

INTERNAL SERVICES AGENCY

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SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PJ: 310000 Capital Construction Fund

Item Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3100000 **Capital Construction Fund**

Item Number: 009

Program Name: Health, Safety, & Code Compliance

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Sheriff, Probation, District Attorney, and other County Departments in shared County-owned buildings

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

Program Contribution: Buildings are safe and healthy for employees and constituents

Beneficiaries: County employees and constituents who conduct business in those buildings

Performance Measures: County-owned buildings are safe for employees and constituents

Level of Service Required: As a general rule, the County has a legal obligation to provide employees with a safe and healthy place of employment. Individual projects within this program may or may not meet or exceed this requirement.

Cost Information:

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

Revenue Information: Use Allowance via Allocated Cost Package

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PI: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3100000 Capital Construction Fund

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

DUJ: 310000 **Capital Construction Fund**

Program Number: 019

Program Name: Criminal Justice Facilities

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Ensure a fair and just criminal justice system

Program Partners: Sheriff and Probation Departments

Program Description: Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments

Program Contribution: Keep 24 hr facilities operating and code compliant

Beneficiaries: Keep Sheriff and Probation employees in a safe environment for adult and juvenile institutions

Performance Measures: Adult and Juvenile Institutions are safe and code compliant

Level of Service Required: Revenue is generated from court imposed penalties and fines which must be deposited into this fund or into the general fund for other specific purposes if construction needs for which it was created are met.

Cost Information:

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

Revenue Information: Criminal Justice Trust Fund (092A), Use Allowance via ACP

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3100000 **Capital Construction Fund**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

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

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
FUNDED PROGRAMS

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

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

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

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

Program Number: 001B

Program Name: Clerk - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

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

Program Partners: Neighborhood Services Department

Program Description: Marriage licenses issued and ceremonies performed Thursday evenings at the downtown Sacramento office and weekdays at the East Area Community Service Center in Fair Oaks.

Program Contribution: This program affords citizens enhanced access to County Clerk services.

Beneficiaries: Citizens and communities

Performance Measures: N/A

Level of Service Required: Services offered Thursday evening and at community service centers.

Cost Information:

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

Revenue Information: Fees

Overmatch: N/A

Additional Information: Non-core amounts reflect costs for overtime and overhead associated with Thursday evening operations at downtown Sacramento office and Monday through Friday services at EACSC in Fair Oaks.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

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

Program Number: 002A

Program Name: Recorder - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

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

Program Partners: None

Program Description: Official documents are recorded so that citizens and entities have evidence of title to, or an interest in, real estate and related matters, in a public environment. Citizens require vital statistic certified copies to comply with various legal requirements.

Program Contribution: The program provides necessary official records that allow citizens and entities to conduct business matters thereby complying with various legal requirements.

Beneficiaries: Citizens and communities

Performance Measures: The keying of index data is measured to verify that staff are meeting established standards per record keyed. The standard is established at 400 average documents keyed per hour by each staff member. Benchmarks from comparable counties are used to confirm standards. Transmittal of index data to mainframe operations is measured to ensure compliance with availability of index information within statutory deadlines established due to collection of additional fees. The index data should be transmitted by noon of the following day of document being recorded.

Level of Service Required: Government and Family Codes require document recording, documentary transfer tax collections, lien notifications, map filings, official record and vital statistic certified copies, preliminary 20-day notice filings, uniform commercial code recording and search requests, and marriage registration. The level of service is determined by the customer base requesting services, time studies to provide the service and the related cost of staff to provide the service. Benchmarks from comparable counties are also used to validate levels of service.

Information:

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

Revenue Information: Fees

Overmatch: N/A

Additional Information: None

Unfunded Impact: Positions vacant for more than one year;

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PI: 3240000 County Clerk/Recorder Department

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

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

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 3230000 Department of Finance			
Program 001	Pool	0	23.0
Program 002	Fiscal Agent	2	4.0
Program 004	Reclamation	0	3.0
Program 005A	Tax Collection - Minimal Level of Service	162,700	27.5
Program 005B	Tax Collection - Enhanced Level of Service	0	0.0
Program 006A	Licenses - Minimal Level of Service	-12,465	10.5
Program 006B	Licenses - Enhanced Level of Service	0	0.0
Program 009A	General Accounting, Reporting & Control - Minimal Level of Service	89,080	5.8
Program 009B	General Accounting, Reporting & Control - Enhanced Level of Service	0	0.0
Program 011A	System Controls & Reconciliations - Minimal Level of Service	283,696	9.8
Program 011B	System Controls & Reconciliations - Enhanced Level of Service	0	0.0
Program 012A	Central Support Services - Minimal Level of Service	41,446	7.8
Program 012B	Central Support Services - Enhanced Level of Service	0	0.0
Program 013A	Payroll Services - Minimal Level of Service	288,614	7.8
Program 013B	Payroll Services - Enhanced Level of Service	0	0.0
Program 014A	Audits - Minimal Level of Service	0	7.0
Program 014B	Audits - Enhanced Level of Service	0	0.0
Program 015A	Payment Services - Minimal Level of Service	473,318	17.5
Program 015B	Payment Services - Enhanced Level of Service	0	0.0
Program 016A	Accounting Services - Minimal Level of Service	154,023	2.8
Program 016B	Accounting Services - Enhanced Level of Service	0	0.0
Program 017A	Tax Accounting - Minimal Level of Service	34,616	8.8
Program 017B	Tax Accounting - Enhanced Level of Service	0	0.0
Funded Total:		1,515,030	135.0

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
UNFUNDED PROGRAMS**

<i>Program No.</i>	<i>Program Name</i>	<i>Unfunded Net Cost</i>	<i>Unfunded Positions</i>
BU 3230000	Department of Finance		
<i>Program 005B</i>	Tax Collection - Enhanced Level of Service	34,156	0.5
<i>Program 006B</i>	Licenses - Enhanced Level of Service	34,156	0.5
<i>Program 009B</i>	General Accounting, Reporting & Control - Enhanced Level of Service	16,322	0.3
<i>Program 011B</i>	System Controls & Reconciliations - Enhanced Level of Service	16,323	0.3
<i>Program 012B</i>	Central Support Services - Enhanced Level of Service	16,323	0.3
<i>Program 013B</i>	Payroll Services - Enhanced Level of Service	16,323	0.3
<i>Program 015B</i>	Payment Services - Enhanced Level of Service	32,646	0.5
<i>Program 016B</i>	Accounting Services - Enhanced Level of Service	16,323	0.3
<i>Program 017B</i>	Tax Accounting - Enhanced Level of Service	16,323	0.3
	Unfunded Total:	198,895	3.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

RTJ: 3230000 Department of Finance

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

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

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

DTJ: 3230000 **Department of Finance**

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

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

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	682,024	0	682,024
<i>Reimbursement</i>	36,874	0	36,874
Total Expenditures	645,150	0	645,150
<i>Revenue</i>	645,148	0	645,148
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	2	0	2
<i>FTE</i>	4.0	0.0	4.0
<i>Vehicles</i>	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

CU: 3230000 Department of Finance

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PJ: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	3,742,384	0	3,742,384
<i>Reimbursement</i>	388,489	0	388,489
Total Expenditures	3,353,895	0	3,353,895
<i>Revenue</i>	2,970,667	0	2,970,667
<i>Carryover</i>	220,528	0	220,528
Net Cost	162,700	0	162,700
FTE	27.5	0.0	27.5
Vehicles	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PTT. 3230000 Department of Finance

Program Number: 005B

Program Name: Tax Collection - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Financial Obligation

Program Partners: Assessor, County General Fund, special districts, school districts, taxpayers, general public.

Program Description: Mailing tax bills, collection of secured and unsecured property taxes, including applicable penalties, direct levy amounts, bonds subject to judicial foreclosure.

Program Contribution: Direct services and internal support.

Beneficiaries: Assessor, County General Fund, special districts, school districts, taxpayers, general public.

Performance Measures: Match or exceed the state average property tax collection rate while reducing the average net county cost per \$1,000 in property tax collections relative to the previous fiscal year average.

Level of Service Required: There are several customer service related activities integral to the mission of Tax Collection including mailing of delinquency notices and customer contact at the counter and on phones. Currently customer contact is 8-5 with a five minute hold time which would be reduced 9-4 if only providing core tax duties.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PN: 3230000 Department of Finance

Program Number: 006A

Program Name: Licenses - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

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

Program Partners: Planning, Sheriff, EMD, DHHS, DNS, Board of Supervisors, Chambers of Commerce, business owners, general public.

Program Description: Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names/collection and monitoring of Transient Occupancy & Utility User Taxes.

Program Contribution: Direct services and internal support.

Beneficiaries: General public.

Performance Measures: Increase the number of active General Business Licenses in unincorporated Sacramento County from the previous calendar year.

Level of Service Required: The department believes they are at the minimal level. Any reductions would cause delays in issuing licenses, renewals and changes to information leading to an increase in complaints.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

3230000

Department of Finance

Program Number: 006B

Program Name: Licenses - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

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

Program Partners: Planning, Sheriff, EMD, DHHS, DNS, Board of Supervisors, Chambers of Commerce, business owners, general public.

Program Description: Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names/collection and monitoring of Transient Occupancy & Utility User Taxes.

Program Contribution: Direct services and internal support.

Beneficiaries: General public.

Performance Measures: Increase the number of active General Business Licenses in unincorporated Sacramento County from the previous calendar year.

Level of Service Required: Business license services offered at the neighborhood level.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: Delay in receiving license renewals. Increase in complaints, response costs. Increase efficiency (high % of expired Home Occupations closed, but time-intensive to prove). Delay in receiving changes of license information. Delay in receiving new licenses from businesses that have relocated. Quality of license information database degrades. Customer service and license/FBN delays. Reduction in service offered at neighborhood level. Increase in efficiency (few customers at Service Centers). Decrease in service level = increased complaints. Delay in receiving Fictitious Business Name re-files. Some increase in complaints/inquiries.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

DU. 3230000 Department of Finance

Program Number: 009A

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

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County Departments; Cities; State; Federal; Special Districts; SACOG; Bond rating agencies; General Public; Public and Private entities

Program Description: County wide Cost Plan: Analysis to ensure costs are allowable under OMB A-87 and determine excess reimbursable costs that could be recovered. Vehicle Theft: Resolution 2007-1115. Comprehensive Annual Financial Report (CAFR): Ensure financial information is an accurate representation of the County's financial condition and is in conformity with GAAP. Special District Budgets: Review, input and monitor budgets for special districts. SB90 Claiming: Review and track dollars associated with mandated cost recovery claims. Court Fine Distribution and MOE quarterly and annual payments to State AB233 and facilities: Prepare a monthly distribution to allocate all court fines, fees and assessments per applicable code sections. Make required quarterly and annual MOE payments due to the State. Local Transportation Funding (LTF): Funds received from State sales tax (1/4 percent) are distributed under SACOG's direction. Public Safety: Allocates Proposition 172 funds (Public Safety Sales Tax). Citizens Option for Public Safety (COP's): Allocate funding received from the State. Imprest Cash: Control the access and maintain the integrity of the imprest cash accounts. Property Tax Distribution for Schools / School Debt Service Reports to SCOE / GO bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: W & I Code 17600 - 17609. Fee Reviews: Government Code 54985 indicates that a review by AC can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responded to a Grand Jury Report on December 27, 1978 which resulted in the CEO and the Auditor-Controller being responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund departments only. ICRP: Needed to claim additional costs for state reimbursable programs such as PC4750. PC 4750 Claiming: Prepare state and federal tax return for Public Facilities Financing Corporation. Centralized Monthly Billing to Cities and Court. State Controllers Annual Report of Financial Transactions: Required to be filed by County and special districts.

Program Contribution: Allows the County to recover indirect costs from Federal and State; Results in additional revenue to County dept and cities for performing this function; Favorable audit results increase the financial rating for the County which impacts our ability to obtain debt financing; Ensures that budgets are balanced and spending does not exceed appropriations; Additional revenue results when State Controller reviews program costs and reimburses County Depts for claims for specific programs; Additional revenue is allocated to County and outside public entities; Sales tax revenue for this purpose are allocated to various entities pursuant to approval of SACOG; Additional revenue allocated for public safety; Internal control for imprest cash; Appropriate amounts are collected, distributed and reported for GO bond debt as approved by voters; Essential part of the budgeting process; Requirement for county's receipt of realignment revenue; Review of fees for general fund depts prior to Board approval; Additional overhead costs to be claimed; Additional revenue received as a result of claiming; Meet Federal and State requirements; and Bill for services.

Beneficiaries: All County Departments; Cities; State; Federal; Special Districts; SACOG; Bond rating agencies; General Public; Public and Private entities

Performance Measures: Filed by Dec 31st with State Controller and GFOA; Meet June 30 and October 1st budget deadlines; Claims submitted by February 15th; Various deadlines pursuant to mandates, department requests, etc.

Level of Service Required: There are various mandated and departmental deadlines to meet that are currently being met but some with considerable amount of overtime. For instance staff working on the CAFR work approximately 600 hours of overtime during the preparation of the CAFR and year end accounting procedures require considerable overtime. Based on the information supplied by the department they appear to be at a minimal level.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	382,044	0	382,044
<i>Reimbursement</i>	18,757	0	18,757
Total Expenditures	363,287	0	363,287
<i>Revenue</i>	274,207	0	274,207
<i>Carryover</i>	0	0	0
Net Cost	89,080	0	89,080
FTE	5.8	0.0	5.8

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

DTI: 3230000 Department of Finance

Vehicles 0 0 0

Revenue Information:

N/A

Overmatch:

N/A

Additional Information:

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

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

DU: 3230000

Department of Finance

Program Number: 009B

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

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

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

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

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

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

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

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

Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	0	16,322	16,322
<i>Reimbursement</i>	0	0	0
Total Expenditures	0	16,322	16,322
<i>Revenue</i>	0	0	0
<i>Carryover</i>	0	0	0
Net Cost	0	16,322	16,322
FTE	0.0	0.3	0.3
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

DTI: 3230000 **Department of Finance**

Program Number: 011A

Program Name: System Controls & Reconciliations - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County departments and special districts. Works closely with Office of Communication and Information Technology for system fixes, enhancements, and upgrades.

Program Description: Maintains reliability, efficiency and effectiveness of County's financial system. - Conducts system reconciliations, such as, cash transfer accounts, business area balancing, module reconciliations, cash flow programs, etc. - Provide financial system support to fix, enhance, test and implement financial system processes. Includes participation in software upgrades to maintain support from vendor. - Maintain cash controls and appropriation controls. - Maintain financial batch processes for daily, monthly, annual jobs. - Implement, review, and maintain internal and system controls. - Maintain system security to protect integrity of data and to limit access to confidential information.

Program Contribution: County departments and special districts have the capability to record and report financial information timely.

Beneficiaries: County Management and Departments; Special Districts

Performance Measures: -No escalation of help desk incidents - ownership of issues taken immediately. -Service Requests completed on target. -No funds have negative cash availability and no funds have expenditures exceeding appropriations. -Month-end closed with 2 business days of end of month. -Monthly reconciliations completed within 2 business days after close of month.

Level of Service Required: Department must maintain the integrity of the financial system and desires to provide monthly closing and reconciliations within 2 days from the end of the month. Currently county departments are asked to participate in large financial system projects, such as, software upgrades, because there are not enough resources available within the Department of Finance to assess and test system changes. Based on this information the program appears to be at minimal level.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,462,682	0	1,462,682
<i>Reimbursement</i>	180,463	0	180,463
Total Expenditures	1,282,219	0	1,282,219
<i>Revenue</i>	998,523	0	998,523
<i>Carryover</i>	0	0	0
Net Cost	283,696	0	283,696
<i>FTE</i>	9.8	0.0	9.8
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

Additional Information: Requests are made to departments to participate in large financial system projects, such as, software upgrades, since sufficient resources are not available within Department of Finance to assess and test system changes.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

DTI: 3230000 **Department of Finance**

Program Number: 011B

Program Name: System Controls & Reconciliations - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County departments and special districts. Works closely with Office of Communication and Information Technology for system fixes, enhancements, and upgrades.

Program Description: System enhancements - These are changes in COMPASS that are implemented for efficiency, system controls (includes security workrole changes), and/or new functionality. Training/FI User Groups - Staff participate in COMPASS training and Financial (FI) User Group. OCIT Training may contact staff to attend COMPASS training sessions as Subject Matter Experts (SMEs) to respond to business procedure questions. In addition, quarterly, staff coordinate, participate and/or present in FI User Groups. Budget Control Reports - Monthly, 95% Expended Appropriation report is created and distributed to department's responsible budget staff and budget analysts. Applix incidents - Daily responding to COMPASS financial and security related incidents.

Program Contribution: County departments and special districts have the capability to record and report financial information timely.

Beneficiaries: County Management and Departments; Special Districts

Performance Measures: -No escalation of help desk incidents - ownership of issues taken immediately. -Service Requests completed on target. -No funds have negative cash availability and no funds have expenditures exceeding appropriations. -Month-end closed with 2 business days of end of month. -Monthly reconciliations completed within 2 business days after close of month.

Level of Service Required: Provides COMPASS system enhancements and controls to reduce errors and fraud and training.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: Reduced service in area of COMPASS system enhancements, system controls and security workroles modifications, and/or implementation of new functionality will result in delays in system changes and a reduction in internal and system controls which leads to potential accounting errors and/or fraud. Eliminating COMPASS Training and Financial (FI) User groups presentations and participation, will create accounting inconsistencies, errors, and an increase in business procedure inquiries. Delays in producing Budget Control Reports will result in delayed reaction to over-expended appropriations. Delays in daily responses to Applix incidents regarding COMPASS financial and security related incidents will hinder department's ability to complete tasks

Funded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PJ: 3230000 Department of Finance

Program Number: 012A

Program Name: Central Support Services - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County Departments; Special Districts; Vendors; Workers' Comp recipients; General Public

Program Description: Direct preparation of the CAFR; review existing and proposed legislation affecting A/C and develop recommendations; monitor county auditing, budgeting and other fiscal policies to ensure compliance with federal state and local regulations; review, analyze, recommend and direct the implementation of and improvements to county accounting, auditing, budgeting, payroll and property tax systems; consults with an advises other department managers, staff and the public regarding county-wide accounting/auditing policy issues; develops RFP's and coordinates the county's external and single audits. Microfilm all FI documents for Countywide use; Process daily Workers' Compensation mailing; sort and distribute mail; Prepare Special District monthly reports; Supply orders

Program Contribution: Administration and operational oversight of DOF; Internal support to all county departments; Services to Public and vendors ; services to special districts

Beneficiaries: County departments; Public; Vendors; Special Districts

Performance Measures: Ensure compliance of County's accounting system standards are met; Ensure department deadlines/mandates are met; Distribute COMPASS reports to Special Districts within 5 days

Level of Service Required: Administrative duties to ensure compliance of county standards, legislative review, and other budgeting and monitoring duties. There are no known mandated levels of service for administrative duties.

Financial Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	316,299	0	316,299
<i>Reimbursement</i>	17,052	0	17,052
Total Expenditures	299,247	0	299,247
<i>Revenue</i>	257,801	0	257,801
<i>Carryover</i>	0	0	0
Net Cost	41,446	0	41,446
<i>FTE</i>	7.8	0.0	7.8
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PII: 3230000 **Department of Finance**

Program Number: 012B

Program Name: Central Support Services - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County Departments; Special Districts; Vendors; Workers' Comp recipients; General Public

Program Description: Customer service, which includes reception at public counters and telephones; Time sheet pickup and countywide distribution; Interpret outside customers needs and follow thru with proper direction; provide support services to managers.

Program Contribution: Customer service to county departments, vendors and public; department internal support;

Beneficiaries: County departments; Public; Vendors; Special Districts

Performance Measures: Ensures distribution of countywide timesheets within one week; Tasks completed in timely manner

Level of Service Required: Provides a higher level of customer service through reception at public counters and telephones, time sheet pickup and countywide distribution and customer information.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: Reduced capacity to provide reception at public counters and telephones, resulting in delays in meeting customer needs; Delays in time sheet pickup and countywide distribution, resulting in departments receiving timesheets later in the period and could increase the instances of timesheet corrections; Diminished ability to interpret outside customers needs resulting in customers being misdirected and/or provided with less information. Inability to provide support services to managers will result in managers being unable to follow through on tasks or projects and delays in distribution of information and reports.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PU: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PU: 3230000 **Department of Finance**

Program Number: 013B

Program Name: Payroll Services - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County Departments and All Special Districts within our Payroll System

Program Description: Reissuing W-2's that are greater than four years old. Issuing off cycle checks for other than short pay of regular hours (pay all other amounts due in next regular pay check. Training of other departmental staff related to COMPASS and County processes. Special processing for some terminated employees. Special processing for garnishment information requested by walk in employees. Special reporting requests from departments who have access and should have knowledge to create/run reports. Special reporting requests from departments who do not have access. Special District garnishment processing. Work related to COMPASS functionality enhancements.

Program Contribution: Employees and retirees are paid accurately and timely. Involuntary deductions are paid in compliance with applicable laws and regulations. Voluntary deductions are paid accurately and appropriately based on contracts and agreements. Accounting records are properly reconciled.

Beneficiaries: All County Departments and Special Districts; County and Special District Employees; County and Special District Retirees; Federal and State Agencies;

Performance Measures: Ensure employees/retirees are paid with an accuracy rate of 97 percent with the appropriate deadline. Ensure withholdings required by laws and regulations are paid timely to ensure compliance and avoid penalties. Ensure voluntary deductions are paid after every pay period or as appropriate by contract or agreement.

Level of Service Required: Provides COMPASS training and payroll processing training that reduces errors and inconsistencies. Other customer service related special district payroll processing, garnishment information, contractor payments and COMPASS payroll enhancements.

Financial Information:

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

Revenue Information: N/A

Overmatch: N/A

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

CU: 3230000 Department of Finance

Program Number: 014A

Program Name: Audits - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Variety of Departments, Agencies, Special Districts, Commissions, and outside companies

Program Description: Conduct internal audits to insure that various codes and regulations are followed by providing auditing services.

Program Contribution: To meet various funding sources and other requirements that verify that funds are properly stated.

Beneficiaries: Variety of Departments, Agencies, Special Districts, Commissions, and outside companies

Performance Measures: Assignments are completed within appropriate audit standards and they are completed in a timely manner within budget.

Level of Service Required: Mandated audits of internal functions and special districts. The department completes required audits within standard timeframe and accounting standards.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

3230000

Department of Finance

Program Number:

014B

Program Name:

Audits - Enhanced Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

Various departments that need a review of their cash or fixed asset losses and any changes in department heads

Program Description:

Relief of Accountabilities: Investigate the various cash and fixed asset losses to determine if proper controls were in place and they were being followed. Change of Custodies: Verification that any incoming department or agency head is responsible only for those items that had been inherited from their predecessor. Special District and Regional Training Joint Powers Authority financial audits and procurement card reviews.

Program Contribution:

To verify losses of cash and fixed assets.

Beneficiaries:

All departments

Performance Measures:

N/A

Level of Service Required:

Provides cash and asset audits, change of custody audits, and other reviews to assure no misappropriation of funds.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	0	0	0
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	0	0	0
<i>Revenue</i>	0	0	0
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information:

N/A

Overmatch:

N/A

Additional Information:

Elimination of Special District Financial Audits and Regional Training Joint Powers Authority (JPA) Financial Audits may result in delays in audits being performed due to districts and JPA's not procuring an outside auditor in a timely manner and jeopardizing compliance with government code. Elimination of Procurement Card Reviews could result in the misappropriation of funds going undetected. Elimination of Relief of Accountabilities will result in a lack of internal control and the potential misappropriation or loss of funds and/or assets going undetected. Elimination of Change of Custodies will result in the incoming department head not being made aware of losses or misappropriations that may have occurred under the prior department head.

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

3230000

Department of Finance

Program Number: 015A

Program Name: Payment Services - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

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

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

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

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

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

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

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,842,514	0	1,842,514
<i>Reimbursement</i>	102,312	0	102,312
<i>total Expenditures</i>	1,740,202	0	1,740,202
<i>Revenue</i>	1,266,884	0	1,266,884
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	473,318	0	473,318
<i>FTE</i>	17.5	0.0	17.5
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PTI: 3230000 **Department of Finance**

Program Number: 015B

Program Name: Payment Services - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

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

Program Description: Direct posting of unmarked documents from Special Districts; Training of departments on County policies and procedures related to Purchasing, Fixed Assets, COMPASS, etc.; Providing attachment processing for payments; Multiple daily check runs; Rush and pick-up front desk (PUFD) processing; Responding for departments to Board of Equalization (BOE) XYZ Letters; Extensive research related to W-9 processing and vendor creation; Managing the County Travel Agent process; Researching incomplete and inaccurate documents submitted by Departments and Special Districts in order to process in a timely manner rather than returning documents we are unable to post; Processing of outgoing wire transfers; Monitoring of retroactive LPO/DFO; Special requests by Departments to pay vendors in individual checks rather than grouping payments; and work related to COMPASS functionality enhancements.

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

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

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

Level of Service Required: Training for departments related to County policies and procedures for COMPASS, purchasing and fixed assts. Other activities include posting of documents for Special Districts, daily check runs, rush processing vendor information and research into payments.

Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	0	32,646	32,646
<i>Reimbursement</i>	0	0	0
Total Expenditures	0	32,646	32,646
<i>Revenue</i>	0	0	0
<i>Carryover</i>	0	0	0
Net Cost	0	32,646	32,646
<i>FTE</i>	0.0	0.5	0.5
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

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

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PJ: 3230000 Department of Finance

result in possible improper payments. Elimination of the processing of Department's special requests to pay vendors in individual checks rather than grouping payments will result in possible misapplication of payments, service interruptions and unsatisfied vendors and departments. Requirements, testing and implementation of COMPASS system enhancements that add efficiency in work processes and new functionality, will be delayed due to lack of resources.

Unfunded Impact:

N/A

Program Number:

016A

Program Name:

Accounting Services - Minimal Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

County departments and special districts.

Program Description:

Maintains Countywide accounting records within professional standards - generally accepted accounting principles (GAAP). □- Develop, maintain, and enforce County accounting policies and procedures. Includes ensuring trust fund, receivable, and payable accounts are being reconciled. □- Provide central accounting functions, such as, asset inventory, equipment movement reports, relief of accountability, master data maintenance, financial system training, accounting structure reviews/development, etc. □- Budget load and maintenance - Input of preliminary and original budget, and process appropriation adjustment requests (AAR) - tracking, review, input, and reporting; □- CAFR Support - prepares workpapers, schedules and notes for the Countywide Annual Financial Report (CAFR); provide financial system data as requested by auditors. □- Preparation of State Controller's Report for County. □- Allocation of Treasury Pool earnings. □- Warrant Accounting Services □- Disaster Accounting Services

Program Contribution:

County departments and special districts receive accounting support.

Beneficiaries:

County departments and special districts directly benefit from the accounting services provided. Indirectly, the public benefits by having accurate financial information.

Performance Measures:

-Reconciliations of trust fund, payable and receivable accounts are submitted by departments semi-annually. □- Preliminary budget is loaded by June 30 and final budget is loaded within a week after files received from Budget Office. □- Master data is updated within one week of receipt. □- EMRs processed timely.

Level of Service Required:

Maintain accurate financial reporting as described in government code and generally accepted accounting principles with semi-annual reports and master data uploaded within 1 week.

Cost Information:

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

Revenue Information:

N/A

Match:

N/A

Additional Information:

None

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PU: 3230000 **Department of Finance**

Program Number: 016B

Program Name: Accounting Services - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County departments and special districts.

Program Description: Open Item Management (OIM) - Preparing and distributing OIM reports semi-annually to verify departments are reconciling receivable, liability and trust accounts. Responses to questions regarding "How do I...". These items may take multiple meetings to resolve. Warrant Issuances - Currently, payment runs are executed 3-4 times daily for accounts payable, approximately once daily for payroll off-cycle, bi-weekly for County Payroll, and monthly for Retirement. Requests for copies of paid warrants. Return Warrants - Research related to warrants that have been returned due to bad addresses. Provide monthly State Date Warrant listings for website that are also sent to Tax Collections and Tax Accounting; and are also made available to finders.

Program Contribution: County departments and special districts receive accounting support.

Beneficiaries: County departments and special districts directly benefit from the accounting services provided. Indirectly, the public benefits by having accurate financial information.

Performance Measures: -Reconciliations of trust fund, payable and receivable accounts are submitted by departments semi-annually. -Preliminary budget is loaded by June 30 and final budget is loaded within a week after files received from Budget Office. -Master data is updated within one week of receipt. -EMRs processed timely.

Level of Service Required: Prepares Open Item Management (OIM) reports to verify departments are reconciling receivable, liability and trust, answers questions related to accounting processes, issues warrants, and performs accounting research for departments.

Cost Information:

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

Revenue Information: N/A

Overmatch: N/A

Additional Information: Potential delay or elimination of producing Open Item Management (OIM) reports to verify departments are reconciling receivable, liability and trust accounts will result in inaccurate balances in COMPASS and money not being properly accounted for; Delays in responses to questions received from Departments will likely result in errors and additional time spent in researching and correcting errors; Delays in warrant issuances will likely result in delays in payments and loss of discounts, potential late fees and service interruptions; Delays in requests for copies of paid warrants will result in unsatisfied customers; Elimination of returned warrant research will increase the number of external customers not receiving payments and increase the number of stale dated checks; Elimination of monthly stale dated warrant listings will result in customers inability to research unclaimed moneys and an increased workload for Central Support and Accounting Services in research time.

Anticipated Impact: N/A

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FUN: 3230000 **Department of Finance**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,399,886	0	1,399,886
<i>Reimbursement</i>	489,914	0	489,914
Total Expenditures	909,972	0	909,972
<i>Revenue</i>	875,356	0	875,356
<i>Carryover</i>	0	0	0
Net Cost	34,616	0	34,616
FTE	8.8	0.0	8.8
<i>Vehicles</i>	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PI: 3230000 **Department of Finance**

Program Number: 017B

Program Name: Tax Accounting - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Financial Obligation

Program Partners: Assessor, Assessment Appeals Board, Board of Supervisors, Municipal Services Agency, Tax Collector, All Property Taxing Entities, Cities, Redevelopments, Agencies, School districts, County Executive Office, LAFCO, State Agencies, Special Assessment Districts, Treasury

Program Description: Providing telephone and public counter services; Updating public website; Researching returned warrants; Processing special requests from County Executive's Office; Processing apportionments and refunds.

Program Contribution: Direct Services

Beneficiaries: Taxpayers, Public in General

Performance Measures: Extension of the annual Secured tax roll by the last week September prior to October 1st. Distribution of the Secured tax collections, 1st and 2nd installments, to taxing entities, direct levies and special assessments within 10 business days after the close of the collection period for December 10th and April 10th

Level of Service Required: Provides telephone and public counter services during regular hours of operation, maintains public website for tax services and warrant research and special data requests.

Cost Information:

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

Revenue Information: 0

Overmatch: 0

Additional Information: Reduced telephone and public counter services hours of operation will result in unsatisfied customers. Reduced documentation on the public website will restrict the public's ability to conduct research online; Elimination of returned warrant research will increase the number of taxpayers not receiving refunds and increase the number of stale dated checks. Reduced ability to provide data related to special requests from County Executive's Office will hinder their ability to provide up-to-date information. Delays in processing apportionments will result in delayed cash postings to the County and external customers. Delays in processing refunds will result in additional interest costs to the County and unsatisfied taxpayers.

Unfunded Impact: 0

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(DRAFT)

PIJ: 3230000 Department of Finance

Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	1,515,030	198,895	1,713,925
<i>Total FTE</i>	135.0	3.0	138.0
<i>Total Vehicles</i>	2	0	2

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
<i>BU 6110000 Revenue Recovery</i>			
<i>Program 001</i>	Centralized collection and disbursement of revenue - Minimal Level of Service	0	72.3
<i>Funded Total:</i>		0	72.3

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
UNFUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Unfunded Net Cost</i>	<i>Unfunded Positions</i>
<i>BU 6110000 Revenue Recovery</i>			
<i>Program 001</i>	Centralized collection and disbursement of revenue - Minimal Level of Service	0	0.0
<i>Unfunded Total:</i>		0	0.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

6110000 Revenue Recovery

Program Number: 001

Program Name: Centralized collection and disbursement of revenue - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: The entities who benefit from our collection activities include the General Fund, Sheriff's Dept, Probation Dept., Public Defender, Conflict Criminal Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation Dept., MSA, General Services, Risk Management, Cities, Superior Court, State of California and Victims of Crime

Program Description: DRR provides the collection of revenue for County Departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order and disbursement of restitution to merchant victims of bad checks on behalf the District Attorney's NSF Check Diversion Program

Program Contribution: DRR contributes to the funding of customer departments: the General Fund, County Departments, Victims of crime, cities, special districts, Trial Court Funding and other County and State Programs

Beneficiaries: The centralized collection and disbursement of revenue benefits the County General Fund, Sheriff's Dept, Probation Dept., Public Defender and Criminal Conflict Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation Dept., MSA, General Services, Risk Management, local Cities, Superior Court, State of California and Victims of Crime.

Performance Measures: The key performance measures for DRR and for each customer department's program are amount collected, cost of collections, amount of costs offset through cost recovery and other revenue sources, and cost-to-collection ratio. DRR's performance measures include a 5% increase in net benefit to customer departments and to maintain the net cost ratio equal to previous year. DRR estimates collections of \$45 million, gross expenditures of \$13 million, cost recovery and other revenue of \$6.7million for a net cost to collection ratio of 14%. DRR receives an average of \$140 million in annual referrals for processing.

Service Required: State Code mandates that the courts and counties maintain the collection program in place since 1996 under "Trial Court Funding". The County has a \$20.7 million "maintenance of effort" amount that must be met each year in fines collections. Various other state codes require aid overpayment, tax intercept overpayment and SSI disbursements be collected and refunded within 10 days and that "reasonable" collection efforts be made and disbursement of funds to victims of crime be done within 45 working days. The department is meeting the timelines. The cost of collections is a County cost with code allowing for reimbursement from entities receiving the collections. The department anticipates a 5 percent increase in net benefit for the customer departments and an overall cost to collection ratio of 14 percent making the department more efficient than other collection agencies which average between 20 and 35 percent based on age of debt.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	12,796,585	0	12,796,585
<i>Reimbursement</i>	5,637,637	0	5,637,637
Total Expenditures	7,158,948	0	7,158,948
<i>Revenue</i>	6,577,134	0	6,577,134
<i>Carryover</i>	581,814	0	581,814
Net Cost	0	0	0
<i>FTE</i>	72.3	0.0	72.3
<i>Vehicles</i>	0	1	1

Revenue Information: N/A

Overmatch: N/A

Additional Information: Reductions in Collection Service Agents and supporting positions within DRR create a significant risk of loss of collection revenues that could exceed \$3 million for County departments and the General Fund as well as a reduction of \$500,000 in funding for fines collections. At this time DRR has not reduced projected collections to customer departments pending the review of efficiencies realized in Phase I and expected in Phase II and III of the new collection system. After these phases are deployed, a review will be completed to determine if anticipated system efficiencies are able to absorb any negative impacts of program reductions and make up any loss of revenues. However, the risk remains that the local economic conditions may continue to impact collections. The service level impacts include delays and/or backlogs in collections operations, including;

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(DRAFT)

PU: 6110000

Revenue Recovery

payment processing, adjustments to accounts, delayed response to client correspondence, wait time increases both via telephone and lobby. These delays and backlogs will negatively impact collections. As questions and disputes take longer to resolve, accounts take longer to collect. Administrative services that will be impacted include safety, training, orientations and other on-site HR functions, analysis of legislation relating to DRR/collection industry, audits of internal processes, management reporting, and consulting services to other departments. DRR staff provides consulting services to many departments in the county to aid them in making changes to increase revenue or reduce program costs and to assist them coordinating the referral of their accounts to DRR for collection. The sooner departments can start referrals the sooner DRR can generate added revenue to offset their program costs. Additionally, these reduced service levels will cause delays that will hinder DRR's ability to meet and respond to legal requirements in areas such as required training, implementation of changes and legislation affecting DRR's accounts or operations, and responding to facility complaints from employees.

Unfunded Impact:

N/A

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	0	0	0
<i>Total FTE</i>	72.3	0.0	72.3
<i>Total Vehicles</i>	0	1	1

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)** FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
BU 7900000 Facility Planning, Architecture & Real Estate (Info O)			
<i>Program 001A</i>	Energy Management - Minimal Level of Service	0	0.0
<i>Program 001B</i>	Energy Management - Enhanced Level of Service	0	1.0
<i>Program 003</i>	Architectural Services	0	32.0
<i>Program 004</i>	Facility Planning and Management	0	5.0
<i>Program 005</i>	Administration	0	0.0
<i>Program 006</i>	Computer Aided Facility Management	0	1.0
<i>Funded Total:</i>		0	39.0

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)** UNFUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Unfunded Net Cost</i>	<i>Unfunded Positions</i>
<i>BU 7900000</i>	<i>Facility Planning, Architecture & Real Estate (Info O</i>		
<i>Program 003</i>	Architectural Services	98,736	1.0
<i>Program 004</i>	Facility Planning and Management	180,637	1.0
<i>Program 005</i>	Administration	0	2.0
	<i>Unfunded Total:</i>	279,373	4.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7900000

Facility Planning, Architecture & Real Estate (Info Only)

Program Number: 001A

Program Name: Energy Management - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Process utility payments for County-owned facilities and pay debt service for energy related projects

Program Contribution: Central processing of utility bills reduces errors, speeds payment processing, and helps verify energy conservation measures are followed

Beneficiaries: All County departments

Performance Measures: Utility payments for County-owned facilities are made on time and accurately.

Level of Service Required: This department is being dissolved.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	9,276,275	0	9,276,275
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	9,276,275	0	9,276,275
<i>Revenue</i>	9,276,275	0	9,276,275
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated Cost Package & Billable Order

Overmatch: None

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7900000

Facility Planning, Architecture & Real Estate (Info Only)

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	157,644	0	157,644
<i>Reimbursement</i>	0	0	0
Total Expenditures	157,644	0	157,644
<i>Revenue</i>	157,644	0	157,644
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	1.0	0.0	1.0
<i>Vehicles</i>	1	0	1

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

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PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7900000 Facility Planning, Architecture & Real Estate (Info Only)

Program Number: 003

Program Name: Architectural Services

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All county departments with facility and facility related infrastructure needs as well as the three remaining dependent park districts within the County (Carmichael, Mission Oaks and Sunrise). Facility Planning and Management Division FPARE. Real Estate Division, FPARE.

Program Description: Architectural & engineering design services for County construction, alterations & Improvements

Program Contribution: Provides key architectural and engineering expertise necessary for the ongoing maintenance and operation of existing County owned and leased facilities. Provides design and project management services for a wide variety of miscellaneous types of building and infrastructure projects.

Beneficiaries: All County departments with facility and facility related infrastructure needs as well as the three remaining dependent park districts within the County (Carmichael, Mission Oaks, and Sunrise).

Performance Measures: County-owned and leased facilities are safe and code compliant for employees and constituents; fire and life safety decisions are in compliance with local, state and federal regulations. Facility and infrastructure needs are met.

Level of Service Required: This department is being dissolved.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	5,811,060	98,736	5,909,796
<i>Reimbursement</i>	3,300	0	3,300
<i>Total Expenditures</i>	5,807,760	98,736	5,906,496
<i>Revenue</i>	5,807,760	0	5,807,760
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	98,736	98,736
<i>FTE</i>	32.0	1.0	33.0
<i>Vehicles</i>	6	0	6

Revenue Information: CCF, all County Departments, Dependent Park Districts, Modular Furniture Burden Rate, reassignment of ASD staff.

Overmatch: None

Additional Information: Fee for service division - core minimum established by customer departments

Unfunded Impact: Reduction in Management oversight, supervision and expertise.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7900000 Facility Planning, Architecture & Real Estate (Info Only)

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	946,800	180,637	1,127,437
<i>Reimbursement</i>	260,756	0	260,756
Total Expenditures	686,044	180,637	866,681
<i>Revenue</i>	686,044	0	686,044
<i>Carryover</i>	0	0	0
Net Cost	0	180,637	180,637
<i>FTE</i>	5.0	1.0	6.0
<i>Vehicles</i>	1	0	1

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7900000 **Facility Planning, Architecture & Real Estate (Info Only)**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	19,285	0	19,285
<i>Reimbursement</i>	19,285	0	19,285
<i>Total Expenditures</i>	0	0	0
<i>Revenue</i>	0	0	0
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	2.0	2.0
<i>Vehicles</i>	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 790000 Facility Planning, Architecture & Real Estate (Info Only)

Program Number: 006

Program Name: Computer Aided Facility Management

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Manages the computer system that tracks, records, and processes facility maintenance requests in County-owned and Leased Facilities.

Program Contribution: System administrators manage the computer system, keep the system functioning and updated, and program modifications to maintain the interface with COMPASS

Beneficiaries: All County departments

Performance Measures: Manage & track work requests, produce reports that accurately report activities for each location served and accurately transmit pertinent data to COMPASS for project billing

Level of Service Required: This department is being dissolved.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	508,402	0	508,402
<i>Reimbursement</i>	134,726	0	134,726
Total Expenditures	373,676	0	373,676
<i>Revenue</i>	373,676	0	373,676
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	1.0	0.0	1.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated to DGS & FPARE users of the CAFM system

Overmatch: None

Additional Information: The division is at the core-minimal level due to cost reductions made FY 2008-09 during the Allocated Cost Package preparation.

Unfunded Impact: NA

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
Total Net Cost	0	279,373	279,373
Total FTE	39.0	4.0	43.0
Total Vehicles	8	0	8

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)** FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
3U 7000000	General Services		
<i>Program 001-A</i>	Dept. Administration - Minimal Level of Service	0	18.5
<i>Program 001-B</i>	Dept. Administration - Enhanced Level of Service	0	1.5
<i>Program 002-A</i>	GS-Bradshaw District - Minimal Level of Service	0	94.0
<i>Program 002-B</i>	GS-Bradshaw District - Enhanced Level of Service	0	4.0
<i>Program 003-A</i>	GS-Downtown District - Minimal Level of Service	0	66.0
<i>Program 003-B</i>	GS-Downtown District - Enhanced Level of Service	0	5.0
<i>Program 004-A</i>	GS Security - Minimal Level of Service	0	26.0
<i>Program 004-B</i>	GS Security - Enhanced Level of Service	0	2.0
<i>Program 005</i>	GS-Airport District	0	41.0
<i>Program 006-A</i>	Central Purchasing - Minimal Level of Service	0	17.0
<i>Program 006-B</i>	Central Purchasing - Enhanced Level of Service	0	2.0
<i>Program 007-A</i>	Support Services - Minimal Level of Service	0	31.0
<i>Program 007-B</i>	Support Services - Enhanced Level of Service	0	0.0
<i>Program 008-A</i>	Light Fleet Services - Minimal Level of Service	0	39.0
<i>Program 008-B</i>	Light Fleet Services - Enhanced Level of Service	0	0.0
<i>Program 009-A</i>	Heavy Fleet Services - Minimal Level of Service	0	106.0
<i>Program 009-B</i>	Heavy Fleet Services - Enhanced Level of Service	0	0.0
<i>Program 010-A</i>	Energy Management - Minimal Level of Service	0	0.0
<i>Program 010-B</i>	Energy Management - Enhanced Level of Service	0	1.0
<i>Program 011</i>	Facility Planning and Management	0	4.8
<i>Program 012</i>	Computer Aided Facility Management	0	1.0
<i>Funded Total:</i>		0	459.8

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)** UNFUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Unfunded Net Cost</i>	<i>Unfunded Positions</i>
BU 7000000	General Services		
<i>Program 001-B</i>	Dept. Administration - Enhanced Level of Service	162,603	2.0
<i>Program 002-B</i>	GS-Bradshaw District - Enhanced Level of Service	2,275,469	19.0
<i>Program 003-B</i>	GS-Downtown District - Enhanced Level of Service	263,734	4.0
<i>Program 004-B</i>	GS Security - Enhanced Level of Service	562,838	8.0
<i>Program 005</i>	GS-Airport District	419,789	4.0
<i>Program 006-B</i>	Central Purchasing - Enhanced Level of Service	87,035	1.0
<i>Program 011</i>	Facility Planning and Management	180,637	1.0
	<i>Unfunded Total:</i>	3,952,105	39.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7000000 **General Services**

Program Number: 001-A

Program Name: Dept. Administration - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: DGS, Real Estate & Architectural Services Divisions and all County Departments

Program Description: Plans, directs and controls activities for the department

Program Contribution: Administrative support is achieved for internal support of all county departments.

Beneficiaries: General Services, Real Estate & Architectural Services Divisions and their customers

Performance Measures: Provide administrative support to the department.

Level of Service Required: The department believes this is the minimum level due to cost reductions already made during the preparation of the Allocated Cost Package (ACP) including but not limited to the unfunding of the 0.5 Account Clerk 2 and 1.0 Sr Info Tech Technician. Service and supply accounts were also reduced during the ACP preparation process so that all cost-of-living increases were absorbed.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	3,763,729	0	3,763,729
<i>Reimbursement</i>	2,689,379	0	2,689,379
Total Expenditures	1,074,350	0	1,074,350
<i>Revenue</i>	1,074,350	0	1,074,350
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
<i>FTE</i>	18.5	0.0	18.5
<i>Vehicles</i>	1	0	1

Revenue Information: DGS, Real Estate & Architectural Services Divisions are charged for dept overhead. OH is included in rates & charges collected from customer depts.

Overmatch: None

Additional Information: Not providing administrative support would result in a lack of coordination of activities, accounting, budget, environmental and information technology services would not be completed.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 General Services

Program Number: 001-B

Program Name: Dept. Administration - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: DGS, Real Estate & Architectural Services Divisions and all County Departments

Program Description: Plans, directs and controls activities for the department

Program Contribution: Administrative support is achieved for internal support of all county departments.

Beneficiaries: General Services, Real Estate & Architectural Services Divisions and their customers

Performance Measures: Provide timely administrative support to the department.

Level of Service Required: Provides more timely response to all department divisions and cost information and analysis to county departments.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	191,093	162,603	353,696
<i>Reimbursement</i>	191,093	0	191,093
<i>Total Expenditures</i>	0	162,603	162,603
<i>Revenue</i>	0	0	0
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	162,603	162,603
<i>FTE</i>	1.5	2.0	3.5
<i>Vehicles</i>	0	0	0

Revenue Information: DGS, Real Estate & Architectural Services Divisions are charged for dept overhead. OH is included in rates & charges collected from customer depts.

Overmatch: None

Additional Information: If this part of the program is not funded, 1.0 Senior Office Assistant, and 0.5 Senior Office Specialist would also be unfunded resulting in a 15.0 percent reduction in total staffing. Information Technology desktop support would also be reduced. The impact of the staffing reduction would result in delays in various administrative services provided to all DGS divisions, which would ultimately impact service delivery to all DGS customer departments. Requests for information and/or analysis regarding DGS costs and services from customer departments will be delayed. Specific accounting services delays will be seen in the following areas: creating and/or changing internal order encumbrances; posting journal vouchers; reviewing and correcting cost center errors; recording Sun Trust activity; analyzing and calculating labor rates; and fixed asset inventory and reconciliation. Additionally, the reductions would result in a backlog of desktop support which includes configurations, hardware and software upgrades, deployment, relocations, problem resolution, maintenance support, surplus delivery and inventory. Finally, the department reception desk would no longer be staffed and general office functions would be delayed including answering incoming calls, receipt and delivery of U.S. and inter-office mail, office supply ordering, which would ultimately impact assistance to the Director as the Executive Secretary would be required to assume these duties.

Unfunded Impact: Unfund 0.5 Accountant II, 0.5 Account Clerk II, 1.0 Sr Info Tech Technician resulting in delays in various administrative services provided to all DGS divisions, which would ultimately impact service delivery to all DGS customer departments. Requests for information and/or analysis regarding DGS costs and services from customer departments will be delayed. Specific accounting services delays will be seen in the following areas: creating and/or changing internal order encumbrances; posting journal vouchers; reviewing and correcting cost center errors; recording Sun Trust activity; analyzing and calculating labor rates; and fixed asset inventory and reconciliation. Additionally, the reductions would result in a backlog of desktop support which includes configurations, hardware and software upgrades, deployment, relocations, problem resolution, maintenance support, surplus delivery and inventory.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 General Services

Program Number: 002-A

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

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All departments occupying space in County-owned facilities

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

Program Contribution: Provide a safe environment to allow internal customers a working environment to perform services to the public. It also allows for a safe environment for external customers coming in for services.

Beneficiaries: County Departments that occupy space in County-owned facilities

Performance Measures: Maintain county facilities

Level of Service Required: This is the minimum level due to cost reductions already made during the preparation of the ACP including but not limited to the unfunding of 4.0 positions to absorb estimated COLAs, loss of 4.0 positions for services for the NCCY, and 7.0 positions due to the countywide suspension of facility improvement projects as well as cost reductions already made to numerous service & supply accounts. Based upon International Facility Management Association (IFMA) 2005 benchmarks report, the division is already understaffed per industry standards.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	14,444,003	0	14,444,003
<i>Reimbursement</i>	650,089	0	650,089
<i>Total Expenditures</i>	13,793,914	0	13,793,914
<i>Revenue</i>	13,793,914	0	13,793,914
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	94.0	0.0	94.0
<i>Vehicles</i>	53	0	53

Revenue Information: County Allocated Cost Package and billable order work

Overmatch: None

Additional Information: Provides essential building maintenance and custodial services to County facilities outside the Downtown area. Failure to perform these services would lead to unsafe and unsanitary work environments, which would disable other programs within the County from providing necessary services to the public. It would also cause deterioration to County-owned facilities (assets).

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 General Services

Program Number: 002-B

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

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All departments occupying space in County-owned facilities

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

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

Beneficiaries: County Departments that occupy space in County-owned facilities

Performance Measures: Maintain county facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Meet with each customer annually.

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

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	497,403	2,275,469	2,772,872
<i>Reimbursement</i>	0	0	0
Total Expenditures	497,403	2,275,469	2,772,872
<i>Revenue</i>	497,403	0	497,403
<i>Carryover</i>	0	0	0
Net Cost	0	2,275,469	2,275,469
<i>FTE</i>	4.0	19.0	23.0
<i>Vehicles</i>	4	6	10

Revenue Information: County Allocated Cost Package and billable order work

Overmatch: None

Additional Information: If this part of the program is not funded, an additional 5.0 FTE positions will be unfunded. Additional reductions to maintenance staff will result in the following reduced service levels: □ With the elimination of the two Building Project Coordinators, GS will need to shift responsibilities of contracted vendors for roof and carpet repair to other staff, resulting in slower response times for contracted maintenance services. Some services currently provided will need to be done by ASD or not done at all. A comprehensive list of those eliminated services can be detailed at a later date. □ Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our CAFM system will be delayed. The entire impact is not known at this time, but customers will notice a decrease in our responsiveness to requests for maintenance. □ Electrical PM will not be performed unless mandated resulting in an increase of electrical system failures and longer response times to remedy. Less staff will mean a longer wait time for services. □ Calls for lights burned out will not be addressed until it becomes critical to office operations. Longer wait times will become normal. Calls for hot/cold temperatures will take longer to address. Exact impact is not currently known. □ Plumbing calls, stopped toilets, leaking faucets will take longer to respond to. Some restroom stalls will be closed off, perhaps for some days until personnel is available to repair systems. Longer wait times will become normal. □ Doors, locks, ceiling and wall repairs will be prioritized with some work delayed indefinitely. High use/high security exterior doors will become the first priority. Institutions will take priority over office buildings. □ Supervision will be reduced in several areas, adding workloads to those supervisors who will remain in place. Adjustments to restructuring will have a dip in service delivery. □ A number of "nice to dos" will be eliminated to concentrate on mandated and high priority maintenance work. These will include hanging pictures, bulletin boards, and the like. □ Painting will be reduced to touch up, graffiti removal and small painting jobs. Major painting in county facilities will cease. □ Custodial services will be reduced. In May, most of our custodial staff will transfer to "day" shift. This will cause some disruption to all who work in County buildings. Impacts may include reduced trash pick up, reduced sweeping, vacuuming and heavy cleaning. Response to spills and clean up will take longer to respond to. Other significant impacts are not known at this time but will show up as staffing is reduced.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000

General Services

There is bound to be "significant" and unanticipated impacts to DGS maintenance services to our customers. As these become known, our District Managers will contact our customer contacts in all County facilities to inform and include them in those discussions. Based upon International Facility Management Association 2005 benchmarks report, the division is already understaffed per industry standards.

Unfunded Impact: Unfunding 7.0 positions due to the suspension of facility improvement projects, 4.0 positions due to the loss of services to the Sacramento Regional County Sanitation District at the North County Corp Yard, 3.0 positions to completely absorb estimated COLAs, and 5.0 positions due to estimated loss in billable order funding. Unfunding these positions will result in service delays and delays in preventive maintenance, which may result in more costly repairs

Program Number: 003-A

Program Name: GS-Downtown District - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All departments occupying space in County-owned facilities

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

Program Contribution: Provide a safe environment to allow internal customers a working environment to perform services to the public. It also allows for a safe environment for external customers coming in for services.

Beneficiaries: County Departments that occupy space in County-owned facilities

Performance Measures: Maintain county facilities.

Level of Service Required: This is the minimum level due to cost reductions already made during the preparation of the ACP including but not limited to the unfunding of 5.0 positions to absorb estimated COLAs as well as cost reductions already made to numerous service & supply accounts. Based upon International Facility Management Association (IFMA) 2005 benchmarks report, the division is already understaffed per industry standards.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	10,045,360	0	10,045,360
<i>Reimbursement</i>	450,899	0	450,899
Total Expenditures	9,594,461	0	9,594,461
<i>Revenue</i>	9,594,461	0	9,594,461
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	66.0	0.0	66.0
<i>Vehicles</i>	9	0	9

Revenue Information: Allocated cost and billable order work

Overmatch: None

Additional Information: Provides essential building maintenance and custodial services to County facilities located in the Downtown area. Failure to perform these services would lead to unsafe and unsanitary work environments, which would disable other programs within the County from providing necessary services to the public. It would also cause deterioration to County-owned facilities (assets).

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7000000 General Services

Program Number: 003-B

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

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All departments occupying space in County-owned facilities

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

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

Beneficiaries: County Departments that occupy space in County-owned facilities

Performance Measures: Maintain county facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Meet with each customer annually.

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

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	421,001	263,734	684,735
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	421,001	263,734	684,735
<i>Revenue</i>	421,001	0	421,001
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	263,734	263,734
<i>FTE</i>	5.0	4.0	9.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated cost and billable order work

Overmatch: None

Additional Information: If this portion of the program is not funded, an additional 5.0 FTE positions will be unfunded. Additional reductions to maintenance staff will result in the following reduced service levels: With the elimination of the two Building Project Coordinators, GS will need to shift responsibilities of contracted vendors for roof and carpet repair to other staff, resulting in slower response times for contracted maintenance services. Some services currently provided will need to be done by ASD or not done at all. A comprehensive list of those eliminated services can be detailed at a later date. Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our CAFM system will be delayed. The entire impact is not known at this time, but customers will notice a decrease in our responsiveness to requests for maintenance. Electrical PM will not be performed unless mandated resulting in an increase of electrical system failures and longer response times to remedy. Less staff will mean a longer wait time for services. Calls for lights burned out will not be addressed until it becomes critical to office operations. Longer wait times will become normal. Calls for hot/cold temperatures will take longer to address. Exact impact is not currently known. Plumbing calls, stopped toilets, leaking faucets will take longer to respond to. Some restroom stalls will be closed off, perhaps for some days until personnel is available to repair systems. Longer wait times will become normal. Doors, locks, ceiling and wall repairs will be prioritized with some work delayed indefinitely. High use/high security exterior doors will become the first priority. Institutions will take priority over office buildings. Supervision will be reduced in several areas, adding workloads to those supervisors who will remain in place. Adjustments to restructuring will have a dip in service delivery. A number of "nice to dos" will be eliminated to concentrate on mandated and high priority maintenance work. These will include hanging pictures, bulletin boards, and the like. Painting will be reduced to touch up, graffiti removal and small painting jobs. Major painting in county facilities will cease. Custodial services will be reduced. In May, most of our custodial staff will transfer to "day" shift. This will cause some disruption to all who work in County buildings. Impacts may include reduced trash pick up, reduced sweeping, vacuuming and heavy cleaning. Response to spills and clean up will take longer to respond to. Other significant impacts are not known at this time but will show

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

7000000

General Services

up as staffing is reduced. □There is bound to be "significant" and unanticipated impacts to DGS maintenance services to our customers. As these become known, our District Managers will contact our customer contacts in all County facilities to inform and include them in those discussions. □Based upon International Facility Management Association 2005 benchmarks report, the division is already understaffed per industry standards.

Unfunded Impact:

Unfund 4.0 FTE positions. Unfunding of these positions will result in service delivery delays and delays in preventive maintenance, which may result in more costly repairs

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PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 7000000 **General Services**

Program Number: 004-A

Program Name: GS Security - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Security - customers in County-owned facilities and some leased facilities. M&O DGS Facilities & Security Divisions, Energy & Real Estate Divisions

Program Description: Provides security services for County-owned facilities and some leased facilities. M&O provides accounting support to the facilities maintenance and operations and security divisions, and to the Real Estate Division in the Department of Facility Planning, Architecture and Real Estate, and pays the utility bills for all county-owned facilities

Program Contribution: Employees and County-owned property are potentially safer when there is a security presence at the facility. M&O provides a centralized processing of utility bills, reduces errors, speeds payment processing

Beneficiaries: County Employees, DGS Divisions & Real Estate Division, County Departments that occupy space in County-owned facilities

Performance Measures: Provide for safety of County facilities and their occupants. Implement Service Level Agreements with customers establishing customer service standards. Meet annually with each customer. Timely and accurate accounting services provided to divisions, utility bills for County-owned facilities are paid timely and accurately.

Level of Service Required: The department believes it is currently at or below a minimal level in providing a safe and secure working environment for employees.

Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	2,848,524	0	2,848,524
<i>Reimbursement</i>	435,981	0	435,981
Total Expenditures	2,412,543	0	2,412,543
<i>Revenue</i>	2,412,543	0	2,412,543
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	26.0	0.0	26.0
<i>Vehicles</i>	5	0	5

Revenue Information: Security portion is allocations and above-rent revenue from other County departments. M&O unit charges DGS & Real Estate Divisions for services. Cost is then included in rates & charges collected from customer depts.

Overmatch: None

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

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7000000

General Services

Supervisors meetings that have controversial or heated topics; provide Board of Supervisors parking garage access or vehicle security; maintain operations of the loading dock secured area adjoining the Board of Supervisors parking garage. The M&O unit is the payables unit and it is at the core-minimum level as cost reductions were already made during the preparation of the Allocated Cost Package. All cost-of-living increases were absorbed. There are no known mandate for administrative functions.

Unfunded Impact:

NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Code: 7000000 **General Services**

Program Number: 004-B

Program Name: GS Security - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Customers in County-owned facilities and some leased facilities

Program Description: Provides security services for County-owned facilities and some leased facilities

Program Contribution: Employees and County-owned property are potentially safer when there is a security presence at the facility.

Beneficiaries: County employees

Performance Measures: Provide for safety of County facilities and their occupants. Implement Service Level Agreements with customers establishing customer service standards. Meet annually with each customer.

Level of Service Required: Assures county buildings are opened during business hours to the public and closed after hours, the public does not remain in the buildings after hours, patrols for safety hazards and fire watch, responds to emergency calls and provides security at meetings.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	109,188	562,838	672,026
<i>Reimbursement</i>	0	0	0
Total Expenditures	109,188	562,838	672,026
<i>Revenue</i>	109,188	0	109,188
<i>Carryover</i>	0	0	0
Net Cost	0	562,838	562,838
FTE	2.0	8.0	10.0
Vehicles	0	0	0

Revenue Information: Allocations and above-rent revenues from other County departments

Overmatch: None

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

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General Services

Unfunded Impact:

Unfund 8.0 Building Security Attendants. Gaps in building security will occur including the following: County facilities main perimeter doors will not be unlocked and opened for employees or customers at the beginning of the business day; County facilities will not be locked down and maintained after the close of business; vehicle and pedestrian access gates will not be opened and or secured in conjunction with business hours; facilities will not be systematically checked after hours for persons that may remain undetected in facilities; facilities will not receive after hour's scheduled and random interior patrols for safety hazards, mechanical operations, unauthorized intrusion, and fire watch control; facilities will not receive after hour's scheduled and random patrols of the exterior facility envelope and property including patrols of multistory parking lots, vehicle motor pools and equipment yards, stairwells, and landscaped areas. Additionally, security services personnel would not be available to perform the following functions: respond to fire, intrusion, or distress alarms generated from facilities; be available to assist County business groups after hours to provide authorized facility access that assists in there emergency business response; maintain a log of persons admitted to County facilities after hours; assist in authorized facility access to County and contracted personnel performing construction and other service related tasks and projects after hours; serve a core function in the observation and mitigation of safety issues, also included is maintenance repair observations and work order generation for service; interface with emergency responders to provide information, direction, or leading responders to the person or emergency issue; generate reports of emergency or injury occurring on County property to Safety, Risk Management, or other departments in need of information; respond to emergency calls reported of hostile employees or customers; respond to requests for escorts to and from facilities for personnel that are experiencing distress or threats; interface or provide information to the public of business services provided or there locations; provide service to Board of Supervisors meetings that have controversial or heated topics; provide Board of Supervisors parking garage access or vehicle security; maintain operations of the loading dock secured area adjoining the Board of Supervisors parking garage.

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(DRAFT)

7000000 General Services

Program Number: 005

Program Name: GS-Airport District

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Sacramento County Airport System (SCAS)

Program Description: Provide maintenance and operation services of the SCAS facilities including repair work.

Program Contribution: Provide the customer a convenient, efficient and trained resource for maintaining buildings and building systems and Airport operations while ensuring the most productive environment for the occupants at the Airport facilities.

Beneficiaries: SCAS, the community, and travelers' that utilize the Airports.

Performance Measures: Maintain Airport facilities. Complete 40% of critical preventive maintenance activities with appropriate staffing consistent with facility expansions.

Level of Service Required: The level of service is established and paid for by the customer department.

Cost Information:

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

Revenue Information: Billable Order (SCAS)

Overmatch: None

Additional Information: None

Unfunded Impact: Unfund 4.0 vacant positions to meet budget reduction requirements. Not filling the vacant positions may result in delays in preventive maintenance, which may result in more costly repairs.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 General Services

Program Number: 006-A

Program Name: Central Purchasing - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments, certain special districts, vendors, local chambers, other local government agencies.

Program Description: Centralized purchasing services for county departments

Program Contribution: Customers are able to obtain the products and services needed to support their business goals while adhering to procurements policies, guidelines, and statutes. Increase level of satisfaction.

Beneficiaries: All County Departments, certain special districts, vendors, local chambers, other local government agencies.

Performance Measures: Primarily satisfactory responses to customer surveys, timely renewal of contracts and the % of dollars spent via Contract Shipping Orders (contract release) versus the overall spend. 100% compliance with delegated purchasing programs and increased contracting with local and/or small businesses.

Level of Service Required: Centralized purchasing was established to purchase, contract and lease goods and contract for professional services on behalf of the County. Increased costs occur to county departments for goods purchased outside of contracts. The department believes it is currently at or below a minimal level.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	2,525,174	0	2,525,174
<i>Reimbursement</i>	364,761	0	364,761
Total Expenditures	2,160,413	0	2,160,413
<i>Revenue</i>	2,160,413	0	2,160,413
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	17.0	0.0	17.0
<i>Vehicles</i>	1	0	1

Revenue Information: Allocated Cost revenue, recovery costs from other County Departments for dedicated staff, and P-Card Rebate checks

Overmatch: None

Additional Information: This is the minimum level due to the necessary budget reductions made during the preparation of the Allocated Cost Package(ACP) including but not limited to the unfunding of 1.0 Office Assistant II and 1.0 Contract Services Officer II. Service and supply accounts were dramatically reduced during that process.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 700000 General Services

Program Number: 006-B

Program Name: Central Purchasing - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments, certain special districts, vendors, local chambers, other local government agencies.

Program Description: Centralized purchasing services for county departments: Training/Delegated Purchasing Program/Small Business Program. Consulting Services - Provide high level of customer service to other departments by providing them with expertise consulting services on contract specifications to ensure quality and cost effective contracts.

Program Contribution: Customers are able to obtain the products and services needed to support their business goals while adhering to procurements policies, guidelines, and statutes. Increase level of satisfaction. Contract specifications assistance at no charge to our internal customers

Beneficiaries: All County Departments, certain special districts, vendors, local chambers, other local government agencies.

Performance Measures: Primarily satisfactory responses to customer surveys, timely renewal of contracts and the % of dollars spent via Contract Shipping Orders (contract release) versus the overall spend. 100% compliance with delegated purchasing programs and increased contracting with local and/or small businesses. Positive feedback from customers on CAPSD survey

Level of Service Required: Provides educational services to vendors wanting to do business with the County, assists departments making purchases, monitors maverick spending and provides training in county purchasing policies.

Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	106,000	87,035	193,035
<i>Reimbursement</i>	0	0	0
Total Expenditures	106,000	87,035	193,035
<i>Revenue</i>	106,000	0	106,000
<i>Carryover</i>	0	0	0
Net Cost	0	87,035	87,035
<i>FTE</i>	2.0	1.0	3.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated Cost revenue, recovery costs from other County Departments for dedicated staff, and P-Card Rebate checks

Overmatch: None

Additional Information: If this portion of the program is unfunded, it will result in the unfunding of an additional 1.0 FTE and the following operational impacts: (1) The Procurement Outreach Program (POP). The POP initiative is an important program that encourages and educates local and minority business owners on the ways of doing business with the County. Although our small business preference considerations will remain active during the bidding process, outreach and educational events with the local Business Information Centers and Chambers of Commerce would be eliminated. The lack of advertising and outreach events will reduce the County's chance of attracting competitive vendors who could provide a cost savings to the County and an opportunity to stimulate the local economy. (2) The filled Contract Services Specialist position designated to oversee the County's Delegated Purchasing Program and services would be eliminated. This position assists departments with issuing LPOs and POs for one-time purchases. Their function is to analyze and review the LPOs. The position also assists with the bidding process and filling out the exception documentation. (3) Maverick spending monitoring, which demands significant staff time, would be shelved. Maverick spending will result in the increased costs for the County and program abuse. Without someone monitoring to ensure that County staff is following the County-wide purchasing requirements it may result in non-compliant and unlawful purchases. Until recent oversight by the Contract Services Specialist, Sacramento County had a relatively high incidence of maverick spending. Due to the diligence of staff, Maverick spending has almost been eliminated. Without continued monitoring and oversight, we would expect Maverick spending to return to previous levels. When considering an annual spend of about \$250 million, most staff do not recognize how much maverick spending eats into their buying power, and even a small increase of just 3-5% can translate into literally millions of wasted monies due to off-contract spending and lack of adequate competition. It is critical to note that the increased costs of maverick spending would greatly exceed the costs of a position to monitor and control

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county spending. (4) Training will be significantly reduced; including the extensive customer training we provide free of charge. The lack of the outreach trainings to departmental staff may result in an increase of errors and program abuses that could potentially increase County costs. The outreach trainings help to educate and inform County staff of requirements and procedures in purchasing. Each Contract Services Officers in the Purchasing Division dedicates about 1% of their time annually to providing consulting services to other Departments that have been delegated the authority to enter into contracts with outside vendors. Their expertise allows departments to negotiate efficient and cost effective contracts. The Contract Services Officers spends their time reviewing contract specifications and ensuring that minor details are not left out of the contract negotiation process. Without the expertise of the Purchasing staff many departments will be required to enter into contracts with very little experience resulting in potential costly mistakes.

Unfunded Impact:

1.0 FTEs (1.0)Contract Services Officer II position

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FY: 700000 General Services

Program Number: 007-A

Program Name: Support Services - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments/Special Districts/Vendors & Public

Program Description: Provide accurate and cost effective County-wide services to all Departments including activities such as the US Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and surplus property management. The division is also an integral element in tracking County fixed assets.

Program Contribution: Provide professional, cost-effective services to all County Departments/Special Districts

Beneficiaries: All County Departments/Special Districts/Vendors & Public/Taxpayer

Performance Measures: The goal is to provide the maximum level of service possible with minimal resources

Level of Service Required: Provides printing, janitorial & office supply and mail delivery services in a timely manner. Daily countywide operations would break down and cease to function properly. Provides the County mandate to properly/legally dispose or redistribute County surplus property & assets. The department believes it is at a minimum level of service that is based on the needs of the departments it supports.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	13,745,229	0	13,745,229
<i>Reimbursement</i>	1,572,830	0	1,572,830
<i>Total Expenditures</i>	12,172,399	0	12,172,399
<i>Revenue</i>	12,172,399	0	12,172,399
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	31.0	0.0	31.0
<i>Vehicles</i>	4	0	4

Revenue Information: Allocated cost and charges for Surplus Property, Warehouse, Mail, Postage and Store charges, Printing, Scanning, and Messenger services, and Surplus sales fees.

Overmatch: None

Additional Information: This is the minimum level due to the necessary budget reductions made during the preparation of the Allocated Cost Package. Service and supply accounts were reduced during that process. These core services are based on the needs of the departments.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 700000 General Services

Program Number: 007-B

Program Name: Support Services - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments/Special Districts/Vendors & Public

Program Description: Provide timely, accurate and cost effective County-wide services to all Departments including activities such as the US Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and surplus property management. The division is also an integral element in tracking County fixed assets.

Program Contribution: Provide punctual, professional, cost-effective services to all County Departments/Special Districts

Beneficiaries: All County Departments/Special Districts/Vendors & Public/Taxpayer

Performance Measures: The goal is to meet customer expectations by providing timely and cost effective services measured by their level of satisfaction.

Level of Service Required: Provides timely responses to receiving and delivering surplus items, postal and inter-office mail, printing and scanning projects, and maintaining the recycle program.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	140,184	0	140,184
<i>Reimbursement</i>	0	0	0
Total Expenditures	140,184	0	140,184
<i>Revenue</i>	140,184	0	140,184
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated cost and charges for Surplus Property, Warehouse, Mail, Postage and Store charges, Printing, Scanning, and Messenger services, and Surplus sales fees.

Overmatch: None

Additional Information: Unfunding the core-enhanced appropriations will result in the following operational impacts: The division will be unable to maintain an acceptable level of service. Response times will be slower. There will be unavoidable delays in service delivery. Normal workload demands such as receiving and delivery of Store items, US Postal and Interoffice mail processing will take longer. Urgent print and scan services projects will likely also be delayed. Customer and public access to normal sale and print job activity will be delayed or become unavailable. Additionally, due to the change in the recycle paper contract now requiring that the County now pay for pickup, removing the core-enhanced funds without raising the allocated cost for Surplus will result in insufficient funds to support the revised recycle paper contract. This could result in customer departments assuming responsibility for the cost and the recycle program itself for their respective departments. The recycle program would become ineffective which would result in an increase to the landfills and expose the County to fines for non-compliance with the business recycling ordinance.

Unfunded Impact: NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 700000 General Services

Program Number: 008-A

Program Name: Light Fleet Services - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Maintains county-owned automotive equipment

Program Contribution: Utilization of vehicles to provide services to citizens

Beneficiaries: County departments & citizens

Performance Measures: 1. Maintain 97% vehicle availability. 2. Maintain direct labor hours at 70% of total hours.

Level of Service Required: The National Association of Fleet Administrators' standard staffing level for the fleet size is 35 technicians. The division currently has 27. That equates to being 77% staffed, mandatory to provide minimum service levels.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	35,993,927	0	35,993,927
<i>Reimbursement</i>	9,789,490	0	9,789,490
Total Expenditures	26,204,437	0	26,204,437
<i>Revenue</i>	26,204,437	0	26,204,437
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
FTE	39.0	0.0	39.0
Vehicles	2,708	0	2,708

Revenue Information: Rental fees and fuel charges to using Departments.

Overmatch: None

Additional Information: None

Unfunded Impact: NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

700000 General Services

Program Number: 008-B

Program Name: Light Fleet Services - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Primary reduction to motor pool, and voluntary return of assigned units. A large percentage of the motor pool vehicles will be surplusd, along with anticipated reductions to assigned vehicles in some programs.

Program Contribution: Personal vehicles or rental units may be utilized as needed

Beneficiaries: County departments & citizens

Performance Measures: Vehicle availability level will decrease

Level of Service Required: Vendor service contracts to provide a faster turnaround time for vehicle repairs.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	810,446	0	810,446
<i>Reimbursement</i>	0	0	0
Total Expenditures	810,446	0	810,446
<i>Revenue</i>	810,446	0	810,446
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	84	0	84

Revenue Information: Revenue from rental fees and fuel charges to using Departments will decrease

Overmatch: None

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

Unfunded Impact: NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 General Services

Program Number: 009-A

Program Name: Heavy Fleet Services - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Enterprise , Municipal Services, and General Fund departments

Program Description: Operation and maintenance of the heavy equipment rental fleet

Program Contribution: Allowing departments to perform their mission of providing services to County residents

Beneficiaries: Enterprise Fund and General Fund departments,

Performance Measures: Provide 96% unit availability to departments at all times, maintain 70% direct labor hours to total hours

Level of Service Required: The National Association of Fleet Administrators' standard staffing level for our fleet size is 58 technicians. We currently have 52. This equates to a 90% staff level, mandatory to provide minimum service levels.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	39,601,391	0	39,601,391
<i>Reimbursement</i>	9,271,335	0	9,271,335
<i>Total Expenditures</i>	30,330,056	0	30,330,056
<i>Revenue</i>	30,330,056	0	30,330,056
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	106.0	0.0	106.0
<i>Vehicles</i>	1,126	0	1,126

Revenue Information: Rental fees, fuel charges, direct repair order charges

Overmatch: None

Additional Information: Critical internal support for Enterprise, Municipal Services, and General Fund Departments

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

700000 General Services

Program Number: 009-B

Program Name: Heavy Fleet Services - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Enterprise, Municipal Services, and General Fund departments

Program Description: Non-replacement of some rental units, and disposal of some department tools. The sale and non-replacement of selected units will be used to reduce the fleet size.

Program Contribution: Seasonal/low-use vehicles may be rented as needed from vendors

Beneficiaries: Enterprise, Municipal Services, and General Fund departments

Performance Measures: Vehicle availability level will decrease

Level of Service Required: Vendor service contracts to provide a faster turnaround time for vehicle repairs.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	938,043	0	938,043
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	938,043	0	938,043
<i>Revenue</i>	938,043	0	938,043
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	35	0	35

Revenue Information: Rental fees, fuel charges, direct repair order charges will drop

Overmatch: None

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

Unfunded Impact: NA

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(DRAFT)

#: 7000000

General Services

Program Number: 010-A

Program Name: Energy Management - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Process utility payments for County-owned facilities and pay debt service for energy related projects

Program Contribution: Central processing of utility bills reduces errors, speeds payment processing, and helps verify energy conservation measures are followed

Beneficiaries: All County departments

Performance Measures: Utility payments for County-owned facilities are made on time and accurately.

Level of Service Required: The appropriation in this program includes electricity, natural gas, sewer and water costs for most county-owned facilities and debt service for energy related projects. The division is at the minimal level due to cost reductions made during the Allocated Cost Package preparation.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	9,276,275	0	9,276,275
<i>Reimbursement</i>	0	0	0
Total Expenditures	9,276,275	0	9,276,275
<i>Revenue</i>	9,276,275	0	9,276,275
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated Cost Package & Billable Order

Overmatch: None

Additional Information: This program pays utility bills for all County-owned facilities. Costs for utilities are allocated to the using departments. Utility bills must be paid for other departments to perform their core functions. Using centralized utility payments allows the County to better manage the County's energy expenditures and usage.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 **General Services**

Program Number: 010-B

Program Name: Energy Management - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Manage the County's Energy Program to maximize energy savings and minimize County cost

Program Contribution: The energy unit manages energy usage, plans energy savings measures, including energy related construction, and forecasts energy costs for future years

Beneficiaries: All County departments

Performance Measures: Reduce energy consumption in County facilities

Level of Service Required: See the additional information section.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	157,644	0	157,644
<i>Reimbursement</i>	0	0	0
Total Expenditures	157,644	0	157,644
<i>Revenue</i>	157,644	0	157,644
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	1.0	0.0	1.0
<i>Vehicles</i>	1	0	1

Revenue Information: Allocated Cost Package & Billable Order

Overmatch: None

Additional Information: If this portion of the program is not funded, the following services will not be performed: (1) Utility Budgeting, Bill Payment and Bill Auditing (recoups \$1.4 million and will save \$170,000/year). Customers will lose real-time advanced bill auditing, bill payment process improvements and budget forecasting assistance. Last year we activated real-time advanced bill auditing process on the SMUD electric bills which perform over 30 checks per bill. This process uncovered \$1.4 million in overpayment by the Airport and a recent \$5,000 underpayment at a leased facility. While it's good to get back money we're owed, it's better to not have paid it in the first place. Prior to this process implementation, these types of errors were not picked up by the auditors. This process is currently active for bills paid by General Services and will be rolled out to all County paid utility bills as resources allow. Additionally this process is reducing the labor and material costs associated with bill payment by automating the data entry into COMPASS, eliminating paper bills and allowing more complex bills from SMUD in order to reduce their charges to us. Once completed for General Services accounts later this year, these activities will save over \$170,000 per year in accounting related costs. Moreover, the Energy Program does research to determine the appropriate multipliers for budget forecasting to create the ACP budget and shares the information with other County energy users to assist them in creating their budgets. (2) Program consulting services (leads efforts to get \$5.3 million in Federal funds, reaps \$1,000,000 in rebates, and saves \$500,000/year in energy costs while providing \$20,000 in services to non-ACP customers). ISA will lose their influence on the Federal Stimulus Energy Efficiency & Conservation Block Grant (EECBG) funds and County customers will miss out on utility rebates, savings verification and consulting services. The Energy Program is leading effort to obtain \$5.3 million in Federal Stimulus EECBG funds for County and to ensure a reasonable percentage goes to ISA departments. Additionally, the Energy Program created, implemented and tracks recent energy savings projects at Branch Center facilities to confirm savings of \$300,000 per year in energy costs while obtaining \$400,000 in rebates. Moreover, the Energy Program has the County's first green building LEED Accredited Professional and provided over \$20,000 in energy consulting services to Airports, Water Resources, Transportation and OCIT while helping the County to obtain an additional \$400,000 in utility rebates for the new Water Quality and Animal Care facilities and \$100,000 per year in energy offset costs for Transportation. New activities with OCIT and Water Resources are likely to reap \$200,000 in rebates and over \$200,000 per year in energy savings in the coming fiscal year. (3) Greenhouse gas tracking and reporting (reduces County costs by \$270,000). County will lose GHG reporting and

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

7000000

General Services

tracking services potentially costing \$270,000 by 2010. The County has commitments to three greenhouse gas organizations (Chicago Climate Exchange-CCX, California Climate Action Registry-CCAR and ICLEI). The Program performs the GHG inventories for the CCX and CCAR and provides information for the ICLEI inventory. By performing the inventories with Program resources, the County has saved over \$70,000 and continues to save \$20,000 per year. Additionally the program has identified methods to reduce costs to the CCX by \$100,000 and is investigating other methods to reduce costs an additional \$100,000 to make the whole endeavor cost neutral to the County. □

Unfunded Impact:

NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 **General Services**

Program Number: 011

Program Name: Facility Planning and Management

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Facility planning for county-owned & leased facilities

Program Contribution: County Resources will be directed to the projects requiring the greatest need, costs will be monitored closely, and project management will focus on meeting the customers needs.

Beneficiaries: Other County departments that request FPM Services

Performance Measures: County-owned and leased projects will be managed to minimize cost and maximized for benefit to the County

Level of Service Required: The division believes it is at the minimal level due to the unfunding of 0.5 ASO II and the transfer of 1.0 Building Project Coordinator II FY 2008-09 and the proposed unfunding of 1.0 Principal Eng/Architect FY 2009-10 to achieve cost savings due to the suspension of Capital Construction projects.

Cost Information:

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

Revenue Information: Capital Construction Fund, CAFM & Energy Management

Overmatch: None

Additional Information: None

Unfunded Impact: Unfunding 1.0 FTE Principal Eng/Architect to achieve necessary budget reductions due to the suspension of Capital Construction projects. The position administers the Master Planning Effort for the County and works with customer departments to coordinate facility needs as it fits in the County's Master Plan. Without the position, facility moves, site locations for new facilities, and other changes may not be coordinated with the Master Plan. Additionally, infrastructure needs may not be addressed including utilities and transportation issues (such as mass transit) and projects could be halted in mid-planning stages due to lack of community support or the lack of adequate infrastructure. Unfunding the position will result in an increased workload to existing staff which will present various challenges to meeting customers facility needs and the Master Plan could soon become inadequate and cause disruption in providing coordinated County services.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7000000 **General Services**

Program Number: 012

Program Name: Computer Aided Facility Management

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments

Program Description: Manages the computer system that tracks, records, and processes facility maintenance requests in County-owned and Leased Facilities.

Program Contribution: System administrators manage the computer system, keep the system functioning and updated, and program modifications to maintain the interface with COMPASS

Beneficiaries: All County departments

Performance Measures: Manage & track work requests, produce reports that accurately report activities for each location served and accurately transmit pertinent data to COMPASS for project billing

Level of Service Required: The division believes it is at the minimal level due to cost reductions made during the Allocated Cost Package preparation.

Cost Information:

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

Revenue Information: Allocated to DGS & Real Estate Division: users of the CAFM system

Overmatch: None

Additional Information: Without CAFM, the department would have to employ additional resources to track facility requests via phone and paper requests. Project billing would no longer easily capture facility costs and correctly bill customers.

Unfunded Impact: NA

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
Total Net Cost	0	3,952,105	3,952,105
Total FTE	459.8	39.0	498.8
Total Vehicles	4,032	6	4,038

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)** FUNDED PROGRAMS

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

7990000 Gen Svcs-Parking Enterprise

Program Number: 001-A

Program Name: Parking operations - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Financial Obligation

Program Partners: County departments and employees, the public, the Courts

Program Description: Provides for debt service requirement for the Parking Garage

Program Contribution: Payment of debt service

Beneficiaries: County departments, County employees, parking public, Court system.

Performance Measures: Timely and accurate payment of principal, interest and other related cost.

Level of Service Required: Parking Enterprise provides parking for County departments, employees, other agencies, jurors and the public. Failure to provide these services will result in hindered access to County facilities and services and increased costs for parking of County and employee vehicles.

Cost Information:

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

Revenue Information: Public, Court employee, County department, County employee and other agency parking fees.

Overmatch: None

Additional Information: Revenue projection based on proposed parking rate increases.

Unfunded Impact: NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7990000 **Gen Svcs-Parking Enterprise**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

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

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
BU 3910000	Liability/ Property Insurance		
<i>Program 001</i>	Liability & Property Insurance	2,597,156	0.0
Funded Total:		2,597,156	0.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

DU: 3910000 **Liability/ Property Insurance**

Program Number: 001

Program Name: Liability & Property Insurance

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Risk and Loss Control interacts with all County departments but key County partners would include County Counsel, MSA and the SASD and SRCSD Districts. Additionally, Risk and Loss Control is responsible for risk management and insurance for the following agencies: SAFCA, IHSSPA, First Five, Metro Cable, Freeport Regional Water Authority, Cities of Rancho Cordova, Citrus Heights and Folsom Contracts

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

Program Contribution: Risk and Loss Control provide safety, risk management, claim management and insurance services protecting the County and its employees as the County provides services to the public. By managing risk associated with County operations and employee activities, the positive results are lower costs to the County and ultimately to the public.

Beneficiaries: The County directly benefits from the services provided by Risk and Loss Control by managing risk and costs associated with ongoing public entity activities which include but are not limited to police services, health and human services, public safety, public health, water and sewer services, etc. Indirectly, the public and other public entities that interact with the County benefit from services provided by Risk and Loss Control. Ultimately, the public is being served by the services provided by the Risk and Loss Control program

Performance Measures: 10 percent reduction in annual number of claims; 5% reduction in total annual claims costs.

Level of Service Required: All County departments are internal customers and benefit from services provided by Risk and Loss Control. Consequences of not providing services to County departments would lead to 1) federal and state safety violations, 2) increased likelihood of employee injury, 3) increase likelihood of injury to public, 4) inability to manage the County's liability self-insurance program protecting all levels of County operations and the public, 5) inability to purchase and manage the County's various insurance programs, 6) inability to manage risk associated with County, District and agency contracts

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	18,133,657	0	18,133,657
<i>Reimbursement</i>	0	0	0
Total Expenditures	18,133,657	0	18,133,657
<i>Revenue</i>	15,536,501	0	15,536,501
<i>Carryover</i>	0	0	0
Net Cost	2,597,156	0	2,597,156
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated to County agencies and departments

Overmatch: N/A

Additional Information: Budget reflects under-collection of \$2 million from County agencies and departments.

Unfunded Impact: N/A

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

DU: 3910000 Liability/ Property Insurance

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	2,597,156	0	2,597,156
<i>Total FTE</i>	0.0	0.0	0.0
<i>Total Vehicles</i>	0	0	0

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 5740000 Office of Compliance

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	413,416	0	413,416
<i>Reimbursement</i>	413,416	0	413,416
<i>Total Expenditures</i>	0	0	0
<i>Revenue</i>	0	0	0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 5740000 Office of Compliance

<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	2.0	0.0	2.0
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: N/A

Additional Information: The Health Insurance Portability and Accountability Act is a complex and evolving Federal law providing critical protection for confidential health information. It benefits all citizens with the intangible value of privacy and security of personal information. With the increasingly high volume of direct health services delivery provided by the County in a wide variety of programs, [including Primary Care clinics, Mental Health treatment, Alcohol and Drug treatment, Public Health and pharmaceutical distribution] the risks of unauthorized access to confidential information also increase. Recent changes to HIPAA in the American Recovery and Reinvestment Act [known as the 2009 Stimulus Bill] place additional requirements on health plans and providers. Failure to maintain the County's current level of compliance activities would place the County at risk of Federal prosecution.

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 5740000 **Office of Compliance**

Program Number: 002

Program Name: Inspector General

Countywide Priority: Discretionary Law Enforcement

Strategic Objective: Internal Support

Program Partners: Sacramento County Sheriff's Department, Sheriff's Outreach Community Advisory Board, Board of Supervisors, Members of the Community

Program Description: The Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations process. As a proactive approach to preventing professional conflicts or misconduct, open-door guidance to members of the Department, through the Office of Inspector General, is encouraged.

Program Contribution: Processed complaints and inquiries from the public; Conducted an audit of the SSD internal investigations system; Facilitated a workshop for the Sheriff and his staff on uniform discipline standards; Conducted an audit of the SSD homicide unit; Facilitated a workshop for the Sheriff's Outreach Community Advisory Board on community-based service benchmarks; Reviewed all complaints of excessive use of force; Kicked-off Project Horizon, a "think-tank", multi-disciplinary endeavor aimed at redirecting causative behavior linked to claims, lawsuits, and complaints; Developed a Bi-Annual report to encompass a comprehensive assessment of the Sheriff's Jail Facilities.

Beneficiaries: Direct beneficiaries: Citizens of the County of Sacramento who make legitimate complaints against the Sacramento Sheriff's Department, the Board of Supervisors, the general citizenry of Sacramento County, and members of the Sacramento County Sheriff's Department

Performance Measures: Oversight: Accept complaints directly from or assists members of the public as well as Sheriff's Department employees in filing complaints of misconduct involving Sheriff's Department employees; Monitor select allegations of employee misconduct, to include all investigations alleging excessive or unnecessary use of force; Receive all documents, reports or any other items necessary to audit select investigations and conduct systemic reviews of the disciplinary system to ensure fairness and equity; Interview or re-interview complainants and witnesses as required to ensure that investigations are fair, unbiased, factually accurate and complete; Monitor or independently investigate any other matter as requested by the Sheriff or as directed by the Board of Supervisors. Reporting: After consultation with the Sheriff and County Counsel, publish an annual report to the Board of Supervisors containing statistical information on the number of complaints filed; making recommendations for improvements in the complaint process; evaluating the effectiveness of existing policies, practices, and regulations; analyzing issues, trends, and patterns; and identifying pervasive and emerging problems. Community Liaison: Provide complainants with timely updates on the status of investigations, excluding disclosure of any information which is confidential or legally protected; Serve in a public relations capacity in various community forums, and provide information on pending and completed investigations within the legal and ethical limits of confidentiality; Serve as a conduit to community leaders and the public for information about administrative investigations, the policies and procedures of the Sacramento Sheriff's Department, or the practices of law enforcement in general; Mediate or facilitate resolution of disputes between the Sheriff's Department and community members upon invitation of the Sheriff.

Level of Service Required: This is not a mandated service.

Cost Information:

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

Revenue Information: not applicable

Overmatch: not applicable

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PTJ: 5740000 Office of Compliance

Additional Information: None

Funded Impact: The proposed reduction, if implemented, will by necessity come from salary reduction, inasmuch as the amounts budgeted for facilities, services, and supplies are minimally sufficient to cover essential operations. That said, any reduction in the 40-hour work week for the adjunct to the Inspector General will result in a proportional reduction in essential service with respect to production of the OIG Annual Report, data analysis for ongoing audits, data support for risk management (Project Horizon), office support, and public assistance. Every one of these endeavors is inextricably tied to the continued effectiveness of the OIG.

Cost Summary:

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

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
U 605000 Personnel Services			
<i>Program</i> 001A	DPS Administration - Minimal Level of Service	0	8.0
<i>Program</i> 001B	DPS Administration - Enhanced Level of Service	0	2.0
<i>Program</i> 002A	Employment Office - Minimal Level of Service	0	49.0
<i>Program</i> 002B	Employment Office - Enhanced Level of Service	0	4.0
<i>Program</i> 003A	Leadership & Organizational Development - Minimal Level of Service	0	5.0
<i>Program</i> 003B	Leadership & Organizational Development - Enhanced Level of Service	0	3.0
<i>Program</i> 004A	Personnel Actions - Minimal Level of Service	0	68.6
<i>Program</i> 004B	Personnel Actions - Enhanced Level of Service	0	4.0
<i>Program</i> 005	Unemployment Insurance Personnel	0	1.2
<i>Program</i> 006A	Department Services Division - Minimal Level of Service	0	63.8
<i>Program</i> 006B	Department Services Division - Enhanced Level of Service	0	1.0
<i>Program</i> 007A	Employee Benefits Administration - Minimal Level of Service	0	15.1
<i>Program</i> 007B	Employee Benefits Administration - Enhanced Level of Service	0	0.9
<i>Program</i> 008	Liability/Property Insurance Personnel	0	7.1
<i>Program</i> 009	Disability Compliance	0	3.0
<i>Program</i> 010	Equal Employment Opportunity	0	5.0
<i>Program</i> 011A	Safety Office - Minimal Level of Service	0	11.9
<i>Program</i> 011B	Safety Office - Enhanced Level of Service	0	0.0
<i>Program</i> 012	Workers' Compensation Personnel	0	33.0
<i>Program</i> 013A	Employee Health - Minimal Level of Service	0	6.8
<i>Program</i> 013B	Employee Health - Enhanced Level of Service	0	0.9
<i>Funded Total:</i>		0	293.3

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PI: 6050000 Personnel Services

Program Number: 001A

Program Name: DPS Administration - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All DPS programs; all County agencies and departments.

Program Description: Administer the Department of Personnel Services, including providing policy direction for and facilitation of services provided by DPS. Key activities include provision of budget/fiscal, IT, purchasing/procurement, and facilities services to all DPS programs, and coordination of these services with other County departments.

Program Contribution: This program enables DPS programs to perform their core functions, which then enable County agencies and departments to perform their functions.

Beneficiaries: All DPS programs; all County agencies and departments.

Performance Measures: DPS Administration will ensure timely provision of DPS services. All requests for service acknowledged within 1 business day.

Level of Service Required: There are no known levels of service mandated for executive management and/or administration.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,340,028	0	1,340,028
<i>Reimbursement</i>	1,160,542	0	1,160,542
Total Expenditures	179,486	0	179,486
<i>Revenue</i>	179,486	0	179,486
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	8.0	0.0	8.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocation to County Internal Services Funds.

Overmatch: N/A

Additional Information: With the unfunding of 2.0 positions (1.0 Senior Accountant (C)) and 1.0 Account Clerk 3 (C)), DPS Administration's Core Service program is at the minimum funding/staffing level.

Unfunded Impact: Unfunded 1.0 Account Clerk 3 (C) and 1.0 Senior Accountant (C) will result in delayed invoice processing, vendor payments, accounts reconciliations, and accounts processing.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PNL: 6050000 Personnel Services

Program Number: 001B

Program Name: DPS Administration - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Varies by project.

Program Description: Conduct special projects/assignments under direction of the County Executive and/or Director of Personnel Services.

Program Contribution: Varies by project

Beneficiaries: Varies by project.

Performance Measures: 100 percent of projects completed timely and according to direction.

Level of Service Required: There are no known levels of service mandated for executive management and/or administration.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	282,738	0	282,738
<i>Reimbursement</i>	246,371	0	246,371
Total Expenditures	36,367	0	36,367
<i>Revenue</i>	36,367	0	36,367
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	2.0	0.0	2.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocation to County Internal Services Funds.

Overmatch: N/A

Additional Information: 1.0 Human Resources Manager 1 is assigned full-time to the CEO's office special projects; 1.0 Human Resources Manager 2 is assigned full-time to DPS special projects.

Unfunded Impact: N/A

Sacramento County PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

PN: 6050000 **Personnel Services**

Program Number:

002A

Program Name:

Employment Office - Minimal Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

All County agencies and departments; employees at all levels of County service, particularly management-level personnel; applicants for employment with the County; other public agencies; and the citizenry of Sacramento County that is protected from unqualified individuals being employed by the County of Sacramento to deliver essential public services.

Program Description:

On behalf of the County Executive and Director of Personnel Services, and in accordance with provisions of the Sacramento County Charter and Civil Service Rules, the County Employment Office's core function is to provide services to other County departments by (1) determining proper personnel selection tools and procedures involving more than 800 job classes; (2) developing and administering examinations for job classes; (3) establishing and certifying eligible lists of candidates for job classes by which departments hire or promote individuals; (4) establishing and administering a position classification and pay plan covering more than 800 job classes; and (5) conducting and/or coordinating executive recruitment for Agency Administrator and Department Director level jobs.

Program Contribution:

For the personnel selection, eligible list certification, and recruitment activities, positive results in providing internal support to the County include providing qualified job candidates for County staffing needs on a timely basis; insuring the County is providing equal employment opportunity to job seekers; attracting as many qualified candidates as possible for County jobs based on a competitive, merit-based employment system; reducing the time required to develop examinations using job related and competitive testing procedures; reducing time between initial examination filing and eligible list certification and appointment; minimizing the number of applicant contacts with County departments prior to selection by serving as the County's central entry point for employment; and validating employment tests for validity and reliability to enable the County as an employer to comply with state and federal laws on employee selection procedures. For position classification and pay activities, they go to the very core of management and supervisory responsibility: the assignment of work by clustering duties into discrete jobs. Groups of related individual jobs can then be arranged into logical organizational patterns. Work and job assignments are made on an objective basis, and proper relationships between various jobs are established. Specific positive results in providing internal support to the County include providing a position classification structure which insures equal pay for equal work; insuring that the County's compensation plan is competitive with its external labor market by recommending pay rates based on salary surveys conducted on jobs ranging from unskilled to executive management, including elected officials; insuring that the County's compensation plan is internally aligned to ensure that pay relationships among different jobs are equitable, and these relationships form a pay structure that support the County's mission, support the workflow, is fair to employees, and motivate employee behavior; supporting recruitment and testing efforts by providing accurate information on duties and responsibilities of positions; supporting the employee performance evaluation function by providing a clear definition of job knowledge, skills, and abilities by which performance is measured; minimizing position classification appeals and complaints within County departments; minimizing response time to position classification appeals; and establishing a scheduled program of position classification plan maintenance to ensure positions are classified properly.

Beneficiaries:

All County agencies and departments.

Performance Measures:

Selection processes will be conducted fairly, timely, and professionally based on merit principles, Civil Service rules, and professional standards. 100% of hiring lists generated within 5.0 days of final filing date.

Level of Service Required:

The County Charter requires that all civil service appointments be based on relative fitness as ascertained by competitive examinations. Specifically, the County Employment Office's function is to provide services to other County departments by (1) determining proper personnel selection tools and procedures involving more than 800 job classes; (2) developing and administering examinations for job classes; (3) establishing and certifying eligible lists of candidates for job classes by which departments hire or promote individuals; (4) establishing and administering a position classification and pay plan covering more than 800 job classes; and (5) conducting and/or coordinating executive recruitment for Agency Administrator and Department Director level jobs.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	6,062,579	0	6,062,579
<i>Reimbursement</i>	4,553,351	0	4,553,351
Total Expenditures	1,509,228	0	1,509,228
<i>Revenue</i>	1,509,228	0	1,509,228
<i>Carryover</i>	0	0	0
Net Cost	0	0	0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FUN: 6050000 Personnel Services

<i>FTE</i>	49.0	0.0	49.0
<i>Vehicles</i>	0	0	0

Revenue Information:

Allocations to County non-General Fund departments.

Overmatch:

N/A

Additional Information:

In 2005, the County hired a management consultant, Pam Hurt and Associates, to study, analyze, and suggest changes regarding internal customer satisfaction with the County's personnel services delivery system. Through this study based on customer service surveys and focus group meetings, the services of the County Employment Office had the lowest level of customer satisfaction based on numerical ratings and written comments, with the latter containing a over-arching theme of heavy criticism, harsh opinions, and discontent. In two short years, by 2007, the same customer service survey was conducted again, and the County Employment Office had the biggest and most significant increase in customer service satisfaction than any other programmatic activity within the Department of Personnel Services. This dramatic turn around in satisfaction was due directly to the County's top management commitment toward supporting improvement efforts within the Employment Office; an increase of 6.0 FTE additional, badly needed positions; significant enhancement in the use of electronic technology; and empowerment given to a dedicated, driven, hardworking staff of employees. Throughout this turn around period, the Employment Office focused intensely on customer service, concern for continuous improvement, and improvement in everything the office does. The Employment Office started FY 08/09 with 58.0 FTE positions. Currently, due to mid-year budget shortfalls, 5.0 FTE positions are either being eliminated or unfunded for the balance of this fiscal year. These reductions have effectively nullified the addition of 6.0 FTE positions gained in FY 07/08, and the confidence in the Employment Office's level of service experienced by its customers will surely regress. Any further budgetary reductions within the Employment Office will have a profound negative impact on the capacity of staff to deliver mandated services effectively and efficiently to its customer base.

Unfunded Impact:

The Employment Office started FY 08/09 with 58.0 FTE positions. Currently, due to mid-year budget shortfalls, 5.0 FTE positions are either being eliminated or unfunded for the balance of this fiscal year. These reductions have effectively nullified the addition of 6.0 FTE positions gained in FY 07/08, and the confidence in the Employment Office's level of service experienced by its customers will surely regress. Any further budgetary reductions within the Employment Office will have a profound negative impact on the capacity of staff to deliver mandated services effectively and efficiently to its customer base.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FUN: 6050000

Personnel Services

Program Number: 002B

Program Name: Employment Office - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County agencies and departments; employees at all levels of County service, particularly management-level personnel; applicants for employment with the County; other public agencies; and the citizenry of Sacramento County that is protected from unqualified individuals being employed by the County of Sacramento to deliver essential public services.

Program Description: On behalf of the County Executive and Director of Personnel Services, and in accordance with provisions of the Sacramento County Charter and Civil Service Rules, the County Employment Office's core function is to provide services to other County departments by (1) determining proper personnel selection tools and procedures involving more than 800 job classes; (2) developing and administering examinations for job classes; (3) establishing and certifying eligible lists of candidates for job classes by which departments hire or promote individuals; (4) establishing and administering a position classification and pay plan covering more than 800 job classes; and (5) conducting and/or coordinating executive recruitment for Agency Administrator and Department Director level jobs.

Program Contribution: For the personnel selection, eligible list certification, and recruitment activities, positive results in providing internal support to the County include providing qualified job candidates for County staffing needs on a timely basis; insuring the County is providing equal employment opportunity to job seekers; attracting as many qualified candidates as possible for County jobs based on a competitive, merit-based employment system; reducing the time required to develop examinations using job related and competitive testing procedures; reducing time between initial examination filing and eligible list certification and appointment; minimizing the number of applicant contacts with County departments prior to selection by serving as the County's central entry point for employment; and validating employment tests for validity and reliability to enable the County as an employer to comply with state and federal laws on employee selection procedures. For position classification and pay activities, they go to the very core of management and supervisory responsibility: the assignment of work by clustering duties into discrete jobs. Groups of related individual jobs can then be arranged into logical organizational patterns. Work and job assignments are made on an objective basis, and proper relationships between various jobs are established. Specific positive results in providing internal support to the County include providing a position classification structure which insures equal pay for equal work; insuring that the County's compensation plan is competitive with its external labor market by recommending pay rates based on salary surveys conducted on jobs ranging from unskilled to executive management, including elected officials; insuring that the County's compensation plan is internally aligned to ensure that pay relationships among different jobs are equitable, and these relationships form a pay structure that support the County's mission, support the workflow, is fair to employees, and motivate employee behavior; supporting recruitment and testing efforts by providing accurate information on duties and responsibilities of positions; supporting the employee performance evaluation function by providing a clear definition of job knowledge, skills, and abilities by which performance is measured; minimizing position classification appeals and complaints within County departments; minimizing response time to position classification appeals; and establishing a scheduled program of position classification plan maintenance to ensure positions are classified properly.

Beneficiaries: All County agencies and departments.

Performance Measures: Selection processes will be conducted fairly, timely, and professionally based on merit principles, Civil Service rules, and professional standards. 100% of hiring lists generated within 5.0 days of final filing date.

Level of Service Required: This level of service maintains the time it takes to complete examination processing times at 75 days and maintains timeliness of other employment office activities.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	355,629	0	355,629
<i>Reimbursement</i>	277,979	0	277,979
Total Expenditures	77,650	0	77,650
<i>Revenue</i>	77,650	0	77,650
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	4.0	0.0	4.0
<i>Vehicles</i>	0	0	0

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

FUND: 6050000

Personnel Services

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 6050000 **Personnel Services**

Program Number: 003A

Program Name: Leadership & Organizational Development - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Our key County partners are our training coordinators and specialists in our departments who assist us with advising employees of our programs and registering and monitoring their department's employees in their workforce learning goals and objectives.

Program Description: Provide support to the County mission of promoting individual responsibility and achievement through designing, developing and delivering workforce learning and career development programs for County employees to pursue the skills, training and professional development they need to provide innovative and cooperative quality service to the citizens of Sacramento County.

Program Contribution: L & OD provides support for the workforce and career development of our county employees. Sacramento County, as all organizations, will be facing a growing labor storage vs. labor demand with 38% of our workforce being 50 years or older. With 2009 - 2010 budget restrictions, L & OD will provide the only resources for this training challenge of preparing the next generation of our workforce for management and leadership positions. Many of our workforce learning programs are mandated, deal with HR compliance laws, and supervision skills building, and can substantially decrease the liability of the organization for inappropriate or illegal behaviors in the workplace.

Beneficiaries: Sacramento County departments directly benefit by having line staff, supervisors, and managers maintain compliance with state and federal laws.

Performance Measures: The Department of Personnel Services will provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment. 85% of course attendees rate courses 4.5 or higher (out of 5.0).

Level of Service Required: Ensure that county employees are instructed in all mandated and HR compliance laws.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	848,332	0	848,332
<i>Reimbursement</i>	589,308	0	589,308
Total Expenditures	259,024	0	259,024
<i>Revenue</i>	259,024	0	259,024
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	5.0	0.0	5.0
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

Additional Information: L & OD performed a Countywide Workforce Learning and Career Development Needs Assessment that provided feedback from all levels of employees in the county. Through the findings of this assessment, L & OD can better position our workforce learning and career development programs enabling employees to enhance services to the citizens of Sacramento County through exceptional customer service; increase productivity; quality solutions; and employee retention

Unfunded Impact: Unfunded 1.0 Training & Development Specialist 2 and 1.0 Senior Training and Development Specialist will delay or defer development and delivery of training and development services and programs.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 6050000 **Personnel Services**

Program Number: 003B

Program Name: Leadership & Organizational Development - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: Our key County partners are our training coordinators and specialists in our departments who assist us with advising employees of our programs and registering and monitoring their department's employees in their workforce learning goals and objectives.

Program Description: Provide support to the County mission of promoting individual responsibility and achievement through designing, developing and delivering workforce learning and career development programs for County employees to pursue the skills, training and professional development they need to provide innovative and cooperative quality service to the citizens of Sacramento County.

Program Contribution: L & OD provides support for the workforce and career development of our county employees. Sacramento County, as all organizations, will be facing a growing labor storage vs. labor demand with 38% of our workforce being 50 years or older. With 2009 - 2010 budget restrictions, L & OD will provide the only resources for this training challenge of preparing the next generation of our workforce for management and leadership positions. Many of our workforce learning programs are mandated, deal with HR compliance laws, and supervision skills building, and can substantially decrease the liability of the organization for inappropriate or illegal behaviors in the workplace.

Beneficiaries: Sacramento County departments directly benefit by having line staff, supervisors, and managers developing their skills, knowledge, and abilities to provide effective and efficient services to the citizens of our county.

Performance Measures: The Department of Personnel Services will provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment. 85% of course attendees rate courses 4.5 or higher (out of 5.0).

Level of Service Required: Provide county-wide workforce and career development programs for all levels of employees in order to develop our human capital resource; support the Customer Service value through Customer Service Academy that teaches innovative and quality customer service techniques and activities; facilitate the development of our future leaders through the Leadership Academy; support our supervisors in developing their basic management skills through the Supervisor Academies.

Financial Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	401,706	0	401,706
<i>Reimbursement</i>	267,619	0	267,619
Total Expenditures	134,087	0	134,087
<i>Revenue</i>	134,087	0	134,087
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	3.0	0.0	3.0
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

Additional Information: Our workforce learning and development programs focus on increasing skill level of employees, improving job performance, ensuring compliance with all state and federal laws, county policies and personnel rules and enhancing abilities to promote within the county, which impact employee retention. The Supervisor Compliance Academy classes ensure that our supervisors are aware and have knowledge of the state and federal laws, county policies and personnel rules, which minimizes risks to the county. These organizational liability risks are found in all areas of supervision including hiring, employee relations, discipline and investigation, and employee safety. Our Supervisor Workforce Effectiveness Academy classes teach supervisors that employees' productivity and efficiencies increases when supervisors deliver ongoing feedback, effectively assign work duties, and provide fair and unbiased evaluations. Without these supervisors' programs, the county will experience increases in work flow processes, employees not pro-actively dealing with day-to-day problems and less positive working relationships between employees and supervisors. In addition, the county could have increased risks of unfair labor grievances, higher number of discrimination and retaliation claims and higher level of non-compliance with state and federal laws. One of the cornerstones of Sacramento County is providing exceptional customer service to our citizens. Through the Customer Service Academy workforce learning program, employees are taught how to effectively and efficiently interact with their customers, which

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#: 6050000

Personnel Services

increases the quality and satisfaction of service to our constituents. Without these classes, the county would go back to increase citizens' complaints, create bad public relationships for executive staff and board members, and negatively impact departments' performance measures of service levels. Succession planning is one of the driving forces behind the creation of the Leadership Academy. The program was designed to provide assessment and development activities to support manager in pursuing leadership positions within the county. Without this program, we lose the opportunity to "grow our own" and provide the county with a highly qualified and diverse pool of candidates for potential leadership. Currently Sacramento County's has 40% of our employees that are 50 years or older. The latest research by Society for Human Resource Management projections indicate that in the Unites States, there will be 10 million more jobs than workers by the year 2010. In order for us to remain viable, it is imperative that we provide development opportunities for our employees to encourage retention and maintain continuity in leadership in this organization.

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 6050000

Personnel Services

Program Number:

004A

Program Name:

Personnel Actions - Minimal Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

Key County and community partners that would be affected by funding or defunding this program include: all county employees; OCIT COMPASS Support team for critical service requests; Finance Payroll for bi-weekly payroll processing, settlement agreements and off-cycle check production; Civil Service Commission for job class studies and disciplinary actions; Leadership and Organizational Development for New Employee Orientation; Disability Compliance for ADA accommodations; Employment Office for transfers and salary info; EEO Office for EEO data tracking; DPS Department Services team for security access and discipline; Employee Benefits Office for employee contributions and benefit tracking; all elected officials groups for master data and payroll processing; all county Departments for general payroll and employee info; Risk Management for leave of absences and employee liability issues; and Recognized Employee Organizations (REO) for implementation of negotiated contract provisions.

Program Description:

Process personnel and payroll transactions, including processing employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.

Program Contribution:

The employer uses the employee information system to provide payroll to employees, provide management with key information they use to make critical business decisions; provide employee health care benefits; implement negotiated contract changes affecting pay; provide SDI integration to eligible employees; and manage all employee records and employment information. This unit is part of the county-wide infrastructure necessary to carry out the county's mission and services; provide HR services to minimize human distraction in providing services to the community.

Beneficiaries:

All county employees; the community benefits by having happy and productive county employees that are proficient in executing their daily duties; other Federal, state and local agencies who are the recipients of data and information related to our employee base and use that data for their own needs and actions; and REOs that use the info system to collect union dues and administer other contract provisions.

Performance Measures:

Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position control, salary resolutions and employee records. 98% of all activities in compliance each pay period.

Level of Service Required:

Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position control, salary resolutions and employee records. Ninety-eight percent of all activities are in compliance each pay period.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	7,710,010	0	7,710,010
<i>Reimbursement</i>	5,714,861	0	5,714,861
Total Expenditures	1,995,149	0	1,995,149
<i>Revenue</i>	1,995,149	0	1,995,149
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
<i>FTE</i>	68.6	0.0	68.6
<i>Vehicles</i>	0	0	0

Revenue Information:

Allocations to County non-General Fund departments.

Overmatch:

N/A

Additional Information:

None

Unfunded Impact:

Unfunded positions will delay provision of services.

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 6050000

Personnel Services

Program Name:

004B

Countywide Priority:

Personnel Actions - Enhanced Level of Service

Strategic Objective:

Flexible Mandated Countywide/Municipal or Financial Obligations

Program Partners:

Internal Support

Program Description:

Key County and community partners that would be affected by funding or defunding this program include: all county employees; OCIT COMPASS Support team for critical service requests; Finance Payroll for bi-weekly payroll processing, settlement agreements and off-cycle check production; Civil Service Commission for job class studies and disciplinary actions; Leadership and Organizational Development for New Employee Orientation; Disability Compliance for ADA accommodations; Employment Office for transfers and salary info; EEO Office for EEO data tracking; DPS Department Services team for security access and discipline; Employee Benefits Office for employee contributions and benefit tracking; all elected officials groups for master data and payroll processing; all county Departments for general payroll and employee info; Risk Management for leave of absences and employee liability issues; and Recognized Employee Organizations (REO) for implementation of negotiated contract provisions.

Program Contribution:

Process personnel and payroll transactions, including processing employees into and out of County service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.

Beneficiaries:

The employer uses the employee information system to provide payroll to employees, provide management with key information they use to make critical business decisions; provide employee health care benefits; implement negotiated contract changes affecting pay; provide SDI integration to eligible employees; and manage all employee records and employment information. This unit is part of the county-wide infrastructure necessary to carry out the county's mission and services; provide HR services to minimize human distraction in providing services to the community.

Performance Measures:

All county employees; the community benefits by having happy and productive county employees that are proficient in executing their daily duties; other Federal, state and local agencies who are the recipients of data and information related to our employee base and use that data for their own needs and actions; and REOs that use the info system to collect union dues and administer other contract provisions.

Level of Service Required:

Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position control, salary resolutions and employee records. 98% of all activities in compliance each pay period.

Cost Information:

Provision of Personnel Actions services at service levels over and above the minimum requirements.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	326,352	0	326,352
<i>Reimbursement</i>	280,704	0	280,704
Total Expenditures	45,648	0	45,648
<i>Revenue</i>	45,648	0	45,648
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
FTE	4.0	0.0	4.0
<i>Vehicles</i>	0	0	0

Revenue Information:

Allocations to County non-General Fund departments.

Overmatch:

N/A

Additional Information:

With these cuts, we would be at the minimum number of staff to meet our legal obligations of producing payroll every two weeks. These cuts will result in delays in entering employee information in to COMPASS which will, in turn, reduce the accuracy and reliability of the database. Elimination of COMPASS production support during upgrade phases. Will place county at significant risk of unanticipated work stoppage related to COMPASS malfunctions. Elimination of part-time retired annuitant who develops and delivers COMPASS training, upgrade testing and training development for ESS/MSS. Impacts will be delay or non-delivery of needed user training and implementation of ESS/MSS.

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FUNJ: 6050000 **Personnel Services**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 6050000 **Personnel Services**

Program Number:

006A

Program Name:

Department Services Division - Minimal Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

Equal Employment Office, County Counsel, Labor Relations, Workers' Compensation, Disability Compliance, Safety Office, Civil Service Commission, Board of Supervisors are key County partners who would be seriously impacted by reducing or defunding our program. Our division is the first responder to all employee relations issues, concerns, questions and the liaison between the department and each office listed above. Their workload would increase dramatically as they would be required to field calls, answer a variety of questions, participate in daily meetings and be responsible for facilitating legally-required paperwork. In addition to the County partners, we interface with community partners such as labor organizations, contractors, physicians, Department of Transportation, CAL-OSHA, Department of Labor and colleges, just to name a few. Again, department managers or our County partners would spend a majority of their time addressing employee-related issues as opposed to their core business practices.

Program Description:

The Department Services Division provides employee relations services (including but not limited to disciplinary activities, investigations, recruitment activities, hiring process, employee development, labor relations, leaves of absence, medical issues, training, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inadequate employee training, substantially increased risk of liability stemming from violations of County policy or the law, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs.

Program Contribution:

By investing in HR services, departments avoid improper management practices, reducing their risk and liability for law violations resulting in exorbitant legal costs. These costs are difficult to quantify when our proactive approach to HR problem-solving has helped our customer departments avoid them, but must be considered as part of potential real and serious financial impacts that would result from cuts in HR services.

Beneficiaries:

All County agencies and departments.

Performance Measures:

Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.

Level of Service Required:

The Department Services Division (DSD) provides employee relations services including but not limited to (disciplinary activities, investigations, recruitment activities, hiring process, labor relations, leaves of absence, medical issues, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	8,419,298	0	8,419,298
<i>Reimbursement</i>	5,614,602	0	5,614,602
Total Expenditures	2,804,696	0	2,804,696
<i>Revenue</i>	2,804,696	0	2,804,696
<i>Carryover</i>	0	0	0
Net Cost	0	0	0

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PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

6050000 Personnel Services

<i>FTE</i>	63.8	0.0	63.8
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

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

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 6050000

Personnel Services

Program Number:

006B

Program Name:

Department Services Division - Enhanced Level of Service

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

Equal Employment Office, County Counsel, Labor Relations, Workers' Compensation, Disability Compliance, Safety Office, Civil Service Commission, Board of Supervisors are key County partners who would be seriously impacted by reducing or defunding our program. Our division is the first responder to all employee relations issues, concerns, questions and the liaison between the department and each office listed above. Their workload would increase dramatically as they would be required to field calls, answer a variety of questions, participate in daily meetings and be responsible for facilitating legally-required paperwork. In addition to the County partners, we interface with community partners such as labor organizations, contractors, physicians, Department of Transportation, CAL-OSHA, Department of Labor and colleges, just to name a few. Again, department managers or our County partners would spend a majority of their time addressing employee-related issues as opposed to their core business practices.

Program Description:

The Department Services Division provides employee relations services (including but not limited to disciplinary activities, investigations, recruitment activities, hiring process, employee development, labor relations, leaves of absence, medical issues, training, policy and procedure interpretation) to all County departments, its directors, managers, supervisors and employees. Our services are vital to the effectiveness and productivity of all County programs. Our staff provides HR consulting services that enable each of our customer departments to efficiently accomplish their core responsibilities. Our staff provides the expertise and experience that enables the operating departments to effectively recruit, train, manage and maximize the productivity of their workforce. Reductions in HR staff would result in less effective hiring, inadequate employee training, substantially increased risk of liability stemming from violations of County policy or the law, inefficiencies due to lack of consistent disciplinary actions, reduced productivity due to a lack of monitoring employee absences and medical leaves, inconsistent and possibly ineffective management practices, increased grievances and potential labor unrest, CAL-OSHA violations due to unsafe work practices and environments, etc. Should HR services diminish, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee and labor relations problems, rather than focusing on core business practices and meeting customer needs.

Program Contribution:

By investing in HR services, departments avoid improper management practices, reducing their risk and liability for law violations resulting in exorbitant legal costs. These costs are difficult to quantify when our proactive approach to HR problem-solving has helped our customer departments avoid them, but must be considered as part of potential real and serious financial impacts that would result from cuts in HR services.

Beneficiaries:

All County agencies and departments.

Performance Measures:

Provide human resources support to the departments served by the team, enabling those departments to accomplish their missions. 100% of inquiries responded to within 2 business days.

Level of Service Required:

Services the teams provide to the departments to allow them time to focus on their activities. The additional services include but are not limited to training, employee development, newsletters, website maintenance, recognition events, succession planning, performance review coordination, career development, community outreach and service awards. Reductions in HR staff would result in inadequate employee/supervisor training in critical areas such as FMLA/CFRA, disability compliance, disciplinary procedures substantially increasing risk of liability stemming from violations of County policy or the law; inconsistent communication efforts; inability to support departments with future planning and development; or assist employees with County career goals. Without these services, operating managers and supervisors would be forced to spend a majority of their time focused on addressing employee issues, rather than focusing on business practices and meeting customer needs.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	84,313	0	84,313
<i>Reimbursement</i>	14,192	0	14,192
Total Expenditures	70,121	0	70,121
<i>Revenue</i>	70,121	0	70,121
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	1.0	0.0	1.0
<i>Vehicles</i>	0	0	0

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

FY: 6050000 Personnel Services

Re: *Additional Information:* Allocations to County non-General Fund departments.

Cost Match: 0

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

CUJ: 6050000 Personnel Services

Program Number: 007A

Program Name: Employee Benefits Administration - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

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

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

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

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

Performance Measures: Administer negotiated benefit programs in an efficient and cost-effective manner to enhance the value of the total compensation package for employees in order to recruit and retain employees. Above-average rating; employee feedback; no legal violations.

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

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	3,395,900	0	3,395,900
<i>Reimbursement</i>	2,133,885	0	2,133,885
Total Expenditures	1,262,015	0	1,262,015
<i>Revenue</i>	1,262,015	0	1,262,015
<i>Carryover</i>	0	0	0
Net Cost	0	0	0
FTE	15.1	0.0	15.1
<i>Vehicles</i>	0	0	0

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

Match: N/A

Additional Information: None

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

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PJ: 6050000 Personnel Services

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 6050000 Personnel Services

Program Number: 007B

Program Name: Employee Benefits Administration - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

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

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

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

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

Performance Measures: Administer negotiated benefit programs in an efficient and cost-effective manner to enhance the value of the total compensation package for employees in order to recruit and retain employees. Above-average rating; employee feedback; no legal violations.

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

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	70,257	0	70,257
<i>Reimbursement</i>	20,876	0	20,876
Total Expenditures	49,381	0	49,381
<i>Revenue</i>	49,381	0	49,381
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.9	0.0	0.9
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

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

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FY: 6050000 Personnel Services

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	796,116	0	796,116
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	796,116	0	796,116
<i>Revenue</i>	796,116	0	796,116
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	7.1	0.0	7.1
<i>Vehicles</i>	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 6050000

Personnel Services

Program Number: 009

Program Name: Disability Compliance

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Key partners include, the Board of Supervisors, the Department of Personnel Services, all County-wide ADA Coordinators, County-wide management, Unions, Transportation Department, FPARE, and the Disability Advisor Commission, and the disabled community in general

Program Description: The Disability Compliance Office provides services to every County department and division including, the Board of Supervisors. We address compliance in employment, facility access, program access, and services. We also are direct support to the Board Appointed, Disability Advisory Commission and its 3 sub-committees covering Housing, Programs & Services, and Facility Access. We provide input on construction projects, such as the Airports to ensure design and compliance access to state and federal regulations. We are responsible to see that the County complies with the Americans with Disabilities Act, the Fair Employment & Housing Act, and the California Building Code as it relates to disability access and employment access. We provide direct advice to the entire County from hiring employees to termination, if disability is an issue. Our major role is to keep the County out of litigation for failure to comply with these regulations and to provide technical assistance to the County and to citizens who request information. We are also directly involved in compliance with streets, sidewalks, curb-cuts, county facilities, signage, for compliance to the ADA and the California Building Code. Not having our presence will put the County at extreme exposure to continuous litigation

Program Contribution: We save the County money in reviewing required ADA accommodations by ensuring that they are only provided to qualified individuals when appropriate and that they are cost effective. We determine how to provide what is legally mandated in a cost effective manner. We also solve numerous personnel issues which could lead to litigation and try to solve the problem to avoid litigation by recommending appropriate actions and solutions. We meet with the Department of Transportation and FPARE to review construction projects and make appropriate compliance cost effective recommendations to comply with state and federal ADA regulations. We can save departments money through this process and having the Disability Advisory Commission on board with our recommendations.

Beneficiaries: The entire County directly benefits from our mandated compliance program. In addition the citizens of the community also directly benefit as we work to improve access throughout the county for all persons with disabilities.

Performance Measures: Compliance with disability laws to ensure disabled citizens/employees access to County programs, services, & facilities. 98% accommodation requests responded to within 5 working days. County programs, services, facilities are accessible.

Level of Service Required: The County is responsible for coordinating implementation of the Americans with Disabilities Act (ADA). The department believes the Disability Compliance Office staff is at minimum staffing levels with only 3 staff to cover the wide range of compliance services we are required to cover. Any loss of additional staff will result in slower processing of time required case management, reduction or loss of compliance training to departments, loss of required staffing of the Disability Advisory Commission's 4 Committees which provide a major cost savings service to the County and assist us in meeting mandatory compliance of various regulations. Staff serves the public directly, and each department and division with regard to Americans Disability Act (ADA) compliance regulations and administers the County ADA Accommodation Process and coordinate technical assistance to Representatives from each department to comply with state and federal ADA/FEHA regulations. Lowering staff in this office will cost the County more in the long run in additional litigation and expenses that could have otherwise been avoided. These are just a few of the examples of why we cannot work below minimum staffing levels and provide the required and regulated services of the compliance component. We also work hand in hand with County Counsel on ADA/FEHA litigation and prevention.

Cost Information:

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

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

FY: 6050000

Personnel Services

Re Information:

100% funded by Liability Insurance Fund (037A).

Match:

N/A

Additional Information:

The Disability Compliance Office staff is core and at minimum staffing levels with only 3 staff to cover the wide range of compliance services we are required to cover. Any loss of additional staff will result in slower processing of time required case management, reduction or loss of compliance training to departments, loss of required staffing of the Disability Advisory Commission's 4 Committees which provide a major cost savings service to the County and assist us in meeting mandatory compliance of various regulations. Our staff serves the public directly, and each department and division with regard to ADA compliance regulations and we administer the County ADA Accommodation Process and coordinate technical assistance to Representatives from each department to comply with state and federal ADA/FEHA regulations. Lowering staff in this office will cost the County more in the long run in additional litigation and expenses that could have otherwise been avoided. These are just a few of the examples of why we cannot work below minimum staffing levels and provide the required and regulated services of the compliance component. We also work hand in hand with County Counsel on ADA/FEHA litigation and prevention

Unfunded Impact:

N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 6050000 **Personnel Services**

Program Number: 010

Program Name: Equal Employment Opportunity

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County agencies and departments.

Program Description: Provides Equal Employment recruiting and monitoring; provides staff assistance to the County's EEO Advisory Committee; advises County agencies and departments on EEO policies; represents the County/assists County agencies and departments in responding to state and federal EEO compliance agencies. Failure to provide these services would expose the County to liability.

Program Contribution: Minimize the County's liability to discrimination or harassment lawsuits, provide employees a neutral party to complaints to, give departments an opportunity to uncover minor problems before they become major issues.

Beneficiaries: All County agencies and departments.

Performance Measures: Ensure County workforce receives updated diversity/sexual harassment training; new employees attend within 6 months of hire. Respond to all complaints/inquiries within three business days; complete all investigations within 60 days.

Level of Service Required: As currently staffed, the EEO Office is currently at minimum – EEO complaint investigations are taking several months to a year, which is already opening the County to liability; Responses to State DFEH and Federal EEOC complaints typically take 60 days to complete, which is already requesting a 30-day extension from the usual 30-day deadline. As currently staffed, we do not have time to focus on any activities outside this core of mandated investigations and complaint responses.

Financial Information:

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

Revenue Information: 100% funded by Liability Insurance Fund (037A).

Overmatch: N/A

Additional Information: As currently staffed, the EEO Office is currently at minimum – EEO complaint investigations are taking several months to a year, which is already opening the County to liability; Responses to State DFEH and Federal EEOC complaints typically take 60 days to complete, which is already requesting a 30-day extension from the usual 30-day deadline. As currently staffed, we do not have time to focus on any activities outside this core of mandated investigations and complaint responses

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FUN: 6050000 **Personnel Services**

Project Number: 011A

Program Name: Safety Office - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County Safety Office partners include; every employee, lead worker, supervisor, manager, department or office director, agency administrators, and all elected officials of the County of Sacramento, its Contractors and sub-contractors. The County Safety Office's key internal partners are Risk Management, Workers' Compensation, and County Counsel Programs. The County Safety Office's key external Customers include but are not limited to; the California State Association of Counties-Excess Insurance Agency (CSAC-EIA), the State of California Department of Industrial Relations (Cal/OSHA), the Centers for Disease Control (CDC), the National Institute for Occupational Safety and Health (NIOSH), and the American Conference of Governmental Industrial Hygienists (ACGIH). All of the program partners will be adversely affected if the County Safety Office loses funding as the County of Sacramento provides leadership in these organizations

Program Description: The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposable by Cal/OSHA and other regulatory agencies.

Program Contribution: By continuing to provide sufficient funding for the Countywide Occupational Health and Safety Outreach Program the County will not experience workforce or financial losses in the form of civil/criminal penalties imposed by the Department of Industrial Relations and our own District Attorney, as a result of unsafe or unhealthful workplaces and conditions of employment. Through proactive funding the County will experience cost savings in the form of reduced Workers' Compensation, auto liability, property loss and excess insurance claims. The County will continue to enjoy increased employee morale and productivity and enhanced employee relations overall.

Beneficiaries: Those persons that directly benefit from the County Safety Office services are ALL employees including Supervisors, Safety Representatives, Managers, Department Heads, Agency Administrators, County Counsel, and the County Executive. Entities that directly benefit from the County Safety Office services are Workers' Compensation, Risk Management, and the Board of Supervisors. Indirect beneficiaries are our taxpayers, neighboring cities and Counties.

Performance Measures: A safe workplace for County employees; OSHA compliance; reduced County liability. 5% reduction in number of valid physical injury claims; 50% of OSHA inspections in compliance.

Level of Service Required: The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposable by Cal/OSHA and other regulatory agencies.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,723,558	0	1,723,558
<i>Reimbursement</i>	1,083,147	0	1,083,147
Total Expenditures	640,411	0	640,411
<i>Revenue</i>	640,411	0	640,411
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	11.9	0.0	11.9
<i>Vehicles</i>	2	0	2

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

Sacramento County
PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

FUN: 6050000

Personnel Services

O	atch: N/A
A	onal Information: By continuing to provide sufficient funding we will be able to continue our own professional development, memberships, and certifications necessary for us to keep abreast of new developments in law and science which will allow us to continue to adequately advise and train our workforce in matters of Occupational Health and Safety
Unfunded Impact:	Unfunded 1.0 Safety Specialist will require funded Safety Specialists to assume additional work.

Sacramento County PROGRAM PROPOSAL FOR 2009-10

(DRAFT)

#: 6050000 **Personnel Services**

Program Number: 011B

Program Name: Safety Office - Enhanced Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: County Safety Office partners include; every employee, lead worker, supervisor, manager, department or office director, agency administrators, and all elected officials of the County of Sacramento, its Contractors and sub-contractors. The County Safety Office's key internal partners are Risk Management, Workers' Compensation, and County Counsel Programs. The County Safety Office's key external Customers include but are not limited to; the California State Association of Counties-Excess Insurance Agency (CSAC-EIA), the State of California Department of Industrial Relations (Cal/OSHA), the Centers for Disease Control (CDC), the National Institute for Occupational Safety and Health (NIOSH), and the American Conference of Governmental Industrial Hygienists (ACGIH). All of the program partners will be adversely affected if the County Safety Office loses funding as the County of Sacramento provides leadership in these organizations

Program Description: The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposed by Cal/OSHA and other regulatory agencies.

Program Contribution: By continuing to provide sufficient funding for the Countywide Occupational Health and Safety Outreach Program the County will not experience workforce or financial losses in the form of civil/criminal penalties imposed by the Department of Industrial Relations and our own District Attorney, as a result of unsafe or unhealthful workplaces and conditions of employment. Through proactive funding the County will experience cost savings in the form of reduced Workers' Compensation, auto liability, property loss and excess insurance claims. The County will continue to enjoy increased employee morale and productivity and enhanced employee relations overall.

Beneficiaries: Those persons that directly benefit from the County Safety Office services are ALL employees including Supervisors, Safety Representatives, Managers, Department Heads, Agency Administrators, County Counsel, and the County Executive. Entities that directly benefit from the County Safety Office services are Workers' Compensation, Risk Management, and the Board of Supervisors. Indirect beneficiaries are our taxpayers, neighboring cities and Counties.

Performance Measures: A safe workplace for County employees; OSHA compliance; reduced County liability. 5% reduction in number of valid physical injury claims; 50% of OSHA inspections in compliance.

Level of Service Required: Provides some non-mandated training and information-sharing programs (e.g., Defensive Driving training for employees who aren't required to drive as part of their job duties).

Cost Information:			
	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	18,325	0	18,325
<i>Reimbursement</i>	7,166	0	7,166
Total Expenditures	11,159	0	11,159
<i>Revenue</i>	11,159	0	11,159
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

Additional Information: Elimination of funding would cancel some non-mandated training and information-sharing programs (e.g., Defensive Driving training for employees who aren't required to drive as part of their job duties).

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 6050000

Personnel Services

Unfunded Impact:

N/A

Program Number:

012

Program Name:

Workers' Compensation Personnel

Countywide Priority:

Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective:

Internal Support

Program Partners:

All County agencies and departments.

Program Description:

Personnel portion of the Workers' Compensation Insurance program.

Program Contribution:

See Workers' Compensation Insurance program database.

Beneficiaries:

All County agencies and departments.

Performance Measures:

See Workers' Compensation Insurance program database.

Level of Service Required:

The County is required to provide these benefits and to pay claims within specified time frames.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	3,387,049	0	3,387,049
<i>Reimbursement</i>	0	0	0
Total Expenditures	3,387,049	0	3,387,049
<i>Revenue</i>	3,387,049	0	3,387,049
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
FTE	33.0	0.0	33.0
<i>Vehicles</i>	0	0	0

Revenue Information:

100% funded by Workers' Compensation Insurance Fund (039A).

Overmatch:

N/A

Additional Information:

None

Unfunded Impact:

Unfunded 1.0 Clerical Supervisor 2 (C) will require redistribution of supervisory duties to other positions

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FUN: 6050000 **Personnel Services**

Program Number: 013A

Program Name: Employee Health - Minimal Level of Service

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: All County agencies and departments.

Program Description: Provide pre-employment physical examinations and other medical services for County employees. Failure to provide these services could result in employee injuries and expose the County to liability.

Program Contribution: Employee Health assists departments in performing their functions by identifying employees who are or are not able to meet the physical requirements of core jobs.

Beneficiaries: All County agencies and departments.

Performance Measures: Identify applicants/employees with medical conditions requiring modification of task assignments and/or correction of physical conditions. Complete physical within 5 days of request.

Level of Service Required: Provides pre-employment physical examinations and other medical services for County employees. Failure to provide these services could result in employee injuries and expose the County to liability.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	1,230,329	0	1,230,329
<i>Reimbursement</i>	935,050	0	935,050
Total Expenditures	295,279	0	295,279
<i>Revenue</i>	295,279	0	295,279
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	6.8	0.0	6.8
<i>Vehicles</i>	0	0	0

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

Overmatch: N/A

Additional Information: None

Unfunded Impact: N/A

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

FY: 6050000 Personnel Services

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	106,967	0	106,967
<i>Reimbursement</i>	74,785	0	74,785
<i>total Expenditures</i>	32,182	0	32,182
<i>Revenue</i>	32,182	0	32,182
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	0.9	0.0	0.9
<i>Vehicles</i>	0	0	0

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	0	0	0
<i>Total FTE</i>	293.3	0.0	293.3
<i>Total Vehicles</i>	2	0	2

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **(DRAFT)**

FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
U 7930000 Real Estate Division			
<i>Program 001</i>	Real Estate Operations	0	19.0
<i>Program 002A</i>	Real Estate Lease Mgmt Fee Program - Minimal Level of Service	0	8.0
<i>Program 002B</i>	Real Estate Lease Mgmt Fee Program - Enhanced Level of Service	0	2.0
<i>Funded Total:</i>		0	29.0

**SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
UNFUNDED PROGRAMS**

<i>Program No.</i>	<i>Program Name</i>	<i>Unfunded Net Cost</i>	<i>Unfunded Positions</i>
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<i>U 7930000</i>	<i>Real Estate Division</i>		
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<i>Program 001</i>	<i>Real Estate Operations</i>	<i>372,166</i>	<i>4.0</i>
<i>Unfunded Total:</i>		<i>372,166</i>	<i>4.0</i>

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

Program Number: 7930000 **Real Estate Division**

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	2,748,301	372,166	3,120,467
<i>Reimbursement</i>	296,936	0	296,936
Total Expenditures	2,451,365	372,166	2,823,531
<i>Revenue</i>	2,451,365	0	2,451,365
<i>Carryover</i>	0	0	0
Net Cost	0	372,166	372,166
<i>FTE</i>	19.0	4.0	23.0
<i>Vehicles</i>	4	0	4

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

#: 7930000 **Real Estate Division**

Program Number: 002A

Program Name: Real Estate Lease Mgmt Fee Program - Minimal Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments occupying Lease Facilities

Program Description: Reflects lease costs for those county depts. in leased facilities

Program Contribution: Enforces the terms of the lease, responses to after hours emergencies, and ensures that all fire, health, and safety requirements are met in accordance with State and Federal Law and Local Health and Safety ordinances and regulations.

Beneficiaries: All County Departments occupying Lease Facilities

Performance Measures: Appropriate leased facilities are available for County organizations. Implement Service Level Agreements with customers establishing service standards. Meet with each customer once every year.

Level of Service Required: This department is being dissolved.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	52,122,671	0	52,122,671
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	52,122,671	0	52,122,671
<i>Revenue</i>	52,122,671	0	52,122,671
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	8.0	0.0	8.0
<i>Vehicles</i>	2	0	2

Revenue Information: Revenue is received in the form of Departmental Billable Budgets (10 Encumbrances)

Overmatch: None

Additional Information: None

Unfunded Impact: NA

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

T: 7930000 Real Estate Division

Item Number: 002B

Program Name: Real Estate Lease Mgmt Fee Program - Enhanced Level of Service

Countywide Priority: General Government

Strategic Objective: Internal Support

Program Partners: All County Departments occupying Lease Facilities

Program Description: Reflects lease costs for those county depts. in leased facilities

Program Contribution: Enforces the terms of the lease, responses to after hours emergencies, and ensures that all fire, health, and safety requirements are met in accordance with State and Federal Law and Local Health and Safety ordinances and regulations.

Beneficiaries: All County Departments occupying Lease Facilities

Performance Measures: Appropriate leased facilities are available for County organizations. Implement Service Level Agreements with customers establishing service standards. Meet with each customer once every year.

Level of Service Required: This department is being dissolved.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	205,125	0	205,125
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	205,125	0	205,125
<i>Revenue</i>	205,125	0	205,125
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	0	0	0
<i>FTE</i>	2.0	0.0	2.0
<i>Vehicles</i>	0	0	0

Revenue Information: N/A

Overmatch: None

Additional Information: None

Unfunded Impact: NA

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	0	372,166	372,166
<i>Total FTE</i>	29.0	4.0	33.0
<i>Total Vehicles</i>	6	0	6

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
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<i>BU 3930000</i>	<i>Unemployment Insurance</i>		
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<i>Program 001</i>	<i>Unemployment Insurance</i>	<i>0</i>	<i>0.0</i>
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	<i>Funded Total:</i>	<i>0</i>	<i>0.0</i>
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**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PI: 3930000 Unemployment Insurance

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Program Description:

Program Contribution:

Beneficiaries:

Performance Measures:

Level of Service Required:

Information:

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

Revenue Information:

Overmatch:

Additional Information:

Unfunded Impact:

Cost Summary:

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

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL (DRAFT)
FUNDED PROGRAMS

<i>Program No.</i>	<i>Program Name</i>	<i>Funded Net Cost</i>	<i>Funded Positions</i>
<i>U 390000</i>	<i>Workers' Comp. Insurance</i>		
<i>Program 001</i>	<i>Workers' Compensation Insurance</i>	2,000,000	0.0
<i>Funded Total:</i>		2,000,000	0.0

**Sacramento County
PROGRAM PROPOSAL FOR 2009-10**

(DRAFT)

PIJ: 3900000 Workers' Comp. Insurance

Program Number: 001

Program Name: Workers' Compensation Insurance

Countywide Priority: Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: Internal Support

Program Partners: Workers' Compensation partners with all County departments, multiple occupational medicine and other medical providers, attorneys, etc. If the program were defunded local medical providers, attorney firms etc would lose about funds in billed services

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

Program Contribution: The mission of the Workers' Compensation office is to promote the concept that each County employee is a valued member of the workforce; to provide workers' compensation benefits in a timely manner to employees who are injured on the job, and to return injured employees to work as soon as possible

Beneficiaries: All injured County employees, all County departments, and multiple providers of service throughout the County and beyond.

Performance Measures: 95 percent of claims processed accurately and timely.

Level of Service Required: State law mandates we provide workers' compensation insurance.

Cost Information:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Appropriation</i>	31,706,246	0	31,706,246
<i>Reimbursement</i>	0	0	0
<i>Total Expenditures</i>	31,706,246	0	31,706,246
<i>Revenue</i>	29,706,246	0	29,706,246
<i>Carryover</i>	0	0	0
<i>Net Cost</i>	2,000,000	0	2,000,000
<i>FTE</i>	0.0	0.0	0.0
<i>Vehicles</i>	0	0	0

Revenue Information: Allocated to County agencies and departments

Overmatch: N/A

Additional Information: Budget reflects under-collection of \$2 million from County agencies and departments.

Unfunded Impact: N/A

Cost Summary:

	<i>Funded</i>	<i>Unfunded</i>	<i>Total</i>
<i>Total Net Cost</i>	2,000,000	0	2,000,000
<i>Total FTE</i>	0.0	0.0	0.0
<i>Total Vehicles</i>	0	0	0