

INTERNAL SERVICES AGENCY

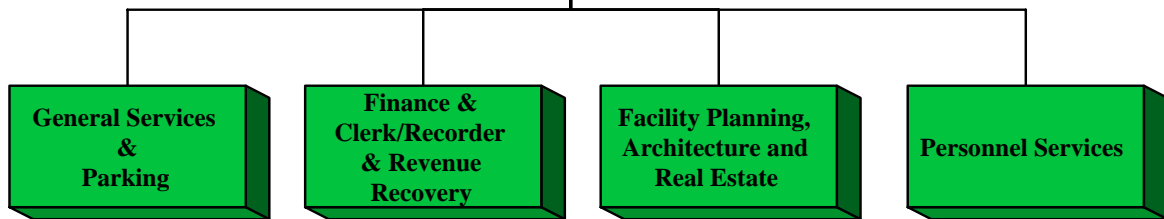
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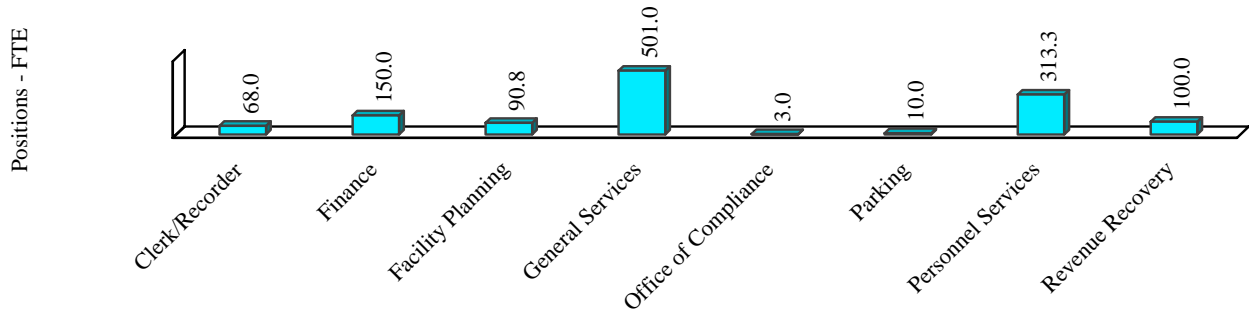
INTRODUCTION

Agency Structure

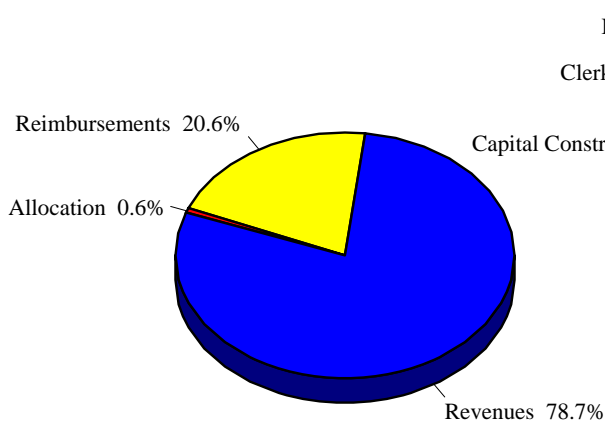
MARK NORRIS, Agency Administrator



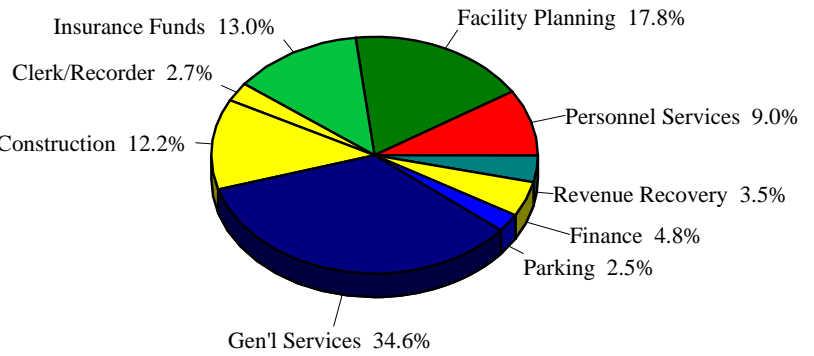
Staffing



Financing Sources



Financing Uses



INTRODUCTION

Mark Norris, the Internal Services Agency (ISA) Administrator, provides budgetary, financial and management direction to the Agency. The Agency oversees the Clerk-Recorder, Facility Planning, Architecture and Real Estate, Finance, General Services, Personnel Services, and Revenue Recovery Departments. The functions of Compliance with the Health Insurance Portability and Accountability Act (HIPAA), requirements of the County's mandated Compliance Officer for Title 42, Code of Federal Regulations [*Medicare and Medicaid Services*], are also integrated in the Agency. The Agency consists of budget units which are elements of the General Fund, Enterprise Fund, and Internal Services Funds such as General Services and the Insurance programs. The Deferred Compensation Program, though budgeted in the General Fund, is self-funded through service fees charged to all participants.

The following departments/entities report directly to the Agency:

County Clerk/Recorder: Is comprised of the following programs: Serves as custodian of legal records; files Statements of Economic Interest and Environmental Impact Statements; records real property documents for the County; issues and registers marriage licenses, notaries public, vital statistics and other public documents.

Facility Planning, Architecture and Real Estate: Is comprised of the following programs: Capital Construction Fund; Architectural Services; Energy Management; Facility Planning and Management, and Real Estate.

Finance: This Department's specialized programs are organized within the following Divisions: **Auditor-Controller** is comprised of the following programs: 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; Tax Accounting Services. **Tax Collection and Licensing** is comprised of the following programs: processes property tax collection and business licenses; issues and monitors fictitious business name statements. **Treasury and Investments** is comprised of the following programs: Pooled Investments; Fiscal Agent Services; 1911 Act Bonds; and Reclamation Districts.

General Services: Is comprised of the following programs: Administrative Services, Contract and Purchasing Services; Fleet Services (Light and Heavy Equipment); Facilities Maintenance and Operations Districts; Parking Enterprise; and Security Services.

Personnel Services: Is comprised of the following programs: 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; Unemployment Insurance; and Workers' Compensation.

Revenue Recovery: Primary responsibility is to collect both current and delinquent accounts receivable. To accomplish this, the Department: Performs financial evaluations; determines 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.

INTRODUCTION

Internal Services Agency Fund Centers/Departments

Fund	Fund Center	Department	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	11,502,211	11,502,211	0	71.0
001A	3230000	Department of Finance	18,286,651	16,378,593	1,908,058	150
001A	6110000	Department of Revenue Recovery	7,394,692	6,945,996	448,696	100.0
001A	5740000	Office of Compliance	307,996	0	307,996	3.0
001A	6050000	Personnel Services	16,778,768	16,778,768	0	313.3
GENERAL FUND TOTAL			\$54,270,318	\$51,605,568	\$2,664,750	637.3
General Services						
034A	2070000	Capital Outlay	5,775,340	750,000	5,025,340	0.0
035C	7110000	Office of the Director	967,531	967,531	0	22.0
035F	7007440	Building Maintenance & Operations- Airport	6,476,561	5,965,561	511,000	45.0
035F	7007420	Building Maintenance & Operations- Bradshaw	18,634,909	17,189,909	1,445,000	121.0
035F	7007430	Building Maintenance & Operations- Downtown	12,185,737	11,194,737	991,000	81.0
035F	7450000	Security Services	3,333,302	3,079,302	254,000	36.0
035H	7007063	Contract and Purchasing Services	2,377,105	2,169,105	208,000	20.0
035J	7700000	Support Services	13,476,634	12,336,634	1,140,000	31.0
035L	7007500	Light Fleet	30,512,536	27,450,536	3,062,000	39.0
035M	7007600	Heavy Equipment	38,013,438	34,588,438	3,425,000	106.0
SUBTOTAL			\$131,753,093	\$115,691,753	\$16,061,340	501.0
007A	3100000	Capital Construction Facility Planning, Architecture &	\$22,937,956	\$22,937,956	\$0	0.0
032A	7900000	Real Estate	75,399,347	73,319,347	2,080,000	90.8
037A	3910000	Liability/Property Insurance	20,461,935	20,461,935	0	0.0
039A	3900000	Workers' Compensation Insurance	32,543,584	30,427,887	2,115,697	0.0
040A	3930000	Unemployment Insurance	3,283,863	2,021,133	1,262,730	0.0
056A	7990000	Parking Enterprise	10,799,395	3,968,206	6,831,189	10.0
GRAND TOTAL			\$351,449,491	\$320,433,785	\$31,015,706	1,239.1

UNIT: 3100000 Capital Construction					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	18,677,987	23,651,764	26,820,193	22,937,956	22,937,956
Total Financing	12,946,182	31,698,434	26,820,193	22,937,956	22,937,956
NET COST	5,731,805	-8,046,670	0	0	0

PROGRAM DESCRIPTION:

The Facility Planning and Management Division of the Department of Facility Planning, Architecture, and Real Estate manages the Capital Construction Fund (Fund 007A).

- 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 and commitments to approved major projects now being planned and/or under construction, the recommendations for additional Capital Construction projects are limited to those which are cost-effective or required because of health, safety, security, or severe operational problems.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION
DEPARTMENT HEAD: CARL W. MOSHER

CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Plant Acquisition
FUND: CAPITAL CONSTRUCTION

SCHEDULE 9
BUDGET UNIT FINANCING USES DETAIL
FISCAL YEAR:2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
SUMMARY OF APPROPRIATIONS					
FUND CENTER 3103100 CAPITAL CONSTRUCTION					
Services & Supplies	124,908	0	0	0	0
Subtotal	124,908	0	0	0	0
FUND CENTER 3103101 BRADSHAW COMPLEX					
Services & Supplies	1,610,415	-93,141	4,900,000	1,100,000	1,100,000
Other Charges	450	378,701	0	225,109	225,109
Improvements	235,311	554,272	13,100,000	500,000	500,000
Subtotal	1,846,176	839,832	18,000,000	1,825,109	1,825,109
Interfund Reimbursement	-737,431	-249,964	-17,000,000	-1,500,000	-1,500,000
Net Total	1,108,745	589,868	1,000,000	325,109	325,109
FUND CENTER 3103102 ADMINISTRATION CENTER					
Services & Supplies	294,693	332,172	819,200	619,200	619,200
Improvements	877,251	1,042,322	700,000	500,000	500,000
Subtotal	1,171,944	1,374,494	1,519,200	1,119,200	1,119,200
Interfund Reimbursement	-89,586	0	0	-1,000,000	-1,000,000
Net Total	1,082,358	1,374,494	1,519,200	119,200	119,200
FUND CENTER 3103103 COURTHOUSE					
Services & Supplies	54,409	87,621	100,000	100,000	100,000
Improvements	55,305	64,401	50,000	50,000	50,000
Subtotal	109,714	152,022	150,000	150,000	150,000
FUND CENTER 3103104 NEW JUVENILE COURTHOUSE					
Services & Supplies	343,215	598,082	50,000	50,000	50,000
Improvements	3,342	1,415,040	0	0	0
Subtotal	346,557	2,013,122	50,000	50,000	50,000
FUND CENTER 3103105 CAROL MILLER JUSTICE CENTER					
Services & Supplies	2,355	35,217	0	0	0
Subtotal	2,355	35,217	0	0	0
FUND CENTER 3103108 PRELIMINARY PLANNING					
Services & Supplies	2,231,967	1,917,595	1,393,285	1,512,406	1,512,406
Improvements	250,966	99	0	0	0
Subtotal	2,482,933	1,917,694	1,393,285	1,512,406	1,512,406
Interfund Reimbursement	-757,115	-41,862	0	0	0
Net Total	1,725,818	1,875,832	1,393,285	1,512,406	1,512,406
FUND CENTER 3103109 901 G STREET BUILDING (OB#2)					
Services & Supplies	154,093	152,732	50,000	50,000	50,000
Improvements	234,456	324,268	50,000	50,000	50,000
Subtotal	388,549	477,000	100,000	100,000	100,000
FUND CENTER 3103110 MAINTENANCE YARD					
Services & Supplies	100,005	378,556	50,000	50,000	50,000
Other Charges	0	78,259	0	115,335	115,335
Improvements	0	20,934	50,000	50,000	50,000
Subtotal	100,005	477,749	100,000	215,335	215,335

COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 County Budget Act (1985)

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 FISCAL YEAR:2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
FUND CENTER 3103111					
MISC ALTERATIONS & IMPROVEMENTS					
Services & Supplies	870,093	1,192,214	1,096,583	936,249	936,249
Other Charges	13,044	50,346	5,500	5,500	5,500
Improvements	3,360	0	40,000	40,000	40,000
Subtotal	886,497	1,242,560	1,142,083	981,749	981,749
Interfund Reimbursement	-1,215,872	-3,190	0	0	0
Net Total	-329,375	1,239,370	1,142,083	981,749	981,749
FUND CENTER 3103112					
BRADSHAW ADMINISTRATION BUILDING (OB #3)					
Services & Supplies	1,000,531	2,808,676	75,000	75,000	75,000
Other Charges	0	0	0	278,810	278,810
Improvements	7,264,528	866,205	200,000	100,000	100,000
Subtotal	8,265,059	3,674,881	275,000	453,810	453,810
Interfund Reimbursement	-8,112,366	-1,162,872	0	0	0
Net Total	152,693	2,512,009	275,000	453,810	453,810
FUND CENTER 3103113					
CLERK-RECORDER BUILDING					
Services & Supplies	84,642	74,474	25,000	25,000	25,000
Improvements	14,398	51,246	25,000	25,000	25,000
Subtotal	99,040	125,720	50,000	50,000	50,000
Interfund Reimbursement	-100,197	0	0	0	0
Net Total	-1,157	125,720	50,000	50,000	50,000
FUND CENTER 3103114					
799 G STREET BUILDING					
Services & Supplies	119,426	292,462	500,000	500,000	500,000
Improvements	0	46,878	700,000	700,000	700,000
Subtotal	119,426	339,340	1,200,000	1,200,000	1,200,000
Interfund Reimbursement	0	0	0	-1,000,000	-1,000,000
Net Total	119,426	339,340	1,200,000	200,000	200,000
FUND CENTER 3103115					
ANIMAL CARE FACILITY					
Services & Supplies	0	5,419,699	0	2,252,000	2,252,000
Other Charges	0	771	0	0	0
Improvements	0	10,100,000	0	2,000,000	2,000,000
Subtotal	0	15,520,470	0	4,252,000	4,252,000
Interfund Reimbursement	0	-15,400,000	0	-4,200,000	-4,200,000
Net Total	0	120,470	0	52,000	52,000
FUND CENTER 3103124					
GENERAL SERVICES FACILITY					
Services & Supplies	73,202	24,267	75,000	75,000	75,000
Other Charges	0	0	0	89,700	89,700
Improvements	294,279	0	100,000	100,000	100,000
Subtotal	367,481	24,267	175,000	264,700	264,700
Interfund Reimbursement	0	-13,790	0	0	0
Net Total	367,481	10,477	175,000	264,700	264,700

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION
DEPARTMENT HEAD: CARL W. MOSHER

SCHEDULE 9
BUDGET UNIT FINANCING USES DETAIL
FISCAL YEAR:2008-09

CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Plant Acquisition
FUND: CAPITAL CONSTRUCTION

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
FUND CENTER 3103125					
B.T. COLLINS					
JUVENILE CENTER					
Services & Supplies	5,365,266	6,900,554	11,085,438	6,933,698	6,933,698
Improvements	12,965,716	9,556,633	43,190,000	7,000,000	7,000,000
Subtotal	18,330,982	16,457,187	54,275,438	13,933,698	13,933,698
Interfund Reimbursement	-15,017,251	-20,037,796	-48,905,492	-13,500,000	-13,500,000
Net Total	3,313,731	-3,580,609	5,369,946	433,698	433,698
FUND CENTER 3103126					
WARREN E. THORNTON					
YOUTH CENTER					
Services & Supplies	36,726	11,444	140,000	140,000	140,000
Improvements	1,020,965	141,147	60,000	60,000	60,000
Subtotal	1,057,691	152,591	200,000	200,000	200,000
Interfund Reimbursement	-982,055	0	0	0	0
Net Total	75,636	152,591	200,000	200,000	200,000
FUND CENTER 3103127					
BOYS RANCH					
Services & Supplies	485,752	1,388,235	300,000	300,000	300,000
Improvements	56,029	13,397	100,000	100,000	100,000
Subtotal	541,781	1,401,632	400,000	400,000	400,000
FUND CENTER 3103128					
RCCC					
Services & Supplies	543,852	990,254	1,000,000	800,000	800,000
Improvements	2,091,633	959,893	1,000,000	700,000	700,000
Subtotal	2,635,485	1,950,147	2,000,000	1,500,000	1,500,000
Interfund Reimbursement	-1,907,356	-334,130	0	0	0
Net Total	728,129	1,616,017	2,000,000	1,500,000	1,500,000
FUND CENTER 3103130					
WORK RELEASE FACILITY					
Services & Supplies	13,762	16,779	25,000	25,000	25,000
Improvements	0	0	10,000	10,000	10,000
Subtotal	13,762	16,779	35,000	35,000	35,000
FUND CENTER 3103131					
SHERIFF'S ADMIN BUILDING					
Services & Supplies	81,143	144,001	200,000	200,000	200,000
Improvements	0	702,205	300,000	200,000	200,000
Subtotal	81,143	846,206	500,000	400,000	400,000
Interfund Reimbursement	-5,678	-174,052	0	0	0
Net Total	75,465	672,154	500,000	400,000	400,000
FUND CENTER 3103132					
LORENZO E. PATINO					
HALL OF JUSTICE					
Services & Supplies	627,584	562,836	925,000	725,000	725,000
Improvements	1,377,764	994,812	1,000,000	1,000,000	1,000,000
Subtotal	2,005,348	1,557,648	1,925,000	1,725,000	1,725,000
Interfund Reimbursement	-179,664	-304,234	0	-1,500,000	-1,500,000
Net Total	1,825,684	1,253,414	1,925,000	225,000	225,000
FUND CENTER 3103133					
SHERIFF-NORTH AREA					
SUBSTATION					
Services & Supplies	25,856	17,754	5,000	5,000	5,000
Improvements	53,683	194,560	10,000	10,000	10,000
Subtotal	79,539	212,314	15,000	15,000	15,000

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION
DEPARTMENT HEAD: CARL W. MOSHER

CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Plant Acquisition
FUND: CAPITAL CONSTRUCTION

SCHEDULE 9
BUDGET UNIT FINANCING USES DETAIL
FISCAL YEAR:2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
FUND CENTER 3103134 SHERIFF-SOUTH AREA SUBSTATION					
Services & Supplies	74,716	67,536	1,500	1,576,500	1,576,500
Improvements	0	0	8,500	4,058,500	4,058,500
Subtotal	74,716	67,536	10,000	5,635,000	5,635,000
Interfund Reimbursement	0	-79,697	0	-5,625,000	-5,625,000
Net Total	74,716	-12,161	10,000	10,000	10,000
FUND CENTER 3103137 CORONER/CRIME LABORATORY					
Services & Supplies	95,419	87,080	150,000	150,000	150,000
Improvements	210,043	278,617	150,000	150,000	150,000
Subtotal	305,462	365,697	300,000	300,000	300,000
FUND CENTER 3103160 SACRAMENTO MENTAL HEALTH FACILITY					
Services & Supplies	74,620	1,894,514	15,000	15,000	15,000
Other Charges	0	134,989	0	314,980	314,980
Subtotal	74,620	2,029,503	15,000	329,980	329,980
FUND CENTER 3103162 PRIMARY CARE CENTER					
Services & Supplies	28,572	38,422	15,000	15,000	15,000
Improvements	0	45,126	10,000	10,000	10,000
Subtotal	28,572	83,548	25,000	25,000	25,000
FUND CENTER 3103198 TRANSFER/REIMB-007A					
Other Charges	1,522,245	1,785,572	1,785,573	1,486,312	1,486,312
Interfund Charges	4,825,851	6,035,106	6,035,106	12,053,657	12,053,657
Subtotal	6,348,096	7,820,678	7,820,679	13,539,969	13,539,969
FUND CENTER 3103199 WATER QUALITY					
Services & Supplies	23,688	36,693	25,000	25,000	25,000
Improvements	0	0	25,000	25,000	25,000
Subtotal	23,688	36,693	50,000	50,000	50,000
FUND CENTER 3106382 LIBRARY MISC PROJECT					
Services & Supplies	942,198	204,251	500,000	500,000	500,000
Improvements	627,230	42,913	1,000,000	1,000,000	1,000,000
Subtotal	1,569,428	247,164	1,500,000	1,500,000	1,500,000
Interfund Reimbursement	-1,698,399	-6,340	-1,500,000	-1,500,000	-1,500,000
Net Total	-128,971	240,824	0	0	0
APPROPRIATIONS FOR CONTINGENCIES	0	0	1,000,000	1,000,000	1,000,000
GRAND TOTAL COUNTY BUILDING CONSTRUCTION	18,677,987	23,651,764	26,820,193	22,937,956	22,937,956
TOTAL DEPARTMENTAL FINANCING	12,946,182	31,698,434	26,820,193	22,937,956	22,937,956

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3100000 Capital Construction Fund

Agency: Internal Services

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
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FUNDED **Program Type: MANDATED-SPECIFIC**

<i>001 Capital Construction Fund</i>	13,439,969	0	17,027,329	-3,587,360	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Bond Payments							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Bond Payments for county owned facilities							
<i>002 Capital Construction Fund</i>	6,050,000	2,000,000	4,050,000	0	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Criminal Justice Trust Fund							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Construction and rehabilitation of criminal justice facilities							
<i>003 Capital Construction Fund</i>	200,000	0	400,000	-200,000	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Courthouse Temporary Construction Fund							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Construction and rehabilitation of court facilities							
<i>004 Capital Construction Fund</i>	216,564	0	216,564	0	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Americans with Disabilities modifications							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: ADA remediation							
<i>005 Capital Construction Fund</i>	3,260,000	1,500,000	5,720,000	-3,960,000	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Adult Institutions							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Rehabilitation of adult institutions							
<i>006 Capital Construction Fund</i>	14,533,698	13,500,000	3,190,193	-2,156,495	0	0.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Juvenile Institutions							
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Rehabilitation of juvenile institutions							

CAPITAL CONSTRUCTION

3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED		Program Type: <u>MANDATED-SPECIFIC</u>					
<i>007 Capital Construction Fund</i>	100,000	0	100,000	0	0	0.0	0
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Asbestos management program							
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
<i>Anticipated Results:</i> Assessment of asbestos hazards through the Asbestos management program							
<i>008 Capital Construction Fund</i>	50,000	0	50,000	0	0	0.0	0
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Underground fuel tank management program							
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
<i>Anticipated Results:</i> Testing of underground fuel tanks for leakage into soil							
<i>011 Capital Construction Fund</i>	398,750	0	744,728	-345,978	0	0.0	0
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Unforeseen Health & Safety - Emergency Maintenance							
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
<i>Anticipated Results:</i> Emergency projects to remediate unforeseen health and safety issues							
<i>016 Capital Construction Fund</i>	50,000	0	50,000	0	0	0.0	0
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Juvenile Courthouse Construction							
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
<i>Anticipated Results:</i> Juvenile Courthouse construction							
<i>018 Capital Construction Fund</i>	5,625,000	5,625,000	0	0	0	0.0	0
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Remodel Construction for the New 911 Center							
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations							
<i>Anticipated Results:</i> Remodel Construction for the New 911 Center at Bond Road							
MANDATED-SPECIFIC Total:	43,923,981	22,625,000	31,548,814	-10,249,833	0	0.0	0

CAPITAL CONSTRUCTION

3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED	Program Type: <u>MANDATED-FLEXIBLE</u>						
<i>009 Capital Construction Fund</i>	612,406	500,000	112,406	0	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Health & safety related projects</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Construction to remediate miscellaneous health and safety related issues</p>							
MANDATED-FLEXIBLE Total:	612,406	500,000	112,406	0	0	0.0	0
FUNDED	Program Type: <u>DISCRETIONARY</u>						
<i>010 Capital Construction Fund</i>	300,000	0	300,000	0	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Coroner Crime Laboratory</p> <p>Countywide Priority: 2 -- Discretionary Law Enforcement</p> <p>Anticipated Results: Construction and rehabilitation of the Coroner Crime Laboratory</p>							
<i>012 Capital Construction Fund</i>	900,000	0	900,000	0	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Administration</p> <p>Countywide Priority: 4 -- Sustainable and Livable Communities</p> <p>Anticipated Results: Administration of the Capital Construction Fund</p>							
<i>014 Capital Construction Fund</i>	1,500,000	1,500,000	0	0	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Library Construction</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Library construction</p>							
<i>015 Capital Construction Fund</i>	25,000	0	37,207	-12,207	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Primary Care Center</p> <p>Countywide Priority: 4 -- Sustainable and Livable Communities</p> <p>Anticipated Results: Primary Care Center</p>							

CAPITAL CONSTRUCTION

3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED		Program Type: <u>DISCRETIONARY</u>					
<i>017 Capital Construction Fund</i>	4,252,000	4,200,000	52,000	0	0	0.0	0
Strategic Objective: IS -- Internal Services Program Description: Animal Care Construction Countywide Priority: 4 -- Sustainable and Livable Communities Anticipated Results: Construction of a new Animal Care facility							
DISCRETIONARY Total:	6,977,000	5,700,000	1,289,207	-12,207	0	0.0	0
FUNDED		Program Type: <u>SELF-SUPPORTING</u>					
<i>013 Capital Construction Fund</i>	1,249,569	1,000,000	5,340,952	-5,091,383	0	0.0	0
Strategic Objective: IS -- Internal Services Program Description: General Maintenance Countywide Priority: 4 -- Sustainable and Livable Communities Anticipated Results: General maintenance of county owned buildings							
SELF-SUPPORTING Total:	1,249,569	1,000,000	5,340,952	-5,091,383	0	0.0	0
FUNDED Total:	52,762,956	29,825,000	38,291,379	-15,353,423	0	0.0	0
Funded Grand Total:	52,762,956	29,825,000	38,291,379	-15,353,423	0	0.0	0

SUPPLEMENTAL INFORMATION:

The anticipated funding available within the Capital Construction Fund for Fiscal Year 2008-09 is \$22,937,956. The Recommended Fiscal Year 2008-09 Proposed Budget includes several high priority projects in the County’s Juvenile 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 of Appropriation	\$(15,353,423)
County Facility Use Allowance, Vacancy Factor, and Improvement Districts	13,881,917
Interest Income	125,000
Miscellaneous Revenues - Revenue Leases	48,000
Miscellaneous Revenues	20,119,898
Americans with Disabilities Act (ADA) Certificate of Participation Funds	216,564
Courthouse Temporary Construction Fund Revenues	2,100,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,800,000
	\$22,937,956

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 taking care of these emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.

The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long needed construction of new facilities to serve Sacramento County. Additionally, the funding levels identified for small miscellaneous projects differ from the funding budgeted as contingencies. The funds set aside as contingencies historically have been used to fund large construction or design projects at the direction of the Board of Supervisors or to fund large unexpected cost escalations or contractor claims on a project.

Following is a partial list of significant projects included in the Capital Construction Fund budget:

- Construction for the new Animal Care facility.
- Continue major infrastructure renovation at Juvenile Hall including the 120-Bed Expansion
- Remodel Wing “A” of the Juvenile Center.
- Remodel the Sheriff’s Bond Road Facility to relocate the 911 Center.

The projects recommended for the proposed budget are:

Fund Center 3103101-Bradshaw Complex — \$325,109. Actual appropriation is \$1,825,109 but due to reimbursements, the net budget amount is \$325,109. This appropriation provides for energy saving projects (and debt service for those) and ADA upgrades at the Bradshaw Complex.

Fund Center 3103102-Administration Center — \$119,200. Actual appropriation is \$1,119,200 but due to reimbursements, the net budget amount is \$119,200. This appropriation provides for ADA upgrade construction; central plant modifications, and replacing carpeting in various areas where it has become a hazard and miscellaneous alterations in the Administration Center.

Fund Center 3103103-Courthouse — \$150,000. This appropriation provides for various improvements to correct health, security, and safety issues; and miscellaneous alterations in the Courthouse.

Fund Center 3103104-New Juvenile Courthouse —\$50,000. This appropriation provides for miscellaneous items following the construction of the new Juvenile Courthouse.

Fund Center 3103105-Carol Miller Justice Center — \$0. It is anticipated that this facility will be transferred to the State in Fiscal Year 2008-09.

Fund Center 3103108-Preliminary Planning — \$1,512,406. This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; consultant costs for the long-term adult correctional feasibility study; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

Fund Center 3103109-901 G Street Building (OB #2) — \$100,000. This appropriation provides for miscellaneous alterations and improvements.

Fund Center 3103110-Maintenance Yard — \$215,335. This appropriation provides for energy savings projects (and debt service for those) along with miscellaneous alterations and improvements.

Fund Center 3103111-Miscellaneous Alterations and Improvements — \$981,749. This appropriation provides for the following projects:

Requestor	Project Description and Justification	Cost Estimate
Facility Planning, Architecture, & Real Estate	Survey and remedial work associated with asbestos in county facilities.	\$100,000
Municipal Services Agency	Provide for ongoing testing of underground tanks under county ownership in accordance with state law.	50,000
Municipal Services Agency	Provide for the cost associated with warranty inspections on new construction and remodel projects.	20,000
Real Estate	Real Estate provides services to CCF including wireless lease and services for miscellaneous vacant county owned land.	120,000
Capital Construction & Facility Planning and Management	Vacant Space Allocation- CCF is charged for vacant county owned space, but recovers the cost through the Facility Use Allocation.	292,999
Capital Construction & Facility Planning and Management	Miscellaneous minor building and emergency projects.	398,750
	Recommended Total for Budget Unit 3103111	\$981,749

Fund Center 3103112-Bradshaw Administration Building (OB #3) — \$453,810. This appropriation provides for debt service for the energy saving project under way as well as alterations and improvements to the facility.

Fund Center 3103113-Clerk-Recorder Building — \$50,000. This appropriation provides for miscellaneous improvements for the Spink Building.

Fund Center 3103114-799 G Street Building — \$200,000. Actual appropriation is \$1,200,000 but due to reimbursements, the net budget amount is \$200,000. This appropriation provides for the Chilled and Hot Water systems upgrade, an upgrade to the underground diesel storage tank, and miscellaneous improvements to the Office of Communication and Information Technology building.

Fund Center 3103115-Animal Care Facility — \$52,000. Requested appropriation is \$4,252,000 but expected reimbursements reduce the net budget to \$52,000 (additional appropriation will carry forward from Fiscal Year 2007-08 for the encumbered construction contract). This appropriation provides for construction of the new Animal Care Facility.

Fund Center 3103124-General Services Facility — \$264,700. This appropriation provides for debt service for the energy saving project under way as well as alterations and improvements to the facility.

Fund Center 3103125-B.T. Collins Juvenile Center — \$433,698. Total new appropriation is \$13,933,698 but reimbursements reduce the net budget to \$433,698 (additional appropriation will carry forward from Fiscal Year 2007-08 for the encumbered construction contract). This appropriation provides for the continuation of the Juvenile Hall infrastructure project, and miscellaneous alterations to correct health and safety issues.

Fund Center 3103126-Warren E. Thornton Youth Center — \$200,000. This appropriation provides miscellaneous alterations and improvements.

Fund Center 3103127-Boys Ranch — \$400,000. This appropriation provides for planning adequate sewage capacity, and miscellaneous alterations and improvements.

Fund Center 3103128-Rio Cosumnes Correctional Center (RCCC) — \$1,500,000. This appropriation provides for energy saving projects at RCCC, and miscellaneous alterations and improvements.

Fund Center 3103130-Work Release Facility — \$35,000. This appropriation provides for miscellaneous repairs to the Work Release Facility.

Fund Center 3103131-Sheriff's Administration Building — \$400,000. This appropriation provides for energy saving projects at the Sheriff's Administration Building and miscellaneous alterations to the Sheriff's Administration Building.

Fund Center 3103132-Lorenzo E. Patino Hall of Justice — \$225,000. Actual appropriation is \$1,725,000 but due to reimbursements, the net budget amount is \$225,000. This appropriation provides for continuing the remodel of inmate showers and miscellaneous improvements to the facility.

Fund Center 3103133-Sheriff's North Area Substation — \$15,000. This appropriation provides for miscellaneous improvements to the facility.

Fund Center 3103134-Sheriff's South Area Substation — \$10,000. Requested appropriation is \$5,635,000 but expected reimbursements reduce the net budget to \$10,000. This appropriation provides for design, construction, and project management for the Sheriff's New 911 Facility to be relocated to this building.

Fund Center 3103137-Coroner/Crime Laboratory — \$300,000. This appropriation provides for evidence area alteration and improvement and continued modifications to improve the functionality of the facility.

Fund Center 3103160-Sacramento Mental Health Facility — \$329,980. This appropriation provides for debt service for the energy saving project recently completed along as well as alterations and improvements to the facility.

Fund Center 3103162-Primary Care Center — \$25,000. This appropriation provides for miscellaneous alterations and improvements to the facility.

Fund Center 3103198-Financing-Transfers/Reimbursements — \$13,539,969. This appropriation provides for contributions for the following debt service payments: the new Juvenile Courthouse; Debt Service for Fixed Asset Acquisition Fund projects started in Fiscal Year 2004-05; various facilities debt service payments (due to Tobacco Litigation Settlement De-allocated Funds requirements), debt service for the Main Jail, and the County's share of the tenant improvements for the Bank of America Building.

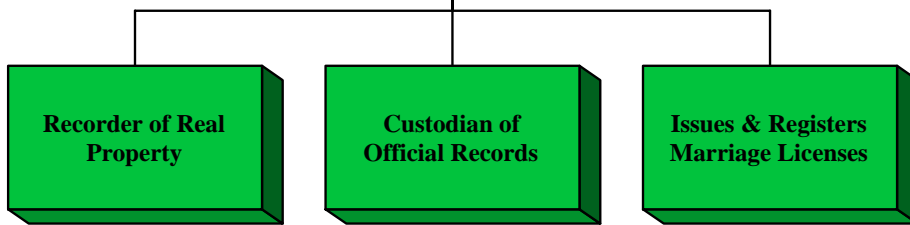
Fund Center 3103199-Water Quality — \$50,000. This appropriation provides for miscellaneous alterations and improvements to the facility.

Fund Center 3106382-Libraries — \$0. Actual appropriation is \$1,500,000, but due to reimbursements, the net budget amount is \$0. This appropriation provides for preparing construction documents for the Rio Linda Library and other minor improvements to various branch libraries to correct health, safety, or severe operational issues.

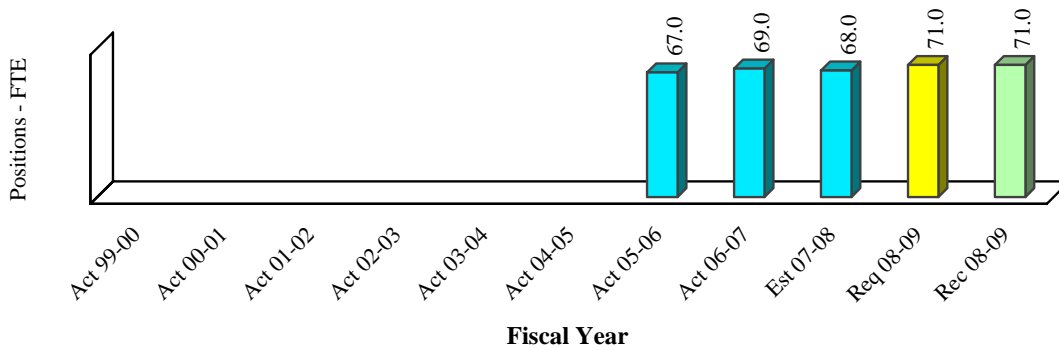
Fund Center 3105982-Contingencies — \$1,000,000. This appropriation provides funding for unanticipated construction needs.

Departmental Structure

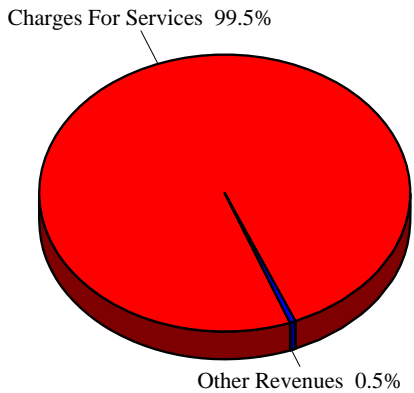
FREDERICK GARCIA, Director



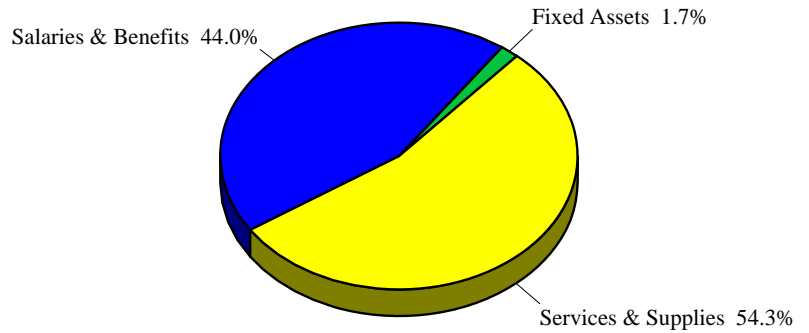
Staffing Trend



Financing Sources



Financing Uses



UNIT: 3240000 County Clerk/Recorder					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	6,449,902	7,284,860	11,181,935	11,502,211	11,502,211
Total Financing	8,099,674	7,284,860	11,181,935	11,502,211	11,502,211
NET COST	-1,649,772	0	0	0	0
Positions	69.0	68.0	68.0	71.0	71.0

PROGRAM DESCRIPTION:

The Department of County Clerk/Recorder:

- Serves as custodian of official records.
- Recorder of real property documents for the County.
- Issues and registers marriage licenses.
- Registers process servers, public notaries, professional photo copiers, unlawful detainer assistants, legal document assistants.
- Files and maintains oaths of office, environmental impact reports, and rosters of public agencies.
- Performs weddings.
- Issues certified copies of birth, death and marriage records.
- Collects funds for Real Estate Fraud Prevention Fund, Children’s Trust Fund, Deoxyribonucleic Acid (DNA) database, Juvenile Mediation Trust, Domestic Violence Trust.
- Acts as commissioner of civil marriage and appoints deputy commissioners of civil marriage.
- Authenticates notary public and health officer signatures.
- Files subdivision, parcel, assessor and assessment maps.

RECOMMENDED ADDITIONAL REQUESTS:

- Appropriations and revenues have increased by \$407,981 and staff increased by 3.0 FTE to implement a Records Conversion Program. The program will provide for a thorough examination of the records maintained by the County Clerk/Recorder and is supported by dedicated recording fees previously authorized as provided in Government Code Section 27361.4(a).

SCHEDULE:

COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 County Budget Act (1985)

UNIT: 3240000 County Clerk/Recorder
 DEPARTMENT HEAD: FREDERICK GARCIA

CLASSIFICATION
 FUNCTION: PUBLIC PROTECTION
 ACTIVITY: Other Protection
 FUND: GENERAL

SCHEDULE 9
 BUDGET UNIT FINANCING USES DETAIL
 FISCAL YEAR: 2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	3,883,222	3,761,815	4,659,517	5,064,401	5,064,401
Services & Supplies	1,737,856	2,551,749	5,376,179	5,147,605	5,147,605
Equipment	116,222	130,000	199,157	199,157	199,157
Intrafund Charges	718,454	847,296	955,582	1,096,048	1,096,048
SUBTOTAL	6,455,754	7,290,860	11,190,435	11,507,211	11,507,211
Intrafund Reimb	-5,852	-6,000	-8,500	-5,000	-5,000
NET TOTAL	6,449,902	7,284,860	11,181,935	11,502,211	11,502,211
Prior Yr Carryover	-157,309	0	0	0	0
Revenues	8,256,983	7,284,860	11,181,935	11,502,211	11,502,211
NET COST	-1,649,772	0	0	0	0
Positions	69.0	68.0	68.0	71.0	71.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3240000 County Clerk/Recorder Department

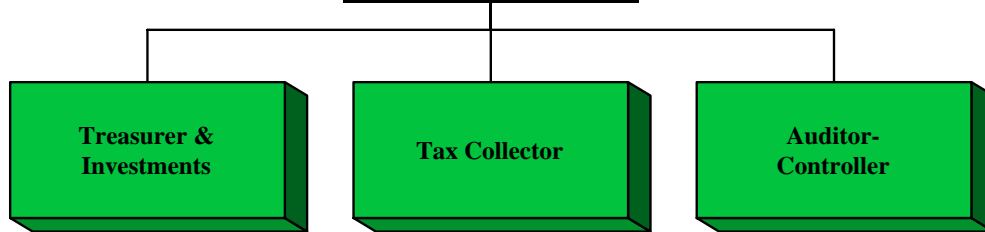
Agency: Internal Services

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles	
FUNDED		Program Type: <u>MANDATED-FLEXIBLE</u>						
<i>001A Clerk</i>	941,979	0	941,979	0	0	5.0	0	
<p>Strategic Objective: LJ -- Law and Justice</p> <p>Program Description: The Clerk Program provides notary services; registers process servers; photocopiers; issues marriage licenses and performs weddings and files Statements of Economic Interest.</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Marriage licenses, photocopiers and process servers are registered within 20 minutes. Confidential marriages are registered within 30 days.</p>								
<i>002 Recorder</i>	9,998,855	5,000	9,993,855	0	0	62.0	0	
<p>Strategic Objective: LJ -- Law and Justice</p> <p>Program Description: The Recorder program maintains the ability to register, index, image and mail, birth , death and marriage records.</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: It ensures counter documents are recorded same day and mailed within 5 workdays with an index available by noon the next work day. It also ensures documents are recorded and mailed within 3 days or produced within 20 minutes in person.</p>								
MANDATED-FLEXIBLE Total:		10,940,834	5,000	10,935,834	0	0	67.0	0
FUNDED		Program Type: <u>DISCRETIONARY</u>						
<i>001B Clerk</i>	158,396	0	158,396	0	0	1.0	0	
<p>Strategic Objective: LJ -- Law and Justice</p> <p>Program Description: This part of the Clerk program ensures customers receive services commensurate with the user fees that they pay.</p> <p>Countywide Priority: 4 -- Sustainable and Livable Communities</p> <p>Anticipated Results: Licenses are provided within 20 minutes to counter customers and within 30 days for confidential marriages.</p>								
DISCRETIONARY Total:		158,396	0	158,396	0	0	1.0	0
FUNDED Total:		11,099,230	5,000	11,094,230	0	0	68.0	0

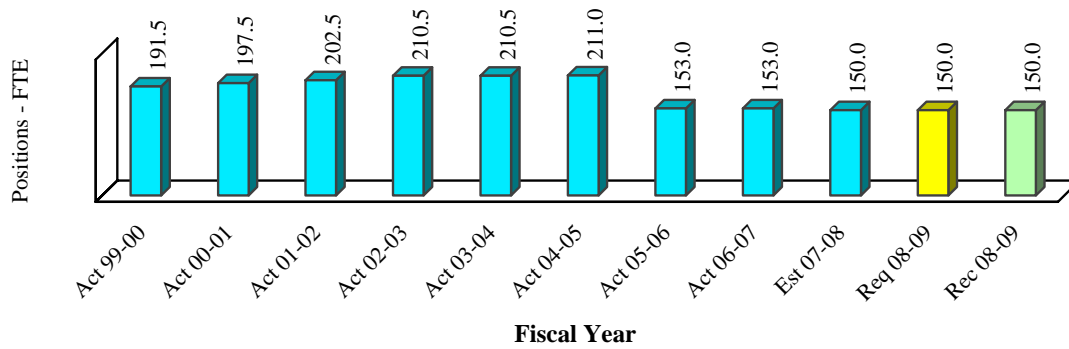
<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
CEO RECOM'D ADD'L REQUEST							
Program Type: <u>SELF-SUPPORTING</u>							
<i>AR-3 Records Conversion</i>	407,981	0	407,981	0	0	3.0	0
Strategic Objective: GG-- General Government							
Program Description: The Records Conversion program provides for ongoing analysis of archival records starting from 1850, development of a departmental record retention schedule, creation of a system for high quality permanent archival records of recorded documents, and assistance in the development of a countywide records retention program.							
Countywide Priority: 5 -- General Government							
Anticipated Results: (1) high quality permanent archive of recorded documents; (2) departmental records retention program; (3) countywide records retention / management program							
SELF-SUPPORTING Total:	407,981	0	407,981	0	0	3.0	0
CEO RECOM'D ADD'L REQUEST Total:	407,981	0	407,981	0	0	3.0	0
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Funded Grand Total:	11,507,211	5,000	11,502,211	0	0	71.0	0

Departmental Structure

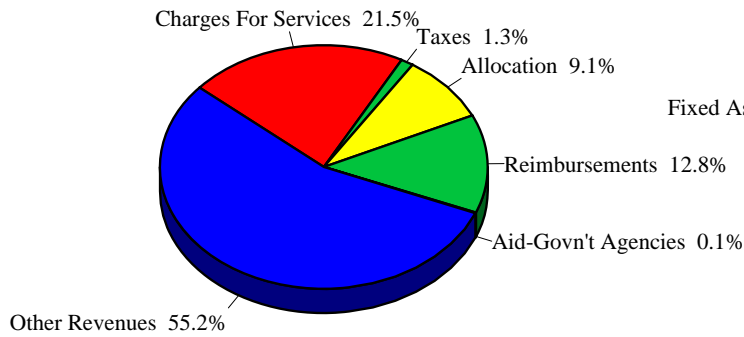
DAVE IRISH, Director of Finance



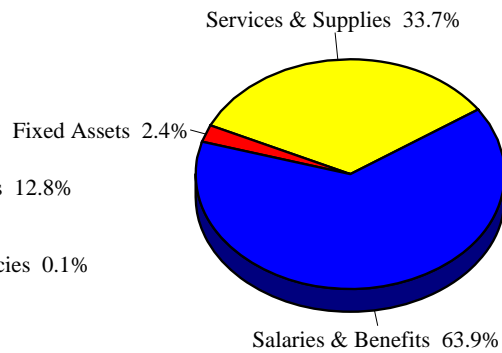
Staffing Trend



Financing Sources



Financing Uses



UNIT: 3230000 Department Of Finance					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	14,726,493	15,781,071	17,046,289	18,632,766	18,286,651
Total Financing	14,657,009	15,154,199	16,425,806	16,724,708	16,378,593
NET COST	69,484	626,872	620,483	1,908,058	1,908,058
Positions	153.0	150.0	150.0	150.0	150.0

PROGRAM DESCRIPTION:

The Department of Finance:

- Manages the County's treasury.
- Provides for the collection and investment of funds.
- Provides fiscal services and independently reports valid financial information to the general public, county departments and other government entities.
- Provides accurate and timely financial information to the County.
- Provides core-level support services to general taxpayers, county departments and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Maintains the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.
- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- Processes property tax collection and business licenses.
- Issues and monitors fictitious business name statements.
- Manages the \$3.0 billion Pooled Investment Fund in compliance with the California Government Code, the Pooled Investment Policy and Investment Guidelines.
- Maintains the Pooled Investment Fund credit ratings and achieves a competitive yield for the Pooled Investment Fund, at or above the State's Local Agency Investment Fund (LAIF).
- Annually completes and submits the June 30, year-end CAFR to the Government Finance Officers Association (GFOA) in order to receive the GFOA Certificate of Achievement for Excellence award in financial reporting.

- The specialized programs of the Department of Finance are organized within the following operational structure:
 - **Auditor-Controller** operations include the following programs: 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** operations include the following programs: Tax Collection and License.
 - **Treasury and Investments** operations include the following programs: Pooled Investments; Fiscal Agent Services; 1911 Act Bonds; and Reclamation Districts.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 3230000 Department Of Finance DEPARTMENT HEAD: DAVE IRISH CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Finance FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2008-09					
Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	11,386,351	12,154,143	12,891,531	13,396,918	13,396,918
Services & Supplies	3,857,656	4,992,965	5,224,189	5,714,481	5,243,552
Other Charges	385,235	0	0	0	0
Equipment	15,987	500,000	500,000	513,000	513,000
Interfund Charges	51,184	53,400	53,400	53,400	53,400
Intrafund Charges	1,073,409	1,300,089	1,404,823	1,762,545	1,762,545
SUBTOTAL	16,769,822	19,000,597	20,073,943	21,440,344	20,969,415
Interfund Reimb	-112,820	-118,809	-225,309	-47,800	-47,800
Intrafund Reimb	-1,930,509	-3,100,717	-2,802,345	-2,759,778	-2,634,964
NET TOTAL	14,726,493	15,781,071	17,046,289	18,632,766	18,286,651
Prior Yr Carryover	22,892	0	0	0	0
Revenues	14,634,117	15,154,199	16,425,806	16,724,708	16,378,593
NET COST	69,484	626,872	620,483	1,908,058	1,908,058
Positions	153.0	150.0	150.0	150.0	150.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3230000 Department of Finance

Agency: Internal Services

Program Number and Title	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
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FUNDED Program Type: MANDATED-FLEXIBLE

001 Pool	4,061,291	308,608	3,752,683	0	0	23.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides investment services for Pooled Investment Fund

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Treasury Pool maintains the accuracy of the \$8.0 billion annual revenue collections, deposits and accounts for Treasury participants; maintains legal management of \$1.9 billion investment funds with 99 percent accuracy, credit rating level of AA Af, volatility rating of S-1, 0 investment policy exception, and meets state Local Agency Investment Fund earnings.

003 1911 Act Bonds	30,892	0	30,892	0	0	1.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides acctng svcs & admin of delinquency assessment sales

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: 1911 Bonds administers, collects assessments and pays bondholders; updates property owner lists; re-registers bonds; and pays registered and bearer bonds. This program ensures 100 percent accuracy.

004 Reclamation	122,846	12,090	110,756	0	0	2.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides billing, collection & paying agent services

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Reclamation provides billing, collection, accounting, paying agent services and registers warrants for reclamation districts. The program collects and distributes \$1 million annually to 20 districts while ensuring 100 percent accuracy.

005 Tax Collection	4,031,537	431,271	3,228,280	0	371,986	32.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Administration/collection of secured taxes

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Tax Collections maintains secured/supplemental/unsecured property taxes and User Utility Tax. The program has a collection rate of 98 percent for secured and 95 percent for unsecured taxes.

006 License	2,878,413	110,813	2,756,575	0	11,025	12.0	2
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Strategic Objective: IS -- Internal Services

Program Description: Administers Fictitious Business Names Ordinance

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

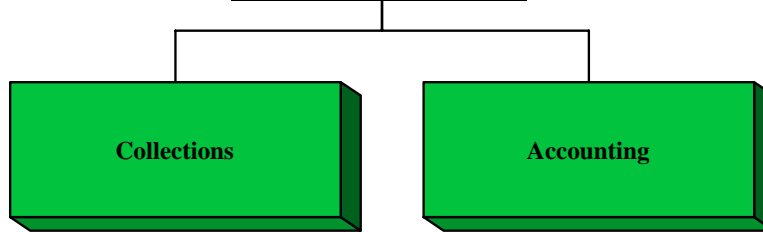
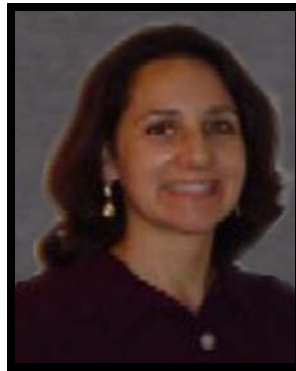
Anticipated Results: License is a system that monitors and processes business licenses, fictitious business name requests and ensures business information is available to the public. License ensures that requests are processed within five working days in accordance with state law with 100 percent accuracy.

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
FUNDED		Program Type: <u>MANDATED-FLEXIBLE</u>					
<i>009 General Accounting</i>	414,497	13,073	281,473	0	119,951	4.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides general accounting services to all departments</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: An accounting system that maintains and ensures general acctng services to all County departments. The programs maintains countywide capital assets accounting, debt accounting within professional standards with 100 percent accuracy.</p>							
<i>010 Accounting Reporting Control</i>	177,326	5,684	116,097	0	55,545	2.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Audits and prepares financial statements</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: This program audits and prepares financial statements, maintains the ability of the department to prepare the County Annual Financial Report, Cost Plan, Annual Report of Financial Transactions and Senate Bill 90 mandated cost claims with 100 percent accuracy while meeting professional standards within timelines.</p>							
<i>011 Systems Control & Reconciliations</i>	1,787,411	234,963	1,042,155	0	510,293	12.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Maintains effective accounting system</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: This program ensures COMPASS financial transactions are properly maintained, develops, monitors and maintains internal controls while ensuring accounting for 1.4 million warrants issued annually. The program processes department and special district security requests while ensuring 100 percent accountability and 97 percent accuracy.</p>							
<i>012 Central Support Services</i>	314,544	17,052	271,248	0	26,244	8.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Record retention & data input for all departments</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Central Support services ensures the mailing and distribution of countywide warrants and timesheets, as well as the distribution of COMPASS reports to special districts, while providing administrative support to the Auditor-Controller Division. Timesheets are distributed within one week, COMPASS reports within five working days, and daily documents are processed within one day of receipt.</p>							
<i>013 Payroll Services</i>	1,039,845	234,426	587,941	0	217,478	8.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Payroll services for the County and for Special Districts</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: A county-wide payroll system that produces warrants for County, special districts and retirees. Ensures that warrants are processed within the required deadlines with an accuracy rate of 97 percent, which include garnishments and preparation of third party vendor payments.</p>							
<i>014 Audit Services</i>	1,436,773	680,462	685,804	0	70,507	9.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Audit services for County and Special Districts</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Performs and provides audit services on financial records, ensures compliance with mandated laws and regulations, reviews internal controls and special audits for County and special districts. Audits are conducted at a rate of 100 percent accuracy in order to meet professional standards.</p>							

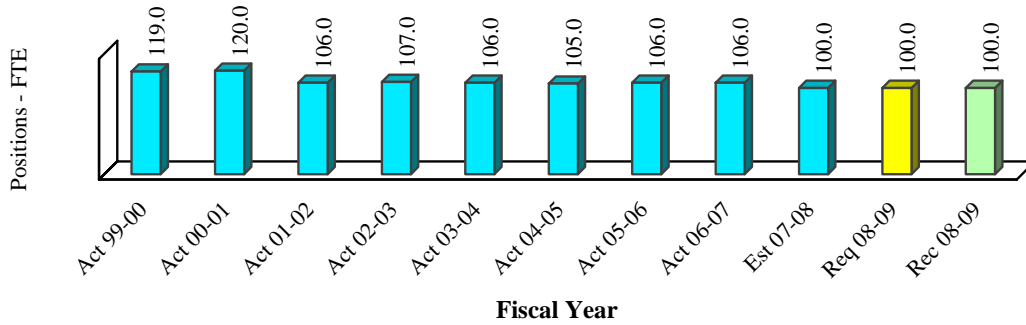
<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>	
FUNDED		Program Type: <u>MANDATED-FLEXIBLE</u>						
<i>015 Payment Services</i>	1,929,104	102,312	1,382,753	0	444,039	19.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Verification of all documents processed for payment</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: A countywide payment service that reviews and pre-audits payment requests and provides special district COMPASS data entry, and images/verifies claims. Process payment requests within ten days of receipt while maintaining an imaging error rate of less than 1 percent.</p>								
<i>016 Other Accounting Services</i>	679,087	53,420	593,310	0	32,357	4.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: State funding allocation; COMPASS budgetary controls</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: This service reviews rate proposals, distributes fines and provides budget and accounting services to 50 special districts and maintains 97 percent accuracy.</p>								
<i>017 Tax Accounting</i>	1,378,544	441,716	888,195	0	48,633	10.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides revenue collection data & budget support of taxing entities</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: A tax accounting system that administers revenue distribution, data and budget support for taxing entities, and maintains an accuracy rate of 97 percent.</p>								
MANDATED-FLEXIBLE Total:		20,282,110	2,645,890	15,728,162	0	1,908,058	146.0	2
FUNDED		Program Type: <u>SELF-SUPPORTING</u>						
<i>002 Fiscal Agent</i>	687,305	36,874	650,431	0	0	4.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides trustee services for bond issues</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Fiscal Agent provides investment, paying agent, portfolio accounting, periodic reporting and other services for debt financing. The program reports on 77 debt financings with a total fund exceeding \$1.8 billion while maintaining 97 percent accuracy.</p>								
SELF-SUPPORTING Total:		687,305	36,874	650,431	0	0	4.0	0
FUNDED Total:		20,969,415	2,682,764	16,378,593	0	1,908,058	150.0	2
Funded Grand Total:		20,969,415	2,682,764	16,378,593	0	1,908,058	150.0	2

Departmental Structure

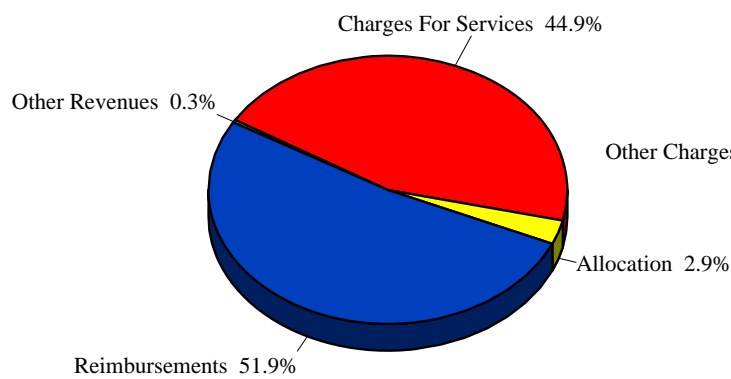
CONNIE AHMED, Director



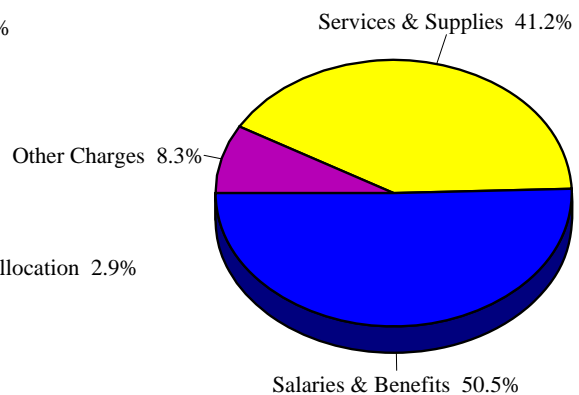
Staffing Trend



Financing Sources



Financing Uses



UNIT: 6110000 Department Of Revenue Recovery					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	5,183,941	7,268,346	6,252,741	7,394,692	7,394,692
Total Financing	6,338,060	7,131,828	6,252,741	6,945,996	6,945,996
NET COST	-1,154,119	136,518	0	448,696	448,696
Positions	106.0	100.0	101.0	100.0	100.0

PROGRAM DESCRIPTION:

The primary responsibility of the Department of Revenue Recovery (DRR) is to collect both current and delinquent accounts receivable in order to maximize the recovery of unpaid receivables. The recovery of revenue aids the programs receiving the funds to maintain public service levels and avoid service fee increases. By using cost-effective collection enforcement techniques, DRR also ensures that taxpayers are not required to bear the added burden of indebtedness that is the legal responsibility of a specific individual. To accomplish this, the Department:

- Performs financial evaluations to identify income and assets.
- Determines client’s ability to pay, and adjusts certain types of charges in accordance with laws and regulations.
- Establishes a payment schedule, when appropriate, to aid citizens in repaying amounts owed.
- Creates an account for each debt and uses automated case management processes to monitor payment compliance and financial transactions.
- Sends out monthly bills and other delinquent notices as needed.
- Initiates follow-up procedures when payments are not made using all legal means to enforce collection.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

UNIT: 6110000 Department Of Revenue Recovery
DEPARTMENT HEAD: CONNIE AHMED

CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Other General
FUND: GENERAL

SCHEDULE 9
BUDGET UNIT FINANCING USES DETAIL
FISCAL YEAR: 2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	6,504,253	6,937,599	7,249,868	7,757,850	7,757,850
Services & Supplies	3,967,959	4,578,419	4,590,682	5,026,796	5,026,796
Other Charges	145,136	933,341	933,341	1,268,412	1,268,412
Intrafund Charges	943,813	1,146,803	1,273,574	1,308,692	1,308,692
SUBTOTAL	11,561,161	13,596,162	14,047,465	15,361,750	15,361,750
Interfund Reimb	-9,274	-10,316	-4,676	-10,316	-10,316
Intrafund Reimb	-6,367,946	-6,317,500	-7,790,048	-7,956,742	-7,956,742
NET TOTAL	5,183,941	7,268,346	6,252,741	7,394,692	7,394,692
Prior Yr Carryover Revenues	0 6,338,060	555,208 6,576,620	555,208 5,697,533	0 6,945,996	0 6,945,996
NET COST	-1,154,119	136,518	0	448,696	448,696
Positions	106.0	100.0	101.0	100.0	100.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 6110000 Revenue Recovery

Agency: Internal Services

Program Number and Title	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED		Program Type: MANDATED-FLEXIBLE					
<i>001A-1 Revenue Recovery</i>	15,343,780	7,967,058	6,928,026	0	448,696	100.0	1
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Centralized revenue collection and distribution</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Maximum recovery of revenue, at or below private agency rates, in order to maintain funding for various entities, so citizens do not bear the burden of other's debts. Net cost to collection ratio under 15.0%, recovery rate over 40.0%, write-offs under 5.0%.</p>							
MANDATED-FLEXIBLE Total:		15,343,780	7,967,058	6,928,026	0	448,696	100.0 1

FUNDED		Program Type: DISCRETIONARY					
<i>001A-1 Revenue Recovery</i>	17,970	0	17,970	0	0	0.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Centralized revenue collection and distribution</p> <p>Countywide Priority: 6 -- Prevention/Intervention Programs</p> <p>Anticipated Results: Minor improvement in recovery of revenue for the County.</p>							
DISCRETIONARY Total:		17,970	0	17,970	0	0	0.0 0

FUNDED Total:	15,361,750	7,967,058	6,945,996	0	448,696	100.0	1
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Funded Grand Total: 15,361,750 7,967,058 6,945,996 0 448,696 100.0 1

UNIT: 6010000 Employment Records & Training

SUMMARY

Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	203	0	0	0	0
Total Financing	0	0	0	0	0
NET COST	203	0	0	0	0

PROGRAM DESCRIPTION:

- Effective April 27, 2006, per an ordinance adopted by the Board of Supervisors, this Department was consolidated with the Department of Employment Services and Risk Management into the new Personnel Services Department (see Budget Unit 6050000).

FOR INFORMATION ONLY

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

UNIT: 6010000 Employment Records & Training

CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Personnel
FUND: GENERAL

SCHEDULE 9
BUDGET UNIT FINANCING USES DETAIL
FISCAL YEAR: 2008-09

Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	3	0	0	0	0
Services & Supplies	200	0	0	0	0
NET TOTAL	203	0	0	0	0
Revenues	0	0	0	0	0
NET COST	203	0	0	0	0

EMPLOYMENT SERVICES & RISK MANAGEMENT 6030000

UNIT: 6030000 Employment Services & Risk Management					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	-5,885	0	0	0	0
Total Financing	0	0	0	0	0
NET COST	-5,885	0	0	0	0

PROGRAM DESCRIPTION:

- Effective April 27, 2006, per an ordinance adopted by the Board of Supervisors, this Department was consolidated with the Department of Employment Records and Training into the new Personnel Services Department (see Budget Unit 6050000).

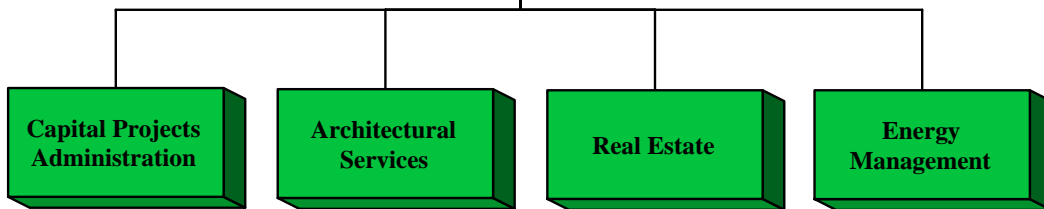
FOR INFORMATION ONLY

SCHEDULE:

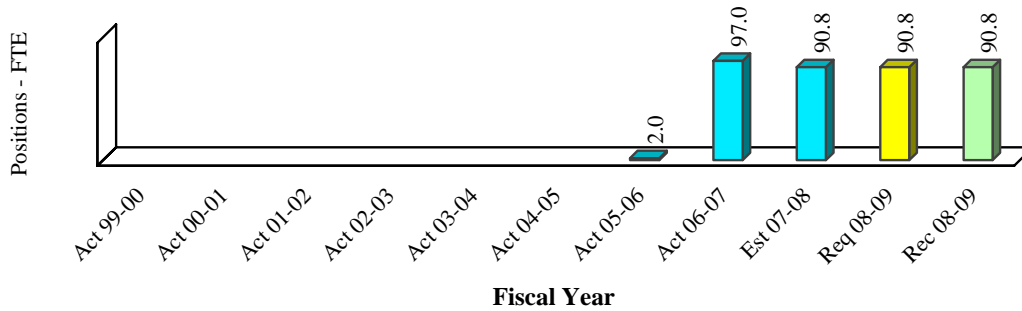
COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 6030000 Employment Services & Risk Management			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2008-09		CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL			
Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	3	0	0	0	0
Services & Supplies	-5,888	0	0	0	0
NET TOTAL	-5,885	0	0	0	0
Revenues	0	0	0	0	0
NET COST	-5,885	0	0	0	0

Departmental Structure

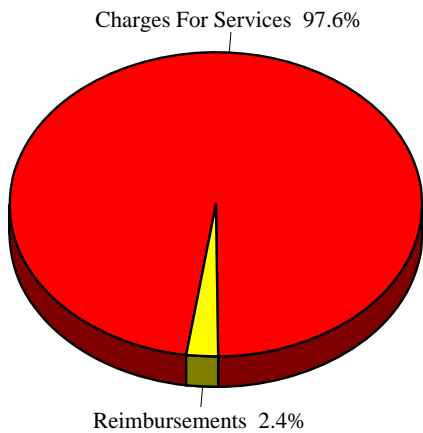
CARL W. MOSHER, Director



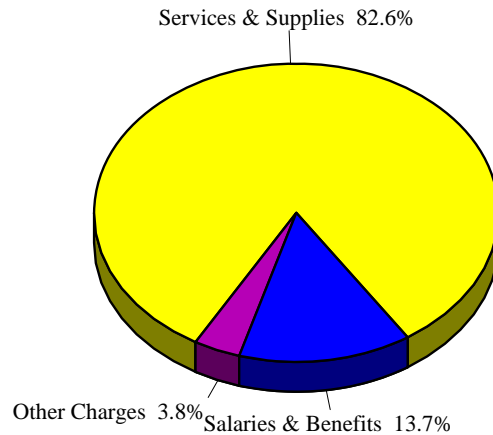
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7900000 Facility Planning, Architecture & Real Estate					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	62,688,377	64,432,955	68,726,654	75,399,347	75,399,347
Total Financing	63,771,641	64,097,928	68,726,654	73,319,347	73,319,347
NET COST	-1,083,264	335,027	0	2,080,000	2,080,000
Positions	97.0	90.8	88.8	90.8	90.8

PROGRAM DESCRIPTION:

The Board of Supervisors created the Department of Facility Planning, Architecture and Real Estate in the Internal Services Agency to manage all phases of county facilities construction and real estate services. The Department provides full spectrum management of capital projects, from inception, through financing, design and construction.

The Department of Facility Planning, Architecture and Real Estate divisions include:

- **Administration:** Provides for the management and administration of the Department.
- **Architectural Services Division (ASD):** Provides services for county owned and leased facilities. 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.
- **Facility Planning and Management Division:** Provides for the administration of facility planning for county owned and leased facilities. The division manages the Capital Construction Fund which provides funding for construction and remodeling of county owned facilities. The division also includes the Energy Management Program which coordinates energy related issues, seeks ways to reduce energy usage and promote use of alternative fuels and analyzes energy savings resulting from conservation or other methods. Additionally, Computer Aided Facility Management and Master Planning (for county owned facilities) are managed by the division.
- **Real Estate Division:** Negotiates the purchase of real estate property interests required for projects of the Municipal Services Agency, Department of Regional Parks, other county agencies, and special districts. The division also manages county owned property, sells surplus real estate, provides property management services, and negotiates and manages leases in support of the County Facility Management Program.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$1,780,000 and rebated to county departments. An additional \$300,000 of retained earnings will be used to finance the Department’s Fiscal Year 2008-09 operations.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

FUND: FACILITY PLANNING & MGMT
032A

ACTIVITY: Property Management
UNIT: 7900000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	63,771,611	64,091,192	68,726,654	73,319,347	73,319,347
Total Operating Rev	63,771,611	64,091,192	68,726,654	73,319,347	73,319,347
Salaries/Benefits	8,287,094	8,993,738	10,004,136	10,538,205	10,538,205
Services & Supplies	53,590,751	54,435,426	57,715,114	61,954,256	61,954,256
Other Charges	670,581	894,181	897,157	1,016,640	1,016,640
Depreciation/Amort	9,471	9,470	9,500	9,500	9,500
Intrafund Chgs/Reimb	-15,953	-607	0	0	0
Total Operating Exp	62,541,944	64,332,208	68,625,907	73,518,601	73,518,601
Other Revenues	30	6,736	0	0	0
Total Nonoperating Rev	30	6,736	0	0	0
Interest Expense	3,075	12,751	12,751	6,591	6,591
Debt Retirement	144,677	87,996	87,996	94,155	94,155
Improvements	-1,319	0	0	0	0
Residual Eq Trn Out	0	0	0	1,780,000	1,780,000
Total Nonoperating Exp	146,433	100,747	100,747	1,880,746	1,880,746
Net Income (Loss)	1,083,264	-335,027	0	-2,080,000	-2,080,000
Positions	97.0	90.8	88.8	90.8	90.8

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

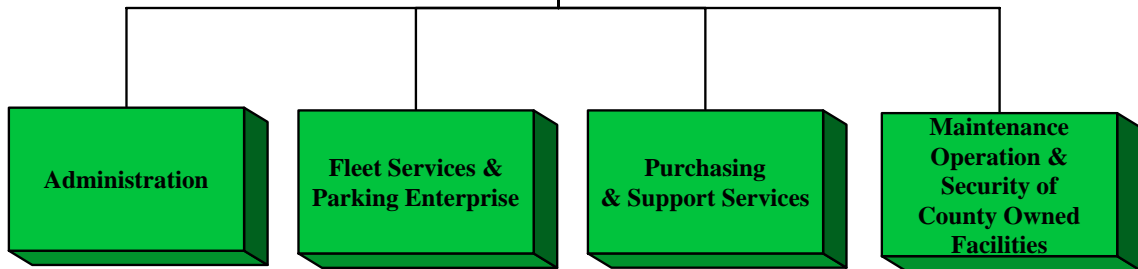
Budget Unit: 7900000 Facility Planning, Architecture & Real Estate

Agency: Internal Services

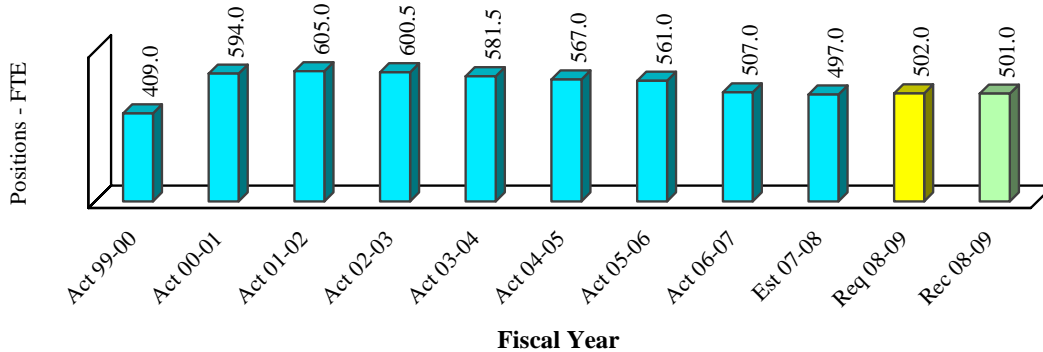
<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles	
FUNDED		Program Type: SELF-SUPPORTING						
<i>001 Energy Management</i>	11,018,977	0	10,228,977	0	790,000	1.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Coordinates energy related issues</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Utilize energy in an efficient manner. Use Municipal Leases to implement projects improving energy efficiency. Municipal Leases will be repaid with energy savings achieved resulting in no cost increase.</p>								
<i>002-A Real Estate</i>	5,997,472	334,886	4,973,586	0	689,000	33.0	6	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Appraisal, acquisition, relocations & admin/fiscal support</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Appraise, purchase, and sell real estate as needed for County business. Implement Service Level Agreements with customers establishing service standards. Meet with each customer once every year.</p>								
<i>002-B Real Estate-Lease Costs</i>	49,855,700	498,500	49,357,200	0	0	0.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Reflects lease costs for those county depts. in leased facilities</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Appropriate leased facilities are available for County organizations. Implement Service Level Agreements with customers establishing service standards. Meet with each customer once every year.</p>								
<i>003 Architectural Services</i>	8,088,258	298,620	7,188,638	0	601,000	46.0	9	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Architectural & engineering design services for County construction, alterations & improvements</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Quality architectural and engineering services that translate community needs into functional, economical and aesthetically pleasing facilities with 70.0% of the projects coming within 15.0% of the overall average cost estimates.</p>								
<i>004 Facility Planning and Management</i>	1,896,060	409,356	1,486,704	0	0	8.8	1	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Facility planning for county-owned and leased facilities</p> <p>Countywide Priority: 6 -- Prevention/Intervention Programs</p> <p>Anticipated Results: Provide proactive long-range facility management planning</p>								
<i>005 Administration</i>	336,967	252,725	84,242	0	0	2.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Plans, directs & controls activities of the department</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Provide administrative support to the department</p>								
SELF-SUPPORTING Total:		77,193,434	1,794,087	73,319,347	0	2,080,000	90.8	16
FUNDED Total:		77,193,434	1,794,087	73,319,347	0	2,080,000	90.8	16
Funded Grand Total:		77,193,434	1,794,087	73,319,347	0	2,080,000	90.8	16

Departmental Structure

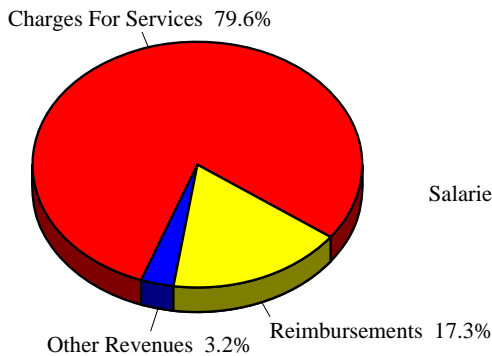
MICHAEL MORSE, Director



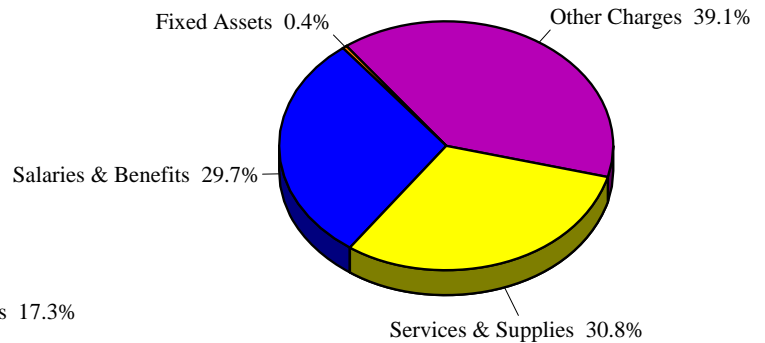
Staffing Trend



Financing Sources



Financing Uses



UNIT: 2070000/7000000 General Services Summary

SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	90,062,194	98,662,121	123,569,958	131,753,093	131,753,093
Total Financing	91,403,984	96,857,203	114,592,958	115,691,753	115,691,753
NET COST	-1,341,790	1,804,918	8,977,000	16,061,340	16,061,340
Positions	507.0	497.0	495.0	502.0	501.0

PROGRAM DESCRIPTION:

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized services that county departments require ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.
- The Department of General Services is comprised of the following three service groups:
 - **Administrative and Business Services:** Provides administrative services to the Department and to the Department of Facility Planning, Architecture and Real Estate and support services to all county agencies and departments:
 - Administrative Services provides accounting, budget and analysis, information technology, and environmental services.
 - The Contract and Purchasing Services Division provides centralized procurement services and coordinates the procurement card program.
 - The Support Services Division provides printing, U.S. mail, inter-office messenger, stores, document scanning, records management, warehousing and surplus property/recycling services.
 - **Facility Services:** Provides facility maintenance and security functions to county agencies and departments.
 - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county owned facilities including minor remodeling and repair work. Services are provided by skilled carpenters, painters, plumbers, electricians, stationary engineers, building maintenance workers, and custodial staff.
 - Security Services provides an unarmed, observe and report security presence for county owned and some leased facilities.

- **Fleet Services:** The Fleet Services Division purchases, rents and maintains light and heavy equipment and manages the Parking Enterprise.
 - The Light Equipment Section provides automotive equipment for all county departments.
 - The Heavy Equipment Section maintains a fleet of construction equipment and other heavy vehicles for county organizations
 - The Parking Enterprise provides parking services to the public, county employees, and other governmental agencies.

RECOMMENDED ADDITIONAL REQUESTS:

None Recommended

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$11,036,000 from the various Department operating funds and rebated to county departments. These reductions are reflected in the respective Division budgets.
- Heavy Fleet Capital Outlay retained earnings were reduced by \$1,069,340 and rebated back to the Probation and Sheriff's Departments.

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2008-09		FUND: General Services 035A ACTIVITY: Summary UNIT: 7000000/2070000			
Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
OPERATING INCOME					
Charges for Services	84,552,247	92,898,440	107,616,343	110,536,253	110,536,253
Other Income	475	0	0	0	0
TOTAL	84,552,722	92,898,440	107,616,343	110,536,253	110,536,253
OPERATING EXPENSES					
Salaries/Benefits	39,095,689	40,179,365	43,789,642	44,645,379	44,585,597
Services & Supplies	30,399,674	35,254,836	45,799,627	46,123,835	46,183,617
Other Charges	1,114,486	1,927,354	1,604,656	1,415,238	1,415,238
Depreciation/Amort	9,273,040	10,989,005	10,910,100	11,684,090	11,684,090
Intrafund Chgs/Reimb	-948	359,393	0	0	0
Costs of Goods Sold	5,240,774	5,025,057	7,137,014	7,424,424	7,424,424
Total Operating Expenses	85,122,715	93,735,010	109,241,039	111,292,966	111,292,966
Net Operating Income(Loss)	-569,993	-836,570	-1,624,696	-756,713	-756,713
NONOPERATING INCOME (EXPENSES)					
Aid-Govt Agencies	3,892	0	0	0	0
Interest Income	104	0	0	0	0
Interest Expense	-1,154,385	-1,079,000	-1,079,000	-1,524,638	-1,524,638
Debt Retirement	-1,658,545	-1,502,538	-1,685,919	-1,477,549	-1,477,549
Loss/Disposition-Asset Equipment	-64,699	-20,000	-30,000	-30,000	-30,000
Residual Eq Trn Out	-275,040	-105,573	-774,000	-616,600	-616,600
Gain/Loss of Sale	0	0	0	-11,036,000	-11,036,000
Income - Other	1,124,471	120,000	500,000	500,000	500,000
	3,681,143	3,166,263	4,193,615	3,905,500	3,905,500
Total Net Nonoperating Income (Loss)	1,656,941	579,152	1,124,696	-10,279,287	-10,279,287
NET INCOME (LOSS)	1,086,948	-257,418	-500,000	-11,036,000	-11,036,000
Memo Only:					
CAPITAL REPLACEMENT AND ACQUISITION					
Miscellaneous Revenues	-2,041,652	-672,500	-2,283,000	-750,000	-750,000
Other Equipment	1,783,522	2,200,000	10,730,000	4,676,000	4,676,000
Other Expenses	3,288	20,000	30,000	30,000	30,000
Residual Eq Trn Out	0	0	0	1,069,340	1,069,340
TOTAL	-254,842	1,547,500	8,477,000	5,025,340	5,025,340
Positions	507.0	497.0	495.0	502.0	501.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 7000000 General Services

Agency: Internal Services

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
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FUNDED **Program Type: SELF-SUPPORTING**

001 Dept. Administration

3,889,505	2,921,974	967,531	0	0	22.0	1
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Strategic Objective: IS -- Internal Services

Program Description: Plans, directs & controls activities for the dept.

Countywide Priority: 5 -- General Government

Anticipated Results: Provide administrative support to the department.

002 GS-Bradshaw District

19,051,626	600,306	17,006,320	0	1,445,000	119.0	59
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Strategic Objective: IS -- Internal Services

Program Description: Operates/maintains all County-owned buildings outside Downtown area

Countywide Priority: 5 -- General Government

Anticipated Results: Maintain County facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Implement pilot Service Level Agreements to establish service standards. Meet with each customer once every year.

003 GS-Downtown District

12,426,569	370,288	11,065,281	0	991,000	79.0	11
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Strategic Objective: IS -- Internal Services

Program Description: Operates/maintains all County-owned buildings inside Dwntwn area

Countywide Priority: 5 -- General Government

Anticipated Results: Maintain County facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Implement pilot Service Level Agreements to establish service standards. Meet with each customer once every year.

004 Security

3,809,835	476,533	3,079,302	0	254,000	36.0	4
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Strategic Objective: IS -- Internal Services

Program Description: Provides security services for County-owned buildings

Countywide Priority: 5 -- General Government

Anticipated Results: Provide for safety of County facilities and their occupants. Implement Service Level Agreements with customers establishing customer service standards. Meet annually with each customer.

005 GS-Airport District

6,476,561	0	5,965,561	0	511,000	45.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides trades & Stationary Engr services to Airport facilities

Countywide Priority: 5 -- General Government

Anticipated Results: Maintain Airport facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Implement Service Level Agreements to establish service standards. Meet with customer once every year.

GENERAL SERVICES

7000000

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
FUNDED		Program Type: SELF-SUPPORTING					
<i>006 Central Purchasing</i>							
	2,822,577	445,472	2,169,105	0	208,000	20.0	1
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Centralized purchasing services for county departments							
<i>Countywide Priority:</i> 5 -- General Government							
<i>Anticipated Results:</i> Provide centralized purchasing services to achieve best value and customer satisfaction. Increase the percentage of Contract Purchases by 2% per year, towards a goal of 75%. Increase use of recycled content products by 10%.							
<i>007 Support Services</i>							
	15,087,456	1,610,822	12,336,634	0	1,140,000	31.0	4
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Printing/stores/mail/messenger/warehouse/surplus property							
<i>Countywide Priority:</i> 5 -- General Government							
<i>Anticipated Results:</i> Provide timely, cost efficient services such as mail messenger, Central Stores, records management, printing and imaging, and surplus property management. Service activities result in satisfied customers; goal is to improve customer satisfaction rating by 1% annually, towards a goal of 90%.							
<i>008 Light Fleet Services</i>							
	40,837,791	10,325,255	27,450,536	0	3,062,000	39.0	224
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Maintains county owned automotive equipment							
<i>Countywide Priority:</i> 5 -- General Government							
<i>Anticipated Results:</i> Maintain automobiles that are safe and available to use by County organizations. Maintain 97% availability in Light Fleet. Provide professional maintenance and repairs of county owned light vehicles.							
<i>009 Heavy Fleet Services</i>							
	45,241,678	7,228,240	34,588,438	0	3,425,000	106.0	20
<i>Strategic Objective:</i> IS -- Internal Services							
<i>Program Description:</i> Operation & maintenance of the heavy equipment rental fleet							
<i>Countywide Priority:</i> 5 -- General Government							
<i>Anticipated Results:</i> Maintain heavy equipment that is safe and available to use for County organizations. Maintain 96% availability of heavy fleet vehicles. Expand development and implementation of service level agreements establishing customer service standards.							
SELF-SUPPORTING Total:		149,643,598	23,978,890	114,628,708	0	11,036,000	497.0 324
FUNDED Total:		149,643,598	23,978,890	114,628,708	0	11,036,000	497.0 324

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
CEO RECOM'D ADD'L REQUEST		Program Type: SELF-SUPPORTING					
<i>AR-001 GS-Downtown District</i>	129,456	0	129,456	0	0	2.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: 2.0 Building Maintenance Workers to clean air ducts in Main Jail</p> <p>Countywide Priority: 3 -- Safety Net</p> <p>Anticipated Results: 2.0 FTE Building Maintenance Workers are needed to provide maintenance on the Main Jail's new fire system smoke detectors that are located in air ducts. Fire and safety needs will be met for the jail population and those who work in and visit the facility. These costs were included in the Fiscal Year 2008-09 Allocated Cost Package.</p>							
<i>AR-001 GS-Bradshaw District</i>	123,807	0	123,807	0	0	1.0	1
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: 1.0 Senior Equipment Mechanic to perform generator maintenance</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: The position and one 1 1/2 ton service truck (Class 164) are needed to maintain the generators and fire pumps necessary for emergency power to County facilities per requirements set forth by the Air Quality Management District. These costs were included in the Fiscal Year 08-09 Allocated Cost Package.</p>							
<i>AR-003 GS-Bradshaw District</i>	59,782	0	59,782	0	0	1.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: 1.0 Custodian 2 to provide custodial services in the new Administration Building at Juvenile Hall</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: The position is needed to provide custodial services to necessary standards in the new Administration Building, part of the Juvenile Hall expansion. These costs will be fully funded by the Probation Department.</p>							
SELF-SUPPORTING Total:		313,045	0	313,045	0	4.0	1
CEO RECOM'D ADD'L REQUEST Total:		313,045	0	313,045	0	4.0	1
<hr/>							
Funded Grand Total:		149,956,643	23,978,890	114,941,753	0	11,036,000	501.0 325

SUMMARY OF POSITIONS:**Internal Services Fund**

PROGRAM	Adopted 2007-08	June 30, 2008	Requested 2008-09	Recommended 2008-09
Airport District	45.0	45.0	45.0	45.0
Bradshaw District	118.0	119.0	122.0	121.0
Contract & Purchasing Services	20.0	20.0	20.0	20.0
Downtown District	79.0	79.0	81.0	81.0
Fleet Services - Heavy	105.5	106.0	106.0	106.0
Fleet Services - Light	39.0	39.0	39.0	39.0
Office of the Director	21.5	22.0	22.0	22.0
Security Services	36.0	36.0	36.0	36.0
Support Services	31.0	31.0	31.0	31.0
	495.0	497.0	502.0	501.0

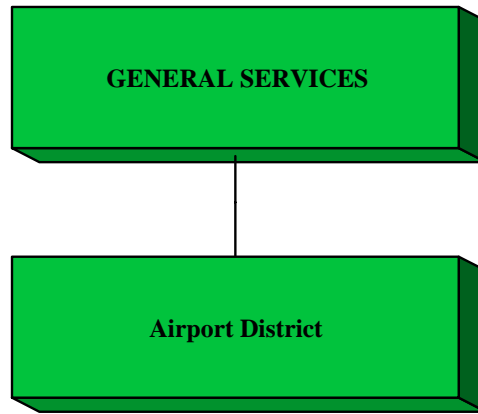
SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement heavy equipment and the additional light equipment recommended for Fiscal Year 2008-09.

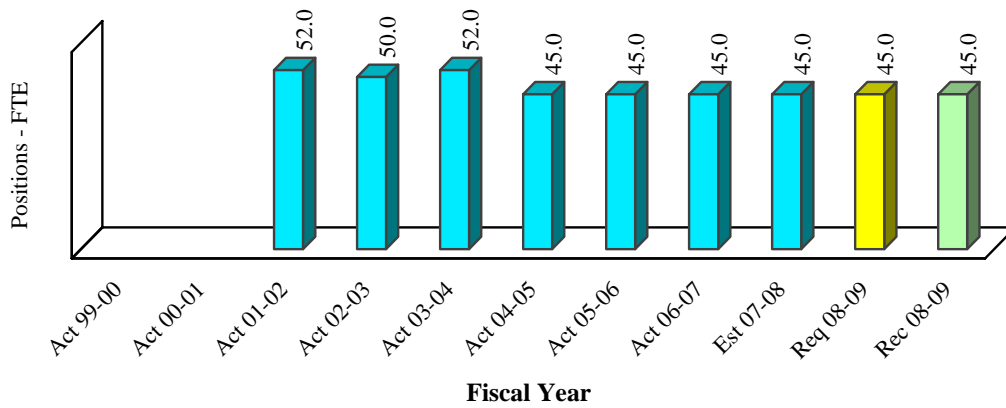
SUMMARY OF CAPITAL OUTLAY:**HEAVY EQUIPMENT**

Class	Description	Recommended Number	Recommended Amount
160	1 ½ Ton Utility	1	\$150,000
164	1 ½ Ton Service Truck	1	120,000
165	1 ½ Ton w/Dump/Hoist	5	875,000
171	5-6 Cu Yd, 2-axle Dump	1	90,000
173	¾ yard w/Emulsion Tank	3	450,000
176	8 - 10 cu yard 3-axle	3	330,000
190	Water Truck, Under 2,000 gal	1	125,000
292	Step-Van	4	480,000
314	Brush Chipper	3	120,000
384	Forklift, 10,000 lb	1	36,000
395	Aerial Bucket Truck	1	110,000
423	Grader, 85 HP	2	400,000
424	Grader, 150 HP	1	290,000
482	Melter Applicator	1	40,000
483	Asphalt Distributor	1	30,000
779	Sweeper, 4 Cu Yd	2	300,000
854	Dozer, 65 HP	1	90,000
857	Angle Dozer, 75 HP	1	140,000
882	Front Loader	1	90,000
883	Wheeled Loader, 1 ¼ Yd Bkt	1	105,000
884	Wheeled Loader, 1 Yd Bkt	1	105,000
890	Excavator, 55 HP	1	100,000
892	Backhoe, 90 HP	1	100,000
	Recommended Proposed Budget	38	\$4,676,000

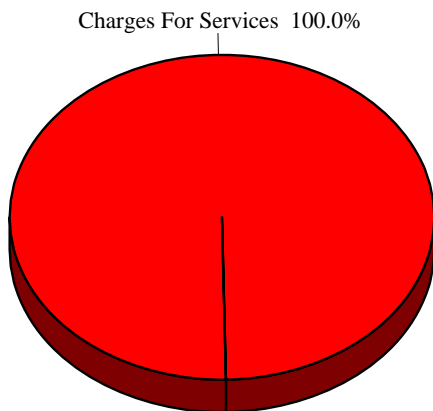
Departmental Structure



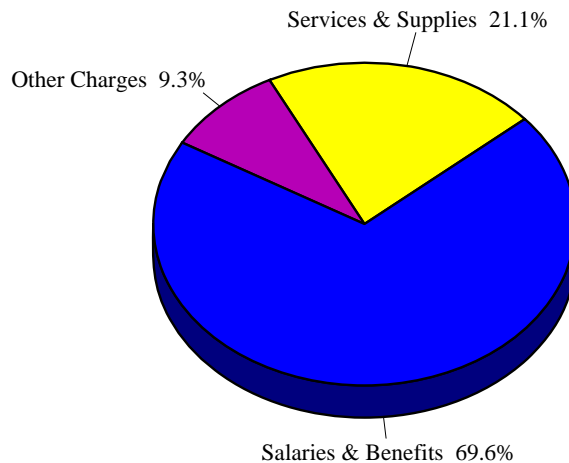
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007440 General Services-Airport District					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	5,173,267	5,472,002	6,138,158	6,476,561	6,476,561
Total Financing	5,263,278	5,401,669	6,138,158	5,965,561	5,965,561
NET COST	-90,011	70,333	0	511,000	511,000
Positions	45.0	45.0	45.0	45.0	45.0

PROGRAM DESCRIPTION:

General Services – Airport District:

- Maintains approximately 2,150,000 square feet of space that encompasses the following airport facilities throughout the County: Sacramento International Airport, Executive Airport, Mather Commerce Center and Franklin Field.
- Provides maintenance and operation needs of the Airports facilities, including occasional minor remodeling and repair work.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$511,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

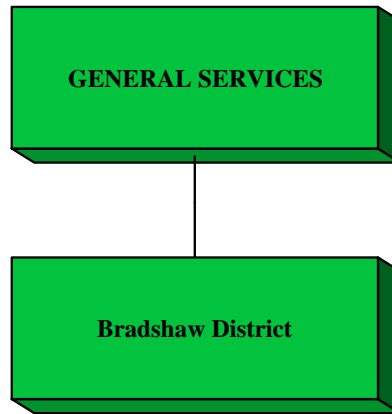
FUND: BUILDING MAINT AND OPERATIONS-GS
035F

ACTIVITY: Airport District
UNIT: 7007440

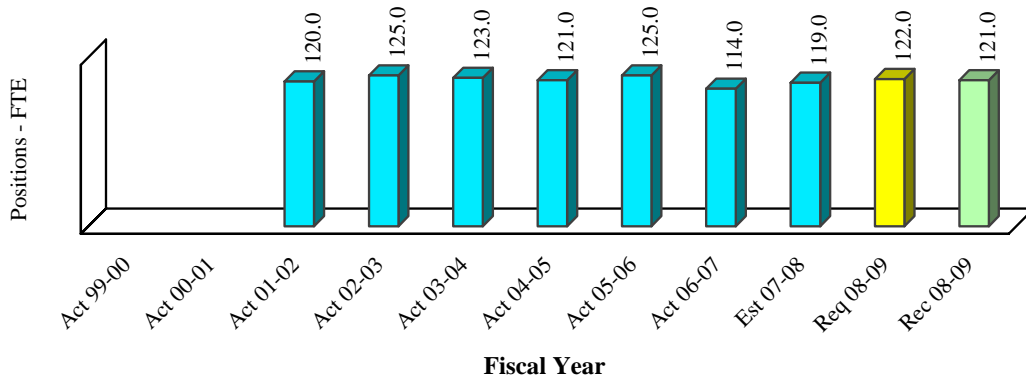
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	5,263,278	5,401,579	6,138,158	5,965,561	5,965,561
Total Operating Rev	5,263,278	5,401,579	6,138,158	5,965,561	5,965,561
Salaries/Benefits	3,758,682	3,857,903	4,489,338	4,506,305	4,506,305
Services & Supplies	857,870	1,058,061	1,083,941	1,134,037	1,134,037
Other Charges	102,067	79,838	79,839	94,160	94,160
Intrafund Chgs/Reimb	454,648	476,200	485,040	231,059	231,059
Total Operating Exp	5,173,267	5,472,002	6,138,158	5,965,561	5,965,561
Other Revenues	0	90	0	0	0
Total Nonoperating Rev	0	90	0	0	0
Residual Eq Trn Out	0	0	0	511,000	511,000
Total Nonoperating Exp	0	0	0	511,000	511,000
Net Income (Loss)	90,011	-70,333	0	-511,000	-511,000
Positions	45.0	45.0	45.0	45.0	45.0

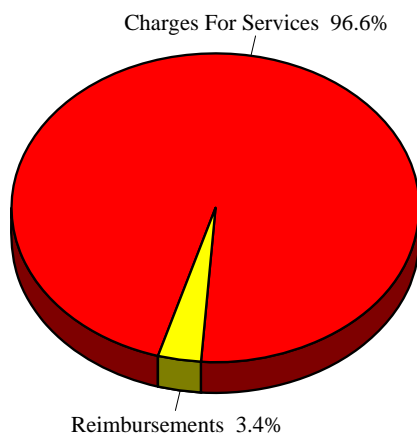
Departmental Structure



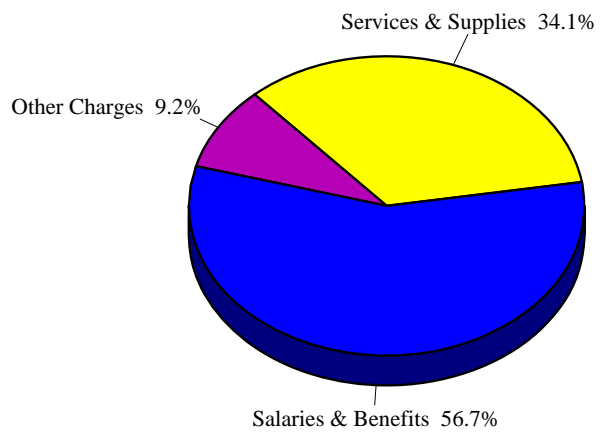
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007420 General Services-Bradshaw District					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	13,713,501	14,996,268	16,619,826	18,634,909	18,634,909
Total Financing	14,438,701	15,172,872	16,619,826	17,189,909	17,189,909
NET COST	-725,200	-176,604	0	1,445,000	1,445,000
Positions	114.0	119.0	118.0	122.0	121.0

PROGRAM DESCRIPTION:

General Services – Bradshaw District:

- Maintains approximately 2,700,000 square feet of space covering all county owned facilities throughout the county, except the downtown area and Airport Districts.
- Provides for the total maintenance, operation and custodial needs of the facilities including any minor remodeling and repair work.

RECOMMENDED ADDITIONAL REQUESTS:

- Appropriations have increased by \$123,807. These appropriations will fund 1.0 additional Sr. Equipment Mechanic position and one 1½ ton service truck (class 164) to maintain the generators and fire pumps necessary for emergency power to county facilities per requirements set forth by the Air Quality Management District.
- Appropriations have increased by \$59,782 for 1.0 additional Custodian Level 2 position to provide custodial services in the new Administration Building at Juvenile Hall. These costs will be funded by the Probation Department.

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$1,445,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

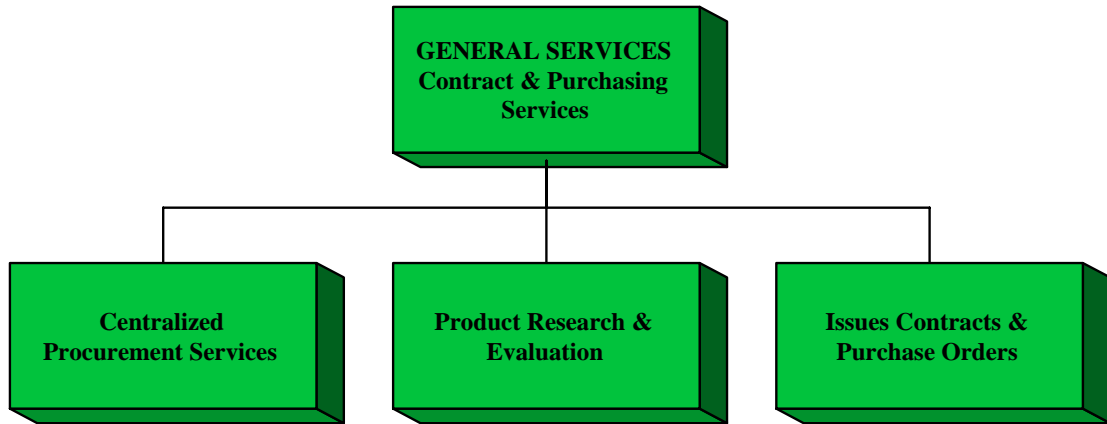
FUND: BUILDING MAINT AND OPERATIONS-GS
035F

ACTIVITY: Bradshaw District
UNIT: 7007420

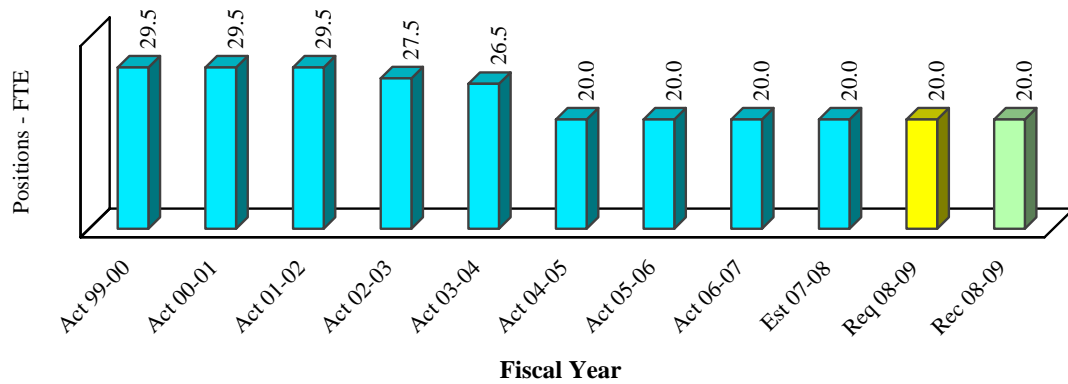
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Use Of Money/Prop Charges for Service	44 14,434,735	0 15,167,213	0 16,619,826	0 17,189,909	0 17,189,909
Total Operating Rev	14,434,779	15,167,213	16,619,826	17,189,909	17,189,909
Salaries/Benefits	8,870,706	9,278,711	10,350,442	10,956,550	10,896,768
Services & Supplies	3,512,925	3,891,651	4,233,390	4,313,661	4,353,494
Other Charges	250,394	374,556	374,556	325,523	325,523
Depreciation/Amort	1,365	1,365	1,400	1,365	1,365
Intrafund Chgs/Reimb	1,078,111	1,449,985	1,660,038	1,592,810	1,612,759
Total Operating Exp	13,713,501	14,996,268	16,619,826	17,189,909	17,189,909
Aid-Govn't Agencies	3,892	0	0	0	0
Other Revenues	30	5,659	0	0	0
Total Nonoperating Rev	3,922	5,659	0	0	0
Residual Eq Trn Out	0	0	0	1,445,000	1,445,000
Total Nonoperating Exp	0	0	0	1,445,000	1,445,000
Net Income (Loss)	725,200	176,604	0	-1,445,000	-1,445,000
Positions	114.0	119.0	118.0	122.0	121.0

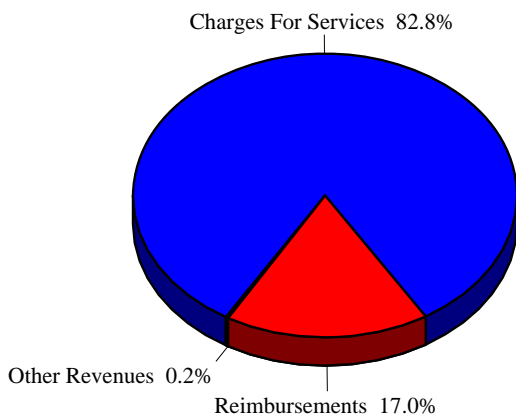
Departmental Structure



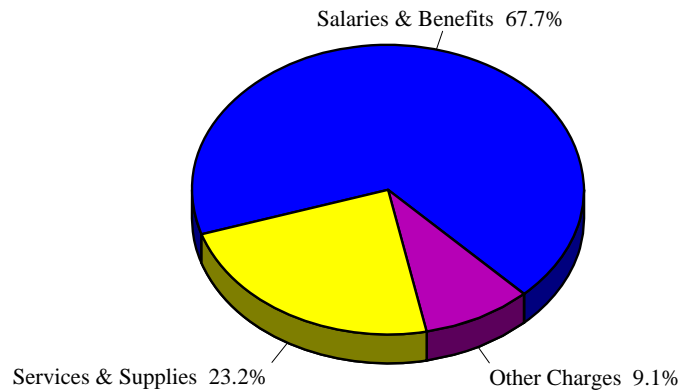
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007063 General Services-Purchasing/Contracts					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	1,697,165	2,052,916	2,111,087	2,377,105	2,377,105
Total Financing	2,105,486	2,052,916	2,111,087	2,169,105	2,169,105
NET COST	-408,321	0	0	208,000	208,000
Positions	20.0	20.0	20.0	20.0	20.0

PROGRAM DESCRIPTION:

General Services - Contract and Purchasing Services Division:

- Provides centralized procurement services for county agencies, departments and some special districts.
- Provides product research and evaluation, specification development, service and product usage requirements and histories, and issues purchase orders and contracts.
- Coordinates and monitors the County’s Procurement Opportunity Program.
- Coordinates the County Procurement Card Program.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$208,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

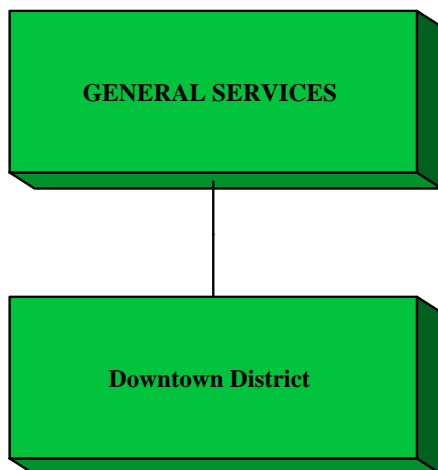
FUND: CONTRACT & PURCHASING SVCS-GS
035H

ACTIVITY: Purchasing
UNIT: 7007063

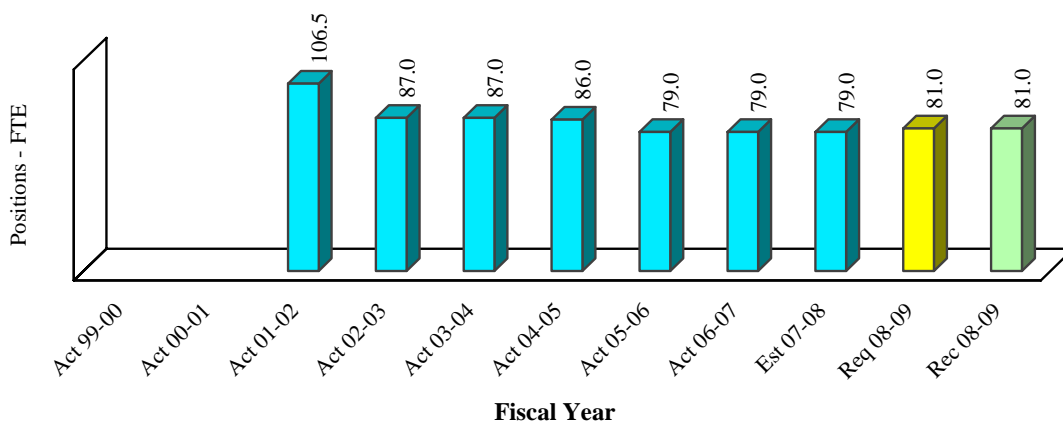
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	2,100,000	2,052,842	2,111,087	2,163,605	2,163,605
Total Operating Rev	2,100,000	2,052,842	2,111,087	2,163,605	2,163,605
Salaries/Benefits	1,603,443	1,827,001	1,827,213	1,909,491	1,909,491
Services & Supplies	274,007	325,411	382,280	394,354	394,354
Other Charges	43,096	53,688	53,688	50,148	50,148
Intrafund Chgs/Reimb	-223,381	-153,184	-152,094	-184,888	-184,888
Total Operating Exp	1,697,165	2,052,916	2,111,087	2,169,105	2,169,105
Other Revenues	5,486	74	0	5,500	5,500
Total Nonoperating Rev	5,486	74	0	5,500	5,500
Residual Eq Trn Out	0	0	0	208,000	208,000
Total Nonoperating Exp	0	0	0	208,000	208,000
Net Income (Loss)	408,321	0	0	-208,000	-208,000
Positions	20.0	20.0	20.0	20.0	20.0

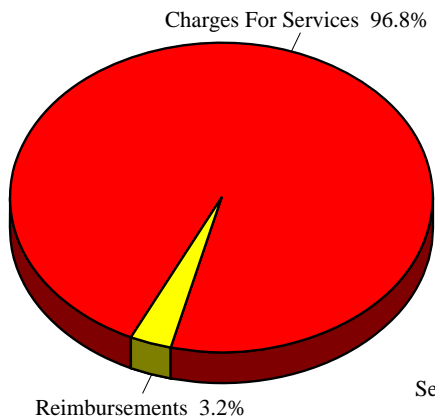
Departmental Structure



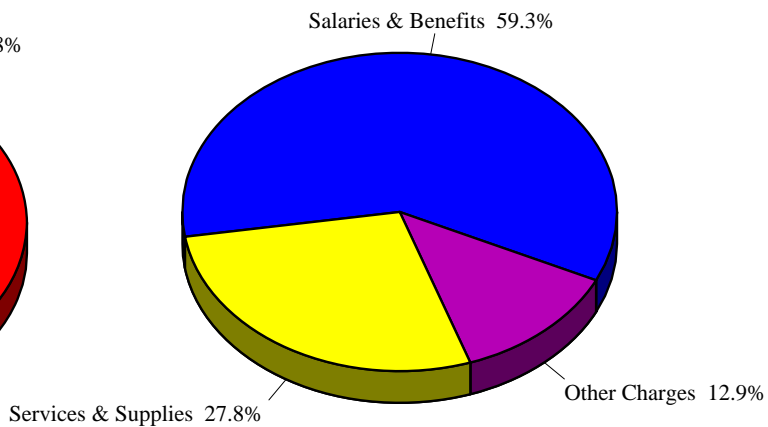
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007430 General Services-Downtown District					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	9,581,818	10,684,665	11,361,570	12,185,737	12,185,737
Total Financing	10,461,360	10,886,895	10,861,570	11,194,737	11,194,737
NET COST	-879,542	-202,230	500,000	991,000	991,000
Positions	79.0	79.0	79.0	81.0	81.0

PROGRAM DESCRIPTION:

General Services - Downtown District:

- Maintains approximately 2,200,000 square feet of space covering all county owned facilities between the Sacramento River, American River, Business 80 and Broadway.
- Provides for the total maintenance, operation and custodial needs of the facilities including remodeling and repair work.

RECOMMENDED ADDITIONAL REQUESTS:

- Appropriations have increased by \$129,456. These appropriations will fund 2.0 additional Building Maintenance Worker positions needed to provide maintenance on the Main Jail’s new fire system smoke detectors that are located in air ducts. Fire and safety needs will be met for the jail population and those who work in and visit the facility.

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$991,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

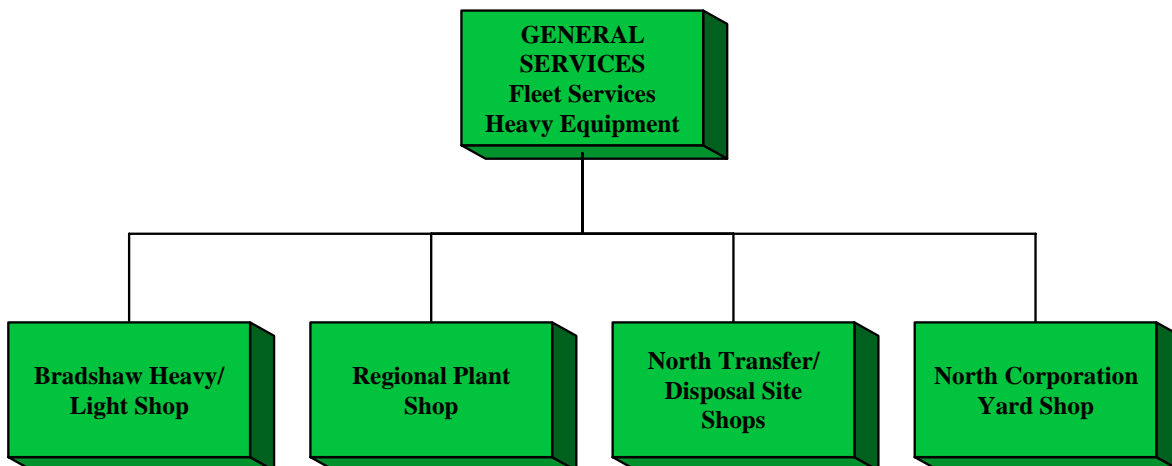
FUND: BUILDING MAINT AND OPERATIONS-GS
035F

ACTIVITY: Downtown District
UNIT: 7007430

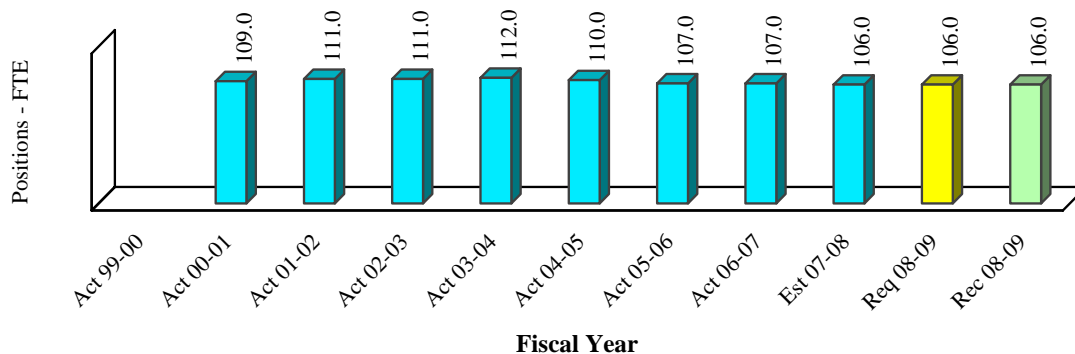
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Use Of Money/Prop	411	0	0	0	0
Charges for Service	10,433,720	10,885,957	10,861,570	11,194,737	11,194,737
Total Operating Rev	10,434,131	10,885,957	10,861,570	11,194,737	11,194,737
Salaries/Benefits	6,594,632	6,709,132	7,033,722	7,448,360	7,448,360
Services & Supplies	2,154,663	2,420,375	2,567,351	2,459,212	2,459,212
Other Charges	178,500	744,284	256,479	213,562	213,562
Depreciation/Amort	1,737	1,737	0	1,737	1,737
Intrafund Chgs/Reimb	247,991	463,381	584,881	656,333	656,333
Total Operating Exp	9,177,523	10,338,909	10,442,433	10,779,204	10,779,204
Other Revenues	27,229	938	0	0	0
Total Nonoperating Rev	27,229	938	0	0	0
Debt Retirement	404,295	345,756	419,137	415,533	415,533
Equipment	0	0	500,000	0	0
Residual Eq Trn Out	0	0	0	991,000	991,000
Total Nonoperating Exp	404,295	345,756	919,137	1,406,533	1,406,533
Net Income (Loss)	879,542	202,230	-500,000	-991,000	-991,000
Positions	79.0	79.0	79.0	81.0	81.0

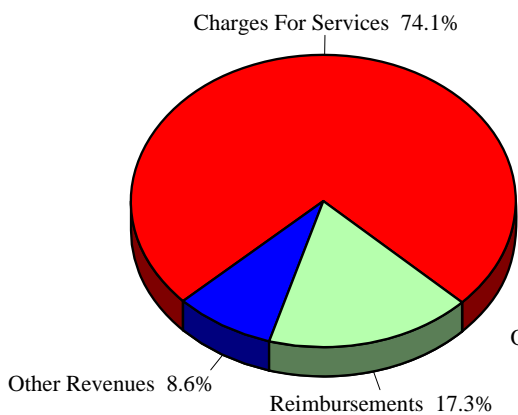
Departmental Structure



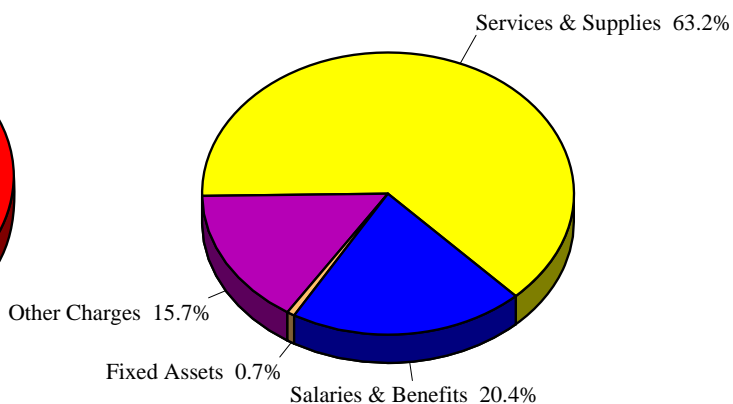
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007600 Fleet Services-Heavy Equip					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	23,857,350	25,438,694	34,150,995	38,013,438	38,013,438
Total Financing	24,161,538	25,176,700	34,150,995	34,588,438	34,588,438
NET COST	-304,188	261,994	0	3,425,000	3,425,000
Positions	107.0	106.0	105.5	106.0	106.0

PROGRAM DESCRIPTION:

General Services - Heavy Equipment Section of the Fleet Services Division:

- Operates and maintains a rental fleet of construction equipment.
- Maintains and repairs heavy equipment vehicles for other county departments.
- Operates five repair facilities: the Bradshaw Shop, the North Area Recovery Station Shop, the Disposal Site Shop, the North County Corporation Yard Shop, and the Regional Wastewater Treatment Plant Shop.
- Maintains and operates a main parts supply room and warehouse at the Bradshaw location and smaller inventories at the other shops and garages for both light and heavy equipment.
- Operates the Bradshaw fueling station and liquid natural gas station.
- Manages the division, which includes both heavy and light equipment.
- Administers a Capital Outlay Fund for the purchase and the replacement of heavy equipment.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$3,425,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

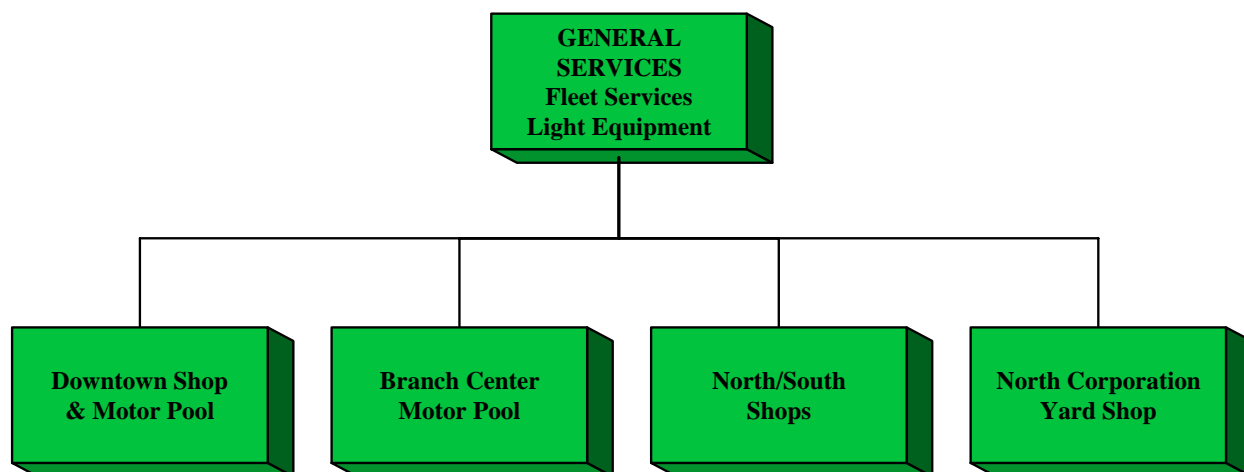
FUND: FLEET SERVICES HEAVY EQUIP
035M

ACTIVITY: Fleet Svc-Heavy Equipment
UNIT: 7007600

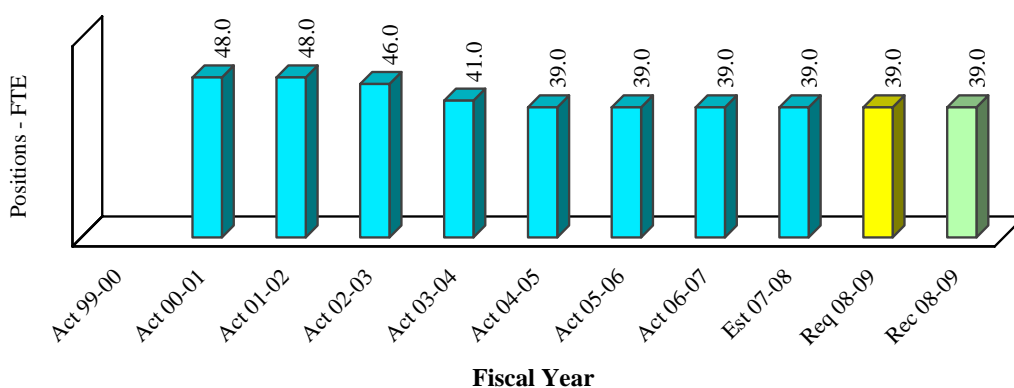
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	20,779,826	22,361,700	30,267,380	30,998,438	30,998,438
Total Operating Rev	20,779,826	22,361,700	30,267,380	30,998,438	30,998,438
Salaries/Benefits	8,488,092	8,839,149	8,957,290	9,228,078	9,228,078
Services & Supplies	11,615,102	13,093,689	20,675,676	20,902,935	20,922,884
Other Charges	263,423	296,387	278,387	250,708	250,708
Depreciation/Amort	2,292,774	2,425,150	2,361,300	2,723,972	2,723,972
Intrafund Chgs/Reimb	149,993	55,419	1,039,442	454,629	434,680
Total Operating Exp	22,809,384	24,709,794	33,312,095	33,560,322	33,560,322
Interest Income	104	0	0	0	0
Other Revenues	3,381,608	2,815,000	3,883,615	3,590,000	3,590,000
Total Nonoperating Rev	3,381,712	2,815,000	3,883,615	3,590,000	3,590,000
Debt Retirement	836,169	728,900	838,900	711,516	711,516
Equipment	211,797	0	0	316,600	316,600
Residual Eq Trn Out	0	0	0	3,425,000	3,425,000
Total Nonoperating Exp	1,047,966	728,900	838,900	4,453,116	4,453,116
Net Income (Loss)	304,188	-261,994	0	-3,425,000	-3,425,000
Positions	107.0	106.0	105.5	106.0	106.0

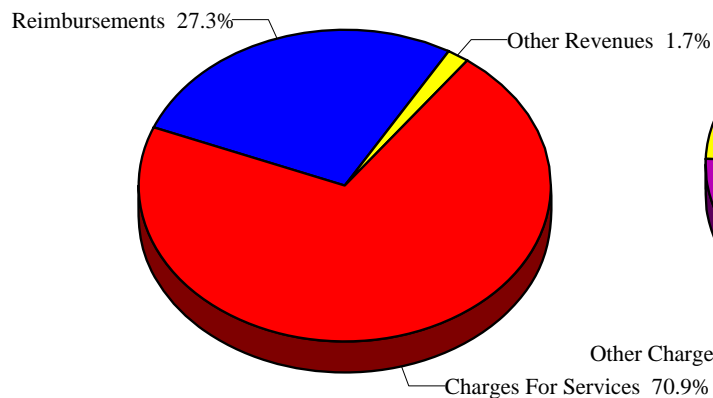
Departmental Structure



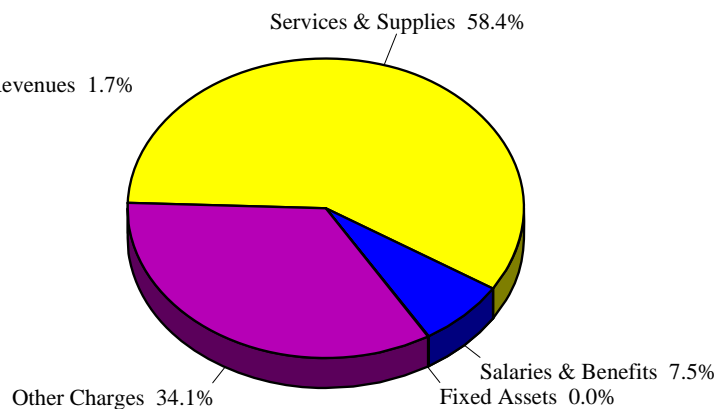
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007500 Fleet Services-Light Equip					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	22,094,943	25,144,155	26,335,201	30,512,536	30,512,536
Total Financing	20,530,295	24,443,000	26,335,201	27,450,536	27,450,536
NET COST	1,564,648	701,155	0	3,062,000	3,062,000
Positions	39.0	39.0	39.0	39.0	39.0

PROGRAM DESCRIPTION:

General Services - Light Equipment Section of the Fleet Services Division:

- Maintains all light automotive equipment required by county agencies and departments, except for the Sacramento County Airport System.
- Develops specifications for and purchases all classes of automotive vehicles.
- Operates the Downtown, Bradshaw, North Corporation Yard, and Sheriff's North and South Stations, and Rockingham automotive maintenance shop and service facilities.
- Operates the Downtown and Branch Center motor pools.
- Operates the fuel stations at the Downtown, North, North Central and South Central Garages.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$3,062,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

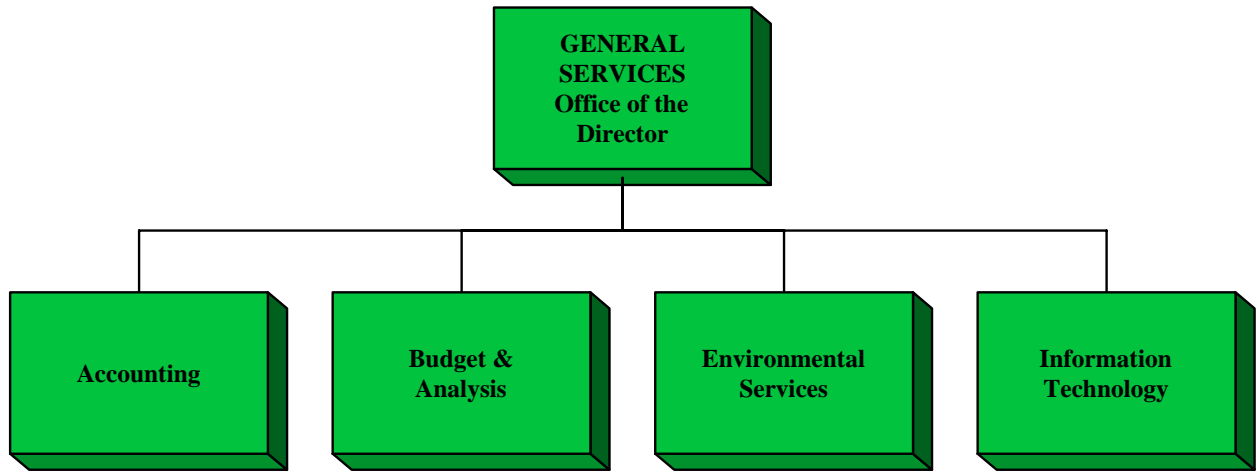
FUND: FLEET SERVICES LIGHT EQUIP
035L

ACTIVITY: Fleet Svc-Light Equipment
UNIT: 7007500

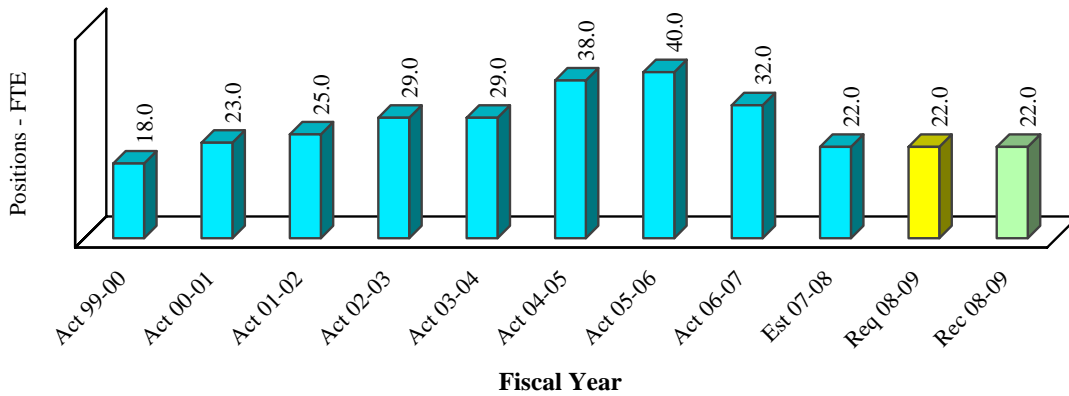
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Use Of Money/Prop	20	0	0	0	0
Charges for Service	19,141,507	24,033,000	25,675,201	26,790,536	26,790,536
Total Operating Rev	19,141,527	24,033,000	25,675,201	26,790,536	26,790,536
Salaries/Benefits	2,679,135	2,594,991	2,962,800	3,050,927	3,050,927
Services & Supplies	9,814,548	11,875,880	13,422,328	13,575,733	13,575,733
Other Charges	100,232	159,194	189,194	131,606	131,606
Depreciation/Amort	6,847,801	8,436,600	8,432,000	8,832,581	8,832,581
Intrafund Chgs/Reimb	1,073,400	583,990	-188,621	-65,449	-65,449
Total Operating Exp	20,515,116	23,650,655	24,817,701	25,525,398	25,525,398
Gain/Sale/Property	1,124,471	120,000	500,000	500,000	500,000
Other Revenues	264,297	290,000	160,000	160,000	160,000
Total Nonoperating Rev	1,388,768	410,000	660,000	660,000	660,000
Interest Expense	1,154,385	1,079,000	1,079,000	1,524,638	1,524,638
Debt Retirement	368,081	394,500	394,500	350,500	350,500
Loss/Disposition-Asset	46,357	20,000	30,000	30,000	30,000
Equipment	11,004	0	14,000	20,000	20,000
Residual Eq Trn Out	0	0	0	3,062,000	3,062,000
Total Nonoperating Exp	1,579,827	1,493,500	1,517,500	4,987,138	4,987,138
Net Income (Loss)	-1,564,648	-701,155	0	-3,062,000	-3,062,000
Positions	39.0	39.0	39.0	39.0	39.0

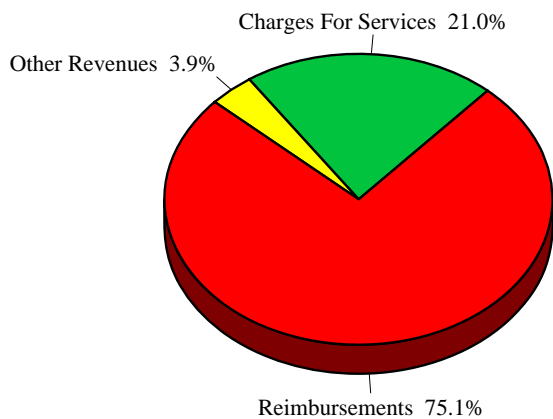
Departmental Structure



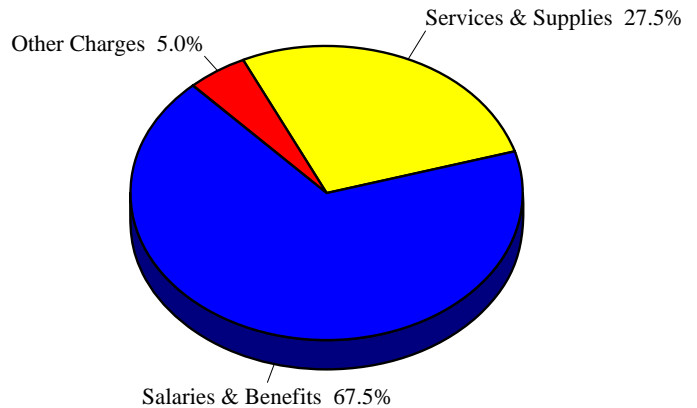
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7110000 General Services-Office Of The Director					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	770,424	796,359	1,094,840	967,531	967,531
Total Financing	748,658	796,359	1,094,840	967,531	967,531
NET COST	21,766	0	0	0	0
Positions	32.0	22.0	21.5	22.0	22.0

PROGRAM DESCRIPTION:

General Services - Office of the Director:

- Includes the Director of General Services and those positions which assist in carrying out the responsibilities for planning, organizing, and directing the department.
- Provides general administrative support, management consultation, financial control, environmental program oversight, departmental training, information technology and public information coordination.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 County Budget Act (1985)

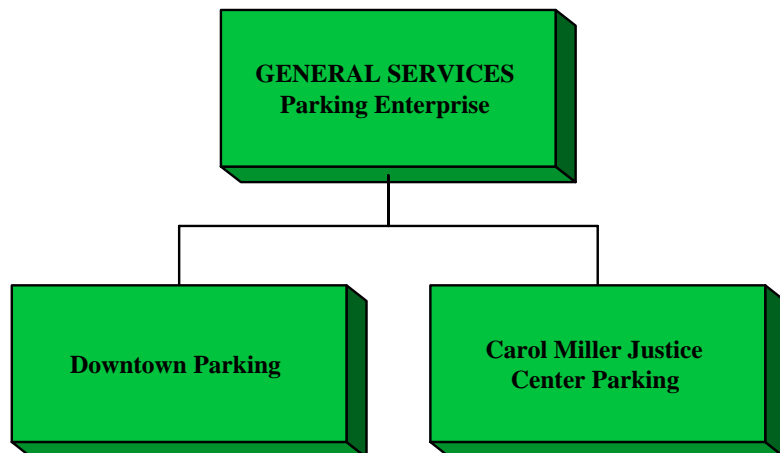
FUND: GENERAL SERVICES-OPERATIONS
 035A

ACTIVITY: Office of the Director
 UNIT: 7110000

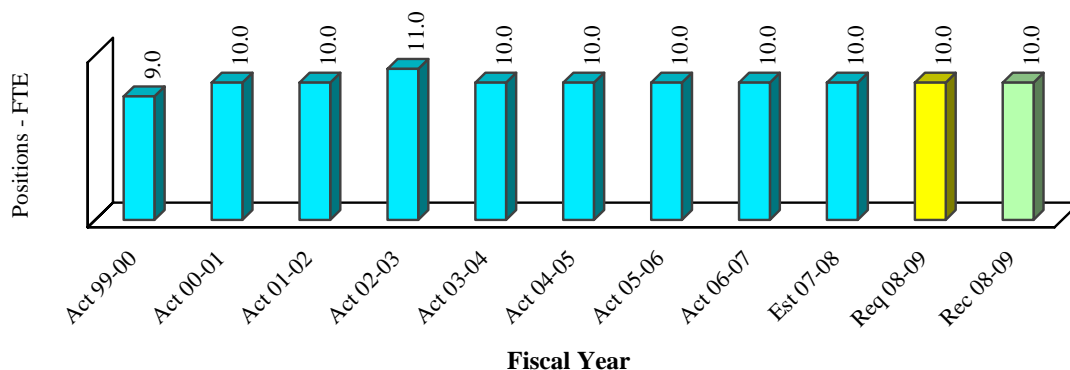
SCHEDULE 10
 OPERATIONS OF INTERNAL SERVICE FUND
 FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	748,604	796,359	944,840	817,531	817,531
Total Operating Rev	748,604	796,359	944,840	817,531	817,531
Salaries/Benefits	2,805,892	2,786,218	3,363,211	2,625,572	2,625,572
Services & Supplies	881,657	957,434	1,029,297	916,515	916,515
Other Charges	16,419	64,912	217,015	196,033	196,033
Intrafund Chgs/Reimb	-2,933,544	-3,012,205	-3,514,683	-2,770,589	-2,770,589
Total Operating Exp	770,424	796,359	1,094,840	967,531	967,531
Other Revenues	54	0	150,000	150,000	150,000
Total Nonoperating Rev	54	0	150,000	150,000	150,000
Net Income (Loss)	-21,766	0	0	0	0
Positions	32.0	22.0	21.5	22.0	22.0

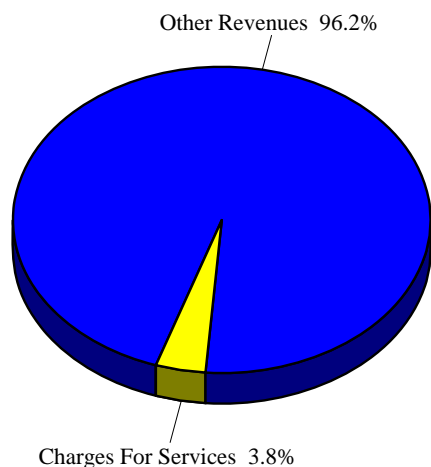
Departmental Structure



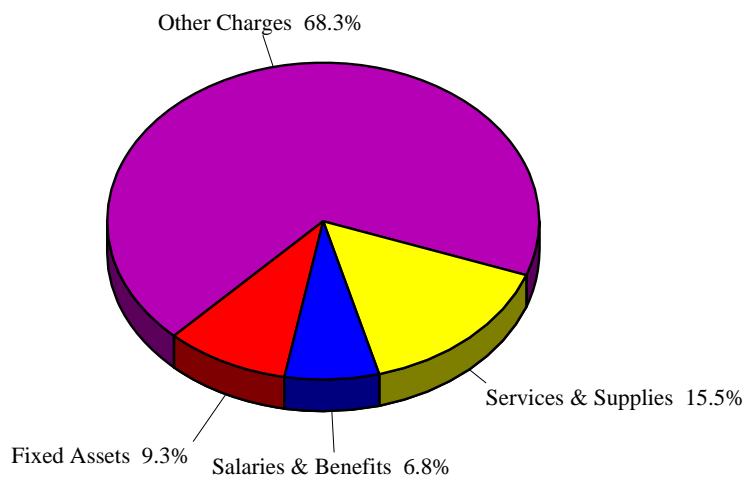
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7990000 Parking Enterprise					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	2,850,931	3,111,134	4,287,454	10,799,395	10,799,395
Total Financing	3,182,670	2,923,613	4,287,454	3,968,206	3,968,206
NET COST	-331,739	187,521	0	6,831,189	6,831,189
Positions	10.0	10.0	10.0	10.0	10.0

PROGRAM DESCRIPTION:

General Services - Parking Enterprise:

- Provides parking services to the public, county employees, and a variety of governmental agencies located in the Downtown and Branch Center complexes, and the Carol Miller Justice Center, through the operation of various lots at these locations.
- 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.
- Reviews and processes citations and administrative reviews for the Sheriff's Department (including the Airport Detail); Sacramento County Airport System; General Services; Regional Parks; and Highway Patrol through a contract with the City of Sacramento.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Parking Enterprise Capital Outlay retained earnings of \$6,831,189 were transferred to the General Fund.

SCHEDULE:

COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 County Budget Act (1985)

FUND: PARKING ENTERPRISE
 056A

ACTIVITY: Parking Operations
 UNIT: 7990000

SCHEDULE 11
 OPERATIONS OF PUBLIC SERVICE ENTERPRISE FUND
 FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Use Of Money/Prop Charges for Service	2,852,567 132,098	2,539,526 156,291	2,509,734 132,216	2,529,039 151,063	2,529,039 151,063
Total Operating Rev	2,984,665	2,695,817	2,641,950	2,680,102	2,680,102
Salaries/Benefits	626,231	648,132	697,609	739,298	739,298
Services & Supplies	1,396,947	1,619,710	1,681,585	1,676,009	1,676,009
Other Charges	582,289	595,662	594,743	544,899	544,899
Total Operating Exp	2,605,467	2,863,504	2,973,937	2,960,206	2,960,206
Other Revenues	198,005	227,796	1,645,504	1,288,104	1,288,104
Total Nonoperating Rev	198,005	227,796	1,645,504	1,288,104	1,288,104
Improvements	245,464	247,630	1,291,792	998,000	998,000
Equipment	0	0	21,725	10,000	10,000
Residual Eq Trn Out	0	0	0	6,831,189	6,831,189
Total Nonoperating Exp	245,464	247,630	1,313,517	7,839,189	7,839,189
Net Income (Loss)	331,739	-187,521	0	-6,831,189	-6,831,189
Positions	10.0	10.0	10.0	10.0	10.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 7990000 Gen Svcs-Parking Enterprise

Agency: Internal Services

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
FUNDED		Program Type: SELF-SUPPORTING					

001 Parking Enterprise

10,799,395 0 3,968,206 0 **6,831,189** 10.0 1

Strategic Objective: IS -- Internal Services

Program Description: Provides parking services to public/county employees

Countywide Priority: 5 -- General Government

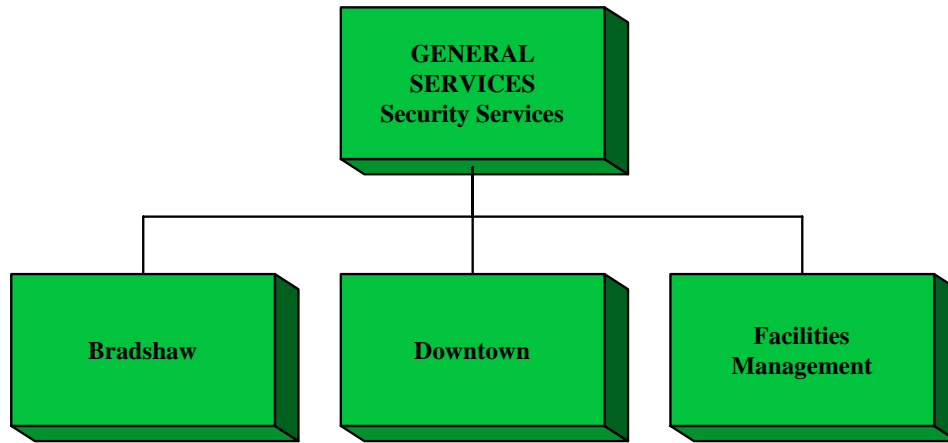
Anticipated Results: Provide basic parking services for employees and public at reasonable rates while meeting Enterprise Fund requirements such as debt obligations. Parking rates as percent of rates in nearby lots between 22% - 70%.

SELF-SUPPORTING Total: 10,799,395 0 3,968,206 0 **6,831,189** 10.0 1

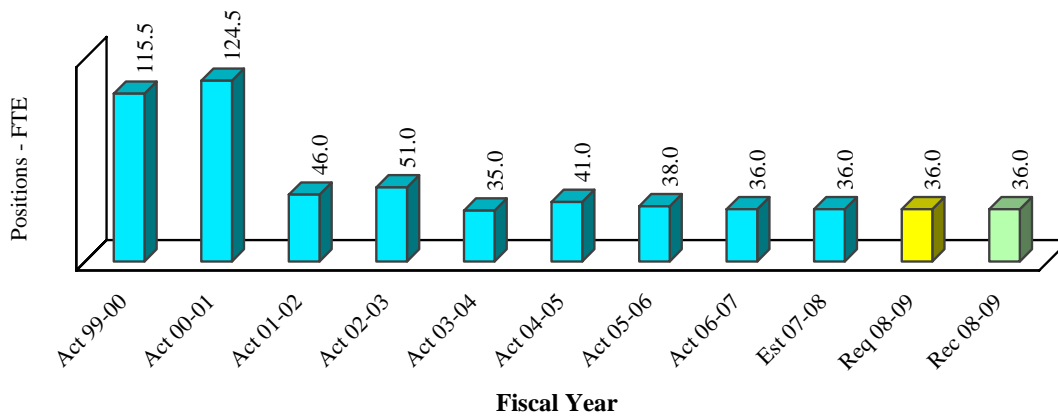
FUNDED Total:	10,799,395	0	3,968,206	0	6,831,189	10.0	1
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Funded Grand Total: 10,799,395 0 3,968,206 0 **6,831,189** 10.0 1

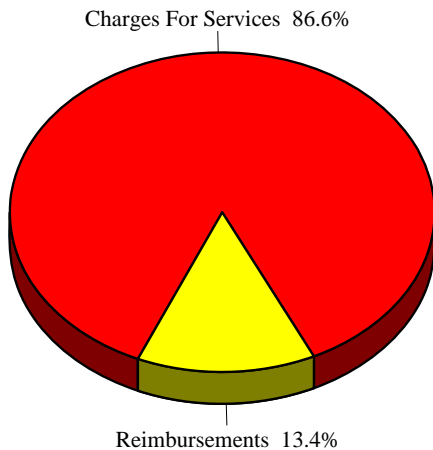
Departmental Structure



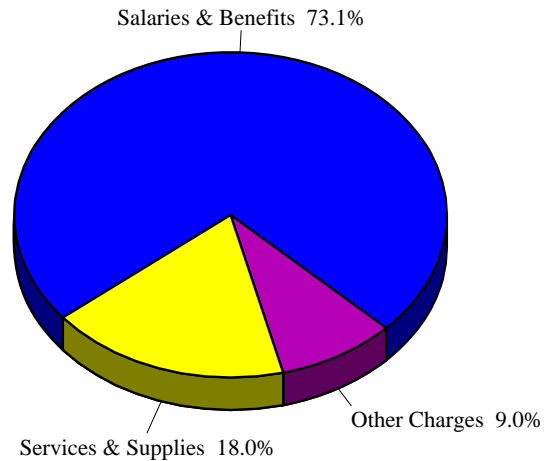
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7450000 General Services-Security Services					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	2,610,259	2,527,407	2,921,224	3,333,302	3,333,302
Total Financing	2,823,042	2,924,637	2,921,224	3,079,302	3,079,302
NET COST	-212,783	-397,230	0	254,000	254,000
Positions	36.0	36.0	36.0	36.0	36.0

PROGRAM DESCRIPTION:

General Services – Security Division:

- The Security Services Division provides unarmed security services to certain county owned facilities.
- Administrative Facilities Management is also included in this budget unit. This unit provides accounting support to the three facilities maintenance and operations districts.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

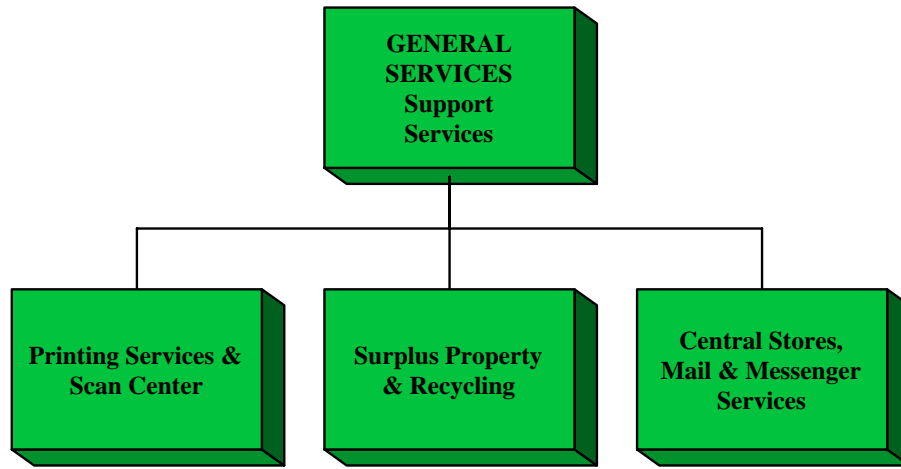
RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$254,000 and rebated to county departments.

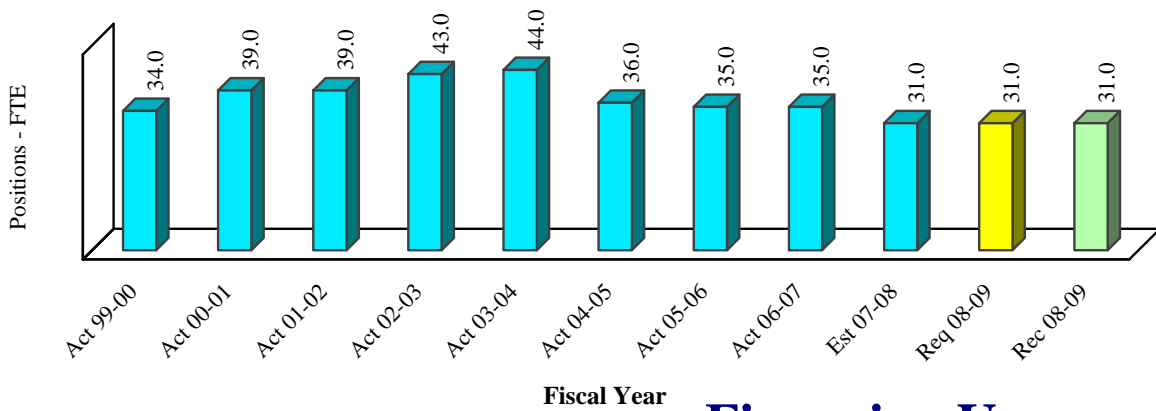
SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: BUILDING MAINT AND OPERATIONS-GS 035F		ACTIVITY: Security Services UNIT: 7450000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2008-09					
Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	2,822,058	2,924,637	2,921,224	3,079,302	3,079,302
Total Operating Rev	2,822,058	2,924,637	2,921,224	3,079,302	3,079,302
Salaries/Benefits	2,487,926	2,378,714	2,674,278	2,783,675	2,783,675
Services & Supplies	183,583	262,167	346,231	377,172	377,172
Other Charges	80,969	92,400	92,400	87,630	87,630
Intrafund Chgs/Reimb	-142,219	-205,874	-191,685	-169,175	-169,175
Total Operating Exp	2,610,259	2,527,407	2,921,224	3,079,302	3,079,302
Other Revenues	984	0	0	0	0
Total Nonoperating Rev	984	0	0	0	0
Residual Eq Trn Out	0	0	0	254,000	254,000
Total Nonoperating Exp	0	0	0	254,000	254,000
Net Income (Loss)	212,783	397,230	0	-254,000	-254,000
Positions	36.0	36.0	36.0	36.0	36.0

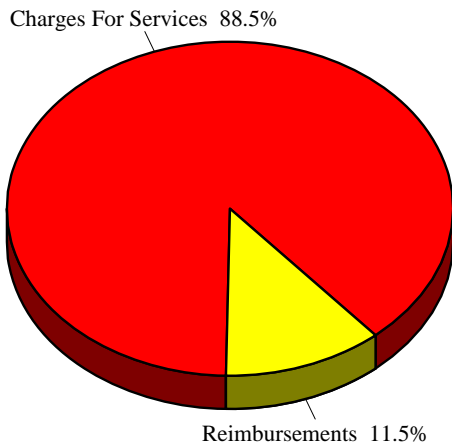
Departmental Structure



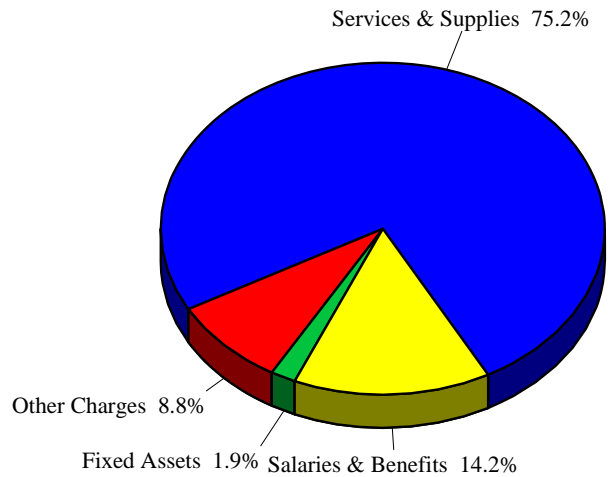
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7700000 General Services-Support Services					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	8,776,657	9,329,655	12,077,057	13,476,634	13,476,634
Total Financing	8,829,974	9,329,655	12,077,057	12,336,634	12,336,634
NET COST	-53,317	0	0	1,140,000	1,140,000
Positions	35.0	31.0	31.0	31.0	31.0

PROGRAM DESCRIPTION:

General Services - Support Services Division:

- Provides centralized high speed, black and white and full color printing services for county agencies and departments.
- Provides centralized U.S. mail, inter-office messenger, central stores, central records management and warehousing to county agencies and departments.
- Provides redistribution and/or disposal of county assets through the Surplus Property Program.
- Administers the County’s internal Recycling Program.
- Provides centralized document scanning to county agencies and departments.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained earnings were reduced by \$1,140,000 and rebated to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

FUND: SUPPORT SERVICES-GS
035J

ACTIVITY: Support Services
UNIT: 7700000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	8,828,519	9,275,153	12,077,057	12,336,634	12,336,634
Total Operating Rev	8,828,519	9,275,153	12,077,057	12,336,634	12,336,634
Salaries/Benefits	1,807,181	1,907,546	2,131,348	2,136,421	2,136,421
Services & Supplies	1,105,319	1,370,168	2,059,133	2,050,216	2,050,216
Other Charges	79,386	62,095	63,098	65,868	65,868
Depreciation/Amort	129,363	124,153	115,400	124,435	124,435
Intrafund Chgs/Reimb	294,053	701,681	277,682	255,270	255,270
Cost of Goods Sold	5,240,774	5,025,057	7,137,014	7,424,424	7,424,424
Total Operating Exp	8,656,076	9,190,700	11,783,675	12,056,634	12,056,634
Other Revenues	1,455	54,502	0	0	0
Total Nonoperating Rev	1,455	54,502	0	0	0
Debt Retirement	50,000	33,382	33,382	0	0
Loss/Disposition-Asset	18,342	0	0	0	0
Equipment	52,239	105,573	260,000	280,000	280,000
Residual Eq Trn Out	0	0	0	1,140,000	1,140,000
Total Nonoperating Exp	120,581	138,955	293,382	1,420,000	1,420,000
Net Income (Loss)	53,317	0	0	-1,140,000	-1,140,000
Positions	35.0	31.0	31.0	31.0	31.0

LIABILITY/PROPERTY INSURANCE

3910000

UNIT: 3910000 Liability Property Insurance

SUMMARY

Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	16,078,728	15,035,107	19,178,656	20,461,935	20,461,935
Total Financing	19,718,996	18,472,779	19,178,656	20,461,935	20,461,935
NET COST	-3,640,268	-3,437,672	0	0	0

PROGRAM DESCRIPTION:

- Sacramento County has been self-insured for Liability and Workers' Compensation Insurance since 1973. The costs of the programs are allocated to all county departments and organizations according to the number of employees and claims experience. Although the Liability and Workers' Compensation programs are self-insured, the County also purchases excess Liability and Workers' Compensation Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverage including property, boiler and machinery, aircraft, airport operations and pollution liability.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

FUND: LIABILITY PROPERTY INSURANCE
037A

ACTIVITY: Liability/Property Insurance
UNIT: 3910000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	18,013,411	18,036,169	18,070,880	18,754,835	18,754,835
Total Operating Rev	18,013,411	18,036,169	18,070,880	18,754,835	18,754,835
Services & Supplies	15,955,869	14,897,876	18,902,494	20,216,491	20,216,491
Other Charges	122,859	137,231	276,162	245,444	245,444
Total Operating Exp	16,078,728	15,035,107	19,178,656	20,461,935	20,461,935
Interest Income	541,193	184,442	0	0	0
Other Revenues	1,164,392	252,168	1,107,776	1,707,100	1,707,100
Total Nonoperating Rev	1,705,585	436,610	1,107,776	1,707,100	1,707,100
Net Income (Loss)	3,640,268	3,437,672	0	0	0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3910000 Liability/ Property Insurance

Agency: Internal Services

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
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FUNDED **Program Type: MANDATED-FLEXIBLE**

001 Liability/Property Insurance

	20,461,935	0	20,461,935	0	0	0.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides centralized uniform administration of Liability and Property Insurance claims.

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Centralized uniform administration of Liability and Property Insurance claims.

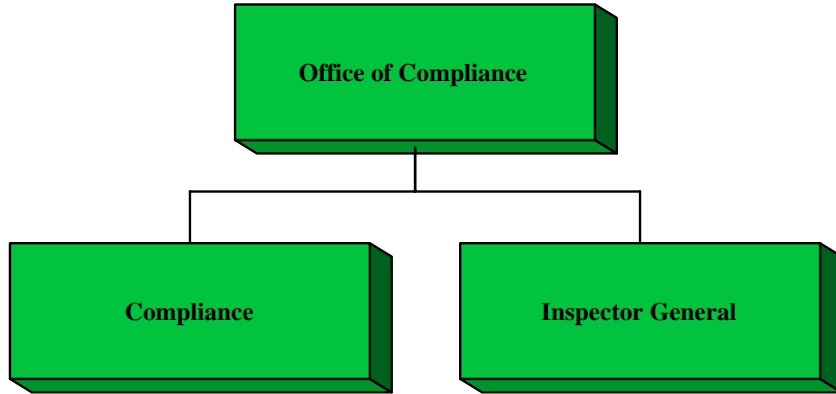
MANDATED-FLEXIBLE Total:	20,461,935	0	20,461,935	0	0	0.0	0
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FUNDED Total:	20,461,935	0	20,461,935	0	0	0.0	0
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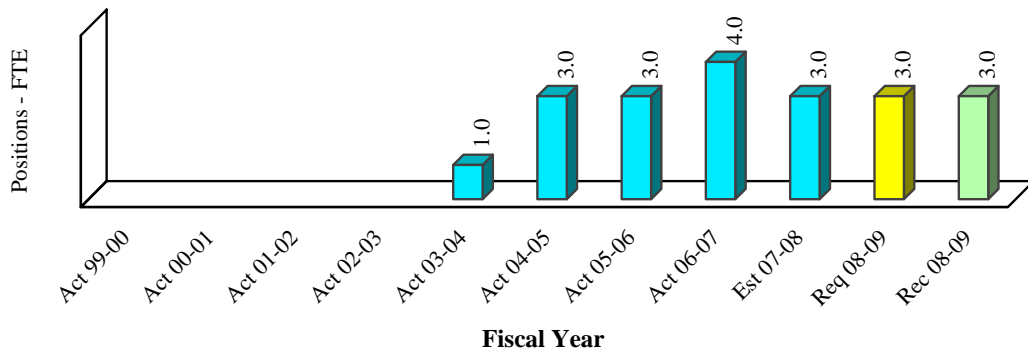
Funded Grand Total:	20,461,935	0	20,461,935	0	0	0.0	0
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Departmental Structure

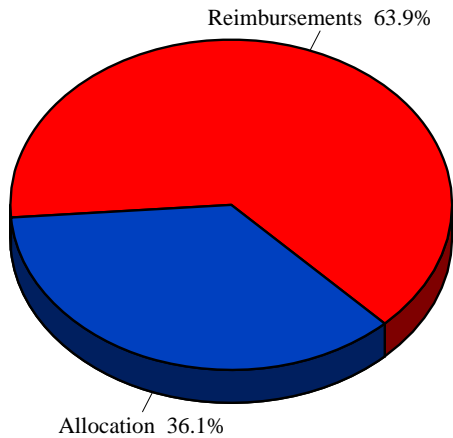
OFFICE OF COMPLIANCE



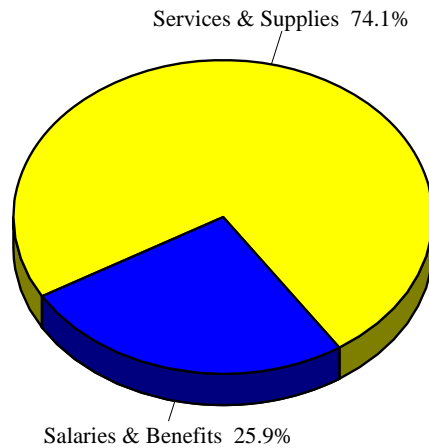
Staffing Trend



Financing Sources



Financing Uses



UNIT: 5740000 Office of Compliance					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	60,210	292,728	291,474	307,996	307,996
Total Financing	34,674	143,956	142,999	0	0
NET COST	25,536	148,772	148,475	307,996	307,996
Positions	4.0	3.0	3.0	3.0	3.0

PROGRAM DESCRIPTION:

- The Department of Compliance was created by the Board of Supervisors in June 2005 in order to address increasing mandates of state and federal legislation, as well as the need for project management of assigned reviews and audits across agencies and departments. New federal legislation now mandates the designation of a Compliance Officer, a role that was assigned to the Department’s Director. The Department managed the existing Office of HIPAA, established in September 2003 to ensure 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 of personal medical information, security and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.
- Effective July 1, 2007, the Department of Compliance was transferred from the Countywide Services Agency to the Internal Services Agency. The realignment of functions was determined to be more appropriate with the creation of the Inspector General Program by the Board of Supervisors in January 2007.
- In August 2007 the Board of Supervisors approved an ordinance that established the Office of Agency Administration within the Internal Services Agency, including transfer of the functions of the Department of Compliance from the Countywide Services Agency to the Internal Services Agency, and added a Deputy Agency Administrator position within the new Office of Agency Administration. These changes were effective September 21, 2007. The Department was renamed the Office of Compliance. The Deputy Agency Administrator was assigned responsibility for assuring fulfillment of the duties of the County’s mandated Compliance Officer for Title 42, Code of Federal Regulations [Medicare and Medicaid Services], countywide guidance and oversight necessary to meet federal statutory and regulatory requirements for compliance with HIPAA, and management of departmental audits and investigations as assigned by the Agency Administrator.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 5740000 Office of Compliance			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2008-09		CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL			
Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	354,623	113,042	229,874	221,506	221,506
Services & Supplies	121,889	414,959	363,290	472,936	472,936
Interfund Charges	0	0	0	39,427	39,427
Intrafund Charges	949	1,995	1,995	120,252	120,252
SUBTOTAL	477,461	529,996	595,159	854,121	854,121
Intrafund Reimb	-417,251	-237,268	-303,685	-546,125	-546,125
NET TOTAL	60,210	292,728	291,474	307,996	307,996
Prior Yr Carryover Revenues	34,674	142,999	142,999	0	0
	0	957	0	0	0
NET COST	25,536	148,772	148,475	307,996	307,996
Positions	4.0	3.0	3.0	3.0	3.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 5740000 Office of Compliance

Agency: Internal Services

Program Number and Title	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED		Program Type: MANDATED-FLEXIBLE					
001 HIPAA	546,125	546,125	0	0	0	2.0	0
Strategic Objective: HS -- Public Health and Safety Program Description: Protection of Personal Information Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations Anticipated Results: 100% of Health Insurance Portability and Accountability Act (HIPAA) covered components will successfully pass an audit of administrative, technical and physical safeguards, resulting in a high degree of public satisfaction with health information protections mandated by federal law.							
MANDATED-FLEXIBLE Total:		546,125	546,125	0	0	0	2.0 0

FUNDED		Program Type: DISCRETIONARY					
002 Inspector General	307,996	0	0	0	307,996	1.0	0
Strategic Objective: LJ -- Law and Justice Program Description: Ensure Fair and Complete Investigations of Citizen Complaints re: Sheriff's Department personnel Countywide Priority: 2 -- Discretionary Law Enforcement Anticipated Results: The Office of Inspector General will conduct a thorough, impartial and independent investigation of 100% of high profile complaints.							
DISCRETIONARY Total:		307,996	0	0	0	307,996	1.0 0

FUNDED Total:		854,121	546,125	0	0	307,996	3.0 0
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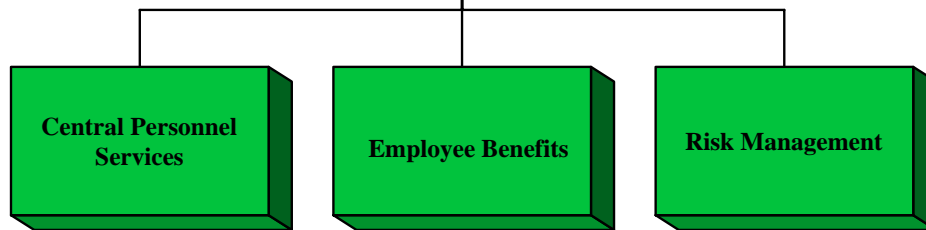
CEO RECOM'D ADD'L REQUEST		Program Type: MANDATED-FLEXIBLE					
AR-1 COMPLIANCE	0	0	0	0	0	0.0	0
Strategic Objective: HS -- Public Health and Safety Program Description: Protection of Personal Information Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Reallocating a Sr Office Assistant position to an Administrative Services Officer 1 to meet target of 100% of civil service personnel trained in HIPAA covered components to meet Federal mandates (Strategic Objective #12). Increased cost will be offset by a permanent reduction in system development services.							
MANDATED-FLEXIBLE Total:		0	0	0	0	0	0.0 0

CEO RECOM'D ADD'L REQUEST Total:		0	0	0	0	0	0.0 0
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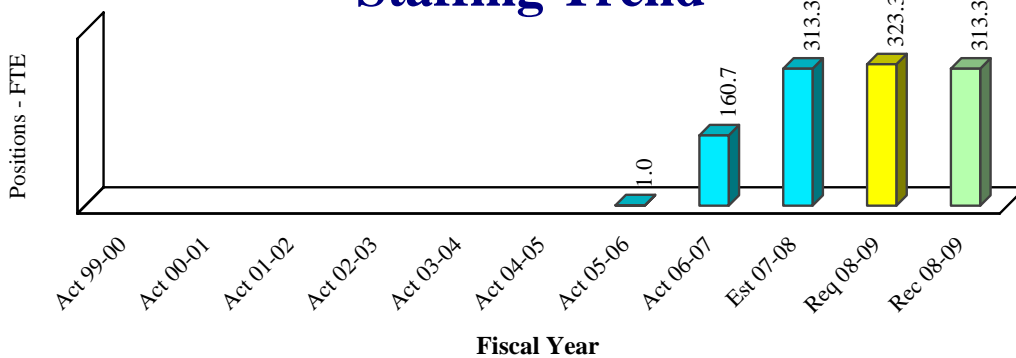
Funded Grand Total: 854,121 546,125 0 0 307,996 3.0 0

Departmental Structure

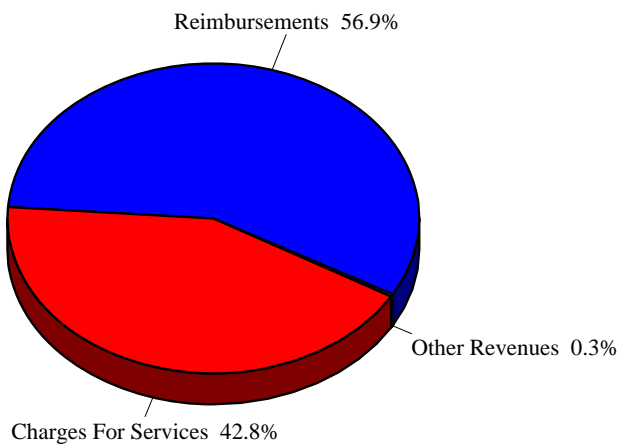
DAVID DEVINE, Director



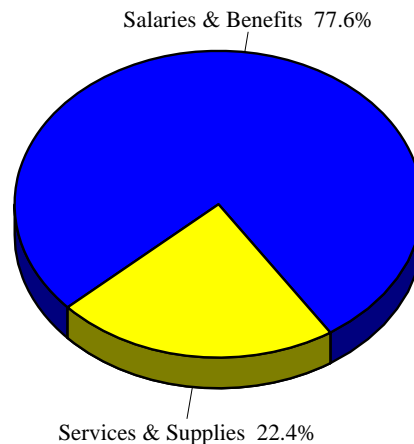
Staffing Trend



Financing Sources



Financing Uses



UNIT: 6050000 Personnel Services					
SUMMARY					
Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	16,951,642	14,848,790	16,440,110	16,907,373	16,778,768
Total Financing	11,589,812	8,006,783	8,511,110	16,907,373	16,778,768
NET COST	5,361,830	6,842,007	7,929,000	0	0
Positions	160.7	313.3	310.8	323.3	313.3

PROGRAM DESCRIPTION:

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, developing county job classification specifications, collecting salary information, and recommending salaries for county classes.
- Designing job-related examinations for county classes, administering county civil service examinations, and certifying eligible candidates for employment.
- Providing pre-employment physical examinations for new county employees; providing consultation to the Employee Retirement Fund and the Workers' Compensation Fund; and monitoring employee health and safety programs.
- Managing contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code Section 457).
- Managing college education at the worksite (County Campus), skills-based training programs, and employee development services; providing support for the Customer Service and Quality movement in the County; and providing countywide and department-specific training services.
- Providing department-specific human resources services and support to the County's operating departments.
- Processing personnel and payroll transactions, including the processing of employees into and out of county service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing training and technical assistance to county agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County's Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County's Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.

- Administering the County’s Unemployment Insurance Program, Liability/Property Insurance Program, Workers’ Compensation Insurance Program, and Safety/Accident Prevention and Industrial Hygiene programs.

RECOMMENDED ADDITIONAL REQUESTS:

None Recommended

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 6050000 Personnel Services DEPARTMENT HEAD: DAVID DEVINE CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2008-09					
Financing Uses Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Salaries/Benefits	13,817,711	14,775,070	15,602,134	30,862,934	30,200,320
Services & Supplies	3,871,295	3,891,616	4,579,244	6,301,170	6,301,170
Other Charges	0	0	5,000	5,000	5,000
Interfund Charges	0	0	0	116,736	116,736
Intrafund Charges	1,237,234	1,339,486	1,305,254	2,323,147	2,323,147
SUBTOTAL	18,926,240	20,006,172	21,491,632	39,608,987	38,946,373
Interfund Reimb	-19,285	-105,860	0	-429,414	-422,163
Intrafund Reimb	-1,955,313	-5,051,522	-5,051,522	-22,272,200	-21,745,442
NET TOTAL	16,951,642	14,848,790	16,440,110	16,907,373	16,778,768
Prior Yr Carryover	1,622,758	1,230,393	1,230,393	0	0
Revenues	9,967,054	6,776,390	7,280,717	16,907,373	16,778,768
NET COST	5,361,830	6,842,007	7,929,000	0	0
Positions	160.7	313.3	310.8	323.3	313.3

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 6050000 Personnel Services

Agency: Internal Services

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED							
Program Type: MANDATED-FLEXIBLE							
<i>001 DPS Administration</i>	1,646,064	1,405,190	240,874	0	0	11.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Administer the Department of Personnel Services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Policy direction for and facilitation of services provided by Personnel Services. Requests for services acknowledged within 1 business day.							
<i>002 Employment Office</i>	6,173,115	4,702,251	1,470,864	0	0	58.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Develop & administer fair & equitable exams; provide accurate certification lists							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Selection processes are conducted fairly, timely and professionally based upon merit principles, civil service rules and professional standards. 50% of hiring lists established within 115 days of project start.							
<i>003E Leadership & Organizational Development</i>	282,549	214,344	68,205	0	0	1.2	0
Strategic Objective: IS -- Internal Services							
Program Description: Mandated Training							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Conduct mandatory harassment/discrimination training for County employees; conduct ethics training for elected officials and members of County legislative bodies.							
<i>004 Personnel Actions</i>	7,115,383	4,644,545	2,470,838	0	0	69.6	0
Strategic Objective: IS -- Internal Services							
Program Description: Process personnel & payroll actions							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position control, salary resolutions and employee records. 98% of all activities in compliance each pay period.							
<i>005 Unemployment Insurance Personnel</i>	124,467	0	124,467	0	0	1.2	0
Strategic Objective: IS -- Internal Services							
Program Description: Personnel portion of Unemployment Insurance Program							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Staffing for the Unemployment Insurance program. 98% of claims are valid (according to the Unemployment Insurance Code) and processed timely.							
<i>006 Department Services Division Chief</i>	197,523	197,523	0	0	0	1.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Administer the Department Services Division							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Policy direction for and facilitation of services provided by the Department Services Division. Requests for services acknowledged within 1 business day.							

PERSONNEL SERVICES

6050000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED		Program Type: <u>MANDATED-FLEXIBLE</u>					
<i>007A East Team</i>	1,483,278	704,735	778,543	0	0	11.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Provide human resources services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.							
<i>007B Health Team</i>	1,914,375	1,914,375	0	0	0	16.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Provide human resources services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.							
<i>007C West Team</i>	2,070,022	519,856	1,550,166	0	0	15.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Provide human resources services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.							
<i>007D Human Assistance Team</i>	2,173,742	2,173,742	0	0	0	17.8	0
Strategic Objective: IS -- Internal Services							
Program Description: Provide human resources services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.							
<i>007E Municipal Services Agency Team</i>	2,031,291	207,639	1,823,652	0	0	13.0	0
Strategic Objective: IS -- Internal Services							
Program Description: Provide human resources services							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.							
<i>008 Employee Benefits</i>	3,070,976	2,330,080	740,896	0	0	13.8	0
Strategic Objective: IS -- Internal Services							
Program Description: Administer multiple employee/retiree benefit programs							
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations							
Anticipated Results: Administer negotiated benefit programs in an efficient and cost-effective manner to enhance the value of the total compensation package for employees in order to recruit and retain employees. Above-average rating; employee feedback; no legal violations.							

PERSONNEL SERVICES

6050000

<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Position</i>	<i>Vehicles</i>
FUNDED		Program Type: MANDATED-FLEXIBLE					
<i>010 Liability/Property Insurance Personnel</i>	818,490	0	818,490	0	0	7.7	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Personnel portion of Liability/Property Insurance program</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Staffing for Liability/Property Insurance program. 10% reduction in annual number of claims; 5% reduction in total annual claims costs.</p>							
<i>011 Disability Compliance</i>	441,171	0	441,171	0	0	3.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Coordinate implementation of Americans with Disabilities Act</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Compliance with disability laws to ensure disabled citizens/employees access to County programs, services, & facilities. 98% accommodation requests responded to within 5 working days. County programs, services, facilities are accessible.</p>							
<i>012 Equal Employment Opportunity</i>	965,111	0	965,111	0	0	7.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Diversity & sexual harassment prevention training; investigate complaints</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Ensure County workforce receives updated diversity/sexual harassment training; new employees attend within 6 months of hire. Respond to all complaints/inquiries within three business days; complete all investigations within 60 days.</p>							
<i>013 County Safety Office</i>	1,911,963	1,178,309	733,654	0	0	12.3	2
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Promote accident/illness prevention; evaluate workplace</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: A safe workplace for County employees; OSHA compliance; reduced County liability. 5% reduction in number of valid physical injury claims; 50% of OSHA inspections in compliance.</p>							
<i>014 Workers' Compensation Personnel</i>	3,245,393	0	3,245,393	0	0	35.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Personnel portion of Workers' Compensation program</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Staffing for Workers' Compensation program. 95% of claims processed accurately and timely.</p>							
<i>015 Employee Health</i>	1,314,775	997,575	317,200	0	0	7.7	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provide pre-employment physicals, drug testing, immunizations</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>Anticipated Results: Identify applicants/employees with medical conditions requiring modification of task assignments and/or correction of physical conditions. Complete physical within 5 days of request.</p>							
MANDATED-FLEXIBLE Total:	36,979,688	21,190,164	15,789,524	0	0	301.3	2

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED	Program Type: DISCRETIONARY						
<i>003A Leadership & Organizational Development</i>	84,793	64,360	20,433	0	0	0.6	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Customer Service Academy</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Provide up to 24 training sessions to equip employees with customer service skills to provide customers with excellent service, increasing satisfaction and reducing complaints.</p>							
<i>003B Leadership & Organizational Development</i>	90,395	68,590	21,805	0	0	0.6	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Employee Development Academy</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Develop & implement up to 20 new training sessions to support employees' development in communication, writing skills, conflict management, & other topics.</p>							
<i>003C Leadership & Organizational Development</i>	166,515	126,320	40,195	0	0	1.2	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Lead/Supervisor Academy</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Provide up to 2,000 supervisors with skill-building training to assist them in becoming more effective supervisors.</p>							
<i>003D Leadership & Organizational Development</i>	166,602	126,434	40,168	0	0	1.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Management/Leadership Academy</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Offer 2 Leadership Academy sessions for selected managers, providing skills to become future County leaders. Develop a management program for new County managers to provide knowledge and skills.</p>							
<i>003F Leadership & Organizational Development</i>	158,195	120,033	38,162	0	0	1.0	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: New Employee Program</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: 100% of new employees attend orientation within first month of employment. Orientation will acquaint new employees with the County & provide information on benefits and County policies.</p>							
<i>003G Leadership & Organizational Development</i>	271,783	206,227	65,556	0	0	1.6	0
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Special Projects/Programs</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Assist in providing volunteer programs, education fairs, and special projects.</p>							

PERSONNEL SERVICES

6050000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles	
FUNDED		Program Type: <u>DISCRETIONARY</u>						
<i>003H Leadership & Organizational Development</i>	285,825	216,859	68,966	0	0	0.8	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Staff development, support, and coordination</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Staff support for essential training, including tracking employees' attendance, preparing training materials & preparing training sites. 100% of requirements met.</p>								
<i>003I Leadership & Organizational Development</i>	260,223	0	260,223	0	0	2.0	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Airports Training</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Coordinate department-specific training for the Department of Airports.</p>								
<i>009B Deferred Compensation 401(a)</i>	66,801	48,618	18,183	0	0	0.3	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Administer the 401(a) Plan</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Administer the 401(a) Money Purchase Plan in an efficient and cost-effective manner to enhance employees' post employment income. Above average rating: increased number of participants.</p>								
DISCRETIONARY Total:	1,551,132	977,441	573,691	0	0	9.1	0	
FUNDED		Program Type: <u>SELF-SUPPORTING</u>						
<i>009A Deferred Compensation 457</i>	415,553	0	415,553	0	0	2.9	0	
<p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Administer the 457 Deferred Compensation Plan</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Administer the 457 Deferred Compensation program in an efficient and cost-effective manner to enhance employees' post employment income. Above average rating: increased number of participants; increased average contributions per participant.</p>								
SELF-SUPPORTING Total:	415,553	0	415,553	0	0	2.9	0	
FUNDED Total:		38,946,373	22,167,605	16,778,768	0	0	313.3	2
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Funded Grand Total:	38,946,373	22,167,605	16,778,768	0	0	313.3	2	

UNIT: 3930000 Unemployment Insurance

SUMMARY

Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	1,161,329	1,341,950	2,029,068	3,283,863	3,283,863
Total Financing	1,963,211	1,534,897	2,029,068	2,021,133	2,021,133
NET COST	-801,882	-192,947	0	1,262,730	1,262,730

PROGRAM DESCRIPTION:

- Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance Program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Unemployment Insurance claims. Costs associated with Unemployment Insurance claims payments and administration are allocated to county departments.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Retained Earnings have decreased by \$1,262,730 due an excess amount that was rebated to county departments.
- Charges for services to county departments in Fiscal Year 2007-08 have been reduced by \$495,707.

SCHEDULE:

COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
County Budget Act (1985)

FUND: UNEMPLOYMENT INSURANCE
040A

ACTIVITY: Unemployment Insurance
UNIT: 3930000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	1,963,211	1,534,897	2,029,068	2,021,133	2,021,133
Total Operating Rev	1,963,211	1,534,897	2,029,068	2,021,133	2,021,133
Services & Supplies	1,146,766	1,325,222	2,012,340	2,006,121	2,006,121
Other Charges	14,563	16,728	16,728	15,012	15,012
Total Operating Exp	1,161,329	1,341,950	2,029,068	2,021,133	2,021,133
Residual Eq Trn Out	0	0	0	1,262,730	1,262,730
Total Nonoperating Exp	0	0	0	1,262,730	1,262,730
Net Income (Loss)	801,882	192,947	0	-1,262,730	-1,262,730

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3930000 Unemployment Insurance

Agency: Internal Services

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED							

Program Type: MANDATED-FLEXIBLE

001 Unemployment Insurance

3,283,863	0	2,021,133	0	1,262,730	0.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides centralized uniform administration of Unemployment Insurance claims.

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Centralized uniform administration of Unemployment Insurance claims.

MANDATED-FLEXIBLE Total:	3,283,863	0	2,021,133	0	1,262,730	0.0	0
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FUNDED Total:	3,283,863	0	2,021,133	0	1,262,730	0.0	0
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Funded Grand Total:	3,283,863	0	2,021,133	0	1,262,730	0.0	0
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UNIT: 3900000 Workers Compensation Insurance**SUMMARY**

Classification	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Total Requirements	26,181,104	27,705,481	38,579,869	32,543,584	32,543,584
Total Financing	39,468,855	31,918,442	38,579,882	30,427,887	30,427,887
NET COST	-13,287,751	-4,212,961	-13	2,115,697	2,115,697

PROGRAM DESCRIPTION:

- Sacramento County is basically self-insured for Workers' Compensation Insurance, however, the County does purchase additional coverage above the self-insured retention levels of \$2.0 million. The Workers' Compensation Insurance Program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Workers' Compensation Insurance claims. Costs associated Workers' Compensation Insurance claims payments and administration are allocated to county departments.

RECOMMENDED ADDITIONAL REQUESTS:

None Requested

RECOMMENDED REDUCTIONS:

- Charges for services have decreased by \$7.0 million. The reserve provision of \$5.0 million was eliminated and \$2.0 million in charges were reduced and cost reductions were passed on to county departments.

SCHEDULE:

COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 County Budget Act (1985)

FUND: WORKERS COMPENSATION INSURANCE
 039A

ACTIVITY: Workers' Compensation Insurance
 UNIT: 3900000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Estimated 2007-08	Adopted 2007-08	Requested 2008-09	Recommended 2008-09
Charges for Service	39,026,020	31,659,689	38,579,882	30,407,887	30,407,887
Total Operating Rev	39,026,020	31,659,689	38,579,882	30,407,887	30,407,887
Services & Supplies	20,552,171	22,018,014	32,892,402	31,977,415	31,977,415
Other Charges	339,017	466,385	466,385	566,169	566,169
Total Operating Exp	20,891,188	22,484,399	33,358,787	32,543,584	32,543,584
Aid-Gov'n't Agencies	163,763	0	0	0	0
Other Revenues	279,072	258,753	0	20,000	20,000
Total Nonoperating Rev	442,835	258,753	0	20,000	20,000
Reserve Provision	5,289,916	5,221,082	5,221,082	0	0
Total Nonoperating Exp	5,289,916	5,221,082	5,221,082	0	0
Net Income (Loss)	13,287,751	4,212,961	13	-2,115,697	-2,115,697

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3900000 Workers' Comp. Insurance

Agency: Internal Services

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Position	Vehicles
FUNDED							

Program Type: MANDATED-FLEXIBLE

001 Workers Compensation Insurance

32,543,584	0	30,427,887	0	2,115,697	0.0	0
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Strategic Objective: IS -- Internal Services

Program Description: Provides centralized uniform administration of Workers Compensation Insurance claims.

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Anticipated Results: Centralized uniform administration of Workers Compensation Insurance claims.

MANDATED-FLEXIBLE Total:	32,543,584	0	30,427,887	0	2,115,697	0.0	0
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FUNDED Total:	32,543,584	0	30,427,887	0	2,115,697	0.0	0
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Funded Grand Total:	32,543,584	0	30,427,887	0	2,115,697	0.0	0
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