

INTERNAL SERVICES

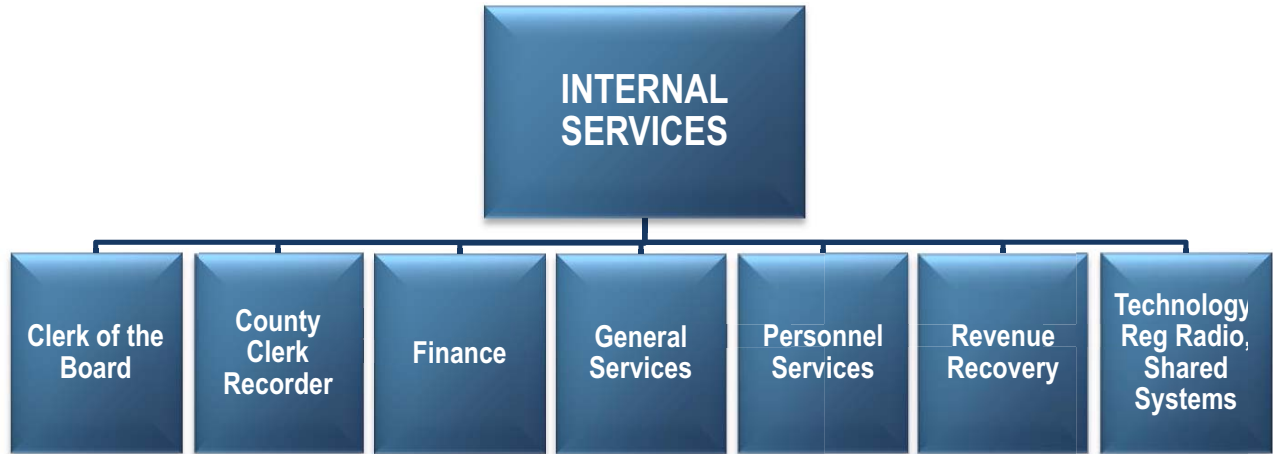
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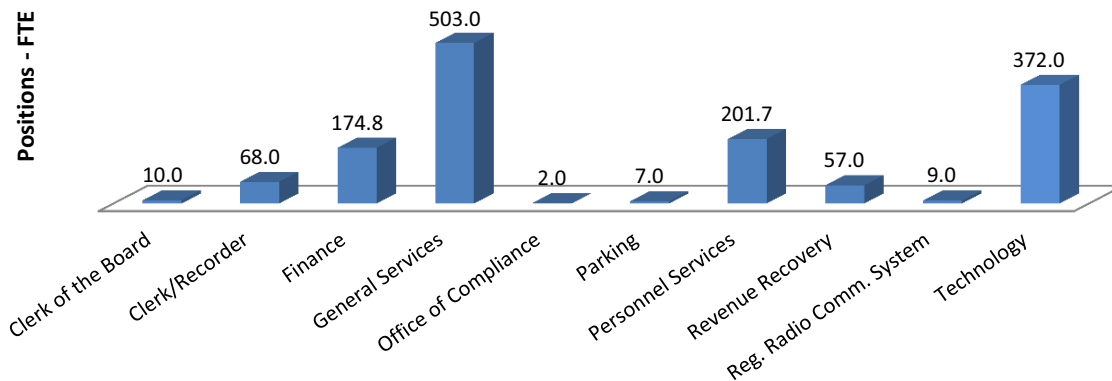
INTRODUCTION

SERVICES STRUCTURE

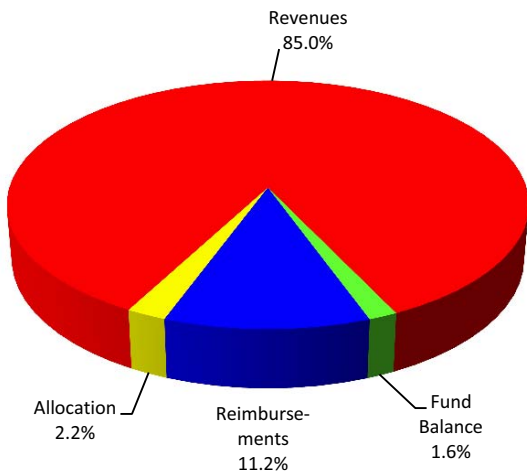
DAVID VILLANUEVA, Chief Deputy County Executive



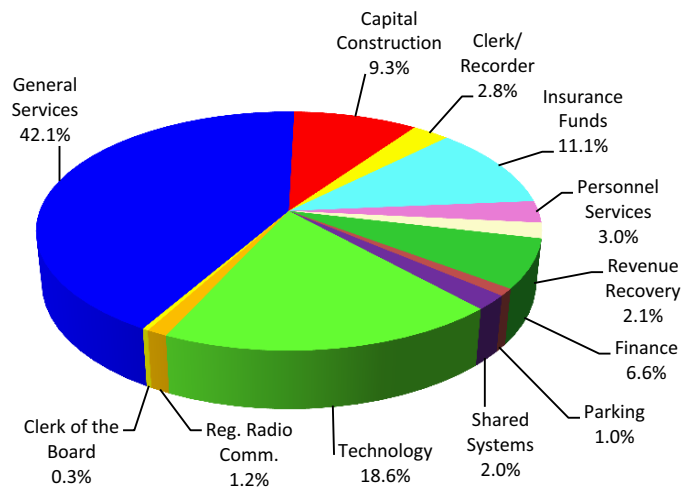
Staffing Trend



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.

<u>Internal Services Fund Centers/Departments</u>						
Fund	Fund Center	Department	Requirements	Financing	Net Cost	Positions
001A	4010000	Clerk of the Board	\$1,388,764	\$260,050	\$1,128,714	10.0
001A	3240000	County Clerk/Recorder	11,744,632	11,719,626	25,006	68.0
001A	5710000	Data Processing-Shared Systems	8,353,555	99,361	8,254,194	0.0
001A	3230000	Department of Finance	27,902,276	27,437,976	464,300	174.8
001A	6110000	Department of Revenue Recovery	8,760,752	8,749,410	11,342	57.0
001A	5740000	Office of Compliance	0	0	0	2.0
001A	5780000	Office of Inspector General	100,300	0	100,300	0.0
001A	6050000	Personnel Services	12,418,842	12,418,842	0	201.7
GENERAL FUND TOTAL			\$70,669,121	\$60,685,265	\$9,983,856	513.5
General Services						
034A	2070000	Capital Outlay	12,700,000	3,248,147	9,451,853	0.0
035A	7007900	Architectural Services	2,505,020	2,435,020	70,000	12.0
035B	7007200	Construction Management & Inspection	17,119,565	16,827,565	292,000	98.0
035C	7110000	Office of the Director	1,699,539	1,499,539	200,000	28.0
035F	7007410	Alarm Services	1,274,438	1,274,438	0	6.0
035F	7007440	Building Maintenance & Operations-Airport	6,526,467	6,451,467	75,000	37.0
035F	7007420	Bradshaw Building Maintenance & Operations-	13,975,475	12,777,134	1,198,341	82.0
035F	7007430	Downtown	7,964,482	7,264,482	700,000	50.0
035F	7007046	Energy Management	8,932,171	8,782,171	150,000	1.0
035F	7450000	Security Services	2,705,516	2,605,516	100,000	27.0
035H	7007063	Contract and Purchasing Services	2,079,844	1,979,844	100,000	17.0
035J	7700000	Support Services	7,768,087	7,568,087	200,000	19.0
035K	7007030	Real Estate	45,934,751	45,697,751	237,000	22.0
035L	7007500	Light Fleet	20,126,813	19,626,813	500,000	24.0
035M	7007600	Heavy Equipment	25,195,932	24,695,932	500,000	80.0
036A	7080000	Capital Outlay	565,300	565,300	0	0.0
SUBTOTAL			\$177,073,400	\$163,299,206	\$13,774,194	503.0
007A	3100000	Capital Construction	\$39,253,228	\$39,253,228	\$0	0.0
031A	7600000	Department of Technology	78,299,301	78,299,301	0	372.0
037A	3910000	Liability/Property Insurance	17,916,799	17,916,799	0	0.0
039A	3900000	Workers' Compensation Insurance	26,977,885	26,977,885	0	0.0
040A	3930000	Unemployment Insurance	1,838,097	1,838,097	0	0.0
056A	7990000	Parking Enterprise	4,105,149	2,760,743	1,344,406	7.0
059A	7020000	Regional Radio Communications System	4,855,373	4,792,494	62,879	9.0
GRAND TOTAL			\$420,988,353	\$395,823,018	\$25,165,335	1,404.5

Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	30,323,630	27,957,336	33,694,465	39,253,228	39,253,228
Total Financing	27,276,310	29,374,837	33,694,465	39,253,228	39,253,228
Net Cost	3,047,320	(1,417,501)	-	-	-

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 2013-14:

- Completed the Americans with Disabilities Act (ADA) upgrades to the permit counter and restrooms at the Old Administration Building.
- Completed the Heating, Ventilation, and Air Conditioning (HVAC) upgrade at the Oak Park Multi-Service Center.
- Completed the fire detection system replacement at the Work Release Facility.
- Completed Phase 1 of the Rio Cosumnes Correctional Facility (RCCC) Fire Alarm System.

SIGNIFICANT CHANGES FOR 2014-15:

- 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 remodel for the New 911 Communication Center at the Sheriff South Area Substation.
- Upgrade the fire alarm system at the New Administration Building.

FUND BALANCE CHANGES FOR 2013-14:

Fund balance increased by \$12,750,295 due to the liquidating existing encumbrances, a policy change of reserving encumbrances in future years, and delays in construction projects in Fiscal Year 2013-14.

SUPPLEMENTAL INFORMATION:

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2014-15 is \$39,253,228. The Fiscal Year 2014-15 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:

SOURCE	AMOUNT
Available Fund Balance of Appropriation	\$ 7,266,620
Courthouse Temporary Construction Fund Revenues	1,500,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,800,000
Interest Income.....	2,500
County Facility Use Allowance	14,111,910
Vacancy Factor & Improvement Districts.....	1,773,098
Fixed Asset Acquisition Fund (FAAF).....	2,500,000
Western Area Power Authority Grant	90,000
Miscellaneous Revenues – Sacramento Metropolitan Cable	
Commission Public, Educational, and Government (PEG) Grant	261,142
Miscellaneous Revenues - Department Funded Projects	5,135,885
Energy Service Company (ESCO) Energy Savings Revenue.....	387,616
Revenue Leases.....	103,609
Americans with Disabilities (ADA) Certificate of Participation	
(COP funds).....	50,000
California Energy Commission (CEC) Energy Savings Revenue.....	103,224
Tobacco Litigation Settlement (TLS) Funds.....	<u>4,167,624</u>
Total	\$39,253,228

- 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 — \$1,150,301

- Bradshaw District – Operating Procedures Outline Sheet (OPOS) Building Envelope Repair — \$5,000
- Bradshaw Miscellaneous Projects — \$25,000

SUPPLEMENTAL INFORMATION (CONT.):

- ESCO Debt Service Payments — \$278,807
 - Fleet – Create Shop Space for Sheriff Vehicle Build Up — \$450,000
- Juvenile Hall (Court Resources Building) – Replace Roof — \$107,627
- Material Testing Laboratory – Repair Roof — \$7,787
- Office of Economic Development and Marketing Building 4 - Replace Windows with Energy Efficient Windows — \$90,000
- Traffic Building – Replace Rooftop HVAC Unit — \$61,080
- Voter Registration and Elections – Investigate Floor Moisture — \$15,000
- Voter Registration and Elections – Partial Roof Replacement and Coating — \$110,000

Fund Center 3103102-Administration Center — \$6,292,166

- Central Plant – Repair Cooling Towers — \$862,079
- Central Plant – Repair Underground Hot Water Lines — \$500,000
- Central Plant – Replace Chiller #2 — \$75,000
- Downtown Buildings Miscellaneous Charges — \$25,000
- Downtown District – OPOS Building Envelope Repair — \$16,368
- New Administration Building – Refurbish and Update Board of Supervisors Elevator Car — \$81,360
- New Administration Building – Freight Elevator Replacement and Replace Controls for all Elevators at 700 H Street Facility — \$1,000,000
- New Administration Building – Security Mitigation Project — \$400,015
- New Administration Building – Remodel Board of Supervisors' Dais — \$261,142
- New Administration Building – Reorganize and Upgrade 1st Floor Lobby — \$38,479
- New Administration Building – Upgrade Fire Alarm System — \$1,225,044
- New Administration Building 7th Floor – Construct Glass Wall — \$24,000
- New Administration Building 7th Floor – Detering Conference Room — \$88,000
- New Administration Building – ADA Signage Upgrade and Handrails — \$127,231
- Old Administration Building – 2nd Floor Carpet & Wall Removal — \$11,458
- Old Administration Building – ADA Modifications to Lower Level Entrance Ramp — \$35,000
- Old Administration Building – ADA Signage — \$35,300
- Old Administration Building – Department of Transportation Staff Relocation — \$72,658
- Old Administration Building – Community Development Improvement to the 2nd Floor — \$515,722
- Old Administration Building – Remodel Workstations — \$33,021
- Old Administration Building – Replace 28 Ton Chiller for A/C 6— \$141,480
- Public Parking Garage – Repair Storm Sump Pump Pit Liner — \$50,000

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103102-Administration Center** — \$6,292,166 (cont.)

- Public Parking Garage – Repairs to Parking Garage — \$277,500
- St Joseph's Parking Lot - Trip Hazard Repairs — \$390,000
- Miscellaneous Modifications — \$6,309

Fund Center 3103108-Preliminary Planning — \$1,526,860

- Administrative Costs for the Capital Construction Fund — \$848,850
- Allocated Cost — \$255,042
- Architectural Services Division — \$90,000
- Computer Aided Facility Management (CAFM) — \$50,000
- Facility Assessments — \$85,000
- Job Order Contracting (JOC) — \$50,000
- Master Planning — \$125,000
- Miscellaneous Planning Costs — \$22,968

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) — \$32,000

John Price District Attorney Building – Upgrade 3rd Floor Server Room A/C — \$32,000

Fund Center 3103110-Maintenance Yard — \$3,662

Miscellaneous modifications — \$3,662

Fund Center 3103111-Miscellaneous Alterations and Improvements — \$4,064,611

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

- Accounting Services — \$66,000
- County-wide – Retrofit Exterior Lighting — \$390,960
- County-wide – Energy Audit — \$20,000
- Bradshaw Parking Lot Maintenance — \$10,000
- Goethe Park – Connect 4" Water Line at River Bend — \$18,000
- Improvement Districts — \$141,675
- Maintain old Bank of America Building — \$71,275
- 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 — \$62,000
- Sale of Old Bank of America Building — \$172,191
- Scope and Estimate — \$30,000
- Survey and remedial work associated with asbestos in county facilities — \$50,000

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103111-Miscellaneous Alterations and Improvements — \$4,064,611 (cont.)**

- Twitchell Island Radio Communication Facility – New Facility — \$1,245,796
- Miscellaneous modifications — \$5,293
- Vacant Space Allocation — \$1,656,421
- (CCF is charged for vacant County-owned space, but recovers most of the cost through the vacancy factor included in the Facility Use Allocation).
- Warranty inspection cost on new construction and remodel projects — \$50,000

Fund Center 3103112-Bradshaw Administration Building (OB #3) — \$0**Fund Center 3103113-Clerk-Recorder Building — \$4,699**

Miscellaneous modifications — \$4,699

Fund Center 3103114-799 G Street Building — \$49,463

- Department of Technology Building – Replace Sewage Sump Tanks — \$14,338
- Department of Technology Building – Install Fall Restraint System — \$30,125
- Miscellaneous modifications — \$5,000

Fund Center 3103115-Animal Care Facility — \$0**Fund Center 3103124-General Services Facility — \$5,181**

Miscellaneous modifications — \$5,181

Fund Center 3103125-B.T. Collins Juvenile Center — \$52,387**Juvenile Hall – Personal Alarm System Additions — \$51,496**

Miscellaneous modifications — \$891

Fund Center 3103126-Warren E. Thornton Youth Center — \$0**Fund Center 3103127-Boys Ranch — \$0****Fund Center 3103128-Rio Cosumnes Correctional Center (RCCC) — \$5,304,353**

- CEC Energy Retrofit Debt Service — \$103,225
- RCCC - Campus Expansion and Infrastructure Improvements— \$2,500,000
- RCCC - Replace Intercom System in Chris Boone Facility (CBF) & Stuart Baird Facility (SBF) — \$509,507
- RCCC - Replace Pyrotonics Fire Alarm System, Phase II — \$945,541
- RCCC - Replace Roof at Roger Bauman Facility — \$633,949
- RCCC - Replace Security Control System at the Chris Boone (CBF) & Stuart Baird Facilities (SBF) — \$611,931
- Miscellaneous modifications — \$200

Fund Center 3103130-Work Release Facility — \$50,266

- Work Release – Cameras and Monitor — \$43,266
- Miscellaneous modifications — \$7,000

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103131-Sheriff's Administration Building — \$252,000**

- Sheriff Administration Building - Replace Fire Alarm System — \$250,000
- Miscellaneous modifications — \$2,000

Fund Center 3103132-Lorenzo E. Patino Hall of Justice — \$4,216,615

- Main Jail – 2 East Bunk Beds Medical Area — \$20,854
- Main Jail – Courtroom Support Area Tenant Improvement — \$225,000
- Main Jail – Rebuild 24 Security Slider Doors — \$9,937
- Main Jail - Replace Housing Cell Noise Level Monitoring System — \$161,948
- Main Jail – Replace Programmable Logic Control (PLC) System — \$293,130
- Main Jail - Replace Roof — \$1,252,328
- Main Jail – Resurface Outdoor Recreation Areas — \$239,202
- Main Jail - Water Booster System Replacement — \$609,216
- Main Jail - Water Heater Replacement — \$1,400,000
- Miscellaneous modifications — \$5,000

Fund Center 3103133-Sheriff's North Area Substation — \$0**Fund Center 3103134-Sheriff's South Area Substation — \$2,623,802**

- Sheriff South Area Substation – Remodel for New 911 Communication Center — \$2,400,000
- Sheriff South Area Substation Building B - Replace Roof — \$166,341
- Sheriff South Area Substation Building B - Replace Roof — \$57,461

Fund Center 3103137-Coroner/Crime Laboratory — \$2,050,800

- Coroner Crime Laboratory – Redesign Morgue Refrigeration System — \$538,000
- Coroner Crime Laboratory – Replace Chiller #4 — \$81,800
- Coroner Crime Laboratory – Replace Chillers 1 and 2 — \$1,186,000
- Coroner Crime Laboratory – Replace Concrete Floor Covering — \$245,000

Fund Center 3103160-Sacramento Mental Health Facility — \$1,867,573**Mental Health Treatment Center – Complex Upgrade — \$1,543,132**

- ESCO Debt Service — \$314,974
- Miscellaneous modifications — \$9,467

Fund Center 3103162-Primary Care Center — \$2,000**Miscellaneous modifications — \$2,000****Fund Center 3103198-Financing-Transfers/Reimbursements — \$8,506,354**

- CCF Debt Service for Old Bank of America Building Debt and ADA Projects — \$350,766
- CCF One-Time Debt Service for General Fund Departments — \$6,655,588
- CCF Part of Juvenile Courthouse Debt Service — \$1,500,000

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103199-Ecology Lane — \$213,364**

- Ecology Lane Building — Replace Hydronic Heating Boiler — \$68,707
- FAAF Debt Service for DGS Relocation — \$125,028
- Miscellaneous modifications — \$19,629

Fund Center 3105982-Contingencies — \$0.

No appropriation is included in contingencies this fiscal year.

Fund Center 3106382-Libraries — \$984,771

- Arcade Library – Classroom Ventilation Improvements — \$38,314
- Orangevale Library – New Library — \$750,000, reimbursed from Budget Unit 5110000, net increase \$0
- Rancho Cordova Library – ADA Compliant Public Restrooms — \$65,000
- Rancho Cordova Library – Repair Roof — \$65,000
- Sylvan Oaks Library – ADA Compliance Upgrades — \$560,975
- Sylvan Oaks Library – Glu-lam Beam and Fascia Boards — \$203,482
- Walnut Grove Facility – Roof Coating — \$52,000

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ (471,816)	\$ (5,483,675)	\$ (5,483,675)	\$ 7,266,620	\$ 7,266,620
Fines, Forfeitures & Penalties	5,120,000	3,330,000	3,600,000	3,300,000	3,300,000
Revenue from Use Of Money & Property	9,297	1,648	5,552	2,500	2,500
Miscellaneous Revenues	22,579,834	31,517,367	35,563,121	28,684,108	28,684,108
Residual Equity Transfer In	38,995	9,497	9,467	-	-
Total Revenue	\$ 27,276,310	\$ 29,374,837	\$ 33,694,465	\$ 39,253,228	\$ 39,253,228
Services & Supplies	\$ 7,893,102	\$ 8,978,294	\$ 10,255,027	\$ 13,318,093	\$ 13,318,093
Other Charges	1,615,321	3,117,775	2,315,811	953,710	953,710
Land	-	250,400	-	-	-
Improvements	5,571,857	7,907,102	12,274,933	17,225,071	17,225,071
Interfund Charges	15,243,350	8,578,694	8,848,694	8,506,354	8,506,354
Interfund Reimb	-	(874,929)	-	(750,000)	(750,000)
Total Expenditures/Appropriations	\$ 30,323,630	\$ 27,957,336	\$ 33,694,465	\$ 39,253,228	\$ 39,253,228
Net Cost	\$ 3,047,320	\$ (1,417,501)	\$ -	\$ -	\$ -

2014-15 PROGRAM INFORMATION

BU: 3100000 Capital Construction Fund

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 Debt Service

8,506,354	0	0	0	0	0	0	8,506,354	0	0	0.0	0
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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: 009 Health, Safety, & Code Compliance

409,707	0	0	0	0	0	0	409,707	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: Construction to remediate health, safety, and code related issues in County-owned buildings.

Program No. and Title: 012 Administration

848,850	0	0	0	0	0	0	848,850	0	0	0.0	0
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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: 013 General Maintenance

17,240,894	0	0	0	0	0	0	9,974,274	7,266,620	0	0.0	0
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Program Type: Discretionary
Countywide Priority: 5 -- General Government
Strategic Objective: IS -- Internal Support
Program Description: Maintain County buildings to preserve asset & prevent systems failures

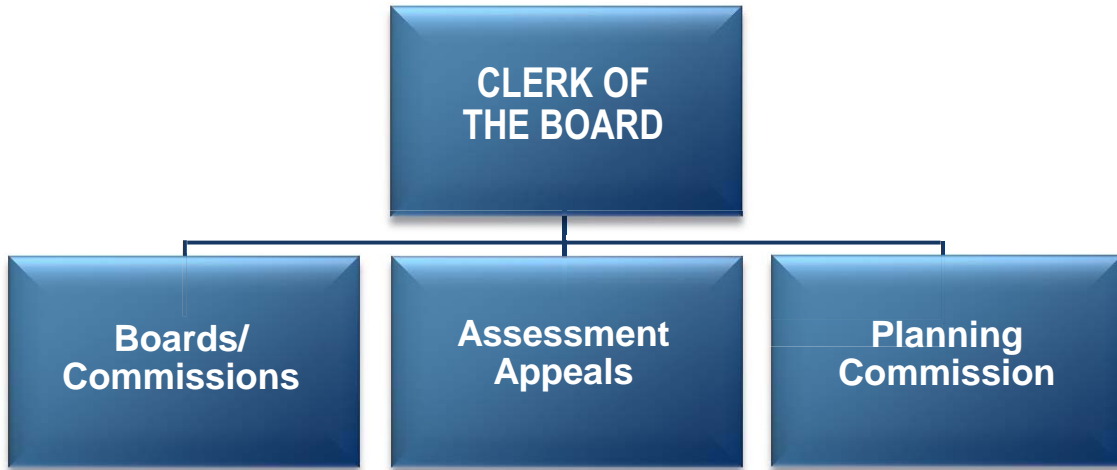
Program No. and Title: 018 New 911 Communication Center

2,623,902	0	0	0	0	0	0	2,623,902	0	0	0.0	0
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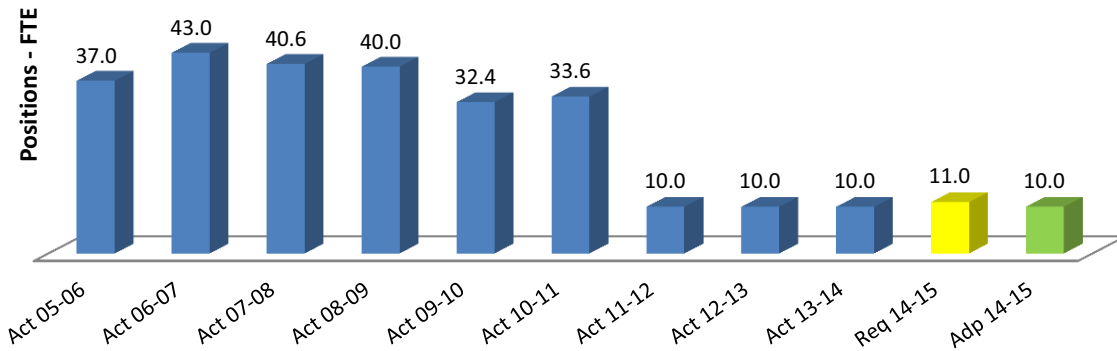
Program Type: Discretionary
Countywide Priority: 5 -- General Government
Strategic Objective: IS -- Internal Support
Program Description: Remodel Bond Rd facility to use as the new 911 Communications Center

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: <u>019</u> <i>Criminal Justice Facilities</i>												
	9,623,521	0	0	0	0	0	0	9,623,521	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	CJ -- Ensure a fair and just criminal justice system											
Program Description:	Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments											
Program No. and Title: <u>020</u> <i>New Orangevale Library</i>												
	750,000	750,000	0	0	0	0	0	0	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Design and construct a new library in Orangevale											
FUNDED	40,003,228	750,000	0	0	0	0	0	31,986,608	7,266,620	0	0.0	0

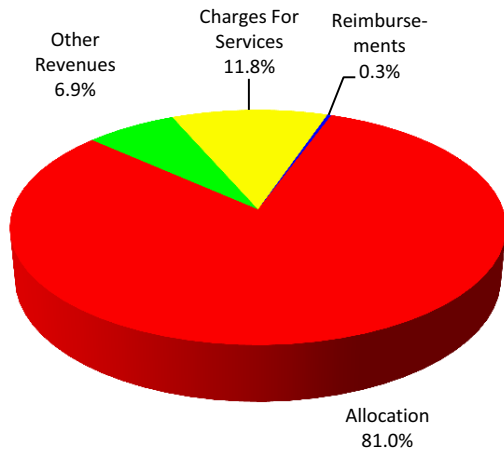
Departmental Structure
 CYNDI LEE, CLERK OF THE BOARD



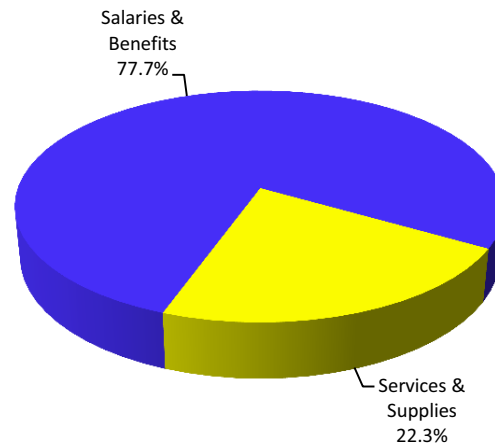
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,279,122	1,239,911	1,337,918	1,388,764	1,388,764
Total Financing	459,894	302,900	309,665	260,050	260,050
Net Cost	819,228	937,011	1,028,253	1,128,714	1,128,714
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 Supervisors meetings along with the Assessment Appeals Boards, the Planning Commission, and other boards and commissions.
 - **Clerk of the Board** – schedules and prepares agendas of the Board of Supervisors, insures legal noticing and publishing requirements are met, 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 in accordance with rules enforced by the State Board of Equalization. The Board of Supervisors could sit as the County's Board of Equalization in lieu of the board-appointed Assessment Appeals Board.
 - **Planning Commission** – meets legal requirements for hearings, prepares agendas and provides other support functions 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 2013-14:

- Developed a service level agreement with Regional County Sanitation District (SRCSD) identifying roles and responsibilities for various records; established retention schedules; and instituted 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.
- The number of assessment appeals dropped by approximately 40 percent over the previous fiscal year, continuing a declining trend.
- Board Chambers remodel and upgrade completed and all staff trained on the use of the upgraded equipment/technology.
- Installed 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 was replaced with a new audio recorder associated to the technology improvements in the Board Chambers.
- Two digital kiosks were placed in the lobby of the County's Administration Building providing the public with access to public hearing notices and government meeting documents. The Clerk of the Board staff is responsible for insuring timely and up-to-date posting of meeting notices to the kiosk, in keeping with compliance to the Brown Act.
- Adobe Acrobat XI Pro software licenses were purchased and installed for all Clerk of the Board staff members to aid them in creating, editing, converting, and updating PDF files.
- A full-time temporary employee staffed the public counter for most of Fiscal Year 2013-14.

SIGNIFICANT CHANGES FOR 2014-15:

- We expect to see the declining trend continue with the number of assessment appeal applications filed this fiscal year as a result of upturn in the housing market. We anticipate making major updates to the appeals application for Fiscal Year 2014-15 in compliance with State Board of Equalization standards. One significant change will be the ability fill in fields on the application online before printing.
- Due to the need to identify additional office space for Board of Supervisors staff, the Clerk of the Board's hard copy files and microfilm will be consolidated and moved to a new location but will remain easily accessible.
- Through a collaborative effort between the Clerk of the Board and several other county departments, steps are being taken to establish electronic filing of Statements of Economic Interest (Form 700). Work is ongoing.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	Schedule 9
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Budget Unit **4010000 - Clerk of the Board**
 Function **GENERAL**
 Activity **Legislative & Administrative**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 89,906	\$ -	\$ -	\$ -	-
Licenses, Permits & Franchises	55,076	43,868	31,000	32,500	32,500
Intergovernmental Revenues	(1,884)	352	-	-	-
Charges for Services	178,494	153,782	150,500	164,350	164,350
Miscellaneous Revenues	132,265	104,083	127,350	63,200	63,200
Residual Equity Transfer In	6,037	815	815	-	-
Total Revenue	\$ 459,894	\$ 302,900	\$ 309,665	\$ 260,050	\$ 260,050
Salaries & Benefits	\$ 997,373	\$ 965,330	\$ 1,028,767	\$ 1,081,889	\$ 1,081,889
Services & Supplies	268,761	260,845	284,353	279,157	279,157
Intrafund Charges	14,847	24,570	26,598	31,718	31,718
Intrafund Reimb	(1,859)	(10,834)	(1,800)	(4,000)	(4,000)
Total Expenditures/Appropriations	\$ 1,279,122	\$ 1,239,911	\$ 1,337,918	\$ 1,388,764	\$ 1,388,764
Net Cost	\$ 819,228	\$ 937,011	\$ 1,028,253	\$ 1,128,714	\$ 1,128,714
Positions	10.0	10.0	10.0	10.0	10.0

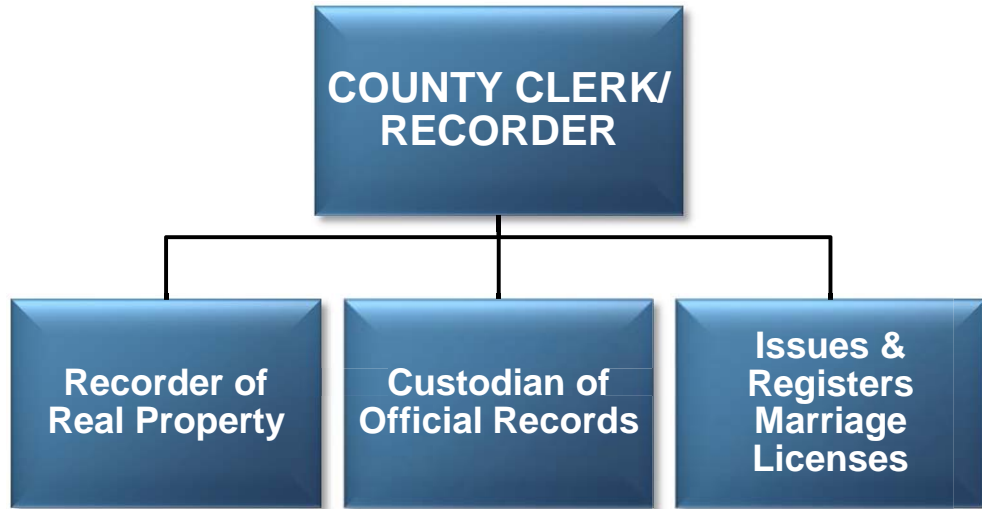
2014-15 PROGRAM INFORMATION

BU: 4010000 Clerk of the Board

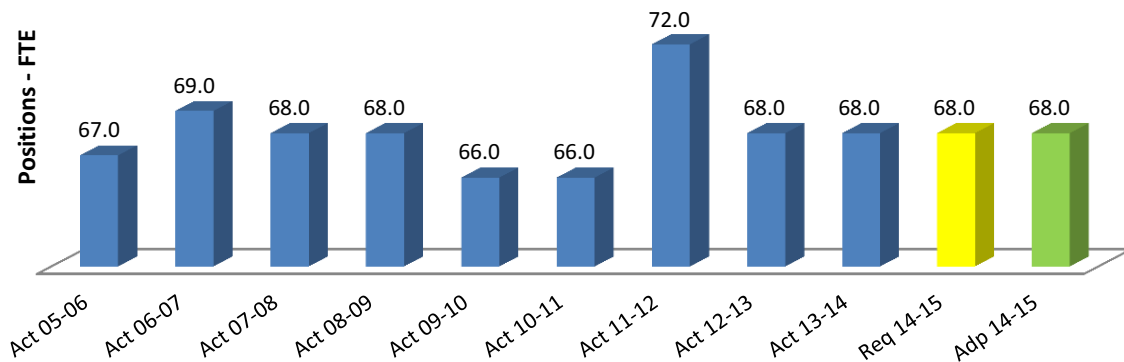
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Clerk of the Board</u>											
	964,506	0	0	0	0	0	177,700	0	0	786,806	5.0	0
Program Type:	Mandated											
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:	<u>002 Assessment Appeals</u>											
	175,426	4,000	0	0	0	0	63,250	0	0	108,176	2.0	0
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:	<u>003 County Planning Commission, BOS Land Use</u>											
	252,832	0	0	0	0	0	19,100	0	0	233,732	3.0	0
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												
	1,392,764	4,000	0	0	0	0	260,050	0	0	1,128,714	10.0	0

DEPARTMENTAL STRUCTURE

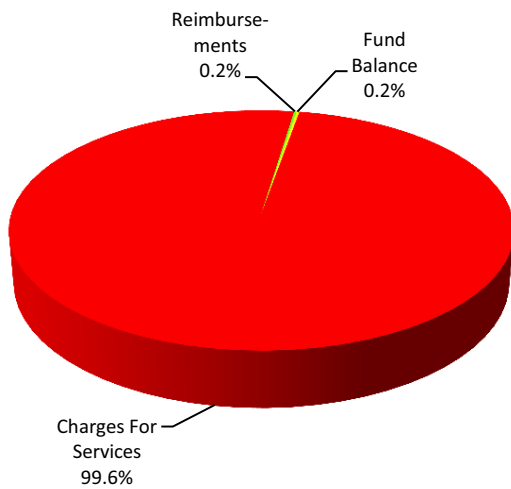
DAVID VILLANUEVA, Acting County Clerk/Recorder



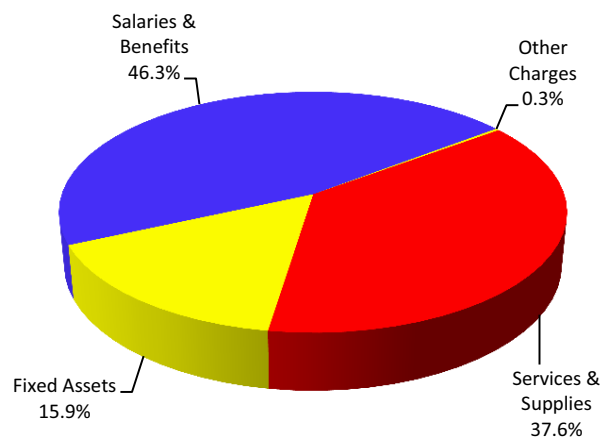
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	9,490,757	9,388,718	12,693,698	11,744,632	11,744,632
Total Financing	9,132,968	9,411,429	12,693,698	11,719,626	11,719,626
Net Cost	357,789	(22,711)	-	25,006	25,006
Positions	68.0	68.0	68.0	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 2013-14:

- Opened a new service center in the South Sacramento area to provide more efficient service to members of those communities.
- Remodeled 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.
- Implemented collection of City of Sacramento Transfer Tax.
- Completed the restoration of historical filed subdivision, parcel, highway and assessment maps from 1984 through current year.
- Re-filmed restored historical subdivision maps for years 1850 to 1955 to produce higher quality images and archival film for customer use.

SIGNIFICANT CHANGES FOR 2014-15:

- Complete the Request for Proposal (RFP) process for an integrated recording and cashier system.
- Complete operational training program to enhance customer service.
- 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.
- Expand electronic recording services to multiple governmental submitters to achieve greater efficiencies and expedite processing of documents presented for recording.
- Acquire a system to manage the filing process for Statements of Economic Interests (Form 700s) and implement electronic filing online.

STAFFING LEVEL CHANGES FOR 2014-15:

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

Added Position

Office Specialist, Level 2 1.0

Deleted Position

Office Assistant, Level 2 1.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (30)	\$ -	\$ -	\$ -	-
Charges for Services	9,108,714	9,409,953	12,692,429	11,719,626	11,719,626
Miscellaneous Revenues	3,890	207	-	-	-
Residual Equity Transfer In	20,394	1,269	1,269	-	-
Total Revenue	\$ 9,132,968	\$ 9,411,429	\$ 12,693,698	\$ 11,719,626	\$ 11,719,626
Salaries & Benefits	\$ 5,244,574	\$ 5,266,532	\$ 5,575,013	\$ 5,447,113	\$ 5,447,113
Services & Supplies	3,748,324	3,882,356	4,957,182	4,199,352	4,199,352
Other Charges	-	-	-	30,373	30,373
Equipment	179,404	12,156	112,000	118,500	118,500
Computer Software	130,000	37,912	1,750,000	1,750,000	1,750,000
Other Intangible Asset	28,800	-	100,000	-	-
Interfund Charges	12,782	-	-	-	-
Intrafund Charges	198,290	208,945	219,503	219,294	219,294
Intrafund Reimb	(51,417)	(19,183)	(20,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 9,490,757	\$ 9,388,718	\$ 12,693,698	\$ 11,744,632	\$ 11,744,632
Net Cost	\$ 357,789	\$ (22,711)	\$ -	\$ 25,006	\$ 25,006
Positions	68.0	68.0	68.0	68.0	68.0

2014-15 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

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**

1,119,108	1,905	0	0	0	0	1,117,203	0	0	0	6.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence
Program Description: 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.

Program No. and Title: **002 Recorder**

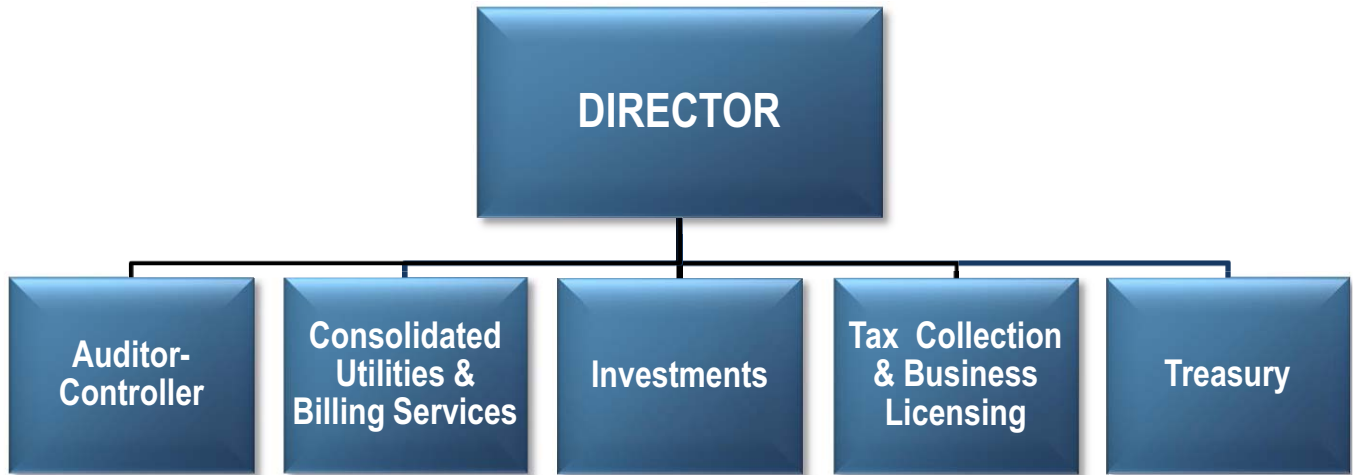
10,645,524	18,095	0	0	0	0	10,602,423	0	0	25,006	62.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence
Program Description: 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.

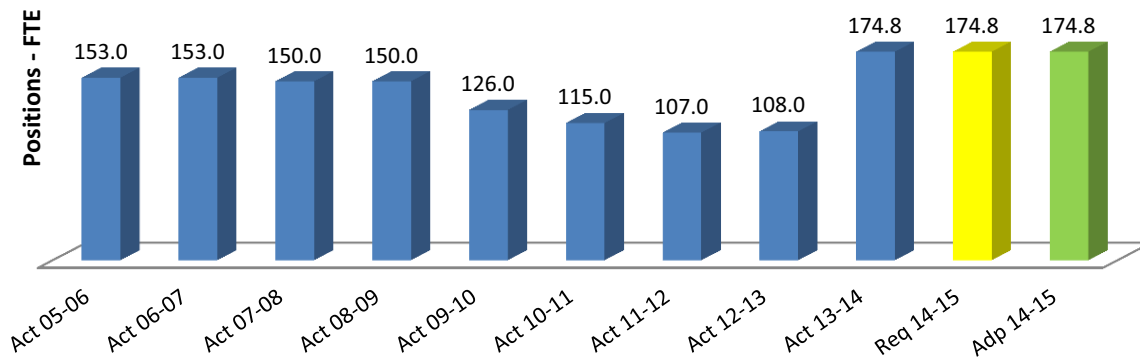
FUNDED	11,764,632	20,000	0	0	0	11,719,626	0	0	25,006	68.0	0
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DEPARTMENTAL STRUCTURE

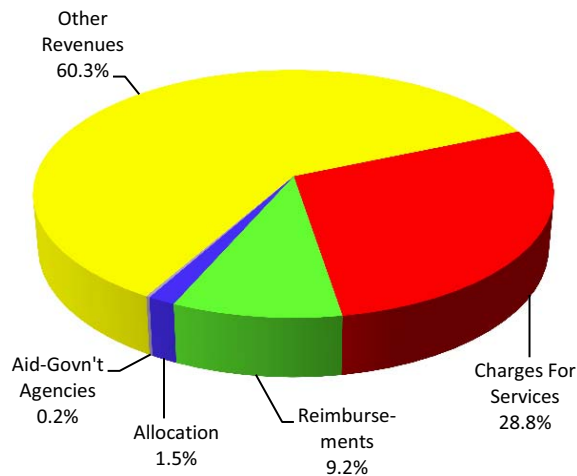
JULIE VALVERDE, Director



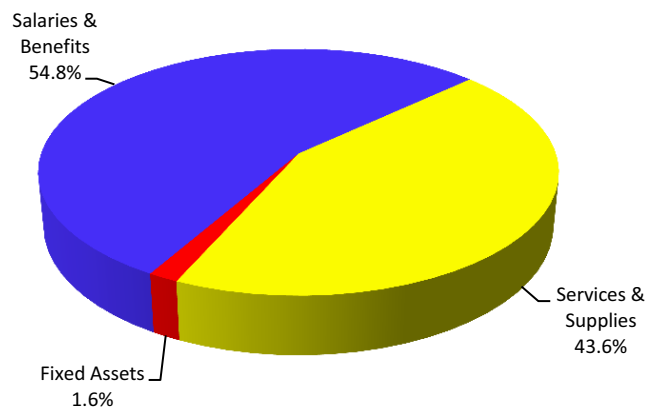
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,140,178	24,468,643	28,195,220	27,902,276	27,902,276
Total Financing	12,984,040	24,162,471	27,925,161	27,437,976	27,437,976
Net Cost	156,138	306,172	270,059	464,300	464,300
Positions	108.0	174.8	176.8	174.8	174.8

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 \$2.6 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 approximately \$500 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, billing 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; Municipal Accounting Services, Systems Control and Reconciliations; Payroll Services; Audit Services; Payment Services; and Tax Accounting Services.
 - **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.
 - **Investments** manages the Pooled Investment Fund and separate accounts; invests and manages proceeds of municipal debt; and provides compliance and performance reporting.
 - **Tax Collection and Business Licensing** collects taxes on real property and personal property as required by the State of California; and regulates businesses operating in the unincorporated area of Sacramento County.
 - **Treasury** is responsible for the receipt, custody, depository, investment accounting, and recording of funds for the County, school districts, joint power authorities and special districts whose funds are held and invested by the County Treasurer.

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.
- Receive the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting award for the Comprehensive Annual Financial Report (CAFR).
- Implement a centralized cashiering system that accepts all payment types.
- Implement employee pay card program.
- Implement electronic vendor payments.
- Complete the Property Tax System requirements for replacing the tax system.

GOALS (CONT.)

- Replace aging Remittance Processing/Imaging software.
- 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 2013-14:

- Earned the 25th 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, 2013, which positively impacts the County's credit rating.
- Implemented new revenue accrual policy (120 days) and policy for encumbrance appropriation to be reflected in Fiscal Year 2014-15 budgeting.
- Implemented Geographic Information Systems (GIS) layer for Business Licensing Inspectors to use in the field for enforcement actions on expired licenses. This will improve compliance with county business licensing ordinances.
- Exceeded the State average for priority tax collection rate while reducing the average net count cost per property tax collections.
- Enhanced ePropTax (Property Tax Bill Information System) to include the property address on the Tax Collector's property tax information website.

SIGNIFICANT CHANGES FOR 2014-15:

- Implement employee paycard for those employees without direct deposit. This will eliminate paper payroll checks and reduce recurring costs of processing paper checks.
- Improve the accounts payable process by implementing ePayables, thereby significantly reducing paper check volume and costs.
- Produce the CAFR from a newly implemented software solution and earn the Certificate of Achievement for Excellence in Financial Reporting award from GFOA.

STAFFING LEVEL CHANGES 2014-15:

- The following positions are Administrative additions, deletions and/or reclassifications:

Added Position

Senior Accounting Manager1.0

Deleted Position

Senior Accounting Manager - Confidential1.0

STAFFING LEVEL CHANGES 2014-15 (CONT.):

- The following 4.0 FTE positions were added: 2.0 FTE Senior Accountant, 1.0 FTE Auditor Level 2, and 1.0 FTE Senior Auditor.
- The following 6.0 FTE positions were deleted: 1.0 FTE Senior Utility Billing Services Representative, 1.0 Supervising Utility Billing Services Representative and 4.0 FTE Utility Billing Services Representative Level 2.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 538	\$ -	\$ -	\$ -	-
Licenses, Permits & Franchises	2,087,506	2,188,336	2,451,858	2,574,582	2,574,582
Fines, Forfeitures & Penalties	-	7,632,503	6,778,102	7,200,552	7,200,552
Revenue from Use Of Money & Property	-	2	-	-	-
Intergovernmental Revenues	52,400	82,851	10,000	62,040	62,040
Charges for Services	5,073,608	10,373,776	10,649,093	8,839,106	8,839,106
Miscellaneous Revenues	5,720,247	3,867,444	8,028,431	8,761,696	8,761,696
Residual Equity Transfer In	49,741	17,559	7,677	-	-
Total Revenue	\$ 12,984,040	\$ 24,162,471	\$ 27,925,161	\$ 27,437,976	\$ 27,437,976
Salaries & Benefits	\$ 10,135,057	\$ 15,110,561	\$ 16,713,261	\$ 16,702,105	\$ 16,702,105
Services & Supplies	3,361,563	9,471,338	11,714,967	11,707,805	11,707,805
Other Charges	-	(401,316)	287,271	260,150	260,150
Equipment	5,413	-	500,000	500,000	500,000
Intrafund Charges	1,108,285	1,495,385	1,593,350	1,566,915	1,566,915
Intrafund Reimb	(1,470,140)	(1,207,325)	(2,613,629)	(2,834,699)	(2,834,699)
Total Expenditures/Appropriations	\$ 13,140,178	\$ 24,468,643	\$ 28,195,220	\$ 27,902,276	\$ 27,902,276
Net Cost	\$ 156,138	\$ 306,172	\$ 270,059	\$ 464,300	\$ 464,300
Positions	108.0	174.8	176.8	174.8	174.8

2014-15 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

4,143,439	615,345	0	0	0	0	0	3,528,094	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

579,582	0	0	0	0	0	0	579,582	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												
	149,117	0	0	0	0	0	0	149,117	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												
	3,503,264	210,000	0	0	0	0	0	3,206,870	0	86,394	23.0	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												
	2,586,620	0	0	0	0	0	0	2,574,582	0	12,038	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												
	793,103	53,312	0	0	0	0	0	715,714	0	24,077	5.5	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
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Program No. and Title:	<u>007 Payroll Services</u>											
	1,142,248	304,074	0	0	0	0	0	791,308	0	46,866	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.											
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Program No. and Title:	<u>008 Audits</u>											
	1,277,819	559,000	0	0	0	0	0	656,310	0	62,509	9.5	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.											
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Program No. and Title:	<u>009 Payment Services</u>											
	1,459,814	0	0	0	0	0	0	1,409,040	0	50,774	12.5	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
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Program No. and Title: 010 Accounting Services

1,281,754	220,116	0	0	0	0	0	1,040,197	0	21,441	9.5	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: 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 Count Office of Education (SCOE) / Government Office bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: Welfare and Institutions Code 17600 – 17609. Fee Reviews: Government Code 54985 indicates that a review by Auditor Controller (AC) can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responded to a Grand Jury Report on December 27, 1978 which resulted in the CEO and the Auditor-Controller being responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund departments only. ICRP: Needed to claim additional costs for state reimbursable programs such as PC4750. PC 4750 Claiming: Prepare state and federal tax return for Public Facilities Financing Corporation. Centralized Monthly Billing to Cities and Court. State Controllers Annual Report of Financial Transactions: Required to be filed by County and special districts.

Program No. and Title: 011 Tax Accounting

1,255,743	208,050	0	0	0	0	0	931,646	0	116,047	10.0	0
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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)

1,951,988	656,312	0	0	0	0	0	1,295,676	0	0	14.0	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 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
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Program No. and Title: **013 Consolidated Utilities Billing & Service**

	10,612,484	8,490	0	0	0	0	7,200,552	3,359,288	0	44,154	43.8	1
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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).

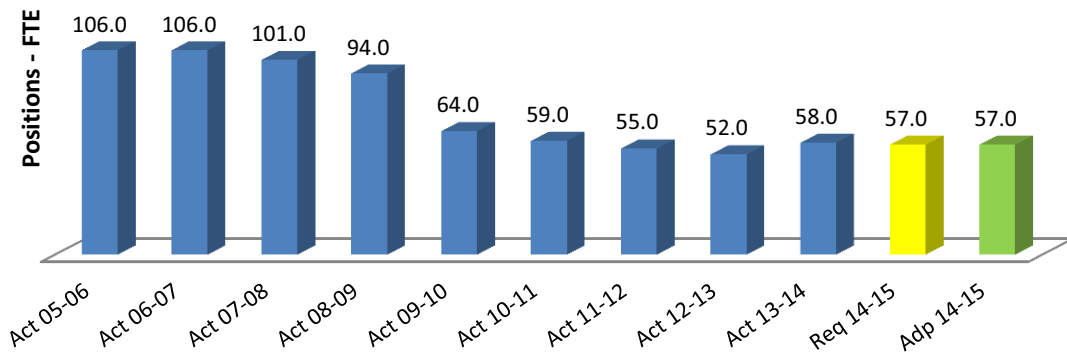
FUNDED	30,736,975	2,834,699	0	0	0	0	7,200,552	20,237,424	0	464,300	174.8	3
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DEPARTMENTAL STRUCTURE

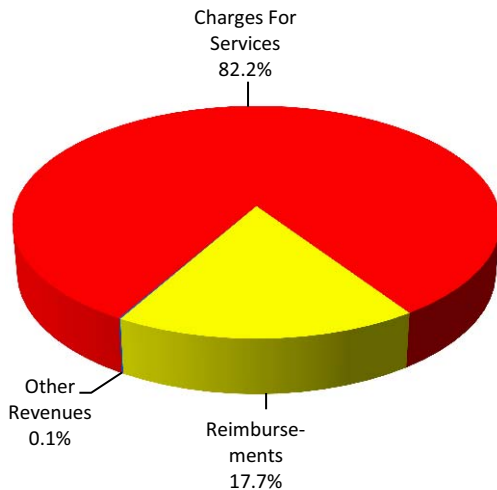
CONNIE AHMED, Director



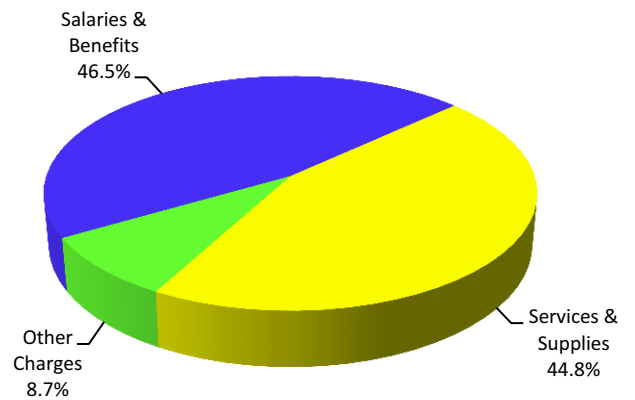
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,453,869	8,286,125	9,014,436	8,760,752	8,760,752
Total Financing	7,450,596	8,288,030	9,014,436	8,749,410	8,749,410
Net Cost	3,273	(1,905)	-	11,342	11,342
Positions	52.0	58.0	58.0	57.0	57.0

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.

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 3 percent, from \$30.0 million to \$30.9 million.
- Maintain net cost to collection ratio under 6.5 percent.

SIGNIFICANT DEVELOPMENTS DURING 2013-14:

- **Program Results** – For Fiscal Year 2013-14 the Department of Revenue Recovery (DRR) collected \$41.9 million with \$42.1 million budgeted, and saved over \$1.1 million in expenditures, from \$11.2 million budgeted to \$10.1 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 received an additional \$5M in accumulated receivables and has collected over \$2.5M to date. DRR continues to work with several departments to identify efficiencies in accounts receivables services and has been successful in accelerating revenue collection and/or reducing costs. As DRR continues work associated with the Accounts Receivables Efficiency Project, the volume of referrals will continue to increase.
- DRR assumed the labor intensive Code Enforcement lien hearing process to free their staff time to devote to public service functions. DRR also implemented the requested proactive lien release process to improve customer service to Code customers. The Agricultural Commissioner/Weights and Measures Department referred accumulated receivables for collection processing and continues to refer cases as they become delinquent. DRR continues to work with various departments to refer receivables in order to accelerate the recovery of revenue.

SIGNIFICANT CHANGES FOR 2014-15:

- In Fiscal Year 2014-15, it is estimated that a minimum of \$120 million in new charges will be added to DRR's system. Budgeted collections are expected to remain stable at \$42.2 million. Budgeted expenditures are expected to decrease by \$700,000 from \$11.2 million to 10.5 million. DRR will continue its practice of looking for savings and efficiencies as the year progresses.
- DRR continues to lead 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 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 and efficiency initiatives that focus on billing processes.
- 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 2014-15:

The following 1.0 FTE position was deleted: 1.0 FTE Collection Services Agent Level 2.

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report - Revenue Recovery FY 2014-15				
	Adopted FY 13/14 Budget	Actual FY 13/14 COLLECTIONS	Requested FY 14/15 COLLECTIONS	Adopted FY 14/15 Budget COLLECTIONS
<u>SUPERIOR COURT:</u>				
Traffic Court	19,800,000	18,041,178	17,500,000	18,200,000
Criminal Court (including cities)	9,200,000	9,063,261	8,900,000	9,100,000
Restitution - Victims (incl summary & formal)	2,200,000	2,211,478	2,000,000	2,200,000
Civil Court	55,000	47,238	50,000	50,000
COURTS - Sub - Total	31,255,000	29,363,155	28,450,000	29,550,000
<u>PROBATION:</u>				
Juv. Care & Maint. - Boys Ranch	20,000	30,736	20,000	25,000
Juv. Care & Maint.-Youth Auth.(6&7)	2,000	1,909	2,000	1,500
Juv. Care & Maint. - Foster Home	-	-	-	-
Juv. Electronic Monitoring	75,000	133,733	100,000	135,000
Juv. Care & Maint. - Juv. Hall(1&5)	135,000	171,657	155,000	170,000
Juv. Probation Fees	45,000	45,745	30,000	45,000
Juv. Drug Testing Fees	2,500	2,127	1,000	1,000
Prob. Abandonment Report	250	-	-	-
Prob. Adoption Report Fees	250	334	500	500
Diversion Program	35,000	40,536	30,000	40,000
Pre-Sentence Report	175,000	158,977	150,000	160,000
Prob. Prop 36 Program Fees	6,000	11,306	8,000	10,000
Prob. Adult Drug Testing Fees	7,000	5,299	4,000	4,000
Courtesy Supervision	32,000	41,915	38,000	40,000
Supervision Fees	1,260,000	1,361,237	1,260,000	1,360,000
Juv. Care & Maint. - WETYC	5,000	14,233	7,000	10,000
PROBATION - Sub - Total	1,800,000	2,019,745	1,805,500	2,002,000
<u>SHERIFF:</u>				
Sheriff - Booking Fees	1,300,000	1,108,683	1,200,000	1,200,000
Sheriff - Incarceration Fees	560,000	575,219	520,000	550,000
Sheriff - Weekender Board & Room	2,000	3,402	3,000	3,000
SHERIFF - Sub - Total	1,862,000	1,687,304	1,723,000	1,753,000
<u>CCD:</u>				
Legal Fees - Adult - C.A.C.	15,000	19,824	15,000	20,000
Legal Fees - Juvenile - C.A.C.	85,000	80,281	75,000	80,000
CCD - Sub - Total	100,000	100,104	90,000	100,000
<u>PUBLIC DEFENDER:</u>				
Legal Fees - Adult - P.D.	125,000	103,287	100,000	100,000
Legal Fees - Juvenile - P.D.	205,000	161,215	150,000	150,000
PD - Sub - Total	330,000	264,502	250,000	250,000
<u>ENVIRONMENTAL MGMT:</u>				
Haz.Mat.- Delinquency Charge	25,000	36,415	30,000	30,000
EMD - Sub - Total	25,000	36,415	30,000	30,000
<u>HUMAN ASSISTANCE:</u>				
CW - 0Parent	-	481	-	500
CW - 1Parent	625,000	857,445	625,000	798,000
CW - 2Parent	17,000	14,722	17,000	17,000
CW - TANF 32	-	1,311	-	1,500
FC 40 (Foster Care Overpayment - NonFed)	-	140,581	-	116,364
FC 42 (Foster Care Overpayment)	350,000	330,570	400,000	273,624
SED 05 (Foster Care)	-	12,096	-	10,012
EA- 5K (Foster Care)	7,500	4,516	4,000	4,000
AAP 03 & 04 (Adoption Assistance - NonFed & Fed)	45,000	213,214	200,000	200,000
Gen. Assist.- CAPI	140,000	74,709	75,000	75,000

SUPPLEMENTAL INFORMATION (CONT.):

	Adopted FY 13/14 Budget	Actual FY 13/14	Requested FY 14/15	Adopted FY 14/15 Budget
	COLLECTIONS	COLLECTIONS	COLLECTIONS	COLLECTIONS
Food Stamps	1,000,000	2,244,347	1,100,000	2,140,000
DHA - Sub - Total	2,184,500	3,893,991	2,421,000	3,636,000
<u>B.U. 5701 (via DHA):</u>				
CAP I SSI - JV to BU 5701	100,000	95,924	100,000	100,000
GA SSI - JV to BU 5701	1,000,000	994,129	1,000,000	1,000,000
DHA BU 5701 - Sub - Total	1,100,000	1,090,053	1,100,000	1,100,000
<u>DHHS</u>				
Mental Health		-		
In Home Supportive Service	8,000	5,653	7,000	7,000
Returned Checks	-	181	-	200
Medically Indigent - SOC	450,000	523,113	500,000	500,000
DHHS - Sub - Total	458,000	528,948	507,000	507,200
<u>FINANCE:</u>				
Transient Occupancy Tax	20,000	36,269	20,000	20,000
Total Tax	20,000	36,269	20,000	20,000
MAS - CUBS	275,000	243,344	275,000	275,000
MAS - Returned Checks	2,800	5,667	3,000	5,000
MAS - Water Quality	300	-	-	-
Total MAS	278,100	249,011	278,000	280,000
DOF - Sub - Total	298,100	285,280	298,000	300,000
<u>MUNICIPAL SERVICES AGENCY:</u>				
<i>COMMUNITY DEVELOPMENT:</i>				
Building Inspection - Sub - Total	150,000	74,057	100,000	200,000
Code Enforcement - Sub - Total	-	404,153	500,000	750,000
Plan Check Charges	10,000	21,809	10,000	10,000
Planning - Sub - Total	10,000	21,809	10,000	10,000
<i>TRANSPORTATION:</i>				
Damage to County Property	45,000	26,369	25,000	25,000
Street Construction Encroachment	10,000	34,246	25,000	25,000
Transportation - Sub - Total	55,000	60,615	50,000	50,000
<i>WASTE MANAGEMENT:</i>				
Waste Mgmt & Recycling (N. Area Recovery Station)	10,000	10,307	3,000	10,000
Waste Management - Sub - Total	10,000	10,307	3,000	10,000
<u>OTHER COLLECTIONS:</u>				
<i>CS - Others:</i>				
AG Commissioner - Weights & Measures	-	4,675	-	50,000
Coroner		4,967		5,000
CS Others - Sub - Total	-	9,642	0	55,000
<i>IS - Others:</i>				
County Clerk Recorder		1,214		1,500
General Services	1,000	-	-	-
Risk Management	1,500	4,538	1,500	1,500
Workers' Compensation	500	67	500	500
IS Others - Sub - Total	3,000	5,819	2,000	3,500
<u>OTHERS:</u>				
Air Quality Management Dist (SMAQMD)	5,000	-	2,500	2,500
Airports	5,000	1,757	3,000	3,000

SUPPLEMENTAL INFORMATION (CONT.):

	Adopted FY 13/14 Budget COLLECTIONS	Actual FY 13/14 COLLECTIONS	Requested FY 14/15 COLLECTIONS	Adopted FY 14/15 Budget COLLECTIONS
OTHERS - Sub - Total	10,000	1,757	5,500	5,500
DRR Collections:				
DRR Collections (Designated)	250,000	378,830	300,000	400,000
DRR Collections (Undesignated)	60,000	179,795	60,000	180,000
Unallocated Collections	300,000	(84,460)	150,000	-
Unidentified Payments	7,500	71,885	7,500	-
Other Revenue - Sub - Total	617,500	546,050	517,500	580,000
Cities' Booking Fees				
City of Sacramento	350,000	381,143	350,000	350,000
Other Cities	125,000	117,398	125,000	125,000
Cities' Booking Fees - Sub - Total	475,000	498,541	475,000	475,000
SACRAMENTO HOUSING REDEVELOPMENT:				
SHRA - Housing Authority	10,000	7,882	10,000	10,000
SHRA - Sub - Total	10,000	7,882	10,000	10,000
BUDGETED COLLECTIONS - Totals	40,753,100	40,910,129	38,347,500	41,377,200
Pay Direct				
Carmichael Park District	-	-	-	-
AG Commission	75,000	37,342	75,000	-
Parking	-	-	-	-
EMD	850,000	744,768	850,000	700,000
Code Enforcement	500,000	245,611	-	-
Coroner	-	-	-	-
	1,425,000	1,027,721	925,000	700,000
TOTAL GROSS COLLECTIONS	42,178,100	41,937,850	39,272,500	42,077,200

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (3,221)	\$ -	\$ -	\$ -	-
Charges for Services	7,427,748	8,234,518	9,001,157	8,739,360	8,739,360
Miscellaneous Revenues	13,319	50,283	10,050	10,050	10,050
Residual Equity Transfer In	12,750	3,229	3,229	-	-
Total Revenue	\$ 7,450,596	\$ 8,288,030	\$ 9,014,436	\$ 8,749,410	\$ 8,749,410
Salaries & Benefits	\$ 4,536,190	\$ 4,748,353	\$ 5,082,221	\$ 4,952,910	\$ 4,952,910
Services & Supplies	3,425,333	3,926,324	4,574,403	4,230,073	4,230,073
Other Charges	916,297	925,465	945,022	925,465	925,465
Intrafund Charges	488,082	547,531	664,040	533,804	533,804
Intrafund Reimb	(1,912,033)	(1,861,548)	(2,251,250)	(1,881,500)	(1,881,500)
Total Expenditures/Appropriations	\$ 7,453,869	\$ 8,286,125	\$ 9,014,436	\$ 8,760,752	\$ 8,760,752
Net Cost	\$ 3,273	\$ (1,905)	\$ -	\$ 11,342	\$ 11,342
Positions	52.0	58.0	58.0	57.0	57.0

2014-15 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**

10,642,252	1,881,500	0	0	0	0	0	8,749,410	0	11,342	57.0	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.

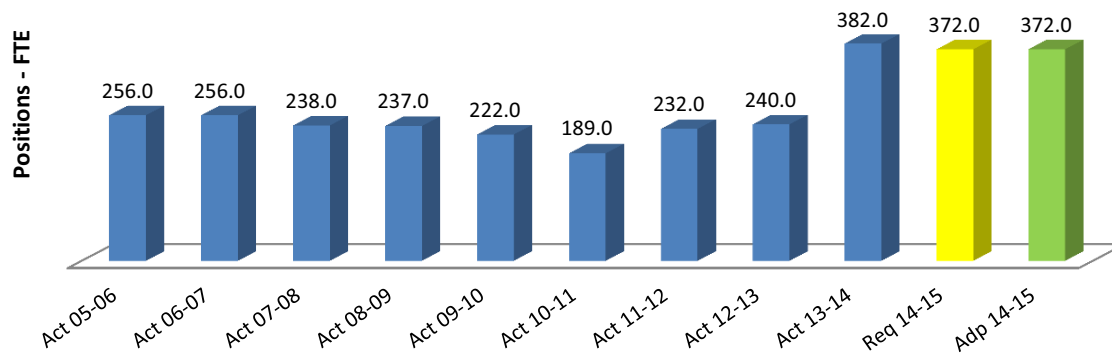
FUNDED

10,642,252	1,881,500	0	0	0	0	0	8,749,410	0	11,342	57.0	0
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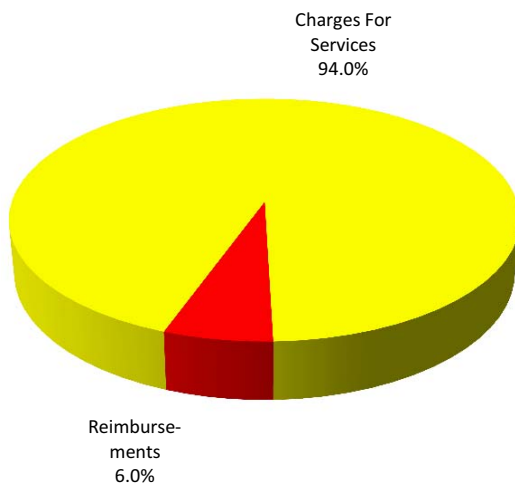
DEPARTMENTAL STRUCTURE
 RAMI ZAKARIA, Chief Information Officer



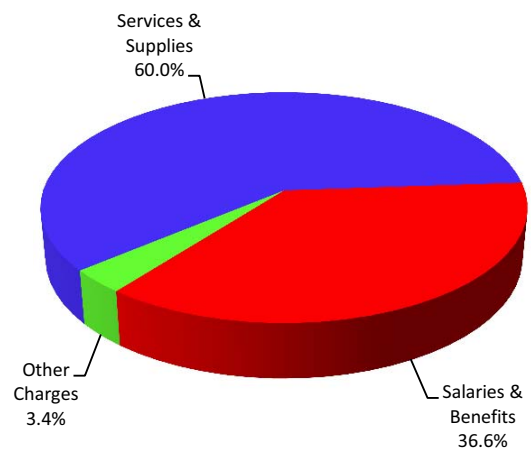
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	52,070,914	67,726,619	72,569,538	78,299,301	78,299,301
Total Financing	50,358,173	68,380,991	71,349,501	78,299,301	78,299,301
Net Cost	1,712,741	(654,372)	1,220,037	-	-
Positions	240.0	382.0	379.0	372.0	372.0

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 Department of Technology (DTech) services and products.
- Improve internal business processes for efficiency and effectiveness.
- Enable County Business by supporting the countywide IT plan.

SIGNIFICANT DEVELOPMENTS DURING 2013-14:

- Published SacCounty News Center.
- Implemented PC Power Management.
- Implemented a 311 Call Center and a Customer Relationship Management System, website and mobile phone application to effectively manage constituents inquiries and services requests.
- Implemented a Countywide Employees Performance Evaluation System. This project is anticipated to save more than \$400,000 in annual license fees of an existing application.
- Implemented Electronic Plan Review System that will streamline and automate building permits processing in Sacramento County.
- Continuation of the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment.
- Implemented a new County Intranet design for departmental websites.
- Implemented Agenda Net iPad Application Enhancements.
- Implemented In-Home Supportive Services (IHSS) Case File Electronic Document Management.
- Implemented Vital Records Electronic Document Management.
- Implemented Microfilm conversion and Electronic Document Management for Community Development.
- Upgraded the shared electronic document environment (FileNet) to Version 5.0.
- Adjust parcel and street layers to bring them into improved spatial alignment with aerial photography.
- Consolidated IT staff and services from the Departments of Human Assistance (DHA), Health and Human Services, Public Defender, Child Support Services, Voter Registration and Elections, Agricultural Commission, Environmental Management and Airports.

SIGNIFICANT CHANGES FOR 2014-15:

- Continue with the consolidation of Microsoft Active Directory Administration Services.
- Migrate to Microsoft Configuration Manager 2012 and consolidate related services.
- Continue with the Implementation of a Mobile Device Management Solution.
- Implement a countywide video conferencing infrastructure.
- Continue with the migration to the Virtual Server Environment and Decommissioning of Microsoft Server 2003.
- Expand the Core Point Interface Engine for Healthcare transactions.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.):

- Relocate the Communications Center to 799 G Street and combine with 311 operations.
- Add document scanners in the interview rooms for DHA.
- Deploy the “SMART” Task Management System in CalWorks.
- Install the new Case Management System in DHA Program Integrity.
- DHA Arena Boulevard Service Center Phase III setup.
- Upgrade the Countywide SharePoint infrastructure to 2013 Participate on Sheriff Department led project to replace the criminal justice application on the mainframe.
- Participate on the Request for Proposal (RFP) project to replace the Tax System currently on the mainframe.
- Lead the RFP project to replace the Clerk Recorder System currently on the mainframe.
- Work with General Services to relocate the County’s backup data center. The current backup data center at 3700 Branch Center is underpowered, has HVAC problems, and is too small.
- Continue to implement a load balanced ArcGIS Server architecture supporting internal and external systems.
- Upgrade all County GIS Web Viewers to ArcGIS Server 10.2.1 from ArcIMS 9.3.1.
- Implement the ability to make employee benefits life event changes and open enrollment changes through ESS/MSS (MySacCounty).
- Enhance ESS/MSS to include functionality for employee absence requests
- Continue the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment with completion estimate in December 2014.
- Continue Implementation of Code Enforcement Case File Electronic Document Management.
- Continue to establish a single authoritative address database for all valid addresses in Sacramento County.

STAFFING LEVEL CHANGES FOR 2014-15:

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

STAFFING LEVEL CHANGES FOR 2014-15:

Added Positions

Information Technology Analyst Level 2.....	4.0
Senior Information Technology Analyst.....	2.0
Senior Business Systems Analyst.....	2.0
Communication Operation Dispatch Level 2.....	<u>3.0</u>
Total	11.0

Deleted Positions

Information Technology Analyst Level.....	5.0
Principal Administrative Analyst.....	1.0
Senior Telecommunications Systems Analyst.....	1.0

STAFFING LEVEL CHANGES FOR 2014-15 (CONT.):**Deleted Positions**

Telecommunications Systems Analyst 1	1.0
Telecommunications Systems Analyst 2	3.0
Telecommunications Systems Manager.....	1.0
Telecommunications Systems Supervisor.....	1.0
Telephony Systems Technician Level	1.0
Information Technician Customer Support Specialist Level 2	1.0
Business Systems Analyst Level 2	1.0
Information Technology Technician Level 2	1.0
Senior Information Technology Technician.....	<u>1.0</u>

Total	18.0
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Net Decrease	7.0
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SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2014-15				Schedule 10
		Fund Title 031A - DEPT OF TECHNOLOGY Service Activity Technology Budget Unit 7600000				
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 50,148,849	\$ 68,274,168	\$ 71,317,761	\$ 78,299,301	\$ 78,299,301	
Total Operating Revenues	\$ 50,148,849	\$ 68,274,168	\$ 71,317,761	\$ 78,299,301	\$ 78,299,301	
Operating Expenses						
Salaries/Benefits	\$ 28,381,185	\$ 44,147,989	\$ 47,905,184	\$ 49,986,655	\$ 49,986,655	
Services & Supplies	18,492,255	17,837,960	18,480,883	21,820,926	21,820,926	
Other Charges	249,616	458,681	278,930	137,163	137,163	
Depreciation	1,267,723	1,592,499	2,215,053	2,655,393	2,655,393	
Total Operating Expenses	\$ 48,390,779	\$ 64,037,129	\$ 68,880,050	\$ 74,600,137	\$ 74,600,137	
Operating Income (Loss)	\$ 1,758,070	\$ 4,237,039	\$ 2,437,711	\$ 3,699,164	\$ 3,699,164	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 130,223	\$ 32,029	\$ 31,740	\$ -	\$ -	
Other Revenues	79,101	74,794	-	-	-	
Debt Retirement	(3,680,134)	(3,689,488)	(3,689,488)	(3,699,164)	(3,699,164)	
Total Non-Operating Revenues (Expenses)	\$ (3,470,810)	\$ (3,582,665)	\$ (3,657,748)	\$ (3,699,164)	\$ (3,699,164)	
Income Before Capital Contributions and Transfers	\$ (1,712,740)	\$ 654,374	\$ (1,220,037)	\$ -	\$ -	
Intrafund Charges	7,752,268	5,586,913	5,709,494	5,008,806	5,008,806	
Intrafund Reimb	(7,752,267)	(5,586,911)	(5,709,494)	(5,008,806)	(5,008,806)	
Change In Net Assets	\$ (1,712,741)	\$ 654,372	\$ (1,220,037)	\$ -	\$ -	
Net Assets - Beginning Balance	9,495,731	7,258,067	7,258,067	6,252,698	6,252,698	
Equity and Other Account Adjustments	(524,923)	(1,659,741)	-	-	-	
Net Assets - Ending Balance	\$ 7,258,067	\$ 6,252,698	\$ 6,038,030	\$ 6,252,698	\$ 6,252,698	
Positions	240.0	382.0	379.0	372.0	372.0	
Revenues Tie To						
					SCH 1, COL 4	
					SCH 1, COL 6	

2014-15 PROGRAM INFORMATION

BU: 7600000 Department of Technology

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 Application Support

24,458,891	1,139,930	0	0	0	0	23,318,961	0	0	0	129.4	0
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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

Program No. and Title: 002 Equipment Support

14,595,180	509,600	0	0	0	0	14,085,580	0	0	0	99.8	0
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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.

Program No. and Title: 003 County Data Center

8,391,023	2,274,625	0	0	0	0	6,116,398	0	0	0	30.5	0
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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

Program No. and Title: 004 COMPASS

6,370,014	4,000	0	0	0	0	6,366,014	0	0	0	31.3	0
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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)

Program No. and Title: 005 Communication Networks

17,273,726	380,806	0	0	0	0	16,892,920	0	0	0	42.9	13
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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

12,219,273	699,845	0	0	0	0	11,519,428	0	0	0	38.1	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	83,308,107	5,008,806	0	0	0	0	78,299,301	0	0	0	372.0	13
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Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,563,572	7,686,491	7,693,157	8,353,555	8,353,555
Total Financing	490,320	90,213	94,816	99,361	99,361
Net Cost	7,073,252	7,596,278	7,598,341	8,254,194	8,254,194

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 2013-14:

- Implemented Human Resources e-forms within COMPASS.
- Completed the migration of County departments from a paper time sheet process to the Employee Self Service (ESS) within COMPASS.
- Implemented employee evaluation software system using Employee and Manager Self Service.
- Implemented 311 Citizen Request Management system, mobile application and webportal.
- Completed implementation of an Open Data initiative.

SIGNIFICANT CHANGES FOR 2014-15:

- Implement employee’s benefits using Employee and Manager Self Service.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.):

- Complete preparation of and issuance an Request For Proposal to replace the aging Property Tax System.
- Implement “responsive” web designs to make the easily readable from any size device without the need for multiple versions of each website.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 396,530	\$ -	\$ -	\$ -	-
Charges for Services	93,790	90,213	94,816	99,361	99,361
Total Revenue	\$ 490,320	\$ 90,213	\$ 94,816	\$ 99,361	\$ 99,361
Services & Supplies	\$ 7,210,016	\$ 7,365,579	\$ 7,371,271	\$ 8,031,669	\$ 8,031,669
Equipment	31,670	-	-	-	-
Intrafund Charges	321,886	320,912	321,886	321,886	321,886
Total Expenditures/Appropriations	\$ 7,563,572	\$ 7,686,491	\$ 7,693,157	\$ 8,353,555	\$ 8,353,555
Net Cost	\$ 7,073,252	\$ 7,596,278	\$ 7,598,341	\$ 8,254,194	\$ 8,254,194

2014-15 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
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FUNDED

Program No. and Title: 001 Law & Justice Systems

1,900,330	0	0	0	0	0	52,536	0	0	1,847,794	0.0	0
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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

290,298	0	0	0	0	0	0	0	0	290,298	0.0	0
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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

1,413,141	0	0	0	0	0	0	0	0	1,413,141	0.0	0
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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

3,961,361	0	0	0	0	0	36,237	0	0	3,925,124	0.0	0
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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*

	788,425	0	0	0	0	0	10,588	0	0	777,837	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, Epledge, Open Data Portal).

FUNDED	8,353,555	0	0	0	0	0	99,361	0	0	8,254,194	0.0	0
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Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	5,138,328	5,044,131	5,510,614	4,855,373	4,855,373
Total Financing	5,487,476	4,996,549	5,329,058	4,792,494	4,792,494
Net Cost	(349,148)	47,582	181,556	62,879	62,879
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 2013-14:

- Purchased and began implementation the first phase of the standards based Project 25 Trunked radio system for SRRCS.
- Began preparation of the Twitchell Island radio site as part of the Delta Department of Water Resources (DWR) Grant.
- Secured lease for Rancho Cordova Site and began construction for new radio site.
- Completed a bulk radio purchase for County local governments departments.

SIGNIFICANT CHANGES FOR 2014-15:

- Begin Construction of the Twitchell Island radio site, including 300-foot tower and equipment shelter as part of the Delta DWR Grant.
- Relocate the trunked radio equipment currently used at the Walnut Grove radio site to the new Twitchell Island site.
- Complete the first phase of the SRRCS infrastructure upgrade to Association of Public Safety Communication Officials Project 25 and methodical migration of subscriber radios onto the new digital channels.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2014-15			Schedule 10	
		Fund Title Service Activity Budget Unit		059A - REGIONAL RADIO Communications System 7020000		
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 3,881,280	\$ 3,792,944	\$ 3,841,873	\$ 3,520,300	\$ 3,520,300	
Total Operating Revenues	\$ 3,881,280	\$ 3,792,944	\$ 3,841,873	\$ 3,520,300	\$ 3,520,300	
Operating Expenses						
Salaries/Benefits	\$ 1,226,013	\$ 1,202,315	\$ 1,210,182	\$ 1,273,413	\$ 1,273,413	
Services & Supplies	1,559,968	1,273,311	1,710,635	1,353,511	1,353,511	
Other Charges	19,700	13,019	13,019	7,741	7,741	
Depreciation	2,332,647	2,555,486	2,576,778	2,087,200	2,087,200	
Total Operating Expenses	\$ 5,138,328	\$ 5,044,131	\$ 5,510,614	\$ 4,721,865	\$ 4,721,865	
Operating Income (Loss)	\$ (1,257,048)	\$ (1,251,187)	\$ (1,668,741)	\$ (1,201,565)	\$ (1,201,565)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 10,053	\$ 1,585	\$ 1,585	\$ -	\$ -	
Other Revenues	1,544,875	1,194,760	1,450,000	1,240,194	1,240,194	
Interest Income	51,268	7,260	35,600	32,000	32,000	
Interest Expense	-	-	-	(133,508)	(133,508)	
Total Non-Operating Revenues (Expenses)	\$ 1,606,196	\$ 1,203,605	\$ 1,487,185	\$ 1,138,686	\$ 1,138,686	
Income Before Capital Contributions and Transfers	\$ 349,148	\$ (47,582)	\$ (181,556)	\$ (62,879)	\$ (62,879)	
Change In Net Assets	\$ 349,148	\$ (47,582)	\$ (181,556)	\$ (62,879)	\$ (62,879)	
Net Assets - Beginning Balance	13,721,908	13,137,157	13,137,157	14,004,302	14,004,302	
Equity and Other Account Adjustments	(933,899)	914,727	-	-	-	
Net Assets - Ending Balance	\$ 13,137,157	\$ 14,004,302	\$ 12,955,601	\$ 13,941,423	\$ 13,941,423	
Positions	9.0	9.0	9.0	9.0	9.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
					SCH 1, COL 6	

2014-15 PROGRAM INFORMATION

BU: 7020000 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

4,855,373	0	0	0	0	4,792,494	0	0	62,879	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.

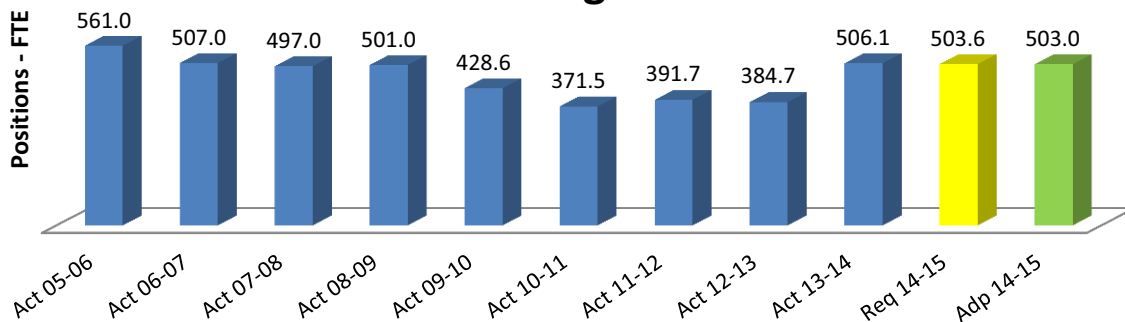
FUNDED	4,855,373	0	0	0	0	4,792,494	0	0	62,879	0	9.0	7
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DEPARTMENTAL STRUCTURE

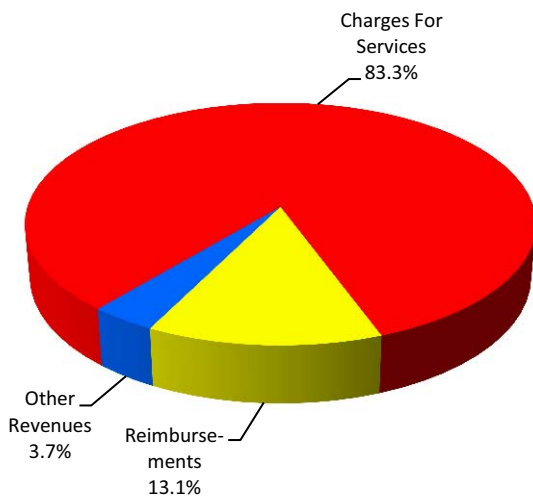
MICHAEL MORSE, Director



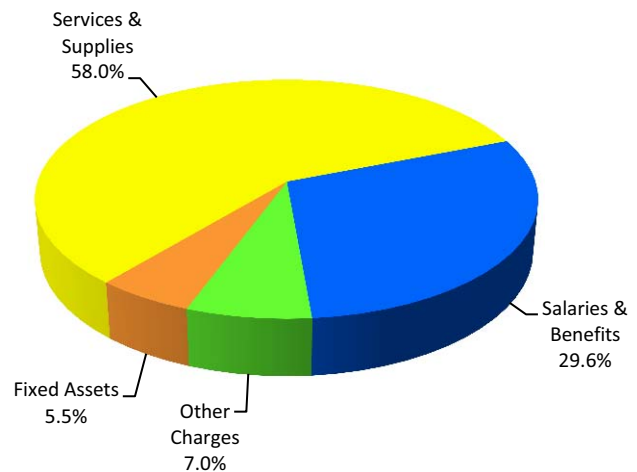
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	134,220,776	148,429,986	170,743,966	177,073,400	177,073,400
Total Financing	132,507,257	153,742,244	160,019,669	163,299,206	163,299,206
Net Cost	1,713,519	-5,312,258	10,724,297	13,774,194	13,774,194
Positions	384.7	506.1	504.1	503.0	503.0

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 2013-14:

- Absorbed 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.
- Rebated \$650,000 in retained earnings to customer departments.
- Returned \$1.1 million to various customer departments as a result of efficiencies and savings during the fiscal year.
- Transferred responsibility of the Electronic Security Maintenance and Monitoring (Alarm Services) from the Department of Technology.
- Opened Surplus Property to the public five days a week.
- Closed the Bradshaw Scan Center due to decentralization.
- Adopted and implemented a Surplus donation policy.
- Relocated the Construction Management and Inspection Division to 9700 Goethe to consolidate leased space and reduce costs.
- Continued construction on the \$22.5 million Watt Avenue/US Route 50 Interchange Improvements Project.
- Retrofitted the Sacramento International Airport Parking Garage lighting to light emitting diode (LED) lighting.
- Transitioned the Mather Airport Fire Alarm system panels from hardwired communication lines, to wireless technology.
- Transitioned Airport and Bradshaw District staff, and a portion of the Downtown District staff to Employee Self-Service (ESS), the County's web-based timesheet automation system.
- Completed five-year maintenance of all sewer systems at Sacramento International Airport.
- Completed retrofit of all the Main Jail Dayroom high-intensity discharge (HID) lighting with LED lighting.
- Installed electronic flush valves throughout 700 H Street.
- Installed new building controls for the Heating Ventilation and Air Conditioning (HVAC) and lighting systems at Coroner's Crime Lab.
- Retrofitted portions of 9660 Ecology Lane interior lighting to LED lights.
- Installed CCure (access control) on the 7th street and 8th street entrances of 700 H Street to reduce maintenance and security issues.

SIGNIFICANT DEVELOPMENTS DURING 2013-14 (CONT.):

- Painted the Rancho Cordova Library.
- Completed acquisitions and obtained Caltrans approval or Right of Way Certification for Department of Transportation Old Florin Town Streetscape Improvement Project (20 parcels).
- Designated Level 5 (highest) Local Public Agency Qualification from Caltrans District 3.
- Completed a five-acre land acquisition for a future public library in the Vineyard area for \$250,400.
- Completed the acquisition of approximately 719.44 acres of real property at Mather from the U.S. Air Force, including Parcel M (Mather Community Campus), Parcel C-12 (Mather Community Campus), Parcel G-1A, Parcel G-1B (Mather Rotary Park & Lake) and Parcel G-3 (Weapons Storage/Bunker Area).
- Created a comprehensive Training Project Permit template approved by County Counsel and Risk Management for the Sheriff Department to be used for 18 types of ongoing training classes held at nine different County-controlled facilities.
- Completed Right of Way acquisition on eight properties for Sacramento Area Sewer District (SASD) Creek Protection Project, Phase 2.
- Completed the transfer of 23 properties from Sacramento County to SASD and Sacramento Regional County Sanitation District (SRCSD).
- Completed Right of Way sale on SRCSD Bufferlands for Pacific Gas & Electric gas pipeline and meter lot.
- Terminated ten leases for 62,400 square feet of space.
- Leased five new locations for 61,500 square feet of space.
- Completed the lease renewal for 44,000 square feet in Building 600 at McClellan Business Park for the Office of Emergency Services, the Emergency Operations Center and Sheriff Operations.
- Deleted 4.0 FTE vacant positions and related costs in Heavy Fleet in response to reduced customer maintenance requests.
- Reduced use of the Fixed Asset Acquisition Fund for financing purchases of Light Fleet vehicle replacements and additions. Departments submitted requests for a total of 18 light vehicle additions at a projected purchase cost of nearly \$565,000.
- Developed and implemented use of an in-house intranet tool to place and track parts orders for Light Fleet and Heavy Fleet shops with greater efficiency.
- Developed construction contract training.
- Received the 10th Achievement of Excellence in Procurement Award.

SIGNIFICANT CHANGES FOR 2014-15:

- Absorb approximately \$1.3 million in cost increases in the Allocated Cost Package including cost-of-living adjustments, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Continue to explore and enhance use of technology for daily operations, including the use of mobile devices by field inspectors.
- Implement electronic submittal and review of improvement plans.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.):

- Transition Co Gen maintenance from DGS to Airport maintenance.
- Retrofit Sacramento International Airport roadway, parking, signage and high mast lighting to LED lights.
- Replace HID pole lighting in Bradshaw and Downtown parking lots with energy efficient LED lighting.
- Install new LED lighting in the Board of Supervisors elevator.
- Install electronic flush valves throughout 827 7th Street.
- Complete flush valve diaphragm replacement at the Main Jail to save 20 percent water usage.
- Install additional closed-circuit television (CCTV) cameras to pick up all elevator lobbies and additional public counters at 700 H Street.
- Replace chillers at the Corners Crime Lab and Southgate Library.
- Repair dry rot and paint at the Southgate Library.
- Surplus Sale of SASD Bond Waterman property of 226 acres to Silverado Homes.
- Surplus Sale for SRCSD and SASD of Courtland, Walnut Grove, Rio Linda, Highland Estates, Sump 82 and Arden Arcade decommissioned Wastewater Treatment Plant properties.
- Delete 1.0 FTE vacant position and related costs in Heavy Fleet in response to further anticipated reduction of customer maintenance requests.
- Continue to reduce use of the Fixed Asset Acquisition Fund (FAAF) for financing purchases of Light Fleet vehicle replacements and additions. Light Fleet will build a Capital Outlay Fund to replace the FAAF as the means of financing vehicle purchases.
- Install a fast fill Compressed Natural Gas (CNG) dispenser at the Branch Center fuel station, as part of Department of Waste Management and Recycling's CNG station project at the Branch Center.
- Provide construction contract training to various County Departments.

Capital Outlay Fund

- **Budget Unit 2070000:**
 - The Capital Outlay Fund shows a net cost of \$9.5 million. \$9.6 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$3.2 million and the remaining \$6.4 million will be funded by the Capital Outlay Fund. An appropriation of \$3.1 million is included to transfer assets to the Sacramento Area Sanitation District.
- **Budget Unit 7080000:**
 - A Capital Outlay Fund is being established to fund light equipment purchases due to the imminent closure of the County's Fixed Asset Acquisition Fund. \$565,300 is appropriated for the purchase of light fleet vehicle replacements which will be funded through various customer department contributions. Light Fleet will be transferring additional rental earnings to the new Capital Outlay Fund, which will eventually replace the Fixed Asset Acquisition Fund as the financing method for light fleet rental vehicle replacements.

RETAINED EARNINGS CHANGES FOR 2014-15:

The Department is appropriating \$4.3 million of retained earnings for chiller maintenance, deferred facility maintenance, a material test lab trailer, miscellaneous equipment, and 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 2013-14	Actual 2013-14	Recommended 2014-15	Adopted 2014-15
Airport District	37.0	37.0	37.0	37.0
Alarm Services	6.0	6.0	6.0	6.0
Architectural Services Division	13.0	13.0	12.0	12.0
Bradshaw District	78.0	80.0	82.0	82.0
Contract & Purchasing Services	18.0	17.0	17.0	17.0
Construction Management and Inspection Division	99.0	99.0	98.0	98.0
Downtown District	51.0	51.0	50.0	50.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	81.0	81.0	80.0	80.0
Fleet Services - Light	24.0	24.0	24.0	24.0
Office of the Director	25.6	26.6	28.0	28.0
Real Estate	22.0	22.0	22.0	22.0
Security Services	27.0	27.0	27.0	27.0
Support Services	21.5	21.5	19.0	19.0
	504.1	506.1	503.0	503.0

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement heavy equipment approved for Fiscal Year 2014-15.

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT (Budget Unit 2070000)**

Class	Description	Approved		Approved Amount
		New	Replace	
142	Special Body Truck		2	\$ 250,000
157	Crew Bus		4	600,000
158	32 Passenger Bus		3	540,000
161	Stencil/Sign Wash Truck		3	370,000
165	1 ½ Ton Dump/Hoist/Flatbed		1	180,000
167	3 Ton Dump/Hoist/Flatbed		3	450,000
178	Transfer Dump Truck w/Trailer		2	500,000
181	Chemical Spray Truck		1	225,000
213	Portable Trailer		3	42,000
234	Trailer, Tilt		1	55,000
235	Trailer, Office		1	225,000
236	Trailer, Roller		1	25,000
292	Step Van		1	175,000
366	Air Compressor, 150 to 185 CFM		1	40,000
380	Shop Tow, Small		1	45,000
390	Aerial Lift w/Chipper Body		1	200,000
395	1-Ton Truck w/Aerial Lift		4	700,000
396	Flatbed Dump w/ Knuckle Boom Crane		1	130,000
399	Lube and Fuel Truck		1	225,000
474	Slope Mower with Boom		2	370,000
572	Vibratory Roller to 22,000 LB		1	95,000
778	Road Sweeper		3	720,000
779	Mechanical Broom Road Sweeper		1	300,000
883	Articulated Loader w/ Cab & 2 Yd Bucket		1	119,000
560/160	Sanitation District Agency (SDA) Utility Truck		1	235,000
560/775	SDA Sewer Cleaner – 2 Axle		3	690,000
561/165	SDA Utility Truck		9	1,580,000
565/292	SDA Step Van		2	450,000
567/224	SDA Trailer		2	24,000
567/366	SDA Air Compressor, Trailer Mounted		1	40,000
	Total	0	61	\$ 9,600,000

SUPPLEMENTAL INFORMATION (CONT.):

SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)

Class	Description	Approved		Approved Amount
		New	Replace	
110	Compact	2		\$ 61,750
124	Undercover	1		26,625
131	½ Ton Pick-up, Extended Cab	8		223,070
132	½ Ton Pick-up, Regular Cab	4		75,580
134	1 Ton Utility Truck	1		40,275
137	¾ Ton Utility Truck	3		110,700
140	4x4 Pick-up	1		27,300
	Total	20	0	\$ 565,300

SCHEDULE:

State Controller Schedules		County of Sacramento				Schedule 10
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2014-15				
		Fund Title Service Activity Budget Unit		General Services Summary 7000000/2070000/7080000		
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Use of Money/Prop	\$ 268	\$ (451)	\$ -	\$ -	\$ -	
Charges for Services	125,251,684	145,617,883	150,548,505	154,383,462	154,383,462	
Total Operating Revenues	\$ 125,251,952	\$ 145,617,432	\$ 150,548,505	\$ 154,383,462	\$ 154,383,462	
Operating Expenses						
Salaries and Employee Benefits	\$ 38,885,535	\$ 54,174,619	\$ 57,676,660	\$ 59,578,953	\$ 59,578,953	
Services and Supplies	75,005,075	78,139,539	85,356,536	88,211,860	88,211,860	
Other Charges	301,602	570,429	643,128	854,984	854,984	
Depreciation	5,486,749	6,447,372	9,217,812	8,293,701	8,293,701	
Total Operating Expenses	\$ 119,678,961	\$ 139,331,959	\$ 152,894,136	\$ 156,939,498	\$ 156,939,498	
Operating Income (Loss)	\$ 5,572,991	\$ 6,285,473	\$ (2,345,631)	\$ (2,556,036)	\$ (2,556,036)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 309,149	\$ 67,628	\$ 61,427	\$ -	\$ -	
Other Revenues	3,200,483	3,659,132	5,370,034	5,102,297	5,102,297	
Cost of Goods Sold	(4,397,977)	(3,086,775)	(4,100,000)	(4,100,000)	(4,100,000)	
Licenses/Permits	-	608	-	-	-	
Fines/Forfeitures/Penalties	-	21,253	-	-	-	
Residual Eq Trn Out	(3,749,999)	(650,000)	(650,000)	-	-	
Equipment	(84,360)	(136,008)	(318,500)	(889,000)	(889,000)	
Gain /Sale/Property	378,673	866,473	600,000	-	-	
Loss/Disposition-Asset	-	(36,812)	(20,000)	(56,884)	(56,884)	
Debt Retirement	(1,165,597)	(1,167,674)	(1,167,030)	(1,164,941)	(1,164,941)	
Interest Expense	(547,680)	(617,809)	(583,300)	(657,777)	(657,777)	
Total Non-Operating Revenues (Expenses)	\$ (6,057,308)	\$ (1,079,984)	\$ (807,369)	\$ (1,766,305)	\$ (1,766,305)	
Income Before Capital Contributions and Transfers	\$ (484,317)	\$ 5,205,489	\$ (3,153,000)	\$ (4,322,341)	\$ (4,322,341)	
Intrafund Charges	\$ 20,801,323	\$ 21,586,375	\$ 24,908,676	\$ 24,521,173	\$ 24,521,173	
Intrafund Reimb	(20,684,790)	(21,512,490)	(24,908,676)	(24,521,173)	(24,521,173)	
Change in Net Assets	\$ (600,850)	\$ 5,131,604	\$ (3,153,000)	\$ (4,322,341)	\$ (4,322,341)	
Net Assets - Beginning Balance	20,173,124	19,572,293	19,572,293	29,675,107	29,675,107	
Equity and Other Account Adjustments	19	4,971,210	-	-	-	
Net Assets - Ending Balance	19,572,293	29,675,107	16,419,293	25,352,766	25,352,766	
*Net assets only include Fund 035 Operations and excludes Capital Outlay Fund 034						
Positions	384.7	506.1	504.1	503.0	503.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

SCHEDULE (CONT.):

MEMO ONLY:										
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)										
Total Revenue	\$	3,367,000	\$	3,509,718	\$	3,439,703	\$	3,248,147	\$	3,248,147
Other Equipment		3,690,321		3,148,681		9,011,000		9,600,000		9,600,000
Other Expenses		789,348		180,383		2,000,000		3,100,000		3,100,000
Residual Eq Trn Out		-		-		-		-		-
NET COST	\$	1,112,669	\$	(180,654)	\$	7,571,297	\$	9,451,853	\$	9,451,853
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)										
Total Revenue	\$	-	\$	-	\$	-	\$	565,300	\$	565,300
Other Equipment								565,300		565,300
NET COST	\$	-	\$	-	\$	-	\$	-	\$	-

2014-15 PROGRAM INFORMATION

BU: 7000000 General Services

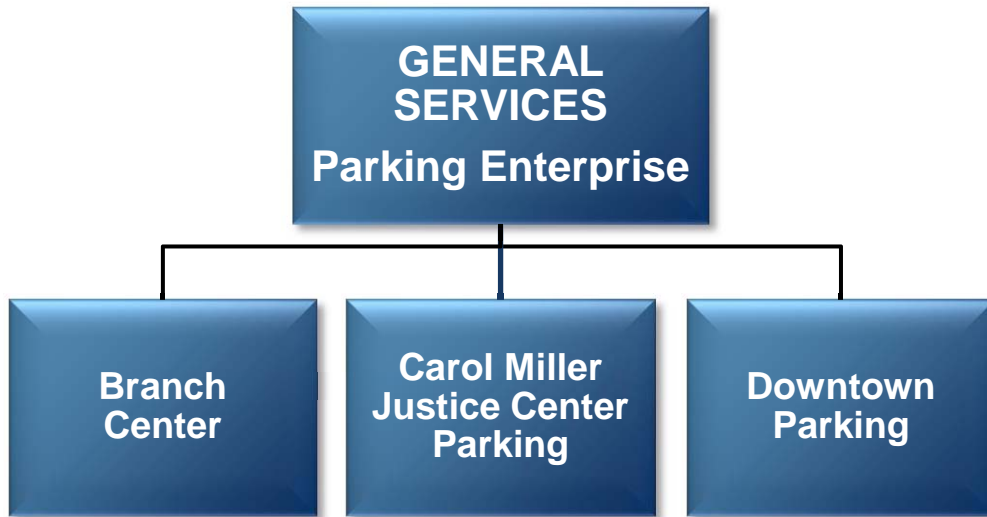
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
<i>Program No. and Title: 001 Department Administration</i>												
	4,166,123	3,305,434	0	0	0	0	0	660,689	200,000	0	22.0	1
<i>Program Type: Self-Supporting</i>												
<i>Countywide Priority: 5 -- General Government</i>												
<i>Strategic Objective: IS -- Internal Support</i>												
<i>Program Description: Plans, directs and controls activities for the department</i>												
<hr/>												
<i>Program No. and Title: 002 GS-Bradshaw District</i>												
	14,515,199	539,724	0	0	0	0	0	12,777,134	1,198,341	0	82.0	44
<i>Program Type: Self-Supporting</i>												
<i>Countywide Priority: 5 -- General Government</i>												
<i>Strategic Objective: IS -- Internal Support</i>												
<i>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.</i>												
<hr/>												
<i>Program No. and Title: 003 GS-Downtown District</i>												
	8,377,337	412,855	0	0	0	0	0	7,264,482	700,000	0	50.0	7
<i>Program Type: Self-Supporting</i>												
<i>Countywide Priority: 5 -- General Government</i>												
<i>Strategic Objective: IS -- Internal Support</i>												
<i>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.</i>												
<hr/>												
<i>Program No. and Title: 004 GS Security</i>												
	2,866,705	161,189	0	0	0	0	0	2,605,516	100,000	0	27.0	4
<i>Program Type: Self-Supporting</i>												
<i>Countywide Priority: 5 -- General Government</i>												
<i>Strategic Objective: IS -- Internal Support</i>												
<i>Program Description: Provides security services for county owned facilities and some leased facilities.</i>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>005 GS-Airport District</u>											
	6,526,467	0	0	0	0	0	0	6,451,467	75,000	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.											
<hr/>												
Program No. and Title:	<u>006 Central Purchasing</u>											
	2,589,343	509,499	0	0	0	0	0	1,979,844	100,000	0	17.0	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:	<u>007 Support Services</u>											
	8,202,445	434,358	0	0	0	0	0	7,568,087	200,000	0	19.0	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:	<u>008 Light Fleet Services</u>											
	28,534,600	8,407,787	0	0	0	0	0	19,626,813	500,000	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:	<u>009 Heavy Fleet Services</u>											
	33,753,633	8,557,701	0	0	0	0	0	24,695,932	500,000	0	80.0	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:	<u>010 Energy Management</u>											
	9,279,808	347,637	0	0	0	0	0	8,782,171	150,000	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											

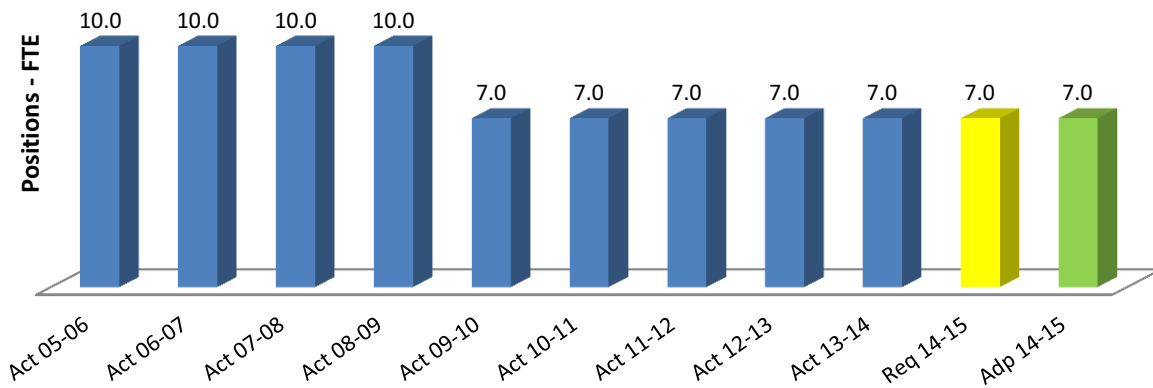
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title: 011 Facility Planning and Management</i>												
	925,958	87,108	0	0	0	0	0	838,850	0	0	5.0	1
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Facility planning for county owned and leased facilities											
<hr/>												
<i>Program No. and Title: 012 Computer Aided Facility Management</i>												
	306,819	306,819	0	0	0	0	0	0	0	0	1.0	0
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.											
<hr/>												
<i>Program No. and Title: 013 Real Estate Operations</i>												
	2,988,739	463,174	0	0	0	0	0	2,533,565	-8,000	0	18.0	2
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support											
<hr/>												
<i>Program No. and Title: 014 Real Estate Operations</i>												
	42,214,531	220,471	0	0	0	0	0	41,994,060	0	0	0.0	0
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Reflects lease costs for county depts in leased facilities											
<hr/>												
<i>Program No. and Title: 015 Real Estate Operations</i>												
	1,415,126	0	0	0	0	0	0	1,170,126	245,000	0	4.0	1
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Lease Negotiation and Administration for County Leased Facilities											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 016 GS-Alarm Services												
	1,314,476	40,038	0	0	0	0	0	1,274,438	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: 017 GS-Architectural Services												
	2,530,020	25,000	0	0	0	0	0	2,435,020	70,000	0	12.0	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: 018 GS-Construction Management and Inspection - Administration												
	690,211	627,379	0	0	0	0	0	62,832	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: 019 GS-Construction Management and Inspection Division-Construction Management & Inspection												
	15,013,842	75,000	0	0	0	0	0	14,738,842	200,000	0	82.0	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: 020 GS-Construction Management and Inspection Division-Materials Testing Laboratory												
	2,117,891	0	0	0	0	0	0	2,025,891	92,000	0	12.0	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	188,329,273	24,521,173	0	0	0	0	0	159,485,759	4,322,341	0	503.0	216

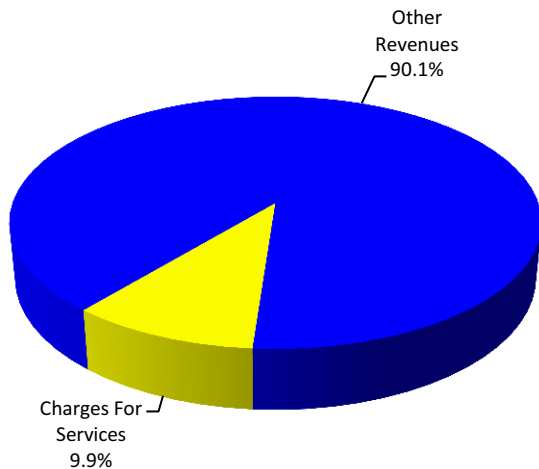
DEPARTMENTAL STRUCTURE



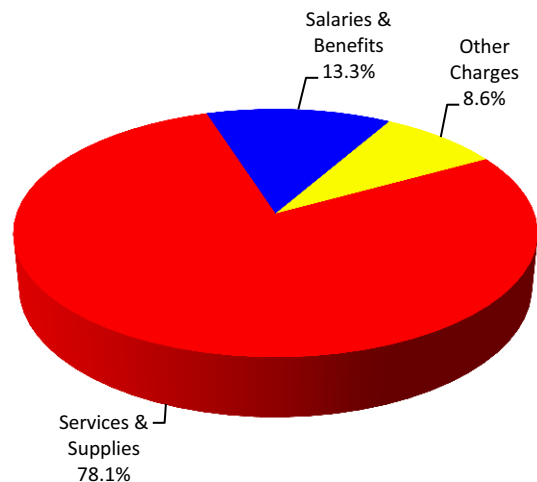
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,584,654	2,076,007	2,677,135	4,105,149	4,105,149
Total Financing	2,961,774	2,956,760	2,677,135	2,760,743	2,760,743
Net Cost	(377,120)	(880,753)	-	1,344,406	1,344,406
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 2013-14:

- Worked with City of Sacramento to avoid employee parking cost increases associated with increased parking fees in City lot 297.
- Started first phase of stairwell repairs in the public garage.
- Continued agreement with outside vendor to provide parking services at the former Bank of America parking lot.

SIGNIFICANT CHANGES FOR 2014-15:

- Continue repair projects for the public garage and the St. Joseph jury parking lot, including:
 - Making permanent repairs to the public garage ramps.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.):

- Continue repair projects for the public garage and the St. Joseph jury parking lot, including (cont.):
 - Adding LED fixtures in the public garage to improve visibility and safety near the bicycle lockers and on the upper level.
 - Replacing old lighting fixtures in the jury parking lot with new, energy-efficient LED fixtures, lowering costs and improving safety.
- Continue to explore opportunities to automate services in the public garage.
- Continue agreement with outside vendor to provide parking services at the former Bank of America parking lot.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2014-15				Schedule 11
		Fund Title 056A - PARKING ENTERPRISE				
		Service Activity Parking Operations				
		Budget Unit 7990000				
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,388,518	\$ 2,438,673	\$ 2,356,138	\$ 2,356,138	\$ 2,356,138	
Use Of Money/Prop	301,587	306,038	173,944	173,944	173,944	
Total Operating Revenues	\$ 2,690,105	\$ 2,744,711	\$ 2,530,082	\$ 2,530,082	\$ 2,530,082	
Operating Expenses						
Salaries/Benefits	\$ 508,437	\$ 493,566	\$ 534,957	\$ 545,632	\$ 545,632	
Services & Supplies	869,612	864,618	1,363,240	3,204,947	3,204,947	
Other Charges	73,996	53,464	64,721	53,570	53,570	
Depreciation	300,946	300,946	310,000	301,000	301,000	
Total Operating Expenses	\$ 1,752,991	\$ 1,712,594	\$ 2,272,918	\$ 4,105,149	\$ 4,105,149	
Operating Income (Loss)	\$ 937,114	\$ 1,032,117	\$ 257,164	\$ (1,575,067)	\$ (1,575,067)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 46,899	\$ 1,369	\$ 1,369	\$ -	\$ -	
Other Revenues	210,803	207,489	140,984	228,661	228,661	
Interest Income	13,967	3,191	4,700	2,000	2,000	
Improvements	-	-	(40,803)	-	-	
Debt Retirement	(817,499)	(356,092)	(356,092)	-	-	
Interest Expense	(14,164)	(7,321)	(7,322)	-	-	
Total Non-Operating Revenues (Expenses)	\$ (559,994)	\$ (151,364)	\$ (257,164)	\$ 230,661	\$ 230,661	
Income Before Capital Contributions and Transfers	\$ 377,120	\$ 880,753	\$ -	\$ (1,344,406)	\$ (1,344,406)	
Change In Net Assets	\$ 377,120	\$ 880,753	\$ -	\$ (1,344,406)	\$ (1,344,406)	
Net Assets - Beginning Balance	3,838,924	4,950,612	4,950,612	6,594,469	6,594,469	
Equity and Other Account Adjustments	734,568	763,104	-	-	-	
Net Assets - Ending Balance	\$ 4,950,612	\$ 6,594,469	\$ 4,950,612	\$ 5,250,063	\$ 5,250,063	
Positions	7.0	7.0	7.0	7.0	7.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2014-15 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

4,105,149	0	0	0	0	0	0	2,760,743	1,344,406	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	4,105,149	0	0	0	0	0	2,760,743	1,344,406	0	7.0	0
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Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	15,729,929	18,211,455	18,203,683	17,916,799	17,916,799
Total Financing	17,644,649	18,511,336	18,203,683	17,916,799	17,916,799
Net Cost	(1,914,720)	(299,881)	-	-	-

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 2013-14:

- Monitored the insurance marketplace for new products and programs that can better protect the County, related Districts, and Agencies and their customers.

SIGNIFICANT DEVELOPMENTS DURING 2013-14 (CONT.):

- Maintained aggressive subrogation and insurance recovery efforts.
- Continued as-needed updates to the County Transportation policy.
- Completed collaboration with the vendor of the Liability Database in order to provide end-user beta testing on their new version of the database.
- Continued as-needed updates to the claims procedures manual.
- Continued with Airports and the Owner Controlled Insurance Program (OCIP) broker to monitor remaining claims with the OCIP for the Airports Terminal Modernization Project.
- Participated in development of a Request for Proposal (RFP) for OCIP for the Sacramento Regional County Sanitation District (SRCSD) Echo Water Treatment Project and coordinated with SRCSD staff to select an OCIP Administrator.
- Continued providing quarterly claims history to all departments and the Sanitation Districts Agency (SDA).
- 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 2014-15:

- 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 aggressive subrogation and insurance recovery efforts.
- Continue as-needed updates to the County Transportation policy.
- Start implementation phase of new claims database upgrade.
- Continue as-needed updates to the claims procedures manual.
- Continue as-needed updates of Risk Management policies and procedures.
- 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 Airports to manage final closeout of claims on the OCIP for the Airports Terminal Modernization Project.
- Continue with advising SRCSD on the OCIP for SRCSD Echo Water Treatment Project.
- 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 2014-15			Schedule 10	
		Fund Title Service Activity Budget Unit		037A - LIABILITY PROPERTY Liability/Property Insurance 3910000		
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 16,306,829	\$ 16,736,948	\$ 16,706,817	\$ 16,270,299	\$ 16,270,299	
Total Operating Revenues	\$ 16,306,829	\$ 16,736,948	\$ 16,706,817	\$ 16,270,299	\$ 16,270,299	
Operating Expenses						
Services & Supplies	\$ 15,660,588	\$ 18,188,033	\$ 18,175,955	\$ 17,889,847	\$ 17,889,847	
Other Charges	69,341	23,422	27,728	26,952	26,952	
Total Operating Expenses	\$ 15,729,929	\$ 18,211,455	\$ 18,203,683	\$ 17,916,799	\$ 17,916,799	
Operating Income (Loss)	\$ 576,900	\$ (1,474,507)	\$ (1,496,866)	\$ (1,646,500)	\$ (1,646,500)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,337,820	\$ 1,774,388	\$ 1,496,866	\$ 1,646,500	\$ 1,646,500	
Total Non-Operating Revenues (Expenses)	\$ 1,337,820	\$ 1,774,388	\$ 1,496,866	\$ 1,646,500	\$ 1,646,500	
Income Before Capital Contributions and Transfers	\$ 1,914,720	\$ 299,881	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 1,914,720	\$ 299,881	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(13,962,490)	(14,984,572)	(14,984,572)	(14,684,689)	(14,684,689)	
Equity and Other Account Adjustments	(2,936,802)	2	-	-	-	
Net Assets - Ending Balance	\$ (14,984,572)	\$ (14,684,689)	\$ (14,984,572)	\$ (14,684,689)	\$ (14,684,689)	
Revenues Tie To					SCH 1, COL 4	
					SCH 1, COL 6	

2014-15 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**

17,916,799	0	0	0	0	0	0	17,916,799	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

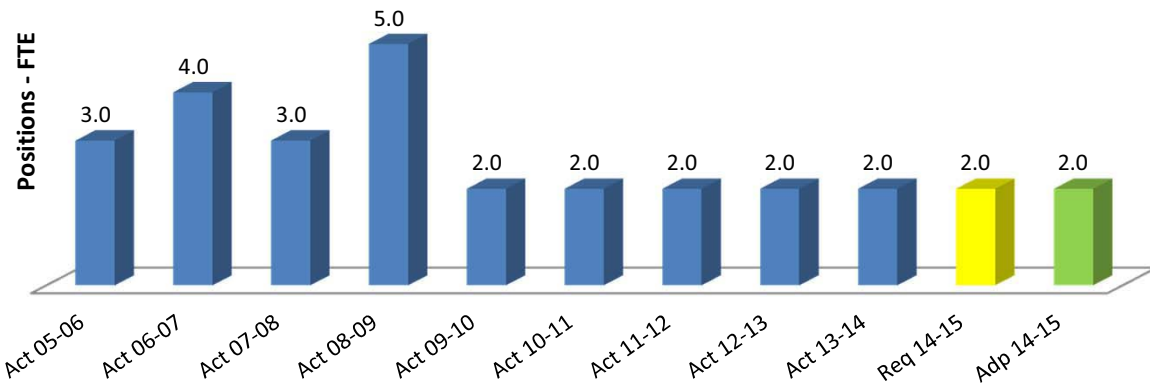
Program Description: Sacramento County is self-insured for all Liability Insurance claims.

FUNDED	17,916,799	0	0	0	0	0	17,916,799	0	0	0.0	0
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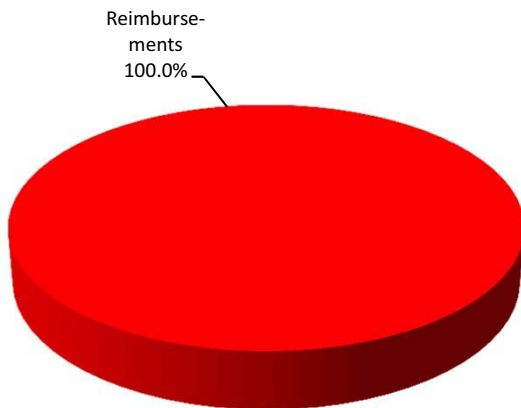
DEPARTMENTAL STRUCTURE



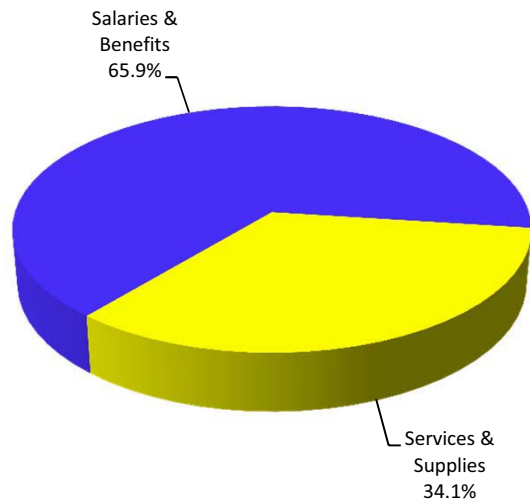
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,013	100	99	-	-
Total Financing	3,261	99	99	-	-
Net Cost	(2,248)	1	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

PROGRAM DESCRIPTION:

The Office of Compliance performs core activities related to the Federal mandates of the Health Insurance Portability and Accountability Act (HIPAA) found in the Code of Federal Regulations (CFR) 45. The Office both fulfills and monitors specific requirements under the key provisions of the County’s covered components to safeguard privacy and security of patient protected health information under HIPAA, prevent identity theft under the Fair And Accurate Credit Transactions Act (FACTA) Red Flags Act; and other applicable laws. Federal legislation mandates the designation of a HIPAA Compliance Officer, a role that is assigned to the County Clerk-Recorder.

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 2013-14:

- Provided HIPAA Privacy and Security training or retraining to 410 workforce members.
- Assisted HIPAA covered departments with security incidents involving protected health information and conducted 77 incident investigations.
- Conducted HIPAA site audits of 21 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.

SIGNIFICANT DEVELOPMENTS DURING 2013-14 (CONT.):

- Conducted HIPAA assessments of seven major County electronic applications used by covered programs containing protected health information.
- Responded to seven HIPAA privacy complaints.
- Responded to four Requests to Amend Health Records.
- Provided an annual report to the Board of Supervisors on the County's Identity Theft Prevention Program [also known as the Fair and Accurate Credit Transaction (FACTA) Red Flags Rule Program].
- Revised HIPAA training to reflect HIPAA Omnibus Rule modifications.

SIGNIFICANT CHANGES FOR 2014-15:

The Affordable Care Act's impacts on the County's primary health care delivery of services and the relocation of the Adult Psychiatric Support Services from South Sacramento to Stockton Boulevard will necessitate HIPAA compliance reviews of building modifications.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 2,248	\$ -	\$ -	\$ -	-
Residual Equity Transfer In	1,013	99	99	-	-
Total Revenue	\$ 3,261	\$ 99	\$ 99	\$ -	-
Salaries & Benefits	\$ 207,645	\$ 214,902	\$ 216,759	\$ 229,228	\$ 229,228
Services & Supplies	25,247	29,382	111,039	88,413	88,413
Interfund Charges	7,826	7,908	7,908	7,444	7,444
Intrafund Charges	26,733	22,984	23,980	22,650	22,650
Intrafund Reimb	(266,438)	(275,076)	(359,587)	(347,735)	(347,735)
Total Expenditures/Appropriations	\$ 1,013	\$ 100	\$ 99	\$ -	-
Net Cost	\$ (2,248)	\$ 1	\$ -	\$ -	-
Positions	2.0	2.0	2.0	2.0	2.0

2014-15 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

	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 Compliance**

	347,735	347,735	0	0	0	0	0	0	0	0	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 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

	347,735	347,735	0	0	0	0	0	0	0	0	2.0	0
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Summary					
Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,526	1,708	95,441	100,300	100,300
Total Financing	21,426	-	-	-	-
Net Cost	3,100	1,708	95,441	100,300	100,300

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 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 2013-14:

A Request for Proposal was being issued to solicit candidates to fill the position of OIG, but no suitable candidates applied.

SIGNIFICANT CHANGES FOR 2014-15:

A Request for Proposal will be reissued 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 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 21,426	\$ -	\$ -	\$ -	-
Total Revenue	\$ 21,426	\$ -	\$ -	\$ -	-
Salaries & Benefits	\$ 383	\$ -	\$ 7,337	\$ -	-
Services & Supplies	24,143	1,708	88,104	100,300	100,300
Total Expenditures/Appropriations	\$ 24,526	\$ 1,708	\$ 95,441	\$ 100,300	\$ 100,300
Net Cost	\$ 3,100	\$ 1,708	\$ 95,441	\$ 100,300	\$ 100,300

2014-15 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

FUNDED

Program No. and Title: 001 Office of Inspector General

100,300 0 0 0 0 0 0 0 0 100,300 0.0 0

Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: IS -- Internal Support

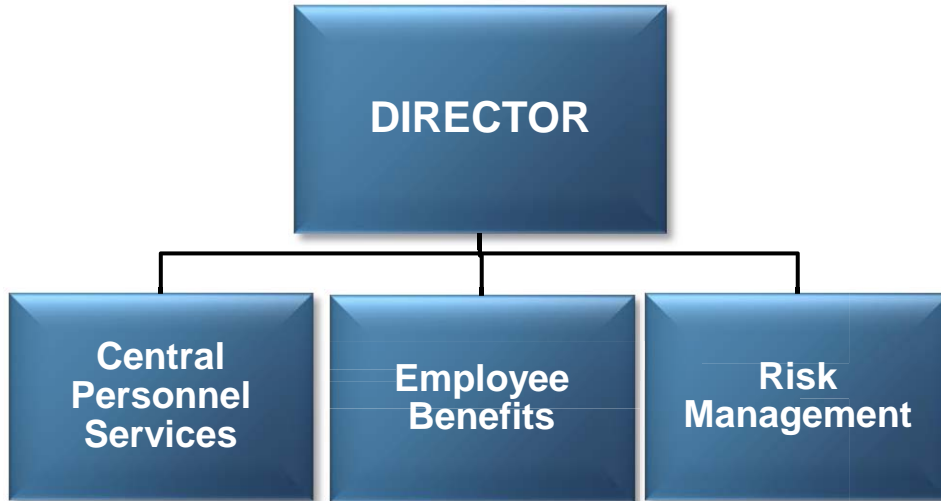
Program Description: The Office of Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations processes.

FUNDED

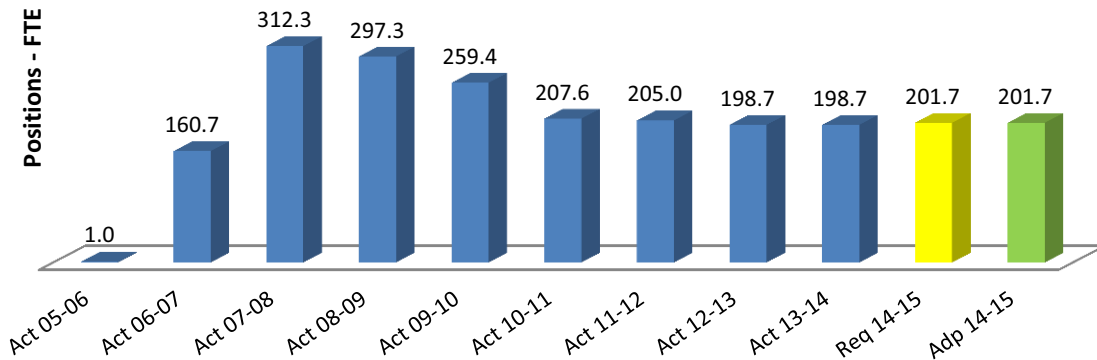
100,300 0 0 0 0 0 0 0 0 100,300 0.0 0

DEPARTMENTAL STRUCTURE

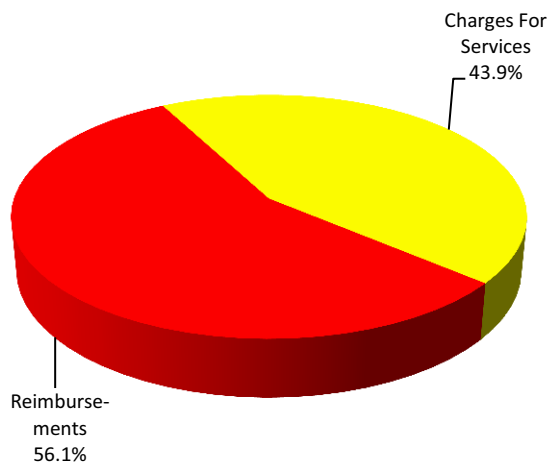
DAVID DEVINE, Director



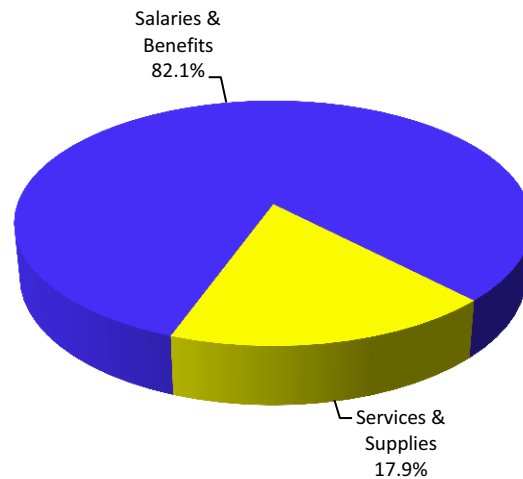
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,892,404	13,868,812	15,018,402	12,418,842	12,418,842
Total Financing	14,693,923	13,897,329	15,018,402	12,418,842	12,418,842
Net Cost	(2,801,519)	(28,517)	-	-	-
Positions	198.7	198.7	198.7	201.7	201.7

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.

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 2013-14:

- Participated in eight community and college job fairs and made five presentations on "How to Get a Job with the County of Sacramento" to local colleges and community organizations.
- Created pages on the Department of Personnel Services website to provide customers information on student internship, volunteer, and temporary employment opportunities with the County of Sacramento.
- Received and processed 53,583 employment applications.
- Opened and processed 1,070 requisitions to fill positions.
- Established 472 eligible lists for departments to hire from.
- Revised employment application in order to be compliant with AB218, by removing the criminal history question from the application, and created a new criminal history form for prospective employees to complete prior to interview.
- Processed 137 Salary Resolution Amendments (included 210 position reviews).
- Completed five class studies that encompassed 19 class specifications.
- Completed 19 salary surveys for labor negotiations.
- Implemented online survey (utilizing Survey Monkey) to survey written exam candidates regarding the testing process to identify and implement service improvements and gain efficiencies.
- Implemented subject matter expert surveys for completion after exam development process to obtain customer service feedback.
- Completed revisions to Employment Services' Written Exam Administration policy.

SIGNIFICANT DEVELOPMENTS DURING 2013-14 (CONT.):

- Completed reviewing revisions to Sacramento County Employee Selection Handbook for department hiring managers.
- Coordinated rollout and provided training to ten County departments for County-wide SAP Performance Evaluation system (SCOPE).
- Provided end-user support for the SAP Performance Evaluation system (SCOPE).
- Continued to explore options for developing eLearning classes in concert with the Department of Technology.
- Tested and launched the fifth edition of the online Preventing Workplace Harassment training program to all County employees.
- Completed revision of and began delivery of revised classroom training regarding Preventing Workplace Harassment for all County employees.
- Restructured Supervisor and Lead Worker Training Academies and changed the certificate requirements.
- Offered Organization Development services for various departments, including organizational culture change and executive coaching.
- Provided one-on-one coaching services to clients serving in management and supervisory roles from various departments.
- Offered Managed Health Network (MHN) work-life balance course topics that haven't previously been offered.
- Revised and update classroom training regarding Preventing Workplace Harassment and provided training to County employees who chose this to complete classroom training.
- Maintained workforce statistics by race and sex for all County departments in order to evaluate and monitor Equal Employment Opportunity (EEO) progress.
- Completed bi-annual EEO Plan to meet requirements for grant funding received by various departments.
- Actively sought out vacancies for and reassigned employees who are unable to perform their positions due to medical restrictions into new positions for which they are qualified (Accommodation Transfer List - ATL).
- Implemented a career development plan for Department Services Division (DSD) senior management staff that includes a position rotation assignment to ultimately provide all Division employees with a greater job knowledge of County services and exposure to differing operational environments.
- Placed the remainder of eligible employees on the automated timesheet processing feature of Employee Self Service (ESS).
- Placed the remainder of eligible employees on the MySacCounty product to utilize the features of employee and manager self-service.
- Administered and implemented Fiscal Year 2013-14 negotiated contract changes for 27 separate representation units, unrepresented units, and former employees. The changes include basic pay, cost of living adjustment, equity adjustments, special pay types, and new or changes to wage differentials.

SIGNIFICANT DEVELOPMENTS DURING 2013-14 (CONT.):

- Conducted acceptance testing and developed related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Implemented and administered the new SAP Performance Management system county-wide and monitored the utilization for project success.
- Assumed fingerprint responsibilities from Sheriff Department for all non-peace officer positions throughout the County.
- Implemented a third party employment and salary verification service for all County employees that improves current processes and dramatically improves efficiency in service delivery.

SIGNIFICANT CHANGES FOR 2014-15:

- Implement accepting on-line applications only.
- Implement sending e-mail exam notices only (resulting in decrease in mailing, ink, and paper costs).
- Explore ways to use technology to enhance work processes and service to customers.
- Identify high-priority areas to focus on in an effort to bring additional efficiencies to Employment Services Division work processes and service delivery.
- Develop department after-hire survey to determine if eligible lists meet departmental needs.
- Develop and post Career Ladders to intranet site to provide potential career progression within the County.
- Finalize and implement classification maintenance plan to establish a five-year schedule for reviewing and maintaining current class specifications.
- Serve in an enhanced consultative role to work with department heads and managers in order to assess their needs and provide the appropriate organization development/training intervention, including organizational culture change, team building, organizational effectiveness/efficiency, and executive coaching.
- Offer group coaching services to managers to enhance performance and, thereby enhance morale, employee engagement, customer service, efficiency and quality.
- Review the education reimbursement policy and develop guidelines to ensure consistency in interpretation.
- Coordinate the rollout and provide training regarding the County-wide SAP Performance Evaluation system (SCOPE) to the remaining County departments which are utilizing the tool.
- Provide end-user support for the SAP Performance Evaluation system (SCOPE) County-wide, including suggesting and implementing enhancements to increase usability.
- Revise the New Employee Orientation program.
- Review, update and revise supervisor, lead worker and employee development training curriculum to include new topics of interest.
- Complete federally required EEO-4 report
- Develop guidelines for requests for religious accommodations.
- Update Harassment Prevention training to include discussion of Abusive Behavior, as required by California AB 2053.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.):

- Update and streamline internal system for tracking Reasonable Accommodation requests and individuals involved in the American with Disabilities Act (ADA)/Fair Employment and Housing Act (FEHA) process.
- Develop a career development plan for Department Services Division (DSD) mid-level management staff that includes a position rotation assignment to provide all Division employees with a greater job knowledge of County services and exposure to differing operational environments.
- Update the remainder of the 77 Personnel Policies and Procedures. Complete meet and confer in first half of the fiscal year.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS Human Resources (HR) Service Package – Legal Change Package updates.
- Analyze the remainder of special district payroll customers to determine feasibility of transitioning to COMPASS for payroll processing.
- Automate the employee experience for new employee processing. HR enrollment forms to be completed on-line thereby eliminating the paper forms.
- Continue moving the Countywide Injury and Illness Prevention Program to the next level of compliance by measuring employee training, facilities self-inspections, and injury/illness prevention activities of Departments as a system.

STAFFING LEVEL CHANGES FOR 2014-15:

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

Added Positions

Personnel Analyst 2.0

Deleted Positions

Senior Personnel Analyst 2.0

- The following 3.0 FTE positions were added: 1.0 FTE Accounting Technician (Confidential), 1.0 FTE Liability Property Insurance Analyst, Level 2, and 1.0 FTE Personnel Technician.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2014-15	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	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 1,144,715	\$ 2,793,836	\$ 2,793,836	\$ -	-
Intergovernmental Revenues	82,842	107,603	-	-	-
Charges for Services	10,578,297	10,939,831	12,217,037	12,418,842	12,418,842
Miscellaneous Revenues	2,851,664	48,529	-	-	-
Residual Equity Transfer In	36,405	7,530	7,529	-	-
Total Revenue	\$ 14,693,923	\$ 13,897,329	\$ 15,018,402	\$ 12,418,842	\$ 12,418,842
Salaries & Benefits	\$ 20,232,126	\$ 23,695,311	\$ 24,746,608	\$ 23,222,772	\$ 23,222,772
Services & Supplies	3,599,643	3,434,764	3,987,626	3,123,331	3,123,331
Intrafund Charges	1,795,448	1,323,148	1,941,996	1,925,618	1,925,618
Intrafund Reimb	(13,734,813)	(14,584,411)	(15,657,828)	(15,852,879)	(15,852,879)
Total Expenditures/Appropriations	\$ 11,892,404	\$ 13,868,812	\$ 15,018,402	\$ 12,418,842	\$ 12,418,842
Net Cost	\$ (2,801,519)	\$ (28,517)	\$ -	\$ -	-
Positions	198.7	198.7	198.7	201.7	201.7

2014-15 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: 001A DPS Administration

991,728	747,482	0	0	0	0	0	244,246	0	0	4.0	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

3,131,075	2,324,222	0	0	0	0	0	806,853	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

805,256	596,903	0	0	0	0	0	208,353	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: 004A Labor Relations

1,071,027	793,908	0	0	0	0	0	277,119	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												
	13,235,730	8,929,492	0	0	0	0	0	4,306,238	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												
	2,288,717	1,146,932	0	0	0	0	0	1,141,785	0	0	12.0	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												
	769,495	0	0	0	0	0	0	769,495	0	0	6.1	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												
	483,484	0	0	0	0	0	0	483,484	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
Program No. and Title: <u>009</u> <u>Equal Employment Opportunity</u>												
	340,833	0	0	0	0	0	0	340,833	0	0	2.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	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.											
Program No. and Title: <u>010</u> <u>Safety Office</u>												
	1,760,109	1,313,940	0	0	0	0	0	446,169	0	0	10.9	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											
Program No. and Title: <u>011</u> <u>Workers' Compensation Personnel</u>												
	3,394,267	0	0	0	0	0	0	3,394,267	0	0	29.0	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 Workers' Compensation Insurance program.											
FUNDED	28,271,721	15,852,879	0	0	0	0	0	12,418,842	0	0	201.7	0

Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,592,997	1,188,007	2,464,115	1,838,097	1,838,097
Total Financing	1,618,013	1,848,086	2,464,115	1,838,097	1,838,097
Net Cost	(25,016)	(660,079)	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Unemployment Insurance (UI) claims. The UI program is administered by the Department of Personnel Services. The costs of UI 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 UI program is to provide centralized, uniform administration of Unemployment Insurance claims.

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2013-14:

- Update of the County policy and procedure related to the UI Program is still in progress awaiting approval.
- Percentage of claims disputed by the County receiving a favorable determination by the state Employment Development Department (EDD) from the Fiscal Year 2013-14 was 93 percent. Below the target of 95 percent.
- UI cost forecasting model, based on actual data received by EDD for Fiscal Year 2013-14 came in at 35 percent of estimate cost. Actual (\$1,018,345) vs. estimate (\$1,557,500).
- Conducted four 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.
- Did not start on the Report Development as originally projected. With the automated report the Department of Personnel Services will be able to extract payroll information on a weekly basis enabling the County to more quickly respond to EDD informational requests (audits).
- Change in EDD's request for additional information on all claims filed. This resulted in additional time spent in gathering and providing detailed information (i.e. documents) regarding the final incident (including release of temps and probationary employees for job performance).

SIGNIFICANT CHANGES FOR 2014-15:

- Continue to update the County policy and procedure related to the UI Program and obtain approval.
- Improve the percentage of claims disputed by the County receiving a favorable determination by the state Employment Development Department (EDD) from the Fiscal Year 2013-14 level of 93 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 four 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.
- 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 2014-15				Schedule 10
		Fund Title 040A - UNEMPLOYMENT INSURANCE Service Activity Unemployment Insurance Budget Unit 3930000				
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 1,618,013	\$ 1,848,086	\$ 2,464,115	\$ 1,838,097	\$ 1,838,097	
Total Operating Revenues	\$ 1,618,013	\$ 1,848,086	\$ 2,464,115	\$ 1,838,097	\$ 1,838,097	
Operating Expenses						
Services & Supplies	\$ 1,578,879	\$ 1,179,608	\$ 2,454,756	\$ 1,828,942	\$ 1,828,942	
Other Charges	14,118	8,399	9,359	9,155	9,155	
Total Operating Expenses	\$ 1,592,997	\$ 1,188,007	\$ 2,464,115	\$ 1,838,097	\$ 1,838,097	
Operating Income (Loss)	\$ 25,016	\$ 660,079	\$ -	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 25,016	\$ 660,079	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 25,016	\$ 660,079	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	731,913	756,929	756,929	1,417,010	1,417,010	
Equity and Other Account Adjustments	-	2	-	-	-	
Net Assets - Ending Balance	\$ 756,929	\$ 1,417,010	\$ 756,929	\$ 1,417,010	\$ 1,417,010	
Revenues Tie To					SCH 1, COL 4	
					SCH 1, COL 6	

2014-15 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**

1,838,097	0	0	0	0	0	0	1,838,097	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

1,838,097	0	0	0	0	0	0	1,838,097	0	0	0.0	0
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Summary

Classification	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommend	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	23,256,113	22,343,193	26,929,089	26,977,885	26,977,885
Total Financing	31,949,207	28,042,060	26,929,089	26,977,885	26,977,885
Net Cost	(8,693,094)	(5,698,867)	-	-	-

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 2013-14:

- 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 2014-15:

- Implement statutory and regulatory changes mandated by state and other applicable legislation.

SIGNIFICANT CHANGES FOR 2014-15 (CONT.)

- Complete a Request for Proposal (RFP) process and contract for cost containment services.
- Complete RFP process and contract for workers' compensation occupational medical services and pre-employment medical services.
- Monitor 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 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 2014-15			Schedule 10	
		Fund Title 039A - WORKERS COMPENSATION Service Activity Workers' Compensation Insurance Budget Unit 3900000				
Operating Detail	2012-13 Actual	2013-14 Actual	2013-14 Adopted	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 28,022,359	\$ 26,536,700	\$ 26,904,053	\$ 26,952,885	\$ 26,952,885	
Intergovernmental Revenues	-	2,137	-	-	-	
Total Operating Revenues	\$ 28,022,359	\$ 26,538,837	\$ 26,904,053	\$ 26,952,885	\$ 26,952,885	
Operating Expenses						
Services & Supplies	\$ 22,962,214	\$ 22,181,531	\$ 26,744,227	\$ 26,754,629	\$ 26,754,629	
Other Charges	291,773	159,536	184,862	223,256	223,256	
Depreciation	2,126	2,126	-	-	-	
Total Operating Expenses	\$ 23,256,113	\$ 22,343,193	\$ 26,929,089	\$ 26,977,885	\$ 26,977,885	
Operating Income (Loss)	\$ 4,766,246	\$ 4,195,644	\$ (25,036)	\$ (25,000)	\$ (25,000)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ 2,772	\$ 36	\$ 36	\$ -	\$ -	
Other Revenues	3,924,076	1,503,187	25,000	25,000	25,000	
Total Non-Operating Revenues (Expenses)	\$ 3,926,848	\$ 1,503,223	\$ 25,036	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ 8,693,094	\$ 5,698,867	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 8,693,094	\$ 5,698,867	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(95,129,365)	(88,331,446)	(88,331,446)	(82,632,579)	(82,632,579)	
Equity and Other Account Adjustments	(1,895,175)	-	-	-	-	
Net Assets - Ending Balance	\$ (88,331,446)	\$ (82,632,579)	\$ (88,331,446)	\$ (82,632,579)	\$ (82,632,579)	
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Revenues Tie To					SCH 1, COL 4	
					SCH 1, COL 6	

2014-15 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**

26,977,885	0	0	0	0	0	0	26,977,885	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	26,977,885	0	0	0	0	0	26,977,885	0	0	0.0	0
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