



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Personnel

Subject: Proposed 2025-26 Budget for Personnel and Risk Management

Meeting Date: June 3, 2025

Formal Title: Approve the Proposed 2025-26 Budget for the Personnel and Risk Management Department, including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer

Recommended Action

Approve the Proposed 2025-26 Budget for the Personnel and Risk Management Department, including any supplemental materials, as provided in the referenced budget documents:

- [Proposed Budget](#)
- [Continuing Agreements List](#)
- [2025-26 Risk Management Claims Reserves](#)
- Presentation

Executive Summary

The Proposed 2025-26 Budget for the Personnel and Risk Management Department supports four divisions: Employment Services, Employee Relations and Salary Administration, Risk Management, and Equal Employment Opportunity, with funded staffing of 46.0 funded full-time equivalent (FTE) positions.

Discussion

The mission of the Personnel and Risk Management Department, in collaboration with our customers, is to recruit, develop, support, and retain an ethical, professional, and diverse workforce dedicated to serving the community. The department's mission is achieved through the work of the four divisions that support the County's organizational infrastructure and workforce. Department and division operational objectives are shown in the Proposed 2025-26 Budget document and 2025-27 Operational Plan. Both are available online at: www.SCCVision.us

The Personnel and Risk Management Proposed Budget includes negotiated salary and benefit increase as well as a change in facility charges to properly reflect the cost of facility services and utilities.

The budget reflects important service changes, including a net reduction in total charges to other departments. There is a transfer of 3.0 full time equivalent (FTE) positions from the Human Services Department (HSD) to the Personnel Department, with no impact on the General Fund. These positions will continue to enhance recruitment, retention, and employee relations functions for HSD which funds these positions. Additionally, transitioning to direct invoicing for General Services Department (GSD) facility costs provides departments with greater transparency into their actual expenses.

The Auditor-Controller-Treasurer-Tax Collector and the Personnel Department, with support from the Information Services Department, is leading the County's implementation of the new Human Capital Management (HCM) system (Workday), with

a target go-live date of April 2026. The budget includes \$136,235 in expenditures for programming charges related to Workday implementation.

Revisions to the Cost Allocation Plan and adjustments in departmental cost recovery efforts have resulted in reduced expenditures of \$343,833 through additional intrafund credits. However, the rising cost of liability claims and insurance continues to place pressure on the County's budget. In response, \$4.7 million in insurance-related costs were reallocated to General County Revenues to better align expenses with department-specific costs.

Funded staffing has been amended to a total of 46.0 positions including the aforementioned transfer of 3.0 FTE Personnel Technicians from HSD to Personnel.

Fiscal Year (FY) 2024-25 Adopted Budget included a one-time \$10.0 million operating transfer as an advance from the General Fund to support cash flow needs. This transfer is not included in the Proposed 2025-26 Budget.

The department will continue to focus primarily on maintaining services to 21 County departments, reviewing systems and processes for operational improvements, building a local talent pipeline, revamping evaluation tools, focusing on trainings to build skills for various job functions, and building a culture of safety. Additionally, we will focus on implementing new systems for internal customer updates and communications related to recruitment practices.

Financial Impact

The Personnel and Risk Management Proposed Budget includes \$77,128,895 in expenditures, offset by \$39,266,770 in revenues, a General Fund contribution of \$721,491, and Other Fund contributions of \$37,140,634. This reflects a total expenditure increase of \$1,844,232, or 2.5%, from the FY 2024-25 Adopted Budget.

The Personnel Proposed Budget for the General Fund includes total appropriations of \$4,319,224, funded by revenues of \$3,525,206 and a General Fund contribution of \$794,018, reflecting a total expenditure increase of \$73,250, or 1.7%, increase from the FY 2024-25 Adopted Budget. The department budget also includes funding from the Mobile Home Space Fee Fund and Deferred Compensation Fund, which fund total appropriations of \$156,528 with \$199,238 in revenues, resulting in an increase in subfund balance of \$42,710. This reflects a total expenditure decrease of \$62,823, or 28.6%, from the FY 2024-25 Adopted Budget.

The Risk Management Proposed Budget includes total appropriations of \$72,809,671, funded by revenues of \$35,741,564 and Other Fund contributions of \$37,140,634, which includes a General Fund contribution credit of \$72,527 to meet the department-wide target. The result would provide for \$32,300,600 in reserves from various Risk funds. This reflects a total expenditure increase of \$1,770,982, or 2.5%, from the FY 2024-25 Adopted Budget.

Strategic Initiatives

Equity Framework - Workplace & Workforce
Operational Plan - Operational Excellence

Submitted By:

Ajita Patel, Personnel Director

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.