

ADMINISTRATIVE SERVICES

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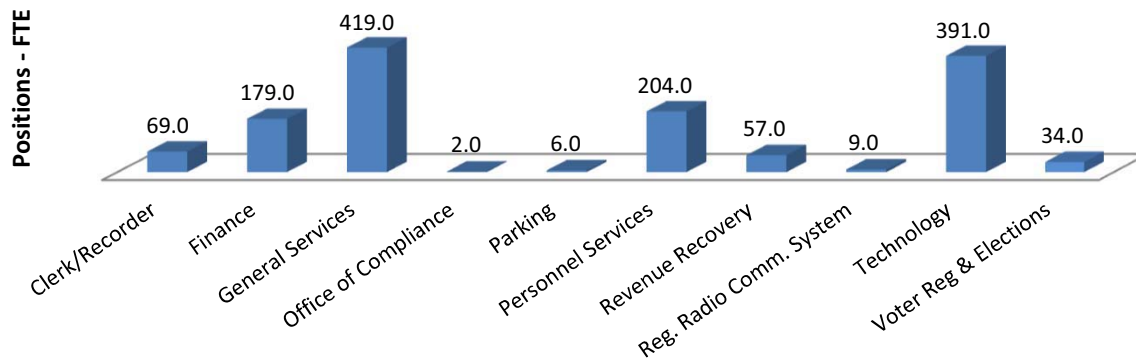
INTRODUCTION

ADMINISTRATIVE SERVICES

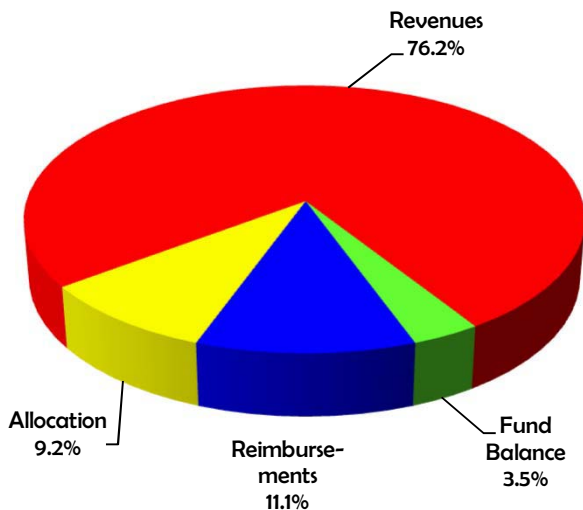
DAVID VILLANUEVA, DEPUTY COUNTY EXECUTIVE



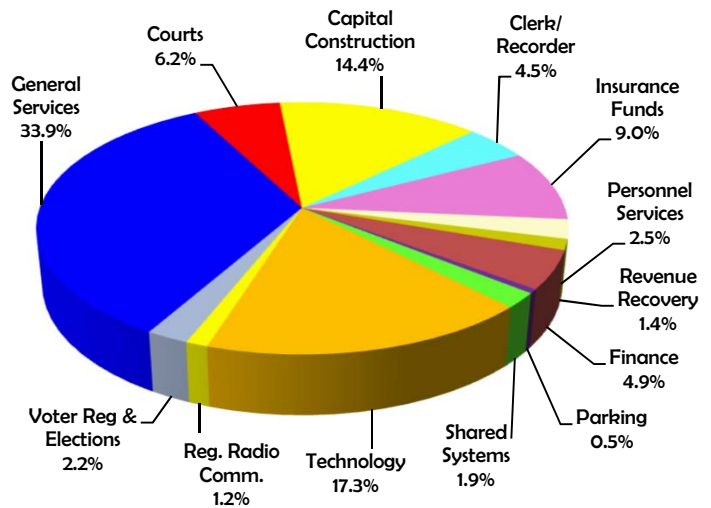
Staffing Trend



Financing Sources



Financing Uses



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

Administrative Services departments include:

County Clerk/Recorder — Is comprised of the following programs: Serves as custodian of legal records; issues and registers marriage licenses, notaries public, vital statistics and other public documents; and records real property documents for the County. The 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 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 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.

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.

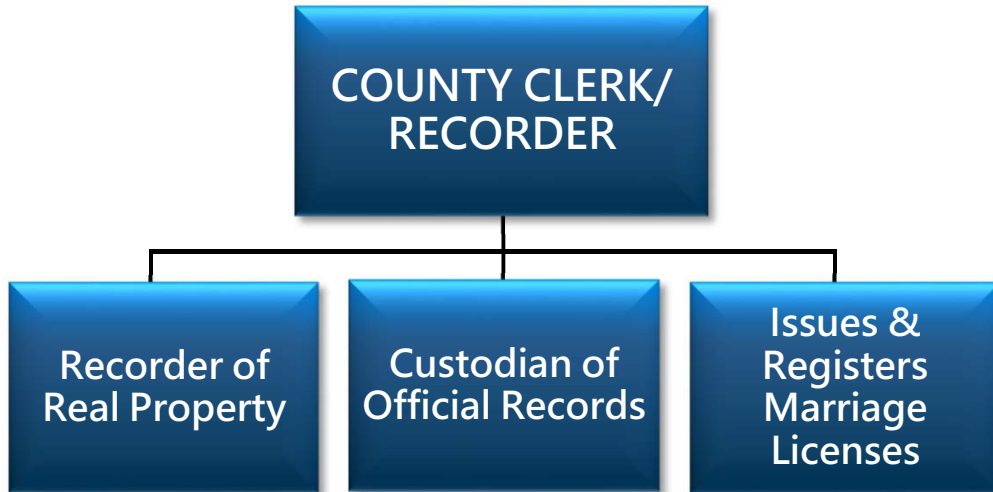
Voter Registration and Elections — This Department is responsible to register voters and maintain voter files, files candidate nomination papers, certifies citizen-initiated petitions; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal and internal county employee elections.

INTRODUCTION

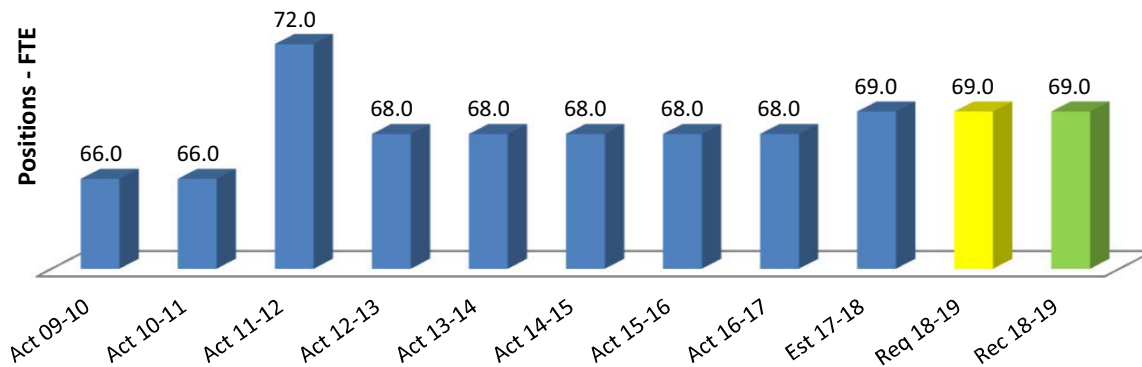
Administrative Services Budget Units/Departments

Fund	Budget Unit No.	Departments/Budget Units	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	10,825,698	10,825,698	0	69.0
001A	5040000	Court/County Contribution	24,561,756	0	24,561,756	0.0
001A	5020000	Court/Non-Trial Court Funding	8,761,276	0	8,761,276	0.0
001A	5050000	Court Paid County Services	1,143,417	1,143,417	0	0.0
001A	5710000	Data Processing-Shared Systems	10,803,508	106,778	10,696,730	0.0
001A	3230000	Department of Finance	27,439,986	25,998,202	1,441,784	179.0
001A	6110000	Department of Revenue Recovery	7,782,589	7,782,589	0	57.0
001A	5520000	Dispute Resolution Program	655,000	655,000	0	0.0
001A	5660000	Grand Jury	291,364	0	291,364	0.0
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	13,733,242	13,733,242	0	204.0
001A	4410000	Voter Registration and Elections	12,489,896	2,335,225	10,154,671	34.0
GENERAL FUND TOTAL			\$118,617,732	\$62,580,151	\$56,037,581	545.0
General Services						
034A	2070000	Capital Outlay	22,258,783	5,725,874	16,532,909	0.0
035A	7007900	Architectural Services	3,048,802	3,048,802	0	14.0
035C	7110000	Office of the Director	1,900,175	1,750,175	150,000	27.0
035F	7007410	Alarm Services	1,717,973	1,693,719	24,254	6.0
035F	7007440	Building Maintenance & Operations-Airport	8,147,628	8,147,628	0	39.0
035F	7007420	Building Maintenance & Operations-Bradshaw	16,069,633	16,069,633	0	87.0
035F	7007430	Building Maintenance & Operations-Downtown	9,753,326	9,697,492	55,834	61.0
035F	7007046	Energy Management	10,139,935	9,539,935	600,000	1.0
035F	7450000	Security Services	2,900,469	2,900,469	0	26.0
035H	7007063	Contract and Purchasing Services	2,740,943	2,644,646	96,297	19.0
035J	7700000	Support Services	7,991,462	7,744,613	246,849	19.0
035K	7007030	Real Estate	45,329,242	45,199,242	130,000	24.0
035L	7007500	Light Fleet	23,978,985	23,860,525	118,460	26.0
035M	7007600	Heavy Equipment	24,939,099	24,639,099	300,000	70.0
036A	7080000	Capital Outlay	9,000,000	3,680,000	5,320,000	0.0
TOTAL			\$189,916,455	\$166,341,852	\$23,574,603	419.0
001Q	3241000	Clerk/Recorder Fees	\$ 14,536,054	\$ 14,536,054	\$0	0.0
007A	3100000	Capital Construction	80,771,966	80,771,966	0	0.0
021D	2180000	Technology Cost Recovery Fee	1,628,257	1,628,257	0	0.0
031A	7600000	Department of Technology	96,766,899	96,766,899	0	391.0
037A	3910000	Liability/Property Insurance	21,493,714	22,493,714	-1,000,000	0.0
039A	3900000	Workers' Compensation Insurance	27,619,297	29,619,297	-2,000,000	0.0
040A	3930000	Unemployment Insurance	1,473,912	1,473,912	0	0.0
056A	7990000	Parking Enterprise	2,890,100	2,890,100	0	6.0
059A	7020000	Regional Radio Communications System	6,490,376	5,685,138	805,238	9.0
TOTAL			\$253,670,575	\$255,865,337	-\$2,194,762	406.0
GRAND TOTAL			\$562,204,762	\$484,787,340	\$77,417,422	1,370.0

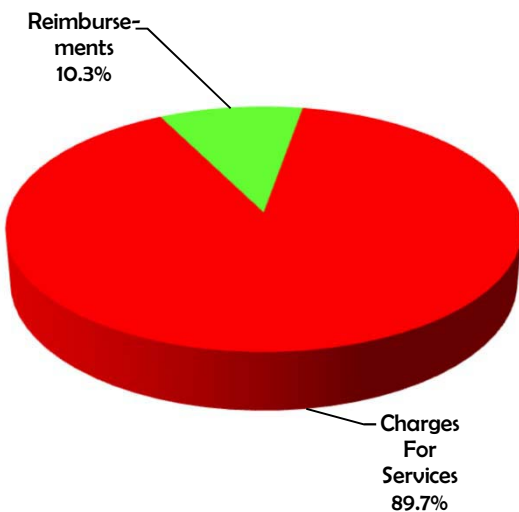
DEPARTMENTAL STRUCTURE
DONNA ALLRED, COUNTY CLERK/RECORDER



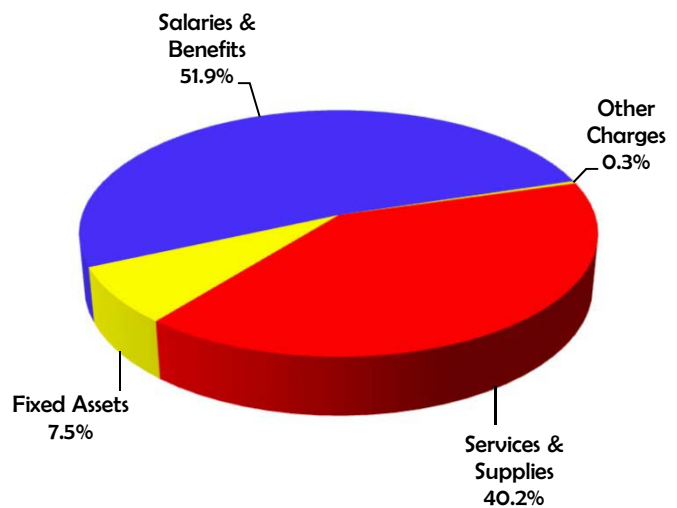
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	8,798,642	10,376,129	12,177,763	10,825,698	10,825,698
Total Financing	8,818,539	10,376,129	12,157,865	10,825,698	10,825,698
Net Cost	(19,897)	-	19,898	-	-
Positions	68.0	69.0	69.0	69.0	69.0

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:

- **TECHNOLOGICAL ADVANCEMENTS**
 - Complete the second and third phases of the Integrated System Project, which will replace vital record and marriage programs and add clerk features that do not currently exist.
 - Evaluate existing systems not being replaced in the project to determine if the most up to date technology is in use.

GOALS (cont.):

- **COMMUNITY OUTREACH**

- Outreach to community, title companies and other departments to remain responsive to changes in industry and develop two-way communications. Begin meeting twice annually with title companies and interested parties. Organize an annual open house with other departments to promote positive working relationships with the County Clerk/Recorder staff and our customers working in other county departments.

- **OPERATIONAL IMPROVEMENTS**

- Identify customers with a recording volume that would benefit from electronic recording (e-recording). Contact customer to explain the process and provide instructions on implementation with the goal of increasing e-recording.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Implemented 2nd phase of the integrated system, which included data conversion and migration of the indexing database of official records; replacement of the indexing and imaging systems; and public search.
- Prepared gap analysis and implemented some elements of the Clerk functions in the third-phase of the integrated system project, which includes identification of vital records migration data issues, mail tracking module, and establishing time-lines and milestones for the remainder of the project.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implementing 3rd phase of the integrated system, which includes vital records, marriage, and remaining Clerk functions.
- Beginning in Fiscal Year 2018-19, total revenues and total expenditures/appropriations will be lower than in prior fiscal years due to Modernization and Micrographics fees being budgeted as an interfund reimbursement rather than as revenue. These fees are budgeted as revenue in new Budget Unit 3241000 (Clerk/Recorder Fees).

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Administrative Services Officer 2.....	1.0
Associate Administrative Analyst Level 2.....	<u>-1.0</u>
Total	0.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Charges for Services	\$ 8,818,539	\$ 10,376,129	\$ 12,157,865	\$ 10,825,698	\$ 10,825,698
Total Revenue	\$ 8,818,539	\$ 10,376,129	\$ 12,157,865	\$ 10,825,698	\$ 10,825,698
Salaries & Benefits	\$ 5,453,933	\$ 5,595,992	\$ 6,128,619	\$ 6,263,980	\$ 6,263,980
Services & Supplies	2,936,502	4,080,709	4,443,128	4,548,243	4,548,243
Other Charges	82,199	46,974	46,974	39,693	39,693
Equipment	40,699	-	259,000	259,000	259,000
Other Intangible Asset	80,892	360,000	1,007,588	647,590	647,590
Interfund Reimb	-	-	-	(1,218,065)	(1,218,065)
Intrafund Charges	224,417	312,454	312,454	305,257	305,257
Intrafund Reimb	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 8,798,642	\$ 10,376,129	\$ 12,177,763	\$ 10,825,698	\$ 10,825,698
Net Cost	\$ (19,897)	-	\$ 19,898	-	-
Positions	68.0	69.0	69.0	69.0	69.0

2018-19 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Clerk

1,130,977	0	-1,875	1,129,102	0	0	1,129,102	0	0	6.0	0
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Program Type: Mandated

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

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

Program Description: Clerk responsibilities include: issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; 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: 002 Recorder

10,932,786	0	-1,236,190	9,696,596	0	0	9,696,596	0	0	63.0	0
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Program Type: Mandated

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

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

Program Description: Recorder responsibilities include: recording of real estate and other authorized documents; issuance of birth, death and marriage certificates; indexing and public viewing services for official records; and issuance of official record copies.

FUNDED

12,063,763	0	-1,238,065	10,825,698	0	0	10,825,698	0	0	69.0	0
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GRAND TOTAL FUNDED

12,063,763	0	-1,238,065	10,825,698	0	0	10,825,698	0	0	69.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	-	-	-	14,536,054	14,536,054
Total Financing	-	-	-	14,536,054	14,536,054
Net Cost	-	-	-	-	-

PROGRAM DESCRIPTION:

This Budget Unit provides financing for certain updates and improvements in the County Clerk/Recorder. Dedicated revenues are generated from document fees to be used and administered by the Department for reimbursement of actual costs related to specified services identified below.

- Modernization funds are used to support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County Recorder’s system of recorded documents.
- Micrographics Conversion funds are used to convert the County Recorder's document storage system to micrographics.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

Beginning in Fiscal Year 2018-19, Budget Unit 3241000 was created to better identify dedicated fee collections that have been deposited in to trust funds used to support the Clerk/Recorder’s operation.

FUND BALANCE FOR FY 2018-19:

Available fund balance is \$12,661,461, which reflects the estimated trust fund balances for Modernization and Micrographics fees after June 30, 2018.

BUDGET RESERVE BALANCES FOR FY 2018-19:

- **Modernization Fees - \$12,124,497**
 - This reserve is being established in Fiscal Year 2018-19 to support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County Recorder’s system of recorded documents.
- **Micrographics Fees - \$1,193,492**
 - This reserve is being established in Fiscal Year 2018-19 to convert the County Recorder’s document storage system to micrographics.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3241000 - Clerk/Recorder Fees**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001Q - CLERK/RECORDER FEES**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Fund Balance	\$ -	\$ -	\$ -	\$ 12,661,461	\$ 12,661,461
Charges for Services	-	-	-	1,874,593	1,874,593
Total Revenue	\$ -	\$ -	\$ -	\$ 14,536,054	\$ 14,536,054
Reserve Provision	\$ -	\$ -	\$ -	\$ 13,317,989	\$ 13,317,989
Interfund Charges	-	-	-	1,218,065	1,218,065
Total Expenditures/Appropriations	\$ -	\$ -	\$ -	\$ 14,536,054	\$ 14,536,054
Net Cost	\$ -	\$ -	\$ -	\$ -	-

2018-19 PROGRAM INFORMATION

BU: 3241000 Clerk/Recorder Fees

<u>Appropriations</u>	<u>Reimbursements</u>		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations							
FUNDED										
<i>Program No. and Title: 001 Modernization</i>										
12,940,087	0	0	12,940,087	0	0	1,494,880	11,445,207	0	0.0	0
<i>Program Type: Mandated</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence</i>										
<i>Program Description: Support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County's system of recorded documents.</i>										
<i>Program No. and Title: 002 Micrographics Conversion</i>										
1,595,967	0	0	1,595,967	0	0	379,713	1,216,254	0	0.0	0
<i>Program Type: Mandated</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence</i>										
<i>Program Description: Convert the County Recorder's document storage system to micrographics.</i>										
FUNDED										
14,536,054	0	0	14,536,054	0	0	1,874,593	12,661,461	0	0.0	0
GRAND TOTAL FUNDED										
14,536,054	0	0	14,536,054	0	0	1,874,593	12,661,461	0	0.0	0

Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	24,221,420	24,561,756	24,761,756	24,561,756	24,561,756
Total Financing	-	-	-	-	-
Net Cost	24,221,420	24,561,756	24,761,756	24,561,756	24,561,756

PROGRAM DESCRIPTION:

This budget unit includes the County payment to the state for trial court operations.

FY 2018-19 RECOMMENDED BUDGET

SUPPLEMENTAL INFORMATION:

The Adopted Budget reflects the County’s annual payment to the State for the Court Operations Maintenance of Effort (MOE) (\$20,733,264); for the base fine and forfeiture MOE net of AB 139 and AB 145 buyout (\$1,829,692); and \$1,998,800 due to the requirement that the County split fine revenue growth with the State (Government Code Section 77205).

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5040000 - Court / County Contribution**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Other Charges	\$ 24,221,420	\$ 24,561,756	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756
Total Expenditures/Appropriations	\$ 24,221,420	\$ 24,561,756	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756
Net Cost	\$ 24,221,420	\$ 24,561,756	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756

2018-19 PROGRAM INFORMATION

BU: 5040000 Court - County Contribution

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 State Payments

24,561,756 0 0 24,561,756 0 0 0 0 24,561,756 0.0 0

Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

Program Description: Government Code 77201 redirects to the State of California the sole responsibility of Court operations and provides for an allocation of funding from the County.

FUNDED	24,561,756	0	0	24,561,756	0	0	0	0	24,561,756	0.0	0
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GRAND TOTAL FUNDED	24,561,756	0	0	24,561,756	0	0	0	0	24,561,756	0.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	8,738,181	8,793,035	8,843,233	8,761,276	8,761,276
Total Financing	-	-	-	-	-
Net Cost	8,738,181	8,793,035	8,843,233	8,761,276	8,761,276

PROGRAM DESCRIPTION:

This budget unit consists of several programs that were formerly included in the budget submitted by the Superior and Municipal Court (Budget Unit 5200000). The programs listed below do not fall within the parameters of Court Operations, as defined in California Rules of Court, Rule 10.810. With the passage of Assembly Bill 233 (The Lockyer-Isenberg Trial Court Funding Act of 1997), these programs are no longer funded in the Court Operations budget unit (Fund 003). The Court maintains an interest in the programs and provides oversight responsibility. This budget unit was created to provide a means of funding these court-related programs through the General Fund, as required by statute if the programs are continued.

- **Enhanced Collections** program includes cost of Court staff that support collection activities on court-ordered payments, including fines, penalties, and fees for services.
- **Facilities** remain a county cost as a County Facilities Payment (CFP) after the transfer of a court facility to the Administrative Office of Courts. This includes court facilities that were either county-owned, shared space or leased.
- **Medical Services** are the county share of non-Rule 810 psychiatric evaluations.
- **District Attorney Traffic Unit** provides staff to assist in early resolution of traffic cases.

FY 2018-19 RECOMMENDED BUDGET

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19				Schedule 9
		Budget Unit Function Activity Fund	5020000 - Court / Non-Trial Court Operations PUBLIC PROTECTION Judicial 001A - GENERAL			
Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Services & Supplies	\$ 1,006,763	\$ 1,100,852	\$ 1,150,852	\$ 1,213,865	\$ 1,213,865	
Other Charges	5,882,813	5,882,813	5,882,813	5,882,813	5,882,813	
Interfund Charges	2,448,780	2,449,545	2,449,545	2,304,773	2,304,773	
Interfund Reimb	(1,260,000)	(1,300,000)	(1,300,000)	(1,300,000)	(1,300,000)	
Intrafund Charges	659,825	659,825	660,023	659,825	659,825	
Total Expenditures/Appropriations	\$ 8,738,181	\$ 8,793,035	\$ 8,843,233	\$ 8,761,276	\$ 8,761,276	
Net Cost	\$ 8,738,181	\$ 8,793,035	\$ 8,843,233	\$ 8,761,276	\$ 8,761,276	

2018-19 PROGRAM INFORMATION

BU: 5050000 Court Paid County Services

<u>Appropriations</u>	<u>Reimbursements</u>		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations							

FUNDED

Program No. and Title: 001 Court Paid Services

1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	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: County provided services paid by Superior Court

FUNDED										
1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0

GRAND TOTAL FUNDED										
1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0

Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	1,296,550	1,204,242	1,204,242	1,143,417	1,143,417
Total Financing	1,292,372	1,204,242	1,204,242	1,143,417	1,143,417
Net Cost	4,178	-	-	-	-

PROGRAM DESCRIPTION:

- This budget unit centralizes the financial charges between county departments and the Court. The Court reimburses the County on a monthly basis for all agreed upon charges.
- Court related costs reflected in this budget unit include:
 - Automation charges for Court usage of the County systems.
 - Court share of General Services charges that are allocated out to county departments and the Court.
 - Parking charges by the Department of General Services.
 - Conflict Criminal Defender charges for providing Pro-Per services in the Court.
 - Court share of the administrative services for the Criminal Justice Cabinet.

FY 2018-19 RECOMMENDED BUDGET

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5050000 - Court Paid County Services**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Miscellaneous Revenues	\$ 1,292,372	\$ 1,204,242	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Total Revenue	\$ 1,292,372	\$ 1,204,242	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Services & Supplies	\$ 1,072,287	\$ 952,786	\$ 952,786	\$ 884,487	\$ 884,487
Intrafund Charges	224,263	251,456	251,456	258,930	258,930
Total Expenditures/Appropriations	\$ 1,296,550	\$ 1,204,242	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Net Cost	\$ 4,178	\$ -	\$ -	\$ -	\$ -

2018-19 PROGRAM INFORMATION

BU: 5050000 Court Paid County Services

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Court Paid Services

1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0
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Program Type: Self-Supporting

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

Strategic Objective: IS -- Internal Support

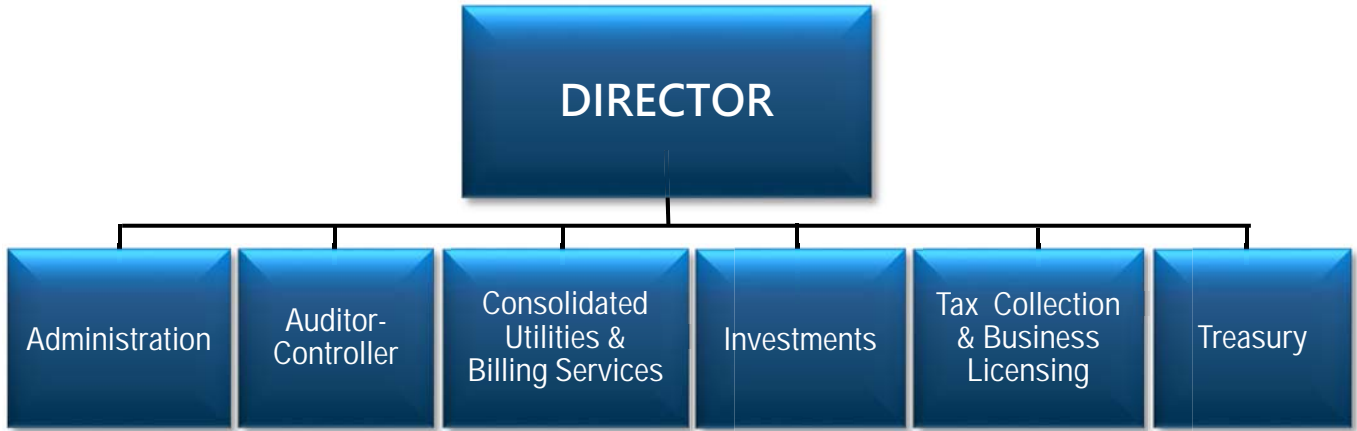
Program Description: County provided services paid by Superior Court

FUNDED	1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0
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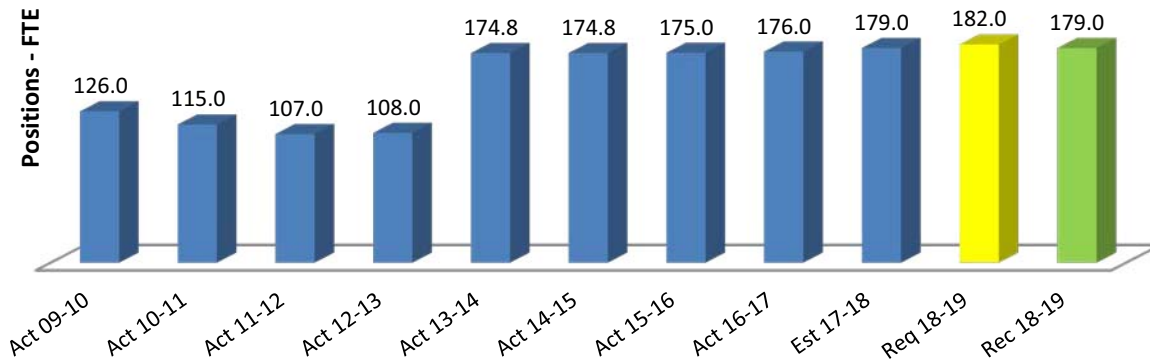
GRAND TOTAL FUNDED	1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0
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DEPARTMENTAL STRUCTURE

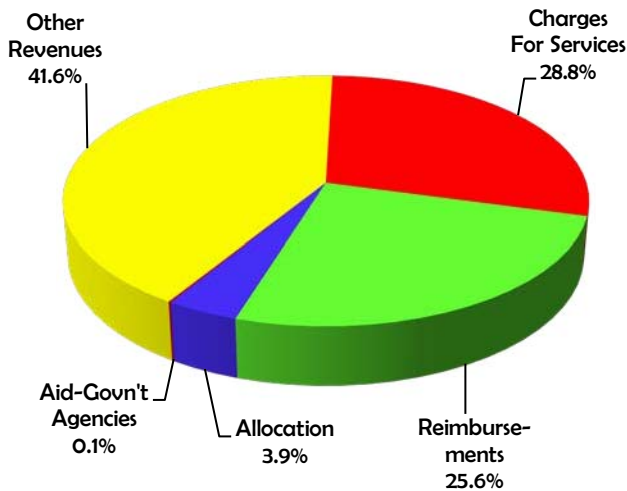
BEN LAMERA, DIRECTOR



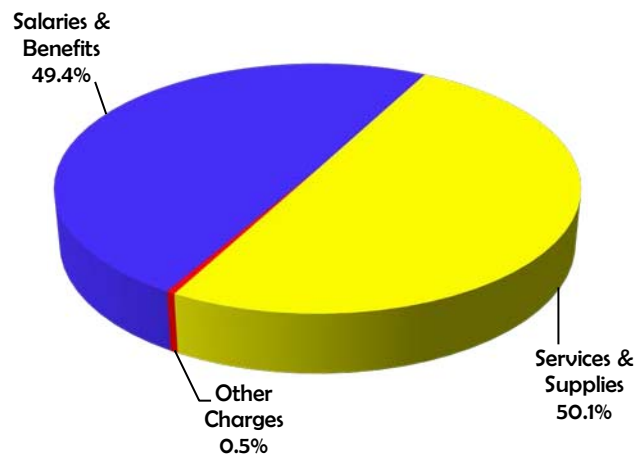
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	24,807,839	26,487,007	27,362,177	27,642,997	27,439,986
Total Financing	22,800,115	24,241,309	24,746,545	25,998,202	25,998,202
Net Cost	2,007,724	2,245,698	2,615,632	1,644,795	1,441,784
Positions	176.0	179.0	179.0	182.0	179.0

PROGRAM DESCRIPTION:

The Department of Finance is comprised of six operating divisions:

- **Administration** includes the Office of the Director and provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.
- **Auditor-Controller** operational units include Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Payroll; Audits; Payment Services; and Tax Accounting. The division provides central support to all County departments, approximately 70 special districts, and a variety of other governmental agencies and taxpayers in the Sacramento area, and is charged with:
 - maintaining financial records on the County's integrated financial, logistics, and human resource system (COMPASS);
 - preparing and publishing the Comprehensive Annual Financial Report (CAFR) and the countywide Cost Allocation Plan;
 - processing vendor payments for county departments and special districts;
 - County and special district payroll;
 - controls over County warrant issuance;
 - performing financial, compliance, and internal control audits of various departments and special districts; and
 - providing property tax accounting services to general taxpayers.
- **Consolidated Utilities Billing and Services (CUBS)** performs billing and collection services and 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. CUBS provides billing and collection services for County Code Enforcement for their annual Rental Housing Code Compliance fee and for the City of Citrus Heights Code Enforcement for the annual Housing Stock Conservation fee.
- **Investments** manages the \$3.5 billion Sacramento County Pooled Investment Fund and separate accounts; invests and manages \$500 million in proceeds of municipal debt; assists in the evaluation of deferred compensation investment options; and provides compliance and performance reporting for review by the Board of Supervisors, County Executive, and the Treasury Oversight Committee.

PROGRAM DESCRIPTION (cont.):

- **Tax Collection and Business Licensing** collects taxes on real property and personal property as required by the State of California; collects and accounts for Transient Occupancy Tax (TOT) and Utility User Tax (UUT); and regulates businesses operating in the unincorporated area of Sacramento County to promote improved enforcement of ordinances that protect the public and prevent nuisances and neighborhood disturbances.
- **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 Treasury. This Division also acts as paying agent for a variety of debt issues for various affiliated entities. Each year, this division processes and deposits approximately 3.5 million incoming payments.

MISSION:

To provide innovative and exemplary service to customers and maintain the highest degree of respect, public trust and integrity, while complying with federal and state regulatory requirements.

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).
- Continue development of County Accounting Policies and Procedures manual.
- 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.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Completed the County Comprehensive Annual Financial Reports (CAFR) for Fiscal Year 2016-17 by the close of November, a month ahead of the deadline.
- Established charter/by-laws for Internal Audit Committee that will assist in planning audit activity, reviewing financial information, and monitoring of internal controls.
- Developed and hosted COMPASS User Groups for Financials, Fixed Assets, and Materials Management/Purchasing to improve countywide communication and consistency in financial transactions.
- Awarded and implemented a new contract for a deferred compensation record keeper, which included updating the fund structure and reducing costs to plan participants.
- Added a secured entry system (CCure), cameras and enclosed counter, to improve the safety and security of staff, financial resources and operations in the Tax Collection and Business License Division and Treasury Division.
- Included General Accounting, Internal Audits and System Control and Reconciliation in the Allocated Cost Package.
- Filed over 5,000 Personal Property Tax Liens to increase collections of delinquent debt.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Rebuild CAFR electronic files to create new efficiencies that will contribute to publishing the CAFR by the close of November, which contributes to maintaining the County’s credit rating and is necessary to meet bond disclosure requirements.
- Develop requirements and begin the project for “householding” of utility bills for customers with multiple accounts to create operational efficiencies and improve customer service.
- Develop and implement electronic workflow for various COMPASS financial processes to record financial transactions efficiently and accurately.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$24,585
 - Net county cost of \$24,585.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position changes are include as part of the Fiscal Year 2018-19 Recommended June Budget:

Administrative Services Officer 3	1.0	
Collection Services Program Manager	<u>-1.0</u>	
Total		0.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,576,824	\$ 2,485,170	\$ 2,630,939	\$ 2,798,884	\$ 2,798,884
Fines, Forfeitures & Penalties	7,589,179	7,534,330	7,414,214	7,499,526	7,499,526
Intergovernmental Revenues	46,603	44,628	45,220	49,070	49,070
Charges for Services	6,704,114	9,112,965	9,379,869	10,612,651	10,612,651
Miscellaneous Revenues	5,883,395	5,064,216	5,276,303	5,038,071	5,038,071
Total Revenue	\$ 22,800,115	\$ 24,241,309	\$ 24,746,545	\$ 25,998,202	\$ 25,998,202
Salaries & Benefits	\$ 16,025,297	\$ 17,139,112	\$ 17,495,891	\$ 18,444,053	\$ 18,241,042
Services & Supplies	9,043,022	9,541,117	10,750,261	10,655,775	10,655,775
Other Charges	9,160	166,360	178,200	167,500	167,500
Equipment	-	225,000	225,000	-	-
Interfund Reimb	(1,200)	-	-	-	-
Intrafund Charges	2,906,358	7,575,625	7,926,408	7,828,060	7,828,060
Intrafund Reimb	(3,174,798)	(8,160,207)	(9,213,583)	(9,452,391)	(9,452,391)
Total Expenditures/Appropriations	\$ 24,807,839	\$ 26,487,007	\$ 27,362,177	\$ 27,642,997	\$ 27,439,986
Net Cost	\$ 2,007,724	\$ 2,245,698	\$ 2,615,632	\$ 1,644,795	\$ 1,441,784
Positions	176.0	179.0	179.0	182.0	179.0

2018-19 PROGRAM INFORMATION

BU: 3230000 Department Of Finance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Administration

4,757,755	0	-4,757,755	0	0	0	0	0	0	7.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.

Program No. and Title: 002 Pool

3,729,900	0	-785,288	2,944,612	0	0	2,944,612	0	0	23.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: 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: 003 Fiscal Agent

678,008	0	0	678,008	0	0	678,008	0	0	2.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Manages \$3.5 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: 004 Reclamation

81,277	0	0	81,277	0	0	81,277	0	0	1.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Per Water Code Section 50660, the Treasurer program collects and distributes in excess of \$1 million annually to 19 districts.

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 005 Tax Collection</i>										
4,243,147	0	-280,921	3,962,226	0	0	3,423,233	0	538,993	22.0	0
<i>Program Type:</i> Mandated										
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations										
<i>Strategic Objective:</i> FO -- Financial Obligation										
<i>Program Description:</i> Collects taxes on real property, personal property, applicable penalties, direct levies and bonds subject to judicial foreclosure.										
<i>Program No. and Title: 006 Business Licenses</i>										
2,854,454	0	0	2,854,454	0	0	2,808,884	0	45,570	11.0	2
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 4 -- Sustainable and Livable Communities										
<i>Strategic Objective:</i> C1 -- Develop and sustain livable and attractive neighborhoods and communities										
<i>Program Description:</i> Licenses businesses operating in the unincorporated area; files Fictitious Business Names; collects and monitors Transient Occupancy and Utility User Taxes.										
<i>Program No. and Title: 007 System Controls and Reconciliation</i>										
1,158,006	0	-281,656	876,350	0	0	845,996	0	30,354	6.0	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.										
<i>Program No. and Title: 008 Payroll Services</i>										
1,380,970	0	-622,783	758,187	0	0	530,217	0	227,970	8.0	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.										
<i>Program No. and Title: 009 Audits</i>										
1,454,410	0	-1,160,952	293,458	0	0	293,458	0	0	9.0	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> Conducts internal audits to ensure codes and regulations are followed.										

	<u>Appropriations</u>	<u>Reimbursements</u>		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other								
<u>Program No. and Title: 010 Payment Services</u>											
	1,794,303	0	-552,316	1,241,987	0	0	1,052,316	0	189,671	17.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: 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.											
<u>Program No. and Title: 011 Accounting Reporting and Control</u>											
	1,368,423	0	-503,169	865,254	0	21,820	665,909	0	177,525	8.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: 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.											
<u>Program No. and Title: 012 Tax Accounting</u>											
	1,405,407	0	-149,045	1,256,362	0	27,250	1,021,996	0	207,116	9.0	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.											
<u>Program No. and Title: 013 Fiscal Services</u>											
	2,009,668	0	-312,658	1,697,010	0	0	1,697,010	0	0	13.0	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.											
<u>Program No. and Title: 014 Consolidated Utilities Billing & Service</u>											
	9,952,064	0	-45,848	9,906,216	0	0	9,906,216	0	0	43.0	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).											

	Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other								
FUNDED	36,867,792	0	-9,452,391	27,415,401	0	49,070	25,949,132	0	1,417,199	179.0	3

GROWTH REQUEST RECOMMENDED

Program No. and Title: 006 Business Licenses

24,585	0	0	24,585	0	0	0	0	24,585	0.0	0
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Program Type: Discretionary

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

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

Program Description: Veteran’s Fee Exemption – Funding to provide qualifying veterans who have a service-related business a 50% fee waiver on a new or renewed General Business License. California Business and Professions Code provides a 100% fee exemption for qualified veterans who sell tangible goods. In FY 2007-08, the Board of Supervisors approved an Ordinance change to provide qualified veterans providing services a 50% fee exemption, provided that the Board of Supervisors specifically appropriates funding in the budget for the exemption each year. Sacramento County Code 4.06.072 (D) states: “This section shall become inoperative in any fiscal year the Board of Supervisors fails to make a line item appropriation to fund the decrease in license fees anticipated as a result of this section.”

GROWTH REQUEST RECOMMENDED	24,585	0	0	24,585	0	0	0	0	24,585	0.0	0
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GRAND TOTAL FUNDED	36,892,377	0	-9,452,391	27,439,986	0	49,070	25,949,132	0	1,441,784	179.0	3
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<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 007 and 011 - System Control and Reconciliation/Accounting Reporting and Control

203,011	0	0	203,011	0	0	0	0	203,011	3.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

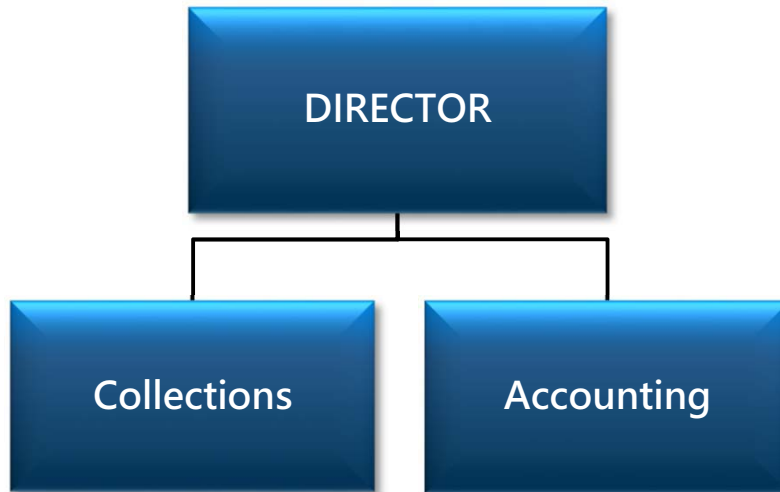
Program Description: CAFR Team - Add 1.0 FTE Administrative Services Officer 1 position and 2.0 FTE Accountant positions to provide adequate resources to create, publish and file the CAFR in advance of the required deadline. The new positions will also contribute to the development, updating and implementation of Countywide accounting policies; reviewing and updating COMPASS financial system training materials for Department of Technology courses; provide general and specific oversight and guidance to Countywide accounting and financial processes; and monitor trust activity. The current appropriation request is for 8 months.

GROWTH REQUEST NOT RECOMMENDED										
203,011	0	0	203,011	0	0	0	0	203,011	3.0	0

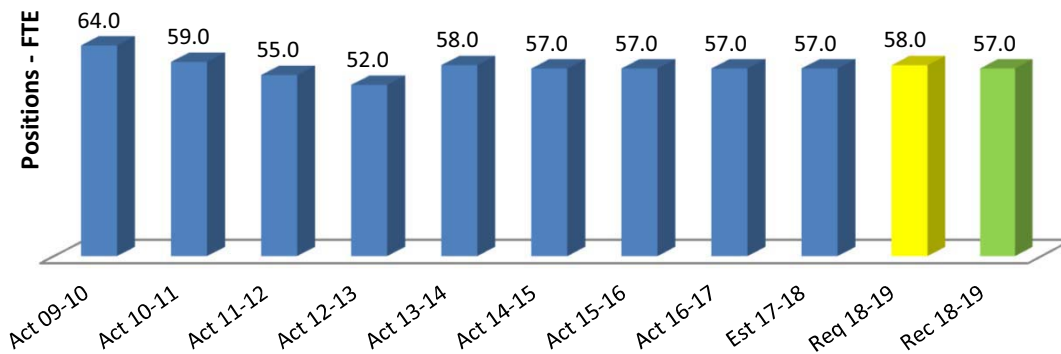
GRAND TOTAL NOT RECOMMENDED										
203,011	0	0	203,011	0	0	0	0	203,011	3.0	0

DEPARTMENTAL STRUCTURE

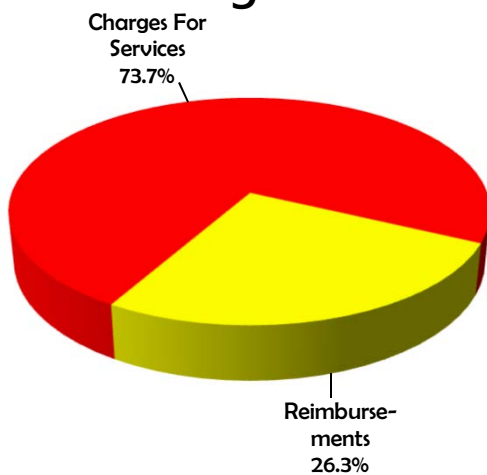
BEN LAMERA, INTERIM DIRECTOR



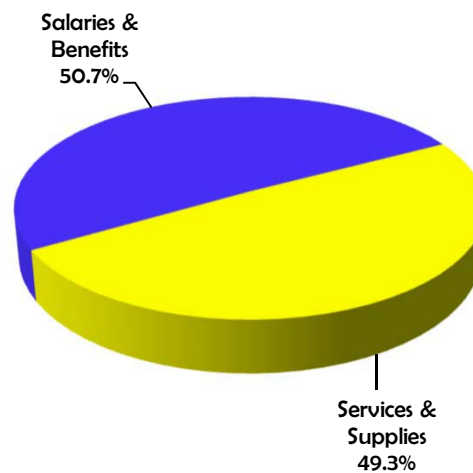
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	7,683,069	8,537,495	8,538,949	8,384,186	7,782,589
Total Financing	7,686,347	8,537,495	8,538,949	7,909,186	7,782,589
Net Cost	(3,278)	-	-	475,000	-
Positions	57.0	57.0	57.0	58.0	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 maximize revenue collection that can be used to meet customer entities' program objectives.

GOALS:

- To collect over \$35 million in receivables.
- Overall recovery rate of 50 percent.
- Maintain net cost to collection ratio 17.0 percent.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- **Program Results** - For Fiscal Year 2017-18, the Department of Revenue Recovery (DRR) expects to receive \$77 million in new charges compared to \$79 million in Fiscal Year 2016-17, and to collect \$36 million with \$37 million budgeted, with savings of \$500,000 in expenditures; from \$10.8 million budgeted to \$10.3 million actual. The savings are included in DRR's customers' fund balance.
- The decrease in projected collections is due to:
 - The Board of Supervisors approved the elimination and write-off of juvenile justice fees effective July 1, 2017, significantly reducing the referrals of these fees from Probation, Public Defender, and Conflict Criminal Defender from \$2.6 million in Fiscal Year 2016-17 to \$0 in Fiscal Year 2017-18.
 - As a result of program changes, the Department of Health and Human Services (DHHS) significantly reduced referring medical indigent fees to DRR for collection; from \$1.2 million in Fiscal Year 2014-15 to \$45,000 in Fiscal Year 2016-17 to \$0 in Fiscal Year 2017-18.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18 (cont.):

- DRR implemented system enhancements and revisions to accounting practices to strengthen internal controls, clear backlogs, and process transactions more efficiently. Additional staff resources are needed, as higher volumes are being processed in shorter time periods, which will be accomplished by reallocating vacant positions to needed classifications.
- Collaborated with Code Enforcement and Building Permits & Inspections to enhance customer service by designating DRR as the point of contact for billing inquiries and dispute resolution. This has allowed officers to shift time on enforcement and other activities aimed at maintaining quality neighborhoods.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- In Fiscal Year 2018-19, it is estimated that a minimum of \$80 million in new charges will be added to DRR’s system. Collections are expected to decrease from \$37 million in Fiscal Year 2017-18 to \$35.4 million due to:
 - The State Judicial Council is working to significantly reduce or eliminate large penalties currently assessed on traffic citations. The volume of referrals to DRR would continue to decrease since more defendants would be able to pay amounts ordered in lump sum to the court.
- DRR is collaborating with DTech to implement web access for customers to access account information, instead of having to call DRR during business hours for the information.
- DRR’s role in the County begins to evolve as more departments refer accounts to DRR for billing and specialty collection services, allowing them to focus their efforts on their core business functions and service to the public.

STAFFING LEVEL CHANGES FOR FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Office Specialist Level 2.....	1.0
Collection Services Agent Level 2	<u>-1.0</u>
Total	0.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Charges for Services	\$ 7,675,130	\$ 8,529,798	\$ 8,508,949	\$ 7,909,186	\$ 7,782,589
Miscellaneous Revenues	11,217	7,697	30,000	-	-
Total Revenue	\$ 7,686,347	\$ 8,537,495	\$ 8,538,949	\$ 7,909,186	\$ 7,782,589
Salaries & Benefits	\$ 4,802,374	\$ 4,815,781	\$ 5,245,469	\$ 5,478,611	\$ 5,352,014
Services & Supplies	4,434,347	4,838,967	4,916,789	4,420,998	4,420,998
Interfund Charges	-	-	-	475,000	-
Intrafund Charges	627,255	667,282	689,431	793,627	793,627
Intrafund Reimb	(2,180,907)	(1,784,535)	(2,312,740)	(2,784,050)	(2,784,050)
Total Expenditures/Appropriations	\$ 7,683,069	\$ 8,537,495	\$ 8,538,949	\$ 8,384,186	\$ 7,782,589
Net Cost	\$ (3,278)	\$ -	\$ -	\$ 475,000	\$ -
Positions	57.0	57.0	57.0	58.0	57.0

2018-19 PROGRAM INFORMATION

BU: 6110000 Department Of Revenue Recovery

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Centralized Billing, Collection and Disbursement

10,566,639	0	-2,784,050	7,782,589	0	0	7,782,589	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										
10,566,639	0	-2,784,050	7,782,589	0	0	7,782,589	0	0	57.0	0

GRAND TOTAL FUNDED										
10,566,639	0	-2,784,050	7,782,589	0	0	7,782,589	0	0	57.0	0

Appropriations	Reimbursements		Net	Federal	State	Fees/	Fund	Net	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations			Other	Balance	Cost		

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Centralized Billing, Collection and Disbursement

76,597	0	0	76,597	0	0	76,597	0	0	1.0	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: New 1.0 FTE Accounting Technician position. The additional 1.0 FTE Accounting Technician position will primarily focus on analysis, evaluation, and reconciliation of files and payments as the department strives to increase efficiencies to offset declining referrals and collections, reconciliation and resolving discrepancies of Court Ordered Debt (COD) reimbursements, reconciliation of California Department of Social Services (CDSS)-Internal Revenue Service and CDSS-Franchise Tax Board payments. The position will also handle all accounts payable activities, purchasing activities, and other financial and accounting analysis, and reporting for the department. The funding will come from cost recovery and installment revenue from collection activities and will result in \$0 Net County Cost.

Program No. and Title: 001 Centralized Billing, Collection and Disbursement

475,000	0	0	475,000	0	0	0	0	475,000	0.0	0
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Program Type: Discretionary

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

Strategic Objective: IS -- Internal Support

Program Description: Lease Space – Office Relocation. The office relocation is needed as the department is continuously filling vacant positions and there is not enough space to accommodate employees. The \$475,000 is the first year total appropriation cost and includes rent and utilities, amortized tenant improvement cost, lease management fee, and move cost. Second and succeeding year costs are estimated to be \$388,000 a year.

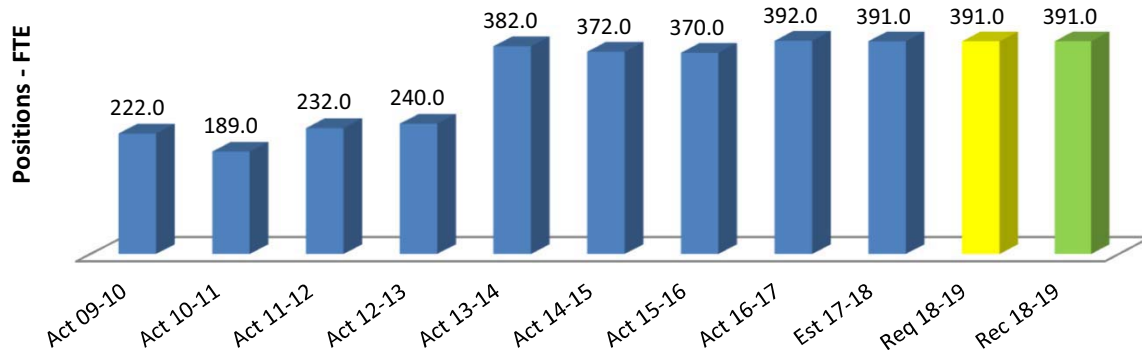
GROWTH REQUEST NOT RECOMMENDED										
551,597	0	0	551,597	0	0	76,597	0	475,000	1.0	0

GRAND TOTAL NOT RECOMMENDED										
551,597	0	0	551,597	0	0	76,597	0	475,000	1.0	0

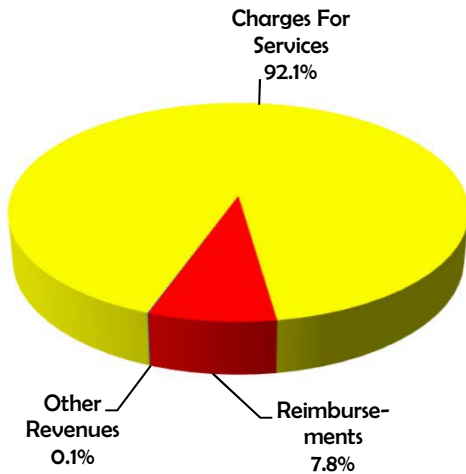
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



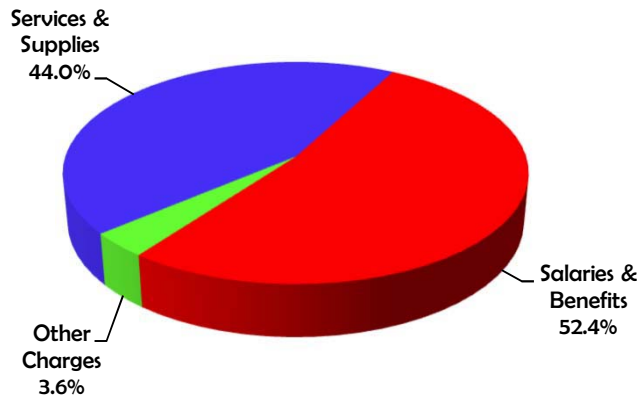
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	83,367,736	89,912,686	95,480,802	97,451,899	96,766,899
Total Financing	84,019,646	90,659,903	95,480,802	97,451,899	96,766,899
Net Cost	(651,910)	(747,217)	-	-	-
Positions	392.0	391.0	388.0	391.0	391.0

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:

Fulfilling our customer's vision through the effective use of technology.

GOALS:

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

GOALS (cont.):

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

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Implemented Phases 1 and 2 of the County Clerk Recorder new System.
- Decommissioned the legacy FileNet Document Management System.
- Completed migration from Lagan to Oracle Cloud Service for 311 Call Center.
- Implemented Telephonic Signatures for all programs at DHA.
- Redesigned Contract Lifecycle Information Management System for DHA.
- Enhanced Lobby Management and Appointment Scheduling system for CalWORKs service centers.
- Developed management dashboards for DHA service center operations.
- Implemented the Leaps System in Adult Protective Services.
- Implementation of the OCHIN Medical System in Primary Health.
- Implemented the Credit Bureau collection Trigger application at DCSS.
- Issued an RFP for a new Election Voting System and complete implementation.
- Upgraded the infrastructures for Correctional Health system and Acella.
- Completed the Transportation Hansen upgrade project.
- Completed DMZ redundancy for applications hosted on the County's private cloud for storage and virtual servers.
- Completed implementation of the year one recommendations from the information security program assessment.
- GIS County-wide 2018 Imagery Collection – New ortho photos with the potential to acquire LiDAR & Oblique photos.
- The Chief of Customer Service position moved from the Department of Technology to the County Executive Cabinet.
- Created a new Property Tax Interface with Assessor for Secured, Unsecured Main roll and Supplemental Tax bills.
- Implemented a new cashiering system for Finance.
- Created and managed an RFP for an eSignature solution and select a vendor.

FY 2018-19 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- Implement e-Forms and e-Signature Solution.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Complete Implementation of the County Clerk Recorder new system.
- Start Countywide project to upgrade to Microsoft Windows 10 and Office 2016 prior to January 2020 end of life.
- Complete the upgrade of the County VoIP telephone and call center system.
- Complete the cost saving transition of the County telephone system to Session Initiation Protocol (SIP) trunking as our connection to the public switched telephone network.
- Continue the project to upgrade all Microsoft Server 2008 systems prior to the 2020 end of life.
- Implement Information Security Awareness Training.

STAFFING LEVEL CHANGES FOR FY 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Communication Operator Dispatch	1.0
Information Technology Analyst Level 1/2.....	8.0
Principal Business Systems Analyst	-1.0
Principal Information Technology Analyst	-5.0
Senior Information Technology Analyst.....	-6.0
Supervisor Communication Operations Dispatcher	-1.0
Supervisor Information Technology Analyst	<u>7.0</u>
Total	3.0

- The following adjustments were made as part of the Information Technology Phase II Class Study:

Senior Information Technology Analyst.....	-43.0
Supervisor Information Technology Analyst	<u>43.0</u>
Total	0.0

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$10,174,377. This Fund Balance is used for the replacement of fixed assets, and to cover operating expenditures in the Department of Technology Budget.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19				Schedule 10
		Fund Title 031A - DEPT OF TECHNOLOGY Service Activity Technology Budget Unit 7600000				
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 83,905,254	\$ 90,551,606	\$ 95,414,306	\$ 97,396,255	\$ 96,711,255	
Total Operating Revenues	\$ 83,905,254	\$ 90,551,606	\$ 95,414,306	\$ 97,396,255	\$ 96,711,255	
Operating Expenses						
Salaries/Benefits	\$ 50,015,414	\$ 51,377,138	\$ 53,658,050	\$ 54,972,968	\$ 54,972,968	
Services & Supplies	26,790,533	31,174,947	34,005,839	34,955,347	34,270,347	
Other Charges	1,058,041	1,025,490	1,189,615	1,218,055	1,218,055	
Depreciation	1,794,049	2,625,871	2,918,060	2,588,953	2,588,953	
Total Operating Expenses	\$ 79,658,037	\$ 86,203,446	\$ 91,771,564	\$ 93,735,323	\$ 93,050,323	
Operating Income (Loss)	\$ 4,247,217	\$ 4,348,160	\$ 3,642,742	\$ 3,660,932	\$ 3,660,932	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 109,964	\$ 106,005	\$ 66,496	\$ 55,644	\$ 55,644	
Interest Income	4,428	2,292	-	-	-	
Loss/Disposition-Asset	-	(2)	-	-	-	
Debt Retirement	(3,709,696)	(3,709,238)	(3,709,238)	(3,716,576)	(3,716,576)	
Total Non-Operating Revenues (Expenses)	\$ (3,595,304)	\$ (3,600,943)	\$ (3,642,742)	\$ (3,660,932)	\$ (3,660,932)	
Income Before Capital Contributions and Transfers	\$ 651,913	\$ 747,217	\$ -	\$ -	\$ -	
Intrafund Charges	6,505,410	7,898,153	7,685,624	8,206,616	8,206,616	
Intrafund Reimb	(6,505,407)	(7,898,153)	(7,685,624)	(8,206,616)	(8,206,616)	
Change In Net Assets	\$ 651,910	\$ 747,217	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	8,775,242	9,427,160	9,427,160	10,174,377	10,174,377	
Equity and Other Account Adjustments	8	-	-	-	-	
Net Assets - Ending Balance	\$ 9,427,160	\$ 10,174,377	\$ 9,427,160	\$ 10,174,377	\$ 10,174,377	
Positions	392.0	391.0	388.0	391.0	391.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 760000 Department of Technology

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Application Support

32,778,028	0	-3,033,794	29,744,234	0	0	29,983,431	0	-239,197	139.5	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Develop, implement and maintain software applications such as law and justice, tax collection and payroll

Program No. and Title: 002 Equipment Support

16,308,188	0	-404,463	15,903,725	0	0	16,023,788	0	-120,063	79.9	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.

Program No. and Title: 003 County Data Center

19,397,520	0	-3,771,259	15,626,261	0	0	15,751,668	0	-125,407	41.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers

Program No. and Title: 004 COMPASS

7,520,174	0	-6,720	7,513,454	0	0	7,598,951	0	-85,497	38.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Enhance and support the Human Resources, Financial and Materials Management application (COMPASS)

Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other								
Program No. and Title: 005 Communication Networks										
21,416,476	0	-533,000	20,883,476	0	0	20,340,997	0	542,479	55.4	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> Voice and data communication connectivity between county staff, their contacts and information storage.										

Program No. and Title: 006 Countywide IT Services										
7,553,129	0	-457,380	7,095,749	0	0	7,068,064	0	27,685	37.2	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> 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										
104,973,515	0	-8,206,616	96,766,899	0	0	96,766,899	0	0	391.0	3

GRAND TOTAL FUNDED										
104,973,515	0	-8,206,616	96,766,899	0	0	96,766,899	0	0	391.0	3

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Application Support										
685,000	0	-685,000	0	0	0	0	0	0	0.0	0
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations										
<i>Strategic Objective:</i> T -- Bolster safe and efficient movement of people and goods										
<i>Program Description:</i> MSIS (AS400) & McKesson Replacement Project The MSIS System that does medical claiming and payables is 33 years old. McKesson, the vendor for the system, has discontinued support of the product. The remaining DTech staff member who provides support is retiring in 2019. DTech requests a Contract Manager, 3 Contract Programmers, and a Contract Business Analyst.										

GROWTH REQUEST NOT RECOMMENDED										
685,000	0	-685,000	0	0	0	0	0	0	0.0	0

GRAND TOTAL NOT RECOMMENDED										
685,000	0	-685,000	0	0	0	0	0	0	0.0	0

Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	8,975,724	10,363,082	10,384,440	10,803,508	10,803,508
Total Financing	86,317	88,976	94,668	106,778	106,778
Net Cost	8,889,407	10,274,106	10,289,772	10,696,730	10,696,730

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 FY 2017-18:

- Published a Request for Proposal for the new Budget System.
- Start migration of the Courts Case Management Systems, Sheriff Jail and Warrant Systems off the Mainframe.
- Enhance Property Tax System Addresses to reduce returned bills.
- Create a new Property Tax Interface with Assessor for Secured, Unsecured Main roll and Supplemental Tax bills.
- Completed a total of 192 service requests for the COMPASS system the first ten months of the fiscal year. Anticipate the completion of more than 230 by the end of June 2018.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Purchase new hardware to upgrade the County COMPASS infrastructure and develop a plan to upgrade to the latest SAP database.
- Continue migration of the Courts Case Adult Case Management System, Sheriff Jail Inmate Management and Warrants Systems off the mainframe.
- Start implementation of the County new Budget System.
- Upgrade Board of Supervisors Agenda Management System to the latest release.

RECOMMENDED GROWTH FOR FY 2018-19:

- One-time recommended growth request includes:
 - Appropriations of \$100,000
 - Net county cost of \$100,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Charges for Services	\$ 86,317	\$ 88,976	\$ 94,668	\$ 106,778	\$ 106,778
Total Revenue	\$ 86,317	\$ 88,976	\$ 94,668	\$ 106,778	\$ 106,778
Services & Supplies	\$ 8,850,633	\$ 9,967,096	\$ 9,988,454	\$ 10,555,722	\$ 10,555,722
Intrafund Charges	125,091	395,986	395,986	247,786	247,786
Total Expenditures/Appropriations	\$ 8,975,724	\$ 10,363,082	\$ 10,384,440	\$ 10,803,508	\$ 10,803,508
Net Cost	\$ 8,889,407	\$ 10,274,106	\$ 10,289,772	\$ 10,696,730	\$ 10,696,730

2018-19 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems

Appropriations	Reimbursements		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations							

FUNDED

Program No. and Title: 001 Law & Justice Systems

2,386,606	0	0	2,386,606	0	0	55,000	0	2,331,606	0.0	0
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Program Type: Mandated

Countywide Priority: 2 -- Discretionary Law-Enforcement

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

Program Description: Provides a central point for funding the maintenance and enhancement of the Law Enforcement Systems (CJIS, JIMS, IJIS and CLETS) which are accessible to multiple law enforcement entities.

Program No. and Title: 002 Payroll Systems

243,157	0	0	243,157	0	0	0	0	243,157	0.0	0
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Program Type: Mandated

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Provides a central point for funding of Special District Payroll which supports multiple departments and local entities

Program No. and Title: 003 Property & Tax Systems

1,358,197	0	0	1,358,197	0	0	50,000	0	1,308,197	0.0	0
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Program Type: Mandated

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments.

Program No. and Title: 004 COMPASS

4,828,566	0	0	4,828,566	0	0	0	0	4,828,566	0.0	0
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Program Type: Mandated

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Provides a central point for funding the maintenance and enhancement of the Human Resources, Materials Management, Financial Reporting and Budget Systems which are countywide systems and used by virtually all county employees.

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
Program No. and Title: 005 Other Shared Applications										
1,886,982	0	0	1,886,982	0	0	1,778	0	1,885,204	0.0	0
<i>Program Type:</i> Discretionary										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Epledge, Open Data Portal)										

FUNDED										
10,703,508	0	0	10,703,508	0	0	106,778	0	10,596,730	0.0	0

GROWTH REQUEST RECOMMENDED

Program No. and Title: 004 COMPASS										
100,000	0	0	100,000	0	0	0	0	100,000	0.0	0
<i>Program Type:</i> Discretionary										
<i>Countywide Priority:</i> 6 -- Prevention/Intervention Programs										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Consultant to review health records needs.										

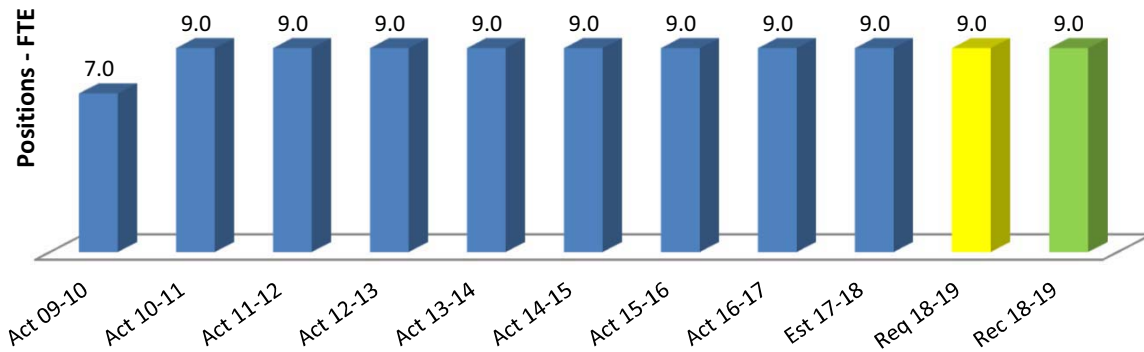
GROWTH REQUEST RECOMMENDED										
100,000	0	0	100,000	0	0	0	0	100,000	0.0	0

GRAND TOTAL FUNDED										
10,803,508	0	0	10,803,508	0	0	106,778	0	10,696,730	0.0	0

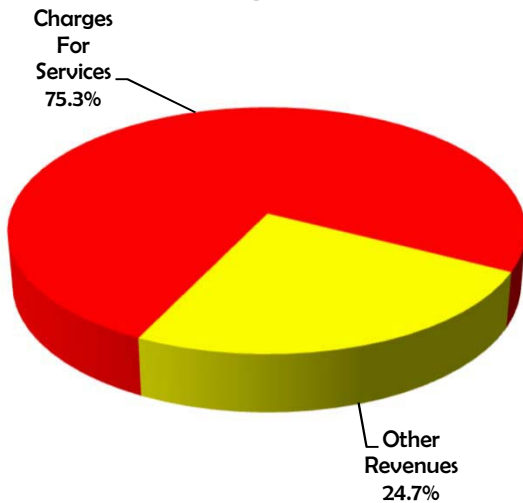
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



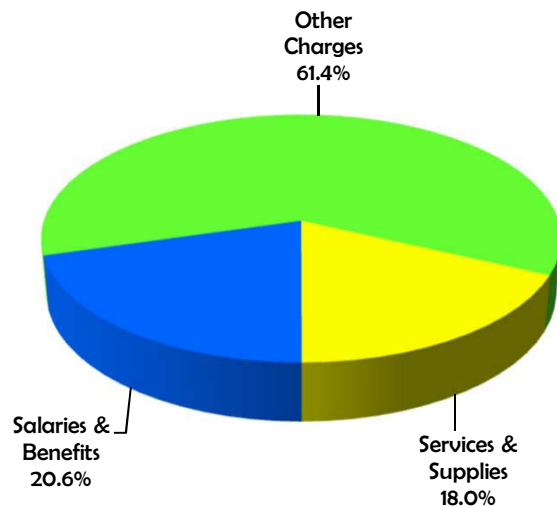
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	4,780,644	5,689,850	6,160,917	6,490,376	6,490,376
Total Financing	5,001,544	5,187,531	5,166,500	5,685,138	5,685,138
Net Cost	(220,900)	502,319	994,417	805,238	805,238
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 Operations 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 2017-18:

- Added City of Davis and University of California (UC) Davis to SRRCS as Primary Users which enhances communications interoperability for first responders operating in the Sacramento Region.
- Completed radio signal coverage testing on new P25 system that shows excellent coverage throughout the County.

FY 2018-19 RECOMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Continue to P25 upgrade by adding 12 new channels (Phases II and III).
- Install the two site infrastructure to support the City of Davis and UC Davis and move all their radio subscribers to SRRCS.

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$12,056,856. This Fund Balance is used for the replacement of fixed assets, and to cover operating expenditures in the Regional Radio Budget.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19				Schedule 10
	Fund Title 059A - REGIONAL RADIO Service Activity Communications System Budget Unit 7020000				
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Operating Revenues					
Charges for Service	\$ 3,844,241	\$ 4,107,622	\$ 4,075,090	\$ 4,279,340	\$ 4,279,340
Total Operating Revenues	\$ 3,844,241	\$ 4,107,622	\$ 4,075,090	\$ 4,279,340	\$ 4,279,340
Operating Expenses					
Salaries/Benefits	\$ 1,089,219	\$ 1,074,764	\$ 1,327,275	\$ 1,335,807	\$ 1,335,807
Services & Supplies	1,128,849	1,069,975	2,165,974	1,170,963	1,170,963
Other Charges	10,995	7,351	7,338	3,268	3,268
Depreciation	2,083,733	2,235,513	2,193,916	2,057,325	2,057,325
Total Operating Expenses	\$ 4,312,796	\$ 4,387,603	\$ 5,694,503	\$ 4,567,363	\$ 4,567,363
Operating Income (Loss)	\$ (468,555)	\$ (279,981)	\$ (1,619,413)	\$ (288,023)	\$ (288,023)
Non-Operating Revenues (Expenses)					
Other Revenues	\$ 1,118,585	\$ 1,091,410	\$ 1,091,410	\$ 1,405,798	\$ 1,405,798
Interest Income	38,718	(11,501)	-	-	-
Debt Retirement	(279,927)	(1,144,307)	(1,144,307)	(1,819,810)	(1,819,810)
Interest Expense	(187,896)	(157,940)	(128,800)	(103,203)	(103,203)
Total Non-Operating Revenues (Expenses)	\$ 689,480	\$ (222,338)	\$ (181,697)	\$ (517,215)	\$ (517,215)
Income Before Capital Contributions and Transfers	\$ 220,925	\$ (502,319)	\$ (1,801,110)	\$ (805,238)	\$ (805,238)
Interfund Charges	-	-	1,260,000	-	-
Interfund Reimb	25	-	(2,066,693)	-	-
Change In Net Assets	\$ 220,900	\$ (502,319)	\$ (994,417)	\$ (805,238)	\$ (805,238)
Net Assets - Beginning Balance	14,408,253	13,364,413	13,364,413	12,862,094	12,862,094
Equity and Other Account Adjustments	(1,264,740)	-	-	-	-
Net Assets - Ending Balance	\$ 13,364,413	\$ 12,862,094	\$ 12,369,996	\$ 12,056,856	\$ 12,056,856
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

2018-19 PROGRAM INFORMATION

BU: 702000 Regional Radio Communications System

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

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

6,490,376	0	0	6,490,376	0	0	5,685,138	805,238	0	9.0	8
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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	6,490,376	0	0	6,490,376	0	0	5,685,138	805,238	0	9.0	8
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GRAND TOTAL FUNDED	6,490,376	0	0	6,490,376	0	0	5,685,138	805,238	0	9.0	8
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	1,457,051	1,335,471	1,497,828	1,628,257	1,628,257
Total Financing	1,754,423	1,620,328	1,497,828	1,628,257	1,628,257
Net Cost	(297,372)	(284,857)	-	-	-

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.

FY 2018-19 RECOMMENDED BUDGET

FUND BALANCE FOR 2018-19:

Available fund balance is \$284,857 due to expenditures coming in less than the original budget, and revenue exceeding their original budget.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Fund Balance	\$ 481,249	\$ 297,372	\$ 297,373	\$ 284,857	\$ 284,857
Licenses, Permits & Franchises	1,257,209	1,266,756	1,144,255	1,275,000	1,275,000
Revenue from Use Of Money & Property	5,612	3,000	3,000	3,400	3,400
Miscellaneous Revenues	10,353	53,200	53,200	65,000	65,000
Total Revenue	\$ 1,754,423	\$ 1,620,328	\$ 1,497,828	\$ 1,628,257	\$ 1,628,257
Services & Supplies	\$ 1,457,051	\$ 1,327,971	\$ 1,490,328	\$ 1,618,257	\$ 1,618,257
Other Charges	-	7,500	7,500	10,000	10,000
Total Expenditures/Appropriations	\$ 1,457,051	\$ 1,335,471	\$ 1,497,828	\$ 1,628,257	\$ 1,628,257
Net Cost	\$ (297,372)	\$ (284,857)	\$ -	\$ -	\$ -

2018-19 PROGRAM INFORMATION

BU: 2180000 Technology Cost Recovery Fee

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Information Technology Recovery Fee

1,628,257	0	0	1,628,257	0	0	1,343,400	284,857	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	1,628,257	0	0	1,628,257	0	0	1,343,400	284,857	0	0.0	0
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GRAND TOTAL FUNDED	1,628,257	0	0	1,628,257	0	0	1,343,400	284,857	0	0.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	586,938	655,000	700,000	655,000	655,000
Total Financing	586,938	655,000	700,000	655,000	655,000
Net Cost	-	-	-	-	-

PROGRAM DESCRIPTION:

- The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs. The purpose of DRPA is to encourage programs, services and activities that promote the resolution of disputes.
- The County established the dispute resolution program in 1988 and contracts for all services. The program is 100 percent self-supporting; revenue is generated from an eight dollar surcharge on civil court filing fees and deposited into a trust account. Program funding is based on a competitive Request for Proposal (RFP) process.
- A ten percent administrative fee allowed under the governing legislation is charged to the program.

MISSION:

To provide a comprehensive array of dispute resolution options and to educate and inform the community to these options.

GOALS:

The overall goals and objectives of the program are to:

- Give the community early, accessible, comprehensive, and effective methods for resolving disputes.
- Educate the community on the availability of dispute resolution services.
- Increase the demand for and use of dispute resolution services.
- Reduce the number of cases going to court.
- Reduce violence in the schools.
- Promote positive conflict resolution skills.
- Improve relationships and quality of life.

FY 2018-19 RECOMMENDED BUDGET

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5520000 - Dispute Resolution Program**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Charges for Services	\$ 559,257	\$ 655,000	\$ 700,000	\$ 655,000	\$ 655,000
Miscellaneous Revenues	27,681	-	-	-	-
Total Revenue	\$ 586,938	\$ 655,000	\$ 700,000	\$ 655,000	\$ 655,000
Services & Supplies	\$ 533,602	\$ 600,000	\$ 645,000	\$ 600,000	\$ 600,000
Intrafund Charges	53,336	55,000	55,000	55,000	55,000
Total Expenditures/Appropriations	\$ 586,938	\$ 655,000	\$ 700,000	\$ 655,000	\$ 655,000
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2018-19 PROGRAM INFORMATION

BU: 5520000 Dispute Resolution Program

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Dispute Resolution Program

655,000	0	0	655,000	0	0	655,000	0	0	0.0	0
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Program Type: Self-Supporting

Countywide Priority: 3 -- Safety Net

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

Program Description: The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs.

FUNDED										
655,000	0	0	655,000	0	0	655,000	0	0	0.0	0

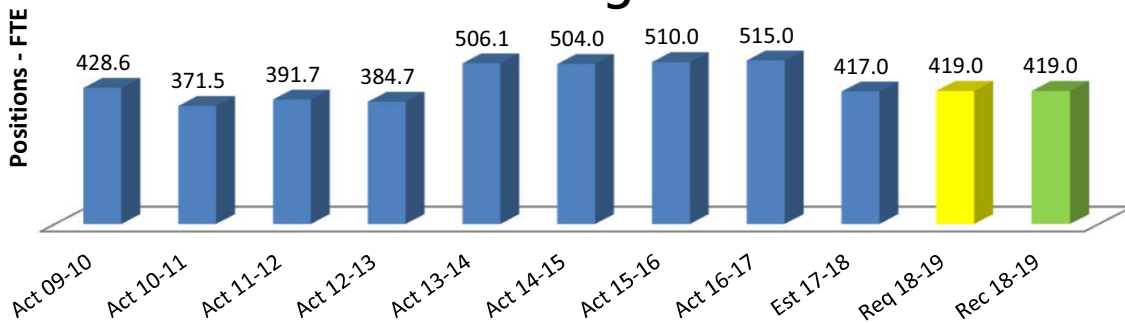
GRAND TOTAL FUNDED										
655,000	0	0	655,000	0	0	655,000	0	0	0.0	0

DEPARTMENTAL STRUCTURE

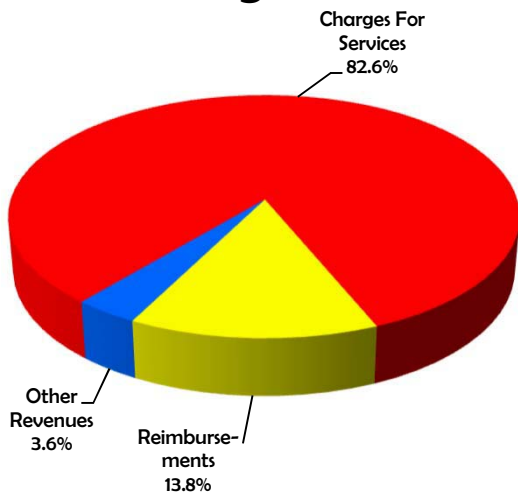
MICHAEL MORSE, DIRECTOR



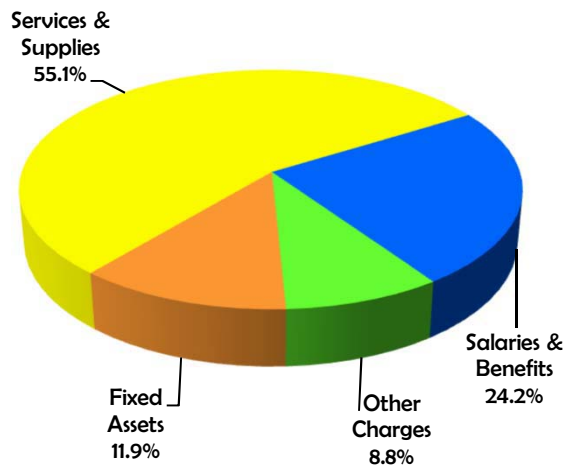
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2015-16 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Total Requirements	158,265,687	178,373,357	190,095,768	189,987,815	189,916,455
Total Financing	165,339,902	156,841,651	166,984,849	166,341,852	166,341,852
Net Cost	-7,074,215	21,531,706	23,110,919	23,645,963	23,574,603
Positions	515.0	417.0	418.0	419.0	419.0

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.
 - **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.
 - **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.

PROGRAM DESCRIPTION (cont.):

- 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.

GOALS (cont.):

- To provide prompt and efficient logistical support to the County’s agencies and departments to enable customers to perform their missions.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

Fiscal Year 2016-17, responsibility of the Construction Management and Inspection Division (CMID) transferred to the newly created Development and Code Services Division in the Public Works and Infrastructure Agency. Transfer of \$6.5 million in retained earnings as a result of the reorganization was completed during 2017-18.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Service and Supply accounts in the Facilities Management programs include an inflation increase for multiple years. Retained earnings were utilized in prior years to absorb vendor and supply rate increases.
- Transfer a vacant Parking Lot Attendant from Department of General Services (DGS) Parking Enterprise. DGS will reallocate the position to a Building Security Attendant to increase the level of security in the downtown parking lots to address homeless issues.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$291,257 offset by revenues of \$291,257
 - 1.0 FTE.
- One-time recommended growth requests include:
 - Appropriations of \$300,000
 - Retained Earnings of \$300,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Administrative Services Officer 1.....	1.0
Senior Contract Services Officer	1.0
Account Clerk Level 2.....	-1.0
Accounting Technician.....	-1.0
Administrative Services Officer 2.....	<u>-1.0</u>
Total	-1.0

STAFFING LEVEL CHANGES FOR FY 2018-19 (cont.):

- The following position changes are included as part of the Fiscal Year 2018-19 Recommended June Budget:

Accounting Technician	1.0
Assistant. Engineer Architect Level 2.....	1.0
Building Security Attendant.....	1.0
Senior Contract Services Officer.....	1.0
Building Project Coordinator 2	-1.0
Office Specialist Level 2 Confidential	<u>-1.0</u>
Total	2.0

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$16,012,320

- \$15.6 million in operating reserves
- \$346,272 available.

BUDGET RESERVE BALANCES FOR FY 2018-19:

- **Capital Outlay (2070000) – \$14.5 million**
 - This reserve was established to fund heavy equipment purchases. The fund shows a net cost of \$16.5 million. \$16.4 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$5.7 million and the remaining \$10.7 million will be funded by the Capital Outlay Fund. An appropriation of \$5.8 million is included to transfer assets to the Sacramento Area Sanitation District. The remaining fund balance of \$14.5 million is reserved to fund heavy equipment purchases beyond Fiscal Year 2018-19.
- **Capital Outlay (7080000) – \$6.7 million**
 - This reserve was established to fund light equipment purchases. The fund shows a net cost of \$5.3 million. \$9.0 million is appropriated for the purchase of light fleet vehicle replacements, which will be funded through miscellaneous revenue of \$3.7 million and the remaining \$5.3 million will be funded by the Capital Outlay Fund. The remaining fund balance of \$6.7 million is reserved to fund light equipment purchases beyond Fiscal Year 2018-19.
- **CAPITAL IMPROVEMENT PLAN FOR FY 2018-19:**
 - For detailed information regarding Fiscal Year 2018-19 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2018-19 Capital Improvement Plan.

SUMMARY OF POSITIONS:

Internal Services Fund (035)

PROGRAM	Adopted 2017-18	Actual 2017-18	Recommended 2018-19	Requested 2018-19
Airport District	39.0	39.0	39.0	39.0
Alarm Services	6.0	6.0	6.0	6.0
Architectural Services Division	14.0	14.0	14.0	14.0
Bradshaw District	87.0	87.0	87.0	87.0
Contract & Purchasing Services	18.0	18.0	19.0	19.0
Downtown District	61.0	61.0	61.0	61.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	70.0	70.0	70.0	70.0
Fleet Services - Light	26.0	26.0	26.0	26.0
Office of the Director	27.0	27.0	27.0	27.0
Real Estate	25.0	24.0	24.0	24.0
Security Services	25.0	25.0	26.0	26.0
Support Services	19.0	19.0	19.0	19.0
	418.0	417.0	419.0	419.0

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement light and heavy equipment approved for Fiscal Year 2018-19.

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT (BUDGET UNIT 2070000)**

Class	Description	Requested		Requested Amount
		New	Replace	
157	Crew Bus	0	2	\$ 250,000
158	Passenger Bus (20-40)	0	5	800,000
160	Utility Truck	0	4	920,007
161	Stencil/Sign Wash Truck	0	1	193,573
164	Service Truck w/ Crane	0	5	666,660
165	Utility Truck	0	6	900,000
167	Flatbed Dump Truck	0	2	260,000
170	2-Axle Dump Truck	0	2	240,000
171	2-Axle Dump Truck	0	7	958,000
176	3-Axle Dump Truck	0	1	140,000
178	Transfer Dump Truck w/Trailer	0	2	80,000
181	Chemical Spray Truck	0	1	225,000
184	Line Striping Truck	0	2	760,000
192	3-Axle Water Truck	0	1	145,000
213	Portable Trailer	0	5	62,500
222	Two-Horse Trailer	0	2	25,000
224	Utility Trailer	0	2	56,930
225	Concrete Saw Trailer	2	1	150,860
233	Trailer, Vibratory Roller	3	5	84,000
234	Trailer, Lowbed Platform	0	4	100,000
292	Step Van	0	3	635,000
314	Brush Chipper	0	4	248,000
366	Air Compressor	0	1	28,000
386	Forklift	0	1	35,000
391	Flatbed Truck w/ Crane	0	1	210,000
395	Aerial Device w/encl. Body	0	3	420,360
398	Tire Service Truck	0	1	120,000
399	Lube and Fuel Truck	0	1	212,000
571	Vibratory Roller	0	2	92,000
772	Construction Sweeper	0	1	64,250
776	Pressure/Vacuum Cleaner	0	1	420,000
777	Pressure/Vacuum Cleaner, Single Engine	1	0	420,000

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT (BUDGET UNIT 2070000)**

Class	Description	Requested		Requested Amount
		New	Replace	
857	Angle Dozer	0	1	165,000
879	Skid Steer Loader, Track Driven	1	0	48,000
880	Skid Steer Loader	0	3	144,000
882	Wheel Loader	0	1	100,007
884	Wheel Loader	0	1	165,000
885	Stand-Up Skid Steer Tool Carrier & Trailer	1	0	22,832
892	Backhoe	0	1	130,000
SDA/160	SDA Utility Truck	0	6	965,030
SDA/165	SDA Utility Truck	0	13	1,914,072
SDA/171	SDA Dump Truck	0	1	126,000
SDA/176	SDA Dump Truck	0	2	270,000
SDA/190	SDA Water Truck	0	1	115,000
SDA/212	SDA Trailer	0	9	106,500
SDA/221	SDA Trailer	0	1	44,800
SDA/224	SDA Trailer	0	2	24,500
SDA/292	SDA Step Van	0	6	1,350,000
SDA/293	SDA Step Van	0	2	530,000
SDA/882	SDA Tractor	0	2	75,000
SDA/892	SDA Tractor	0	2	260,000
	Total	8	133	\$ 16,477,881

**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (BUDGET UNIT 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	3	\$ 92,040
102	Subcompact	0	5	109,380
107	1/2 Ton Compact Pickup	0	8	197,096
110	Compact	0	41	1,046,812
118	Station Wagon	0	2	52,896
122	Sheriff's Patrol Car	0	40	1,423,800
124	Undercover	0	86	2,169,694
126	Sheriff's Training	0	2	69,118
131	1/2 Ton Pick-up, Extended Cab	0	21	569,142
132	1/2 Ton Pick-up, Regular Cab	0	6	138,474
134	1 Ton Utility Truck	0	5	356,590
135	3/4 Ton Pick-up Truck	0	6	184,338
137	3/4 Ton Utility Truck	0	14	1,090,866
140	4x4 pickup	0	6	190,650
141	Animal Care trucks	0	1	115,000
142	Special body trucks	0	1	82,194
150	Mini-van	0	16	442,688
151	1/2 ton van	0	1	28,956
152	3/4 ton van	0	8	239,880
153	1 ton van	0	7	279,825
154	Sport Utility Vehicle	0	3	120,561
	Total	0	282	\$ 9,000,000

SCHEDULE:

State Controller Schedules County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title Service Activity Budget Unit		General Services Summary 7000000/2070000/7080000		
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Use of Money/Prop	\$ 190	\$ 150	\$ -	\$ -	\$ -	
Charges for Services	146,929,261	138,908,735	148,396,982	151,381,187	151,381,187	
Total Operating Revenues	\$ 146,929,451	\$ 138,908,885	\$ 148,396,982	\$ 151,381,187	\$ 151,381,187	
Operating Expenses						
Salaries and Employee Benefits	\$ 59,179,042	\$ 48,456,438	\$ 50,481,396	\$ 52,296,634	\$ 52,296,634	
Services and Supplies	76,665,512	80,171,465	89,084,365	88,684,800	88,669,046	
Other Charges	1,073,857	417,461	679,277	648,973	593,367	
Depreciation	7,810,462	10,574,595	10,578,827	11,309,173	11,309,173	
Total Operating Expenses	\$ 144,728,873	\$ 139,619,959	\$ 150,823,865	\$ 152,939,580	\$ 152,868,220	
Operating Income (Loss)	\$ 2,200,578	\$ (711,074)	\$ (2,426,883)	\$ (1,558,393)	\$ (1,487,033)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenues	3,299,724	3,660,640	5,422,190	5,554,791	5,554,791	
Fines/Forefeitures/Penalties	33,192	-	-	-	-	
Gain /Sale/Property	1,875	25	-	-	-	
Cost of Goods Sold	(3,299,863)	(3,600,000)	(4,100,000)	(4,100,000)	(4,100,000)	
Equipment	(137,942)	(65,535)	(250,000)	(250,000)	(250,000)	
Loss/Disposition-Asset	(9,414)	(40,000)	(40,000)	(40,000)	(40,000)	
Debt Retirement	(981,922)	(978,616)	(978,616)	(979,679)	(979,679)	
Interest Expense	(610,379)	(717,995)	(717,995)	(448,703)	(448,703)	
Total Non-Operating Revenues (Expenses)	\$ (1,704,729)	\$ (1,741,481)	\$ (664,421)	\$ (263,591)	\$ (263,591)	
Income Before Capital Contributions and Transfers	\$ 495,849	\$ (2,452,555)	\$ (3,091,304)	\$ (1,821,984)	\$ (1,750,624)	
Interfund Reimb	\$ (27,000)	\$ (28,930)	\$ (24,900)	\$ (28,930)	\$ (28,930)	
Intrafund Charges	24,795,516	24,845,734	25,266,953	26,537,118	26,537,118	
Intrafund Reimb	(24,556,852)	(24,529,012)	(25,266,953)	(26,537,118)	(26,537,118)	
Change in Net Assets	\$ 284,185	\$ (2,740,347)	\$ (3,066,404)	\$ (1,793,054)	\$ (1,721,694)	
Net Assets - Beginning Balance	26,323,244	26,997,215	26,997,215	17,734,014	17,734,014	
Equity and Other Account Adjustments	389,786	(6,522,854)	-	-	-	
Net Assets - Ending Balance	\$ 26,997,215	\$ 17,734,014	\$ 23,930,811	\$ 15,940,960	\$ 16,012,320	

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

SCHEDULE (cont.):

Positions	515.0	417.0	418.0	419.0	419.0
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6
MEMO ONLY:					
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)					
Total Revenue	\$ 5,928,004	\$ 5,954,619	\$ 5,848,195	\$ 5,725,874	\$ 5,725,874
Equipment	1,541,619	14,825,793	14,719,393	16,477,881	16,477,881
Other Charges	72,655	5,043,868	5,297,000	5,780,902	5,780,902
NET COST	\$ (4,313,730)	\$ 13,915,042	\$ 14,168,198	\$ 16,532,909	\$ 16,532,909
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)					
Total Revenue	\$ 9,147,656	\$ 8,317,482	\$ 7,317,482	\$ 3,680,000	\$ 3,680,000
Equipment	6,671,356	13,193,799	13,193,799	9,000,000	9,000,000
Other Charges	-	-	-	-	-
NET COST	\$ (2,476,300)	\$ 4,876,317	\$ 5,876,317	\$ 5,320,000	\$ 5,320,000

2018-19 PROGRAM INFORMATION

BU: 7000000 General Services

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Department Administration

4,349,053	0	-3,451,006	898,047	0	0	748,047	0	150,000	22.0	2
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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

16,800,107	0	-730,474	16,069,633	0	0	16,069,633	0	0	87.0	61
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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

10,317,689	0	-564,363	9,753,326	0	0	9,697,492	0	55,834	61.0	9
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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: 004 GS Security

3,097,969	0	-197,500	2,900,469	0	0	2,900,469	0	0	26.0	4
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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.

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 005 GS-Airport District</i>										
8,147,628	0	0	8,147,628	0	0	8,147,628	0	0	39.0	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> Provide maintenance and operation services of the SCAS facilities including repair work.										
<hr/>										
<i>Program No. and Title: 006 Central Purchasing</i>										
3,238,570	0	-626,819	2,611,751	0	0	2,515,454	0	96,297	18.0	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> Centralized purchasing & contracting services for county departments										
<hr/>										
<i>Program No. and Title: 007 Support Services</i>										
8,395,478	0	-404,016	7,991,462	0	0	7,744,613	0	246,849	19.0	5
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.										
<hr/>										
<i>Program No. and Title: 008 Light Fleet Services</i>										
33,627,008	0	-9,648,023	23,978,985	0	0	23,860,525	0	118,460	26.0	5
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Maintains county owned automotive equipment										
<hr/>										
<i>Program No. and Title: 009 Heavy Fleet Services</i>										
32,759,867	0	-8,120,768	24,639,099	0	0	24,639,099	0	0	70.0	36
<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										

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 010 Energy Management</i>										
10,513,295	0	-373,360	10,139,935	0	0	9,539,935	0	600,000	1.0	0
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Manage the County's Energy Program to maximize energy savings and minimize county cost</i>										
<hr/>										
<i>Program No. and Title: 011 Facility Planning and Management</i>										
1,036,443	0	-34,315	1,002,128	0	0	1,002,128	0	0	5.0	0
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Facility planning for county owned and leased facilities</i>										
<hr/>										
<i>Program No. and Title: 012 Computer Aided Facility Management</i>										
451,641	0	-451,641	0	0	0	0	0	0	0.0	0
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.</i>										
<hr/>										
<i>Program No. and Title: 013 Real Estate Operations</i>										
2,962,137	0	-223,795	2,738,342	0	0	2,738,342	0	0	17.0	2
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support</i>										
<hr/>										
<i>Program No. and Title: 014 Real Estate Operations</i>										
42,267,075	0	0	42,267,075	0	0	42,267,075	0	0	0.0	0
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Reflects lease costs for county depts in leased facilities</i>										

	<u>Appropriations</u>	<u>Reimbursements</u>		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other								
<i>Program No. and Title: 015 Real Estate Operations</i>											
	1,675,792	0	-1,514,032	161,760	0	0	31,760	0	130,000	7.0	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											
<i>Program No. and Title: 016 GS-Alarm Services</i>											
	1,762,344	0	-44,371	1,717,973	0	0	1,693,719	0	24,254	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											
<i>Program No. and Title: 017 GS-Architectural Services</i>											
	3,068,302	0	-19,500	3,048,802	0	0	3,048,802	0	0	14.0	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											
FUNDED											
	184,470,398	0	-26,403,983	158,066,415	0	0	156,644,721	0	1,421,694	418.0	134

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST RECOMMENDED

Program No. and Title: 006 Central Purchasing

129,192	0	0	129,192	0	0	129,192	0	0	1.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: 1.0 FTE New Sr. CSO requested funded by Waste Management and Recycling.

Program No. and Title: 009 Heavy Fleet Services

300,000	0	0	300,000	0	0	0	0	300,000	0.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Upgrade and replace fuel dispensers, install tank-monitoring equipment on propane tanks, and connect current Veeder Root tank monitoring system to Fleet Management System to perform fuel reconciliation. Funded with Retained Earnings.

Program No. and Title: 015 Real Estate Division - Lease Cost

324,130	0	-162,065	162,065	0	0	162,065	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: ADA Transition Plan. Leased facility will reimburse CCF for portion of the Countywide ADA Transition Plan.

GROWTH REQUEST RECOMMENDED										
753,322	0	-162,065	591,257	0	0	291,257	0	300,000	1.0	0

GRAND TOTAL FUNDED										
185,223,720	0	-26,566,048	158,657,672	0	0	156,935,978	0	1,721,694	419.0	134

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 002 GS - Bradshaw District

34,955	0	0	34,955	0	0	0	0	34,955	0.0	1
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: One (1) Vehicle including first year rental & fuel funded with Retained Earnings. FY 19-20 forward - rental rate will be included in rates

Program No. and Title: 004 GS Security

36,405	0	0	36,405	0	0	0	0	36,405	0.0	1
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: One (1) Vehicle including first year rental & fuel funded with Retained Earnings. FY 19-20 forward - rental rate will be included in rates

GROWTH REQUEST NOT RECOMMENDED

71,360	0	0	71,360	0	0	0	0	71,360	0.0	2
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GRAND TOTAL NOT RECOMMENDED

71,360	0	0	71,360	0	0	0	0	71,360	0.0	2
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	19,649,908	36,464,802	71,224,604	80,771,966	80,771,966
Total Financing	38,497,692	44,794,766	71,224,604	80,771,966	80,771,966
Net Cost	(18,847,784)	(8,329,964)	-	-	-

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 FY 2017-18:

- Completed New Administration Building –Replace All Elevator Controls and Freight Elevator/.
- Completed Rio Cosumnes Correctional Center (RCCC) – Replace Security Controls System in Chris Boone Facility (CBF) & Stuart Baird Facility (SBF).
- Completed the Coroner Crime Laboratory – Replace Concrete Floor Covering.
- Completed the General Services Warehouse – Replace Roof.
- Completed the John M. Price District Attorney Building – Replace Roof.
- Completed the Main Jail – Replace Roof .
- Completed the Main Jail - Water Booster System 1&2 Replacement.
- Completed the New Administration Building – Upgrade Fire Alarm System.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Complete the Main Jail – Replace Housing Cell Noise Level Monitoring System.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Continue the Main Jail – Inmate Shower Repair.
- Complete the New Administration Center – Replace Fuel Storage Tank.
- Continue the Office Building #3 (OB3) – Asbestos Flooring Removal and Carpet Replacement.
- Complete the Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units.
- Complete the Central Plant – Repair Underground Hot Water Lines.
- Complete the Main Jail – Install Safety Screening.
- Continue the Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$1,897,212, offset by revenues of \$1,897,212.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FUND BALANCE FOR FY 2018-19:

Fund balance is projected to be decreased by \$10,517,825 as projects funded by fund balance are completed, reducing available fund balance. The remaining fund balance is allocated to projects funded in Fiscal Year 2017-18, but not projected to be completed by fiscal year end, and re-budgeted in Fiscal Year 2018-19.

CAPITAL IMPROVEMENT PLAN FOR FY 2018-19:

For detailed information regarding Fiscal Year 2018-19 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2018-19 Capital Improvement Plan.

SUPPLEMENTAL INFORMATION

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2018-19 is \$78,874,754. The Fiscal Year 2018-19 Recommended Base Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other county facilities.
- The following is a summary of available financing and significant projects in this fund:

<u>Source</u>	<u>Amount</u>
Available Fund Balance of Appropriation	8,329,964
Courthouse Temporary Construction Fund Revenues	1,300,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,500,000
Interest Income	30,000
County Facility Use Allowance	15,177,692
Vacancy Factor & Improvement Districts	738,947
Board of State and Community Corrections	48,700,000
Tobacco Litigation Settlement (TLS) funds	660,133
Miscellaneous Revenues - Dept. Funded Projects	1,836,128
Energy Service Company (ESCO) Energy Savings Revenue	445,586

- The following is a summary of available financing and significant projects in this fund (cont):

<u>Source</u>	<u>Amount</u>
Revenue Leases	53,080
California Energy Commission (CEC) Energy Savings Revenue	103,224
	<u>\$78,874,754</u>

- Included in the following recommended appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.
- The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long needed construction of new facilities to serve Sacramento County.
- The projects included in the Recommended Budget are:

Fund Center 3103101–Bradshaw Complex – \$733,903

- Agricultural Commissioner Building – Add Exterior Lighting – \$31,682
- Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements – \$100,000
- Agricultural Commissioner Building – Remodel Restroom – \$20,000
- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$93,414
- Conservation Road Warehouse – Modify Heating, Ventilating, and Air Conditioning (HVAC) System – \$60,000
- ESCO Debt Service Payments – \$278,807
- Regional Parks and Recreation – Renovate Restroom and Showers – \$125,000

Fund Center 3103102–Administration Center – \$5,019,995

- Central Plant – Repair Cooling Towers – \$702,280
- Central Plant – Repair Underground Hot Water Lines – \$2,477,025
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$10,000
- New Administration Building – Department of Finance Security Upgrades – \$617,553
- New Administration Building – Replace 7th Floor Mini-Split Air Conditioner – \$45,000
- New Administration Building – Replace Fuel Storage Tank – \$700,000
- New Administration Building – Replace Pond Fountain Risers – \$148,000
- Old Administration Building – Evaluate and Install Emergency Egress Lighting – \$275,137
- Public Parking Garage – Repair Storm Sump Pump Pit Liner – \$20,000

Fund Center 3103108–Preliminary Planning – \$1,858,325

- ADA Transition Plan – \$300,000
- Administrative Costs for the Capital Construction Fund – \$1,002,057
- Allocated Cost – \$169,055
- Architectural Services Division – \$50,000
- CCF Debt Service for Sac Metro Cable Revenue Lease at 799 G St - \$14,286
- Job Order Contracting (JOC) – \$50,000
- Master Planning – \$233,861
- Miscellaneous Planning Costs – \$19,066
- Warehouse Burden Rate – \$20,000
- This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

Fund Center 3103109–901 G Street Building (OB #2) – \$540,109

- John M. Price District Attorney Building – Emergency Generator Replacement and Upgrade – \$300,000
- John M. Price District Attorney Building – Install Security Barriers at Entry – \$220,109
- John M. Price District Attorney Building – Install Security Film on 141 Window Panes – \$20,000

Fund Center 3103110–Maintenance Yard – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$2,586,437

- Accounting Services – \$66,000
- Galt Library – Addition – \$1,515,741
- Improvement Districts – \$149,030
- Miscellaneous minor building and emergency projects – \$16,889
- Modular Furniture Charges – \$25,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant county–owned land – \$60,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in county facilities – \$25,000
- Vacant Alarm Charges – \$42,996
- Vacant Space Allocation – \$590,781
- (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 – \$25,000

Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,140,992

- Office Building 3 (OB3) – Americans with Disabilities Act (ADA) Improvements – \$405,992
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$600,000
- Office Building 3 (OB3) – Remodel Interview Room – \$65,000
- Office Building 3 (OB3) – Replace Outside Air Dampers – \$70,000

Fund Center 3103113–Clerk–Recorder Building – \$432,135

- Spink Building – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units– \$225,000
- Spink Building – Second Floor Tenant Improvements – \$207,135

Fund Center 3103114–799 G Street Building – \$1,670,218

- Department of Technology Building – Central Plant – Replace Moisture Detection System– \$220,000
- Department of Technology Building – Central Plant – Replace or Repair Cooling Towers – \$100,000
- Department of Technology Building – Central Plant – Replace Water Heaters – \$175,000
- Department of Technology Building – Replace Liebert UPS System Modules – \$500,000
- Department of Technology Building – Replace Sewage Sump Tanks – \$150,000
- Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners – \$525,218

Fund Center 3103115–Animal Care Facility – \$12,920

- Animal Care Facility – Replace Main Entrance Doors – \$12,920

Fund Center 3103124–General Services Facility – \$328,403

- General Services Facility – General Services Facility – Additional Cooling for Information Technology (IT) Computer Room– \$287,403
- General Services Facility – Re-carpet and Paint – \$41,000

Fund Center 3103125–B.T. Collins Juvenile Center –\$219,000

- B.T. Collins Youth Detention Facility – Central Plant – Chiller Plant Smart Controls – \$219,000

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) – \$51,677,352

- CEC Energy Retrofit Debt Service – \$103,225

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$51,677,352 (cont.)

- RCCC – Administration Building – Replace Roof – \$180,370
- RCCC – Campus Expansion and Infrastructure Improvements – \$48,700,000
- RCCC – Chris Boone Facility - Replace Roof – \$281,542
- RCCC – Kitchen – Replace Make–Up Air Units – \$331,500
- RCCC – Kitchen – Replace Refrigeration Rack – \$500,000
- RCCC – Replace Kitchen Steam Boilers – \$246,973
- RCCC – Replace Pyrotonics Fire Alarm System, Phase II – \$660,133
- RCCC – Road Repairs – \$100,000
- RCCC – Sandra Larson Facility - Replace Roof – \$268,073
- RCCC – Sandra Larson Facility – Roof Drainage System – \$25,000
- RCCC – Stuart Baird Facility - Replace Roof – \$230,536
- RCCC – Water Distribution System – \$50,000

Fund Center 3103130–Work Release Facility – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103131–Sheriff's Administration Building – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$6,049,940

- Main Jail – Divide Recreation Area – \$500,000
- Main Jail – Dryer Draft Control – \$225,776
- Main Jail – Inmate Shower Repair – \$1,488,709
- Main Jail – Install Automatic Isolation Valves on Hydronic Heating and Cooling System– \$99,413
- Main Jail – Install Safety Screening – \$1,316,719
- Main Jail – Replace Housing Cell Noise Level Monitoring System – \$1,393,474
- Main Jail – Replace Kitchen Flight Wash Machine – \$100,000
- Main Jail – Replace Walk–In Refrigeration Systems – \$498,374
- Main Jail – Sewage System Grinder – \$427,475

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103134–Sheriff's South Area Substation – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103137–Coroner/Crime Laboratory – \$1,478,027

- Coroner Crime Laboratory – Replace Roof – \$743,347
- Coroner Crime Laboratory – Replace Fire Alarm – \$734,680

Fund Center 3103160–Sacramento Mental Health Facility – \$650,414

- ESCO Debt Service – \$314,974
- Mental Health Center – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – \$335,440

Fund Center 3103162–Primary Care Center – \$1,637,252

- Paul F. Hom M.D. Primary Care Facility – Add Isolation Valves to Heating Water Lines on Variable Air Volume (VAV) and Constant Air Volume (CAV) Boxes– \$115,000
- Paul F. Hom M.D. Primary Care Facility – Refrigerator Alarm – \$12,239
- Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling – \$15,000
- Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units– \$920,000
- Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – \$75,013
- Paul F. Hom M.D. Primary Care Facility – Replace Flooring – \$500,000
- Fund Center 3103198–Financing–Transfers/Reimbursements – \$1,639,130
- CCF Part of Juvenile Courthouse Debt Service – \$1,300,000
- CCF Debt Service for ADA Projects – \$339,130

Fund Center 3103199–Ecology Lane – \$46,800

- Miscellaneous Alterations – \$2,000
- Water Resources Office/Warehouse – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units – \$44,800

Fund Center 3106382–Libraries – \$1,123,402

- Arden Dimick Library – Replace Roof – \$99,449
- Fair Oaks Library – ADA Upgrades – \$52,060
- Fair Oaks Library – Refurbish Restroom – \$121,990
- Fair Oaks Library – Site Fence – \$12,000
- Orangevale Library – New Facility – \$454,564
- Rancho Cordova Library – Parking Lot Lighting – \$230,639
- Southgate Library – Refurbish Restroom – \$127,700
- Sylvan Oaks Library – Site Fence – \$25,000

SUPPLEMENTAL INFORMATION

FISCAL YEAR 2018–19 REQUESTED GROWTH BUDGET:

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2018-19 for Growth is \$1,897,212. The Fiscal Year 2018-19 Requested Growth Budget includes several high priority projects requiring American with Disabilities Act (ADA) modifications.
- The following is a summary of available financing and significant projects in this fund:

<u>Source</u>	<u>Amount</u>
County Facility Use Allowance	1,897,212
	<u><u>\$1,897,212</u></u>

- Included in the following requested appropriations for American with Disabilities Act planning and construction. The requested funding levels may change significantly if new revenue sources are identified.
- The projects included in for the Requested Growth Budget are:

Fund Center 3103108–Preliminary Planning – \$366,139

- Master Planning – \$366,139
- This appropriation partially provides for the Comprehensive Master Plan as it relates to ADA Planning, estimating, and construction.

Fund Center 3103199–Ecology Lane – \$475,000

- Ecology Lane Building – Americans with Disabilities Act (ADA) Improvements– \$475,000

Fund Center 3106382–Libraries – \$1,056,073

- Arcade Library – Americans with Disabilities Act (ADA) Upgrades– \$388,176
- Arden Dimick Library - ADA Upgrades – \$300,000
- North Highlands Library - ADA Upgrades – \$103,877
- Southgate Library – ADA Upgrades – \$264,020

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3100000 - Capital Construction**
 Function **GENERAL**
 Activity **Plant Acquisition**
 Fund **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Fund Balance	\$ 13,921,439	\$ 18,847,789	\$ 18,847,789	\$ 8,329,964	\$ 8,329,964
Fines, Forfeitures & Penalties	2,700,000	2,800,000	3,100,000	2,800,000	2,800,000
Revenue from Use Of Money & Property	171,026	60,742	30,000	30,000	30,000
Charges for Services	-	30	-	-	-
Miscellaneous Revenues	21,705,227	23,086,205	49,246,815	69,612,002	69,612,002
Total Revenue	\$ 38,497,692	\$ 44,794,766	\$ 71,224,604	\$ 80,771,966	\$ 80,771,966
Services & Supplies	\$ 7,731,527	\$ 13,199,954	\$ 21,517,427	\$ 20,771,662	\$ 20,771,662
Other Charges	697,507	697,007	697,007	697,007	697,007
Improvements	6,843,171	20,914,703	47,357,032	57,649,881	57,649,881
Interfund Charges	4,377,703	1,653,138	1,653,138	1,653,416	1,653,416
Total Expenditures/Appropriations	\$ 19,649,908	\$ 36,464,802	\$ 71,224,604	\$ 80,771,966	\$ 80,771,966
Net Cost	\$ (18,847,784)	\$ (8,329,964)	- \$	- \$	-

2018-19 PROGRAM INFORMATION

BU: 3100000 Capital Construction

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Debt Service

1,653,416	0	0	1,653,416	0	0	1,653,416	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

Program Description: Bond Payments

Program No. and Title: 002 Health, Safety, & Code Compliance

1,535,463	0	0	1,535,463	0	0	1,535,463	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Construction to remediate health, safety, and code related issues in County-owned buildings.

Program No. and Title: 003 Administration

1,159,919	0	0	1,159,919	0	0	1,159,919	0	0	0.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: To prioritize and maximize the use of the capital construction fund

Program No. and Title: 004 General Maintenance

16,569,663	0	0	16,569,663	0	0	8,239,699	8,329,964	0	0.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Maintain County buildings to preserve asset & prevent systems failures

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 005 Criminal Justice Facilities</i>										
57,956,293	0	0	57,956,293	0	48,700,000	9,256,293	0	0	0.0	0
<i>Program Type: Discretionary</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: CJ -- Ensure a fair and just criminal justice system</i>										
<i>Program Description: Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments</i>										

FUNDED										
78,874,754	0	0	78,874,754	0	48,700,000	21,844,790	8,329,964	0	0.0	0

GROWTH REQUEST RECOMMENDED

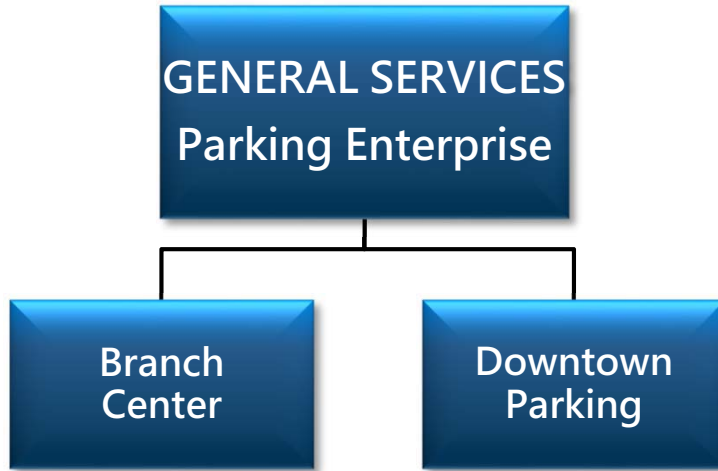
<i>Program No. and Title: 002 Health, Safety, & Code Compliance</i>										
1,897,212	0	0	1,897,212	0	0	1,897,212	0	0	0.0	0
<i>Program Type: Mandated</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: FO -- Financial Obligation</i>										
<i>Program Description: Additional .25% in Use Allowance for ADA Transition Plan</i>										

GROWTH REQUEST RECOMMENDED										
1,897,212	0	0	1,897,212	0	0	1,897,212	0	0	0.0	0

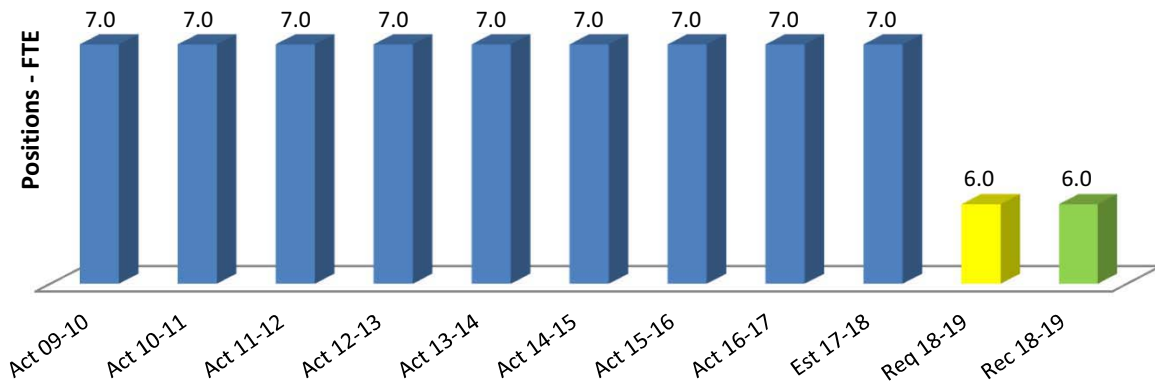
GRAND TOTAL FUNDED										
80,771,966	0	0	80,771,966	0	48,700,000	23,742,002	8,329,964	0	0.0	0

DEPARTMENTAL STRUCTURE

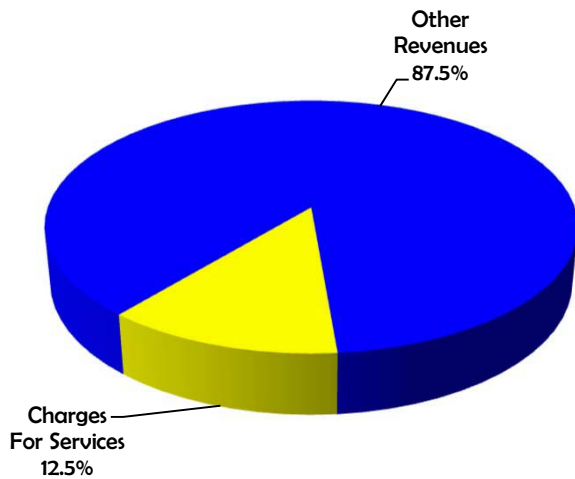
MICHAEL MORSE, DIRECTOR



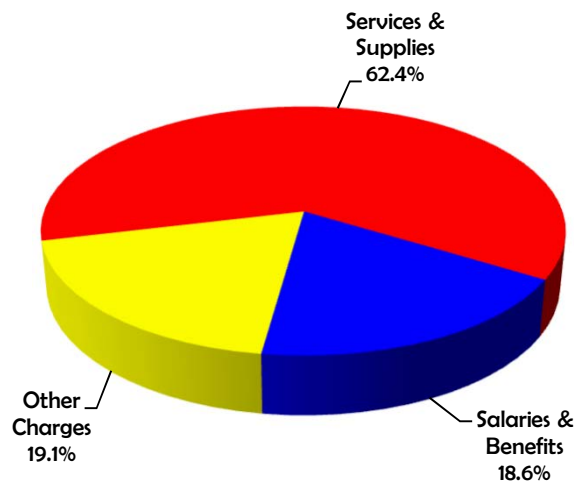
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	3,305,876	4,889,133	4,347,241	2,890,100	2,890,100
Total Financing	3,073,755	2,810,933	2,820,476	2,890,100	2,890,100
Net Cost	232,121	2,078,200	1,526,765	-	-
Positions	7.0	7.0	7.0	6.0	6.0

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 FY 2017-18:

Completed high-priority structural repair and maintenance work on the Public garage.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

Transferred a vacant Parking Lot Attendant to Department of General Services (DGS) Security. DGS will reallocate the position to a Building Security Attendant to increase the level of Security in the downtown parking lots to address homeless issues.

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position change is included as part of the Fiscal Year 2018-19 Recommended June Budget:

Parking Lot Attendant	<u>-1.0</u>
Total	-1.0

FUND BALANCE FOR FY 2018-19:

The Fiscal Year 2018-19 Beginning Balance is budgeted at \$5.9 million, a \$2.1 million reduction from the Fiscal Year 2017-18 beginning balance level. The Recommended Budget does not reflect the use of that fund balance for Fiscal Year 2018-19. The Fiscal Year 2018-19 Beginning Balance includes \$2.1 million of Net Capital Assets (Structures and Equipment), \$1.4 million of Contributed Capital (Land Value), \$0.386 million of operating cash reserve, and \$0.013 million of adjusting journal entries.

CAPITAL IMPROVEMENT PLAN FOR FY 2018-19:

For detailed information regarding Fiscal Year 2018-19 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2018-19 Capital Improvement Plan.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2018-19				Schedule 11
		Fund Title 056A - PARKING ENTERPRISE Service Activity Parking Operations Budget Unit 7990000				
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,715,982	\$ 2,632,191	\$ 2,565,176	\$ 2,594,800	\$ 2,594,800	
Use Of Money/Prop	74,975	(15,657)	100,000	100,000	100,000	
Total Operating Revenues	\$ 2,790,957	\$ 2,616,534	\$ 2,665,176	\$ 2,694,800	\$ 2,694,800	
Operating Expenses						
Salaries/Benefits	\$ 439,797	\$ 475,717	\$ 566,827	\$ 536,888	\$ 536,888	
Services & Supplies	2,306,609	3,349,358	2,716,356	1,802,447	1,802,447	
Other Charges	197,160	162,425	162,425	140,765	140,765	
Depreciation	283,931	410,000	410,000	410,000	410,000	
Total Operating Expenses	\$ 3,227,497	\$ 4,397,500	\$ 3,855,608	\$ 2,890,100	\$ 2,890,100	
Operating Income (Loss)	\$ (436,540)	\$ (1,780,966)	\$ (1,190,432)	\$ (195,300)	\$ (195,300)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 225,917	\$ 184,399	\$ 145,300	\$ 145,300	\$ 145,300	
Interest Income	56,881	10,000	10,000	50,000	50,000	
Equipment	(78,379)	(491,633)	(491,633)	-	-	
Total Non-Operating Revenues (Expenses)	\$ 204,419	\$ (297,234)	\$ (336,333)	\$ 195,300	\$ 195,300	
Income Before Capital Contributions and Transfers	\$ (232,121)	\$ (2,078,200)	\$ (1,526,765)	\$ -	\$ -	
Change In Net Assets	\$ (232,121)	\$ (2,078,200)	\$ (1,526,765)	\$ -	\$ -	
Net Assets - Beginning Balance	8,196,534	8,002,598	8,002,598	5,924,398	5,924,398	
Equity and Other Account Adjustments	38,185	-	-	-	-	
Net Assets - Ending Balance	\$ 8,002,598	\$ 5,924,398	\$ 6,475,833	\$ 5,924,398	\$ 5,924,398	
Positions	7.0	7.0	7.0	6.0	6.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 7990000 Parking Enterprise

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Parking Operations

2,890,100	0	0	2,890,100	0	0	2,890,100	0	0	6.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

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

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

FUNDED										
2,890,100	0	0	2,890,100	0	0	2,890,100	0	0	6.0	0

GRAND TOTAL FUNDED										
2,890,100	0	0	2,890,100	0	0	2,890,100	0	0	6.0	0

Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	262,351	312,884	312,884	291,364	291,364
Total Financing	-	-	-	-	-
Net Cost	262,351	312,884	312,884	291,364	291,364

PROGRAM DESCRIPTION:

State law requires each county to have a Grand Jury. In Sacramento County, the Grand Jury is comprised of nineteen members appointed by Superior Court Judges. The Grand Jury is responsible for:

- Investigation of possible misconduct by public officials.
- Investigation of possible illegal transfers of public funds.
- Inquiries into the condition and management of prisons within the County.
- Looking into needs and operations of the County.
- Investigation of indictments.

FY 2018-19 RECOMMENDED BUDGET

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5660000 - Grand Jury**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Services & Supplies	\$ 262,351	\$ 312,884	\$ 312,884	\$ 291,364	\$ 291,364
Total Expenditures/Appropriations	\$ 262,351	\$ 312,884	\$ 312,884	\$ 291,364	\$ 291,364
Net Cost	\$ 262,351	\$ 312,884	\$ 312,884	\$ 291,364	\$ 291,364

2018-19 PROGRAM INFORMATION

BU: 5660000 Grand Jury

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Grand Jury

291,364	0	0	291,364	0	0	0	0	291,364	0.0	0
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Program Type: Mandated

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

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

Program Description: The Grand Jury ensures legal operations and efficiency of local governments.

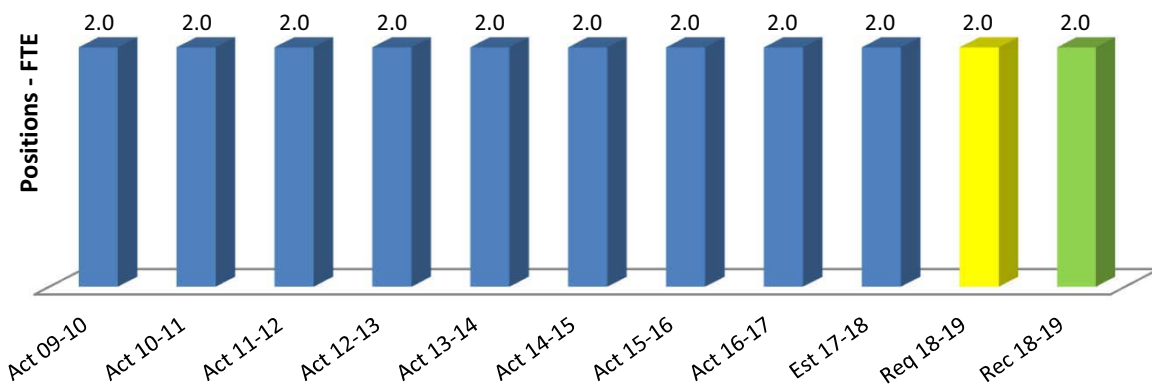
FUNDED										
291,364	0	0	291,364	0	0	0	0	291,364	0.0	0

GRAND TOTAL FUNDED										
291,364	0	0	291,364	0	0	0	0	291,364	0.0	0

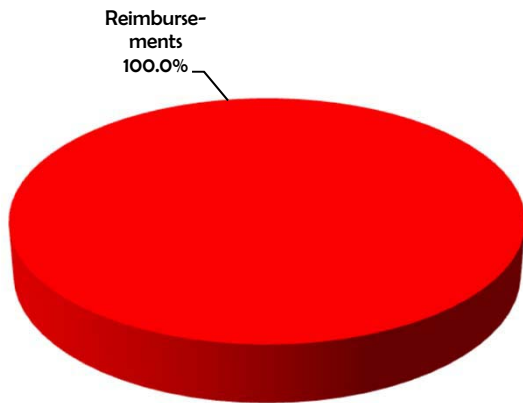
DEPARTMENTAL STRUCTURE



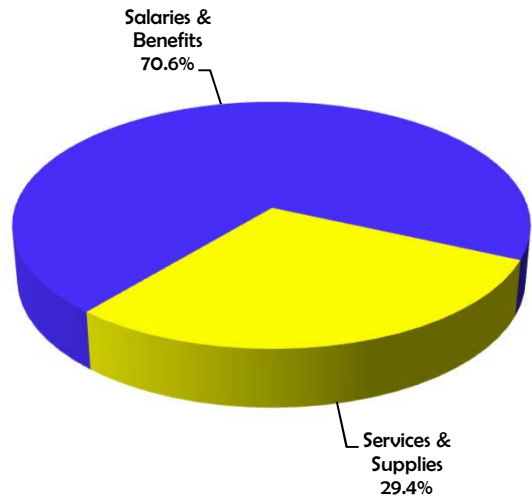
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	(49)	-	-	-	-
Total Financing	-	-	-	-	-
Net Cost	(49)	-	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

PROGRAM DESCRIPTION:

- The Office of Compliance performs core activities related to the Federal mandates of the Health Insurance Portability and Accountability Act (HIPAA) found in Code of Federal Regulations (CFR) 45 and requirements for the County’s “covered components” as defined under the Act. The County Clerk/Recorder (Director) fulfills the role of the County’s mandated HIPAA Compliance Officer. HIPAA 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. The core activities include:
 - Maintaining and updating the mandated County HIPAA Policies and Procedures;
 - Developing and delivering HIPAA Privacy and Security training required under §164.530 of the Act;
 - Conducting risk assessments of HIPAA-covered worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information
 - Investigating incidents and complaints for alleged HIPAA violations under §164.508;
 - Reporting breaches of HIPAA-regulated medical information to state and federal agencies
 - Monitoring the County’s Business Associate contracts as required under §164.502.
- Additionally, the Office of Compliance monitors County departments regulated by the Fair and Accurate Credit Transactions Act (FACTA) Red Flags Rule to prevent identity theft.

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.
- Provide oversight of county departments' and divisions' efforts to meet federally mandated HIPAA and FACTA requirements within specified timeliness. 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 FY 2017-18:

Implementation of online HIPAA Privacy and Security Training for bi-annual renewal.

FY 2018-19 RECOMMENDED BUDGET

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position changes were made by various Salary Resolution Amendments during Fiscal year 2017-18:

Administrative Services Officer 2	1.0
Associate Administrative Analyst Level 2	<u>-1.0</u>
Total	0.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Salaries & Benefits	\$ 236,220	\$ 236,695	\$ 241,960	\$ 251,085	\$ 251,085
Services & Supplies	22,614	49,125	131,072	80,634	80,634
Interfund Charges	5,435	5,281	5,281	-	-
Intrafund Charges	22,999	23,603	23,603	24,130	24,130
Intrafund Reimb	(287,317)	(314,704)	(401,916)	(355,849)	(355,849)
Total Expenditures/Appropriations	\$ (49)	\$ -	\$ -	\$ -	\$ -
Net Cost	\$ (49)	\$ -	\$ -	\$ -	\$ -
Positions	2.0	2.0	2.0	2.0	2.0

2018-19 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: **001 HIPAA**

355,849	0	-355,849	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

355,849	0	-355,849	0	0	0	0	0	0	2.0	0
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GRAND TOTAL FUNDED

355,849	0	-355,849	0	0	0	0	0	0	2.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	132,684	125,800	130,000	130,000	130,000
Total Financing	-	-	-	-	-
Net Cost	132,684	125,800	130,000	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 FY 2017-18:

- The OIG worked with the Sheriff’s Department to streamline the complaint investigation process and improve accountability.
- The OIG, at the request of Sheriff Jones, began a review of the Sheriff’s Department’s evidence and property functions including process, staffing, and facilities.

FY 2018-19 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

The OIG is working with the Sheriff's Department to implement numerous recommendations contained in the 2016 and 2017 annual reports as well as implementation of a use of force and early intervention system.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Services & Supplies	\$ 132,684	\$ 125,800	\$ 129,951	\$ 130,000	\$ 130,000
Intrafund Charges	-	-	49	-	-
Total Expenditures/Appropriations	\$ 132,684	\$ 125,800	\$ 130,000	\$ 130,000	\$ 130,000
Net Cost	\$ 132,684	\$ 125,800	\$ 130,000	\$ 130,000	\$ 130,000

2018-19 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

Appropriations	Reimbursements Realignment/ Prop 172	Other	Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 Office of Inspector General

130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: IS -- Internal Support

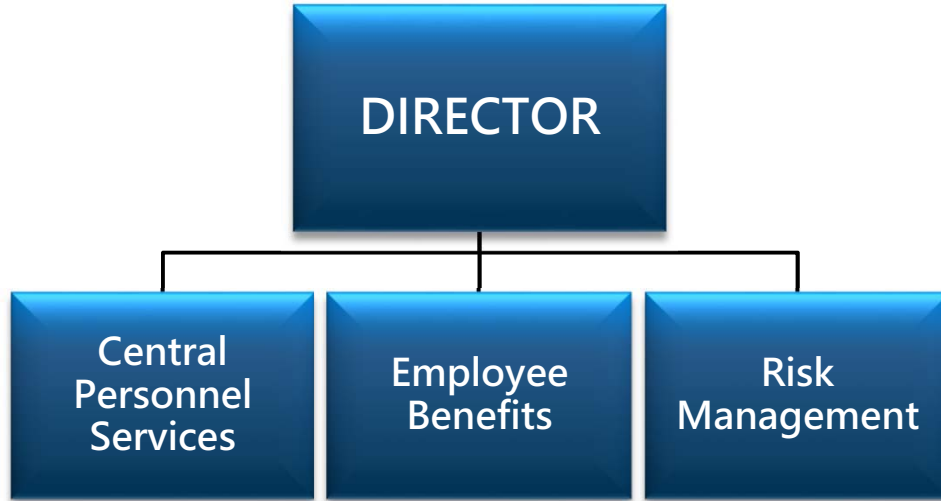
Program Description: The Office of Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigation processes.

FUNDED	130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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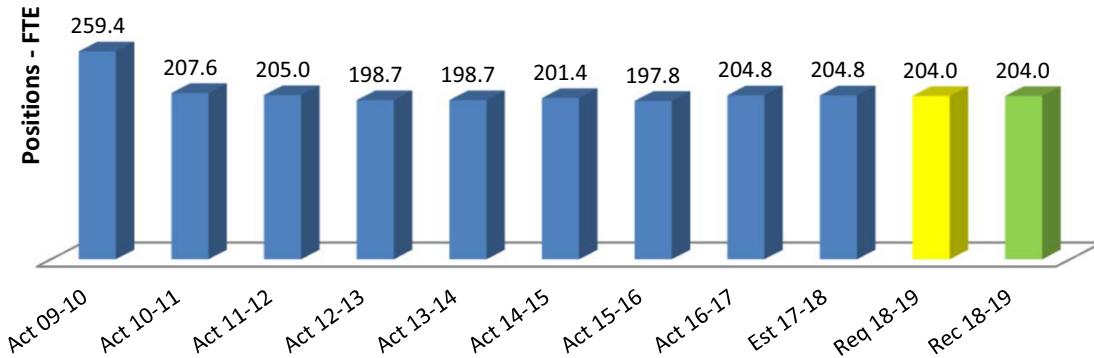
GRAND TOTAL FUNDED	130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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DEPARTMENTAL STRUCTURE

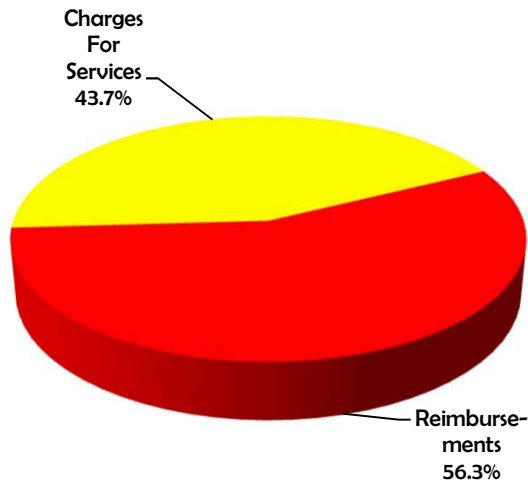
DAVID DEVINE, DIRECTOR



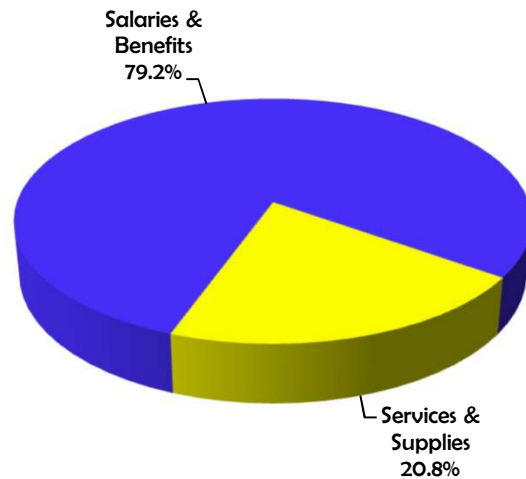
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	11,915,759	12,347,733	13,140,626	13,733,242	13,733,242
Total Financing	11,836,281	12,347,733	13,140,626	13,733,242	13,733,242
Net Cost	79,478	-	-	-	-
Positions	204.8	204.8	204.8	204.0	204.0

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 FY 2017-18:

- Began implementation of the Learning Management System, which will be utilized in training reporting, training dissemination, and implementation services, as well as providing a dashboard to employees on completed courses and available training.
- Increased the accuracy of the bi-weekly payroll processing by reducing the number of corrective adjustments from five percent to two percent of total payroll processed (98 percent accuracy rate).
- Reduced the hiring cycle time required to fill approved Department vacancies from 90 days to 75 days.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implement and administer all Fiscal Year 2018-19 negotiated contract changes for 29 separate representation units, unrepresented units, and former employees.
- Implement Phase 2 (Employee Medical files) of converting hard copy files to an all-electronic format, allowing employee and designated management access through Employee Self-Service and Manager Self-Service (ESS/MSS) resulting in overall cost savings to staff and capitol assets and increased operational efficiencies.

STAFFING LEVEL CHANGES FOR FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Personnel Technician	1.0
Administrative Services Officer 1	<u>-1.0</u>
Total	0.0

STAFFING LEVEL CHANGES FOR FY 2018-19 (cont.):

- The following positions changes are included as included as part of the Fiscal Year 2018-19 Recommended June Budget:

Principal Human Resources Analyst.....	2.0
Personnel Technician.....	-0.8
Senior Personnel Analyst.....	<u>-2.0</u>
Total	-0.8

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	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	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Intergovernmental Revenues	\$ 107,394	\$ -	\$ -	\$ -	-
Charges for Services	11,727,323	12,347,733	13,140,626	13,733,242	13,733,242
Miscellaneous Revenues	1,564	-	-	-	-
Total Revenue	\$ 11,836,281	\$ 12,347,733	\$ 13,140,626	\$ 13,733,242	\$ 13,733,242
Salaries & Benefits	\$ 23,391,588	\$ 22,631,704	\$ 24,271,181	\$ 24,900,042	\$ 24,900,042
Services & Supplies	2,922,933	3,882,369	4,088,662	4,148,688	4,148,688
Intrafund Charges	1,886,976	2,229,728	2,229,728	2,384,800	2,384,800
Intrafund Reimb	(16,285,738)	(16,396,068)	(17,448,945)	(17,700,288)	(17,700,288)
Total Expenditures/Appropriations	\$ 11,915,759	\$ 12,347,733	\$ 13,140,626	\$ 13,733,242	\$ 13,733,242
Net Cost	\$ 79,478	\$ -	\$ -	\$ -	-
Positions	204.8	204.8	204.8	204.0	204.0

2018-19 PROGRAM INFORMATION

BU: 6050000		Personnel Services									
Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles	
	Realignment/ Prop 172	Other									
FUNDED											
<i>Program No. and Title: 001 DPS Administration</i>											
1,087,518	0	-880,138	207,380	0	0	207,380	0	0	4.0	0	
<i>Program Type: Mandated</i>											
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>											
<i>Strategic Objective: IS -- Internal Support</i>											
<i>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.</i>											
<i>Program No. and Title: 002 Employment Services</i>											
4,744,207	0	-3,536,813	1,207,394	0	0	1,207,394	0	0	32.0	0	
<i>Program Type: Mandated</i>											
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>											
<i>Strategic Objective: IS -- Internal Support</i>											
<i>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.</i>											
<i>Program No. and Title: 003 Training & Organization Development</i>											
1,019,516	0	-639,517	379,999	0	0	379,999	0	0	8.0	0	
<i>Program Type: Mandated</i>											
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>											
<i>Strategic Objective: IS -- Internal Support</i>											
<i>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.</i>											
<i>Program No. and Title: 004 Department Services</i>											
14,258,166	0	-9,888,428	4,369,738	0	0	4,369,738	0	0	97.0	0	
<i>Program Type: Mandated</i>											
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>											
<i>Strategic Objective: IS -- Internal Support</i>											
<i>Program Description: This program consists of five 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 Specialized HR Services Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations, and provides Countywide human resources services in the areas of position control, Unemployment Insurance administration, and State Disability Insurance payroll integration.</i>											

	<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
		<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
		<u>Prop 172</u>									
<i>Program No. and Title: 005 Employee Benefits</i>											
	2,600,648	0	-1,412,147	1,188,501	0	0	1,188,501	0	0	12.0	0
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> 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).											
<i>Program No. and Title: 006 Liability/Property Insurance Personnel</i>											
	899,397	0	0	899,397	0	0	899,397	0	0	6.1	0
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Funds staffing for the Liability/Property Insurance program.											
<i>Program No. and Title: 007 Disability Compliance</i>											
	500,233	0	0	500,233	0	0	500,233	0	0	2.5	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> 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.											
<i>Program No. and Title: 008 Equal Employment Opportunity</i>											
	343,510	0	0	343,510	0	0	343,510	0	0	1.5	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> 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.											
<i>Program No. and Title: 009 Safety Office</i>											
	1,828,140	0	-1,343,245	484,895	0	0	484,895	0	0	10.9	0
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											

Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other								

Program No. and Title: 010 Workers' Compensation Personnel

4,152,195	0	0	4,152,195	0	0	4,152,195	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										
31,433,530	0	-17,700,288	13,733,242	0	0	13,733,242	0	0	204.0	0

GRAND TOTAL FUNDED										
31,433,530	0	-17,700,288	13,733,242	0	0	13,733,242	0	0	204.0	0

Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	25,400,049	20,064,152	20,171,490	21,493,714	21,493,714
Total Financing	20,521,205	21,180,568	21,171,490	22,493,714	22,493,714
Net Cost	4,878,844	(1,116,416)	(1,000,000)	(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 Budget and Debt 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 FY 2017-18:

- Continued as-needed updates to the claims procedures manual.
- Continued beta testing of various new indemnity and insurance requirements.

FY 2018-19 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- 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 and provide training to County and SDA contracts staff.

RECOMMENDED GROWTH FOR FY 2018-19:

Recommended growth request includes \$2.0 million cost recovery from county departments to offset \$1.0 million in claims payments and apply \$1.0 million to retained earnings to reduce the unfunded liability.

BUDGET RESERVE BALANCES FOR FY 2018-19:

This Fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce the unfunded liability and diminish the negative retained earnings in this Fund. In Fiscal Year 2018-19, the budget includes a \$1.0 million over-collection from county departments to be applied to retained earnings.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19				Schedule 10
		Fund Title 037A - LIABILITY PROPERTY Service Activity Liability/Property Insurance Budget Unit 3910000				
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 19,960,670	\$ 19,558,426	\$ 19,558,426	\$ 20,799,257	\$ 20,799,257	
Total Operating Revenues	\$ 19,960,670	\$ 19,558,426	\$ 19,558,426	\$ 20,799,257	\$ 20,799,257	
Operating Expenses						
Services & Supplies	\$ 25,330,118	\$ 20,016,379	\$ 20,123,717	\$ 21,443,133	\$ 21,443,133	
Other Charges	69,931	47,773	47,773	50,581	50,581	
Total Operating Expenses	\$ 25,400,049	\$ 20,064,152	\$ 20,171,490	\$ 21,493,714	\$ 21,493,714	
Operating Income (Loss)	\$ (5,439,379)	\$ (505,726)	\$ (613,064)	\$ (694,457)	\$ (694,457)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 560,535	\$ 1,622,142	\$ 1,613,064	\$ 1,694,457	\$ 1,694,457	
Total Non-Operating Revenues (Expenses)	\$ 560,535	\$ 1,622,142	\$ 1,613,064	\$ 1,694,457	\$ 1,694,457	
Income Before Capital Contributions and Transfers	\$ (4,878,844)	\$ 1,116,416	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Change In Net Assets	\$ (4,878,844)	\$ 1,116,416	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Net Assets - Beginning Balance	(13,825,566)	(19,209,133)	(19,209,133)	(18,092,717)	(18,092,717)	
Equity and Other Account Adjustments	(504,723)	-	-	-	-	
Net Assets - Ending Balance	\$ (19,209,133)	\$ (18,092,717)	\$ (18,209,133)	\$ (17,092,717)	\$ (17,092,717)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3910000 Liability/Property Insurance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Liability/Property Insurance

20,493,714	0	0	20,493,714	0	0	20,493,714	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

FUNDED										
20,493,714	0	0	20,493,714	0	0	20,493,714	0	0	0.0	0

GROWTH REQUEST RECOMMENDED

Program No. and Title: 001 Liability & Property Insurance

1,000,000	0	0	1,000,000	0	0	2,000,000	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: Increase cost recovery from county departments by \$2.0 million to offset \$1.0 million in claims payments and apply \$1.0 million to retained earnings.

GROWTH REQUEST RECOMMENDED										
1,000,000	0	0	1,000,000	0	0	2,000,000	0	-1,000,000	0.0	0

GRAND TOTAL FUNDED										
21,493,714	0	0	21,493,714	0	0	22,493,714	0	-1,000,000	0.0	0

Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	1,131,177	1,098,946	1,556,680	1,473,912	1,473,912
Total Financing	1,131,179	1,098,946	1,556,680	1,473,912	1,473,912
Net Cost	(2)	-	-	-	-

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 five-year claims history and ten percent full-time equivalent (FTE) positions.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Responded to all information requests from the state Employment Development Department (EDD) on former employees within the mandatory 10 days, thereby avoiding significant financial penalties for non-compliance.
- Trained County operational Department and Department of Personnel Services staff in document preparation used to assist in the defense of contested Unemployment Insurance (UI) claims brought against the County.
- UI claims costs continued to decline due to the low unemployment rate.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- 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 liabilities in underfunding this program.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Implement an on-line claims and appeals submission process in conjunction with EDD to increase efficiency in processing claims/appeals and improve document tracking and retention.

BUDGET RESERVE BALANCES FOR FY 2018-19:

The Unemployment Insurance Fund has a retained earnings balance of \$1,713,772, which is held to cover the cost of unemployment insurance claims. The balance remains unchanged from the 2017-18 Adopted Budget.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title		040A - UNEMPLOYMENT INSURANCE		
		Service Activity		Unemployment Insurance		
		Budget Unit		3930000		
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 1,131,179	\$ 1,098,946	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Total Operating Revenues	\$ 1,131,179	\$ 1,098,946	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Operating Expenses						
Services & Supplies	\$ 1,113,360	\$ 1,081,428	\$ 1,539,162	\$ 1,455,223	\$ 1,455,223	
Other Charges	17,817	17,518	17,518	18,689	18,689	
Total Operating Expenses	\$ 1,131,177	\$ 1,098,946	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Operating Income (Loss)	\$ 2	\$ -	\$ -	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 2	\$ -	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 2	\$ -	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	1,713,772	1,713,772	1,713,772	1,713,772	1,713,772	
Equity and Other Account Adjustments	(2)	-	-	-	-	
Net Assets - Ending Balance	\$ 1,713,772	\$ 1,713,772	\$ 1,713,772	\$ 1,713,772	\$ 1,713,772	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3930000 Unemployment Insurance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Unemployment Insurance

1,473,912	0	0	1,473,912	0	0	1,473,912	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										
1,473,912	0	0	1,473,912	0	0	1,473,912	0	0	0.0	0

GRAND TOTAL FUNDED										
1,473,912	0	0	1,473,912	0	0	1,473,912	0	0	0.0	0

Summary

Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	23,374,020	24,410,775	27,492,974	27,619,297	27,619,297
Total Financing	30,293,308	29,541,457	29,492,974	29,619,297	29,619,297
Net Cost	(6,919,288)	(5,130,682)	(2,000,000)	(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 FY 2017-18:

- Initialized and developed prerequisites for system improvements to ensure across the board compliance with Federal and State reporting requirements.
- Reviewed and made changes to workers' compensation coverages for County employees working contractually for the Rancho Cordova Police Department.

FY 2018-19 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implement system upgrade and improvements, and move operation to a paperless environment.
- Implement legal changes to ensure regulatory compliance.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- The Recommended Budget includes a \$2.0 million over-collection from county departments, which will be applied to retained earnings.

BUDGET RESERVE BALANCES FOR FY 2018-19:

This Fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce the unfunded liability and diminish the negative retained earnings in this Fund. In Fiscal Year 2018-19, the budget includes a \$2.0 million over-collection from county departments to be applied to retained earnings.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title		039A - WORKERS COMPENSATION		
		Service Activity		Workers' Compensation Insurance		
		Budget Unit		3900000		
Operating Detail	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 30,043,939	\$ 29,467,974	\$ 29,467,974	\$ 29,594,297	\$ 29,594,297	
Intergovernmental Revenues	(186)	-	-	-	-	
Total Operating Revenues	\$ 30,043,753	\$ 29,467,974	\$ 29,467,974	\$ 29,594,297	\$ 29,594,297	
Operating Expenses						
Services & Supplies	\$ 23,103,089	\$ 24,222,635	\$ 27,304,834	\$ 27,417,348	\$ 27,417,348	
Other Charges	269,868	188,140	188,140	201,949	201,949	
Depreciation	1,063	-	-	-	-	
Total Operating Expenses	\$ 23,374,020	\$ 24,410,775	\$ 27,492,974	\$ 27,619,297	\$ 27,619,297	
Operating Income (Loss)	\$ 6,669,733	\$ 5,057,199	\$ 1,975,000	\$ 1,975,000	\$ 1,975,000	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 249,555	\$ 73,483	\$ 25,000	\$ 25,000	\$ 25,000	
Total Non-Operating Revenues (Expenses)	\$ 249,555	\$ 73,483	\$ 25,000	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ 6,919,288	\$ 5,130,682	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Change In Net Assets	\$ 6,919,288	\$ 5,130,682	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Net Assets - Beginning Balance	(84,140,111)	(77,866,682)	(77,866,682)	(72,736,000)	(72,736,000)	
Equity and Other Account Adjustments	(645,859)	-	-	-	-	
Net Assets - Ending Balance	\$ (77,866,682)	\$ (72,736,000)	\$ (75,866,682)	\$ (70,736,000)	\$ (70,736,000)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Workers' Compensation Insurance

27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0
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Program Type: Mandated

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

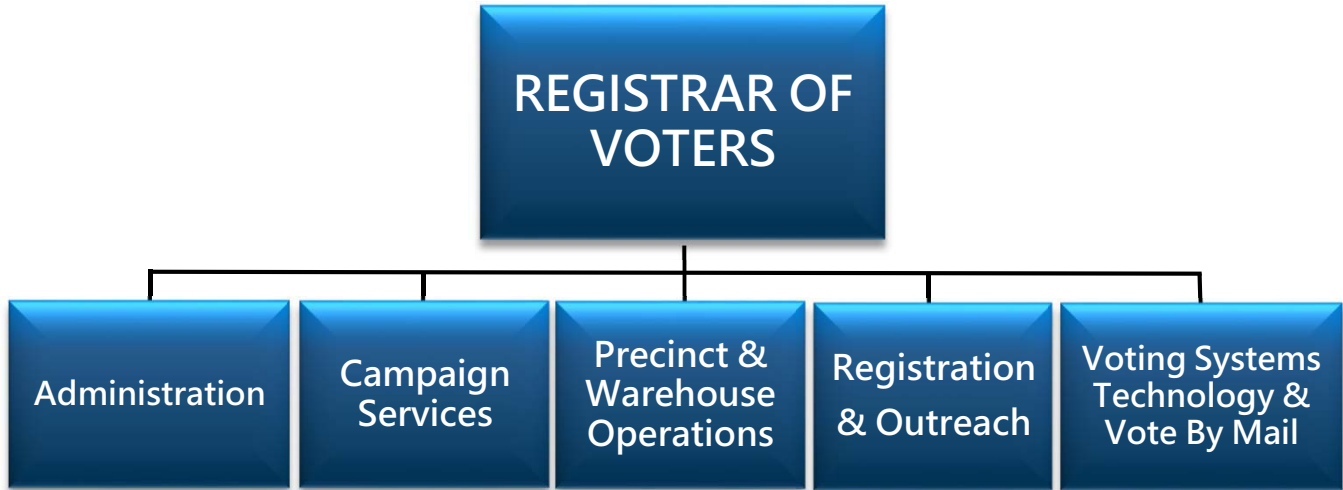
Strategic Objective: IS -- Internal Support

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

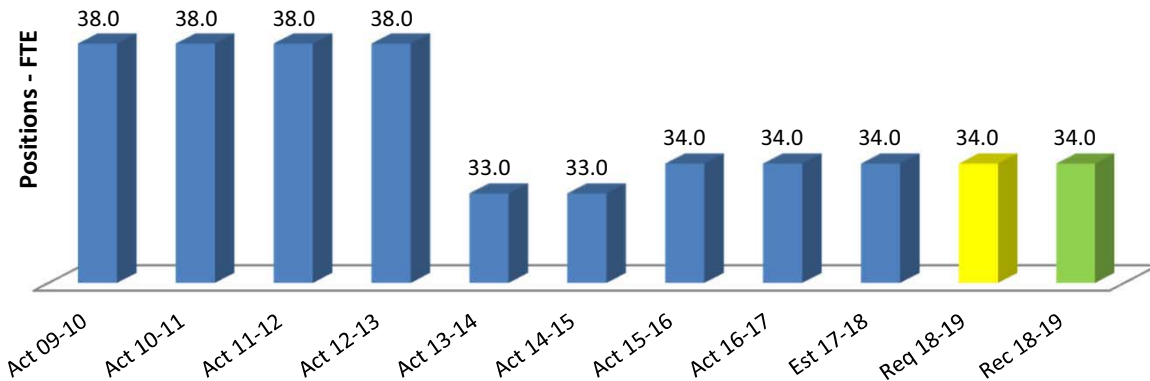
FUNDED	27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0
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GRAND TOTAL FUNDED	27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0
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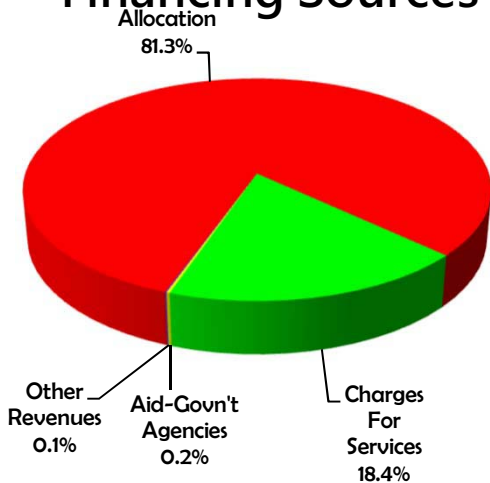
DEPARTMENTAL STRUCTURE
ALICE JARBOE, INTERIM REGISTRAR OF VOTERS



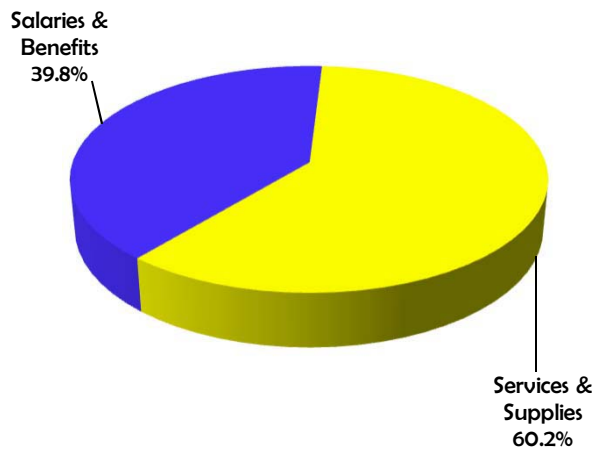
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommend
1	2	3	4	5	6
Total Requirements	10,075,149	14,628,149	11,539,530	13,641,108	12,489,896
Total Financing	3,271,182	1,760,686	1,519,686	2,335,225	2,335,225
Net Cost	6,803,967	12,867,463	10,019,844	11,305,883	10,154,671
Positions	34.0	34.0	34.0	34.0	34.0

PROGRAM DESCRIPTION:

- Registers voters and maintains voter files.
- Receives and files candidate nomination papers.
- Receives and certifies citizen-initiated petitions.
- Administers campaign disclosure laws.
- Administers elections for federal, state, school and special districts, municipal and internal county employee elections.

MISSION:

- To provide the opportunity and the means for participation in the election process.
- Be effective, efficient and responsive to customer needs through continuous improvement.
- Achieve open communication through teamwork and a spirit of goodwill.
- Support educational and training opportunities to produce quality work.
- Ensure legal requirements are met and applied consistently.
- Work together to pursue and achieve excellence.

GOALS:

- Acquire and install upgraded voting system equipment.
- Maintain compliance with all federal and state election laws.
- Continue voter education efforts to ensure a fully engaged electorate.
- Continue to prepare claims to the state for reimbursement of expenditures for mailing State Voter Information Guides and Voter Registrations.
- Report to the Board on the June 2018 Primary Election implementation of the Voter’s Choice Act.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Board of Supervisors approved SB450, the California Voter’s Choice Act (VCA) (which was passed by the State of California in 2016), which allowed the Department to switch to an all vote-by-mail election starting with the June 2018 Primary Gubernatorial Election.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18 (cont.):

- Purchased new software and voting system equipment from Dominion Voting Systems, Runbeck Election Services, Tenex Software Solutions and Democracy Live Voter Information Technologies.
- Will conduct the June 2018 Gubernatorial Election, which will include six Elected County Officials on the ballot. They consist of three Board of Supervisors, Sheriff, Assessor and District Attorney.
- New Motor Voter Act, AB 1461, will register every eligible citizen who goes to a Department of Motor Vehicles (DMV) office to get or renew a driver's license or register their vehicle, potentially adding more than 200,000 registrants for Sacramento County's voter file.
- Online pre-registration made available for eligible 16 and 17 year olds through registertovote.ca.gov. California youth who pre-register to vote will have their registration become active once they turn 18 years old.
- Completed Phase 2 of 3 of the Electronic Security System upgrade, adding two new cameras and replacing twelve existing cameras to be compatible with the new Network Video Recorder installed in phase one.

FY 2018-19 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- Providing educational materials and presentations regarding the VCA election changes to special districts. Special district elections will be consolidated with the November 2018 Gubernatorial election.
- Completing the implementation of the VCA with preparation of the comprehensive 2018 elections VCA outcome report for submission to the Secretary of State.
- Completing phase 3 of 3 of the Electronic Security System upgrade which will replace the remaining seven cameras to be compatible with the new Network Video Recorder installed in phase one.
- Working with California Association of Clerks and Election Officials to support state budget proposal for voting system funding and for reimbursement of voting system costs.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **4410000 - Voter Registration And Elections**
 Function **GENERAL**
 Activity **Elections**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Estimated	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
1	2	3	4	5	6
Intergovernmental Revenues	\$ 854,365	\$ 1,366,000	\$ 1,125,000	\$ 25,000	\$ 25,000
Charges for Services	2,402,760	384,686	384,686	2,300,225	2,300,225
Miscellaneous Revenues	14,057	10,000	10,000	10,000	10,000
Total Revenue	\$ 3,271,182	\$ 1,760,686	\$ 1,519,686	\$ 2,335,225	\$ 2,335,225
Salaries & Benefits	\$ 4,085,477	\$ 4,685,443	\$ 4,372,980	\$ 4,976,231	\$ 4,976,231
Services & Supplies	5,490,779	6,967,601	5,528,674	7,489,492	6,990,668
Equipment	18,375	2,462,429	1,125,200	652,388	-
Interfund Charges	381,368	380,633	380,633	381,873	381,873
Intrafund Charges	99,150	132,043	132,043	141,124	141,124
Total Expenditures/Appropriations	\$ 10,075,149	\$ 14,628,149	\$ 11,539,530	\$ 13,641,108	\$ 12,489,896
Net Cost	\$ 6,803,967	\$ 12,867,463	\$ 10,019,844	\$ 11,305,883	\$ 10,154,671
Positions	34.0	34.0	34.0	34.0	34.0

2018-19 PROGRAM INFORMATION

BU: 4410000 Voter Registration And Elections

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Elections-Funded

12,489,896	0	0	12,489,896	0	25,000	2,310,225	0	10,154,671	34.0	3
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Program Type: Mandated

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

Strategic Objective: C2 -- Promote opportunities for civic involvement

Program Description: VRE provides each and every citizen 18 and older voting opportunities. The entire County benefits from this civic responsibility.

FUNDED	12,489,896	0	0	12,489,896	0	25,000	2,310,225	0	10,154,671	34.0	3
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GRAND TOTAL FUNDED	12,489,896	0	0	12,489,896	0	25,000	2,310,225	0	10,154,671	34.0	3
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<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Elections

877,388	0	0	877,388	0	0	0	0	877,388	0.0	0
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Program Type: Discretionary

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

Strategic Objective: C2 -- Promote opportunities for civic involvement

Program Description: New Voting System Equipment - Supporting Equipment - With the move to all vote-by-mail (VBM) elections, the workload of returned VBM envelopes will increase more than 50%. The Department is requesting an inbound mail sorting machine and mail extracting machine to support an all VBM election. A new inbound mail sorting machine will provide more pockets for additional capacity and replace the current machine that is over ten years old and past its useful life. A new mail extracting machine would help compensate for equipment that is old and failing; the continuous need for repair causes delays in opening envelopes. Some replacement parts needed to repair both machines are no longer available. The estimated cost of the inbound sorting machine is \$618,083 and the extracting machine is \$34,305. Vote Center security cages for each vote center location will be used for storing all sensitive IT equipment each night and adds an important level of physical security for the Vote Centers which will be open for up to 11 days. The estimated cost of the cages is \$225,000.

Program No. and Title: 001 Elections

220,550	0	0	220,550	0	0	0	0	220,550	0.0	0
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Program Type: Discretionary

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

Strategic Objective: C2 -- Promote opportunities for civic involvement

Program Description: Modular Furniture Replacement - The Department is requesting updated modular furniture to improve workflow, support implementation of the Vote Center election model, accommodate technology and equipment changes, and provide ergonomic work spaces for all County and extra help/temporary employees while safeguarding the chain of custody of ballots, election materials, and equipment.

Program No. and Title: 001 Elections

53,274	0	0	53,274	0	0	0	0	53,274	0.0	0
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Program Type: Discretionary

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

Strategic Objective: C2 -- Promote opportunities for civic involvement

Program Description: Employee Training Classes - The Election Center (TEC) recommended the County and Voter Registration and Elections (VRE) aggressively pursue training for staff at all levels in recommendations 36 and 66 of the VRE Operational Review presented to the Board on March 23, 2016. VRE now has newer employees that have not attended election related classes that provide training on the newest election laws and policies. Most of the classes are located in California but there can be classes that are out of State. These same employees have also requested Microsoft training classes.

GROWTH REQUEST NOT RECOMMENDED										
1,151,212	0	0	1,151,212	0	0	0	0	1,151,212	0.0	0

GRAND TOTAL NOT RECOMMENDED										
1,151,212	0	0	1,151,212	0	0	0	0	1,151,212	0.0	0