purchases will be funded with retained earnings. The ongoing costs will be funded either by the Capital Construction Fund or customer departments. This request also includes appropriations for DGS Fleet Services to maintain the additional vehicles using the funding from the rental charges that DGS Bradshaw District will pay DGS Fleet Services.</p>					
DGS - Add GPS Fees to Most Heavy Fleet - Fleet Services	60,000	—	—	60,000	—
<p>Add appropriations for monthly charges for telematics (GPS) devices to be installed on all heavy fleet rental units that do not currently have the devices, except law enforcement units. The devices will provide data for more effective fleet management, including managing compliance with California Air Resources Board emissions regulations reporting, electric vehicle suitability, prioritization planning and implementation. The ongoing costs will be funded for the first year with retained earnings and then will be added to the heavy fleet rental rates starting in FY 2024-25.</p>					
DGS - Add GPS Fees to Most Light Fleet Rates - Fleet Services	350,280	—	350,280	—	—
<p>Add monthly GPS charges (currently \$21 a month per vehicle) to light fleet monthly rental rates in non-law enforcement light fleet rental classes. The GPS device and installation costs are included in the monthly GPS fees. If this request is not approved, Department of General Services will not be able to implement use of GPS devices in the majority of vehicles in the light fleet rental program. The ongoing costs will be funded by including them in the monthly light fleet rental rates. The four law enforcement vehicle rental classes to be excluded are rental classes for law enforcement motorcycles, patrol vehicles, undercover vehicles, and Sheriff training vehicles.</p>					

Real Estate

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$2,841,947	\$3,618,872	\$3,785,275	\$166,403	4.6%
Services & Supplies	\$42,329,850	\$45,415,904	\$46,726,692	\$1,310,788	2.9%
Other Charges	—	\$7,043	\$24,906	\$17,863	253.6%
Intrafund Charges	\$2,451,629	\$2,774,055	\$3,004,220	\$230,165	8.3%
Total Expenditures / Appropriations	\$47,623,426	\$51,815,874	\$53,541,093	\$1,725,219	3.3%
Total Reimbursements within Program		\$(1,767,262)	\$(1,912,840)	\$(145,578)	8.2%
Total Reimbursements between Programs		—	—	—	—%
Other Reimbursements	\$(308,911)	\$(359,881)	\$(370,113)	\$(10,232)	2.8%
Total Reimbursements	\$(1,905,977)	\$(2,127,143)	\$(2,282,953)	\$(155,810)	7.3%
Net Financing Uses	\$45,717,449	\$49,688,731	\$51,258,140	\$1,569,409	3.2%
Revenue					
Intergovernmental Revenues	\$17,872	\$165,087	\$128,804	\$(36,283)	(22.0)%
Charges for Services	\$45,789,485	\$49,267,335	\$51,059,904	\$1,792,569	3.6%
Total Revenue	\$45,807,357	\$49,432,422	\$51,188,708	\$1,756,286	3.6%
Use of Fund Balance	\$(89,908)	\$256,309	\$69,432	\$(186,877)	(72.9)%
Positions	22.0	23.0	23.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$1,725,219 (3.3%) increase in total appropriations, a \$155,810 (7.3%) increase in reimbursements, a \$1,756,286 (3.6%) increase in revenues, and a \$186,877 (72.9%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, pass-through costs, and other unavoidable base budget costs.
- The removal of one-time appropriations.

The increase in reimbursements is due to increased recovery of allocations and other intrafund charges.

The increase in revenues is due to recovery of unavoidable cost increases through allocations and billable work and recovery of some costs that were absorbed in the prior year Adopted Budget.

Use of Fund Balance reflects a decrease in retained earnings.

Support Services

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,620,604	\$2,013,898	\$2,122,996	\$109,098	5.4%
Services & Supplies	\$1,240,651	\$1,507,282	\$1,531,940	\$24,658	1.6%
Other Charges	\$74,219	\$106,527	\$117,775	\$11,248	10.6%
Equipment	\$110,717	\$250,000	\$250,000	—	—%
Intrafund Charges	\$891,556	\$1,004,633	\$1,132,470	\$127,837	12.7%
Cost of Goods Sold	\$3,354,218	\$4,100,000	\$4,100,000	—	—%
Total Expenditures / Appropriations	\$7,291,964	\$8,982,340	\$9,255,181	\$272,841	3.0%
Total Reimbursements within Program		\$(33,755)	\$(33,755)	—	—%
Other Reimbursements	\$(338,983)	\$(396,281)	\$(422,798)	\$(26,517)	6.7%
Total Reimbursements	\$(372,738)	\$(430,036)	\$(456,553)	\$(26,517)	6.2%
Net Financing Uses	\$6,919,226	\$8,552,304	\$8,798,628	\$246,324	2.9%
Revenue					
Intergovernmental Revenues	\$25,557	\$22,607	—	\$(22,607)	(100.0)%
Charges for Services	\$6,614,158	\$8,357,555	\$8,723,932	\$366,377	4.4%
Miscellaneous Revenues	\$774	—	—	—	—%
Total Revenue	\$6,640,489	\$8,380,162	\$8,723,932	\$343,770	4.1%
Use of Fund Balance	\$278,737	\$172,142	\$74,696	\$(97,446)	(56.6)%
Positions	19.0	19.0	19.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$272,841 (3.0%) increase in total appropriations, a \$26,517 (6.2%) increase in reimbursements, a \$343,770 (4.1%) increase in revenues, and a \$97,446 (56.6%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit expenditures, allocations, pass-through costs, and other unavoidable base budget costs.
- The removal of one-time appropriations.

The increase in reimbursements is due to increased recovery of allocations and other intrafund charges.

The increase in revenues is due to recovery of unavoidable cost increases through allocations and billable work and recovery of some costs that were absorbed in the prior year Adopted Budget.

Use of Fund Balance reflects a decrease in retained earnings.

Capital Construction

Budget Unit Functions & Responsibilities

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

- Administration and Planning
- Debt Service
- Projects

Goals

- Complete \$7 million in Americans with Disabilities Act improvements across all County-owned facilities.
- Complete construction on Homeless Safe Stay Communities at Florin Road and East Parkway.
- Develop detailed plans for build-out of North Highlands Safe Stay Community facility.

Accomplishments

- Addition of use allowance for Mather Community Campus facilities to fund critical improvements.
- Obtained approval for ongoing funding source for sustainability projects.
- Purchased North Highlands Safe Stay Community facility utilizing American Rescue Plan Act funding.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Administration and Planning	\$5,125,704	\$15,239,426	\$19,058,220	\$3,818,794	25.1%
Debt Service	\$3,093,794	\$929,069	\$1,028,629	\$99,560	10.7%
Projects	\$25,753,762	\$100,137,523	\$97,839,335	\$(2,298,188)	(2.3)%
Total Expenditures / Appropriations	\$33,973,260	\$116,306,018	\$117,926,184	\$1,620,166	1.4%
Total Reimbursements	\$(13,329,936)	\$(18,488,409)	\$(6,880,543)	\$11,607,866	(62.8)%
Net Financing Uses	\$20,643,324	\$97,817,609	\$111,045,641	\$13,228,032	13.5%
Total Revenue	\$27,385,657	\$51,255,617	\$56,360,037	\$5,104,420	10.0%
Use of Fund Balance	\$(6,742,333)	\$46,561,992	\$54,685,604	\$8,123,612	17.4%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$9,254,098	\$40,228,844	\$45,637,815	\$5,408,971	13.4%
Other Charges	—	\$6,475,000	\$2,125,000	\$(4,350,000)	(67.2)%
Improvements	\$13,295,433	\$62,559,162	\$62,796,282	\$237,120	0.4%
Interfund Charges	\$3,093,794	\$929,069	\$1,028,629	\$99,560	10.7%
Intrafund Charges	\$8,329,936	\$6,113,943	\$6,338,458	\$224,515	3.7%
Total Expenditures / Appropriations	\$33,973,260	\$116,306,018	\$117,926,184	\$1,620,166	1.4%
Intrafund Reimbursements Between Programs	\$(8,329,936)	\$(6,113,943)	\$(6,338,458)	\$(224,515)	3.7%
Other Reimbursements	\$(5,000,000)	\$(12,374,466)	\$(542,085)	\$11,832,381	(95.6)%
Total Reimbursements	\$(13,329,936)	\$(18,488,409)	\$(6,880,543)	\$11,607,866	(62.8)%
Net Financing Uses	\$20,643,324	\$97,817,609	\$111,045,641	\$13,228,032	13.5%
Revenue					
Fines, Forfeitures & Penalties	\$1,204,516	\$1,300,000	\$1,500,000	\$200,000	15.4%
Revenue from Use Of Money & Property	\$314,967	\$30,000	\$192,334	\$162,334	541.1%
Intergovernmental Revenues	\$1,425,692	\$14,653,900	\$4,539,393	\$(10,114,507)	(69.0)%
Charges for Services	—	—	\$50,128,310	\$50,128,310	—%
Miscellaneous Revenues	\$24,440,481	\$35,271,717	—	\$(35,271,717)	(100.0)%
Total Revenue	\$27,385,657	\$51,255,617	\$56,360,037	\$5,104,420	10.0%
Use of Fund Balance	\$(6,742,333)	\$46,561,992	\$54,685,604	\$8,123,612	17.4%

Budget Unit - Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$46,561,992	\$54,685,604	\$8,123,612	17.4%
Use of Fund Balance	\$46,561,992	\$54,685,604	\$8,123,612	17.4%

Summary of Changes

The Recommended Budget reflects a \$1,620,166 (1.4%) increase in total appropriations, \$11,607,866 (62.8%) decrease in reimbursements, \$5,104,420 (10.0%) increase in revenues, and \$8,123,612 (17.4%) increase in use of fund balance from the prior year Adopted Budget.

The net increase in total appropriations is due to:

- An increase in Administration and Planning costs due to allocation increases, increases to fund staffing support, and additional project costs in this program for facilities that are not County-owned.

- An increase in the debt service allocation for facilities, offset by an increase in the pass through costs for the Juvenile Courthouse debt service.
- A net decrease in Projects costs resulting from a decrease in American Rescue Plan Act (ARPA) pass through costs for projects, partially offset by other projects budgeted in the Capital Improvement Plan.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The net decrease in reimbursements is due to:

- A prior year one-time General Fund transfer for approved projects.
- A decrease in General Fund reimbursements for non-ARPA eligible expenses related to ARPA projects.
- A decrease in the debt service allocation.
- An increase in transfers from the Administration and Planning program to the Facility Planning and Management division resulting from increased labor costs.

The net increase in revenues is due to:

- An increase from court fines/fees funding the Juvenile Courthouse debt service pass through, and the Courthouse Construction Fund.
- An increase in Projects' building lease revenue resulting from rent schedule increases and a new lease.
- An increase in facility use allocation revenue resulting from increases in use allowance and facility use pass through costs.
- An increase in department funded revenue for capital projects.
- A net decrease of approximately \$10.1 million in ARPA revenue due to completion of projects (approximately \$5.8 million in Administration and Planning, and approximately \$4.4 million in Projects).
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
Projects	2,261,319	—	2,261,319	—	—

Ann Edwards
County Executive



David Villanueva
Deputy County Executive
Administrative Services

Dept. of General Services
Jeffrey A. Gasaway, Director

County of Sacramento

SUPPLEMENTAL INFORMATION
Capital Construction Fund – Budget Unit 3100000
Fiscal Year 2023-24 Recommended Base Budget

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2023-24 is \$109,326,407. The Fiscal Year 2023-24 Recommended Base Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other County facilities.

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

<u>Source</u>	<u>Amount</u>
Available Fund Balance (County-owned)	52,964,155
Available Fund Balance (Libraries)	1,721,449
Courthouse Temporary Construction Fund Revenues	750,000
Criminal Justice Facility Temporary Construction Fund Revenues	750,000
Interest Income	30,000
County Facility Use Allowance	19,675,267
Vacancy Factor & Improvement Districts	2,107,309
Shared Meeting Rooms	765,216
Miscellaneous Revenues - Dept. Funded Projects	25,319,199
Miscellaneous Transfers – Dept. Funded Projects	494,085
American Rescue Plan Act (ARPA)	4,539,393
General Fund Transfer on ARPA Projects	48,000
Revenue Leases	162,334
	<u>\$109,326,407</u>

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

Capital Construction Fund FY 2023-24 Recommended Budget
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The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long-needed construction of new facilities to serve Sacramento County.

The projects included in the Recommended Base Budget are:

Fund Center 3103100–Capital Construction– \$12,289,662

- Appropriations for Sacramento Area Sewer District ARPA pass through costs - \$2,125,000
- Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$1,409,465
- Rollover revenue funding project costs in Fiscal Years 2024-25 through 2027-28 - \$3,913,256
- Reserve for Main Jail improvement projects budgeted in future fiscal years - \$4,841,941

Fund Center 3103101–Bradshaw Complex – \$12,484,919

- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$142,498
- Bradshaw District - Upgrade Building Management System - \$540,000
- Building #4 McClellan – Americans with Disabilities Act – Public Path of Travel - \$60,000
- Building #4 McClellan – Replace Roof - \$150,000
- Fleet Services Equipment Shop - Secure South County Corp Yard - \$597,421
- Traffic Building – Replace Server Room Air Conditioning Split System - \$120,000
- Voter Registration and Elections/Sheriff Office – Install Bollards - \$100,000
- Warren E. Thornton Youth Center - Remodel Facility to Accommodate Two Behavior Health Programs - \$10,000,000
- Waste Management & Recycling - Replace Roof - \$350,000
- Water Resources Warehouse - Replace Roof - \$400,000

Fund Center 3103102–Administration Center – \$5,570,479

- Downtown Miscellaneous Repairs - \$25,000
- Downtown Sidewalk Repairs - \$10,000
- Central Plant - Climate Control System Upgrade - \$486,488
- Central Plant – Repair Cooling Towers - \$999,813
- County Garage – Americans with Disabilities Act – Public Path of Travel - \$100,000
- County Garage – Americans with Disabilities Act – Transaction Window at Office - \$181,999
- Mental Health North A St. – Americans with Disabilities Act – Public Path of Travel - \$96,350
- New Administration Center – Americans with Disabilities Act – Public Interior - \$1,621,435
- New Administration Center - Install New Lobby Doors - \$220,730

Capital Construction Fund FY 2023-24 Recommended Budget
Supplemental Information
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- New Administration Center – Pedestrian Bridge Repairs - \$480,000
 - New Administration Center – Replace Clock System - \$73,664
 - New Administration Center – Replace–Repair Condensate Pans - \$600,000
 - Old Administration Building – Americans with Disabilities Act – Staff Interior - \$100,000
 - Old Administration Building - Climate Control System Upgrade - \$250,000
 - Old Administration Building – Refurbish Air Handling Units - \$250,000
 - St. Joseph's Parking Lot - Americans With Disabilities Public Path of Travel - \$75,000
 - Fund Center 3103106 – Mather Community Campus – \$11,779,503**
 - Reserve for projects identified from the Master Plan - \$9,839,640
 - Mather Community Campus – Building 1701 – Replace Domestic Water Heater - \$90,000
 - Mather Community Campus – Building 1703 – Replace Domestic Water Heater - \$130,000
 - Mather Community Campus – Building 1705 – New Roof and Install Fall protection - \$799,863
 - Mather Community Campus – Kitchen Building 1705 – Replace Heating Boiler - \$230,000
 - Mather Community Campus – Building 1706 – Replace Domestic Water Heater - \$130,000
 - Mather Community Campus – Building 1706 – Replace Heating Boiler - \$160,000
 - Mather Community Campus – Building 1707 – Replace Domestic Water Heater - \$130,000
 - Mather Community Campus – Building 1708 – Replace Domestic Water Heater - \$130,000
 - Mather Community Campus – Building 1708 - Replace Large Boiler - \$140,000
 - Fund Center 3103108–Preliminary Planning – \$2,286,293**
 - ADA Transition Plan – \$41,000
 - Administrative Costs for the Capital Construction Fund – \$1,422,624
 - Allocated Cost – \$249,049
 - Architectural Services Division – \$100,000
 - Countywide Pavement Maintenance Management Program - \$61,500
 - Facility Condition Assessments - \$41,000
 - Job Order Contracting (JOC) – \$125,000
 - Master Planning – \$106,500
 - Miscellaneous Planning Costs – \$119,620
 - Warehouse Burden Rate – \$20,000
- This appropriation provides for estimating the costs of projects necessary in all County facilities; any Master Plan costs; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.
- Fund Center 3103109–901 G Street Building (OB #2) – \$374,050**
 - John M. Price District Attorney Building – Replace Boiler - \$374,050

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Fund Center 3103110–Maintenance Yard – \$0

- No projects are budgeted at this time.

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$16,771,927

- Accounting Services – \$50,400
- Improvement Districts – \$242,241
- 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
- Miscellaneous Planning - \$490,734
- Survey and remedial work associated with asbestos in County facilities – \$25,000
- Alarms Allocation - \$76,763
- Vacant Space Allocation – \$1,896,182
(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 - \$765,216
(CCF is charged for Shared Meeting Rooms for the County but recovers the cost through the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects – \$20,000
- 8144 Florin Rd - Build Sanctioned Homeless Encampment - \$500,000
- Behavioral Health Services Mental Health Rehabilitation Center - New Construction - \$9,990,000
- Brighton Heights Tower - Replace Existing Backup Generators - \$545,998
- Grantland L. Johnson DHHS Center - Sanctioned Homeless Encampment - \$1,914,393

Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,232,518

- Office Building #3 – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel - \$903,442
- Office Building #3 - Replace Emergency Generator - \$249,076
- Office Building #3 – Replace Outside Air Dampers - \$80,000

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

- No projects budgeted at this time.

Fund Center 3103114–799 G Street Building – \$550,000

- Department of Technology Building - Central Plant – Replace Two York Refrigerant 22 Chillers - \$200,000
- Department of Technology Building – Replace Generators - \$350,000

Fund Center 3103115–Animal Care Facility – \$2,192,772

- Animal Care Facility - Clinic Expansion - \$1,300,000
- Animal Care Facility – Americans with Disabilities Act – Public Interior - \$400,000
- Animal Care Facility – Americans with Disabilities Act – Public Path of Travel - \$192,772
- Animal Care Facility – Repair or Replace Linoleum - \$300,000

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Fund Center 3103124–General Services Facility – \$427,424

- General Services Facility – Americans with Disabilities Act Upgrades - \$427,424

Fund Center 3103125–B.T. Collins Juvenile Center –\$7,140,978

- B.T. Collins Youth Detention Facility - Americans with Disabilities Act – Public Interior - \$270,000
- B.T. Collins Youth Detention Facility - Duct Replacement - \$400,000
- B.T. Collins Youth Detention Facility - Replace Radio Controller - \$200,000
- B.T. Collins Youth Detention Facility – Replace Security Control System - \$2,825,000
- B.T. Collins Youth Detention Facility – Visitor's Center – Replace Roof - \$399,331
- B.T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration – First Floor - \$3,046,647

Fund Center 3103126–Warren E. Thornton Youth Center – \$355,161

- Warren E. Thornton Youth Center – Americans with Disabilities Act – Public Path of Travel - \$206,350
- Warren E. Thornton Youth Center - Install Security Cameras - \$148,811

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

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

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$13,331,919

- Rio Cosumnes Correctional Center – Christopher Boone Facility and Stuart Baird Facility – Replace Food Port Locks - \$600,000
- Rio Cosumnes Correctional Center – Construct New Control Rooms - \$4,338,836
- Rio Cosumnes Correctional Center - Critical Infrastructure Flood Mitigation - \$500,000
- Rio Cosumnes Correctional Center – Electrical Connection to Substation and Backup Generator Site - \$2,185,421
- Rio Cosumnes Correctional Center - New Modular Trailers - \$1,706,328
- Rio Cosumnes Correctional Center – Repair Roadway Near Weld Shop - \$60,000
- Rio Cosumnes Correctional Center - Replace Hydro- Pneumatic Tank - \$120,071
- Rio Cosumnes Correctional Center – Sandra Larson Facility – Replace Intercom System - \$200,000
- Rio Cosumnes Correctional Center - Security Control Systems Upgrade - \$1,966,263
- Rio Cosumnes Correctional Center – Upgrade Potable Water System - \$1,600,000
- Rio Cosumnes Correctional Center - Women - Sandra Larson Facility - Pavement Repair-Replacement - \$55,000

Fund Center 3103130–Work Release Facility – \$100,000

- Mental Health Center – Replace Server Room Air Conditioner - \$100,000

Fund Center 3103131–Office Building 1 – \$349,258

- OB1 - 711 G Street - Climate Control System Upgrade - \$250,000
- OB1 - 711 G Street - Upgrade the C-Cure Security Badging System - \$99,258

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$8,194,581

- Main Jail - Americans with Disabilities Act Improvements - \$2,000,000
- Main Jail – Controls for Garment Conveyor Systems - \$1,400,000

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- Main Jail - Hall of Justice - Install Ventilation for Dental Equipment In Utility Room - \$200,000
- Main Jail - Hall of Justice – Psych and Medical – Security Control System - \$470,961
- Main Jail – Hall of Justice - Replace Cabinets at Various Nurses’ Stations - \$57,635
- Main Jail - Hall of Justice – Replace Walk-In Refrigeration Systems - \$1,180,124
- Main Jail - Hall of Justice – Sewage System Grinder - \$650,000
- Main Jail – Replace Halon System with New Fire Protection System - \$235,861
- New Correctional Health Mental Health Services Facility - \$2,000,000
- Fund Center 3103133–Sheriff's North Area Substation – \$966,704**
 - Sheriff's North East Sub Station – Install Security Fencing - \$116,704
 - Sheriff's North East Sub Station - Repave Parking Lot - \$500,000
 - Sheriff's North East Sub Station – Replace Roof - \$350,000
- Fund Center 3103134–Sheriff's South Area Substation – \$81,350**
 - Sheriff's South Sub Station – Americans with Disabilities Act – Public Path of Travel - \$81,350
- Fund Center 3103137–Coroner/Crime Laboratory – \$1,967,800**
 - Coroner/Crime Laboratory - Replace Chiller #3 - \$343,375
 - Coroner/Crime Laboratory – Replace Cooling Towers - \$1,074,425
 - Coroner/Crime Laboratory - Replace Outdated and Unreliable Uninterruptible Power Supply - \$250,000
 - Coroner/Crime Laboratory - Supply & Install Valves for Hot Water Heating System - \$300,000
- Fund Center 3103160–Sacramento Mental Health Facility – \$100,000**
 - Mental Health Center – Suite 300 – Americans with Disabilities Act – Public Path of Travel - \$100,000
- Fund Center 3103162–Primary Care Center – \$1,813,418**
 - Paul F. Hom M.D. Primary Care Facility – Americans with Disabilities Act – Public Interior - \$310,000
 - Paul F. Hom M.D. Primary Care Facility – Americans with Disabilities Act – Public Path of Travel - \$800,000
 - Paul F. Hom M.D. Primary Care Facility – Install New Water Heater - \$140,000
 - Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling - \$563,418
- Fund Center 3103198– Financing– Transfers/Reimbursements – \$1,028,629**
 - CCF - Juvenile Courthouse Debt Service – \$750,000
 - CCF Debt Service for ADA Projects, Sac Metro Cable Revenue Lease at 799 G Street – \$278,629
- Fund Center 3103199–Ecology Lane – \$0**
 - No projects budgeted at this time.
- Fund Center 3109000–Libraries – \$2,784,423**
 - Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$152,396
 - Rollover revenue applied to future fiscal years’ projects - \$920,746

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- Rancho Cordova Library – Duct Bank Repair - \$100,000
- Rancho Cordova Library – Repair Parking Lot - \$967,196
- Southgate Library - Pavement Repair-Replacement - \$75,000
- Sylvan Oaks Library – Americans with Disabilities Act Upgrades – Public Path of Travel - \$75,000
- Vineyard Library - Phase 1 - \$494,085
- Fund Center 3109101–Arcade Library Grants – \$0**
 - No grant projects budgeted at this time.
- Fund Center 3109102–Arden Dimick Library Grants – \$574,200**
 - Arden Dimick Library - Replace One 25-Ton Air Handler - \$574,200
- Fund Center 3109103–Carmichael Library Grants – \$913,800**
 - Carmichael Library - Replace 10-Ton HVAC Split Systems - \$613,800
 - Carmichael Library – Replace Roof - \$300,000
- Fund Center 3109104–Fair Oaks Library Grants – \$172,800**
 - Fair Oaks Library - Replace One 7.5-Ton Air Handler - \$172,800
- Fund Center 3109105–North Highlands Library Grants – \$647,969**
 - No. Highlands Library - Replace Package AC Units - \$647,969
- Fund Center 3109106–Rancho Cordova Library Grants – \$0**
 - No grant projects budgeted at this time.
- Fund Center 3109107–Southgate Library Grants – \$227,899**
 - Southgate Library – Americans with Disabilities Act Upgrades – Public Interior - \$227,899
- Fund Center 3109108–Sylvan Oaks Library Grants – \$131,361**
 - Sylvan Oaks Library – Americans with Disabilities Act Upgrades – Public Interior - \$131,361
- Fund Center 3109109–Walnut Grove Library Grants – \$493,000**
 - Walnut Grove Library -Modify or Replace HVAC to Accommodate MERV-13 Filtration - \$493,000

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SUPPLEMENTAL INFORMATION
Capital Construction Fund – Budget Unit 3100000
Fiscal Year 2023-24 Recommended Growth Budget

The anticipated funding available within the Capital Construction Fund for Fiscal Year 2023-24 for Growth is \$2,261,319. The Fiscal Year 2023-24 Recommended Growth Budget will be utilized for capital projects related to sustainability, and for use allowance, improvement district, and vacancy factor costs to add one Mather Community Campus facility to the facility use allocation.

Mather Community Campus costs are assigned to the using departments at the campus. Currently, the using departments are Health Services, Department of Homeless Services and Housing, and Human Assistance.

The following is a summary of the recommended growth funding in the Capital Construction Fund:

<u>Source</u>	<u>Amount</u>
County Departments, use allowance increase (sustainability)	2,186,710
Using Departments at Mather Community Campus, use allowance increase	74,609
Total Available Funding	\$2,261,319

The projects included in the Recommended Growth Budget are:

Fund Center 3103100 – Capital Construction - \$2,261,319

- Capital projects to be determined. Costs will be assigned to appropriate fund center as projects are identified, including costs for Mather Community Campus.

Administration and Planning

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$4,122,670	\$9,428,604	\$10,640,466	\$1,211,862	12.9%
Improvements	\$1,003,033	\$5,810,822	\$8,417,754	\$2,606,932	44.9%
Total Expenditures / Appropriations	\$5,125,704	\$15,239,426	\$19,058,220	\$3,818,794	25.1%
Total Reimbursements between Programs		\$(5,834,874)	\$(6,059,829)	\$(224,955)	3.9%
Other Reimbursements	—	\$(464,826)	\$(48,000)	\$416,826	(89.7)%
Total Reimbursements	\$(5,781,989)	\$(6,299,700)	\$(6,107,829)	\$191,871	(3.0)%
Net Financing Uses	\$(656,285)	\$8,939,726	\$12,950,391	\$4,010,665	44.9%
Revenue					
Revenue from Use Of Money & Property	\$800	—	—	—	—%
Intergovernmental Revenues	\$636,105	\$8,178,900	\$2,414,393	\$(5,764,507)	(70.5)%
Charges for Services	—	—	\$10,535,998	\$10,535,998	—%
Miscellaneous Revenues	\$259,011	\$760,826	—	\$(760,826)	(100.0)%
Total Revenue	\$895,916	\$8,939,726	\$12,950,391	\$4,010,665	44.9%
Use of Fund Balance	\$(1,552,202)	—	—	—	—%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$43,933,935	—	\$(43,933,935)	(100.0)%
Use of Fund Balance	\$43,933,935	—	\$(43,933,935)	(100.0)%

Summary of Changes

The Recommended Budget reflects a \$3,818,794 (25.1%) increase in total appropriations, \$191,871 (3.0%) decrease in reimbursements, and \$4,010,665 (44.9%) increase in revenues from the prior year Adopted Budget.

The increase in total appropriations is due to:

- An increase in project costs for projects at facilities that are not County owned.

- Reducing Countywide planning project costs due to not expecting any projects in the upcoming fiscal year.
- Increases to allocations, staff costs for administrative oversight of the Capital Improvement Plan, and miscellaneous planning costs.

The net decrease in reimbursements is due to:

- A \$416,826 decrease in General Fund reimbursements for project related expenditures unallowable under ARPA.
- Increases in allocations, miscellaneous planning appropriations, and staff costs from the Facility Planning and Management division that manages the Capital Construction Fund and Capital Improvement Plan.

The net increase in revenues is due to:

- An increase in department funded revenue for projects at facilities that are not County-owned.
- A reduction of approximately \$5.8 million in ARPA revenue due to completed projects.

Beginning in FY 2023-24, Available Carryover from the prior year is reflected correctly in the Projects program, rather than the Administration and Planning program.

Debt Service

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Interfund Charges	\$3,093,794	\$929,069	\$1,028,629	\$99,560	10.7%
Total Expenditures / Appropriations	\$3,093,794	\$929,069	\$1,028,629	\$99,560	10.7%
Total Reimbursements between Programs		\$(279,069)	\$(278,629)	\$440	(0.2)%
Total Reimbursements	\$(2,547,947)	\$(279,069)	\$(278,629)	\$440	(0.2)%
Net Financing Uses	\$545,847	\$650,000	\$750,000	\$100,000	15.4%
Revenue					
Fines, Forfeitures & Penalties	—	\$650,000	\$750,000	\$100,000	15.4%
Total Revenue	—	\$650,000	\$750,000	\$100,000	15.4%
Use of Fund Balance	\$545,847	—	—	—	—%

Summary of Changes

The Recommended Budget reflects a \$99,560 (10.7%) increase in total appropriations, \$440 (0.2%) decrease in reimbursements, and \$100,000 (15.4%) increase in revenues from the prior year Adopted Budget.

The increase in total appropriations is due to an increase in courthouse debt pass through expense and a decrease in the debt service allocation.

The decrease in reimbursements is due to the decrease in the debt service allocation.

The increase in revenues is due to an increase in court penalty revenue.

Projects

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$5,131,427	\$30,800,240	\$34,997,349	\$4,197,109	13.6%
Other Charges	—	\$6,475,000	\$2,125,000	\$(4,350,000)	(67.2)%
Improvements	\$12,292,399	\$56,748,340	\$54,378,528	\$(2,369,812)	(4.2)%
Intrafund Charges	\$8,329,936	\$6,113,943	\$6,338,458	\$224,515	3.7%
Total Expenditures / Appropriations	\$25,753,762	\$100,137,523	\$97,839,335	\$(2,298,188)	(2.3)%
Other Reimbursements	\$(5,000,000)	\$(11,909,640)	\$(494,085)	\$11,415,555	(95.9)%
Total Reimbursements	\$(5,000,000)	\$(11,909,640)	\$(494,085)	\$11,415,555	(95.9)%
Net Financing Uses	\$20,753,762	\$88,227,883	\$97,345,250	\$9,117,367	10.3%
Revenue					
Fines, Forfeitures & Penalties	\$1,204,516	\$650,000	\$750,000	\$100,000	15.4%
Revenue from Use Of Money & Property	\$314,167	\$30,000	\$192,334	\$162,334	541.1%
Intergovernmental Revenues	\$789,587	\$6,475,000	\$2,125,000	\$(4,350,000)	(67.2)%
Charges for Services	—	—	\$39,592,312	\$39,592,312	—%
Miscellaneous Revenues	\$24,181,470	\$34,510,891	—	\$(34,510,891)	(100.0)%
Total Revenue	\$26,489,740	\$41,665,891	\$42,659,646	\$993,755	2.4%
Use of Fund Balance	\$(5,735,978)	\$46,561,992	\$54,685,604	\$8,123,612	17.4%

Program Use of Fund Balance

	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Available Carryover from prior year	\$2,628,057	\$54,685,604	\$52,057,547	1,980.8%
Use of Fund Balance	\$2,628,057	\$54,685,604	\$52,057,547	1,980.8%

Summary of Changes

The Recommended Budget reflects a \$2,298,188 (2.3%) decrease in total appropriations, \$11,415,555 (95.9%) decrease in reimbursements, \$993,755 (2.4%) increase in revenues, and \$8,123,612 (17.4%) increase in use of fund balance from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- A \$4.35 million reduction of American Rescue Plan Act (ARPA) pass through costs for projects, partially offset by increased costs of \$224,515 to fund the Administration and Planning and Debt Service programs.
- Recommended growth detailed later in this section.

The decrease in reimbursements is due to one-time prior year transfers from the General Fund for Mather Community Campus projects and the Animal Care Services clinic expansion project.

The net increase in revenues is due to:

- An increase in court penalty revenue, facility lease revenue, and department funded project revenues.
- An increase facility use allocations due to allocation and salary cost increases.
- A decrease of approximately \$4,350,000 in ARPA revenue due to the completion of ARPA-funded projects.
- Recommended growth detailed later in this section.

Beginning in FY 2023-24, Available Carryover from the prior year is reflected correctly in the Projects program, rather than the Administration and Planning program.

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DGS - Additional Facility at Mather Community Campus and Shift of Costs to Facility Use Allocation - CCF Projects (ACP)	74,609	—	74,609	—	—
Add one Mather Community Campus (MCC) facility (3649 Femoyer) to the MCC Facility Use Allocation that was not included in the FY 2022-23 growth request. This request is contingent upon approval of a related growth request in the General Services budget (BU 7000000) for costs to maintain this facility. This request also will shift recovery of improvement district and property insurance costs for MCC to the Facility Use Allocation for MCC. This ongoing request will be funded by the Facility Use Allocation charges to departments responsible for use of the MCC facilities.					
DGS - Use Allowance Increase for Sustainability - CCF Projects (ACP)	2,186,710	—	2,186,710	—	—

Capital Construction Fund is requesting a 0.25% increase to the Use Allowance component of the Facility Use Allocation (increasing from 2.25% to 2.5%) to fund sustainability capital projects at County-owned facilities. The dollar value of the requested increase is dependent upon the buildings' values, which increase as costs are incurred on capital projects. Without dedicated funding, it will be difficult to implement projects to meet the Board-mandated requirements in the Climate Action Plan without impacting other health and safety projects at County-owned facilities. County departments occupying County-owned facilities would fund this request in full. This is an ongoing growth request. This request is separate from another growth request for an additional 0.25% increase for ongoing pavement maintenance program costs.

Fixed Assets-Heavy Equipment

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Capital Outlay - Heavy Equipment	\$4,932,809	\$19,410,410	\$13,781,255	\$(5,629,155)	(29.0)%
Total Expenditures / Appropriations	\$4,932,809	\$19,410,410	\$13,781,255	\$(5,629,155)	(29.0)%
Total Reimbursements	\$(171,264)	—	—	—	—%
Net Financing Uses	\$4,761,545	\$19,410,410	\$13,781,255	\$(5,629,155)	(29.0)%
Total Revenue	\$4,182,184	\$5,118,300	\$4,366,661	\$(751,639)	(14.7)%
Use of Fund Balance	\$579,362	\$14,292,110	\$9,414,594	\$(4,877,516)	(34.1)%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Other Charges	—	\$42,000	\$42,000	—	—%
Equipment	\$4,932,809	\$19,368,410	\$13,739,255	\$(5,629,155)	(29.1)%
Total Expenditures / Appropriations	\$4,932,809	\$19,410,410	\$13,781,255	\$(5,629,155)	(29.0)%
Other Reimbursements	\$(171,264)	—	—	—	—%
Total Reimbursements	\$(171,264)	—	—	—	—%
Net Financing Uses	\$4,761,545	\$19,410,410	\$13,781,255	\$(5,629,155)	(29.0)%
Revenue					
Charges for Services	\$3,501,125	\$3,849,697	\$3,912,984	\$63,287	1.6%
Miscellaneous Revenues	\$30,744	\$968,603	\$153,677	\$(814,926)	(84.1)%
Other Financing Sources	\$650,314	\$300,000	\$300,000	—	—%
Total Revenue	\$4,182,184	\$5,118,300	\$4,366,661	\$(751,639)	(14.7)%
Use of Fund Balance	\$579,362	\$14,292,110	\$9,414,594	\$(4,877,516)	(34.1)%

Summary of Changes

The Recommended Budget reflects a \$5,629,155 (29.0%) decrease in total appropriations, a \$751,639 (14.7%) decrease in revenues, and a \$4,877,516 (34.1%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

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

The net decrease in revenues is due to:

- An increase in cost recovery for replacement of heavy rental equipment.
- A decrease in contributions for heavy equipment additions and upgrades.

Use of Fund Balance reflects a decrease in retained earnings.

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

Class	Description	Requested		Requested Amount
		New	Replace	
156	Shuttle Bus, Work Project	0	1	150,000
158	Bus, 20 to 40 Passengers	0	6	960,000
160	Utility Truck	0	1	230,000
161	Stencil/Sign Truck	0	1	200,000
162	3 Ton Flat Bed w/o Hoist	0	2	300,000
164	Service Truck w/ Crane	0	5	750,000
167	Flatbed Dump Truck	0	5	790,000
170	Flatbed Dump Truck	1	3	603,677
171	3-4 cu. Yd., 2 Axle	0	2	325,000
173	Emulsion Patch Dump Truck	0	10	2,600,000
177	5-6 cu. Yd., Dump w/ Front Load	0	1	330,000
210	Light Tower Trailer	0	2	50,000
213	Portable Trailer	0	5	144,783
218	Title Type Trailer	0	1	35,000
221	Trailer, Utility 12ft Flatbed 4W	0	1	60,000
225	Concrete Saw Trailer	0	3	125,000
234	Trailer, Lowbed Platform	0	4	155,000
292	Utility Van CCTV	0	5	1,065,000
314	Brush Chipper	0	1	45,000
366	Air Compressor 150 to 185cfm	0	4	140,000
385	Electric Forklift - 5000lbs	0	1	50,000
388	Electric Lift	0	4	160,000
395	Aerial Device w/encl. Body	0	5	1,011,657
474	Slope Mower W/Boom	0	4	760,638
776	Pressure/Vacuum Cleaner 3 Axle	0	3	1,275,000
779	Mechanical Broom Road Sweeper	0	1	368,500
879	Mechanical Broom Road Sweeper	1	1	225,000
883	Wheeled Loader 1 1/4 Cu. Yd	0	1	130,000
884	Wheeled Loader 1 3/4 Cu. Yd	0	1	175,000
891	Skid Steer Loader -Track Driven	0	1	225,000
941	Truck Tractor with Gooseneck Trailer	0	1	300,000
	Total	2	86	13,739,255

General Services-Capital Outlay

Budget Unit Functions & Responsibilities

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Capital Outlay - Automotive Equipment	\$6,521,260	\$16,174,634	\$8,015,820	\$(8,158,814)	(50.4)%
Total Expenditures / Appropriations	\$6,521,260	\$16,174,634	\$8,015,820	\$(8,158,814)	(50.4)%
Net Financing Uses	\$6,521,260	\$16,174,634	\$8,015,820	\$(8,158,814)	(50.4)%
Total Revenue	\$3,265,252	\$3,741,942	\$2,191,000	\$(1,550,942)	(41.4)%
Use of Fund Balance	\$3,256,008	\$12,432,692	\$5,824,820	\$(6,607,872)	(53.1)%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Other Charges	—	\$188,928	—	\$(188,928)	(100.0)%
Equipment	\$6,521,260	\$15,985,706	\$8,015,820	\$(7,969,886)	(49.9)%
Total Expenditures / Appropriations	\$6,521,260	\$16,174,634	\$8,015,820	\$(8,158,814)	(50.4)%
Net Financing Uses	\$6,521,260	\$16,174,634	\$8,015,820	\$(8,158,814)	(50.4)%
Revenue					
Charges for Services	\$893,516	\$1,691,000	\$1,691,000	—	—%
Miscellaneous Revenues	\$83,906	\$1,550,942	—	\$(1,550,942)	(100.0)%
Other Financing Sources	\$2,287,830	\$500,000	\$500,000	—	—%
Total Revenue	\$3,265,252	\$3,741,942	\$2,191,000	\$(1,550,942)	(41.4)%
Use of Fund Balance	\$3,256,008	\$12,432,692	\$5,824,820	\$(6,607,872)	(53.1)%

Summary of Changes

The Recommended Budget reflects an \$8,158,814 (50.4%) decrease in appropriations, a \$1,550,942 (41.4%) decrease in revenues, and a \$6,607,872 (53.1%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The decrease in total appropriations is due to:

- A decrease in expenditures for planned vehicle replacements and for vehicle additions and upgrades.
- Removal of appropriations for one-time contributions to other capital outlay funds.

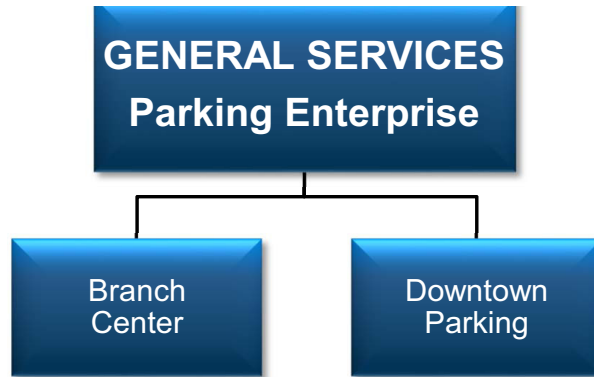
The decrease in revenues is due to a decrease in contributions for budgeted vehicle additions and upgrades.

Use of Fund Balance reflects a decrease in retained earnings.

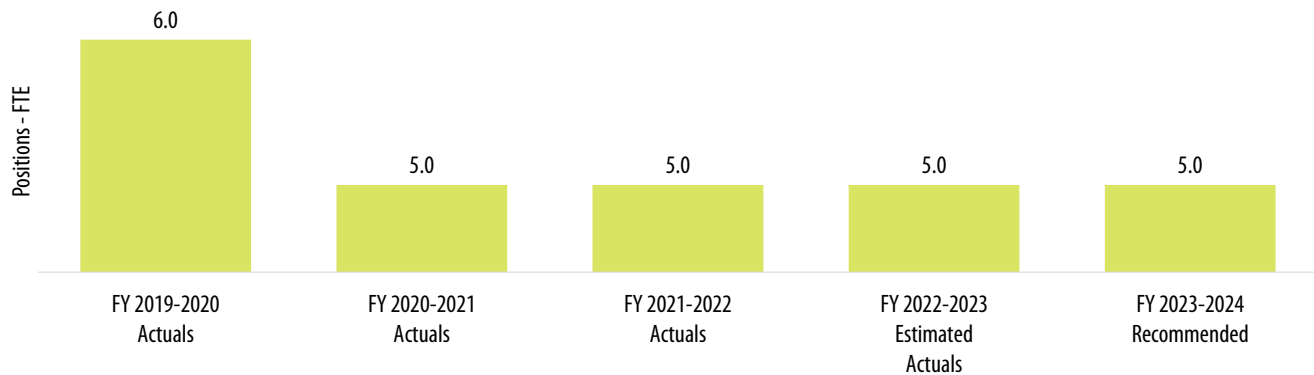
**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	1	32,801
110	Compact	0	5	177,690
122	Sheriff's Patrol Car	0	44	2,692,492
124	Undercover	0	30	1,522,470
131	1/2 Ton Pick-up, Extended Cab	0	26	1,297,518
134	1 Ton Utility Truck	0	1	79,247
135	3/4 Ton Pick-up Truck	0	1	9,738
137	3/4 Ton Utility Truck	0	3	00,010
140	4x4 pickup	0	7	480,798
141	4x4 Animal Care & Regulation	0	3	409,275
142	Special body trucks	0	1	89,733
150	Mini-van	0	10	389,500
152	3/4 ton van	0	5	306,880
153	1 ton van	0	1	48,968
154	Sport Utility Vehicle	0	4	248,700
	Total	0	142	8,015,820

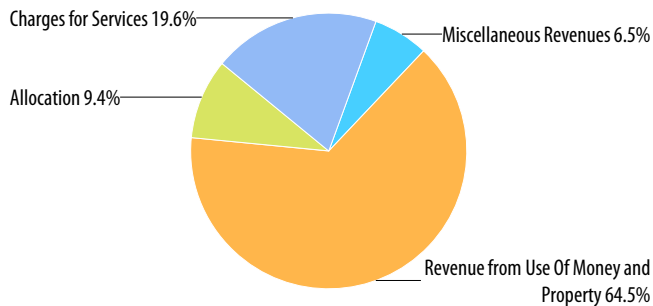
**Parking Enterprise
Department Structure
Jeff Gasaway, Director**



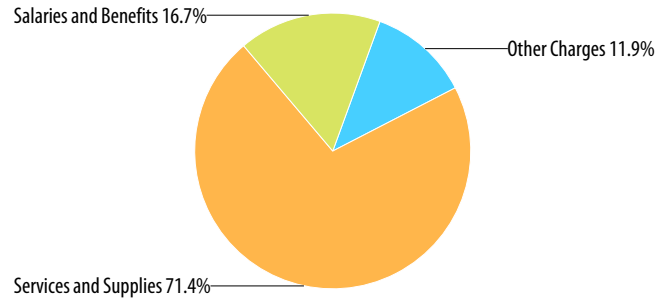
Staffing Trend



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

- Completed upgrade of the Employee Parking Garage Card Access System.
- Completed Employee Parking Garage waterproofing and elevator repair project.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Parking Enterprise	\$2,168,547	\$3,921,563	\$3,003,934	\$(917,629)	(23.4)%
Total Expenditures / Appropriations	\$2,168,547	\$3,921,563	\$3,003,934	\$(917,629)	(23.4)%
Net Financing Uses	\$2,168,547	\$3,921,563	\$3,003,934	\$(917,629)	(23.4)%
Total Revenue	\$2,478,619	\$2,798,592	\$2,721,935	\$(76,657)	(2.7)%
Use of Fund Balance	\$(310,072)	\$1,122,971	\$281,999	\$(840,972)	(74.9)%
Positions	5.0	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$374,977	\$491,357	\$502,367	\$11,010	2.2%
Services & Supplies	\$1,409,523	\$3,098,299	\$2,145,092	\$(953,207)	(30.8)%
Other Charges	\$295,949	\$331,907	\$356,475	\$24,568	7.4%
Equipment	\$88,098	—	—	—	—%
Total Expenditures / Appropriations	\$2,168,547	\$3,921,563	\$3,003,934	\$(917,629)	(23.4)%
Net Financing Uses	\$2,168,547	\$3,921,563	\$3,003,934	\$(917,629)	(23.4)%
Revenue					
Revenue from Use Of Money & Property	\$1,860,973	\$2,004,353	\$1,936,795	\$(67,558)	(3.4)%
Intergovernmental Revenues	\$7,735	\$6,459	—	\$(6,459)	(100.0)%
Charges for Services	\$412,199	\$589,480	\$589,480	—	—%
Miscellaneous Revenues	\$197,712	\$198,300	\$195,660	\$(2,640)	(1.3)%
Total Revenue	\$2,478,619	\$2,798,592	\$2,721,935	\$(76,657)	(2.7)%
Use of Fund Balance	\$(310,072)	\$1,122,971	\$281,999	\$(840,972)	(74.9)%
Positions	5.0	5.0	5.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$917,629 (23.4%) decrease in total appropriations, \$76,657 (2.7%) decrease in revenue, and \$840,972 (74.9%) decrease in use of fund balance (retained earnings) from the prior year Adopted Budget.

The net decrease in total appropriations is due to:

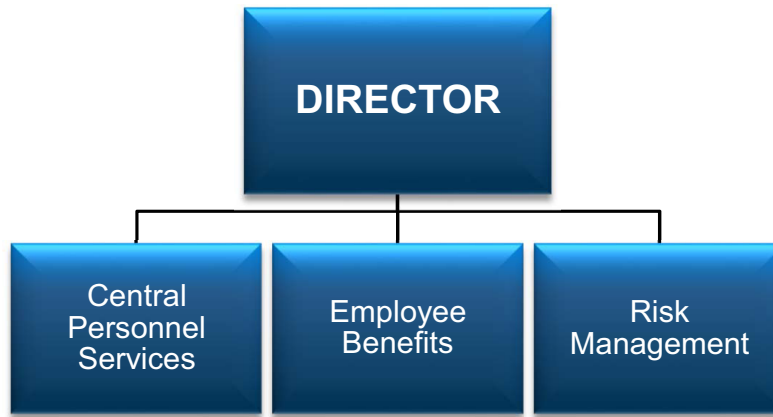
- Removal of appropriations for one-time projects and other re-budgeted expenses.
- A net decrease in allocated costs.
- A net increase in personnel costs related to cost of living adjustments and related benefits, partly offset by removal of one-time appropriations for Essential Worker pay.

The decrease in revenue is due to:

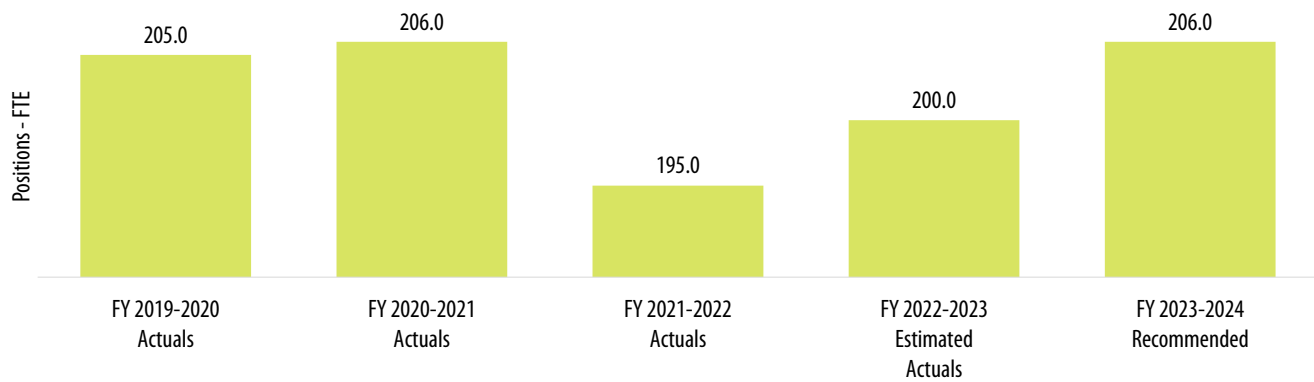
- Removal of one-time ARPA revenue for funding Essential Worker pay.
- A decrease in public parking revenue.

Use of Fund Balance reflects a decrease in retained earnings.

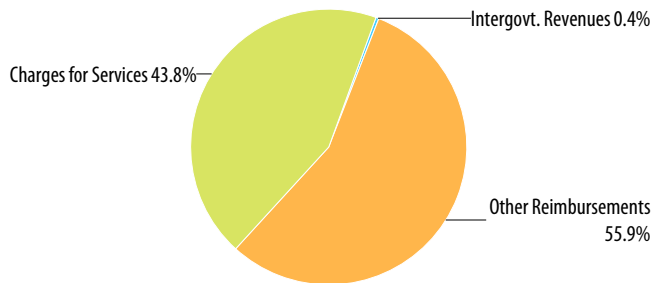
Personnel Services
Department Structure
Sylvester Fadal, Director



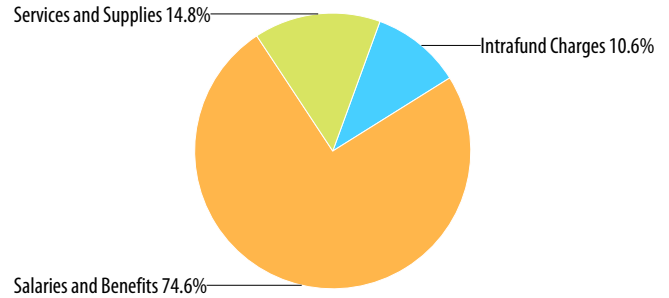
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

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

Goals

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

Accomplishments

- Restructured Employee Relations and the Equal Employment Opportunity office to work in tandem to assist department with complaints.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Administration	\$1,145,201	\$1,635,429	\$2,317,779	\$682,350	41.7%
Benefits	\$2,811,455	\$3,112,987	\$3,164,367	\$51,380	1.7%
County Safety Office	\$1,991,326	\$2,133,820	\$2,274,783	\$140,963	6.6%
Department Services	\$14,121,399	\$17,700,570	\$16,862,853	\$(837,717)	(4.7)%
Disability Compliance	\$411,370	\$464,303	\$622,652	\$158,349	34.1%
Employment Services	\$4,799,534	\$5,531,591	\$8,823,813	\$3,292,222	59.5%
Equal Employment Opportunity	\$421,761	\$475,430	\$401,320	\$(74,110)	(15.6)%
Liability/Property Insurance Personnel	\$943,635	\$1,287,924	\$1,418,112	\$130,188	10.1%
Training & Organization Development	\$1,242,455	\$1,438,260	\$2,005,059	\$566,799	39.4%
Workers' Compensation Personnel	\$4,371,533	\$5,131,973	\$5,236,811	\$104,838	2.0%
Total Expenditures / Appropriations	\$32,259,668	\$38,912,287	\$43,127,549	\$4,215,262	10.8%
Total Reimbursements	\$(17,152,067)	\$(20,576,399)	\$(24,093,158)	\$(3,516,759)	17.1%
Net Financing Uses	\$15,107,602	\$18,335,888	\$19,034,391	\$698,503	3.8%
Total Revenue	\$15,112,686	\$17,553,973	\$19,034,391	\$1,480,418	8.4%
Net County Cost	\$(5,084)	\$781,915	—	\$(781,915)	(100.0)%
Positions	195.0	199.0	206.0	7.0	3.5%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$25,645,162	\$30,422,347	\$32,181,079	\$1,758,732	5.8%
Services & Supplies	\$3,718,539	\$5,195,580	\$6,392,795	\$1,197,215	23.0%
Equipment	\$48,624	—	—	—	—%
Interfund Charges	\$489,281	—	—	—	—%
Intrafund Charges	\$2,358,063	\$3,294,360	\$4,553,675	\$1,259,315	38.2%
Total Expenditures / Appropriations	\$32,259,668	\$38,912,287	\$43,127,549	\$4,215,262	10.8%
Other Reimbursements	\$(17,152,067)	\$(20,576,399)	\$(24,093,158)	\$(3,516,759)	17.1%
Total Reimbursements	\$(17,152,067)	\$(20,576,399)	\$(24,093,158)	\$(3,516,759)	17.1%
Net Financing Uses	\$15,107,602	\$18,335,888	\$19,034,391	\$698,503	3.8%
Revenue					
Intergovernmental Revenues	\$389,275	\$355,713	\$152,000	\$(203,713)	(57.3)%
Charges for Services	\$14,708,793	\$17,198,260	\$18,882,391	\$1,684,131	9.8%
Miscellaneous Revenues	\$14,618	—	—	—	—%
Total Revenue	\$15,112,686	\$17,553,973	\$19,034,391	\$1,480,418	8.4%
Net County Cost	\$(5,084)	\$781,915	—	\$(781,915)	(100.0)%
Positions	195.0	199.0	206.0	7.0	3.5%

Summary of Changes

The Recommended Budget reflects a \$4,215,262 (10.8%) increase in total appropriations, \$3,516,759 (17.1%) increase in reimbursements, \$1,480,418 (8.4%) increase in revenues, and \$781,915 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments and approved growth requests not allocated through the Allocated Cost Process.

The increase in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs, with the largest increases in facility and liability insurance costs.
- Recommended growth summarized later in this section. Additional detail is provided in the individual program sections.

The increase in reimbursements and revenues is due to:

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

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

- 1.0 FTE net mid-year increase.
- 6.0 FTE total additions in recommended growth requests.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration	349,003	—	349,003	—	—
Department Services	100,000	—	100,000	—	—
Disability Compliance	50,000	—	50,000	—	—
Employment Services	706,886	—	706,886	—	4.0
Liability/Property Insurance Personnel	82,790	—	82,790	—	1.0
Training & Organization Development	441,000	—	441,000	—	—
Workers' Compensation Personnel	89,802	—	89,802	—	1.0

Administration

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$635,741	\$736,680	\$1,054,945	\$318,265	43.2%
Services & Supplies	\$230,087	\$317,174	\$648,021	\$330,847	104.3%
Equipment	\$17,126	—	—	—	—%
Intrafund Charges	\$262,247	\$581,575	\$614,813	\$33,238	5.7%
Total Expenditures / Appropriations	\$1,145,201	\$1,635,429	\$2,317,779	\$682,350	41.7%
Other Reimbursements	\$(920,842)	\$(1,096,412)	\$(1,838,501)	\$(742,089)	67.7%
Total Reimbursements	\$(920,842)	\$(1,096,412)	\$(1,838,501)	\$(742,089)	67.7%
Net Financing Uses	\$224,359	\$539,017	\$479,278	\$(59,739)	(11.1)%
Revenue					
Intergovernmental Revenues	\$1,615	\$1,615	—	\$(1,615)	(100.0)%
Charges for Services	\$222,745	\$265,212	\$479,278	\$214,066	80.7%
Total Revenue	\$224,359	\$266,827	\$479,278	\$212,451	79.6%
Net County Cost	—	\$272,190	—	\$(272,190)	(100.0)%
Positions	4.0	4.0	4.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$682,350 (41.7%) increase in total appropriations, \$742,089 (67.7%) increase in reimbursements, \$212,451 (79.6%) increase in revenues, and \$272,190 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments and approved growth requests not allocated through the Allocated Cost Process.

The increase in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenues is due to:

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

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add 1.0 FTE (Classification to be determined) for Diversity, Equity, and Inclusion - Administration (ACP)					
	249,003	—	249,003	—	—
Add a position (class to be determined) responsible for overseeing the Diversity, Equity and Inclusion Program and work directly with County Departments and the Community to foster acceptance and respect for all. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Class Studies for Unrepresented Classifications - Administration (ACP)					
	100,000	—	100,000	—	—
One-time funding for a contracted vendor to perform a classification study of all unrepresented classifications. The cost will be allocated through the Allocated Cost Process.					

Benefits

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,768,404	\$1,955,786	\$1,851,722	\$(104,064)	(5.3)%
Services & Supplies	\$839,713	\$867,796	\$913,430	\$45,634	5.3%
Intrafund Charges	\$203,339	\$289,405	\$399,215	\$109,810	37.9%
Total Expenditures / Appropriations	\$2,811,455	\$3,112,987	\$3,164,367	\$51,380	1.7%
Other Reimbursements	\$(1,411,965)	\$(1,687,107)	\$(1,721,133)	\$(34,026)	2.0%
Total Reimbursements	\$(1,411,965)	\$(1,687,107)	\$(1,721,133)	\$(34,026)	2.0%
Net Financing Uses	\$1,399,490	\$1,425,880	\$1,443,234	\$17,354	1.2%
Revenue					
Intergovernmental Revenues	\$171,980	\$4,844	—	\$(4,844)	(100.0)%
Charges for Services	\$1,219,255	\$1,391,329	\$1,443,234	\$51,905	3.7%
Miscellaneous Revenues	\$13,339	—	—	—	—%
Total Revenue	\$1,404,574	\$1,396,173	\$1,443,234	\$47,061	3.4%
Net County Cost	\$(5,084)	\$29,707	—	\$(29,707)	(100.0)%
Positions	12.0	12.0	12.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$51,380 (1.7%) increase in total appropriations, \$34,026 (2.0%) increase in reimbursements, \$47,061 (3.4%) increase in revenues, and \$29,707 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is primarily due to increases in negotiated personnel costs and increases in allocated costs.

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

County Safety Office

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,669,354	\$1,748,652	\$1,825,324	\$76,672	4.4%
Services & Supplies	\$179,441	\$228,110	\$219,306	\$(8,804)	(3.9)%
Equipment	\$31,498	—	—	—	—%
Intrafund Charges	\$111,034	\$157,058	\$230,153	\$73,095	46.5%
Total Expenditures / Appropriations	\$1,991,326	\$2,133,820	\$2,274,783	\$140,963	6.6%
Other Reimbursements	\$(1,437,618)	\$(1,559,042)	\$(1,640,585)	\$(81,543)	5.2%
Total Reimbursements	\$(1,437,618)	\$(1,559,042)	\$(1,640,585)	\$(81,543)	5.2%
Net Financing Uses	\$553,707	\$574,778	\$634,198	\$59,420	10.3%
Revenue					
Intergovernmental Revenues	\$7,388	\$3,230	—	\$(3,230)	(100.0)%
Charges for Services	\$546,320	\$550,413	\$634,198	\$83,785	15.2%
Total Revenue	\$553,707	\$553,643	\$634,198	\$80,555	14.5%
Net County Cost	—	\$21,135	—	\$(21,135)	(100.0)%
Positions	10.0	9.0	9.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$140,963 (6.6%) increase in total appropriations, \$81,543 (5.2%) increase in reimbursements, \$80,555 (14.5%) increase in revenues, and \$21,135 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is due to increases in negotiated personnel costs and increases in allocated costs.

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

Department Services

Program Overview

Department Services consists of four service teams. Three 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 labor contract administration, leave of absence, payroll processing, employee relations consultation, informal and formal disciplinary actions, internal workplace investigations, litigation support, supervisory and management coaching, training, and the maintenance of the human resources information system. The remaining team provides services related to Unemployment and State Disability Insurances.

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$11,132,427	\$14,209,438	\$13,093,203	\$(1,116,235)	(7.9)%
Services & Supplies	\$1,332,289	\$2,057,628	\$1,943,328	\$(114,300)	(5.6)%
Interfund Charges	\$489,281	—	—	—	—%
Intrafund Charges	\$1,167,402	\$1,433,504	\$1,826,322	\$392,818	27.4%
Total Expenditures / Appropriations	\$14,121,399	\$17,700,570	\$16,862,853	\$(837,717)	(4.7)%
Other Reimbursements	\$(9,032,721)	\$(11,121,460)	\$(11,021,611)	\$99,849	(0.9)%
Total Reimbursements	\$(9,032,721)	\$(11,121,460)	\$(11,021,611)	\$99,849	(0.9)%
Net Financing Uses	\$5,088,678	\$6,579,110	\$5,841,242	\$(737,868)	(11.2)%
Revenue					
Intergovernmental Revenues	\$127,550	\$279,819	\$152,000	\$(127,819)	(45.7)%
Charges for Services	\$4,960,463	\$6,061,356	\$5,689,242	\$(372,114)	(6.1)%
Miscellaneous Revenues	\$665	—	—	—	—%
Total Revenue	\$5,088,678	\$6,341,175	\$5,841,242	\$(499,933)	(7.9)%
Net County Cost	—	\$237,935	—	\$(237,935)	(100.0)%
Positions	90.0	96.0	87.0	(9.0)	(9.4)%

Summary of Changes

The Recommended Budget reflects an \$837,717 (4.7%) decrease in total appropriations, \$99,849 (0.9%) decrease in reimbursements, \$499,933 (7.9%) decrease in revenues, and \$237,935 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The net decrease in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs.

- A decrease from the movement of the Hiring Team from the Department Services program to the Employment Services program.
- Recommended growth detailed later in this section.

The decrease in reimbursements and revenues is due to:

- A decrease in cost recovery from customer departments.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Training and Professional Development for Claims Investigators - Department Services (ACP)					
	100,000	—	100,000	—	—

Provide training and professional development for the claims investigators in the Employee Relations Team. Training and professional development of employees will provide improved competency, capacity, performance, and gaining of new knowledge skills for their performance to better assist the County workforce. The cost will be allocated through the Allocated Cost Process.

Disability Compliance

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$312,689	\$329,683	\$452,525	\$122,842	37.3%
Services & Supplies	\$67,778	\$91,007	\$102,169	\$11,162	12.3%
Intrafund Charges	\$30,903	\$43,613	\$67,958	\$24,345	55.8%
Total Expenditures / Appropriations	\$411,370	\$464,303	\$622,652	\$158,349	34.1%
Net Financing Uses	\$411,370	\$464,303	\$622,652	\$158,349	34.1%
Revenue					
Intergovernmental Revenues	\$1,615	\$1,615	—	\$(1,615)	(100.0)%
Charges for Services	\$409,156	\$453,871	\$622,652	\$168,781	37.2%
Miscellaneous Revenues	\$599	—	—	—	—%
Total Revenue	\$411,370	\$455,486	\$622,652	\$167,166	36.7%
Net County Cost	—	\$8,817	—	\$(8,817)	(100.0)%
Positions	3.0	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$158,349 (34.1%) increase in total appropriations, \$167,166 (36.7%) increase in revenues, and \$8,817 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- An increase from the split of the supervisor costs with the Equal Employment Opportunity program since the position oversees both programs.
- Recommended growth detailed later in this section.

The increase in revenues is due to:

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

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Review/Audit of the DAC - Disability Compliance (ACP)					
	50,000	—	50,000	—	—

Allow for the review/audit of the Disability Advisory Commission (DAC) to make recommendations on structure and the overall improvement of the commission. The cost will be allocated through the Allocated Cost Process.

Employment Services

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,900,443	\$4,339,764	\$6,619,810	\$2,280,046	52.5%
Services & Supplies	\$579,848	\$741,172	\$1,240,946	\$499,774	67.4%
Intrafund Charges	\$319,243	\$450,655	\$963,057	\$512,402	113.7%
Total Expenditures / Appropriations	\$4,799,534	\$5,531,591	\$8,823,813	\$3,292,222	59.5%
Other Reimbursements	\$(3,547,132)	\$(4,057,925)	\$(6,370,968)	\$(2,313,043)	57.0%
Total Reimbursements	\$(3,547,132)	\$(4,057,925)	\$(6,370,968)	\$(2,313,043)	57.0%
Net Financing Uses	\$1,252,401	\$1,473,666	\$2,452,845	\$979,179	66.4%
Revenue					
Intergovernmental Revenues	\$28,059	\$22,607	—	\$(22,607)	(100.0)%
Charges for Services	\$1,224,328	\$1,367,619	\$2,452,845	\$1,085,226	79.4%
Miscellaneous Revenues	\$15	—	—	—	—%
Total Revenue	\$1,252,401	\$1,390,226	\$2,452,845	\$1,062,619	76.4%
Net County Cost	\$0	\$83,440	—	\$(83,440)	(100.0)%
Positions	29.0	29.0	43.0	14.0	48.3%

Summary of Changes

The Recommended Budget reflects a \$3,292,222 (59.5%) increase in total appropriations, \$2,313,043 (57.0%) increase in reimbursements, \$1,062,619 (76.4%) increase in revenues, and \$83,440 (100.0%) increase in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- An increase from the movement of the Hiring Team from the Department Services program into the Employment Services program.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenues is due to:

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

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Personnel Analyst - Employment Services (ACP)					
	129,491	—	129,491	—	1.0
Add 1.0 FTE Personnel Analyst position to the Classification and Pay Team to focus on updating/modernizing job classifications and meet the timelines on increased negotiated classifications and compensation studies. This position is necessary to update and modernize job classifications greater than 10 years old. The position will also help the office with increased negotiated classifications and compensation studies. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Add 1.0 FTE Personnel Technician - Employment Services (ACP)					
	112,885	—	112,885	—	1.0
Add 1.0 FTE Personnel Technician position to support the overall recruitment process dedicated to department needs, staff job fairs, and represent the County at hiring events where DPS presence is needed. The position is necessary to support departments with filling critical vacancies through hiring events. The position will also provide coordination with exams, interview panels, and job offers. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Add 1.0 FTE Principal Human Resource Analyst - Employment Services (ACP)					
	174,255	—	174,255	—	1.0
Add 1.0 FTE Principal Human Resources Analyst position to serve as the lead to the policy review committee and the lead for the development of new DPS policies, ensure that all policies are maintained and updated for compliance with regulations, ordinances, and current business needs/practices. The addition of this position is necessary to ensure that the County is in compliance with all laws and regulations as there is no available staff time to coordinate, review, update, and ensure compliance. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Add 1.0 FTE Principal Human Resources Analyst - Employment Services (ACP)					
	174,255	—	174,255	—	1.0
Add 1.0 FTE Principal Human Resources Analyst position responsible for overseeing all recruitment related social media administration and will work closely with the Public Information Office to maintain consistent branding of the County's public facing presence and other social media activity. These services are necessary in order to reach out to potential candidates and recruit new employees utilizing the many different social media platforms. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.					
DPS - Contracted Services for Class Studies - Employment Services (ACP)					
	50,000	—	50,000	—	—
Contracted services for classification studies that have not been reviewed for over ten years and that are not conducted by DPS staff. Also to evaluate broad banding of classifications to support modernizing the County classification system to align with current business needs and the job market. It is anticipated approximately ten class studies will be completed depending on complexity and other variables. The cost will be allocated through the Allocated Cost Process.					

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Increase Advertising Budget - Employment Services (ACP)					
	16,000	—	16,000	—	—
Increase the advertising budget for the Employment Office - Recruitment. The additional funds will help the department reach candidates on different medial platforms. The cost will be allocated to departments through the Allocated Cost Process.					
DPS - Recruitment Events - Employment Services (ACP)					
	50,000	—	50,000	—	—
Supplies related to hiring events and other related hiring activities. Expenses include facility rental, increased supply costs (paper, office supplies), food and water for staff or participants. The cost will be allocated to departments through the Allocated Cost Process.					

Equal Employment Opportunity

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$363,834	\$385,306	\$291,745	\$(93,561)	(24.3)%
Services & Supplies	\$37,332	\$61,050	\$47,628	\$(13,422)	(22.0)%
Intrafund Charges	\$20,594	\$29,074	\$61,947	\$32,873	113.1%
Total Expenditures / Appropriations	\$421,761	\$475,430	\$401,320	\$(74,110)	(15.6)%
Net Financing Uses	\$421,761	\$475,430	\$401,320	\$(74,110)	(15.6)%
Revenue					
Charges for Services	\$421,761	\$464,633	\$401,320	\$(63,313)	(13.6)%
Total Revenue	\$421,761	\$464,633	\$401,320	\$(63,313)	(13.6)%
Net County Cost	—	\$10,797	—	\$(10,797)	(100.0)%
Positions	2.0	2.0	2.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$74,110 (15.6%) decrease in total appropriations, \$63,313 (13.6%) decrease in revenues, and \$10,797 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The decrease in total appropriations and revenues is primarily due to the split of the supervisor costs with the Disability Compliance program since the position oversees both programs.

Liability/Property Insurance Personnel

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$859,389	\$1,132,979	\$1,240,714	\$107,735	9.5%
Services & Supplies	\$51,741	\$117,668	\$129,401	\$11,733	10.0%
Intrafund Charges	\$32,505	\$37,277	\$47,997	\$10,720	28.8%
Total Expenditures / Appropriations	\$943,635	\$1,287,924	\$1,418,112	\$130,188	10.1%
Net Financing Uses	\$943,635	\$1,287,924	\$1,418,112	\$130,188	10.1%
Revenue					
Intergovernmental Revenues	\$3,754	\$6,459	—	\$(6,459)	(100.0)%
Charges for Services	\$939,880	\$1,260,819	\$1,418,112	\$157,293	12.5%
Total Revenue	\$943,635	\$1,267,278	\$1,418,112	\$150,834	11.9%
Net County Cost	—	\$20,646	—	\$(20,646)	(100.0)%
Positions	7.0	7.0	8.0	1.0	14.3%

Summary of Changes

The Recommended Budget reflects a \$130,188 (10.1%) increase in total appropriations, \$150,834 (11.9%) increase in revenues, and \$20,646 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenues is due to:

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

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Add 1.0 FTE Sr. Office Assistant (C) - Liability/Property Insurance Personnel (ACP)					
	82,790	—	82,790	—	1.0

Add 1.0 FTE Sr. Office Assistant (C) position to process claims filed against the County, accident/incident reports, assist in processing invoices, sending requested claims forms, and assist the public with questions on the process. The Department previously had a permanent position that was cut due to a downturn in the economy. However, the Department has been currently using temporary employee agencies on a recurring basis to support the liability claims process as there is not enough staff to perform the duties. While this has assisted the department, the training and learning curve of six month temporary employees are not sustainable. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.

Training & Organization Development

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$1,026,354	\$1,130,431	\$1,194,157	\$63,726	5.6%
Services & Supplies	\$144,022	\$194,783	\$654,125	\$459,342	235.8%
Intrafund Charges	\$72,079	\$113,046	\$156,777	\$43,731	38.7%
Total Expenditures / Appropriations	\$1,242,455	\$1,438,260	\$2,005,059	\$566,799	39.4%
Other Reimbursements	\$(801,788)	\$(1,054,453)	\$(1,500,360)	\$(445,907)	42.3%
Total Reimbursements	\$(801,788)	\$(1,054,453)	\$(1,500,360)	\$(445,907)	42.3%
Net Financing Uses	\$440,667	\$383,807	\$504,699	\$120,892	31.5%
Revenue					
Intergovernmental Revenues	\$6,459	\$6,459	—	\$(6,459)	(100.0)%
Charges for Services	\$434,208	\$355,389	\$504,699	\$149,310	42.0%
Total Revenue	\$440,667	\$361,848	\$504,699	\$142,851	39.5%
Net County Cost	—	\$21,959	—	\$(21,959)	(100.0)%
Positions	7.0	7.0	7.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$566,799 (39.4%) increase in total appropriations, \$445,907 (42.3%) increase in reimbursements, \$142,851 (39.5%) increase in revenues, and \$21,959 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is primarily due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- Recommended growth detailed later in this section.

The increase in reimbursements and revenues is due to:

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

Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS - Create County Mentoring Program - Training & Organization Development (ACP)					
	62,000	—	62,000	—	—
Allow the Training and Organization Development Office to offer a County Mentoring program, which will enhance the workforce and cultivate a learning workplace. The cost will be allocated through the Allocated Cost Process.					
DPS - Leadership Development Academy - Training & Organization Development (ACP)					
	79,000	—	79,000	—	—
Continue the Leadership Development Academy to assist County leaders to enhance their leadership skills, learn global trends impacting leadership, and create cross-department networking relationships. This program has been very successful and the Department looks forward to providing this pertinent training in the future. The cost will provide funding for 2 cohorts per year with 35 employees per cohort. The cost will be allocated through the Allocated Cost Process.					
DPS - Training and Organizational Development Office - Leadership/Organization Development (ACP)					
	300,000	—	300,000	—	—
Contracted services to provide a series of certified trainers to implement pre-scheduled frequently-requested and critically-needed courses throughout the year. The request also include soft-skills training at the supervisory and management level. The cost will be allocated through the Allocated Cost Process.					

Workers' Compensation Personnel

Program Overview

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

Program Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$3,976,526	\$4,453,628	\$4,556,934	\$103,306	2.3%
Services & Supplies	\$256,290	\$519,192	\$494,441	\$(24,751)	(4.8)%
Intrafund Charges	\$138,717	\$159,153	\$185,436	\$26,283	16.5%
Total Expenditures / Appropriations	\$4,371,533	\$5,131,973	\$5,236,811	\$104,838	2.0%
Net Financing Uses	\$4,371,533	\$5,131,973	\$5,236,811	\$104,838	2.0%
Revenue					
Intergovernmental Revenues	\$40,855	\$29,065	—	\$(29,065)	(100.0)%
Charges for Services	\$4,330,678	\$5,027,619	\$5,236,811	\$209,192	4.2%
Total Revenue	\$4,371,533	\$5,056,684	\$5,236,811	\$180,127	3.6%
Net County Cost	—	\$75,289	—	\$(75,289)	(100.0)%
Positions	31.0	31.0	32.0	1.0	3.2%

Summary of Changes

The Recommended Budget reflects a \$104,838 (2.0%) increase in total appropriations, \$180,127 (3.6%) increase in revenues, and \$75,289 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is primarily due to:

- Increases in negotiated personnel costs and increases in allocated costs.
- Recommended growth detailed later in this section.

The increase in revenues is due to:

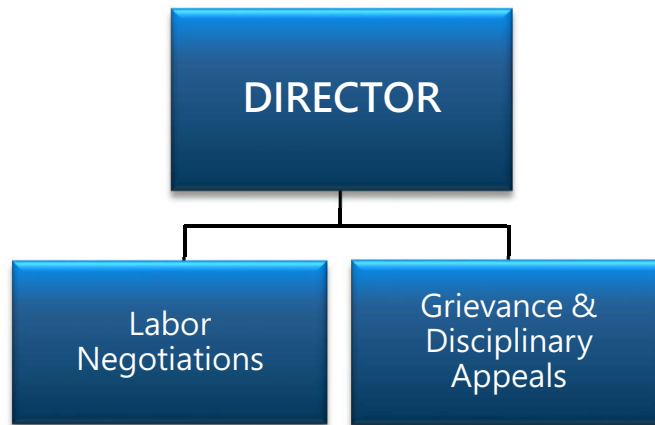
- An increase in cost recovery from customer departments.
- Recommended growth detailed later in this section.

Recommended Growth Detail for the Program

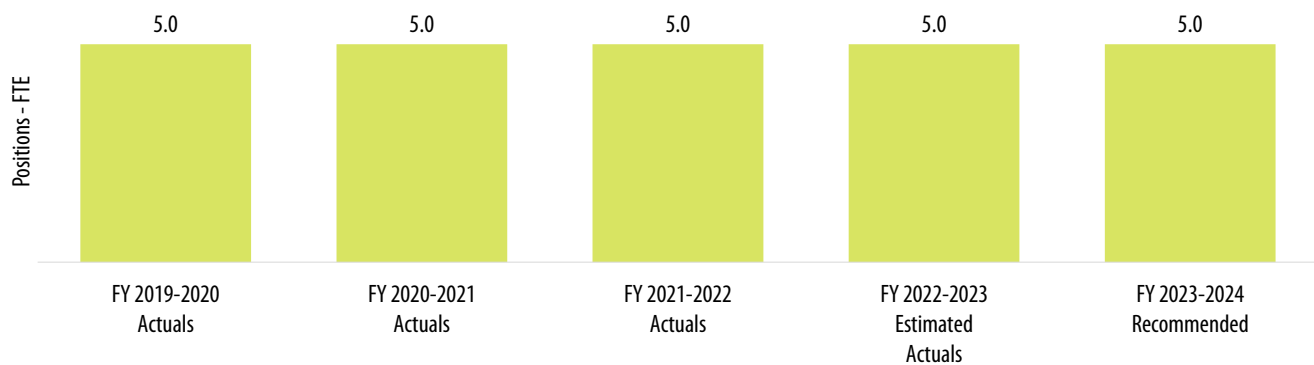
	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
DPS- Add 1.0 FTE Sr. Office Specialist (C) - Workers' Compensation Personnel (ACP)					
	89,802	—	89,802	—	1.0

Add 1.0 FTE Sr. Office Specialist (C) position to intake department requests, schedule medical and drug testing appointments, receive and process documentation, and advise departments of clearance status. The position will help with the increased workload to ensure that departments can hire at a faster pace. The position is necessary to expedite the scheduling of pre-employment physicals and drug testing to aid in department hiring of new employees. The Department is currently utilizing temporary agency employees to deal with the increase in workload. Request includes \$1,500 in one-time costs for computer and supplies. The costs of the position will be allocated through the Allocated Cost Process.

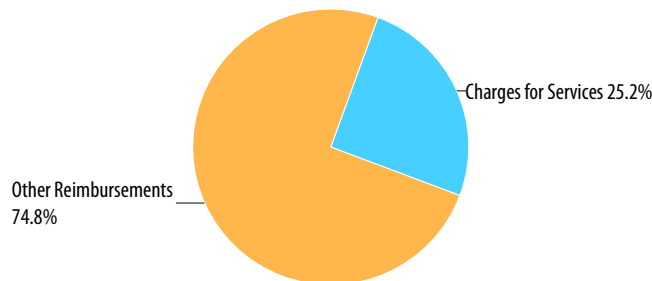
Office of Labor Relations
Department Structure
Sylvester Fadal, Director



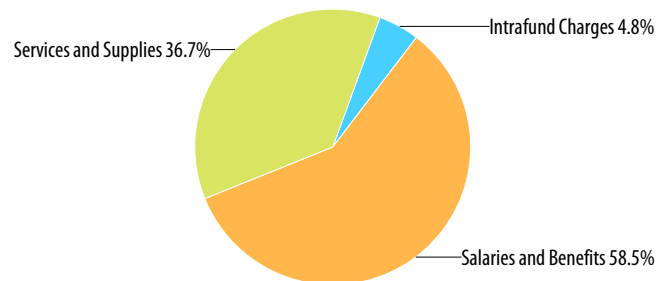
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

- Continue growing/developing the new Labor Relations staff.

Accomplishments

- Successfully negotiated and secured new labor agreements for 28 of the 30 County bargaining units through mid-2025.
- Successfully avoided work stoppages, and in only one instance was an impasse hearing triggered.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Office of Labor Relations	\$1,225,723	\$1,760,531	\$1,896,549	\$136,018	7.7%
Total Expenditures / Appropriations	\$1,225,723	\$1,760,531	\$1,896,549	\$136,018	7.7%
Total Reimbursements	\$(882,989)	\$(1,297,824)	\$(1,418,985)	\$(121,161)	9.3%
Net Financing Uses	\$342,734	\$462,707	\$477,564	\$14,857	3.2%
Total Revenue	\$343,136	\$443,994	\$477,564	\$33,570	7.6%
Net County Cost	\$(402)	\$18,713	—	\$(18,713)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$857,666	\$1,156,550	\$1,109,955	\$(46,595)	(4.0)%
Services & Supplies	\$210,710	\$369,741	\$695,108	\$325,367	88.0%
Intrafund Charges	\$157,347	\$234,240	\$91,486	\$(142,754)	(60.9)%
Total Expenditures / Appropriations	\$1,225,723	\$1,760,531	\$1,896,549	\$136,018	7.7%
Other Reimbursements	\$(882,989)	\$(1,297,824)	\$(1,418,985)	\$(121,161)	9.3%
Total Reimbursements	\$(882,989)	\$(1,297,824)	\$(1,418,985)	\$(121,161)	9.3%
Net Financing Uses	\$342,734	\$462,707	\$477,564	\$14,857	3.2%
Revenue					
Intergovernmental Revenues	\$34,875	\$1,615	—	\$(1,615)	(100.0)%
Charges for Services	\$308,261	\$442,379	\$477,564	\$35,185	8.0%
Total Revenue	\$343,136	\$443,994	\$477,564	\$33,570	7.6%
Net County Cost	\$(402)	\$18,713	—	\$(18,713)	(100.0)%
Positions	5.0	5.0	5.0	—	—%

Summary of Changes

The Recommended Budget reflects a \$136,018 (7.7%) increase in total appropriations, \$121,161 (9.3%) increase in reimbursements, \$33,570 (7.6%) increase in revenues, and \$18,713 (100.0%) decrease in Net County Cost from the prior year Adopted Budget.

The change in Net County Cost is due to prior year cost of living adjustments.

The increase in total appropriations is primarily due to:

- Increases in negotiated personnel costs, offset by staff turnover resulting in new staff being hired at lower level steps.
- Increases in various services and supplies accounts including allocated costs, with the largest allocated increases being in facility costs and Department of Personnel Services costs.

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

Dental Insurance

Budget Unit Functions & Responsibilities

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

Goals

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

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Dental Insurance	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$16,737,899	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	\$(2,256,604)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Total Expenditures / Appropriations	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Net Financing Uses	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
Revenue					
Charges for Services	\$16,737,899	\$17,800,000	\$17,800,000	—	—%
Total Revenue	\$16,737,899	\$17,800,000	\$17,800,000	—	—%
Use of Fund Balance	\$(2,256,604)	—	—	—	—%

Summary of Changes

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

Liability/Property Insurance

Budget Unit Functions & Responsibilities

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

Accomplishments

- Upgraded the liability claims system to enhance reporting and tracking.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Liability Property	\$28,368,825	\$37,617,803	\$39,821,300	\$2,203,497	5.9%
Total Expenditures / Appropriations	\$28,368,825	\$37,617,803	\$39,821,300	\$2,203,497	5.9%
Net Financing Uses	\$28,368,825	\$37,617,803	\$39,821,300	\$2,203,497	5.9%
Total Revenue	\$36,309,615	\$39,617,803	\$41,821,300	\$2,203,497	5.6%
Use of Fund Balance	\$(7,940,791)	\$(2,000,000)	\$(2,000,000)	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$28,309,313	\$37,550,302	\$39,702,711	\$2,152,409	5.7%
Other Charges	\$59,511	\$67,501	\$118,589	\$51,088	75.7%
Total Expenditures / Appropriations	\$28,368,825	\$37,617,803	\$39,821,300	\$2,203,497	5.9%
Net Financing Uses	\$28,368,825	\$37,617,803	\$39,821,300	\$2,203,497	5.9%
Revenue					
Charges for Services	\$34,022,953	\$37,231,222	\$39,247,264	\$2,016,042	5.4%
Miscellaneous Revenues	\$2,286,663	\$2,386,581	\$2,574,036	\$187,455	7.9%
Total Revenue	\$36,309,615	\$39,617,803	\$41,821,300	\$2,203,497	5.6%
Use of Fund Balance	\$(7,940,791)	\$(2,000,000)	\$(2,000,000)	—	—%

Summary of Changes

The Recommended Budget reflects a \$2,203,497 (5.9%) increase in total appropriations and \$2,203,497 (5.6%) increase in revenues from the prior year Adopted Budget.

The increase in total appropriations and revenues is due to an increase in property and general insurance policies, funded by additional cost recovery from customer departments.

Use of Fund Balance reflects an increase in retained earnings.

Unemployment Insurance

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- Maintained 100% compliance with Employment Development Department (EDD) response time requirements due to protesting charges, while receiving over eight thousand dollars in charges refunded to the County.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Unemployment Insurance	\$1,416,567	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Total Expenditures / Appropriations	\$1,416,567	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Net Financing Uses	\$1,416,567	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Total Revenue	\$3,510,556	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Use of Fund Balance	\$(2,093,990)	—	—	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$1,374,030	\$3,326,287	\$2,326,593	\$(999,694)	(30.1)%
Other Charges	\$42,536	\$17,860	\$28,894	\$11,034	61.8%
Total Expenditures / Appropriations	\$1,416,567	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Net Financing Uses	\$1,416,567	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Revenue					
Intergovernmental Revenues	\$426,936	—	—	—	—%
Charges for Services	\$3,083,620	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Total Revenue	\$3,510,556	\$3,344,147	\$2,355,487	\$(988,660)	(29.6)%
Use of Fund Balance	\$(2,093,990)	—	—	—	—%

Summary of Changes

The Recommended Budget reflects a \$988,660 (29.6%) decrease in total appropriations and revenues from the prior year Adopted Budget.

The decrease in total appropriations and revenues is due to a reduction in the number and amount of claims. Use of Fund Balance reflects no change to retained earnings.

Workers Compensation Insurance

Budget Unit Functions & Responsibilities

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

Goals

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

Accomplishments

- Successful upgrade of and enhancements to paperless claims processing system.
- Successful completion of two new contracts for Pre-Employment Medical Services.
- Improved monitoring and reduction of timeframes for Pre-Employment Medical Services.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Workers' Compensation	\$27,064,894	\$32,181,655	\$36,432,084	\$4,250,429	13.2%
Total Expenditures / Appropriations	\$27,064,894	\$32,181,655	\$36,432,084	\$4,250,429	13.2%
Net Financing Uses	\$27,064,894	\$32,181,655	\$36,432,084	\$4,250,429	13.2%
Total Revenue	\$32,131,379	\$33,181,655	\$37,432,084	\$4,250,429	12.8%
Use of Fund Balance	\$(5,066,484)	\$(1,000,000)	\$(1,000,000)	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Services & Supplies	\$25,753,129	\$31,892,684	\$35,972,226	\$4,079,542	12.8%
Other Charges	\$1,311,765	\$288,971	\$459,858	\$170,887	59.1%
Total Expenditures / Appropriations	\$27,064,894	\$32,181,655	\$36,432,084	\$4,250,429	13.2%
Net Financing Uses	\$27,064,894	\$32,181,655	\$36,432,084	\$4,250,429	13.2%
Revenue					
Charges for Services	\$31,810,433	\$33,081,655	\$37,332,084	\$4,250,429	12.8%
Miscellaneous Revenues	\$320,946	\$100,000	\$100,000	—	—%
Total Revenue	\$32,131,379	\$33,181,655	\$37,432,084	\$4,250,429	12.8%
Use of Fund Balance	\$(5,066,484)	\$(1,000,000)	\$(1,000,000)	—	—%

Summary of Changes

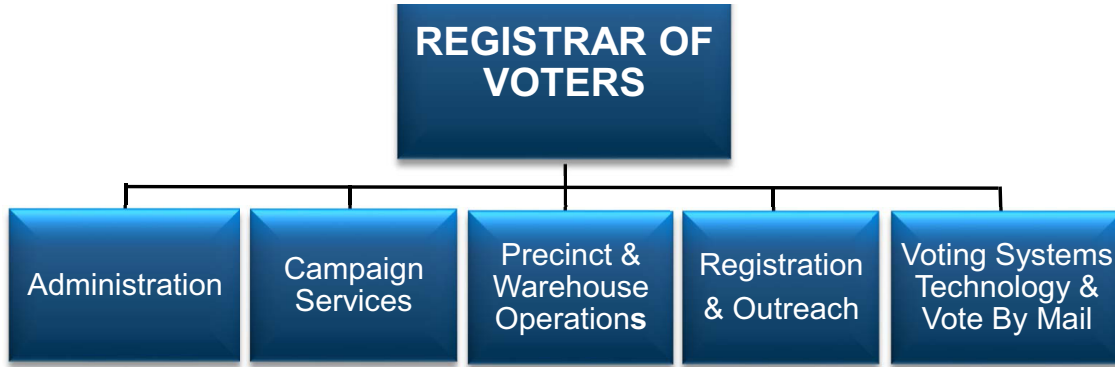
The Recommended Budget reflects a \$4,250,429 (13.2%) increase in total appropriations and \$4,250,429 (12.8%) increase in revenues from the prior year Adopted Budget.

The increase in total appropriations is due to an increase in the weekly disability rate and an increase in the workers' compensation excess insurance policy.

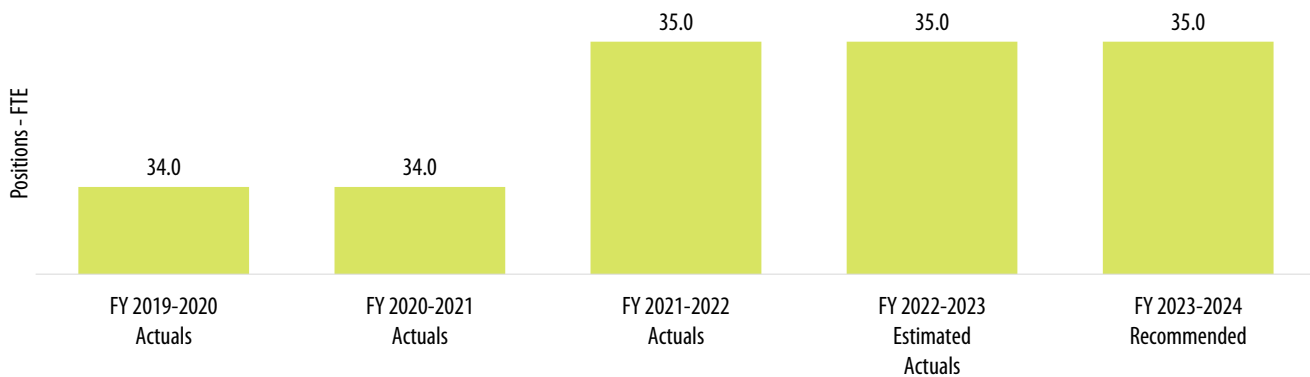
The increase in revenues is due to additional cost recovery from customer departments.

Use of Fund Balance reflects an increase in retained earnings.

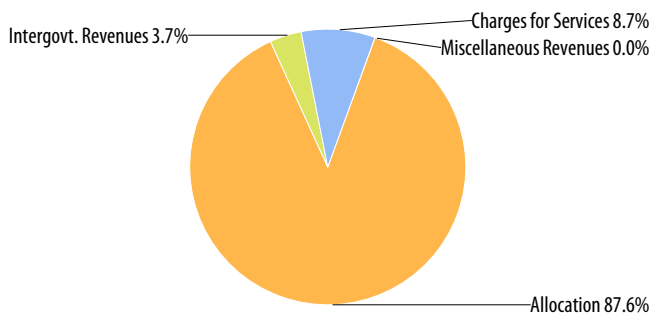
Voter Registration And Elections
Department Structure
Hang Nguyen, Registrar of Voters



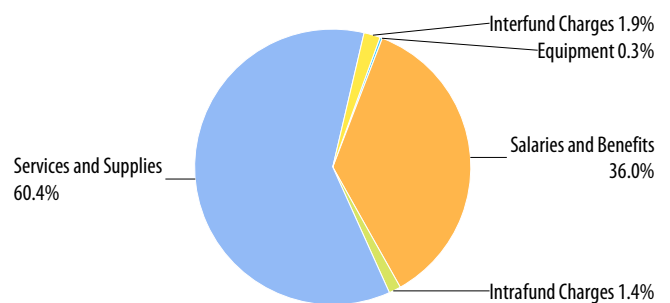
Staffing Trend



Financing Sources



Financing Uses



Budget Unit Functions & Responsibilities

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

Goals

- Conduct accurate, transparent, and secure elections.
- Improve processes to reduce staff overtime and temporary staff costs by investing in technological programs, equipment, or automation.
- Increase awareness surrounding elections through voter education.

Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Department Appropriations by Program					
Elections	\$17,700,861	\$14,818,960	\$15,661,430	\$842,470	5.7%
Total Expenditures / Appropriations	\$17,700,861	\$14,818,960	\$15,661,430	\$842,470	5.7%
Total Reimbursements	\$(139,194)	—	—	—	—%
Net Financing Uses	\$17,561,667	\$14,818,960	\$15,661,430	\$842,470	5.7%
Total Revenue	\$8,984,732	\$1,878,443	\$1,940,817	\$62,374	3.3%
Net County Cost	\$8,576,935	\$12,940,517	\$13,720,613	\$780,096	6.0%
Positions	35.0	35.0	35.0	—	—%

Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2022-2023 Adopted Budget	FY 2023-2024 Recommended Budget	Changes From FY 2022-2023 Adopted Budget	% Change from FY 2022-2023 Adopted Budget
Appropriations by Object					
Salaries & Benefits	\$5,478,479	\$5,469,436	\$5,639,434	\$169,998	3.1%
Services & Supplies	\$11,763,638	\$8,883,468	\$9,458,237	\$574,769	6.5%
Equipment	\$67,212	\$16,000	\$45,795	\$29,795	186.2%
Interfund Charges	\$298,011	\$297,807	\$297,700	\$(107)	(0.0)%
Intrafund Charges	\$93,521	\$152,249	\$220,264	\$68,015	44.7%
Total Expenditures / Appropriations	\$17,700,861	\$14,818,960	\$15,661,430	\$842,470	5.7%
Other Reimbursements	\$(139,194)	—	—	—	—%
Total Reimbursements	\$(139,194)	—	—	—	—%
Net Financing Uses	\$17,561,667	\$14,818,960	\$15,661,430	\$842,470	5.7%
Revenue					
Intergovernmental Revenues	\$8,173,904	\$373,443	\$580,337	\$206,894	55.4%
Charges for Services	\$789,707	\$1,500,000	\$1,355,480	\$(144,520)	(9.6)%
Miscellaneous Revenues	\$21,121	\$5,000	\$5,000	—	—%
Total Revenue	\$8,984,732	\$1,878,443	\$1,940,817	\$62,374	3.3%
Net County Cost	\$8,576,935	\$12,940,517	\$13,720,613	\$780,096	6.0%
Positions	35.0	35.0	35.0	—	—%

Summary of Changes

The Recommended Budget reflects an \$842,470 (5.7%) increase in total appropriations, \$62,374 (3.3%) increase in revenues, and \$780,096 (6.0%) 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 increase in total appropriations is due to:

- Increases in cost of living adjustments, longevity pay, and cash compensation for accrued vacation leave.
- Increased costs related to the Presidential Primary Election, which are the most complex and complicated elections to administer due to party-specific ballots and higher voter registration totals.
- An increase due to mandates specific to a Presidential Primary Election, additional security services, regularly scheduled equipment refreshes, and software updates.
- Recommended growth detailed later in this section.

The net increase in revenues is due to an increase in State Aid reimbursement for equipment refreshes and software updates, and revenue received from the Sacramento Transportation Authority for costs associated with the November 2022 General Election; partially offset by a reduction in election service charges typical for Presidential Primary Elections due to less cost sharing from local jurisdictions paying for the cost of election administration.

Summary of Recommended Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Elections	336,418	—	—	336,418	—

Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
VRE - Add Additional Funding for Drayage Services					
	19,000	—	—	19,000	—
Increase appropriations to include additional funding for services required to deliver and pick up equipment deployed to Vote Centers and Ballot Drop Box locations due to projected increase of registered voters.					
VRE - Add Additional Funding for Perm Staff OT					
	67,735	—	—	67,735	—
Increase appropriations to include additional funding for overtime during a Presidential Primary Election.					
VRE - Add Additional Funding for Temporary Services					
	109,600	—	—	109,600	—
Increase appropriations for additional temporary staff to provide necessary support during a Presidential Primary Election.					
VRE - Add Additional Funds for Crossover Voter Postcards					
	74,953	—	—	74,953	—
Increase appropriations to include funding for mandated cross-over postcard for voters not registered with a qualified political party.					
VRE - Add Additional Security Services					
	65,130	—	—	65,130	—
Increase appropriations to provide one (1) Deputy at the Department for the three-month active election cycle; eight (8) deputies to escort ballots to the Department from eight remote ballot collection sites across four days; and four (4) deputies on Election Day.					
This request is contingent upon approval of a linked growth request in the Sheriff Budget (BU 7400000).					

SACRAMENTO
COUNTY