

INTERNAL SERVICES AGENCY

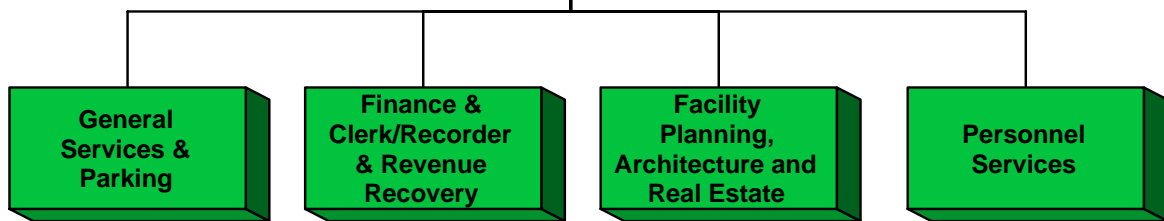
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INTRODUCTION

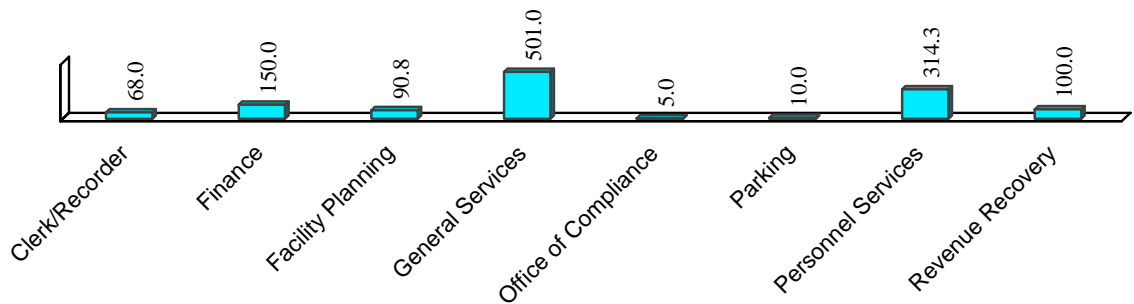
Agency Structure

MARK NORRIS, Agency Administrator

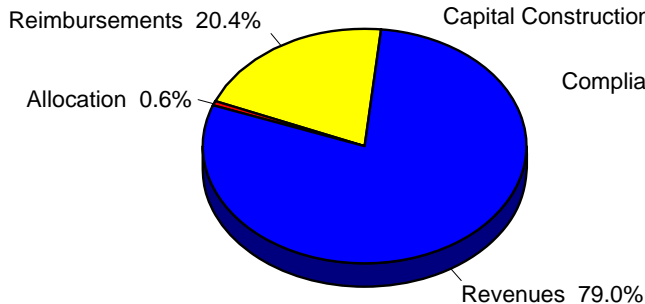


Staffing

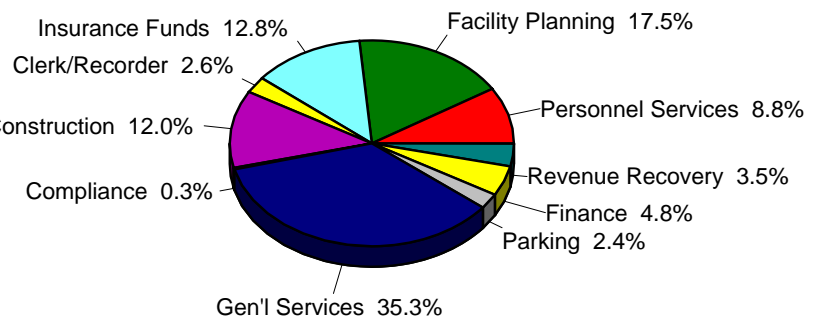
Positions - FTE



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; and 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; Training; 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	68.0
001A	3230000	Department of Finance	18,276,353	16,398,593	1,877,760	150.0
001A	6110000	Department of Revenue Recovery	7,394,692	6,945,996	448,696	100.0
001A	5740000	Office of Compliance	307,996	14,824	293,172	5.0
001A	6050000	Personnel Services	16,778,768	16,778,768	0	314.3
GENERAL FUND TOTAL			\$54,260,020	\$51,640,392	\$2,619,628	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
		Building Maintenance & Operations-				
035F	7007440	Airport	6,476,561	5,965,561	511,000	45.0
		Building Maintenance & Operations-				
035F	7007420	Bradshaw	18,634,909	17,189,909	1,445,000	121.0
		Building Maintenance & Operations-				
035F	7007430	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	\$22,937,956	\$22,937,956	\$0	0.0
		Facility Planning, Architecture &				
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			\$351,439,193	\$320,468,609	\$30,970,584	1,239.1

UNIT: 3100000 Capital Construction					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	18,677,987	27,255,152	26,820,193	22,937,956	22,937,956
Total Financing	12,946,182	44,428,871	26,820,193	22,937,956	22,937,956
NET COST	5,731,805	-17,173,719	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.

MISSION:

To provide proactive long-range facility management planning including meeting the space needs of county departments.

GOALS:

Continue to provide funding and management for approved major construction projects underway and projects required due to health, safety, security or severe operational problems.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Completed Phase II of the ninety-bed Juvenile Hall Expansion and Modification project.
- Completed the Public Defender move to the Juvenile Courthouse.
- Completed the water capacity improvements at the Boys Ranch.
- Completed various Americans with Disability Act (ADA) barrier removal projects.
- Completed various mechanical upgrades to achieve energy savings.

SIGNIFICANT CHANGES FOR 2008-09:

- Complete construction of the new Animal Care Facility.
- Complete construction of the 120-bed unit at Juvenile Hall.
- Remodel Wing "A" of the Juvenile Center.
- Begin construction of the Sheriff South Area Substation 911 Communication Center to the Bond Road Facility.

SIGNIFICANT CHANGES FOR 2008-09 (CONT.):

- Retrofit emergency generators at the Office of Communications and Information Technology building to meet Air Quality Management District (AQMD) regulations.

SUPPLEMENTAL INFORMATION:

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2008-09 is \$22,937,956. The Final Budget includes several high priority projects in the County's Juvenile Justice facilities as well as projects at other county facilities.

ESTIMATED FINANCING:

<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 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 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.

The projects included in the Final 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, 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.

ESTIMATED FINANCING (CONT.):

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 CCF; 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 (MSA)	Provide for ongoing testing of underground tanks under county ownership in accordance with State law.	50,000
MSA	Provide for the cost associated with warranty inspections on new construction and remodel projects.	20,000
Real Estate	Real Estate services provided to CCF including wireless lease and services for miscellaneous vacant county owned land.	120,000
CCF and Facility Planning and Management (FPM)	Vacant Space Allocation- CCF is charged for vacant county owned space, but recovers the cost through the Facility Use Allocation.	292,999
CCF and FPM	Miscellaneous minor building and emergency projects.	398,750
Total		\$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.

ESTIMATED FINANCING (CONT.):

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.

ESTIMATED FINANCING (CONT.):

Fund Center 3103160 - Sacramento Mental Health Facility — \$329,980. This appropriation provides for debt service for the energy saving project recently completed 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.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 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	-571,795	4,900,000	1,100,000	1,100,000
Other Charges	450	634,306	0	225,109	225,109
Improvements	235,311	475,450	13,100,000	500,000	500,000
Subtotal	1,846,176	537,961	18,000,000	1,825,109	1,825,109
Interfund Reimbursement	-737,431	-429,845	-17,000,000	-1,500,000	-1,500,000
Net Total	1,108,745	108,116	1,000,000	325,109	325,109
FUND CENTER 3103102 ADMINISTRATION CENTER					
Services & Supplies	294,693	329,561	819,200	619,200	619,200
Improvements	877,251	573,816	700,000	500,000	500,000
Subtotal	1,171,944	903,377	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	903,377	1,519,200	119,200	119,200
FUND CENTER 3103103 COURTHOUSE					
Services & Supplies	54,409	65,955	100,000	100,000	100,000
Improvements	55,305	0	50,000	50,000	50,000
Subtotal	109,714	65,955	150,000	150,000	150,000
FUND CENTER 3103104 NEW JUVENILE COURTHOUSE					
Services & Supplies	343,215	611,190	50,000	50,000	50,000
Improvements	3,342	2,325,223	0	0	0
Subtotal	346,557	2,936,413	50,000	50,000	50,000
FUND CENTER 3103105 CAROL MILLER JUSTICE CENTER					
Services & Supplies	2,355	56,139	0	0	0
Improvements	0	47,334	0	0	0
Subtotal	2,355	103,473	0	0	0
FUND CENTER 3103108 PRELIMINARY PLANNING					
Services & Supplies	2,231,967	1,882,905	1,393,285	1,512,406	1,512,406
Improvements	250,966	58	0	0	0
Subtotal	2,482,933	1,882,963	1,393,285	1,512,406	1,512,406
Interfund Reimbursement	-757,115	-48,325	0	0	0
Net Total	1,725,818	1,834,638	1,393,285	1,512,406	1,512,406

CAPITAL CONSTRUCTION

3100000

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

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

CLASSIFICATION

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

FUNCTION: GENERAL
 ACTIVITY: Plant Acquisition
 FUND: CAPITAL CONSTRUCTION

Financing Uses Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
FUND CENTER 3103109					
901 G STREET BUILDING (OB#2)					
Services & Supplies	154,093	131,212	50,000	50,000	50,000
Improvements	234,456	325,401	50,000	50,000	50,000
Subtotal	388,549	456,613	100,000	100,000	100,000
FUND CENTER 3103110					
MAINTENANCE YARD					
Services & Supplies	100,005	276,002	50,000	50,000	50,000
Other Charges	0	86,497	0	115,335	115,335
Improvements	0	35,593	50,000	50,000	50,000
Subtotal	100,005	398,092	100,000	215,335	215,335
FUND CENTER 3103111					
MISC ALTERATIONS & IMPROVEMENTS					
Services & Supplies	870,093	519,062	1,096,583	936,249	936,249
Other Charges	13,044	30,719	5,500	5,500	5,500
Improvements	3,360	0	40,000	40,000	40,000
Subtotal	886,497	549,781	1,142,083	981,749	981,749
Interfund Reimbursement	-1,215,872	-1,861	0	0	0
Net Total	-329,375	547,920	1,142,083	981,749	981,749
FUND CENTER 3103112					
BRADSHAW ADMINISTRATION BUILDING (OB #3)					
Services & Supplies	1,000,531	3,073,079	75,000	75,000	75,000
Other Charges	0	0	0	278,810	278,810
Improvements	7,264,528	943,478	200,000	100,000	100,000
Subtotal	8,265,059	4,016,557	275,000	453,810	453,810
Interfund Reimbursement	-8,112,366	-1,246,804	0	0	0
Net Total	152,693	2,769,753	275,000	453,810	453,810
FUND CENTER 3103113					
CLERK-RECORDER BUILDING					
Services & Supplies	84,642	36,938	25,000	25,000	25,000
Improvements	14,398	46,076	25,000	25,000	25,000
Subtotal	99,040	83,014	50,000	50,000	50,000
Interfund Reimbursement	-100,197	-41,784	0	0	0
Net Total	-1,157	41,230	50,000	50,000	50,000
FUND CENTER 3103114					
799 G STREET BUILDING					
Services & Supplies	119,426	318,168	500,000	500,000	500,000
Improvements	0	0	700,000	700,000	700,000
Subtotal	119,426	318,168	1,200,000	1,200,000	1,200,000
Interfund Reimbursement	0	0	0	-1,000,000	-1,000,000
Net Total	119,426	318,168	1,200,000	200,000	200,000

CAPITAL CONSTRUCTION

3100000

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
FUND CENTER 3103115					
ANIMAL CARE FACILITY					
Services & Supplies	0	2,998,849	0	2,252,000	2,252,000
Other Charges	0	450	0	0	0
Improvements	0	8,486,194	0	2,000,000	2,000,000
Subtotal	0	11,485,493	0	4,252,000	4,252,000
Interfund Reimbursement	0	-9,290,702	0	-4,200,000	-4,200,000
Net Total	0	2,194,791	0	52,000	52,000
FUND CENTER 3103124					
GENERAL SERVICES FACILITY					
Services & Supplies	73,202	18,250	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	18,250	175,000	264,700	264,700
Interfund Reimbursement	0	-8,044	0	0	0
Net Total	367,481	10,206	175,000	264,700	264,700
FUND CENTER 3103125					
B.T. COLLINS JUVENILE CENTER					
Services & Supplies	5,365,266	3,996,060	11,085,438	6,933,698	6,933,698
Other Charges	0	450	0	0	0
Improvements	12,965,716	17,346,960	43,190,000	7,000,000	7,000,000
Subtotal	18,330,982	21,343,470	54,275,438	13,933,698	13,933,698
Interfund Reimbursement	-15,017,251	-20,241,618	-48,905,492	-13,500,000	-13,500,000
Net Total	3,313,731	1,101,852	5,369,946	433,698	433,698
FUND CENTER 3103126					
WARREN E. THORNTON YOUTH CENTER					
Services & Supplies	36,726	33,296	140,000	140,000	140,000
Improvements	1,020,965	61,338	60,000	60,000	60,000
Subtotal	1,057,691	94,634	200,000	200,000	200,000
Interfund Reimbursement	-982,055	0	0	0	0
Net Total	75,636	94,634	200,000	200,000	200,000
FUND CENTER 3103127					
BOYS RANCH					
Services & Supplies	485,752	880,988	300,000	300,000	300,000
Improvements	56,029	7,815	100,000	100,000	100,000
Subtotal	541,781	888,803	400,000	400,000	400,000
FUND CENTER 3103128					
RCCC					
Services & Supplies	543,852	675,163	1,000,000	800,000	800,000
Improvements	2,091,633	1,245,739	1,000,000	700,000	700,000
Subtotal	2,635,485	1,920,902	2,000,000	1,500,000	1,500,000
Interfund Reimbursement	-1,907,356	-194,909	0	0	0
Net Total	728,129	1,725,993	2,000,000	1,500,000	1,500,000

CAPITAL CONSTRUCTION

3100000

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
FUND CENTER 3103130 WORK RELEASE FACILITY					
Services & Supplies	13,762	5,444	25,000	25,000	25,000
Improvements	0	0	10,000	10,000	10,000
Subtotal	13,762	5,444	35,000	35,000	35,000
FUND CENTER 3103131 SHERIFF'S ADMIN BUILDING					
Services & Supplies	81,143	127,215	200,000	200,000	200,000
Improvements	0	108,751	300,000	200,000	200,000
Subtotal	81,143	235,966	500,000	400,000	400,000
Interfund Reimbursement	-5,678	-101,530	0	0	0
Net Total	75,465	134,436	500,000	400,000	400,000
FUND CENTER 3103132 LORENZO E. PATINO HALL OF JUSTICE					
Services & Supplies	627,584	613,578	925,000	725,000	725,000
Improvements	1,377,764	1,111,932	1,000,000	1,000,000	1,000,000
Subtotal	2,005,348	1,725,510	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	1,421,276	1,925,000	225,000	225,000
FUND CENTER 3103133 SHERIFF-NORTH AREA SUBSTATION					
Services & Supplies	25,856	8,469	5,000	5,000	5,000
Improvements	53,683	194,560	10,000	10,000	10,000
Subtotal	79,539	203,029	15,000	15,000	15,000
FUND CENTER 3103134 SHERIFF-SOUTH AREA SUBSTATION					
Services & Supplies	74,716	79,225	1,500	1,576,500	1,576,500
Improvements	0	0	8,500	4,058,500	4,058,500
Subtotal	74,716	79,225	10,000	5,635,000	5,635,000
Interfund Reimbursement	0	-130,976	0	-5,625,000	-5,625,000
Net Total	74,716	-51,751	10,000	10,000	10,000
FUND CENTER 3103137 CORONER/CRIME LABORATORY					
Services & Supplies	95,419	43,860	150,000	150,000	150,000
Improvements	210,043	143,516	150,000	150,000	150,000
Subtotal	305,462	187,376	300,000	300,000	300,000

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3100000 Capital Construction Fund

Agency: Internal Services

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

<i>001 Capital Construction Fund</i>	13,439,969	0	17,027,329	-3,587,360	0	0.0	0
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Program Type: Mandated-Specific

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	8,050,000	-4,000,000	0	0.0	0
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Program Type: Mandated-Specific

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
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Program Type: Mandated-Specific

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
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Program Type: Mandated-Specific

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	9,192,516	-7,432,516	0	0.0	0
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Program Type: Mandated-Specific

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

CAPITAL CONSTRUCTION

3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>006 Capital Construction Fund</i>	14,533,698	13,500,000	6,190,193	-5,156,495	0	0.0	0
<p>Program Type: Mandated-Specific 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</p>							
<i>007 Capital Construction Fund</i>	100,000	0	100,000	0	0	0.0	0
<p>Program Type: Mandated-Specific Strategic Objective: IS -- Internal Services Program Description: Asbestos management program Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Assessment of asbestos hazards through the Asbestos management program</p>							
<i>008 Capital Construction Fund</i>	50,000	0	50,000	0	0	0.0	0
<p>Program Type: Mandated-Specific Strategic Objective: IS -- Internal Services Program Description: Underground fuel tank management program Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Testing of underground fuel tanks for leakage into soil</p>							
<i>009 Capital Construction Fund</i>	612,406	500,000	112,406	0	0	0.0	0
<p>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Health & safety related projects Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Construction to remediate miscellaneous health and safety related issues</p>							
<i>010 Capital Construction Fund</i>	300,000	0	300,000	0	0	0.0	0
<p>Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Coroner Crime Laboratory Countywide Priority: 2 -- Discretionary Law Enforcement Anticipated Results: Construction and rehabilitation of the Coroner Crime Laboratory</p>							

CAPITAL CONSTRUCTION

3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>011 Capital Construction Fund</i>	398,750	0	744,728	-345,978	0	0.0	0
<p>Program Type: Mandated-Specific Strategic Objective: IS -- Internal Services Program Description: Unforeseen Health & Safety - Emergency Maintenance Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Emergency projects to remediate unforeseen health and safety issues</p>							
<i>012 Capital Construction Fund</i>	900,000	0	900,000	0	0	0.0	0
<p>Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Administration Countywide Priority: 4 -- Sustainable and Livable Communities Anticipated Results: Administration of the Capital Construction Fund</p>							
<i>013 Capital Construction Fund</i>	1,249,569	1,000,000	5,340,952	-5,091,383	0	0.0	0
<p>Program Type: Self-Supporting Strategic Objective: IS -- Internal Services Program Description: General Maintenance Countywide Priority: 4 -- Sustainable and Livable Communities Anticipated Results: General maintenance of county owned buildings</p>							
<i>014 Capital Construction Fund</i>	1,500,000	1,500,000	0	0	0	0.0	0
<p>Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Library Construction Countywide Priority: 5 -- General Government Anticipated Results: Library construction</p>							
<i>015 Capital Construction Fund</i>	25,000	0	37,207	-12,207	0	0.0	0
<p>Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Primary Care Center Countywide Priority: 4 -- Sustainable and Livable Communities Anticipated Results: Primary Care Center</p>							

CAPITAL CONSTRUCTION

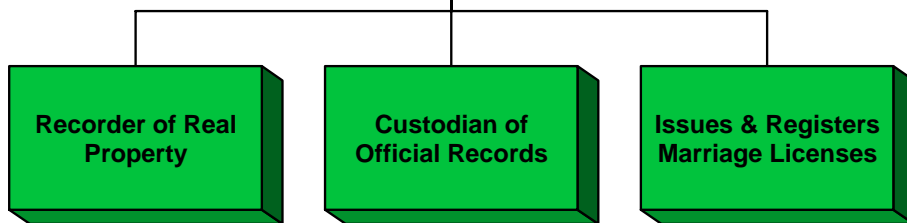
3100000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>016 Capital Construction Fund</i>	50,000	0	50,000	0	0	0.0	0
<p>Program Type: Mandated-Specific Strategic Objective: IS -- Internal Services Program Description: Juvenile Courthouse Construction Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Juvenile Courthouse construction</p>							
<i>017 Capital Construction Fund</i>	4,252,000	4,200,000	52,000	0	0	0.0	0
<p>Program Type: Discretionary 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</p>							
<i>018 Capital Construction Fund</i>	5,625,000	5,625,000	0	0	0	0.0	0
<p>Program Type: Mandated-Specific Strategic Objective: IS -- Internal Services Program Description: Remodel Construction for the New 911 Center Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations Anticipated Results: Remodel Construction for the New 911 Center at Bond Road</p>							
FUNDED Total:							
	52,762,956	29,825,000	48,763,895	-25,825,939	0	0.0	0

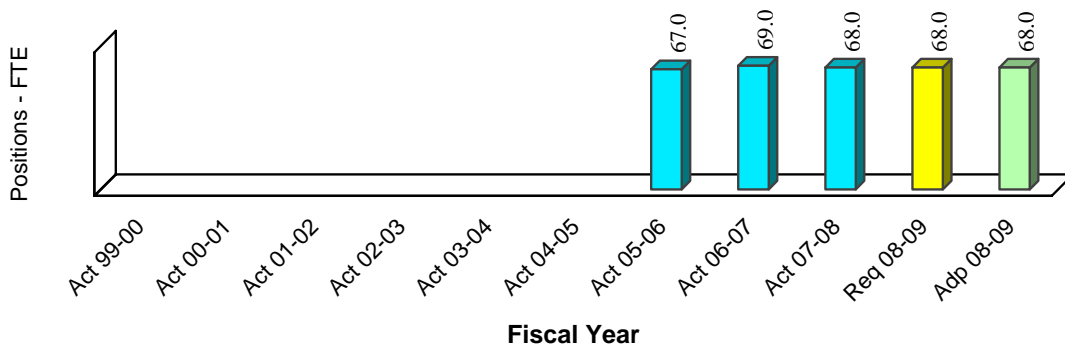
Funded Grand Total:							
	52,762,956	29,825,000	48,763,895	-25,825,939	0	0.0	0

Departmental Structure

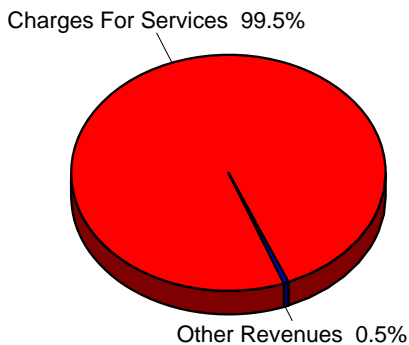
FREDERICK GARCIA, Director



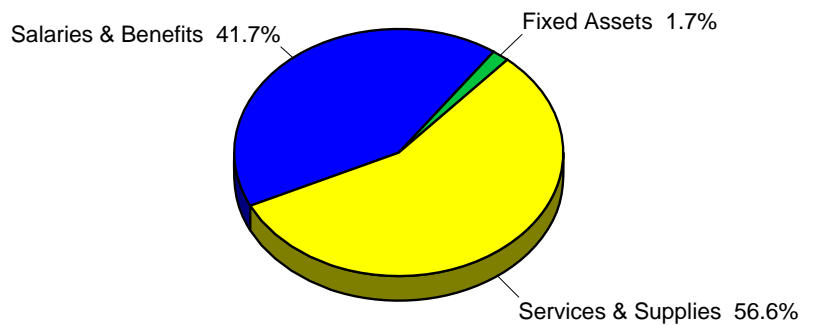
Staffing Trend



Financing Sources



Financing Uses



UNIT: 3240000 County Clerk/Recorder					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	6,449,902	8,494,611	11,181,935	11,502,211	11,502,211
Total Financing	8,099,674	7,121,587	11,181,935	11,502,211	11,502,211
NET COST	-1,649,772	1,373,024	0	0	0
Positions	69.0	68.0	68.0	68.0	68.0

PROGRAM DESCRIPTION:

The Department of County Clerk/Recorder:

- Serves as custodian of official records.
- Records real property documents for the County.
- Issues and registers marriage licenses.
- Registers process servers, public notaries, professional photo copiers, unlawful detainer assistants and 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 and 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.

MISSION:

To comply/apply with state statutory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

GOALS:

- Evaluate enhancements to maximize efficiency and quality of service to customers.
- Continue to work with collaborating departments to bring services to Sacramento County residents at community-based service centers.
- Complete conversion of historical official records and vital statistic records to images and the related indices.
- Plan, develop, and coordinate implementation of Electronic Recording Delivery System in conjunction with State Attorney General’s Office.
- Collaborate with departments to develop easy-to-use procedures for countywide records retention.

GOALS (CONT.):

- Work with governmental agencies and related industries to improve processing of recordable documents.
- Implement the Social Security Number Truncation Program as mandated by Assembly Bill 1168.
- Evaluate efficiency and cost effectiveness of an integrated Clerk/Recorder system for recorder and clerk functions to include imaging and indexing.
- Develop departmental orientation and operational customer service training to familiarize staff with general county structure and policies.
- Develop VoIP (Voice Over Internet Provider) call center that will enhance customer service by allowing increased availability of staff to answer customer inquiries.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Offered services to residents in the East Area Community Service Center to provide one-stop shopping for county residents in conjunction with the Department of Neighborhood Services.
- Finalized implementation of E-Liens with Franchise Tax Board which will reduce costs and improve efficiencies associated with recording tax liens for both the County and State.
- Made significant strides in conversion of historical official records and related indices from microfilm to images. Document images now available are 1976 through 1983 and 1995 through current year.
- Implemented debit cards as payment for services for customer convenience.
- Implemented Voice Over Internet Provider (VoIP) telephone system with development of a call center to follow this next fiscal year which will enhance customer service by allowing increased availability of staff to answer customer inquiries.
- Issued Request for Proposal for Social Security Number Redaction Program of Official Records, finalized evaluation stage and recommending vendor for Board approval in late 2008 for implementation in early 2009 in accordance with state mandate of Assembly Bill 1168.
- Implemented three changes to marriage license services to enhance customer service. The first improvement was the development of an on-line marriage license appointment calendar that allows customers the ability to make appointments twenty-four hours a day, seven days a week without staff assistance. The next enhancement was installation of an on-line marriage license application process to eliminate duplication of effort and allow customers continual access without staff assistance. A server-based system was also installed to allow issuance and registration of marriage licenses at multiple locations and eliminated a duplication of effort by staff. Kiosks are also available in the office for customers to input license information that can be retrieved by office staff, thereby eliminating a duplication of efforts which results in improved customer service. The server-based system eliminates any possibility of index data corruption.
- Adjusted fees to account for Consumer Price Index in accordance with Ordinance provisions.
- Implemented unique classification changes to recognize increased responsibilities of staff and enhance candidate pool.
- Finalized process to update operational procedures manual.
- Finalized development and implementation of operational training program to enhance cross-functional knowledge of staff.

SIGNIFICANT CHANGES FOR 2008-09:

- Continue to relocate services to communities in the central, northern and southern parts of the County. Service centers are intended to provide one-stop shopping for county residents in conjunction with the Department of Neighborhood Services.
- Implement the Social Security Number Truncation Program as mandated by Assembly Bill 1168.
- Finalize remaining conversion of Official Records from microfilm to images and creation of automated index data.
- Evaluate efficiency and cost effectiveness of an integrated Clerk/Recorder system for recorder and clerk functions to include imaging and indexing.
- Continue the development of electronic recording for title companies and mortgage brokers.
- Continue to work with the Office of Compliance on development of countywide Records Retention and Management Program (RRAMP) which will collaborate with all county departments to develop easy-to-use records management procedures.
- Develop departmental orientation and operational customer service training to familiarize staff with general county structures and policies.
- Develop and implement call center which is the last stage of VoIP to provide improved customer service.
- Transfer RRAMP and associated positions to the Office of Compliance. This is part of a continuous effort to develop RRAMP. The Board of Supervisors charged the County Clerk/Recorder with oversight of this countywide effort and these positions will provide this service for the County Clerk/Recorder.

STAFFING LEVEL CHANGES FOR 2008-09:

The following 3.0 positions were added to the Clerk/Recorder and then transferred to Office of Compliance to provide staff for countywide RRAMP: 1.0 Administrative Services Officer 2; 1.0 Administrative Services Officer I and 1.0 Office Specialist 2.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Sustainable and Livable Communities						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Reduce overall travel time for customers to receive services	Collect zip code data from customers to verify overall miles traveled	27.7 miles	20.9 miles	25.09 miles	20.9 miles
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Increase total customers served at our East Area Community Service Center location	Collect tally of customers served over the counter at each office to verify percentage of total customers served at our East Area Community Service Center location	PB*	PB	10%	15%
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Reduce customer and staff time spent obtaining marriage licenses	Number of licenses issued per FTE for percent reduction in staff time processing license	20 minutes	18 minutes	18 minutes	15 minutes

* Pre-baseline

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	3,883,222	4,160,723	4,659,517	4,796,420	4,796,420
Services & Supplies	1,737,856	3,363,049	5,376,179	5,007,605	5,007,605
Equipment	116,222	147,526	199,157	199,157	199,157
Intrafund Charges	718,454	824,889	955,582	1,504,029	1,504,029
SUBTOTAL	6,455,754	8,496,187	11,190,435	11,507,211	11,507,211
Intrafund Reimb	-5,852	-1,576	-8,500	-5,000	-5,000
NET TOTAL	6,449,902	8,494,611	11,181,935	11,502,211	11,502,211
Prior Yr Carryover	-157,309	0	0	-828	-828
Revenues	8,256,983	7,121,587	11,181,935	11,503,039	11,503,039
NET COST	-1,649,772	1,373,024	0	0	0
Positions	69.0	68.0	68.0	68.0	68.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 3240000 County Clerk/Recorder Department

Agency: Internal Services

Program Number and Title	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
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FUNDED

001A Clerk

941,979	0	941,979	0	0	5.0	0
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Program Type: Mandated-Flexible

Strategic Objective: LJ -- Law and Justice

Program Description: The Clerk Program provides notary services; registers process servers; photocopiers; issues marriage licenses and performs weddings and files Statements of Economic Interest.

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

Anticipated Results: Marriage licenses, photocopiers and process servers are registered within 20 minutes. Confidential marriages are registered within 30 days.

001B Clerk

158,396	0	158,396	0	0	1.0	0
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Program Type: Discretionary

Strategic Objective: LJ -- Law and Justice

Program Description: This part of the Clerk program ensures customers receive services commensurate with the user fees that they pay.

Countywide Priority: 4 -- Sustainable and Livable Communities

Anticipated Results: Licenses are provided within 20 minutes to counter customers and within 30 days for confidential marriages.

002 Recorder

9,998,855	5,000	9,994,683	-828	0	62.0	0
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Program Type: Mandated-Flexible

Strategic Objective: LJ -- Law and Justice

Program Description: The Recorder program maintains the ability to register, index, image and mail, birth, death and marriage records.

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

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.

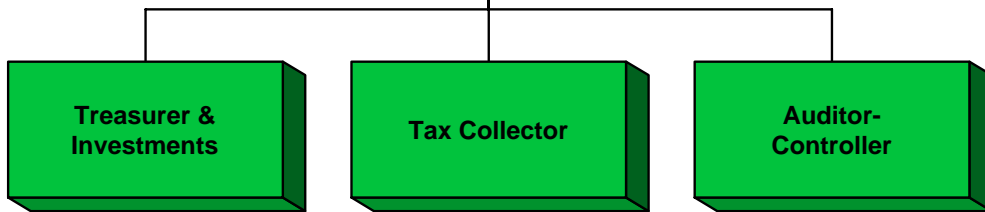
FUNDED Total:	11,099,230	5,000	11,095,058	-828	0	68.0	0
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<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
BOS APPROVED ADD'L REQUEST PROPOSED							
<i>AR-3 Records Conversion</i>	407,981	0	407,981	0	0	0.0	0
Program Type: Self-Supporting							
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. Transferred 3.0 FTE to Office of Compliance, will continue to be funded by Clerk/Recorder.							
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							
BOS APPROVED ADD'L REQUEST PROPOSED Total:	407,981	0	407,981	0	0	0.0	0

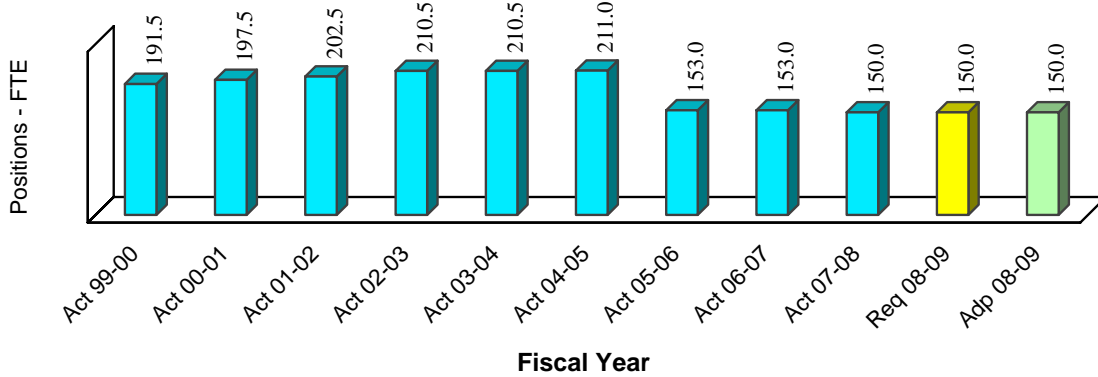
Funded Grand Total: 11,507,211 5,000 11,503,039 -828 0 68.0 0

Departmental Structure

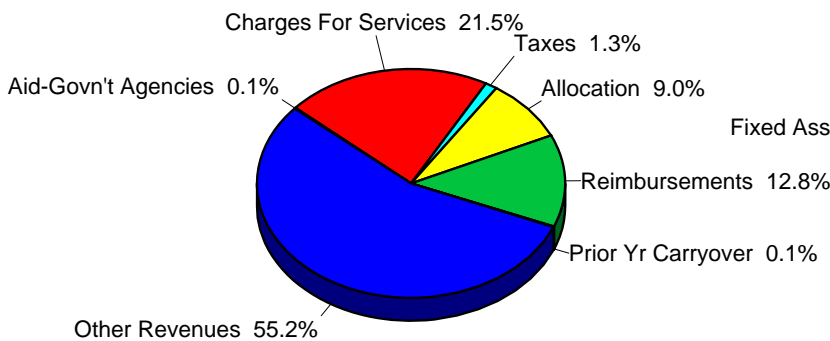
DAVE IRISH, Director of Finance



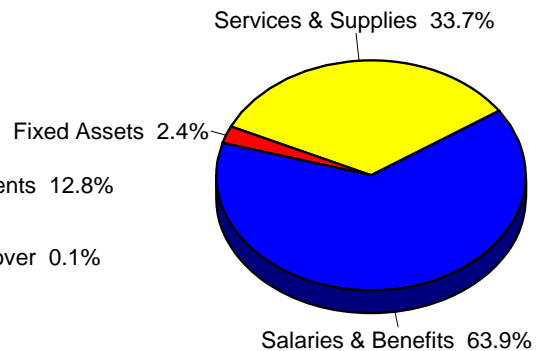
Staffing Trend



Financing Sources



Financing Uses



UNIT: 3230000 Department Of Finance					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	14,726,493	13,796,629	17,046,289	18,652,766	18,276,353
Total Financing	14,657,009	14,306,761	16,425,806	16,744,708	16,398,593
NET COST	69,484	-510,132	620,483	1,908,058	1,877,760
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 achieve 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.

PROGRAM DESCRIPTION (CONT.):

- **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.

MISSION:

To comply with federal and state regulatory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

GOALS:

- Develop a link to the Web-based Business License application process for paying online electronically by credit card or e-check.
- Redesign secured tax, duplicate tax bill and develop online duplicate bill request process utilizing the newly implemented Info Web product.
- Complete programming in databases to accommodate changes in fees charged by Tax Collections and Licensing.
- Work with Department of General Services-Purchasing Division and the Office of Communications and Information Technology (OCIT) on the development of e-procurement.
- Perform risk assessments on departments to identify and focus on high risk areas for internal audit purposes.
- Conduct follow-up customer service surveys for the Payment Services process.
- Perform detailed quarterly monitoring reports on each core investment option in the County's Deferred Compensation 457 Plan, 401(a) Plan and the Retiree Health Savings Plan.
- Enhance coordination among departmental divisions to ensure timely notification of bond issuance and distribution of debt documents to minimize repetitive tasks for year-end reporting.
- Work to complete the Tax and Business Licensing system replacement.
- Achieve a competitive yield for the Pooled Investment Fund which meets or exceeds the yield of the State of California Treasurer's Local Agency Investment Fund (LAIF).
- Ensure a smooth transition to a unified countywide human resources function.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Continued to work with OCIT on a mainframe cost containment objective identified in the County Information Technology Plan. Evaluated the financial feasibility of operating the mainframe using current practices as applications leave this platform and identified alternatives taking into consideration cost, risks and security.
- Provided review of investment strategies to enhance Pooled Investment Fund yield, while maintaining the investment objectives of safety, liquidity and public trust.
- Continued to review the County's Deferred Compensation Plan investment options.
- Began search for investment consulting services firm for the Deferred Compensation 457 and 401(a) Plans to monitor and review the investment options.
- Coordinated with Department of Personnel Services in establishing formal Deferred Compensation 401(a) Plan and Retirement Health Savings Plan committee meetings to review the administration and investment options of the Plans.

SIGNIFICANT DEVELOPMENTS DURING 2007-08 (CONT.):

- Coordinated with Department of Personnel Services in reviewing the administration and investment option fees for the Deferred Compensation 457 Plan.
- Completed Tax, Business License and Fictitious Business Names fee reviews.

SIGNIFICANT CHANGES FOR 2008-09:

- Collaborate with the official county bank (Wells Fargo Bank) to:
 - convert consumer checks, with values of \$25,000 or less, into automatic clearing house transactions (electronic deposit).
 - convert returned checks into automatic clearing house transactions, allowing the County one more opportunity to collect payment.
 - evaluate the alternative of adding the County's return check fee to those paper returns that have been converted to automatic clearing house transactions.
 - continue the conversion of home banking payments from paper checks from the customer's bank into automatic clearing house transactions.
 - convert remote deposits of consumer checks into automatic clearing house transactions (direct deposits).
- Will enter into a Merchant Credit Card Services Contract that will provide a variety of credit card and merchant banking services at a lower cost for the County of Sacramento as well as other governmental entities whose Treasurer is the County Director of Finance.
- Continue to enhance the Remittance Processing procedures by upgrading software to process payments more efficiently and transmit information electronically.
- Continue to update the Special District Web site with forms, policies, procedures and other information that will be useful to the districts and increase efficiencies.
- Complete annual fee review for 1983 Tax Collection and License/Fictitious Business Name fees.
- Continue the process for replacing the Tax and Business License legacy mainframe systems by completing documentation of high-level requirements, a feasibility study and documentation of detailed requirements.
- Continue to work with OCIT and other departments who use the mainframe for a strategy to both exit that platform and contain costs as fewer applications remain on it.
- Continue with the major upgrade to Department of Finance FileNET system. The upgrade will entail replacement of the FileNET library and repository servers, migration from the OCIT Web server (requires coding changes to seven Web sites) and replacement of the front end scanning/capture component.
- Coordinate with an investment consulting services' firm for the Deferred Compensation 457 and 401(a) Plans to assist in the review and monitoring of the investment options.
- Work with the Department of General Services' Purchasing Division to create a Request for Bid (RFB) in order to implement on line access to W2's and 1099R's for the County and Special Districts.
- Work with the City of Isleton to perform their accounting functions.
- Continue the upgrade of the COMPASS system and implement additional functionality.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Provide a stable and compliant centralized accounting system to county agencies and departments in order to provide a tool for the County to maintain or improve its credit rating	Maintain the high standards of the County's accounting system in order to produce an annual financial report that merits the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting	Received GFOA certificate	Receive GFOA certificate	Received GFOA certificate	Receive GFOA certificate
	Provide timely services for payment of county obligations to county agencies, departments, and special districts in order to ensure that disbursements of county and district funds are made in compliance with legal requirements and county policies and procedures	Maintain or reduce average days to pre-audit and process correct and complete invoice and reimbursement submittals	10.0	10.0	10.0	10.0
	Provide the County with the maximum use of funds deposited by county departments and other local agencies into the County Treasury	Invest Treasury receipts in the County's Investment Pool to earn an annual rate of return that meets or exceeds the rate of return on the State of California Local Agency Investment Fund (LAIF)	-0.03% Pool: 5.09 LAIF: 5.12	0.00% difference	+0.12% Pool: 4.45 LAIF: 4.33	0.00% difference

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Provide property tax funding to state and local agencies within Sacramento County through effective property tax administration services	Apportion and distribute real property tax collections to state and local agencies within 10 business days after the close of the collection period for each semiannual payment deadline	Met deadline	Meet deadline	Met deadline	Meet deadline
	Provide quality business licensing services to current and potential business owners in order to assist in the continual business growth within Sacramento County	Increase the number of licensed businesses within the Unincorporated Area of Sacramento County from the previous calendar year	23,043	23,965	23,705	24,179

* Property tax collection data is not available from the State Controller until approximately 4-5 months after the fiscal year has ended, so statistics in each of the actual columns are from the previous fiscal year (e.g., Fiscal Year 2005/06 statistics are listed in the Actual 2006/07 column).

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	11,386,351	11,826,781	12,891,531	13,403,918	13,386,620
Services & Supplies	3,857,656	3,895,588	5,224,189	5,714,481	5,243,552
Other Charges	385,235	0	0	0	0
Equipment	15,987	26,913	500,000	513,000	513,000
Interfund Charges	51,184	40,880	53,400	53,400	53,400
Intrafund Charges	1,073,409	1,193,806	1,404,823	1,762,545	1,762,545
SUBTOTAL	16,769,822	16,983,968	20,073,943	21,447,344	20,959,117
Interfund Reimb	-112,820	-36,570	-225,309	-47,800	-47,800
Intrafund Reimb	-1,930,509	-3,150,769	-2,802,345	-2,746,778	-2,634,964
NET TOTAL	14,726,493	13,796,629	17,046,289	18,652,766	18,276,353
Prior Yr Carryover Revenues	22,892	0	0	20,000	20,000
	14,634,117	14,306,761	16,425,806	16,724,708	16,378,593
NET COST	69,484	-510,132	620,483	1,908,058	1,877,760
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	Positions	Vehicles
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FUNDED

<i>001 Pool</i>	4,061,291	308,608	3,752,683	0	0	23.0	0
<p>Program Type: Mandated-Flexible</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides investment services for Pooled Investment Fund</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>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, 0 investment policy exception, and meets state Local Agency Investment Fund earnings.</p>							
<i>002 Fiscal Agent</i>	687,305	36,874	650,431	0	0	4.0	0
<p>Program Type: Self-Supporting</p> <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>							
<i>003 1911 Act Bonds</i>	30,892	0	30,892	0	0	1.0	0
<p>Program Type: Mandated-Flexible</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides acctng svcs & admin of delinquency assessment sales</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>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.</p>							
<i>004 Reclamation</i>	122,846	12,090	110,756	0	0	2.0	0
<p>Program Type: Mandated-Flexible</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides billing, collection & paying agent services</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>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.</p>							
<i>005 Tax Collection</i>	4,014,239	431,271	3,228,280	1,975	352,713	32.0	0
<p>Program Type: Mandated-Flexible</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Administration/collection of secured taxes</p> <p>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</p> <p>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.</p>							

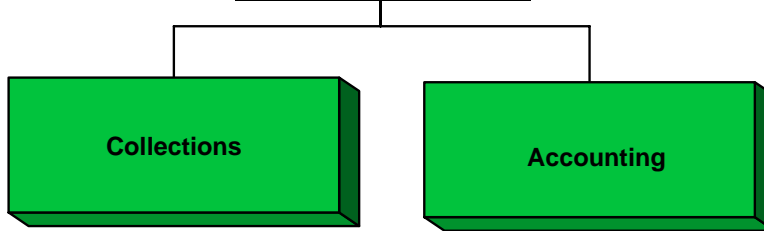
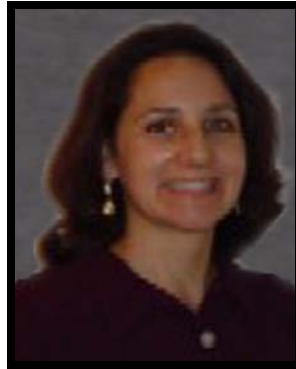
<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>006 License</i>	2,885,413	110,813	2,756,575	18,025	0	12.0	2
<p>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Administers 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.</p>							
<i>009 General Accounting</i>	414,497	13,073	281,473	0	119,951	4.0	0
<p>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Provides general accounting services to all departments Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Audits and prepares financial statements Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Maintains effective accounting system Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Record retention & data input for all departments Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>013 Payroll Services</i>	1,039,845	234,426	587,941	0	217,478	8.0	0
<p>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Payroll services for the County and for Special Districts Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations Anticipated Results: A countywide 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Audit services for County and Special Districts Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>015 Payment Services</i>	1,929,104	102,312	1,382,753	0	444,039	19.0	0
<p>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Verification of all documents processed for payment Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: State funding allocation; COMPASS budgetary controls Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>Program Type: Mandated-Flexible Strategic Objective: IS -- Internal Services Program Description: Provides revenue collection data & budget support of taxing entities Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations 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>							
FUNDED Total:							
	20,959,117	2,682,764	16,378,593	20,000	1,877,760	150.0	2

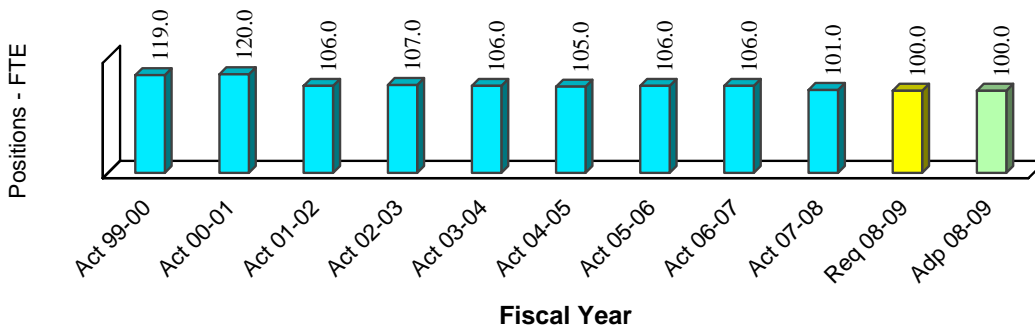
Funded Grand Total: 20,959,117 2,682,764 16,378,593 20,000 **1,877,760** 150.0 2

Departmental Structure

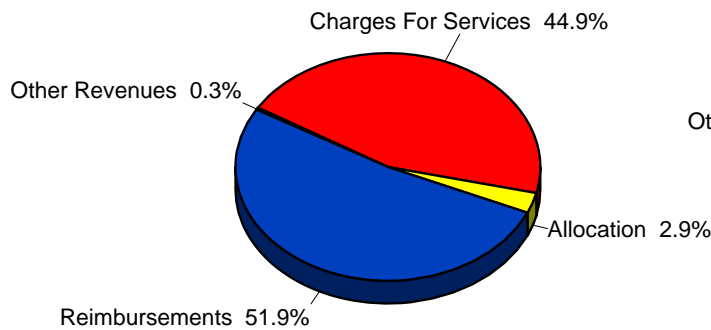
CONNIE AHMED, Director



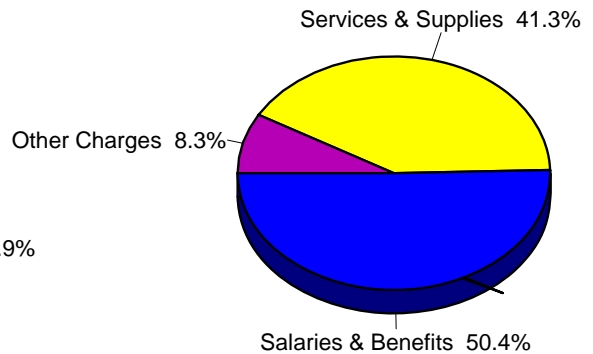
Staffing Trend



Financing Sources



Financing Uses



UNIT: 6110000 Department Of Revenue Recovery					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	5,183,941	6,758,180	6,252,741	7,394,692	7,394,692
Total Financing	6,338,060	6,763,840	6,252,741	6,945,996	6,945,996
NET COST	-1,154,119	-5,660	0	448,696	448,696
Positions	106.0	101.0	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.

MISSION:

To provide professional collection services in order to assist other county agencies achieve their program objectives by maximizing potential revenues at a lower cost than agencies may achieve through other efforts or through another collection service.

GOALS:

- Increase net profitability for customer departments by five percent, from \$38.6 million to \$40.5 million.
- Improve net cost ratio by one percent over previous year, from thirteen percent to twelve percent.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Work continues on the development of a new computer system known as the Debt Management and Collection System (DMACS) to replace DRR’s current system. Phase I conversion to DMACS is expected in November 2008, with Phase II anticipated to be completed in early 2009. User acceptance testing has been ongoing throughout the project and staff training is scheduled to begin in October 2008.

SIGNIFICANT DEVELOPMENTS DURING 2007-08 (CONT.):

- DRR is participating in the countywide solution to convert all independent call centers into the County system. As part of that system replacement project, the Department will replace its phone system and call center equipment.

SIGNIFICANT CHANGES FOR 2008-09:

- DRR is projecting flat line collection estimates due to the disruption associated with converting to DMACS as well as concerns over a cooling economy, increased unemployment and continued high costs for food and fuel. These items impact the Department’s collections and unforeseen delays in the system conversion or a worsening economy may also further impact collection estimates. Every effort will be made to keep backlogs at a minimum and maintain the service level needs of our clients and customer departments.
- DRR will continue to work with customer departments to assist them in identifying specific areas where help can be provided to increase revenue. One primary area of focus will be to have accounts referred to DRR for collection action earlier in the process. This increases the collectability of the debt; information is more current, less collector activity is necessary, therefore, revenue is received sooner and collection costs are reduced.
- A request has been submitted to the Board to seek authority to use a private collection agency to supplement collection efforts on some of DRR’s non-confidential debts where DRR has exhausted all collection efforts or further efforts are not cost effective. Further research and data gathering is currently being done based on questions raised by Board members and the item will go back before the Board for further consideration.
- A significant amount of staff time continues to be utilized for ongoing DMACS requirements development and user acceptance testing. Additionally, substantial staff training will be required to prepare operational staff to use the new system. During this process, DRR is working diligently to balance staff time between collection activities to meet budgeted collection goals and the time needed for DMACS testing.

STAFFING LEVEL CHANGES 2008-09:

The following 1.0 position was eliminated to reduce average annual savings requirement: 1.0 Account Clerk Level 2 (Confidential).

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Increase net benefit to Customer Departments by 5%	Net collections returned to department	\$36.4 Million	\$37.8 Million	\$37.5 Million	\$39.9 Million
	Maintain net cost ratio equal to previous year	Net cost to collection ratio	13.5%	12.5%	14.7%	14.7%

* Due to the implementation of our new collection system (DMACS) and the additional costs associated with its development Department of Revenue Recovery’s goal is to maintain or slightly reduce the net cost ratio to that of the previous fiscal year.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	6,504,253	6,756,873	7,249,868	7,757,850	7,745,493
Services & Supplies	3,967,959	3,890,879	4,590,682	5,026,796	5,026,796
Other Charges	145,136	930,861	933,341	1,268,412	1,268,412
Intrafund Charges	943,813	1,117,044	1,273,574	1,308,692	1,321,049
SUBTOTAL	11,561,161	12,695,657	14,047,465	15,361,750	15,361,750
Interfund Reimb	-9,274	-8,550	-4,676	-10,316	-10,316
Intrafund Reimb	-6,367,946	-5,928,927	-7,790,048	-7,956,742	-7,956,742
NET TOTAL	5,183,941	6,758,180	6,252,741	7,394,692	7,394,692
Prior Yr Carryover Revenues	0	555,208	555,208	-593	-593
	6,338,060	6,208,632	5,697,533	6,946,589	6,946,589
NET COST	-1,154,119	-5,660	0	448,696	448,696
Positions	106.0	101.0	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	Positions	Vehicles
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FUNDED

001A-1 Revenue Recovery

	15,343,780	7,967,058	6,928,619	-593	448,696	100.0	1
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Program Type: Mandated-Flexible

Strategic Objective: IS -- Internal Services

Program Description: Centralized revenue collection and distribution

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

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%.

001A-1 Revenue Recovery

	17,970	0	17,970	0	0	0.0	0
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Program Type: Discretionary

Strategic Objective: IS -- Internal Services

Program Description: Centralized revenue collection and distribution

Countywide Priority: 6 -- Prevention/Intervention Programs

Anticipated Results: Minor improvement in recovery of revenue for the County.

FUNDED Total:	15,361,750	7,967,058	6,946,589	-593	448,696	100.0	1
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Funded Grand Total: 15,361,750 7,967,058 6,946,589 -593 **448,696** 100.0 1

UNIT: 6010000 Employment Records & Training

SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	203	-624	0	0	0
Total Financing	0	0	0	0	0
NET COST	203	-624	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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	3	0	0	0	0
Services & Supplies	200	-624	0	0	0
NET TOTAL	203	-624	0	0	0
Revenues	0	0	0	0	0
NET COST	203	-624	0	0	0

UNIT: 6030000 Employment Services & Risk Management

SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	-5,885	-1,786	0	0	0
Total Financing	0	0	0	0	0
NET COST	-5,885	-1,786	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

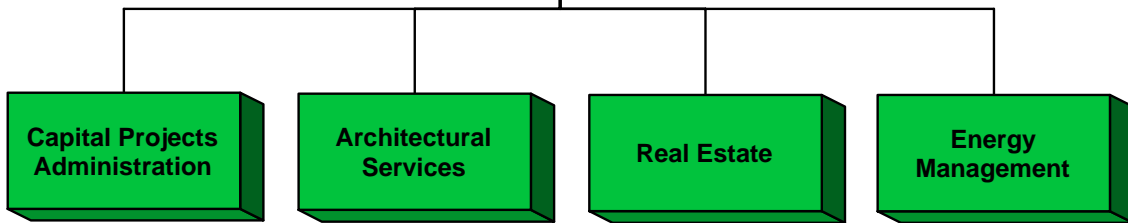
CLASSIFICATION
FUNCTION: GENERAL
ACTIVITY: Personnel
FUND: GENERAL

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

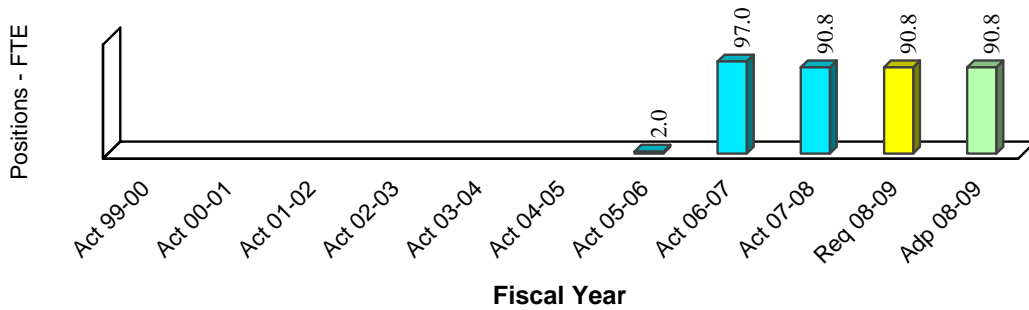
Financing Uses Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	3	0	0	0	0
Services & Supplies	-5,888	-1,786	0	0	0
NET TOTAL	-5,885	-1,786	0	0	0
Revenues	0	0	0	0	0
NET COST	-5,885	-1,786	0	0	0

Departmental Structure

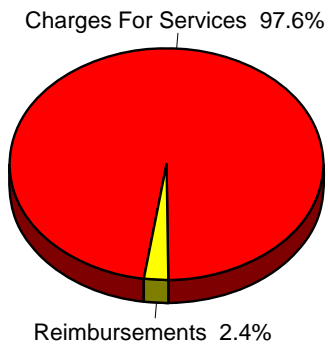
CARL W. MOSHER, Director



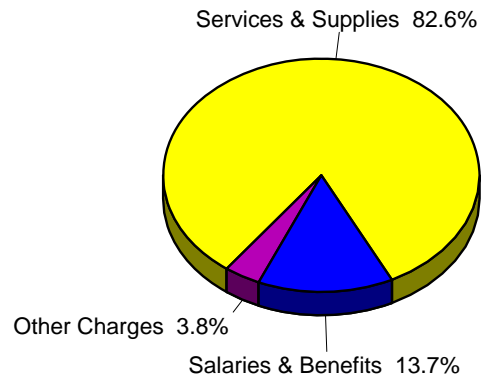
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7900000 Facility Planning, Architecture & Real Estate					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	62,688,377	63,630,249	68,726,654	75,399,347	75,399,347
Total Financing	63,771,641	64,478,377	68,726,654	73,319,347	73,319,347
NET COST	-1,083,264	-848,128	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.

MISSION:

To provide high quality capital projects and real property services, from inception to completion, to county agencies and departments in support of their missions.

GOAL:

To provide leased and county owned facilities to county departments in order to maximize county and department resources by working in partnership with those departments in obtaining safe, functional and sustainable facilities for the best value, in a timely manner, while complying with all regulatory requirements.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Continued major projects requiring design support including the development of the thirty-four acre site on Bradshaw Road to include:
 - Twenty seven acres for Sacramento Regional County Sanitation District and the County Sanitation District No. 1 office building and corporation yard.
 - Seven acres for the new Animal Care facility.
- Continued with the year-round energy conservation program adopted by the Board of Supervisors.
- Completed energy savings projects at three Branch Center facilities. These projects are projected to reduce the County's "carbon footprint" by over 800 metric tons per year.
- Started energy saving projects on six buildings at Branch Center and the three buildings for the Mental Health Division on Stockton Boulevard. These projects are projected to reduce the County's "carbon footprint" by over 1,200 metric tons per year.
- Initiated right-of-way and relocation assistance activities in support of the Department of Transportation's (DOT) Hazel Avenue Widening Project.

SIGNIFICANT CHANGES FOR 2008-09:

- Manage new and ongoing design projects including construction of the Water Resource building and corporation yard.
- Create greenhouse gas reduction plan and climate change adaptation plan for county owned facilities.
- Continue right-of-way efforts and relocation assistance in support of DOT's Hazel Avenue Widening project. The project involves acquisition of 135 properties of which forty-three will require purchase of the entire parcel and ninety-two partial acquisitions.
- Rebate \$1.78 million of retained earnings to customer departments to assist in balancing the General Fund budget.

STAFFING LEVEL CHANGES FOR 2008-09:

- Positions increased by two as a result of the following:
 - 1.0 Engineering Aide unfunded position was reclassified to 1.0 Account Clerk 2 funded position.
 - 1.0 Senior Engineering Technician unfunded position was converted to a funded position.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Public Health and Safety						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
Keep citizens safe from environmental hazards	Reduce energy consumption in County Facilities	Reduce energy consumption in County Facilities by 4.25% in 2007-08 below baseline of a 1998 through 2001 average and 4.50% in 2008-09	—	4.25%	—	4.50%
	Reduce Greenhouse gas emissions for County Facilities and the County Fleet	Reduce Greenhouse gas (Carbon Dioxide, CO2) emissions by 4.25% in 2007-08 below baseline of a 1998 through 2001 average and 4.50% in 2008-09	—	4.25%	—	4.50%

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	63,771,611	64,311,644	68,726,654	73,319,347	73,319,347
Total Operating Rev	63,771,611	64,311,644	68,726,654	73,319,347	73,319,347
Salaries/Benefits	8,287,094	9,105,585	10,004,136	10,538,205	10,538,205
Services & Supplies	53,590,751	53,608,335	57,715,114	61,954,256	61,954,256
Other Charges	670,581	806,136	897,157	1,016,640	1,016,640
Depreciation/Amort	9,471	9,471	9,500	9,500	9,500
Intrafund Chgs/Reimb	-15,953	-1	0	0	0
Total Operating Exp	62,541,944	63,529,526	68,625,907	73,518,601	73,518,601
Gain/Sale/Property	0	47	0	0	0
Other Revenues	30	166,686	0	0	0
Total Nonoperating Rev	30	166,733	0	0	0
Interest Expense	3,075	12,751	12,751	6,591	6,591
Debt Retirement	144,677	87,995	87,996	94,155	94,155
Improvements	-1,319	-23	0	0	0
Residual Eq Trn Out	0	0	0	1,780,000	1,780,000
Total Nonoperating Exp	146,433	100,723	100,747	1,880,746	1,880,746
Net Income (Loss)	1,083,264	848,128	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>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Positions</i>	<i>Vehicles</i>
FUNDED							
<i>001 Energy Management</i>	11,018,977	0	10,228,977	0	790,000	1.0	0
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Coordinates energy related issues							
Countywide Priority: 5 -- General Government							
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.							
<i>002-A Real Estate</i>	5,997,472	334,886	4,973,586	0	689,000	33.0	6
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Appraisal, acquisition, relocations & admin/fiscal support							
Countywide Priority: 5 -- General Government							
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.							
<i>002-B Real Estate-Lease Costs</i>	49,855,700	498,500	49,357,200	0	0	0.0	0
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Reflects lease costs for those county depts. in leased facilities							
Countywide Priority: 5 -- General Government							
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.							
<i>003 Architectural Services</i>	8,088,258	298,620	7,188,638	0	601,000	46.0	9
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Architectural & engineering design services for County construction, alterations & improvements							
Countywide Priority: 5 -- General Government							
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.							
<i>004 Facility Planning and Management</i>	1,896,060	409,356	1,486,704	0	0	8.8	1
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Facility planning for countyowned and leased facilities							
Countywide Priority: 6 -- Prevention/Intervention Programs							
Anticipated Results: Provide proactive long-range facility management planning							

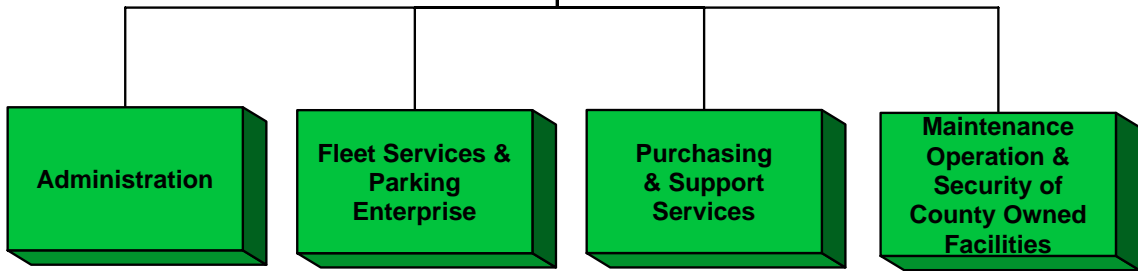
<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
005 Administration	336,967	252,725	84,242	0	0	2.0	0
Program Type: Self-Supporting							
Strategic Objective: IS -- Internal Services							
Program Description: Plans, directs & controls activities of the department							
Countywide Priority: 5 -- General Government							
Anticipated Results: Provide administrative support to the department							

FUNDED Total:	77,193,434	1,794,087	73,319,347	0	2,080,000	90.8	16
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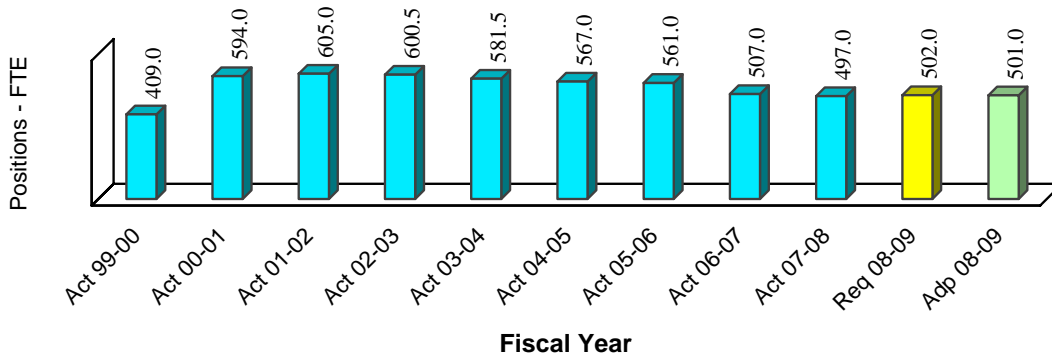
Funded Grand Total: 77,193,434 1,794,087 73,319,347 0 **2,080,000** 90.8 16

Departmental Structure

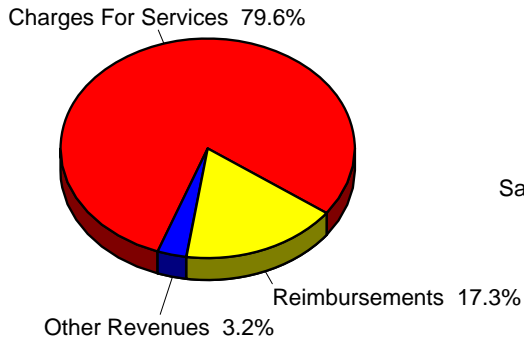
MICHAEL MORSE, Director



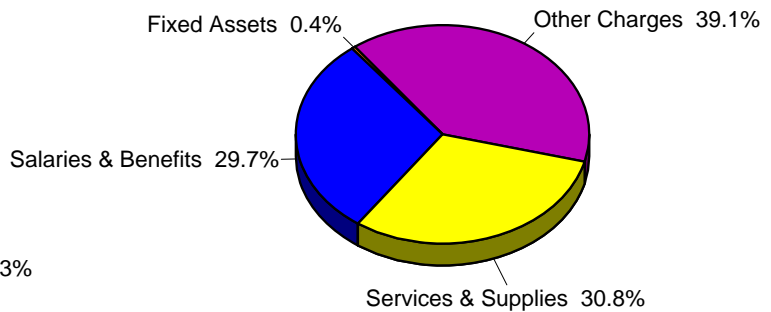
Staffing Trend



Financing Sources



Financing Uses



UNIT: 2070000/7000000 General Services Summary

SUMMARY

Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	90,062,194	97,033,347	123,569,958	131,753,093	131,753,093
Total Financing	91,403,984	95,674,545	114,592,958	115,691,753	115,691,753
NET COST	-1,341,790	1,358,802	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/or 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 management 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.

PROGRAM DESCRIPTION (CONT.):

- The Parking Enterprise provides parking services to the public, county employees and other governmental agencies.

MISSION:

To provide high quality internal support services that facilitates the operation of other county agencies and departments in their efforts to provide services to the community.

GOALS:

- To provide efficient and timely operational support to county agencies and departments to ensure safe, functional facilities and equipment.
- To provide prompt and efficient logistical support to county agencies and departments to enable customers to perform their missions.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Implemented a Facilities Project Team to enhance “non-rent” project responsiveness and reduce small project costs.
- Earned California Counties Facilities Services Association award for excellence in facilities management.
- Reduced various allocations in the Allocated Cost Package by over \$1.0 million to assist with the 11 Point Budget Reduction Plan.

SIGNIFICANT CHANGES FOR 2008-09:

- Begin planning and design of new Liquid or Compressed Natural Gas fueling station.
- Rebate \$11.0 million of retained earnings to customer departments to assist in balancing the General Fund budget.
- Rebate \$1.1 million of Heavy Fleet Capital Outlay funds to the Probation and Sheriff’s Departments.
- Transfer \$6.8 million of Parking Enterprise Capital Outlay retained earnings to the General Fund.
- Absorb unavoidable cost increases of \$2.3 million thereby reducing allocations to customer departments via the Allocated Cost Package.

SUMMARY OF POSITIONS:

Internal Services Fund
(035)

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

Changes in program staffing levels are addressed in the respective program budgets.

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

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Increase customer satisfaction with operational support	To improve overall customer satisfaction with General Services operational support by 2.0%	73.7%	75%	65.7%	77%
	Increase customer satisfaction with logistical support	To improve overall customer satisfaction with General Services logistical support by 2.0%	84.3%	86.0%	84.4%	88%
	70.0% of division performance measure targets are achieved	To provide the leadership and strategic management necessary to accomplish the General Services mission efficiently and effectively by achieving at least 70.0% of all performance measure targets	PB*	70.0%	70.5%	70%

* Pre-baseline

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
OPERATING INCOME					
Charges for Services	84,552,247	87,942,766	107,616,343	110,536,253	110,536,253
Other Income	475	706	0	0	0
TOTAL	84,552,722	87,943,472	107,616,343	110,536,253	110,536,253
OPERATING EXPENSES					
Salaries/Benefits	39,095,689	41,364,088	43,789,642	44,645,379	44,585,597
Services & Supplies	30,399,674	31,944,555	45,799,627	46,123,835	46,183,617
Other Charges	1,114,486	1,484,721	1,604,656	1,415,238	1,415,238
Depreciation/Amort	9,273,040	10,818,234	10,910,100	11,684,090	11,684,090
Interfund Chgs/Reimb	0	0	0	0	0
Intrafund Chgs/Reimb	-948	46,747	0	0	0
Costs of Goods Sold	5,240,774	5,841,539	7,137,014	7,424,424	7,424,424
Total Operating Expenses	85,122,715	91,499,884	109,241,039	111,292,966	111,292,966
Net Operating Income(Loss)	-569,993	-3,556,412	-1,624,696	-756,713	-756,713
NONOPERATING INCOME (EXPENSES)					
Aid-Govt Agencies	3,892	0	0	0	0
Interest Income	104	17	0	0	0
Interest Expense	-1,154,385	-1,035,343	-1,079,000	-1,524,638	-1,524,638
Debt Retirement	-1,658,545	-1,481,548	-1,685,919	-1,477,549	-1,477,549
Loss/Disposition-Asset	-64,699	-140,041	-30,000	-30,000	-30,000
Equipment	-275,040	-84,437	-774,000	-616,600	-616,600
Residual Eq Trn Out	0	0	0	-11,036,000	-11,036,000
Gain/Loss of Sale	1,124,471	878,635	500,000	500,000	500,000
Income - Other	3,681,143	4,475,707	4,193,615	3,905,500	3,905,500
Total Net Nonoperating Income (Loss)	1,656,941	2,612,990	1,124,696	-10,279,287	-10,279,287
NET INCOME (LOSS)	1,086,948	-943,422	-500,000	-11,036,000	-11,036,000
Memo Only:					
CAPITAL REPLACEMENT AND ACQUISITION					
Miscellaneous Revenues	-2,041,652	-2,376,714	-2,283,000	-750,000	-750,000
Other Equipment	1,783,522	2,830,833	10,730,000	4,676,000	4,676,000
Other Expenses	3,288	-38,739	30,000	30,000	30,000
Residual Eq Trn Out	0	0	0	1,069,340	1,069,340
TOTAL	-254,842	415,380	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>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
FUNDED							
<i>001 Dept. Administration</i>	3,889,505	2,921,974	967,531	0	0	22.0	1
<p>Program Type: Self-Supporting</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Plans, directs & controls activities for the dept.</p> <p>Countywide Priority: 5 -- General Government</p> <p>Anticipated Results: Provide administrative support to the department.</p>							
<i>002 GS-Bradshaw District</i>	19,051,626	600,306	17,006,320	0	1,445,000	119.0	59
<p>Program Type: Self-Supporting</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Operates/maintains all Countyowned buildings outside Downtown area</p> <p>Countywide Priority: 5 -- General Government</p> <p>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.</p>							
<i>003 GS-Downtown District</i>	12,426,569	370,288	11,065,281	0	991,000	79.0	11
<p>Program Type: Self-Supporting</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Operates/maintains all Countyowned buildings inside Downtown area</p> <p>Countywide Priority: 5 -- General Government</p> <p>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.</p>							
<i>004 Security</i>	3,809,835	476,533	3,079,302	0	254,000	36.0	4
<p>Program Type: Self-Supporting</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides security services for Countyowned buildings</p> <p>Countywide Priority: 5 -- General Government</p> <p>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.</p>							
<i>005 GS-Airport District</i>	6,476,561	0	5,965,561	0	511,000	45.0	0
<p>Program Type: Self-Supporting</p> <p>Strategic Objective: IS -- Internal Services</p> <p>Program Description: Provides trades & Stationary Engr services to Airport facilities</p> <p>Countywide Priority: 5 -- General Government</p> <p>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.</p>							

GENERAL SERVICES

7000000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
006 Central Purchasing Program Type: Self-Supporting Strategic Objective: IS -- Internal Services Program Description: Centralized purchasing services for county departments Countywide Priority: 5 -- General Government Anticipated Results: 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%.	2,822,577	445,472	2,169,105	0	208,000	20.0	1
007 Support Services Program Type: Self-Supporting Strategic Objective: IS -- Internal Services Program Description: Printing/stores/mail/messenger/warehouse/surplus property Countywide Priority: 5 -- General Government Anticipated Results: 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%.	15,087,456	1,610,822	12,336,634	0	1,140,000	31.0	4
008 Light Fleet Services Program Type: Self-Supporting Strategic Objective: IS -- Internal Services Program Description: Maintains countyowned automotive equipment Countywide Priority: 5 -- General Government Anticipated Results: Maintain automobiles that are safe and available to use by County organizations. Maintain 97% availability in Light Fleet. Provide professional maintenance and repairs of countyowned light vehicles.	40,837,791	10,325,255	27,450,536	0	3,062,000	39.0	224
009 Heavy Fleet Services Program Type: Self-Supporting Strategic Objective: IS -- Internal Services Program Description: Operation & maintenance of the heavy equipment rental fleet Countywide Priority: 5 -- General Government Anticipated Results: 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.	45,241,678	7,228,240	34,588,438	0	3,425,000	106.0	20
FUNDED Total:							
	149,643,598	23,978,890	114,628,708	0	11,036,000	497.0	324

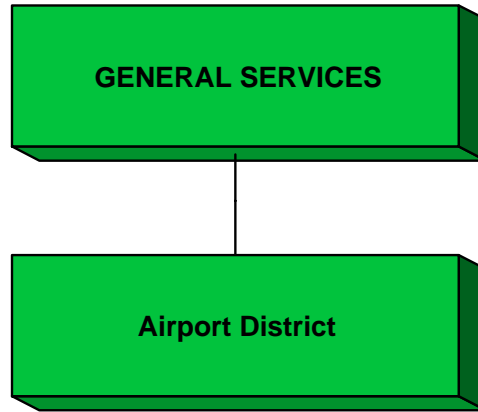
GENERAL SERVICES

7000000

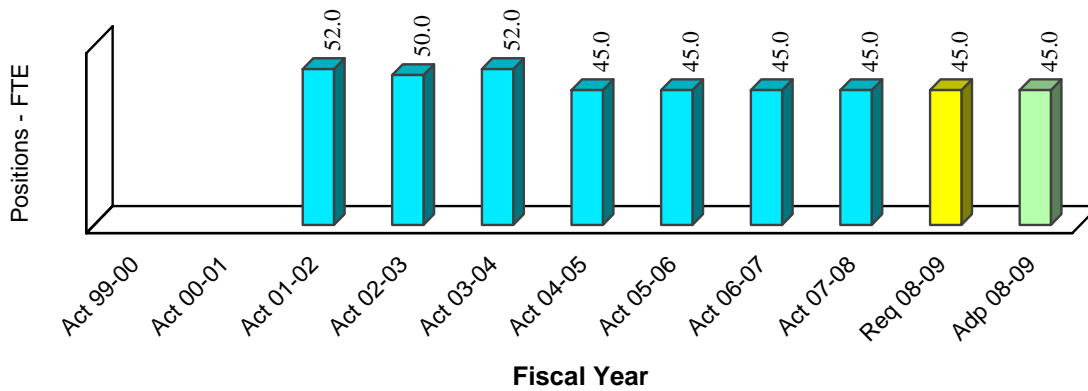
<i>Program Number and Title</i>	<i>Appropriations</i>	<i>Inter/Intrafund Reimbursements</i>	<i>Revenues</i>	<i>Carryover</i>	<i>Net Allocation</i>	<i>Positions</i>	<i>Vehicles</i>
BOS APPROVED ADD'L REQUEST PROPOSED							
<i>AR-00 GS-Downtown District</i>							
	129,456	0	129,456	0	0	2.0	0
Program Type:	Self-Supporting						
Strategic Objective:	IS -- Internal Services						
Program Description:	2.0 Building Maintenance Workers to clean air ducts in Main Jail						
Countywide Priority:	3 -- Safety Net						
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.						
<i>AR-00 GS-Bradshaw District</i>							
	123,807	0	123,807	0	0	1.0	1
Program Type:	Self-Supporting						
Strategic Objective:	IS -- Internal Services						
Program Description:	1.0 Senior Equipment Mechanic to perform generator maintenance						
Countywide Priority:	5 -- General Government						
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.						
<i>AR-00 GS-Bradshaw District</i>							
	59,782	0	59,782	0	0	1.0	0
Program Type:	Self-Supporting						
Strategic Objective:	IS -- Internal Services						
Program Description:	1.0 Custodian 2 to provide custodial services in the new Administration Building at Juvenile Hall						
Countywide Priority:	5 -- General Government						
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.						
BOS APPROVED ADD'L REQUEST PROPOSED Total:	313,045	0	313,045	0	0	4.0	1

Funded Grand Total: 149,956,643 23,978,890 114,941,753 0 11,036,000 501.0 325

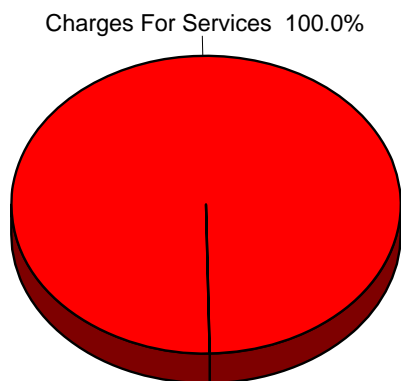
Departmental Structure



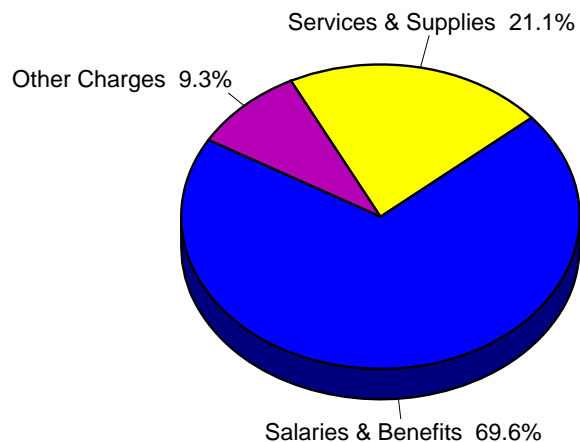
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007440 General Services-Airport District					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	5,173,267	5,343,736	6,138,158	6,476,561	6,476,561
Total Financing	5,263,278	5,632,928	6,138,158	5,965,561	5,965,561
NET COST	-90,011	-289,192	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.

MISSION:

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

GOALS:

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Provided several hundred hours of review and comment support for the Terminal Modernization Program.
- Continued dialog with the Sacramento County Airport System (SCAS) to establish levels of service and staffing to maintain expected quality of service.
- Completed and approved a Service Level Agreement with Sacramento Area Sewer District for maintenance of the SCAS sewer system.

SIGNIFICANT CHANGES FOR 2008-09:

- Assume added levels of responsibility to include the newly built Remote Receiving Facility and the Project Managers Office Building.
- Transition from Computer Aided Facility Management to Plant Maintenance in SAP as the district’s primary Computer Maintenance Management System.
- Rebate \$511,000 of retained earnings to customer departments.

SCHEDULE:

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

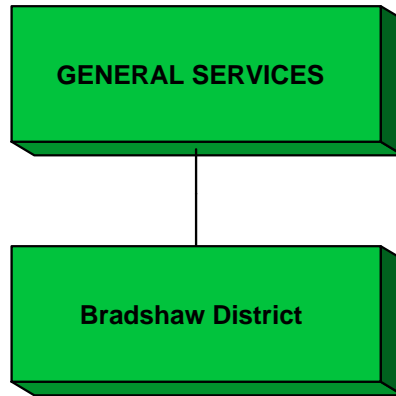
FUND: BUILDING MAINT AND OPERATIONS-GS
035F

ACTIVITY: Airport District
UNIT: 7007440

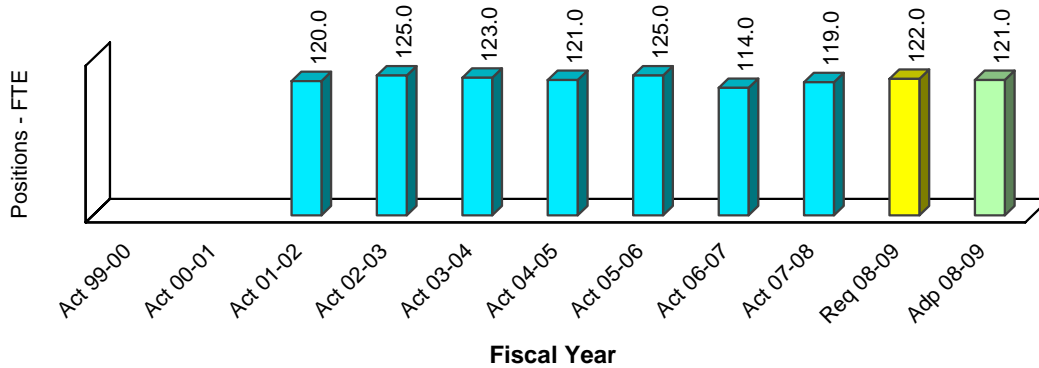
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	5,263,278	5,632,883	6,138,158	5,965,561	5,965,561
Total Operating Rev	5,263,278	5,632,883	6,138,158	5,965,561	5,965,561
Salaries/Benefits	3,758,682	3,888,298	4,489,338	4,506,305	4,506,305
Services & Supplies	857,870	981,195	1,083,941	1,134,037	1,134,037
Other Charges	102,067	74,554	79,839	94,160	94,160
Intrafund Chgs/Reimb	454,648	399,689	485,040	231,059	231,059
Total Operating Exp	5,173,267	5,343,736	6,138,158	5,965,561	5,965,561
Other Revenues	0	45	0	0	0
Total Nonoperating Rev	0	45	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	289,192	0	-511,000	-511,000
Positions	45.0	45.0	45.0	45.0	45.0

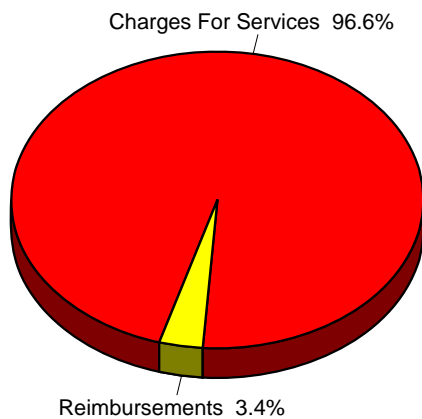
Departmental Structure



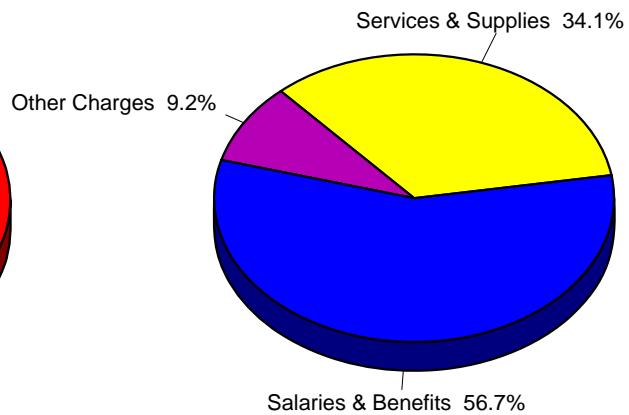
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007420 General Services-Bradshaw District					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	13,713,501	14,968,297	16,619,826	18,634,909	18,634,909
Total Financing	14,438,701	15,524,534	16,619,826	17,189,909	17,189,909
NET COST	-725,200	-556,237	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.

MISSION:

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

GOALS:

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.
- To provide timely completion and cost savings on small project improvements.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Assumed the maintenance responsibilities for the Juvenile Hall Phase II expansion and energy conservation systems installed in the Parks and Office Building 3 facilities.
- Established both trades and stationary engineer shops at Juvenile Hall.

SIGNIFICANT CHANGES FOR 2008-09:

- Assume the maintenance responsibilities for the new Animal Care facility.
- Discontinue maintenance services to the Carol Miller Justice Center and the Juvenile Courthouse due to the transfer of these facilities to the Judicial Council of California, the Administrative Office of the Courts.
- Develop a solar panel maintenance program.
- Rebate \$1.445 million of retained earnings to customer departments.

STAFFING LEVEL CHANGES FOR 2008-09:

- Administrative additions, deletions and/or reclassifications resulting in a net zero change in positions consist of the following:

STAFFING LEVEL CHANGES FOR 2008-09 (CONT.):

Added Position:

Carpenter	<u>1.0</u>
Total	1.0

Deleted Position:

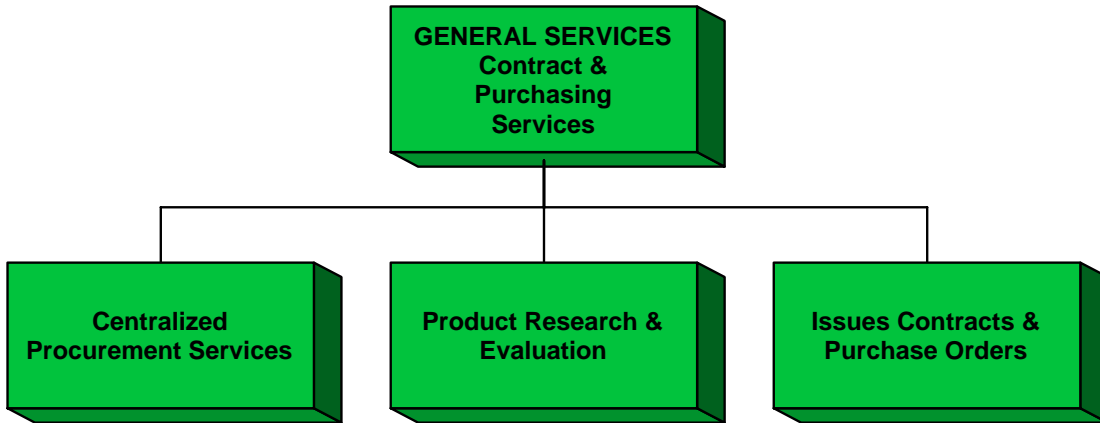
Electrician	<u>1.0</u>
Total	1.0

- The following 2.0 positions were added by the Board of Supervisors during the Proposed Budget Hearings: 1.0 Senior Equipment Mechanic and 1.0 Custodian Level 2.
- 1.0 Building Maintenance Worker unfunded position was converted to a funded position.

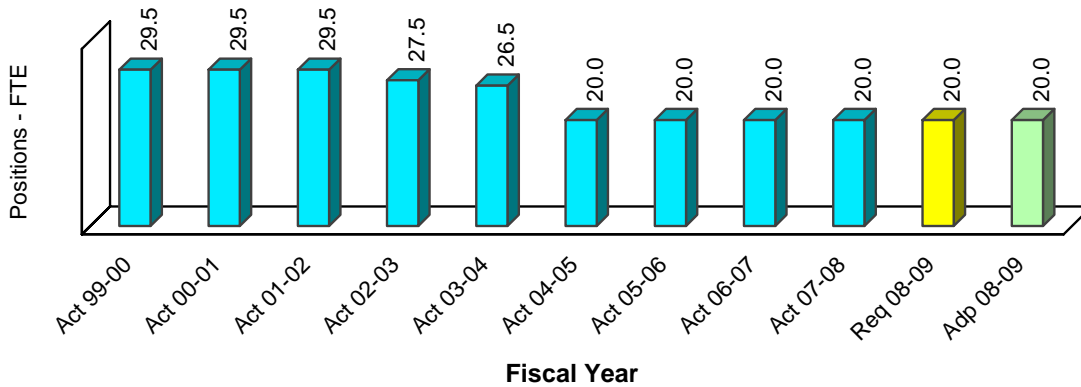
SCHEDULE:

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Use Of Money/Prop Charges for Service	44 14,434,735	67 15,518,837	0 16,619,826	0 17,189,909	0 17,189,909
Total Operating Rev	14,434,779	15,518,904	16,619,826	17,189,909	17,189,909
Salaries/Benefits	8,870,706	9,727,723	10,350,442	10,956,550	10,896,768
Services & Supplies	3,512,925	3,641,215	4,233,390	4,313,661	4,353,494
Other Charges	250,394	288,871	374,556	325,523	325,523
Depreciation/Amort	1,365	2,044	1,400	1,365	1,365
Intrafund Chgs/Reimb	1,078,111	1,267,716	1,660,038	1,592,810	1,612,759
Total Operating Exp	13,713,501	14,927,569	16,619,826	17,189,909	17,189,909
Aid-Gov'n't Agencies	3,892	0	0	0	0
Other Revenues	30	5,630	0	0	0
Total Nonoperating Rev	3,922	5,630	0	0	0
Equipment	0	40,728	0	0	0
Residual Eq Trn Out	0	0	0	1,445,000	1,445,000
Total Nonoperating Exp	0	40,728	0	1,445,000	1,445,000
Net Income (Loss)	725,200	556,237	0	-1,445,000	-1,445,000
Positions	114.0	119.0	118.0	122.0	121.0

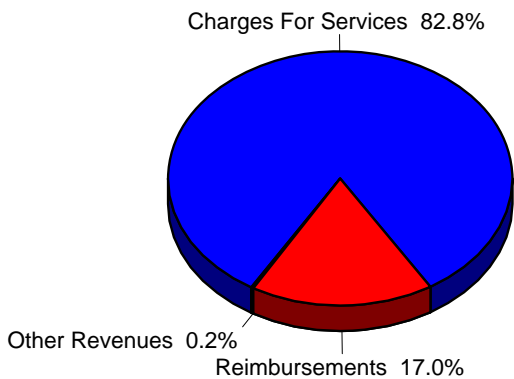
Departmental Structure



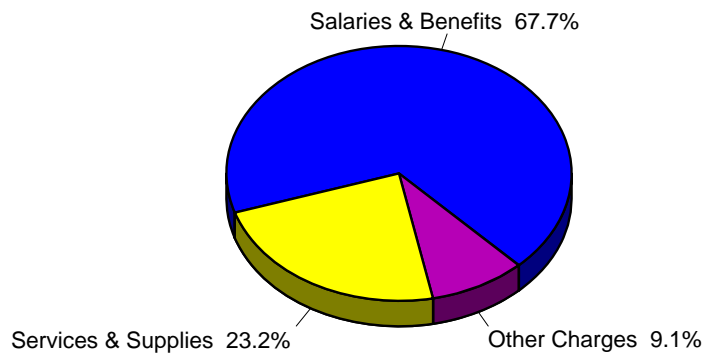
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007063 General Services-Purchasing/Contracts					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	1,697,165	1,941,488	2,111,087	2,377,105	2,377,105
Total Financing	2,105,486	2,052,603	2,111,087	2,169,105	2,169,105
NET COST	-408,321	-111,115	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, issues purchase orders, and contracts.
- Coordinates and monitors the county's Procurement Opportunity Program.
- Coordinates the county Procurement Card Program.

MISSION:

To assist customers in a professional and supportive manner while delivering dependable contract and purchasing services.

GOALS:

- Improve procurement effectiveness and service delivery to county users.
- Enhance procurement processes by creating an electronic procurement solution.
- Identify and reduce the level of maverick spending occurring on delegated purchasing programs.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Applied for and received the 2008 Achievement of Excellence in Procurement (AEP) Award.
- Implemented process changes based on feedback from the department's Customer Satisfaction Survey and 2008 California Association of Public Purchasing Officers Conference.
- Developed and implemented maverick spending monitoring and training program.
- Implemented Cost Savings Tracking system.

SIGNIFICANT CHANGES FOR 2008-09:

- Develop and implement small business vendor usage tracking system.
- Begin implementing eProcurement functionality through COMPASS.
- Absorb \$81,696 of unavoidable cost increases thereby reducing allocations to customer departments.
- Rebate \$208,000 of retained earnings to customer departments.

SCHEDULE:

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

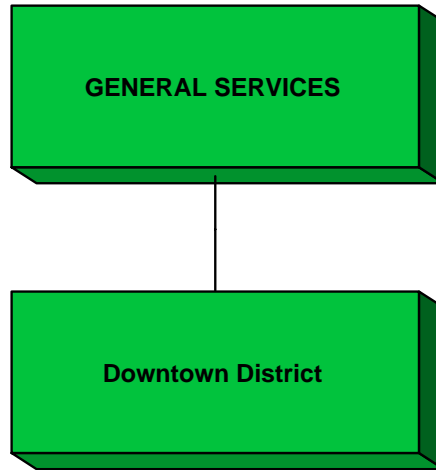
FUND: CONTRACT & PURCHASING SVCS-GS
035H

ACTIVITY: Purchasing
UNIT: 7007063

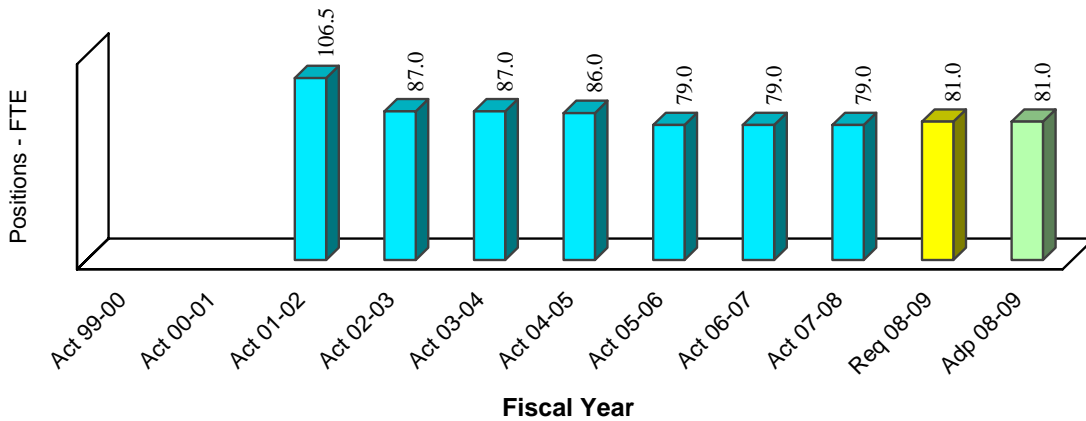
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	2,100,000	2,052,560	2,111,087	2,163,605	2,163,605
Total Operating Rev	2,100,000	2,052,560	2,111,087	2,163,605	2,163,605
Salaries/Benefits	1,603,443	1,775,767	1,827,213	1,909,491	1,909,491
Services & Supplies	274,007	297,572	382,280	394,354	394,354
Other Charges	43,096	31,478	53,688	50,148	50,148
Intrafund Chgs/Reimb	-223,381	-163,329	-152,094	-184,888	-184,888
Total Operating Exp	1,697,165	1,941,488	2,111,087	2,169,105	2,169,105
Other Revenues	5,486	43	0	5,500	5,500
Total Nonoperating Rev	5,486	43	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	111,115	0	-208,000	-208,000
Positions	20.0	20.0	20.0	20.0	20.0

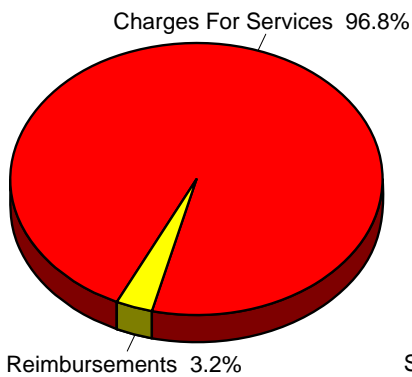
Departmental Structure



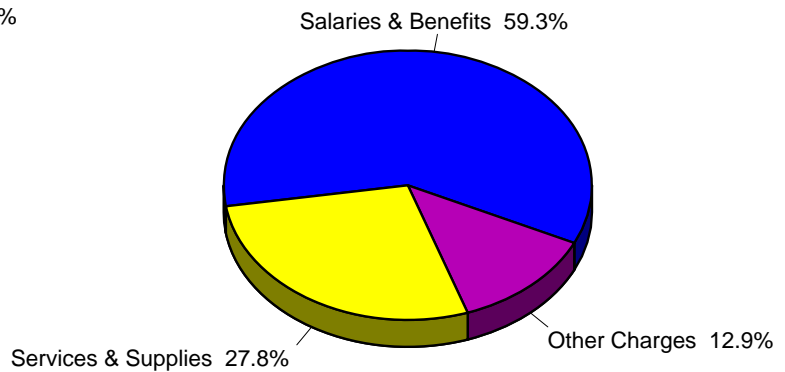
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007430 General Services-Downtown District					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	9,581,818	10,882,023	11,361,570	12,185,737	12,185,737
Total Financing	10,461,360	11,350,967	10,861,570	11,194,737	11,194,737
NET COST	-879,542	-468,944	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.

MISSION:

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

GOALS:

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Completed replacement of the fire alarm system in the Main Jail.
- Replaced the Central Plant boiler.
- Began addition of a third chiller to supplement the Office of Communications and Information Technology (OCIT) building and supply chilled water to the Sheriff’s Administration facility.
- Implemented providing customer feedback survey cards to facility tenants.

SIGNIFICANT CHANGES FOR 2008-09:

- Continue to implement a rotating five-year painting schedule for the purposes of programmed maintenance.
- Continue to implement a rotating five-year relamp program.
- Discontinue maintenance services to the Schaber Courthouse due to the transference of the facility to the Judicial Council of California, the Administrative Office of the Courts (AOC).
- Rebate \$991,000 of retained earnings to customer departments.

STAFFING LEVEL CHANGES FOR 2008-09:

The following 2.0 positions were added by the Board of Supervisors during the Proposed Budget Hearings: 2.0 Building Maintenance Workers.

SCHEDULE:

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

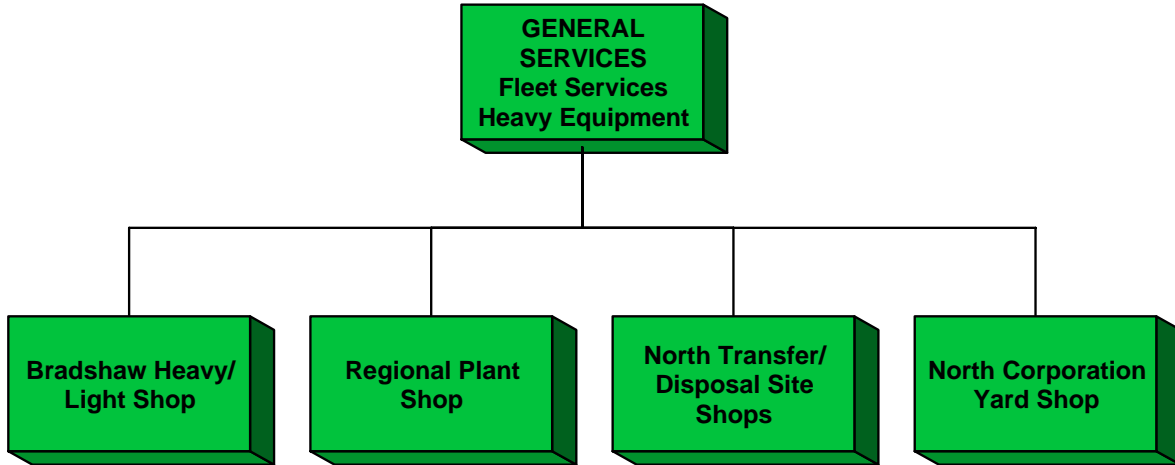
FUND: BUILDING MAINT AND OPERATIONS-GS
035F

ACTIVITY: Downtown District
UNIT: 7007430

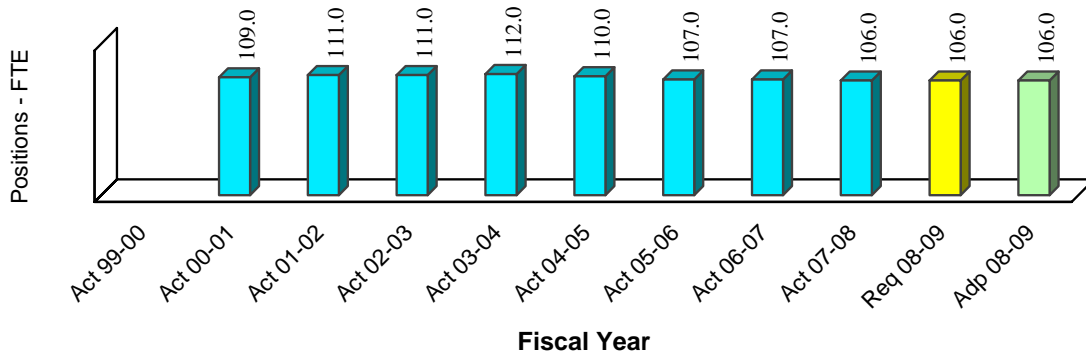
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Use Of Money/Prop Charges for Service	411 10,433,720	639 11,058,769	0 10,861,570	0 11,194,737	0 11,194,737
Total Operating Rev	10,434,131	11,059,408	10,861,570	11,194,737	11,194,737
Salaries/Benefits	6,594,632	6,929,745	7,033,722	7,448,360	7,448,360
Services & Supplies	2,154,663	2,502,317	2,567,351	2,459,212	2,459,212
Other Charges	178,500	644,585	256,479	213,562	213,562
Depreciation/Amort	1,737	1,737	0	1,737	1,737
Intrafund Chgs/Reimb	247,991	400,252	584,881	656,333	656,333
Total Operating Exp	9,177,523	10,478,636	10,442,433	10,779,204	10,779,204
Other Revenues	27,229	291,559	0	0	0
Total Nonoperating Rev	27,229	291,559	0	0	0
Debt Retirement	404,295	403,387	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	403,387	919,137	1,406,533	1,406,533
Net Income (Loss)	879,542	468,944	-500,000	-991,000	-991,000
Positions	79.0	79.0	79.0	81.0	81.0

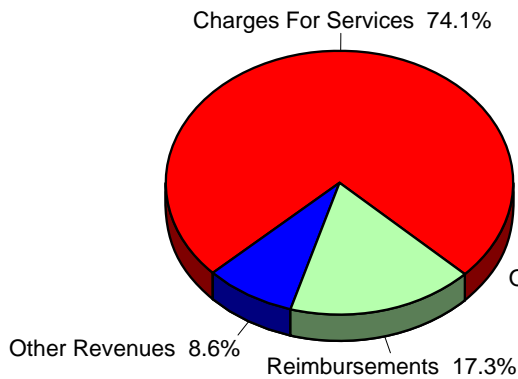
Departmental Structure



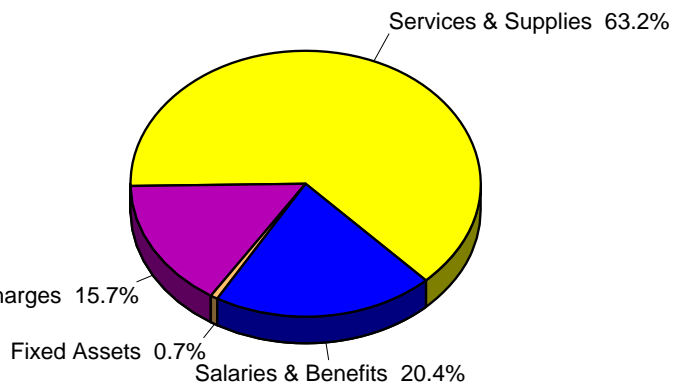
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007600 Fleet Services-Heavy Equip					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	23,857,350	22,883,994	34,150,995	38,013,438	38,013,438
Total Financing	24,161,538	21,771,682	34,150,995	34,588,438	34,588,438
NET COST	-304,188	1,112,312	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.

MISSION:

To provide customers with quality and timely fleet services in the areas of preventive maintenance scheduling, service and repair of heavy equipment, fabrication services according to customer requirements, special projects related to equipment needs and operation of heavy equipment rental fleet.

GOALS:

- Continue to monitor and initiate performance measurements to better utilize resources.
- Continue the integration of low emission vehicles into the County fleet.
- Provide increased preventive maintenance during non-working hours to reduce the frequency of equipment failures.
- Maintain division safety record.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

Accelerated the integration of low emission vehicles into county fleet.

SIGNIFICANT CHANGES FOR 2008-09:

- Install and implement the M5 Fleet Focus System.
- Upgrade fuel station control units to “real-time” authorization capabilities.

SIGNIFICANT CHANGES FOR 2008-09 (CONT.):

- Begin installation and implementation of Fuel Focus Radio Frequency Identification fueling system.
- Rebate \$3.425 million of retained earnings to customer departments.

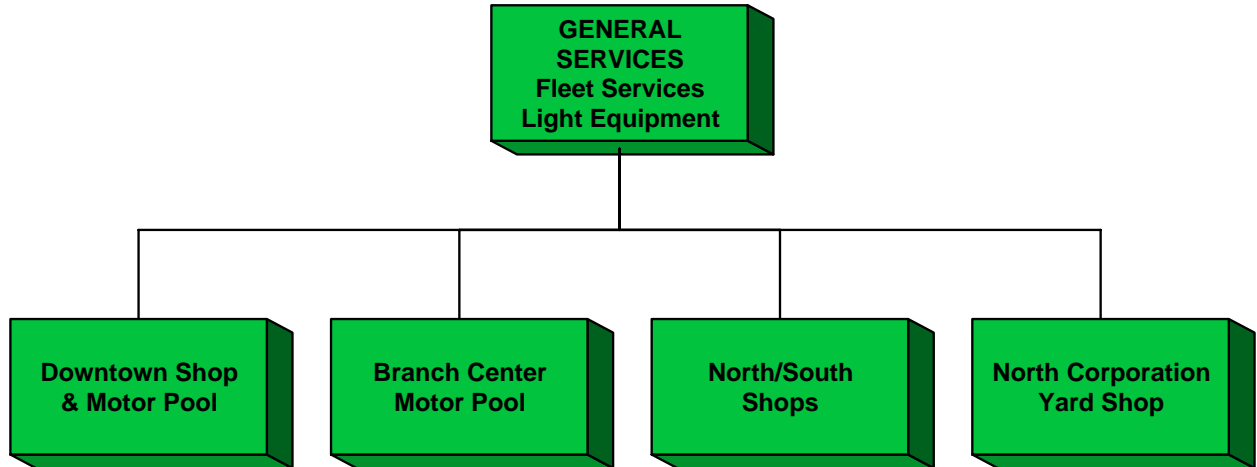
STAFFING LEVEL CHANGES FOR 2008-09:

- 1.0 Equipment Service Worker unfunded position was converted to a funded position.
- The following position was deleted: 0.5 Account Clerk 2.

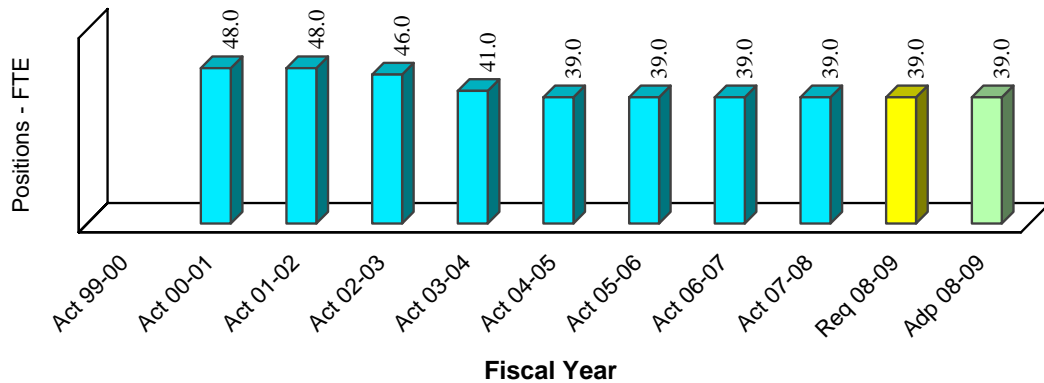
SCHEDULE:

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	20,779,826	18,193,326	30,267,380	30,998,438	30,998,438
Total Operating Rev	20,779,826	18,193,326	30,267,380	30,998,438	30,998,438
Salaries/Benefits	8,488,092	8,829,579	8,957,290	9,228,078	9,228,078
Services & Supplies	11,615,102	10,375,045	20,675,676	20,902,935	20,922,884
Other Charges	263,423	199,545	278,387	250,708	250,708
Depreciation/Amort	2,292,774	2,531,748	2,361,300	2,723,972	2,723,972
Intrafund Chgs/Reimb	149,993	260,132	1,039,442	454,629	434,680
Total Operating Exp	22,809,384	22,196,049	33,312,095	33,560,322	33,560,322
Interest Income	104	17	0	0	0
Other Revenues	3,381,608	3,578,339	3,883,615	3,590,000	3,590,000
Total Nonoperating Rev	3,381,712	3,578,356	3,883,615	3,590,000	3,590,000
Debt Retirement	836,169	702,677	838,900	711,516	711,516
Loss/Disposition-Asset	0	6,298	0	0	0
Equipment	211,797	-21,030	0	316,600	316,600
Residual Eq Trn Out	0	0	0	3,425,000	3,425,000
Total Nonoperating Exp	1,047,966	687,945	838,900	4,453,116	4,453,116
Net Income (Loss)	304,188	-1,112,312	0	-3,425,000	-3,425,000
Positions	107.0	106.0	105.5	106.0	106.0

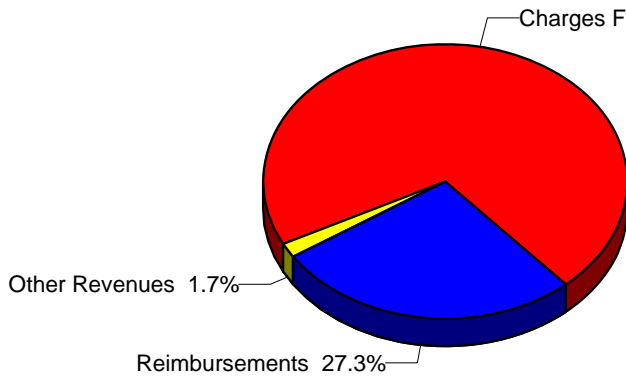
Departmental Structure



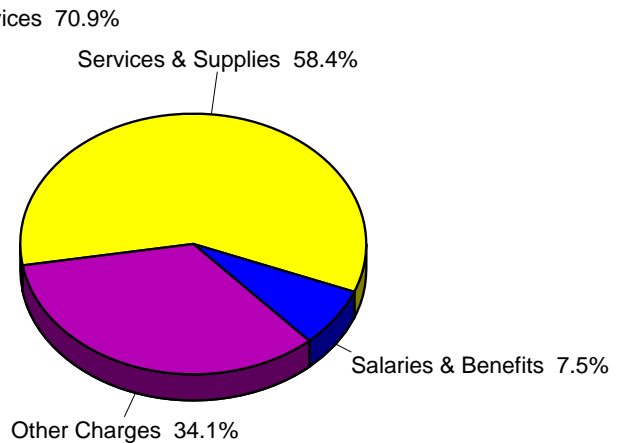
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7007500 Fleet Services-Light Equip					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	22,094,943	25,355,605	26,335,201	30,512,536	30,512,536
Total Financing	20,530,295	23,777,773	26,335,201	27,450,536	27,450,536
NET COST	1,564,648	1,577,832	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, Sheriff's North and South Stations, 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.

MISSION:

To provide customers with quality and timely fleet services in the areas of preventative maintenance scheduling, service and repair of light equipment, fabrication services according to customer requirements, special projects related to equipment needs, and operation of the rental fleet.

GOALS:

- Evaluate and increase performance measurement techniques in order to improve customer service.
- Improve preventive maintenance standards to reduce the frequency of equipment failures.
- Expand the integration of low emission and hybrid vehicles into the county fleet.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- The Fleet Services website enhancements provided online training assistance for equipment billing and improved customer service.
- Activated the new fleet management system, M5 Fleet Focus System.

SIGNIFICANT CHANGES FOR 2008-09:

- Begin installation and implementation of Fuel Focus fueling system.
- Prioritize necessary safety maintenance and unscheduled repairs to ensure optimum usage of vehicles with minimal downtime.
- Rebate \$3.062 million of retained earnings to customer departments.

SCHEDULE:

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

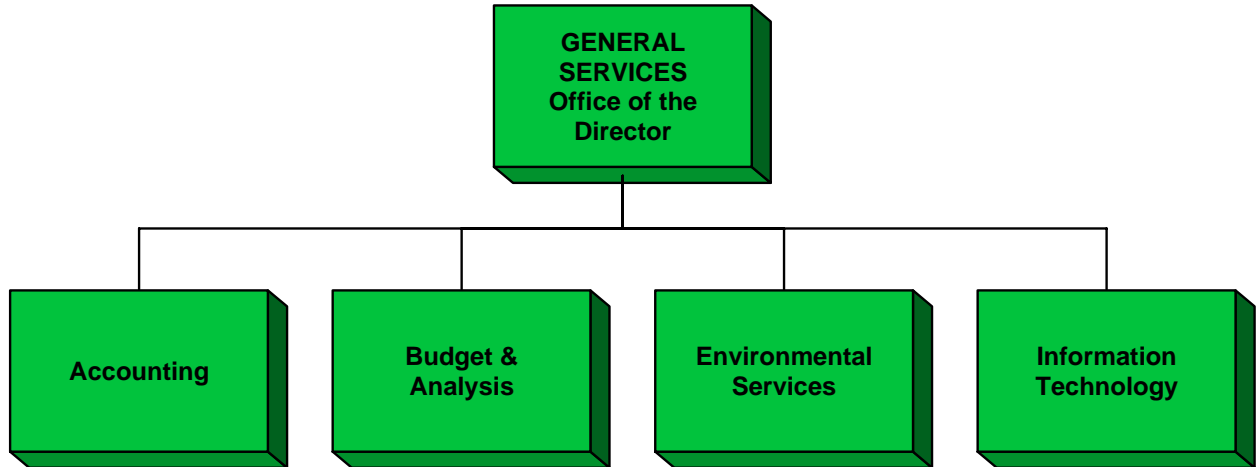
FUND: FLEET SERVICES LIGHT EQUIP
035L

ACTIVITY: Fleet Svc-Light Equipment
UNIT: 7007500

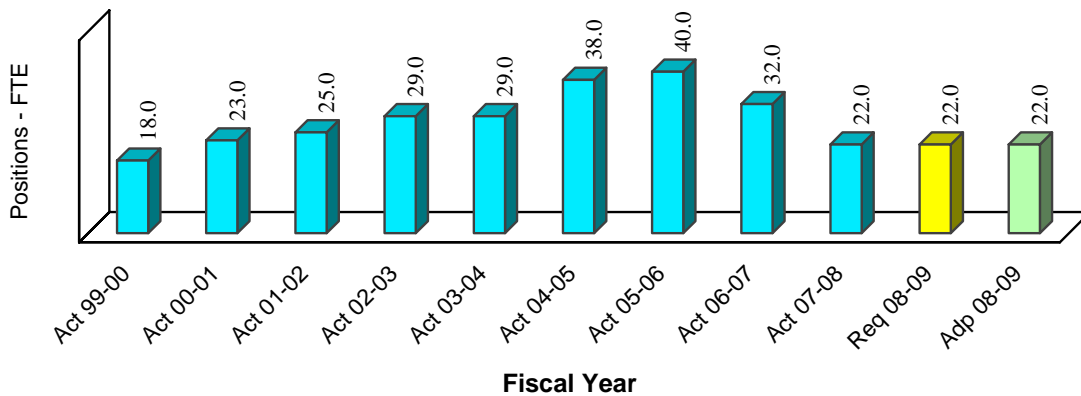
SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Use Of Money/Prop Charges for Service	20 19,141,507	0 22,460,084	0 25,675,201	0 26,790,536	0 26,790,536
Total Operating Rev	19,141,527	22,460,084	25,675,201	26,790,536	26,790,536
Salaries/Benefits	2,679,135	2,784,130	2,962,800	3,050,927	3,050,927
Services & Supplies	9,814,548	11,942,060	13,422,328	13,575,733	13,575,733
Other Charges	100,232	70,402	189,194	131,606	131,606
Depreciation/Amort	6,847,801	8,157,068	8,432,000	8,832,581	8,832,581
Intrafund Chgs/Reimb	1,073,400	881,521	-188,621	-65,449	-65,449
Total Operating Exp	20,515,116	23,835,181	24,817,701	25,525,398	25,525,398
Gain/Sale/Property	1,124,471	878,161	500,000	500,000	500,000
Other Revenues	264,297	439,528	160,000	160,000	160,000
Total Nonoperating Rev	1,388,768	1,317,689	660,000	660,000	660,000
Interest Expense	1,154,385	1,035,343	1,079,000	1,524,638	1,524,638
Debt Retirement	368,081	351,338	394,500	350,500	350,500
Loss/Disposition-Asset	46,357	133,743	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	1,520,424	1,517,500	4,987,138	4,987,138
Net Income (Loss)	-1,564,648	-1,577,832	0	-3,062,000	-3,062,000
Positions	39.0	39.0	39.0	39.0	39.0

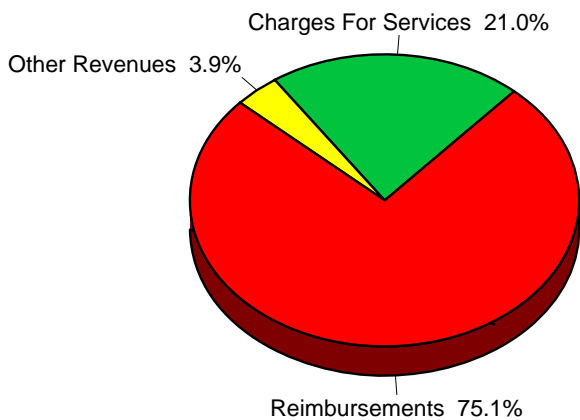
Departmental Structure



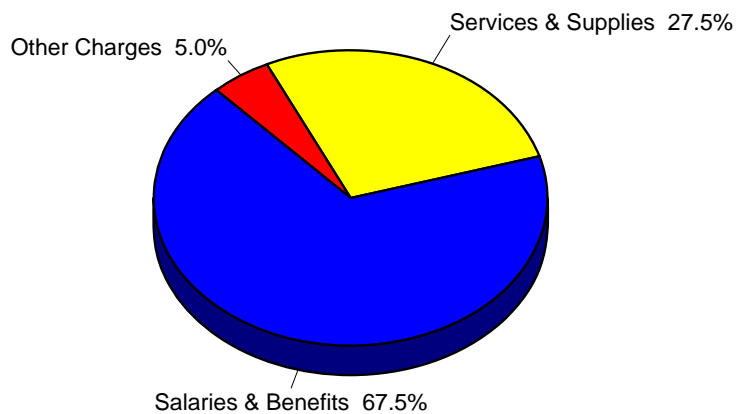
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7110000 General Services-Office Of The Director					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	770,424	833,967	1,094,840	967,531	967,531
Total Financing	748,658	830,953	1,094,840	967,531	967,531
NET COST	21,766	3,014	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.

MISSION:

To support the fiscal, environmental and information technology needs of the department and of the Department of Facility Planning, Architecture and Real Estate.

GOAL:

To provide effective and timely administrative support services to General Services and Facility Planning, Architecture and Real Estate staff in order for the divisions to achieve their goals.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Completed the transfer of Human Resources and Safety Services to the Department of Personnel Services.
- Launched a new Intranet site.

SIGNIFICANT CHANGES FOR 2008-09:

- Update and publish the "Guide To Services".
- Conduct one hundred percent review of countywide fleet utilization.

STAFFING LEVEL CHANGES FOR 2008-09:

- The following positions were reallocated: Two 0.5 Information Technology Technician 2 to 1.0 Information Technology Analyst.
- The following position was transferred from Fleet Services - Heavy Equipment: 0.5 Account Clerk 2.

SCHEDULE:

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

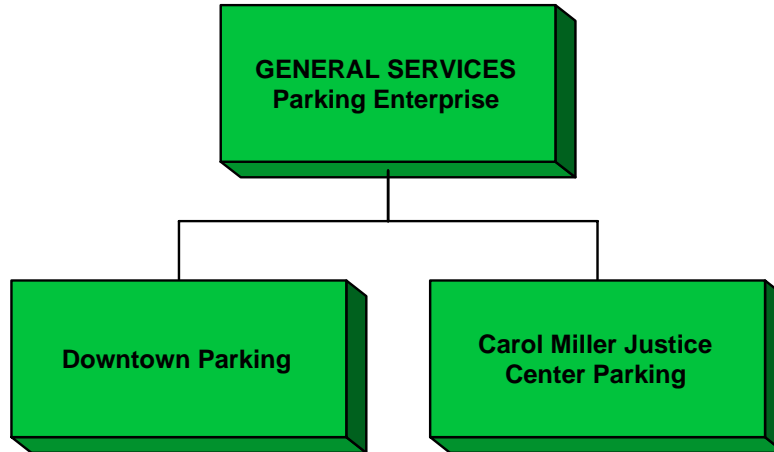
FUND: GENERAL SERVICES-OPERATIONS
 035A

ACTIVITY: Office of the Director
 UNIT: 7110000

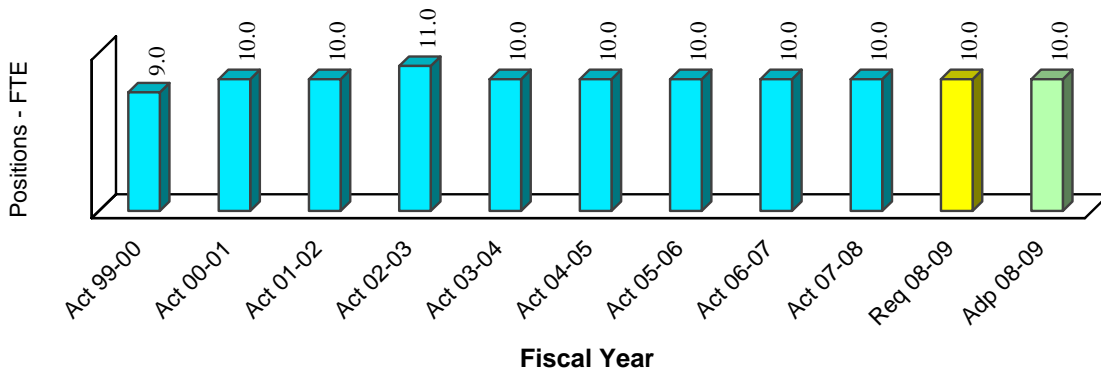
SCHEDULE 10
 OPERATIONS OF INTERNAL SERVICE FUND
 FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	748,604	830,339	944,840	817,531	817,531
Total Operating Rev	748,604	830,339	944,840	817,531	817,531
Salaries/Benefits	2,805,892	3,096,395	3,363,211	2,625,572	2,625,572
Services & Supplies	881,657	800,600	1,029,297	916,515	916,515
Other Charges	16,419	57,302	217,015	196,033	196,033
Intrafund Chgs/Reimb	-2,933,544	-3,120,330	-3,514,683	-2,770,589	-2,770,589
Total Operating Exp	770,424	833,967	1,094,840	967,531	967,531
Other Revenues	54	614	150,000	150,000	150,000
Total Nonoperating Rev	54	614	150,000	150,000	150,000
Net Income (Loss)	-21,766	-3,014	0	0	0
Positions	32.0	22.0	21.5	22.0	22.0

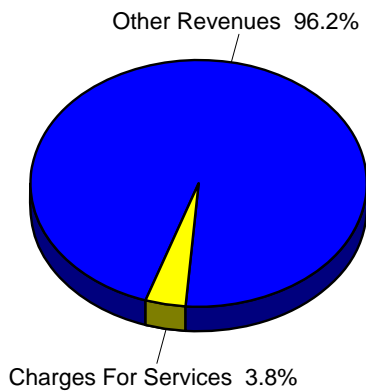
Departmental Structure



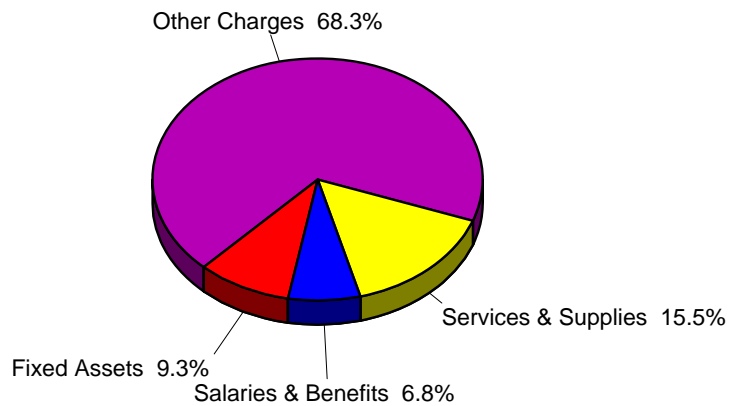
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7990000 Parking Enterprise					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	2,850,931	2,760,750	4,287,454	10,799,395	10,799,395
Total Financing	3,182,670	3,324,488	4,287,454	3,968,206	3,968,206
NET COST	-331,739	-563,738	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, shower and 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.

MISSION:

To provide basic parking services while maintaining reasonable fees for services.

GOALS:

- Develop short and long range plans for provision of adequate parking spaces in the downtown and outlying areas.
- Keep parking areas clean and safe for our patrons.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Increased monthly public parking rates by \$10 per month as the final part of a three-year implementation plan.
- Converted the parking gate control system at the Carol Miller Justice Center to the County's C-Cure electronic access system.
- Installed digital camera systems in the employee parking lot at the Carol Miller Justice Center and the downtown Public Parking Lot to provide a more secure environment for employees and the public.
- Completed a structural integrity study of the Employee Parking Lot to assess the facility's physical condition and develop an annual maintenance program.
- As a result of the structural integrity study, initiated a project to replace the worn hydraulic cylinders and pistons of the Employee Lot's two passenger elevators.

SIGNIFICANT CHANGES FOR 2008-09:

- Continue structural repairs and improvements of the Employee Parking Lot, including the repair of the two passenger elevators.
- Install Americans with Disabilities Act compliant attendant’s booths in the County’s Public Parking Lot.
- Transfer staff from the Carol Miller Justice Center to the downtown office as a result of the transference of the facility to the Judicial Council of California, the Administrative Office of the Courts (AOC).
- Implement an electronic parking citation writing process that will increase efficiency and record evidence of the infraction.
- Transfer \$6.83 million of retained earnings to the General Fund to assist in balancing the General Fund budget.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Use Of Money/Prop Charges for Service	2,852,567 132,098	2,842,401 168,268	2,509,734 132,216	2,529,039 151,063	2,529,039 151,063
Total Operating Rev	2,984,665	3,010,669	2,641,950	2,680,102	2,680,102
Salaries/Benefits	626,231	680,419	697,609	739,298	739,298
Services & Supplies	1,396,947	1,578,070	1,681,585	1,676,009	1,676,009
Other Charges	582,289	554,878	594,743	544,899	544,899
Total Operating Exp	2,605,467	2,813,367	2,973,937	2,960,206	2,960,206
Other Revenues	198,005	313,819	1,645,504	1,288,104	1,288,104
Total Nonoperating Rev	198,005	313,819	1,645,504	1,288,104	1,288,104
Improvements	245,464	78,933	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	78,933	1,313,517	7,839,189	7,839,189
Net Income (Loss)	331,739	432,188	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>Positions</i>	<i>Vehicles</i>
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FUNDED

001 *Parking Enterprise*

	10,799,395	0	3,968,206	0	6,831,189	10.0	1
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Program Type: Self-Supporting

Strategic Objective: IS -- Internal Services

Program Description: Provides parking services to public/county employees

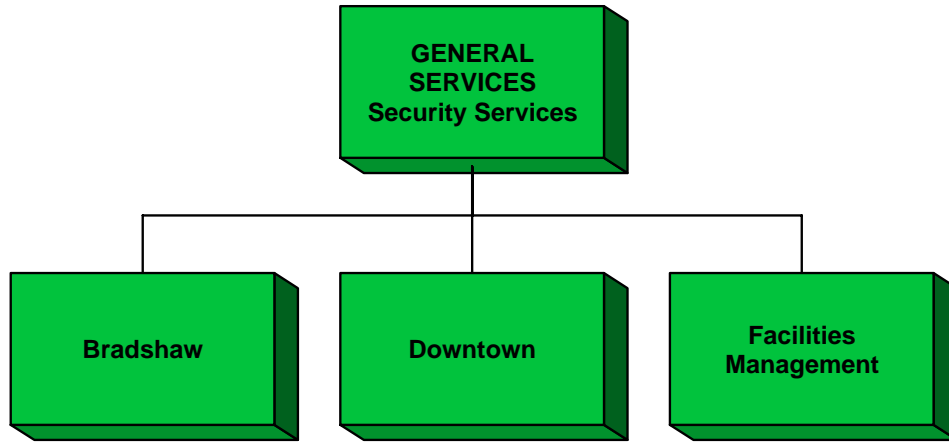
Countywide Priority: 5 -- General Government

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%.

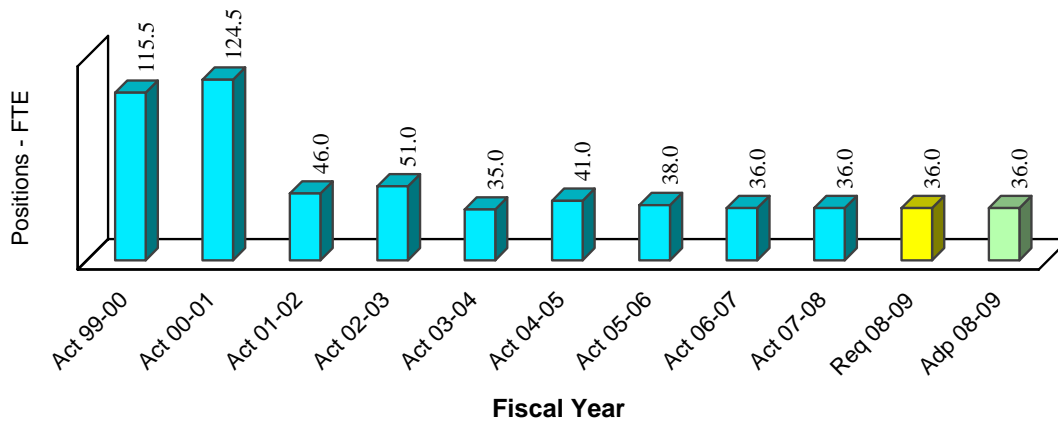
FUNDED Total:	10,799,395	0	3,968,206	0	6,831,189	10.0	1
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Funded Grand Total: 10,799,395 0 3,968,206 0 **6,831,189** 10.0 1

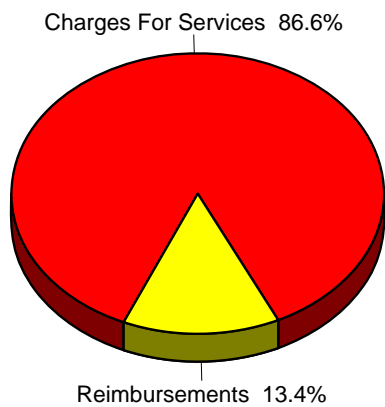
Departmental Structure



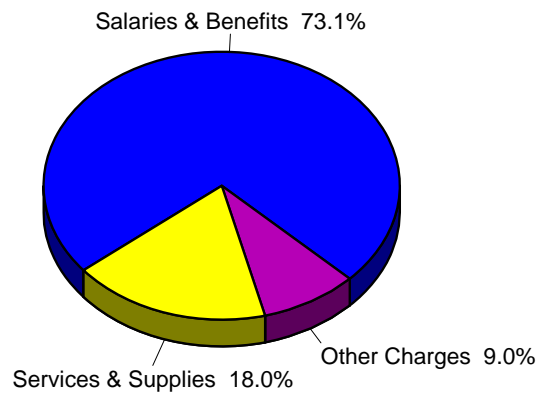
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7450000 General Services-Security Services					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	2,610,259	2,628,671	2,921,224	3,333,302	3,333,302
Total Financing	2,823,042	2,986,395	2,921,224	3,079,302	3,079,302
NET COST	-212,783	-357,724	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.

MISSION:

To promote a safe and secure environment for valued customers and employees while incorporating the most cost-effective methods available.

GOALS:

- Expand the electronic Guard Tour System by ten percent of existing facility patrol.
- Develop and distribute a Customer Service Survey to assess customer perception of security within the workplace.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Reduced cut-off periods for continuous filing of the Building Security Attendant’s (BSA) application to quarterly intervals for expedited employment.
- Developed and introduced Guard Tour system in the Bradshaw Complex.

SIGNIFICANT CHANGES FOR 2008-09:

- Establish a grading and feedback system for BSA reports, to be used as a training tool.
- Promote advertisement of BSA class to accommodate the needs of the Security Division.
- Discontinue security services to Court facilities due to the transfer of ownership of the facilities to the Judicial Council of California, the Administrative Office of the Courts.
- Provide patrol and security to vacant buildings created by the Department of Transportation Hazel Avenue Widening Project.
- Rebate \$254,000 of retained earnings to customer departments.

SCHEDULE:

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

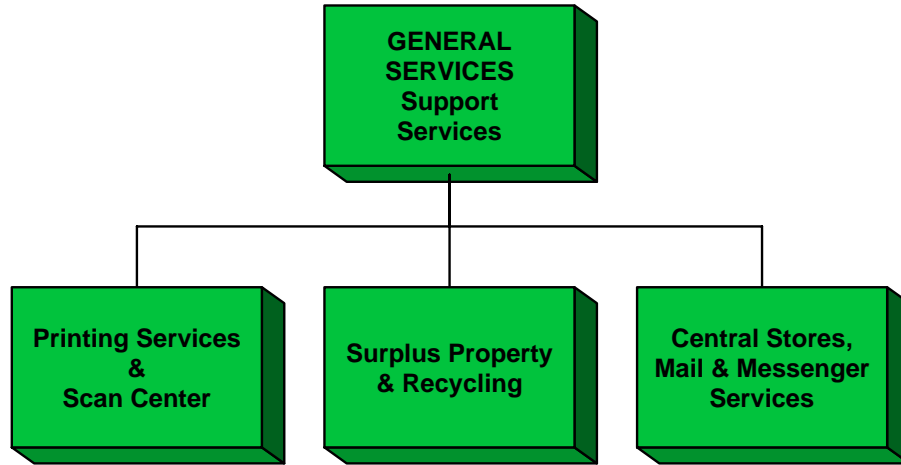
FUND: BUILDING MAINT AND OPERATIONS-GS
 035F

ACTIVITY: Security Services
 UNIT: 7450000

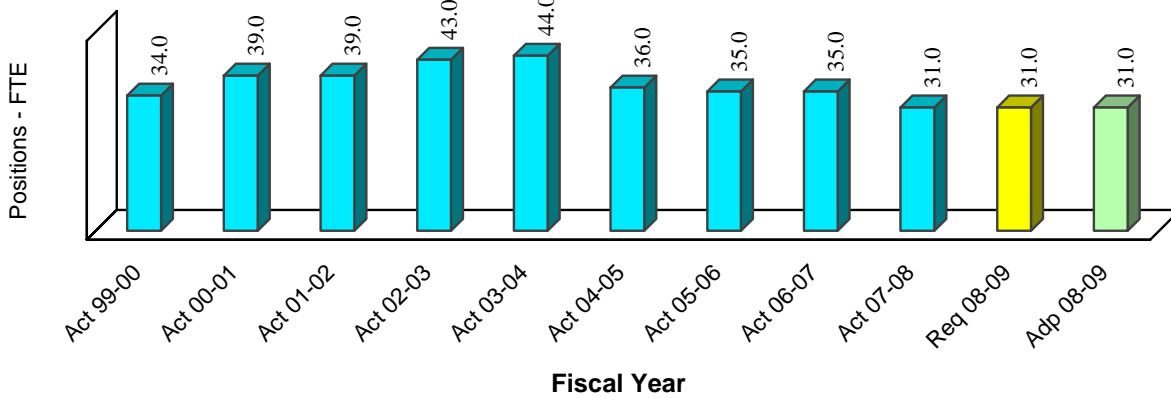
SCHEDULE 10
 OPERATIONS OF INTERNAL SERVICE FUND
 FISCAL YEAR: 2008-09

Operating Details	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	2,822,058	2,986,395	2,921,224	3,079,302	3,079,302
Total Operating Rev	2,822,058	2,986,395	2,921,224	3,079,302	3,079,302
Salaries/Benefits	2,487,926	2,466,954	2,674,278	2,783,675	2,783,675
Services & Supplies	183,583	208,004	346,231	377,172	377,172
Other Charges	80,969	59,996	92,400	87,630	87,630
Intrafund Chgs/Reimb	-142,219	-106,283	-191,685	-169,175	-169,175
Total Operating Exp	2,610,259	2,628,671	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	357,724	0	-254,000	-254,000
Positions	36.0	36.0	36.0	36.0	36.0

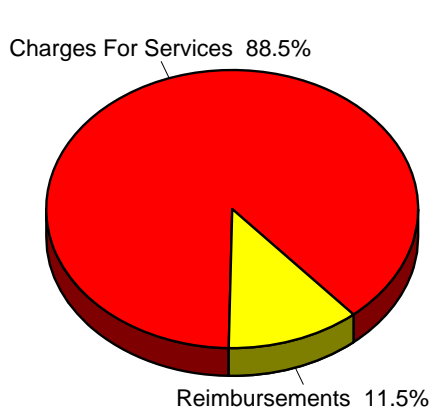
Departmental Structure



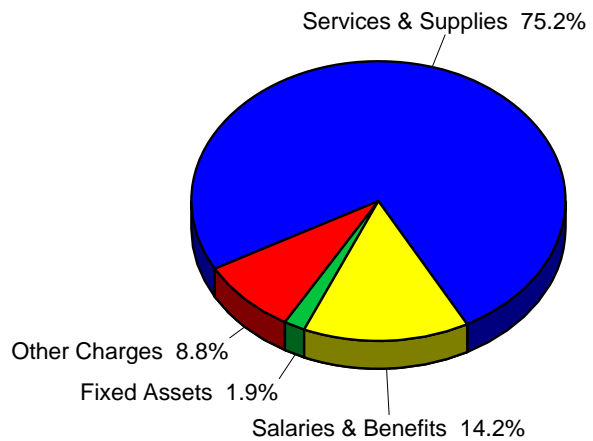
Staffing Trend



Financing Sources



Financing Uses



UNIT: 7700000 General Services-Support Services					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	8,776,657	9,403,472	12,077,057	13,476,634	13,476,634
Total Financing	8,829,974	9,369,996	12,077,057	12,336,634	12,336,634
NET COST	-53,317	33,476	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 internal recycling program.
- Provides centralized document scanning to county agencies and departments.

MISSION:

To provide valued, countywide support of centralized stores, mail, records, printing, scanning, warehousing and surplus property/recycling services, satisfying customer expectations while maintaining excellent customer service.

GOALS:

- Develop online pricing software for customer print requests.
- Expand publicity for County Scan Center and seek new scan business.
- Educate customers regarding changes in U.S. Postal Service regulations so customers may keep mail postage costs lower.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Purchased replacement forklift for Central Stores/Warehouse Sections.
- Purchased new printing and mail processing equipment that improved speed and reliability to meet customer needs.

SIGNIFICANT CHANGES FOR 2008-09:

- Provide customers the online ability to access completed printing orders to enable their research capability.
- Provide departments with more efficient online access to historical asset transaction (Equipment Movement Report) documents.

SIGNIFICANT CHANGES FOR 2008-09 (CONT.):

- Begin imaging of Department of Human Assistance Cal-Win scan project at the Bradshaw Scan Center.
- Absorb \$34,402 of unavoidable cost increases in the Surplus Property and Recycling Section, thereby reducing the allocations to customer departments.
- Rebate \$1.14 million of retained earnings to customer 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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	8,828,519	9,209,573	12,077,057	12,336,634	12,336,634
Total Operating Rev	8,828,519	9,209,573	12,077,057	12,336,634	12,336,634
Salaries/Benefits	1,807,181	1,865,497	2,131,348	2,136,421	2,136,421
Services & Supplies	1,105,319	1,196,547	2,059,133	2,050,216	2,050,216
Other Charges	79,386	57,988	63,098	65,868	65,868
Depreciation/Amort	129,363	125,637	115,400	124,435	124,435
Intrafund Chgs/Reimb	294,053	227,379	277,682	255,270	255,270
Cost of Goods Sold	5,240,774	5,841,539	7,137,014	7,424,424	7,424,424
Total Operating Exp	8,656,076	9,314,587	11,783,675	12,056,634	12,056,634
Gain/Sale/Property	0	474	0	0	0
Other Revenues	1,455	159,949	0	0	0
Total Nonoperating Rev	1,455	160,423	0	0	0
Debt Retirement	50,000	24,146	33,382	0	0
Loss/Disposition-Asset	18,342	0	0	0	0
Equipment	52,239	64,739	260,000	280,000	280,000
Residual Eq Trn Out	0	0	0	1,140,000	1,140,000
Total Nonoperating Exp	120,581	88,885	293,382	1,420,000	1,420,000
Net Income (Loss)	53,317	-33,476	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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	16,078,728	13,416,449	19,178,656	20,461,935	20,461,935
Total Financing	19,718,996	19,703,884	19,178,656	20,461,935	20,461,935
NET COST	-3,640,268	-6,287,435	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.

MISSION:

The mission of the Liability/Property Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims.

GOALS:

- Continue to expand the Liability/Property Insurance program's involvement with departments through risk and insurance workshops and quarterly/annual claims reviews.
- Provide professional, timely and thorough contract reviews for all departments.
- Administer claims in a fair, timely and effective manner.
- Increase subrogation and insurance recoveries.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Continued to monitor the insurance marketplace for new products that can better protect the County and its customers.
- Continued to increase subrogation and insurance recovery efforts.
- Developed an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Developed a more detailed and functional Liability Office website.
- Reviewed and updated the County Transportation policy.
- Implemented a performance measures tracking system for contract reviews.
- Continued our participation on the David Corp's Steering Committee in order to provide end-user input on their new version of the Liability Database.

SIGNIFICANT DEVELOPMENTS DURING 2007-08 (CONT.):

- Collaborated with the Water Quality Department to ensure our responsiveness to their ever-increasing need for claims information related to sewer losses.
- Updated claims procedures manual.
- Participated with Airports to develop the framework and selection process for an Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Net increase of approximately \$6.3 million primarily due to claim costs and premiums coming in lower than budget.

SIGNIFICANT CHANGES FOR 2008-09:

- Continue to monitor the insurance marketplace for new products that can better protect the County and its customers.
- Continue to increase subrogation and insurance recovery efforts.
- Continue to work with Airports on implementing and monitoring an OCIP for the Airports Terminal Modernization Project.
- Implement indemnification and insurance requirement updates to County Counsel's Contract Manual.
- Implement indemnification and insurance requirement updates to the County's Purchase Order form.
- Continue the Trends Development Program.
- Conduct indemnification and insurance training workshops for county contracts' staff.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	18,013,411	17,432,358	18,070,880	18,754,835	18,754,835
Total Operating Rev	18,013,411	17,432,358	18,070,880	18,754,835	18,754,835
Services & Supplies	15,955,869	13,260,133	18,902,494	20,216,491	20,216,491
Other Charges	122,859	156,316	276,162	245,444	245,444
Total Operating Exp	16,078,728	13,416,449	19,178,656	20,461,935	20,461,935
Interest Income	541,193	564,410	0	0	0
Other Revenues	1,164,392	1,707,116	1,107,776	1,707,100	1,707,100
Total Nonoperating Rev	1,705,585	2,271,526	1,107,776	1,707,100	1,707,100
Net Income (Loss)	3,640,268	6,287,435	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>Positions</i>	<i>Vehicles</i>
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FUNDED

<i>001 Liability/Property Insurance</i>	20,461,935	0	20,461,935	0	0	0.0	0
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Program Type: Mandated-Flexible

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

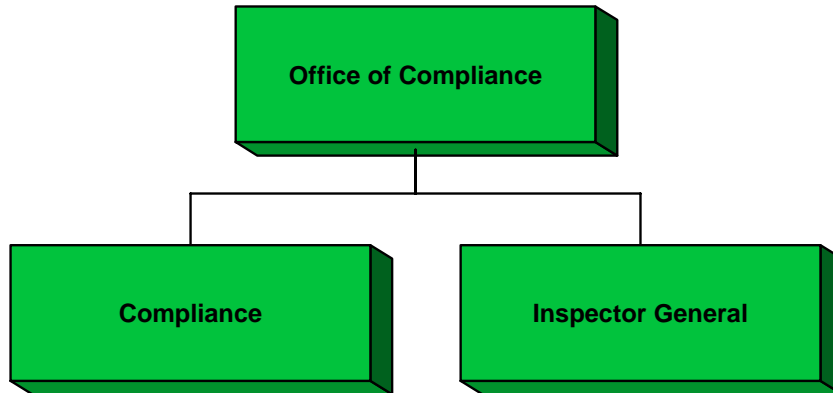
Anticipated Results: Centralized uniform administration of Liability and Property Insurance claims.

FUNDED Total:	20,461,935	0	20,461,935	0	0	0.0	0
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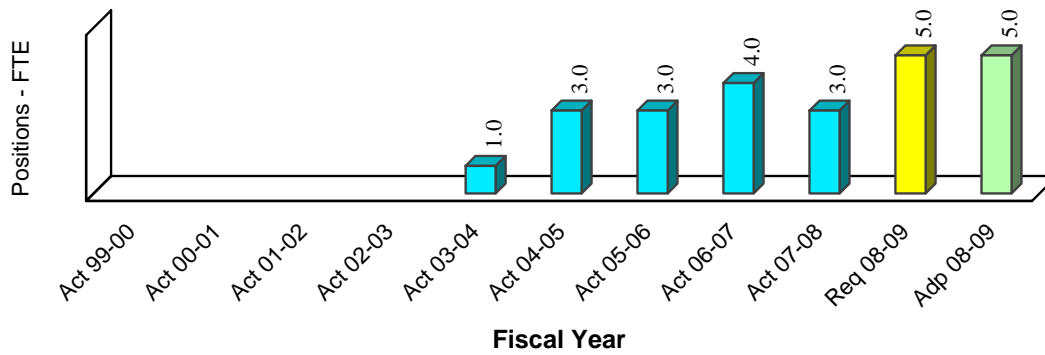
Funded Grand Total: 20,461,935 0 20,461,935 0 **0** 0.0 0

Departmental Structure

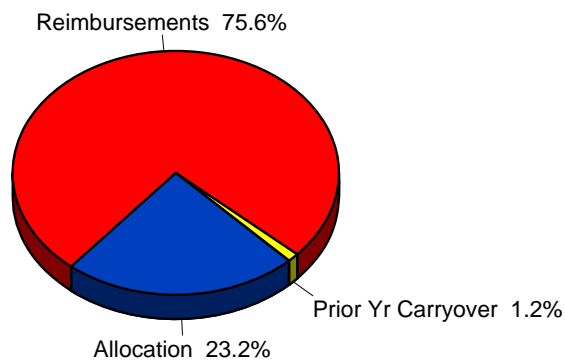
OFFICE OF COMPLIANCE



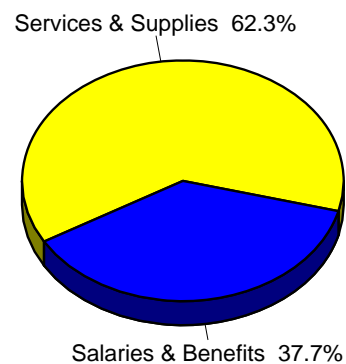
Staffing Trend



Financing Sources



Financing Uses



UNIT: 5740000 Office of Compliance					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	60,210	275,583	291,474	307,996	307,996
Total Financing	34,674	142,042	142,999	14,824	14,824
NET COST	25,536	133,541	148,475	293,172	293,172
Positions	4.0	3.0	3.0	5.0	5.0

PROGRAM DESCRIPTION:

Office of Compliance:

- 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.

Inspector General:

- The Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations process. As a proactive approach to preventing professional conflicts or misconduct, open-door guidance to members of the Department, through the Office of Inspector General, is encouraged.
- The Inspector General is shown with the Office of Compliance for budget purposes only and reports directly to the Board of Supervisors.

MISSIONS:

Office of Compliance:

- To protect and uphold the interests of Sacramento County and its citizens related to state and federal mandated requirements. These include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Medicaid Managed Care Program Integrity (Code of Federal Regulations (CFR) 42, Section 438.608), and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682). The Department will provide any required coordination or project management for assigned audits, reviews or investigations across the County's agencies and departments.

Inspector General:

- The Office of Inspector General promotes a culture of integrity, accountability and transparency throughout the Sacramento County Sheriff's Department in order to safeguard and preserve the public trust.

GOALS:**Office of Compliance:**

- Serve as a central point of contact related to all HIPAA mandates, compliance efforts and training within Sacramento County government.
- Provide oversight of county departments' and divisions' efforts to meet federally mandated HIPAA, FACTA, and CFR 42 Section 438.608 requirements within specified timelines. Assure documentation of due diligence and reasonable action efforts in meeting these federal mandates.
- Provide countywide training and compliance support to county departments and divisions where required by state or federal law.
- Enforce compliance of CFR by maintaining a countywide process for receiving, documenting, tracking, investigating and acting on all complaints.
- Complete inventory of County Clerk/Recorder records including retention schedule.

Inspector General:

- Law enforcement officers are entrusted with unparalleled responsibility and authority. They make countless decisions daily which both impact members of the public and shape public opinion. Because of this, the role of law enforcement is tied directly to sustaining the public trust, as both an essential and renewable resource. Embodied in the Law Enforcement Officers Code of Ethics is the principle that those sworn to uphold the law must, in turn, hold themselves to the highest standard of ethical conduct in the performance of their duties.
- Although the practice of independent oversight is not new to government, it is nonetheless an emerging concept for law enforcement. When coupled with a reasoned and respectful tone, such assessment exemplifies progressive governance based on stewardship and accountability. Within the context of essential law enforcement service, providing for a continuum of independent assessment at the local level just makes good sense, in the interest of promoting accountability and transparency. These are the primary goals for the Office of Inspector General.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:**Office of Compliance:**

- Effective September 21, 2007, the Department of Compliance was abolished and its functions transferred from the Countywide Services Agency to the Internal Services Agency, Office of Agency Administration.
- The Office of Agency Administration continued to work with the Department of General Services, Purchasing Division, to identify those current and future countywide contracts that must be amended to include HIPAA Business Associate language.
- Continued countywide outreach in order to educate the workforce on the importance of safeguarding sensitive data.
- The Office worked on a new risk assessment of all HIPAA covered components, focusing on new data applications and recent modifications to facilities that might impact security.

SIGNIFICANT CHANGES FOR 2008-09:**Office of Compliance:**

- The Office of Agency Administration – Office of Compliance will continue to work with the Department of General Services, Purchasing Division to identify those current and future countywide contracts that must be amended to include HIPAA Business Associate language.
- Countywide outreach will continue, in order to educate the workforce on the importance of safeguarding sensitive data.
- The Office will continue, in order to fulfill mandated oversight activities, audits of HIPAA covered component sites, focusing on those sites that have been identified as posing the highest risk for information breaches, as well as recent modifications to facilities that might impact security.
- Creation of function to conduct conversion project in County Clerk/Recorder's.

STAFFING LEVEL CHANGES FOR 2008-09:**Office of Compliance:**

- The following positions were transferred from the County Clerk/Recorder to the Office of Compliance to perform the countywide Records Retention and Management Program (RRAMP) on behalf of County Clerk/Recorder Department: 1.0 Administrative Services Officer 2; 1.0 Administrative Services Officer I; and 1.0 Office Specialist 2.
- The following positions were reallocated: 1.0 Administrative Services Officer I; and 1.0 Office Specialist 2 to 1.0 Administrative Services Officer 3.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:**Inspector General:**

- Opened public office at 520 9th Street, Suite 205, Sacramento, California.
- Created a web-site located on the Sacramento County Public Safety page.
- Met with various community groups and individuals to gain insights and concern.
- Finalized Operational Guidelines.
- Networked with the Sacramento Sheriff's Department (SSD), Risk Management and OCIT on data collection.
- Processed complaints and inquiries from the public.
- Conducted an audit of the SSD's Internal Investigations System.
- Facilitated a workshop for the Sheriff and his staff on uniform discipline standards.
- Conducted an audit of the SSD's homicide unit.
- Facilitated a workshop for the Sheriff's Outreach Community Advisory Board on community-based service benchmarks.
- Reviewed all complaints of excessive use of force.
- Kicked-off Project Horizon, a "think-tank", multi-disciplinary endeavor aimed at redirecting causative behavior linked to claims, lawsuits and complaints.
- Developed a bi-annual report to encompass a comprehensive assessment of the Sheriff's jail facilities.

SIGNIFICANT CHANGES FOR 2008-09:

Inspector General:

- Complete the Calendar Year 2008 Annual Report.
- Accept direction as deemed appropriate from the Board of Supervisors.
- Maintain a website located on the Sacramento County Public Safety page.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Public Health and Safety						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services	HIPAA covered component workforce has training available to them on the mandated federal regulations within 90 days, in order to achieve a high degree of public satisfaction with health information protections implemented by the County of Sacramento	Percentage of training slots available to staff relative to staff that requires training according to federal regulations	100%	100%	100%	100%
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services	Ensure audits for compliance with HIPAA safeguards are conducted to achieve a high degree of public satisfaction with health information protections mandated by federal law	Percentage of sites that receive an audit of administrative, technical, and physical safeguards, based upon an assessment of risk: Low risk sites – 33% Medium risk sites – 50% High risk sites – 100%	95%	100%	95%	100%

SCHEDULE:

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

UNIT: 5740000 Office of Compliance

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	354,623	133,087	229,874	476,045	476,045
Services & Supplies	121,889	343,005	363,290	547,773	547,773
Interfund Charges	0	0	0	59,141	59,141
Intrafund Charges	949	1,912	1,995	179,143	179,143
SUBTOTAL	477,461	478,004	595,159	1,262,102	1,262,102
Intrafund Reimb	-417,251	-202,421	-303,685	-954,106	-954,106
NET TOTAL	60,210	275,583	291,474	307,996	307,996
Prior Yr Carryover	34,674	142,999	142,999	14,824	14,824
Revenues	0	-957	0	0	0
NET COST	25,536	133,541	148,475	293,172	293,172
Positions	4.0	3.0	3.0	5.0	5.0

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 5740000 Office of Compliance

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>Positions</i>	<i>Vehicles</i>
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FUNDED

<i>001 HIPAA</i>	546,125	546,125	0	4,899	-4,899	2.0	0
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Program Type: Mandated-Flexible

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.

<i>002 Inspector General</i>	307,996	0	0	9,925	298,071	1.0	0
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Program Type: Discretionary

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.

<i>003 Records Management</i>	407,981	407,981	0	0	0	2.0	0
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Program Type: Discretionary

Strategic Objective: IS -- Internal Services

Program Description: Records management including retention schedule

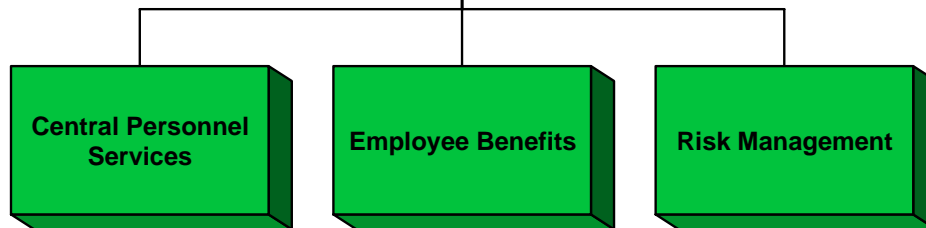
Countywide Priority: 5 -- General Government

Anticipated Results: Creation of function to conduct conversion project in County Clerk/Recorder

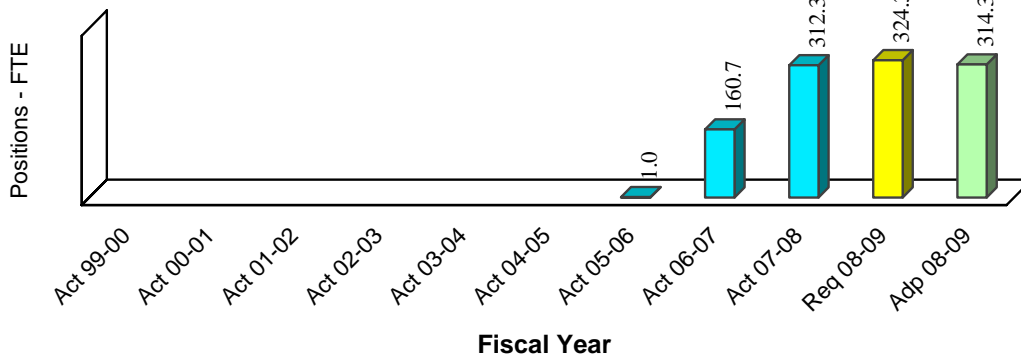
FUNDED Total:	1,262,102	954,106	0	14,824	293,172	5.0	0
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Departmental Structure

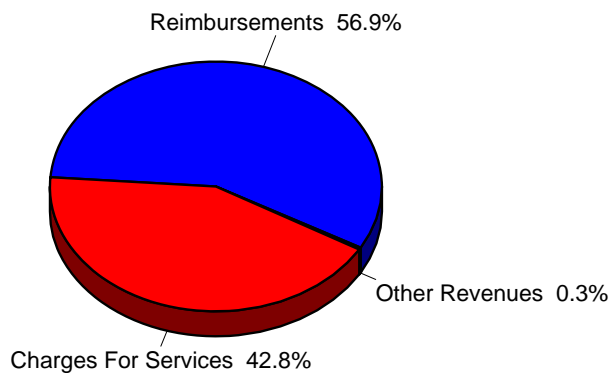
DAVID DEVINE, Director



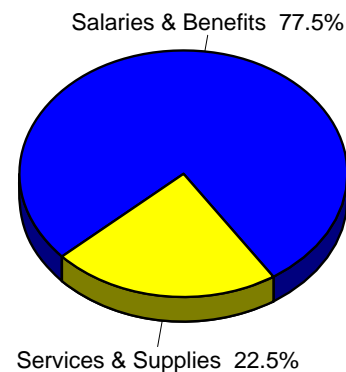
Staffing Trend



Financing Sources



Financing Uses



UNIT: 6050000 Personnel Services					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	16,951,642	15,335,930	16,440,110	16,907,373	16,778,768
Total Financing	11,589,812	8,110,096	8,511,110	16,907,373	16,778,768
NET COST	5,361,830	7,225,834	7,929,000	0	0
Positions	160.7	312.3	310.8	324.3	314.3

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.
-

PROGRAM DESCRIPTION (CONT.):

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

MISSION:

The Department of Personnel Services provides quality personnel services to county departments and the community in a fair, timely and equitable manner, and provides risk management services and employee benefits programs that protect the County's financial and human resources.

GOALS:

- Maintain an open, welcoming environment for current and prospective county employees.
- Integrate automated recruitment, application and hiring procedures to streamline the hiring process.
- Improve outreach to under-represented groups.
- Improve career development opportunities for county employees.
- Provide accurate and timely central personnel services.
- Administer employee benefits and risk management programs in response to countywide workforce changes.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Implemented new Applicant Management System ensuring transparency, efficiency and effectiveness to handle 70,000 applications that were submitted for examination for county employment.
- Finalized and implemented an annual examination plan to more efficiently meet the testing needs of departments to hire qualified job candidates.
- Re-engineered and streamlined practices and procedures to expedite the overall hiring process.
- Evaluated by the State Merit System Services Audit Team and met professional standards in all twenty-five areas that were evaluated concerning a merit-based program for personnel management.
- Provided Sexual Harassment Prevention (AB 1825) training through an outside vendor to approximately 5,000 supervisors and managers.
- Implemented a Sexual Harassment training module for supervisors and managers that was offered through the Supervisory Academy/Compliance program.
- Provided training to meet the conflict-of-interest and ethics training requirements of new state legislation (AB 1234); trained approximately one hundred elected officials and members of the County's legislative bodies.
- Developed and implemented two training sessions for the Leadership Academy graduates providing continuous learning Beyond the Leadership Academy.
- Implemented a countywide Customer Service Academy and provided two training sessions with fifteen classes and provided approximately 1,000 employees and supervisors with customer service training.

SIGNIFICANT DEVELOPMENTS DURING 2007-08 (CONT.):

- Developed Strategic Plan and prepared for a consolidated Comprehensive Online Management Personnel and Accounting System (COMPASS) Master Data team that will support the County's Personnel and Payroll processing.
- Trained one-hundred percent of all employees participating in test pilot utilizing Employee Self Service (ESS) time entry and pay stub viewing.
- Developed and delivered twelve new Human Resources Information System training courses to departmental staff.
- Reduced the number of days required to implement Salary Resolution Amendment changes into COMPASS from the date approved by Board of Supervisors from 3.5 days to 1.7 days.
- Developed an overall service model for the Department and more specifically for the Department Services Division to provide services to the departments in a team approach.
- Created a new Deferred Compensation website.
- Developed and implemented two Health Savings Account Plans (HSAs).
- Released a "Request for Qualifications" for a Benefits Consultant/Broker of record and made a recommendation to the Board of Supervisors.
- Released a "Request for Qualifications" for an Actuary to determine the County's Government Accounting Standard Board Statement 43/45 liability.
- Developed and implemented Powered Industrial Truck Operator, Heavy Equipment Operator, Aerial Lift Operator and a nationally recognized and certificated Defensive Driver Training programs "in-house" in an effort to eliminate costly annual vendor and contract fees for all affected county departments.

SIGNIFICANT CHANGES FOR 2008-09:

- Develop, implement, and administer an annual classification and pay plan that more efficiently meets the needs of the County.
- Expand use of applicant self-scheduling, computer-based testing and electronic notification of examination results.
- More broadly publicize and educate the public on the County's hiring practices and procedures for obtaining employment.
- Establish a majority of the hiring lists for county jobs within ninety days of a department's request for a list of qualified candidates for employment.
- Implement Workforce Learning and Career Development programs identified from the findings of the countywide Needs Assessment Project.
- Develop and provide Discrimination and Harassment Prevention training for all county employees through an outside consultant, online, and with county subject matter experts.
- Update the New Employee Handbook, Workforce Learning Catalogs and schedules, including the Leadership and Organizational Development website.
- Participate in the upgrade of the Training and Development Module in the Comprehensive Online Management Personnel and Accounting System (COMPASS) and develop written instructions for department training coordinators.

SIGNIFICANT CHANGES FOR 2008-09 (CONT.):

- Incorporate Discrimination and Harassment Prevention training into New Employee Orientation program.
- Explore different learning mediums, including online and Web seminars (Webinar), to enhance the number and style of learning opportunities provided to county employees.
- Participate in the planning, testing and roll-out of the new Systems, Applications and Products in Data Processing (SAP) and COMPASS system upgrade.
- Develop and conduct end-user training on the new upgrade system.
- Administer Fiscal Year 2008-09 negotiated contract changes for twenty-nine separate representation units, four unrepresented units and former employees. The changes include basic pay, Cost of Living Adjustment (COLA), equity adjustments, special pay types and new/changed wage differentials.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS Human Resources Service Package or Legal Change Package.
- Develop and implement department-level training related to the roll-out of time sheet entry and pay stub view (Employee Self-Service).
- Identify processes/procedures to improve the efficiency in processing Salary Resolution Amendments (SRA) and position control information (including automated approval routing and same day initiation of approved SRAs).
- Test and validate Human Resources Information System upgrade enhancements scheduled for Phase 2 implementation.
- Identify and prioritize key business processes to be improved resulting in greater efficiencies and consistency in operations pertaining to Personnel Actions.
- Develop and implement system security solutions necessitated by the Human Resources consolidation/reorganization.
- Continue to develop Best Practices pertaining to department services functions.
- Create functional teams across the five service teams to meet quarterly to communicate best practices and maintain consistency.
- Complete the analysis and make a recommendation regarding self-funding the employee dental and vision plans.
- Complete GASB 43/45 analysis for Other Post Employee Benefit (OPEB) liabilities.
- Release a Request for Qualifications for Third Party Administrator for Flex Plan and make recommendations to the Board of Supervisors.
- Develop a pilot program for Benefits Self Service.
- Analyze the potential and current 457 Plan participants to develop a targeted education and communication plan.
- Update all Deferred Compensation procedures to ensure compliance with the new plan document, regulations, and changes in the vendor processing.
- Complete the Countywide Program Survey evaluation process to assess access to all county programs by persons with disabilities.

SIGNIFICANT CHANGES FOR 2008-09 (CONT.):

- Begin a five-year transition plan to bring all county facilities and programs into Americans with Disabilities Act (ADA) compliance.
- Develop and implement a Crane Operator Certification Training program “in-house” in an effort to eliminate costly annual vendor and contract fees for all affected county departments.
- Develop and implement a schedule for proactive inspections of county owned facilities.

STAFFING LEVEL CHANGES FOR 2008-09:

Administrative additions, deletions and/or reclassifications consist of the following:

Added Positions:

Office Specialist Level 2 Confidential	1.0
Office Assistant Level 2	1.0
Human Resources Manager 1	<u>1.0</u>
Total	3.0

Deleted Positions:

Administrative Service Officer 3	1.0
Office Assistant Level 2	1.0
Office Specialist Level 2	<u>1.0</u>
Total	3.0

- A net of 2.5 positions were added through Board approval: Additions of 1.0 Office Assistant Level 2 Confidential, 1.0 Personnel Analyst, 1.0 Human Resource Manager I, 2.0 Personnel Technicians, 1.0 Human Resource Manager 2, 1.0 Senior Personnel Analyst, 1.0 Senior Training Development Specialist; Deletions of 2.0 Senior Office Specialist (Confidential), 1.0 Human Resource Manager I, 1.0 Human Resource Manager 2, 1.0 Training Development Manager, 0.5 Personnel Analyst.
- The following 1.0 position was transferred from the Sheriff’s Department to the Department of Personnel: 1.0 Safety Specialist.

PERFORMANCE MEASURES:

Employment Office						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Vacant county positions may be filled with qualified employees in a timely manner	Percent of classes (with vacant positions) that have a current eligibility list	76.0%	90.0%	81.0%	85.0%
		Number of days required to generate eligibility lists from final filing date	7.5	5.0	4.6	5.0
		Number of exams administered	1,001	1,100	1,247	1,200

Leadership & Organizational Development						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Provide county employees the opportunity to pursue skills training and professional development in a continuous learning environment	Number of separate class titles available (includes Supervisory Program I and anticipated Supervisory II – does not include Leadership Academy – courses are not taken separately)	30	35	40	50 ^A
		Number of employees attending training courses through the Leadership & Organizational Development Office	6,331	6,400	8,862	16,000 ^B

^A Based on results of a Countywide needs assessment, L&OD anticipates increasing individual class offerings.

^B L&OD will be providing Discrimination and Harassment Prevention training for all County employees in Fiscal Year 2008-09.

Personnel Actions						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Administer the Unemployment Insurance program in a fair, equitable, and cost-effective manner	Percentage of claims disputed by county receiving a favorable determination from Employment Development Department (EDD)	81.0%	85.0%	85.0%	87.0%
Department Services Teams						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Administer programs intended to reduce long-term absenteeism	Reduce percentage of long-term absences	PB*	PB	PB	PB
* Pre-baseline						
Employee Benefits						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Administer negotiated benefits programs that are valued by employees and retirees	Number of employees enrolled in medical plans	12,814	12,600	10,700	10,700
		Number of retirees enrolled in medical plans	4,698	4,500	4,586	4,500
Deferred Compensation						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Employees are financially prepared for retirement	Percentage of employees actively participating in the deferred compensation plan	55.0%	57.0%	57.0%	57.0%

Disability Compliance						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Ensure that all county employees with disabilities who are qualified receive a reasonable accommodation in a timely manner to enable them to continue to participate in the County's workforce.	Average time (in work days) from initial request to recommendation of effective and appropriate accommodation	64.0	48.0	98.0	75.0
Equal Employment Opportunity						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2006-07	TARGET 2007-08	ACTUAL 2007-08	TARGET 2008-09
	Administer programs that ensure county employment practices and procedures are uniform and fair	Time required (in days) to complete the investigation complaints that have been determined to be EEO-related	PB*	70.0% ≤90.0	28.0%	70.0% ≤180.0
		Time required to respond to requests for information from the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC) regarding charges filed with those agencies	90.0% by deadline	90.0% by deadline	100.0% by deadline	90.0% by deadline

* Pre-baseline

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Salaries/Benefits	13,817,711	14,941,245	15,602,134	30,884,445	30,192,035
Services & Supplies	3,871,295	3,882,251	4,579,244	6,279,659	6,279,659
Other Charges	0	0	5,000	5,000	5,000
Interfund Charges	0	0	0	116,736	116,736
Intrafund Charges	1,237,234	1,364,858	1,305,254	2,323,147	2,352,943
SUBTOTAL	18,926,240	20,188,354	21,491,632	39,608,987	38,946,373
Interfund Reimb	-19,285	-96,211	0	-429,414	-422,163
Intrafund Reimb	-1,955,313	-4,756,213	-5,051,522	-22,272,200	-21,745,442
NET TOTAL	16,951,642	15,335,930	16,440,110	16,907,373	16,778,768
Prior Yr Carryover Revenues	1,622,758	1,230,393	1,230,393	0	0
	9,967,054	6,879,703	7,280,717	16,907,373	16,778,768
NET COST	5,361,830	7,225,834	7,929,000	0	0
Positions	160.7	312.3	310.8	324.3	314.3

PROGRAM DATABASE:

2008-09 PROGRAM INFORMATION

Budget Unit: 6050000 Personnel 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>Positions</i>	<i>Vehicles</i>
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FUNDED

<i>001 DPS Administration</i>	1,646,064	1,405,190	240,874	0	0	11.0	0
Program Type: Mandated-Flexible							
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
Program Type: Mandated-Flexible							
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>003A Leadership & Organizational Development</i>	84,793	64,360	20,433	0	0	0.6	0
Program Type: Discretionary							
Strategic Objective: IS -- Internal Services							
Program Description: Customer Service Academy							
Countywide Priority: 5 -- General Government							
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.							
<i>003B Leadership & Organizational Development</i>	90,395	68,590	21,805	0	0	0.6	0
Program Type: Discretionary							
Strategic Objective: IS -- Internal Services							
Program Description: Employee Development Academy							
Countywide Priority: 5 -- General Government							
Anticipated Results: Develop & implement up to 20 new training sessions to support employees' development in communication, writing skills, conflict management, & other topics.							
<i>003C Leadership & Organizational Development</i>	166,515	126,320	40,195	0	0	1.2	0
Program Type: Discretionary							
Strategic Objective: IS -- Internal Services							
Program Description: Lead/Supervisor Academy							
Countywide Priority: 5 -- General Government							
Anticipated Results: Provide up to 2,000 supervisors with skill-building training to assist them in becoming more effective supervisors.							

PERSONNEL SERVICES

6050000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
003D Leadership & Organizational Development	166,602	126,434	40,168	0	0	1.0	0
Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Management/Leadership Academy Countywide Priority: 5 -- General Government 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.							
003E Leadership & Organizational Development	282,549	214,344	68,205	0	0	1.2	0
Program Type: Mandated-Flexible 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.							
003F Leadership & Organizational Development	158,195	120,033	38,162	0	0	1.0	0
Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: New Employee Program Countywide Priority: 5 -- General Government 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.							
003G Leadership & Organizational Development	271,783	206,227	65,556	0	0	1.6	0
Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Special Projects/Programs Countywide Priority: 5 -- General Government Anticipated Results: Assist in providing volunteer programs, education fairs, and special projects.							
003H Leadership & Organizational Development	285,825	216,859	68,966	0	0	0.8	0
Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Staff development, support, and coordination Countywide Priority: 5 -- General Government Anticipated Results: Staff support for essential training, including tracking employees' attendance, preparing training materials & preparing training sites. 100% of requirements met.							

PERSONNEL SERVICES

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<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>0031 Leadership & Organizational Development</i>	260,223	0	260,223	0	0	2.0	0
<p>Program Type: Discretionary Strategic Objective: IS -- Internal Services Program Description: Airports Training Countywide Priority: 5 -- General Government Anticipated Results: Coordinate department-specific training for the Department of Airports.</p>							
<i>004 Personnel Actions</i>	7,115,383	4,644,545	2,470,838	0	0	69.6	0
<p>Program Type: Mandated-Flexible 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.</p>							
<i>005 Unemployment Insurance Personnel</i>	124,467	0	124,467	0	0	1.2	0
<p>Program Type: Mandated-Flexible 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.</p>							
<i>006 Department Services Division Chief</i>	197,523	197,523	0	0	0	1.0	0
<p>Program Type: Mandated-Flexible 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.</p>							
<i>007A East Team</i>	1,483,278	704,735	778,543	0	0	11.0	0
<p>Program Type: Mandated-Flexible 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.</p>							

PERSONNEL SERVICES

6050000

<i>Program Number and Title</i>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>007B Health Team</i>	1,914,375	1,914,375	0	0	0	16.0	0
Program Type:	Mandated-Flexible						
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
Program Type:	Mandated-Flexible						
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
Program Type:	Mandated-Flexible						
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
Program Type:	Mandated-Flexible						
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
Program Type:	Mandated-Flexible						
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>	Appropriations	Inter/Intrafund Reimbursements	Revenues	Carryover	Net Allocation	Positions	Vehicles
<i>009A Deferred Compensation 457</i>	415,553	0	415,553	0	0	2.9	0
<p>Program Type: Self-Supporting</p> <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>							
<i>009B Deferred Compensation 401(a)</i>	66,801	48,618	18,183	0	0	0.3	0
<p>Program Type: Discretionary</p> <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>							
<i>010 Liability/Property Insurance Personnel</i>	818,490	0	818,490	0	0	7.7	0
<p>Program Type: Mandated-Flexible</p> <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>Program Type: Mandated-Flexible</p> <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>Program Type: Mandated-Flexible</p> <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>							

UNIT: 3930000 Unemployment Insurance					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	1,161,329	1,308,195	2,029,068	3,283,863	3,283,863
Total Financing	1,963,211	1,376,155	2,029,068	2,021,133	2,021,133
NET COST	-801,882	-67,960	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. The costs of Unemployment Insurance claim payments and administration are allocated to each county department.

MISSION:

The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims.

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Updated Unemployment Insurance process to ensure compliance with AB 775 (employment of retirees).
- Maintained the amount of claims disputed by the County receiving a favorable determination at a minimum of eighty percent.

SIGNIFICANT CHANGES FOR 2008-09:

- Increase the percentage of claims disputed by the County receiving a favorable determination by the State Employment Development Department from eighty percent to eighty-two percent.
- Approximately \$1.2 million dollars will be rebated to county departments.
- Deliver two Unemployment Insurance training workshops to Department Services' staff to increase their understanding of the claim process and improve the effectiveness of the Claim Management process.

RETAINED EARNINGS CHANGES FOR 2008-09:

Retained Earnings is anticipated to decrease by \$1,262,730. A rebate to county departments will be given due to a reduction in actual claims costs in prior years.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	1,963,211	1,376,155	2,029,068	2,021,133	2,021,133
Total Operating Rev	1,963,211	1,376,155	2,029,068	2,021,133	2,021,133
Services & Supplies	1,146,766	1,290,664	2,012,340	2,006,121	2,006,121
Other Charges	14,563	17,531	16,728	15,012	15,012
Total Operating Exp	1,161,329	1,308,195	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	67,960	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	Positions	Vehicles
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FUNDED

001 Unemployment Insurance

3,283,863	0	2,021,133	0	1,262,730	0.0	0
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Program Type: Mandated-Flexible

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.

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

WORKERS' COMPENSATION INSURANCE

3900000

UNIT: 3900000 Workers Compensation Insurance					
SUMMARY					
Classification	Actual 2006-07	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Total Requirements	26,181,104	27,502,758	38,579,869	32,543,584	32,543,584
Total Financing	39,468,855	32,579,648	38,579,882	30,427,887	30,427,887
NET COST	-13,287,751	-5,076,890	-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 with Workers' Compensation Insurance claims payments and administration are allocated to county departments.

MISSION:

The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses which occur on the job in a expeditious manner while protecting the interests of the County through application of good risk management and financial practices.

GOALS:

- Provide Workers' Compensation benefits per legislative mandates, county ordinance, and applicable statutes.
- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.

SIGNIFICANT DEVELOPMENTS DURING 2007-08:

- Implemented statutory and regulatory changes mandated by state Workers' Compensation law.
- Continued to track legislation that may impact operations.
- Continued monthly training for Workers' Compensation staff, and implemented state training requirements.
- Continued quarterly Workers' Compensation meetings for department coordinators.
- Continued development of integrated process for reviewing and managing multi-disability claims, completing modules for General Leaves and Catastrophic Leave.
- Rebated departments \$7,000,000.
- Net income increased by approximately \$5.0 million primarily due to lower medical claim costs.

WORKERS' COMPENSATION INSURANCE

3900000

SIGNIFICANT CHANGES FOR 2008-09:

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Analyze and track further anticipated changes in Workers' Compensation law.
- Monitor continuing education requirements for staff.
- Continue development of an integrated leave policy and process, focusing on modules non-disability leave and State Disability Insurance.
- Continue process improvements to enhance quality claims handling and customer service through performance evaluations and training.
- Create Workers' Compensation Integration manual.

RETAINED EARNINGS CHANGES FOR 2008-09:

Retained Earnings is anticipated to decrease by \$2,115,697 due to the elimination of \$4,884,303 in Provisions for Reserves used to finance the Workers' Compensation unfunded liability and a decrease of \$7.0 million in reimbursements due to the reduction in Provision for Reserves and reduced program costs.

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	Actual 2007-08	Adopted 2007-08	Requested 2008-09	Adopted 2008-09
Charges for Service	39,026,020	32,155,722	38,579,882	30,407,887	30,407,887
Total Operating Rev	39,026,020	32,155,722	38,579,882	30,407,887	30,407,887
Services & Supplies	20,552,171	21,792,532	32,892,402	31,977,415	31,977,415
Other Charges	339,017	489,144	466,385	566,169	566,169
Total Operating Exp	20,891,188	22,281,676	33,358,787	32,543,584	32,543,584
Aid-Gov'n't Agencies	163,763	45,378	0	0	0
Other Revenues	279,072	378,548	0	20,000	20,000
Total Nonoperating Rev	442,835	423,926	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	5,076,890	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	Positions	Vehicles
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FUNDED

001 Workers Compensation Insurance

32,543,584	0	30,427,887	0	2,115,697	0.0	0
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Program Type: Mandated-Flexible

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.

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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