INTERNAL SERVICES AGENCY

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SCHEDULE:

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OUNTY OF SACRAMENTO TATE OF CALIFORNIA bunty Budget Act (1985) CHEDULE 9 JDGET UNIT FINANCING USES DETAIL SCAL YEAR:2009-10 UNIT: 3100000 CAPITAL CONSTRUCTION DEPARTMENT HEAD: CRAIG KRAMER CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Plant Acquisition FUND: CAPITAL CONSTRUCT SCAL YEAR:2009-10				RUCTION	
Financing Uses	Actual	Estimated	Adopted	Requested	Recommended
Classification	2007-08	2008-09	2008-09	2009-10	2009-10
SUMMARY OF APPROPRIATIONS					
FUND CENTER 3103101 BRADSHAW COMPLEX					
Services & Supplies	-571,795	1,023,888	1,100,000	1,900,000	1,900,000
Other Charges	634,306	1,967,368			71,171
Improvements	475,450	136,642			125,000
Subtotal	537,961	3,127,898	1,825,109	2,096,171	2,096,171
Interfund Reimbursement	-429,845	-946,641	-1,500,000	-1,700,000	-1,700,000
Net Total	108,116	2,181,257			396,171
FUND CENTER 3103102 ADMINISTRATION CENTER					
Services & Supplies	329,561	262,697	619,200	346,849	346,849
Improvements	573,816	247,607			300,000
Subtotal	903,377	510,304	1,119,200	646,849	646,849
Interfund Reimbursement	o	-438,000	-1,000,000	0	0
Net Total	903,377	72,304			646,849
FUND CENTER 3103103 COURTHOUSE					
Services & Supplies	65,955	208,190	100,000	120,000	120,000
Improvements	0	502,471			50,000
Subtotal	65,955	710,661			170,000
Interfund Reimbursement	o	0	0	0	0
Net Total	65,955	710,661	150,000	170,000	170,000
FUND CENTER 3103104 NEW JUVENILE COURTHOUSE					
Services & Supplies	611,190	117,450	50,000	0	0
Improvements	2,325,223	16,000	0	0	0
Subtotal	2,936,413	133,450	50,000	0	0
Interfund Reimbursement	о	0	0	0	0
Net Total	2,936,413	133,450			0

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COUNTY OF SACRAMENTO UNIT: 3100000 CAPITAL CONSTRUCTION STATE OF CALIFORNIA DEPARTMENT HEAD: CRAIG KRAMER County Budget Act (1985) CLASSIFICATION FUNCTION: GENERAL SCHEDULE 9 ACTIVITY: Plant Acquisition BUDGET UNIT FINANCING USES DETAIL FUND: CAPITAL CONSTRUCTION FISCAL YEAR:2009-10					RUCTION
Financing Uses	Actual	Estimated	Adopted	Requested	Recommended
Classification	2007-08	2008-09	2008-09	2009-10	2009-10
FUND CENTER 3103105 CAROL MILLER JUSTICE CENTER		2000 00		2000 .0	
Services & Supplies	56,139	80,180	0	0	0
Improvements	47,334	46,369	0	0	0
Subtotal	103,473	126,549	0	0	0
FUND CENTER 3103108 PRELIMINARY PLANNING					
Services & Supplies	1,882,905	1,766,003	1,512,406	1,334,288	1,334,288
Improvements	58	0	0	0	0
Subtotal	1,882,963	1,766,003	1,512,406	1,334,288	1,334,288
Interfund Reimbursement	-48,325	-308,681	0	0	0
Net Total	1,834,638	1,457,322	1,512,406	1,334,288	1,334,288
FUND CENTER 3103109 901 G STREET BUILDING (OB#2)					
Services & Supplies	131,212	15,966	50,000	25,000	25,000
Improvements	325,401	16,701	50,000	25,000	25,000
Subtotal	456,613	32,667	100,000	50,000	50,000
Interfund Reimbursement	0	0	0	0	0
Net Total	456,613	32,667	100,000	50,000	50,000
FUND CENTER 3103110 MAINTENANCE YARD					
Services & Supplies	276,002	766,911	50,000	10,000	10,000
Other Charges	86,497	98,853	115,335	115,329	115,329
Improvements	35,593	16,183		10,000	10,000
Subtotal	398,092	881,947	215,335	135,329	135,329
FUND CENTER 3103111 MISC ALTERATIONS & IMPROVEMENTS					
Services & Supplies	519,062	1,063,302	936,249	902,287	902,287
Other Charges	30,719	54,411	5,500	50,000	50,000
Improvements	0	0	40,000	0	0
Subtotal	549,781	1,117,713	981,749	952,287	952,287
Interfund Reimbursement	-1,861	-111,000	0	0	0
Net Total	547,920	1,006,713	981,749	952,287	952,287

3100000

COUNTY OF SACRAMENTO STATE OF CALIFORNIA			APITAL CONSTR IEAD: CRAIG KRA		
County Budget Act (1985)		DEFAILIMENT	CLASSIFICATIO	N	
SCHEDULE 9			FUNCTION: ACTIVITY:	GENERAL Plant Acquisition	
BUDGET UNIT FINANCING USES DETAIL			FUND:	CAPITAL CONST	RUCTION
FISCAL YEAR:2009-10					
Financing Uses	Actual	Estimated	Adopted	Requested	Recommended
Classification	2007-08	2008-09	2008-09	2009-10	2009-10
FUND CENTER 3103112 BRADSHAW ADMINISTRATION BUILDING (OB #3)					
Services & Supplies Other Charges	3,073,079 0	296,164 0	75,000 278,810		50,00 278,80
Improvements	943,478	0	100,000		
Subtotal	4,016,557	296,164	453,810	,	353,80
Interfund Reimbursement	-1,246,804	0	0	0	
Net Total	2,769,753	296,164	453,810	353,807	353,80
FUND CENTER 3103113 CLERK-RECORDER BUILDING					
Services & Supplies	36,938	0	25,000	90,000	90,00
Improvements	46,076	3,553	25,000		
Subtotal	83,014	3,553	50,000	310,000	310,00
Interfund Reimbursement	-41,784	0	0	0	
Net Total	41,230	3,553	50,000	310,000	310,00
FUND CENTER 3103114 799 G STREET BUILDING					
Services & Supplies	318,168	756,456			· · ·
Improvements	0	2,127,117	700,000		500,00
Subtotal	318,168	2,883,573	1,200,000	1,000,000	1,000,00
Interfund Reimbursement	0	-2,576,600	-1,000,000	0	
Net Total	318,168	306,973	200,000	1,000,000	1,000,00
FUND CENTER 3103115 ANIMAL CARE FACILITY					
Services & Supplies Other Charges	2,998,849 450	2,291,708	2,252,000	150,000	150,00
Improvements	8,486,194	8,350,997	2,000,000	50,000	50,00
Subtotal	11,485,493	10,642,705	4,252,000		
Interfund Reimbursement	-9,290,702	-10,634,013	-4,200,000		-200,00
Net Total	2,194,791	8,692	52,000	0	
FUND CENTER 3103124 GENERAL SERVICES FACILITY					
Services & Supplies	18,250	55,012	75,000		
Other Charges	0	0	89,700		
Improvements	0	0	100,000		50,00
Subtotal	18,250	55,012	264,700	189,693	189,69
Interfund Reimbursement	-8,044	0	0	0	
Net Total	10,206	55,012	264,700	189,693	189,69

OUNTY OF SACRAMENTO	-		APITAL CONSTRU			
	D	EPARTMENT F	IEAD: CRAIG KRA			
ounty Budget Act (1985)			CLASSIFICATION FUNCTION: GENERAL			
CHEDULE 9				Plant Acquisition		
UDGET UNIT FINANCING USES DE	TAII			CAPITAL CONST	RUCTION	
ISCAL YEAR:2009-10						
Financing Uses	Actual	Estimated	Adopted	Requested	Recommende	
Classification	2007-08	2008-09	2008-09	2009-10	2009-10	
FUND CENTER 3103125						
B.T. COLLINS						
JUVENILE CENTER						
Services & Supplies	3,996,060	5,500,335	6,933,698	5,875,900	5,875,9	
Other Charges	450					
Improvements	17,346,960	24,348,130		2,640,000	2,640,0	
Subtotal	21,343,470	29,848,465	13,933,698	8,515,900	8,515,9	
Interfund Reimbursement	-20,241,618	-29,713,502	-13,500,000	-8,500,000	-8,500,0	
Net Total	1,101,852	134,963	433,698	15,900	15,9	
FUND CENTER 3103126						
WARREN E. THORNTON						
YOUTH CENTER						
Services & Supplies	33,296	50,589	140,000	50,000	50.0	
Improvements	61,338	339,198		50,000	50,0	
Subtotal	94,634	389,787	200,000	100,000	100,0	
Interfund Reimbursement		0	0	0		
Net Total	94,634	389,787	200,000	100,000	100,0	
FUND CENTER 3103127 BOYS RANCH						
Services & Supplies	880,988	282,467	300,000	230,000	230,0	
Other Charges	0	450	-	0		
Improvements	7,815	195,438		100,000	100,0	
Subtotal	888,803	478,355	400,000	330,000	330,0	
Interfund Reimbursement	0	0	0	0		
Net Total	888,803	478,355	400,000	330,000	330,0	
FUND CENTER 3103128 RCCC						
Sonvisoo & Cumplian	075 400	E60.000	000.000	000 000	000 (
Services & Supplies Other Charges	675,163	563,068 450		202,000 0	202,0	
Improvements	1,245,739	308,933		100,000	100,0	
Subtotal	1,920,902	872,451	1,500,000	302,000	302,0	
Interfund Reimbursement	-194,909	-113,898		0		
Net Total	1,725,993	758,553		302,000	302,0	
		,			,	
FUND CENTER 3103130 WORK RELEASE FACILITY						
Services & Supplies	5,444	22,904	25,000	25,000	25,0	
Improvements	0	40,409	10,000	10,000	10,0	
Subtotal	5,444	63,313	35,000	35,000	35,0	

COUNTY OF SACRAMENTO UNIT: 3100000 CAPITAL CONSTRUCTION						
STATE OF CALIFORNIA			EAD: CRAIG KR			
County Budget Act (1985)			CLASSIFICATIO			
			FUNCTION:	GENERAL		
SCHEDULE 9			ACTIVITY:	Plant Acquisition		
BUDGET UNIT FINANCING USES DETAIL			FUND:	CAPITAL CONST	RUCTION	
FISCAL YEAR:2009-10 Financing Uses	Actual	Estimated	Adopted	Requested	Recommended	
Classification	2007-08	2008-09	2008-09	2009-10	2009-10	
FUND CENTER 3103131	2001.00	2000 00	2000 00	2000 10	2000 10	
SHERIFF'S ADMIN BUILDING						
Services & Supplies	127,215	211,095			50,000	
Improvements	108,751	548,033			50,000	
Subtotal	235,966	759,128	400,000	100,000	100,000	
Interfund Reimbursement	-101,530	-763,729		-	0	
Net Total	134,436	-4,601	400,000	100,000	100,000	
FUND CENTER 3103132 LORENZO E. PATINO HALL OF JUSTICE						
Services & Supplies	613,578	500,300	725,000	415,000	415,000	
Improvements	1,111,932	437,870			400,000	
Subtotal	1,725,510	938,170	1,725,000	815,000	815,000	
Interfund Reimbursement	-304,234	-201,515	-1,500,000	0	0	
Net Total	1,421,276	736,655			815,000	
FUND CENTER 3103133 SHERIFF-NORTH AREA SUBSTATION						
Services & Supplies	8,469	0	5,000	5,000	5,000	
Improvements	194,560	0	- ,		10,000	
Subtotal	203,029	0	15,000	15,000	15,000	
FUND CENTER 3103134 SHERIFF-SOUTH AREA SUBSTATION						
Services & Supplies	79,225	1,255,320	1,576,500	1,674,500	1,674,500	
Improvements	0	0	.,,		4,058,500	
Subtotal	79,225	1,255,320	5,635,000	5,733,000	5,733,000	
Interfund Reimbursement	-130,976	-1,254,209	-5,625,000	-5,723,000	-5,723,000	
Net Total	-51,751	1,111	10,000	10,000	10,000	
FUND CENTER 3103137 CORONER/CRIME LABORATORY						
Services & Supplies	43,860	18,315			50,000	
Improvements	143,516	0	,		50,000	
Subtotal	187,376	18,315	300,000	100,000	100,000	
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PROGRAM DESCRIPTION:

- Effective July 1, 2009, the Department of General Services will manage the Capital Construction Fund (Fund 007A).
- This budget provides for major construction projects which are a part of the long-range Capital Improvement Program, as well as minor alterations, improvements, and major equipment replacement in county owned facilities.
- As a result of the county's financial limitations and commitments to approved major projects now being planned and/or under construction, the recommendations for additional Capital Construction projects are limited to those which are cost-effective or required because of health, safety, security, or severe operational problems.

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL	
FUNDED PROGRAMS	

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

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0.0

BU: 310	00000	Capital Construction	on Fund		
Program Nu	mber:	001			
Program Na	me:	Debt Service			
Countywide	Priority:	Specific Mandated Countyv	vide/Municipal or Financia	al Obligations	
Strategic Obj	jective:	Financial Obligation			
Program Pai	rtners:	None			
Program Des	scription:	Bond Payments			
Program Con	ntribution:	Meets financial obligations			
Beneficiaries	s:	County Credit Rating			
Performance	e Measures:	Bond and debt service pay	ments are paid for County	-owned facilities	
Level of Servio	ce Required:	There is no statutory mand obligations to pay.	ate to make bond payme	nts, however failure t	o do so would result in defaults of contractual
Cost Inform	nation:				
ļ		Funded	Unfunded	Total	
Ap	opropriation	15,192,212	0	15,192,212	
Rein	mbursement	0	0	0	
Total E	Expenditures	15,192,212	0	15,192,212	
	Revenue	15,192,212	0	15,192,212	
	Carryover	0	0	0	
	Net Cost	0	0	0	

PROGRAM PROPOSAL FOR 2009-10 BUDGET

3100000

Vehicles	0	0	0		
Revenue Information:	Deallocated Fund Adjustment, C	ourt Trust Fund (093), Us	se Allowance via Allocated	Cost Package	
Overmatch:	N/A				
Additional Information:	None				
Unfunded Impact:	N/A				

0.0

0.0

BU: 3100000	Capital Construction Fund
Program 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:			
	Funded	Unfunded	Total
Appropriation	1,449,719	0	1,449,719
Reimbursement	0	0	0
Total Expenditures	1,449,719	0	1,449,719
Revenue	952,287	0	952,287
Carryover	0	0	0
Net Cost	497,432	0	497,432
FTE	0.0	0.0	0.0
Vehicles	0	0	0

Revenue Information:	Use Allowance via Allocated Cost Package
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

BU: 3100000	Capital Construction Fund			
Program Number:	012			
Program Name:	Administration			
Countywide Priorit	y: Sustainable and Livable Communities			
Strategic Objective	Internal Support			
Program Partners:	General Services			
Program Description	o prioritize and maximize the use of the capital construction fund			
Program Contribut	tion: Efficiently use County resources to maximize benefit			
Beneficiaries:	All County departments			
Performance Meas	ures: Projects are prioritized and resources are directed to the facilities with the greatest need			
Level of Service Requ	<i>tired:</i> There are no known levels of service mandated for executive management and/or administration.			
Cost Information:				

cost information.			
	Funded	Unfunded	Total
Appropriation	700,000	0	700,000
Reimbursement	0	0	0
Total Expenditures	700,000	0	700,000
Revenue	700,000	0	700,000
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	0	0	0
Revenue Information:	Use Allowance via Allocate	ed Cost Package	
Overmatch:	N/A		
Additional Information:	None		
Unfunded Impact:	N/A		

BU: 3100000	Capital Construction Fund
Program Number:	013
Program Name:	General Maintenance
Countywide Priority:	Sustainable and Livable Communities
Strategic Objective:	Internal Support
Program Partners:	All Departments
Program Description:	Maintain County buildings to preserve asset & prevent systems failures
Program Contribution:	Keeps facilities operational and prevents failure of building systems (HVAC, roofs, etc.)
Beneficiaries:	County employees and constituents who conduct business in those buildings
Performance Measures:	Building system failures rare
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:			
	Funded	Unfunded	Total
Appropriation	4,418,679	0	4,418,679
Reimbursement	450,000	0	450,000
Total Expenditures	3,968,679	0	3,968,679
Revenue	4,466,111	0	4,466,111
Carryover	0	0	0
Net Cost	-497,432	0	-497,432
FTE	0.0	0.0	0.0
Vehicles	0	0	0

Revenue Information:	Use Allowance via Allocated Cost Package
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

Cost Information:

BU: 3100000	Capital Construction Fund		
Program Number:	018		
Program Name:	New 911 Communication Center		
Countywide Priority:	Specific Mandated Countywide/Municipal or Financial Obligations		
Strategic Objective:	Internal Support		
Program Partners:	Sheriff		
Program Description:	Remodel Bond Rd facility to use as the new 911 Communications Center		
Program Contribution:	Facility will enhance public safety through improved 911 capabilities		
Beneficiaries:	Public Safety staff and citizens		
Performance Measures:	Facility constructed within available funding and on time		
Level of Service Required:	Internal support function		

PROGRAM PROPOSAL FOR 2009-10 BUDGET

	Funded	Unfunded	Total
Appropriation	5,733,000	0	5,733,000
Reimbursement	5,723,000	0	5,723,000
Total Expenditures	10,000	0	10,000
Revenue	10,000	0	10,000
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	0	0	0
Revenue Information:	Tobacco Litigation Settleme	ent (TLS), and Fixed Asse	t Acquisition Fund (F
Overmatch:	N/A		
Additional Information:	None		
Unfunded Impact:	N/A		

BU: 3100000	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:	

Funded	Unfunded	Total
10,097,900	0	10,097,900
8,500,000	0	8,500,000
1,597,900	0	1,597,900
3,010,023	0	3,010,023
-1,412,123	0	-1,412,123
0	0	0
0.0	0.0	0.0
0	0	0
	10,097,900 8,500,000 1,597,900 3,010,023 -1,412,123 0 0.0	10,097,900 0 8,500,000 0 1,597,900 0 3,010,023 0 -1,412,123 0 0 0 0.0 0.0

Revenue Information:	Criminal Justice Trust Fund (092A), Use Allowance via ACP
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

BU: 3100000	Capital Construction Fund
Program Number:	020
Program Name:	New Water Resources Building
Countywide Priority:	Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective:	Internal Support
Program Partners:	Water Resources
Program Description:	Construct new Water Resources Building at the Bradshaw complex
Program Contribution:	Improve service delivery to customers including water users in greater Sacramento Area and storm drainage customers
Beneficiaries:	Water Users, Storm Drainage customers, and Dept. of Water Resources
Performance Measures:	Facility constructed within available funding and on time
Level of Service Required:	Internal support function

Cost Information:			
	Funded	Unfunded	Total
Appropriation	1,700,000	0	1,700,000
Reimbursement	1,700,000	0	1,700,000
Total Expenditures	0	0	0
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	0	0	0
Revenue Information:	Reimbursement from Wate	r Resources	
Overmatch:	N/A		
Additional Information:	None		
Unfunded Impact:	N/A		

Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cost	0	0	0	
Total FTE	0.0	0.0	0.0	
Total Vehicles	0	0	0	

COUNTY CLERK/RECORDER

3240000

SCHEDULE:

COUNTY OF SACRAMENTC STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 9 BUDGET UNIT FINANCING 1 FISCAL YEAR: 2009-10		UNIT: 3240000 County Clerk/Recorder DEPARTMENT HEAD: FREDERICK GARCIA CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL			
Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Salaries/Benefits	4,160,723	4,170,069	4,796,420	4,917,501	4,917,501
Services & Supplies	3,363,049	3,130,082	5,007,605	4,812,043	4,812,043
Equipment	147,526	31,278	199,157	199,157	199,157
Intrafund Charges	824,889	1,057,065	1,504,029	1,265,080	1,265,080
SUBTOTAL	8,496,187	8,388,494	11,507,211	11,193,781	11,193,781
Interfund Reimb	0	0	0	-21,538	-21,538
Intrafund Reimb	-1,576	-1,000	-5,000	-1,000	-1,000
NET TOTAL	8,494,611	8,387,494	11,502,211	11,171,243	11,171,243
Prior Yr Carryover	0	-828	-828	0	C
Revenues	7,121,587	7,977,324	11,503,039	11,171,243	11,171,243
NET COST	1,373,024	410,998	0	0	0
Positions	68.0	69.0	68.0	65.0	65.0

PROGRAM DESCRIPTION:

The Office of County Clerk/Recorder:

- Serves as custodian of official records.
- Recorder of real property documents for the County.
- Issues and registers marriage licenses.
- Registers process servers, public notaries, professional photo copiers, unlawful detainer assistants, legal document assistants.
- Files and maintains oaths of office, environmental impact reports, and rosters of public agencies.
- Performs weddings.
- Issues certified copies of birth, death and marriage records.
- Collects funds for Real Estate Fraud Prevention Fund, Children's Trust Fund, Deoxyribonucleic Acid (DNA) database, Juvenile Mediation Trust, and Domestic Violence Trust.

COUNTY CLERK/RECORDER

PROGRAM DESCRIPTION (CONT.):

- Acts as commissioner of civil marriage and appoints deputy commissioners of civil marriage.
- Authenticates notary public and health officer signatures.
- Files subdivision, parcel, assessor and assessment maps.

The Real Estate Division:

- Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate was eliminated and the Real Estate Division was assigned under the Internal Services Agency's Department of County Clerk/Recorder.
- Provide Real Estate Services to County Departments in both County owned and leased facilities in the following service areas: Acquisitions, including Eminent Domain Support, Relocation Assistance, Appraisals, Asset Management, Lease Negotiations and Management, Property Management, and Water Quality Real Estate Management.

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL
FUNDED PROGRAMS

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

BU: 3240000	County Clerk/Recorder Department							
Program Number:	<i>001A</i>							
Program Name:	Clerk - Minimal Level of Se	Clerk - Minimal Level of Service						
Countywide Priority:	Flexible Mandated County	vide/Municipal or Financial	Obligations					
Strategic Objective:	Protect the community from	n criminal activity, abuse a	nd violence					
Program Partners:	None							
Program Description:		rriage; professional registr	ations provide citizens v	vith certified documents to verify various legal with a mechanism to verify the registrants' legality; agal requirements.				
Program Contribution:	The program provides neco with various legal requirem		allow citizens and entiti	es to conduct business matters thereby complying				
Beneficiaries:	Citizens and communities							
Performance Measures:	Marriage license processing time is measured to verify that the cost of providing the service is fully collected and that adequate staffing levels are maintained to provide timely services. Maintain target of 12 minutes processing time per license. A decrease is not desired due to additional legal requirements that must be explained to each couple. Benchmarks from comparable counties are used to confirm levels of service.							
Level of Service Required:	agency rosters and statem services, time studies to pr	State codes require marriage license issuance, professional registrations, and various filings such as oaths of office, public agency rosters and statements of economic interest. 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 used to validate levels of service.						
Cost Information:	1							
	Funded	Unfunded	Total					
Appropriation	1,084,441	0	1,084,441					
Reimbursement	2,175	0	2,175					
Total Expenditures	1,082,266	0	1,082,266					
Revenue	1,082,266	0	1,082,266					
Carryover		0	0					
Net Cost	0	0	0					
FTE		0.0	6.0					
Vehicles	0	0	0					
Revenue Information:	Fees							
Overmatch:	N/A							
Additional Information:	None							
Unfunded Impact:	N/A							

BU: 3240000	County Clerk/Reco	order Department		
Program Number:	001B			
Program Name:	Clerk - Enhanced Level of	Service		
Countywide Priority:	Flexible Mandated County	wide/Municipal or Financial (Obligations	
Strategic Objective:	Protect the community from	n criminal activity, abuse an	d violence	
Program Partners:	Neighborhood Services De	epartment		
Program Description:		nd ceremonies performed T Service Center in Fair Oaks		e downtown Sacramento office and weekdays at
Program Contribution:	This program affords citize	ns enhanced access to Cou	nty 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:				
	Funded	Unfunded	Total	
Appropriation	46,131	0	46,131	
Reimbursement		0	0	
Total Expenditures	46,131	0	46,131	
Revenue	46,131	0	46,131	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	0.0	0.0	0.0	
Vehicles	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

BU: 3240000	County Clerk/Reco	rder Department						
Program Number:	002A							
Program Name:	Recorder - Minimal Level o	Recorder - Minimal Level of Service						
Countywide Priority:	Flexible Mandated Countyv	vide/Municipal or Financial	Obligations					
Strategic Objective:	Protect the community from	n criminal activity, abuse a	nd violence					
Program Partners:	None							
Program Description:				of title to, or an interest in, real estate and related es to comply with various legal requirements.				
Program Contribution:	The program provides nece with various legal requirem		allow citizens and entiti	es to conduct business matters thereby complying				
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.							
Cost Information:								
,	Funded	Unfunded	Total					
Appropriation	9,652,597	0	9,652,597					
Reimbursement	20,363	0	20,363					
Total Expenditures	9,632,234	0	9,632,234					
Revenue	9,632,234	0	9,632,234					
Carryover	0	0	0					
Net Cost	0	0	0					
FTE	59.0	0.0	59.0					
Vehicles	0	0	0					
Revenue Information:	Fees							
Overmatch:	N/A							
Additional Information:	None							
Unfunded Impact:	Positions vacant for more t	han one year;						

BU: 3240000	County Clerk/Recorder Department							
Program Number:	002B							
Program Name:	Recorder - Enhanced Leve	Recorder - Enhanced Level of Service						
Countywide Priority:	Flexible Mandated County	wide/Municipal or Financial	Obligations					
Strategic Objective:	Protect the community from	n criminal activity, abuse ar	nd violence					
Program Partners:	Neighborhood Services De	Neighborhood Services Department						
Program Description:		Vital record services provided Thursday evenings at the downtown Sacramento office and weekdays at the East Area Community Service Center in Fair Oaks.						
Program Contribution:	This program affords citize	ns enhanced access to Co	unty Recorder services					
Beneficiaries:	Citizens and communities							
Performance Measures:	N/A							
Level of Service Required:	Services offered Thursday	evening and at community	service centers.					
Cost Information:	1							
ļ	Funded	Unfunded	Total					
Appropriation	410,612	0	410,612					
Reimbursement	0	0	0					
Total Expenditures	410,612	0	410,612					
Revenue	410,612	0	410,612					
Carryover	0	0	0					
Net Cost	0	0	0					
FTE	0.0	0.0	0.0					
Vehicles	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

Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cost	0	0	0	
Total FTE	65.0	0.0	65.0	
Total Vehicles	0	0	0	

DEPARTMENT OF FINANCE

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)

SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10

UNIT: 3230000 Department Of Finance DEPARTMENT HEAD: DAVE IRISH CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Finance FUND: GENERAL

Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Ado pted 2008-09	Requested 2009-10	Recommended 2009-10
Salaries/Benefits	11,826,781	12,474,765	13,386,620	12,719,473	12,182,292
Services & Supplies	3,895,588	4,930,612	5,243,552	5,110,596	5,110,596
Equipment	26,913	500,000	513,000	500,000	500,000
Interfund Charges	40,880	46,992	53,400	46,992	46,992
Intrafund Charges	1,193,806	1,538,029	1,762,545	1,425,165	1,425,165
SUBTOTAL	16,983,968	19,490,398	20,959,117	19,802,226	19,265,045
Interfund Reimb	-36,570	-36,400	-47,800	-25,000	-25,000
Intrafund Reimb	-3,150,769	-2,400,446	-2,634,964	-2,499,545	-2,499,545
NETTOTAL	13,796,629	17,053,552	18,276,353	17,277,681	16,740,500
Prior Yr Carryover	0	20,000	20,000	220,528	220,528
Revenues	14,306,761	15,350,611	16,378,593	15,343,221	15,365,29
NETCOST	-510,132	1,682,941	1,877,760	1,713,932	1,154,681
Positions	150.0	150.0	150.0	138.0	130.0

PROGRAM DESCRIPTION:

The Department of Finance:

- Manages the County's treasury.
- Provides for the collection and investment of funds.
- Provides fiscal services and independently reports valid financial information to the general public, county departments and other government entities.
- Provides accurate and timely financial information to the County.
- Provides core-level support services to taxpayers, constituents, county departments and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Maintains several key components of the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.

PROGRAM DESCRIPTION (CONT.):

- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- Processes property tax collection and business licenses.
- Issues and monitors fictitious business name statements.
- Manages the \$3.0 billion Pooled Investment Fund in compliance with the California Government Code, the Pooled Investment Policy and Investment Guidelines.
- Maintains the Pooled Investment Fund credit ratings and achieve a competitive yield for the Pooled Investment Fund, at or above the State's Local Agency Investment Fund (LAIF).
- Annually completes and submits the June 30, year-end CAFR to the Government Finance Officers Association (GFOA) in order to receive the GFOA Certificate of Achievement for Excellence award in financial reporting.
- The specialized programs of the Department of Finance are organized within the following operational structure:
 - Auditor-Controller operations include the following programs: General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations;Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; and Tax Accounting Services.
 - **Tax Collection and Licensing** operations include the following programs: Tax Collection and License.
 - **Treasury and Investments** operations include the following programs: Pooled Investments; Fiscal Agent Services; 1911 Act Bonds; and Reclamation Districts.

DEPARTMENT OF FINANCE

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Position
BU 3230000	Department of Finance		
Program 001	Pool	-22,070	23.0
Program 002	Fiscal Agent	0	4.0
Program 004	Reclamation	0	3.0
Program 005A	Tax Collection - Minimal Level of Service	110,964	26.5
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	13,247	4.8
Program 009B	General Accounting, Reporting & Control - Enhanced Level of Service	0	0.0
Program 011A	System Controls & Reconciliations - Minimal Level of Service	193,345	8.7
Program 011B	System Controls & Reconciliations - Enhanced Level of Service	0	0.0
Program 012A	Central Support Services - Minimal Level of Service	-14,879	6.7
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 014	Audits - Minimal Level of Service	0	7.0
Program 015A	Payment Services - Minimal Level of Service	409,280	16.5
Program 015B	Payment Services - Enhanced Level of Service	0	0.0
	Accounting Services - Minimal Level of Service	154,023	2.8
0	Accounting Services - Enhanced Level of Service	0	0.0
Program 017A	Tax Accounting - Minimal Level of Service	34,622	8.8
Program 017B	Tax Accounting - Enhanced Level of Service	0	0.0
	Funded Total:	1,154,681	130.0

Program No.	Program Name	Unfunded Net Cost	Unfunded Positions
BU 3230000	Department of Finance		
Program 001	Pool	22,070	0.0
Program 005B	Tax Collection - Enhanced Level of Service	85,892	1.5
Program 006B	Licenses - Enhanced Level of Service	34,156	0.5
Program 009B	General Accounting, Reporting & Control - Enhanced Level of Service	92,155	1.2
Program 011B	System Controls & Reconciliations - Enhanced Level of Service	106,674	1.2
Program 012B	Central Support Services - Enhanced Level of Service	72,648	1.3
Program 013B	Payroll Services - Enhanced Level of Service	16,323	0.3
Program 015B	Payment Services - Enhanced Level of Service	96,684	1.5
Program 016B	Accounting Services - Enhanced Level of Service	16,323	0.3
Program 017B	Tax Accounting - Enhanced Level of Service	16,326	0.3
	Unfunded Total:	559,251	8.0

BU:	3230000	Department of Fina	ince		
Program	Number:	001			
Program	Name:	Pool			
Countyw	ide Priority:	Flexible Mandated Countyw	vide/Municipal or Financial	l Obligations	
Strategic	Objective:	Internal Support			
Program	Partners:	Pool Fund Participants			
Program	Description:	County and all other money County Treasurer in his/her to Government Code Sectia and is subject to the pruder 3.43.1 and subject to annua reinvest the funds of the Co considered a necessary tas alternative to retain moneys Finance as treasurer for the the Investment and Treasu for management of the PIF annually. Further, the invest accordance with Governme 27131. The TOC is represe audit of all County investme is no longer required. To er meetings. Revenues for the County Treasurer may ded for the PIF and non Pooled supporting the Deferred Co options. The Board has add	v directed by law to be paid discretion, may also serv on 27000.3, the Treasurer th investor standard. In ac al review and renewal by to ounty and the funds of othe sk, to generate income for s in a non interest bearing e County. Monitoring of the ry Divisions to prevent frat the Director of Finance has stment policy will be review at Code 27133. The Cou- ented by public, appointed ents. The TOC who review usure public trust, the Dire e PIF come from the interest uct from such interest or in funds, the Investment Div impensation 457(b) Plan, to poted investment policies di ficial to any County employ	d to the County Treasure e as the Treasurer for of serves as a fiduciary for cordance to Governmer he Board of Supervisors er depositors in the Cour all participants in the Po- bank account belonging a investments is required ud and losses of money, as established an invest wed and monitored by the nty of Sacramento establed and special district elect with the investment activit ctor of Finance supports is earnings on the invest is earnings on the invest is earnings on the invest set earnings on the invest is earnings on the invest and special district elect with the Depthe AU(a) Plan and the for each of these Plans. yees wishing to take adv	we and keep safely all monies belonging to the er in accordance to Government Code 27000. The ther governmental agencies and districts. Pursuant r County funds deposited in the County Treasury, nt Code Section 53607 and the County Charter , the Director of Finance is authorized to invest or nty Treasury. Investing all moneys must be bool Investment Fund (PIF). In most cases, the to the PIF would be imprudent for the Director of d to ensure internal controls are in place between . In order to provide direction to those responsible ment policy, which is approved by the BOS te county Treasury Oversight Committee (TOC) in blished the TOC in accordance to Government Code cted individuals. The TOC is responsible to cause an y was previously mandated, however, the mandate the continuation of the TOC and its quarterly strative cost. In addition to the investment activities partment of Personnel Services-Benefits in Retiree Health Savings Plan (Plans) investment Although the Plans are not mandated, as a practical vantage of the tax deferral benefits. Work charged vices.
Program	Contribution:	Provide interest income on	investments to Pool Partie	cipants	
Benefici	aries:	Pool Fund Participants			
-		Pool Investment Fund yield	to meet or exceed the Sta	ate of California Treasur	er's Local Agency Investment Fund (LAIF) yield
Level of S	ervice Required:	deposits. Complete daily re	conciliations of cash and i suring all available cash is	resolving any un-reconci s invested per the invest	lance, process, and post the County's daily iled items. Complete the daily reconciliations of the ment policy in order to maximize investment he County.
Cost Inf	formation:				
		Funded	Unfunded	Total	
	Appropriation	4,014,211	0	4,014,211	
	Reimbursement	311,607	0	311,607	
Tot	al Expenditures	3,702,604	0	3,702,604	
	Revenue	3,724,674	-22,070	3,702,604	
	Carryover	0	0	0	
	Net Cost	-22,070	22,070	0	
	FTE	23.0	0.0	23.0	
	Vehicles	0	0	0	

3230000

BU: 323000	0 Department of Finance
Program Numbe	: 001
Revenue Informa	tion: Interest Earnings on Pool Fund Participants Investments
Overmatch:	N/A
Additional Inform	nation: None
Unfunded Impac	N/A

BU: 3230000	Department of Finance
Program Number:	002
Program Name:	Fiscal Agent
Countywide Priority:	General Government
Strategic Objective:	Internal Support
Program Partners:	Local Agencies
Program Description:	This task is mandated, as its activities are required per each debt issue's covenants. It has been determined that this mandated function is best performed by Treasury. The Treasury division provides investment, fiscal agent, paying agent, portfolio accounting, periodic reporting, arbitrage rebate analysis, and other services for debt financings. The program reports on 121 debt financings which include 242 funds, with total funds exceeding \$1.4 billion. Pursuant to Government Code Section 27000.3 (b), the Treasurer serves as a fiduciary for those funds deposited in the County Treasury by and at the discretion of local agencies and is subject to the prudent investor standard. In accordance to Government Code Section 53607 and the County Charter 3.43.1 and subject to annual review and renewal by the Board of Supervisors, the Director of Finance is authorized to invest or reinvest the funds of the County and the funds of other depositors in the County Treasury. Funds deposited in the County Treasury from the issuance of debt financing are accounted and invested for in the Non Pooled Investments. Investing, monitoring and reporting of the Non Pooled Investments 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 Investment pool investments participants. Work charged by the Treasury is recovered from respective debt issuing local agency.
Program Contribution:	Maximize Interest earnings on proceeds from debt financings. Try to achieve positive arbitrage.
Beneficiaries:	Non Pool Participants, Local Agencies
Performance Measures:	Retain the Local Agencies tax exempt status. Achieve the maximum yield on investments. Achieve positive arbitrage.
Level of Service Required:	Staffing levels are based on the Treasury Division's ability to properly account for and invest proceeds from debt financings of local agencies. Ensure that the debt service payments of the debt financings are paid. Work with County and Bond Counsels, consultants and other professionals to ensure that the local agencies preserve their tax exempt status.
Cost Information:	

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	682,024	0	682,024	
Reimbursement	36,874	0	36,874	
Total Expenditures	645,150	0	645,150	
Revenue	645,150	0	645,150	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	4.0	0.0	4.0	
Vehicles	0	0	0	
Revenue Information:	Bill the Non Pool Participan	ts		
Overmatch:	N/A			
Additional Information:	None			
Unfunded Impact:	N/A			

Vehicles

0

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 3230000 **Department of Finance** 004 **Program Number:** Reclamation **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations Countywide Priority: Internal Support Strategic Objective: **Reclamation Districts Program Partners:** Reclamation Districts are governed by the Water Code, Division 15. In accordance to Water Code Section 50660 the County **Program Description:** Treasurer shall be deemed the ex officio treasurer of the district. The Treasury Division provides a variety of accounting services including; billing of annual assessments, collection of assessments, notification and recording of delinquent assessments, the sale of properties due to delinguent assessments, payment of warrants, registration of warrants and the payment of registered warrants. This program collects and distributes in excess of \$1 million annually to 19 districts. Work charged by the Treasury is recovered from respective Reclamation Districts. Maintenance of levees. **Program Contribution: Reclamation Districts Beneficiaries:** Performance Measures: Properly account for deposits and disbursements with 100% accuracy. Staffing levels are based on the size of the program and the ability to perform all the functions as required by code. Level of Service Required: Cost Information: Funded Unfunded **Total** Appropriation 0 147,906 147,906 Reimbursement 12,090 12,090 0 **Total Expenditures** 135,816 0 135,816 Revenue 135,816 0 135,816 Carryover 0 0 0 Net Cost 0 0 0 **FTE** 3.0 3.0 0.0

Revenue Information:	Bill the Reclamation Districts
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

0

· ·	PROGRAM PROPOSAL FOR 2009-10 BUDGET
BU: 3230000	Department of Finance
Program Number:	005A
Program Name:	Tax Collection - Minimal 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:	Match or exceed the state average property tax collection rate while reducing the average net county cost per \$1,000 in property tax collections relative to the previous fiscal year average. Mailing tax bills, collection of secured and unsecured property taxes, including applicable penalties, direct levy amounts, bonds subject to judicial foreclosure.
Program 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:	The program aims to meet the state average in property collection rates while providing the mandated functions of receiving and processing payments (impacting cash flow) in a timely manner. Risks associated with delays in the process include increased unsecured write-offs, increase in penalty cancellations/workload and challenges to validity of sale/lawsuits. The department does meet the state average.
Cost Information:	
	Funded Unfunded Total

3230000

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Cost Information:				
	Funded	Unfunded	Total	
Appropriation	3,690,648	0	3,690,648	
Reimbursement	388,489	0	388,489	
Total Expenditures	3,302,159	0	3,302,159	
Revenue	2,970,667	0	2,970,667	
Carryover	220,528	0	220,528	
Net Cost	110,964	0	110,964	
FTE	26.5	0.0	26.5	
Vehicles	0	0	0	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	rejected and reversed payn losing ability to collect at all correspondence. Reduced	nents, steep increase in (increased unsecured v tax sale effort and incre	contacts, complaints, vrite-offs). Increase in ased risk of challenge	processing payments (impacting cash flow), increase in response costs, delays in redemption payoffs, risk of penalty cancellations/workload. Increase in written s to validity of sale/lawsuits. Delays in return of

Unfunded Impact:

N/A

property to revenue producing status on tax roll. Loss of payer information and inability to comply with Revenue and Tax Code section 4105.2. Delay or total loss of payments, violation of bankruptcy stays. Increased interest costs paid out. Delay in responding to requests and increased repeat requests. Increase in unrefunded/unclaimed amounts. Delay in correcting issues.

BU: 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 to 9-4 if only providing core tax duties.

Cost Information:			
	Funded	Unfunded	Total
Appropriation	0	85,892	85,892
Reimbursement	0	0	0
Total Expenditures	0	85,892	85,892
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	85,892	85,892
FTE	0.0	1.5	1.5
Vehicles	0	0	0
Revenue Information:	N/A		
Overmatch:	N/A		
	While lovel of convice is no	t mandated the following (i	

Additional Information: While level of service is 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 paryments, violation of bankruptcy stays; Pull notices: increase in complaints; Mervenue and Tax 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

Cost Information.

BU: 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:	Any reductions would cause delays in issuing licenses, renewals and changes to information leading to an increase in complaints.

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	2,628,453	0	2,628,453	
Reimbursement	110,813	0	110,813	
Total Expenditures	2,517,640	0	2,517,640	
Revenue	2,530,105	0	2,530,105	
Carryover	0	0	0	
Net Cost	-12,465	0	-12,465	
FTE	10.5	0.0	10.5	
Vehicles	2	0	2	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	None			
Unfunded Impact:	N/A			

BU: 3230000 Department of Finance

006B
Licenses - Enhanced Level of Service
Flexible Mandated Countywide/Municipal or Financial Obligations
Develop and sustain livable and attractive neighborhoods and communities
Planning, Sheriff, EMD, DHHS, DNS, Board of Supervisors, Chambers of Commerce, business owners, general public.
Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names (FBN) /collection and monitoring of Transient Occupancy & Utility User Taxes.
Direct services and internal support.
General public.
Increase the number of active General Business Licenses in unincorporated Sacramento County from the previous calendar year.
Business license services offered at the neighborhood level.

Cost Information:

0			
	Funded	Unfunded	Total
Appropriation	0	34,156	34,156
Reimbursement	0	0	0
Total Expenditures	0	34,156	34,156
Revenue	0	0	0
Carryover	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
	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.

N/A

Unfunded Impact:

BU: 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 Sacramento Area Council of Government's (SACOG) direction. Public Safety: Allocates Proposition 172 funds (Public Safety Sales Tax). Citizens Option for Public Safety (COP's): Allocate funding received from the State. Imprest Cash: Control the access and maintain the integrity of the imprest cash accounts. Property Tax Distribution for Schools / School Debt Service Reports to Sacramento Count Office of Education (SCOE) / Government Office bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: Welfare and Institutions Code 17600 – 17609. Fee Reviews: Government Code 54985 indicates that a review by Auditor Controller (AC) can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund dep
Program Contribution:	Allows the County to recover indirect costs from federal and state; Results in additional revenue to county departments 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 departments 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.

Program Number:	009A			
Cost Information:				
	Funded	Unfunded	Total	
Appropriation	306,211	0	306,211	
Reimbursement	18,757	0	18,757	
Total Expenditures	287,454	0	287,454	
Revenue	274,207	0	274,207	
Carryover	0	0	0	
Net Cost	13,247	0	13,247	
FTE	4.8	0.0	4.8	
Vehicles	0	0	0	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	will result in delays in comp analytical review for and oth	leting various sections of the requests from the extern	e CAFR (MD&A, statistical auditors. Currently,	unfunding of the fixed asset Accounting Manager tical section, certain footnotes) and completing the other staff working on the CAFR work CAFR duties performed by this position could not

BU: 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.			

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	0	92,155	92,155	
Reimbursement	0	0	0	
Total Expenditures	0	92,155	92,155	
Revenue	0	0	0	
Carryover	0	0	0	
Net Cost	0	92,155	92,155	
FTE	0.0	1.2	1.2	
Vehicles	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 time manner or may remain unclaimed. Special Districts will now be required to prepare and file the State Controller's Annual R 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 provide to other Departments, which may result in inconsistencies and errors in financial accounting and transactions. Reduced ablipt to county departments with accounting and budgeting issues that arise. Results in inconsistent accounting practices and poter 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 corresult in late payments to the County and reduced customer service to the Court and Cities. Reduced ability to assist the service reports, and accounting issues, results in poor customer service.				entralized, money may not be claimed in a timely repare and file the State Controller's Annual Report a the capacity to prepare the Report without vice related to accounting services that is provided cial accounting and transactions. Reduced ability to cedures that are needed. Reduced ability to assist is in inconsistent accounting practices and potential is and material misstatements of financial partments would now individually bill which could burt and Cities. Reduced ability to assist the schools

Unfunded Impact:

N/A

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BU: **Department of Finance** 3230000 011A **Program Number:** System Controls & Reconciliations - Minimal Level of Service **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations Countywide Priority: Strategic Objective: Internal Support County departments and special districts. Works closely with Office of Communication and Information Technology for system **Program Partners:** fixes, enhancements, and upgrades. Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, such as, cash **Program Description:** 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. County departments and special districts have the capability to record and report financial information timely. **Program Contribution:** County Management and Departments; Special Districts **Beneficiaries:** No escalation of help desk incidents - ownership of issues taken immediately. Service Requests completed on target. No funds **Performance Measures:** 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. Department must maintain the integrity of the financial system and desires to provide monthly closing and reconciliations within 2 Level of Service Required: 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:				
	Funded	Unfunded	Total	
Appropriation	1,372,331	0	1,372,331	
Reimbursement	180,463	0	180,463	
Total Expenditures	1,191,868	0	1,191,868	
Revenue	998,523	0	998,523	
Carryover	0	0	0	
Net Cost	193,345	0	193,345	
FTE	8.7	0.0	8.7	
Vehicles	0	0	0	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	Requests are made to depresources are not available			rojects, such as, software upgrades, since sufficient t system changes.
Unfunded Impact:	N/A			

BU: 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:	Funded Unfunded Total				

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	0	106,674	106,674	
Reimbursement	0	0	0	
Total Expenditures	0	106,674	106,674	
Revenue	0	0	0	
Carryover	0	0	0	
Net Cost	0	106,674	106,674	
FTE	0.0	1.2	1.2	
Vehicles	0	0	0	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	implementation of new func- leads to potential accountin and participation, will create producing Budget Control F	tionality will result in delay g errors and/or fraud. Elin e accounting inconsistencie teports will result in delaye	s in system changes ar ninating COMPASS Tra es, errors, and an increa d reaction to over-expe	ols and security workroles modifications, and/or ad a reduction in internal and system controls which ining and Financial (FI) User groups presentations ase in business procedure inquiries. Delays in nded appropriations. Delays in daily responses to will hinder the Department's ability to complete
Unfunded Impact:	N/A			

BU: 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 Auditor Controller (AC) 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 Department of Finance; 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 the 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.

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	259,974	0	259,974	
Reimbursement	17,052	0	17,052	
Total Expenditures	242,922	0	242,922	
Revenue	257,801	0	257,801	
Carryover	0	0	0	
Net Cost	-14,879	0	-14,879	
FTE	6.7	0.0	6.7	
Vehicles	0	0	0	
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	None			
Unfunded Impact:	N/A			

BU: 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:							
,	Funded Unfunded Total						

	1 anaca	Chjunaca	10141
Appropriation	0	72,648	72,648
Reimbursement	0	0	0
Total Expenditures	0	72,648	72,648
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	72,648	72,648
FTE	0.0	1.3	1.3
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

BU: **Department of Finance** 3230000 013A **Program Number:** Payroll Services - Minimal Level of Service **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations **Countywide Priority:** Internal Support Strategic Objective: All County Departments and All Special Districts within our Payroll System **Program Partners:** A countywide process and system of calculating, recording, and reconciling of employees' wages/retiree benefits, deductions, **Program Description:** and net pay, while ensuring compliance with various laws and regulations and timely payment of deductions and net pays. Employees and retirees are paid accurately and timely. Involuntary deductions are paid incompliance with applicable laws and **Program Contribution:** regulations. Voluntary deductions are paid accurately and appropriately based on contracts and agreements. Accounting records are properly reconciled. All County Departments and Special Districts; County and Special District Employees; County and Special District Retirees; **Beneficiaries:** Federal and State Agencies; Ensure employees/retirees are paid with an accuracy rate of 97 percent with the appropriate deadline. Ensure withholdings **Performance Measures:** 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. The department's goal is to process payroll with a 97 percent accuracy rate and meet the deadline. It currently makes that goal. Level of Service Required:

Cost Information:			
	Funded	Unfunded	Total
Appropriation	1,079,927	0	1,079,927
Reimbursement	238,472	0	238,472
Total Expenditures	841,455	0	841,455
Revenue	552,841	0	552,841
Carryover	0	0	0
Net Cost	288,614	0	288,614
FTE	7.8	0.0	7.8
Vehicles	0	0	0
Revenue Information:	N/A		
Overmatch:	N/A		
Additional Information:	None		
Unfunded Impact:	N/A		

BU:	3230000	Department of Fina	ance				
Program	Number:	013B					
Program	Name:	Payroll Services - Enhance	ed Level of Service				
Countywi	ide Priority:	Flexible Mandated County	wide/Municipal or Financial (Obligations			
Strategic	Objective:	Internal Support					
Program	Partners:	All County Departments a	nd All Special Districts within	our Payroll System			
-	Description:	other amounts due in next Special processing for sor employees. Special repor Special reporting requests	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:		ductions are paid accurately		are paid in compliance with applicable laws and on contracts and agreements. Accounting		
Beneficia	uries:	All County Departments a Federal and State Agencie		and Special District Emplo	oyees; County and Special District Retirees;		
Performa	ince Measures:	required by laws and regu		ure compliance and avoid	appropriate deadline. Ensure withholdings penalties. Ensure voluntary deductions are		
_	ervice Required: cormation:	related special district pay	roll processing, garnishment	information, contractor pa	and inconsistencies. Other customer service ayments and COMPASS payroll enhancements.		
		Funded	Unfunded	Total			
,	Appropriation Reimbursement		16,323	16,323			
	keimbursemeni al Expenditures	-	0 16,323	0 16,323			
100	Revenue		0	0			
	Carryover	-	0	0			
	Net Cost	0	16,323	16,323			
	FTE	0.0	0.3	0.3			
	Vehicles	0	0	0			
Revenue	Information:	N/A					
Overmate	ch:	N/A					
Additiond	al 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 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.					
Unfundo	d Impact:	N/A					

BU: 3230000 Department of Finance

Program Number:	014
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:

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

Revenue Information:	N/A
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

BU: 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:				
	Funded	Unfunded	Total	
Appropriation	1,778,476	0	1,778,476	
Reimbursement	102,312	0	102,312	
Total Expenditures	1,676,164	0	1,676,164	
Revenue	1,266,884	0	1,266,884	
Carryover	0	0	0	
Net Cost	409,280	0	409,280	
FTE	16.5	0.0	16.5	
Vehicles	0	0	0	
evenue Information:	N/A			
vermatch:	N/A			
dditional 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.			
Infunded Impact:	N/A			

BU: 3230000	Department of Fina	ince			
Program Number:	015B				
Program Name:	Payment Services - Enhan	Payment Services - Enhanced Level of Service			
Countywide Priority:	Flexible Mandated County	Flexible Mandated Countywide/Municipal or Financial Obligations			
	Internal Support				
Strategic Objective:		d All Special Districts with F	undo in the County Tra		
Program Partners:		•	,	·	
Program Description:	to Purchasing, Fixed Asset and pick-up front desk (PU research related to W-9 pro and inaccurate documents returning documents we ar requests by Departments to	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 accurated with laws and regulations.	y and timely. Federal and s	tate agencies are paid	accurately and timely while ensuring compliance	
Beneficiaries:	All County Departments an	d Special Districts; All Cour	ty vendors; Federal an	d State Agencies;	
Performance Measures:	Process payment requests	within ten days after receip	. Maintain an imaging	error rate of less than 1 percent.	
Level of Service Required:				ASS, purchasing and fixed assts. Other activities essing vendor information and research into	
Cost Information:					
Cost Information.	Funded	Unfunded	Total		
Appropriation	0	96,684	96,684		
Reimbursement	0	0	0		
Total Expenditures	0	96,684	96,684		
Revenue	-	0	0		
Carryover		0	0		
Net Cost	0	96,684	96,684		
FTE	0.0	1.5	1.5		
Vehicles	0	0	0		
Revenue Information:	N/A				
Overmatch:	N/A				

DEPARTMENT OF FINANCE

BU:	3230000	Department of Finance
Program	Number:	015B
Addition	al 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 pendites, 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 result in possible improper payments. Elimination of the processing of Department's special requests to pay vendors in individual checks rather than grouping paym
Unfunde	d Impact:	N/A

BU: 32300	000	Department of Fina	ince			
Program Numb	er:	016A				
Program Name.	:	Accounting Services - Minir	mal Level of Service			
Countywide Pri		Flexible Mandated Countywide/Municipal or Financial Obligations				
Strategic Object	tive:	Internal Support				
Program Partne		County departments and sp	pecial districts.			
Program Descri		Develop, maintain, and enfo payable accounts are being reports, relief of accountable etc.; Budget load and main (AAR) - tracking, review, in Annual Financial Report (C	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 Contri	ibution:	County departments and sp	pecial districts receive acco	unting support.		
Beneficiaries:			County departments and special districts directly benefit from the accounting services provided. Indirectly, the public benefits by having accurate financial information.			
Performance M	easures:	-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 K	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	on:					
ļ		Funded	Unfunded	Total		
Appro	opriation	716,850	0	716,850		
Reimbi	ursement	53,420	0	53,420		
Total Expe	e <mark>nditure</mark> s	663,430	0	663,430		
	Revenue	509,407	0	509,407		
С	Carryover	0	0	0		
	Net Cost	154,023	0	154,023		
	FTE	2.8	0.0	2.8		
	Vehicles	0	0	0		
Revenue Inform	nation:	N/A				
Overmatch:		N/A				
Additional Info	rmation:	None				
Unfunded Impa	uct:	N/A				

BU: 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 receivable, liability and trust accounts. Responses to questions regardi to resolve. Warrant Issuances - Currently, payment runs are executed daily for payroll off-cycle, bi-weekly for County Payroll, and monthly for Return Warrants – Research related to warrants that have been returne Warrant listings for website that are also sent to Tax Collections and Ta	ng "How do I". These items may take multiple meetings 3-4 times daily for accounts payable, approximately once Retirement. Requests for copies of paid warrants. d due to bad addresses. Provide monthly Stale Date		
Program Contribution:	County departments and special districts receive accounting support.			
Beneficiaries:	County departments and special districts directly benefit from the account having accurate financial information.	nting services provided. Indirectly, the public benefits by		
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:				
	Funded Unfunded Total			
Appropriation	,			
Reimbursemen		-		
Total Expenditures Revenue				
Carryove				
Net Cos		-		
FTE				
Vehicles	<i>es</i> 0 0 0			
Revenue Information:	N/A			
Overmatch:	N/A			
Additional Information:	Potential delay or elimination of producing Open Item Management (OII receivable, liability and trust accounts will result in inaccurate balances for; Delays in responses to questions received from Departments will like researching and correcting errors; Delays in warrant issuances will likely potential late fees and service interruptions; Delays in requests for copi Elimination of returned warrant research will increase the number of ext number of stale dated checks; Elimination of monthly stale dated warrant unclaimed moneys and an increased workload for Central Support and	in COMPASS and money not being properly accounted ely result in errors and additional time spent in y result in delays in payments and loss of discounts, es of paid warrants will result in unsatisfied customers; ernal customers not receiving payments and increase the nt listings will result in customers inability to research		
Unfunded Impact:	N/A			

Cost Information.

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: **Department of Finance** 3230000 017A **Program Number:** Tax Accounting - Minimal Level of Service **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations Countywide Priority: Financial Obligation Strategic Objective: Assessor, Assessment Appeals Board, Board of Supervisors, Municipal, Services Agency, Tax Collector, All Property Taxing **Program Partners:** Entities, Cities, Redevelopments, Agencies, School Districts, County Executive Office, LAFCO, State Agencies, Special Assessment Districts, Treasury Extension of Property Tax Rolls; Setting Bond Debt Tax Rates; Direct Levies & Special Assessments; Revenues Allocations; **Program Description:** Revenues / Cost Recovery; Manage County Teeter Plan; Data & Budget Information Direct Services; Internal Supports **Program Contribution:** Assessor, Assessment Appeals Board, Board of Supervisors, Municipal Services Agency, Tax Collector, All Property Taxing **Beneficiaries:** Entities, Cities, Redevelopments, Agencies, School Districts, County Executive Office, LAFCO, State Agencies, Special Assessment Districts, Taxpayers, Public in General Extension of the annual Secured tax roll by the last week September prior to October 1st. Distribution of the Secured tax **Performance Measures:** 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 Prepares and collects secured tax rolls by October 1st and within 10 days after the close of the collection periods. Level of Service Required:

Cost Information:			
	Funded	Unfunded	Total
Appropriation	1,399,886	0	1,399,886
Reimbursement	489,914	0	489,914
Total Expenditures	909,972	0	909,972
Revenue	875,350	0	875,350
Carryover	0	0	0
Net Cost	34,622	0	34,622
FTE	8.8	0.0	8.8
Vehicles	0	0	0
Revenue Information:	0		
Overmatch:	0		
Additional Information:	None		
Unfunded Impact:	0		

BU: 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:				
	Funded	Unfunded	Total	
Appropriation	0	16,326	16,326	
Reimbursement	0	0	0	
Total Expenditures	0	16,326	16,326	
Revenue	0	0	0	
Carryover	0	0	0	
Net Cost	0	16,326	16,326	
FTE	0.0	0.3	0.3	
Vehicles	0	0	0	
Revenue Information:	0			
Overmatch:	0			
Additional Information:	on the public website will re increase the number of tax provide data related to spe	estrict the public's ability to c payers not receiving refunds cial requests from County E tionments will result in dela	onduct research online and increase the num xecutive's Office will hir yed cash postings to th	n unsatisfied customers. Reduced documentation e; Elimination of returned warrant research will ber of stale dated checks. Reduced ability to nder their ability to provide up-to-date information. e County and external customers. Delays in satisfied taxpayers.
Unfunded Impact:	0			

BU: 3230000	Department of Fina	nce		
Program Number:	017B			
Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cos	t 1,154,681	559,251	1,713,932	
Total FTE	130.0	8.0	138.0	
Total Vehicles	S 2	0	2	

DEPARTMENT OF REVENUE RECOVERY

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)

SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10

DEPARTMENT HEAD: CONNIE AHMED CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Other General L FUND: GENERAL

UNIT: 6110000 Department Of Revenue Recovery

6110000

Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Ado pted 2008-09	Requested 2009-10	Recommended 2009-10
Salaries/Benefits	6,756,873	7,432,500	7,745,493	6,101,675	6,101,675
Services & Supplies	3,890,879	4,752,717	5,026,796	3,843,289	3,843,289
Other Charges	930,861	1,268,412	1,268,412	1,321,079	1,321,079
Intrafund Charges	1,117,044	1,296,128	1,321,049	1,447,438	1,447,438
SUBTOTAL	12,695,657	14,749,757	15,361,750	12,713,481	12,713,481
Interfund Reimb	-8,550	-14,690	-10,316	-6,200	-6,200
Intrafund Reimb	-5,928,927	-7,098,779	-7,956,742	-5,631,437	-5,631,437
NETTOTAL	6,758,180	7,636,288	7,394,692	7,075,844	7,075,844
Prior Yr Carryover	555,208	-593	-593	0	0
Revenues	6,208,632	7,046,009	6,946,589	6,494,030	6,494,030
NETCOST	-5,660	590,872	448,696	581,814	581,814
Positions	101.0	94.0	100.0	72.0	72.0

PROGRAM DESCRIPTION:

The primary responsibility of the Department of Revenue Recovery (DRR) is to collect both current and delinquent accounts receivable in order to maximize the recovery of unpaid receivables. The recovery of revenue aids the programs receiving the funds to maintain public service levels and avoid service fee increases. By using cost-effective collection enforcement techniques, DRR also ensures that taxpayers are not required to bear the added burden of indebtedness that is the legal responsibility of a specific individual. To accomplish this, the Department:

- Performs financial evaluations to identify income and assets.
- Determines client's ability to pay, and adjusts certain types of charges in accordance with laws and regulations.
- Establishes a payment schedule, when appropriate, to aid citizens in repaying amounts owed.

PROGRAM DESCRIPTION (CONT.):

- Creates an account for each debt and uses automated case management processes to monitor payment compliance and financial transactions.
- Sends out monthly bills and other delinquent notices as needed.
- Initiates follow-up procedures when payments are not made using all legal means to enforce collection.

DEPARTMENT OF REVENUE RECOVERY

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 6110000	Revenue Recovery		
Program 001	Centralized collection and disbursement of revenue	581,814	72.0
	Funded Total:	581,814	72.0

BU: 6110000

Revenue Recovery

Program Number:	001
Program Name:	Centralized collection and disbursement of revenue
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, Probation, Public Defender, Conflict Criminal Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation, MSA, General Services, Risk Management, Cities, Superior Court, State of California and Victims of Crime
Program Description:	Department of Revenue Recovery (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, Probation, Public Defender and Criminal Conflict Defender, Human Assistance, District Attorney, Environmental Management, Airports, Workers Compensation, 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.
Level of 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 Social Security Insurance (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 collection. 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:			
	Funded	Unfunded	Total
Appropriation	12,713,481	0	12,713,481
Reimbursement	5,637,637	0	5,637,637
Total Expenditures	7,075,844	0	7,075,844
Revenue	6,494,030	0	6,494,030
Carryover	0	0	0
Net Cost	581,814	0	581,814
FTE	72.0	0.0	72.0
Vehicles	0	0	0
Revenue Information:	N/A		
Overmatch:	N/A		

BU: 6110000	Revenue Recovery			
Program Number:	001			
Additional Information:	revenues that could exceed funding for fines collections of efficiencies realized in PH deployed, a review will be of program reductions and ma continue to impact collectio payment processing, adjust telephone and lobby. Thes resolve, accounts take long other on-site HR functions, reporting, and consulting se county to aid them in makin of their accounts to DRR for to offset their program costs	I \$3 million for county dep . At this time DRR has no nase I and expected in Ph completed to determine if ake up any loss of revenue ns. The service level imp ments to accounts, delay e delays and backlogs wil er to collect. Administration analysis of legislation rela ervices to other departmer g changes to increase rev r collection. The sooner d s. Additionally, these redu	artments and the General Fit t reduced projected collectic ase II and III of the new coll anticipated system efficienci ss. However, the risk remain acts include delays and/or b ed response to client corresp I negatively impact collection re services that will be impact ting to DRR/collection indus ts. DRR staff provides cons- venue or reduce program co apartments can start referral ced service levels will cause equired training, implementa	ate a significant risk of loss of collection ind as well as a reduction of \$500,000 in ns to customer departments pending the review ection system. After these phases are es are able to absorb any negative impacts of s that the local economic conditions may acklogs in collections operations, including; bondence, wait time increases both via ns. As questions and disputes take longer to ted include safety, training, orientations and try, audits of internal processes, management ulting services to many departments in the sts and to assist them coordinating the referral s the sooner DRR can generate added revenue delays that will hinder DRR's ability to meet tion of changes and legislation affecting DRR's
Unfunded Impact:	N/A			
Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cost	581,814	0	581,814	
Total FTE	72.0	0.0	72.0	
Total Vehicles	0	0	0	

EMPLOYMENT RECORDS AND TRAINING

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10		UNIT: 6010000 Em			
Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Services & Supplies	-624	0	0	0	0
NET TOTAL	-624	0	0	0	0
Revenues	0	0	0	0	0
NET COST	-624	0	0	0	0

PR GRAM DESCRIPTI DN:

Effective April 27, 2006, per an ordinance adopted by the Board of Supervisors, this Department was consolidated with the Department of Employment Services and Risk Management into the new Personnel Services Department (see Budget Unit 6050000).

FOR INFORMATION ONLY

SCHEDULE:

STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10		CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL			
Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Services & Supplies	-1,786	0	0	0	0
NET TOTAL	-1,786	0	0	0	0
Revenues	0	0	0	0	0
NET COST	-1,786	0	0	0	0

PROGRAM DESCRIPTION:

Effective April 27, 2006, per an ordinance adopted by the Board of Supervisors, this Department was consolidated with the Department of Employment Records and Training into the new Personnel Services Department (see Budget Unit 6050000).

FOR INFORMATION ONLY

FACILITY PLANNING, ARCHITECTURE AND REAL ESTATE

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: FACILITY PLANNING & MGMT

032A

ACTIVITY: Property Management UNIT: 7900000

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	64,311,644	66,479,175	73,319,347	0	0
Total Operating Rev	64,311,644	66,479,175	73,319,347	0	0
Salaries/Benefits	9,105,585	9,464,556	10,538,205	0	0
Services & Supplies	53,608,335	56,064,868	61,954,256	0	0
Other Charges	806,136	1,033,286	1,016,640	0	0
Depreciation/Amort	9,471	9,500	9,500	0	0
Intrafund Chgs/Reimb	-1	-304,667	0	0	0
Total Operating Exp	63,529,526	66,267,543	73,518,601	0	0
Gain/Sale/Property	47	0	0	0	0
Other Revenues	166,686	237,666	0	0	0
Other Financing	0	21,402	0	0	0
Total Nonoperating Rev	166,733	259,068	0	0	0
Interest Expense	12,751	6,591	6,591	0	0
Debt Retirement	87,995	94,155	94,155	0	0
Improvements	-23	0	0	0	0
Residual Eq Trn Out	0	2,580,000	1,780,000	0	0
Total Nonoperating Exp	100,723	2,680,746	1,880,746	0	0
Net Income (Loss)	848,128	-2,210,046	-2,080,000	0	0
Positions	00.0	00.0	00.0	0.0	0.0
FUSILIONS	90.8	86.8	90.8	0.0	0.0

PROGRAM DESCRIPTION:

Effective July 1, 2009, the Department of Facility Planning, Archi8tecture and Real Estate (FPARE) will be abolished. The programs administered by FPARE will be transferred to the Department of County Engineering, General Services, and the County/Clerk Recorder.

The Department of Facility Planning, Architecture and Real Estate was responsible for the management of all phases of county facilities construction and real estate services. The department provided full spectrum management of capital projects, from inception, through financing, design and construction. The fiscal and program information is now found in the following departments:

- Architectural Services Division (ASD): This program will be transferred to the Department of County Engineering in the Municipal Services Agency.
- **Facility Planning and Management Division:** This program will be transferred to the Department of General Services.
- **Real Estate Division:** This program will be administered by the County Clerk/Recorder.

FOR INFORMATION ONLY

GENERAL SERVICES

SCHEDULE:

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COUNTY OF SACRAMENTO			FUND: General Servic	es	
STATE OF CALIFORNIA		(035A		
County Budget Act (1985)					
SCHEDULE 10			ACTIVITY: Summary		
OPERATIONS OF INTERNAL SERVIO	CE FUND	ι	JNIT: 7000000/20700	000	
FISCAL YEAR: 2009-10					
	Actual	Estimated	Adopted	Requested	Recommended
Operating Details	2007-08	2008-09	2008-09	2009-10	2009-10
OPERATING INCOME					
Charges for Services	87,942,766	96,640,254	110,536,253	113,366,646	109,920,747
Other Income	706	8	0	0	0
TOTAL	87,943,472	96,640,262	110,536,253	113,366,646	109,920,747
OPERATING EXPENSES					
Salaries/Benefits	41,364,088	41,417,850	44,585,597	47,653,158	43,162,403
Services & Supplies	31,944,555	35,718,109	46,183,617	49,764,276	46,876,749
Other Charges	1,484,721	1,227,429	1,415,238	1,266,255	1,266,255
Depreciation/Amort	10,818,234	11,723,781	11,684,090	11,527,610	11,507,888
Interfund Chgs/Reimb	0	0	0	0	0
Intrafund Chgs/Reimb	46,747	1,231,235	0	0	0
Costs of Goods Sold	5,841,539	6,174,351	7,424,424	7,424,424	7,424,424
Total Operating Expenses	91,499,884	97,492,755	111,292,966	117,635,723	110,237,719
Net Operating Income(Loss)	-3,556,412	-852,493	-756,713	-4,269,077	-316,972
NONOPERATING INCOME		,			
(EXPENSES)					
Aid-Govt Agencies	0	0	0	0	0
Interest Income	17	0	0	0	0
Interest Expense	-1,035,343	-1,525,000	-1,524,638	-1,683,591	-1,683,591
Debt Retirement	-1,481,548	-1,287,166	-1,477,549	-1,572,437	-1,572,437
Loss/Disposition-Asset	-140,041	-20,000	-30,000	-20,000	-20,000
Equipment	-84,437	-371,555	-616,600	-250,000	-250,000
Residual Eq Trn Out	0	-11,036,000	-11,036,000	0	0
Gain/Loss of Sale	878,635	225.000	500.000	225.000	225.000
Income - Other	4,475,707	3,726,643	3,905,500	3,618,000	3,618,000
Other Financing	0	188,667	0	0	0
Total Net Nonoperating		,			
Income (Loss)	2,612,990	-10,099,411	-10,279,287	316,972	316,972
NET INCOME (LOSS)	-943,422	-10,951,904	-11,036,000	-3,952,105	0
Memo Only:		- , ,	,,	-,,	-
CAPITAL REPLACEMENT					
AND ACQUISITION					
Miscellaneous Revenues	-2,376,714	-1,265,000	-750,000	-2,050,000	-2,050,000
Other Equipment	2,830,833	2.501.000	4.676.000	10,022,000	10,022,000
Other Expenses	-38,739	30,000	30,000	0	0
Residual Eq Trn Out	0	1,069,340	1,069,340	ő	0
TOTAL	415,380	2,335,340	5,025,340	7,972,000	7,972,000
Positions	497.0	501.0	501.0	499.8	447.8
	.5110	25110		. 50.0	

PROGRAM DESCRIPTION:

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized services that county departments require ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.
- The Department of General Services is comprised of the following:
 - Administrative Services: Provides administrative services to the department and to the Real Estate and Architectural Services Divisions and support services to all county agencies and departments:
 - Administrative Services provides accounting, budget and analysis, and information technology services.
 - The Support Services Division provides printing, U.S. mail, inter-office messenger, stores, document scanning, records management, warehousing and surplus property/recycling services.
 - **Contract and Purchasing Services:** Provides centralized procurement services and coordinates the procurement card program.
 - **Facility Services:** Provides for the administration of facility planning for county owned and leased facilities. The division also manages the following programs:
 - Capital Construction Fund which provides funding for construction and remodeling of county owned facilities.
 - Energy Management Program which coordinates energy related issues, seeks ways to reduce energy usage and promote use of alternative fuels, and analyzes energy savings resulting from conservation or other methods.
 - Computer Aided Facility Management and Master Planning (for county owned facilities).
 - Parking Enterprise which provides parking services to the public, county employees, and other governmental agencies.
 - Environmental Management Services.
 - **Facility Operations:** Provides facility maintenance and security functions to county agencies and departments.
 - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county-owned facilities including minor remodeling and repair work. Services are provided by skilled carpenters, painters, plumbers, electricians, stationary engineers, building maintenance workers, and custodial staff.
 - Security Services provides an unarmed, observe and report security presence for county-owned and some leased facilities.

PROGRAM DESCRIPTION (CONT.):

- **Fleet Services:** The Fleet Services Division purchases, rents and maintains light and heavy equipment.
 - The Light Equipment Section provides automotive equipment for all county departments.
 - The Heavy Equipment Section maintains a fleet of construction equipment and other heavy vehicles for county organizations.

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **FUNDED PROGRAMS Funded Net Cost Funded Positions** Program No. **Program** Name **General Services** BU 700000 Program 001-A Department Administration - Minimal Level of Service 0 20.0 _____ 0 0.0 Program 001-B Department Administration - Enhanced Level of Service _____ 0 94.0 Program 002-A GS-Bradshaw District - Minimal Level of Service _____ -----0 Program 002-B GS-Bradshaw District - Enhanced Level of Service 0.0 0 **Program** 003-A GS-Downtown District - Minimal Level of Service 66.0 Program 003-B GS-Downtown District - Enhanced Level of Service 0 0.00 **Program** 004-A GS Security - Minimal Level of Service 26.0Program 004-B GS Security - Enhanced Level of Service 0 0.0 _____ Program 005 **GS-Airport District** 0 41.0 _____ 0 18.0 Program 006-A Central Purchasing - Minimal Level of Service 0 **Program** 006-B Central Purchasing - Enhanced Level of Service 0.0 _____ ------Program 007-A Support Services - Minimal Level of Service 0 31.0 **Program** 007-B Support Services - Enhanced Level of Service 0 0.0 _____ Program 008-A Light Fleet Services - Minimal Level of Service 0 39.0 Program 008-B Light Fleet Services - Enhanced Level of Service 0.0 0 Program 009-A Heavy Fleet Services - Minimal Level of Service 106.0 0 _____ Program 009-B Heavy Fleet Services - Enhanced Level of Service 0 0.0 _____ 0 0.0 **Program** 010-A Energy Management - Minimal Level of Service _____ Program 010-B Energy Management - Enhanced Level of Service 0 1.0 Program 011 Facility Planning and Management 0 4.8 _____ _____ Program 012 Computer Aided Facility Management 0 1.0 **Funded Total:** 0 447.8

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL UNFUNDED PROGRAMS

Program No.	Program Name	Unfunded Net Cost	Unfunded Positio
BU 7000000	General Services		
Program 001-B	Department Administration - Enhanced Level of Service	285,678	3.0
Program 002-B	GS-Bradshaw District - Enhanced Level of Service	2,755,832	23.0
0	GS-Downtown District - Enhanced Level of Service	670,056	9.0
	GS Security - Enhanced Level of Service	667,959	10.0
Program 005	GS-Airport District	419,789	4.0
Program 006-B	Central Purchasing - Enhanced Level of Service	177,830	2.0
Program 007-B	Support Services - Enhanced Level of Service	140,005	0.0
	Light Fleet Services - Enhanced Level of Service	810,446	0.0
	Heavy Fleet Services - Enhanced Level of Service	938,043	0.0
Program 011	Facility Planning and Management	180,637	1.0

BU: 7000000	General Services
Program Number:	001-A
Program Name:	Department Administration - Minimal Level of Service
Countywide Priority:	General Government
Strategic Objective:	Internal Support
Program Partners:	General Services, 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 II 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:				
	Funded	Unfunded	Total	
Appropriation	3,732,896	0	3,732,896	
Reimbursement	2,781,619	0	2,781,619	
Total Expenditures	951,277	0	951,277	
Revenue	951,277	0	951,277	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	20.0	0.0	20.0	
Vehicles	1	0	1	
Revenue Information:	General Services, Real Est in rates & charges collected			arged for department overhead. Overhead is included
Overmatch:	None			
Additional Information:	Not providing administrative information technology served			of activities, accounting, budget, environmental and
Unfunded Impact:	N/A			

General Services BU: 7000000 001-B **Program Number:** Department Administration - Enhanced Level of Service **Program Name:** General Government **Countywide Priority:** Internal Support Strategic Objective: General Services, Real Estate & Architectural Services Divisions and all County departments **Program Partners:** Plans, directs and controls activities for the department **Program Description:** Administrative support is achieved for internal support of all county departments. **Program Contribution:** General Services, Real Estate & Architectural Services Divisions and their customers **Beneficiaries:** Provide timely administrative support to the department. **Performance Measures:** Level of Service Required: Provides more timely response to all department divisions and cost information and analysis to county departments. Cost Information:

	Funded	Unfunded	Total
Appropriation	0	384,531	384,531
Reimbursement	0	98,853	98,853
Total Expenditures	0	285,678	285,678
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	285,678	285,678
FTE	0.0	3.0	3.0
Vehicles	0	0	0

Revenue Information:

General Services, Real Estate and Architectural Services Divisions are charged for department overhead. Overhead is included in rates & charges collected from customer departments

 Overmatch:
 None

 Additional Information:
 N/A

 Unfunded Impact:
 Unfund 0.5 Accountant II, 0.5 Account Clerk II, 1.0 Sr Information Technology Technician, and 1.0 Deputy Director resulting in delays in various administrative services provided to all General Services (DGS) divisions, which would ultimately impact service

delays in various administrative services provided to all General Services (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.

BU: 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 Allocated Cost Package including but not limited to the unfunding of 4.0 positions to absorb estimated COLAs, loss of 4.0 positions for services for the North County Corporation Yard, and 7.0 positions due to the countywide suspension of facility improvement projects as well as cost reductions already made to numerous service and supply accounts. Based upon International Facility Management Association (IFMA) 2005 benchmarks report, the division is already understaffed per industry standards.			
Cost Information:				
	Funded Unfunded Total			
Appropriation	a 14,444,003 0 14,444,003			
Reimbursement	t 633,049 0 633,049			

Total Expenditures	13,810,954	0	13,810,954
Revenue	13,810,954	0	13,810,954
Carryover	0	0	0
Net Cost	0	0	0
FTE	94.0	0.0	94.0
Vehicles	53	0	53

Revenue Information:	County Allocated Cost Package and billable order work
Overmatch:	None
i i i i i i i i i i i i i i i i i i i	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

BU: **General Services** 7000000 002-B **Program Number:** GS-Bradshaw District - Enhanced Level of Service **Program Name:** General Government **Countywide Priority:** Internal Support Strategic Objective: All departments occupying space in county owned facilities **Program Partners:** Provide facility maintenance and custodial services to other departments within the County. Maintains, repairs and makes **Program Description:** necessary alterations in order to provide a pleasant and safe environment for employees and the public. Provide a safe, well-maintained environment to allow internal customers a proper working environment to perform services to the **Program Contribution:** public. It also allows for a safe and comfortable environment for external customers coming in for services. County departments that occupy space in county owned facilities **Beneficiaries:** Maintain county facilities. Complete forty percent of critical preventive maintenance activities with appropriate staffing consistent **Performance Measures:** with facility expansions. Meet with each customer annually. Provides timely response to maintenance request and repair, electrical system failures, trash pick up, plumbing needs and other Level of Service Required: building maintenance duties. Cost Information:

-			
,	Funded	Unfunded	Total
Appropriation	0	2,772,872	2,772,872
Reimbursement	0	17,040	17,040
Total Expenditures	0	2,755,832	2,755,832
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	2,755,832	2,755,832
FTE	0.0	23.0	23.0
Vehicles	0	10	10
Revenue Information:	County Allocated Cost Pac	kage and billable order w	ork
Overmatch:	None		
Additional Information:	N/A		

BU:	7000000	General Services
Program	n Number:	<i>002-B</i>
Unfund	ed 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 Corporation 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. Additional reductions of 4.0 positions due to loss of core-enhanced funding to maintenance staff will result in the following reduced service levels: (a) With the elimination of the two Building Project Coordinators, General Services (DGS) 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 Architectural Services Division (ASD) or not done at all. A comprehensive list of those eliminated services can be detailed at a later date; (b) Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our Computer Aided Facilities Management (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; (c) Electrical preventive maintenance (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 swill become normal. Calls for hot/cold temperatures will take longer to address. Exact impact is not currently known; (e) Plumbing calls, stopped toilets, leaking faucets will take longer to address. Exact impact is not currently known; (e) Plumbing calls, stopped toilets, leaking function of reduced to toech und, graft itereval in service delivery; (h) A number of "nice to dos" will be eliminated to concentrate on man

BU: 7000000

General Services

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 Allocated Cost Package 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:				
	Funded	Unfunded	Total	
Appropriation	10,045,360	0	10,045,360	
Reimbursement	436,220	0	436,220	
Total Expenditures	9,609,140	0	9,609,140	
Revenue	9,609,140	0	9,609,140	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	66.0	0.0	66.0	
Vehicles	9	0	9	
Revenue Information:	Allocated cost and billable	order work		
Overmatch:	None			
Additional Information:	perform these services wou	Ild lead to unsafe and uns	anitary work environments,	es located in the downtown area. Failure to which would disable other programs within the erioration to county owned facilities (assets).
Unfunded Impact:	N/A			

BU:	7000000	General Services
Progran	n Number:	003-В
Program	n Name:	GS-Downtown District - Enhanced Level of Service
Countyw	vide Priority:	General Government
Strategie	c Objective:	Internal Support
Progran	n Partners:	All departments occupying space in county owned facilities
Progran	n 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.
Progran	n 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.
Benefici	aries:	County departments that occupy space in county owned facilities
Perform	ance Measures:	Maintain county facilities. Complete forty percent of critical preventive maintenance activities with appropriate staffing consistent with facility expansions. Meet with each customer annually.
Level of S	Service R equired:	Provides timely response to maintenance requests and repairs, electrical system failures, trash pick up, plumbing needs and other building maintenance duties.

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	0	684,735	684,735	
Reimbursement	0	14,679	14,679	
Total Expenditures	0	670,056	670,056	
Revenue	0	0	0	
Carryover	0	0	0	
Net Cost	0	670,056	670,056	
FTE	0.0	9.0	9.0	
Vehicles	0	0	0	
Revenue Information:	Allocated cost and billable	order work		
Overmatch:	None			
Additional Information:	N/A			

Program Number: 003-B

General Services

7000000

Unfunded Impact:

BU:

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. Unfunding an additional 5.0 FTE positions due to loss of core-enhanced funding for a total of 9.0 positions. Additional reductions to maintenance staff will result in the following reduced service levels: (a) With the elimination of the two Building Project Coordinators, General Services (DGS) 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 Architectural Services Division (ASD) or not done at all. A comprehensive list of those eliminated services can be detailed at a later date; (b) Clerical function reductions will result in slower response times to requests for all maintenance services. Data input to our Computer Aided Facilities Management (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; (c) Electrical preventive maintenance (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: (d) 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; (e) 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; (f) 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; (g) 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; (h) A number of "nice to do's" will be eliminated to concentrate on mandated and high priority maintenance work. These will include hanging pictures, bulletin boards, and the like; (i) Painting will be reduced to touch up, graffiti removal and small painting jobs. Major painting in county facilities will cease; (j) Custodial services will be reduced. In May 2009, 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. 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.

BU:	7000000	General Services			
Progran	n Number:	004-A			
Progran	n Name:	GS Security - Minimal Leve	el of Service		
Countyw	vide Priority:	General Government			
Strategie	c Objective:	Internal Support			
Program	n Partners:	Security - customers in cou Facilities and Security Divis			Maintenance and Operations (M&O) General Services
Program	n Description:		acilities maintenance and		ities. Maintenance and Operations (M&O) provides y divisions, and to the Real Estate Division, and pays
Program	n Contribution:	Employees and County-ow centralized processing of u			a security presence at the facility. M&O provides a ssing
Benefici	iaries:	County employees, DGS d	ivisions, Real Estate Divisi	on, County departmer	ts that occupy space in county owned facilities
Perform	ance 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 S	Service Required:	The department believes it employees.	is currently at or below a r	ninimal level in provid	ng a safe and secure working environment for
Cost Inj	formation:	1			
		Funded	Unfunded	Total	
	Appropriation	2,848,524	0	2,848,524	
	Reimbursemen	<i>t</i> 431,914	0	431,914	
Tot	tal Expenditure	2,416,610	0	2,416,610	
	Revenue	2,416,610	0	2,416,610	
	Carryove	r0	0	0	
	Net Cos	t0	0	0	
			0.0	26.0	
	FTI	26.0	0.0	20.0	
	FTI Vehicle	2010	0	5	
Revenue		s 5	0 ns and above-rent revenue	5 e from other County de	epartments. M&O unit charges DGS and Real Estate from customer departments.

BU: 7000000 General Services
Program Number: 004-A

The Security Services program is currently funded through the Allocated Cost Package (ACP). If funding is reduced or Additional Information: 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. 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 ACP. All cost-of-living increases were absorbed. There are no known mandate for administrative functions.

Unfunded Impact:

NA

BU: 70000	000	General Services
Program Numb	ber:	004-B
Program Name	e:	GS Security - Enhanced Level of Service
Countywide Pri	iority:	General Government
Strategic Object	tive:	Internal Support
Program Partn	ers:	Customers in county owned facilities and some leased facilities
Program Descr	iption:	Provides security services for county owned facilities and some leased facilities
Program Contr	ibution:	Employees and county owned property are potentially safer when there is a security presence at the facility.
Beneficiaries:		County employees
Performance M	leasures:	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 I	•	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:			
	Funded	Unfunded	Total
Appropriation	0	672,026	672,026
Reimbursement	0	4,067	4,067
Total Expenditures	0	667,959	667,959
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	667,959	667,959
FTE	0.0	10.0	10.0
Vehicles	0	0	0
Revenue Information:	Allocations and above-rent	revenues from other count	y departments
Overmatch:	None		
Additional Information:	N/A		

BU: 7000000 General Services

Program Number:

Unfunded Impact:

004-B

Unfund 10.0 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.

BU: 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 forty percent 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:	

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	5,989,178	419,789	6,408,967	
Reimbursement	0	0	0	
Total Expenditures	5,989,178	419,789	6,408,967	
Revenue	5,989,178	0	5,989,178	
Carryover	0	0	0	
Net Cost	0	419,789	419,789	
FTE	41.0	4.0	45.0	
Vehicles	0	0	0	
Revenue Information:	Billable Order (SCAS)			
Overmatch:	None			
Additional Information:	None			
Unfunded Impact:	Unfund 4.0 vacant positions preventive maintenance, w			ng the vacant positions may result in delays in

BU: 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 percent of dollars spent via Contract Shipping Orders (contract release) versus the overall spend. One hundred percent 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:				
,	Funded	Unfunded	Total	
Appropriation	2,525,174	0	2,525,174	
Reimbursement	349,556	0	349,556	
Total Expenditures	2,175,618	0	2,175,618	
Revenue	2,175,618	0	2,175,618	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	18.0	0.0	18.0	
Vehicles	1	0	1	
Revenue Information:	Allocated cost revenue, rec	overy costs from other co	unty departments for c	ledicated staff, and P-Card rebate checks
Overmatch:	None			
Additional Information:		ited to the unfunding of 1.0	Office Assistant II an	ring the preparation of the Allocated Cost Package d 1.0 Contract Services Officer II. Service and supply
Unfunded Impact:	N/A			

	General Services			
Program Number:	006-В			
Program Name:	Central Purchasing - Enhar	nced Level of Service		
Countywide Priority:	General Government			
Strategic Objective:	Internal Support			
Program Partners:	All county departments, cer	rtain special districts, vendo	rs, local chambers, o	ther local government agencies.
Program Description:	Consulting Services - Provi	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:				heir business goals while adhering to procurements becifications assistance at no charge to our internal
Beneficiaries:	All county departments, cer	rtain special districts, vendo	rs, local chambers, o	ther 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. One hundred percent compliance with delegated purchasing programs and increased contracting with local and/or small businesses. Positive feedback from customers on Contract and Purchasing Services Division (CAPSD) survey.			
Level of Service Required:	Provides educational servic monitors maverick spending			ounty, assists departments making purchases, cies.
Cost Information:				
Cost Information:	Funded	Unfunded	Total	
Cost Information: Appropriation		Unfunded 193,035	<i>Total</i> 193,035	
-	0			
Appropriation	t 0 t 0	193,035	193,035	
Appropriation Reimbursement	2 0 2 0 2 0 3 0	193,035 15,205	193,035 15,205	
Appropriation Reimbursement Total Expenditures Revenue Carryover	0 t 0 s 0 e 0 r	193,035 15,205 177,830	193,035 15,205 177,830	
Appropriation Reimbursement Total Expenditures Revenue	0 t 0 s 0 e 0 r	193,035 15,205 177,830 0	193,035 15,205 177,830 0	
Appropriation Reimbursement Total Expenditures Revenue Carryover	i 0 i 0 i 0 i 0 i 0	193,035 15,205 177,830 0 0	193,035 15,205 177,830 0 0	
Appropriation Reimbursement Total Expenditures Revenue Carryover Net Cost	0 t 0 t 0 t 0 t 0 t 0 t 0 t 0.0	193,035 15,205 177,830 0 0 177,830	193,035 15,205 177,830 0 0 177,830	
Appropriation Reimbursement Total Expenditures Revenue Carryover Net Cost FTE Vehicles	0 t 0 t 0 t 0 t 0 t 0 t 0 t 0 t 0	193,035 15,205 177,830 0 0 177,830 2.0 0	193,035 15,205 177,830 0 0 177,830 2.0 0	edicated staff, and P-Card rebate checks
Appropriation Reimbursement Total Expenditures Revenue Carryover Net Cost FTE	0 t 0 t 0 t 0 t 0 t 0 t 0 t 0 t 0	193,035 15,205 177,830 0 0 177,830 2.0 0	193,035 15,205 177,830 0 0 177,830 2.0 0	edicated staff, and P-Card rebate checks

7000000 **General Services** BU: **Program Number:** 006-B 2.0 FTEs (1.0)Contract Services Officer II position and (1.0) Office Assistant Lv 2. Unfunding these positions will have the **Unfunded Impact:** 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 onetime 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 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.

BU: 7000000	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 and public
Program Description:	Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.
Program 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 and 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 and 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:	

cost mjormanon.				
	Funded	Unfunded	Total	
Appropriation	13,673,271	0	13,673,271	
Reimbursement	1,500,693	0	1,500,693	
Total Expenditures	12,172,578	0	12,172,578	
Revenue	12,172,578	0	12,172,578	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	31.0	0.0	31.0	
Vehicles	4	0	4	
Revenue Information:	Allocated cost and charges Messenger services, and S		arehouse, Mail, Posta	ge and Store charges, Printing, Scanning, and
Overmatch:	None			
Additional Information:				luring the preparation of the Allocated Cost Package. re services are based on the needs of the departments.
Unfunded Impact:	N/A			

BU: 7000000	General Services				
Program Number:	007-В				
Program Name:	Support Services - Enhanced Level of Service				
Countywide Priority:	General Government				
Strategic Objective:	Internal Support				
Program Partners:	All county departments/spec	ial districts/vendors and p	ublic		
Program Description:		enger, Central Stores, Rec	ords Management, Prin	ments including activities such as the U.S. nting, Imaging, and Surplus Property Management.	
Program Contribution:	Provide punctual, profession	nal, cost-effective services	to all County Departme	ents/Special Districts	
Beneficiaries:	All County Departments/Spe	ecial Districts/Vendors & P	ublic/Taxpayer		
Performance Measures.	The goal is to meet custom satisfaction.	er expectations by providir	ng timely and cost effec	tive services measured by their level of	
Level of Service Required:	Provides timely responses to and maintaining the recycle		surplus items, postal ar	nd inter-office mail, printing and scanning projects,	
Cost Information:	Funded	Unfunded	Total		
Appropriation	0	212,142	212,142		
Reimbursemen	<i>t</i> 0	72,137	72,137		
Total Expenditure	s 0	140,005	140,005		
Revenue	0	0	0		
Carryove	r0	0	0		
Net Cos	<i>t</i> 0	140,005	140,005		
FT	0.0	0.0	0.0		
Vehicle	s 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	N/A				
Unfunded Impact:	maintain an acceptable leve Normal workload demands longer. Urgent print and sc job activity will be delayed o that the County now pay for insufficient funds to support responsibility for the cost an	I of service. Response tim such as receiving and delix an services projects will like r become unavailable. Ad pickup, removing the core the revised recycle paper d the recycle program itse	tes will be slower. The very of Store items, US ely also be delayed. Ci ditionally, due to the ch -enhanced funds witho contract. This could re lf for their respective de	ional impacts: The division will be unable to re will be unavoidable delays in service delivery. Postal and Interoffice mail processing will take ustomer and public access to normal sale and print ange in the recycle paper contract now requiring ut raising the allocated cost for Surplus will result in sult in customer departments assuming partments. The recycle program would become pounty to fines for non-compliance with the business	

BU: 7000000	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 and citizens		
Performance Measures:	(1) Maintain 97 percent vehicle availability. (2) Maintain direct labor hours at 70 percent 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 percent staffed, mandatory to provide minimum service levels.		

Cost Information:

	Funded	Unfunded	Total
Appropriation	35,912,327	0	35,912,327
Reimbursement		0	9,707,890
Total Expenditures	26,204,437	0	26,204,437
Revenue	26,204,437	0	26,204,437
Carryover	0	0	0
Net Cost	0	0	0
FTE	39.0	0.0	39.0
Vehicles	2,792	0	2,792
Revenue Information:	Rental fees and fuel charge	es to using departments.	
Overmatch:	None		
Additional Information:	None		

Unfunded Impact:

NA

BU: 7000000 **General Services** 008-B **Program Number:** Light Fleet Services - Enhanced Level of Service **Program Name:** General Government Countywide Priority: Internal Support Strategic Objective: All county departments **Program Partners:** Primary reduction to motor pool, and voluntary return of assigned units. A large percentage of the motor pool vehicles will be **Program Description:** surplused, along with anticipated reductions to assigned vehicles in some programs. Personal vehicles or rental units may be utilized as needed **Program Contribution:** County departments and citizens **Beneficiaries:** Performance Measures: Vehicle availability level will decrease Vendor service contracts to provide a faster turnaround time for vehicle repairs. Level of Service Required:

Cost Information:

	Funded	Unfunded	Total
Appropriation	0	892,046	892,046
Reimbursement	0	81,600	81,600
Total Expenditures	0	810,446	810,446
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	810,446	810,446
FTE	0.0	0.0	0.0
Vehicles	0	0	0

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

 Overmatch:
 None

 Additional Information:
 N/A

 Unfunded Impact:
 A reduction in Light Fleet will 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 will 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 are expect vehicle dowthing to outple (pottentially two weeks or longer) when vendor contracts are

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) when vendor contracts are discontinued. Light Fleet has been achieving 95 percent vehicle availability. With the loss of contract services, availability will 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 yearend, thus eliminating all vendor repairs, such as smog checks, windshields, alignments, etc. The use of "loaner" cars while cars are being serviced may 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.

BU: 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:				
	Funded	Unfunded	Total	
Appropriation	39,601,391	0	39,601,391	
Reimbursement	9,271,335	0	9,271,335	
Total Expenditures	30,330,056	0	30,330,056	
Revenue	30,330,056	0	30,330,056	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	106.0	0.0	106.0	
Vehicles	1,161	0	1,161	
Revenue Information:	Rental fees, fuel charges, c	lirect repair order charges	;	
Dvermatch:	None			
dditional Information:	Critical internal support for	Enterprise, Municipal Ser	vices, and General Fun	d Departments
Unfunded Impact:	N/A			

BU: 7000000

General Services

Program Number:	009-В
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:

	Funded	Unfunded	Total
Appropriation	0	938,043	938,043
Reimbursement	0	0	0
Total Expenditures	0	938,043	938,043
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	938,043	938,043
FTE	0.0	0.0	0.0
Vehicles	0	0	0

Revenue Information:	Rental fees, fuel charges, direct repair order charges will drop				
Overmatch:	None				
Additional Information:	N/A				
Unfunded Impact.	A reduction in Heavy Elect will be accomplished primarily through the reduction of outside vendor services. This reduction will				

Unfunded Impact:

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 nonessential 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.

BU:	7000000	General Services
Program .	Number:	010-A
Program	Name:	Energy Management - Minimal Level of Service
Countywi	de 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
Beneficia	ries:	All county departments
Performa	nce Measures:	Utility payments for county owned facilities are made on time and accurately.
Level of Se	rvice 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:					
	Funded	Unfunded	Total		
Appropriation	9,276,275	0	9,276,275		
Reimbursement	351,731	0	351,731		
Total Expenditures	8,924,544	0	8,924,544		
Revenue	8,924,544	0	8,924,544		
Carryover	0	0	0		
Net Cost	0	0	0		
FTE	0.0	0.0	0.0		
Vehicles	0	0	0		
Revenue Information:	Allocated Cost Package &	Billable Order			
Overmatch:	None				
Additional Information:	must be paid for other depa	is program pays utility bills for all County-owned facilities. Costs for utilities are allocated to the using departments. Utility bills ist be paid for other departments to perform their core functions. Using centralized utility payments allows the County to better anage the County's energy expenditures and usage.			
Unfunded Impact:	N/A				

BU: 7000000

General Services

Program Number:	010-В
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:

	Funded	Unfunded	Total
Appropriation	157,644	0	157,644
Reimbursement	0	0	0
Total Expenditures	157,644	0	157,644
Revenue	157,644	0	157,644
Carryover	0	0	0
Net Cost	0	0	0
FTE	1.0	0.0	1.0
Vehicles	0	0	0
evenue Information:	Allocated Cost Package &	Billable Order	
vermatch:	None		

GENERAL SERVICES

700000

BU:	7000000	General Services
Program	Number:	010-В
Addition	al 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 hairport 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 mills on utility rebates, savings verification and consulting services. The Energy Program is leading effort to obtain \$5.3 million in Federal Stimulus EECBG funds f
Unfunde	d Impact:	NA

BU: 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 and 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 Facility Planning and Management (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 Fiscal Year 2008-09 and the proposed unfunding of 1.0 Principal Engineering/Architect Fiscal Year 2009-10 to achieve cost savings due to the suspension of Capital Construction projects.

Cost Information:				
,	Funded	Unfunded	Total	
Appropriation	946,800	180,637	1,127,437	
Reimbursement	34,396	0	34,396	
Total Expenditures	912,404	180,637	1,093,041	
Revenue	912,404	0	912,404	
Carryover	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,	Computer Aided Facilities	Management (CAF	M) and Energy Management
Overmatch:	None			
Additional Information:	None			
Unfunded Impact:	Construction projects. The to coordinate facility needs facilities, and other change addressed including utilities due to lack of community so	position administers the M as it fits in the County's M s may not be coordinated s and transportation issues upport or the lack of adequ hich will present various c	laster Planning Effor laster Plan. Without i with the Master Plan s (such as mass tran uate infrastructure. U hallenges to meeting	budget reductions due to the suspension of Capital t for the County and works with customer departments the position, facility moves, site locations for new . Additionally, infrastructure needs may not be sit) and projects could be halted in mid-planning stages infunding the position will result in an increased of customers facility needs and the Master Plan could county services.

BU:	7000000	General Services
Progran	n Number:	012
Progran	n Name:	Computer Aided Facility Management
Countyw	vide Priority:	General Government
Strategie	c Objective:	Internal Support
Program	n Partners:	All county departments
Progran	n Description:	Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.
Program	n Contribution:	System administrators manage the computer system, keep the system functioning and updated, and program modifications to maintain the interface with COMPASS
Benefici	iaries:	All county departments
Perform	ance Measures:	Manage and 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 S	Service Required:	The division believes it is at the minimal level due to cost reductions made during the Allocated Cost Package preparation.
Cost In	formation:	

-			T (1
	Funded	Unfunded	Total
Appropriation	508,402	0	508,402
Reimbursement	399,095	0	399,095
Total Expenditures	109,307	0	109,307
Revenue	109,307	0	109,307
Carryover	0	0	0
Net Cost	0	0	0
FTE	1.0	0.0	1.0
Vehicles	0	0	0
Revenue Information:	Allocated to General Servic	es and the Real Estate Div	vision: users of the (
Overmatch:	None		
Additional Information:	Without CAFM, the departr requests. Project billing wo		
Unfunded Impact:	NA		

Cost Summary:			
_	Funded	Unfunded	Total
Total Net Cost	0	7,046,275	7,046,275
Total FTE	447.8	52.0	499.8
Total Vehicles	4,027	10	4,037

County Budget Act (1985)		ACTIVITY: Airport District UNIT: 7007440				
SCHEDULE 10 OPERATIONS OF INTERNA FISCAL YEAR: 2009-10	L SERVICE FUND					
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10	
Charges for Service	5,632,883	5,430,561	5,965,561	5,989,178	5,989,178	
Total Operating Rev	5,632,883	5,430,561	5,965,561	5,989,178	5,989,178	
Salaries/Benefits Services & Supplies Other Charges Intrafund Chgs/Reimb	3,888,298 981,195 74,554 399,689	4,070,701 1,117,980 94,160 231,031	4,506,305 1,134,037 94,160 231,059	4,967,817 1,131,571 91,616 217,963	4,548,028 1,131,57 91,616 217,963	
Total Operating Exp	5,343,736	5,513,872	5,965,561	6,408,967	5,989,178	
Other Revenues	45	51	0	0	(
Total Nonoperating Rev	45	51	0	0	(
Residual Eq Trn Out	0	511,000	511,000	0	(
Total Nonoperating Exp	0	511,000	511,000	0	(
Net Income (Loss)	289,192	-594,260	-511,000	-419,789	(
Positions	45.0	45.0	45.0	45.0	41.0	

PROGRAM DESCRIPTION:

General Services – Airport District:

- Maintains approximately 2,150,000 square feet of space that encompasses the following airport facilities throughout the County: Sacramento International Airport, Executive Airport, Mather Commerce Center and Franklin Field.
- Provides maintenance and operation needs of the Airports facilities including occasional minor remodeling and repair work.

COUNTY OF SACRAMENTO STATE OF CALIFORNIA		FUND: BUILDING I	MAINT AND OPERA	TIONS-GS	
County Budget Act (1985)			ACTIVITY: Bradshav UNIT: 7007420	w District	
SCHEDULE 10 OPERATIONS OF INTERNAL FISCAL YEAR: 2009-10	_ SERVICE FUND				
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Use Of Money/Prop Charges for Service	67 15,518,837	8 15,477,008	0 17,189,909	0 14,291,317	0 14,291,317
Total Operating Rev	15,518,904	15,477,016	17,189,909	14,291,317	14,291,317
Salaries/Benefits Services & Supplies Other Charges Depreciation/Amort Intrafund Chgs/Reimb	9,727,723 3,641,215 288,871 2,044 1,267,716	9,769,421 3,635,076 313,688 9,511 1,456,643	10,896,768 4,353,494 325,523 1,365 1,612,759	11,064,940 3,639,709 246,346 9,500 1,606,291	9,336,156 3,153,310 246,346 9,500 1,546,005
Total Operating Exp	14,927,569	15,184,339	17,189,909	16,566,786	14,291,317
Other Revenues Other Financing	5,630 0	3,772 5,179	0 0	0 0	0 0
Total Nonoperating Rev	5,630	8,951	0	0	0
Equipment Residual Eq Trn Out	40,728 0	0 1,445,000	0 1,445,000	0 0	0 0
Total Nonoperating Exp	40,728	1,445,000	1,445,000	0	0
Net Income (Loss)	556,237	-1,143,372	-1,445,000	-2,275,469	0
Positions	119.0	121.0	121.0	117.0	98.0

PROGRAM DESCRIPTION:

General Services – Bradshaw District:

- Maintains approximately 2,160,000 square feet of space covering all county owned facilities throughout the county, excluding the Downtown and Airports.
- Provides for the total maintenance, operation and custodial needs of the facilities including any minor remodeling and repair work.

STATE OF CALIFORNIA County Budget Act (1985)		FUND: CONTRACT & PURCHASING SVCS-GS 035H ACTIVITY: Purchasing UNIT: 7007063				
SCHEDULE 10 OPERATIONS OF INTERNAI FISCAL YEAR: 2009-10	L SERVICE FUND					
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10	
Charges for Service	2,052,560	2,198,768	2,163,605	2,258,413	2,258,413	
Total Operating Rev	2,052,560	2,198,768	2,163,605	2,258,413	2,258,413	
Salaries/Benefits Services & Supplies Other Charges Intrafund Chgs/Reimb	1,775,767 297,572 31,478 -163,329	1,885,192 291,469 50,148 -193,662	1,909,491 394,354 50,148 -184,888	2,057,592 368,231 40,718 -113,093	1,970,557 368,231 40,718 -113,093	
Total Operating Exp	1,941,488	2,033,147	2,169,105	2,353,448	2,266,413	
Other Revenues	43	41,000	5,500	8,000	8,000	
Total Nonoperating Rev	43	41,000	5,500	8,000	8,000	
Residual Eq Trn Out	0	208,000	208,000	0	0	
Total Nonoperating Exp	0	208,000	208,000	0	0	
Net Income (Loss)	111,115	-1,379	-208,000	-87,035	0	
Positions	20.0	20.0	20.0	20.0	19.0	

PROGRAM DESCRIPTION:

General Services - Contract and Purchasing Services Division:

- Provides centralized procurement services for county agencies, departments, and some special districts.
- Provides product research and evaluation, specification development, service and product usage requirements and histories, issues purchase orders, and contracts.
- Coordinates and monitors the county's Procurement Opportunity Program.
- Coordinates the county Procurement Card Program.

COUNTY OF SACRAMENTO STATE OF CALIFORNIA		FUND: BUILDING MAINT AND OPERATIONS-GS 035F				
County Budget Act (1985)			ACTIVITY: Downtow UNIT: 7007430	n District		
SCHEDULE 10						
OPERATIONS OF INTERNAL S	SERVICE FUND					
FISCAL YEAR: 2009-10						
Operating Details	Actual	Estimated	Adopted	Requested	Recommended	
	2007-08	2008-09	2008-09	2009-10	2009-10	
Use Of Money/Prop	639	o	o	0	(
Charges for Service	11,058,769	10,751,226	11,194,737	10,015,462	10,015,462	
Total Operating Rev	11,059,408	10,751,226	11,194,737	10,015,462	10,015,462	
Salaries/Benefits	6,929,745	6,876,739	7,448,360	7,228,994	6,965,260	
Services & Supplies	2,502,317	2,048,576	2,459,212	1,808,353	1,808,353	
Other Charges	644,585	213,562	213,562	164,909	164,909	
Depreciation/Amort	1,737	1,013	1,737	1,588	1,588	
Intrafund Chgs/Reimb	400,252	657,138	656,333	659,070	659,070	
Total Operating Exp	10,478,636	9,797,028	10,779,204	9,862,914	9,599,180	
Other Revenues	291,559	311,506	0	0	(
Other Financing	0	10,012	0	0	(
Total Nonoperating Rev	291,559	321,518	0	0	(
		ĺ				
Debt Retirement	403,387	207,766	415,533	416,282	416,282	
Residual Eq Trn Out	0	991,000	991,000	0	(
Total Nonoperating Exp	403,387	1,198,766	1,406,533	416,282	416,282	
Net Income (Loss)	468,944	76,950	-991,000	-263,734	(
Positions	70.0	01.0	04.0	75.0	74 /	
Positions	79.0	81.0	81.0	75.0	71.0	

PROGRAM DESCRIPTION:

General Services - Downtown District:

- Maintains approximately 2,060,000 square feet of space covering all county owned facilities between the Sacramento River, American River, Business 80 and Broadway.
- Provides for the total maintenance, operation and custodial needs of the facilities including minor remodeling and repair work.

		FUND: BUILDING MAINT AND OPERATIONS-GS 035F ACTIVITY: Energy Management UNIT: 7007046			
SCHEDULE 10			UNIT. 7007040		
OPERATIONS OF INTERNA	L SERVICE FUND				
FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	0	0	0	9,433,919	9,433,919
Total Operating Rev	0	0	0	9,433,919	9,433,919
Salaries/Benefits	0	0	0	147,015	147,015
Services & Supplies	0	0	0	9,102,702	9,102,702
Other Charges	0	0	0	4,559	4,559
Intrafund Chgs/Reimb	0	0	0	78,897	78,897
Total Operating Exp	0	0	0	9,333,173	9,333,173
Interest Expense	0	0	0	6,591	6,591
Debt Retirement	0	0	0	94,155	94,155
Total Nonoperating Exp	0	0	0	100,746	100,746
Net Income (Loss)	0	0	0	0	C
Positions	0.0	0.0	0.0	1.0	1.0

PROGRAM DESCRIPTION:

General Services – Energy Management Program Provides:

- Efficient and accurate utility bill payment services.
- Low cost and reliable utility purchases.
- Energy efficient bid specifications.
- Project management services for energy conservation projects.
- General utility and alternative energy coordination for the county.
- Public education and information on energy issues.
- Greenhouse Gas tracking and reporting.

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)

FUND: FLEET SERVICES HEAVY EQUIP

035M

ACTIVITY: Fleet Svc-Heavy Equipment UNIT: 7007600

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	18,193,326	24,063,200	30,998,438	28,178,099	28,178,099
Total Operating Rev	18,193,326	24,063,200	30,998,438	28,178,099	28,178,099
Salaries/Benefits	8,829,579	8,915,110	9,228,078	9,763,128	9,763,128
Services & Supplies	10,375,045	14,150,433	20,922,884	17,493,830	17,490,861
Other Charges	199,545	270,205	250,708	229,808	229,808
Depreciation/Amort	2,531,748	2,754,922	2,723,972	2,769,000	2,769,000
Intrafund Chgs/Reimb	260,132	684,016	434,680	304,333	307,302
Total Operating Exp	22,196,049	26,774,686	33,560,322	30,560,099	30,560,099
Interest Income	17	0	0	0	0
Other Revenues	3,578,339	3,025,000	3,590,000	3,090,000	3,090,000
Total Nonoperating Rev	3,578,356	3,025,000	3,590,000	3,090,000	3,090,000
Debt Retirement	702,677	728,900	711,516	708,000	708,000
Loss/Disposition-Asset	6,298	0	0	0	0
Equipment	-21,030	305,000	316,600	0	0
Residual Eq Trn Out	0	3,425,000	3,425,000	0	0
Total Nonoperating Exp	687,945	4,458,900	4,453,116	708,000	708,000
Net Income (Loss)	-1,112,312	-4,145,386	-3,425,000	0	0
Positions	106.0	106.0	106.0	106.0	106.0

PROGRAM DESCRIPTION:

General Services - Heavy Equipment Section of the Fleet Services Division:

- Operates and maintains a rental fleet of construction equipment.
- Maintains and repairs heavy equipment vehicles for other county departments.
- Operates five repair facilities: the Bradshaw Shop, the North Area Recovery Station Shop, the Disposal Site Shop, the North County Corporation Yard Shop and the Regional Wastewater Treatment Plant Shop.
- Maintains and operates a main parts supply room and warehouse at the Bradshaw location and smaller inventories at the other shops and garages for both light and heavy equipment.
- Operates the Bradshaw fueling station and liquid natural gas station.
- Manages the division, which includes both heavy and light equipment.
- Administers a Capital Outlay Fund for the purchase and the replacement of heavy equipment.

FLEET SERVICES - LIGHT EQUIPMENT

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: FLEET SERVICES LIGHT EQUIP 035L

> ACTIVITY: Fleet Svc-Light Equipment UNIT: 7007500

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	22,460,084	23,938,722	26,790,536	26,669,883	26,669,883
Total Operating Rev	22,460,084	23,938,722	26,790,536	26,669,883	26,669,883
Salaries/Benefits	2,784,130	2,938,271	3,050,927	3,269,589	3,269,589
Services & Supplies	11,942,060	11,375,913	13,575,733	12,758,556	12,693,855
Other Charges	70,402	91,606	131,606	104,399	104,399
Depreciation/Amort	8,157,068	8,832,575	8,832,581	8,655,500	8,655,500
Intrafund Chgs/Reimb	881,521	487,050	-65,449	175,839	240,540
Total Operating Exp	23,835,181	23,725,415	25,525,398	24,963,883	24,963,883
Gain/Sale/Property	878,161	225,000	500,000	225,000	225,000
Other Revenues	439,528	281,151	160,000	120,000	120,000
Total Nonoperating Rev	1,317,689	506,151	660,000	345,000	345,000
Interest Expense	1,035,343	1,525,000	1,524,638	1,677,000	1,677,000
Debt Retirement	351,338	350,500	350,500	354,000	354,000
Loss/Disposition-Asset	133,743	20,000	30,000	20,000	20,000
Equipment	0	21,000	20,000	0	0
Residual Eq Trn Out	0	3,062,000	3,062,000	0	0
Total Nonoperating Exp	1,520,424	4,978,500	4,987,138	2,051,000	2,051,000
Net Income (Loss)	-1,577,832	-4,259,042	-3,062,000	0	0
Positions	39.0	39.0	39.0	39.0	39.0

PROGRAM DESCRIPTION:

General Services - Light Equipment Section of the Fleet Services Division:

- Maintains all light automotive equipment required by county agencies and departments, except for the Sacramento County Airport System.
- Develops specifications for, and purchases all classes of automotive vehicles.
- Operates the Downtown, Bradshaw, North Corporation Yard, Sheriff's North and South Stations, Rockingham automotive maintenance shop and service facilities.
- Operates the Downtown and Branch Center motor pools.
- Operates the fuel stations at the Downtown, North, North Central and South Central Garages.

STATE OF CALIFORNIA County Budget Act (1985)		FUND: GENERAL 3 035A	SERVICES-OPERAT ACTIVITY: Office of UNIT: 7110000		
SCHEDULE 10 OPERATIONS OF INTERNAL	SERVICE FUND				
FISCAL YEAR: 2009-10		I			
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	830,339	741,262	817,531	1,696,061	1,696,061
Total Operating Rev	830,339	741,262	817,531	1,696,061	1,696,061
Salaries/Benefits Services & Supplies Other Charges Intrafund Chos/Reimb	3,096,395 800,600 57,302 -3,120,330	2,302,907 690,218 42,099 -2,126,796	2,625,572 916,515 196,033 -2,770,589	3,990,884 1,239,307 244,713 -3,035,603	3,647,644 1,239,307 244,713 -3,035,603
Total Operating Exp	833,967	908,428	967,531	2,439,301	2,096,061
Other Revenues Other Financing	614 0	45 167,121	150,000 0	400,000 0	400,000 0
Total Nonoperating Rev	614	167,166	150,000	400,000	400,000
Net Income (Loss)	-3,014	0	0	-343,240	0
Positions	22.0	22.0	22.0	28.8	25.8

PROGRAM DESCRIPTION:

General Services - Office of the Director:

- Includes the Director of General Services and those positions which assist in carrying out the responsibilities for planning, organizing, and directing the department.
- Administrative Services Division: Provides general administrative support, management consultation, financial control, departmental training, information technology and public information coordination.
- Facility Planning and Management Division: Provides for the administration of facility planning for county owned and leased facilities. The division also manages the Capital Construction Fund, the Energy Management Program, Computer Aided Facility Management and Master Planning (for county owned facilities), the Parking Enterprise, and Environmental Services.

PARKING ENTERPRISE

7990000

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: PARKING ENTERPRISE

ACTIVITY: Parking Operations UNIT: 7990000

SCHEDULE 11 OPERATIONS OF PUBLIC SERVICE ENTERPRISE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Use Of Money/Prop	2,842,401	2,488,050	2,529,039	2,775,221	2,775,221
Charges for Service	168,268	151,063	151,063	169,399	169,399
Total Operating Rev	3,010,669	2,639,113	2,680,102	2,944,620	2,944,620
Salaries/Benefits	680,419	615,348	739,298	628,057	628,057
Services & Supplies	1,578,070	1,519,532	1,676,009	1,303,328	1,303,328
Other Charges	554,878	1,153,199	544,899	1,298,171	1,298,17
Total Operating Exp	2,813,367	3,288,079	2,960,206	3,229,556	3,229,556
Other Revenues	313,819	328,252	1,288,104	294,912	294,912
Total Nonoperating Rev	313,819	328,252	1,288,104	294,912	294,912
Improvements	78,933	150,000	998,000	9,976	9,97
Equipment	0	0	10,000	0	(
Residual Eq Trn Out	0	6,831,189	6,831,189	0	
Total Nonoperating Exp	78,933	6,981,189	7,839,189	9,976	9,97
		1			
Net Income (Loss)	432,188	-7,301,903	-6,831,189	0	
Positions	10.0	10.0	10.0	8.0	8.

PROGRAM DESCRIPTION:

General Services - Parking Enterprise:

- Provides parking services to the public, county employees and a variety of governmental agencies located in the Downtown and Branch Center complexes through the operation of various lots at these locations.
- Operates bicycle storage, shower and locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center Complex.
- Enforces parking regulations on county owned property.
- Reviews and processes citations and administrative reviews for the Sheriff's Department (including the Airport Detail), Sacramento County Airport System, General Services, Regional Parks and Highway Patrol through a contract with the City of Sacramento.

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 7990000	General Services-Parking Enterprise		
Program 001-A	Parking Operations - Minimal Level of Service	0	0.0
Program 001-B	Parking Operations - Enhanced Level of Service	0	8.0
	Funded Total:	0	8.0

BU: 7990000	General Services-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:	Funded Unfunded Total					
Appropriation						

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

Total Vehicles

1

PROGRAM PROPOSAL FOR 2009-10 BUDGET

BU: 799	90000	General Services-Pa	arking Enterprise					
Program Nu	mber:	001-B						
Program Na	me:	Parking Operations - Enhanced Level of Service						
Countywide	Priority:	General Government						
Strategic Ob	jective:	Promote a healthy and gro	wing regional economy and	d county revenue base	through business growth and workforce employability			
Program Pa	rtners:	Almost all county departme	ents and employees, the pu	ublic, the Courts				
Program De	scription:	Provides for debt service re at county facilities through		Garage Provide parkin	g services for the Courts, the County and the public			
Program Co	ntribution:	Provides a revenue base to departments, employees a		rise to operate and prov	vide a basic customer service for county			
Beneficiaries	s:	County departments, count	ty employees, parking publ	lic, court system.				
Performance	e Measures:	Outputs - the number of pa	trons served.					
Level of Servi	ce Required:				er agencies, jurors and the public. Failure to services and increased costs for parking of county			
Cost Inform	nation:	Funded	Unfunded	Total				
AĮ	propriation	2,070,232	0	2,070,232				
Rein	nbursement	0	0	0				
Total E	xpenditures	2,070,232	0	2,070,232				
	Revenue	2,070,232	0	2,070,232				
	Carryover	0	0	0				
	Net Cost	0	0	0				
	FTE	8.0	0.0	8.0				
	Vehicles	1	0	1				
Revenue Inf	ormation:	Public, court employee, co	unty department, county er	mployee and other age	ncy parking fees.			
Overmatch:		None						
Additional Ii	nformation:		result in hindered access t	o county facilities and	er agencies, jurors and the public. Failure to services and increased costs for parking of county increase.			
Unfunded In	npact:	N/A						
Cost Summ	ary:							
		Funded	Unfunded	Tatal				
		Гиписи	Onjunaca	Total				
То	tal Net Cost	0	0	1 <i>0101</i> 0				

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SCHEDULE:

COUNTY OF SACRAMENT STATE OF CALIFORNIA County Budget Act (1985)	0	FUND: BUILDING 035F	MAINT AND OPERA ACTIVITY: Security UNIT: 7450000		
SCHEDULE 10 OPERATIONS OF INTERNA FISCAL YEAR: 2009-10	L SERVICE FUND				
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	2,986,395	3,114,354	3,079,302	2,521,731	2,521,731
Total Operating Rev	2,986,395	3,114,354	3,079,302	2,521,731	2,521,731
Salaries/Benefits Services & Supplies Other Charges Intrafund Chgs/Reimb	2,466,954 208,004 59,996 -106,283	2,732,659 229,157 87,093 -138,531	2,783,675 377,172 87,630 -169,175	2,886,786 268,153 75,075 -145,445	2,349,489 249,996 75,075 -152,829
Total Operating Exp	2,628,671	2,910,378	3,079,302	3,084,569	2,521,731
Other Revenues Other Financing	0	712 4,986	0 0	0 0	0
Total Nonoperating Rev	0	5,698	0	0	0
Residual Eq Trn Out	0	254,000	254,000	0	0
Total Nonoperating Exp	0	254,000	254,000	0	0
Net Income (Loss)	357,724	-44,326	-254,000	-562,838	0
Positions	36.0	36.0	36.0	36.0	28.0

PROGRAM DESCRIPTION:

General Services – Security Division:

- The Security Services Division provides unarmed security services to certain county owned facilities.
- Administrative Facilities Management is also included in this budget unit. This unit provides accounting support to the three facilities maintenance and operations districts.

SUPPORT SERVICES

SCHEDULE:

COUNTY OF SACRAMENTO)	FUND: SUPPORT	SERVICES-GS		
STATE OF CALIFORNIA		035J		Sandiana	
County Budget Act (1985)			ACTIVITY: Support UNIT: 7700000	Services	
SCHEDULE 10			0111.7700000		
OPERATIONS OF INTERNA	L SERVICE FUND				
FISCAL YEAR: 2009-10					
		-			D
Operating Details	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
	2007 00	2000 00	2000 00	2000 10	2000 10
Charges for Service	9,209,573	10,925,153	12,336,634	12,312,583	12,312,583
5			, ,		
Total Operating Rev	9,209,573	10,925,153	12,336,634	12,312,583	12,312,583
Salaries/Benefits	1,865,497	1,926,850	2,136,421	2,245,112	2,245,112
Services & Supplies	1,196,547	2,179,287	2,050,216	1,985,165	1,985,165
Other Charges	57,988	64,868	65.868	64.112	64.112
Depreciation/Amort	125,637	125,760	124,435	92,022	92,022
Intrafund Chgs/Reimb	227,379	174,346	255,270	251,748	251,748
Cost of Goods Sold	5,841,539	6,174,351	7,424,424	7,424,424	7,424,424
Cost of Goods Sold	5,641,559	0,174,331	7,424,424	7,424,424	7,424,424
Total Operating Exp	9,314,587	10,645,462	12,056,634	12,062,583	12,062,583
Gain/Sale/Property	474	0	0	0	0
Other Revenues	159,949	63,406	0	0	0
Other Financing	0	1,369	0	0	0
Other Findheing	U	1,505	Ŭ	0	0
Total Nonoperating Rev	160,423	64,775	0	0	0
Debt Retirement	24,146	0	0	0	0
Equipment	64,739	45,555	280.000	250,000	250,000
Residual Eq Trn Out	04,735	1,140,000	1,140,000	200,000	230,000
Residual Ly Thi Out	0	1,140,000	1,140,000	0	0
Total Nonoperating Exp	88,885	1,185,555	1,420,000	250,000	250,000
	22.476	9.44.090	1 1 40 000	0	0
Net Income (Loss)	-33,476	-841,089	-1,140,000	0	0
Positions	31.0	31.0	31.0	31.0	31.0

PROGRAM DESCRIPTION:

General Services - Support Services Division:

- Provides centralized high speed, black and white, and full color printing services for county agencies and departments.
- Provides centralized U.S. mail, inter-office messenger, central stores, central records management and warehousing to county agencies and departments.
- Provides redistribution and/or disposal of county assets through the Surplus Property Program.
- Administers the County internal recycling program.
- Provides centralized document scanning to county agencies and departments.

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: LIABILITY PROPERTY INSURANCE

037A

ACTIVITY: Liability/Property Insurance UNIT: 3910000

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Ado pted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	17,432,358	18,710,891	18,754,835	14,318,435	9,218,435
Total Operating Rev	17,432,358	18,710,891	18,754,835	14,318,435	9,218,435
Services & Supplies Other Charges	13,260,133 156,316	20,285,486 245,444	20,216,491 245,444	17,990,847 151,455	17,990,847 151,455
Total Operating Exp	13,416,449	20,530,930	20,461,935	18,142,302	18,142,302
Interest Income Other Revenues Other Financing	564,410 1,707,116 0	171,551 1,783,831 1,142	0 1,707,100 0	0 1,823,867 0	0 1,823,867 0
Total Nonoperating Rev	2,271,526	1,956,524	1,707,100	1,823,867	1,823,867
Net Income (Loss)	6,287,435	136,485	0	-2,000,000	-7,100,000

PROGRAM DESCRIPTION:

Sacramento County has been self-insured for Liability and Workers' Compensation Insurance since 1973. The costs of the programs are allocated to all county departments and organizations according to the number of employees and claims experience. Although the Liability and Workers' Compensation programs are self-insured, the County also purchases excess Liability and Workers' Compensation Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverage including property, boiler and machinery, aircraft, airport operations, and pollution liability.

LIABILITY/PROPERTY INSURANCE

391	00	00
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SUMM	ARY OF DEPARTMENT PROGRAM PROPOSAL
	FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 3910000	Liability/ Property Insurance		
Program 001	Liability & Property Insurance	7,100,000	0.0
	Funded Total:	7,100,000	0.0

BU: 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 Sacramento Area Sewer District and Sacramento Regional County Sanitation District Districts. Additionally, Risk and Loss Control is responsible for risk management and insurance for the following agencies: Sacramento Area Flood Control Agency, In-Home Supportive Services Public Authority, 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 heath, 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:

	Funded	Unfunded	Total
Appropriation	18,142,302	0	18,142,302
Reimbursement	0	0	0
Total Expenditures	18,142,302	0	18,142,302
Revenue	11,042,302	0	11,042,302
Carryover	0	0	0
Net Cost	7,100,000	0	7,100,000
FTE	0.0	0.0	0.0
Vehicles	0	0	0

Revenue Information:	Allocated to county agencies and departments
Overmatch:	N/A
Additional Information:	Budget reflects under-collection from County agencies and departments.
Unfunded Impact:	N/A

BU:	3910000	Liability/ Property Insurance
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Cost Summary:			
_	Funded	Unfunded	Total
Total Net Cost	7,100,000	0	7,100,000
Total FTE	0.0	0.0	0.0
Total Vehicles	0	0	0

OFFICE OF COMPLIANCE

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)

SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10 UNIT: 5740000 Office of Compliance

CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL

Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
Salaries/Benefits	133,087	210,233	476,045	221,249	221,249
Services & Supplies	343,005	426,997	547,773	413,027	413,027
Interfund Charges	0	39,427	59,141	39,498	39,498
Intrafund Charges	1,912	92,152	179,143	32,814	32,814
SUBTOTAL	478,004	768,809	1,262,102	706,588	706,588
Intrafund Reimb	-202,421	-460,813	-954,106	-413,416	-413,416
NET TOTAL	275,583	307,996	307,996	293,172	293,172
Prior Yr Carryover	142,999	14,824	14,824	0	0
Revenues	-957	0	0	0	0
NET COST	133,541	293,172	293,172	293,172	293,172
Positions	3.0	5.0	5.0	3.0	3.0

PROGRAM DESCRIPTION:

Office of Compliance:

In August 2007 the Board of Supervisors approved an ordinance that established the Office of Agency Administration within the Internal Services Agency, including transfer of the functions of the Department of Compliance from the Countywide Services Agency to the Internal Services Agency, and added a Deputy Agency Administrator position within the new Office of Agency Administration. These changes were effective September 21, 2007. The Department was renamed the Office of Compliance. The Deputy Agency Administrator was assigned responsibility for assuring fulfillment of the duties of the County's mandated Compliance Officer for Title 42, Code of Federal Regulations [Medicare and Medicaid Services], countywide guidance and oversight necessary to meet federal statutory and regulatory requirements for compliance with HIPAA, and management of departmental audits and investigations as assigned by the Agency Administrator.

Inspector General:

- 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.
- The Inspector General is shown with the Office of Compliance for budget purposes only and reports directly to the Board of Supervisors.

OFFICE OF COMPLIANCE

5740000

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL FUNDED PROGRAMS

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

BU: 5740000	Office of Compliance
Program Number:	001
Program Name:	Compliance
Countywide Priority:	Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective:	Internal Support
Program Partners:	Department of Health & Human Services [DHHS]; Department of Behavioral Health [DBH]; Department of Revenue Recovery [DRR]; Office of County Counsel [CoCo]; Department of Personnel Services -Employee Benefits Medical Reimbursement Account Plan; CEO Countywide Services Agency (CSA) Administrator & CSA staff.
Program Description:	The County of Sacramento is liable for the misuse or mishandling of protected health information under CFR 45 - HIPAA. Noncompliance can result in civil and criminal penalties. The County is also liable for violations of their Business Associate contractors. Recipients of service for this program are the HIPAA covered components and the citizens of the County who are receiving health services from its health plans and health providers. Compliance activities include: 1. Program and site assessments of covered components on maintenance of administrative, physical and technical safeguards to carry out §164.530 (2)(c)(1); 2. Staff Training - §164.530 (2)(B)(i) all members of the workforce must be trained in the County policies and procedures; retraining to minimum standard of 3 year cycle; training documentation required §164.530 (2)(C)(ii) 3. Handling of complaints - covered entity must provide process for receiving, documentation and disposition of complaints concerning the HIPAA mandated rights §164.530(2)(d)(1); 4. Distribution of HIPAA Notice of Privacy Practices required under §164.520; 5. Changes in law - any changes in HIPAA law requires documentation and implementation of revised policy or procedure §164.530(2)(h)(1). The expected outcomes of this program are: County employees will be knowledgeable about this Federal law, and understand their responsibilities, thereby protecting citizen health information and protecting the County from liability due to information breaches.
Program Contribution:	The program activities lead to positive results such as staff knowledge of the law and their responsibilities in order to protect citizen confidential health information and reduction of county liability.
Beneficiaries:	Direct beneficiaries: HIPAA covered components listed under Program Partners.• Indirect beneficiaries: Citizens of the County of Sacramento receiving health services from county health plans and provider programs.
Performance Measures.	OUTCOME: 1. HIPAA covered component workforce is trained in the federal regulations to achieve a high degree of public satisfaction with health information protections implemented by the County of Sacramento. (Strategic Objective IS) PERFORMANCE MEASURE: percentage of civil service personnel that are trained• TARGET Fiscal Year 09-10: 100 percent• OUTCOME: 2. Ensure compliance with HIPAA safeguards to achieve a high degree of public satisfaction with health information protections mandated by federal law. (Strategic Objective IS)• PERFORMANCE MEASURE: percentage sites that successfully pass an audit of administrative, technical, and physical safeguards.• TARGET Fiscal Year 09-10: 100 percent• OUTCOME: 3. Investigate and resolve any allegations regarding privacy or security violations of a client's protected health information to achieve a high degree of public satisfaction with the quality and timeliness of response by the County of Sacramento. (Strategic Objective IS)• PERFORMANCE MEASURE: percented health information to achieve a high degree of public satisfaction with the quality and timeliness of response by the County of Sacramento. (Strategic Objective IS)• PERFORMANCE MEASURE: Number of complaints initially investigated by the Department of Compliance that result in an investigation by the Office of Civil Rights and are deemed in violation of the law.• TARGET Fiscal Year 09-10: 0
Level of Service Required:	Federal mandate requires any organization providing health services or handling specific health information comply with various mandates pertaining to the protection and assurance of privacy of individual health information. Certain departments and divisions meet the HIPAA mandated definitions and therefore must comply with the provisions of the law. In order to accomplish the requirements of the mandate the program utilizes 2.0 FTE and the associated operating costs for privacy mandates for approximately 2,000 county employees covered by the Act.
Cost Information	

Cost Information:			
	Funded	Unfunded	Total
Appropriation	413,416	0	413,416
Reimbursement	413,416	0	413,416
Total Expenditures	0	0	0
Revenue	0	0	0
Carryover	0	0	0
Net Cost	0	0	0
FTE	2.0	0.0	2.0
Vehicles	0	0	0

BU: 5740000	Office of Compliance
Program Number:	001
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

BU:	5740000	Office of Complian	ce			
Program	Number:	002				
Program	Name:	Inspector General				
Countyw	ide Priority:	Discretionary Law Enforce	ment			
Strategic	Objective:	Internal Support				
Program	Partners:	Sacramento County Sherif Community	f's Department, Sheriff's C	Outreach Community Adv	isory Board, Board of Supervisors, Members of the	
Program	Description:	and improve law enforcem	ent services and the citize nflicts or misconduct, ope	en complaint and investig	yzing trends and recommending ways to strengthen ations process. As a proactive approach to sers of the Department, through the Office of	
Program	Contribution:	Processed complaints and inquiries from the public; Conducted an audit of the Sacramento Sheriff Department (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.				
Beneficia	aries:	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.				
Perform	ance 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 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, 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 S	Service Required:	This is not a mandated ser	vice.			
Cost Inf	formation:					
F		Funded	Unfunded	Total		
	Appropriation	293,172	0	293,172		
	Reimbursement		0	0		
Tot	al Expenditures	•	0	293,172		
	Revenue		0	0		
	Carryover		0	0		
	Net Cost	293.172	0	293,172		

FTE

Vehicles

1.0

0

0.0

0

1.0

0

BU: 5740000	Office of Compliance
Program Number:	002
Overmatch:	not applicable
Additional Information:	None
Unfunded 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:			
	Funded	Unfunded	Total
Total Net Cost	293,172	0	293,172
Total FTE	3.0	0.0	3.0
Total Vehicles	0	0	0

PERSONNEL SERVICES

6050000

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)

SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10

UNIT: 6050000 Personnel Services DEPARTMENT HEAD: DAVID DEVINE CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL

Financing Uses Classification	Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
	44.044.045	~~~~~	00 400 005	00 407 400	07 570 0.00
Salaries/Benefits	14,941,245	28,268,067	30,192,035	29,427,438	27,579,966
Services & Supplies	3,882,251	4,841,230	6,279,659	5,520,739	5,260,622
Other Charges	0	0	5,000	0	0
Interfund Charges	0	116,736	116,736	116,946	116,946
Intrafund Charges	1,364,858	2,270,996	2,352,943	2,789,623	2,789,623
SUBTOTAL	20,188,354	35,497,029	38,946,373	37,854,746	35,747,157
Interfund Reimb	-96,211	-658,870	-422,163	-711,910	-711,910
Intrafund Reimb	-4,756,213	-20,475,435	-21,745,442	-22,251,005	-20,817,844
NETTOTAL	15,335,930	14,362,724	16,778,768	14,891,831	14,217,403
Prior Yr Carryover	1,230,393	0	0	0	C
Revenues	6,879,703	14,327,399	16,778,768	14,891,831	14,217,403
NETCOST	7,225,834	35,325	0	0	C
Positions	312.3	296.3	314.3	293.3	281.6

PROGRAM DESCRIPTION:

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

- Administering the County Classification Plan, developing county job classification specifications, collecting salary information and recommending salaries for county classes.
- Designing job-related examinations for county classes, administering county civil service examinations and certifying eligible candidates for employment.
- Providing pre-employment physical examinations for new county employees; providing consultation to the Employee Retirement Fund and the Workers' Compensation Fund; and monitoring employee health and safety programs.
- Managing contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code Section 457).

PROGRAM DESCRIPTION (CONT.):

- Managing college education at the worksite (County Campus), skills-based training programs, and employee development services; providing support for the Customer Service and Quality movement in the County; and providing countywide and department-specific training services.
- Providing department-specific human resources services and support to the County's operating departments.
- Processing personnel and payroll transactions, including the processing of employees into and out of county service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing training and technical assistance to county agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County's Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County's Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County's Unemployment Insurance program, Liability/Property Insurance program, Workers' Compensation Insurance program, Safety and Accident Prevention and Industrial Hygiene program.

SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **FUNDED PROGRAMS** Funded Net Cost Funded Positions Program No. **Program Name** BU 6050000 **Personnel Services** Program 001A DPS Administration - Minimal Level of Service 0 10.0 Program 001B DPS Administration - Enhanced Level of Service 0 0.0 _____ -----**Program** 002A Employment Office - Minimal Level of Service 0 50.0

		Funded Total:	0	281.6
Program	013B	Employee Health - Enhanced Level of Service	0	0.0
Program	013A	Employee Health - Minimal Level of Service	0	6.0
Program		Workers' Compensation Personnel	0	33.0
Program		Safety Office - Enhanced Level of Service	0	0.0
Program	011A	Safety Office - Minimal Level of Service	0	10.9
Program	010	Equal Employment Opportunity	0	5.0
Program	009	Disability Compliance	0	3.0
Program	008	Liability/Property Insurance Personnel	0	7.1
Program	007B	Employee Benefits Administration - Enhanced Level of Service	0	0.0
Program	007A	Employee Benefits Administration - Minimal Level of Service	0	16.0
Program	006B	Department Services Division - Enhanced Level of Service	0	0.0
Program	006A	Department Services Division - Minimal Level of Service	0	63.8
Program	005	Unemployment Insurance Personnel	0	1.2
Program	004B	Personnel Actions - Enhanced Level of Service	0	0.0
Program	004A	Personnel Actions - Minimal Level of Service	0	69.6
Program	003B	Leadership & Organizational Development - Enhanced Level of Service	0	0.0
Program	003A	Leadership & Organizational Development - Minimal Level of Service		6.0
Program	002B	Employment Office - Enhanced Level of Service		0.0
Program	002A	Employment Office - Minimal Level of Service	0	50.0

	SUMMARY OF DEPARTMENT PROGRAM UNFUNDED PROGRAMS	PROPOSAL	
Program No.	Program Name	Unfunded Net Cost	Unfunded Positions
BU 6050000	Personnel Services		
Program 001A	DPS Administration - Minimal Level of Service	0	0.0
Program 001B	DPS Administration - Enhanced Level of Service	0	0.0
Program 002A	Employment Office - Minimal Level of Service	0	0.0
Program 002B	Employment Office - Enhanced Level of Service	0	3.0
Program 003B	Leadership & Organizational Development - Enhanced Level of Service	0	2.0
Program 004A	Personnel Actions - Minimal Level of Service	0	0.0
Program 004B	Personnel Actions - Enhanced Level of Service	0	3.0
Program 006A	Department Services Division - Minimal Level of Service	0	0.0
Program 006B	Department Services Division - Enhanced Level of Service	0	0.0
Program 007B	Employee Benefits Administration - Enhanced Level of Service	0	0.0
Program 008	Liability/Property Insurance Personnel	0	0.0
Program 011A	Safety Office - Minimal Level of Service	0	0.0
Program 011B	Safety Office - Enhanced Level of Service	0	1.0
Program 012	Workers' Compensation Personnel	0	1.0
Program 013A	Employee Health - Minimal Level of Service	0	0.0
Program 013B	Employee Health - Enhanced Level of Service	0	1.7
	Unfunded Total:	0	11.7

BU: 6050000

Personnel Services

Program Number:	<i>001A</i>
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	Info	rmation:
COSI	mu	imanon.

Cost Information:					
	Funded	Unfunded	Total		
Appropriation	1,328,115	11,913	1,340,028		
Reimbursement	1,198,219	8,101	1,206,320		
Total Expenditures	129,896	3,812	133,708		
Revenue	129,896	3,812	133,708		
Carryover	0	0	0		
Net Cost	0	0	0		
FTE	10.0	0.0	10.0		
Vehicles	0	0	0		
Revenue Information:	Allocation to County Interna	al Services Funds.			
Overmatch:	N/A				
Additional Information:		/ith the unfunding of 2.0 positions (1.0 Senior Accountant (C)) and 1.0 Account Clerk 3 (C)), DPS Administration's Core Service rogram is at the minimum funding/staffing level.			
Unfunded Impact:		funded 1.0 Account Clerk 3 (C) and 1.0 Senior Accountant (C) will result in delayed invoice processing, vendor payments, counts reconciliations, and accounts processing.			

BU: 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
Seneficiaries:	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:				
	Funded	Unfunded	Total	
Appropriation	0	282,738	282,738	
Reimbursement	0	192,262	192,262	
Total Expenditures	0	90,476	90,476	
Revenue	0	90,476	90,476	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	0.0	0.0	0.0	
Vehicles	0	0	0	
Revenue Information:	Allocation to County Interna	al Services Funds.		
Overmatch:	N/A			
Additional Information:	1.0 Human Resources Man assigned full-time to DPS s		e to the CEO's office spe	cial projects; 1.0 Human Resources Manager 2 is
Unfunded Impact:	N/A			

BU:	6050000	Personnel Services						
Program	n Number:	002A						
Program	n Name:	Employment Office - Minimal Level of Service						
Countyw	vide Priority:	Flexible Mandated Countywide/Municipal or Financial Obligations						
Strategi	c Objective:	nternal Support						
Progran	n 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.						
Progran	n 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	n 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 internally aligned 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 posi						
Benefici	iaries:	All County agencies and departments.						
Perform	ance 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 3	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.						

BU: 6050000	Personnel Services			
Program Number:	002A			
Cost Information:				
	Funded	Unfunded	Total	
Appropriation	6,019,279	43,300	6,062,579	
Reimbursement	4,490,306	29,444	4,519,750	
Total Expenditures	1,528,973	13,856	1,542,829	
Revenue	1,528,973	13,856	1,542,829	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	50.0	0.0	50.0	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-G	General Fund departments		
·	-	•		
Overmatch:	N/A			
Additional Information:	regarding internal customer customer service surveys a customer satisfaction based criticism, harsh opinions, ar and the County Employmen programmatic activity within the County's top managene 6.0 FTE additional, badly ne given to a dedicated, driven focused intensely on custom The Employment Office stat positions are either being el the addition of 6.0 FTE posi by its customers will surely	satisfaction with the Cour nd focus group meetings, I on numerical ratings and id discontent. In two short it Office had the biggest at the Department of Person ent commitment toward su eeded positions; significan , hardworking staff of emp ner service, concern for co reted FY 08/09 with 58.0 FT iminated or unfunded for t tions gained in FY 07/08, regress. Any further budg	tty's personnel services the services of the Cou- written comments, witt years, by 2007, the sa and most significant incr mel Services. This dra pporting improvement t enhancement in the u loyees. Throughout th ontinuous improvement TE positions. Currently he balance of this fisca and the confidence in t etary reductions within	tes, to study, analyze, and suggest changes s delivery system. Through this study based on unty Employment Office had the lowest level of h the latter containing a over-arching theme of heavy me customer service survey was conducted again, ease in customer service satisfaction than any other amatic turn around in satisfaction was due directly to efforts within the Employment Office; an increase of ise of electronic technology; and empowerment is turn around period, the Employment Office t, and improvement in everything the office does. due to mid-year budget shortfalls, 5.0 FTE al year. These reductions have effectively nullified he Employment Office's level of service experienced the Employment Office will have a profound yely and efficiently to its customer base.
Unfunded Impact:	positions are either being el the addition of 6.0 FTE posi by its customers will surely	iminated or unfunded for t tions gained in FY 07/08, regress. Any further budg	he balance of this fisca and the confidence in t etary reductions within	r, due to mid-year budget shortfalls, 5.0 FTE Il year. These reductions have effectively nullified he Employment Office's level of service experienced the Employment Office will have a profound rely and efficiently to its customer base

BU: 6050000 **Personnel Services** 002B **Program Number:** Employment Office - Enhanced Level of Service **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations Countywide Priority: Internal Support Strategic Objective: All County agencies and departments; employees at all levels of County service, particularly management-level personnel; **Program Partners:** 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. On behalf of the County Executive and Director of Personnel Services, and in accordance with provisions of the Sacramento **Program Description:** 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. For the personnel selection, eligible list certification, and recruitment activities, positive results in providing internal support to the **Program Contribution:** 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. Selection processes will be conducted fairly, timely, and professionally based on merit principles, Civil Service rules, and Performance Measures: professional standards. 100% of hiring lists generated within 5.0 days of final filing date. This level of service maintains the time it takes to complete examination processing times at 75 days and maintains timeliness of Level of Service Required: other employment office activities.

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Cost Information: Funded Unfunded **Total Appropriation** 0 355,629 355,629 Reimbursement 0 241,828 241,828 **Total Expenditures** 113,801 0 113.801 Revenue 0 113,801 113,801 Carryover 0 0 0 Net Cost 0 0 **FTE** 0.0 3.0 3.0 Vehicles 0 0 1-100

BU: 6050000	Personnel Services			
Program Number:	002B			
Cost Information:				
	Funded	Unfunded	Total	
Appropriation	0	355,629	355,629	
Reimbursement	0	241,828	241,828	
Total Expenditures	0	113,801	113,801	
Revenue	0	113,801	113,801	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	0.0	3.0	3.0	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-C	General Fund departments.		
Overmatch:	N/A			
Additional Information:	complete classification and	pay studies; will require read ad on program activities; an	distribution of superviso	Ily increase the amount of time required to ry duties to professional-level staff, thereby required to complete examination processes from
Unfunded Impact:	N/A			

BU: 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:	, , , , ,	5		epartments who assist us with advising employees in their workforce learning goals and objectives.	
Program Description:	delivering workforce learning	g and career development	programs for County en	nd achievement through designing, developing and nployees to pursue the skills, training and ality service to the citizens of Sacramento County.	
Program Contribution:	organizations, will be facing 2009 - 2010 budget restricti of our workforce for manage	a growing labor storage vs ons, L & OD will provide the ement and leadership positi upervision skills building, au	 abor demand with 38 e only resources for this ions. Many of our worki 	nty employees. Sacramento County, as all % of our workforce being 50 years or older. With training challenge of preparing the next generation force learning programs are mandated, deal with crease the liability of the organization for	
Beneficiaries:	Sacramento County departr and federal laws.	nents directly benefit by ha	wing line staff, supervise	ors, and managers maintain compliance with state	
Performance Measures:				portunity to pursue skills training and professional rate courses 4.5 or higher (out of 5.0).	
Level of Service Required:	Ensure that county employe	es are instructed in all mar	ndated and HR complia	nce laws.	
Cost Information:					
	Funded	Unfunded	Total		
Appropriation	848,332	0	848,332		
Reimbursement	479,870	0	479,870		
Total Expenditures	368,462	0	368,462		
Revenue	368,462	0	368,462		
Carryover	0	0	0		
Net Cost	0	0	0		
FTE	6.0	0.0	6.0		
Vehicles	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; guality solutions; and employee retention				
Unfunded Impact.	Unfunded 1.0 Training & De	velopment Specialist 2 and	1 0 Senior Training an	d Development Specialist will delay or defer	

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.

BU: 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.
Cost Information:	Fundad Information Takal

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	Funded	Unfunded	Total
Appropriation	90,886	310,820	401,706
Reimbursement	0	211,358	211,358
Total Expenditures	90,886	99,462	190,348
Revenue	90,886	99,462	190,348
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	2.0	2.0
Vehicles	0	0	0
evenue Information:	Allocations to County non-	General Fund departments.	
ermatch:	N/A		

BU: 6050000 **Personnel Services** 003B **Program Number:** 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 polices 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 minimums 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 too effectively and efficiency interact with their customers, which 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 pursing 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. N/A **Unfunded Impact:**

PERSONNEL SERVICES

6050000

BU: 6050000 Personnel Services

Program Number:	004A					
Program Name:	Personnel Actions - Minima	I Level of Service				
Countywide Priority:	Flexible Mandated Countyv	vide/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:	their daily duties; other Fed	eral, state and local agenci	es who are the recipients	county employees that are proficient in executing of data and information related to our employee info system to collect union dues and administer		
Performance Measures:	Compliance with federal, st control, salary resolutions a			nts for SDI integration, donated leave, position nce each pay period.		
Level of Service Required:				nts for SDI integration, donated leave, position vities are in compliance each pay period.		
Cost Information:						
	Funded	Unfunded	Total			
Appropriation	7.701.106	8.904	7,710,010			

Appropriation	7,701,106	8,904	7,710,010
Reimbursement	5,397,697	6,055	5,403,752
Total Expenditures	2,303,409	2,849	2,306,258
Revenue	2,303,409	2,849	2,306,258
Carryover	0	0	0
Net Cost	0	0	0
FTE	69.6	0.0	69.6
Vehicles	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.		

BU: 6050000 **Personnel Services Program Number:** 004B Personnel Actions - Enhanced Level of Service **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations **Countywide Priority:** Internal Support Strategic Objective: Key County and community partners that would be affected by funding or defunding this program include: all county employees; **Program Partners:** 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. Process personnel and payroll transactions, including processing employees into and out of County service, processing and **Program Description:** screening of payrolls, and administering State Disability Insurance payroll integration. The employer uses the employee information system to provide payroll to employees, provide management with key information **Program Contribution:** 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. All county employees; the community benefits by having happy and productive county employees that are proficient in executing **Beneficiaries:** 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. Compliance with federal, state and County labor laws, ordinances and agreements for SDI integration, donated leave, position **Performance Measures:** control, salary resolutions and employee records. 98% of all activities in compliance each pay period. Provision of Personnel Actions services at service levels over and above the minimum requirements. Level of Service Required: Cost Information: Funded Unfunded **Total Appropriation** 0 326.352 326.352

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Reimbursement	0	221,919	221,919
Total Expenditures	0	104,433	104,433
Revenue	0	104,433	104,433
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	3.0	3.0
Vehicles	0	0	0

Revenue Information:	Allocations to County non-General Fund departments.	
Overmatch:	N/A	

BU: 6050000	Personnel Services
Program Number:	004B
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

BU: 6050000

Personnel Services

Program Number:	005
Program Name:	Unemployment Insurance 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 Unemployment Insurance program.
Program Contribution:	See Unemployment Insurance program database.
Beneficiaries:	All County agencies and departments.
Performance Measures:	See Unemployment Insurance program database.
Level of Service Required:	The County is required to provide unemployment insurance benefits to its employees and to pay claims within specified time frames.

Cost Information:

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

Revenue Information:	100% funded by Unemployment Insurance Fund (040A).
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

BU:	6050000	Personnel Services
Program	n Number:	006A
Program	n Name:	Department Services Division - Minimal Level of Service
Countyw	vide Priority:	Flexible Mandated Countywide/Municipal or Financial Obligations
Strategi	c Objective:	Internal Support
Progran	n 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	n 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.
Progran	n 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.
Benefici	iaries:	All County agencies and departments.
Perform	ance 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

BU: 6050000	Personnel Services			
Program Number:	006A			
Cost Information:				
,	Funded	Unfunded	Total	
Appropriation	8,131,801	287,497	8,419,298	
Reimbursement	5,758,149	195,498	5,953,647	
Total Expenditures	2,373,652	91,999	2,465,651	
Revenue	2,373,652	91,999	2,465,651	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	63.8	0.0	63.8	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-G	General Fund departments	S.	
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 Specia will have no impact.	list 2 (C) will reduce cleric	cal support to Departmer	nt Services' West Team. Unfunded 1.0 LT position

BU:

6050000

Program Number:

Program Name:

Countywide Priority:

Strategic Objective:

Program Partners:

Personnel Servi	es
006B	
Department Services	Division - Enhanced Level of Service
Flexible Mandated Co	intywide/Municipal or Financial Obligations
Internal Support	
Service Commission, our program. Our dividepartment and each answer a variety of quaddition to the County Department of Transp	ice, County Counsel, Labor Relations, Workers' Compensation, Disability Compliance, Safety Office, C Board of Supervisors are key County partners who would be seriously impacted by reducing or defunding sion is the first responder to all employee relations issues, concerns, questions and the liaison between to office listed above. Their workload would increase dramatically as they would be required to field calls, estions, participate in daily meetings and be responsible for facilitating legally-required paperwork. In partners, we interface with community partners such as labor organizations, contractors, physicians, ortation, CAL-OSHA, Department of Labor and colleges, just to name a few. Again, department manage would spend a majority of their time addressing employee-related issues as opposed to their core

6050000

PROGRAM F

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, incronsistent 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.

BU: 6050000 Personnel Services

Program Number:

006B

Cost Information:

	Funded	Unfunded	Total	
Appropriation	0	84,313	84,313	
Reimbursement	0	57,333	57,333	
Total Expenditures	0	26,980	26,980	
Revenue	0	26,980	26,980	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	0.0	0.0	0.0	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-C	General Fund departments.		
Overmatch:	0			
Additional Information:	upcoming 2011 negotiation Relations in addition to bud increase significantly pulling emanate layoffs planned fo numbers that we are anticip departments, the DSD tean probationary releases. This	s. Even though negotiations get meetings with the REO' g staff away from the office of r mid-July; every member of vating. With County Counse is are required to take on an is will take added staff time t udgetary times get difficult, i	s are two years out, we s that require DSD par requiring the remaining f the DSD teams plays l's recent budgetary cu n additional role of defe o prepare as this role f nvestigations, disciplin	st staff, have been identified to participate in beekly meetings are currently being held by Labor ticipation. We fully anticipate that this effort will g staff to handle department issues. In addition, with an integral role in the process, especially with the tts and inability to service the general fund ending grievances, disciplinary appeals and has not traditionally been required of the DSD team. es and medical issues increase. To reduce the er critical service delivery
Unfunded Impact:	N/A			

PERSONNEL SERVICES

BU: 6050000	Personnel Services			
Program Number:	007A			
Program Name:	Employee Benefits Administ	ration - Minimal Level of	Service	
Countywide Priority:	Flexible Mandated Countyw	de/Municipal or Financia	I Obligations	
Strategic Objective:	Internal Support			
Program Partners:	compensation contributions. and Prudential. Deferred co programs are only available might not be able to obtain i	The premiums are paid mpensation contribution through the employmen nsurance to have medica up insurance for their em	I to Kaiser, Health Net, Blu s are invested through Fid t relationship. The group p al, dental, and life insurand ployees without pooling w	0,000 per year in insurance premiums and deferred ue Shield, Delta Dental, Managed Health Network lelity and ICMA. The tax advantages of these ourchasing power allows individuals who otherwise ce coverage. Several of the special districts would ith other employer(s). Absent group sponsored
Program Description:	County employees, retirees, increase the economic secu	employees of special di rity of employees and th	stricts and their eligible de eir families. Through com	ents, and administers group benefit programs for all pendents. The purpose of the benefits is to petent administration, employees can focus on e and provide economic and emotional security for
Program Contribution:	competent administration, e	mployees can focus on t onomic security for man	heir duties as an employe y major life events. Benef	ty of employees and their families. Through e, have confidence that their benefits are it programs are an integral part of recruitment, job
Beneficiaries:		ng to individually seek o	ut, research, and pay for c	indirectly because employees are able to focus on omplex and expensive benefit programs. The
Performance Measures:				er to enhance the value of the total compensation ge rating; employee feedback; no legal violations.
Level of Service Required:	requirements. The Employe programs for all County emp benefits is to increase the en	ee Benefits and Deferred ployees, retirees, employ conomic security of emp an employee, have conf	Compensation Office and ees of special districts and oyees and their families.	lans and other benefits as well as notification lyzes, implements, and administers group benefit d their eligible dependents. The purpose of the Through competent administration, employees are competitive and provide economic and
Cost Information:	Funded	Unfunded	Total	
Appropriation		0	3,395,886	
Reimbursement		0	2.148.922	

Appropriation	3,395,886	0	3,395,886	
Reimbursement	2,148,922	0	2,148,922	
Total Expenditures	1,246,964	0	1,246,964	
Revenue	1,246,964	0	1,246,964	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	16.0	0.0	16.0	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-Gene	ral Fund departments	; charges to Deferred	Compensation plan participants.
Overmatch:	N/A			
Additional Information:	None			
Unfunded Impact:	Unfunded 1.0 Administrative Ser administrative duties.	vices Officer 2 will de	alay implementation o	automated processes and result in redistribution

BU: 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:

	Funded	Unfunded	Total
Appropriation	50,871	19,400	70,271
Reimbursement	1,756	13,192	14,948
Total Expenditures	49,115	6,208	55,323
Revenue	49,115	6,208	55,323
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	0	0	0

Revenue Information:

Overmatch:

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

N/A

N/A

The following activities would not occur: Run Adhoc and Monarch reports; Coordinate communications, arrange presentation Additional Information: 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 retiree 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:

BU: 6050000	Personnel Services			
Program Number:	008			
Program Name:	Liability/Property Insurance 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 Liability/Property Insurance program.			
Program Contribution:	See Liability/Property Insurance program database.			
Beneficiaries:	All County agencies and departments.			
Performance Measures	See Liability/Property Insurance program database.			
Level of Service Required:	There are no statutory requirements to provide this program.			
Cost Information:	Funded Unfunded Total			

• • • • • • • • • • • • • • • • • • •				
	Funded	Unfunded	Total	
Appropriation	784,416	11,700	796,116	
Reimbursement	0	7,956	7,956	
Total Expenditures	784,416	3,744	788,160	
Revenue	784,416	3,744	788,160	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	7.1	0.0	7.1	
Vehicles	0	0	0	
Revenue Information:	100% funded by Liability In	surance Fund (037A).		
Dvermatch:	N/A			
Additional Information:	None			
Unfunded Impact:	N/A			

BU: 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 provided 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.

BU: 6050000	Personnel Services			
Program Number:	009			
Cost Information:				
,	Funded	Unfunded	Total	
Appropriation	444,382	0	444,382	
Reimbursement	0	0	0	
Total Expenditures	444,382	0	444,382	
Revenue	444,382	0	444,382	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	3.0	0.0	3.0	
Vehicles	0	0	0	
Revenue Information:	100% funded by Liability Ins	surance Fund (037A).		
Overmatch:	N/A			
Additional Information:	compliance services we are management, reduction or Commission's 4 Committee compliance of various regul compliance regulations and Representatives from each cost the County more in the a few of the examples of wh	required to cover. Any los oss of compliance training s which provide a major co ations. Our staff serves the we administer the County department to comply with long run in additional litigar y we cannot work below m	s of additional staff will to departments, loss of st savings service to th public directly, and ea ADA Accommodation I state and federal ADA tion and expenses that inimum staffing levels a	with only 3 staff to cover the wide range of result in slower processing of time required case f required staffing of the Disability Advisory be County and assist us in meeting mandatory ch department and division with regard to ADA Process and coordinate technical assistance to (FEHA regulations. Lowering staff in this office will could have otherwise been avoided. These are just and provide the required and regulated services of d on ADA/FEHA litigation and prevention
Unfunded Impact:	N/A			

BU: 6050000 **Personnel Services** 010 **Program Number:** Equal Employment Opportunity **Program Name:** Flexible Mandated Countywide/Municipal or Financial Obligations **Countywide Priority:** Internal Support Strategic Objective: All County agencies and departments. **Program Partners:** Provides Equal Employment recruiting and monitoring; provides staff assistance to the County's EEO Advisory Committee; **Program Description:** 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. Minimize the County's liability to discrimination or harassment lawsuits, provide employees a neutral party to complaints to, give **Program Contribution:** departments an opportunity to uncover minor problems before they become major issues. All County agencies and departments. **Beneficiaries:** Ensure County workforce receives updated diversity/sexual harassment training; new employees attend within 6 months of hire. **Performance Measures:** Respond to all complaints/inquiries within three business days; complete all investigations within 60 days. As currently staffed, the EEO Office is currently at minimum - EEO complaint investigations are taking several months to a year, Level of Service Required: 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 Cost Information: Funded Unfunded Total **Appropriation** 806,010 0 806,010 Reimbursement 0 0 0 **Total Expenditures** 806,010 806,010 0 Revenue 806,010 0 806,010 Carryover 0 0 0 Net Cost 0 0 0 FTE 5.0 5.0 0.0 Vehicles 0 0 0 100% funded by Liability Insurance Fund (037A).

Revenue Information: 100% funded by Liabil

N/A

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,

nformation: As currently started, the EEO once 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:

BU:	6050000	Personnel Services
Program	n Number:	011A
Program	n Name:	Safety Office - Minimal Level of Service
Countyw	vide Priority:	Flexible Mandated Countywide/Municipal or Financial Obligations
Strategi	c Objective:	Internal Support
Progran	n 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
Progran	n 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.
Progran	n 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.
Benefici	iaries:	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.
Perform	ance 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 S	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:

	Funded	Unfunded	Total
Appropriation	1,601,624	121,934	1,723,558
Reimbursement	1,119,785	82,915	1,202,700
Total Expenditures	481,839	39,019	520,858
Revenue	481,839	39,019	520,858
Carryover	0	0	0
Net Cost	0	0	0
FTE	10.9	0.0	10.9
Vehicles	1	0	1

BU: 6050000	Personnel Services			
Program Number:	011A			
Revenue Information:	Allocations to County non-General Fund departments.			
Overmatch:	N/A			
Additional 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.			

BU: 6	050000	Personnel Services				
Program N	umber:	<i>011B</i>				
Program N	lame:	Safety Office - Enhanced I	Level of Service			
Countywid	e Priority:	Flexible Mandated County	wide/Municipal or Financial (Obligations		
Strategic O	bjective:	Internal Support				
Program P	artners:	administrators, and all elec Office's key internal partne Office's key external Custo Agency (CSAC-EIA), the S (CDC), the National Institu Industrial Hygienists (ACG	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 D	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 C	ontribution:	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.				
Beneficiari	ies:	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.				
Performan	ce 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 Ser	vice 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 Infor	mation:	ī				
		Funded	Unfunded	Total		
F	Appropriation	0	18,325	18,325		
Re	eimbursemen	t0	12,461	12,461		
Total	Expenditure	s 0	5,864	5,864		
	Revenue	<i>e</i> 0	5,864	5,864		
	Carryove	r0	0	0		
	Net Cos	<i>t</i> 0	0	0		
	1101 005					
	FTI	0.0	1.0	1.0		
			1.0 1	1.0 1		
Revenue In	FTI	s 0				

BU: 6050000	Personnel Services
Program Number:	011B
Revenue 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).
Unfunded Impact:	N/A

PROGRAM PROPOSAL FOR 2009-10 BUDGET	PROGRAM	PROPOSAL	FOR 200	9-10 B	UDGET
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BU: 6050000	Personnel Services			
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:	ance Measures: See Workers' Compensation Insurance program database.			
Level of Service Required:	<i>Service Required:</i> The County is required to provide these benefits and to pay claims within specified time frames.			

Cost Information:				
	Funded	Unfunded	Total	
Appropriation	3,315,973	0	3,315,973	
Reimbursement	0	0	0	
Total Expenditures	3,315,973	0	3,315,973	
Revenue	3,315,973	0	3,315,973	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	33.0	1.0	34.0	
Vehicles	0	0	0	
Revenue Information:	100% funded by Workers' (Compensation Insurance F	Fund (039A).	
Overmatch:	N/A			
Additional Information:	None			
Unfunded Impact:	Unfunded 1.0 Clerical Supe	rvisor 2 (C) will require re	distribution of supervis	ory duties to other positions

BU: 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:			
	Funded	Unfunded	Total
Appropriation	1,095,586	118,723	1,214,309
Reimbursement	935,050	80,732	1,015,782
Total Expenditures	160,536	37,991	198,527
Revenue	160,536	37,991	198,527
Carryover	0	0	0
Net Cost	0	0	0
FTE	6.0	0.0	6.0
Vehicles	0	0	0

Revenue Information:	Allocations to County non-General Fund departments.
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

BU: 6050000	Personnel Services
Program Number:	013B
Program Name:	Employee Health - Enhanced 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 related job task from modified pre-employment physical/drug testing program; pre- employment physical services to SETA and Special Districts; Working on Wellness services; AED program; First Aid Kit program.

Cost Information:				
,	Funded	Unfunded	Total	
Appropriation	0	106,041	106,041	
Reimbursement	0	72,108	72,108	
Total Expenditures	0	33,933	33,933	
Revenue	0	33,933	33,933	
Carryover	0	0	0	
Net Cost	0	0	0	
FTE	0.0	1.7	1.7	
Vehicles	0	0	0	
Revenue Information:	Allocations to County non-C	General Fund departments.		
Overmatch:	N/A			
Additional Information:				loyment physical/drug testing program; discontinue orking on Wellness services; stop AED program;
Unfunded Impact:	N/A			

Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cost	0	0	0	
Total FTE	281.6	11.7	293.3	
Total Vehicles	1	1	2	

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: REAL ESTATE DIVISION

032C

ACTIVITY: Real Estate UNIT: 7930000

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Ado pted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	0	0	0	55,101,604	54,896,479
Total Operating Rev	0	0	0	55,101,604	54,896,479
Salaries/Benefits Services & Supplies Other Charges Intrafund Chgs/Reimb	0 0 0 0	0 0 0 0	0 0 0 0	3,476,239 51,590,107 405,804 1,620	2,996,740 51,497,794 401,945 0
Total Operating Exp	0	0	0	55,473,770	54,896,479
Net Income (Loss)	0	0	0	-372,166	0
Positions	0.0	0.0	0.0	33.0	28.0

PROGRAM DESCRIPTION:

Effective July 1, 2009, the Real Estate Division will be administered by the County/Clerk Recorder. Real Estate provides the following services:

- Leases facilities for county departments and agencies.
- Provides property management services for county departments and agencies occupying leased facilities.
- Negotiates the purchase of real estate required for projects and provised relocation assistance to individuals or businesses displaced by acquisitions.
- Prepares, reviews, and contracts for appraisals required for real estate acquisitions and other transactions.
- Manages countyand special districts' vacant real property, including agricultural revenue leases of buffer lands, and sells surplus real estate.
- Initiates telecommunication revenue leases.

REAL ESTATE

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SUMMARY OF DEPARTMENT PROGRAM PROPOSAL FUNDED PROGRAMS

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 7930000	Real Estate Division		
Program 001	Real Estate Operations	0	19.0
Program 002A	Real Estate Lease Mgmt Fee Program - Minimal Level of Service	0	9.0
Program 002B	Real Estate Lease Mgmt Fee Program - Enhanced Level of Service	0	0.0
	Funded Total:	0	28.0

	SUMMARY OF DEPARTMENT PROGRA UNFUNDED PROGRAMS	M PROPOSAL	
Program No.	Program Name	Unfunded Net Cost	Unfunded Positions
BU 7930000	Real Estate Division		
Program 001	Real Estate Operations	372,166	5.0
Program 002B	Real Estate Lease Mgmt Fee Program - Enhanced Level of Service	0	0.0
	Unfunded Total:	372,166	5.0

Real Estate Division BU: 7930000 **Program Number:** 001 Real Estate Operations **Program Name:** General Government Countywide Priority: Internal Support Strategic Objective: Department of Transportation, Water Resources, Water Quality and Regional Parks. Also department park districts and Capital **Program Partners:** Construction Fund. Appraisal, acquisition, relocations & admin/fiscal support **Program Description:** Enables customer departments to move forward with their County infrastructure projects and improvements **Program Contribution:** All County Departments requiring services from Real Estate Division **Beneficiaries:** Appraise, purchase, and sell real estate as needed for County business. Implement Service Level Agreements with customers **Performance Measures:** establishing service standards. Meet with each customer once every year. This department is being dissolved. Level of Service Required: Cost Information: Fundad Unfunded Total

	Funaea	Unfunaea	1 otal
Appropriation	2,721,935	372,166	3,094,101
Reimbursement	296,936	0	296,936
otal Expenditures	2,424,999	372,166	2,797,165
Revenue	2,424,999	0	2,424,999
Carryover	0	0	0
Net Cost	0	372,166	372,166
FTE	19.0	5.0	24.0
Vehicles	4	0	4

Revenue Information:	Revenue is received in the form of Departmental Billable Budgets (IO Encumbrances), i.e. Road Fund Revenues from Transportations and Grant Funded Projects from Parks and Recreation Districts Checks from the Wireless Vendors.
Overmatch:	None
Additional Information:	Fee for service unit- core minimum is established by the customer.
Unfunded Impact:	This amount is for unfunded vacant positions: 1.0 FTE Administrative Services Officer I and 3.0 FTE Real Estate Officers I/II.

BU: 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 meet 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:			
	Funded	Unfunded	Total
Appropriation	52,607,560	0	52,607,560
Reimbursement	136,080	0	136,080
Total Expenditures	52,471,480	0	52,471,480
Revenue	52,471,480	0	52,471,480
Carryover	0	0	0
Net Cost	0	0	0
FTE	9.0	0.0	9.0
Vehicles	2	0	2
Revenue Information:	Revenue is received in the	form of Departmental Bill	able Budgets (IO End
Overmatch:	None		
Additional Information:	None		
Unfunded Impact:	NA		

BU: 793	0000	Real Estate Division				
Program Nun	nber:	002B				
Program Nan	ne:	Real Estate Lease Mgmt Fee Program - Enhanced Level of Service				
Countywide P	Priority:	General Government				
Strategic Obje	ective:	Internal Support				
Program Part	tners:	All County Departments occupying Lease Facilities				
Program Dese	cription:	Reflects lease costs for those county depts. in leased facilities				
Program Con		Enforces the terms of the lease, responses to after hours emergencies, and ensures that all fire, health, and safety requirements are meet in accordance with State and Federal Law and Local Health and Safety ordinances and regulations.				
Beneficiaries :	: [All County Departments occupying Lease Facilities				
Performance		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	e Required:	This department is being dissolved.				

Cost Information:

	Funded	Unfunded	Total
Appropriation	0	205,125	205,125
Reimbursement	0	0	0
Total Expenditures	0	205,125	205,125
Revenue	0	205,125	205,125
Carryover	0	0	0
Net Cost	0	0	0
FTE	0.0	0.0	0.0
Vehicles	0	0	0
enue Information:	N/A		

Overmatch:	None
Additional Information:	None
Unfunded Impact:	NA

Cost Summary:	
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	Funded	Unfunded	Total
Total Net Cost	0	372,166	372,166
Total FTE	28.0	5.0	33.0
Total Vehicles	6	0	6

UNEMPLOYMENT INSURANCE

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: UNEMPLOYMENT INSURANCE 040A

ACTIVITY: Unemployment Insurance UNIT: 3930000

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Actual 2007-08	Estimated 2008-09	Adopted 2008-09	Requested 2009-10	Recommended 2009-10
1,376,155	2,021,133	2,021,133	2,021,133	2,021,133
1,376,155	2,021,133	2,021,133	2,021,133	2,021,133
1,290,664 17,531	1,087,240 15,012	2,006,121 15,012	2,005,630 15,503	2,005,630 15,503
1,308,195	1,102,252	2,021,133	2,021,133	2,021,133
0	1,262,730	1,262,730	0	0
0	1,262,730	1,262,730	0	0
67,960	-343,849	-1,262,730	0	0
	2007-08 1,376,155 1,376,155 1,290,664 17,531 1,308,195 0 0	2007-08 2008-09 1,376,155 2,021,133 1,376,155 2,021,133 1,376,155 2,021,133 1,290,664 1,087,240 17,531 15,012 1,308,195 1,102,252 0 1,262,730 0 1,262,730	2007-08 2008-09 2008-09 1,376,155 2,021,133 2,021,133 1,376,155 2,021,133 2,021,133 1,376,155 2,021,133 2,021,133 1,290,664 1,087,240 2,006,121 17,531 15,012 15,012 1,308,195 1,102,252 2,021,133 0 1,262,730 1,262,730 0 1,262,730 1,262,730	2007-082008-092008-092009-101,376,1552,021,1332,021,1332,021,1331,376,1552,021,1332,021,1332,021,1331,290,6641,087,2402,006,1212,005,63017,53115,01215,01215,5031,308,1951,102,2522,021,1332,021,13301,262,7301,262,730001,262,7301,262,7300

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claim payments and administration are allocated to each county department.

3930000

SUMMARY OF DEPARTMENT PROGRAM PROF	POSAL
FUNDED PROGRAMS	

Program No.	Program Name	Funded Net Cost	Funded Positions
BU 3930000	Unemployment Insurance		
Program 001	Unemployment Insurance (UI)	0	0.0
	Funded Total:	0	0.0

BU: 3930000	Unemployment Inst	irance			
Program Number:	001				
Program Name:	Unemployment Insurance (UI)			
Countywide Priority:	Flexible Mandated Countyw	vide/Municipal or Financial	Obligations		
Strategic Objective:	Internal Support				
Program Partners:	Employment Development	Department (EDD); all coι	inty departments; finar	funding this program include: California State nee payroll; Department of Personnel Services (DPS) PS Payroll And Information Delivery units.	
Program Description:	Sacramento County is self-	insured for all Unemploym	ent Insurance claims.		
Program Contribution:		contribution program offere	ed by EDD, the current	UI to all eligible employees. In a recent comparison participation in the reimbursable program provides a JI program.	
Beneficiaries:	are educated on UI and how	This program strives to ensure that only eligible claimants receive unemployment insurance benefits. In addition, departments are educated on UI and how they can minimize their costs in this area. This program has been extremely successful in preventing unnecessary expenditures of county funds related to inappropriate UI claims.			
Performance Measures:	98 percent of claims are valid (according to the Unemployment Insurance Code) and processed timely.				
Level of Service Required:	This program provides timely processing and uniform administration of all unemployment insurance claims filed against the county. The program strives to ensure that only eligible claimants receive UI benefits. In addition, county departments are educated about UI and how they can minimize their costs in this area. Program costs are allocated to the county departments based on the number of employees and actual claim costs.				
Cost Information:	Ī				
	Funded	Unfunded	Total		
Appropriation	2,021,133	0	2,021,133		
Reimbursement	0	0	0		
Total Expenditures	2,021,133	0	2,021,133		
Revenue	2,021,133	0	2,021,133		
Carryover	0	0	0		
Net Cost	0	0	0		
FTE	0.0	0.0	0.0		
Vehicles	0	0	0		

Revenue Information:	Allocated to county agencies and departments
Overmatch:	N/A
Additional Information:	None
Unfunded Impact:	N/A

Cost Summary:				
	Funded	Unfunded	Total	
Total Net Cost	0	0	0	
Total FTE	0.0	0.0	0.0	
Total Vehicles	0	0	0	

WORKERS' COMPENSATION INSURANCE

SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) FUND: WORKERS COMPENSATION INSURANCE

039A

ACTIVITY: Workers' Compensation Insurance UNIT: 3900000

SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Estimated 2008-09	Ado pted 2008-09	Requested 2009-10	Recommended 2009-10
Charges for Service	32,155,722	30,407,887	30,407,887	29,686,246	14,517,375
Total Operating Rev	32,155,722	30,407,887	30,407,887	29,686,246	14,517,375
Services & Supplies	21,792,532	23,140,328	31,977,415	31,147,081	31,147,081
Other Charges	489,144	540,191	566,169	559,165	559,165
Total Operating Exp	22,281,676	23,680,519	32,543,584	31,706,246	31,706,246
Aid-Govn't Agencies Other Revenues Other Financing	45,378 378,548	0 185,151 1,640	0 20,000 0	0 20,000 0	0 188,871 0
Total Nonoperating Rev	0 423,926	1,640	20,000	20,000	188,871
Reserve Provision	5,221,082	0	0	0	C
Total Nonoperating Exp	5,221,082	0	0	0	C
Net Income (Loss)	5,076,890	6,914,159	-2,115,697	-2,000,000	-17,000,000

PROGRAM DESCRIPTION:

Sacramento County is basically self-insured for Workers' Compensation Insurance; however, the County does purchase additional coverage above the self-insured retention levels of \$2.0 million. The Workers' Compensation Insurance Program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Workers' Compensation Insurance claims. Costs associated with Workers' Compensation Insurance claims payments and administration are allocated to county departments.

WORKERS' COMPENSATION INSURANCE 3900000 SUMMARY OF DEPARTMENT PROGRAM PROPOSAL **FUNDED PROGRAMS** Funded Net Cost Funded Positions Program No. **Program** Name BU 3900000 Workers' Compensation Insurance Program 001 Workers' Compensation Insurance 17,000,000 0.017,000,000 Funded Total: 0.0

	3900000	Workers' Compens	ation Insurance		
Program	Number:	001			
Program	Name:	Workers' Compensation In	surance		
Countyw	vide Priority:	Flexible Mandated County	wide/Municipal or Financia	al Obligations	
Strategic	Objective:	Internal Support			
Program	Partners:				ational medicine and other medical providers, firms, etc., would lose funds in billed services.
Program	Description:	Sacramento County is self	insured for all Workers' C	Compensation Insurance of	claims.
Program	Contribution:		orkers' compensation bei	nefits in a timely manner t	nat each county employee is a valued member o o employees who are injured on the job, and to
Beneficia	aries:	All injured county employed	es, all county departments	s, and multiple providers o	of service throughout the County and beyond.
Perform	ance Measures:	95 percent of claims proce	ssed accurately and time	y.	
Level of S	Service Required:	State law mandates we pro	ovide workers' compensat	ion insurance.	
Cost Inf	formation:				
Cost Inf		Funded	Unfunded	Total	
	Appropriation	31,706,246	0	31,706,246	
	Appropriation Reimbursemen	a 31,706,246 t 0	0	31,706,246 0	
	Appropriation Reimbursement al Expenditures	a 31,706,246 t 0 31,706,246	0 0 0	31,706,246 0 31,706,246	
	Appropriation Reimbursement al Expenditures Revenue	31,706,246 0 31,706,246 0 31,706,246 14,706,246	0 0 0 0	31,706,246 0 31,706,246 14,706,246	
	Appropriation Reimbursemen al Expenditures Revenue Carryovei	a 31,706,246 0 31,706,246 2 14,706,246 0	0 0 0 0 0	31,706,246 0 31,706,246 14,706,246 0	
	Appropriation Reimbursement al Expenditures Revenue Carryover Net Cost	a 31,706,246 b 0 c 31,706,246 c 14,706,246 0 t 17,000,000	0 0 0 0 0 0	31,706,246 0 31,706,246 14,706,246 0 17,000,000	
	Appropriation Reimbursement al Expenditures Revenue Carryover Net Cost	a 31,706,246 b 0 c 31,706,246 c 14,706,246 0 c 17,000,000 c 0.0	0 0 0 0 0 0 0.0	31,706,246 0 31,706,246 14,706,246 0 17,000,000 0.0	
Tote	Appropriation Reimbursemen al Expenditures Revenue Carryover Net Cost FTE Vehicles	a 31,706,246 b 0 31,706,246 14,706,246 0 17,000,000 0.0 0	0 0 0 0 0 0 0 0.0 0	31,706,246 0 31,706,246 14,706,246 0 17,000,000	
Tote	Appropriation Reimbursement al Expenditures Revenue Carryover Net Cost	a 31,706,246 b 0 c 31,706,246 c 14,706,246 d 0 f 17,000,000 c 0.0 d 0 d 0.0 d 0 d 0.0 d 0	0 0 0 0 0 0 0 0.0 0	31,706,246 0 31,706,246 14,706,246 0 17,000,000 0.0	
Tote	Appropriation Reimbursement al Expenditures Revenue Carryover Net Cost FTE Vehicles Information:	a 31,706,246 b 0 31,706,246 14,706,246 0 17,000,000 0.0 0	0 0 0 0 0 0 0 0.0 0	31,706,246 0 31,706,246 14,706,246 0 17,000,000 0.0	
Tota Revenue Dvermata	Appropriation Reimbursement al Expenditures Revenue Carryover Net Cost FTE Vehicles Information:	a 31,706,246 a 31,706,246 a 31,706,246 a 14,706,246 a 0 a 17,000,000 a 0 Allocated to county agencia N/A	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	31,706,246 0 31,706,246 14,706,246 0 17,000,000 0.0 0	

cost Summary.			
	Funded	Unfunded	Total
Total Net Cost	17,000,000	0	17,000,000
Total FTE	0.0	0.0	0.0
Total Vehicles	0	0	0