

INTERNAL SERVICES

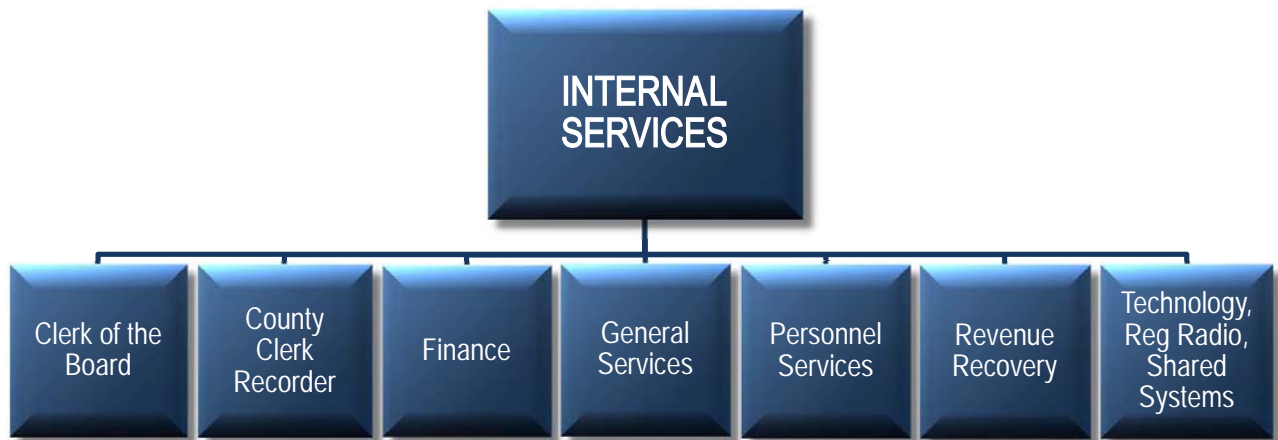
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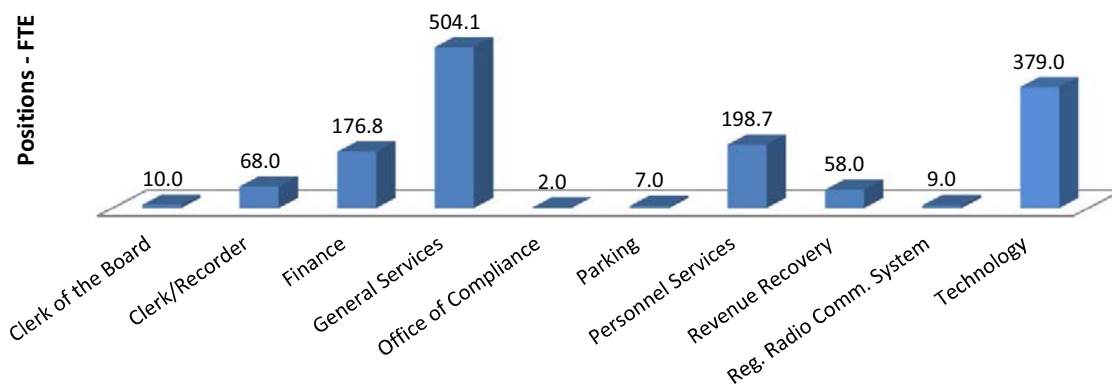
INTRODUCTION

SERVICES STRUCTURE

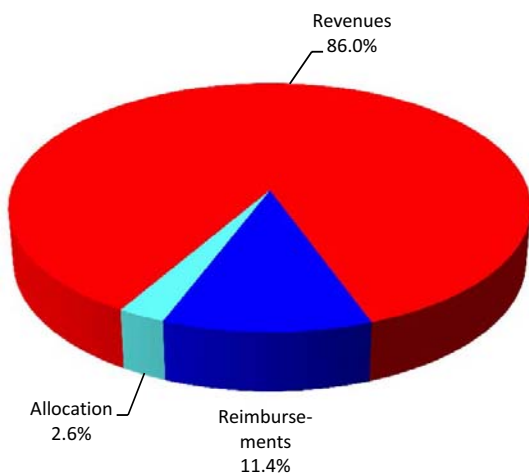
DAVID VILLANUEVA, Chief Deputy County Executive



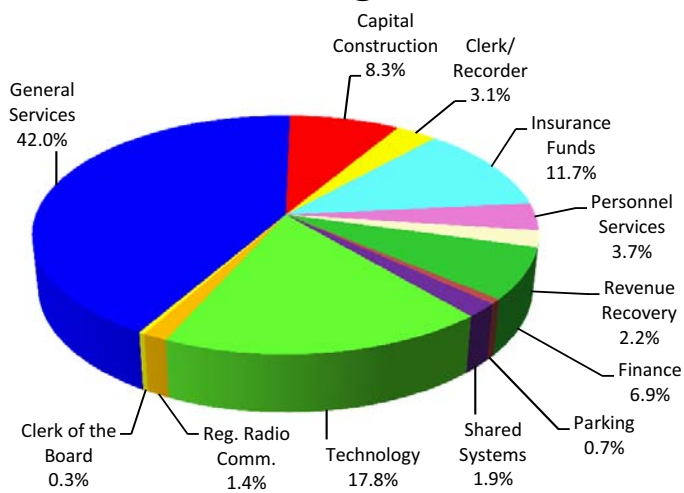
Staffing Trend



Financing Sources



Financing Uses



INTRODUCTION

Internal Services departments provide support and operational services to other departments within the County.

Internal Services departments include:

Clerk of the Board — The Clerk of the Board's Office provides clerical and administrative services for the Board of Supervisor's meetings along with the Assessment Appeals Boards, the Planning Commission, and other boards and commissions.

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

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

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

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

Regional Radio Communications System (SRRCS) — Operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Grant Joint Union High School District Police Department, Los Rios Community College District and all fire districts.

Finance — This Department's specialized programs are organized within the following Divisions: Auditor-Controller is comprised of the following programs: General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; Tax Accounting Services. Tax Collection and Licensing is comprised of the following programs: processes property tax collection and business licenses; issues and monitors fictitious business name statements. Treasury and Investments is comprised of the following programs: Pooled Investments; Fiscal Agent Services; and 1911 Act Bonds; Reclamation Districts.

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

INTRODUCTION

Personnel Services — Is comprised of the following programs: Deferred Compensation; Dental Insurance; Disability Compliance; Employee Benefits; Employee Health; Equal Employment; Liability/Property Insurance; Personnel Records; Department Services; Personnel/Payroll Training and Support; Safety Services; Selection & Classification; Training and Development; Training; Unemployment Insurance, Workers' Compensation and Labor Relations.

Revenue Recovery — Primary responsibility is to collect both current and delinquent accounts receivable. To accomplish this, the Department: Performs financial evaluations; determines client's ability to pay, and adjusts certain types of charges; establishes a payment schedule, when appropriate; creates an account for each client; sends out monthly bills; and initiates follow-up procedures if payments are not made.

Internal Services Fund Centers/Departments						
Fund			Requirements	Financing	Net Cost	Positions
Fund	Center	Department				
001A	4010000	Clerk of the Board	\$1,337,918	\$309,665	\$1,028,253	10.0
001A	3240000	County Clerk/Recorder	12,693,698	12,693,698	0	68.0
001A	5710000	Data Processing-Shared Systems	7,693,157	94,816	7,598,341	0.0
001A	3230000	Department of Finance	28,195,220	27,925,161	270,059	176.8
001A	6110000	Department of Revenue Recovery	9,014,436	9,014,436	0	58.0
001A	5740000	Office of Compliance	99	99	0	2.0
001A	5780000	Office of Inspector General	95,441	0	95,441	0.0
001A	6050000	Personnel Services	15,018,402	12,224,566	2,793,836	198.7
GENERAL FUND TOTAL			\$74,048,371	\$62,262,441	\$11,785,930	513.5
General Services						
034A	2070000	Capital Outlay	11,011,000	3,439,703	7,571,297	0.0
035A	7007900	Architectural Services	2,303,426	2,303,426	0	13.0
035B	7007200	Construction Management & Inspection	16,283,280	16,245,280	38,000	99.0
035C	7110000	Office of the Director	1,666,030	1,416,030	250,000	25.6
035F	7007410	Alarm Services	1,275,675	1,275,675	0	6.0
035F	7007440	Building Maintenance & Operations-Airport	6,301,013	6,201,013	100,000	37.0
035F	7007420	Bradshaw Building Maintenance & Operations-	13,023,352	12,523,352	500,000	78.0
035F	7007430	Downtown	7,726,749	7,276,749	450,000	51.0
035F	7007046	Energy Management	9,552,564	8,742,564	810,000	1.0
035F	7450000	Security Services	2,774,224	2,649,224	125,000	27.0
035H	7007063	Contract and Purchasing Services	2,235,215	2,060,215	175,000	18.0
035J	7700000	Support Services	7,720,036	7,720,036	0	21.5
035K	7007030	Real Estate	43,751,114	43,521,114	230,000	22.0
035L	7007500	Light Fleet	20,418,764	19,943,764	475,000	24.0
035M	7007600	Heavy Equipment	24,701,524	24,701,524	0	81.0
SUBTOTAL			\$170,743,966	\$160,019,669	\$10,724,297	504.1
007A	3100000	Capital Construction	\$33,694,465	\$33,694,465	\$0	0.0
031A	7600000	Department of Technology	72,569,538	71,349,501	1,220,037	379.0
037A	3910000	Liability/Property Insurance	18,203,683	18,203,683	0	0.0
039A	3900000	Workers' Compensation Insurance	26,929,089	26,929,089	0	0.0
040A	3930000	Unemployment Insurance	2,464,115	2,464,115	0	0.0
056A	7990000	Parking Enterprise	2,677,135	2,677,135	0	7.0
059A	7020000	Regional Radio Communications System	5,510,614	5,329,058	181,556	9.0
GRAND TOTAL			\$406,840,976	\$382,929,156	\$23,911,820	1,412.6

Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	33,648,558	30,323,630	39,858,188	33,694,465	33,694,465
Total Financing	33,378,669	27,276,310	39,858,188	33,694,465	33,694,465
Net Cost	269,889	3,047,320	-	-	-

PROGRAM DESCRIPTION:

The Facility Planning and Management Division of the Department of General Services (DGS) manages the Capital Construction Fund (Fund 007A).

- This budget provides for major construction projects which are a part of the long-range Capital Improvement Program, as well as minor alterations, improvements, and major equipment replacement in county-owned facilities.
- As a result of the county's financial limitations, the recommendations for Capital Construction projects are limited to those which are cost-effective or required because of health, safety, security, or severe operational problems.

MISSION:

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

GOAL:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Completed the Smart Grid Variable Frequency Drive (VFD) energy saving project at the Main Jail.
- Completed elevator upgrade project at the Main Jail.
- Completed the generator replacement at the 799 G Street Facility.
- Completed the fire pump and water storage tank replacement at the 799 G Street Facility.

SIGNIFICANT CHANGES FOR 2013-14:

- Complete the water booster system replacement at the Main Jail.
- Complete the water heater replacement at the Main Jail.
- Complete the facility upgrade at the Mental Health Treatment Center.
- Complete the Americans with Disabilities Act (ADA) upgrades to the permit counter and restrooms at the Old Administration Building.
- Upgrade the fire alarm system at the New Administration Building.

FUND BALANCE CHANGES FOR 2013-14:

Fund balance decreased by \$5,011,859 due to reduced construction related encumbrances and delays in receiving reimbursements for projects.

SUPPLEMENTAL INFORMATION:

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2013-14 is \$33,694,465. The Fiscal Year 2013-14 Adopted Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other county facilities.
- The following is a summary of available financing and significant projects in this fund:

<u>SOURCE</u>	<u>AMOUNT</u>
Available Fund Balance of Appropriation.....	\$ (5,483,675)
Courthouse Temporary Construction Fund Revenues	1,800,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,800,000
Interest Income	5,552
County Facility Use Allowance Charges, Improvement Districts, and Vacancy Factor	15,487,765
Fixed Asset Acquisition Fund (FAAF) Financing	231,190
Miscellaneous Revenues - Revenue Leases	33,000
Miscellaneous Revenues – Sacramento Metropolitan Cable Commission Public, Educational, and Government (PEG) Grant	1,249,000
Miscellaneous Revenues - Department Funded Projects.....	4,151,160
Miscellaneous Revenues (Deallocated Funds Adjustment)	3,082,888
Energy Service Company (ESCO) Energy Savings Revenue.....	1,021,192
Revenue Leases.....	103,609
Americans with Disabilities (ADA) Certificate of Participation (COP) funds	540,000
California Energy Commission (CEC) Energy Savings Revenue.....	103,224
Tobacco Litigation Settlement (TLS) Funds.....	9,560,093
Department of General Services Rebate.....	<u>9,467</u>
	\$33,694,465

- Included in the following recommended appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.
- CCF has made significant contributions for debt service for General Fund departments in the Adopted Budget. Many projects have been postponed to make these contributions.

The projects included in the Adopted Budget are:**Fund Center 3103101- Bradshaw Complex — \$1,709,817**

- Bradshaw District – Building Envelope Repair and Maintenance Operating Procedures Outline Sheet (OPOS) — \$5,000
- General Services Warehouse – Recoat Roof — \$220,000
- Oak Park Multi-Service Center – Replace Heating, Ventilation, and Air Conditioning (HVAC) — \$459,000
- Office Building 4 (OB4) – Roof Recoat, Gutter & Downspout Replacement — \$53,924
- Waste Management and Recycling – New Compressed Natural Gas Station — \$488,222
- Voter Registration and Elections – South Window Wall Leak Repair — \$43,971
- ESCO Debt Service — \$439,700

Fund Center 3103102- Administration Center — \$5,028,530

- Central Plant - Repair Cooling Towers — \$569,550
- Central Plant - Repair Underground Hot Water Lines — \$500,000
- New Administration Building – ADA Signage Upgrade and Handrail Installation — \$75,630
- New Administration Building – Board of Supervisors' Dais Remodel — \$1,208,056
- New Administration Building – Security Mitigation Project — \$75,000
- New Administration Building – Upgrade Fire Alarm System — \$1,294,383
- Old Administration Building – ADA Upgrades to Permit Counter and Restrooms — \$1,140,621
- Old Administration Building – Refurbish Elevator Cars— \$94,255
- Public Parking Garage – Repair Stairwells — \$43,535
- Miscellaneous Project – Downtown District – Building Envelope Repair and Maintenance OPOS — \$17,500
- Miscellaneous modifications — \$10,000

Fund Center 3103108- Preliminary Planning — \$1,628,022

- Administrative Costs for the Capital Construction Fund — \$744,797
- Allocated Cost — \$245,717
- Architectural Services Division — \$90,000
- Carpenter (Facility Assessments) — \$85,000
- Computer Aided Facility Management (CAFM) — \$150,000
- CAFM Software Upgrade — \$112,000
- Job Order Contracting (JOC) — \$50,000
- Master Planning — \$125,000
- Miscellaneous Planning Costs — \$25,508

This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

Fund Center 3103109- 901 G Street Building (OB #2) — \$25,000

- Miscellaneous modifications — \$25,000

Fund Center 3103110- Maintenance Yard — \$1,498,592

- Department of Transportation Facility – ADA Public Path of Travel and Restrooms— \$1,387,792
- ESCO Debt Service — \$110,800

Fund Center 3103111- Miscellaneous Alterations and Improvements — \$3,405,427

Some of the following are ongoing and/or reoccurring projects:

- Twitchell Island Radio Communication Facility – New Facility — \$697,717
- Accounting Services– Department of Finance and Accounting and Fiscal Services — \$107,701
- Downtown District – Miscellaneous Charges — \$25,000
- Improvement Districts — \$105,823
- Miscellaneous minor building and emergency projects — \$260,245
- Modular Furniture Inventory Charges — \$25,000
- Ongoing testing of county-owned underground tanks required by State law — \$50,000
- Real Estate services to CCF for miscellaneous vacant county-owned land — \$143,000
- Scope and Estimate — \$30,000
- Survey and remedial work associated with asbestos in county facilities — \$50,000
- Vacant Space Allocation — \$1,860,941
- Warranty inspection cost on new construction and remodel projects — \$50,000

Fund Center 3103112-Bradshaw Administration Building (OB #3) — \$15,000

- Miscellaneous modifications — \$15,000

Fund Center 3103113-Clerk-Recorder Building — \$20,000

- Miscellaneous modifications — \$20,000

Fund Center 3103114-799 G Street Building — \$468,187

- Department of Technology Building – Repair Roof — \$125,000
- Department of Technology Building – Replace Sewage Sump Tanks — \$240,000
- Department of Technology Building – Replace UPS Batteries — \$103,187

Fund Center 3103115-Animal Care Facility — \$15,000

- Miscellaneous modifications — \$15,000

Fund Center 3103124-General Services Facility — \$10,000

- Miscellaneous modifications — \$10,000

Fund Center 3103125-B.T. Collins Juvenile Center —\$30,000

- Miscellaneous modifications — \$30,000

Fund Center 3103126 - Warren E. Thornton Youth Center — \$15,000

- Miscellaneous modifications — \$15,000

Fund Center 3103127 - Boys Ranch — \$13,500

- Miscellaneous modifications — \$13,500

Fund Center 3103128 - Rio Cosumnes Correctional Center (RCCC) — \$2,346,990

- RCCC – Replace Intercom System in Chris Boone Facility & Stuart Baird Facility — \$368,388
- RCCC – Replace Pyrotonics Fire Alarm System — \$1,770,302
- RCCC – Sewer Impact Fees — \$80,000
- Miscellaneous Project – RCCC – Sewer Charges and Water Make Up — \$25,000
- CEC Energy Retrofit Debt Service — \$103,300

Fund Center 3103130 - Work Release Facility — \$86,691

- Work Release - Replace Fire Detection System — \$86,691

Fund Center 3103131 - Sheriff's Administration Building — \$15,000

- Miscellaneous modifications — \$15,000

Fund Center 3103132 - Lorenzo E. Patino Hall of Justice — \$3,775,739

- Main Jail – Install Safety Screening — \$882,140
- Main Jail – Rebuild 24 Security Slider Doors — \$10,000
- Main Jail – Replace Roof — \$1,103,560
- Main Jail – Resurface Outdoor Recreation Areas and Inmate Stairs — \$249,274
- Main Jail – Water Booster System Replacement — \$622,000
- Main Jail – Water Heater Replacement — \$908,765

Fund Center 3103133 - Sheriff's North Area Substation — \$15,000

- Miscellaneous modifications — \$15,000

Fund Center 3103134 - Sheriff's South Area Substation — \$699,724

- Sheriff South Area Substation – Remodel for New 911 Communication Center — \$612,134
- Sheriff South Area Substation – Roof Repairs — \$87,590

Fund Center 3103137 - Coroner/Crime Laboratory — \$130,000

- Crime Laboratory – Replace Chiller #4 — \$130,000

Fund Center 3103160 - Sacramento Mental Health Facility — \$2,018,566

- Mental Health Treatment Center – Complex Upgrade — \$1,698,366
- ESCO Debt Service — \$315,200
- Miscellaneous modifications — \$5,000

Fund Center 3103162 - Primary Care Center — \$15,000

- Miscellaneous Project – Replace Flooring in Labs and Investigate Damage — \$500
- Miscellaneous modifications — \$14,500

Fund Center 3103198 - Financing-Transfers/Reimbursements — \$9,964,652

- CCF Deallocated Funds Adjustment — \$42,059
- CCF Debt Service for Old Bank of America Building Debt and ADA Projects — \$350,672
- CCF One-Time Debt Service for General Fund Departments — \$6,655,963
- CCF Part of Juvenile Courthouse Debt Service — \$1,800,000
- Fixed Asset Acquisition Fund (FAAF) Capital Projects Debt Service — \$455,958
- ESCO Loan Payoff — \$660,000

Fund Center 3103199 - Ecology Lane — \$150,028

- FAAF Debt Service for DGS Relocation — \$125,028
- Miscellaneous modifications — \$25,000

Fund Center 3105982 - Contingencies — \$0.

- No appropriation is included in contingencies this fiscal year.

Fund Center 3106382 - Libraries — \$595,000

- Rancho Cordova Library – ADA Compliant Public Restrooms — \$65,000
- Rancho Cordova Library – Conceal Roof Drains — \$80,000
- Sylvan Oaks Library – ADA Compliance Upgrades — \$450,000

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **3100000 - Capital Construction**
 Function **GENERAL**
 Activity **Plant Acquisition**
 Fund **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 3,510,188	\$ (471,816)	\$ (471,816)	\$ (5,483,675)	\$ (5,483,675)
Fines, Forfeitures & Penalties	7,097,008	5,120,000	5,451,958	3,600,000	3,600,000
Revenue from Use Of Money & Property	17,192	9,297	50,000	5,552	5,552
Intergovernmental Revenues	235,013	-	-	-	-
Miscellaneous Revenues	22,462,114	22,579,834	34,828,046	35,563,121	35,563,121
Residual Equity Transfer In	57,154	38,995	-	9,467	9,467
Total Revenue	\$ 33,378,669	\$ 27,276,310	\$ 39,858,188	\$ 33,694,465	\$ 33,694,465
Services & Supplies	\$ 9,637,855	\$ 7,893,102	\$ 9,530,136	\$ 10,255,027	\$ 10,255,027
Other Charges	2,756,659	1,615,321	1,730,763	2,315,811	2,315,811
Improvements	6,222,525	5,571,857	13,263,941	12,274,933	12,274,933
Interfund Charges	15,112,169	15,243,350	15,333,348	8,848,694	8,848,694
Interfund Reimb	(80,650)	-	-	-	-
Total Expenditures/Appropriations	\$ 33,648,558	\$ 30,323,630	\$ 39,858,188	\$ 33,694,465	\$ 33,694,465
Net Cost	\$ 269,889	\$ 3,047,320	-	-	-

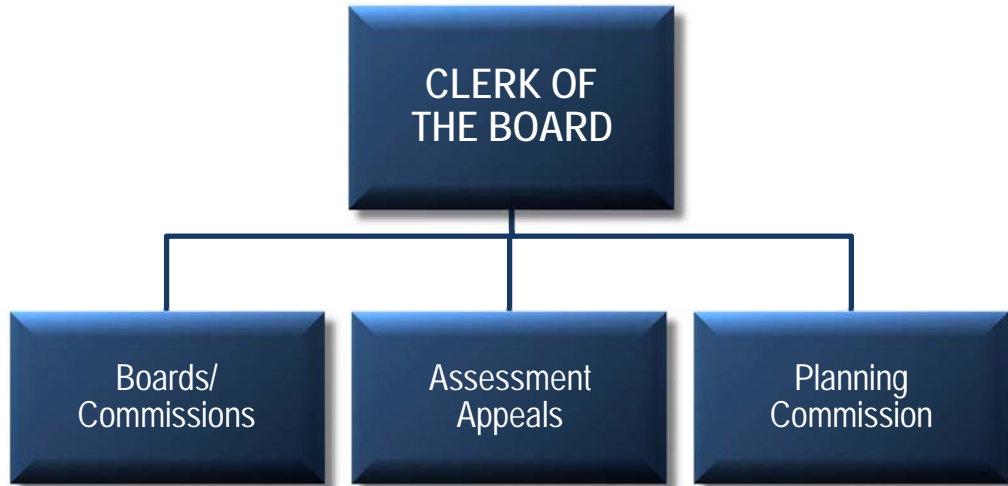
2013-14 PROGRAM INFORMATION

BU: 310000 Capital Construction Fund

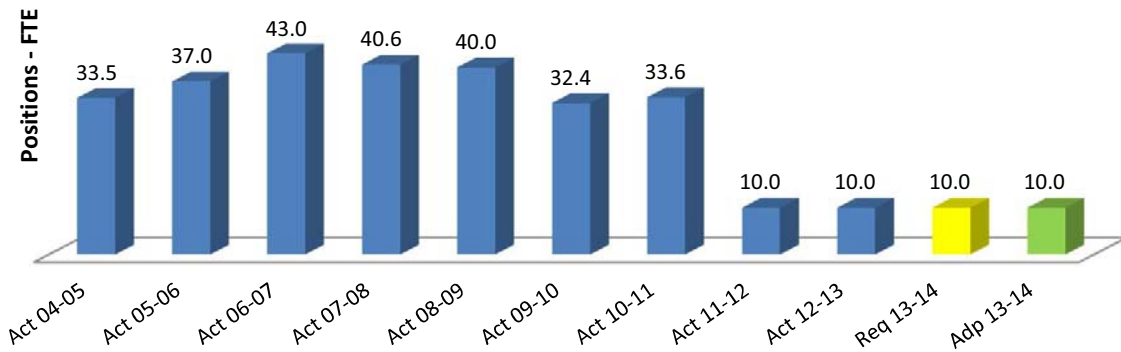
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Debt Service</u>											
	9,964,652	0	0	0	0	0	0	9,964,652	0	0	0.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Bond Payments											
Program No. and Title:	<u>009 Health, Safety, & Code Compliance</u>											
	828,432	0	0	0	0	0	0	828,432	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	6 -- Prevention/Intervention Programs											
Strategic Objective:	IS -- Internal Support											
Program Description:	Construction to remediate health, safety, and code related issues in County-owned buildings.											
Program No. and Title:	<u>012 Administration</u>											
	744,797	0	0	0	0	0	0	744,797	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	To prioritize and maximize the use of the capital construction fund											
Program No. and Title:	<u>013 General Maintenance</u>											
	15,188,940	0	0	0	0	0	0	20,672,615	-5,483,675	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	6 -- Prevention/Intervention Programs											
Strategic Objective:	IS -- Internal Support											
Program Description:	Maintain County buildings to preserve asset & prevent systems failures											
Program No. and Title:	<u>018 New 911 Communication Center</u>											
	699,724	0	0	0	0	0	0	699,724	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Remodel Bond Rd facility to use as the new 911 Communications Center											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title: 019 Criminal Justice Facilities</i>												
	6,267,920	0	0	0	0	0	0	6,267,920	0	0	0.0	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> CJ -- Ensure a fair and just criminal justice system												
<i>Program Description:</i> Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments												
FUNDED	33,694,465	0	0	0	0	0	0	39,178,140	-5,483,675	0	0.0	0

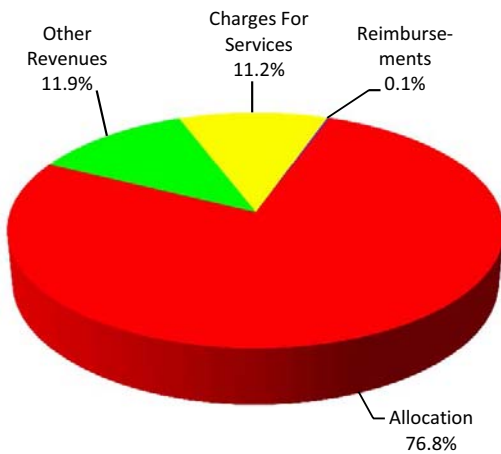
Departmental Structure
CYNDI LEE, CLERK OF THE BOARD



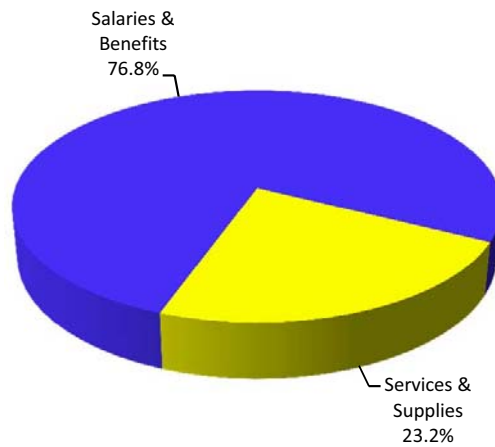
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,335,713	1,279,122	1,365,668	1,337,918	1,337,918
Total Financing	681,416	459,894	451,002	309,665	309,665
Net Cost	654,297	819,228	914,666	1,028,253	1,028,253
Positions	10.0	10.0	10.0	10.0	10.0

PROGRAM DESCRIPTION:

The Clerk of the Board’s Office provides clerical and administrative services for the Board of Supervisor’s meetings along with the Assessment Appeals Boards, the Planning Commission, and other boards and commissions.

- Clerking for Boards — schedules and prepares agendas of the Board of Supervisors and processes actions taken at Board meetings. The Clerk of the Board also acts as clerk to other governmental hearing bodies. This office maintains the official records of the Board of Supervisors’ legislative actions and receives, certifies, and preserves all documents as specified by the Sacramento County Charter and state and local statutes.
- Assessment Appeals Board — acts as the County’s Board of Equalization to hear taxpayers’ appeals of the County Assessor’s property appraisals. Assessment Appeals Board members are appointed by the Board of Supervisors. Appeals of property tax assessments are filed, processed and scheduled for hearing by Assessment Appeals Board staff. The Board of Supervisors could sit as the County’s Board of Equalization in lieu of the board-appointed Assessment Appeals Board.
- Planning Commission staff — provides support to the County Planning Commission. The County Planning Commission hears and makes recommendations related to long-range planning and policy matters and has discretionary authority over current planning matters such as subdivisions and use permits. The County Planning Commission also acts as the Board of Zoning Appeals and hears items that have been previously approved or denied by the Zoning Administrator or Planning Director. In many cases, the County Planning Commission actions are final, unless appealed. The Board of Supervisors hears all appeals of Planning Commission actions.

MISSION:

To provide prompt, accurate information and services to our internal and external customers in a cooperative, positive, team-oriented environment.

GOAL:

Every employee in the Clerk of the Board’s Office will make every attempt to provide service to their customers while demonstrating the values of accuracy, courtesy, and promptness.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- A 20 percent decline was reflected in the assessment appeals applications received in Fiscal Year 2012-13 in comparison to Fiscal Year 2011-12. Improvements continued to be made in the Assessor's Valuation System (New AIMS a database for assessment appeals applications). No impact to revenue was incurred.
- Implemented the iPad application for the AgendaToGo/MobileToGo end-users improving the accessibility of agenda material. Installed a software upgrade to the AgendaNet system (adding Web Minutes) streamlining meeting related processes in preparation of agenda and action summary documents. Installed new work station computers, monitors and scanners improving the overall work processes and efficiencies. Moved the Clerk of the Board website to SharePoint increasing internal accessibility and creativity options.
- Achieved improvements to the overall work process and efficiencies through cross-training efforts. Deputy Clerk staff received specialized training on various functions related to government meetings and assessment appeals board processes.
- Volunteers staffed the public counter. Challenges were reflected in meeting scheduling and training needs. Options for student internships and other volunteer services were discussed to achieve consistencies and improve customer service.

SIGNIFICANT CHANGES FOR 2013-14:

- The Assessor's office estimated an increase in the number of residential appeals in Fiscal Year 2013-14. Current data reflects a significant reduction of assessment appeals applications received in comparison to Fiscal Year 2012-13 resulting in a declining trend. Estimated revenue may be impacted.
- Development of service level agreement with Regional County Sanitation District (SRCSD) identifying roles and responsibilities for various records; establishing retention schedules; and instituting processes and procedures defining practices in relation to the management of SRCSD records. Overall improvement to accessibility of records in the AgendaNet system and other databases in a timely fashion is the targeted goal.
- Remodel of the Board Chambers including audio, visual, lectern, technology and Americans with Disabilities Act improvements along with aesthetic upgrades. These enhancements will provide the public with significant improvements to the accessibility of and participation in government meetings through MetroCable television, a Government Affairs Channel. The project target completion date is December 9, 2013.
- Installation of two software releases for the AgendaNet system to provide minor fixes to Minutes Plus and video enhancements streamlining agenda and action summary processes and meeting recordings. Voice IQ will be replaced with a new audio recorder associated to the technology improvements in the Board Chambers remodeling project. Two digital Kiosks will be placed in the lobby of the County's Administration Building providing the public with access to public hearing notices and government meeting documents.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: General Government						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Internal Support	Legislative information (action summaries from meetings) shall be produced and posted to the county website within 48 hours of adjournment of board meetings.	Percent of General Government board meeting action summaries made available to the public on the county website within 48 hours of the adjournment of the board meeting.	N/A	85%	76%	90%
		Percent of County Planning Commission board meeting action summaries made available to the public on the county website within 48 hours of the adjournment of the board meeting.	100%	95%	82%	90%
		Percent of Sanitation District board meeting action summaries made available to the public on the county website within 48 hours of the adjournment of the board meeting.	91%	95%	78%	90%

In Fiscal Year 2012-13 actuals fell short of target goal due to the retirement of the action summary clerk and the training of a new clerk. With improved tracking methods in place, and the new action summary clerk fully trained, it is anticipated that the target goal for Fiscal Year 2013-14 can be met.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **401000 - Clerk of the Board**
 Function **GENERAL**
 Activity **Legislative & Administrative**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 148,689	\$ 89,906	\$ 89,906	\$ -	\$ -
Licenses, Permits & Franchises	31,327	55,076	36,000	31,000	31,000
Intergovernmental Revenues	(918)	(1,884)	-	-	-
Charges for Services	314,778	178,494	179,059	150,500	150,500
Miscellaneous Revenues	181,601	132,265	140,000	127,350	127,350
Residual Equity Transfer In	5,939	6,037	6,037	815	815
Total Revenue	\$ 681,416	\$ 459,894	\$ 451,002	\$ 309,665	\$ 309,665
Salaries & Benefits	\$ 1,021,863	\$ 997,373	\$ 1,026,800	\$ 1,028,767	\$ 1,028,767
Services & Supplies	294,572	268,761	324,371	284,353	284,353
Intrafund Charges	22,525	14,847	17,497	26,598	26,598
Intrafund Reimb	(3,247)	(1,859)	(3,000)	(1,800)	(1,800)
Total Expenditures/Appropriations	\$ 1,335,713	\$ 1,279,122	\$ 1,365,668	\$ 1,337,918	\$ 1,337,918
Net Cost	\$ 654,297	\$ 819,228	\$ 914,666	\$ 1,028,253	\$ 1,028,253
Positions	10.0	10.0	10.0	10.0	10.0

2013-14 PROGRAM INFORMATION

BU: 4010000 Clerk of the Board

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 Clerk of the Board

973,232	0	0	0	0	0	166,450	0	0	806,782	5.5	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Publishes and maintains records for Board of Supervisors' meetings and all related Boards and Commissions. Publishes Board agenda within 72 hours prior to the Board meetings, legal notices published within 15 day prior to public hearing. Publishes ordinances within 15 days of adoption. Clerk of the Board support staff ensures response to constituent issues within one work day. Assists in preparation of resolutions in a timely manner.

Program No. and Title: 002 Assessment Appeals

167,317	1,800	0	0	0	0	125,250	0	0	40,267	2.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: The Appeals Board determines the full value of property or to determine other matters of property assessment over which the appeals board has jurisdiction. Section 15606, subdivision (c), of the Government Code authorizes that the State Board of Equalization shall "prescribe rules and regulations to govern local boards of equalization when equalizing ..." Pursuant to that provision, the State Board promulgated Property Tax Rule 302 which enumerates the functions of an appeals board.

Program No. and Title: 003 County Planning Commission, BOS Land Use

199,169	0	0	0	0	0	17,965	0	0	181,204	2.5	0
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Program Type: Mandated

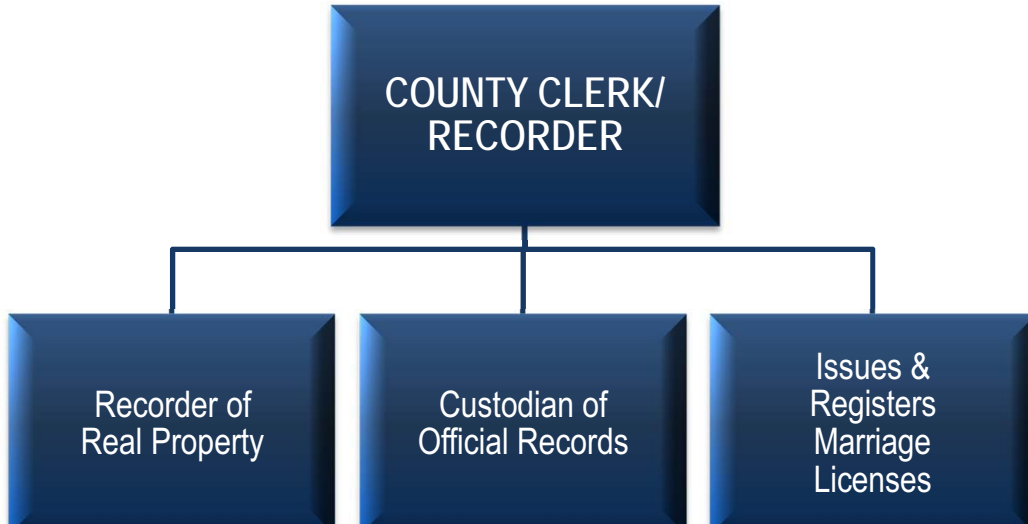
Countywide Priority: 4 -- Sustainable and Livable Communities

Strategic Objective: IS -- Internal Support

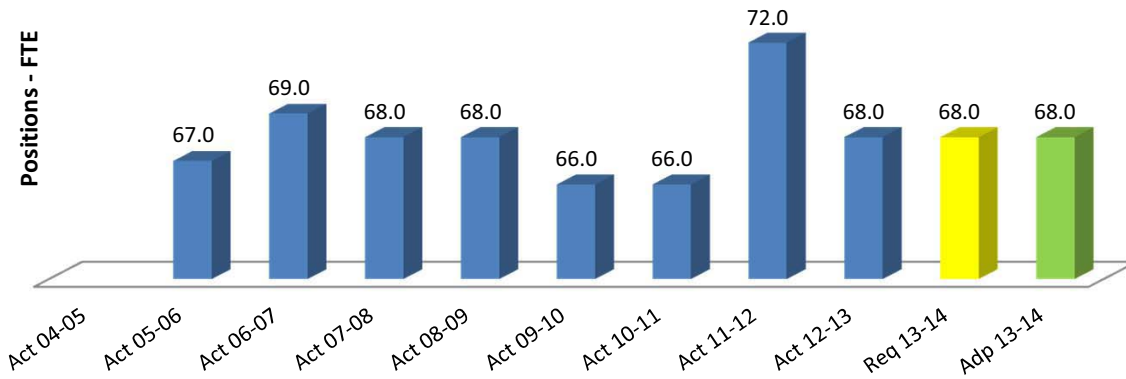
Program Description: Publishes and maintains records for County Planning Commission. Publishes Commission agenda within 72 hours prior to the Board meetings, legal notices published within 15 days in advance of public hearing, and public notices.

FUNDED	1,339,718	1,800	0	0	0	309,665	0	0	1,028,253	10.0	0
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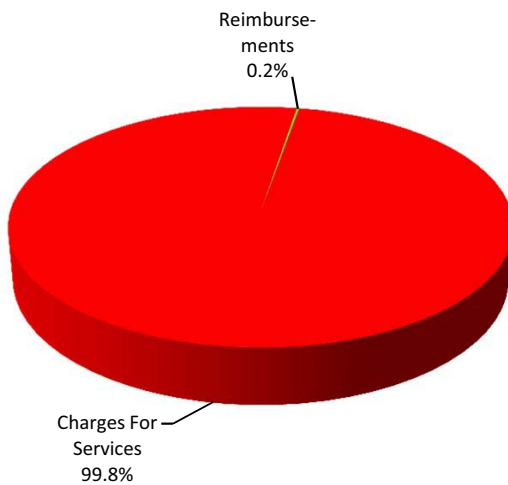
DEPARTMENTAL STRUCTURE
CRAIG A. KRAMER, County Clerk/Recorder



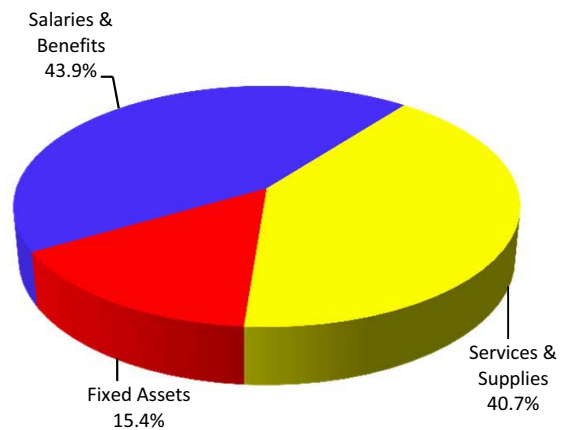
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	9,398,946	9,490,757	12,194,982	12,693,698	12,693,698
Total Financing	9,750,990	9,132,968	12,194,982	12,693,698	12,693,698
Net Cost	(352,044)	357,789	-	-	-
Positions	72.0	68.0	76.0	68.0	68.0

PROGRAM DESCRIPTION:

The Office of County Clerk/Recorder:

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

MISSION:

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

GOALS:

- Evaluate enhancements to maximize efficiency and quality of service to customers.
- Continue to work with collaborating departments to bring services to Sacramento County residents at community-based service centers.
- Work with governmental agencies and related industries to improve processing of recordable documents.
- Complete implementation of bilingual telephone answering system to enhance customer service.
- Complete historical map restoration.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Implemented CERTNA G2G government-to-government electronic recording delivery system.
- Implemented the VitalDocs automated system for retrieval of birth, death and marriage records.
- Implemented outside agency access to our vital records index through the Vital Docs system separate from the previous main frame access.
- Restored historical filed maps for the years 1970 through 1984.
- Continued clean-up phase of the conversion project to restored broken links between the Recorder Official Record Index (ROSI) and the corresponding images for records from 1850 through 1955.
- Implemented an in-house mail tracking system (MailTrax) for registered and certified mail.
- Remodeled the Official Records unit and marriage ceremony room at the Downtown office to maximize and enhance customer utilization of assigned space including an Information Desk to more effectively assist customers as they enter the facility.
- Received Board of Supervisors approval of record retention schedule.
- Established online customer service survey.
- Began Concierge Service at the East Area Service Center.
- Transferred 8.0 Full Time Equivalent (FTE) Information Technology positions from County Clerk/Recorder to Department of Technology.

SIGNIFICANT CHANGES FOR 2013-14:

- Open a new service center in the South Sacramento area to provide more efficient service to members of those communities.
- Complete the RFP process for an integrated recording and cashier system.
- Complete operational training program to enhance customer service.
- Remodel of customer service counter at the East Area Service Center to include an Information Desk to more effectively assist customers as they enter the service center.
- Complete the restoration of historical filed subdivision, parcel, highway and assessment maps from 1984 through current year.
- Re-film restored historical subdivision maps for years 1850 to 1955 to produce higher quality images and archival film for customer use.
- Continue clean-up phase of the conversion project to restore broken links between the Recorder Official Record Index (ROSI) and the corresponding image for records from 1850 through 1962.
- Implement collection of City of Sacramento Transfer Tax.

STAFFING LEVEL CHANGES FOR 2013-14:

• **Deleted Positions:**

Information Technology Analyst Level 2.....	2.0
Information Technology Manager	1.0
Principal Information Technology Analyst.....	1.0
Senior Information Technology Analyst.....	<u>4.0</u>

Total 8.0

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Sustainable and Livable Communities						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Provide CCR services at multiple sites to optimize customer convenience.	Zip code data is gathered from customers to determine district origin of customers served and percentage served at the East Area Community Service Center)	24%	20%	24%	20%
	Issue a marriage license in less than 15 minutes	Marriage license processing time	11 min	15 min	10 min	15 min
	100% release of index data to mainframe operations by 11:00 am. each day	Index made available to public	100%	100%	100%	100%
	100% acceptable customer satisfaction rating as defined by ratings of fair and above	Customer service surveys	96%	100%	93%	100%

As the County’s population continues to expand, it is important to bring services to neighborhoods. Since its opening in April 2008, customers from all five districts have sought CCR services at the East Area Service Center (EASC). Presently, 24 percent of our customers obtain Official Record, Vital Record and Marriage services at EASC.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **3240000 - County Clerk/Recorder**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ -	\$ (30)	\$ (30)	\$ -	\$ -
Charges for Services	9,719,021	9,108,714	12,174,618	12,692,429	12,692,429
Miscellaneous Revenues	6,676	3,890	-	-	-
Residual Equity Transfer In	25,293	20,394	20,394	1,269	1,269
Total Revenue	\$ 9,750,990	\$ 9,132,968	\$ 12,194,982	\$ 12,693,698	\$ 12,693,698
Salaries & Benefits	\$ 5,747,135	\$ 5,244,574	\$ 6,571,235	\$ 5,575,013	\$ 5,575,013
Services & Supplies	3,697,893	3,748,324	5,566,141	4,957,182	4,957,182
Equipment	10,390	179,404	157,500	112,000	112,000
Computer Software	-	130,000	-	1,750,000	1,750,000
Other Intangible Asset	-	28,800	-	100,000	100,000
Interfund Charges	-	12,782	12,782	-	-
Intrafund Charges	234,735	198,290	257,324	219,503	219,503
Intrafund Reimb	(291,207)	(51,417)	(370,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 9,398,946	\$ 9,490,757	\$ 12,194,982	\$ 12,693,698	\$ 12,693,698
Net Cost	\$ (352,044)	\$ 357,789	\$ -	\$ -	\$ -
Positions	72.0	68.0	76.0	68.0	68.0

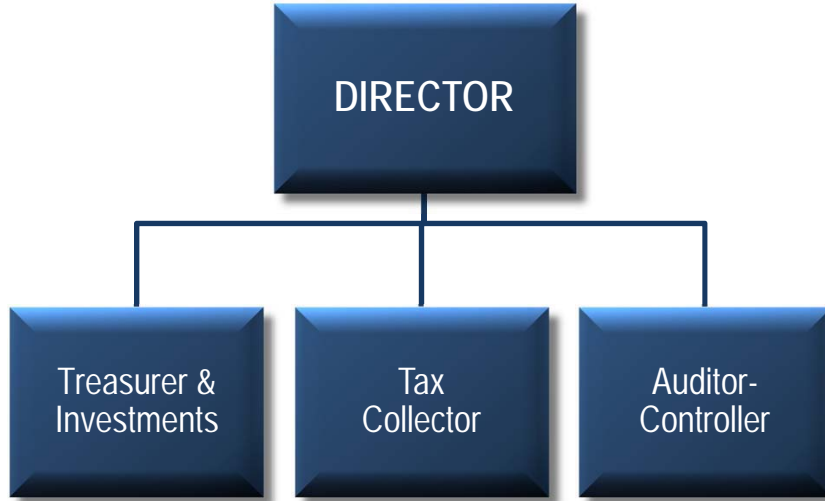
2013-14 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

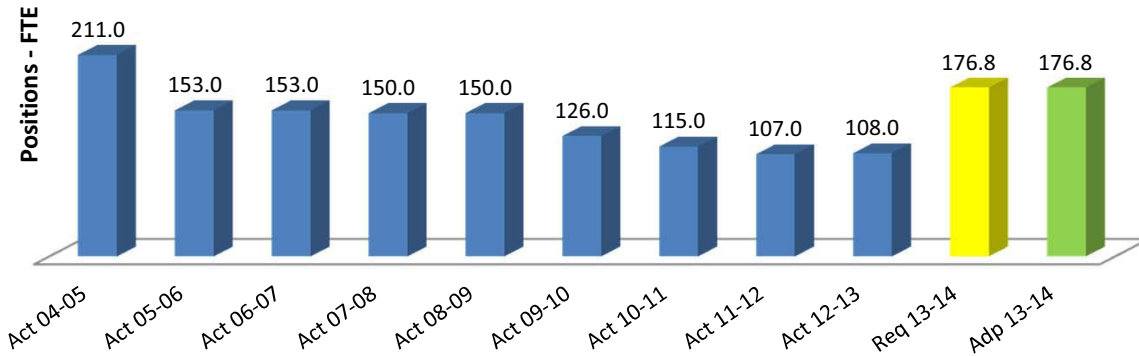
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
<i>Program No. and Title:</i>	<u>001 Clerk</u>											
	1,210,829	1,905	0	0	0	0	1,208,803	121	0	0	6.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	PS1 -- Protect the community from criminal activity, abuse and violence											
<i>Program Description:</i>	Clerk responsibilities include: issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; FPPC Filing Officer; custodian of Oaths of Office; registration of notaries public, process servers, unlawful detainer assistants, and fictitious business names.											
<i>Program No. and Title:</i>	<u>002 Recorder</u>											
	11,502,869	18,095	0	0	0	0	11,483,626	1,148	0	0	62.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	PS1 -- Protect the community from criminal activity, abuse and violence											
<i>Program Description:</i>	Recorder responsibilities include: recording of real estate and other authorized documents; issuance of birth, death and marriage certificates; indexing and public viewing services for official records; and issuance of official record copies.											
FUNDED												
	12,713,698	20,000	0	0	0	0	12,692,429	1,269	0	0	68.0	0

DEPARTMENTAL STRUCTURE

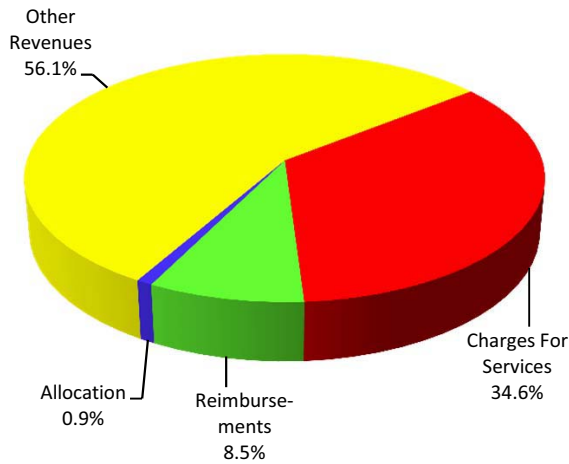
JULIE VALVERDE, Director



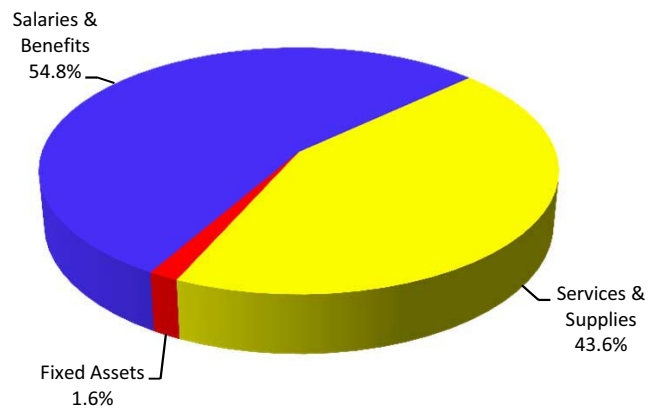
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,783,459	13,140,178	15,617,655	28,195,220	28,195,220
Total Financing	13,368,181	12,984,040	15,339,326	27,925,161	27,925,161
Net Cost	415,278	156,138	278,329	270,059	270,059
Positions	107.0	108.0	108.0	176.8	176.8

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.
- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- Bills, collects and enforces the collection of property taxes, Utility User Taxes, and Transient Occupancy Taxes.
- Issues, maintains and monitors business licenses.
- Files fictitious business name statements.
- Monitors and recommends changes to the investment options in the 401(a) and 457(b) deferred compensation plans.
- Manages the \$2.3 billion Pooled Investment Fund in compliance with the California Government Code, the Pooled Investment Policy and Investment Guidelines.
- Achieves a competitive yield for the Pooled Investment Fund, at or above the State's Local Agency Investment Fund (LAIF).
- Manages the \$505 million in Fiscal Agent Funds, which represents Bond Proceeds and Tax/Assessment collection in compliance with the California Government Code and Bond documents.
- Provides accounting, fiscal, and grant support services to departments within the Municipal Services, certain Special Districts, and additional county departments.

PROGRAM DESCRIPTION (CONT.):

- Performs billing and collection services as well as operates a customer service contact center for the departments that provide utility services (refuse, water, sewer, and stormwater drainage) as well as the City of Citrus Heights for stormwater drainage and the County Landfill for credit accounts.
- Provides billing and collection services for County Code Enforcement for their annual Rental Housing Code Compliance fee and for City of Citrus Heights Code Enforcement for their annual Housing Stock Conservation fee.
- 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; Payroll Services; Audit Services; Payment Services; 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; Treasury Division; Fiscal Agent Services and Reclamation Districts.
 - **Municipal Accounting Services (MAS)** provides independent analysis and presentation of agency-wide financial information and ensures compliance with accounting standards, grant terms, and regulations. MAS is also a major participant – as developer, tester and subject matter expert – in the maintenance of the county’s financial system, COMPASS.
 - **Consolidated Utilities Billing and Services (CUBS)** Performs billing and collection services as well as operates a customer service contact center for the departments that provide utility services (refuse, water, sewer, and stormwater drainage) as well as the City of Citrus Heights for stormwater drainage and the County Landfill for credit accounts. Provides billing and collection services for County Code Enforcement for their annual Rental Housing Code Compliance fee and for City of Citrus Heights Code Enforcement for their annual Housing Stock Conservation fee.

MISSION:

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

GOALS:

- Improve countywide cash and financial system controls.
- Implement County Comprehensive Annual Financial Reporting (CAFR) software for improved and efficient financial reporting.
- Install a new Cashiering System with the capability to accept all County payment types.
- Implement employee pay card program.
- Implement electronic vendor payments.
- Complete the Property Tax System requirements for replacing the tax system
- Replace aging Remittance Processing/Imaging software.

GOALS (CONT.):

- Continue to achieve a competitive yield for the Pooled Investment Fund which meets or exceeds the yield of the Local Agency Investment Fund (LAIF).
- Enhance customer service levels through customer feedback, on-going training and coaching, and technological advancements.
- Increase client involvement by maintaining open communication in goal-setting and long-range business planning.
- Improve the Full-service Online Customer Utility Solutions (FOCUS) billing system to provide additional services for our clients and customers.

SIGNIFICANT BUDGET DEVELOPMENTS DURING 2012-13:

- Earned the 24th consecutive Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officer Association (GFOA) for the County's Comprehensive Annual Financial Report (CAFR), for the Fiscal Year ended June 30, 2012, which positively impacts the County's credit rating.
- Worked with departments on the dissolution of Municipal Services Internal Service Fund 033A.
- The Municipal Accounting Services (MAS) section relocated from 827 7th Street to 700 H Street saving \$161,500 in facility charges.
- Completed an in-depth Fee analysis for the Business Licenses/Fictitious Business Name Statements Program.
- Completed the Unclaimed Property business rules and procedures for submitting claims on behalf of the County to the State of California and the cities located within the County.

SIGNIFICANT BUDGET CHANGES FOR 2013-14:

- Enhance property tax system to create refund files to import/export to financial system, COMPASS.
- Eliminate Fund 033A's balances and master data from the County's financial system.
- Reclassify Code Enforcement's accounts receivable of over \$2.9 million from the Public Works Internal Service Fund to the General Fund.
- Begin working with the Department of Technology (DTech) for the replacement of the Online Property Tax Bill Information System (ePropTax) and enhance system to improve search capability by address and use on Mobile Applications.
- Institute a green initiative project to eliminate unnecessary mailing of remittance envelopes to customers who routinely pay electronically.
- Inclusion of Consolidated Utilities Billings and Services (CUBS) (budget unit 2470000) and Municipal Services Administrative Services (budget unit 2700000), budgets within the Department of Finance budget effective July 1, 2013.

STAFFING LEVEL CHANGES FOR 2013-14:

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

- **Added Positions**

Office Specialist Level 2	<u>2.0</u>
Total:	2.0

STAFFING LEVEL CHANGES 2013-14 (CONT.):

- **Deleted Positions**

Senior Account Clerk	1.0
Accounting Technician	<u>1.0</u>
Total:	2.0

- The following 2.0 Full Time Equivalent (FTE) positions were added: 2.0 Accountant positions.
- The following 1.0 FTE position was deleted: 1.0 Accounting Manager.
- The following 51.8 FTE positions were transferred from CUBS: 1.0 Administrative Services Officer 2, 1.0 Chief CUBS Division, 1.0 Office Assistant Level 2, 10.8 Senior Utility Billing Services Representative, 4.0 Supervising Utilities Billing Services Representative and 34.0 Utility Billing Services Representative Level 2.
- The following 18.0 FTE positions were transferred from Municipal Services Administrative Services: 4.0 Account Clerk Level 2, 4.0 Accountant, 1.0 Accounting Manager, 1.0 Accounting Technician, 1.0 Chief Department Administrative Services, 3.0 Senior Account Clerk, 2.0 Senior Accountant, 1.0 Senior Accounting Manager and 1.0 Senior Office Assistant.
- The following 2.0 positions were transferred to the Department of Technology: 2.0 Utility Billing Service Representatives.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Maximize benefit of treasury deposits on County's funding for public services.	Provide the County with the maximum use of funds deposited by County departments and other local agencies into the County Treasury.	Invest Treasury receipts in County Investment Pool to earn an annual rate of return that meets or exceeds the rate of return on the State of California Local Agency Investment Fund (LAIF).	+0.01% Pool: 0.39 LAIF: 0.38	 0.00% difference	+0.11% Pool: 0.42 LAIF: 0.31	 0.00% difference
Maintain County's ability to obtain vendor services and supplies for the purpose of delivering public services.	Provide timely services for payment of county obligations to county agencies, departments, and special districts in order to ensure that disbursements of County and district funds are made in compliance with legal requirements and county policies and procedures.	Maintain County's ability to obtain vendor services and supplies for the purpose of delivering public services.	10.0 days	10.0 days	10.0 days	10.0 days
Minimize the impact of debt service on the delivery of public services.	Provide a stable and compliant centralized accounting system to County agencies and departments in order to provide a tool for the County to maintain or improve its credit rating.	Maintain the high standards of the County's accounting system in order to produce the Comprehensive Annual Financial Report that merits the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.	Received GFOA certificate	Prepare the Comprehensive Annual Finance Report	Received GFOA certificate	Prepare the Comprehensive Annual Finance Report

PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Maximize property tax revenue funding for County's delivery of public services.	Bill and collect property taxes while providing quality customer service, in order to maximize General Fund revenue with accountability and minimize the overall tax burden by maintaining low delinquency rates.	To attain or exceed the statewide average in property tax collection rates for secured and unsecured property taxes by minimizing unpaid property taxes through billing and enforcement activities.	Secured: +0.4 (97.4% versus 97.0% statewide average) Unsecured: -0.2% (95.5% versus 95.7% statewide average)*	0.0% difference	Secured: +0.4 (98.2% versus 97.0% statewide average) Unsecured: -0.2% (95.5% versus 95.7% statewide average)*	0.0% difference
Assist local agencies with maximizing use of property tax funding for delivery of public services.	Provide property tax funding to state and local agencies within Sacramento County through effective property tax administration services.	Apportion and distribute real property tax collections to state and local agencies within 10 business days after the close of the semiannual payment deadline.	Met deadline	Meet deadline	Met deadline	Meet deadline
Support enforcement of County land use and nuisance codes to protect and enhance neighborhoods.	Provide quality business licensing services in order to assist in the compliance with County codes and protect the public and neighborhoods.	Increase the number of businesses in compliance with County codes within the Unincorporated Area of the County through licensing and outreach activities.	# of Licenses: 22,419 Outreach contacts: 2,370	# of Licenses: 21,500 Outreach contacts: 3,000	# of Licenses: 21,463 Outreach contacts: 1,091	# of Licenses: 22,000 Outreach contacts: 1,500
Achieve a high degree of public satisfaction with the quality, timeliness of response and coordination of county services.	Accurate and timely billing of Sacramento County Utility charges	Percentage of billing accuracy Percent of bill mailing delay	99.98% .004%	99.7% .3%	99.98% .001%	99.7% .3%

PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Achieve a high degree of public satisfaction with the quality, timeliness of response and coordination of county services.	Quality Customer Service	Percent of customer advocate complaints compared to total calls	.007 % (22 of 275,751 calls)	.013%	.00003% (8 of 295,055 calls)	.013%
		Average call response time	4.2 mins	1.0 mins	1.4 mins	1.0 mins

* Property tax collection data is not available from the State Controller until approximately 4-5 months after the fiscal year has ended, so statistics in each of the actual columns are from the previous fiscal year (e.g., Fiscal Year 2009/10 statewide statistics are listed in the Actual 2010/11 column).

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **3230000 - Department Of Finance**
 Function **GENERAL**
 Activity **Finance**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 1,153	\$ 538	\$ 538	-	-
Licenses, Permits & Franchises	2,195,292	2,087,506	2,303,465	2,451,858	2,451,858
Fines, Forfeitures & Penalties	-	-	-	6,778,102	6,778,102
Intergovernmental Revenues	36,517	52,400	10,000	10,000	10,000
Charges for Services	4,567,120	5,073,608	4,653,984	10,649,093	10,649,093
Miscellaneous Revenues	6,507,856	5,720,247	8,321,601	8,028,431	8,028,431
Residual Equity Transfer In	60,243	49,741	49,738	7,677	7,677
Total Revenue	\$ 13,368,181	\$ 12,984,040	\$ 15,339,326	\$ 27,925,161	\$ 27,925,161
Salaries & Benefits	\$ 10,183,297	\$ 10,135,057	\$ 10,838,347	\$ 16,713,261	\$ 16,713,261
Services & Supplies	3,270,417	3,361,563	4,198,507	11,714,967	11,714,967
Other Charges	-	-	-	287,271	287,271
Equipment	-	5,413	500,000	500,000	500,000
Other Intangible Asset	93,757	-	-	-	-
Intrafund Charges	1,492,464	1,108,285	1,576,661	1,593,350	1,593,350
Intrafund Reimb	(1,256,476)	(1,470,140)	(1,495,860)	(2,613,629)	(2,613,629)
Total Expenditures/Appropriations	\$ 13,783,459	\$ 13,140,178	\$ 15,617,655	\$ 28,195,220	\$ 28,195,220
Net Cost	\$ 415,278	\$ 156,138	\$ 278,329	\$ 270,059	\$ 270,059
Positions	107.0	108.0	108.0	176.8	176.8

2013-14 PROGRAM INFORMATION

BU: 3230000 Department of Finance

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 Pool

4,293,804	644,198	0	0	0	0	0	3,649,606	0	0	23.0	0
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Program Type: Mandated

Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: IS -- Internal Support

Program Description: State law requires that the County Treasurer (Director of Finance) shall receive and keep safely all monies belonging to the County and all other money directed by law to be paid to the County Treasurer in accordance to Government Code 27000. The County Treasurer in his/her discretion, may also serve as the Treasurer for other governmental agencies and districts. Pursuant to Government Code Section 27000.3, the Treasurer serves as a fiduciary for County funds deposited in the County Treasury, and is subject to the prudent investor standard. In accordance to Government Code Section 53607 and the County Charter 3.43.1 and subject to annual review and renewal by the Board of Supervisors, the Director of Finance is authorized to invest or reinvest the funds of the County and the funds of other depositors in the County Treasury. Investing all moneys must be considered a necessary task, to generate income for all participants in the Pool Investment Fund (PIF). In most cases, the alternative to retain moneys in a non interest bearing bank account belonging to the PIF would be imprudent for the Director of Finance as treasurer for the County. Monitoring of the investments is required to ensure internal controls are in place between the Investment and Treasury Divisions to prevent fraud and losses of money. In order to provide direction to those responsible for management of the PIF the Director of Finance has established an investment policy, which is approved by the BOS annually. Further, the investment policy will be reviewed and monitored by the county Treasury Oversight Committee (TOC) in accordance with Government Code 27133. The County of Sacramento established the TOC in accordance to Government Code 27131. The TOC is represented by public, appointed and special district elected individuals. The TOC is responsible to cause an audit of all County investments. The TOC who reviews the investment activity was previously mandated, however, the mandate is no longer required. To ensure public trust, the Director of Finance supports the continuation of the TOC and its quarterly meetings. Revenues for the PIF come from the interest earnings on the investments. Pursuant to Government Code 27013 the County Treasurer may deduct from such interest or income the actual administrative cost. In addition to the investment activities for the PIF and non Pooled funds, the Investment Division works with the Department of Personnel Services-Benefits in supporting the Deferred Compensation 457(b) Plan, the 401(a) Plan and the Retiree Health Savings Plan (Plans) investment options. The Board has adopted investment policies for each of these Plans. Although the Plans are not mandated, as a practical matter, the Plans are beneficial to any County employees wishing to take advantage of the tax deferral benefits. Work charged by the Investment Division are recovered from Department of Personnel Services.

Program No. and Title: 002 Fiscal Agent

566,947	0	0	0	0	0	0	566,947	0	0	2.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: This task is mandated, as its activities are required per each debt issue's covenants. It has been determined that this mandated function is best performed by Treasury. The Treasury division provides investment, fiscal agent, paying agent, portfolio accounting, periodic reporting, arbitrage rebate analysis, and other services for debt financings. The program reports on 121 debt financings which include 242 funds, with total funds exceeding \$1.4 billion. Pursuant to Government Code Section 27000.3 (b), the Treasurer serves as a fiduciary for those funds deposited in the County Treasury by and at the discretion of local agencies and is subject to the prudent investor standard. In accordance to Government Code Section 53607 and the County Charter 3.43.1 and subject to annual review and renewal by the Board of Supervisors, the Director of Finance is authorized to invest or reinvest the funds of the County and the funds of other depositors in the County Treasury. Funds deposited in the County Treasury from the issuance of debt financing are accounted and invested for in the Non Pooled Investments. Investing, monitoring and reporting of the Non Pooled Investments are important functions to the County of Sacramento and the depositing agencies. The County Treasurer is subject to the investment policies as established and approved in the debt financings legal documents. Monitoring and accounting for the investments must be required to ensure internal controls are in place between the Investment and Treasury Divisions to prevent fraud, collusion or unwarranted transfers of securities or moneys. Reporting and disclosure requirements are mandated by the legal documents pertaining to each debt financing. The Director of Finance continues to provide monthly, quarterly and annual reports to the Non Pool Investments participants. Work charged by the Treasury is recovered from respective debt issuing local agency.

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 003 Reclamation												
	160,981	0	0	0	0	0	0	160,981	0	0	1.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Reclamation Districts are governed by the Water Code, Division 15. In accordance to Water Code Section 50660 the County Treasurer shall be deemed the ex officio treasurer of the district. The Treasury Division provides a variety of accounting services including; billing of annual assessments, collection of assessments, notification and recording of delinquent assessments, the sale of properties due to delinquent assessments, payment of warrants, registration of warrants and the payment of registered warrants. This program collects and distributes in excess of \$1 million annually to 19 districts. Work charged by the Treasury is recovered from respective Reclamation Districts.											
Program No. and Title: 004 Tax Collection												
	3,408,998	240,000	0	0	0	0	0	3,138,964	0	30,034	22.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Match or exceed the state average property tax collection rate while reducing the average net county cost per \$1,000 in property tax collections relative to the previous fiscal year average. Mailing tax bills, collection of secured and unsecured property taxes, including applicable penalties, direct levy amounts, bonds subject to judicial foreclosure.											
Program No. and Title: 005 Business Licenses												
	2,454,675	0	0	0	0	0	0	2,446,858	0	7,817	12.0	2
Program Type:	Self-Supporting											
Countywide Priority:	4 -- Sustainable and Livable Communities											
Strategic Objective:	C1 -- Develop and sustain livable and attractive neighborhoods and communities											
Program Description:	Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names/collection and monitoring of Transient Occupancy & Utility User Taxes.											
Program No. and Title: 006 System Controls and Reconciliation												
	768,930	53,312	0	0	0	0	0	708,862	0	6,756	5.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, such as, cash transfer accounts, business area balancing, module reconciliations, cash flow programs, etc. Provide financial system support to fix, enhance, test and implement financial system processes. Includes participation in software upgrades to maintain support from vendor. Maintain cash controls and appropriation controls. Maintain financial batch processes for daily, monthly, annual jobs. Implement, review, and maintain internal and system controls. Maintain system security to protect integrity of data and to limit access to confidential information.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>007 Payroll Services</u>											
	1,216,843	304,074	0	0	0	0	0	848,912	0	63,857	9.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	A countywide process and system of calculating, recording, and reconciling of employees' wages/retiree benefits, deductions, and net pay, while ensuring compliance with various laws and regulations and timely payment of deductions and net pays.											
<hr/>												
Program No. and Title:	<u>008 Audits</u>											
	1,114,575	394,100	0	0	0	0	0	720,475	0	0	7.5	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Conducts internal audits to insure that various codes and regulations are followed by providing auditing services.											
<hr/>												
Program No. and Title:	<u>009 Payment Services</u>											
	1,422,296	0	0	0	0	0	0	1,273,153	0	149,143	13.5	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
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.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 010 Accounting Services												
	1,169,246	212,106	0	0	0	0	0	945,456	0	11,684	7.5	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: Maintains Countywide accounting records within professional standards - Generally Accepted Accounting Principles (GAAP). Develop, maintain, and enforce County accounting policies and procedures. Includes ensuring trust fund, receivable, and payable accounts are being reconciled. Provide central accounting functions, such as, asset inventory, equipment movement reports, relief of accountability, master data maintenance, financial system training, accounting structure, reviews/development, etc.; Budget load and maintenance - Input of preliminary and original budget, and process appropriation adjustment requests (AAR) - tracking, review, input, and reporting; 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 County 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 No. and Title: 011 Tax Accounting												
	1,160,505	240,228	0	0	0	0	0	919,509	0	768	9.5	0
Program Type: Mandated												
Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: FO -- Financial Obligation												
Program Description: Extension of Property Tax Rolls; Setting Bond Debt Tax Rates; Direct Levies & Special Assessments; Revenues Allocations; Revenues / Cost Recovery; Manage County Teeter Plan; Data & Budget Information.												
Program No. and Title: 012 Municipal Accounting Services (MAS)												
	1,918,265	525,611	0	0	0	0	0	1,392,654	0	0	15.0	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: Provides accounting, fiscal, and grant support services to departments and certain Special Districts; provides independent analysis and presentation of agency-wide financial information; and ensures compliance with accounting standards, grant terms, and policies. MAS is also a major participant – as developer, tester and subject matter expert – in the maintenance of the county's financial system, COMPASS.												

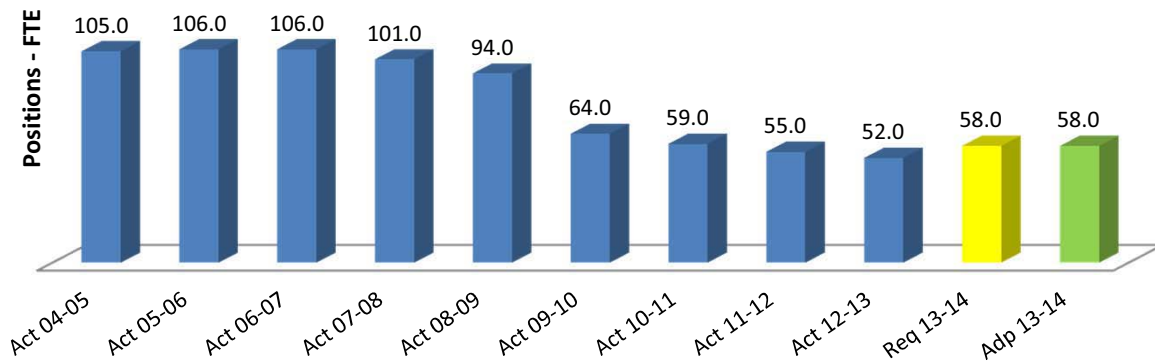
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: <u>013 Consolidated Utilities Billing & Service</u>												
	11,152,784	0	0	0	0	0	6,778,102	4,374,682	0	0	49.8	1
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Provide Billing and collection services for Departments providing utilities (refuse, water, sewer and stormwater drainage).												
FUNDED	30,808,849	2,613,629	0	0	0	0	6,778,102	21,147,059	0	270,059	176.8	3

DEPARTMENTAL STRUCTURE

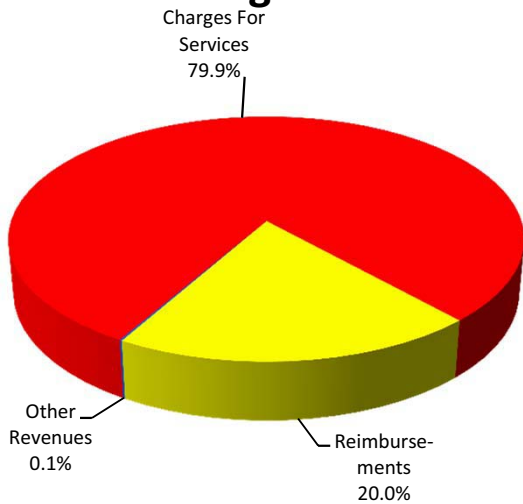
CONNIE AHMED, Director



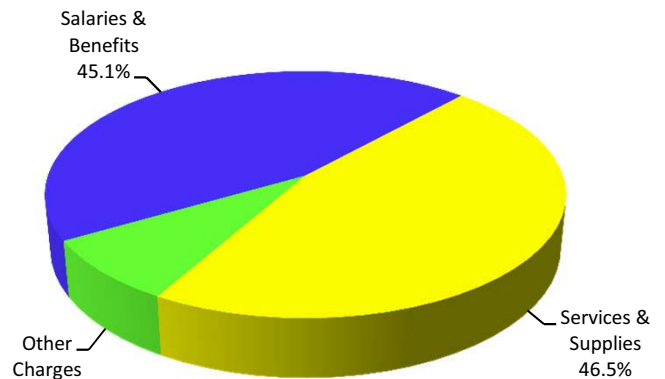
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	5,720,062	7,453,869	6,626,080	9,014,436	9,014,436
Total Financing	5,670,588	7,450,596	6,626,080	9,014,436	9,014,436
Net Cost	49,474	3,273	-	-	-
Positions	55.0	52.0	54.0	58.0	58.0

PROGRAM DESCRIPTION:

The primary responsibility of the Department of Revenue Recovery (DRR) is to help the County recover as much revenue as possible from all its billing and receivable functions as early in the process and as cost effectively as possible. The recovery of revenue aids the programs receiving the funds and helps to maintain public service levels and reduce the need for service fee increases to the public. By implementing cost effective accounts receivable practices throughout the County, DRR helps ensure that taxpayers are not required to bear the burden of debts that are the legal responsibility of specific individuals. To accomplish this, the department:

- Efficiently processes current and delinquent accounts receivables from various county departments, the Superior Court, and other local entities, such as cities, special districts and local authorities by sending out consolidated statements and delinquent notices as needed.
- Initiates outgoing telephone calls to delinquent debtors in order to collect amounts due or reestablish a payment schedule when appropriate to help citizens in repaying amounts owed.
- Responds to incoming telephone calls and correspondence in order to increase payment compliance.
- Performs duties as the County’s Financial Evaluation Officer in accordance with laws and regulations.
- Utilizes all legal means to enforce collection of delinquent debts.
- Functions as centralized point for the County to minimize administrative costs to efficiently take advantage of volume discount pricing on certain processes such as State Court Ordered Debt, State Tax Refund Offsets, lawsuit processing, skip tracing, bankruptcy processing and relief of accountability.
- Works in cooperation with a number of entities to identify funds owed to the County when there remain funds available collected by DRR, which can then be distributed to other entities where the debtor may also have an unpaid obligation.
- Acts as central repository so available funds can be used to satisfy a debtor obligation regardless of where it may reside within the County.
- Consults and partners with departments to help identify cost effective ways to accelerate the recovery of revenues due to their department by providing collection expertise on site as needed.

MISSION:

To provide cost effective centralized billing and collection services to minimize the County's total receivables processing costs and to maximum revenue collection that can be used to meet customer entities' program objectives.

GOALS:

- Increase net collections by 1.0 percent, from \$33.5 million to \$33.6 million.
- Maintain net cost to collection ratio under 12.5 percent.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- **Program Results** — For Fiscal Year 2012-13 the Department of Revenue Recovery (DRR) collected \$2.6 million more than budgeted; from \$38.8 million budgeted to \$41.4 million actual, and saved over \$1.3 million in expenditures, from \$10.6 million budgeted to \$9.3 million actual. The increase in net revenue generated by DRR was passed on to customer departments for use in their programs. DRR was able to generate the increased revenue as a result of efficiencies and process improvements.
- **Workload Changes** — DRR has worked with several departments to identify efficiencies in accounts receivables services and has been successful in accelerating revenue collection and/or reducing costs. DRR took the efficiency effort a step further with the implementation of new countywide policies that support the County's effort to collect more revenue faster, easier and cheaper.
- The policies accelerated the referral of accounts to DRR earlier in the collection cycle, which increased DRR's workload and resulted in more revenue being collected than before. The pilot projects with departments resulted in an increase in accounts submitted for processing, increased debtor call volumes and account inquiries, and increased payment processing. DRR has redirected staff resources to meet changing needs and used overtime in areas that have mandated timelines for certain functions.

SIGNIFICANT CHANGES FOR 2013-14:

- In Fiscal Year 2013-14, it is estimated that a minimum of \$120 million in new charges will be added to DRR's system. Budgeted collections are expected to increase by about \$3 million over last fiscal year, from \$38.8 million to \$42.2 million. Budgeted expenditures are expected to remain flat at \$11.3 million as compared to last year; however, DRR will continue its practice of looking for savings and efficiencies as the year progresses.
- DRR is leading the Accounts Receivable (AR) Efficiency Project that started in March 2013. Pilot projects with departments are transitioning into permanent processes and more receivables processing is shifting from departments to DRR. The project is in its early stages and has already added over 3,000 accounts to its already heavy workload and more on the way. The accounts are in various stages of the collections process, resulting in increases in the volume of collection calls and legal actions, i.e. lawsuits, liens, wage garnishments, and bank levies.
- DRR will continue to focus efforts on the effective collection of revenues through continued automation, efficiency initiatives in progress, ongoing review of customer programs to reduce costs, and providing consulting services to departments to assist them with their point of service fee collection processes.

SIGNIFICANT CHANGES FOR 2013-14 (CONT.):

- In addition, DRR is working to expand services that will assist citizens in quickly and efficiently paying their obligations to the county, such as consolidating debts owed to more than one department, expanded electronic payment options, and payment acceptance locations.

STAFFING LEVEL CHANGES FOR 2013-14:

- Added Positions:**

Collection Services Agent Level 2.....	4.0
Accounting Technician.....	1.0
Office Specialist Level 2.....	<u>1.0</u>
Total	6.0

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Increase revenue for County	Increase funds available for Customer Departments	Net funds available to Customer Departments	\$30.1 Million	\$28.3 Million	\$32.1 Million	\$31.4 Million
Efficient collection of revenue	Improve net cost ratio over prior fiscal year	Net cost to collection ratio	11.0%	11.5%	5.7%	6.9%

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **6110000 - Department Of Revenue Recovery**
 Function **GENERAL**
 Activity **Other General**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (49,885)	\$ (3,221)	\$ (3,221)	\$ -	\$ -
Charges for Services	5,698,210	7,427,748	6,606,501	9,001,157	9,001,157
Miscellaneous Revenues	12,133	13,319	10,050	10,050	10,050
Residual Equity Transfer In	10,130	12,750	12,750	3,229	3,229
Total Revenue	\$ 5,670,588	\$ 7,450,596	\$ 6,626,080	\$ 9,014,436	\$ 9,014,436
Salaries & Benefits	\$ 4,819,385	\$ 4,536,190	\$ 4,878,393	\$ 5,082,221	\$ 5,082,221
Services & Supplies	3,425,199	3,425,333	4,261,235	4,574,403	4,574,403
Other Charges	871,150	916,297	957,426	945,022	945,022
Intrafund Charges	661,136	488,082	521,622	664,040	664,040
Intrafund Reimb	(4,056,808)	(1,912,033)	(3,992,596)	(2,251,250)	(2,251,250)
Total Expenditures/Appropriations	\$ 5,720,062	\$ 7,453,869	\$ 6,626,080	\$ 9,014,436	\$ 9,014,436
Net Cost	\$ 49,474	\$ 3,273	\$ -	\$ -	\$ -
Positions	55.0	52.0	54.0	58.0	58.0

2013-14 PROGRAM INFORMATION

BU: 6110000 Department of Revenue Recovery

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 Centralized Collection and Disbursement

11,265,686	2,251,250	0	0	0	0	0	9,014,436	0	0	58.0	0
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Program Type: Self-Supporting

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

Strategic Objective: IS -- Internal Support

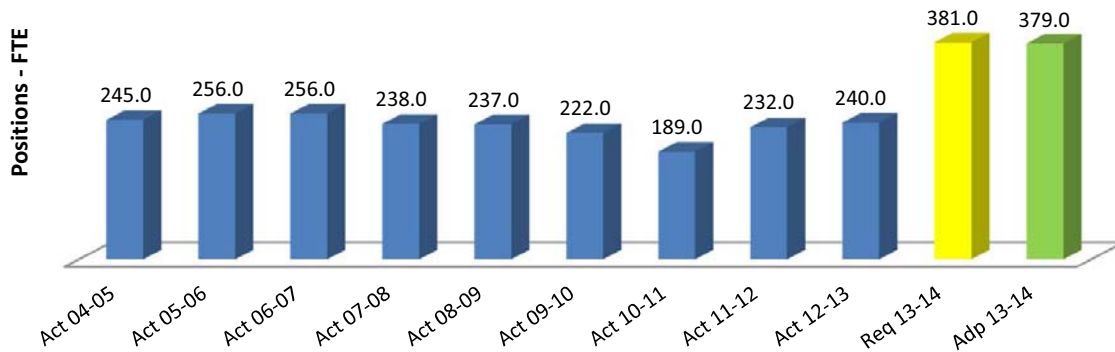
Program Description: DRR provides the collection of revenue for County Departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order.

FUNDED	11,265,686	2,251,250	0	0	0	0	9,014,436	0	0	58.0	0
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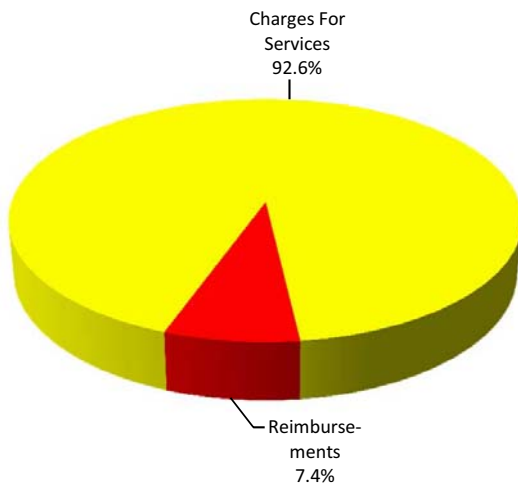
DEPARTMENTAL STRUCTURE
 RAMI ZAKARIA, Chief Information Officer



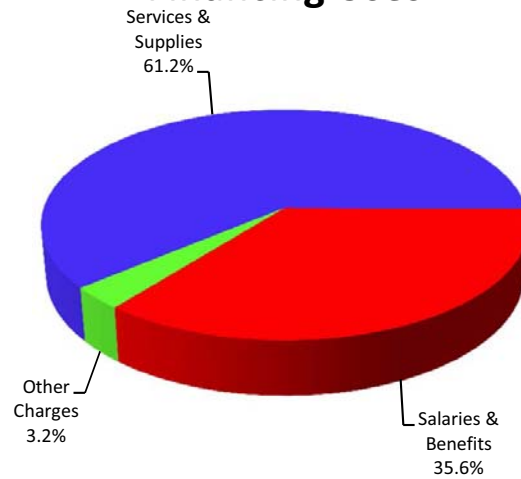
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	47,589,388	52,070,914	51,898,320	72,569,538	72,569,538
Total Financing	48,923,875	50,358,173	50,633,201	71,349,501	71,349,501
Net Cost	(1,334,487)	1,712,741	1,265,119	1,220,037	1,220,037
Positions	232.0	240.0	222.0	379.0	379.0

PROGRAM DESCRIPTION:

- The Department of Technology (DTech) is a central information technology and telecommunications provider for Sacramento County. DTech delivers a broad range of shared countywide information technology services to employees, departments and regional partners, and also develops customized solutions for specific departmental business applications.
- Core areas include:
 - Application Development and Support (Custom Applications Development; Content Management Storage and Retrieval; Enterprise Application Printing).
 - Servers and Data Center (Backup and Recovery; Consolidated Storage; Server Hosting; Installation and Support; Server Virtualization).
 - Electronic Security Systems for Buildings (Card Access; Intrusion, Fire, Panic Alarms).
 - Network Communication (Email; Anti-Virus; Remote Access; Wide Area Network; Local Area Network Installation & Support).
 - Personal Computer (PC) Installation and Support (Installation and Procurement of hardware and software).
 - Technology Support (Service Desk, System Logon Administration; Forensic Audits; Project Management).
 - Telephones and PDA's (Voice over Internet Protocol; Phones; Personal Digital Assistant's – new and changes to existing).
 - Websites Development and Support (Internet/Intranet Website Development and Support; Web Content Management System, Custom Application Development; Website Hosting).
 - 2-Way Radio and Paging Services (Local government Radio Program, County Pager Service; Communications Center).

MISSION:

To provide efficient, innovative and cost-effective information technology and telecommunications services to our customer.

GOALS:

- Enhance, deliver and promote shared countywide Information Technology (IT) and communication services which increase efficiency, reduced costs and improve county operations.

GOALS (CONT.):

- Provide exceptional service for customer satisfaction, retention and innovation; Build strong customer relations.
- Market and promote DTech services and products.
- Improve internal business processes for efficiency and effectiveness.
- Enable County Business by supporting the countywide IT plan.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Implemented W2's in My SacCounty.
- Consolidated Probation Email System.
- Implemented new employees online hiring process.
- Upgraded the County Core Network Infrastructure.
- Implemented Countywide Network Security System.
- Implemented the new County Internet design for departmental websites.
- Built new Radio Tower in Natomas to enhance coverage for local law enforcement agencies.
- Continued to reduce data circuit cost by installing new fiber and wireless connections in concert with our regional partners and eliminating dedicated voice circuits.
- Implemented a new infrastructure and strategy for protection of the County's mission critical data.
- Consolidated the County Web Content Management Systems and create a new Countywide standard.
- Implemented Enterprise Service Bus to securely deliver applications and data to our constituents.
- Implemented consolidation of IT staff and services from departments of Revenue Recovery, Clerk Recorder, Coroner, Finance and Personnel.
- Consolidated IT Infrastructure and expand Shared IT Services to several County departments including the Assessor's.
- Continued the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment with completion estimate in December 2013.

SIGNIFICANT CHANGES FOR 2013-14:

- Publish SacCounty News Center.
- Implement PC Power Management.
- Implement a 3-1-1 Call Center and a Customer Relationship Management System, website and mobile phone application to effectively manage constituents inquiries and services requests.
- Implement a Countywide Employees Performance Evaluation System. This project is anticipated to save more than \$400,000 in annual license fees of an existing application.
- Implement Electronic Plan Review System that will streamline and automate building permits processing in Sacramento County.

SIGNIFICANT CHANGES FOR 2013-14 (CONT.):

- Continuation of the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment with completion estimate in December 2013.
- Implement a new County Intranet design for departmental websites.
- Relocate the Communications Center to 799 G Street and combine with 3-1-1 operations.
- Implement Agenda Net iPad Application Enhancements.
- Implement In-Home Supportive Services Case File Electronic Document Management.
- Implement Vital Records Electronic Document Management.
- Implement Microfilm conversion and Electronic Document Management for Community Development.
- Implement Code Enforcement Case File Electronic Document Management.
- Upgrade the shared electronic document environment (FileNet) to Version 5.0.
- Publish Property Tax System Replacement Request for Proposal.
- Establish a single authoritative address database for all valid addresses in Sacramento County.
- Adjust parcel and street layers to bring them into improved spatial alignment with aerial photography.
- Consolidate IT staff and services from the Departments of Human Assistance, Health and Human Services, Public Defender, Child Support Services, Voter Registration and Elections, Agricultural Commission, Environmental Management and Airports.

STAFFING LEVEL CHANGES FOR 2013-14:

- Board Approved additions, deletions and/or reclassifications resulting in a net increase of 146 funded positions as a result of the merger of Human Assistance, Health and Human Services, Environmental Management, Child Support Services, Public Defender, Airport, Voter Registration and Elections and Agricultural Commission’s IT staff consists of the following:

Added Positions:

Information Technology Division Chief	3.0
Information Technology Manager	6.0
Principal Information Technology Analyst.....	2.0
Senior Information Technology Analyst.....	31.0
Information Technology Analyst II	79.0
Information Technology Technician Level 1.....	6.0
Information Technology Technician Level 2.....	9.0
Senior Information Technology Technician.....	4.0
Information Technology Customer Support Specialist Level 2	9.0
Geographical Information Systems Analyst II	1.0
Geographical Information Systems Technician Level 2.....	1.0
Telephony Systems Technician Level 2.....	1.0

STAFFING LEVEL CHANGES 2013-14 (CONT.):

Added Positions (cont.):

Senior Telecommunications Systems Analyst.....	1.0	
Accounting Technician	<u>1.0</u>	
		Total 154.0

- The following staffing changes were approved by the Board of Supervisors during Budget Hearings resulting in a decrease of 10 positions consist of the following:

Deleted Positions:

Alarm Systems Technician.....	4.0	
Information Technology Division Chief.....	1.0	
Senior Geographic Information Systems Analyst	1.0	
Telecommunications Supervisor	1.0	
Telephony Systems Analyst 2	<u>1.0</u>	
		Total 8.0

Information Technology Manager (Unfunded)	2.0	
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PERFORMANCE MEASURES:

STRATEGIC PRIORITY: INTERNAL SERVICES						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Customer Service Response Standards	Services delivered and supported in line with customer expectations	Average Vendor Repair time per Maintenance Contract	98.09%	90.00%	97.33%	90.00%
		Average Vendor Response Time per Maintenance Contract	99.84%	99.00%	99.83%	99.00%
		COMPASS Acct Creation, Deletion, Wk Role Mod. – completed within 3 business days	99.37%	90.00%	99.36%	90.00%
		Incidents Resolved by the DTECH Service Desk on the First Call	83.58%	77.00%	93.42%	77.00%
		Responding to Priority 1 Incidents in Under 20 Minutes	96.99%	90.00%	100.00%	90.00%
		Speed to Answer Calls (Service Desk)	33.4 seconds	<30 sec	84.9 seconds	<30 sec
		TSR Completion (Telephone Service Request) (Target is 15 days)	97.31%	90.00%	94.63%	90.00%
Service Availability	Reliable and stable delivery of service in line with service standard	Percent of time Accela (Permits, Planning) is available to customers	99.95%	99.70%	99.93%	99.70%
		Percent of time Call Centers for County Departments available to customers	99.78%	99.50%	99.83%	99.50%
		Percent of time CJIS/Mainframe available to customers	100.00%	99.90%	99.94%	99.90%
		Percent of time COMPASS Systems available to customers (7:00 am – 6:00 pm, M-F)	99.78%	99.70%	99.82%	99.70%
		Percent of time Data Center is available to customers	100.00%	99.99%	100.00%	99.99%
		Percent of time FOCUS is available to customers (7:00 am - 6:00 pm, M-F)	99.85%	99.70%	100.00%	99.70%
		Percent of time GIS Viewer is available to customers	99.89%	99.90%	99.91%	99.90%
		Percent of time IJIS (SQL Server) available to customers	100.00%	99.90%	100.00%	99.90%

PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Service Availability	Reliable and stable delivery of service in line with service standard	Percent of time web portal available to public (www.saccounty.net)	100.00%	99.99%	99.74%	99.99%
		Percent of time web portal available to county staff (Intranet)	100.00%	99.95%	100.00%	99.95%
		Percent of time Microwave Radio is available to customers	100.00%	100.00%	100.00%	100.00%
		Percent of time Property Tax (Mainframe) available to customers (6:30 am – 5:00 pm, M-F)	100.00%	99.70%	100.00%	99.70%
		Percent of time Property Database Applications (Oracle) available to customer	100.00%	99.90%	100.00%	99.90%
		Percent of time Remote Access (VPN) available to customers	99.97%	100.00%	100.00%	100.00%
		Request for Radio system Access Placed in Queue	0.00%	≤1%	0.00%	≤1%
		Percent of time the Sacramento Regional Radio Communications Systems is available to customers	100.00%	100.00%	100.00%	100.00%
		Percent of time Shared File Server is available to customers	99.67%	100.00%	99.83%	100.00%
		Percent of time SharePoint is available to customers	99.67%	99.99%	99.90%	99.99%
		Percent of changes that stayed within Change Management Window	96.12%	90.00%	95.64%	90.00%
		Percent of time Unified Messaging network available to customers	100.00%	100.00%	99.83%	100.00%
		Percent of time Virtual Environment is available to customers	100.00%	100.00%	99.83%	100.00%
		Percent of time voice network available to customers	99.55%	99.50%	99.81%	99.50%
		Percent of time data network (WAN) available to customers	99.99%	99.99%	100.00%	99.99%

DTech has retained the Performance measures for Fiscal Year 2013-14. The measures and monthly performance reporting can be found on the DTech Intranet website at <http://inside.dtech.saccounty.net/About/Pages/DTech-Performance-Metrics.aspx>

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2013-14			Schedule 10	
		Fund Title		031A - DEPT OF TECHNOLOGY		
		Service Activity		OCIT		
		Budget Unit		7600000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 48,658,485	\$ 50,148,849	\$ 50,502,978	\$ 71,317,761	\$ 71,317,761	
Total Operating Revenues	\$ 48,658,485	\$ 50,148,849	\$ 50,502,978	\$ 71,317,761	\$ 71,317,761	
Operating Expenses						
Salaries/Benefits	\$ 27,296,746	\$ 28,381,185	\$ 28,759,075	\$ 47,905,184	\$ 47,905,184	
Services & Supplies	15,567,561	18,492,255	18,040,826	18,480,883	18,480,883	
Other Charges	213,759	249,616	120,087	278,930	278,930	
Depreciation	796,051	1,267,723	1,298,198	2,215,053	2,215,053	
Total Operating Expenses	\$ 43,874,117	\$ 48,390,779	\$ 48,218,186	\$ 68,880,050	\$ 68,880,050	
Operating Income (Loss)	\$ 4,784,368	\$ 1,758,070	\$ 2,284,792	\$ 2,437,711	\$ 2,437,711	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 164,520	\$ 130,223	\$ 130,223	\$ 31,740	\$ 31,740	
Other Revenues	100,833	79,101	-	-	-	
Gain/Sale/Property	37	-	-	-	-	
Equipment	(25,709)	-	-	-	-	
Loss/Disposition-Asset	(12,888)	-	-	-	-	
Debt Retirement	(3,676,673)	(3,680,134)	(3,680,134)	(3,689,488)	(3,689,488)	
Total Non-Operating Revenues (Expenses)	\$ (3,449,880)	\$ (3,470,810)	\$ (3,549,911)	\$ (3,657,748)	\$ (3,657,748)	
Income Before Capital Contributions and Transfers	\$ 1,334,488	\$ (1,712,740)	\$ (1,265,119)	\$ (1,220,037)	\$ (1,220,037)	
Intrafund Charges	3,572,006	7,752,268	7,326,201	5,709,494	5,709,494	
Intrafund Reimb	(3,572,005)	(7,752,267)	(7,326,201)	(5,709,494)	(5,709,494)	
Change In Net Assets	\$ 1,334,487	\$ (1,712,741)	\$ (1,265,119)	\$ (1,220,037)	\$ (1,220,037)	
Net Assets - Beginning Balance	8,048,737	9,495,731	9,495,731	7,258,067	7,258,067	
Equity and Other Account Adjustments	112,507	(524,923)	-	-	-	
Net Assets - Ending Balance	\$ 9,495,731	\$ 7,258,067	\$ 8,230,612	\$ 6,038,030	\$ 6,038,030	
Positions	232.0	240.0	222.0	379.0	379.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2013-14 PROGRAM INFORMATION

BU: 7600000 Department of Technology

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title: 001 Application Support												
	19,251,805	1,009,347	0	0	0	0	18,225,992	0	0	16,466	130.0	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Develop, implement and maintain software applications such as law and justice, tax collection and payroll.												
<hr/>												
Program No. and Title: 002 Equipment Support												
	13,750,646	509,632	0	0	0	0	13,139,491	0	0	101,523	111.7	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.												
<hr/>												
Program No. and Title: 003 County Data Center												
	9,135,459	2,847,820	0	0	0	0	6,285,447	0	0	2,192	35.5	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers.												
<hr/>												
Program No. and Title: 004 COMPASS												
	6,469,136	5,800	0	0	0	0	6,463,336	0	0	0	31.7	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Enhance and support the Human Resources, Financial and Materials Management application (COMPASS).												
<hr/>												
Program No. and Title: 005 Communication Networks												
	20,171,845	1,336,895	0	0	0	0	17,828,123	0	0	1,006,827	49.4	12
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Voice and data communication connectivity between county staff, their contacts and information storage.												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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Program No. and Title: **006** Countywide IT Services

	9,617,007	0	0	0	0	0	9,523,978	0	0	93,029	20.7	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Services provided for the benefit of everyone in the county. These include the countywide communications center, the county's data center, the office of the CIO and the countywide service desk.

FUNDED	78,395,898	5,709,494	0	0	0	0	71,466,367	0	0	1,220,037	379.0	12
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Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,407,445	7,563,572	7,713,401	7,693,157	7,693,157
Total Financing	558,513	490,320	495,807	94,816	94,816
Net Cost	6,848,932	7,073,252	7,217,594	7,598,341	7,598,341

PROGRAM DESCRIPTION:

- This budget unit accounts for the cost of services provided by the Department of Technology (DTech) and the Department of Finance to support countywide shared computer systems and applications.
- The shared systems functional areas are as follows:
 - **Law and Justice** – Provides funds for the County Criminal Justice Information System (CJIS) which supports critical services for the District Attorney, Sheriff, Probation, Public Defender, Coroner, Human Assistance, Revenue Recovery, Superior Court, California Highway Patrol, 14 area city and county law enforcement agencies, 38 state agencies, and ten federal agencies including the FBI and Homeland Security.
 - **Special District Payroll** – Provides funds for Special District payroll, Wells Fargo Bank costs and related equipment and software.
 - **Property Tax Systems** – Provides funds for Secured and Unsecured Property Tax Bill systems, the Homeowner’s Exemption system, and the Computer Assisted Appraisal system.
 - **Fiscal and Management Systems** – Provides funds for the Sacramento County Agenda Management Application (AgendaNet), the support and enhancement of the County’s Web presence and Web portal, and the General Fund share of the Geographic Information System (GIS) support and maintenance.
 - **COMPASS** – Provides funds for the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS).

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Implemented Agenda Net iPad application for Board of Supervisors meeting agendas.
- Upgraded Agenda Net to the latest version and virtualize infrastructure.
- Implement Agenda Net e-Comments feature for Board of Supervisors meetings.
- Redesigned the County Internet Portal to modernize the look and feel.
- Upgrade the core SAP ERP (COMPASS) system to the latest software version.
- Completed the migration of the SacJustice server environment to virtual servers.
- Upgraded the Employee and Manager Self Service (ESS/MSS) to the latest version.
- Upgraded all County departments websites to the new County Internet template.
- Continued the migration of County departments from a paper time sheet processes to ESS.
- Implemented employees access to their W2s' using ESS.

SIGNIFICANT CHANGES FOR 2013-14:

- Complete Sacramento County News Center Internet Website.
- Implement Human Resources e-forms in ESS.
- Upgrade the County COMPASS infrastructure to improve system performance.
- Complete the migration of County departments from a paper time sheet processes to ESS.
- Implement employee's benefits using ESS.
- Implement employee evaluation software system using ESS.
- Implement public kiosks at the County Administration Building.
- Update requirements for replacing the County Property Tax Systems.
- Update requirements for replacing the County Criminal Justice Information System.
- Implement 3-1-1 Call Center, Citizen Relationship Management, website and mobile application.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **5710000 - Data Processing-Shared Systems**
 Function **GENERAL**
 Activity **Other General**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 440,044	\$ 396,530	\$ 396,530	\$ -	-
Charges for Services	118,469	93,790	99,277	94,816	94,816
Total Revenue	\$ 558,513	\$ 490,320	\$ 495,807	\$ 94,816	\$ 94,816
Services & Supplies	\$ 7,085,919	\$ 7,210,016	\$ 7,391,515	\$ 7,371,271	\$ 7,371,271
Equipment	-	31,670	-	-	-
Intrafund Charges	321,526	321,886	321,886	321,886	321,886
Total Expenditures/Appropriations	\$ 7,407,445	\$ 7,563,572	\$ 7,713,401	\$ 7,693,157	\$ 7,693,157
Net Cost	\$ 6,848,932	\$ 7,073,252	\$ 7,217,594	\$ 7,598,341	\$ 7,598,341

2013-14 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	001 Law & Justice Systems											
	1,935,347	0	0	0	0	0	0	48,168	0	1,887,179	0.0	0
Program Type:	Mandated											
Countywide Priority:	2 -- Discretionary Law-Enforcement											
Strategic Objective:	PS1 -- Protect the community from criminal activity, abuse and violence											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Law Enforcement Systems (CJIS, JIMS, IJIS and CLETS) which are accessible to multiple law enforcement entities.											
Program No. and Title:	002 Payroll Systems											
	292,898	0	0	0	0	0	0	0	0	292,898	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding of Special District Payroll which supports multiple departments and local entities											
Program No. and Title:	003 Property & Tax Systems											
	1,067,916	0	0	0	0	0	0	0	0	1,067,916	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments.											
Program No. and Title:	004 COMPASS											
	3,773,626	0	0	0	0	0	0	36,060	0	3,737,566	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Human Resources, Materials Management, Financial Reporting and Budget Systems which are countywide systems and used by virtually all county employees.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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Program No. and Title: **005 Other Shared Applications**

	623,370	0	0	0	0	0	0	10,588	0	612,782	0.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Shared Property Database [GIS])

FUNDED	7,693,157	0	0	0	0	0	0	94,816	0	7,598,341	0.0	0
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Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	4,738,527	5,138,328	5,429,616	5,510,614	5,510,614
Total Financing	5,006,052	5,487,476	5,429,616	5,329,058	5,329,058
Net Cost	(267,525)	(349,148)	-	181,556	181,556
Positions	9.0	9.0	9.0	9.0	9.0

PROGRAM DESCRIPTION:

- The Sacramento Regional Radio Communications System (SRRCS) operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Grant Joint Union High School District Police Department, Los Rios Community College District and all fire districts. The majority of the communication activities on SRRCS involve emergency response and other public safety activities.
 - These activities include regional law enforcement and fire suppression, emergency medical response, hazardous material responses, coordination of mutual aid, and interoperability between all participating agencies.
- The Department of Technology (DTech) is the lead agency in the maintenance of the system.
- The Radio and Electronics Division of DTech provides management and administrative oversight, technical support, preventative and corrective maintenance of the system.
- All expenses incurred by the division in managing and maintaining the systems are fully reimbursed by the system participants.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Began constructing two new radio site equipment shelters located in the Sacramento River Delta and Rancho Cordova.
- Began relocating half of the existing equipment used at the main jail radio site to the new Isleton site.
- Began relocating the equipment currently used at the Walnut Grove radio site to the new Rancho Cordova site.

SIGNIFICANT CHANGES FOR 2013-14:

- Purchase, stage and implement the first phase of the standards based Project 25 Trunked radio system for SRRCS.
- Begin construction of the Twitchell Island radio site as part of the Delta state Department of Water Resources (DWR) Grant.
- Secure lease for Rancho Cordova Site and begin construction for new radio site.
- Stage and accept DWR Delta Interoperability radio system.
- Bulk radio purchase for County local government departments.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2013-14				Schedule 10
	Fund Title		059A - REGIONAL RADIO		
	Service Activity		Communications System		
	Budget Unit		702000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Operating Revenues					
Charges for Service	\$ 3,720,477	\$ 3,881,280	\$ 3,712,800	\$ 3,841,873	\$ 3,841,873
Total Operating Revenues	\$ 3,720,477	\$ 3,881,280	\$ 3,712,800	\$ 3,841,873	\$ 3,841,873
Operating Expenses					
Salaries/Benefits	\$ 1,090,124	\$ 1,226,013	\$ 1,138,269	\$ 1,210,182	\$ 1,210,182
Services & Supplies	1,467,930	1,559,968	1,469,747	1,710,635	1,710,635
Other Charges	9,448	19,700	19,700	13,019	13,019
Depreciation	2,171,045	2,332,647	2,801,900	2,576,778	2,576,778
Total Operating Expenses	\$ 4,738,547	\$ 5,138,328	\$ 5,429,616	\$ 5,510,614	\$ 5,510,614
Operating Income (Loss)	\$ (1,018,070)	\$ (1,257,048)	\$ (1,716,816)	\$ (1,668,741)	\$ (1,668,741)
Non-Operating Revenues (Expenses)					
Other Financing	\$ 10,163	\$ 10,053	\$ 10,053	\$ 1,585	\$ 1,585
Other Revenues	1,228,745	1,544,875	1,626,763	1,450,000	1,450,000
Interest Income	46,667	51,268	80,000	35,600	35,600
Improvements	20	-	-	-	-
Total Non-Operating Revenues (Expenses)	\$ 1,285,595	\$ 1,606,196	\$ 1,716,816	\$ 1,487,185	\$ 1,487,185
Income Before Capital Contributions and Transfers	\$ 267,525	\$ 349,148	\$ -	\$ (181,556)	\$ (181,556)
Change In Net Assets	\$ 267,525	\$ 349,148	\$ -	\$ (181,556)	\$ (181,556)
Net Assets - Beginning Balance	13,454,383	13,721,908	13,721,908	13,137,157	13,137,157
Equity and Other Account Adjustments	-	(933,899)	-	-	-
Net Assets - Ending Balance	\$ 13,721,908	\$ 13,137,157	\$ 13,721,908	\$ 12,955,601	\$ 12,955,601
Positions	9.0	9.0	9.0	9.0	9.0
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

2013-14 PROGRAM INFORMATION

BU: 702000 Regional Radio Communications System

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 SRRCS 800 Mhz trunked radio backbone services**

5,510,614	0	0	0	0	0	5,329,058	0	181,556	0	9.0	7
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Program Type: Self-Supporting

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence

Program Description: SRRCS maintains a network of radio communications equipment that supports a regional partnership of local, state and federal government jurisdictions in our region with a two-way mobile radio system. This system is used by law enforcement, fire services, regional transit, and general public services.

FUNDED

5,510,614	0	0	0	0	0	5,329,058	0	181,556	0	9.0	7
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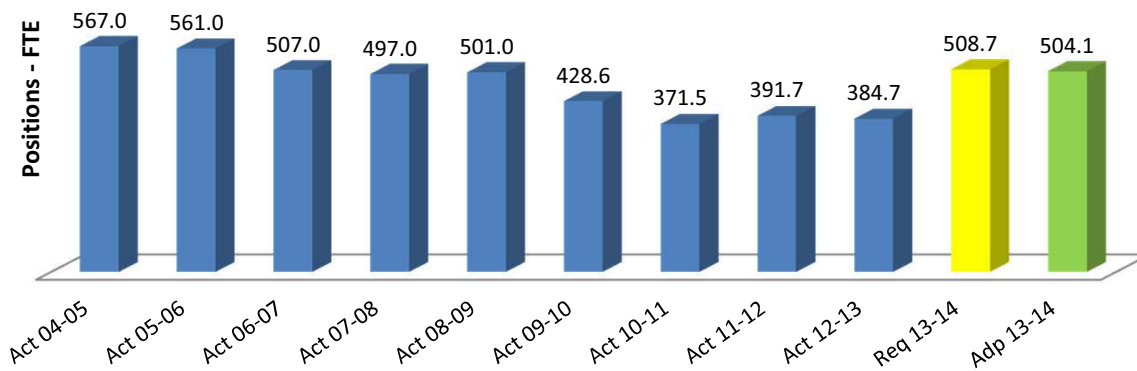
GENERAL SERVICES/CAPITAL OUTLAY 700000/2070000

DEPARTMENTAL STRUCTURE

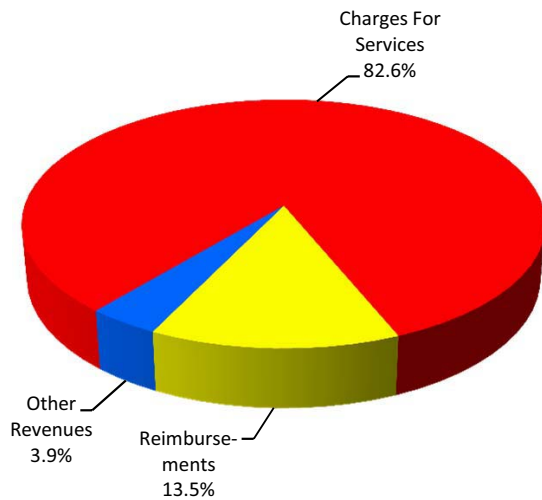
MICHAEL MORSE, Director



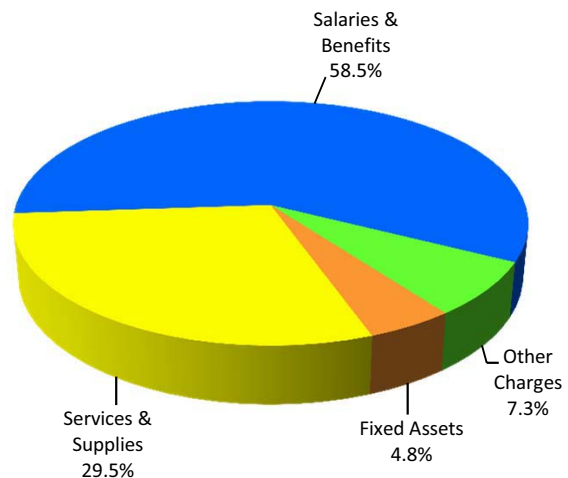
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	133,760,500	134,220,776	152,308,289	170,743,966	170,743,966
Total Financing	128,776,667	132,507,257	140,807,131	160,019,669	160,019,669
Net Cost	4,983,833	1,713,519	11,501,158	10,724,297	10,724,297
Positions	391.7	384.7	387.7	504.1	504.1

PROGRAM DESCRIPTION:

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized support services that county departments require ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.
- The Department of General Services is comprised of the following:
 - **Administrative and Business Services** — Provides administrative services to the department and support services to all county agencies and departments:
 - Administrative Services provides accounting, budget and analysis services.
 - Support Services Division: Provides printing, U.S. mail, inter-office messenger, document scanning, records management, surplus property and recycling services, and warehousing services.
 - Project Management Division: Provides management and system coordination for departmental projects including information systems analysis, fiscal impact analysis, solution design, resource scheduling, application programming and stakeholder communication.
 - Alarm Services Unit: Performs the design, installation, and maintenance of the County’s electronic security alarm, surveillance, and access control systems at most County owned and leased facilities.
 - **Construction Management and Inspection Division (CMID)** — Supports the construction efforts of the County. CMID staff ensures that projects are constructed in accordance with plans, specifications and county standards. The Division provides inspection, basic materials testing, and construction management for publicly bid construction contracts which provide for the construction/installation of infrastructure maintained by the County.
 - **Contract and Purchasing Services** — Provides centralized procurement services, coordinates the procurement card program, and prepares complex legal contracts and agreements for operating staff to complete construction projects.

PROGRAM DESCRIPTION (CONT.):

- **Facility and Property Services** — Provides facility maintenance, security functions, and facility planning services 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.
 - Energy Management Program: 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.
 - Facility Planning and Management: Provides for the administration of facility planning for county-owned and leased facilities. The division manages the following programs:
 - Architectural Services Division: Provides services for county owned and leased facilities. These services include: feasibility studies; facility programming; architectural design and programming; mechanical engineering; electrical engineering; civil engineering; space planning; interior design; modular furniture design and installation; environmental services; and the Job Order Contracting (JOC) Program.
 - Capital Construction Fund: Provides funding for construction and remodeling of county-owned facilities.
 - Computer Aided Facility Management.
 - Environmental Management Services.
 - Master Planning for county-owned and leased facilities.
- Real Estate Division: Negotiates the purchase of real estate property interests required for projects of the Municipal Services Agency, Sacramento Regional County Sanitation District, Sacramento Area Sewer District, Department of Regional Parks and Open Space, other County agencies, and special districts. It also manages county-owned property, sells surplus real estate, negotiates revenue leases, negotiates and manages facility leases; and provides property management in support of the County Facility Management Program.
- **Fleet Services** — The Fleet Services Division purchases, rents and maintains light and heavy equipment.
 - Light Equipment Section: Provides automotive equipment for all county departments.
 - Heavy Equipment Section: Maintains a fleet of construction equipment and other heavy vehicles for county organizations.
 - Parking Enterprise: Provides parking services to the public, county employees, and other governmental agencies.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Absorbed approximately \$432,800 in cost increases in the Allocated Cost Package including annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Returned \$6.05 million due to excess retained earnings and efficiencies during the fiscal year.
- Transferred 3.0 FTE Information Technology staff to the Department of Technology effective September 23, 2012.
- Implemented Warehouse records storage policy and procedures for the secure storage of Health Insurance Portability and Accountability Act (HIPAA) compliant material.
- Closed Central Stores due to decentralization.
- Construction Management began on the \$22.5 million Watt Avenue/US Route 50 Interchange Improvement Project.
- Implemented new Delegated Purchase Order program.
- Phased out the Airport Big Build warranty repairs ending the contractor warranty period. The division assumed full responsibility for maintaining and repairing all Big Build facilities equipment.
- Assumed additional maintenance and repair responsibilities at McClellan airfield lighting and control tower facilities.
- Transitioned the Airport sewer system from Sacramento Area Sewer District sewer maintenance to DGS.
- Replaced chiller #3 at the Central Plant.
- Replaced the chiller and heat exchanger at the John M. Price District Attorney building.
- Completed Smart Grid Heating, Ventilation, and Air Conditioning (HVAC) control projects at the District Attorney's building and the Downtown Central Plant at 700 H Street.
- Completed the installation of the building automated control system (Siemens) at the Ecology Lane building.
- Installed light emitting diode (LED) lighting at the five downtown parking garages: Public Lot, Employee Lot, Main Jail, New Administration Center, and 799 G Street.
- Initiated a "pilot project" to install two digital billboards along I-80 at Sunrise Recreation and Park District's Foothill Golf Center and Westwood Park with Lamar Central Outdoor, LLC.
- Terminated and closed four leased locations, responsible for 28 lease transactions and provided property management services for 99 facilities totaling 1.8 million square feet.

SIGNIFICANT DEVELOPMENTS DURING 2012-13 (CONT.):

- Installed a closed-circuit television (CCTV) system in the County Administration Center and in New Administration Center secured garage.
- Purchased 125 new hybrid cars for vehicle replacements in the Light Fleet.
- Reduced 24 cars and trucks in the Light Fleet, resulting in future cost avoidance of \$550,000 in replacement costs.
- Gave notice to cancel the North County Corporation Yard lease in June 2014.

SIGNIFICANT CHANGES FOR 2013-14:

- Absorb approximately \$542,600 in cost increases in the Allocated Cost Package including annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Rebate \$650,000 in retained earnings to customer departments.
- Effective July 1, 2013, transfer responsibility of the Electronic Security Maintenance and Monitoring (Alarm Services) from the Department of Technology.
- Open Surplus Property to the public five days a week.
- To consolidate leased space and reduce costs, the Construction Management and Inspection Division relocated to 9700 Goethe Road.
- Retrofit the Airport parking garage lighting to LED lights.
- Install LED lights on the second floor of the Ecology Lane building.
- Payoff two Energy Savings Service Company (ESCO) loans early to save interest costs.
- Will relocate/consolidate Light and Heavy Fleet operations currently at the North County Corporation Yard.
- Debt service for new replacement cars is anticipated to increase future light car and truck rental rates.
- Delete 4.0 FTE vacant positions and related costs in Heavy Fleet in response to reduced customer maintenance requests, such as Waste Management and Recycling's planned reduction of over \$1.0 million.
- **Capital Outlay Fund:**
 - The Capital Outlay Fund shows a net cost of \$7.6 million. \$9.0 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$3.4 million and the remaining \$5.6 million will be funded by the Capital Outlay Fund. An appropriation of \$2.0 million is included to transfer assets to the Sacramento Area Sanitation District.

RETAINED EARNINGS CHANGES FOR 2013-14:

The Department is rebating \$650,000 of retained earnings to customer departments and appropriating \$2.5 million of retained earnings for contingency spending for emergencies that may come up throughout the year with no rate increase to customer departments.

SUMMARY OF POSITIONS:

Internal Services Fund (035)				
PROGRAM	Adopted 2012-13	Actual 2012-13	Recommended 2013-14	Adopted 2013-14
Airport District	39.0	39.0	37.0	37.0
Alarm Services	0.0	0.0	6.0	6.0
Architectural Services Division	0.0	0.0	13.0	13.0
Bradshaw District	79.0	79.0	78.0	78.0
Contract & Purchasing Services	13.0	13.0	18.0	18.0
Construction Management and Inspection Division	0.0	0.0	99.0	99.0
Downtown District	48.0	48.0	51.0	51.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	86.0	86.0	81.0	81.0
Fleet Services - Light	24.0	24.0	24.0	24.0
Office of the Director	21.8	18.8	25.6	25.6
Real Estate	24.0	23.8	22.0	22.0
Security Services	29.4	29.6	27.0	27.0
Support Services	22.5	22.5	21.5	21.5
	387.7	384.7	504.1	504.1

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement heavy equipment approved for Fiscal Year 2013-14.

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT**

Class	Description	Approved		Approved Amount
		New	Replace	
157	Crew Bus		2	\$ 250,000
158	32 Passenger Bus		3	540,000
163	1 ½ Ton Service Body Truck		1	175,000
165	1 ½ Ton Dump/Hoist/Flatbed		4	720,000
167	3 Ton Dump/Hoist/Flatbed		1	150,000
173	Emulsion Patch Truck		1	225,000
176	Dump Truck, 10 Cu Yd, 3 Axle	1		130,000
177	Self-Loading Dump Truck, 6 Wheel, 5-6 Cu Yd		1	180,000
178	Transfer Dump Truck w/Trailer		2	500,000
181	Chemical Spray Truck		1	225,000
198	Asphalt Paver	1		432,000
213	Portable Trailer		1	17,000
218	Equipment Trailer		1	30,000
227	Attenuator Trailer	4		120,000
228	Attenuator, Truck Mounted	2		60,000
234	Trailer, Tilt		1	55,000
234	Trailer, Tilt	1		28,000
234	Trailer, Tilt		1	60,000
292	Step Van		1	150,000
292	Step Van		1	185,000
366	Air Compressor, Trailer Mounted		1	40,000
380	Shop Tow, Small		1	45,000
390	Aerial Lift w/ Chipper Body		1	190,000
392	Truck w/ Man-lift		3	350,000
395	1-Ton Truck w/Aerial Lift	1		135,000
396	Flatbed Dump w/ Knuckle Boom Crane		1	130,000
399	Lube and Fuel Truck		1	225,000
570	Roller		4	200,000
570	Roller		1	95,000
571	Roller Trailer		5	125,000
778	Road Sweeper		3	960,000
881	Tractor w/ Loader		1	65,000
883	Articulated Loader w/ Cab & 2 Yd Bucket		1	120,000
892	Backhoe, Loader	1		110,000
560/165	Sanitation District Agency (SDA) Utility Truck		4	780,000
560/224	SDA Trailer		2	24,000
560/292	SDA Step Van		2	450,000
560/342	SDA Sewer Cleaner - 2 Axle		1	320,000
560/366	SDA Air Compressor, Trailer Mounted		1	40,000
560/776	SDA Sewer Cleaner - 3 Axle		1	375,000
	Total	11	55	\$ 9,011,000

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
	Maintain customer satisfaction with operational support.	To maintain overall customer satisfaction with General Services operational support	92%	92%	92%	92%
	Maintain customer satisfaction with logistical support.	To maintain overall customer satisfaction with General Services logistical support	90%	90%	90%	90%

SCHEDULE:

State Controller Schedules		County of Sacramento			Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2013-14			Fund Title Service Activity Budget Unit	
					General Services Summary 7000000	
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Use of Money/Prop	\$ 125	\$ 268	\$ -	\$ -	\$ -	
Charges for Services	123,225,877	125,251,684	133,224,856	150,548,505	150,548,505	
Total Operating Revenues	\$ 123,226,002	\$ 125,251,952	\$ 133,224,856	\$ 150,548,505	\$ 150,548,505	
Operating Expenses						
Salaries and Employee Benefits	\$ 39,542,123	\$ 38,885,535	\$ 41,850,500	\$ 57,676,660	\$ 57,676,660	
Services and Supplies	72,138,475	75,005,075	79,145,387	85,356,536	85,356,536	
Other Charges	857,189	301,602	666,952	643,128	643,128	
Depreciation	6,112,056	5,486,749	7,667,986	9,217,812	9,217,812	
Total Operating Expenses	\$ 118,649,843	\$ 119,678,961	\$ 129,330,825	\$ 152,894,136	\$ 152,894,136	
Operating Income (Loss)	\$ 4,576,159	\$ 5,572,991	\$ 3,894,031	\$ (2,345,631)	\$ (2,345,631)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 433,325	\$ 309,149	\$ 98,916	\$ 61,427	\$ 61,427	
Other Revenues	3,154,087	3,200,483	4,028,518	5,370,034	5,370,034	
Cost of Goods Sold	(4,283,278)	(4,397,977)	(6,700,000)	(4,100,000)	(4,100,000)	
Residual Eq Trn Out	(4,697,643)	(3,749,999)	(3,749,999)	(650,000)	(650,000)	
Equipment	(175,504)	(84,360)	(327,500)	(318,500)	(318,500)	
Gain /Sale/Property	323,059	378,673	400,000	600,000	600,000	
Loss/Disposition-Asset	(30,267)	-	(20,000)	(20,000)	(20,000)	
Debt Retirement	(1,179,400)	(1,165,597)	(1,176,000)	(1,167,030)	(1,167,030)	
Interest Expense	(797,131)	(547,680)	(913,965)	(583,300)	(583,300)	
Total Non-Operating Revenues (Expenses)	\$ (7,252,752)	\$ (6,057,308)	\$ (8,360,030)	\$ (807,369)	\$ (807,369)	
Income Before Capital Contributions and Transfers	\$ (2,676,593)	\$ (484,317)	\$ (4,465,999)	\$ (3,153,000)	\$ (3,153,000)	
Interfund Reimb	\$ (3,152,821)	\$ -	\$ -	\$ -	\$ -	
Intrafund Charges	20,838,529	20,801,323	23,604,260	24,908,676	24,908,676	
Intrafund Reimb	(20,792,581)	(20,684,790)	(23,604,260)	(24,908,676)	(24,908,676)	
Change in Net Assets	\$ 430,280	\$ (600,850)	\$ (4,465,999)	\$ (3,153,000)	\$ (3,153,000)	
Net Assets - Beginning Balance	19,160,788	20,173,124	20,173,124	19,572,293	19,572,293	
Equity and Other Account Adjustments	582,056	19	-	-	-	
Net Assets - Ending Balance	20,173,124	19,572,293	15,707,125	16,419,293	16,419,293	

*Net assets only include Fund 035 Operations and excludes Capital Outlay Fund 034

Positions	391.7	384.7	387.7	504.1	504.1
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

MEMO ONLY:

CAPITAL REPLACEMENT AND ACQUISITION

Miscellaneous Revenues	\$ 1,640,194	\$ 3,367,000	\$ 3,054,841	\$ 3,439,703	\$ 3,439,703
Other Equipment	(1,920,987)	(3,690,321)	(8,140,000)	(9,011,000)	(9,011,000)
Other Expenses	(3,104,638)	(789,348)	(1,950,000)	(2,000,000)	(2,000,000)
Residual Eq Trn Out	(2,028,682)	-	-	-	-
TOTAL	\$ (5,414,113)	\$ (1,112,669)	\$ (7,035,159)	\$ (7,571,297)	\$ (7,571,297)

2013-14 PROGRAM INFORMATION

BU: 7000000 General Services

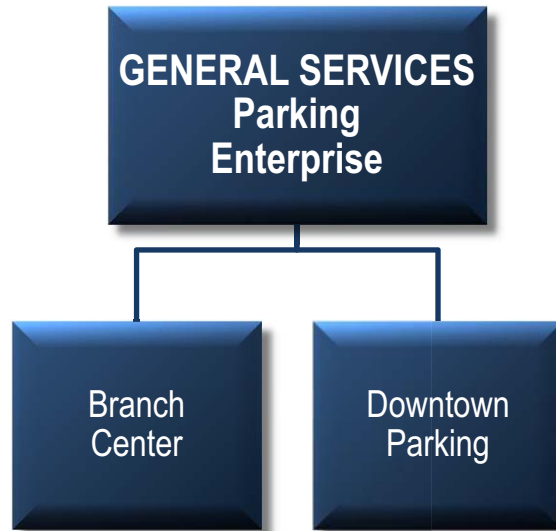
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Department Administration</u>											
	4,540,462	3,618,259	0	0	0	0	0	672,203	250,000	0	20.8	1
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Plans, directs and controls activities for the department											
Program No. and Title:	<u>002 GS-Bradshaw District</u>											
	13,670,773	647,421	0	0	0	0	0	12,523,352	500,000	0	78.0	44
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
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 safe environment for employees and the public.											
Program No. and Title:	<u>003 GS-Downtown District</u>											
	8,185,561	458,812	0	0	0	0	0	7,276,749	450,000	0	51.0	7
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
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 safe environment for employees and the public.											
Program No. and Title:	<u>004 GS Security</u>											
	2,942,229	168,005	0	0	0	0	0	2,649,224	125,000	0	27.0	4
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides security services for county owned facilities and some leased facilities.											
Program No. and Title:	<u>005 GS-Airport District</u>											
	6,301,013	0	0	0	0	0	0	6,201,013	100,000	0	37.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provide maintenance and operation services of the SCAS facilities including repair work.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 006 Central Purchasing												
	2,655,129	419,914	0	0	0	0	0	2,060,215	175,000	0	18.0	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Centralized purchasing & contracting services for county departments												
<hr/>												
Program No. and Title: 007 Support Services												
	8,323,278	603,242	0	0	0	0	0	7,720,036	0	0	21.5	5
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.												
<hr/>												
Program No. and Title: 008 Light Fleet Services												
	28,661,833	8,243,069	0	0	0	0	0	19,943,764	475,000	0	24.0	5
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Maintains county owned automotive equipment												
<hr/>												
Program No. and Title: 009 Heavy Fleet Services												
	33,270,508	8,568,984	0	0	0	0	0	24,701,524	0	0	81.0	38
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Operation and maintenance of the heavy equipment rental fleet												
<hr/>												
Program No. and Title: 010 Energy Management												
	9,947,097	394,533	0	0	0	0	0	8,742,564	810,000	0	1.0	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Manage the County's Energy Program to maximize energy savings and minimize county cost												

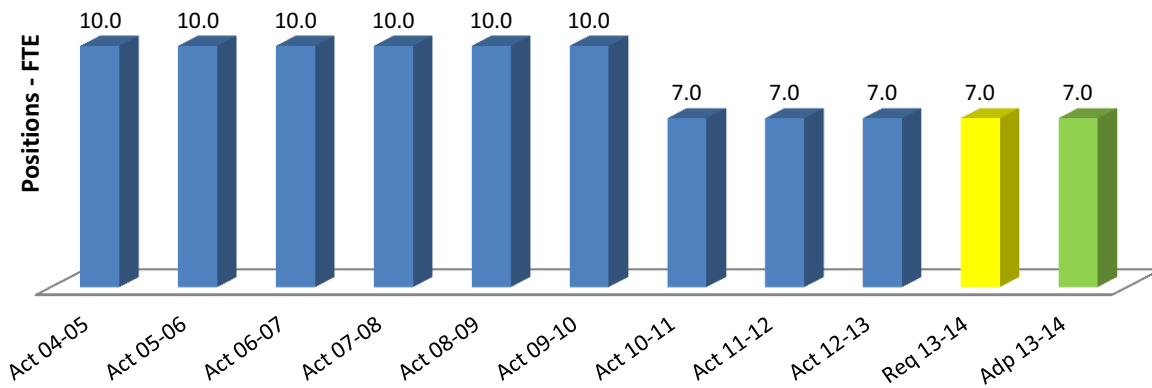
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>011 Facility Planning and Management</u>											
	809,939	66,118	0	0	0	0	0	743,821	0	0	3.8	1
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Facility planning for county owned and leased facilities											
<hr/>												
Program No. and Title:	<u>012 Computer Aided Facility Management</u>											
	324,549	324,543	0	0	0	0	0	6	0	0	1.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.											
<hr/>												
Program No. and Title:	<u>013 Real Estate Operations</u>											
	2,938,245	254,519	0	0	0	0	0	2,633,726	50,000	0	18.0	2
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support											
<hr/>												
Program No. and Title:	<u>014 Real Estate Operations</u>											
	39,979,771	180,746	0	0	0	0	0	39,799,025	0	0	0.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Reflects lease costs for county departments in leased facilities											
<hr/>												
Program No. and Title:	<u>015 Real Estate Operations</u>											
	1,268,363	0	0	0	0	0	0	1,088,363	180,000	0	4.0	1
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Lease Negotiation and Administration for County Leased Facilities											
<hr/>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>016 GS-Alarm Services</u>											
	1,314,476	38,801	0	0	0	0	0	1,275,675	0	0	6.0	5
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Design, installation, & maintenance of the County's electronic security alarm, surveillance, & access control systems											
<hr/>												
Program No. and Title:	<u>017 GS-Architectural Services</u>											
	2,352,445	49,019	0	0	0	0	0	2,303,426	0	0	13.0	3
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Architectural & engineering design services for county construction, alterations & improvements											
<hr/>												
Program No. and Title:	<u>018 GS-Construction Management and Inspection - Administration</u>											
	815,960	752,691	0	0	0	0	0	63,269	0	0	4.0	3
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Construction Management division-wide administrative services											
<hr/>												
Program No. and Title:	<u>019 GS-Construction Management and Inspection Division-Construction Management & Inspection</u>											
	14,497,626	120,000	0	0	0	0	0	14,347,626	30,000	0	85.0	87
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	PS2 -- Keep the community safe from environmental hazards and natural disasters											
Program Description:	Ensures that contractors construct public buildings in accordance with approved plans & specifications											
<hr/>												
Program No. and Title:	<u>020 GS-Construction Management and Inspection Division-Materials Testing Laboratory</u>											
	1,842,385	0	0	0	0	0	0	1,834,385	8,000	0	10.0	10
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	PS2 -- Keep the community safe from environmental hazards and natural disasters											
Program Description:	Testing & verification of construction materials & processes used in construction of public improvements											
<hr/>												
FUNDED	184,641,642	24,908,676	0	0	0	0	0	156,579,966	3,153,000	0	504.1	216

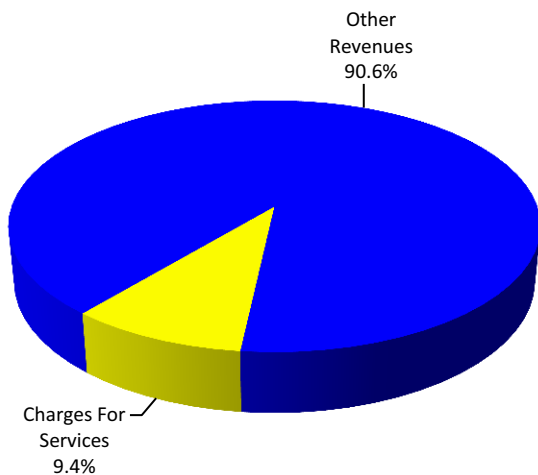
DEPARTMENTAL STRUCTURE



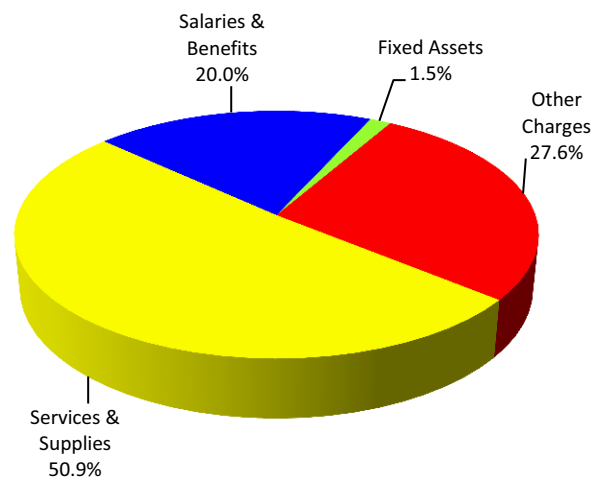
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,748,538	2,584,654	2,816,263	2,677,135	2,677,135
Total Financing	3,057,254	2,961,774	2,816,263	2,677,135	2,677,135
Net Cost	(308,716)	(377,120)	-	-	-
Positions	7.0	7.0	7.0	7.0	7.0

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 and garages at these locations.
- Operates bicycle storage and shower/locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center Complex.
- Enforces parking regulations on county owned property.
- Reviews and processes citations and administrative reviews for the Sheriff's Department (including the Airport Detail); Sacramento County Airport System; General Services; Regional Parks; and the California Highway Patrol through a contract with the City of Sacramento.

MISSION:

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

GOALS:

- Develop short and long range plans for provision of adequate parking spaces in the downtown and outlying areas.
- Keep parking areas clean and safe for our patrons.
- Make greater use of automation for parking lot control and revenue collection.
- Seek to enhance the structural integrity of County parking garages and maintenance of County parking lots.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Replaced old lighting fixtures in the public and employee garages with new, energy efficient LED fixtures, lowering costs and improving safety.
- Grant Funded Projects –
 - Replaced old bicycle lockers in the public garage with an increased number of new bicycle lockers, to accommodate demand and promote green transportation.
 - Replaced old bicycle racks in the public garage with new racks and installed new racks on the new Administration Building plaza.
- Updated the shower facilities in the public garage with new lockers, showers, floor mats and curtains, encouraging physical fitness and the use of alternative modes of transportation.

SIGNIFICANT DEVELOPMENTS DURING 2012-13: (CONT.)

- Parking stalls were restriped, disabled symbols made more visible and new signage was placed in the garages and lots, improving the safety and appearance of the county facilities.
- Continued agreement with outside vendor provided parking services at the former Bank of America parking lot.
- Stairwell repairs in public garage were delayed due to other county projects receiving higher priority.
- Replaced aging countertop and sink in public parking office.

SIGNIFICANT CHANGES FOR 2013-14:

- Look at all available options to reduce County costs associated with increased City parking fees in City lot 297. Work with City of Sacramento to create a parking plan for the downtown arena.
- Continue to maintain county garages and parking lots by repainting worn parking space lines, repairing potholes and replacing signs as resources allow.
- Complete stairwell repairs in the public garage.
- Continue to explore opportunities to automate services in the public garage.
- Repair buckling, uneven and alligator cracked pavement in Saint Joseph parking lot.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2013-14			Schedule 11	
		Fund Title		056A - PARKING ENTERPRISE		
		Service Activity		Parking Operations		
		Budget Unit		7990000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,402,861	\$ 2,388,518	\$ 2,364,756	\$ 2,356,138	\$ 2,356,138	
Use Of Money/Prop	254,915	301,587	115,700	173,944	173,944	
Total Operating Revenues	\$ 2,657,776	\$ 2,690,105	\$ 2,480,456	\$ 2,530,082	\$ 2,530,082	
Operating Expenses						
Salaries/Benefits	\$ 496,966	\$ 508,437	\$ 521,129	\$ 534,957	\$ 534,957	
Services & Supplies	1,014,433	869,612	1,034,383	1,363,240	1,363,240	
Other Charges	65,835	73,996	80,848	64,721	64,721	
Depreciation	298,275	300,946	307,100	310,000	310,000	
Total Operating Expenses	\$ 1,875,509	\$ 1,752,991	\$ 1,943,460	\$ 2,272,918	\$ 2,272,918	
Operating Income (Loss)	\$ 782,267	\$ 937,114	\$ 536,996	\$ 257,164	\$ 257,164	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 56,644	\$ 46,899	\$ -	\$ 1,369	\$ 1,369	
Other Revenues	336,267	210,803	329,807	140,984	140,984	
Interest Income	6,567	13,967	6,000	4,700	4,700	
Computer Software	(14,338)	-	-	-	-	
Equipment	(20,028)	-	-	-	-	
Improvements	1	-	(40,803)	(40,803)	(40,803)	
Debt Retirement	(818,105)	(817,499)	(817,836)	(356,092)	(356,092)	
Interest Expense	(20,559)	(14,164)	(14,164)	(7,322)	(7,322)	
Total Non-Operating Revenues (Expenses)	\$ (473,551)	\$ (559,994)	\$ (536,996)	\$ (257,164)	\$ (257,164)	
Income Before Capital Contributions and Transfers	\$ 308,716	\$ 377,120	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 308,716	\$ 377,120	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	2,807,655	3,838,924	3,838,924	4,950,612	4,950,612	
Equity and Other Account Adjustments	722,553	734,568	-	-	-	
Net Assets - Ending Balance	\$ 3,838,924	\$ 4,950,612	\$ 3,838,924	\$ 4,950,612	\$ 4,950,612	
Positions	7.0	7.0	7.0	7.0	7.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2013-14 PROGRAM INFORMATION

BU: 7990000 General Services-Parking Enterprise

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 Parking Operations**

2,677,135	0	0	0	0	0	0	2,677,135	0	0	7.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: EG -- Promote a healthy and growing regional economy and county revenue base through business growth and workforce employability

Program Description: Provides for debt service requirement for the Parking Garage. Provides parking services for the Courts, the County and the public at county facilities throughout the county.

FUNDED	2,677,135	0	0	0	0	0	2,677,135	0	0	7.0	0
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Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	19,086,223	15,729,929	18,075,696	18,203,683	18,203,683
Total Financing	16,860,291	17,644,649	18,075,696	18,203,683	18,203,683
Net Cost	2,225,932	(1,914,720)	-	-	-

PROGRAM DESCRIPTION:

- Liability Insurance** – Sacramento County is self-insured for Liability Insurance claims. The County also purchases excess Liability 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 coverages including property, boiler and machinery, aircraft, airport operations and pollution liability. The Liability Insurance program is administered by the Risk Management Office in the Department of Personnel Services. The mission of the Liability Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims. The costs of the Liability Insurance program are allocated to County departments based on 70 percent seven-year claims history and 30 percent full-time equivalent (FTE) positions.
- Property Insurance** – The Risk Management Office purchases a property insurance policy for County-owned property and administers all claims against the policy. The costs of Property Insurance for County-owned properties where the properties/facilities are 100 percent administered and/or occupied by a single department are allocated by the Department of Personnel Services to the respective department. Costs of Property Insurance for County-owned facilities occupied by multiple departments are allocated by the Office of Financial Management based on the percentage of total building square footage each department occupies. The costs of all Property Insurance are based on property value.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Monitored the insurance marketplace for new products and programs that can better protect the County, related Districts, and Agencies and their customers.
- Maintained aggressive subrogation and insurance recovery efforts.
- Completed collaboration with the vendor of the Liability Database in order to provide end-user input on their new version of the database.
- Continued with the Department of Airports to monitor claims with the Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Completed Sanitation Districts Agency (SDA) claims procedures and flowchart, including presentation to SDA Boards.
- Postponed the development of an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Postponed the development of a more detailed and functional Liability Office website.

SIGNIFICANT CHANGES FOR 2013-14:

- Continue to monitor the insurance marketplace for new products and programs that can better protect the County, related Districts, and Agencies and their customers.
- Continue as-needed indemnification and insurance requirement updates to the County's Contracts Manual and Standard Construction Specifications document.
- Develop and implement indemnification and insurance requirement updates to the County's Purchase Order form.
- Continue with the Department of Airports to manage final closeout of claims on the Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Utilize the Department of Airports Liability insurer to conduct operational safety surveys at Airport locations.
- Develop a Request for Proposal (RFP) for Owner Controlled Insurance Program (OCIP) for the Sanitation Regional County Sanitation District (SRCSD) Echo Water Treatment Project and coordinate with SRCSD staff to select an OCIP Administrator and Program
- Conduct risk and insurance training workshops for County and SDA contracts' staff (as needed).
- Continue participation in Project Horizon with Sheriff's Department and Inspector General, including participating in Sheriff's Department staff presentations as needed.
- Continue process of scanning and electronic storage of Risk Management files.
- Develop an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Develop a more detailed and functional Liability Office website.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2013-14			Schedule 10	
		Fund Title Service Activity Budget Unit		037A - LIABILITY PROPERTY Liability/Property Insurance 3910000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 15,480,269	\$ 16,306,829	\$ 16,389,994	\$ 16,706,817	\$ 16,706,817	
Total Operating Revenues	\$ 15,480,269	\$ 16,306,829	\$ 16,389,994	\$ 16,706,817	\$ 16,706,817	
Operating Expenses						
Services & Supplies	\$ 19,055,490	\$ 15,660,588	\$ 18,004,788	\$ 18,175,955	\$ 18,175,955	
Other Charges	30,733	69,341	70,908	27,728	27,728	
Total Operating Expenses	\$ 19,086,223	\$ 15,729,929	\$ 18,075,696	\$ 18,203,683	\$ 18,203,683	
Operating Income (Loss)	\$ (3,605,954)	\$ 576,900	\$ (1,685,702)	\$ (1,496,866)	\$ (1,496,866)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,380,022	\$ 1,337,820	\$ 1,685,702	\$ 1,496,866	\$ 1,496,866	
Total Non-Operating Revenues (Expenses)	\$ 1,380,022	\$ 1,337,820	\$ 1,685,702	\$ 1,496,866	\$ 1,496,866	
Income Before Capital Contributions and Transfers	\$ (2,225,932)	\$ 1,914,720	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (2,225,932)	\$ 1,914,720	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(9,668,027)	(13,962,490)	(13,962,490)	(14,984,572)	(14,984,572)	
Equity and Other Account Adjustments	(2,068,531)	(2,936,802)	-	-	-	
Net Assets - Ending Balance	\$ (13,962,490)	\$ (14,984,572)	\$ (13,962,490)	\$ (14,984,572)	\$ (14,984,572)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2013-14 PROGRAM INFORMATION

BU: 3910000 Liability/ Property Insurance

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 Liability/Property Insurance**

18,203,683	0	0	0	0	0	0	18,203,683	0	0	0.0	0
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Program Type: Mandated

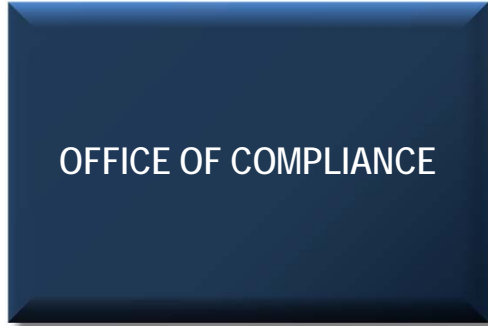
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: IS -- Internal Support

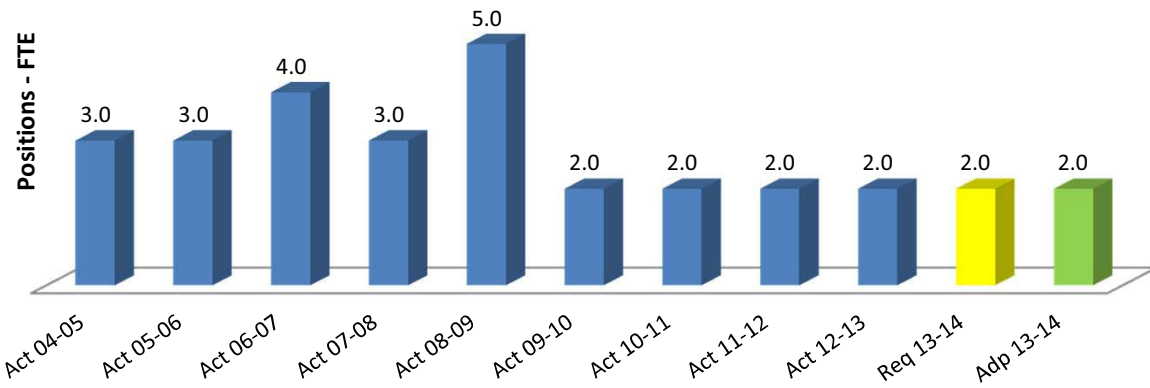
Program Description: Sacramento County is self-insured for all Liability Insurance claims.

FUNDED	18,203,683	0	0	0	0	0	18,203,683	0	0	0.0	0
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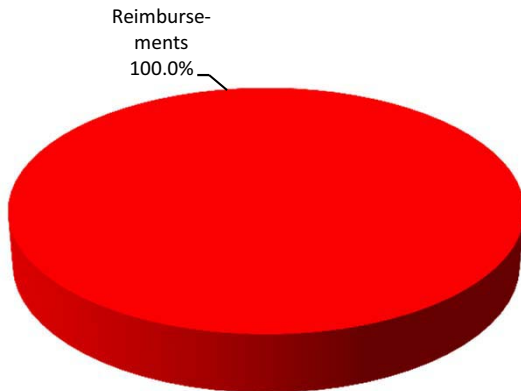
DEPARTMENTAL STRUCTURE



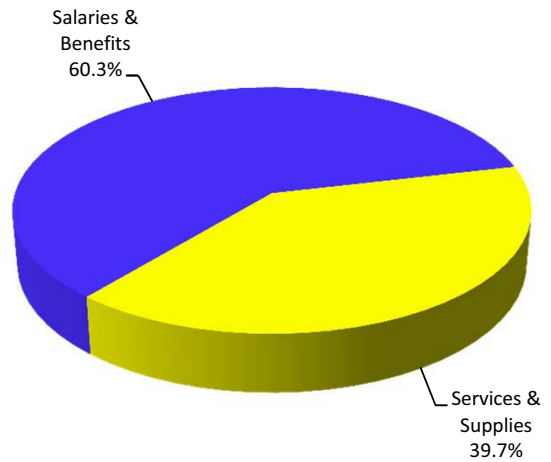
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,099	1,013	3,261	99	99
Total Financing	3,261	3,261	3,261	99	99
Net Cost	(2,162)	(2,248)	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

PROGRAM DESCRIPTION:

The Office of Compliance was created to address increasing mandates of state and federal legislation, and the need for project management of assigned reviews and audits across agencies and departments. Federal legislation mandates the designation of a Compliance Officer, a role that is assigned to the County Clerk-Recorder. The Office ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule and the Security Rule established regulations that govern privacy and security of personal medical information and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Provided HIPAA Privacy and Security training or retraining to 408 workforce members.
- Assisted HIPAA covered departments with security incidents involving protected health information and conducted 45 incident investigations.
- Conducted HIPAA site audits of 16 County HIPAA covered programs, focusing on: a) programs at risk for information breaches; b) program relocations; and c) facilities where modifications might impact information security.
- Conducted HIPAA assessments of four major County electronic applications used by covered programs containing protected health information.
- Provided an annual report on the County's Identity Theft Prevention Program [also known as the Fair and Accurate Credit Transaction (FACTA) Red Flags Rule Program].
- Reviewed and revised County documents as a result of changes in federal HIPAA regulations.
- The U.S. Department of Health and Human Services released the HIPAA Omnibus Rule with an effective date of March 23, 2013. The Omnibus Rule made a number of modifications to HIPAA which required revisions of the County's HIPAA Business Associate Agreements, HIPAA Policies and Procedures, HIPAA Notice of Privacy Practices and HIPAA Training.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services (Supports Public Health and Safety)						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services.	The County's HIPAA-covered workforce receives HIPAA Privacy and Security Training and re-training as mandated by federal HIPAA law, in order to understand HIPAA requirements and County's HIPAA Policies and Procedures.	Percentage of HIPAA-covered employees who have received training as required.	93%	100%	95%	100%
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services.	Conduct periodic assessments of the County's HIPAA-covered work sites to evaluate potential risks to and vulnerabilities of the confidentiality, integrity and availability of the covered entities' protected health information.	% of sites that receive an audit (assessment) of administrative, technical, and physical safeguards and compliance with HIPAA. The assessment schedule is based upon an assessment of risk. Highest risk sites are assessed annually. Medium risk sites are assessed bi-annually. Low risk sites are assessed tri-annually.	90%	100%	98%	100%
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services.	Provide a written form and toll-free phone line for HIPAA privacy complaints; an incident reporting form and tracking system for HIPAA violations; and investigate complaints and violations as required by state and federal law.	Respond to complaints within 1 business day. Respond to reported incidents within 1 business day. Investigate and report incidents as required by law within the required time period.	100%	100%	100%	100%

PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services.	Report, log and mitigate HIPAA security incidents and breaches as required by federal law	All incidents reported to the Office of Compliance where they are logged, reported as applicable, and Corrective Action Plan is implemented as applicable.	100%	100%	100%	100%

The Office of Compliance protects and upholds the interests of the County and its citizens related to mandated requirements of the Federal Health Information Portability and Accountability Act (HIPAA), the Medicaid Managed Care Program Integrity Act (MMCPI), the Federal Fair and Accurate Credit Transaction Act (FACTA), and other applicable state and federal laws as assigned.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **5740000 - Office of Compliance**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 2,162	\$ 2,248	\$ 2,248	\$ -	-
Residual Equity Transfer In	1,099	1,013	1,013	99	99
Total Revenue	\$ 3,261	\$ 3,261	\$ 3,261	\$ 99	\$ 99
Salaries & Benefits	\$ 179,561	\$ 207,645	\$ 212,236	\$ 216,759	\$ 216,759
Services & Supplies	53,246	25,247	109,841	111,039	111,039
Interfund Charges	16,652	7,826	7,826	7,908	7,908
Intrafund Charges	23,621	26,733	28,568	23,980	23,980
Intrafund Reimb	(271,981)	(266,438)	(355,210)	(359,587)	(359,587)
Total Expenditures/Appropriations	\$ 1,099	\$ 1,013	\$ 3,261	\$ 99	\$ 99
Net Cost	\$ (2,162)	\$ (2,248)	\$ -	\$ -	\$ -
Positions	2.0	2.0	2.0	2.0	2.0

2013-14 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
<i>Program No. and Title:</i> 001 Compliance												
	359,686	359,587	0	0	0	0	0	99	0	0	2.0	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> The Office Of Compliance is responsible for ensuring compliance by the county's covered entities with federal and state laws to safeguard privacy and security of patient protected health information, including Code Of Federal Regulations (CFR) 45, the Health Insurance Portability And Accountability Act (HIPAA); CFR 42, Confidentiality Of Alcohol And Drug Patient Records; the Fair And Accurate Credit Transactions Act (FACTA); and other applicable laws.												

FUNDED	359,686	359,587	0	0	0	0	0	99	0	0	2.0	0
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Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	58,333	24,526	61,254	95,441	95,441
Total Financing	19,793	21,426	21,426	-	-
Net Cost	38,540	3,100	39,828	95,441	95,441

PROGRAM DESCRIPTION:

Independent oversight is an emerging concept for municipal government. When a heightened sense of concern for transparency and accountability dictates, ensuring that mechanisms are in place to provide for this level of review serves the public interest and exemplifies progressive governance. This is the primary role of the Sacramento County Office of Inspector General. The Inspector General independently reviews defined areas of interest and recommends ways to strengthen and improve services and standards of conduct in order to safeguard and strengthen the public trust through transparency and accountability.

MISSION:

The Office of Inspector General (OIG) is to promote a culture of integrity, accountability and transparency in order to safeguard and preserve the public trust.

GOALS:

The Office of Inspector General (OIG) will conduct fact finding, audits, and other inquiries pertaining to administrative or operational matters as deemed appropriate by the Board of Supervisors, County Executive, Sheriff, or concerned Department Head. Upon request the Inspector General may also:

- Accept complaints directly from or assist members of the public in filing complaints of misconduct involving county employees.
- Monitor and/or conduct fact finding pertaining to select allegations of employee misconduct.
- Audit investigations and conduct systemic reviews of the disciplinary system.
- Interview or re-interview complainants and witnesses to ensure that investigations are fair, unbiased, factually accurate and complete.
- Provide complainants with timely updates on the status of investigations, excluding disclosure of any information which is confidential or legally protected.
- Serve as a conduit to community leaders and the public to explain and clarify procedures and practices, and to mitigate and resolve disputes.
- Provide preemptive training in internal investigations and conflict resolution.

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

The Office of Inspector General's (OIG) county webpage was redrafted to reflect the current scope of duties.

SIGNIFICANT CHANGES FOR 2013-14:

A Request for Proposal is being issued to solicit candidates to fill the position of OIG.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit: **5780000 - Office of Inspector General**
 Function: **PUBLIC PROTECTION**
 Activity: **Other Protection**
 Fund: **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 19,793	\$ 21,426	\$ 21,426	- \$	-
Total Revenue	\$ 19,793	\$ 21,426	\$ 21,426	- \$	-
Salaries & Benefits	\$ 717	\$ 383	\$ 1,000	\$ 7,337	\$ 7,337
Services & Supplies	57,616	24,143	60,254	88,104	88,104
Total Expenditures/Appropriations	\$ 58,333	\$ 24,526	\$ 61,254	\$ 95,441	\$ 95,441
Net Cost	\$ 38,540	\$ 3,100	\$ 39,828	\$ 95,441	\$ 95,441

2013-14 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 Office of Inspector General**

95,441	0	0	0	0	0	0	0	0	95,441	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: IS -- Internal Support

Program Description: The Office of 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 processes.

FUNDED

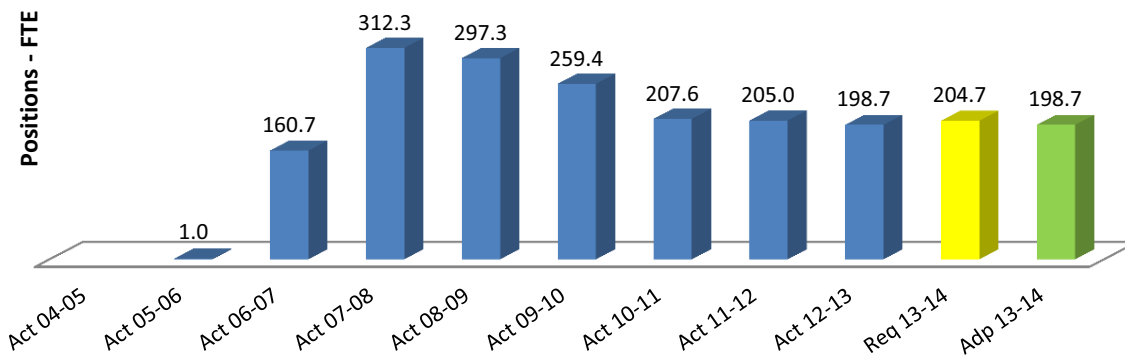
95,441	0	0	0	0	0	0	0	0	95,441	0.0	0
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DEPARTMENTAL STRUCTURE

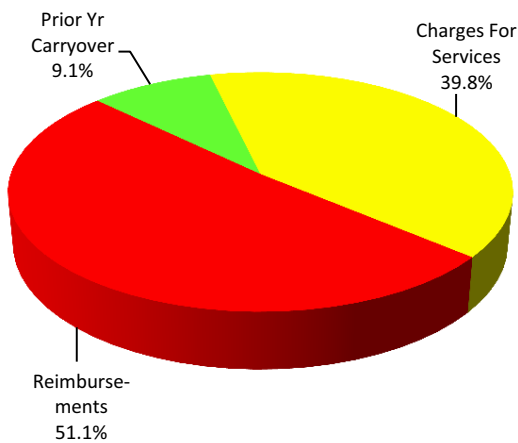
DAVID DEVINE, Director



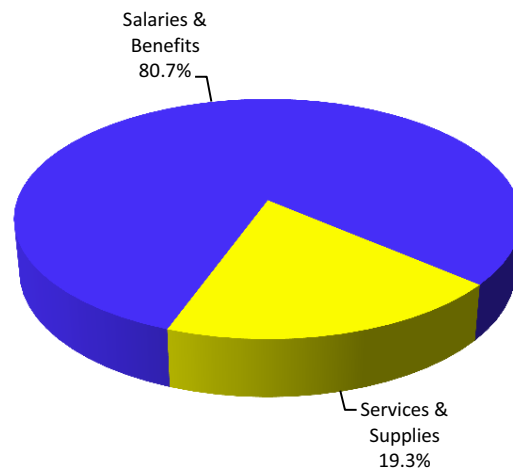
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,701,650	11,892,404	13,084,244	15,018,402	15,018,402
Total Financing	12,844,227	14,693,923	13,084,244	15,018,402	15,018,402
Net Cost	(1,142,577)	(2,801,519)	-	-	-
Positions	205.0	198.7	201.4	198.7	198.7

PROGRAM DESCRIPTION:

The Department of Personnel Services is responsible for providing central personnel, employee benefits, labor relations, 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.
- Managing employee benefits 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).
- Providing or managing skills-based training programs and employee development services, and providing Countywide and department-specific training services.
- 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 department-specific human resources services and support to the County's operating departments.
- Negotiating and administering the County's labor agreements; seeking to resolve disputes with employees and employee organizations; and providing support to County management regarding labor relations matters.
- Providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County's Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County's Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.

PROGRAM DESCRIPTION (CONT.):

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

MISSION:

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

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Effective July 1, 2012, the Office of Labor Relations was moved under the Department of Personnel Services (DPS). Four positions and all labor relations functions were transferred to DPS; however budgetary changes will not be made until Fiscal Year 2013-14.
- Effective July 1, 2012, two safety positions were transferred from the Municipal Services Agency's Construction Management Division as part of the effort to consolidate safety functions; however, budgetary changes will not be made until Fiscal Year 2013-14.
- Effective September 23, 2012, two positions were transferred to the Department of Technology as part of the effort to consolidate information technology services.
- The Department received a \$2,379,509 rebate from the employee dental insurance provider for prior-year overpayments made by the County. The funds will be credited against the Fiscal Year 2013-14 dental costs for the county departments that generated the overpayments.
- The Department closed several Trust Funds that had an available balance of \$414,327 from prior year refunds from various health insurance providers. The funds will be credited against the Fiscal Year 2013-14 health costs for the county departments that generated the overpayments.
- Developed a career development plan for Department Services Division (DSD) management staff that includes a position rotation assignment to ultimately provide all Division employees with greater job knowledge of County services and exposure to differing operational environments.

SIGNIFICANT DEVELOPMENTS DURING 2012-13 (CONT.):

- Placed 88 percent of employees eligible to use automated time sheet processing on the MySacCounty product (Employee & Manager Self-Service).
- Conducted acceptance testing and developed related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Started major effort to transition from current SuccessFactors performance management tool to the SAP performance management system. Completed requirements definition and is currently in development stage.
- Automated the employee experience for new employee processing. HR enrollment forms are now completed on-line with no more paper forms.
- Effective January 1, 2013, implemented a new Exit Interview process which will provide executive management with overall trends and information as to the reasons on voluntary terminations.
- Received and processed 61,764 employment applications, representing a 19% increase over Fiscal Year 2011-12.
- Opened and processed 1,177 requisitions to fill positions in Neogov, representing a 14% increase over Fiscal Year 2011-12.
- Completed 21 classification studies, resulting in the establishment or revision of 45 class specifications.
- Conducted salary surveys on benchmark classes for approximately 20 recognized employee organizations for labor negotiations.
- Provided hiring process training to Sacramento County supervisors and managers in order to provide them with an understanding of ESD services.
- Worked on development of County-wide SAP online Performance Evaluation system (in-progress).
- The Federal OSHA successfully revised a law for Chemical Hazard Communication in the workplace. The County Safety Office is working with Department Safety Representatives to ensure implementation of required program elements and employee training. This will affect all departments varying in degree.

SIGNIFICANT CHANGES FOR 2013-14:

- The budget includes the transfer of four positions from the Office of Labor Relations and the two safety positions from Construction Management Division.
- Effective September 22, 2013, three positions will be transferred from the Department of Airports to DPS as part of the effort to consolidate safety and employee development functions.
- Develop a career development plan for Department Services Division (DSD) line staff that includes a position rotation assignment to provide all DSD employees with greater job knowledge of County services and exposure to differing operational environments.
- Place remainder of eligible employees on the automated timesheet processing feature of Employee Self Service (ESS).
- Place the remainder of eligible employees on the MySacCounty product to utilize the features of Employee and Manager Self-Service.

SIGNIFICANT CHANGES FOR 2013-14 (CONT.):

- Implement and administer the new SAP Performance Management system County-wide and monitor the utilization for project success.
- Implement an automated Leave/Absence Request form to move toward a paperless operational environment and increase efficiencies in this highly regulated area.
- Implement classification maintenance plan to establish five-year schedule for reviewing and maintaining current class specifications (as recommended by Merit System Services during the 2013 Personnel Program Review).
- Update Sacramento County Employee Selection Handbook for department hiring managers (as recommended by Merit System Services during the 2013 Personnel Program Review).
- Coordinate rollout and provide training and support for County-wide SAP Performance Evaluation system.
- Test and launch the 5th edition of the online Preventing Workplace Harassment training program to all county employees.
- Complete revision of and begin delivery of revised classroom training regarding Preventing Workplace Harassment for all county employees.
- Move the Countywide Injury and Illness Prevention Program to the next level of compliance by measuring implementation to date, i.e. employee training, facilities inspections, and injury/illness prevention activities.

STAFFING LEVEL CHANGES FOR 2013-14:

- Administrative additions, deletions, and/or reclassifications resulting in a net 0.7 FTE reduction in positions consist of the following:

Added Positions:

Office Specialist Level 2 (Confidential)	1.0
Personnel Analyst	3.0
Senior Personnel Analyst.....	2.0
Workers Compensation Supervisor	<u>1.0</u>
Total	7.0

Deleted Positions:

Information Technology Analyst Level 2	1.0
Office Specialist Level 2 (Confidential).....	0.8
Personnel Analyst	2.3
Personnel Specialist Level 2	2.0
Senior Personnel Analyst	<u>1.6</u>
Total	7.7

- The following 4.0 FTE were transferred from the Office of Labor Relations: 1.0 Executive Secretary, 1.0 Labor Relations Manager, and 2.0 Labor Relations Officers.

STAFFING LEVEL CHANGES FOR 2013-14 (CONT.):

- The following 2.0 FTE were transferred from the Construction Management Division: 1.0 Safety Specialist and 1.0 Senior Safety Specialist.
- The following 2.0 FTE were transferred to the Department of Technology: 1.0 Information Technology Analyst Level 2, and 1.0 Senior Information Technology Analyst.
- The following 3.0 FTE were transferred from the Department of Airports: 1.0 Administrative Services Office 1 (Confidential), 1.0 Administrative Services Officer 3, and 1.0 Safety Specialist.
- The following 8.0 FTE were deleted during the Recommended Budget Hearings: 1.0 Administrative Services Officer 1 (Confidential), 1.0 Human Resources Manager 1, 1.0 Office Assistant Level 2 (Confidential), 2.0 Office Specialist Level 2 (Confidential), 1.0 Sr. Personnel Analyst, 1.0 Senior Training and Development Specialist, and 1.0 Training and Development Manager.
- The following 6.0 FTE were deleted during the Adopted Budget Hearings: 2.0 Personnel Specialist Level 2, 2.0 Personnel Technicians, 1.0 Sr. Personnel Analyst, and 1.0 Supervising Personnel Specialist.
- The following 5.0 FTE were added during the Adopted Budget Hearings: 5.0 Personnel Analysts.

PERFORMANCE MEASURES:

Employment Services						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Vacant County positions may be filled with qualified employees in a timely manner.	Percent of classes (with vacant positions) that have a current eligibility list	63.0%	75.0%	67.0%	75% ^D
		Number of days required to generate eligibility lists from final filing date	25.0	20.0	28	25 ^D
		Number of exams administered	367 ^A	375 ^B	443 ^C	460 ^D
	Develop, implement, and administer an effective and cost-efficient County classification plan with a maintenance component.	Number of months from initial class study request to BOS approval	26.6	24.0	23.5	24 ^E
		Number of days to complete Salary Resolution Amendment reviews	3.1	5.0	3.0	3.0
		Number of days to complete internal and external salary studies	2.5	3.0	4.0	3.0 ^E
		Percent of class specifications established or revised within last five years	16.0%	20.0%	22.0%	20% ^E
		Percent of overall studies contracted out	5.0%	5.0%	5.0%	5.0%

^A Includes 9 executive recruitments.

^B Assumes filling of 2.0 vacant Personnel Technician positions.

^C Includes 8 executive recruitments.

^D Assumes filling of 2.0 vacant Personnel Technician positions and 1.0 vacant Personnel Specialist position.

^E Assumes filling of 1.0 vacant Senior Personnel Analyst position.

PERFORMANCE MEASURES (CONT.):

Leadership & Organizational Development						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment.	Number of separate class titles available	42	42	47	50
		Percent of County Supervision classes rated as 4.5 or higher	94%	95%	77%	90
		Number of employees attending training courses through the Leadership & Organizational Development Office	4,581	4,000	4,321	4,000
		Number of employees completing online training provided by the Leadership & Organizational Development Office	3,688	4,000	2,414	4,000
		Percent of Leadership & Organizational Development training courses rated as 4.5 or better	94%	95%	80%	90%
		Decrease the percent rate of "no shows" in Leadership & Organizational Development training courses	8%	8%	14%	10%

PERFORMANCE MEASURES (CONT.):

Department Services						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Expand the use and functionality of the Human Resources information system (COMPASS).	Number of departments using the new performance evaluation tool incorporating existing SAP functionality	PB	PB	PB	10
		Number of current HR forms that have been automated to populate COMPASS directly and eliminate data entry by staff	PB	PB	PB	5
	Administer the Unemployment Insurance program in a fair, equitable, and cost-effective manner.	Percentage of claims disputed by County receiving a favorable determination from EDD	97%	98%	94%	95%
	Administer negotiated labor union contract changes in a timely and accurate manner.	Percentage of all completed contract COLA and equity changes reflected on employees' next paycheck after Board approval date or effective date specified in union contract	100%	100%	100%	100%
	Administer Salary Resolution Amendment (SRA) changes in a timely and accurate manner.	Reduction in number of days required to implement SRA changes into COMPASS from Board approval date	0.60 days	0.55 days	0.52 days	0.50 days
	Complete seniority lists for the layoff process in a timely and accurate manner.	Percentage of all seniority lists completed in time for layoff letters to be issued in accordance with contract requirements.	100%	100%	N/A	100%

PB – Pre Baseline

PERFORMANCE MEASURES (CONT.):

Department Services (continued)						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Administer programs intended to reduce long-term leaves-of-absence (LOA)	Reduce overall percentage of employees on long-term LOA (i.e., greater than 6 months)	2%	5%	14%	5%
	Reduce the number of voluntary terminations through the analysis of exit interview forms returned.	Percentage of voluntary terminations that participated in an exit interview	PB	PB	PB	90%
	Reduce time required from date a request for discipline is received to the date the final order is served.	Request to notice of proposed discipline	35 days	30 days	43 days	30 days
		Notice to Skelly hearing	12 days	10 days	17 days	10 days
		Skelly hearing to final order	22 days	20 days	25 days	20 days
	Reduce time to complete complaint/ investigation reports.	Date of receipt to assignment	1 day	1 day	6 days	1 day
		Date of assignment to report completion	60 days	60 days	67 days	60 days

PERFORMANCE MEASURES (CONT.):

Employee Benefits						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Administer negotiated benefits programs that are valued by employees and retirees.	Number of employees enrolled in medical plans	8,763	8,700	8,805	8,900
		Number of retirees enrolled in medical plans	4,087	3,500	4,053	3,750
		Flexible Spending Account total enrollment	728	750	724	650
		Percentage of employees using online enrollment services	100%	100%	100%	100%

Deferred Compensation						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Administer programs that help employees prepare financially for retirement.	Number of Deferred Compensation training classes presented	36	39	37	37
		Number of Deferred Compensation one-on-one meetings conducted	260	275	320	300
		Number of employees actively participating in the Deferred Compensation plan	6,457	6,484	6,418	6,425
		Percentage of employees actively participating in the Deferred Compensation plan	61%	61%	60%	61%

PERFORMANCE MEASURES (CONT.):

Disability Compliance						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Ensure that all County employees with disabilities who are qualified receive a reasonable accommodation in a timely manner to enable them to continue to participate in the County's workforce.	Time required (in work days) from receipt of accommodation request to certify/deny disability and respond	3.0	3.0	3.0	3.0
		Time required (in work days) between certification and conducting the first interactive meeting	13.0	14.0	27.0	21.0
		Employees completing the ADA/FEHA process and, as a result of their inability to perform the essential duties of their position, are recommended to leave County employment	41	40	43	40

Equal Employment Opportunity						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Administer programs that ensure County employment practices and procedures are uniform and fair.	Time required (in days) to complete the investigation complaints that have been determined to be EEO-related	55% ≤ 90 days	70% ≤ 90 days	51% ≤ 90 days	70% ≤ 90 days
		Time required to respond to requests for information from the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC) regarding charges filed with those agencies	80.0% by deadline	80.0% by deadline	71% by deadline	80% by deadline
		Prepare Workforce Statistics Reports for County departments 6 weeks prior to EEO Advisory Committee meeting dates	100% by deadline	100% by deadline	100% by deadline	100% by deadline
		Meet federally mandated EEO reporting requirements	100% by deadline	100% by deadline	100% by deadline	100% by deadline

PERFORMANCE MEASURES (CONT.):

Risk & Loss Control / County Safety Office						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Ensure that the County's financial assets are well-managed.	Percent of department contracts reviewed to assure transfer of risk	100.0%	100.0%	100.0%	100.0%
		Number of Board requests for additional funds to cover claims	1	0	0	0
	Administer programs that promote a healthy, safe, and productive work environment for County employees.	Number of County owned and leased worksites and operations audited for Injury and Illness Prevention Program (IIPP) compliance	0	8	4	8*
		Present department leadership with preventable employee injury /illness and liability loss statistics; present injury/illness and loss control prevention techniques that can result in cost savings.	Number of departments presented with specific injury/illness loss data and recommendations for improvement.	3	5	5

*Organizational changes and employee moves have resulted in a delay of routine proactive IIPP inspections. Routine IIPP inspections should resume after operations normalize.

PERFORMANCE MEASURES (CONT.):

Workers' Compensation						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2011/12	TARGET 2012/13	ACTUAL 2012/13	TARGET 2013/14
	Administer Workers' Compensation benefits in a timely and accurate manner.	Percent of benefits paid by deadlines	99.8%	100%	99.8%	100%
		Number of penalty payments for late benefits	69	0	96	0
	Ensure that Workers' Compensation staff receive state-mandated training.	Number of training hours	417	300	474	300
		Percent of staff successfully meeting mandated training requirements	100%	100%	100%	100%

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2013-14	Schedule 9
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Budget Unit **6050000 - Personnel Services**
 Function **GENERAL**
 Activity **Personnel**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (52,669)	\$ 1,144,715	\$ 1,144,715	\$ 2,793,836	\$ 2,793,836
Intergovernmental Revenues	238,960	82,842	-	-	-
Charges for Services	12,613,419	10,578,297	11,903,124	12,217,037	12,217,037
Miscellaneous Revenues	7,143	2,851,664	-	-	-
Residual Equity Transfer In	37,374	36,405	36,405	7,529	7,529
Total Revenue	\$ 12,844,227	\$ 14,693,923	\$ 13,084,244	\$ 15,018,402	\$ 15,018,402
Salaries & Benefits	\$ 21,264,651	\$ 20,232,126	\$ 22,073,906	\$ 24,746,608	\$ 24,746,608
Services & Supplies	3,406,104	3,599,643	3,677,396	3,987,626	3,987,626
Improvements	(19)	-	-	-	-
Intrafund Charges	1,743,312	1,795,448	1,929,042	1,941,996	1,941,996
Intrafund Reimb	(14,712,398)	(13,734,813)	(14,596,100)	(15,657,828)	(15,657,828)
Total Expenditures/Appropriations	\$ 11,701,650	\$ 11,892,404	\$ 13,084,244	\$ 15,018,402	\$ 15,018,402
Net Cost	\$ (1,142,577)	\$ (2,801,519)	- \$	- \$	-
Positions	205.0	198.7	201.4	198.7	198.7

2013-14 PROGRAM INFORMATION

BU: 6050000 Personnel Services

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 DPS Administration

959,807	786,210	0	0	0	0	0	173,597	0	0	3.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS -- Internal Support
Program Description: Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping.

Program No. and Title: 002 Employment Services

3,248,192	2,422,574	0	0	0	0	0	825,618	0	0	27.6	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS -- Internal Support
Program Description: Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.

Program No. and Title: 003 Leadership & Organizational Development

777,069	412,935	0	0	0	0	0	364,134	0	0	6.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS -- Internal Support
Program Description: Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.

Program No. and Title: 004 Labor Relations

1,071,027	802,346	0	0	0	0	0	268,681	0	0	5.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS -- Internal Support
Program Description: Assists departments in carrying out mission and delivery of services; promotes the resolution of interest and rights disputes; fosters harmonious and cooperative labor relations between the County and Recognized Employee Organizations.

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 005 Department Services												
	13,029,323	8,660,590	0	0	0	0	0	4,368,733	0	0	96.1	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: This program consists of six service teams. Four of these teams (the Human Resources (HR) Service Teams) are comprised of human resources professionals responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system (COMPASS). The COMPASS Support Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations. The Special Programs Team provides Countywide human resources services in the areas of position control, Salary Resolution Amendment (SRA) administration, Unemployment Insurance administration, and State Disability Insurance payroll integration.												
Program No. and Title: 006 Employee Benefits												
	5,275,170	1,421,994	0	0	0	0	0	1,059,340	2,793,836	0	11.0	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: Manages contracts and administers 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; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a).												
Program No. and Title: 007 Liability/Property Insurance Personnel												
	622,104	0	0	0	0	0	0	622,104	0	0	5.1	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: Funds staffing for the Liability/Property Insurance program.												
Program No. and Title: 008 Disability Compliance												
	466,659	0	0	0	0	0	0	466,659	0	0	3.0	0
Program Type: Mandated												
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
Strategic Objective: IS -- Internal Support												
Program Description: Coordinates compliance with laws that prohibit discrimination against persons with disabilities; provides related training and technical assistance to County agencies and departments; provides staff and administrative support to the County's Disability Advisory Committee and subcommittees.												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title: 009 Equal Employment Opportunity</i>												
	330,079	0	0	0	0	0	0	330,079	0	0	2.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Provides Equal Employment recruiting and monitoring; assists County agencies and departments in developing methods for reviewing County workforce statistical information to evaluate the effectiveness of the County's Equal Employment Opportunity program; provides staff assistance to the County's Equal Employment Opportunity Committee; advises County agencies and departments on Equal Employment policies; represents the County and assists County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.											
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<i>Program No. and Title: 010 Safety Office</i>												
	1,651,413	1,151,179	0	0	0	0	0	500,234	0	0	10.9	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											
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<i>Program No. and Title: 011 Workers' Compensation Personnel</i>												
	3,245,387	0	0	0	0	0	0	3,245,387	0	0	29.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Funds staffing for the Workers' Compensation Insurance program.											
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<i>FUNDED</i>	30,676,230	15,657,828	0	0	0	0	0	12,224,566	2,793,836	0	198.7	0

Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	3,973,522	1,592,997	4,082,614	2,464,115	2,464,115
Total Financing	3,973,522	1,618,013	4,082,614	2,464,115	2,464,115
Net Cost	-	(25,016)	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance (UI) program is administered by the Department of Personnel Services (DPS). The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claims payments and administration are allocated to County departments based on 90 percent five-year claims history and ten percent full-time equivalent (FTE) positions.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Experienced a decrease in the percentage of claims disputed by the County receiving a favorable determination by the Employment Development Department (EDD) from the Fiscal Year 2011-12 level of 97 percent to 94 percent.
- Conducted two UI Training Workshops to the DPS Department Services teams, and two UI Supervisor Compliance Workshops to increase their understanding of the UI claim handling process and thereby increase efficiencies in the overall claim management process and reduce UI benefits per claim cost to the County.
- Reviewed, evaluated and revised, as necessary, the UI cost forecasting model to ensure accurate UI estimates for budget forecasting.
- Updated training materials for UI Supervisor Compliance Workshop and enhance the current 30 minute program to a 2 hour interactive training session.

SIGNIFICANT CHANGES FOR 2013-14:

- Update the County policy and procedure related to the UI Program.

SIGNIFICANT CHANGES FOR 2013-14 (CONT.):

- Improve the percentage of claims disputed by the County receiving a favorable determination by the state EDD from the Fiscal Year 2012-13 level of 94 percent to 95 percent.
- Continue to review and update the UI cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed and minimize the County’s financial liability in this area.
- Conduct one UI training workshop to the DPS Department Services teams and two UI Supervisor Compliance Workshops.
- Develop and implement an automated report that will extract payroll information on a weekly basis that will enable the County to more quickly respond to EDD informational requests (audits).

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2013-14				Schedule 10
		Fund Title		040A - UNEMPLOYMENT INSURANCE		
		Service Activity		Unemployment Insurance		
		Budget Unit		3930000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 3,973,522	\$ 1,618,013	\$ 4,082,614	\$ 2,464,115	\$ 2,464,115	
Total Operating Revenues	\$ 3,973,522	\$ 1,618,013	\$ 4,082,614	\$ 2,464,115	\$ 2,464,115	
Operating Expenses						
Services & Supplies	\$ 3,966,289	\$ 1,578,879	\$ 4,068,152	\$ 2,454,756	\$ 2,454,756	
Other Charges	7,233	14,118	14,462	9,359	9,359	
Total Operating Expenses	\$ 3,973,522	\$ 1,592,997	\$ 4,082,614	\$ 2,464,115	\$ 2,464,115	
Operating Income (Loss)	\$ -	\$ 25,016	\$ -	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ -	\$ 25,016	\$ -	\$ -	\$ -	
Change In Net Assets	\$ -	\$ 25,016	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	730,215	731,913	731,913	756,929	756,929	
Equity and Other Account Adjustments	1,698	-	-	-	-	
Net Assets - Ending Balance	\$ 731,913	\$ 756,929	\$ 731,913	\$ 756,929	\$ 756,929	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2013-14 PROGRAM INFORMATION

BU: 3930000 Unemployment Insurance

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 Unemployment Insurance**

2,464,115	0	0	0	0	0	0	2,464,115	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Sacramento County is self-insured for all Unemployment Insurance claims.

FUNDED	2,464,115	0	0	0	0	0	2,464,115	0	0	0.0	0
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Summary

Classification	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommend	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	25,466,619	23,256,113	27,838,992	26,929,089	26,929,089
Total Financing	27,779,126	31,949,207	27,838,992	26,929,089	26,929,089
Net Cost	(2,312,507)	(8,693,094)	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Workers' Compensation Insurance claims; the County also purchases excess Workers' Compensation Insurance to cover claims above a self-insured retention of \$3.0 million. The Workers' Compensation Insurance program is administered by the Department of Personnel Services. The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses which occur on the job in an expeditious manner while protecting the interests of the County through application of good risk management and financial practices. The costs of Workers' Compensation Insurance claims payments and administration are allocated to County departments based on 70 percent five-year claims history and 30 percent estimated risk (calculated by weighted payroll).

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2012-13:

- Implemented statutory and regulatory changes mandated by state and other applicable legislation.
- Implemented proposed Workers' Compensation reform per SB 863.
- Monitored continuing education requirements for staff and confirm compliance.
- Continue process improvements to enhance quality claims handling and customer service through performance measures, accountabilities, and increased use of automation.
- Successfully passed scheduled audits, and made necessary adjustments.

SIGNIFICANT CHANGES FOR 2013-14:

- Complete a Request for Proposal (RFP) process and contract for cost containment services.

SIGNIFICANT CHANGES FOR 2013-14 (CONT.):

- Complete RFP process and contract for workers' compensation occupational medical services and pre-employment medical services.
- Continue process improvements to enhance quality claims handling and customer service through performance measures, accountabilities and increased use of automation.
- Successfully migrate to new claims handling system.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2013-14			Schedule 10	
		Fund Title Service Activity Budget Unit		039A - WORKERS COMPENSATION Workers' Compensation Insurance 3900000		
Operating Detail	2011-12 Actual	2012-13 Actual	2012-13 Adopted	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 27,607,417	\$ 28,022,359	\$ 27,813,992	\$ 26,904,053	\$ 26,904,053	
Intergovernmental Revenues	(152,408)	-	-	-	-	
Total Operating Revenues	\$ 27,455,009	\$ 28,022,359	\$ 27,813,992	\$ 26,904,053	\$ 26,904,053	
Operating Expenses						
Services & Supplies	\$ 25,281,236	\$ 22,962,214	\$ 27,508,808	\$ 26,744,227	\$ 26,744,227	
Other Charges	173,692	291,773	330,184	184,862	184,862	
Depreciation	1,063	2,126	-	-	-	
Total Operating Expenses	\$ 25,455,991	\$ 23,256,113	\$ 27,838,992	\$ 26,929,089	\$ 26,929,089	
Operating Income (Loss)	\$ 1,999,018	\$ 4,766,246	\$ (25,000)	\$ (25,036)	\$ (25,036)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 141	\$ 2,772	\$ -	\$ 36	\$ 36	
Other Revenues	323,976	3,924,076	25,000	25,000	25,000	
Equipment	(10,628)	-	-	-	-	
Total Non-Operating Revenues (Expenses)	\$ 313,489	\$ 3,926,848	\$ 25,000	\$ 25,036	\$ 25,036	
Income Before Capital Contributions and Transfers	\$ 2,312,507	\$ 8,693,094	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 2,312,507	\$ 8,693,094	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(93,957,500)	(95,129,365)	(95,129,365)	(88,331,446)	(88,331,446)	
Equity and Other Account Adjustments	(3,484,372)	(1,895,175)	-	-	-	
Net Assets - Ending Balance	\$ (95,129,365)	\$ (88,331,446)	\$ (95,129,365)	\$ (88,331,446)	\$ (88,331,446)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2013-14 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: **001 Workers' Compensation Insurance**

26,929,089	0	0	0	0	0	0	26,929,089	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Sacramento County is self-insured for all Workers' Compensation Insurance claims.

FUNDED	26,929,089	0	0	0	0	0	26,929,089	0	0	0.0	0
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