

INTERNAL SERVICES AGENCY

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CAPITAL CONSTRUCTION

3100000

SCHEDULE:

| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|--|-------------------|----------------------|--------------------|----------------------|------------------------|
| <p>COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)</p> <p>SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR:2009-10</p> <p>UNIT: 3100000 CAPITAL CONSTRUCTION DEPARTMENT HEAD: CRAIG KRAMER CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Plant Acquisition FUND: CAPITAL CONSTRUCTION</p> | | | | | |
| SUMMARY OF APPROPRIATIONS | | | | | |
| FUND CENTER 3103101 BRADSHAW COMPLEX | | | | | |
| Services & Supplies | -571,795 | 1,023,888 | 1,100,000 | 1,900,000 | 1,900,000 |
| Other Charges | 634,306 | 1,967,368 | 225,109 | 71,171 | 71,171 |
| Improvements | 475,450 | 136,642 | 500,000 | 125,000 | 125,000 |
| Subtotal | 537,961 | 3,127,898 | 1,825,109 | 2,096,171 | 2,096,171 |
| Interfund Reimbursement | -429,845 | -946,641 | -1,500,000 | -1,700,000 | -1,700,000 |
| Net Total | 108,116 | 2,181,257 | 325,109 | 396,171 | 396,171 |
| FUND CENTER 3103102 ADMINISTRATION CENTER | | | | | |
| Services & Supplies | 329,561 | 262,697 | 619,200 | 346,849 | 346,849 |
| Improvements | 573,816 | 247,607 | 500,000 | 300,000 | 300,000 |
| Subtotal | 903,377 | 510,304 | 1,119,200 | 646,849 | 646,849 |
| Interfund Reimbursement | 0 | -438,000 | -1,000,000 | 0 | 0 |
| Net Total | 903,377 | 72,304 | 119,200 | 646,849 | 646,849 |
| FUND CENTER 3103103 COURTHOUSE | | | | | |
| Services & Supplies | 65,955 | 208,190 | 100,000 | 120,000 | 120,000 |
| Improvements | 0 | 502,471 | 50,000 | 50,000 | 50,000 |
| Subtotal | 65,955 | 710,661 | 150,000 | 170,000 | 170,000 |
| Interfund Reimbursement | 0 | 0 | 0 | 0 | 0 |
| Net Total | 65,955 | 710,661 | 150,000 | 170,000 | 170,000 |
| FUND CENTER 3103104 NEW JUVENILE COURTHOUSE | | | | | |
| Services & Supplies | 611,190 | 117,450 | 50,000 | 0 | 0 |
| Improvements | 2,325,223 | 16,000 | 0 | 0 | 0 |
| Subtotal | 2,936,413 | 133,450 | 50,000 | 0 | 0 |
| Interfund Reimbursement | 0 | 0 | 0 | 0 | 0 |
| Net Total | 2,936,413 | 133,450 | 50,000 | 0 | 0 |

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

UNIT: 3100000 CAPITAL CONSTRUCTION
 DEPARTMENT HEAD: CRAIG KRAMER

CLASSIFICATION

FUNCTION: GENERAL

ACTIVITY: Plant Acquisition

FUND: CAPITAL CONSTRUCTION

SCHEDULE 9

BUDGET UNIT FINANCING USES DETAIL

FISCAL YEAR:2009-10

| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|--|-------------------|----------------------|--------------------|----------------------|------------------------|
| FUND CENTER 3103105 CAROL MILLER JUSTICE CENTER | | | | | |
| Services & Supplies | 56,139 | 80,180 | 0 | 0 | 0 |
| Improvements | 47,334 | 46,369 | 0 | 0 | 0 |
| Subtotal | 103,473 | 126,549 | 0 | 0 | 0 |
| FUND CENTER 3103108 PRELIMINARY PLANNING | | | | | |
| Services & Supplies | 1,882,905 | 1,766,003 | 1,512,406 | 1,334,288 | 1,334,288 |
| Improvements | 58 | 0 | 0 | 0 | 0 |
| Subtotal | 1,882,963 | 1,766,003 | 1,512,406 | 1,334,288 | 1,334,288 |
| Interfund Reimbursement | -48,325 | -308,681 | 0 | 0 | 0 |
| Net Total | 1,834,638 | 1,457,322 | 1,512,406 | 1,334,288 | 1,334,288 |
| FUND CENTER 3103109 901 G STREET BUILDING (OB#2) | | | | | |
| Services & Supplies | 131,212 | 15,966 | 50,000 | 25,000 | 25,000 |
| Improvements | 325,401 | 16,701 | 50,000 | 25,000 | 25,000 |
| Subtotal | 456,613 | 32,667 | 100,000 | 50,000 | 50,000 |
| Interfund Reimbursement | 0 | 0 | 0 | 0 | 0 |
| Net Total | 456,613 | 32,667 | 100,000 | 50,000 | 50,000 |
| FUND CENTER 3103110 MAINTENANCE YARD | | | | | |
| Services & Supplies | 276,002 | 766,911 | 50,000 | 10,000 | 10,000 |
| Other Charges | 86,497 | 98,853 | 115,335 | 115,329 | 115,329 |
| Improvements | 35,593 | 16,183 | 50,000 | 10,000 | 10,000 |
| Subtotal | 398,092 | 881,947 | 215,335 | 135,329 | 135,329 |
| FUND CENTER 3103111 MISC ALTERATIONS & IMPROVEMENTS | | | | | |
| Services & Supplies | 519,062 | 1,063,302 | 936,249 | 902,287 | 902,287 |
| Other Charges | 30,719 | 54,411 | 5,500 | 50,000 | 50,000 |
| Improvements | 0 | 0 | 40,000 | 0 | 0 |
| Subtotal | 549,781 | 1,117,713 | 981,749 | 952,287 | 952,287 |
| Interfund Reimbursement | -1,861 | -111,000 | 0 | 0 | 0 |
| Net Total | 547,920 | 1,006,713 | 981,749 | 952,287 | 952,287 |

CAPITAL CONSTRUCTION

310000

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

UNIT: 3100000 CAPITAL CONSTRUCTION
DEPARTMENT HEAD: CRAIG KRAMER

CLASSIFICATION

FUNCTION: GENERAL

ACTIVITY: Plant Acquisition

FUND: CAPITAL CONSTRUCTION

SCHEDULE 9

BUDGET UNIT FINANCING USES DETAIL

FISCAL YEAR:2009-10

| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|---|-------------------|----------------------|--------------------|----------------------|------------------------|
| FUND CENTER 3103112 BRADSHAW ADMINISTRATION BUILDING (OB #3) | | | | | |
| Services & Supplies | 3,073,079 | 296,164 | 75,000 | 50,000 | 50,000 |
| Other Charges | 0 | 0 | 278,810 | 278,807 | 278,807 |
| Improvements | 943,478 | 0 | 100,000 | 25,000 | 25,000 |
| Subtotal | 4,016,557 | 296,164 | 453,810 | 353,807 | 353,807 |
| Interfund Reimbursement | -1,246,804 | 0 | 0 | 0 | 0 |
| Net Total | 2,769,753 | 296,164 | 453,810 | 353,807 | 353,807 |
| FUND CENTER 3103113 CLERK-RECORDER BUILDING | | | | | |
| Services & Supplies | 36,938 | 0 | 25,000 | 90,000 | 90,000 |
| Improvements | 46,076 | 3,553 | 25,000 | 220,000 | 220,000 |
| Subtotal | 83,014 | 3,553 | 50,000 | 310,000 | 310,000 |
| Interfund Reimbursement | -41,784 | 0 | 0 | 0 | 0 |
| Net Total | 41,230 | 3,553 | 50,000 | 310,000 | 310,000 |
| FUND CENTER 3103114 799 G STREET BUILDING | | | | | |
| Services & Supplies | 318,168 | 756,456 | 500,000 | 500,000 | 500,000 |
| Improvements | 0 | 2,127,117 | 700,000 | 500,000 | 500,000 |
| Subtotal | 318,168 | 2,883,573 | 1,200,000 | 1,000,000 | 1,000,000 |
| Interfund Reimbursement | 0 | -2,576,600 | -1,000,000 | 0 | 0 |
| Net Total | 318,168 | 306,973 | 200,000 | 1,000,000 | 1,000,000 |
| FUND CENTER 3103115 ANIMAL CARE FACILITY | | | | | |
| Services & Supplies | 2,998,849 | 2,291,708 | 2,252,000 | 150,000 | 150,000 |
| Other Charges | 450 | 0 | 0 | 0 | 0 |
| Improvements | 8,486,194 | 8,350,997 | 2,000,000 | 50,000 | 50,000 |
| Subtotal | 11,485,493 | 10,642,705 | 4,252,000 | 200,000 | 200,000 |
| Interfund Reimbursement | -9,290,702 | -10,634,013 | -4,200,000 | -200,000 | -200,000 |
| Net Total | 2,194,791 | 8,692 | 52,000 | 0 | 0 |
| FUND CENTER 3103124 GENERAL SERVICES FACILITY | | | | | |
| Services & Supplies | 18,250 | 55,012 | 75,000 | 50,000 | 50,000 |
| Other Charges | 0 | 0 | 89,700 | 89,693 | 89,693 |
| Improvements | 0 | 0 | 100,000 | 50,000 | 50,000 |
| Subtotal | 18,250 | 55,012 | 264,700 | 189,693 | 189,693 |
| Interfund Reimbursement | -8,044 | 0 | 0 | 0 | 0 |
| Net Total | 10,206 | 55,012 | 264,700 | 189,693 | 189,693 |

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

UNIT: 3100000 CAPITAL CONSTRUCTION
 DEPARTMENT HEAD: CRAIG KRAMER

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

SCHEDULE 9
 BUDGET UNIT FINANCING USES DETAIL
 FISCAL YEAR:2009-10

| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|----------------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| FUND CENTER 3103125 | | | | | |
| B.T. COLLINS | | | | | |
| JUVENILE CENTER | | | | | |
| Services & Supplies | 3,996,060 | 5,500,335 | 6,933,698 | 5,875,900 | 5,875,900 |
| Other Charges | 450 | | | | |
| Improvements | 17,346,960 | 24,348,130 | 7,000,000 | 2,640,000 | 2,640,000 |
| Subtotal | 21,343,470 | 29,848,465 | 13,933,698 | 8,515,900 | 8,515,900 |
| Interfund Reimbursement | -20,241,618 | -29,713,502 | -13,500,000 | -8,500,000 | -8,500,000 |
| Net Total | 1,101,852 | 134,963 | 433,698 | 15,900 | 15,900 |
| FUND CENTER 3103126 | | | | | |
| WARREN E. THORNTON | | | | | |
| YOUTH CENTER | | | | | |
| Services & Supplies | 33,296 | 50,589 | 140,000 | 50,000 | 50,000 |
| Improvements | 61,338 | 339,198 | 60,000 | 50,000 | 50,000 |
| Subtotal | 94,634 | 389,787 | 200,000 | 100,000 | 100,000 |
| Interfund Reimbursement | 0 | 0 | 0 | 0 | 0 |
| Net Total | 94,634 | 389,787 | 200,000 | 100,000 | 100,000 |
| FUND CENTER 3103127 | | | | | |
| BOYS RANCH | | | | | |
| Services & Supplies | 880,988 | 282,467 | 300,000 | 230,000 | 230,000 |
| Other Charges | 0 | 450 | 0 | 0 | 0 |
| Improvements | 7,815 | 195,438 | 100,000 | 100,000 | 100,000 |
| Subtotal | 888,803 | 478,355 | 400,000 | 330,000 | 330,000 |
| Interfund Reimbursement | 0 | 0 | 0 | 0 | 0 |
| Net Total | 888,803 | 478,355 | 400,000 | 330,000 | 330,000 |
| FUND CENTER 3103128 | | | | | |
| RCCC | | | | | |
| Services & Supplies | 675,163 | 563,068 | 800,000 | 202,000 | 202,000 |
| Other Charges | | 450 | 0 | 0 | 0 |
| Improvements | 1,245,739 | 308,933 | 700,000 | 100,000 | 100,000 |
| Subtotal | 1,920,902 | 872,451 | 1,500,000 | 302,000 | 302,000 |
| Interfund Reimbursement | -194,909 | -113,898 | 0 | 0 | 0 |
| Net Total | 1,725,993 | 758,553 | 1,500,000 | 302,000 | 302,000 |
| FUND CENTER 3103130 | | | | | |
| WORK RELEASE FACILITY | | | | | |
| Services & Supplies | 5,444 | 22,904 | 25,000 | 25,000 | 25,000 |
| Improvements | 0 | 40,409 | 10,000 | 10,000 | 10,000 |
| Subtotal | 5,444 | 63,313 | 35,000 | 35,000 | 35,000 |

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

UNIT: 3100000 CAPITAL CONSTRUCTION
 DEPARTMENT HEAD: CRAIG KRAMER

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

SCHEDULE 9
 BUDGET UNIT FINANCING USES DETAIL
 FISCAL YEAR:2009-10

| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|--|-------------------|----------------------|--------------------|----------------------|------------------------|
| FUND CENTER 3103131 SHERIFF'S ADMIN BUILDING | | | | | |
| Services & Supplies | 127,215 | 211,095 | 200,000 | 50,000 | 50,000 |
| Improvements | 108,751 | 548,033 | 200,000 | 50,000 | 50,000 |
| Subtotal | 235,966 | 759,128 | 400,000 | 100,000 | 100,000 |
| Interfund Reimbursement | -101,530 | -763,729 | 0 | 0 | 0 |
| Net Total | 134,436 | -4,601 | 400,000 | 100,000 | 100,000 |
| FUND CENTER 3103132 LORENZO E. PATINO HALL OF JUSTICE | | | | | |
| Services & Supplies | 613,578 | 500,300 | 725,000 | 415,000 | 415,000 |
| Improvements | 1,111,932 | 437,870 | 1,000,000 | 400,000 | 400,000 |
| Subtotal | 1,725,510 | 938,170 | 1,725,000 | 815,000 | 815,000 |
| Interfund Reimbursement | -304,234 | -201,515 | -1,500,000 | 0 | 0 |
| Net Total | 1,421,276 | 736,655 | 225,000 | 815,000 | 815,000 |
| FUND CENTER 3103133 SHERIFF-NORTH AREA SUBSTATION | | | | | |
| Services & Supplies | 8,469 | 0 | 5,000 | 5,000 | 5,000 |
| Improvements | 194,560 | 0 | 10,000 | 10,000 | 10,000 |
| Subtotal | 203,029 | 0 | 15,000 | 15,000 | 15,000 |
| FUND CENTER 3103134 SHERIFF-SOUTH AREA SUBSTATION | | | | | |
| Services & Supplies | 79,225 | 1,255,320 | 1,576,500 | 1,674,500 | 1,674,500 |
| Improvements | 0 | 0 | 4,058,500 | 4,058,500 | 4,058,500 |
| Subtotal | 79,225 | 1,255,320 | 5,635,000 | 5,733,000 | 5,733,000 |
| Interfund Reimbursement | -130,976 | -1,254,209 | -5,625,000 | -5,723,000 | -5,723,000 |
| Net Total | -51,751 | 1,111 | 10,000 | 10,000 | 10,000 |
| FUND CENTER 3103137 CORONER/CRIME LABORATORY | | | | | |
| Services & Supplies | 43,860 | 18,315 | 150,000 | 50,000 | 50,000 |
| Improvements | 143,516 | 0 | 150,000 | 50,000 | 50,000 |
| Subtotal | 187,376 | 18,315 | 300,000 | 100,000 | 100,000 |

PROGRAM DESCRIPTION:

- Effective July 1, 2009, the Department of General Services will manage 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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|--------------------|-----------------------------------|------------------------|-------------------------|
| <i>BU 3100000</i> | <i>Capital Construction Fund</i> | | |
| <i>Program 001</i> | Debt Service | 0 | 0.0 |
| <i>Program 009</i> | Health, Safety, & Code Compliance | 497,432 | 0.0 |
| <i>Program 012</i> | Administration | 0 | 0.0 |
| <i>Program 013</i> | General Maintenance | -497,432 | 0.0 |
| <i>Program 018</i> | New 911 Communication Center | 0 | 0.0 |
| <i>Program 019</i> | Criminal Justice Facilities | 0 | 0.0 |
| <i>Program 020</i> | New Water Resources Building | 0 | 0.0 |
| | <i>Funded Total:</i> | 0 | 0.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 Capital Construction Fund

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 15,192,212 | 0 | 15,192,212 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 15,192,212 | 0 | 15,192,212 |
| <i>Revenue</i> | 15,192,212 | 0 | 15,192,212 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 1,449,719 | 0 | 1,449,719 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 1,449,719 | 0 | 1,449,719 |
| <i>Revenue</i> | 952,287 | 0 | 952,287 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 497,432 | 0 | 497,432 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 Capital Construction Fund

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

| Cost Information: | | | |
|----------------------------------|----------------|-----------------|----------------|
| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
| <i>Appropriation</i> | 700,000 | 0 | 700,000 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 700,000 | 0 | 700,000 |
| <i>Revenue</i> | 700,000 | 0 | 700,000 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 4,418,679 | 0 | 4,418,679 |
| <i>Reimbursement</i> | 450,000 | 0 | 450,000 |
| <i>Total Expenditures</i> | 3,968,679 | 0 | 3,968,679 |
| <i>Revenue</i> | 4,466,111 | 0 | 4,466,111 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | -497,432 | 0 | -497,432 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 Capital Construction Fund

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 5,733,000 | 0 | 5,733,000 |
| <i>Reimbursement</i> | 5,723,000 | 0 | 5,723,000 |
| <i>Total Expenditures</i> | 10,000 | 0 | 10,000 |
| <i>Revenue</i> | 10,000 | 0 | 10,000 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 10,097,900 | 0 | 10,097,900 |
| <i>Reimbursement</i> | 8,500,000 | 0 | 8,500,000 |
| Total Expenditures | 1,597,900 | 0 | 1,597,900 |
| <i>Revenue</i> | 3,010,023 | 0 | 3,010,023 |
| <i>Carryover</i> | -1,412,123 | 0 | -1,412,123 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|--------------|
| <i>Appropriation</i> | 1,700,000 | 0 | 1,700,000 |
| <i>Reimbursement</i> | 1,700,000 | 0 | 1,700,000 |
| Total Expenditures | 0 | 0 | 0 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| Total Net Cost | 0 | 0 | 0 |
| Total FTE | 0.0 | 0.0 | 0.0 |
| Total Vehicles | 0 | 0 | 0 |

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: 2009-10 | | | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Salaries/Benefits | 4,160,723 | 4,170,069 | 4,796,420 | 4,917,501 | 4,917,501 |
| Services & Supplies | 3,363,049 | 3,130,082 | 5,007,605 | 4,812,043 | 4,812,043 |
| Equipment | 147,526 | 31,278 | 199,157 | 199,157 | 199,157 |
| Intrafund Charges | 824,889 | 1,057,065 | 1,504,029 | 1,265,080 | 1,265,080 |
| SUBTOTAL | 8,496,187 | 8,388,494 | 11,507,211 | 11,193,781 | 11,193,781 |
| Interfund Reimb | 0 | 0 | 0 | -21,538 | -21,538 |
| Intrafund Reimb | -1,576 | -1,000 | -5,000 | -1,000 | -1,000 |
| NET TOTAL | 8,494,611 | 8,387,494 | 11,502,211 | 11,171,243 | 11,171,243 |
| Prior Yr Carryover | 0 | -828 | -828 | 0 | 0 |
| Revenues | 7,121,587 | 7,977,324 | 11,503,039 | 11,171,243 | 11,171,243 |
| NET COST | 1,373,024 | 410,998 | 0 | 0 | 0 |
| Positions | 68.0 | 69.0 | 68.0 | 65.0 | 65.0 |

PROGRAM DESCRIPTION:

The Office of County Clerk/Recorder:

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

PROGRAM DESCRIPTION (CONT.):

- 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.

The Real Estate Division:

- Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate was eliminated and the Real Estate Division was assigned under the Internal Services Agency's Department of County Clerk/Recorder.
- Provide Real Estate Services to County Departments in both County owned and leased facilities in the following service areas: Acquisitions, including Eminent Domain Support, Relocation Assistance, Appraisals, Asset Management, Lease Negotiations and Management, Property Management, and Water Quality Real Estate Management.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|---------------------|---|------------------------|-------------------------|
| BU 3240000 | County Clerk/Recorder Department | | |
| <i>Program</i> 001A | Clerk - Minimal Level of Service | 0 | 6.0 |
| <i>Program</i> 001B | Clerk - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 002A | Recorder - Minimal Level of Service | 0 | 59.0 |
| <i>Program</i> 002B | Recorder - Enhanced Level of Service | 0 | 0.0 |
| | <i>Funded Total:</i> | 0 | 65.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3240000 **County Clerk/Recorder Department**

| | |
|-----------------------------------|---|
| Program Number: | 001A |
| Program Name: | Clerk - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Protect the community from criminal activity, abuse and violence |
| Program Partners: | None |
| Program Description: | Marriage licenses are issued and ceremonies performed to provide citizens with certified documents to verify various legal requirements related to marriage; professional registrations provide citizens with a mechanism to verify the registrants' legality; and various filings are necessary for entities and individuals to comply with legal requirements. |
| Program Contribution: | The program provides necessary official records that allow citizens and entities to conduct business matters thereby complying with various legal requirements. |
| Beneficiaries: | Citizens and communities |
| Performance Measures: | Marriage license processing time is measured to verify that the cost of providing the service is fully collected and that adequate staffing levels are maintained to provide timely services. Maintain target of 12 minutes processing time per license. A decrease is not desired due to additional legal requirements that must be explained to each couple. Benchmarks from comparable counties are used to confirm levels of service. |
| Level of Service Required: | State codes require marriage license issuance, professional registrations, and various filings such as oaths of office, public agency rosters and statements of economic interest. The level of service is determined by the customer base requesting services, time studies to provide the service and the related cost of staff to provide the service. Benchmarks from comparable counties are used to validate levels of service. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 1,084,441 | 0 | 1,084,441 |
| <i>Reimbursement</i> | 2,175 | 0 | 2,175 |
| Total Expenditures | 1,082,266 | 0 | 1,082,266 |
| <i>Revenue</i> | 1,082,266 | 0 | 1,082,266 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 6.0 | 0.0 | 6.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

| | |
|--------------------------------|------|
| Revenue Information: | Fees |
| Overmatch: | N/A |
| Additional Information: | None |
| Unfunded Impact: | N/A |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3240000 **County Clerk/Recorder Department**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 46,131 | 0 | 46,131 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 46,131 | 0 | 46,131 |
| <i>Revenue</i> | 46,131 | 0 | 46,131 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3240000 **County Clerk/Recorder Department**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 9,652,597 | 0 | 9,652,597 |
| <i>Reimbursement</i> | 20,363 | 0 | 20,363 |
| <i>Total Expenditures</i> | 9,632,234 | 0 | 9,632,234 |
| <i>Revenue</i> | 9,632,234 | 0 | 9,632,234 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 59.0 | 0.0 | 59.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3240000 **County Clerk/Recorder Department**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 410,612 | 0 | 410,612 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 410,612 | 0 | 410,612 |
| <i>Revenue</i> | 410,612 | 0 | 410,612 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|------------------------------|---------------|-----------------|--------------|
| <i>Total Net Cost</i> | 0 | 0 | 0 |
| <i>Total FTE</i> | 65.0 | 0.0 | 65.0 |
| <i>Total Vehicles</i> | 0 | 0 | 0 |

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: 2009-10 | | | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Salaries/Benefits | 11,826,781 | 12,474,765 | 13,386,620 | 12,719,473 | 12,182,292 |
| Services & Supplies | 3,895,588 | 4,930,612 | 5,243,552 | 5,110,596 | 5,110,596 |
| Equipment | 26,913 | 500,000 | 513,000 | 500,000 | 500,000 |
| Interfund Charges | 40,880 | 46,992 | 53,400 | 46,992 | 46,992 |
| Intrafund Charges | 1,193,806 | 1,538,029 | 1,762,545 | 1,425,165 | 1,425,165 |
| SUBTOTAL | 16,983,968 | 19,490,398 | 20,959,117 | 19,802,226 | 19,265,045 |
| Interfund Reimb | -36,570 | -36,400 | -47,800 | -25,000 | -25,000 |
| Intrafund Reimb | -3,150,769 | -2,400,446 | -2,634,964 | -2,499,545 | -2,499,545 |
| NET TOTAL | 13,796,629 | 17,053,552 | 18,276,353 | 17,277,681 | 16,740,500 |
| Prior Yr Carryover | 0 | 20,000 | 20,000 | 220,528 | 220,528 |
| Revenues | 14,306,761 | 15,350,611 | 16,378,593 | 15,343,221 | 15,365,291 |
| NET COST | -510,132 | 1,682,941 | 1,877,760 | 1,713,932 | 1,154,681 |
| Positions | 150.0 | 150.0 | 150.0 | 138.0 | 130.0 |

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 taxpayers, constituents, county departments and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Maintains several key components of the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.

PROGRAM DESCRIPTION (CONT.):

- 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.
 - **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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|-----------------------------|---|------------------------|-------------------------|
| BU 3230000 | Department of Finance | | |
| <i>Program</i> 001 | Pool | -22,070 | 23.0 |
| <i>Program</i> 002 | Fiscal Agent | 0 | 4.0 |
| <i>Program</i> 004 | Reclamation | 0 | 3.0 |
| <i>Program</i> 005A | Tax Collection - Minimal Level of Service | 110,964 | 26.5 |
| <i>Program</i> 005B | Tax Collection - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 006A | Licenses - Minimal Level of Service | -12,465 | 10.5 |
| <i>Program</i> 006B | Licenses - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 009A | General Accounting, Reporting & Control - Minimal Level of Service | 13,247 | 4.8 |
| <i>Program</i> 009B | General Accounting, Reporting & Control - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 011A | System Controls & Reconciliations - Minimal Level of Service | 193,345 | 8.7 |
| <i>Program</i> 011B | System Controls & Reconciliations - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 012A | Central Support Services - Minimal Level of Service | -14,879 | 6.7 |
| <i>Program</i> 012B | Central Support Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 013A | Payroll Services - Minimal Level of Service | 288,614 | 7.8 |
| <i>Program</i> 013B | Payroll Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 014 | Audits - Minimal Level of Service | 0 | 7.0 |
| <i>Program</i> 015A | Payment Services - Minimal Level of Service | 409,280 | 16.5 |
| <i>Program</i> 015B | Payment Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 016A | Accounting Services - Minimal Level of Service | 154,023 | 2.8 |
| <i>Program</i> 016B | Accounting Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 017A | Tax Accounting - Minimal Level of Service | 34,622 | 8.8 |
| <i>Program</i> 017B | Tax Accounting - Enhanced Level of Service | 0 | 0.0 |
| <i>Funded Total:</i> | | 1,154,681 | 130.0 |

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
UNFUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Unfunded Net Cost</i> | <i>Unfunded Positions</i> |
|-------------------------------|---|--------------------------|---------------------------|
| BU 3230000 | Department of Finance | | |
| <i>Program</i> 001 | Pool | 22,070 | 0.0 |
| <i>Program</i> 005B | Tax Collection - Enhanced Level of Service | 85,892 | 1.5 |
| <i>Program</i> 006B | Licenses - Enhanced Level of Service | 34,156 | 0.5 |
| <i>Program</i> 009B | General Accounting, Reporting & Control - Enhanced Level of Service | 92,155 | 1.2 |
| <i>Program</i> 011B | System Controls & Reconciliations - Enhanced Level of Service | 106,674 | 1.2 |
| <i>Program</i> 012B | Central Support Services - Enhanced Level of Service | 72,648 | 1.3 |
| <i>Program</i> 013B | Payroll Services - Enhanced Level of Service | 16,323 | 0.3 |
| <i>Program</i> 015B | Payment Services - Enhanced Level of Service | 96,684 | 1.5 |
| <i>Program</i> 016B | Accounting Services - Enhanced Level of Service | 16,323 | 0.3 |
| <i>Program</i> 017B | Tax Accounting - Enhanced Level of Service | 16,326 | 0.3 |
| <i>Unfunded Total:</i> | | 559,251 | 8.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 4,014,211 | 0 | 4,014,211 |
| <i>Reimbursement</i> | 311,607 | 0 | 311,607 |
| Total Expenditures | 3,702,604 | 0 | 3,702,604 |
| <i>Revenue</i> | 3,724,674 | -22,070 | 3,702,604 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | -22,070 | 22,070 | 0 |
| FTE | 23.0 | 0.0 | 23.0 |
| Vehicles | 0 | 0 | 0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 682,024 | 0 | 682,024 |
| <i>Reimbursement</i> | 36,874 | 0 | 36,874 |
| <i>Total Expenditures</i> | 645,150 | 0 | 645,150 |
| <i>Revenue</i> | 645,150 | 0 | 645,150 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 4.0 | 0.0 | 4.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 147,906 | 0 | 147,906 |
| <i>Reimbursement</i> | 12,090 | 0 | 12,090 |
| <i>Total Expenditures</i> | 135,816 | 0 | 135,816 |
| <i>Revenue</i> | 135,816 | 0 | 135,816 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 3.0 | 0.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 3,690,648 | 0 | 3,690,648 |
| <i>Reimbursement</i> | 388,489 | 0 | 388,489 |
| <i>Total Expenditures</i> | 3,302,159 | 0 | 3,302,159 |
| <i>Revenue</i> | 2,970,667 | 0 | 2,970,667 |
| <i>Carryover</i> | 220,528 | 0 | 220,528 |
| <i>Net Cost</i> | 110,964 | 0 | 110,964 |
| <i>FTE</i> | 26.5 | 0.0 | 26.5 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 85,892 | 85,892 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 85,892 | 85,892 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 85,892 | 85,892 |
| FTE | 0.0 | 1.5 | 1.5 |
| Vehicles | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information: While level of service is not mandated, the following (including customer service) is integral to the Tax Core mission. Specific impacts related to non-core Tax: 1st installment delinquency notices: Delays in receiving and processing payments, increase in rejected payments, inequitable treatment of taxpayers (those with foreclosable bonds get required notice, others do not), decrease in internal controls (notices act as error notification), steep increase in complaints, response costs; Redemption notice: delay in receiving payoffs; Unsecured notices: delays in receiving payments, risk of losing ability to collect at all (increased write-offs), complaints; Input/Remail of tax bills: additional public contact/correspondence, returned bill info permanently lost, additional penalty cancellations/workload; Research/file judgments: delay or total loss of payments; Customer contact (counter/phones 8-5, 5 minute hold time): increased complaints and written correspondence, delay in receiving payments, reduce customer services hours to 9-4 for core tax duties; Tax Sales: Possibility of tax sales being missed by parties of interest, reduce Board conditions on sale of land to nonprofits, potential increase in lawsuits against the County, reduce frequency of tax sales (however, if there are properties statutorily required to be offered, not conducting a sale could jeopardize our ability to subsequently offer or sell the property), delays return of property to tax roll; Statistics: loss of performance measures, documentation for systems, staffing, etc.; Update redemption payer info: possibility of non-recovery of payer information and inability to comply with Revenue and Tax Code section 4105.2; Bankruptcies: Delay or total loss of payments, violation of bankruptcy stays; Pull notices: increase in public contact re payment status, increase in complaints; Misc.: Increases interest costs paid out, delays in correcting errors

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 2,628,453 | 0 | 2,628,453 |
| <i>Reimbursement</i> | 110,813 | 0 | 110,813 |
| <i>Total Expenditures</i> | 2,517,640 | 0 | 2,517,640 |
| <i>Revenue</i> | 2,530,105 | 0 | 2,530,105 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | -12,465 | 0 | -12,465 |
| <i>FTE</i> | 10.5 | 0.0 | 10.5 |
| <i>Vehicles</i> | 2 | 0 | 2 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 34,156 | 34,156 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 0 | 34,156 | 34,156 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 34,156 | 34,156 |
| <i>FTE</i> | 0.0 | 0.5 | 0.5 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 Department of Finance

| | |
|-----------------------------------|--|
| Program Number: | 009A |
| Program Name: | General Accounting, Reporting & Control - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | All County Departments; Cities; State; Federal; Special Districts; SACOG; Bond rating agencies; General Public; Public and Private entities |
| Program Description: | County Wide Cost Plan: Analysis to ensure costs are allowable under OMB A-87 and determine excess reimbursable costs that could be recovered. Vehicle Theft: Resolution 2007-1115. Comprehensive Annual Financial Report (CAFR): Ensure financial information is an accurate representation of the County's financial condition and is in conformity with GAAP. Special District Budgets: Review, input and monitor budgets for special districts. SB90 Claiming: Review and track dollars associated with mandated cost recovery claims. Court Fine Distribution and MOE quarterly and annual payments to State AB233 and facilities: Prepare a monthly distribution to allocate all court fines, fees and assessments per applicable code sections. Make required quarterly and annual MOE payments due to the State. Local Transportation Funding (LTF): Funds received from State sales tax (1/4 percent) are distributed under Sacramento Area Council of Government's (SACOG) direction. Public Safety: Allocates Proposition 172 funds (Public Safety Sales Tax). Citizens Option for Public Safety (COP's): Allocate funding received from the State. Imprest Cash: Control the access and maintain the integrity of the imprest cash accounts. Property Tax Distribution for Schools / School Debt Service Reports to Sacramento Count Office of Education (SCOE) / Government Office bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: Welfare and Institutions Code 17600 – 17609. Fee Reviews: Government Code 54985 indicates that a review by Auditor Controller (AC) can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responded to a Grand Jury Report on December 27, 1978 which resulted in the CEO and the Auditor-Controller being responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund departments only. ICRP: Needed to claim additional costs for state reimbursable programs such as PC4750. PC 4750 Claiming: Prepare state and federal tax return for Public Facilities Financing Corporation. Centralized Monthly Billing to Cities and Court. State Controllers Annual Report of Financial Transactions: Required to be filed by County and special districts. |
| Program Contribution: | Allows the County to recover indirect costs from federal and state; Results in additional revenue to county departments and cities for performing this function; Favorable audit results increase the financial rating for the County which impacts our ability to obtain debt financing; Ensures that budgets are balanced and spending does not exceed appropriations; Additional revenue results when State Controller reviews program costs and reimburses County Depts for claims for specific programs; Additional revenue is allocated to County and outside public entities; Sales tax revenue for this purpose are allocated to various entities pursuant to approval of SACOG; Additional revenue allocated for public safety; Internal control for imprest cash; Appropriate amounts are collected, distributed and reported for GO bond debt as approved by voters; Essential part of the budgeting process; Requirement for county's receipt of realignment revenue; Review of fees for general fund departments prior to Board approval; Additional overhead costs to be claimed; Additional revenue received as a result of claiming; Meet federal and state requirements; and bill for services. |
| Beneficiaries: | All County Departments; Cities; State; Federal; Special Districts; SACOG; Bond rating agencies; General Public; Public and Private entities |
| Performance Measures: | Filed by Dec 31st with State Controller and GFOA; Meet June 30 and October 1st budget deadlines; Claims submitted by February 15th; Various deadlines pursuant to mandates, department requests, etc. |
| Level of Service Required: | There are various mandated and departmental deadlines to meet that are currently being met but some with considerable amount of overtime. For instance staff working on the CAFR work approximately 600 hours of overtime during the preparation of the CAFR and year end accounting procedures require considerable overtime. Based on the information supplied by the department they appear to be at a minimal level. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 306,211 | 0 | 306,211 |
| <i>Reimbursement</i> | 18,757 | 0 | 18,757 |
| <i>Total Expenditures</i> | 287,454 | 0 | 287,454 |
| <i>Revenue</i> | 274,207 | 0 | 274,207 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 13,247 | 0 | 13,247 |
| <i>FTE</i> | 4.8 | 0.0 | 4.8 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information: Elimination of this Sr. Accounting Manager position coupled with the previous unfunding of the fixed asset Accounting Manager will result in delays in completing various sections of the CAFR (MD&A, statistical section, certain footnotes) and completing the analytical review for and other requests from the external auditors. Currently, other staff working on the CAFR work approximately 600 hours of overtime during the preparation of the CAFR, the CAFR duties performed by this position could not be passed on to other staff assigned to the CAFR. In addition, the eliminated position assigned to the capital asset portion of the CAFR has been eliminated, remaining staff will need to absorb the core fixed asset accounting functions from the unfunded Manager position. Also, the county may need to discontinue its participation in the Certificate of Excellence in Financial Reporting since the deadline for submission (12/31) to the GFOA likely can not be met. This also means a delay in providing financial information to outside agencies. Elimination of assistance to Special Districts with the preparation of budgets and education of the budget process, establishment of reserves and budget amendments. This results in inaccurate budgets being submitted and the ability to load special district budgets timely, ultimately effecting the districts ability to process transactions and monitor their budget, as well as poor customer service. Managing the Accounting and Reporting and Control Unit (30% x 156,552 = \$46,970); Reduction or elimination of the timely accounting and review of SB90 claims, Special District State Controller Reports, Public Safety Trust Fund, Health and Welfare Realignment Trust Fund, Supplemental Law Enforcement Trust Fund and the Countywide Cost plan. Results in undetected errors and late filing of reports that may lead to the County not getting reimbursed in a timely manner or not at all. In addition, the lack of appropriate management and oversight will result in inappropriate use of resources.

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number: 009B

Program Name: General Accounting, Reporting & Control - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County General Fund; County Departments; State; Special Districts; JPA

Program Description: Research State Controller's website for unclaimed money belonging to County of Sacramento. Government Code Section 50050 specifies our ability to transfer money to the general fund for all unclaimed dollars less than \$15 and unclaimed dollars with no known heirs after held for three years and proper publication has occurred. Special districts are required to prepare the State Controller's Annual Report of Financial Transactions. Provide accounting services to County Departments in order to process financial transactions.

Program Contribution: Results in addition revenue to county and general fund. Assists in meeting special district requirement to State Controller. Services are billed.

Beneficiaries: County departments and general fund; Special Districts; JPA

Performance Measures: Quarterly; Annually; Annually by October 15th; Documents processed within two days.

Level of Service Required: Provides research for unclaimed money belonging to the County, preparation of annual reports for special districts which could cause State sanctions to special districts, assists departments with accounting and budgeting issues and assists schools with questions related to debt service reports.

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 92,155 | 92,155 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 92,155 | 92,155 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 92,155 | 92,155 |
| <i>FTE</i> | 0.0 | 1.2 | 1.2 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: N/A

Overmatch: N/A

Additional Information: Departments will now be responsible for researching State Controller's website for unclaimed money belonging to County of Sacramento and submitting claims for those funds. Once this process is decentralized, money may not be claimed in a timely manner or may remain unclaimed. Special Districts will now be required to prepare and file the State Controller's Annual Report of Financial Transactions for Special Districts. Special Districts may not have the capacity to prepare the Report without assistance and could face sanctions from the State. Decline in customer service related to accounting services that is provided to other Departments, which may result in inconsistencies and errors in financial accounting and transactions. Reduced ability to participate in countywide committees to review and determine accounting procedures that are needed. Reduced ability to assist county departments with accounting and budgeting issues that arise. Results in inconsistent accounting practices and potential incorrect postings to the financial system, which could lead to audit exceptions and material misstatements of financial information. Eliminate the centralization of billing for the Court and Cities. Departments would now individually bill which could result in late payments to the County and reduced customer service to the Court and Cities. Reduced ability to assist the schools with questions related to the debt service reports, and accounting issues, results in poor customer service.

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 1,372,331 | 0 | 1,372,331 |
| <i>Reimbursement</i> | 180,463 | 0 | 180,463 |
| <i>Total Expenditures</i> | 1,191,868 | 0 | 1,191,868 |
| <i>Revenue</i> | 998,523 | 0 | 998,523 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 193,345 | 0 | 193,345 |
| <i>FTE</i> | 8.7 | 0.0 | 8.7 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 106,674 | 106,674 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 106,674 | 106,674 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 106,674 | 106,674 |
| <i>FTE</i> | 0.0 | 1.2 | 1.2 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 259,974 | 0 | 259,974 |
| <i>Reimbursement</i> | 17,052 | 0 | 17,052 |
| <i>Total Expenditures</i> | 242,922 | 0 | 242,922 |
| <i>Revenue</i> | 257,801 | 0 | 257,801 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | -14,879 | 0 | -14,879 |
| <i>FTE</i> | 6.7 | 0.0 | 6.7 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 72,648 | 72,648 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 0 | 72,648 | 72,648 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 72,648 | 72,648 |
| <i>FTE</i> | 0.0 | 1.3 | 1.3 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,079,927 | 0 | 1,079,927 |
| <i>Reimbursement</i> | 238,472 | 0 | 238,472 |
| <i>Total Expenditures</i> | 841,455 | 0 | 841,455 |
| <i>Revenue</i> | 552,841 | 0 | 552,841 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 288,614 | 0 | 288,614 |
| <i>FTE</i> | 7.8 | 0.0 | 7.8 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

| | |
|-----------------------------------|---|
| Program Number: | 013B |
| Program Name: | Payroll Services - Enhanced Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | All County Departments and All Special Districts within our Payroll System |
| Program Description: | Reissuing W-2's that are greater than four years old. Issuing off cycle checks for other than short pay of regular hours (pay all other amounts due in next regular pay check. Training of other departmental staff related to COMPASS and County processes. Special processing for some terminated employees. Special processing for garnishment information requested by walk in employees. Special reporting requests from departments who have access and should have knowledge to create/run reports. Special reporting requests from departments who do not have access. Special District garnishment processing. Work related to COMPASS functionality enhancements. |
| Program Contribution: | Employees and retirees are paid accurately and timely. Involuntary deductions are paid in compliance with applicable laws and regulations. Voluntary deductions are paid accurately and appropriately based on contracts and agreements. Accounting records are properly reconciled. |
| Beneficiaries: | All County Departments and Special Districts; County and Special District Employees; County and Special District Retirees; Federal and State Agencies; |
| Performance Measures: | Ensure employees/retirees are paid with an accuracy rate of 97 percent with the appropriate deadline. Ensure withholdings required by laws and regulations are paid timely to ensure compliance and avoid penalties. Ensure voluntary deductions are paid after every pay period or as appropriate by contract or agreement. |
| Level of Service Required: | Provides COMPASS training and payroll processing training that reduces errors and inconsistencies. Other customer service related special district payroll processing, garnishment information, contractor payments and COMPASS payroll enhancements. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 16,323 | 16,323 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 16,323 | 16,323 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 16,323 | 16,323 |
| <i>FTE</i> | 0.0 | 0.3 | 0.3 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: N/A

Overmatch: N/A

Additional Information: Reduction in customer service will result in an increase in customer complaints. Eliminating training of other departmental staff related to COMPASS and County processes will result in increased errors and inconsistencies in payroll processing. Inability to provide special processing for terminated employees and issuance of off-cycle checks other than short pays, will result in unsatisfied customers. Walk-ins requesting special processing for garnishment information will be referred to their department for resolution, resulting in delays in getting information and unsatisfied customers. Not providing special reporting requests to departments will result in a reduced capacity for Departments to meet and fulfill their obligations. Not providing Special District garnishment services, 3rd party check processing and reporting via contracted vendors, will transfer these responsibilities to Special Districts and contracted payroll vendor. (We will need to obtain County Counsel's opinion). Requirements, testing and implementation of COMPASS system enhancements that add efficiency in work processes and new functionality, will be delayed due to lack of resources.

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,188,144 | 0 | 1,188,144 |
| <i>Reimbursement</i> | 564,281 | 0 | 564,281 |
| <i>Total Expenditures</i> | 623,863 | 0 | 623,863 |
| <i>Revenue</i> | 623,863 | 0 | 623,863 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 7.0 | 0.0 | 7.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number: 015A

Program Name: Payment Services - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County Departments and All Special Districts with Funds in the County Treasury

Program Description: A countywide payment service that reviews and pre-audits payment requests for all county departments and special districts that have moneys within the County Treasury. Payment requests are imaged for countywide access. Provides special district COMPASS data entry. Provides support to all departments and social districts on county policy and procedures.

Program Contribution: Vendors are paid accurately and timely. Federal and state agencies are paid accurately and timely while ensuring compliance with laws and regulations.

Beneficiaries: All County Departments and Special Districts; All County vendors; Federal and State Agencies;

Performance Measures: Process payment requests within ten days after receipt. Maintain an imaging error rate of less than 1 percent.

Level of Service Required: Payment services are provided for county departments and special districts according to code. Payments are processed within 10 days which has been determined to be an acceptable time that reduces complaints.

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 1,778,476 | 0 | 1,778,476 |
| <i>Reimbursement</i> | 102,312 | 0 | 102,312 |
| Total Expenditures | 1,676,164 | 0 | 1,676,164 |
| <i>Revenue</i> | 1,266,884 | 0 | 1,266,884 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 409,280 | 0 | 409,280 |
| <i>FTE</i> | 16.5 | 0.0 | 16.5 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: N/A

Overmatch: N/A

Additional Information: The elimination of this position may result in a loss in discounts, potentially up to \$175,000 annually. Additionally, there is an increased chance in late fees being incurred. This position also monitors the sales tax accruals. Without this oversight, the ability to catch missed sales tax accruals will be significantly increased and will result in potential additional taxes of .25% to 8.75% needing to be paid as well as the associated delinquency penalties and interest. Vendors will be impacted by late payments, resulting in the potential disruption of county operations and the receipt of goods and services.

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 96,684 | 96,684 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 96,684 | 96,684 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 96,684 | 96,684 |
| <i>FTE</i> | 0.0 | 1.5 | 1.5 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number: 015B

Additional Information: Eliminating the direct posting of unmarked documents from Special Districts will result in districts needing to pay and maintain COMPASS licenses and receive training to process their payments. Reducing our capacity to provide training for departments on county policies and procedures related to purchasing, Fixed Assets, COMPASS, etc. will result in greater probability of errors and inconsistencies. The elimination of attachment processing for payments will likely result in an increase of vendor complaints and possible service interruptions due to improperly applied payments. Reducing daily check runs will result in delays in payments, loss of discounts, potential late fees and service interruptions. The elimination of rush and pick-up front desk (PUFD) processing will result in unsatisfied vendors and employees. Eliminating responding to Board of Equalization (BOE) XYZ Letters will force departments to do their own research rather than involving our office. Elimination of enhanced services pertaining to W-9 processing and vendor creation will potentially result in unpaid vendors and/or backup withholding on vendor payments made which results in additional accounting processing. Eliminating the management of the County Travel Agent process will result in employees being responsible for their own travel arrangements and potentially incurring out of pocket expenses. Reducing the amount of research pertaining to incomplete and inaccurate documents submitted by Departments and Special Districts will result in delays in processing documents in a timely manner which may result in loss of discounts, incurring late fees and penalties, and potential loss of vendors. Reducing the number of outgoing wire transfers will result in delays in payments, potential increase in interest accrued, and loss of vendors. Reduction in the monitoring of retroactive LPO/DFO will result in possible improper payments. Elimination of the processing of Department's special requests to pay vendors in individual checks rather than grouping payments will result in possible misapplication of payments, service interruptions and unsatisfied vendors and departments. Requirements, testing and implementation of COMPASS system enhancements that add efficiency in work processes and new functionality, will be delayed due to lack of resources.

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 716,850 | 0 | 716,850 |
| <i>Reimbursement</i> | 53,420 | 0 | 53,420 |
| <i>Total Expenditures</i> | 663,430 | 0 | 663,430 |
| <i>Revenue</i> | 509,407 | 0 | 509,407 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 154,023 | 0 | 154,023 |
| <i>FTE</i> | 2.8 | 0.0 | 2.8 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 16,323 | 16,323 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 16,323 | 16,323 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 16,323 | 16,323 |
| <i>FTE</i> | 0.0 | 0.3 | 0.3 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,399,886 | 0 | 1,399,886 |
| <i>Reimbursement</i> | 489,914 | 0 | 489,914 |
| <i>Total Expenditures</i> | 909,972 | 0 | 909,972 |
| <i>Revenue</i> | 875,350 | 0 | 875,350 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 34,622 | 0 | 34,622 |
| <i>FTE</i> | 8.8 | 0.0 | 8.8 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 16,326 | 16,326 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 0 | 16,326 | 16,326 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 16,326 | 16,326 |
| <i>FTE</i> | 0.0 | 0.3 | 0.3 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance**

Program Number:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| <i>Total Net Cost</i> | 1,154,681 | 559,251 | 1,713,932 |
| <i>Total FTE</i> | 130.0 | 8.0 | 138.0 |
| <i>Total Vehicles</i> | 2 | 0 | 2 |

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: 2009-10 | | | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Salaries/Benefits | 6,756,873 | 7,432,500 | 7,745,493 | 6,101,675 | 6,101,675 |
| Services & Supplies | 3,890,879 | 4,752,717 | 5,026,796 | 3,843,289 | 3,843,289 |
| Other Charges | 930,861 | 1,268,412 | 1,268,412 | 1,321,079 | 1,321,079 |
| Intrafund Charges | 1,117,044 | 1,296,128 | 1,321,049 | 1,447,438 | 1,447,438 |
| SUBTOTAL | 12,695,657 | 14,749,757 | 15,361,750 | 12,713,481 | 12,713,481 |
| Interfund Reimb | -8,550 | -14,690 | -10,316 | -6,200 | -6,200 |
| Intrafund Reimb | -5,928,927 | -7,098,779 | -7,956,742 | -5,631,437 | -5,631,437 |
| NET TOTAL | 6,758,180 | 7,636,288 | 7,394,692 | 7,075,844 | 7,075,844 |
| Prior Yr Carryover | 555,208 | -593 | -593 | 0 | 0 |
| Revenues | 6,208,632 | 7,046,009 | 6,946,589 | 6,494,030 | 6,494,030 |
| NET COST | -5,660 | 590,872 | 448,696 | 581,814 | 581,814 |
| Positions | 101.0 | 94.0 | 100.0 | 72.0 | 72.0 |

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.

PROGRAM DESCRIPTION (CONT.):

- 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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|--|------------------------|-------------------------|
| BU 6110000 | Revenue Recovery | | |
| <i>Program</i> 001 | Centralized collection and disbursement of revenue | 581,814 | 72.0 |
| Funded Total: | | 581,814 | 72.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6110000 **Revenue Recovery**

| | |
|-----------------------------------|--|
| Program Number: | 001 |
| Program Name: | Centralized collection and disbursement of revenue |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | The entities who benefit from our collection activities include the General Fund, Sheriff's, Probation, Public Defender, Conflict Criminal Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation, MSA, General Services, Risk Management, Cities, Superior Court, State of California and Victims of Crime |
| Program Description: | Department of Revenue Recovery (DRR) provides the collection of revenue for county departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order and disbursement of restitution to merchant victims of bad checks on behalf the District Attorney's NSF Check Diversion Program |
| Program Contribution: | DRR contributes to the funding of customer departments: the General Fund, County Departments, Victims of crime, cities, special districts, Trial Court Funding and other county and state programs |
| Beneficiaries: | The centralized collection and disbursement of revenue benefits the County General Fund, Sheriff's, Probation, Public Defender and Criminal Conflict Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation, MSA, General Services, Risk Management, local Cities, Superior Court, State of California and Victims of Crime. |
| Performance Measures: | The key performance measures for DRR and for each customer department's program are amount collected, cost of collections, amount of costs offset through cost recovery and other revenue sources, and cost-to-collection ratio. DRR's performance measures include a 5% increase in net benefit to customer departments and to maintain the net cost ratio equal to previous year. DRR estimates collections of \$45 million, gross expenditures of \$13 million, cost recovery and other revenue of \$6.7million for a net cost to collection ratio of 14%. DRR receives an average of \$140 million in annual referrals for processing. |
| Level of Service Required: | State Code mandates that the courts and counties maintain the collection program in place since 1996 under "Trial Court Funding". The County has a \$20.7 million "maintenance of effort" amount that must be met each year in fines collections. Various other state codes require aid overpayment, tax intercept overpayment and Social Security Insurance (SSI) disbursements be collected and refunded within 10 days and that "reasonable" collection efforts be made and disbursement of funds to victims of crime be done within 45 working days. The department is meeting the timelines. The cost of collections is a county cost with code allowing for reimbursement from entities receiving the collections. The department anticipates a 5 percent increase in net benefit for the customer departments and an overall cost to collection ratio of 14 percent making the department more efficient than other collection agencies which average between 20 and 35 percent based on age of debt. |

| | | | |
|-----------------------------|------------------|-----------------|------------------|
| Cost Information: | | | |
| | Funded | Unfunded | Total |
| Appropriation | 12,713,481 | 0 | 12,713,481 |
| Reimbursement | 5,637,637 | 0 | 5,637,637 |
| Total Expenditures | 7,075,844 | 0 | 7,075,844 |
| Revenue | 6,494,030 | 0 | 6,494,030 |
| Carryover | 0 | 0 | 0 |
| Net Cost | 581,814 | 0 | 581,814 |
| FTE | 72.0 | 0.0 | 72.0 |
| Vehicles | 0 | 0 | 0 |
| Revenue Information: | N/A | | |
| Overmatch: | N/A | | |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6110000 **Revenue Recovery**

Program Number:

Additional Information: Reductions in Collection Service Agents and supporting positions within DRR create a significant risk of loss of collection revenues that could exceed \$3 million for county departments and the General Fund as well as a reduction of \$500,000 in funding for fines collections. At this time DRR has not reduced projected collections to customer departments pending the review of efficiencies realized in Phase I and expected in Phase II and III of the new collection system. After these phases are deployed, a review will be completed to determine if anticipated system efficiencies are able to absorb any negative impacts of program reductions and make up any loss of revenues. However, the risk remains that the local economic conditions may continue to impact collections. The service level impacts include delays and/or backlogs in collections operations, including; payment processing, adjustments to accounts, delayed response to client correspondence, wait time increases both via telephone and lobby. These delays and backlogs will negatively impact collections. As questions and disputes take longer to resolve, accounts take longer to collect. Administrative services that will be impacted include safety, training, orientations and other on-site HR functions, analysis of legislation relating to DRR/collection industry, audits of internal processes, management reporting, and consulting services to other departments. DRR staff provides consulting services to many departments in the county to aid them in making changes to increase revenue or reduce program costs and to assist them coordinating the referral of their accounts to DRR for collection. The sooner departments can start referrals the sooner DRR can generate added revenue to offset their program costs. Additionally, these reduced service levels will cause delays that will hinder DRR's ability to meet and respond to legal requirements in areas such as required training, implementation of changes and legislation affecting DRR's accounts or operations, and responding to facility complaints from employees.

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| <i>Total Net Cost</i> | 581,814 | 0 | 581,814 |
| <i>Total FTE</i> | 72.0 | 0.0 | 72.0 |
| <i>Total Vehicles</i> | 0 | 0 | 0 |

SCHEDULE:

| COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) | | UNIT: 6010000 Employment Records & Training | | | |
|---|----------------|---|-----------------|-------------------|---------------------|
| SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10 | | CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Services & Supplies | -624 | 0 | 0 | 0 | 0 |
| NET TOTAL | -624 | 0 | 0 | 0 | 0 |
| Revenues | 0 | 0 | 0 | 0 | 0 |
| NET COST | -624 | 0 | 0 | 0 | 0 |

PROGRAM DESCRIPTION:

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

FOR INFORMATION ONLY

SCHEDULE:

| COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) | | UNIT: 6030000 Employment Services & Risk Management | | | |
|---|----------------|---|-----------------|-------------------|---------------------|
| SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10 | | CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Services & Supplies | -1,786 | 0 | 0 | 0 | 0 |
| NET TOTAL | -1,786 | 0 | 0 | 0 | 0 |
| Revenues | 0 | 0 | 0 | 0 | 0 |
| NET COST | -1,786 | 0 | 0 | 0 | 0 |

PROGRAM DESCRIPTION:

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

FOR INFORMATION ONLY

FACILITY PLANNING, ARCHITECTURE AND REAL ESTATE

7900000

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 64,311,644 | 66,479,175 | 73,319,347 | 0 | 0 |
| Total Operating Rev | 64,311,644 | 66,479,175 | 73,319,347 | 0 | 0 |
| Salaries/Benefits | 9,105,585 | 9,464,556 | 10,538,205 | 0 | 0 |
| Services & Supplies | 53,608,335 | 56,064,868 | 61,954,256 | 0 | 0 |
| Other Charges | 806,136 | 1,033,286 | 1,016,640 | 0 | 0 |
| Depreciation/Amort | 9,471 | 9,500 | 9,500 | 0 | 0 |
| Intrafund Chgs/Reimb | -1 | -304,667 | 0 | 0 | 0 |
| Total Operating Exp | 63,529,526 | 66,267,543 | 73,518,601 | 0 | 0 |
| Gain/Sale/Property | 47 | 0 | 0 | 0 | 0 |
| Other Revenues | 166,686 | 237,666 | 0 | 0 | 0 |
| Other Financing | 0 | 21,402 | 0 | 0 | 0 |
| Total Nonoperating Rev | 166,733 | 259,068 | 0 | 0 | 0 |
| Interest Expense | 12,751 | 6,591 | 6,591 | 0 | 0 |
| Debt Retirement | 87,995 | 94,155 | 94,155 | 0 | 0 |
| Improvements | -23 | 0 | 0 | 0 | 0 |
| Residual Eq Trn Out | 0 | 2,580,000 | 1,780,000 | 0 | 0 |
| Total Nonoperating Exp | 100,723 | 2,680,746 | 1,880,746 | 0 | 0 |
| Net Income (Loss) | 848,128 | -2,210,046 | -2,080,000 | 0 | 0 |
| Positions | 90.8 | 86.8 | 90.8 | 0.0 | 0.0 |

PROGRAM DESCRIPTION:

Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate (FPARE) will be abolished. The programs administered by FPARE will be transferred to the Department of County Engineering, General Services, and the County/Clerk Recorder.

The Department of Facility Planning, Architecture and Real Estate was responsible for the management of all phases of county facilities construction and real estate services. The department provided full spectrum management of capital projects, from inception, through financing, design and construction. The fiscal and program information is now found in the following departments:

- **Architectural Services Division (ASD):** This program will be transferred to the Department of County Engineering in the Municipal Services Agency.
- **Facility Planning and Management Division:** This program will be transferred to the Department of General Services.
- **Real Estate Division:** This program will be administered by the County Clerk/Recorder.

FOR INFORMATION ONLY

GENERAL SERVICES

7000000

SCHEDULE:

| COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10 | | FUND: General Services 035A ACTIVITY: Summary UNIT: 7000000/2070000 | | | |
|---|-------------------|--|--------------------|----------------------|------------------------|
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| OPERATING INCOME | | | | | |
| Charges for Services | 87,942,766 | 96,640,254 | 110,536,253 | 113,366,646 | 109,920,747 |
| Other Income | 706 | 8 | 0 | 0 | 0 |
| TOTAL | 87,943,472 | 96,640,262 | 110,536,253 | 113,366,646 | 109,920,747 |
| OPERATING EXPENSES | | | | | |
| Salaries/Benefits | 41,364,088 | 41,417,850 | 44,585,597 | 47,653,158 | 43,162,403 |
| Services & Supplies | 31,944,555 | 35,718,109 | 46,183,617 | 49,764,276 | 46,876,749 |
| Other Charges | 1,484,721 | 1,227,429 | 1,415,238 | 1,266,255 | 1,266,255 |
| Depreciation/Amort | 10,818,234 | 11,723,781 | 11,684,090 | 11,527,610 | 11,507,888 |
| Interfund Chgs/Reimb | 0 | 0 | 0 | 0 | 0 |
| Intrafund Chgs/Reimb | 46,747 | 1,231,235 | 0 | 0 | 0 |
| Costs of Goods Sold | 5,841,539 | 6,174,351 | 7,424,424 | 7,424,424 | 7,424,424 |
| Total Operating Expenses | 91,499,884 | 97,492,755 | 111,292,966 | 117,635,723 | 110,237,719 |
| Net Operating Income(Loss) | -3,556,412 | -852,493 | -756,713 | -4,269,077 | -316,972 |
| NONOPERATING INCOME (EXPENSES) | | | | | |
| Aid-Govt Agencies | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 17 | 0 | 0 | 0 | 0 |
| Interest Expense | -1,035,343 | -1,525,000 | -1,524,638 | -1,683,591 | -1,683,591 |
| Debt Retirement | -1,481,548 | -1,287,166 | -1,477,549 | -1,572,437 | -1,572,437 |
| Loss/Disposition-Asset | -140,041 | -20,000 | -30,000 | -20,000 | -20,000 |
| Equipment | -84,437 | -371,555 | -616,600 | -250,000 | -250,000 |
| Residual Eq Trn Out | 0 | -11,036,000 | -11,036,000 | 0 | 0 |
| Gain/Loss of Sale | 878,635 | 225,000 | 500,000 | 225,000 | 225,000 |
| Income - Other | 4,475,707 | 3,726,643 | 3,905,500 | 3,618,000 | 3,618,000 |
| Other Financing | 0 | 188,667 | 0 | 0 | 0 |
| Total Net Nonoperating Income (Loss) | 2,612,990 | -10,099,411 | -10,279,287 | 316,972 | 316,972 |
| NET INCOME (LOSS) | -943,422 | -10,951,904 | -11,036,000 | -3,952,105 | 0 |
| Memo Only: | | | | | |
| CAPITAL REPLACEMENT AND ACQUISITION | | | | | |
| Miscellaneous Revenues | -2,376,714 | -1,265,000 | -750,000 | -2,050,000 | -2,050,000 |
| Other Equipment | 2,830,833 | 2,501,000 | 4,676,000 | 10,022,000 | 10,022,000 |
| Other Expenses | -38,739 | 30,000 | 30,000 | 0 | 0 |
| Residual Eq Trn Out | 0 | 1,069,340 | 1,069,340 | 0 | 0 |
| TOTAL | 415,380 | 2,335,340 | 5,025,340 | 7,972,000 | 7,972,000 |
| Positions | 497.0 | 501.0 | 501.0 | 499.8 | 447.8 |

PROGRAM DESCRIPTION:

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized services that county departments require ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.
- The Department of General Services is comprised of the following:
 - **Administrative Services:** Provides administrative services to the department and to the Real Estate and Architectural Services Divisions and support services to all county agencies and departments:
 - Administrative Services provides accounting, budget and analysis, and information technology services.
 - The Support Services Division provides printing, U.S. mail, inter-office messenger, stores, document scanning, records management, warehousing and surplus property/recycling services.
 - **Contract and Purchasing Services:** Provides centralized procurement services and coordinates the procurement card program.
 - **Facility Services:** Provides for the administration of facility planning for county owned and leased facilities. The division also manages the following programs:
 - Capital Construction Fund which provides funding for construction and remodeling of county owned facilities.
 - 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.
 - Computer Aided Facility Management and Master Planning (for county owned facilities).
 - Parking Enterprise which provides parking services to the public, county employees, and other governmental agencies.
 - Environmental Management Services.
 - **Facility Operations:** 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.

PROGRAM DESCRIPTION (CONT.):

- **Fleet Services:** The Fleet Services Division purchases, rents and maintains light and heavy equipment.
 - 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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|---|------------------------|-------------------------|
| BU 700000 | General Services | | |
| <i>Program</i> 001-A | Department Administration - Minimal Level of Service | 0 | 20.0 |
| <i>Program</i> 001-B | Department Administration - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 002-A | GS-Bradshaw District - Minimal Level of Service | 0 | 94.0 |
| <i>Program</i> 002-B | GS-Bradshaw District - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 003-A | GS-Downtown District - Minimal Level of Service | 0 | 66.0 |
| <i>Program</i> 003-B | GS-Downtown District - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 004-A | GS Security - Minimal Level of Service | 0 | 26.0 |
| <i>Program</i> 004-B | GS Security - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 005 | GS-Airport District | 0 | 41.0 |
| <i>Program</i> 006-A | Central Purchasing - Minimal Level of Service | 0 | 18.0 |
| <i>Program</i> 006-B | Central Purchasing - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 007-A | Support Services - Minimal Level of Service | 0 | 31.0 |
| <i>Program</i> 007-B | Support Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 008-A | Light Fleet Services - Minimal Level of Service | 0 | 39.0 |
| <i>Program</i> 008-B | Light Fleet Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 009-A | Heavy Fleet Services - Minimal Level of Service | 0 | 106.0 |
| <i>Program</i> 009-B | Heavy Fleet Services - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 010-A | Energy Management - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 010-B | Energy Management - Enhanced Level of Service | 0 | 1.0 |
| <i>Program</i> 011 | Facility Planning and Management | 0 | 4.8 |
| <i>Program</i> 012 | Computer Aided Facility Management | 0 | 1.0 |
| Funded Total: | | 0 | 447.8 |

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
UNFUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Unfunded Net Cost</i> | <i>Unfunded Position</i> |
|----------------------|---|--------------------------|--------------------------|
| <i>BU 7000000</i> | <i>General Services</i> | | |
| <i>Program 001-B</i> | Department Administration - Enhanced Level of Service | 285,678 | 3.0 |
| <i>Program 002-B</i> | GS-Bradshaw District - Enhanced Level of Service | 2,755,832 | 23.0 |
| <i>Program 003-B</i> | GS-Downtown District - Enhanced Level of Service | 670,056 | 9.0 |
| <i>Program 004-B</i> | GS Security - Enhanced Level of Service | 667,959 | 10.0 |
| <i>Program 005</i> | GS-Airport District | 419,789 | 4.0 |
| <i>Program 006-B</i> | Central Purchasing - Enhanced Level of Service | 177,830 | 2.0 |
| <i>Program 007-B</i> | Support Services - Enhanced Level of Service | 140,005 | 0.0 |
| <i>Program 008-B</i> | Light Fleet Services - Enhanced Level of Service | 810,446 | 0.0 |
| <i>Program 009-B</i> | Heavy Fleet Services - Enhanced Level of Service | 938,043 | 0.0 |
| <i>Program 011</i> | Facility Planning and Management | 180,637 | 1.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 3,732,896 | 0 | 3,732,896 |
| <i>Reimbursement</i> | 2,781,619 | 0 | 2,781,619 |
| <i>Total Expenditures</i> | 951,277 | 0 | 951,277 |
| <i>Revenue</i> | 951,277 | 0 | 951,277 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 20.0 | 0.0 | 20.0 |
| <i>Vehicles</i> | 1 | 0 | 1 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

| Cost Information: | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 384,531 | 384,531 |
| <i>Reimbursement</i> | 0 | 98,853 | 98,853 |
| Total Expenditures | 0 | 285,678 | 285,678 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 285,678 | 285,678 |
| <i>FTE</i> | 0.0 | 3.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 14,444,003 | 0 | 14,444,003 |
| <i>Reimbursement</i> | 633,049 | 0 | 633,049 |
| <i>Total Expenditures</i> | 13,810,954 | 0 | 13,810,954 |
| <i>Revenue</i> | 13,810,954 | 0 | 13,810,954 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 94.0 | 0.0 | 94.0 |
| <i>Vehicles</i> | 53 | 0 | 53 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number: 002-B

Program Name: GS-Bradshaw District - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All departments occupying space in county owned facilities

Program Description: Provide facility maintenance and custodial services to other departments within the County. Maintains, repairs and makes necessary alterations in order to provide a pleasant and safe environment for employees and the public.

Program Contribution: Provide a safe, well-maintained environment to allow internal customers a proper working environment to perform services to the public. It also allows for a safe and comfortable environment for external customers coming in for services.

Beneficiaries: County departments that occupy space in county owned facilities

Performance Measures: Maintain county facilities. Complete forty percent of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Meet with each customer annually.

Level of Service Required: Provides timely response to maintenance request and repair, electrical system failures, trash pick up, plumbing needs and other building maintenance duties.

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|------------------|------------------|
| <i>Appropriation</i> | 0 | 2,772,872 | 2,772,872 |
| <i>Reimbursement</i> | 0 | 17,040 | 17,040 |
| <i>Total Expenditures</i> | 0 | 2,755,832 | 2,755,832 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 2,755,832 | 2,755,832 |
| <i>FTE</i> | 0.0 | 23.0 | 23.0 |
| <i>Vehicles</i> | 0 | 10 | 10 |

Revenue Information: County Allocated Cost Package and billable order work

Overmatch: None

Additional Information: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

Program Number: 002-B

Unfunded Impact:

Unfunding 7.0 positions due to the suspension of facility improvement projects, 4.0 positions due to the loss of services to the Sacramento Regional County Sanitation District at the North County Corporation Yard, 3.0 positions to completely absorb estimated COLAs, and 5.0 positions due to estimated loss in billable order funding. Unfunding these positions will result in service delays and delays in preventive maintenance, which may result in more costly repairs. Additional reductions of 4.0 positions due to loss of core-enhanced funding to maintenance staff will result in the following reduced service levels: (a) With the elimination of the two Building Project Coordinators, General Services (DGS) will need to shift responsibilities of contracted vendors for roof and carpet repair to other staff, resulting in slower response times for contracted maintenance services. Some services currently provided will need to be done by Architectural Services Division (ASD) or not done at all. A comprehensive list of those eliminated services can be detailed at a later date; (b) Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our Computer Aided Facilities Management (CAFM) system will be delayed. The entire impact is not known at this time, but customers will notice a decrease in our responsiveness to requests for maintenance; (c) Electrical preventive maintenance (PM) will not be performed unless mandated resulting in an increase of electrical system failures and longer response times to remedy. Less staff will mean a longer wait time for services; (d) Calls for lights burned out will not be addressed until it becomes critical to office operations. Longer wait times will become normal. Calls for hot/cold temperatures will take longer to address. Exact impact is not currently known; (e) Plumbing calls, stopped toilets, leaking faucets will take longer to respond to. Some restroom stalls will be closed off, perhaps for some days until personnel is available to repair systems. Longer wait times will become normal; (f) Doors, locks, ceiling and wall repairs will be prioritized with some work delayed indefinitely. High use/high security exterior doors will become the first priority. Institutions will take priority over office buildings; (g) Supervision will be reduced in several areas, adding workloads to those supervisors who will remain in place. Adjustments to restructuring will have a dip in service delivery; (h) A number of "nice to dos" will be eliminated to concentrate on mandated and high priority maintenance work. These will include hanging pictures, bulletin boards, and the like; (i) Painting will be reduced to touch up, graffiti removal and small painting jobs. Major painting in county facilities will cease; (j) Custodial services will be reduced. In May 2009, most of our custodial staff will transfer to "day" shift. This will cause some disruption to all who work in County buildings. Impacts may include reduced trash pick up, reduced sweeping, vacuuming and heavy cleaning. Response to spills and clean up will take longer to respond to. Other significant impacts are not known at this time but will show up as staffing is reduced. There is bound to be "significant" and unanticipated impacts to DGS maintenance services to our customers. As these become known, our District Managers will contact our customer contacts in all County facilities to inform and include them in those discussions. Based upon International Facility Management Association 2005 benchmarks report, the division is already understaffed per industry standards.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 10,045,360 | 0 | 10,045,360 |
| <i>Reimbursement</i> | 436,220 | 0 | 436,220 |
| Total Expenditures | 9,609,140 | 0 | 9,609,140 |
| <i>Revenue</i> | 9,609,140 | 0 | 9,609,140 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| FTE | 66.0 | 0.0 | 66.0 |
| Vehicles | 9 | 0 | 9 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 684,735 | 684,735 |
| <i>Reimbursement</i> | 0 | 14,679 | 14,679 |
| <i>Total Expenditures</i> | 0 | 670,056 | 670,056 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 670,056 | 670,056 |
| <i>FTE</i> | 0.0 | 9.0 | 9.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

Program Number: 003-B

Unfunded Impact:

Unfund 4.0 FTE positions. Unfunding of these positions will result in service delivery delays and delays in preventive maintenance, which may result in more costly repairs. Unfunding an additional 5.0 FTE positions due to loss of core-enhanced funding for a total of 9.0 positions. Additional reductions to maintenance staff will result in the following reduced service levels: (a) With the elimination of the two Building Project Coordinators, General Services (DGS) will need to shift responsibilities of contracted vendors for roof and carpet repair to other staff, resulting in slower response times for contracted maintenance services. Some services currently provided will need to be done by Architectural Services Division (ASD) or not done at all. A comprehensive list of those eliminated services can be detailed at a later date; (b) Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our Computer Aided Facilities Management (CAFM) system will be delayed. The entire impact is not known at this time, but customers will notice a decrease in our responsiveness to requests for maintenance; (c) Electrical preventive maintenance (PM) will not be performed unless mandated resulting in an increase of electrical system failures and longer response times to remedy. Less staff will mean a longer wait time for services; (d) Calls for lights burned out will not be addressed until it becomes critical to office operations. Longer wait times will become normal. Calls for hot/cold temperatures will take longer to address. Exact impact is not currently known; (e) Plumbing calls, stopped toilets, leaking faucets will take longer to respond to. Some restroom stalls will be closed off, perhaps for some days until personnel is available to repair systems. Longer wait times will become normal; (f) Doors, locks, ceiling and wall repairs will be prioritized with some work delayed indefinitely. High use/high security exterior doors will become the first priority. Institutions will take priority over office buildings; (g) Supervision will be reduced in several areas, adding workloads to those supervisors who will remain in place. Adjustments to restructuring will have a dip in service delivery; (h) A number of "nice to do's" will be eliminated to concentrate on mandated and high priority maintenance work. These will include hanging pictures, bulletin boards, and the like; (i) Painting will be reduced to touch up, graffiti removal and small painting jobs. Major painting in county facilities will cease; (j) Custodial services will be reduced. In May 2009, most of our custodial staff will transfer to "day" shift. This will cause some disruption to all who work in County buildings. Impacts may include reduced trash pick up, reduced sweeping, vacuuming and heavy cleaning. Response to spills and clean up will take longer to respond to. Other significant impacts are not known at this time but will show up as staffing is reduced. There is bound to be "significant" and unanticipated impacts to DGS maintenance services to our customers. As these become known, our District Managers will contact our customer contacts in all County facilities to inform and include them in those discussions. Based upon International Facility Management Association 2005 benchmarks report, the division is already understaffed per industry standards.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

| | |
|-----------------------------------|--|
| Program Number: | 004-A |
| Program Name: | GS Security - Minimal Level of Service |
| Countywide Priority: | General Government |
| Strategic Objective: | Internal Support |
| Program Partners: | Security - customers in county owned facilities and some leased facilities. Maintenance and Operations (M&O) General Services Facilities and Security Divisions, Energy and Real Estate Divisions |
| Program Description: | Provides security services for county owned facilities and some leased facilities. Maintenance and Operations (M&O) provides accounting support to the facilities maintenance and operations and security divisions, and to the Real Estate Division, and pays the utility bills for all county owned facilities |
| Program Contribution: | Employees and County-owned property are potentially safer when there is a security presence at the facility. M&O provides a centralized processing of utility bills, reduces errors, speeds payment processing |
| Beneficiaries: | County employees, DGS divisions, Real Estate Division, County departments that occupy space in county owned facilities |
| Performance Measures: | Provide for safety of county facilities and their occupants. Implement Service Level Agreements with customers establishing customer service standards. Meet annually with each customer. Timely and accurate accounting services provided to divisions, utility bills for county owned facilities are paid timely and accurately. |
| Level of Service Required: | The department believes it is currently at or below a minimal level in providing a safe and secure working environment for employees. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 2,848,524 | 0 | 2,848,524 |
| <i>Reimbursement</i> | 431,914 | 0 | 431,914 |
| Total Expenditures | 2,416,610 | 0 | 2,416,610 |
| <i>Revenue</i> | 2,416,610 | 0 | 2,416,610 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 26.0 | 0.0 | 26.0 |
| <i>Vehicles</i> | 5 | 0 | 5 |

| | |
|-----------------------------|--|
| Revenue Information: | Security portion is allocations and above-rent revenue from other County departments. M&O unit charges DGS and Real Estate Divisions for services. Cost is then included in rates and charges collected from customer departments. |
| Overmatch: | None |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

Program Number: 004-A

Additional Information: The Security Services program is currently funded through the Allocated Cost Package (ACP). If funding is reduced or eliminated, the following services would be affected or not performed: County facilities main perimeter doors will not be unlocked and opened for employees or customers at the beginning of the business day; County facilities will not be locked down and maintained after the close of business; vehicle and pedestrian access gates will not be opened and or secured in conjunction with business hours; facilities will not be systematically checked after hours for persons that may remain undetected in facilities; facilities will not receive after hour's scheduled and random interior patrols for safety hazards, mechanical operations, unauthorized intrusion, and fire watch control; facilities will not receive after hour's scheduled and random patrols of the exterior facility envelope and property including patrols of multistory parking lots, vehicle motor pools and equipment yards, stairwells, and landscaped areas. Additionally, security services personnel would not be available to perform the following functions: respond to fire, intrusion, or distress alarms generated from facilities; be available to assist county business groups after hours to provide authorized facility access that assists in there emergency business response; maintain a log of persons admitted to county facilities after hours; assist in authorized facility access to county and contracted personnel performing construction and other service related tasks and projects after hours; serve a core function in the observation and mitigation of safety issues, also included is maintenance repair observations and work order generation for service; interface with emergency responders to provide information, direction, or leading responders to the person or emergency issue; generate reports of emergency or injury occurring on county property to Safety, Risk Management, or other departments in need of information; respond to emergency calls reported of hostile employees or customers; respond to requests for escorts to and from facilities for personnel that are experiencing distress or threats; interface or provide information to the public of business services provided or there locations; provide service to Board of Supervisors meetings that have controversial or heated topics; provide Board of Supervisors parking garage access or vehicle security; maintain operations of the loading dock secured area adjoining the Board of Supervisors parking garage. The M&O unit is the payables unit and it is at the core-minimum level as cost reductions were already made during the preparation of the ACP. All cost-of-living increases were absorbed. There are no known mandate for administrative functions.

Unfunded Impact: NA

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 672,026 | 672,026 |
| <i>Reimbursement</i> | 0 | 4,067 | 4,067 |
| Total Expenditures | 0 | 667,959 | 667,959 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 667,959 | 667,959 |
| <i>FTE</i> | 0.0 | 10.0 | 10.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

PROGRAM PROPOSAL FOR 2009-10 BUDGET**BU:** 7000000 **General Services***Program Number:* 004-B*Unfunded Impact:*

Unfund 10.0 Building Security Attendants. Gaps in building security will occur including the following: County facilities main perimeter doors will not be unlocked and opened for employees or customers at the beginning of the business day; county facilities will not be locked down and maintained after the close of business; vehicle and pedestrian access gates will not be opened and or secured in conjunction with business hours; facilities will not be systematically checked after hours for persons that may remain undetected in facilities; facilities will not receive after hour's scheduled and random interior patrols for safety hazards, mechanical operations, unauthorized intrusion, and fire watch control; facilities will not receive after hour's scheduled and random patrols of the exterior facility envelope and property including patrols of multistory parking lots, vehicle motor pools and equipment yards, stairwells, and landscaped areas. Additionally, security services personnel would not be available to perform the following functions: respond to fire, intrusion, or distress alarms generated from facilities; be available to assist county business groups after hours to provide authorized facility access that assists in there emergency business response; maintain a log of persons admitted to county facilities after hours; assist in authorized facility access to county and contracted personnel performing construction and other service related tasks and projects after hours; serve a core function in the observation and mitigation of safety issues, also included is maintenance repair observations and work order generation for service; interface with emergency responders to provide information, direction, or leading responders to the person or emergency issue; generate reports of emergency or injury occurring on county property to Safety, Risk Management, or other departments in need of information; respond to emergency calls reported of hostile employees or customers; respond to requests for escorts to and from facilities for personnel that are experiencing distress or threats; interface or provide information to the public of business services provided or there locations; provide service to Board of Supervisors meetings that have controversial or heated topics; provide Board of Supervisors parking garage access or vehicle security; maintain operations of the loading dock secured area adjoining the Board of Supervisors parking garage.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 5,989,178 | 419,789 | 6,408,967 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 5,989,178 | 419,789 | 6,408,967 |
| <i>Revenue</i> | 5,989,178 | 0 | 5,989,178 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 419,789 | 419,789 |
| <i>FTE</i> | 41.0 | 4.0 | 45.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 2,525,174 | 0 | 2,525,174 |
| <i>Reimbursement</i> | 349,556 | 0 | 349,556 |
| <i>Total Expenditures</i> | 2,175,618 | 0 | 2,175,618 |
| <i>Revenue</i> | 2,175,618 | 0 | 2,175,618 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 18.0 | 0.0 | 18.0 |
| <i>Vehicles</i> | 1 | 0 | 1 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 193,035 | 193,035 |
| <i>Reimbursement</i> | 0 | 15,205 | 15,205 |
| <i>Total Expenditures</i> | 0 | 177,830 | 177,830 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 177,830 | 177,830 |
| <i>FTE</i> | 0.0 | 2.0 | 2.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

Program Number: 006-B

Unfunded Impact:

2.0 FTEs (1.0)Contract Services Officer II position and (1.0) Office Assistant Lv 2. Unfunding these positions will have the following operational impacts: (1) The Procurement Outreach Program (POP). The POP initiative is an important program that encourages and educates local and minority business owners on the ways of doing business with the County. Although our small business preference considerations will remain active during the bidding process, outreach and educational events with the local Business Information Centers and Chambers of Commerce would be eliminated. The lack of advertising and outreach events will reduce the County's chance of attracting competitive vendors who could provide a cost savings to the County and an opportunity to stimulate the local economy. (2) The filled Contract Services Specialist position designated to oversee the County's Delegated Purchasing Program and services would be eliminated. This position assists departments with issuing LPOs and POs for one-time purchases. Their function is to analyze and review the LPOs. The position also assists with the bidding process and filling out the exception documentation. (3) Maverick spending monitoring, which demands significant staff time, would be shelved. Maverick spending will result in the increased costs for the County and program abuse. Without someone monitoring to ensure that County staff is following the County-wide purchasing requirements it may result in non-compliant and unlawful purchases. Until recent oversight by the Contract Services Specialist, Sacramento County had a relatively high incidence of maverick spending. Due to the diligence of staff, Maverick spending has almost been eliminated. Without continued monitoring and oversight, we would expect Maverick spending to return to previous levels. When considering an annual spend of about \$250 million, most staff do not recognize how much maverick spending eats into their buying power, and even a small increase of just 3-5% can translate into literally millions of wasted monies due to off-contract spending and lack of adequate competition. It is critical to note that the increased costs of maverick spending would greatly exceed the costs of a position to monitor and control county spending. (4) Training will be significantly reduced; including the extensive customer training we provide free of charge. The lack of the outreach trainings to departmental staff may result in an increase of errors and program abuses that could potentially increase County costs. The outreach trainings help to educate and inform County staff of requirements and procedures in purchasing. Each Contract Services Officers in the Purchasing Division dedicates about 1% of their time annually to providing consulting services to other Departments that have been delegated the authority to enter into contracts with outside vendors. Their expertise allows departments to negotiate efficient and cost effective contracts. The Contract Services Officers spends their time reviewing contract specifications and ensuring that minor details are not left out of the contract negotiation process. Without the expertise of the Purchasing staff many departments will be required to enter into contracts with very little experience resulting in potential costly mistakes.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 13,673,271 | 0 | 13,673,271 |
| <i>Reimbursement</i> | 1,500,693 | 0 | 1,500,693 |
| <i>Total Expenditures</i> | 12,172,578 | 0 | 12,172,578 |
| <i>Revenue</i> | 12,172,578 | 0 | 12,172,578 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 31.0 | 0.0 | 31.0 |
| <i>Vehicles</i> | 4 | 0 | 4 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 212,142 | 212,142 |
| <i>Reimbursement</i> | 0 | 72,137 | 72,137 |
| <i>Total Expenditures</i> | 0 | 140,005 | 140,005 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 140,005 | 140,005 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 35,912,327 | 0 | 35,912,327 |
| <i>Reimbursement</i> | 9,707,890 | 0 | 9,707,890 |
| Total Expenditures | 26,204,437 | 0 | 26,204,437 |
| <i>Revenue</i> | 26,204,437 | 0 | 26,204,437 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| FTE | 39.0 | 0.0 | 39.0 |
| Vehicles | 2,792 | 0 | 2,792 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 892,046 | 892,046 |
| <i>Reimbursement</i> | 0 | 81,600 | 81,600 |
| <i>Total Expenditures</i> | 0 | 810,446 | 810,446 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 810,446 | 810,446 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact: A reduction in Light Fleet will be accomplished primarily through the reduction of outside vendor services. Light fleet has relied heavily on vendor service contracts to provide a quicker turn around time for our customers. This reduction will adversely impact services levels, increasing vehicle downtime in the shop by a large percentage. When fully staffed and utilizing all available vendor services, the turn-around for a basic service is one day; during peak work load periods, turn-around time is approximately one week. Customers can expect vehicle downtime to double (potentially two weeks or longer) when vendor contracts are discontinued. Light Fleet has been achieving 95 percent vehicle availability. With the loss of contract services, availability will drop to 90 percent or less with the largest reduction realized in non public health and safety vehicles due to service priority given to law enforcement vehicles. Also, depending on the number of traffic accidents requiring outside vendors for repairs, this account could become depleted before yearend, thus eliminating all vendor repairs, such as smog checks, windshields, alignments, etc. The use of "loaner" cars while cars are being serviced may be eliminated. These cars would be assigned to departments or sold. Users would be required to schedule cars for service by appointment, and make arrangements for other transportation. This would have an adverse impact on departmental functions.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 39,601,391 | 0 | 39,601,391 |
| <i>Reimbursement</i> | 9,271,335 | 0 | 9,271,335 |
| <i>Total Expenditures</i> | 30,330,056 | 0 | 30,330,056 |
| <i>Revenue</i> | 30,330,056 | 0 | 30,330,056 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 106.0 | 0.0 | 106.0 |
| <i>Vehicles</i> | 1,161 | 0 | 1,161 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 938,043 | 938,043 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 938,043 | 938,043 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 938,043 | 938,043 |
| FTE | 0.0 | 0.0 | 0.0 |
| Vehicles | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact: A reduction in Heavy Fleet will be accomplished primarily through the reduction of outside vendor services. This reduction will adversely impact services levels, by reduced vehicle availability and increased vehicle downtime in the shop as service contracts are used for peak work load periods or to supplement County employee absences. Heavy Fleet strives to achieve a 97 percent availability rate; however, a reduction in vendor services could result in a drop to 94 percent or less during the busiest times of the year. The reduction in outside vendor services could also result in additional overtime to repair units that perform essential County functions (refuse collection, sewer maintenance, etc.) Additionally, maintenance and/or repairs to departmental tools would be delayed or eliminated. These non-essential units would receive a lower priority in the shop than Fleet-owned assigned rental units, and would experience greatly increased downtime. The owning departments of these units would then have the option to make arrangements for certain repairs elsewhere or departments could evaluate the actual need for these non-essential units. If eliminated, departments could use short-term rentals as needed. Service intervals on vehicles not associated with public health and safety could be increased; thus, reducing the preventative maintenance costs of these vehicles. However, periodic inspections and certifications are mandated by law for most heavy equipment, so the actual savings realized may not be significant.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 9,276,275 | 0 | 9,276,275 |
| <i>Reimbursement</i> | 351,731 | 0 | 351,731 |
| Total Expenditures | 8,924,544 | 0 | 8,924,544 |
| <i>Revenue</i> | 8,924,544 | 0 | 8,924,544 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 157,644 | 0 | 157,644 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 157,644 | 0 | 157,644 |
| <i>Revenue</i> | 157,644 | 0 | 157,644 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 1.0 | 0.0 | 1.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 General Services

Program Number: 010-B

Additional Information: If this portion of the program is not funded, the following services will not be performed: (1) Utility Budgeting, Bill Payment and Bill Auditing (recoups \$1.4 million and will save \$170,000/year). Customers will lose real-time advanced bill auditing, bill payment process improvements and budget forecasting assistance. Last year we activated real-time advanced bill auditing process on the SMUD electric bills which perform over 30 checks per bill. This process uncovered \$1.4 million in overpayment by the Airport and a recent \$5,000 underpayment at a leased facility. While it's good to get back money we're owed, it's better to not have paid it in the first place. Prior to this process implementation, these types of errors were not picked up by the auditors. This process is currently active for bills paid by General Services and will be rolled out to all County paid utility bills as resources allow. Additionally this process is reducing the labor and material costs associated with bill payment by automating the data entry into COMPASS, eliminating paper bills and allowing more complex bills from SMUD in order to reduce their charges to us. Once completed for General Services accounts later this year, these activities will save over \$170,000 per year in accounting related costs. Moreover, the Energy Program does research to determine the appropriate multipliers for budget forecasting to create the ACP budget and shares the information with other County energy users to assist them in creating their budgets. (2) Program consulting services (leads efforts to get \$5.3 million in Federal funds, reaps \$1,000,000 in rebates, and saves \$500,000/year in energy costs while providing \$20,000 in services to non-ACP customers). ISA will lose their influence on the Federal Stimulus Energy Efficiency & Conservation Block Grant (EECBG) funds and County customers will miss out on utility rebates, savings verification and consulting services. The Energy Program is leading effort to obtain \$5.3 million in Federal Stimulus EECBG funds for County and to ensure a reasonable percentage goes to ISA departments. Additionally, the Energy Program created, implemented and tracks recent energy savings projects at Branch Center facilities to confirm savings of \$300,000 per year in energy costs while obtaining \$400,000 in rebates. Moreover, the Energy Program has the County's first green building LEED Accredited Professional and provided over \$20,000 in energy consulting services to Airports, Water Resources, Transportation and OCIT while helping the County to obtain an additional \$400,000 in utility rebates for the new tracking services potentially costing \$270,000 by 2010. The County has commitments to three greenhouse gas organizations (Chicago Climate Exchange-CCX, California Climate Action Registry-CCAR and ICLEI). The Program performs the GHG inventories for the CCX and CCAR and provides information for the ICLEI inventory. By performing the inventories with Program resources, the County has saved over \$70,000 and continues to save \$20,000 per year. Additionally the program has identified methods to reduce costs to the CCX by \$100,000 and is investigating other methods to reduce costs an additional \$100,000 to make the whole endeavor cost neutral to the County. •

Unfunded Impact: NA

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|------------------|
| <i>Appropriation</i> | 946,800 | 180,637 | 1,127,437 |
| <i>Reimbursement</i> | 34,396 | 0 | 34,396 |
| <i>Total Expenditures</i> | 912,404 | 180,637 | 1,093,041 |
| <i>Revenue</i> | 912,404 | 0 | 912,404 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 180,637 | 180,637 |
| <i>FTE</i> | 4.8 | 1.0 | 5.8 |
| <i>Vehicles</i> | 1 | 0 | 1 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7000000 **General Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 508,402 | 0 | 508,402 |
| <i>Reimbursement</i> | 399,095 | 0 | 399,095 |
| <i>Total Expenditures</i> | 109,307 | 0 | 109,307 |
| <i>Revenue</i> | 109,307 | 0 | 109,307 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 1.0 | 0.0 | 1.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|------------------------------|---------------|------------------|------------------|
| <i>Total Net Cost</i> | 0 | 7,046,275 | 7,046,275 |
| <i>Total FTE</i> | 447.8 | 52.0 | 499.8 |
| <i>Total Vehicles</i> | 4,027 | 10 | 4,037 |

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 5,632,883 | 5,430,561 | 5,965,561 | 5,989,178 | 5,989,178 |
| Total Operating Rev | 5,632,883 | 5,430,561 | 5,965,561 | 5,989,178 | 5,989,178 |
| Salaries/Benefits | 3,888,298 | 4,070,701 | 4,506,305 | 4,967,817 | 4,548,028 |
| Services & Supplies | 981,195 | 1,117,980 | 1,134,037 | 1,131,571 | 1,131,571 |
| Other Charges | 74,554 | 94,160 | 94,160 | 91,616 | 91,616 |
| Intrafund Chgs/Reimb | 399,689 | 231,031 | 231,059 | 217,963 | 217,963 |
| Total Operating Exp | 5,343,736 | 5,513,872 | 5,965,561 | 6,408,967 | 5,989,178 |
| Other Revenues | 45 | 51 | 0 | 0 | 0 |
| Total Nonoperating Rev | 45 | 51 | 0 | 0 | 0 |
| Residual Eq Trn Out | 0 | 511,000 | 511,000 | 0 | 0 |
| Total Nonoperating Exp | 0 | 511,000 | 511,000 | 0 | 0 |
| Net Income (Loss) | 289,192 | -594,260 | -511,000 | -419,789 | 0 |
| Positions | 45.0 | 45.0 | 45.0 | 45.0 | 41.0 |

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.

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Use Of Money/Prop | 67 | 8 | 0 | 0 | 0 |
| Charges for Service | 15,518,837 | 15,477,008 | 17,189,909 | 14,291,317 | 14,291,317 |
| Total Operating Rev | 15,518,904 | 15,477,016 | 17,189,909 | 14,291,317 | 14,291,317 |
| Salaries/Benefits | 9,727,723 | 9,769,421 | 10,896,768 | 11,064,940 | 9,336,156 |
| Services & Supplies | 3,641,215 | 3,635,076 | 4,353,494 | 3,639,709 | 3,153,310 |
| Other Charges | 288,871 | 313,688 | 325,523 | 246,346 | 246,346 |
| Depreciation/Amort | 2,044 | 9,511 | 1,365 | 9,500 | 9,500 |
| Intrafund Chgs/Reimb | 1,267,716 | 1,456,643 | 1,612,759 | 1,606,291 | 1,546,005 |
| Total Operating Exp | 14,927,569 | 15,184,339 | 17,189,909 | 16,566,786 | 14,291,317 |
| Other Revenues | 5,630 | 3,772 | 0 | 0 | 0 |
| Other Financing | 0 | 5,179 | 0 | 0 | 0 |
| Total Nonoperating Rev | 5,630 | 8,951 | 0 | 0 | 0 |
| Equipment | 40,728 | 0 | 0 | 0 | 0 |
| Residual Eq Trn Out | 0 | 1,445,000 | 1,445,000 | 0 | 0 |
| Total Nonoperating Exp | 40,728 | 1,445,000 | 1,445,000 | 0 | 0 |
| Net Income (Loss) | 556,237 | -1,143,372 | -1,445,000 | -2,275,469 | 0 |
| Positions | 119.0 | 121.0 | 121.0 | 117.0 | 98.0 |

PROGRAM DESCRIPTION:

General Services – Bradshaw District:

- Maintains approximately 2,160,000 square feet of space covering all county owned facilities throughout the county, excluding the Downtown and Airports.
- Provides for the total maintenance, operation and custodial needs of the facilities including any minor remodeling and repair work.

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 2,052,560 | 2,198,768 | 2,163,605 | 2,258,413 | 2,258,413 |
| Total Operating Rev | 2,052,560 | 2,198,768 | 2,163,605 | 2,258,413 | 2,258,413 |
| Salaries/Benefits | 1,775,767 | 1,885,192 | 1,909,491 | 2,057,592 | 1,970,557 |
| Services & Supplies | 297,572 | 291,469 | 394,354 | 368,231 | 368,231 |
| Other Charges | 31,478 | 50,148 | 50,148 | 40,718 | 40,718 |
| Intrafund Chgs/Reimb | -163,329 | -193,662 | -184,888 | -113,093 | -113,093 |
| Total Operating Exp | 1,941,488 | 2,033,147 | 2,169,105 | 2,353,448 | 2,266,413 |
| Other Revenues | 43 | 41,000 | 5,500 | 8,000 | 8,000 |
| Total Nonoperating Rev | 43 | 41,000 | 5,500 | 8,000 | 8,000 |
| Residual Eq Trn Out | 0 | 208,000 | 208,000 | 0 | 0 |
| Total Nonoperating Exp | 0 | 208,000 | 208,000 | 0 | 0 |
| Net Income (Loss) | 111,115 | -1,379 | -208,000 | -87,035 | 0 |
| Positions | 20.0 | 20.0 | 20.0 | 20.0 | 19.0 |

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.

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Use Of Money/Prop Charges for Service | 639 11,058,769 | 0 10,751,226 | 0 11,194,737 | 0 10,015,462 | 0 10,015,462 |
| Total Operating Rev | 11,059,408 | 10,751,226 | 11,194,737 | 10,015,462 | 10,015,462 |
| Salaries/Benefits | 6,929,745 | 6,876,739 | 7,448,360 | 7,228,994 | 6,965,260 |
| Services & Supplies | 2,502,317 | 2,048,576 | 2,459,212 | 1,808,353 | 1,808,353 |
| Other Charges | 644,585 | 213,562 | 213,562 | 164,909 | 164,909 |
| Depreciation/Amort | 1,737 | 1,013 | 1,737 | 1,588 | 1,588 |
| Intrafund Chgs/Reimb | 400,252 | 657,138 | 656,333 | 659,070 | 659,070 |
| Total Operating Exp | 10,478,636 | 9,797,028 | 10,779,204 | 9,862,914 | 9,599,180 |
| Other Revenues | 291,559 | 311,506 | 0 | 0 | 0 |
| Other Financing | 0 | 10,012 | 0 | 0 | 0 |
| Total Nonoperating Rev | 291,559 | 321,518 | 0 | 0 | 0 |
| Debt Retirement | 403,387 | 207,766 | 415,533 | 416,282 | 416,282 |
| Residual Eq Trn Out | 0 | 991,000 | 991,000 | 0 | 0 |
| Total Nonoperating Exp | 403,387 | 1,198,766 | 1,406,533 | 416,282 | 416,282 |
| Net Income (Loss) | 468,944 | 76,950 | -991,000 | -263,734 | 0 |
| Positions | 79.0 | 81.0 | 81.0 | 75.0 | 71.0 |

PROGRAM DESCRIPTION:

General Services - Downtown District:

- Maintains approximately 2,060,000 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 minor remodeling and repair work.

SCHEDULE:

| COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) | | FUND: BUILDING MAINT AND OPERATIONS-GS 035F | | ACTIVITY: Energy Management UNIT: 7007046 | |
|--|-------------------|--|--------------------|--|------------------------|
| SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 0 | 0 | 0 | 9,433,919 | 9,433,919 |
| Total Operating Rev | 0 | 0 | 0 | 9,433,919 | 9,433,919 |
| Salaries/Benefits | 0 | 0 | 0 | 147,015 | 147,015 |
| Services & Supplies | 0 | 0 | 0 | 9,102,702 | 9,102,702 |
| Other Charges | 0 | 0 | 0 | 4,559 | 4,559 |
| Intrafund Chgs/Reimb | 0 | 0 | 0 | 78,897 | 78,897 |
| Total Operating Exp | 0 | 0 | 0 | 9,333,173 | 9,333,173 |
| Interest Expense | 0 | 0 | 0 | 6,591 | 6,591 |
| Debt Retirement | 0 | 0 | 0 | 94,155 | 94,155 |
| Total Nonoperating Exp | 0 | 0 | 0 | 100,746 | 100,746 |
| Net Income (Loss) | 0 | 0 | 0 | 0 | 0 |
| Positions | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |

PROGRAM DESCRIPTION:

General Services – Energy Management Program Provides:

- Efficient and accurate utility bill payment services.
- Low cost and reliable utility purchases.
- Energy efficient bid specifications.
- Project management services for energy conservation projects.
- General utility and alternative energy coordination for the county.
- Public education and information on energy issues.
- Greenhouse Gas tracking and reporting.

FLEET SERVICES - HEAVY EQUIPMENT

7007600

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|-------------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 18,193,326 | 24,063,200 | 30,998,438 | 28,178,099 | 28,178,099 |
| Total Operating Rev | 18,193,326 | 24,063,200 | 30,998,438 | 28,178,099 | 28,178,099 |
| Salaries/Benefits | 8,829,579 | 8,915,110 | 9,228,078 | 9,763,128 | 9,763,128 |
| Services & Supplies | 10,375,045 | 14,150,433 | 20,922,884 | 17,493,830 | 17,490,861 |
| Other Charges | 199,545 | 270,205 | 250,708 | 229,808 | 229,808 |
| Depreciation/Amort | 2,531,748 | 2,754,922 | 2,723,972 | 2,769,000 | 2,769,000 |
| Intrafund Chgs/Reimb | 260,132 | 684,016 | 434,680 | 304,333 | 307,302 |
| Total Operating Exp | 22,196,049 | 26,774,686 | 33,560,322 | 30,560,099 | 30,560,099 |
| Interest Income | 17 | 0 | 0 | 0 | 0 |
| Other Revenues | 3,578,339 | 3,025,000 | 3,590,000 | 3,090,000 | 3,090,000 |
| Total Nonoperating Rev | 3,578,356 | 3,025,000 | 3,590,000 | 3,090,000 | 3,090,000 |
| Debt Retirement | 702,677 | 728,900 | 711,516 | 708,000 | 708,000 |
| Loss/Disposition-Asset | 6,298 | 0 | 0 | 0 | 0 |
| Equipment | -21,030 | 305,000 | 316,600 | 0 | 0 |
| Residual Eq Trn Out | 0 | 3,425,000 | 3,425,000 | 0 | 0 |
| Total Nonoperating Exp | 687,945 | 4,458,900 | 4,453,116 | 708,000 | 708,000 |
| Net Income (Loss) | -1,112,312 | -4,145,386 | -3,425,000 | 0 | 0 |
| Positions | 106.0 | 106.0 | 106.0 | 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.

FLEET SERVICES - LIGHT EQUIPMENT

7007500

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|-------------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 22,460,084 | 23,938,722 | 26,790,536 | 26,669,883 | 26,669,883 |
| Total Operating Rev | 22,460,084 | 23,938,722 | 26,790,536 | 26,669,883 | 26,669,883 |
| Salaries/Benefits | 2,784,130 | 2,938,271 | 3,050,927 | 3,269,589 | 3,269,589 |
| Services & Supplies | 11,942,060 | 11,375,913 | 13,575,733 | 12,758,556 | 12,693,855 |
| Other Charges | 70,402 | 91,606 | 131,606 | 104,399 | 104,399 |
| Depreciation/Amort | 8,157,068 | 8,832,575 | 8,832,581 | 8,655,500 | 8,655,500 |
| Intrafund Chgs/Reimb | 881,521 | 487,050 | -65,449 | 175,839 | 240,540 |
| Total Operating Exp | 23,835,181 | 23,725,415 | 25,525,398 | 24,963,883 | 24,963,883 |
| Gain/Sale/Property | 878,161 | 225,000 | 500,000 | 225,000 | 225,000 |
| Other Revenues | 439,528 | 281,151 | 160,000 | 120,000 | 120,000 |
| Total Nonoperating Rev | 1,317,689 | 506,151 | 660,000 | 345,000 | 345,000 |
| Interest Expense | 1,035,343 | 1,525,000 | 1,524,638 | 1,677,000 | 1,677,000 |
| Debt Retirement | 351,338 | 350,500 | 350,500 | 354,000 | 354,000 |
| Loss/Disposition-Asset | 133,743 | 20,000 | 30,000 | 20,000 | 20,000 |
| Equipment | 0 | 21,000 | 20,000 | 0 | 0 |
| Residual Eq Trm Out | 0 | 3,062,000 | 3,062,000 | 0 | 0 |
| Total Nonoperating Exp | 1,520,424 | 4,978,500 | 4,987,138 | 2,051,000 | 2,051,000 |
| Net Income (Loss) | -1,577,832 | -4,259,042 | -3,062,000 | 0 | 0 |
| 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.

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 830,339 | 741,262 | 817,531 | 1,696,061 | 1,696,061 |
| Total Operating Rev | 830,339 | 741,262 | 817,531 | 1,696,061 | 1,696,061 |
| Salaries/Benefits | 3,096,395 | 2,302,907 | 2,625,572 | 3,990,884 | 3,647,644 |
| Services & Supplies | 800,600 | 690,218 | 916,515 | 1,239,307 | 1,239,307 |
| Other Charges | 57,302 | 42,099 | 196,033 | 244,713 | 244,713 |
| Intrafund Chgs/Reimb | -3,120,330 | -2,126,796 | -2,770,589 | -3,035,603 | -3,035,603 |
| Total Operating Exp | 833,967 | 908,428 | 967,531 | 2,439,301 | 2,096,061 |
| Other Revenues | 614 | 45 | 150,000 | 400,000 | 400,000 |
| Other Financing | 0 | 167,121 | 0 | 0 | 0 |
| Total Nonoperating Rev | 614 | 167,166 | 150,000 | 400,000 | 400,000 |
| Net Income (Loss) | -3,014 | 0 | 0 | -343,240 | 0 |
| Positions | 22.0 | 22.0 | 22.0 | 28.8 | 25.8 |

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.
- Administrative Services Division: Provides general administrative support, management consultation, financial control, departmental training, information technology and public information coordination.
- Facility Planning and Management Division: Provides for the administration of facility planning for county owned and leased facilities. The division also manages the Capital Construction Fund, the Energy Management Program, Computer Aided Facility Management and Master Planning (for county owned facilities), the Parking Enterprise, and Environmental Services.

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|-------------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Use Of Money/Prop | 2,842,401 | 2,488,050 | 2,529,039 | 2,775,221 | 2,775,221 |
| Charges for Service | 168,268 | 151,063 | 151,063 | 169,399 | 169,399 |
| Total Operating Rev | 3,010,669 | 2,639,113 | 2,680,102 | 2,944,620 | 2,944,620 |
| Salaries/Benefits | 680,419 | 615,348 | 739,298 | 628,057 | 628,057 |
| Services & Supplies | 1,578,070 | 1,519,532 | 1,676,009 | 1,303,328 | 1,303,328 |
| Other Charges | 554,878 | 1,153,199 | 544,899 | 1,298,171 | 1,298,171 |
| Total Operating Exp | 2,813,367 | 3,288,079 | 2,960,206 | 3,229,556 | 3,229,556 |
| Other Revenues | 313,819 | 328,252 | 1,288,104 | 294,912 | 294,912 |
| Total Nonoperating Rev | 313,819 | 328,252 | 1,288,104 | 294,912 | 294,912 |
| Improvements | 78,933 | 150,000 | 998,000 | 9,976 | 9,976 |
| Equipment | 0 | 0 | 10,000 | 0 | 0 |
| Residual Eq Trn Out | 0 | 6,831,189 | 6,831,189 | 0 | 0 |
| Total Nonoperating Exp | 78,933 | 6,981,189 | 7,839,189 | 9,976 | 9,976 |
| Net Income (Loss) | 432,188 | -7,301,903 | -6,831,189 | 0 | 0 |
| Positions | 10.0 | 10.0 | 10.0 | 8.0 | 8.0 |

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 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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|--|------------------------|-------------------------|
| <i>BU 7990000</i> | <i>General Services-Parking Enterprise</i> | | |
| <i>Program 001-A</i> | Parking Operations - Minimal Level of Service | 0 | 0.0 |
| <i>Program 001-B</i> | Parking Operations - Enhanced Level of Service | 0 | 8.0 |
| | <i>Funded Total:</i> | 0 | 8.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7990000 **General Services-Parking Enterprise**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 1,169,300 | 0 | 1,169,300 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 1,169,300 | 0 | 1,169,300 |
| <i>Revenue</i> | 1,169,300 | 0 | 1,169,300 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7990000 **General Services-Parking Enterprise**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 2,070,232 | 0 | 2,070,232 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 2,070,232 | 0 | 2,070,232 |
| <i>Revenue</i> | 2,070,232 | 0 | 2,070,232 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 8.0 | 0.0 | 8.0 |
| <i>Vehicles</i> | 1 | 0 | 1 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| Total Net Cost | 0 | 0 | 0 |
| Total FTE | 8.0 | 0.0 | 8.0 |
| Total Vehicles | 1 | 0 | 1 |

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 2,986,395 | 3,114,354 | 3,079,302 | 2,521,731 | 2,521,731 |
| Total Operating Rev | 2,986,395 | 3,114,354 | 3,079,302 | 2,521,731 | 2,521,731 |
| Salaries/Benefits | 2,466,954 | 2,732,659 | 2,783,675 | 2,886,786 | 2,349,489 |
| Services & Supplies | 208,004 | 229,157 | 377,172 | 268,153 | 249,996 |
| Other Charges | 59,996 | 87,093 | 87,630 | 75,075 | 75,075 |
| Intrafund Chgs/Reimb | -106,283 | -138,531 | -169,175 | -145,445 | -152,829 |
| Total Operating Exp | 2,628,671 | 2,910,378 | 3,079,302 | 3,084,569 | 2,521,731 |
| Other Revenues | 0 | 712 | 0 | 0 | 0 |
| Other Financing | 0 | 4,986 | 0 | 0 | 0 |
| Total Nonoperating Rev | 0 | 5,698 | 0 | 0 | 0 |
| Residual Eq Trn Out | 0 | 254,000 | 254,000 | 0 | 0 |
| Total Nonoperating Exp | 0 | 254,000 | 254,000 | 0 | 0 |
| Net Income (Loss) | 357,724 | -44,326 | -254,000 | -562,838 | 0 |
| Positions | 36.0 | 36.0 | 36.0 | 36.0 | 28.0 |

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.

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 9,209,573 | 10,925,153 | 12,336,634 | 12,312,583 | 12,312,583 |
| Total Operating Rev | 9,209,573 | 10,925,153 | 12,336,634 | 12,312,583 | 12,312,583 |
| Salaries/Benefits | 1,865,497 | 1,926,850 | 2,136,421 | 2,245,112 | 2,245,112 |
| Services & Supplies | 1,196,547 | 2,179,287 | 2,050,216 | 1,985,165 | 1,985,165 |
| Other Charges | 57,988 | 64,868 | 65,868 | 64,112 | 64,112 |
| Depreciation/Amort | 125,637 | 125,760 | 124,435 | 92,022 | 92,022 |
| Intrafund Chgs/Reimb | 227,379 | 174,346 | 255,270 | 251,748 | 251,748 |
| Cost of Goods Sold | 5,841,539 | 6,174,351 | 7,424,424 | 7,424,424 | 7,424,424 |
| Total Operating Exp | 9,314,587 | 10,645,462 | 12,056,634 | 12,062,583 | 12,062,583 |
| Gain/Sale/Property | 474 | 0 | 0 | 0 | 0 |
| Other Revenues | 159,949 | 63,406 | 0 | 0 | 0 |
| Other Financing | 0 | 1,369 | 0 | 0 | 0 |
| Total Nonoperating Rev | 160,423 | 64,775 | 0 | 0 | 0 |
| Debt Retirement | 24,146 | 0 | 0 | 0 | 0 |
| Equipment | 64,739 | 45,555 | 280,000 | 250,000 | 250,000 |
| Residual Eq Trn Out | 0 | 1,140,000 | 1,140,000 | 0 | 0 |
| Total Nonoperating Exp | 88,885 | 1,185,555 | 1,420,000 | 250,000 | 250,000 |
| Net Income (Loss) | -33,476 | -841,089 | -1,140,000 | 0 | 0 |
| Positions | 31.0 | 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.

LIABILITY/PROPERTY INSURANCE

3910000

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: 2009-10 | | | | | |
| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Charges for Service | 17,432,358 | 18,710,891 | 18,754,835 | 14,318,435 | 9,218,435 |
| Total Operating Rev | 17,432,358 | 18,710,891 | 18,754,835 | 14,318,435 | 9,218,435 |
| Services & Supplies | 13,260,133 | 20,285,486 | 20,216,491 | 17,990,847 | 17,990,847 |
| Other Charges | 156,316 | 245,444 | 245,444 | 151,455 | 151,455 |
| Total Operating Exp | 13,416,449 | 20,530,930 | 20,461,935 | 18,142,302 | 18,142,302 |
| Interest Income | 564,410 | 171,551 | 0 | 0 | 0 |
| Other Revenues | 1,707,116 | 1,783,831 | 1,707,100 | 1,823,867 | 1,823,867 |
| Other Financing | 0 | 1,142 | 0 | 0 | 0 |
| Total Nonoperating Rev | 2,271,526 | 1,956,524 | 1,707,100 | 1,823,867 | 1,823,867 |
| Net Income (Loss) | 6,287,435 | 136,485 | 0 | -2,000,000 | -7,100,000 |

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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|--------------------------------------|------------------------|-------------------------|
| BU 3910000 | Liability/ Property Insurance | | |
| <i>Program</i> 001 | Liability & Property Insurance | 7,100,000 | 0.0 |
| Funded Total: | | 7,100,000 | 0.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3910000 **Liability/ Property Insurance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 18,142,302 | 0 | 18,142,302 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 18,142,302 | 0 | 18,142,302 |
| <i>Revenue</i> | 11,042,302 | 0 | 11,042,302 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 7,100,000 | 0 | 7,100,000 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3910000 Liability/ Property Insurance

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|------------------|-----------------|------------------|
| <i>Total Net Cost</i> | 7,100,000 | 0 | 7,100,000 |
| <i>Total FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Total Vehicles</i> | 0 | 0 | 0 |

SCHEDULE:

| COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) | | UNIT: 5740000 Office of Compliance | | | |
|---|----------------|--|------------------|-------------------|---------------------|
| SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10 | | CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Salaries/Benefits | 133,087 | 210,233 | 476,045 | 221,249 | 221,249 |
| Services & Supplies | 343,005 | 426,997 | 547,773 | 413,027 | 413,027 |
| Interfund Charges | 0 | 39,427 | 59,141 | 39,498 | 39,498 |
| Intrafund Charges | 1,912 | 92,152 | 179,143 | 32,814 | 32,814 |
| SUBTOTAL | 478,004 | 768,809 | 1,262,102 | 706,588 | 706,588 |
| Intrafund Reimb | -202,421 | -460,813 | -954,106 | -413,416 | -413,416 |
| NET TOTAL | 275,583 | 307,996 | 307,996 | 293,172 | 293,172 |
| Prior Yr Carryover | 142,999 | 14,824 | 14,824 | 0 | 0 |
| Revenues | -957 | 0 | 0 | 0 | 0 |
| NET COST | 133,541 | 293,172 | 293,172 | 293,172 | 293,172 |
| Positions | 3.0 | 5.0 | 5.0 | 3.0 | 3.0 |

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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|--------------------|-----------------------------|------------------------|-------------------------|
| <i>BU 5740000</i> | <i>Office of Compliance</i> | | |
| <i>Program 001</i> | Compliance | 0 | 2.0 |
| <i>Program 002</i> | Inspector General | 293,172 | 1.0 |
| | <i>Funded Total:</i> | 293,172 | 3.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 5740000 **Office of Compliance**

| | |
|-----------------------------------|---|
| Program Number: | 001 |
| Program Name: | Compliance |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Department of Health & Human Services [DHHS]; Department of Behavioral Health [DBH]; Department of Revenue Recovery [DRR]; Office of County Counsel [CoCo]; Department of Personnel Services -Employee Benefits Medical Reimbursement Account Plan; CEO Countywide Services Agency (CSA) Administrator & CSA staff. |
| Program Description: | The County of Sacramento is liable for the misuse or mishandling of protected health information under CFR 45 - HIPAA. Noncompliance can result in civil and criminal penalties. The County is also liable for violations of their Business Associate contractors. Recipients of service for this program are the HIPAA covered components and the citizens of the County who are receiving health services from its health plans and health providers. Compliance activities include: 1. Program and site assessments of covered components on maintenance of administrative, physical and technical safeguards to carry out §164.530 (2)(c)(1); 2. Staff Training - §164.530 (2)(B)(i) all members of the workforce must be trained in the County policies and procedures; retraining to minimum standard of 3 year cycle; training documentation required §164.530 (2)(C)(ii) 3. Handling of complaints - covered entity must provide process for receiving, documentation and disposition of complaints concerning the HIPAA mandated rights §164.530(2)(d)(1) ; 4. Distribution of HIPAA Notice of Privacy Practices required under §164.520; 5. Changes in law - any changes in HIPAA law requires documentation and implementation of revised policy or procedure §164.530(2)(h)(1). The expected outcomes of this program are: County employees will be knowledgeable about this Federal law, and understand their responsibilities, thereby protecting citizen health information and protecting the County from liability due to information breaches. |
| Program Contribution: | The program activities lead to positive results such as staff knowledge of the law and their responsibilities in order to protect citizen confidential health information and reduction of county liability. |
| Beneficiaries: | Direct beneficiaries: HIPAA covered components listed under Program Partners. • Indirect beneficiaries: Citizens of the County of Sacramento receiving health services from county health plans and provider programs. |
| Performance Measures: | OUTCOME: 1. HIPAA covered component workforce is trained in the federal regulations to achieve a high degree of public satisfaction with health information protections implemented by the County of Sacramento. (Strategic Objective IS) PERFORMANCE MEASURE: percentage of civil service personnel that are trained • TARGET Fiscal Year 09-10: 100 percent • OUTCOME: 2. Ensure compliance with HIPAA safeguards to achieve a high degree of public satisfaction with health information protections mandated by federal law. (Strategic Objective IS) • PERFORMANCE MEASURE: percentage sites that successfully pass an audit of administrative, technical, and physical safeguards. • TARGET Fiscal Year 09-10: 100 percent • OUTCOME: 3. Investigate and resolve any allegations regarding privacy or security violations of a client's protected health information to achieve a high degree of public satisfaction with the quality and timeliness of response by the County of Sacramento. (Strategic Objective IS) • PERFORMANCE MEASURE: Number of complaints initially investigated by the Department of Compliance that result in an investigation by the Office of Civil Rights and are deemed in violation of the law. • TARGET Fiscal Year 09-10: 0 |
| Level of Service Required: | Federal mandate requires any organization providing health services or handling specific health information comply with various mandates pertaining to the protection and assurance of privacy of individual health information. Certain departments and divisions meet the HIPAA mandated definitions and therefore must comply with the provisions of the law. In order to accomplish the requirements of the mandate the program utilizes 2.0 FTE and the associated operating costs for privacy mandates for approximately 2,000 county employees covered by the Act. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|--------------|
| <i>Appropriation</i> | 413,416 | 0 | 413,416 |
| <i>Reimbursement</i> | 413,416 | 0 | 413,416 |
| Total Expenditures | 0 | 0 | 0 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 2.0 | 0.0 | 2.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 5740000 **Office of Compliance**

Program Number:

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 5740000 **Office of Compliance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 293,172 | 0 | 293,172 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 293,172 | 0 | 293,172 |
| <i>Revenue</i> | 0 | 0 | 0 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 293,172 | 0 | 293,172 |
| <i>FTE</i> | 1.0 | 0.0 | 1.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 5740000 **Office of Compliance**

Program Number:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| <i>Total Net Cost</i> | 293,172 | 0 | 293,172 |
| <i>Total FTE</i> | 3.0 | 0.0 | 3.0 |
| <i>Total Vehicles</i> | 0 | 0 | 0 |

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: 2009-10 | | | | | |
| Financing Uses Classification | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
| Salaries/Benefits | 14,941,245 | 28,268,067 | 30,192,035 | 29,427,438 | 27,579,966 |
| Services & Supplies | 3,882,251 | 4,841,230 | 6,279,659 | 5,520,739 | 5,260,622 |
| Other Charges | 0 | 0 | 5,000 | 0 | 0 |
| Interfund Charges | 0 | 116,736 | 116,736 | 116,946 | 116,946 |
| Intrafund Charges | 1,364,858 | 2,270,996 | 2,352,943 | 2,789,623 | 2,789,623 |
| SUBTOTAL | 20,188,354 | 35,497,029 | 38,946,373 | 37,854,746 | 35,747,157 |
| Interfund Reimb | -96,211 | -658,870 | -422,163 | -711,910 | -711,910 |
| Intrafund Reimb | -4,756,213 | -20,475,435 | -21,745,442 | -22,251,005 | -20,817,844 |
| NET TOTAL | 15,335,930 | 14,362,724 | 16,778,768 | 14,891,831 | 14,217,403 |
| Prior Yr Carryover Revenues | 1,230,393 | 0 | 0 | 0 | 0 |
| | 6,879,703 | 14,327,399 | 16,778,768 | 14,891,831 | 14,217,403 |
| NET COST | 7,225,834 | 35,325 | 0 | 0 | 0 |
| Positions | 312.3 | 296.3 | 314.3 | 293.3 | 281.6 |

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).

PROGRAM DESCRIPTION (CONT.):

- Managing college education at the worksite (County Campus), skills-based training programs, and employee development services; providing support for the Customer Service and Quality movement in the County; and providing countywide and department-specific training services.
- Providing department-specific human resources services and support to the County's operating departments.
- Processing personnel and payroll transactions, including the processing of employees into and out of county service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing training and technical assistance to county agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County's Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County's Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County's Unemployment Insurance program, Liability/Property Insurance program, Workers' Compensation Insurance program, Safety and Accident Prevention and Industrial Hygiene program.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|---|------------------------|-------------------------|
| BU 6050000 | Personnel Services | | |
| <i>Program</i> 001A | DPS Administration - Minimal Level of Service | 0 | 10.0 |
| <i>Program</i> 001B | DPS Administration - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 002A | Employment Office - Minimal Level of Service | 0 | 50.0 |
| <i>Program</i> 002B | Employment Office - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 003A | Leadership & Organizational Development - Minimal Level of Service | 0 | 6.0 |
| <i>Program</i> 003B | Leadership & Organizational Development - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 004A | Personnel Actions - Minimal Level of Service | 0 | 69.6 |
| <i>Program</i> 004B | Personnel Actions - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 005 | Unemployment Insurance Personnel | 0 | 1.2 |
| <i>Program</i> 006A | Department Services Division - Minimal Level of Service | 0 | 63.8 |
| <i>Program</i> 006B | Department Services Division - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 007A | Employee Benefits Administration - Minimal Level of Service | 0 | 16.0 |
| <i>Program</i> 007B | Employee Benefits Administration - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 008 | Liability/Property Insurance Personnel | 0 | 7.1 |
| <i>Program</i> 009 | Disability Compliance | 0 | 3.0 |
| <i>Program</i> 010 | Equal Employment Opportunity | 0 | 5.0 |
| <i>Program</i> 011A | Safety Office - Minimal Level of Service | 0 | 10.9 |
| <i>Program</i> 011B | Safety Office - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 012 | Workers' Compensation Personnel | 0 | 33.0 |
| <i>Program</i> 013A | Employee Health - Minimal Level of Service | 0 | 6.0 |
| <i>Program</i> 013B | Employee Health - Enhanced Level of Service | 0 | 0.0 |
| Funded Total: | | 0 | 281.6 |

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
UNFUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Unfunded Net Cost</i> | <i>Unfunded Positions</i> |
|-------------------------------|---|--------------------------|---------------------------|
| BU 6050000 | Personnel Services | | |
| <i>Program</i> 001A | DPS Administration - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 001B | DPS Administration - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 002A | Employment Office - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 002B | Employment Office - Enhanced Level of Service | 0 | 3.0 |
| <i>Program</i> 003B | Leadership & Organizational Development - Enhanced Level of Service | 0 | 2.0 |
| <i>Program</i> 004A | Personnel Actions - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 004B | Personnel Actions - Enhanced Level of Service | 0 | 3.0 |
| <i>Program</i> 006A | Department Services Division - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 006B | Department Services Division - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 007B | Employee Benefits Administration - Enhanced Level of Service | 0 | 0.0 |
| <i>Program</i> 008 | Liability/Property Insurance Personnel | 0 | 0.0 |
| <i>Program</i> 011A | Safety Office - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 011B | Safety Office - Enhanced Level of Service | 0 | 1.0 |
| <i>Program</i> 012 | Workers' Compensation Personnel | 0 | 1.0 |
| <i>Program</i> 013A | Employee Health - Minimal Level of Service | 0 | 0.0 |
| <i>Program</i> 013B | Employee Health - Enhanced Level of Service | 0 | 1.7 |
| <i>Unfunded Total:</i> | | 0 | 11.7 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,328,115 | 11,913 | 1,340,028 |
| <i>Reimbursement</i> | 1,198,219 | 8,101 | 1,206,320 |
| <i>Total Expenditures</i> | 129,896 | 3,812 | 133,708 |
| <i>Revenue</i> | 129,896 | 3,812 | 133,708 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 10.0 | 0.0 | 10.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 282,738 | 282,738 |
| <i>Reimbursement</i> | 0 | 192,262 | 192,262 |
| Total Expenditures | 0 | 90,476 | 90,476 |
| <i>Revenue</i> | 0 | 90,476 | 90,476 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| FTE | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

| | |
|-----------------------------------|---|
| Program Number: | 002A |
| Program Name: | Employment Office - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | All County agencies and departments; employees at all levels of County service, particularly management-level personnel; applicants for employment with the County; other public agencies; and the citizenry of Sacramento County that is protected from unqualified individuals being employed by the County of Sacramento to deliver essential public services. |
| Program Description: | On behalf of the County Executive and Director of Personnel Services, and in accordance with provisions of the Sacramento County Charter and Civil Service Rules, the County Employment Office's core function is to provide services to other County departments by (1) determining proper personnel selection tools and procedures involving more than 800 job classes; (2) developing and administering examinations for job classes; (3) establishing and certifying eligible lists of candidates for job classes by which departments hire or promote individuals; (4) establishing and administering a position classification and pay plan covering more than 800 job classes; and (5) conducting and/or coordinating executive recruitment for Agency Administrator and Department Director level jobs. |
| Program Contribution: | For the personnel selection, eligible list certification, and recruitment activities, positive results in providing internal support to the County include providing qualified job candidates for County staffing needs on a timely basis; insuring the County is providing equal employment opportunity to job seekers; attracting as many qualified candidates as possible for County jobs based on a competitive, merit-based employment system; reducing the time required to develop examinations using job related and competitive testing procedures; reducing time between initial examination filing and eligible list certification and appointment; minimizing the number of applicant contacts with County departments prior to selection by serving as the County's central entry point for employment; and validating employment tests for validity and reliability to enable the County as an employer to comply with state and federal laws on employee selection procedures. For position classification and pay activities, they go to the very core of management and supervisory responsibility: the assignment of work by clustering duties into discrete jobs. Groups of related individual jobs can then be arranged into logical organizational patterns. Work and job assignments are made on an objective basis, and proper relationships between various jobs are established. Specific positive results in providing internal support to the County include providing a position classification structure which insures equal pay for equal work; insuring that the County's compensation plan is competitive with its external labor market by recommending pay rates based on salary surveys conducted on jobs ranging from unskilled to executive management, including elected officials; insuring that the County's compensation plan is internally aligned to ensure that pay relationships among different jobs are equitable, and these relationships form a pay structure that support the County's mission, support the workflow, is fair to employees, and motivate employee behavior; supporting recruitment and testing efforts by providing accurate information on duties and responsibilities of positions; supporting the employee performance evaluation function by providing a clear definition of job knowledge, skills, and abilities by which performance is measured; minimizing position classification appeals and complaints within County departments; minimizing response time to position classification appeals; and establishing a scheduled program of position classification plan maintenance to ensure positions are classified properly. |
| Beneficiaries: | All County agencies and departments. |
| Performance Measures: | Selection processes will be conducted fairly, timely, and professionally based on merit principles, Civil Service rules, and professional standards. 100% of hiring lists generated within 5.0 days of final filing date. |
| Level of Service Required: | The County Charter requires that all civil service appointments be based on relative fitness as ascertained by competitive examinations. Specifically, the County Employment Office's function is to provide services to other County departments by (1) determining proper personnel selection tools and procedures involving more than 800 job classes; (2) developing and administering examinations for job classes; (3) establishing and certifying eligible lists of candidates for job classes by which departments hire or promote individuals; (4) establishing and administering a position classification and pay plan covering more than 800 job classes; and (5) conducting and/or coordinating executive recruitment for Agency Administrator and Department Director level jobs. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 6,019,279 | 43,300 | 6,062,579 |
| <i>Reimbursement</i> | 4,490,306 | 29,444 | 4,519,750 |
| <i>Total Expenditures</i> | 1,528,973 | 13,856 | 1,542,829 |
| <i>Revenue</i> | 1,528,973 | 13,856 | 1,542,829 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| | | | |
| <i>FTE</i> | 50.0 | 0.0 | 50.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 355,629 | 355,629 |
| <i>Reimbursement</i> | 0 | 241,828 | 241,828 |
| Total Expenditures | 0 | 113,801 | 113,801 |
| <i>Revenue</i> | 0 | 113,801 | 113,801 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 3.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number: 002B

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 355,629 | 355,629 |
| <i>Reimbursement</i> | 0 | 241,828 | 241,828 |
| <i>Total Expenditures</i> | 0 | 113,801 | 113,801 |
| <i>Revenue</i> | 0 | 113,801 | 113,801 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 3.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: Allocations to County non-General Fund departments.

Overmatch: N/A

Additional Information: Reductions in funding and/or staffing of the Employment Office will substantially increase the amount of time required to complete classification and pay studies; will require redistribution of supervisory duties to professional-level staff, thereby reducing the time they spend on program activities; and will increase the time required to complete examination processes from 75 days to approximately 120 days.

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 848,332 | 0 | 848,332 |
| <i>Reimbursement</i> | 479,870 | 0 | 479,870 |
| <i>Total Expenditures</i> | 368,462 | 0 | 368,462 |
| <i>Revenue</i> | 368,462 | 0 | 368,462 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 6.0 | 0.0 | 6.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 90,886 | 310,820 | 401,706 |
| <i>Reimbursement</i> | 0 | 211,358 | 211,358 |
| Total Expenditures | 90,886 | 99,462 | 190,348 |
| <i>Revenue</i> | 90,886 | 99,462 | 190,348 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 2.0 | 2.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Additional Information: Our workforce learning and development programs focus on increasing skill level of employees, improving job performance, ensuring compliance with all state and federal laws, county policies and personnel rules and enhancing abilities to promote within the county, which impact employee retention. The Supervisor Compliance Academy classes ensure that our supervisors are aware and have knowledge of the state and federal laws, county policies and personnel rules, which minimizes risks to the county. These organizational liability risks are found in all areas of supervision including hiring, employee relations, discipline and investigation, and employee safety. Our Supervisor Workforce Effectiveness Academy classes teach supervisors that employees' productivity and efficiencies increase when supervisors deliver ongoing feedback, effectively assign work duties, and provide fair and unbiased evaluations. Without these supervisors' programs, the county will experience increases in work flow processes, employees not pro-actively dealing with day-to-day problems and less positive working relationships between employees and supervisors. In addition, the county could have increased risks of unfair labor grievances, higher number of discrimination and retaliation claims and higher level of non-compliance with state and federal laws. One of the cornerstones of Sacramento County is providing exceptional customer service to our citizens. Through the Customer Service Academy workforce learning program, employees are taught how to effectively and efficiently interact with their customers, which increases the quality and satisfaction of service to our constituents. Without these classes, the county would go back to increase citizens' complaints, create bad public relationships for executive staff and board members, and negatively impact departments' performance measures of service levels. Succession planning is one of the driving forces behind the creation of the Leadership Academy. The program was designed to provide assessment and development activities to support managers in pursuing leadership positions within the county. Without this program, we lose the opportunity to "grow our own" and provide the county with a highly qualified and diverse pool of candidates for potential leadership. Currently Sacramento County has 40% of our employees that are 50 years or older. The latest research by Society for Human Resource Management projections indicate that in the United States, there will be 10 million more jobs than workers by the year 2010. In order for us to remain viable, it is imperative that we provide development opportunities for our employees to encourage retention and maintain continuity in leadership in this organization.

Unfunded Impact:

BU: 6050000 **Personnel Services**

| | |
|-----------------------------------|--|
| Program Number: | 004A |
| Program Name: | Personnel Actions - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Key County and community partners that would be affected by funding or defunding this program include: all county employees; OCIT COMPASS Support team for critical service requests; Finance Payroll for bi-weekly payroll processing, settlement agreements and off-cycle check production; Civil Service Commission for job class studies and disciplinary actions; Leadership and Organizational Development for New Employee Orientation; Disability Compliance for ADA accommodations; Employment Office for transfers and salary info; EEO Office for EEO data tracking; DPS Department Services team for security access and discipline; Employee Benefits Office for employee contributions and benefit tracking; all elected officials groups for master data and payroll processing; all county Departments for general payroll and employee info; Risk Management for leave of absences and employee liability issues; and Recognized Employee Organizations (REO) for implementation of negotiated contract provisions. |
| Program Description: | Process personnel and payroll transactions, including processing employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration. |
| Program Contribution: | The employer uses the employee information system to provide payroll to employees, provide management with key information they use to make critical business decisions; provide employee health care benefits; implement negotiated contract changes affecting pay; provide SDI integration to eligible employees; and manage all employee records and employment information. This unit is part of the county-wide infrastructure necessary to carry out the county's mission and services; provide HR services to minimize human distraction in providing services to the community. |
| Beneficiaries: | All county employees; the community benefits by having happy and productive county employees that are proficient in executing their daily duties; other Federal, state and local agencies who are the recipients of data and information related to our employee base and use that data for their own needs and actions; and REOs that use the info system to collect union dues and administer other contract provisions. |
| Performance Measures: | 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. |
| Level of Service Required: | Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position control, salary resolutions and employee records. Ninety-eight percent of all activities are in compliance each pay period. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 7,701,106 | 8,904 | 7,710,010 |
| <i>Reimbursement</i> | 5,397,697 | 6,055 | 5,403,752 |
| Total Expenditures | 2,303,409 | 2,849 | 2,306,258 |
| <i>Revenue</i> | 2,303,409 | 2,849 | 2,306,258 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 69.6 | 0.0 | 69.6 |
| <i>Vehicles</i> | 0 | 0 | 0 |

| | |
|--------------------------------|--|
| Revenue Information: | Allocations to County non-General Fund departments. |
| Overmatch: | N/A |
| Additional Information: | None |
| Unfunded Impact: | Unfunded positions will delay provision of services. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 326,352 | 326,352 |
| <i>Reimbursement</i> | 0 | 221,919 | 221,919 |
| <i>Total Expenditures</i> | 0 | 104,433 | 104,433 |
| <i>Revenue</i> | 0 | 104,433 | 104,433 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 3.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 132,890 | 0 | 132,890 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 132,890 | 0 | 132,890 |
| <i>Revenue</i> | 132,890 | 0 | 132,890 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 1.2 | 0.0 | 1.2 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 Personnel Services

| | |
|-----------------------------------|--|
| Program Number: | 006A |
| Program Name: | Department Services Division - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Equal Employment Office, County Counsel, Labor Relations, Workers' Compensation, Disability Compliance, Safety Office, Civil Service Commission, Board of Supervisors are key County partners who would be seriously impacted by reducing or defunding our program. Our division is the first responder to all employee relations issues, concerns, questions and the liaison between the department and each office listed above. Their workload would increase dramatically as they would be required to field calls, answer a variety of questions, participate in daily meetings and be responsible for facilitating legally-required paperwork. In addition to the County partners, we interface with community partners such as labor organizations, contractors, physicians, Department of Transportation, CAL-OSHA, Department of Labor and colleges, just to name a few. Again, department managers or our County partners would spend a majority of their time addressing employee-related issues as opposed to their core business practices. |
| Program Description: | The Department Services Division provides employee relations services (including but not limited to disciplinary activities, investigations, recruitment activities, hiring process, employee development, labor relations, leaves of absence, medical issues, training, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inadequate employee training, substantially increased risk of liability stemming from violations of County policy or the law, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs. |
| Program Contribution: | By investing in HR services, departments avoid improper management practices, reducing their risk and liability for law violations resulting in exorbitant legal costs. These costs are difficult to quantify when our proactive approach to HR problem-solving has helped our customer departments avoid them, but must be considered as part of potential real and serious financial impacts that would result from cuts in HR services. |
| Beneficiaries: | All County agencies and departments. |
| Performance Measures: | 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. |
| Level of Service Required: | The Department Services Division (DSD) provides employee relations services including but not limited to (disciplinary activities, investigations, recruitment activities, hiring process, labor relations, leaves of absence, medical issues, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number: 006A

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 8,131,801 | 287,497 | 8,419,298 |
| <i>Reimbursement</i> | 5,758,149 | 195,498 | 5,953,647 |
| <i>Total Expenditures</i> | 2,373,652 | 91,999 | 2,465,651 |
| <i>Revenue</i> | 2,373,652 | 91,999 | 2,465,651 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| | | | |
| <i>FTE</i> | 63.8 | 0.0 | 63.8 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: Allocations to County non-General Fund departments.

Overmatch: N/A

Additional Information: At least one manager per team and in some cases both managers and Analyst staff, have been identified to participate in upcoming 2011 negotiations. Even though negotiations are two years out, weekly meetings are currently being held by Labor Relations in addition to budget meetings with the REO's that require DSD participation. We fully anticipate that this effort will increase significantly pulling staff away from the office requiring the remaining staff to handle department issues. In addition, with emanate layoffs planned for mid-July; every member of the DSD teams plays an integral role in the process, especially with the numbers that we are anticipating. With County Counsel's recent budgetary cuts and inability to service the general fund departments, the DSD teams are required to take on an additional role of defending grievances, disciplinary appeals and probationary releases. This will take added staff time to prepare as this role has not traditionally been required of the DSD team. It has been proven when budgetary times get difficult, investigations, disciplines and medical issues increase. To reduce the already taxed staff any further would cause a negative impact to staff and other critical service delivery

Unfunded Impact: Unfunded 1.0 Office Specialist 2 (C) will reduce clerical support to Department Services' West Team. Unfunded 1.0 LT position will have no impact.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

| | |
|-----------------------------------|--|
| BU: 6050000 | Personnel Services |
| Program Number: | 006B |
| Program Name: | Department Services Division - Enhanced Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Equal Employment Office, County Counsel, Labor Relations, Workers' Compensation, Disability Compliance, Safety Office, Civil Service Commission, Board of Supervisors are key County partners who would be seriously impacted by reducing or defunding our program. Our division is the first responder to all employee relations issues, concerns, questions and the liaison between the department and each office listed above. Their workload would increase dramatically as they would be required to field calls, answer a variety of questions, participate in daily meetings and be responsible for facilitating legally-required paperwork. In addition to the County partners, we interface with community partners such as labor organizations, contractors, physicians, Department of Transportation, CAL-OSHA, Department of Labor and colleges, just to name a few. Again, department managers or our County partners would spend a majority of their time addressing employee-related issues as opposed to their core business practices. |
| Program Description: | The Department Services Division provides employee relations services (including but not limited to disciplinary activities, investigations, recruitment activities, hiring process, employee development, labor relations, leaves of absence, medical issues, training, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inadequate employee training, substantially increased risk of liability stemming from violations of County policy or the law, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs. |
| Program Contribution: | By investing in HR services, departments avoid improper management practices, reducing their risk and liability for law violations resulting in exorbitant legal costs. These costs are difficult to quantify when our proactive approach to HR problem-solving has helped our customer departments avoid them, but must be considered as part of potential real and serious financial impacts that would result from cuts in HR services. |
| Beneficiaries: | All County agencies and departments. |
| Performance Measures: | 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. |
| Level of Service Required: | Services the teams provide to the departments to allow them time to focus on their activities. The additional services include but are not limited to training, employee development, newsletters, website maintenance, recognition events, succession planning, performance review coordination, career development, community outreach and service awards. Reductions in HR staff would result in inadequate employee/supervisor training in critical areas such as FMLA/CFRA, disability compliance, disciplinary procedures substantially increasing risk of liability stemming from violations of County policy or the law; inconsistent communication efforts; inability to support departments with future planning and development; or assist employees with County career goals. Without these services, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee issues, rather than focusing on business practices and meeting customer needs. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number: 006B

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 84,313 | 84,313 |
| <i>Reimbursement</i> | 0 | 57,333 | 57,333 |
| <i>Total Expenditures</i> | 0 | 26,980 | 26,980 |
| <i>Revenue</i> | 0 | 26,980 | 26,980 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: Allocations to County non-General Fund departments.

Overmatch: 0

Additional Information: At least one manager per team and in some cases both managers and Analyst staff, have been identified to participate in upcoming 2011 negotiations. Even though negotiations are two years out, weekly meetings are currently being held by Labor Relations in addition to budget meetings with the REO's that require DSD participation. We fully anticipate that this effort will increase significantly pulling staff away from the office requiring the remaining staff to handle department issues. In addition, with emanate layoffs planned for mid-July; every member of the DSD teams plays an integral role in the process, especially with the numbers that we are anticipating. With County Counsel's recent budgetary cuts and inability to service the general fund departments, the DSD teams are required to take on an additional role of defending grievances, disciplinary appeals and probationary releases. This will take added staff time to prepare as this role has not traditionally been required of the DSD team. It has been proven when budgetary times get difficult, investigations, disciplines and medical issues increase. To reduce the already taxed staff any further would cause a negative impact to staff and other critical service delivery

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number: 007A

Program Name: Employee Benefits Administration - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: The County and County employees and retirees contribute in excess \$200,000,000 per year in insurance premiums and deferred compensation contributions. The premiums are paid to Kaiser, Health Net, Blue Shield, Delta Dental, Managed Health Network and Prudential. Deferred compensation contributions are invested through Fidelity and ICMA. The tax advantages of these programs are only available through the employment relationship. The group purchasing power allows individuals who otherwise might not be able to obtain insurance to have medical, dental, and life insurance coverage. Several of the special districts would have difficulty obtaining group insurance for their employees without pooling with other employer(s). Absent group sponsored coverage, uninsured individuals may seek services from County funded clinics.

Program Description: The Employee Benefits and Deferred Compensation Office analyzes, implements, and administers group benefit programs for all County employees, retirees, employees of special districts and their eligible dependents. The purpose of the benefits is to increase the economic security of employees and their families. Through competent administration, employees can focus on their duties as an employee, have confidence that their benefits are competitive and provide economic and emotional security for many major life events.

Program Contribution: The purpose of the benefits is to increase the economic and emotional security of employees and their families. Through competent administration, employees can focus on their duties as an employee, have confidence that their benefits are competitive and maintain economic security for many major life events. Benefit programs are an integral part of recruitment, job satisfaction and retention and are an important component of job performance.

Beneficiaries: Employees and retirees benefit directly from our services. The public benefits indirectly because employees are able to focus on their duties, rather than having to individually seek out, research, and pay for complex and expensive benefit programs. The County is able to recruit qualified talent with competitive benefit programs.

Performance Measures: 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.

Level of Service Required: There are statutory requirements relating to the administration of health care plans and other benefits as well as notification requirements. The Employee Benefits and Deferred Compensation Office analyzes, implements, and administers group benefit programs for all County employees, retirees, employees of special districts and their eligible dependents. The purpose of the benefits is to increase the economic security of employees and their families. Through competent administration, employees can focus on their duties as an employee, have confidence that their benefits are competitive and provide economic and emotional security for many major life events.

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 3,395,886 | 0 | 3,395,886 |
| <i>Reimbursement</i> | 2,148,922 | 0 | 2,148,922 |
| <i>Total Expenditures</i> | 1,246,964 | 0 | 1,246,964 |
| <i>Revenue</i> | 1,246,964 | 0 | 1,246,964 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 16.0 | 0.0 | 16.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: Allocations to County non-General Fund departments; charges to Deferred Compensation plan participants.

Overmatch: N/A

Additional Information: None

Unfunded Impact: Unfunded 1.0 Administrative Services Officer 2 will delay implementation of automated processes and result in redistribution of administrative duties.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number: 007B

Program Name: Employee Benefits Administration - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: The County and County employees and retirees contribute in excess \$200,000,000 per year in insurance premiums and deferred compensation contributions. The premiums are paid to Kaiser, Health Net, Blue Shield, Delta Dental, Managed Health Network and Prudential. Deferred compensation contributions are invested through Fidelity and ICMA. The tax advantages of these programs are only available through the employment relationship. The group purchasing power allows individuals who otherwise might not be able to obtain insurance to have medical, dental, and life insurance coverage. Several of the special districts would have difficulty obtaining group insurance for their employees without pooling with other employer(s). Absent group sponsored coverage, uninsured individuals may seek services from County funded clinics.

Program Description: The Employee Benefits and Deferred Compensation Office analyzes, implements, and administers group benefit programs for all County employees, retirees, employees of special districts and their eligible dependents. The purpose of the benefits is to increase the economic security of employees and their families. Through competent administration, employees can focus on their duties as an employee, have confidence that their benefits are competitive and provide economic and emotional security for many major life events.

Program Contribution: The purpose of the benefits is to increase the economic and emotional security of employees and their families. Through competent administration, employees can focus on their duties as an employee, have confidence that their benefits are competitive and maintain economic security for many major life events. Benefit programs are an integral part of recruitment, job satisfaction and retention and are an important component of job performance.

Beneficiaries: Employees and retirees benefit directly from our services. The public benefits indirectly because employees are able to focus on their duties, rather than having to individually seek out, research, and pay for complex and expensive benefit programs. The County is able to recruit qualified talent with competitive benefit programs.

Performance Measures: 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.

Level of Service Required: Provision of Employee Benefits Administration services at service levels over and above the minimum requirements.

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 50,871 | 19,400 | 70,271 |
| <i>Reimbursement</i> | 1,756 | 13,192 | 14,948 |
| Total Expenditures | 49,115 | 6,208 | 55,323 |
| <i>Revenue</i> | 49,115 | 6,208 | 55,323 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information: Allocations to County non-General Fund departments; charges to Deferred Compensation plan participants.

Overmatch: N/A

Additional Information: The following activities would not occur: Run Adhoc and Monarch reports; Coordinate communications, arrange presentation from CalPERS representative, respond to inquiries as needed; Send and receive electronic data changes for payroll and benefit deductions between COMPASS and Benefit Bridge; Review report to determine if premiums not being deducted for benefits, make appropriate corrections in COMPASS; Revisions and Updates of information or literature to the EBO website; Coordinate and renew vendor discounts for County employees; Present retiree benefit orientation for EE's retiring within 90 days, answer questions and go over the enrollment forms; Run report for SCEMA union dues and Long Term Care payments; New hire orientation to explain benefits available, answer questions

Unfunded Impact: N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 784,416 | 11,700 | 796,116 |
| <i>Reimbursement</i> | 0 | 7,956 | 7,956 |
| <i>Total Expenditures</i> | 784,416 | 3,744 | 788,160 |
| <i>Revenue</i> | 784,416 | 3,744 | 788,160 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 7.1 | 0.0 | 7.1 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

| | |
|-----------------------------------|---|
| Program Number: | 009 |
| Program Name: | Disability Compliance |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Key partners include, the Board of Supervisors, the Department of Personnel Services, all County-wide ADA Coordinators, County-wide management, Unions, Transportation Department, FPARE, and the Disability Advisor Commission, and the disabled community in general |
| Program Description: | The Disability Compliance Office provides services to every County department and division including, the Board of Supervisors. We address compliance in employment, facility access, program access, and services. We also are direct support to the Board Appointed, Disability Advisory Commission and its 3 sub-committees covering Housing, Programs & Services, and Facility Access. We provide input on construction projects, such as the Airports to ensure design and compliance access to state and federal regulations. We are responsible to see that the County complies with the Americans with Disabilities Act, the Fair Employment & Housing Act, and the California Building Code as it relates to disability access and employment access. We provide direct advice to the entire County from hiring employees to termination, if disability is an issue. Our major role is to keep the County out of litigation for failure to comply with these regulations and to provide technical assistance to the County and to citizens who request information. We are also directly involved in compliance with streets, sidewalks, curb-cuts, county facilities, signage, for compliance to the ADA and the California Building Code. Not having our presence will put the County at extreme exposure to continuous litigation |
| Program Contribution: | We save the County money in reviewing required ADA accommodations by ensuring that they are only provided to qualified individuals when appropriate and that they are cost effective. We determine how to provided what is legally mandated in a cost effective manner. We also solve numerous personnel issues which could lead to litigation and try to solve the problem to avoid litigation by recommending appropriate actions and solutions. We meet with the Department of Transportation and FPARE to review construction projects and make appropriate compliance cost effective recommendations to comply with state and federal ADA regulations. We can save departments money through this process and having the Disability Advisory Commission on board with our recommendations. |
| Beneficiaries: | The entire County directly benefits from our mandated compliance program. In addition the citizens of the community also directly benefit as we work to improve access throughout the county for all persons with disabilities. |
| Performance Measures: | 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. |
| Level of Service Required: | The County is responsible for coordinating implementation of the Americans with Disabilities Act (ADA). The department believes the Disability Compliance Office staff is at minimum staffing levels with only 3 staff to cover the wide range of compliance services we are required to cover. Any loss of additional staff will result in slower processing of time required case management, reduction or loss of compliance training to departments, loss of required staffing of the Disability Advisory Commission's 4 Committees which provide a major cost savings service to the County and assist us in meeting mandatory compliance of various regulations. Staff serves the public directly, and each department and division with regard to Americans Disability Act (ADA) compliance regulations and administers the County ADA Accommodation Process and coordinate technical assistance to Representatives from each department to comply with state and federal ADA/FEHA regulations. Lowering staff in this office will cost the County more in the long run in additional litigation and expenses that could have otherwise been avoided. These are just a few of the examples of why we cannot work below minimum staffing levels and provide the required and regulated services of the compliance component. We also work hand in hand with County Counsel on ADA/FEHA litigation and prevention. |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 444,382 | 0 | 444,382 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 444,382 | 0 | 444,382 |
| <i>Revenue</i> | 444,382 | 0 | 444,382 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 3.0 | 0.0 | 3.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 806,010 | 0 | 806,010 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 806,010 | 0 | 806,010 |
| <i>Revenue</i> | 806,010 | 0 | 806,010 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 5.0 | 0.0 | 5.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

| | |
|-----------------------------------|---|
| Program Number: | 011A |
| Program Name: | Safety Office - Minimal Level of Service |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | County Safety Office partners include; every employee, lead worker, supervisor, manager, department or office director, agency administrators, and all elected officials of the County of Sacramento, its Contractors and sub-contractors. The County Safety Office's key internal partners are Risk Management, Workers' Compensation, and County Counsel Programs. The County Safety Office's key external Customers include but are not limited to; the California State Association of Counties-Excess Insurance Agency (CSAC-EIA), the State of California Department of Industrial Relations (Cal/OSHA), the Centers for Disease Control (CDC), the National Institute for Occupational Safety and Health (NIOSH), and the American Conference of Governmental Industrial Hygienists (ACGIH). All of the program partners will be adversely affected if the County Safety Office loses funding as the County of Sacramento provides leadership in these organizations |
| Program Description: | The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposable by Cal/OSHA and other regulatory agencies. |
| Program Contribution: | By continuing to provide sufficient funding for the Countywide Occupational Health and Safety Outreach Program the County will not experience workforce or financial losses in the form of civil/criminal penalties imposed by the Department of Industrial Relations and our own District Attorney, as a result of unsafe or unhealthful workplaces and conditions of employment. Through proactive funding the County will experience cost savings in the form of reduced Workers' Compensation, auto liability, property loss and excess insurance claims. The County will continue to enjoy increased employee morale and productivity and enhanced employee relations overall. |
| Beneficiaries: | Those persons that directly benefit from the County Safety Office services are ALL employees including Supervisors, Safety Representatives, Managers, Department Heads, Agency Administrators, County Counsel, and the County Executive. Entities that directly benefit from the County Safety Office services are Workers' Compensation, Risk Management, and the Board of Supervisors. Indirect beneficiaries are our taxpayers, neighboring cities and Counties. |
| Performance Measures: | A safe workplace for County employees; OSHA compliance; reduced County liability. 5% reduction in number of valid physical injury claims; 50% of OSHA inspections in compliance. |
| Level of Service Required: | The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposable by Cal/OSHA and other regulatory agencies. |

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,601,624 | 121,934 | 1,723,558 |
| <i>Reimbursement</i> | 1,119,785 | 82,915 | 1,202,700 |
| Total Expenditures | 481,839 | 39,019 | 520,858 |
| <i>Revenue</i> | 481,839 | 39,019 | 520,858 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| FTE | 10.9 | 0.0 | 10.9 |
| Vehicles | 1 | 0 | 1 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

- Program Number:**
- Program Name:**
- Countywide Priority:**
- Strategic Objective:**
- Program Partners:**
- Program Description:**
- Program Contribution:**
- Beneficiaries:**
- Performance Measures:**
- Level of Service Required:**

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|---------------|-----------------|--------------|
| <i>Appropriation</i> | 0 | 18,325 | 18,325 |
| <i>Reimbursement</i> | 0 | 12,461 | 12,461 |
| <i>Total Expenditures</i> | 0 | 5,864 | 5,864 |
| <i>Revenue</i> | 0 | 5,864 | 5,864 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 1.0 | 1.0 |
| <i>Vehicles</i> | 0 | 1 | 1 |

Revenue Information:

Overmatch:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

| Cost Information: | Funded | Unfunded | Total |
|---------------------------|------------------|-----------------|------------------|
| Appropriation | 3,315,973 | 0 | 3,315,973 |
| Reimbursement | 0 | 0 | 0 |
| Total Expenditures | 3,315,973 | 0 | 3,315,973 |
| Revenue | 3,315,973 | 0 | 3,315,973 |
| Carryover | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| FTE | 33.0 | 1.0 | 34.0 |
| Vehicles | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|----------------------------------|----------------|-----------------|----------------|
| <i>Appropriation</i> | 1,095,586 | 118,723 | 1,214,309 |
| <i>Reimbursement</i> | 935,050 | 80,732 | 1,015,782 |
| <i>Total Expenditures</i> | 160,536 | 37,991 | 198,527 |
| <i>Revenue</i> | 160,536 | 37,991 | 198,527 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 6.0 | 0.0 | 6.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|---------------|
| <i>Appropriation</i> | 0 | 106,041 | 106,041 |
| <i>Reimbursement</i> | 0 | 72,108 | 72,108 |
| Total Expenditures | 0 | 33,933 | 33,933 |
| <i>Revenue</i> | 0 | 33,933 | 33,933 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 1.7 | 1.7 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|--------------|
| Total Net Cost | 0 | 0 | 0 |
| Total FTE | 281.6 | 11.7 | 293.3 |
| Total Vehicles | 1 | 1 | 2 |

SCHEDULE:

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

FUND: REAL ESTATE DIVISION
032C

ACTIVITY: Real Estate
UNIT: 7930000

SCHEDULE 10
OPERATIONS OF INTERNAL SERVICE FUND
FISCAL YEAR: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|----------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 0 | 0 | 0 | 55,101,604 | 54,896,479 |
| Total Operating Rev | 0 | 0 | 0 | 55,101,604 | 54,896,479 |
| Salaries/Benefits | 0 | 0 | 0 | 3,476,239 | 2,996,740 |
| Services & Supplies | 0 | 0 | 0 | 51,590,107 | 51,497,794 |
| Other Charges | 0 | 0 | 0 | 405,804 | 401,945 |
| Intrafund Chgs/Reimb | 0 | 0 | 0 | 1,620 | 0 |
| Total Operating Exp | 0 | 0 | 0 | 55,473,770 | 54,896,479 |
| Net Income (Loss) | 0 | 0 | 0 | -372,166 | 0 |
| Positions | 0.0 | 0.0 | 0.0 | 33.0 | 28.0 |

PROGRAM DESCRIPTION:

Effective July 1, 2009, the Real Estate Division will be administered by the County/Clerk Recorder. Real Estate provides the following services:

- Leases facilities for county departments and agencies.
- Provides property management services for county departments and agencies occupying leased facilities.
- Negotiates the purchase of real estate required for projects and provided relocation assistance to individuals or businesses displaced by acquisitions.
- Prepares, reviews, and contracts for appraisals required for real estate acquisitions and other transactions.
- Manages county and special districts' vacant real property, including agricultural revenue leases of buffer lands, and sells surplus real estate.
- Initiates telecommunication revenue leases.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|--|------------------------|-------------------------|
| BU 7930000 | Real Estate Division | | |
| <i>Program</i> 001 | Real Estate Operations | 0 | 19.0 |
| <i>Program</i> 002A | Real Estate Lease Mgmt Fee Program - Minimal Level of Service | 0 | 9.0 |
| <i>Program</i> 002B | Real Estate Lease Mgmt Fee Program - Enhanced Level of Service | 0 | 0.0 |
| Funded Total: | | 0 | 28.0 |

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
UNFUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Unfunded Net Cost</i> | <i>Unfunded Positions</i> |
|------------------------|--|--------------------------|---------------------------|
| BU 7930000 | Real Estate Division | | |
| <i>Program</i> 001 | Real Estate Operations | 372,166 | 5.0 |
| <i>Program</i> 002B | Real Estate Lease Mgmt Fee Program - Enhanced Level of Service | 0 | 0.0 |
| Unfunded Total: | | 372,166 | 5.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7930000 **Real Estate Division**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|------------------|-----------------|------------------|
| <i>Appropriation</i> | 2,721,935 | 372,166 | 3,094,101 |
| <i>Reimbursement</i> | 296,936 | 0 | 296,936 |
| Total Expenditures | 2,424,999 | 372,166 | 2,797,165 |
| <i>Revenue</i> | 2,424,999 | 0 | 2,424,999 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 372,166 | 372,166 |
| <i>FTE</i> | 19.0 | 5.0 | 24.0 |
| <i>Vehicles</i> | 4 | 0 | 4 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7930000 **Real Estate Division**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|-------------------|-----------------|-------------------|
| <i>Appropriation</i> | 52,607,560 | 0 | 52,607,560 |
| <i>Reimbursement</i> | 136,080 | 0 | 136,080 |
| Total Expenditures | 52,471,480 | 0 | 52,471,480 |
| <i>Revenue</i> | 52,471,480 | 0 | 52,471,480 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 9.0 | 0.0 | 9.0 |
| <i>Vehicles</i> | 2 | 0 | 2 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 7930000 **Real Estate Division**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|---------------------------|---------------|-----------------|----------------|
| <i>Appropriation</i> | 0 | 205,125 | 205,125 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 0 | 205,125 | 205,125 |
| <i>Revenue</i> | 0 | 205,125 | 205,125 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
|-----------------------|---------------|-----------------|----------------|
| Total Net Cost | 0 | 372,166 | 372,166 |
| Total FTE | 28.0 | 5.0 | 33.0 |
| Total Vehicles | 6 | 0 | 6 |

UNEMPLOYMENT INSURANCE

3930000

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 1,376,155 | 2,021,133 | 2,021,133 | 2,021,133 | 2,021,133 |
| Total Operating Rev | 1,376,155 | 2,021,133 | 2,021,133 | 2,021,133 | 2,021,133 |
| Services & Supplies | 1,290,664 | 1,087,240 | 2,006,121 | 2,005,630 | 2,005,630 |
| Other Charges | 17,531 | 15,012 | 15,012 | 15,503 | 15,503 |
| Total Operating Exp | 1,308,195 | 1,102,252 | 2,021,133 | 2,021,133 | 2,021,133 |
| Residual Eq Trn Out | 0 | 1,262,730 | 1,262,730 | 0 | 0 |
| Total Nonoperating Exp | 0 | 1,262,730 | 1,262,730 | 0 | 0 |
| Net Income (Loss) | 67,960 | -343,849 | -1,262,730 | 0 | 0 |

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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|-------------------------------|------------------------|-------------------------|
| <i>BU 3930000</i> | <i>Unemployment Insurance</i> | | |
| <i>Program 001</i> | Unemployment Insurance (UI) | 0 | 0.0 |
| <i>Funded Total:</i> | | 0 | 0.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3930000 **Unemployment Insurance**

| | |
|-----------------------------------|--|
| Program Number: | 001 |
| Program Name: | Unemployment Insurance (UI) |
| Countywide Priority: | Flexible Mandated Countywide/Municipal or Financial Obligations |
| Strategic Objective: | Internal Support |
| Program Partners: | Key county and community partners that would be affected by funding or defunding this program include: California State Employment Development Department (EDD); all county departments; finance payroll; Department of Personnel Services (DPS) Department Services team; risk management; County Counsel and other DPS Payroll And Information Delivery units. |
| Program Description: | Sacramento County is self-insured for all Unemployment Insurance claims. |
| Program Contribution: | This program has contributed to reduced costs associated with maintaining UI to all eligible employees. In a recent comparison to the alternative quarterly contribution program offered by EDD, the current participation in the reimbursable program provides a \$1.7M annual savings in county contributions required to fund the county's UI program. |
| Beneficiaries: | This program strives to ensure that only eligible claimants receive unemployment insurance benefits. In addition, departments are educated on UI and how they can minimize their costs in this area. This program has been extremely successful in preventing unnecessary expenditures of county funds related to inappropriate UI claims. |
| Performance Measures: | 98 percent of claims are valid (according to the Unemployment Insurance Code) and processed timely. |
| Level of Service Required: | This program provides timely processing and uniform administration of all unemployment insurance claims filed against the county. The program strives to ensure that only eligible claimants receive UI benefits. In addition, county departments are educated about UI and how they can minimize their costs in this area. Program costs are allocated to the county departments based on the number of employees and actual claim costs. |

| Cost Information: | | | |
|----------------------------------|------------------|-----------------|------------------|
| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
| <i>Appropriation</i> | 2,021,133 | 0 | 2,021,133 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| <i>Total Expenditures</i> | 2,021,133 | 0 | 2,021,133 |
| <i>Revenue</i> | 2,021,133 | 0 | 2,021,133 |
| <i>Carryover</i> | 0 | 0 | 0 |
| <i>Net Cost</i> | 0 | 0 | 0 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

| | |
|--------------------------------|--|
| Revenue Information: | Allocated to county agencies and departments |
| Overmatch: | N/A |
| Additional Information: | None |
| Unfunded Impact: | N/A |

| Cost Summary: | | | |
|------------------------------|---------------|-----------------|--------------|
| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
| <i>Total Net Cost</i> | 0 | 0 | 0 |
| <i>Total FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Total Vehicles</i> | 0 | 0 | 0 |

WORKERS' COMPENSATION INSURANCE

3900000

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: 2009-10

| Operating Details | Actual 2007-08 | Estimated 2008-09 | Adopted 2008-09 | Requested 2009-10 | Recommended 2009-10 |
|-------------------------------|-------------------|----------------------|--------------------|----------------------|------------------------|
| Charges for Service | 32,155,722 | 30,407,887 | 30,407,887 | 29,686,246 | 14,517,375 |
| Total Operating Rev | 32,155,722 | 30,407,887 | 30,407,887 | 29,686,246 | 14,517,375 |
| Services & Supplies | 21,792,532 | 23,140,328 | 31,977,415 | 31,147,081 | 31,147,081 |
| Other Charges | 489,144 | 540,191 | 566,169 | 559,165 | 559,165 |
| Total Operating Exp | 22,281,676 | 23,680,519 | 32,543,584 | 31,706,246 | 31,706,246 |
| Aid-Gov'n't Agencies | 45,378 | 0 | 0 | 0 | 0 |
| Other Revenues | 378,548 | 185,151 | 20,000 | 20,000 | 188,871 |
| Other Financing | 0 | 1,640 | 0 | 0 | 0 |
| Total Nonoperating Rev | 423,926 | 186,791 | 20,000 | 20,000 | 188,871 |
| Reserve Provision | 5,221,082 | 0 | 0 | 0 | 0 |
| Total Nonoperating Exp | 5,221,082 | 0 | 0 | 0 | 0 |
| Net Income (Loss) | 5,076,890 | 6,914,159 | -2,115,697 | -2,000,000 | -17,000,000 |

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.

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS**

| <i>Program No.</i> | <i>Program Name</i> | <i>Funded Net Cost</i> | <i>Funded Positions</i> |
|----------------------|--|------------------------|-------------------------|
| <i>BU 3900000</i> | <i>Workers' Compensation Insurance</i> | | |
| <i>Program 001</i> | Workers' Compensation Insurance | 17,000,000 | 0.0 |
| <i>Funded Total:</i> | | 17,000,000 | 0.0 |

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3900000 **Workers' Compensation Insurance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

| Cost Information: | | | |
|---------------------------|-------------------|-----------------|-------------------|
| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
| <i>Appropriation</i> | 31,706,246 | 0 | 31,706,246 |
| <i>Reimbursement</i> | 0 | 0 | 0 |
| Total Expenditures | 31,706,246 | 0 | 31,706,246 |
| <i>Revenue</i> | 14,706,246 | 0 | 14,706,246 |
| <i>Carryover</i> | 0 | 0 | 0 |
| Net Cost | 17,000,000 | 0 | 17,000,000 |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 |
| <i>Vehicles</i> | 0 | 0 | 0 |

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

| Cost Summary: | | | |
|-----------------------|-------------------|-----------------|-------------------|
| | <i>Funded</i> | <i>Unfunded</i> | <i>Total</i> |
| Total Net Cost | 17,000,000 | 0 | 17,000,000 |
| Total FTE | 0.0 | 0.0 | 0.0 |
| Total Vehicles | 0 | 0 | 0 |