

INTERNAL SERVICES

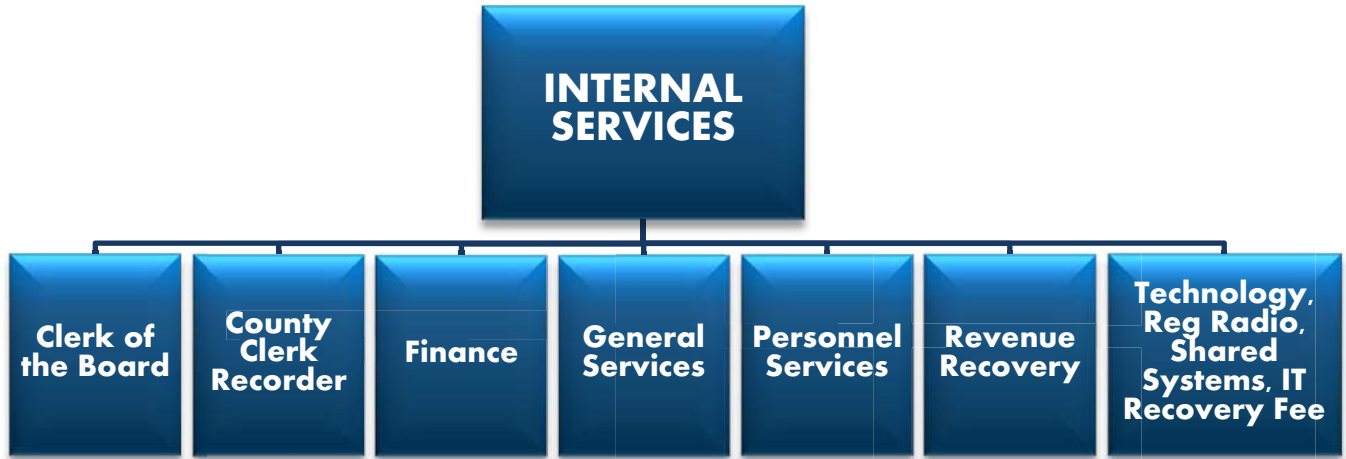
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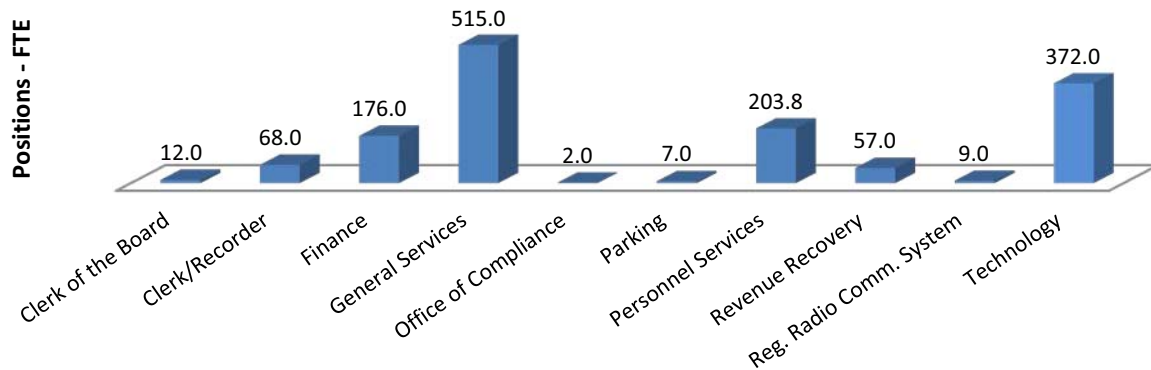
INTRODUCTION

INTERNAL SERVICES STRUCTURE

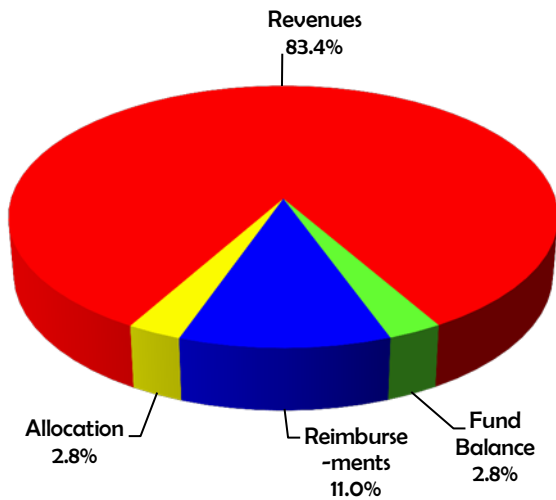
DAVID VILLANUEVA, Chief Deputy County Executive



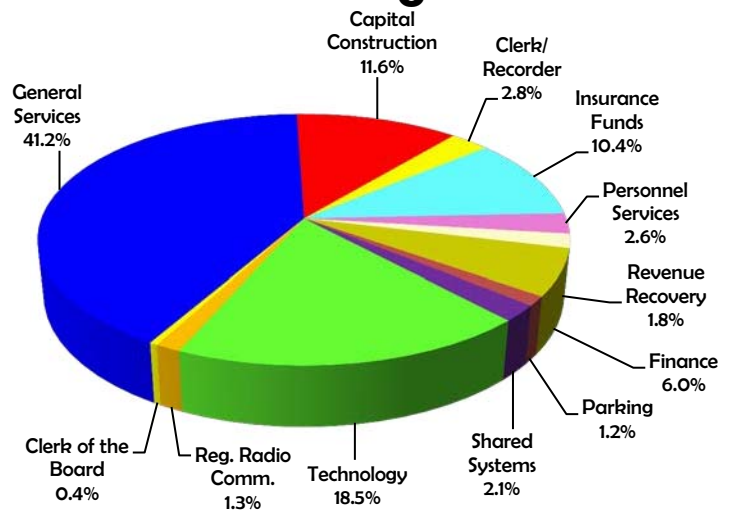
Staffing Trend



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.

Technology Cost Recovery Fee — Fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA.

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

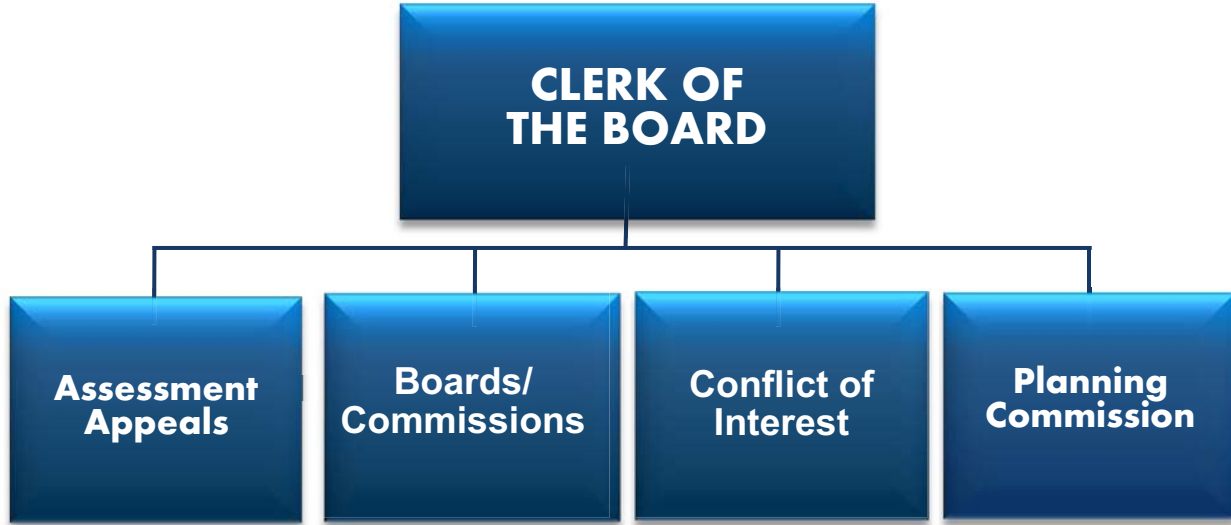
Personnel Services — Is comprised of the following programs: Deferred Compensation; Dental Insurance; Disability Compliance; Employee Benefits; Employee Health; Equal Employment; Liability/Property Insurance; Personnel Records; Department Services; Personnel/Payroll Training and Support; Safety Services;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

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

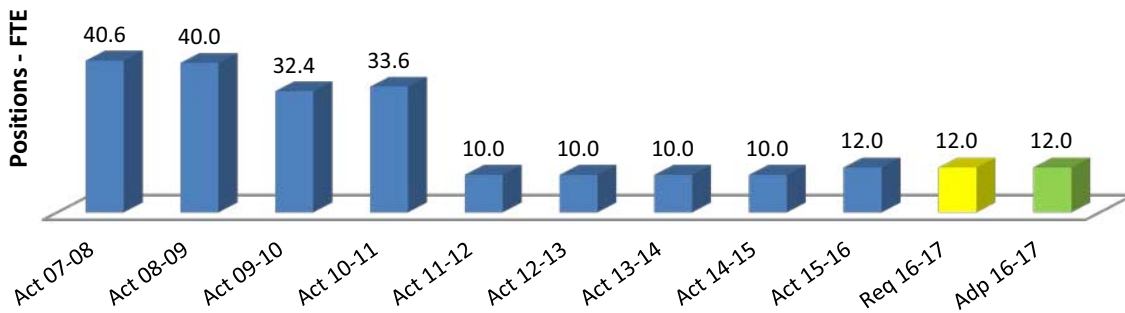
Internal Services Fund Centers/Departments						
Fund	Fund Center	Department	Requirements	Financing	Net Cost	Positions
001A	4010000	Clerk of the Board	\$1,943,426	\$394,633	\$1,548,793	12.0
001A	3240000	County Clerk/Recorder	12,974,133	12,974,133	0	68.0
001A	5710000	Data Processing-Shared Systems	9,716,945	94,668	9,622,277	0.0
001A	3230000	Department of Finance	27,877,013	24,694,867	3,182,146	176.0
001A	6110000	Department of Revenue Recovery	8,401,645	8,401,645	0	57.0
001A	5740000	Office of Compliance	0	0	0	2.0
001A	5780000	Office of Inspector General	130,000	0	130,000	0.0
001A	6050000	Personnel Services	12,266,515	12,266,515	0	203.8
GENERAL FUND TOTAL			\$73,309,677	\$58,826,461	\$14,483,216	518.8
General Services						
034A	2070000	Capital Outlay	9,403,400	5,785,046	3,618,354	0.0
035A	7007900	Architectural Services	2,943,335	2,868,335	75,000	13.0
035B	7007200	Construction Management & Inspection	18,188,167	18,188,167	0	97.0
035C	7110000	Office of the Director	1,929,502	1,729,502	200,000	28.0
035F	7007410	Alarm Services	1,581,386	1,581,386	0	6.0
035F	7007440	Building Maintenance & Operations-Airport	7,248,980	7,248,980	0	39.0
035F	7007420	Bradshaw Building Maintenance & Operations-	14,727,701	14,477,701	250,000	86.0
035F	7007430	Downtown	8,706,999	8,406,999	300,000	59.0
035F	7007046	Energy Management	9,969,335	9,319,335	650,000	1.0
035F	7450000	Security Services	2,711,790	2,671,790	40,000	25.0
035H	7007063	Contract and Purchasing Services	2,487,797	2,312,797	175,000	18.0
035J	7700000	Support Services	8,162,083	7,612,083	550,000	19.0
035K	7007030	Real Estate	45,744,030	45,159,293	584,737	24.0
035L	7007500	Light Fleet	22,505,925	22,379,642	126,283	25.0
035M	7007600	Heavy Equipment	24,570,261	24,496,153	74,108	75.0
036A	7080000	Capital Outlay	10,782,071	6,075,300	4,706,771	0.0
TOTAL			\$191,662,762	\$180,312,509	\$11,350,253	515.0
007A	3100000	Capital Construction	\$54,183,982	\$54,183,982	\$0	0.0
021D	2180000	Technology Cost Recovery Fee	\$1,672,939	\$1,672,939	0	0.0
031A	7600000	Department of Technology	86,382,660	86,382,660	0	372.0
037A	3910000	Liability/Property Insurance	19,761,100	20,761,100	-1,000,000	0.0
039A	3900000	Workers' Compensation Insurance	27,179,106	29,179,106	-2,000,000	0.0
040A	3930000	Unemployment Insurance	1,536,439	1,536,439	0	0.0
056A	7990000	Parking Enterprise	5,641,131	2,998,012	2,643,119	7.0
059A	7020000	Regional Radio Communications System	6,207,735	5,399,780	807,955	9.0
TOTAL			\$202,565,092	\$202,114,018	\$451,074	388.0
GRAND TOTAL			\$467,537,531	\$441,252,988	\$26,284,543	1,421.8

Departmental Structure

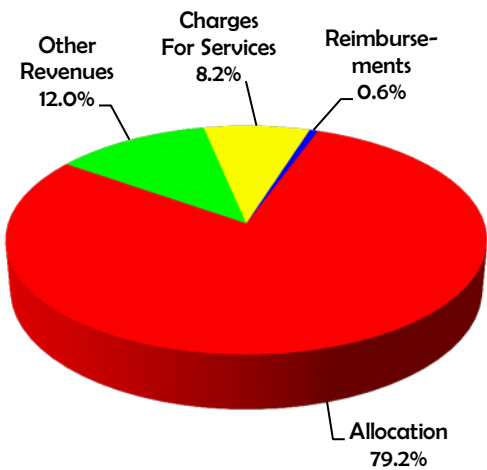
FLORENCE EVANS, Clerk of the Board



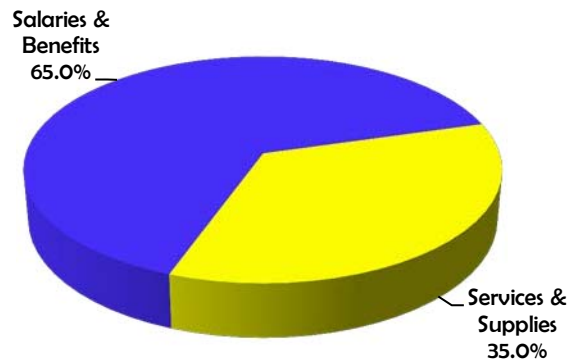
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,324,014	1,424,226	1,624,411	1,943,426	1,943,426
Total Financing	289,639	271,483	289,359	394,633	394,633
Net Cost	1,034,375	1,152,743	1,335,052	1,548,793	1,548,793
Positions	10.0	12.0	12.0	12.0	12.0

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. Serves as the Statement of Economic Interest (Form 700) Filing Officer for all personnel and individuals employed by or serving on behalf of the County of Sacramento Boards and Commissions and Special Districts effective January 1, 2016.
- **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 2015-16:

- Effective January 2016, the Clerk of the Board became the Filing Officer for County Elected Officials, County employees, and members of Boards and Commissions and designated Special Districts within the county's jurisdiction who are required to file the Statement of Economic Interest (Form 700). All statements are now filed electronically through the electronic filing system "e-Disclosure". The Clerk of the Board also records and tracks completed Ethics Training (AB 1234) for all county designated filers.
- Provided Form 700 training to filing officials and filers in 2015 and 2016 to prepare for the annual filing of statements and the biennial review of the conflict of interest codes for local agencies within the County of Sacramento.
- Completed construction and remodel of the Board of Supervisors and Clerk of the Board lobby and reception area.
- Annual intake of assessment appeal applications declined as a result of upturn in the housing market.
- Implemented electronic kiosks for members of the public to request to speak at the Sacramento County Board of Supervisors meetings.
- Increased clerking services by adding the Community Corrections Partnership.
- Postponed office-wide reconfiguration of modular work stations until Fiscal Year 2016-17.
- Postponed implementation of the data conversion of microfilm and microfiche media until Fiscal Year 2016-17.

SIGNIFICANT CHANGES FOR 2016-17:

- Will increase clerking services by adding the Sacramento Central Groundwater Authority (SCGA) and two SCGA subcommittees.
- Will implement electronic tracking and storage of completed Ethics Training by the end of 2016.
- Will complete technical upgrades and Americans with Disabilities Act (ADA) compliance improvements to the Board Chambers and one adjacent hearing room with funding from a Public, Education, and Governmental (PEG) grant.
- Will develop an enhanced Boards, Commissions and Committees database tracking and processing system.

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2016-17

Schedule 9

Budget Unit **4010000 - Clerk of the Board**
Function **GENERAL**
Activity **Legislative & Administrative**
Fund **001A - GENERAL**

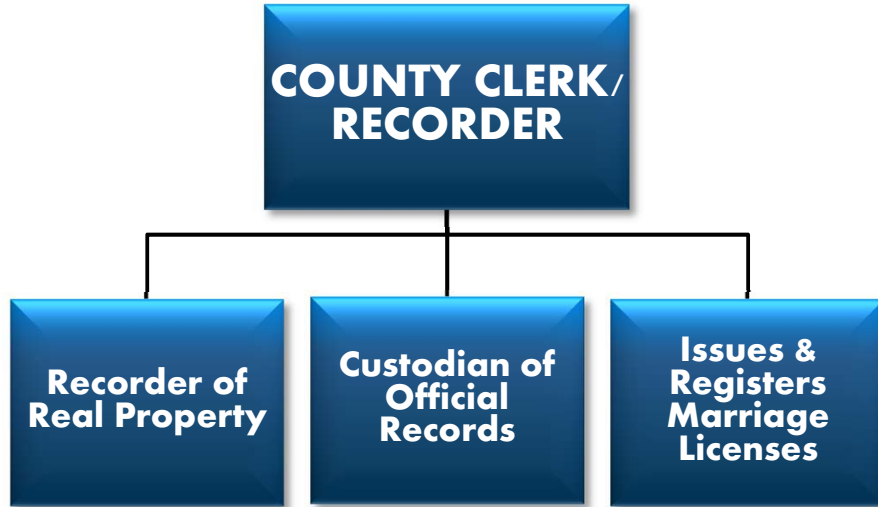
Detail by Revenue Category and Expenditure Object	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 49,524	\$ 47,276	\$ 54,000	\$ 45,000	\$ 45,000
Charges for Services	160,053	158,037	157,209	160,302	160,302
Miscellaneous Revenues	80,062	66,170	78,150	189,331	189,331
Total Revenue	\$ 289,639	\$ 271,483	\$ 289,359	\$ 394,633	\$ 394,633
Salaries & Benefits	\$ 1,051,811	\$ 1,113,442	\$ 1,230,476	\$ 1,271,886	\$ 1,271,886
Services & Supplies	253,621	300,206	382,664	641,207	641,207
Intrafund Charges	26,695	21,823	20,581	42,899	42,899
Intrafund Reimb	(8,113)	(11,245)	(9,310)	(12,566)	(12,566)
Total Expenditures/Appropriations	\$ 1,324,014	\$ 1,424,226	\$ 1,624,411	\$ 1,943,426	\$ 1,943,426
Net Cost	\$ 1,034,375	\$ 1,152,743	\$ 1,335,052	\$ 1,548,793	\$ 1,548,793
Positions	10.0	12.0	12.0	12.0	12.0

2016-17 PROGRAM INFORMATION

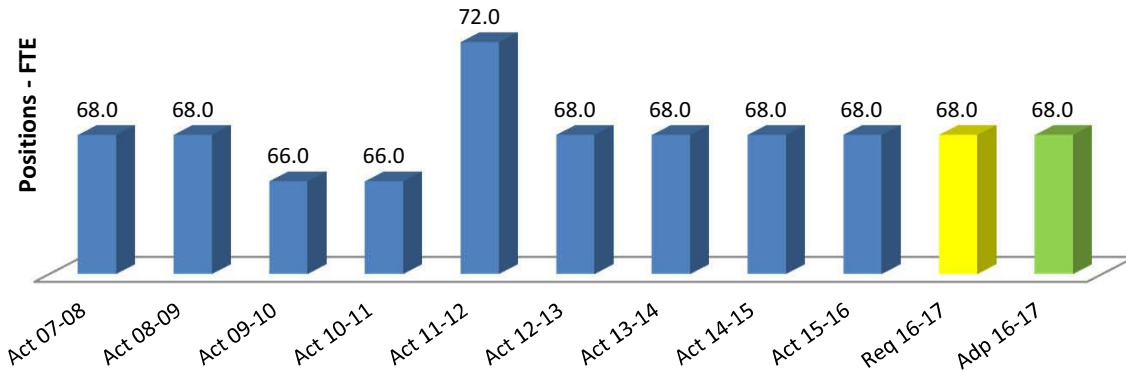
BU: 4010000 Clerk of the Board

	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>											
	1,771,481	0	0	0	0	0	177,852	129,281	0	1,464,348	10.0	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 agendas within 72 hours prior to the Board meetings, legal notices published within 15 days prior to public hearing. Publishes Board 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. Clerk of the Board serves as the Statement of Economic Interest (Form 700) Filing Officer for all personnel and individuals employed by or serving on behalf of the County of Sacramento, Boards and Commissions, and Special Districts.											
Program No. and Title:	<u>002 Assessment Appeals</u>											
	89,438	-12,566	0	0	0	0	60,500	0	0	16,372	1.0	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 determines 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 Planning Commission</u>											
	95,073	0	0	0	0	0	27,000	0	0	68,073	1.0	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												
	1,955,992	-12,566	0	0	0	0	265,352	129,281	0	1,548,793	12.0	0

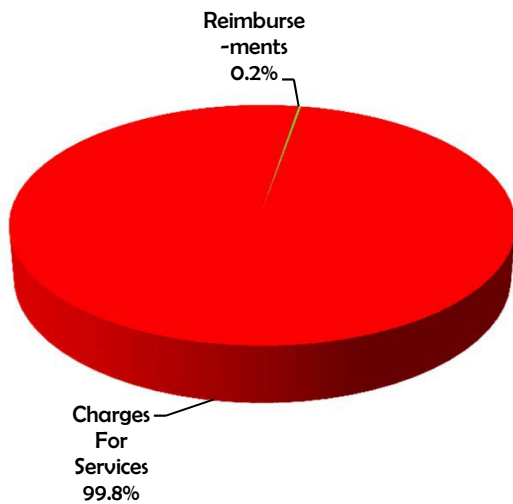
DEPARTMENTAL STRUCTURE
DONNA ALLRED, County Clerk/Recorder



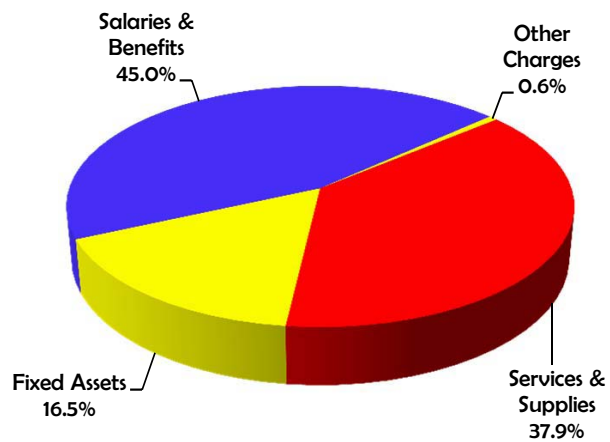
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,413,017	8,731,664	13,125,775	12,974,133	12,974,133
Total Financing	8,388,013	8,731,662	13,125,775	12,974,133	12,974,133
Net Cost	25,004	2	-	-	-
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 historical map restoration.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Completed a Request for Proposal (RFP) process, selected vendor and executed a contract for an integrated recording and cashier system.
- Began phased implementation of integrated system which includes:
 - Business process review
 - Preparation for data migration

SIGNIFICANT CHANGES FOR 2016-17:

- Complete the next phase of the integrated system which includes the following:
 - Configuration and installation of all hardware and software for the replacement of the examination, recording and cashiering system to include comprehensive accounting reporting.
 - Preparation of the current indexing database of official records for conversion in preparation of the 2nd phase of the integrated system.
- Utilize vacant space at the County Service Center South location for an ongoing project and possible permanent staff placement to ease up space at the downtown location.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 1.0 FTE position was added following the 2015-16 Budget Adoption through June 30, 2016:

Supervising Deputy Clerk/Recorder	<u>1.0</u>	
	Total	1.0

- The following 1.0 FTE position was deleted following the 2015-16 Budget Adoption through June 30, 2016:

Supervising Imaging Specialist	<u>1.0</u>	
	Total	1.0

- The following 1.0 FTE position was added as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Supervising Deputy Clerk/Recorder	<u>1.0</u>	
	Total	1.0

- The following 1.0 FTE position was deleted as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Office Specialist 2	<u>1.0</u>	
	Total	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 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 8,384,525	\$ 8,730,139	\$ 13,125,775	\$ 12,974,133	\$ 12,974,133
Miscellaneous Revenues	3,488	1,523	-	-	-
Total Revenue	\$ 8,388,013	\$ 8,731,662	\$ 13,125,775	\$ 12,974,133	\$ 12,974,133
Salaries & Benefits	\$ 5,240,280	\$ 5,209,053	\$ 5,769,773	\$ 5,845,729	\$ 5,845,729
Services & Supplies	2,859,007	3,160,751	4,424,175	4,691,318	4,691,318
Other Charges	30,373	63,434	63,434	82,199	82,199
Equipment	60,973	42,265	171,000	140,000	140,000
Computer Software	19,000	-	-	-	-
Other Intangible Asset	-	66,400	2,500,000	2,000,000	2,000,000
Intrafund Charges	213,349	209,385	217,393	234,887	234,887
Intrafund Reimb	(9,965)	(19,624)	(20,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 8,413,017	\$ 8,731,664	\$ 13,125,775	\$ 12,974,133	\$ 12,974,133
Net Cost	\$ 25,004	\$ 2	\$ -	\$ -	\$ -
Positions	68.0	68.0	68.0	68.0	68.0

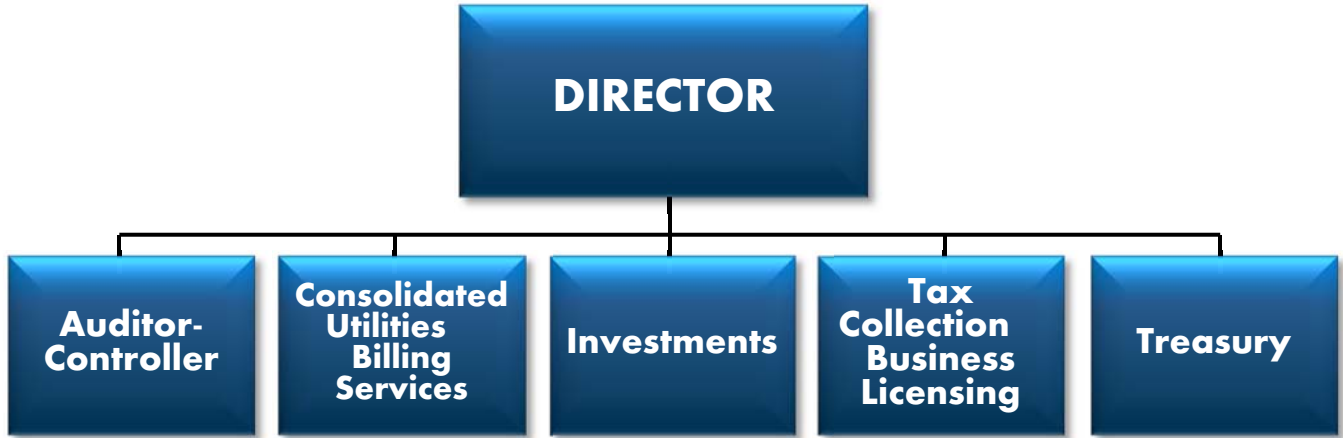
2016-17 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

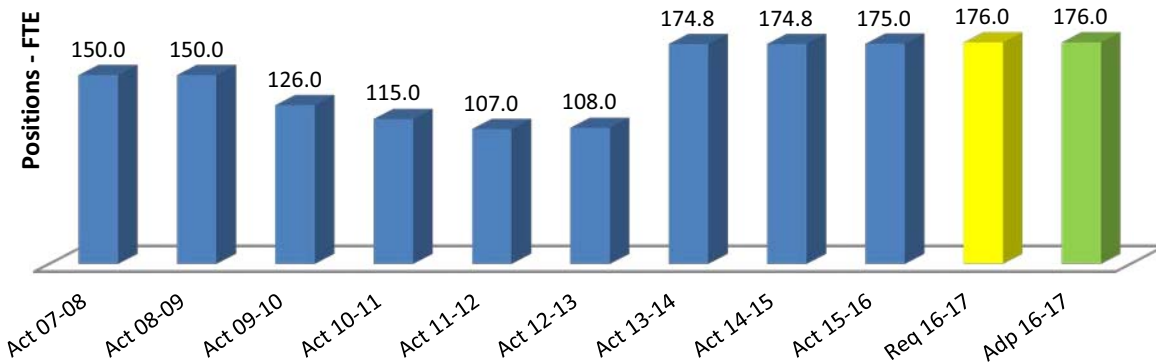
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Clerk</u>											
	1,218,200	-1,875	0	0	0	0	1,216,325	0	0	0	6.0	0
Program Type:	Mandated											
Countywide 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, professional photocopiers, unlawful detainer assistants, legal document assistants, and fictitious business names.											
Program No. and Title:	<u>002 Recorder</u>											
	11,775,933	-18,125	0	0	0	0	11,757,808	0	0	0	62.0	0
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												
	12,994,133	-20,000	0	0	0	0	12,974,133	0	0	0	68.0	0

DEPARTMENTAL STRUCTURE

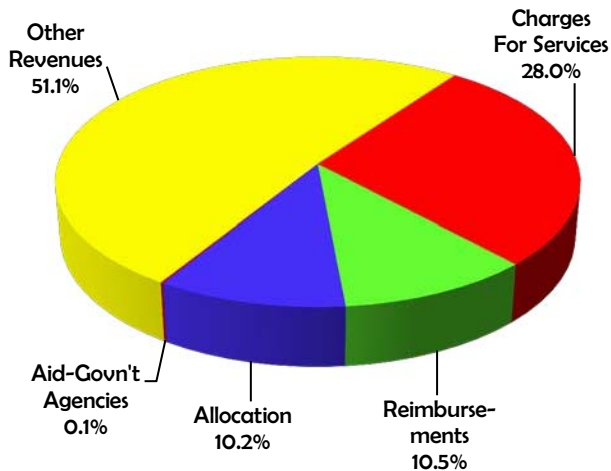
BEN LAMERA, Director



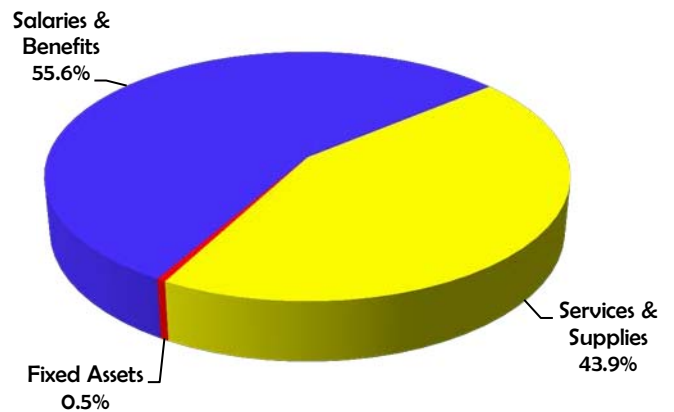
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	23,604,182	24,507,144	27,943,633	27,877,013	27,877,013
Total Financing	21,774,532	23,640,880	24,813,882	24,694,867	24,694,867
Net Cost	1,829,650	866,264	3,129,751	3,182,146	3,182,146
Positions	174.8	175.0	174.8	176.0	176.0

PROGRAM DESCRIPTION:

The Department of Finance is comprised of five operational divisions:

- **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 and the City of Rancho Cordova 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 cashing system that accepts all payment types.
- 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.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Implemented employee paycard for those employees without direct deposit, to eliminate paper payroll checks, reduced recurring costs of processing paper checks.
- Improved the accounts payable process by implementing ePayables, thereby significantly reducing paper check volume and costs.
- Implemented electronic payment (ACH) of employee reimbursements.
- Completed a comprehensive review and amendment of the deferred compensation investment policy to improve fund selection and monitoring procedures.
- Implemented improvements to CUBS paperless utility billing site to make the registration process more user-friendly, and mobile ready.
- Implemented batch processing of Unsecured tax annual and monthly tax records to locate delinquent tax payers.

SIGNIFICANT CHANGES FOR 2016-17:

- Implement electronic payments (ACH) to vendors.
- Transition to new Countywide electronic payment acceptance provider and software.
- Update and implement cash handling policy and procedures.
- Replace aging remittance processing mail sorting, extracting and payment processing equipment.
- Complete requirements for a Request for Proposal for a new property tax system.
- Assist in creating the Request for Proposal for recordkeeping of the County's 401 and 457 deferred compensation plans and the selection of a vendor.
- Implement on-line renewals for Business License applicants.
- Implement a duplicate bill image on the Online Property Tax Bill Information System (eProp Tax), to allow taxpayers to print a duplicate bill.
- Implement new CUBS bill print contract with streamlined processing.

STAFFING LEVEL CHANGES FOR 2016-17:

The following 2.0 FTE positions were added as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Senior Accounting Manager	1.0
Account Clerk Level 2	<u>1.0</u>
Total	2.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,233,950	\$ 2,425,340	\$ 2,401,131	\$ 2,657,661	\$ 2,657,661
Fines, Forfeitures & Penalties	7,501,122	7,518,361	6,638,773	6,790,429	6,790,429
Intergovernmental Revenues	63,174	55,023	48,293	44,628	44,628
Charges for Services	6,027,927	7,691,252	9,240,463	8,731,802	8,731,802
Miscellaneous Revenues	5,948,359	5,950,904	6,485,222	6,470,347	6,470,347
Total Revenue	\$ 21,774,532	\$ 23,640,880	\$ 24,813,882	\$ 24,694,867	\$ 24,694,867
Salaries & Benefits	\$ 15,803,044	\$ 15,865,408	\$ 17,071,851	\$ 17,225,885	\$ 17,225,885
Services & Supplies	8,049,319	9,307,918	10,952,929	10,882,563	10,882,563
Other Charges	159,815	70,211	198,000	178,200	178,200
Equipment	-	29,617	500,000	150,000	150,000
Interfund Reimb	-	(720)	-	-	-
Intrafund Charges	1,626,574	2,016,913	2,139,559	2,695,710	2,695,710
Intrafund Reimb	(2,034,570)	(2,782,203)	(2,918,706)	(3,255,345)	(3,255,345)
Total Expenditures/Appropriations	\$ 23,604,182	\$ 24,507,144	\$ 27,943,633	\$ 27,877,013	\$ 27,877,013
Net Cost	\$ 1,829,650	\$ 866,264	\$ 3,129,751	\$ 3,182,146	\$ 3,182,146
Positions	174.8	175.0	174.8	176.0	176.0

2016-17 PROGRAM INFORMATION

BU: 3230000 Department of Finance

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Pool</u>											
	4,090,227	-919,355	0	0	0	0	0	3,170,872	0	0	24.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Receives and keeps safely all monies in Treasury; serves as Treasurer for other governmental agencies and districts; and invests/reinvests funds.											
Program No. and Title:	<u>002 Fiscal Agent</u>											
	830,788	-16,650	0	0	0	0	0	814,138	0	0	2.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manages \$2.9 billion Pooled Investment Fund and \$500 million in proceeds of municipal debt; provides evaluation assistance in deferred compensation investment options; maintains the Community Reinvestment Program.											
Program No. and Title:	<u>003 Reclamation</u>											
	140,421	0	0	0	0	0	0	140,421	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:	Per Water Code Section 50660, the Treasurer program collects and distributes in excess of \$1 million annually to 19 districts.											
Program No. and Title:	<u>004 Tax Collection</u>											
	3,825,306	-214,692	0	0	0	0	0	2,896,156	0	714,458	23.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Collects taxes on real property, personal property, applicable penalties, direct levies and bonds subject to judicial foreclosure.											
Program No. and Title:	<u>005 Business Licenses</u>											
	2,682,086	0	0	0	0	0	2,657,661	10,000	0	14,425	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:	Licenses businesses operating in the unincorporated area; files Fictitious Business Names; collects and monitors Transient Occupancy and Utility User Taxes.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 006 System Controls and Reconciliation												
	924,588	-60,812	0	0	0	0	0	628,320	0	235,456	5.5	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Maintains County's financial system. Conducts system reconciliations; maintains cash and appropriation controls and system security to protect integrity of data.												
Program No. and Title: 007 Payroll Services												
	1,252,591	-304,074	0	0	0	0	0	389,700	0	558,817	9.0	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Calculates, records and reconciles wages, retiree benefits, deductions, and net pay; ensures compliance with laws and regulations, and payment of deductions and net pays.												
Program No. and Title: 008 Audits												
	1,359,658	-1,134,695	0	0	0	0	0	224,963	0	0	9.5	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> Conducts internal audits to ensure codes and regulations are followed.												
Program No. and Title: 009 Payment Services												
	1,639,523	-10,000	0	0	0	0	0	769,733	0	859,790	13.5	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Reviews and pre-audits payment requests for all county departments and some special districts. Provides COMPASS data entry for special districts and support to departments.												
Program No. and Title: 010 Accounting Reporting and Control												
	1,271,289	-151,030	0	0	0	0	0	542,831	0	577,428	8.5	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Develops, maintains and enforces Countywide accounting policies and procedures. Provides central accounting functions and oversight; prepares and publishes the Comprehensive Annual Financial Report (CAFR) and the Cost Allocation Plan.												

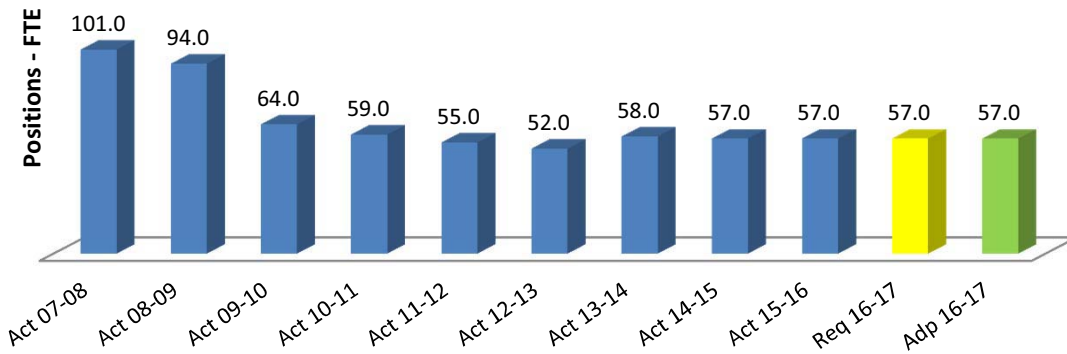
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 011 Tax Accounting												
	1,394,951	-153,377	0	0	0	0	0	1,019,802	0	221,772	10.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Calculates tax rates; applies special assessment direct charges to tax rolls; processes property tax refunds; maintains property tax billings and tax allocation systems; allocates and accounts for property tax apportionments and special assessments; accounts for funds allocated to the redevelopment agencies; provides property tax and valuation information to taxing entities, taxpayers, County agencies, departments and special districts.											
Program No. and Title: 012 Accounting Services												
	1,898,658	-240,791	0	0	0	0	0	1,657,867	0	0	14.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides accounting, fiscal, and grant support services to departments and certain Special Districts; presents agency-wide financial information; and ensures compliance with accounting standards, grant terms, and policies.											
Program No. and Title: 013 Consolidated Utilities Billing & Service												
	9,822,272	-49,869	0	0	0	0	6,790,429	2,981,974	0	0	44.0	1
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides billing and collection services for departments providing utilities (refuse, water, sewer and stormwater drainage).											
FUNDED	31,132,358	-3,255,345	0	0	0	0	9,448,090	15,246,777	0	3,182,146	176.0	3

DEPARTMENTAL STRUCTURE

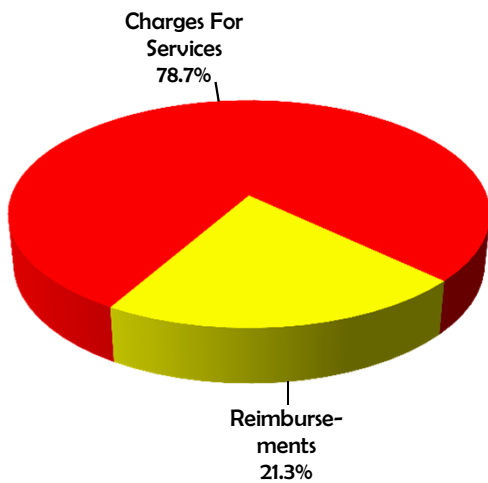
CONNIE AHMED, Director



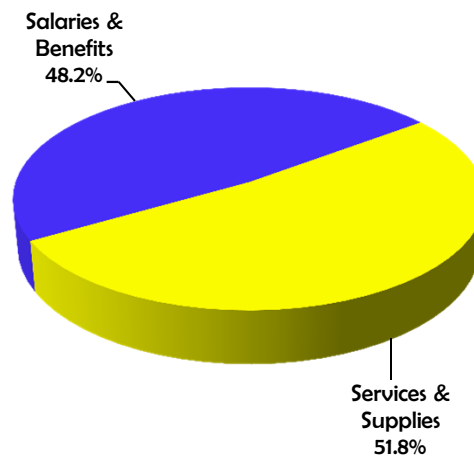
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,366,224	8,151,007	8,990,213	8,401,645	8,401,645
Total Financing	8,375,298	8,172,584	8,990,213	8,401,645	8,401,645
Net Cost	(9,074)	(21,577)	-	-	-
Positions	57.0	57.0	57.0	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 reduces 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.

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 two percent, from \$30.7 million to \$31.5 million.
- Maintain net cost to collection ratio under six percent.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- **Program Results** - The Department of Revenue Recovery (DRR) received \$101.4 million in new charges, collected \$45.4 million with \$43 million budgeted, and saved over \$1.3 million in expenditures, from \$11 million budgeted to \$9.7 million actual. The increase in net revenue generated by DRR was passed on to customer departments (included in their fund balance) for use in their programs. DRR was able to generate the increased revenue as a result of efficiencies in work process improvements and making enhancements to the department's billing and collection application, Debt Management and Collection System (DMACS).
- **Workload Changes:**
 - The Court requested DRR accelerate the return of unpaid cases, so DRR has been enhancing system processing criteria to meet the Court's requirements. DRR returned over \$20 million in unpaid cases to the court in Fiscal Year 2015-16. The reduction in caseload has resulted in a shift of \$1.5 million in collections from Traffic fines to other justice related amounts such as victim restitution, Sheriff, and Probations fees.
 - In addition, judicial concern for the impact of orders to pay fines upon low income households, has resulted in a shift in sentencing practices; the court is approving more requests for alternative sentencing (community service or Sheriff's Work Project) resulting in a 7.5 percent (\$32 million) decrease in Traffic fines referral from the Court compared to \$34.4 million in Fiscal Year 2014-15.

SIGNIFICANT DEVELOPMENTS DURING 2015-16 (CONT.):

- **Workload Changes (cont.)**
 - DRR implemented enhanced internal controls to better record/document transaction reasons and authority approval. This change shifted staff's time from processing transactions to preparing forms for transaction approval.
 - The Grand Jury Report regarding DRR's operations, issued in June 2016, includes several recommended changes to make collection related and refund processes more timely and efficient, requiring additional staff resources.
 - As a result of program changes, DHHS significantly reduced referring medical indigent fees to DRR for collection; from \$1.2 million in Fiscal Year 2014-15 to \$250,000 in Fiscal Year 2015-16.

SIGNIFICANT CHANGES FOR 2016-17:

- In Fiscal Year 2016-17, it is estimated that a minimum of \$85 million in new charges will be added to DRR's system, compared to \$104.8 million added in Fiscal Year 2014-15. Budgeted collections are expected to decrease from \$43 million in Fiscal Year 2015-16 to \$41.4 million due to a number of factors:
 - Court Ordered Debt cases referral is expected to continue to decrease as the State Judicial Council is working to decriminalize traffic violations thereby reducing expected collections.
 - The court is also implementing a new ability to pay process, which will allow more defendants to participate in alternative sentencing programs in lieu of paying fines. In addition, if the Court determines the defendant meets financial hardship criteria, defendants will be allowed to pay very low payment amounts, extending the payment period over longer periods of time.
 - Tax intercept collections are expected to decrease from Fiscal Year 2015-16 as the reduction in eligible court related referrals continues to decrease.
 - The Probation Department is revising billing practices for certain circumstances, which when implemented is expected to increase write-offs and reduce collections.
- Restructuring of priorities and additional resources will be needed to implement certain Grand Jury Report recommendations relating to system enhancements and procedure revisions to address duplication of charges and credit balance processing backlogs and then to remain current. This work will delay other planned system enhancements. DRR is hiring temporary accounting staff and reallocating positions to support this effort.
- In preparation for conversion to their new system, the Court plans on requesting DRR return older cases. In addition, DRR writes off older amounts every eight to ten years and it is time to return or write-off older amounts across the board, which is expected to reduce DRR's receivables between \$150 and \$200 million.
- The vast majority of debtors owe more than one department, therefore the reduction in debt referral will not significantly reduce the number of accounts that need to be worked.
- Budgeted expenditures are expected to decrease from \$11 million to 10.7 million. DRR will continue its practice of looking for savings and efficiencies as the year progresses.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 2.0 FTE positions were added following the 2015-16 Budget Adoption through June 30, 2016:

Accounting Technician	1.0
Administrative Services Officer II	<u>1.0</u>
Total	2.0

- The following 2.0 FTE positions were deleted following the 2015-16 Budget Adoption through June 30, 2016:

Collections Services Agent Level 2	<u>2.0</u>
Total	2.0

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report - Revenue Recovery FY 2016-17

		Adopted FY 15/16 Budget	Actual FY 15/16	Requested FY 16/17	Adopted FY 16/17 Budget
	Fund Center	COLLECTIONS	COLLECTIONS	COLLECTIONS	COLLECTIONS
SUPERIOR COURT:					
Traffic Court	5025024	18,200,000	15,911,411	17,500,000	15,500,000
Criminal Court (including cities)	5025024	9,100,000	9,630,073	9,100,000	9,100,000
Restitution - Victims (incl summary & formal)	5025024	2,200,000	3,656,963	2,800,000	2,800,000
Civil Court	5025024	50,000	38,790	40,000	40,000
	COURTS - Sub - Total	COURTS	29,550,000	29,237,237	29,440,000
PROBATION:					
Juv. Care & Maint. - Boys Ranch	6706740	32,816	37,505		25,000
Juv. Care & Maint.-Youth Auth.(6&7)	6760000	2,103	5,127		4,000
Juv. Care & Maint. - Foster Home		-	-		-
Juv. Electronic Monitoring	6706708	110,189	127,273		88,000
Juv. Care & Maint. - Juv. Hall(1&5)	6706740	171,666	216,144		177,000
Juv. Probation Fees	6706717	41,922	46,217		30,000
Juv. Drug Testing Fees	6706717	1,117	2,065		2,500
Juv. Care & Maint. - Transp. (9/90)					
Juv. Care & Maint. - Cloth. (9/10)					
Probation - OTHER FEES (Abandonment Report)	6706716	-	-		-
Probation - OTHER FEES (Adoption Report Fees)	6706716	36	452		500
Probation - OTHER FEES (Diversion Program)	6706716	49,047	56,179		48,000
Probation - OTHER FEES (Pre-Sentence Report)	6706716	157,122	243,822		200,000
Probation - OTHER FEES (Prop 36 Program Fees)	6706780	8,721	12,618		10,000
Probation - SUP (Adult Drug Testing Fees)	6706780	6,169	10,829		8,000
Probation - SUP (Courtesy Supervision)	6706780	41,004	41,558		25,000
Probation - SUP (Supervision Fees)	6706780	1,405,756	1,987,673		1,570,000
Probation - WETYC	6706740	14,332	14,482		12,000
	PROBATION - Sub - Total	2,042,000	2,801,942	2,200,000	2,200,000
SHERIFF:					
Sheriff - Booking Fees	7407421	1,128,721	1,067,798		1,035,000
Sheriff - Incarceration Fees	7407422	719,807	923,199		807,000
Sheriff - Weekender Board & Room	7407422	4,473	12,932		11,000
	SHERIFF - Sub - Total	SHERIFF	1,853,000	2,003,929	1,853,000
CCD:					
Legal Fees - Adult - C.A.C.	5515518	15,700	16,639		14,000
Legal Fees - Juvenile - C.A.C.	5515519	84,300	108,900		86,000
	CCD - Sub - Total	100,000	125,539	100,000	100,000
PUBLIC DEFENDER:					
Legal Fees - Adult - P.D.	6916910	97,841	112,337		120,000
Legal Fees - Juvenile - P.D.	6916910	152,159	154,363		135,000
	PD - Sub - Total	PD	250,000	266,700	255,000
ENVIRONMENTAL MGMT:					
Haz.Mat.- Delinquency Charge	3350003	30,000	28,999	40,000	40,000
Sub-Total - HazMat		30,000	28,999	40,000	40,000
	EMD - Sub - Total	EMD	30,000	41,778	40,000
HUMAN ASSISTANCE:					
CW - 0Parent	8108110	395	1,839		400
CW - 1Parent	8108110	951,528	1,223,925		1,013,000
CW - 2Parent	8108110	8,337	21,586		21,000
CW - TANF 32	8108110	2,946	3,581		1,600
FC 40 (Foster Care Overpayment - NonFed)	8108110	91,930	61,574		77,000
FC 42 (Foster Care Overpayment)	8108110	378,444	248,649		412,000
SED 05 (Foster Care)	8108110	4,907	17,030		50,000
EA- 5K (Foster Care)	8108110	20,680	3,201		8,000
AAP 03 & 04 (Adoption Assistance - NonFed & Fed)	8108110	133,282	68,625		178,000
Gen. Assist.- CAPI	8108110	133,767	97,113		175,000
Food Stamps	8108130	1,909,783	1,951,688		1,700,000
	DHA - Sub - Total	DHA	3,636,000	3,698,812	3,636,000

SUPPLEMENTAL INFORMATION (CONT.):

Supplemental Collections Report - Revenue Recovery FY 2016-17

	Fund Center	Adopted FY 15/16 Budget COLLECTIONS	Actual FY 15/16 COLLECTIONS	Requested FY 16/17 COLLECTIONS	Adopted FY 16/17 Budget COLLECTIONS
B.U. 5701 (via DHA):					
CAPI SSI - JV to BU 5701	5701000	77,687	41,470		30,000
GA SSI - JV to BU 5701	5701000	1,022,313	1,262,961		1,070,000
Special Recovery	5701000	-	-		
	DHA BU 5701 - Sub - Total	BU 5701			
		<u>1,100,000</u>	<u>1,304,431</u>	<u>1,100,000</u>	<u>1,100,000</u>
DHHS					
Mental Health					
In Home Supportive Service	7203100	4,000	4,010	4,000	4,000
Returned Checks				-	
Medically Indigent - SOC	7201200	500,000	321,147	150,000	150,000
	DHHS - Sub - Total	DHHS			
		<u>507,200</u>	<u>325,157</u>	<u>154,000</u>	<u>154,000</u>
FINANCE:					
Transient Occupancy Tax	3233230	20,000	2,198	20,000	20,000
	Total Tax	Total Tax			
		<u>20,000</u>	<u>2,198</u>	<u>20,000</u>	<u>20,000</u>
MAS - CUBS	2472471	200,000	202,086	200,000	200,000
MAS - Returned Checks	2702720	5,000	1,386	3,000	3,000
MAS - Water Quality	2900000	-	-		
	Total MAS	Total MAS			
		<u>205,000</u>	<u>203,472</u>	<u>203,000</u>	<u>203,000</u>
	DOF - Sub - Total	DOF			
		<u>225,000</u>	<u>205,670</u>	<u>223,000</u>	<u>223,000</u>
MUNICIPAL SERVICES AGENCY:					
ANIMAL CARE	3220000	-	37,581	50,000	50,000
COMMUNITY DEVELOPMENT:					
Building Inspection Fees	5725724	200,000	143,075	200,000	200,000
County Engineering	5725725	-	57,944		
Code Enforcement:					
Code Enforcement (Request for Demand)	5725723	13,542	8,800		9,000
Code Enforcement (Administrative Penalty)	5725723	-	124,815		113,000
Code Enforcement (Code Costs Confirmed)	5725723	-	-		-
Code Enforcement (Housing Code Adm Fees)	5725723	183,178	107,237		102,000
Code Enforcement (Housing Code Enforcement)	5725723	270,869	282,977		287,000
Code Enforcement (Neighborhood Livability Initiative)	5725723	-	149,326		156,000
Code Enforcement (NOPEA Fee)	5725723	-	30,915		20,000
Code Enforcement (Rental Code Compliance Fee)	5725723	67	183,857		141,000
Code Enforcement (Vehicle Abatement)	5725723	-	6,253		5,000
Code Enforcement (Zoning Enforcement)	5725723	633,186	887,698		702,000
Code Enforcement (Zoning Enforcement Adm Fees)	5725723	149,158	47,528		65,000
	Code Enforcement - Sub - Total				
		<u>1,250,000</u>	<u>1,829,405</u>	<u>1,600,000</u>	<u>1,600,000</u>
DTECH					
Building Inspection (Building Inspection IT Recovery Fees)	2152181	-	-		
Code Enforcement (Housing Code IT Recovery Fees)	2152181	-	552		
Code Enforcement (Vehicle Abatement IT Recovery Fees)	2152181	-	-		
Code Enforcement (Zoning IT Recovery Fees)	2152181	-	128		
Code Enforcement (IT Recovery Fees)	2152181	-	48,461		
	DTECH - Sub - Total				
		<u>-</u>	<u>49,141</u>	<u>50,000</u>	<u>50,000</u>
Plan Check Charges	2900000	10,000	7,481	10,000	10,000
Dept. of Environmental Review	5725723	-	-		
	Planning - Sub - Total				
		<u>10,000</u>	<u>7,481</u>	<u>10,000</u>	<u>10,000</u>
TRANSPORTATION:					
Damage to County Property	2702720	40,000	139,346	150,000	150,000
Street Construction Encroachment	2900000	25,000	37,501	50,000	50,000
	Transportation - Sub - Total				
		<u>65,000</u>	<u>176,847</u>	<u>200,000</u>	<u>200,000</u>
WASTE MANAGEMENT:					
Waste Mgmt & Recycling (N. Area Recovery Station)	2200450	10,000	9,175	10,000	10,000
Waste Mgmt & Recycling (Kiefer Landfill)					
Waste Mgmt & Recycling Authority					
	Waste Management - Sub - Total				
		<u>10,000</u>	<u>9,175</u>	<u>10,000</u>	<u>10,000</u>

SUPPLEMENTAL INFORMATION (CONT.):

Supplemental Collections Report - Revenue Recovery FY 2016-17				
Fund Center	Adopted FY 15/16 Budget COLLECTIONS	Actual FY 15/16 COLLECTIONS	Requested FY 16/17 COLLECTIONS	Adopted FY 16/17 Budget COLLECTIONS
<u>OTHER COLLECTIONS:</u>				
<u>CS - Others:</u>				
AG Commissioner - Weights & Measures	3210000	50,000	3,168	5,000
Child Support Service		-	0	
Coroner		5,000	3,216	4,000
CS Others - Sub - Total		55,000	6,384	9,000
County Clerk Recorder		1,500	1,403	500
General Services	Various	-	-	
Personnel Services	6050031	-	2,192	500
PS - Risk Management - Attorney Fee		-	372	500
Workers' Compensation	3903890	1,000	22	-
IS Others - Sub - Total		3,500	8,048	2,000
<u>OTHERS:</u>				
Air Quality Management Dist (SMAQMD)		2,500	2,123	2,500
Airports	3413411/2	3,000	22,213	3,000
Assessor				
Retirement		-	-	
<u>DRR Collections:</u>				
DRR Collections (Designated)	6116110	400,000	255,013	300,000
DRR Collections (Undesignated)	5705701	180,000	419,931	200,000
Unallocated Collections		-	384,075	-
Unidentified Payments		-	132,019	-
Other Revenue - Sub - Total		580,000	1,191,038	500,000
<u>Cities' Booking Fees</u>				
City of Sacramento		350,000	317,500	350,000
Other Cities		125,000	104,397	125,000
Cities' Booking Fees - Sub - Total		475,000	421,897	475,000
<u>SACRAMENTO HOUSING REDEVELOPMENT:</u>				
SHRA - Housing Authority	CLAIM	10,000	2,535	-
SHRA - Sub - Total		10,000	2,535	0
Offset Unallocated			186,220	
BUDGETED COLLECTIONS - Totals		41,954,000	43,983,399	40,112,500
<u>Other Payments:</u>				
EMD Direct Payment (Direct)		600,000	728,271	700,000
Code Enforcement (Direct)		-	-	-
COBRA		500,000	660,118	600,000
Misc. Adj. to Costs		-	-	-
OTHERS - Total		1,100,000	1,388,390	1,300,000
TOTAL GROSS COLLECTIONS		43,054,000	45,371,788	43,412,500

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 8,363,028	\$ 8,169,017	\$ 8,980,163	\$ 8,401,645	\$ 8,401,645
Miscellaneous Revenues	12,270	3,567	10,050	-	-
Total Revenue	\$ 8,375,298	\$ 8,172,584	\$ 8,990,213	\$ 8,401,645	\$ 8,401,645
Salaries & Benefits	\$ 4,705,674	\$ 4,734,421	\$ 4,971,609	\$ 5,141,338	\$ 5,141,338
Services & Supplies	3,983,248	4,199,162	4,536,542	4,955,793	4,955,793
Other Charges	925,465	153,349	920,098	-	-
Equipment	18,895	-	-	-	-
Intrafund Charges	520,915	603,331	577,164	579,514	579,514
Intrafund Reimb	(1,787,973)	(1,539,256)	(2,015,200)	(2,275,000)	(2,275,000)
Total Expenditures/Appropriations	\$ 8,366,224	\$ 8,151,007	\$ 8,990,213	\$ 8,401,645	\$ 8,401,645
Net Cost	\$ (9,074)	\$ (21,577)	\$ -	\$ -	\$ -
Positions	57.0	57.0	57.0	57.0	57.0

2016-17 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 Billing, Collection and Disbursement

10,676,645	-2,275,000	0	0	0	0	0	8,401,645	0	0	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 billing and 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.

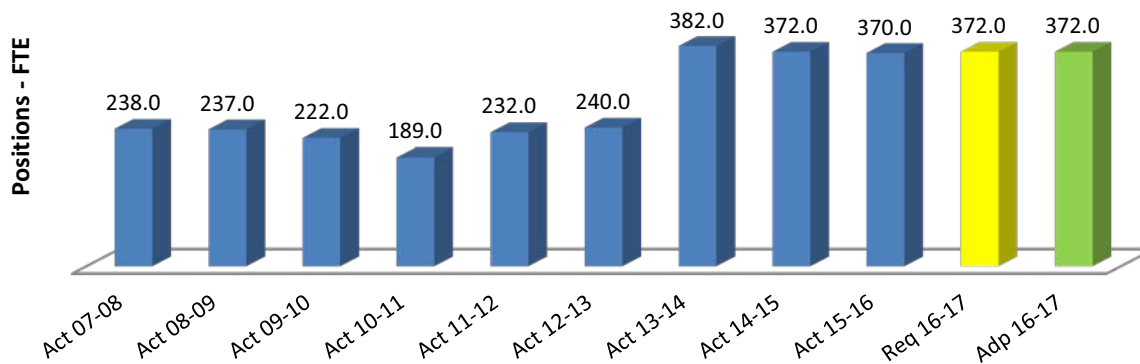
FUNDED

10,676,645	-2,275,000	0	0	0	0	0	8,401,645	0	0	57.0	0
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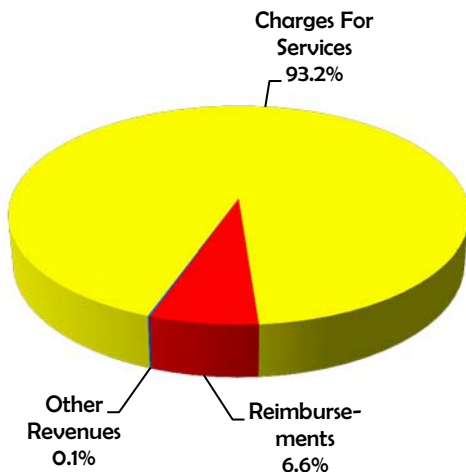
DEPARTMENTAL STRUCTURE
 RAMI ZAKARIA, Chief Information Officer



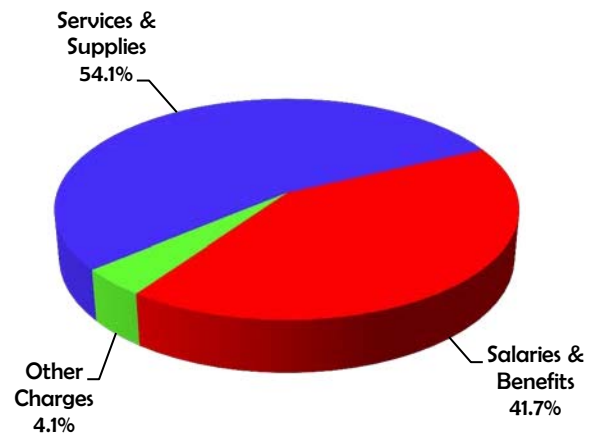
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	72,422,406	78,601,675	82,043,758	86,382,660	86,382,660
Total Financing	74,146,539	79,333,813	82,043,758	86,382,660	86,382,660
Net Cost	(1,724,133)	(732,138)	-	-	-
Positions	372.0	370.0	369.0	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).
- 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 Assistants – new and changes to existing).
- Website 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; and Communications Center).

MISSION:

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

GOALS:

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

GOALS (CONT.):

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

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Implemented new Airport Parking and Revenue Control System.
- Upgraded terminal paging systems.
- Merged Communications Center and 311 operations.
- Reached 1,000,000 contacts mark for 311.
- Migration of Websense to Check Point.
- IT Services BI Dashboard.
- Calabrio Telephonic Signatures.
- SMART - Service Center Redesign.
- Employment Services Database.
- SPARC Application Redesign.
- Performance Measure Dashboard for GA, Hearings, FC, CW, WPR.
- Performance Measure Dashboard for Stage one Child Care, Employment Services.
- Customer Service Connection Web Portal.
- Participated on Sheriff Department led project to replace the criminal justice application on the mainframe.
- Selected a replacement system for the Clerk Recorder's current mainframe system and began implementation.
- Implemented 311 integration with work order systems for the departments of Community Development and Water Resources.
- Implemented new GIS map viewer technology for Assessor, Water Supply, Transportation and Sewer Districts.
- Upgraded document management systems for Clerk Recorder, Auditor, Tax and Probation, and upgraded the Coroner's case management system.
- Implemented Code Enforcement Case File Electronic Document Management.
- Established a single authoritative address database for all valid addresses in Sacramento County.
- Implemented Mobile Transcription software (WInscribe) and completed the Transcription Research and Analysis for Child Protective Services.
- MSIS Expansion for the Healthy Partners program.
- Semas to Aries Import (Ryan White Process).

SIGNIFICANT DEVELOPEMENTS DURING 2015-16 (CONT.):

- ADAM system enhancement for In Home Health Services.
- Upgrade of data services to the Children's Receiving Home.
- Completed the analysis for using Office 365 in the County. It was decided that we would wait due to the high cost.
- Completed the upgrade of the media distribution system which enabled sharing media at workstations and conference rooms.
- Upgraded/replaced 98 percent of the County's aging Microsoft Server 2003 systems.
- Completed the upgrade of Microsoft Lync to Microsoft Skype for Business.
- Published a Request for Proposal (RFP) to review the County's IT security practices and develop an IT security strategic plan.
- Conducted an external penetration test and implemented all the recommended changes.
- Partnered with AT&T to implement a security information and event management (SIEM) system.
- Developed a security incident recovery plan.
- Deployed email and network based systems to protect against advanced persistent threats (APTs).
- Published an RFP to select a privileged account management (PAM) system.

SIGNIFICANT CHANGES FOR 2016-17:

- Replace Air Traffic Control Tower Emergency notification system.
- Replace the automated fuel accounting system at the airport campus.
- Migrate from Lagan to Oracle Service Cloud for 311.
- Complete mobile device management rollout on all county mobile devices.
- Expansion of County CISCO phone and Calabrio call recording systems to DHA CalWORKS Service center.
- CalWIN BCW enhancements to include electronic signatures and to include email and text reminders to customers.
- SMART redesign for CalWORKS Service Center.
- Customer Information Portal for service centers.
- DHA Operational Management Dashboard Phase I & II.
- DHA forms standardization and KTM redesign to process new forms.
- Northwood's Lobby Management implementation for lobbies redesign.
- Lobby PC's and Scanners deployment for excellence customer service.
- Participate on the RFP project to replace the Tax System currently on the mainframe.
- Upgrade aging maintenance management and project management systems for the Department of Transportation.
- Implement new credit card contract to lower transaction costs and enhance security and integrate with existing systems.

SIGNIFICANT CHANGES FOR 2016-17 (CONT.):

- Upgrade document management systems for Probation.
- Create single sign-on system for County residents to connect to the County web applications.
- Create SacCounty application (app) container for all SacCounty mobile applications and standardize look and feel.
- Implement a mobile GIS viewer.
- Develop a new 311 mobile app.
- Develop a new Voter mobile app.
- Complete Phase II of County Clerk/Recorder integrated system implementation to include recording and cashing.
- Implement Construction Management Daily Diary System for CMID.
- Modernize Direct Levy Management System.
- Upgrade Debt Management and Collection System (DMACS) infrastructure.
- Evaluate Internal Services departments' forms for automation and digital signatures.
- Complete the implementation of the Juvenile electronic Medical Record System.
- Implement Mobile Device Security.
- In Home Health Services Electronic Forms.
- Application upgrade of ASAP, Framework Security, ITS Common, ITS Exception management, ITS Logging, CRT, IRIS, JMIT, and DocIS applications.
- Enhancements to the SEMAS system.
- Purchase Narcotic Assistance Software.
- Car Seat Video Update.
- Purchase of a Facilities Management System.
- CPS Emergency Response Asset Management Feasibility Study.
- Enhance Cisco Call Center Reporting.
- Implement Session Initiation Protocol (SIP) trunking to deliver telephone services.
- Deploy IPV6 at the perimeter and design address plan.
- Complete the assessment of the County's IT security practices and develop an IT security strategic plan and begin implementation of their recommendations.
- Implement big data (HADOOP) enterprise infrastructure.
- Implement SOLR enterprise infrastructure.
- Implement the PAM selected as part of the RFP process.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 8.0 FTE positions were added following the 2015-16 Budget Adoption through June 30, 2016:
 - Business Systems Analyst Level 2 2.0
 - Information Technology Analyst Level 2 4.0

STAFFING LEVEL CHANGES FOR 2016-17 (CONT.):

Information Technology Division Chief	1.0
Supervising Communication Ops Dispatcher	<u>1.0</u>
Total	8.0

- The following 7.0 FTE positions were deleted following the 2015-16 Budget Adoption through June 30, 2016:

Chief of E-Government and Business Services	1.0
Communication Operator Dispatcher	1.0
Principal Information Technology Analyst.....	2.0
Senior Business Systems Analyst.....	2.0
Senior Information Technology Analyst.....	<u>1.0</u>
Total	7.0

- The following 4.0 FTE positions were added as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Accounting Manager	1.0
Administrative Services Officer 2	1.0
Neighborhood Services Area Manager	1.0
Geographic Information System Analyst.....	<u>1.0</u>
Total	4.0

- The following 2.0 FTE positions were deleted as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Telecommunications System Analyst 2.....	<u>2.0</u>
Total	2.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2016-17				Schedule 10
		Fund Title Service Activity Budget Unit				031A - DEPT OF TECHNOLOGY Technology 760000
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 74,070,856	\$ 79,240,760	\$ 81,918,262	\$ 86,257,167	\$ 86,257,167	
Total Operating Revenues	\$ 74,070,856	\$ 79,240,760	\$ 81,918,262	\$ 86,257,167	\$ 86,257,167	
Operating Expenses						
Salaries/Benefits	\$ 46,144,955	\$ 46,736,152	\$ 49,416,458	\$ 50,085,576	\$ 50,085,576	
Services & Supplies	20,446,761	25,325,527	25,691,686	28,768,824	28,768,824	
Other Charges	664,269	1,098,890	1,141,649	1,235,240	1,235,240	
Depreciation	1,396,574	1,712,774	2,069,299	2,583,325	2,583,325	
Total Operating Expenses	\$ 68,652,559	\$ 74,873,343	\$ 78,319,092	\$ 82,672,965	\$ 82,672,965	
Operating Income (Loss)	\$ 5,418,297	\$ 4,367,417	\$ 3,599,170	\$ 3,584,202	\$ 3,584,202	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 75,683	\$ 91,605	\$ 125,496	\$ 125,493	\$ 125,493	
Gain/Sale/Property	-	1,448	-	-	-	
Loss/Disposition-Asset	(70,682)	(3,667)	-	-	-	
Debt Retirement	(3,699,164)	(3,724,666)	(3,724,666)	(3,709,696)	(3,709,696)	
Total Non-Operating Revenues (Expenses)	\$ (3,694,163)	\$ (3,635,280)	\$ (3,599,170)	\$ (3,584,203)	\$ (3,584,203)	
Income Before Capital Contributions and Transfers	\$ 1,724,134	\$ 732,137	\$ -	\$ (1)	\$ (1)	
Intrafund Charges	4,899,872	5,135,454	5,003,690	6,132,936	6,132,936	
Intrafund Reimb	(4,899,871)	(5,135,455)	(5,003,690)	(6,132,937)	(6,132,937)	
Change In Net Assets	\$ 1,724,133	\$ 732,138	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	6,252,698	7,987,761	7,987,761	8,775,242	8,775,242	
Equity and Other Account Adjustments	10,930	55,343	-	-	-	
Net Assets - Ending Balance	\$ 7,987,761	\$ 8,775,242	\$ 7,987,761	\$ 8,775,242	\$ 8,775,242	
Positions	372.0	370.0	369.0	372.0	372.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2016-17 PROGRAM INFORMATION

BU: 760000 Department of Technology

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Application Support</u>											
	27,445,165	-2,075,851	0	0	0	0	25,369,314	0	0	0	121.6	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Develop, implement and maintain software applications such as law and justice, tax collection and payroll.											
Program No. and Title:	<u>002 Equipment Support</u>											
	14,802,261	-452,760	0	0	0	0	14,349,501	0	0	0	94.3	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.											
Program No. and Title:	<u>003 County Data Center</u>											
	10,517,808	-2,831,434	0	0	0	0	7,686,374	0	0	0	40.9	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers.											
Program No. and Title:	<u>004 COMPASS</u>											
	7,189,714	-18,220	0	0	0	0	7,171,494	0	0	0	31.4	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Enhance and support the Human Resources, Financial and Materials Management application (COMPASS).											
Program No. and Title:	<u>005 Communication Networks</u>											
	18,885,592	0	0	0	0	0	18,885,592	0	0	0	46.1	2
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**

	13,675,057	-754,672	0	0	0	0	12,920,385	0	0	0	37.7	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

FUNDED	92,515,597	-6,132,937	0	0	0	0	86,382,660	0	0	0	372.0	2
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DEPARTMENT OF TECHNOLOGY - DATA PROCESSING - 5710000

SHARED SYSTEMS

Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,029,853	8,907,734	9,939,373	9,716,945	9,716,945
Total Financing	92,336	106,821	93,469	94,668	94,668
Net Cost	7,937,517	8,800,913	9,845,904	9,622,277	9,622,277

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, the hosting and maintenance for the ePledge application and support and maintenance for the Open Data Initiative.
 - **COMPASS** – Provides funds for the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS).

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Stored personnel documents in Compass (XFT).
- Implemented the SAP Screen Personas to enhance the user experience.
- Converted ESS/MSS from the current Internet portal to a NetWeaver Business Client to reduce maintenance costs by eliminating the portal.
- Implemented a number of Compass paperless initiatives including:
 - Direct deposit of travel and personal employee expenses.
 - Employee onboarding process which includes direct deposit immediately.
 - Emailing pay advice notices for those who want a copy sent to them.
 - For those refusing direct deposit, send funds to an employee debit card.

SIGNIFICANT DEVELOPMENTS DURING 2015-16 (CONT.):

- Upgraded Intranet sites to SharePoint 2013 and update County template.
- Upgraded mainframe hardware.

SIGNIFICANT CHANGES FOR 2016-17:

- Add special districts/boards/commissions to Compass payroll.
- Streamline vendor invoice processing.
- Complete preparation of and issuance of a Request For Proposal to replace the aging Property Tax System.
- Develop requirements for replacing the Budget system.
- Redesign County News Web site.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 92,336	\$ 106,731	\$ 93,469	\$ 94,668	\$ 94,668
Miscellaneous Revenues	-	90	-	-	-
Total Revenue	\$ 92,336	\$ 106,821	\$ 93,469	\$ 94,668	\$ 94,668
Services & Supplies	\$ 7,778,562	\$ 8,633,708	\$ 9,617,487	\$ 9,395,059	\$ 9,395,059
Intrafund Charges	251,291	274,026	321,886	321,886	321,886
Total Expenditures/Appropriations	\$ 8,029,853	\$ 8,907,734	\$ 9,939,373	\$ 9,716,945	\$ 9,716,945
Net Cost	\$ 7,937,517	\$ 8,800,913	\$ 9,845,904	\$ 9,622,277	\$ 9,622,277

2016-17 PROGRAM INFORMATION

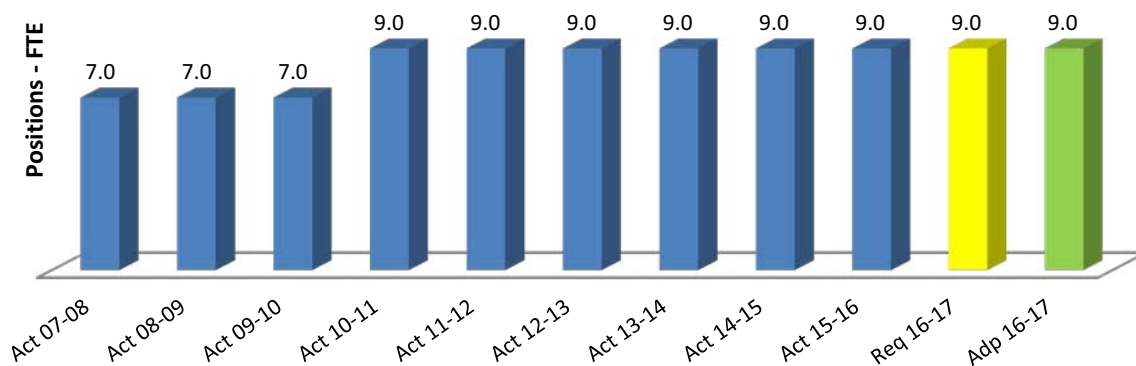
BU: 5710000 Data Processing-Shared Systems

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Law & Justice Systems</u>											
	2,037,870	0	0	0	0	0	49,500	0	0	1,988,370	0.0	0
Program Type:	Mandated											
Countywide Priority:	2 -- Discretionary Law-Enforcement											
Strategic Objective:	PS1 -- Protect the community from criminal activity, abuse and violence											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Law Enforcement Systems (CJIS, JIMS, IJIS and CLETS) which are accessible to multiple law enforcement entities.											
Program No. and Title:	<u>002 Payroll Systems</u>											
	290,245	0	0	0	0	0	0	0	0	290,245	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding of Special District Payroll which supports multiple departments and local entities											
Program No. and Title:	<u>003 Property & Tax Systems</u>											
	1,147,185	0	0	0	0	0	0	0	0	1,147,185	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments.											
Program No. and Title:	<u>004 COMPASS</u>											
	4,613,273	0	0	0	0	0	37,700	0	0	4,575,573	0.0	0
Program Type:	Mandated											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides a central point for funding the maintenance and enhancement of the Human Resources, Materials Management, Financial Reporting and Budget Systems which are countywide systems and used by virtually all county employees.											
Program No. and Title:	<u>005 Other Shared Applications</u>											
	1,628,372	0	0	0	0	0	7,468	0	0	1,620,904	0.0	0
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												
	9,716,945	0	0	0	0	0	94,668	0	0	9,622,277	0.0	0

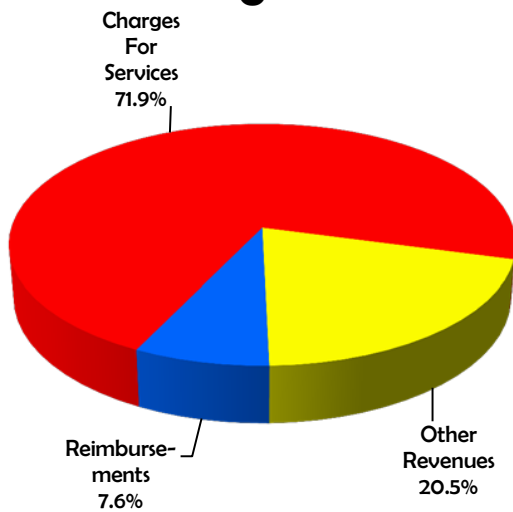
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, Chief Information Officer



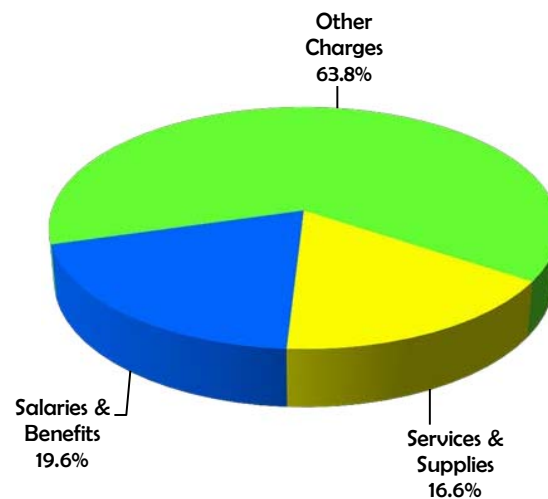
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	4,652,870	5,275,959	5,728,940	6,207,735	6,207,735
Total Financing	4,656,878	5,692,899	5,728,940	5,399,780	5,399,780
Net Cost	(4,008)	(416,940)	-	807,955	807,955
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 2015-16:

- Completed construction of the Twitchell Island radio site, including 300-foot tower and equipment shelter as part of the Delta DWR Grant.
- Completed conversion of the dual site system (City and County) to a single site infrastructure.
- Began implementation of the Phases II and III of the SRRCS infrastructure upgrade to P25 and continue migration of subscriber radios onto the new digital channels.

SIGNIFICANT CHANGES FOR 2016-17:

- Complete implementation of Phases II and III of the SRRCS infrastructure upgrade to P25.
- Plan for the addition of new SRRCS members, UC Davis and City of Davis.
- Identify site for relocation of Walnut Grove radio infrastructure to the Rancho Cordova area.
- Upgrade the Folsom radio site for P25 compliance.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 1.0 FTE position was added following the 2015-16 Budget Adoption through June 30, 2016:

Telecommunications Systems Analyst 2.....	<u>1.0</u>
Total	1.0

- The following 1.0 FTE position was deleted following the 2015-16 Budget Adoption through June 30, 2016:

Administrative Services Officer 2.....	<u>1.0</u>
Total	1.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2016-17				Schedule 10
	Fund Title 059A - REGIONAL RADIO Service Activity Communications System Budget Unit 7020000				
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Operating Revenues					
Charges for Service	\$ 3,726,209	\$ 4,599,060	\$ 3,864,633	\$ 4,203,280	\$ 4,203,280
Total Operating Revenues	\$ 3,726,209	\$ 4,599,060	\$ 3,864,633	\$ 4,203,280	\$ 4,203,280
Operating Expenses					
Salaries/Benefits	\$ 1,268,127	\$ 1,222,581	\$ 1,258,784	\$ 1,305,563	\$ 1,305,563
Services & Supplies	1,144,482	1,139,809	1,165,743	1,104,673	1,104,673
Other Charges	12,241	11,459	11,459	10,995	10,995
Depreciation	1,699,482	1,853,527	2,226,955	2,178,023	2,178,023
Total Operating Expenses	\$ 4,124,332	\$ 4,227,376	\$ 4,662,941	\$ 4,599,254	\$ 4,599,254
Operating Income (Loss)	\$ (398,123)	\$ 371,684	\$ (798,308)	\$ (395,974)	\$ (395,974)
Non-Operating Revenues (Expenses)					
Other Revenues	\$ 914,783	\$ 1,100,859	\$ 1,864,307	\$ 1,196,500	\$ 1,196,500
Interest Income	15,886	(7,020)	-	-	-
Improvements	(74,144)	-	-	-	-
Loss/Disposition-Asset	-	(13,327)	-	-	-
Debt Retirement	(320,886)	(913,107)	(943,850)	(1,887,886)	(1,887,886)
Interest Expense	(133,508)	(122,149)	(122,149)	(165,095)	(165,095)
Total Non-Operating Revenues (Expenses)	\$ 402,131	\$ 45,256	\$ 798,308	\$ (856,481)	\$ (856,481)
Income Before Capital Contributions and Transfers	\$ 4,008	\$ 416,940	\$ -	\$ (1,252,455)	\$ (1,252,455)
Interfund Reimb	-	-	-	(444,500)	(444,500)
Change In Net Assets	\$ 4,008	\$ 416,940	\$ -	\$ (807,955)	\$ (807,955)
Net Assets - Beginning Balance	14,004,302	14,008,306	14,008,306	14,408,253	14,408,253
Equity and Other Account Adjustments	(4)	(16,993)	-	-	-
Net Assets - Ending Balance	\$ 14,008,306	\$ 14,408,253	\$ 14,008,306	\$ 13,600,298	\$ 13,600,298
Positions	9.0	9.0	9.0	9.0	9.0
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

2016-17 PROGRAM INFORMATION

BU: 702000 Regional Radio Communications System

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

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

6,652,235	-444,500	0	0	0	0	4,203,280	1,196,500	807,955	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	6,652,235	-444,500	0	0	0	4,203,280	1,196,500	807,955	0	9.0	7
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DEPARTMENT OF TECHNOLOGY - TECHNOLOGY COST RECOVERY FEE 2180000

Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,103,575	1,094,420	1,424,460	1,672,939	1,672,939
Total Financing	1,122,998	1,575,669	1,424,460	1,672,939	1,672,939
Net Cost	(19,423)	(481,249)	-	-	-

PROGRAM DESCRIPTION:

- The Technology Cost Recovery Fee Fund was established by County Ordinance 16.140.030. This Special Revenue fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA. Revenue collected on permits and building licenses are deposited directly into the Fund.
- Effective July 1, 2015, this Fund was moved from the Building Inspection Fund (2150000) in the Municipal Services section of the budget document to its own budget unit in the Internal Services section under the Department of Technology.

FUND BALANCE CHANGES FOR 2015-16:

Fund balance for Fiscal Year 2015-16 is \$481,249, reflecting an increase of \$94,689 from the prior year.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	Schedule 9
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Budget Unit **2180000 - Technology Cost Recovery Fee**
Function **PUBLIC PROTECTION**
Activity **Protection / Inspection**
Fund **021D - TECH COST RECOVERY FEE**

Detail by Revenue Category and Expenditure Object	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ -	\$ 386,560	\$ 386,560	\$ 481,249	\$ 481,249
Licenses, Permits & Franchises	1,116,931	1,279,885	1,037,900	1,141,690	1,141,690
Revenue from Use Of Money & Property	1,162	1,615	-	-	-
Charges for Services	(101)	-	-	-	-
Miscellaneous Revenues	5,006	(92,391)	-	50,000	50,000
Total Revenue	\$ 1,122,998	\$ 1,575,669	\$ 1,424,460	\$ 1,672,939	\$ 1,672,939
Services & Supplies	\$ 1,103,935	\$ 1,094,420	\$ 1,423,460	\$ 1,667,939	\$ 1,667,939
Other Charges	(360)	-	1,000	5,000	5,000
Total Expenditures/Appropriations	\$ 1,103,575	\$ 1,094,420	\$ 1,424,460	\$ 1,672,939	\$ 1,672,939
Net Cost	\$ (19,423)	\$ (481,249)	\$ -	\$ -	\$ -

2016-17 PROGRAM INFORMATION

BU: 2180000 Technology Cost Recovery Fee

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 Information Technology Recovery Fee

1,672,939	0	0	0	0	0	1,141,690	50,000	481,249	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: C1 -- Develop and sustain livable and attractive neighborhoods and communities

Program Description: This Special Revenue fund (County Code Section 16.140) provides financing for the implementation and operation of Accela Automation E-Government System (automated permitting system). A fee is attached to each case processed in Accela and deposited directly into this fund.

FUNDED

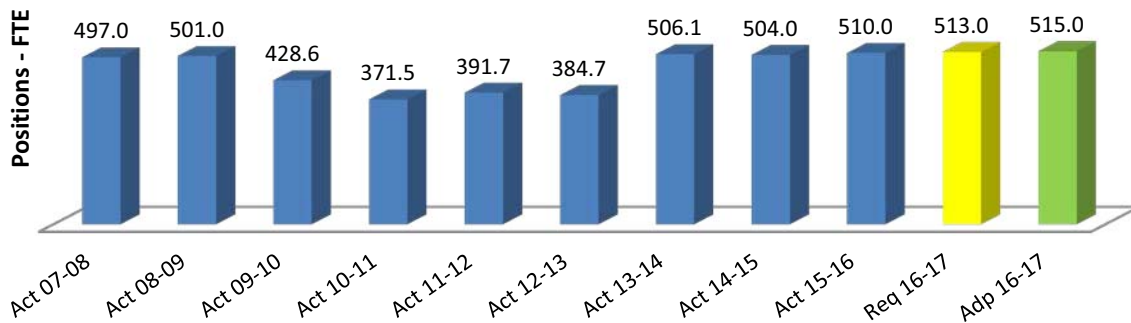
1,672,939	0	0	0	0	0	1,141,690	50,000	481,249	0	0.0	0
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DEPARTMENTAL STRUCTURE

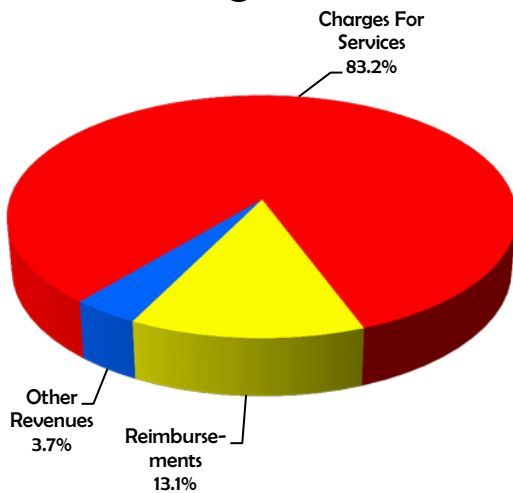
MICHAEL MORSE, Director



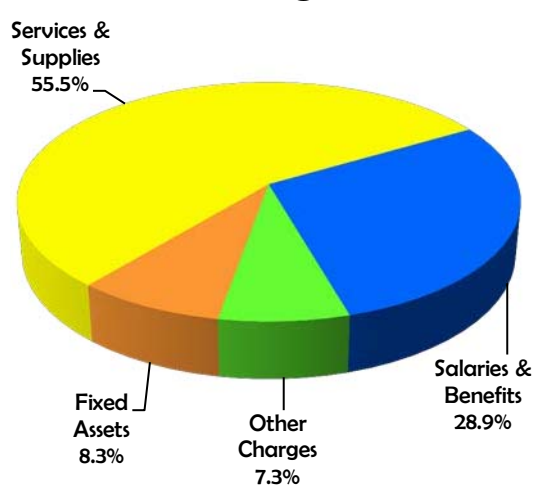
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	150,977,313	156,854,082	188,453,283	191,662,762	191,662,762
Total Financing	152,746,277	164,547,248	176,144,042	180,312,509	180,312,509
Net Cost	-1,768,964	-7,693,166	12,309,241	11,350,253	11,350,253
Positions	504.0	510.0	508.0	515.0	515.0

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 2015-16:

- Completed the following energy efficiency projects:
 - At Rio Cosumnes Correctional Center (RCCC), replaced the flush valves and controls for the toilets, added control valves and low-flow heads to the showers and upgraded the faucets to low-flow to reduce water usage by over 2-million gallons per month.
 - At the Main Jail, replaced toilet flush valves to reduce total water usage by almost 1-million gallons per month.
 - At RCCC, upgraded the heating, ventilating and air-conditioning (HVAC) controls to reduce energy usage and provide better maintenance response.
- Began the Hazel Avenue Widening Project in February 2016 with the use of an on-call construction support services consultant contract.
- Completed the following projects:
 - Mental Health Treatment Center Complex upgrades
 - New Administration building fire alarm replacement
 - New Administration elevator upgrades
 - Sylvan Oaks Library fire alarm system
 - Twitchell Island radio site
 - New Administration cooling tower rebuild
 - Software upgrade and revision of Computer Coordinated Universal Retrieval Entry (CCURE) Access Control system.
- Added hydrogen fuel cell, electric and plug-in vehicles to the Light Fleet and added propane and compressed natural gas fueled vehicles to the County Medium and Heavy Duty truck fleet to help reduce the County fleet's greenhouse gas emissions.
- Received recognition as one of the 50 Leading Fleets by Government Fleet Magazine and American Public Works Association.

SIGNIFICANT CHANGES FOR 2016-17:

- Retrofit the exterior lighting of County owned facilities to Light Emitting Diodes (LED) lighting to reduce energy usage by over 700,000 kilowatt-hours per year.

SIGNIFICANT CHANGES FOR 2016-17 (CONT.):

- At the Main Jail, add controls to toilets to reduce total water usage by an estimated 1-million gallons per month.
- Upgrade the building controls for lighting and HVAC at the Coroner/Crime Lab, Primary Care and Department of General Services Facilities Management building to reduce energy usage and provide better maintenance response.
- Manage new projects including:
 - Sacramento Sheriff's Department RCCC campus expansion and infrastructure improvements, and Main Jail roof replacement.
 - Department of Health and Human Services' Office Building III Renovations and Americans with Disabilities Act (ADA) Upgrades.
 - Voter Registration and Elections ADA upgrades.
 - Fair Oaks Library ADA upgrades.
 - Rancho Cordova Library roof replacement.
 - Migrate from petroleum diesel #2 to R 99 renewable diesel to reduce carbon emissions up to 80 percent for approximately 400 County Fleet vehicles.
 - Migrate from fossil liquefied natural gas (LNG) to renewable LNG produced from organic waste to achieve an additional 30 percent reduction in carbon emissions.
 - Install LED lighting in all stairwells.

CAPITAL OUTLAY FUNDS:

- **Budget Unit 2070000:**
 - The Capital Outlay Fund shows a net cost of \$3.6 million. \$7.0 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$5.8 million and the remaining \$1.3 million will be funded by the Capital Outlay Fund. An appropriation of \$2.3 million is included to transfer assets to the Sacramento Area Sanitation District.
- **Budget Unit 7080000:**
 - The Capital Outlay Fund established to fund light equipment purchases shows a net cost of \$4.7 million. \$10.8 million is appropriated for the purchase of light fleet vehicle replacements and additions, which will be funded through various customer department contributions, and by the Capital Outlay Fund.

RETAINED EARNINGS CHANGES FOR 2016-17:

- The Department is appropriating \$3.0 million to address on-going projects, the backlog of deferred facility maintenance, continued cost absorption and rate stabilization, miscellaneous equipment purchases, and contingency spending for emergencies that may come up throughout the year with no rate increase to customer departments.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 16.0 FTE positions were added following the 2015-16 Budget Adoption through June 30, 2016:

Chief Real Estate Division	1.0
Chief Storekeeper Fleet Services.....	1.0
Construction Management Specialist – LT	2.0
Construction Management Supervisor	1.0
Construction Materials Lab Tech Level 2	3.0
Printing Services Technician	1.0
Senior Engineering Technician	1.0
Senior Storekeeper Fleet Services.....	1.0
Storekeeper Fleet Services	<u>5.0</u>
Total	16.0

- The following 14.0 FTE positions were deleted following the 2015-16 Budget Adoption through June 30, 2016:

Chief Storekeeper Range B	1.0
Construction Inspection Supervisor	1.0
Construction Materials Lab Tech Level 1	3.0
Engineering Technician Level 2	1.0
Printing Service Operator Level 2	1.0
Storekeeper 1	6.0
Storekeeper 2.....	<u>1.0</u>
Total	14.0

STAFFING LEVEL CHANGES FOR 2016-17 (CONT.):

- The following 19.0 FTE positions were added as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Associate Engineer Architect	1.0
Associate Engineer Architect - LT	1.0
Automotive Mechanic Range A.....	1.0
Building Maintenance Worker	4.0
Carpenter	2.0
Electrician	1.0
Fleet Manager	1.0
Painter	4.0
Senior Account Clerk.....	1.0
Senior Contract Services Officer	1.0
Stationary Engineer 1	1.0
Stationary Engineer 2	<u>1.0</u>
Total	19.0

- The following 14.0 FTE positions were deleted as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position deletions approved between hearings):

Assoc Civil Engineer	1.0
Assoc Electrical Engineer	1.0
Building Project Coordinator 2 – LT	1.0
Building Security Attendant.....	2.0
Construction Materials Lab Tech Level 1	1.0
Custodian Level 2	2.0
Equipment Mechanic	3.0
Equipment Service Worker	1.0
Senior Construction Inspector	1.0
Senior Equipment Mechanic	<u>1.0</u>
Total	14.0

SCHEDULE:

State Controller Schedules		County of Sacramento			Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2016-17			Fund Title Service Activity Budget Unit	
					General Services Summary 7000000/2070000/7080000	
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Use of Money/Prop	\$ (31)	\$ 80	\$ -	\$ -	\$ -	
Charges for Services	142,788,232	150,145,815	158,806,527	162,740,747	162,740,747	
Total Operating Revenues	\$ 142,788,201	\$ 150,145,895	\$ 158,806,527	\$ 162,740,747	\$ 162,740,747	
Operating Expenses						
Salaries and Employee Benefits	\$ 56,424,611	\$ 56,795,368	\$ 60,408,490	\$ 63,160,729	\$ 63,160,729	
Services and Supplies	77,671,022	79,814,376	92,340,647	90,250,807	90,250,807	
Other Charges	703,150	853,798	1,142,762	1,321,285	1,321,285	
Depreciation	6,857,456	7,567,834	9,577,741	10,689,748	10,689,748	
Total Operating Expenses	\$ 141,656,239	\$ 145,031,376	\$ 163,469,640	\$ 165,422,569	\$ 165,422,569	
Operating Income (Loss)	\$ 1,131,962	\$ 5,114,519	\$ (4,663,113)	\$ (2,681,822)	\$ (2,681,822)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 3,303,325	\$ 2,928,067	\$ 5,270,764	\$ 5,711,416	\$ 5,711,416	
Fines/Forefeitures/Penalties	58,334	32,213	-	-	-	
Gain /Sale/Property	8,226	-	-	-	-	
Cost of Goods Sold	(3,111,192)	(3,324,438)	(4,100,000)	(4,100,000)	(4,100,000)	
Equipment	(152,390)	(82,281)	(332,062)	(335,300)	(335,300)	
Loss/Disposition-Asset	(14,820)	(3,470)	(56,884)	(40,000)	(40,000)	
Debt Retirement	(1,164,940)	(972,984)	(972,984)	(981,922)	(981,922)	
Interest Expense	(404,390)	(828,941)	(746,436)	(611,000)	(611,000)	
Total Non-Operating Revenues (Expenses)	\$ (1,477,847)	\$ (2,251,834)	\$ (937,602)	\$ (356,806)	\$ (356,806)	
Income Before Capital Contributions and Transfers	\$ (345,885)	\$ 2,862,685	\$ (5,600,715)	\$ (3,038,628)	\$ (3,038,628)	
Interfund Reimb	\$ -	\$ -	\$ -	\$ (13,500)	\$ (13,500)	
Intrafund Charges	21,962,303	22,869,324	24,850,083	27,126,867	27,126,867	
Intrafund Reimb	(21,887,870)	(22,748,894)	(24,850,083)	(27,126,867)	(27,126,867)	
Change in Net Assets	\$ (420,318)	\$ 2,742,255	\$ (5,600,715)	\$ (3,025,128)	\$ (3,025,128)	
Net Assets - Beginning Balance	29,675,106	29,311,654	29,311,654	26,323,244	26,323,244	
Equity and Other Account Adjustments	56,866	(5,730,665)	-	-	-	
Net Assets - Ending Balance	29,311,654	26,323,244	23,710,939	23,298,116	23,298,116	
*Net assets only include Fund 035 Operations and excludes Capital Outlay Funds						
Positions	504.0	510.0	508.0	515.0	515.0	
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	\$	4,450,682	\$	5,562,115	\$	5,249,472	\$	5,785,046	\$	5,785,046
Other Equipment		3,596,174		3,820,158		7,982,720		7,099,400		7,099,400
Other Expenses		584,856		1,146,900		3,570,294		2,304,000		2,304,000
Residual Eq Trn Out		-		-		-		-		-
NET COST	\$	(269,652)	\$	(595,057)	\$	6,303,542	\$	3,618,354	\$	3,618,354
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)										
Total Revenue	\$	2,137,509	\$	5,878,958	\$	6,817,279	\$	6,075,300	\$	6,075,300
Other Equipment		217,879		1,523,104		7,222,263		10,782,071		10,782,071
Other Expenses								-		-
Residual Eq Trn Out								-		-
NET COST	\$	(1,919,630)	\$	(4,355,854)	\$	404,984	\$	4,706,771	\$	4,706,771

2016-17 PROGRAM INFORMATION

BU: 700000 General Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	001 Department Administration											
	4,592,758	-3,713,408	0	0	0	0	0	679,350	0	200,000	23.0	2
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Plans, directs and controls activities for the department											
Program No. and Title:	002 GS-Bradshaw District											
	15,422,315	-694,614	0	0	0	0	0	14,477,701	0	250,000	86.0	61
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provide facility maintenance and custodial services to other departments within the County. Maintains, repairs and makes necessary alterations in order to provide a safe environment for employees and the public.											
Program No. and Title:	003 GS-Downtown District											
	9,229,309	-522,310	0	0	0	0	0	8,406,999	0	300,000	59.0	9
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provide facility maintenance and custodial services to other departments within the County. Maintains, repairs and makes necessary alterations in order to provide a safe environment for employees and the public.											

BU: 700000 General Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 004 GS Security												
	2,905,723	-193,933	0	0	0	0	0	2,671,790	0	40,000	25.0	4
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Provides security services for county owned facilities and some leased facilities.												
Program No. and Title: 005 GS-Airport District												
	7,248,980	0	0	0	0	0	0	7,248,980	0	0	39.0	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.												
Program No. and Title: 006 Central Purchasing												
	3,084,280	-596,483	0	0	0	0	0	2,312,797	0	175,000	18.0	0
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Centralized purchasing & contracting services for county departments												
Program No. and Title: 007 Support Services												
	8,585,373	-423,290	0	0	0	0	0	7,612,083	0	550,000	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.												
Program No. and Title: 008 Light Fleet Services												
	31,848,251	-9,342,326	0	0	0	0	0	22,379,642	0	126,283	25.0	5
Program Type: Self-Supporting												
Countywide Priority: 5 -- General Government												
Strategic Objective: IS -- Internal Support												
Program Description: Maintains county owned automotive equipment												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title: 009 Heavy Fleet Services</i>												
	32,762,704	-8,192,443	0	0	0	0	0	24,496,153	0	74,108	75.0	38
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Operation and maintenance of the heavy equipment rental fleet											
<hr/>												
<i>Program No. and Title: 010 Energy Management</i>												
	10,348,862	-379,527	0	0	0	0	0	9,319,335	0	650,000	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>	Manage the County's Energy Program to maximize energy savings and minimize county cost											
<hr/>												
<i>Program No. and Title: 011 Facility Planning and Management</i>												
	1,193,155	-143,003	0	0	0	0	0	1,050,152	0	0	5.0	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>	Facility planning for county owned and leased facilities											
<hr/>												
<i>Program No. and Title: 012 Computer Aided Facility Management</i>												
	419,287	-419,287	0	0	0	0	0	0	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>	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>												
	3,127,102	-302,331	0	0	0	0	0	2,546,717	0	278,054	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											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 014 Real Estate Operations												
	42,835,389	-235,330	0	0	0	0	0	42,600,059	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/>												
Program No. and Title: 015 Real Estate Operations												
	1,556,514	-1,237,314	0	0	0	0	0	12,517	0	306,683	6.0	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												
<hr/>												
Program No. and Title: 016 GS-Alarm Services												
	1,625,392	-44,006	0	0	0	0	0	1,581,386	0	0	6.0	6
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Design, installation, & maintenance of the County's electronic security alarm, surveillance, & access control systems												
<hr/>												
Program No. and Title: 017 GS-Architectural Services												
	2,958,835	-15,500	0	0	0	0	0	2,868,335	0	75,000	13.0	3
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Architectural & engineering design services for county construction, alterations & improvements												
<hr/>												
Program No. and Title: 018 GS-Construction Management and Inspection - Administration												
	685,262	-685,262	0	0	0	0	0	0	0	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> Construction Management division-wide administrative services												
<hr/>												
Program No. and Title: 019 GS-Construction Management and Inspection Division-Construction Management & Inspection												
	16,519,791	0	0	0	0	0	0	16,519,791	0	0	84.0	80
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> PS2 -- Keep the community safe from environmental hazards and natural disasters												
<i>Program Description:</i> Ensures that contractors construct public buildings in accordance with approved plans & specifications												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: <i>020 GS-Construction Management and Inspection Division-Materials Testing Laboratory</i>												
	1,668,376	0	0	0	0	0	0	1,668,376	0	0	9.0	7
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												
FUNDED	198,617,658	-27,140,367	0	0	0	0	0	168,452,163	0	3,025,128	515.0	224

Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	26,873,914	24,069,183	38,288,417	54,183,982	54,183,982
Total Financing	34,963,935	37,990,519	38,288,417	54,183,982	54,183,982
Net Cost	(8,090,021)	(13,921,336)	-	-	-

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 2015-16:

- Completed the Mental Health Treatment Center Complex Upgrade project.
- Completed the Main Jail Water Heater Replacement project.
- Completed the Coroner Crime Laboratory Redesign the Morgue Refrigeration System project.

SIGNIFICANT CHANGES FOR 2016-17:

- Continue the Rio Consumnes Correctional Center (RCCC) Campus Expansion and Infrastructure Improvements project.
- Complete the Main Jail Water Booster Systems 1 and 2 projects.
- Complete the RCCC Replace the Security Controls System in the Chris Boone Facility (CBF) & Stuart Baird Facility (SBF) project.

FUND BALANCE CHANGES FOR 2015-16:

Fund balance increased by \$5,864,817 due to the policy change of reserving encumbrances and delays in starting construction projects in Fiscal Year 2015-16.

SUPPLEMENTAL INFORMATION:

- The anticipated funding available within the CCF for Fiscal Year 2016-17 is \$54,183,982. The Fiscal Year 2016-17 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	\$ 13,921,439
Courthouse Temporary Construction Fund Revenues	1,300,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,800,000
Interest Income	2,500
County Facility Use Allowance	14,834,224
Vacancy Factor & Improvement Districts	561,268
Board of State and Community Corrections	15,300,000
Miscellaneous Revenues - Department Funded Projects	5,279,600
Energy Service Company (ESCO) Energy Savings Revenue	445,586
Revenue Leases	53,080
California Energy Commission (CEC) Energy Savings Revenue	103,224
Tobacco Litigation Settlement (TLS) Funds	583,061
	\$ 54,183,982

- CCF has made significant contributions for debt service for General Fund departments in the Adopted Budget. Three large projects, the John M Price District Attorney Building Replace Roof, RCCC – Sandra Larson Facility Replace Roof, and the Central Plant – Repair Cooling Towers have been delayed to make these contributions.

The projects included in the Adopted Budget are:

Fund Center 3103101–Bradshaw Complex – \$3,458,172

- Agricultural Commissioner Building – Replace Roof – \$89,481
- Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements – \$230,000
- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$69,794
- Department of Transportation – Replace 21 Ton Heating Ventilation and Air Conditioning (HVAC) Unit – \$397,300
- ESCO Debt Service Payments – \$278,808
- Fleet Services Equipment Shop – Increase Ventilation for Compressors – \$92,000
- General Services Warehouse – Enclosure for Outside Surplus Storage – \$43,849

SUPPLEMENTAL INFORMATION (CONT.):

- General Services Warehouse – Provide Enclosed and Conditioned Mail and Print Area – \$325,000
- Regional Parks and Recreation – Renovate Restroom and Showers – \$635,840
- Voter Registration and Elections – Investigate Floor Moisture – \$8,000
- Voter Registration and Elections – Roof Replacement – \$800,000
- Voter Registration and Elections – ADA Upgrades and Parking Lot Maintenance – \$463,100

Fund Center 3103102–Administration Center – \$4,888,211

- Central Plant – Repair Underground Hot Water Lines – \$500,000
- Central Plant – Upgrade Chiller # 2 to a Variable Speed Drive – \$61,726
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$15,000
- Employee Parking Garage – Elevator Upgrade – \$250,000
- New Administration Building – 7th Floor Conference Room – \$152,490
- New Administration Building – Install Fall Restraint System – \$125,000
- New Administration Building – Replace 240 Ton Air Conditioning Compressor System – \$234,000
- New Administration Building – Replace All Elevator Controls and Freight Elevator – \$550,219
- New Administration Building – Re-seal North and South Plazas – \$100,000
- New Administration Building – Security Mitigation Project – \$80,000
- New Administration Building – Upgrade Fire Alarm System – \$619,815
- New Administration Center – Board of Supervisors’ Office Renovation – \$274,961
- Old Administration Building – Evaluate and Install Emergency Egress Lighting – \$30,000
- Public Parking Garage – Repair Storm Pump Pit Liner – \$148,000
- Public Parking Garage – Repairs and Upgrade to Parking Garage – \$1,722,000

Fund Center 3103108–Preliminary Planning – \$2,063,130

- Administrative Costs for the CCF – \$1,050,152
- Allocated Cost – \$291,426
- Architectural Services Division – \$50,000
- Computer Aided Facility Management (CAFM) – \$25,000
- County-wide Building Envelope Repair and Maintenance Operating Procedures Outline Sheets (OPOS) – \$10,000
- Facility Condition and Assessment Report – \$139,052
- Job Order Contracting (JOC) – \$50,000
- Warehouse Burden Rate – \$20,000
- Master Planning – \$400,000

SUPPLEMENTAL INFORMATION (CONT.):

- Miscellaneous Planning Costs – \$27,500

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

Fund Center 3103109–901 G Street Building (OB #2) – \$513,400

- John M Price District Attorney Building – Facility Entrance Reception Upgrades – \$443,400
- John M Price District Attorney Building – Install Security Barricades at Entry – \$50,000
- John M Price District Attorney Building – Install Security Film on 141 Window Pane – \$20,000

Fund Center 3103110–Maintenance Yard – \$102,290

- Department of Transportation – Replace Evaporative Cooler with HVAC Unit – \$97,290
- Miscellaneous Alterations – \$5,000

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$1,608,902

- 799 G Street (Sac Metro Cable Lease) – \$10,171
- Accounting Services – \$66,000
- Countywide – Retrofit Facility Exteriors to Light Emitting Diode (LED) – \$473,412
- Galt Library Addition – \$36,396
- Improvement Districts – \$122,759
- Miscellaneous minor building and emergency projects – \$202,127
- Modular Furniture Charges – \$20,000
- North A Street Facility – Upgrade Exterior Lighting – \$10,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant county–owned land – \$50,000
- Scope and Estimate – \$30,000
- Survey and remedial work associated with asbestos in county facilities – \$25,000
- Vacant Space Allocation – \$463,037
- (CCF is charged for vacant County–owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects – \$50,000

Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,688,232

- Office Building 3 (OB3) – Upgrade Elevators – \$453,960
- Office Building 3 (OB3) – Renovation – \$250,000
- Office Building 3 (OB3) – Americans with Disabilities Act (ADA) Improvements – \$484,272
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$500,000

Fund Center 3103113–Clerk–Recorder Building – \$5,000

- Miscellaneous Alterations – \$5,000

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103114–799 G Street Building – \$54,155**

- Miscellaneous Alterations – \$10,000
- Department of Technology Building – Replace Sewage Sump Tanks – \$44,155

Fund Center 3103115–Animal Care Facility – \$50,000

- Animal Care Facility – Cat Room Cooling – \$50,000

Fund Center 3103124–General Services Facility – \$10,000

- General Services Facility – Upgrade Department of Technology (D-Tech) Server Room – \$5,000
- Miscellaneous Alterations – \$5,000

Fund Center 3103125–B.T. Collins Juvenile Center – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103126–Warren E. Thornton Youth Center – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103127–Boys Ranch – \$0

- No appropriation at this time

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$17,722,879

- CEC Energy Retrofit Debt Service – \$103,225
- RCCC – Campus Expansion and Infrastructure Improvements – \$15,300,000
- RCCC – 69KV Electrical Substation – \$450,000
- RCCC – Connect Main Kitchen to Generator Power – \$25,125
- RCCC – Flush Valve Control Monitor – \$50,000
- RCCC – Install Valve and Tee in Main Water Line – \$36,000
- RCCC – Modernize Flush Valves – \$17,243
- RCCC – Re-key All of the G Key Locks – \$69,803
- RCCC – Replace Intercom System at the Chris Boone (CBF) & Stuart Baird Facilities (SBF) – \$297,119
- RCCC – Replace Security Controls at the CBF & SBF – \$1,316,714
- RCCC – Sandra Larson Facility (SLF) Replace Roof – \$57,650

Fund Center 3103130–Work Release Facility – \$879,104

- Work Release – Install Barriers at Entry – \$20,000
- Work Release – Replace Balance of Roof Top HVAC Units – \$351,670
- Work Release – Replace Domestic Hot Water Boiler – \$316,000
- Work Release – Replace Freezer Floor and Cooler Box – \$191,434

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103131–Sheriff's Administration Building – \$1,173,400**

- Sheriff's Administration Building – Replace Fire Alarm System – \$599,757
- Sheriff's Administration Building – Elevator Upgrades – \$535,500
- Sheriff's Administration Building – Re-carpet and Repaint – \$38,143

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$9,718,657

- Main Jail – 2nd Floor Briefing Room Wall Partition – \$135,728
- Main Jail – East Sewer Ejection System Replacement – \$173,786
- Main Jail – Install Gate by Inmate Visit Area 8E – \$15,000
- Main Jail – Kitchen Flight Wash Machine – \$255,000
- Main Jail – Modernize Flush Valves – \$28,384
- Main Jail – Replace Broken Etched Lobby Glass – \$15,000
- Main Jail – Replace Diesel Fire Pump – \$327,215
- Main Jail – Replace Housing Cell Noise Level Monitoring System – \$1,461,418
- Main Jail – Replace Roof – \$6,184,867
- Main Jail – Water Booster System 1&2 Replacement – \$951,842
- Main Jail – West Sewer Ejection System Replacement – \$170,417

Fund Center 3103133–Sheriff's North Area Substation – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103134–Sheriff's South Area Substation – \$463,800

- Sheriff South Area Station – Lactation Room and Tenant Improvement – \$463,800

Fund Center 3103137–Coroner/Crime Laboratory – \$1,002,010

- Coroner Crime Laboratory – Replace Concrete Floor Covering – \$872,413
- Coroner Crime Laboratory – Replace Roof – \$50,000
- Coroner Crime Laboratory – Upgrade HVAC Direct Digital Controls (DDC) – \$79,597

Fund Center 3103160–Sacramento Mental Health Facility – \$319,974

- ESCO Debt Service – \$314,974
- Miscellaneous Alterations – \$5,000

Fund Center 3103162–Primary Care Center – \$598,378

- Paul F. Hom M.D. Primary Care Facility – Replace DDC System – \$100,013
- Paul F. Hom M.D. Primary Care Facility – Replace Flooring – \$498,365

Fund Center 3103198 – Financing – Transfers/Reimbursements – \$4,407,532

- Animal Care Debt Service – \$828,232
- Main Jail Debt Service – \$1,939,857
- CCF Debt Service for ADA Projects – \$339,443

SUPPLEMENTAL INFORMATION (CONT.):**Fund Center 3103198 – Financing – Transfers/Reimbursements – \$4,407,532 (cont.)**

- CCF Part of Juvenile Courthouse Debt Service – \$1,300,000

Fund Center 3103199 – Ecology Lane – \$145,500

- Water Resources 3843 Branch Center – Convert Storage Space into Conference Room – \$130,500
- Miscellaneous Alterations – \$15,000

Fund Center 3106382 – Libraries – \$3,296,256

- Arcade Library – Interior Remodel – \$692,300
- Fair Oaks Library – ADA Upgrades – \$390,000
- North Highlands Library – Interior Remodel – \$516,100
- Orangevale Library – New Facility – \$454,564
- Rancho Cordova Library – ADA Upgrades – \$100,000
- Rancho Cordova Library – Replace Metal and Single-ply and Roof Drain System – \$610,332
- Southgate Library – ADA Upgrades – \$264,080
- Southgate Library – Design Site Fence – \$50,000
- Sylvan Oaks Library – Evaluate Fascia Boards and Glu-lam Beams – \$198,462
- Sylvan Oaks Library – Replace Fire Alarm System – \$20,418

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2016-17

Schedule 9

Budget Unit **3100000 - Capital Construction**
Function **GENERAL**
Activity **Plant Acquisition**
Fund **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 7,266,620	\$ 8,090,019	\$ 8,090,019	\$ 13,921,439	\$ 13,921,439
Fines, Forfeitures & Penalties	3,280,000	3,040,000	3,100,000	3,100,000	3,100,000
Revenue from Use Of Money & Property	22,484	35,377	2,500	2,500	2,500
Charges for Services	12,624	-	-	-	-
Miscellaneous Revenues	24,382,207	26,825,123	27,095,898	37,160,043	37,160,043
Total Revenue	\$ 34,963,935	\$ 37,990,519	\$ 38,288,417	\$ 54,183,982	\$ 54,183,982
Services & Supplies	\$ 10,061,066	\$ 13,034,098	\$ 13,949,526	\$ 20,043,757	\$ 20,043,757
Other Charges	933,856	814,916	815,298	819,766	819,766
Improvements	8,142,637	5,794,848	19,101,375	28,902,756	28,902,756
Interfund Charges	8,486,355	4,425,321	4,422,218	4,417,703	4,417,703
Interfund Reimb	(750,000)	-	-	-	-
Total Expenditures/Appropriations	\$ 26,873,914	\$ 24,069,183	\$ 38,288,417	\$ 54,183,982	\$ 54,183,982
Net Cost	\$ (8,090,021)	\$ (13,921,336)	\$ -	\$ -	\$ -

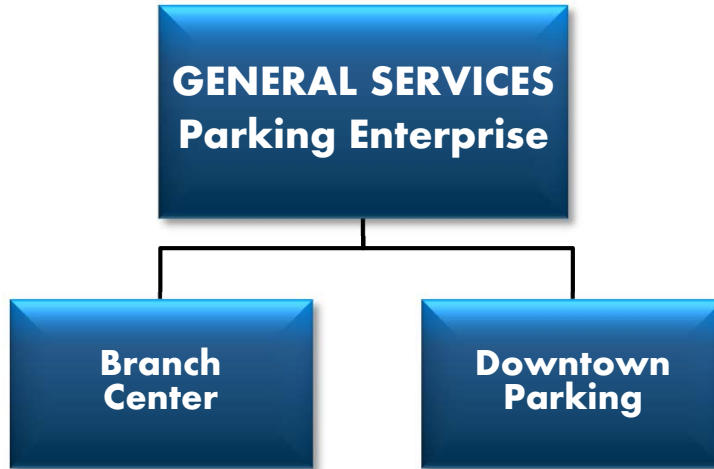
2016-17 PROGRAM INFORMATION

BU: 3100000 Capital Construction Fund

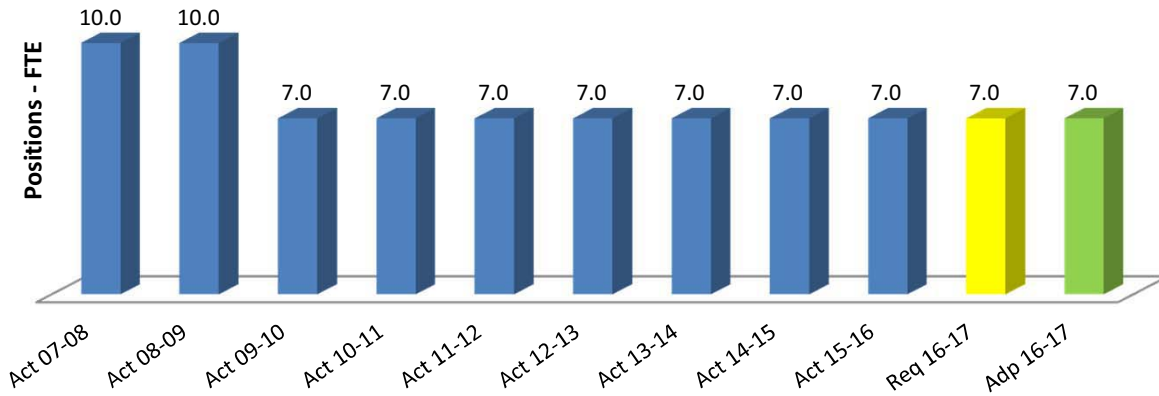
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Debt Service</u>											
	4,417,703	0	0	0	0	0	0	4,417,703	0	0	0.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Bond Payments											
Program No. and Title:	<u>002 Health, Safety, & Code Compliance</u>											
	834,045	0	0	0	0	0	0	834,045	0	0	0.0	0
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:	<u>003 Administration</u>											
	1,050,152	0	0	0	0	0	0	1,050,152	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	To prioritize and maximize the use of the capital construction fund											
Program No. and Title:	<u>004 General Maintenance</u>											
	19,551,441	0	0	0	0	0	0	5,630,002	13,921,439	0	0.0	0
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:	<u>005 Criminal Justice Facilities</u>											
	28,330,641	0	0	15,300,000	0	0	0	13,030,641	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											
FUNDED	54,183,982	0	0	15,300,000	0	0	0	24,962,543	13,921,439	0	0.0	0

DEPARTMENTAL STRUCTURE

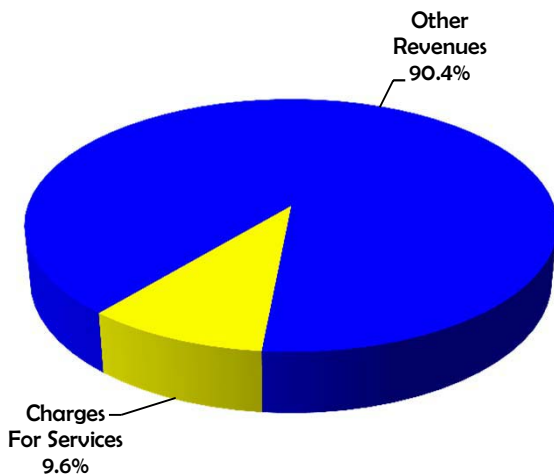
MICHAEL MORSE, Director



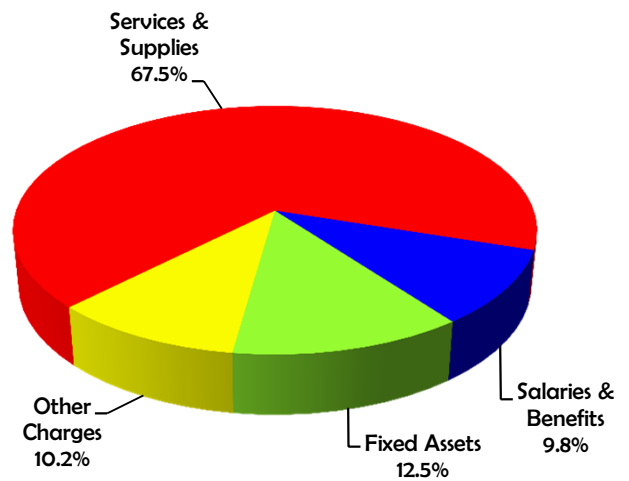
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,420,697	1,962,136	4,435,703	5,641,131	5,641,131
Total Financing	3,012,013	2,933,716	2,628,012	2,998,012	2,998,012
Net Cost	(591,316)	(971,580)	1,807,691	2,643,119	2,643,119
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); Department of Airports; 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 2015-16:

- Hired and received consultant's recommendations for best utilizing county parking facilities for Golden 1 Center events.
- Executed a new parking agreement between the County and Rubicon Property Management for parking at the 906 G Street garage, to help offset the drastic reduction in parking spaces in City Lot 297 in December 2015 due to the development of the railyard.

SIGNIFICANT CHANGES FOR 2016-17:

- Complete Americans with Disabilities Act compliance and high-priority structural repair and maintenance projects for the Public and Employee garages, including:
 - Relocate the disabled parking spaces in the Public garage to the street level to meet ADA compliance.
 - Relocate the electric vehicle chargers in the Public garage to the upper level and adding chargers for County motor pool vehicles in the basement.
 - Make necessary repairs to the elevators in the Employee garage.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2016-17				Schedule 11
		Fund Title 056A - PARKING ENTERPRISE Service Activity Parking Operations Budget Unit 7990000				
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,484,031	\$ 2,592,779	\$ 2,382,712	\$ 2,742,712	\$ 2,742,712	
Use Of Money/Prop	197,631	125,650	100,000	100,000	100,000	
Total Operating Revenues	\$ 2,681,662	\$ 2,718,429	\$ 2,482,712	\$ 2,842,712	\$ 2,842,712	
Operating Expenses						
Salaries/Benefits	\$ 403,696	\$ 452,637	\$ 499,710	\$ 550,250	\$ 550,250	
Services & Supplies	1,665,233	1,171,528	2,890,927	3,810,244	3,810,244	
Other Charges	50,822	52,705	56,566	188,606	188,606	
Depreciation	300,946	285,266	363,500	389,531	389,531	
Total Operating Expenses	\$ 2,420,697	\$ 1,962,136	\$ 3,810,703	\$ 4,938,631	\$ 4,938,631	
Operating Income (Loss)	\$ 260,965	\$ 756,293	\$ (1,327,991)	\$ (2,095,919)	\$ (2,095,919)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 319,675	\$ 191,144	\$ 145,300	\$ 145,300	\$ 145,300	
Interest Income	10,676	24,143	-	10,000	10,000	
Equipment	-	-	(625,000)	(702,500)	(702,500)	
Total Non-Operating Revenues (Expenses)	\$ 330,351	\$ 215,287	\$ (479,700)	\$ (547,200)	\$ (547,200)	
Income Before Capital Contributions and Transfers	\$ 591,316	\$ 971,580	\$ (1,807,691)	\$ (2,643,119)	\$ (2,643,119)	
Change In Net Assets	\$ 591,316	\$ 971,580	\$ (1,807,691)	\$ (2,643,119)	\$ (2,643,119)	
Net Assets - Beginning Balance	6,594,469	7,520,448	7,520,448	8,196,534	8,196,534	
Equity and Other Account Adjustments	334,663	(295,494)	-	-	-	
Net Assets - Ending Balance	\$ 7,520,448	\$ 8,196,534	\$ 5,712,757	\$ 5,553,415	\$ 5,553,415	
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	

2016-17 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**

5,641,131	0	0	0	0	0	0	2,998,012	0	2,643,119	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.

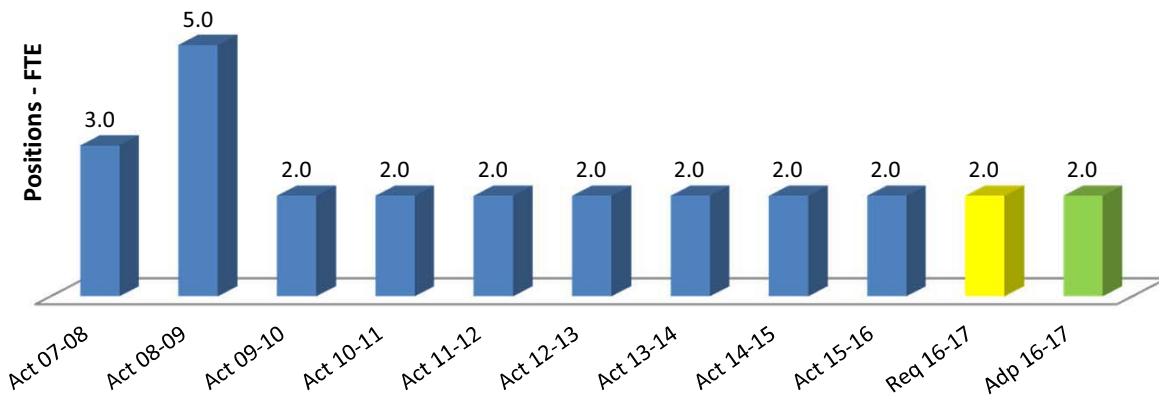
FUNDED

5,641,131	0	0	0	0	0	0	2,998,012	0	2,643,119	7.0	0
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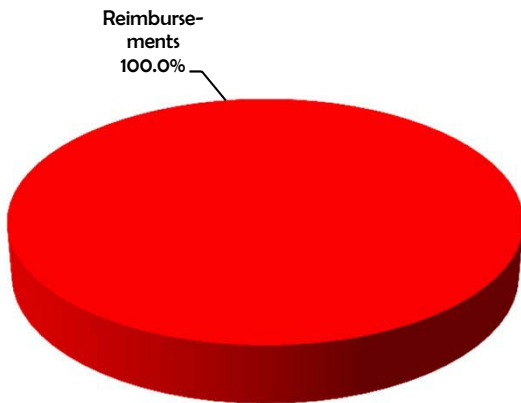
DEPARTMENTAL STRUCTURE



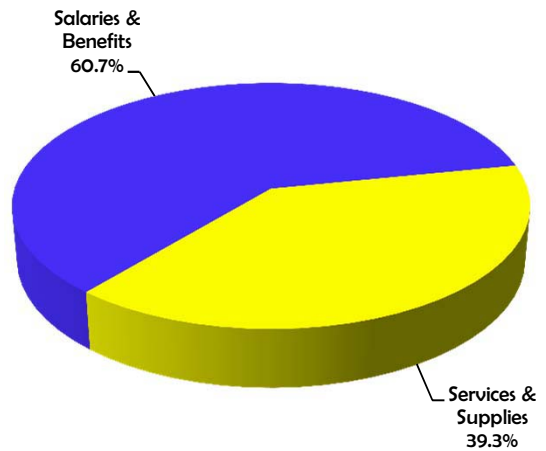
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	15	-	-	-	-
Total Financing	15	-	-	-	-
Net Cost	-	-	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

PROGRAM DESCRIPTION:

- The Office of Compliance was created 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 (HIPAA) and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682).
- Mandated HIPAA activities include the provision of Privacy and Security Training to HIPAA-covered programs; assessments of HIPAA program worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information; investigation of privacy complaints and security incidents relating to County clients’ medical information; and reporting of breaches to state and federal agencies.
- Additionally, the Office monitors County departments regulated by the Fair and Accurate Credit Transactions Act (FACTA) Red Flags Rule to prevent identity theft.
- The County Clerk/Recorder (Director) fulfills the duties of the County’s mandated HIPAA Compliance Officer.
- The Office of Compliance receives intrafund reimbursement from the County Department of Health and Human Services (DHHS).

MISSION:

To protect and uphold the interests of Sacramento County and its citizens related to state and federal mandated requirements to protect County clients’ personally identifiable medical information. These include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682). The Office of Compliance performs core activities related to the HIPAA mandates in the Code of Federal Regulations (CFR) 45 and related requirements for the County’s HIPAA “covered components” as defined under HIPAA. The provisions include administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats (written, verbal, and electronic). The Office both fulfills and monitors specific requirements under the key provisions.

GOALS:

- Serve as a central point of contact related to all HIPAA mandates, compliance efforts and training within Sacramento County government.

GOALS (CONT.):

- Provide oversight of county departments' and divisions' efforts to meet federally mandated HIPAA and FACTA 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 by maintaining a countywide process for receiving, documenting, tracking, investigating, and acting on all incidents, breaches and complaints.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

Revised the County's HIPAA Security Rule Policies and Procedures.

SIGNIFICANT CHANGES FOR 2016-17:

- Implementation of on-line training for HIPAA covered workforce members.
- Review and revision of HIPAA Privacy Rule Policies and Procedures.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Miscellaneous Revenues	\$ 15	\$ -	\$ -	\$ -	-
Total Revenue	\$ 15	\$ -	\$ -	\$ -	-
Salaries & Benefits	\$ 226,294	\$ 229,623	\$ 233,135	\$ 241,025	241,025
Services & Supplies	30,404	24,864	84,833	127,279	127,279
Interfund Charges	7,444	4,422	4,422	5,435	5,435
Intrafund Charges	12,526	22,235	22,842	23,166	23,166
Intrafund Reimb	(276,653)	(281,144)	(345,232)	(396,905)	(396,905)
Total Expenditures/Appropriations	\$ 15	\$ -	\$ -	\$ -	-
Net Cost	\$ -	\$ -	\$ -	\$ -	-
Positions	2.0	2.0	2.0	2.0	2.0

2016-17 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 HIPAA**

396,905	-396,905	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

396,905	-396,905	0	0	0	0	0	0	0	0	2.0	0
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Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	15,016	68,894	100,230	130,000	130,000
Total Financing	-	-	-	-	-
Net Cost	15,016	68,894	100,230	130,000	130,000

PROGRAM DESCRIPTION:

The Office of Inspector General (OIG) 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.

MISSION:

The 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 deemed appropriate by the Board of Supervisors, County Executive, or Sheriff. Upon request the Inspector General may also:

- Accept citizen complaints to be forwarded for investigation.
- Monitor or independently investigate any other matter as requested by the Sheriff or as directed by the Board of Supervisors.
- 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.
- Advise of any investigation which appears incomplete or otherwise deficient.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

The position of Inspector General was filled during Fiscal Year 2015-16.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 15,016	\$ 68,894	\$ 100,230	\$ 130,000	\$ 130,000
Total Expenditures/Appropriations	\$ 15,016	\$ 68,894	\$ 100,230	\$ 130,000	\$ 130,000
Net Cost	\$ 15,016	\$ 68,894	\$ 100,230	\$ 130,000	\$ 130,000

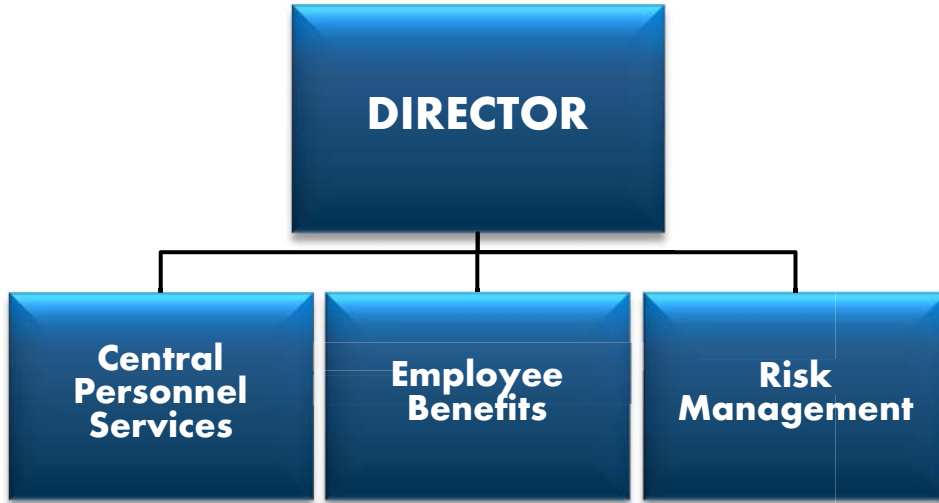
2016-17 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

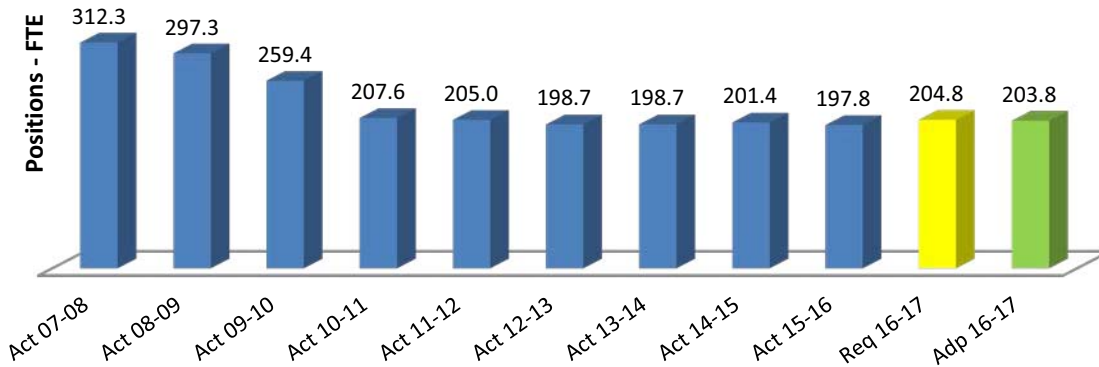
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
<i>Program No. and Title:</i> 001 Office of Inspector General	130,000	0	0	0	0	0	0	0	0	130,000	0.0	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 2 -- Discretionary Law-Enforcement												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> 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 investigation processes.												
FUNDED	130,000	0	0	0	0	0	0	0	0	130,000	0.0	0

DEPARTMENTAL STRUCTURE

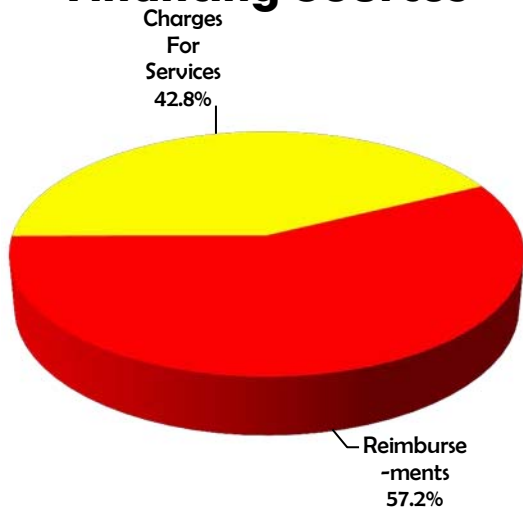
DAVID DEVINE, Director



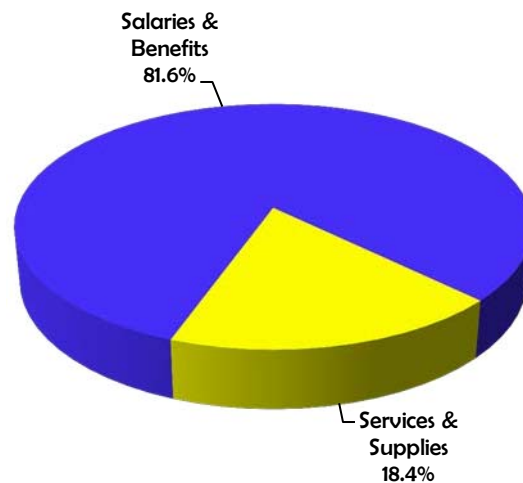
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,316,275	11,049,991	12,000,198	12,266,515	12,266,515
Total Financing	11,318,552	11,049,983	12,000,198	12,266,515	12,266,515
Net Cost	(2,277)	8	-	-	-
Positions	201.4	197.8	197.8	203.8	203.8

PROGRAM DESCRIPTION:

The Department of Personnel Services is responsible for providing central personnel, employee benefits, and risk management services. The work activities of the Department include:

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- 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.
- Providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County’s Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County’s Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County’s Unemployment Insurance, 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.

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Established 702 eligible lists for departments to hire from, a 34 percent increase from the prior year.
- Opened and processed 2,432 requisitions to fill positions.
- Participated in 13 community and college job fairs and made seven presentations on "How to Get a Job With the County of Sacramento" to Sacramento County Department of Human Assistance, Employment Services participants.
- Completed ten class studies that encompassed 32 class specifications and 290 positions.
- Provided professional classification and compensation assistance during labor negotiations (included completion of over ten salary surveys); and completion of 11 salary/benefit surveys from other jurisdictions.
- Developed ways to streamline the Salary Resolution Amendment process to improve organizational effectiveness/efficiency.
- Enhanced saccountyjobs.net employment opportunities page to make it easier for applicants to search for jobs.
- Implemented sending e-mail only exam notices (resulting in decrease in mailing, ink, and paper costs).
- Implemented after-hire survey to determine if eligible lists meet departmental needs.
- Updated Employment Services' Written Exam Administration policy.
- Updated "Sacramento County Employee Selection Handbook" for department hiring managers.
- Offered Organization Development services for various departments, including conflict management, team building, organizational effectiveness/efficiency, and coaching.
- Completed revision of the education reimbursement policy to ensure consistency in interpretation.
- Reviewed training curriculum and added new Emotional Intelligence for Managers class.

SIGNIFICANT DEVELOPMENTS DURING 2015-16 (CONT.):

- Updated 60 of the 77 Personnel Policies and Procedures. Awaiting meet and confers with unions prior to Board approval.
- Completed the software installation/platform for the Electronic Personnel File (EPF) that will eliminate the current paper employee file and provide electronic storage, viewing, and maintenance of all employee records.
- Conducted acceptance testing and developed related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Reduced the time to fill a vacancy from 90 days to 60 days (receipt of hiring requisition to candidate start date).
- Provided County operational departments with an annual summary and analysis of voluntary terminations to assist them in the retention of highly skilled and high performing employees.
- Developed and published an internal guide on “Conducting Workplace Investigations” for DSD staff conducting internal investigations.
- Modified and improved the DPS “Job Exchange” program, allowing interested DPS staff to work and gain work experience in another unit or division within DPS, to enhance and develop skill sets needed to advance their own careers with the County.
- Did not perform an analysis on the remainder of special district payroll customers to determine feasibility of transitioning to COMPASS for payroll processing as project was not identified as a priority for Finance Department.
- Unable to automate the employee experience for new employee processing due to other organizational priorities. HR enrollment forms to be completed on-line with no more paper forms.
- Drafted updates to policies regarding discrimination, harassment, retaliation, and harassment prevention training.
- Began completion of bi-annual EEO Plan to meet federal grant requirements.
- Published internal guidelines for requests for religious accommodations and added religious accommodation issues to classroom training regarding harassment prevention.
- Updated and improved internal system for tracking Reasonable Accommodation requests and individuals involved in the ADA/FEHA accommodation process.
- Underwent external review of County’s ADA programs regarding public access to County programs and services.

SIGNIFICANT CHANGES FOR 2016-17:

- Redesign the Department of Personnel Services County Job Opportunities Web page to a responsive design with new functionality to more easily view and find job opportunities.
- Place applicant resources on the County web site in order to assist job seekers in preparing for civil service exams and job interviews as well as providing helpful career development resources.
- Develop and deliver “Subject Matter Expert” training class.
- Revamp Countywide “Hiring Process” training class.
- Improve Online Hiring Center, update training material, and train department users.

SIGNIFICANT CHANGES FOR 2016-17 (CONT.):

- Streamline the “Provisional Appointment Request Process” by converting to electronic approval process.
- Implement on-line only application acceptance (decreasing paper costs and staff time).
- Develop and implement “Certification Cross Training Program” to enhance service delivery.
- Establish relationships with Veterans employment placement agencies and Travis Airforce Base in order to recruit and advertise hard to fill and specialized County positions.
- Implement phone tree for Employment Services (decreasing staff time and enhancing customer service delivery).
- Increase recruitment outreach to reach a larger number of applicants, especially recent college graduates.
- Market the County brand as an employer of choice.
- Plan and present a Countywide career fair.
- Develop and post career ladders to provide potential career progression and opportunities within the County.
- Engage employees to refer candidates to the County.
- Finalize classification maintenance plan to establish five-year schedule for reviewing and maintaining current class specifications.
- Submit a Request for Proposal (RFP) for Executive Leadership Development Cohort program.
- Revise the New Employee Orientation program from an orientation format to an onboarding process. The focus is now aimed at helping employees to be successful and productive within their first 90 days.
- Identify and implement a new Learning Management System to be utilized in training reporting, training dissemination, and implementation services, as well as providing a dashboard to employees on completed courses and training available for participation.
- Transfer various existing classroom courses to Articulate II program format in an effort to create online training and capture micro-learning or chunk learning opportunities.
- Offer group coaching services to managers to enhance performance, efficiency, and quality.
- Update the remainder of the 77 Personnel Policies and Procedures (approximately 17).
- Perform electronic and hard copy file conversion to all digital format.
- Implement new revision to MySacCounty and provide self-directed training for users.
- Phase in the roll-out of the electronic personnel file feature in “MySacCounty” throughout County.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Automate the employee experience for new employee processing (on-boarding). HR enrollment forms to be completed on-line with no more paper forms.
- Complete and submit federally required bi-annual EEO Plan.
- Complete bi-annual EEO-4 report to meet federal reporting requirements.

SIGNIFICANT CHANGES FOR 2016-17 (CONT.):

- Coordinate representatives from each department to ensure prompt and appropriate response to requests from the public for disability accommodation.
- Enhance information available on the County website regarding access to County programs and services.

STAFFING LEVEL CHANGES FOR 2016-17:

- The following 13.0 FTE positions were added as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position additions approved between hearings):

Human Resources Manager 1	2.0
Industrial Hygienist.....	1.0
Office Assistant Level 2, Confidential	2.0
Office Specialist Level 2, Confidential.....	1.0
Personnel Analyst.....	3.0
Personnel Technician.....	<u>4.0</u>
Total	13.0

- The following 7.0 FTE positions were deleted as part of the 2016-17 Approved Recommended and Adopted Budgets (this includes any position deletions approved between hearings):

Human Resources Manager 2	1.0
Principal Human Resources Analyst.....	2.0
Safety Specialist.....	1.0
Senior Office Assistant, Confidential	2.0
Senior Personnel Analyst.....	<u>1.0</u>
Total	7.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2016-17	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	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Revenue from Use Of Money & Property	\$ 726	\$ -	\$ -	\$ -	-
Intergovernmental Revenues	143,711	106,277	-	-	-
Charges for Services	11,165,562	10,941,620	11,970,198	12,266,515	12,266,515
Miscellaneous Revenues	8,553	2,086	30,000	-	-
Total Revenue	\$ 11,318,552	\$ 11,049,983	\$ 12,000,198	\$ 12,266,515	\$ 12,266,515
Salaries & Benefits	\$ 22,308,648	\$ 21,647,266	\$ 22,593,280	\$ 23,365,240	\$ 23,365,240
Services & Supplies	2,784,217	2,914,428	3,228,579	3,254,413	3,254,413
Equipment	26,255	-	-	-	-
Intrafund Charges	1,518,939	1,861,785	1,922,928	2,013,389	2,013,389
Intrafund Reimb	(15,321,784)	(15,373,488)	(15,744,589)	(16,366,527)	(16,366,527)
Total Expenditures/Appropriations	\$ 11,316,275	\$ 11,049,991	\$ 12,000,198	\$ 12,266,515	\$ 12,266,515
Net Cost	\$ (2,277)	\$ 8	\$ -	\$ -	-
Positions	201.4	197.8	197.8	203.8	203.8

2016-17 PROGRAM INFORMATION

BU: 6050000 Personnel Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 DPS Administration</u>											
	1,111,352	-793,061	0	0	0	0	0	318,291	0	0	4.0	0
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:	<u>002 Employment Services</u>											
	4,004,725	-3,037,324	0	0	0	0	0	967,401	0	0	32.8	0
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:	<u>003 Training & Organization Development</u>											
	1,006,751	-756,822	0	0	0	0	0	249,929	0	0	7.0	0
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:	<u>004 Department Services</u>											
	13,426,687	-9,107,664	0	0	0	0	0	4,319,023	0	0	97.0	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.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
Program No. and Title: 005 Employee Benefits												
	2,543,591	-1,415,183	0	0	0	0	0	1,128,408	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).											
<hr/>												
Program No. and Title: 006 Liability/Property Insurance Personnel												
	767,896	0	0	0	0	0	0	767,896	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.											
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Program No. and Title: 007 Disability Compliance												
	396,149	0	0	0	0	0	0	396,149	0	0	2.5	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.											
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Program No. and Title: 008 Equal Employment Opportunity												
	247,522	0	0	0	0	0	0	247,522	0	0	1.5	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.											
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Program No. and Title: 009 Safety Office												
	1,733,462	-1,256,473	0	0	0	0	0	476,989	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.											

	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 Workers' Compensation Personnel

	3,394,907	0	0	0	0	0	0	3,394,907	0	0	30.0	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: Funds staffing for the Workers' Compensation Insurance program.

FUNDED	28,633,042	-16,366,527	0	0	0	0	0	12,266,515	0	0	203.8	0
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Summary					
Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	17,487,111	17,077,316	19,882,676	19,761,100	19,761,100
Total Financing	17,584,920	19,693,217	19,882,676	20,761,100	20,761,100
Net Cost	(97,809)	(2,615,901)	-	(1,000,000)	(1,000,000)

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 2015-16:

- Monitored the insurance marketplace for new products and programs that can better protect the County, related Districts, and Agencies and their customers.
- Maintained aggressive subrogation and insurance recovery efforts.
- Continued with Airports and Owner Controlled Insurance Program (OCIP) broker to monitor remaining claims with OCIP for the Airports Terminal Modernization Project.
- Continued with advising Regional San on the OCIP for EchoWater Wastewater Treatment Project.
- Continued beta testing of various new indemnity versions.
- Participated in negotiations on various Airport projects that will generate substantial long-term revenue for SMF and Mather Airports.
- 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 2016-17:

- Complete indemnification and insurance requirement updates to the County's Contracts Manual.
- In coordination with County Counsel, update the County's Purchase Order forms, including using new indemnity and insurance requirements.
- Conduct risk and insurance training workshops for County and SDA contracts' staff (as needed).
- Continue with Airports to manage final closeout of the few remaining claims on the OCIP for the Airports Terminal Modernization Project.
- Continue with advising Regional San on the OCIP for EchoWater Wastewater Treatment Project.
- Working with our broker, implement an OCIP for the Rio Cosumnes Correctional Center (RCCC) SB 109 remodel project to start with Request for Proposals (RFP's) going out in 2017. (Project delayed for six months).
- 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 2016-17			Schedule 10	
		Fund Title		037A - LIABILITY PROPERTY		
		Service Activity		Liability/Property Insurance		
		Budget Unit		3910000		
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 16,275,564	\$ 18,237,354	\$ 18,236,326	\$ 19,045,700	\$ 19,045,700	
Total Operating Revenues	\$ 16,275,564	\$ 18,237,354	\$ 18,236,326	\$ 19,045,700	\$ 19,045,700	
Operating Expenses						
Services & Supplies	\$ 17,460,159	\$ 17,014,773	\$ 19,837,261	\$ 19,691,169	\$ 19,691,169	
Other Charges	26,952	45,415	45,415	69,931	69,931	
Total Operating Expenses	\$ 17,487,111	\$ 17,060,188	\$ 19,882,676	\$ 19,761,100	\$ 19,761,100	
Operating Income (Loss)	\$ (1,211,547)	\$ 1,177,166	\$ (1,646,350)	\$ (715,400)	\$ (715,400)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,309,356	\$ 1,455,863	\$ 1,646,350	\$ 1,715,400	\$ 1,715,400	
Equipment	-	(17,128)	-	-	-	
Total Non-Operating Revenues (Expenses)	\$ 1,309,356	\$ 1,438,735	\$ 1,646,350	\$ 1,715,400	\$ 1,715,400	
Income Before Capital Contributions and Transfers	\$ 97,809	\$ 2,615,901	\$ -	\$ 1,000,000	\$ 1,000,000	
Change In Net Assets	\$ 97,809	\$ 2,615,901	\$ -	\$ 1,000,000	\$ 1,000,000	
Net Assets - Beginning Balance	(14,684,689)	(14,586,883)	(14,586,883)	(13,825,566)	(13,825,566)	
Equity and Other Account Adjustments	(3)	(1,854,584)	-	-	-	
Net Assets - Ending Balance	\$ (14,586,883)	\$ (13,825,566)	\$ (14,586,883)	\$ (12,825,566)	\$ (12,825,566)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2016-17 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**

19,761,100	0	0	0	0	0	0	20,761,100	0	-1,000,000	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	19,761,100	0	0	0	0	0	20,761,100	0	-1,000,000	0.0	0
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PERSONNEL SERVICES - UNEMPLOYMENT INSURANCE 3930000

Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,209,093	1,281,948	1,449,734	1,536,439	1,536,439
Total Financing	1,838,073	949,729	1,449,734	1,536,439	1,536,439
Net Cost	(628,980)	332,219	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance program is administered by the Department of Personnel Services. The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claim payments and administration are allocated to County departments based on 90 percent 5-year claims history and ten percent full-time equivalent (FTE) positions.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2015-16:

- Reviewed and updated the Unemployment Insurance (UI) cost forecasting model, based on actual data received by the state Employment Development Department (EDD) for Fiscal Year 2014-15 to better estimate the UI funds needed and minimize the County's financial liabilities in the area.
- 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.
- Responded to all information requests from EDD on former employees within the mandatory 10 days, thereby avoiding significant financial penalties for non-compliance.
- Percentage of claims disputed by the County receiving a favorable determination by EDD in Fiscal Year 2015-16 was 93 percent.
- Trained the HR Service Teams in preparing documentation that assists in the representation of the County at hearings and now include HR members in hearings as observers.
- Responded to EDD phone contact on claims, as well as information and details requested for each claim incurred.

SIGNIFICANT DEVELOPMENTS DURING 2015-16 (CONT.):

- Did not develop an automated report that would extract payroll information on a weekly basis enabling the County to more quickly respond to EDD informational requests (audits) due to other priorities.

SIGNIFICANT CHANGES FOR 2016-17:

- 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 four 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).
- Implement an online payment and information exchange system with EDD to pay, send, and receive UI claims electronically.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2016-17			Schedule 10	
		Fund Title Service Activity Budget Unit		040A - UNEMPLOYMENT INSURANCE Unemployment Insurance 3930000		
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 1,838,073	\$ 949,729	\$ 1,449,734	\$ 1,536,439	\$ 1,536,439	
Total Operating Revenues	\$ 1,838,073	\$ 949,729	\$ 1,449,734	\$ 1,536,439	\$ 1,536,439	
Operating Expenses						
Services & Supplies	\$ 1,199,938	\$ 1,272,286	\$ 1,438,812	\$ 1,518,622	\$ 1,518,622	
Other Charges	9,155	9,662	10,922	17,817	17,817	
Total Operating Expenses	\$ 1,209,093	\$ 1,281,948	\$ 1,449,734	\$ 1,536,439	\$ 1,536,439	
Operating Income (Loss)	\$ 628,980	\$ (332,219)	\$ -	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 628,980	\$ (332,219)	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 628,980	\$ (332,219)	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	1,417,010	2,045,990	2,045,990	1,713,772	1,713,772	
Equity and Other Account Adjustments	-	1	-	-	-	
Net Assets - Ending Balance	\$ 2,045,990	\$ 1,713,772	\$ 2,045,990	\$ 1,713,772	\$ 1,713,772	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2016-17 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**

1,536,439	0	0	0	0	0	0	1,536,439	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

1,536,439	0	0	0	0	0	0	1,536,439	0	0	0.0	0
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PERSONNEL SERVICES - WORKERS' COMPENSATION INSURANCE 390000

Summary

Classification	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommend	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	22,731,607	21,936,305	27,142,688	27,179,106	27,179,106
Total Financing	27,538,027	27,134,296	27,142,688	29,179,106	29,179,106
Net Cost	(4,806,420)	(5,197,991)	-	(2,000,000)	(2,000,000)

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 2015-16:

- Implemented statutory and regulatory changes mandated by state and other applicable legislation.
- Completed a Request for Proposal (RFP) process and contract for conflict claims handling.
- Renewed and upgraded contract for claims handling system in preparation for developing additional modules, including the future implementation of a paperless system.
- Monitored continuing education requirements for staff and confirmed compliance.
- Continued process improvements to enhance quality claims handling and customer service through performance measures, accountabilities and increased use of automation.
- Successfully passed scheduled audit by the State.
- Started process of researching, and evaluating document management programs for claims system.

SIGNIFICANT CHANGES FOR 2016-17:

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Complete RFP and contract process for outside defense counsel.
- Complete RFP and contract process for occupational medical clinics.
- Complete RFP and contract process for pre-employment medical services.
- Implement new computer module for Medicare reporting.
- Implement claims system upgrade.
- Monitor continuing education requirements for staff and confirm compliance.
- Continue process improvements to enhance quality claims handling and customer service through implementation and monitoring of Standards of Performance.
- Successfully pass bi-annual CSAC-EIA audit.
- Continue process of researching, and evaluating document management programs for claims system.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2016-17				Schedule 10
		Fund Title		039A - WORKERS COMPENSATION		
		Service Activity		Workers' Compensation Insurance		
		Budget Unit		3900000		
Operating Detail	2014-15 Actual	2015-16 Actual	2015-16 Adopted	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 27,244,789	\$ 26,969,038	\$ 27,117,688	\$ 29,154,106	\$ 29,154,106	
Total Operating Revenues	\$ 27,244,789	\$ 26,969,038	\$ 27,117,688	\$ 29,154,106	\$ 29,154,106	
Operating Expenses						
Services & Supplies	\$ 22,576,225	\$ 21,662,614	\$ 26,871,123	\$ 26,909,238	\$ 26,909,238	
Other Charges	153,256	271,565	271,565	269,868	269,868	
Depreciation	2,126	2,126	-	-	-	
Total Operating Expenses	\$ 22,731,607	\$ 21,936,305	\$ 27,142,688	\$ 27,179,106	\$ 27,179,106	
Operating Income (Loss)	\$ 4,513,182	\$ 5,032,733	\$ (25,000)	\$ 1,975,000	\$ 1,975,000	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 293,238	\$ 165,258	\$ 25,000	\$ 25,000	\$ 25,000	
Total Non-Operating Revenues (Expenses)	\$ 293,238	\$ 165,258	\$ 25,000	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ 4,806,420	\$ 5,197,991	\$ -	\$ 2,000,000	\$ 2,000,000	
Change In Net Assets	\$ 4,806,420	\$ 5,197,991	\$ -	\$ 2,000,000	\$ 2,000,000	
Net Assets - Beginning Balance	(82,632,579)	(77,826,156)	(77,826,156)	(84,140,111)	(84,140,111)	
Equity and Other Account Adjustments	3	(11,511,946)	-	-	-	
Net Assets - Ending Balance	\$ (77,826,156)	\$ (84,140,111)	\$ (77,826,156)	\$ (82,140,111)	\$ (82,140,111)	
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	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

2016-17 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**

27,179,106	0	0	0	0	0	0	29,179,106	0	-2,000,000	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

27,179,106	0	0	0	0	0	0	29,179,106	0	-2,000,000	0.0	0
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