

# INTERNAL SERVICES AGENCY

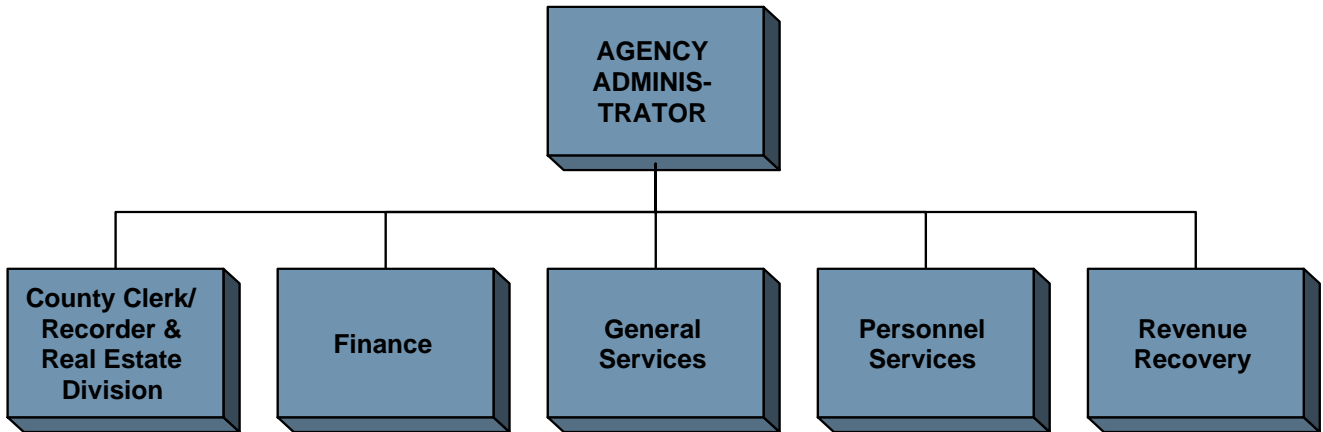
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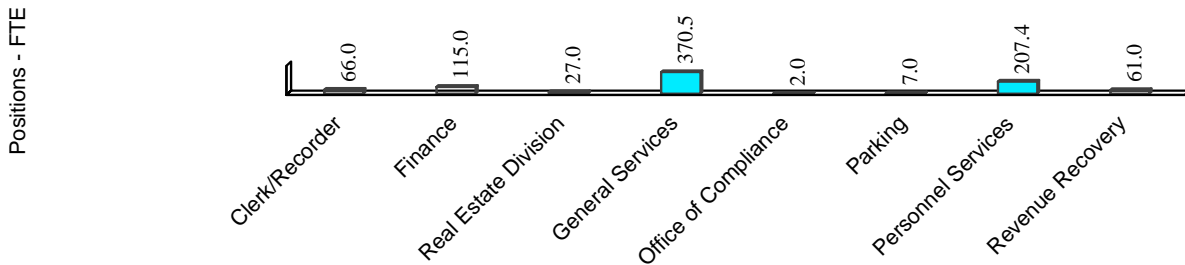
# INTRODUCTION

## Agency Structure

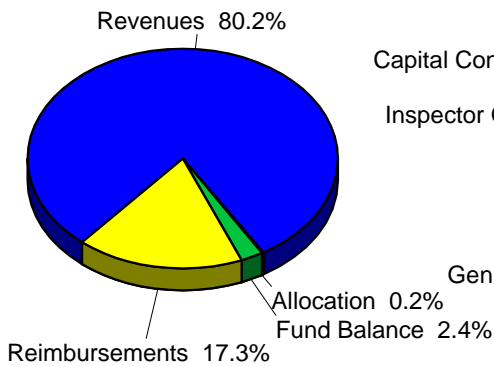
MARK NORRIS, Agency Administrator



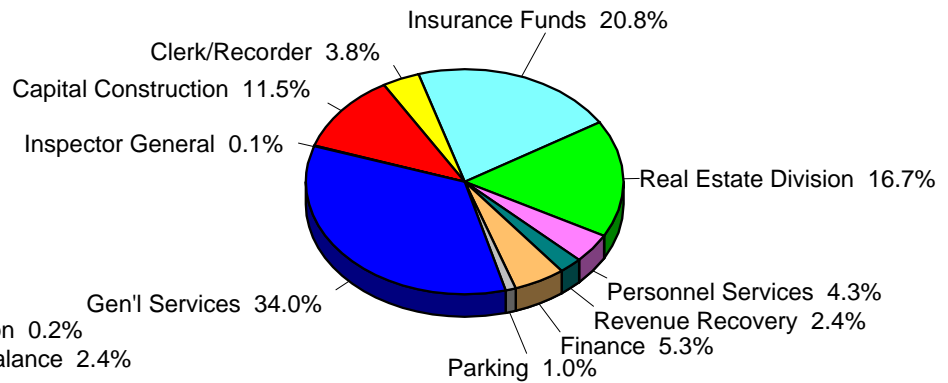
## Staffing Trends



## Financing Sources



## Financing Uses



## INTRODUCTION

Mark Norris, the Internal Services Agency (ISA) Administrator, provides budgetary, financial, and management direction to the Agency. The Agency oversees the Clerk-Recorder, Finance, General Services, Personnel Services, and Revenue Recovery Departments. The functions of Real Estate, Compliance with the Health Insurance Portability and Accountability Act (HIPAA), requirements of the County's mandated Compliance Officer for Title 42, Code of Federal Regulations [Medicare and Medicaid Services], are also integrated in the Agency. The Agency consists of budget units which are elements of the General Fund, Enterprise Fund, and Internal Services Funds such as General Services and the Insurance Programs. The Deferred Compensation Program, though budgeted in the General Fund, is self-funded through service fees charged to all participants. The following departments/entities report directly to the Agency:

- **County Clerk/Recorder:** Is comprised of the following programs: Serves as custodian of legal records; files Statements of Economic Interest and Environmental Impact Statements; records real property documents for the County; issues and registers marriage licenses, notaries public, vital statistics and other public documents. County Clerk Recorder also manages the following:
  - **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.
  - **The Office of Compliance** ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that govern privacy and security of personal medical information, and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.
- **Finance:** This Department's specialized programs are organized within the following Divisions:
  - **Auditor-Controller** Is comprised of the following programs: General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; Tax Accounting Services.
  - **Tax Collection and Licensing** is comprised of the following programs: processes property tax collection and business licenses; issues and monitors fictitious business name statements.
  - **Treasury and Investments** is comprised of the following programs: Pooled Investments; Fiscal Agent Services; and 1911 Act Bonds; Reclamation Districts.
- **General Services:** Is comprised of the following programs: Administrative Services, Contract and Purchasing Services; Energy Management, Support Services; Security Services; Facility Planning and Management, Fleet Services (Light and Heavy Equipment); Facilities Maintenance and Operations Districts; Parking Enterprise; and Capital Construction Fund.
- **Personnel Services:** Is comprised of the following programs: Deferred Compensation; Dental Insurance; Disability Compliance; Employee Benefits; Employee Health; Equal Employment; Liability/Property Insurance; Personnel Records; Department Services; Personnel/Payroll Training and Support; Safety Services; Selection & Classification; Training and Development; Training; Unemployment Insurance; and Workers' Compensation.

## INTRODUCTION

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

| <b><u>Internal Services Agency Fund Centers/Departments</u></b> |                    |  |                      |                      |                    |                  |
|---|--------------------|--|----------------------|----------------------|--------------------|------------------|
| <b>Fund</b>   | <b>Fund Center</b> | <b>Department</b>                              | <b>Requirements</b>  | <b>Financing</b>     | <b>Net Cost</b>    | <b>Positions</b> |
| 001A  | 3240000            | County Clerk/Recorder                          | 11,220,621           | 11,220,621           | 0                  | 66.0             |
| 001A  | 3230000            | Department of Finance                          | 15,647,571           | 15,292,173           | 355,398            | 115.0            |
| 001A  | 6110000            | Department of Revenue Recovery                 | 6,962,547            | 6,962,547            | 0                  | 61.0             |
| 001A  | 5740000            | Office of Compliance                           | 0                    | 0                    | 0                  | 2.0              |
| 001A  | 5780000            | Office of Inspector General                    | 285,018              | 0                    | 285,018            | 0.0              |
| 001A  | 6050000            | Personnel Services                             | 12,713,830           | 12,713,830           | 0                  | 207.4            |
| <b>GENERAL FUND TOTAL</b>                                       |                    |  | <b>\$46,829,587</b>  | <b>\$46,189,171</b>  | <b>\$640,416</b>   | <b>451.4</b>     |
| <b>General Services</b>   |                    |  |                      |                      |                    |                  |
| 034A  | 2070000            | Capital Outlay                                 | 1,965,000            | 900,000              | 1,065,000          | 0.0              |
| 035C  | 7110000            | Office of the Director                         | 1,618,020            | 1,618,020            | 0                  | 20.8             |
| 035F  | 7007440            | Building Maintenance & Operations-<br>Airport  | 5,507,000            | 5,507,000            | 0                  | 35.8             |
| 035F  | 7007420            | Building Maintenance & Operations-<br>Bradshaw | 12,581,649           | 12,581,649           | 0                  | 82.0             |
| 035F  | 7007430            | Building Maintenance & Operations-<br>Downtown | 7,294,476            | 7,294,476            | 0                  | 50.0             |
| 035F  | 7007046            | Energy Management                              | 9,051,719            | 9,051,719            | 0                  | 1.0              |
| 035F  | 7450000            | Security Services                              | 2,833,610            | 2,833,610            | 0                  | 30.4             |
| 035H  | 7007063            | Contract and Purchasing Services               | 1,639,040            | 1,639,040            | 0                  | 13.0             |
| 035J  | 7700000            | Support Services                               | 10,795,509           | 10,795,509           | 0                  | 23.5             |
| 035L  | 7007500            | Light Fleet                                    | 20,893,052           | 20,893,052           | 0                  | 23.0             |
| 035M  | 7007600            | Heavy Equipment                                | 25,576,396           | 25,576,396           | 0                  | 91.0             |
| <b>SUBTOTAL</b>   |                    |  | <b>\$99,755,471</b>  | <b>\$98,690,471</b>  | <b>\$1,065,000</b> | <b>370.5</b>     |
| 007A  | 3100000            | Capital Construction                           | \$33,643,740         | \$33,643,740         | \$0                | 0.0              |
| 032A  | 7930000            | Real Estate Division                           | 48,881,366           | 48,761,366           | 120,000            | 27.0             |
| 037A  | 3910000            | Liability/Property Insurance                   | 17,486,184           | 17,486,184           | 0                  | 0.0              |
| 039A  | 3900000            | Workers' Compensation Insurance                | 27,993,707           | 27,993,707           | 0                  | 0.0              |
| 040A  | 3930000            | Unemployment Insurance                         | 15,513,496           | 15,513,496           | 0                  | 0.0              |
| 056A  | 7990000            | Parking Enterprise                             | 3,053,973            | 3,053,973            | 0                  | 7.0              |
| <b>GRAND TOTAL</b>  |                    |  | <b>\$293,157,524</b> | <b>\$291,332,108</b> | <b>\$1,825,416</b> | <b>855.9</b>     |

| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 30,642,770     | 29,128,785     | 33,643,740          | 33,643,740                                  |
| Total Financing    | (3,190,518)    | 23,983,033     | 33,643,740          | 33,643,740                                  |
| Net Cost           | 33,833,288     | 5,145,752      | -                   | -   |

**PROGRAM DESCRIPTION:**

- The Facility Planning and Management Division of the Department of General Services manages the Capital Construction Fund (CCF) (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 approve 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.

**MISSION:**

To provide proactive long-range facility management planning including meeting the space needs of county departments.

**GOALS:**

Continue to provide funding and management for approved major construction projects underway and projects required due to health, safety, security or severe operational problems.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Began the Rio Cosumnes Correctional Center (RCCC) Energy Efficiency Retrofit Program.
- Began the elevator upgrade project at the Main Jail.
- Began the generator replacement project at the 799 G Street Building.
- Completed various Americans with Disability Act (ADA) barriers removal projects.
- Completed various mechanical upgrades to achieve energy savings.
- Provided \$5.0 million in budgetary relief for Sheriff to pay debt service.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Complete construction of phase 3 of the Juvenile Hall Expansion project.
- Replace the diesel engine fire pump at the 799 G Street Building.
- Complete the Remodel of Wing "A" project at the Juvenile Center.
- Obtain Board of Supervisor approval to begin construction of the Sheriff 911 Center to the Bond Road Facility.

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Replace siding at the Fair Oaks Library.
- Provide budget relief of \$10.2 million to pay debt service for Main Jail, Carol Miller Justice Center, Juvenile Hall, Rio Cosumnes Correctional Center, Sheriff's North Area Station and 799 G Street.
- Provide budget relief of \$0.4 million to fund facility use costs for Probation.

**FUND BALANCE CHANGES FOR 2009-10:**

Fund balance increased by \$10,761,374 due to overestimating encumbrance rollovers at year end.

**SUPPLEMENTAL INFORMATION:**

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2010-11 is \$33,643,740. The Adopted Budget includes several high priority projects in the County's Juvenile Justice facilities as well as projects at other county facilities.
- The following is a summary of available financing and significant projects in this fund:

| <u>Source</u>  | <u>Amount</u>       |
|--|---------------------|
| Available Fund Balance of Appropriation                                  | \$8,333,316         |
| County Facility Use Allowance, Vacancy Factor, and Improvement Districts | 14,539,241          |
| Interest Income  | 125,000             |
| Miscellaneous Revenues - Revenue Leases                                  | 48,000              |
| Miscellaneous Revenues – Department Funded Projects                      | 410,000             |
| Miscellaneous Revenues (Deallocated Funds Adjustment)                    | 5,493,183           |
| Americans with Disabilities Act (ADA) Certificate Of Participation funds | 795,000             |
| Courthouse Temporary Construction Fund Revenues                          | 2,100,000           |
| Criminal Justice Facility Temporary Construction Fund Revenues           | 1,800,000           |
|  | <b>\$33,643,740</b> |

- Included in the following appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By taking care of these emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.
- CCF has made significant contributions for debt service for General Fund departments in the Adopted Budget. Many projects have been postponed to make these contributions. Major mechanical systems or roof membranes could fail as a result of project deferrals.

**The projects included in the Adopted Budget are:**

**Fund Center 3103101-Bradshaw Complex** — \$549,977. This appropriation provides for energy saving projects (and debt service for those) and ADA upgrades at the Bradshaw Complex.

**SUPPLEMENTAL INFORMATION (CONT.):**

**Fund Center 3103102-Administration Center** — \$812,730. This appropriation provides replacing the buried hot water heating distribution line and miscellaneous alterations in the Administration Center.

**Fund Center 3103103-Courthouse** — \$170,000. This facility was transferred to the State in Fiscal Year 2008-09, but Courts will fund proposed improvements to correct health, security, and safety issues.

**Fund Center 3103104-New Juvenile Courthouse** —\$0 This facility was transferred to the State in Fiscal Year 2008-09.

**Fund Center 3103105-Carol Miller Justice Center** — \$0. This facility was transferred to the State in Fiscal Year 2008-09.

**Fund Center 3103108-Preliminary Planning** — \$1,302,750. This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; consultant costs for the long-term adult correctional feasibility study; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

**Fund Center 3103109-901 G Street Building (OB #2)** — \$60,000. This appropriation provides for miscellaneous alterations and improvements.

**Fund Center 3103110-Maintenance Yard** — \$135,329. This appropriation provides for energy savings projects (and debt service for those) along with miscellaneous alterations and improvements.

**Fund Center 3103111-Miscellaneous Alterations and Improvements** — \$1,883,437. This appropriation provides for the following projects:

| <b>Requestor</b>  | <b>Project Description and Justification</b>   | <b>Cost Estimate</b> |
|---|--|----------------------|
| Municipal Services Agency                               | Survey and remedial work associated with asbestos in county facilities.  | \$50,000             |
| Municipal Services Agency                               | Provide for ongoing testing of underground tanks under County ownership in accordance with State law.                                    | 50,000               |
| Municipal Services Agency                               | Provide for the cost associated with warranty inspections on new construction and remodel projects.                                      | 20,000               |
| Real Estate   | Real Estate provides services to CCF including wireless lease and services for miscellaneous vacant county-owned land.                   | 80,000               |
| Capital Construction & Facility Planning and Management | Vacant Space Allocation- CCF is charged for vacant County-owned space, but recovers most of the cost through the Facility Use Allocation | 1,551,240            |
| Capital Construction & Facility Planning and Management | Miscellaneous minor building and emergency projects  | 132,197              |
|   | <b>Total</b>   | <b>\$1,883,437</b>   |



## SUPPLEMENTAL INFORMATION (CONT.):

**Fund Center 3103112-Bradshaw Administration Building (OB #3)** — \$25,000. This appropriation provides miscellaneous alterations and improvements to the facility.

**Fund Center 3103113-Clerk-Recorder Building** — \$285,000. This appropriation provides for department funded modification to the employee stairs, and miscellaneous improvements for the Spink Building.

**Fund Center 3103114-799 G Street Building** — \$768,685. This appropriation provides replacing the generators to meet Air Quality Management requirements, and miscellaneous improvements to the Office of Communications and Information Technology (OCIT) building.

**Fund Center 3103115-Animal Care Facility** — \$50,000. This appropriation provides for warranty work related to the construction of the new Animal Care Facility.

**Fund Center 3103124-General Services Facility** — \$114,693. This appropriation provides for debt service for the energy saving projects under way as well as alterations and improvements to the facility.

**Fund Center 3103125-B.T. Collins Juvenile Center** — \$288,928. Total new appropriation is \$7,288,928 but reimbursements reduce the net budget to \$288,928 (additional appropriation will carry forward from Fiscal Year 2009-10 for the encumbered construction contract). This appropriation provides for the continuation of the Juvenile Hall infrastructure project, and miscellaneous alterations to correct health and safety issues.

**Fund Center 3103126-Warren E. Thornton Youth Center** — \$0. The facility has been partially closed to save funds, therefore no funds are budgeted for improvement.

**Fund Center 3103127-Boys Ranch** — \$0. The facility has been temporarily closed to save funds, therefore no funds are budgeted for improvement.

**Fund Center 3103128-Rio Cosumnes Correctional Center (RCCC)** — \$916,000. This appropriation provides for energy saving projects at RCCC, and miscellaneous alterations and improvements.

**Fund Center 3103130-Work Release Facility** — \$5,000. This appropriation provides for miscellaneous repairs to the Work Release Facility.

**Fund Center 3103131-Sheriff's Administration Building** — \$75,000. This appropriation provides for miscellaneous alterations to the Sheriff's Administration Building.

**Fund Center 3103132-Lorenzo E. Patino Hall of Justice** — \$3,883,322. This appropriation provides for replacing the elevators, replacing the diesel engine fire pump, installing safety screening on the mezzanine level, and miscellaneous improvements to the facility.

**Fund Center 3103133-Sheriff's North Area Substation** — \$5,000. This appropriation provides for miscellaneous improvements to the facility.

**Fund Center 3103134-Sheriff's South Area Substation** — \$10,000. Requested appropriation is \$5,733,000 but expected reimbursements reduce the net budget to \$10,000. This appropriation provides for design, construction, and project management for the Sheriff's New 911 Facility to be relocated to this building.

**Fund Center 3103137-Coroner/Crime Laboratory** — \$25,000. This appropriation provides for miscellaneous alterations and improvements to the facility.



**SUPPLEMENTAL INFORMATION (CONT.):**

**Fund Center 3103160-Sacramento Mental Health Facility** — \$439,974. This appropriation provides for debt service for the energy saving project recently completed as well as alterations and improvements to the facility.

**Fund Center 3103162-Primary Care Center** — \$15,000. This appropriation provides for miscellaneous alterations and improvements to the facility.

**Fund Center 3103198-Financing-Transfers/Reimbursements** — \$21,597,550. This appropriation provides for contributions for the following debt service payments: the new Juvenile Courthouse; Debt Service for Fixed Asset Acquisition Fund projects started in Fiscal Year 2004-05; various facilities debt service payments (due to Tobacco Litigation Settlement De-allocated Funds requirements), debt service for the Main Jail, Animal Care, RCCC, other departments' 799 G St share of debt service, and the County's share of the tenant improvements for the Bank of America Building.

**Fund Center 3103199-Water Quality** — \$225,365. This appropriation provides for the balance of improvements needed to the old Water Quality building to accommodate sections of General Services and County Engineering who vacated leased space in June 2010.

**Fund Center 3106382-Libraries** — \$0. Actual appropriation is \$250,000, but due to reimbursements, the net budget amount is \$0. This appropriation provides for improvements to various branch libraries to correct health, safety, or severe operational issues.

**SCHEDULE:**

| State Controller Schedules                           |                       | County of Sacramento  |                        |   | Schedule 9 |  |
|--|-----------------------|---|------------------------|---|------------|--|
| County Budget Act<br>January 2010                    |                       | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                        |   |            |  |
|  |                       | Budget Unit <b>310000 - Capital Construction</b>  |                        |   |            |  |
|  |                       | Function <b>GENERAL</b>   |                        |   |            |  |
|  |                       | Activity <b>Plant Acquisition</b>   |                        |   |            |  |
| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |            |  |
| 1  | 2                     | 3   | 4                      | 5   |            |  |
| Fund Balance   | \$ (25,825,939)       | \$ (2,428,058)  | \$ 8,333,316           | \$ 8,333,316                                      |            |  |
| Fines, Forfeitures & Penalties                       | 3,298,772             | 2,163,584   | 3,900,000              | 3,900,000   |            |  |
| Revenue from Use of Money & Property                 | 428,733               | 140,942   | 125,000                | 125,000   |            |  |
| Intergovernmental Revenue                            | -                     | 4,292,633   | -                      | -   |            |  |
| Charges for Services                                 | 77,579                | 257,969   | -                      | -   |            |  |
| Miscellaneous Revenues                               | 18,488,610            | 19,555,963  | 21,285,424             | 21,285,424  |            |  |
| Residual Equity Transfer In                          | 341,727               | -   | -                      | -   |            |  |
| <b>Total Revenue</b>                                 | <b>\$ (3,190,518)</b> | <b>\$ 23,983,033</b>  | <b>\$ 33,643,740</b>   | <b>\$ 33,643,740</b>                              |            |  |
| <b>FUND CENTER 3103100 - CAPITAL CONSTRUCTION</b>    |                       |   |                        |   |            |  |
| Services & Supplies                                  | \$ -                  | \$ (179)  | \$ -                   | \$ -  |            |  |
| Other Charges  | -                     | -   | -                      | -   |            |  |
| Improvements   | -                     | -   | -                      | -   |            |  |
| Expenditure Transfer & Reimbursements                | -                     | -   | -                      | -   |            |  |
| <b>Net Total Expenditures/Appropriations</b>         | <b>\$ -</b>           | <b>\$ (179)</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |            |  |
| <b>FUND CENTER 3103101 - BRADSHAW COMPLEX</b>        |                       |   |                        |   |            |  |
| Services & Supplies                                  | \$ 877,658            | \$ 396,630  | \$ 150,000             | \$ 150,000  |            |  |
| Other Charges  | 2,146,007             | 439,671   | 349,977                | 349,977   |            |  |
| Improvements   | 145,102               | 33,459  | 50,000                 | 50,000  |            |  |
| Expenditure Transfer & Reimbursements                | (289,167)             | (38,062)  | -                      | -   |            |  |
| <b>Net Total Expenditures/Appropriations</b>         | <b>\$ 2,879,600</b>   | <b>\$ 831,698</b>   | <b>\$ 549,977</b>      | <b>\$ 549,977</b>                                 |            |  |
| <b>FUND CENTER 3103102 - ADMINISTRATION CENTER</b>   |                       |   |                        |   |            |  |
| Services & Supplies                                  | \$ 347,642            | \$ 114,632  | \$ 152,188             | \$ 152,188  |            |  |
| Improvements   | 219,753               | 218,324   | 660,542                | 660,542   |            |  |
| Expenditure Transfer & Reimbursements                | (137,645)             | -   | -                      | -   |            |  |
| <b>Net Total Expenditures/Appropriations</b>         | <b>\$ 429,750</b>     | <b>\$ 332,956</b>   | <b>\$ 812,730</b>      | <b>\$ 812,730</b>                                 |            |  |

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>State Controller Schedules</b> | <b>County of Sacramento</b>   | <b>Schedule 9</b> |
| County Budget Act<br>January 2010 | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                   |

Budget Unit **3100000 - Capital Construction**  
 Function **GENERAL**  
 Activity **Plant Acquisition**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |
|--|-------------------|-------------------|------------------------|---|
| 1  | 2                 | 3                 | 4                      | 5   |

**FUND CENTER 3103103 - COURTHOUSE**

|                                       |            |            |            |            |
|---------------------------------------|------------|------------|------------|------------|
| Services & Supplies                   | \$ 183,403 | \$ 39,332  | \$ 120,000 | \$ 120,000 |
| Improvements                          | 487,770    | 113,864    | 50,000     | 50,000     |
| Expenditure Transfer & Reimbursements | (543,439)  | -          | -          | -          |
| Net Total Expenditures/Appropriations | \$ 127,734 | \$ 153,196 | \$ 170,000 | \$ 170,000 |

**FUND CENTER 3103104 - NEW JUVENILE COURTHOUSE**

|                                       |            |              |      |      |
|---------------------------------------|------------|--------------|------|------|
| Services & Supplies                   | \$ 103,454 | \$ (138,437) | \$ - | \$ - |
| Improvements                          | 71,837     | 5,466        | -    | -    |
| Net Total Expenditures/Appropriations | \$ 175,291 | \$ (132,971) | \$ - | \$ - |

**FUND CENTER 3103105 - CAROL MILLER JUSTICE CENTER**

|                                       |           |      |      |      |
|---------------------------------------|-----------|------|------|------|
| Services & Supplies                   | \$ 65,426 | \$ - | \$ - | \$ - |
| Improvements                          | 120,932   | -    | -    | -    |
| Expenditure Transfer & Reimbursements | (102,980) | -    | -    | -    |
| Net Total Expenditures/Appropriations | \$ 83,378 | \$ - | \$ - | \$ - |

**FUND CENTER 3103108 - PRELIMINARY PLANNING**

|                                       |              |              |              |              |
|---------------------------------------|--------------|--------------|--------------|--------------|
| Services & Supplies                   | \$ 1,497,016 | \$ 1,268,718 | \$ 1,302,750 | \$ 1,302,750 |
| Improvements                          | 45,187       | 45,187       | -            | -            |
| Expenditure Transfer & Reimbursements | (149,567)    | (20,242)     | -            | -            |
| Net Total Expenditures/Appropriations | \$ 1,392,636 | \$ 1,293,663 | \$ 1,302,750 | \$ 1,302,750 |

**FUND CENTER 3103109 - 901 G STREET (OB#2)**

|                                       |           |        |           |           |
|---------------------------------------|-----------|--------|-----------|-----------|
| Services & Supplies                   | \$ 18,186 | \$ -   | \$ 35,000 | \$ 35,000 |
| Improvements                          | 6,653     | 739    | 25,000    | 25,000    |
| Expenditure Transfer & Reimbursements | (14,989)  | -      | -         | -         |
| Net Total Expenditures/Appropriations | \$ 9,850  | \$ 739 | \$ 60,000 | \$ 60,000 |

| State Controller Schedules   |                   | County of Sacramento  |                        |   | Schedule 9 |  |
|--|-------------------|---|------------------------|---|------------|--|
| County Budget Act<br>January 2010                                    |                   | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                        |   |            |  |
|  |                   | Budget Unit <b>3100000 - Capital Construction</b>   |                        |   |            |  |
|  |                   | Function <b>GENERAL</b>   |                        |   |            |  |
|  |                   | Activity <b>Plant Acquisition</b>   |                        |   |            |  |
| Detail by Revenue Category<br>and Expenditure Object                 | 2008-09<br>Actual | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |            |  |
| 1  | 2                 | 3   | 4                      | 5   |            |  |
| <b>FUND CENTER 3103110 - MAINTENANCE YARD</b>                        |                   |   |                        |   |            |  |
| Services & Supplies  | \$ 949,035        | \$ 95,111   | \$ 10,000              | \$  | 10,000     |  |
| Other Charges  | 115,329           | 210,392   | 115,329                |   | 115,329    |  |
| Improvements   | 9,440             | -   | 10,000                 |   | 10,000     |  |
| Expenditure Transfer & Reimbursements                                | (5,707)           | -   | -                      |   | -          |  |
| Net Total Expenditures/Appropriations                                | \$ 1,068,097      | \$ 305,503  | \$ 135,329             | \$  | 135,329    |  |
| <b>FUND CENTER 3103111 - MISC ALTERATIONS &amp; IMPROVEMENTS</b>     |                   |   |                        |   |            |  |
| Services & Supplies  | \$ 822,944        | \$ 756,066  | \$ 1,820,962           | \$  | 1,820,962  |  |
| Other Charges  | 32,339            | 62,511  | 62,475                 |   | 62,475     |  |
| Expenditure Transfer & Reimbursements                                | -                 | -   | -                      |   | -          |  |
| Net Total Expenditures/Appropriations                                | \$ 855,283        | \$ 818,577  | \$ 1,883,437           | \$  | 1,883,437  |  |
| <b>FUND CENTER 3103112 - BRADSHAW ADMINISTRATION BUILDING (OB#3)</b> |                   |   |                        |   |            |  |
| Services & Supplies  | \$ 444,778        | \$ 69,866   | \$ 25,000              | \$  | 25,000     |  |
| Improvements   | -                 | -   | -                      |   | -          |  |
| Expenditure Transfer & Reimbursements                                | (4,960)           | -   | -                      |   | -          |  |
| Net Total Expenditures/Appropriations                                | \$ 439,818        | \$ 69,866   | \$ 25,000              | \$  | 25,000     |  |
| <b>FUND CENTER 3103113 - CLERK-RECORDER BUILDING</b>                 |                   |   |                        |   |            |  |
| Services & Supplies  | \$ -              | \$ -  | \$ 65,000              | \$  | 65,000     |  |
| Improvements   | 3,553             | -   | 220,000                |   | 220,000    |  |
| Net Total Expenditures/Appropriations                                | \$ 3,553          | \$ -  | \$ 285,000             | \$  | 285,000    |  |
| <b>FUND CENTER 3103114 - 799 G STREET BUILDING</b>                   |                   |   |                        |   |            |  |
| Services & Supplies  | \$ 549,772        | \$ 377,532  | \$ 300,000             | \$  | 300,000    |  |
| Improvements   | 1,992,671         | 296,784   | 468,685                |   | 468,685    |  |
| Expenditure Transfer & Reimbursements                                | -                 | -   | -                      |   | -          |  |
| Net Total Expenditures/Appropriations                                | \$ 2,542,443      | \$ 674,316  | \$ 768,685             | \$  | 768,685    |  |

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>State Controller Schedules</b> | <b>County of Sacramento</b>   | <b>Schedule 9</b> |
| County Budget Act<br>January 2010 | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                   |

Budget Unit **3100000 - Capital Construction**  
 Function **GENERAL**  
 Activity **Plant Acquisition**

| Detail by Revenue Category<br>and Expenditure Object         | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |
|--|-------------------|-------------------|------------------------|---|
| 1  | 2                 | 3                 | 4                      | 5   |
| <b>FUND CENTER 3103115 - ANIMAL CARE FACILITY</b>            |                   |                   |                        |   |
| Services & Supplies  | \$ 1,566,535      | \$ 1,015,032      | \$ 25,000              | \$ 25,000   |
| Improvements   | 7,837,580         | 1,475,931         | 25,000                 | 25,000  |
| Expenditure Transfer & Reimbursements                        | (9,237,340)       | (2,714,413)       | -                      | -   |
| Net Total Expenditures/Appropriations                        | \$ 166,775        | \$ (223,450)      | \$ 50,000              | \$ 50,000   |
| <b>FUND CENTER 3103124 - GENERAL SERVICES FACILITY</b>       |                   |                   |                        |   |
| Services & Supplies  | \$ 38,785         | \$ 5,058          | \$ 25,000              | \$ 25,000   |
| Other Charges  | -                 | -                 | 89,693                 | 89,693  |
| Net Total Expenditures/Appropriations                        | \$ 38,785         | \$ 5,058          | \$ 114,693             | \$ 114,693  |
| <b>FUND CENTER 3103125 - B.T. COLLINS JUVENILE CENTER</b>    |                   |                   |                        |   |
| Services & Supplies  | \$ 4,242,765      | \$ 3,361,158      | \$ 4,748,928           | \$ 4,748,928                                      |
| Improvements   | 21,195,923        | 17,368,334        | 2,540,000              | 2,540,000   |
| Expenditure Transfer & Reimbursements                        | (23,931,875)      | (14,749,774)      | (7,000,000)            | (7,000,000)                                       |
| Net Total Expenditures/Appropriations                        | \$ 1,506,813      | \$ 5,979,718      | \$ 288,928             | \$ 288,928  |
| <b>FUND CENTER 3103126 - WARREN E. THORNTON YOUTH CENTER</b> |                   |                   |                        |   |
| Services & Supplies  | \$ 34,449         | \$ -              | \$ -                   | \$ -  |
| Improvements   | 316,097           | 13,472            | -                      | -   |
| Expenditure Transfer & Reimbursements                        | (249,408)         | -                 | -                      | -   |
| Net Total Expenditures/Appropriations                        | \$ 101,138        | \$ 13,472         | \$ -                   | \$ -  |
| <b>FUND CENTER 3103127 - BOYS RANCH</b>                      |                   |                   |                        |   |
| Services & Supplies  | \$ 258,058        | \$ 163,885        | \$ -                   | \$ -  |
| Other Charges  | 450               | -                 | -                      | -   |
| Improvements   | 198,028           | 413,429           | -                      | -   |
| Expenditure Transfer & Reimbursements                        | (49,345)          | -                 | -                      | -   |
| Net Total Expenditures/Appropriations                        | \$ 407,191        | \$ 577,314        | \$ -                   | \$ -  |

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>State Controller Schedules</b> | <b>County of Sacramento</b>   | <b>Schedule 9</b> |
| County Budget Act<br>January 2010 | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                   |

Budget Unit **3100000 - Capital Construction**  
 Function **GENERAL**  
 Activity **Plant Acquisition**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |
|--|-------------------|-------------------|------------------------|---|
| 1  | 2                 | 3                 | 4                      | 5   |

**FUND CENTER 3103128 - RCCC**

|  |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|
| Services & Supplies                          | \$ 489,946        | \$ 338,371        | \$ 416,000        | \$ 416,000        |
| Other Charges                                | 450               | -                 | -                 | -                 |
| Improvements                                 | 251,838           | 399,302           | 500,000           | 500,000           |
| Expenditure Transfer & Reimbursements        | (114,057)         | -                 | -                 | -                 |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ 628,177</b> | <b>\$ 737,673</b> | <b>\$ 916,000</b> | <b>\$ 916,000</b> |

**FUND CENTER 3103130 - WORK RELEASE FACILITY**

|  |                  |             |                 |                 |
|--|------------------|-------------|-----------------|-----------------|
| Services & Supplies                          | \$ 8,179         | \$ -        | \$ 5,000        | \$ 5,000        |
| Improvements                                 | 40,409           | -           | -               | -               |
| Expenditure Transfer & Reimbursements        | -                | -           | -               | -               |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ 48,588</b> | <b>\$ -</b> | <b>\$ 5,000</b> | <b>\$ 5,000</b> |

**FUND CENTER 3103131 - SHERIFF'S ADMIN BUILDING**

|  |                   |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|
| Services & Supplies                          | \$ 161,238        | \$ 6,795         | \$ 25,000        | \$ 25,000        |
| Improvements                                 | 495,321           | 59,449           | 50,000           | 50,000           |
| Expenditure Transfer & Reimbursements        | (68,690)          | -                | -                | -                |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ 587,869</b> | <b>\$ 66,244</b> | <b>\$ 75,000</b> | <b>\$ 75,000</b> |

**FUND CENTER 3103132 - LORENZO E. PATINO HALL OF JUSTICE**

|  |                   |                     |                     |                     |
|--|-------------------|---------------------|---------------------|---------------------|
| Services & Supplies                          | \$ 546,934        | \$ 476,079          | \$ 315,632          | \$ 315,632          |
| Improvements                                 | 443,358           | 661,595             | 3,567,690           | 3,567,690           |
| Expenditure Transfer & Reimbursements        | (329,817)         | -                   | -                   | -                   |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ 660,475</b> | <b>\$ 1,137,674</b> | <b>\$ 3,883,322</b> | <b>\$ 3,883,322</b> |

**FUND CENTER 3103133 - SHERIFF-NORTH AREA SUBSTATION**

|  |             |             |                 |                 |
|--|-------------|-------------|-----------------|-----------------|
| Services & Supplies                          | \$ -        | \$ -        | \$ 5,000        | \$ 5,000        |
| Improvements                                 | -           | -           | -               | -               |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,000</b> | <b>\$ 5,000</b> |

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>State Controller Schedules</b> | <b>County of Sacramento</b>   | <b>Schedule 9</b> |
| County Budget Act<br>January 2010 | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                   |

Budget Unit **3100000 - Capital Construction**  
 Function **GENERAL**  
 Activity **Plant Acquisition**

| Detail by Revenue Category<br>and Expenditure Object           | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |
|--|-------------------|-------------------|------------------------|---|
| 1  | 2                 | 3                 | 4                      | 5   |
| <b>FUND CENTER 3103134 - SHERIFF-SOUTH AREA SUBSTATION</b>     |                   |                   |                        |   |
| Services & Supplies  | \$ 471,713        | \$ 157,067        | \$ 1,674,500           | \$ 1,674,500                                      |
| Improvements   | -                 | 12,747            | 4,058,500              | 4,058,500   |
| Expenditure Transfer & Reimbursements                          | (449,849)         | (115,815)         | (5,723,000)            | (5,723,000)                                       |
| Net Total Expenditures/Appropriations                          | \$ 21,864         | \$ 53,999         | \$ 10,000              | \$ 10,000   |
| <b>FUND CENTER 3103137 - CORONER/CRIME LABORATORY</b>          |                   |                   |                        |   |
| Services & Supplies  | \$ 3,317          | \$ 295            | \$ 25,000              | \$ 25,000   |
| Net Total Expenditures/Appropriations                          | \$ 3,317          | \$ 295            | \$ 25,000              | \$ 25,000   |
| <b>FUND CENTER 3103160 - SACRAMENTO MENTAL HEALTH FACILITY</b> |                   |                   |                        |   |
| Services & Supplies  | \$ 2,555,546      | \$ 487,739        | \$ 125,000             | \$ 125,000  |
| Other Charges  | 314,974           | 314,974           | 314,974                | 314,974   |
| Improvements   | 93,088            | -                 | -                      | -   |
| Expenditure Transfer & Reimbursements                          | (49,335)          | -                 | -                      | -   |
| Net Total Expenditures/Appropriations                          | \$ 2,914,273      | \$ 802,713        | \$ 439,974             | \$ 439,974  |
| <b>FUND CENTER 3103162 - PRIMARY CARE CENTER</b>               |                   |                   |                        |   |
| Services & Supplies  | \$ 95             | \$ -              | \$ 15,000              | \$ 15,000   |
| Improvements   | -                 | -                 | -                      | -   |
| Expenditure Transfer & Reimbursements                          | (28,901)          | -                 | -                      | -   |
| Net Total Expenditures/Appropriations                          | \$ (28,806)       | \$ -              | \$ 15,000              | \$ 15,000   |
| <b>FUND CENTER 3103198 - TRANSFER/REIMB-007A</b>               |                   |                   |                        |   |
| Other Charges  | 1,386,616         | 1,760,328         | 1,760,317              | 1,760,317   |
| Expenditure Transfer & Reimbursements                          | 12,127,313        | 13,762,318        | 19,837,233             | 19,837,233  |
| Net Total Expenditures/Appropriations                          | \$ 13,513,929     | \$ 15,522,646     | \$ 21,597,550          | \$ 21,597,550                                     |



|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>State Controller Schedules</b> | <b>County of Sacramento</b>   | <b>Schedule 9</b> |
| County Budget Act<br>January 2010 | Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 |                   |

Budget Unit **3100000 - Capital Construction**  
 Function **GENERAL**  
 Activity **Plant Acquisition**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by The Board<br>of Supervisors |
|--|-------------------|-------------------|------------------------|---|
| 1  | 2                 | 3                 | 4                      | 5   |

**FUND CENTER 3103199 - WATER QUALITY**

|  |             |                     |                   |                   |
|--|-------------|---------------------|-------------------|-------------------|
| Services & Supplies                          | \$ -        | \$ 211,963          | \$ 50,000         | \$ 50,000         |
| Other Charges                                | -           | -                   | 125,365           | 125,365           |
| Improvements                                 | -           | 60,375              | 50,000            | 50,000            |
| Expenditure Transfer & Reimbursements        | -           | (424,939)           | -                 | -                 |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ -</b> | <b>\$ (152,601)</b> | <b>\$ 225,365</b> | <b>\$ 225,365</b> |

**FUND CENTER 3106382 - LIBRARY MISC PROJECT**

|  |                  |                   |             |             |
|--|------------------|-------------------|-------------|-------------|
| Services & Supplies                          | \$ 89,572        | \$ 207,572        | \$ 250,000  | \$ 250,000  |
| Improvements                                 | -                | 107,203           | -           | -           |
| Expenditure Transfer & Reimbursements        | (24,623)         | (54,109)          | (250,000)   | (250,000)   |
| <b>Net Total Expenditures/Appropriations</b> | <b>\$ 64,949</b> | <b>\$ 260,666</b> | <b>\$ -</b> | <b>\$ -</b> |

|  |                      |                      |                      |                      |
|--|----------------------|----------------------|----------------------|----------------------|
| <b>Total Expenditures/Appropriations</b> | <b>\$ 30,642,770</b> | <b>\$ 29,128,785</b> | <b>\$ 33,643,740</b> | <b>\$ 33,643,740</b> |
| <b>Net Cost</b>                          | <b>\$ 33,833,288</b> | <b>\$ 5,145,752</b>  | <b>\$ -</b>          | <b>\$ -</b>          |

**2010-11 PROGRAM INFORMATION**

**BU: 3100000 Capital Construction Fund**

|  | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|--|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title: 001 Debt Service</b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 21,597,551     | 0              | 0                | 0              | 0           | 0       | 0    | 16,373,053     | 5,224,498 | 0        | 0.0       | 0        |
| <b>Program Type:</b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations                         |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> FO -- Financial Obligation   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Bond Payments  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title: 002 Health, Safety, &amp; Code Compliance</b>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 1,000,878      | 0              | 0                | 0              | 0           | 0       | 0    | 603,459        | 397,419   | 0        | 0.0       | 0        |
| <b>Program Type:</b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations                         |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Construction to remediate health, safety, and code related issues in County-owned buildings. |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title: 003 Administration</b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 700,000        | 0              | 0                | 0              | 0           | 0       | 0    | 700,000        | 0         | 0        | 0.0       | 0        |
| <b>Program Type:</b> Discretionary   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 5 -- General Government  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> To prioritize and maximize the use of the capital construction fund                          |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title: 004 General Maintenance</b>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 5,492,062      | 250,000        | 0                | 0              | 0           | 0       | 0    | 2,842,062      | 2,400,000 | 0        | 0.0       | 0        |
| <b>Program Type:</b> Discretionary   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 5 -- General Government  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Maintain County buildings to preserve asset & prevent systems failures                       |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title: 005 New 911 Communication Center</b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 5,733,000      | 5,723,000      | 0                | 0              | 0           | 0       | 0    | 10,000         | 0         | 0        | 0.0       | 0        |
| <b>Program Type:</b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations                         |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> PS1 -- Protect the community from criminal activity, abuse and violence                      |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Remodel Bond Rd facility to use as the new 911 Communications Center                         |                |                |                  |                |             |         |      |                |           |          |           |          |

# CAPITAL CONSTRUCTION

3100000

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

*Program No. and Title:* **006** *Criminal Justice Facilities*

|  |            |           |   |   |   |   |   |           |         |   |     |   |
|--|------------|-----------|---|---|---|---|---|-----------|---------|---|-----|---|
|  | 12,093,250 | 7,000,000 | 0 | 0 | 0 | 0 | 0 | 4,781,851 | 311,399 | 0 | 0.0 | 0 |
|--|------------|-----------|---|---|---|---|---|-----------|---------|---|-----|---|

*Program Type:* Mandated

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

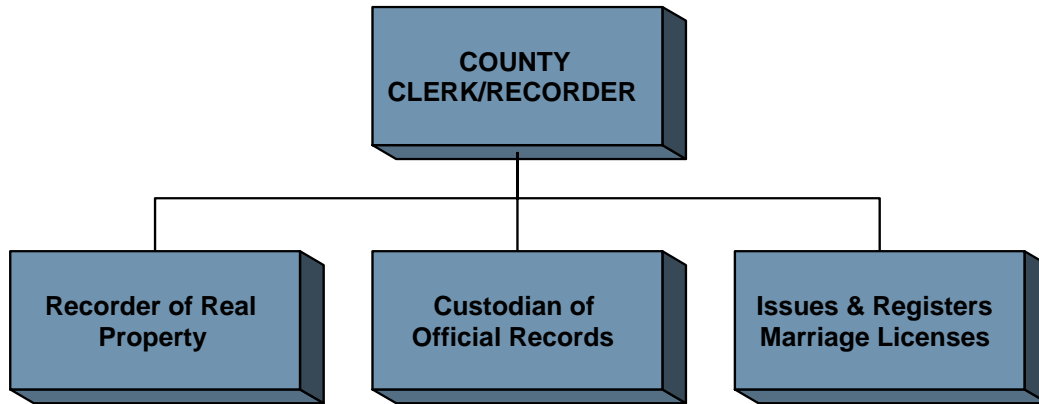
*Strategic Objective:* CJ -- Ensure a fair and just criminal justice system

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

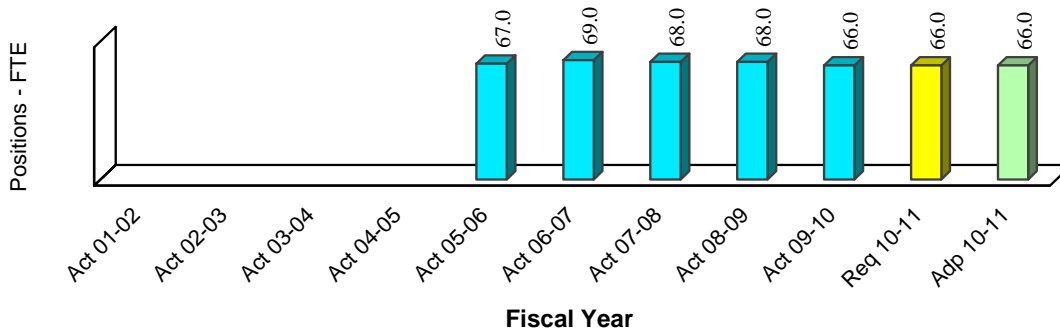
|               |            |            |   |   |   |   |   |            |           |   |     |   |
|---------------|------------|------------|---|---|---|---|---|------------|-----------|---|-----|---|
| <b>FUNDED</b> | 46,616,741 | 12,973,000 | 0 | 0 | 0 | 0 | 0 | 25,310,425 | 8,333,316 | 0 | 0.0 | 0 |
|---------------|------------|------------|---|---|---|---|---|------------|-----------|---|-----|---|

## Departmental Structure

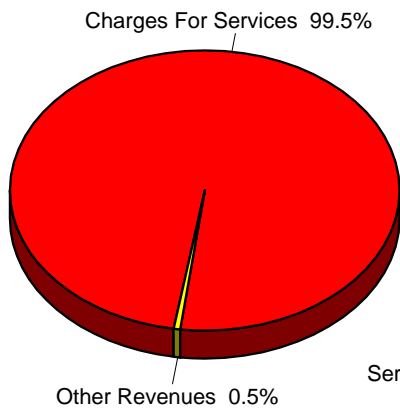
CRAIG A. KRAMER, County Clerk/Recorder



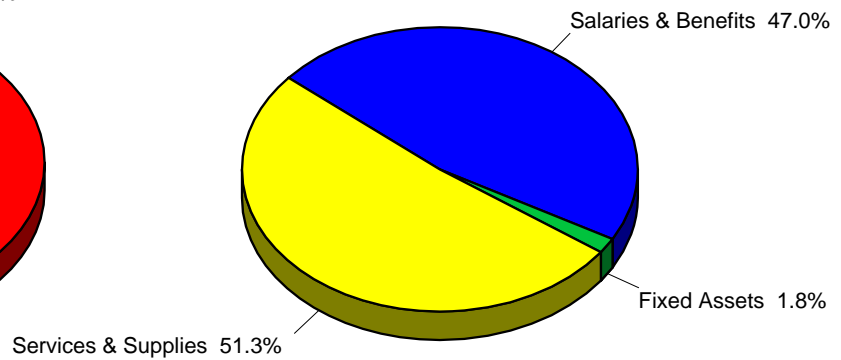
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 8,135,219             | 8,035,120             | 11,220,621                 | 11,220,621   |
| Total Financing       | 7,747,491             | 8,057,367             | 11,220,621                 | 11,220,621   |
| <b>Net Cost</b>       | <b>387,728</b>        | <b>(22,247)</b>       | <b>-</b>                   | <b>-</b>   |
| <b>Positions</b>      | <b>68.0</b>           | <b>66.0</b>           | <b>66.0</b>                | <b>66.0</b>  |

**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.
- 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: (Refer to Budget Unit 7930000 for more detail)

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.

**MISSION:**

To effectively apply the state statutory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

**GOALS:**

- Evaluate enhancements to maximize efficiency and quality of service to customers.
- Continue to work with collaborating departments to bring services to Sacramento County residents at community-based service centers.
- Complete conversion of historical official records from microfilm to images from calendar years 1914 to 1961.
- Secure vendor for historical map restoration project.
- Plan, develop, and coordinate implementation of Electronic Recording Delivery System in conjunction with State Attorney General's Office.
- Finalize development and implementation of operational training program to enhance cross-functional knowledge of staff.
- Implement call center component of new telephone system to enhance customer service.
- Upgrade security system utilizing the County's C-cure System to provide recordings for one year to assist in preventing real estate fraud.
- Work with governmental agencies and related industries to improve processing of recordable documents.
- Maintain a Social Security Number Truncation Program for historical records from 1908 to present and all future recordings.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Implemented day-forward Social Security Number Truncation Program of Official Records, in accordance with state mandate of Assembly Bill 1168, Chapter 627, Statutes of 2007, and continuing to work with Computing System Innovations (CSI) for implementation of back file to 1980. Years currently completed are 2000 through 2009.
- Continued to make significant strides in conversion of historical official records and related indices from microfilm to images. Document images from 1849 to 1962 have been loaded into their permanent electronic repository waiting modification to search queries to provide general access. Images and index available to public for years 1963 to 2010.
- Commenced defining processes and necessary system changes to implement SECURE, multi-county electronic recording delivery system developed and owned by the counties of Orange, Los Angeles, San Diego and Riverside in conjunction with State Attorney General's Office.
- Adjusted fees in accordance with statute provision amendments in document recording, marriage license certified copies, and California Environmental Quality Act (CEQA) filing fees for environmental impact report documents.
- Increased recording fees on certain recorded real estate documents for deposit to the Real Estate Fraud Prosecution Trust Fund as requested by the District Attorney and authorized by the Board of Supervisors.
- Implemented statute amendment in marriage licenses to allow one or both parties to change both the middle and last names by which that party wishes to be known after solemnization of marriage.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Enhanced marriage license microfiche to accommodate genderless searches.
- Implemented enhanced system process for Involuntary Lien Notices Letters.
- Migrated mainframe reports off Impact Printer and Greenbar paper provided by County Data Center to departmental laser printers.
- Implemented document code and reporting capabilities for gift deed reporting to Internal Revenue Service.
- Collaborated with the Department of Finance to issue a Request for Proposal for a Business License System to include Fictitious Business Names (FBNs) which is a Clerk/Recorder mandated function.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Complete truncation of Official Records back file for years 1980 to 1999 as required by Social Security Number Truncation Program under Assembly Bill 1168, Chapter 627, Statutes of 2007.
- Finalize remaining conversion of Official Records from microfilm to images and creation of automated index data for all recording years.
- Commence Project 5 which is the clean-up phase of the conversion project for various needed enhancements discovered during conversion projects.
- Implement electronic recording for title companies and mortgage brokers.
- Develop and implement customer service survey availability via websites.
- Evaluate efficiency and cost effectiveness of an integrated Clerk/Recorder system for recorder and clerk functions to include imaging and indexing.
- Secure vendor for implementation of historical map restoration project and commence project.
- Analyze differences of Recorder Online System Index (ROSI) and Electronic Recorder Online System Index (e-ROSI) and determine enhancements needed to develop similar document retrieval capabilities.
- Implement automated process for transmittal of index data to mainframe.
- Develop departmental orientation and customer service training to familiarize staff with general county structures and policies, and continue to develop staff in cross-functional knowledge provided by operational training program.
- Finalize implementation of central bilingual customer answering system which is the last stage of Voice Over Internet Provider (VoIP) to provide improved service.

**STAFFING LEVEL CHANGES FOR 2010-11:**

The following one position was added by the Board of Supervisors during the Budget Hearings: 1.0 Administrative Services Officer II.



**PERFORMANCE MEASURES:**

| <b>STRATEGIC PRIORITY: Sustainable and Livable Communities</b>  |  |  |                       |                       |                       |                       |
|---|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC OBJECTIVES</b>   | <b>OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>  | <b>Actual 2008/09</b> | <b>Target 2009/10</b> | <b>Actual 2009/10</b> | <b>Target 2010/11</b> |
| Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods | Provide CCR services at multiple sites to optimize customer convenience.             | Zip code data is gathered from customers to determine district origin of customers served and percentage served at the East Area Community Service Center) | 21%                   | 20%                   | 18%                   | 20%                   |
|   | Issue a marriage license in less than 15 minutes                                     | Marriage license processing time   | 10 min                | 15 min                | 14 min*               | 15 min                |
|   | 100% release of index data to mainframe operations by 11:00 a.m. each day            | Index made available to public   | 100%                  | 100%                  | 100%                  | 100%                  |
|   | 100% acceptable customer satisfaction rating as defined by ratings of fair and above | Customer service surveys   | 95%                   | 100%                  | 96%                   | 100%                  |

\*Due to implementation of The Name Equality Act of 2007 (AB 102, Chapter 567) effective January 1, 2009, processing time has increased.

As the County's population continues to expand, it is important to bring services to neighborhoods. Since its opening in April 2008, customers from all five districts have sought CCR services at the East Area Community Service Center (EACSC). Presently, 18% of county residents obtain Official Record, Vital Record and Marriage services at EACSC. The County Clerk/Recorder continues to explore options to enhance services to county residents.

SCHEDULE:

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

Budget Unit            **3240000 - County Clerk/Recorder**  
 Function                **PUBLIC PROTECTION**  
 Activity                 **Other Protection**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual   | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by<br>the Board of<br>Supervisors |
|--|---------------------|---------------------|------------------------|--|
| 1  | 2                   | 3                   | 4                      | 5  |
| Prior Yr Carryover                                   | \$ (828)            | \$ 15,482           | \$ -                   | \$ -   |
| Charges for Services                                 | 7,691,635           | 7,979,618           | 11,162,190             | 11,162,190   |
| Miscellaneous Revenues                               | -                   | 62,267              | 58,431                 | 58,431   |
| Residual Equity Transfer In                          | 56,684              | -                   | -                      | -  |
| <b>Total Revenue</b>                                 | <b>\$ 7,747,491</b> | <b>\$ 8,057,367</b> | <b>\$ 11,220,621</b>   | <b>\$ 11,220,621</b>                                 |
| Salaries & Benefits                                  | \$ 4,402,339        | \$ 4,518,810        | \$ 5,277,874           | \$ 5,277,874   |
| Services & Supplies                                  | 2,619,326           | 2,485,658           | 4,689,697              | 4,689,697  |
| Equipment  | 31,287              | 7,917               | 199,157                | 199,157  |
| Expenditure Transfer & Reimbursement                 | 1,082,267           | 1,022,735           | 1,053,893              | 1,053,893  |
| <b>Total Expenditures/Appropriations</b>             | <b>\$ 8,135,219</b> | <b>\$ 8,035,120</b> | <b>\$ 11,220,621</b>   | <b>\$ 11,220,621</b>                                 |
| <b>Net Cost</b>                                      | <b>\$ 387,728</b>   | <b>\$ (22,247)</b>  | <b>\$ -</b>            | <b>\$ -</b>  |
| <b>Positions</b>                                     | <b>68.0</b>         | <b>66.0</b>         | <b>66.0</b>            | <b>66.0</b>  |

2010-11 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder Department

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

**FUNDED**

Program No. and Title: 001 Clerk

|           |   |   |   |   |   |           |   |   |   |     |   |
|-----------|---|---|---|---|---|-----------|---|---|---|-----|---|
| 1,124,010 | 0 | 0 | 0 | 0 | 0 | 1,124,010 | 0 | 0 | 0 | 6.0 | 0 |
|-----------|---|---|---|---|---|-----------|---|---|---|-----|---|

Program Type: Mandated

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

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

Program Description: Clerk responsibilities include: issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; FPPC Filing Officer; custodian of Oaths of Office; registration of notaries public, process servers, unlawful detainer assistants, and fictitious business names.

Program No. and Title: 002 Recorder

|            |        |   |   |   |   |            |   |   |   |      |   |
|------------|--------|---|---|---|---|------------|---|---|---|------|---|
| 10,116,088 | 19,477 | 0 | 0 | 0 | 0 | 10,096,611 | 0 | 0 | 0 | 60.0 | 0 |
|------------|--------|---|---|---|---|------------|---|---|---|------|---|

Program Type: Mandated

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

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

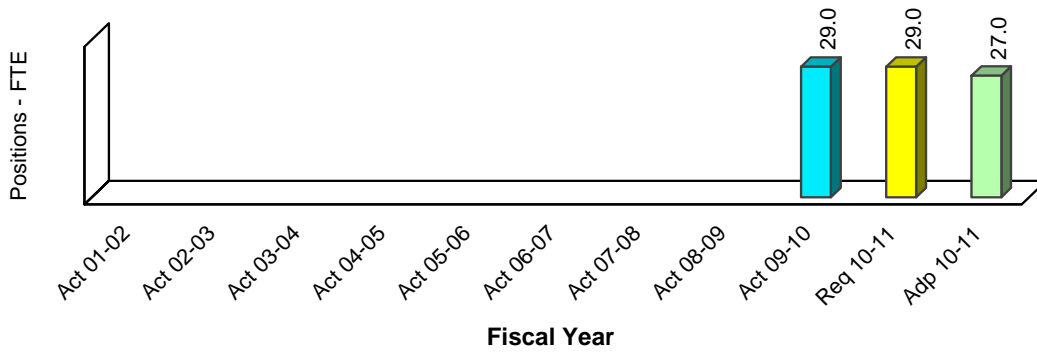
Program Description: Recorder responsibilities include: recording of real estate and other authorized documents; issuance of birth, death and marriage certificates; indexing and public viewing services for official records; and issuance of official record copies.

|               |            |        |   |   |   |            |   |   |   |      |   |
|---------------|------------|--------|---|---|---|------------|---|---|---|------|---|
| <b>FUNDED</b> | 11,240,098 | 19,477 | 0 | 0 | 0 | 11,220,621 | 0 | 0 | 0 | 66.0 | 0 |
|---------------|------------|--------|---|---|---|------------|---|---|---|------|---|

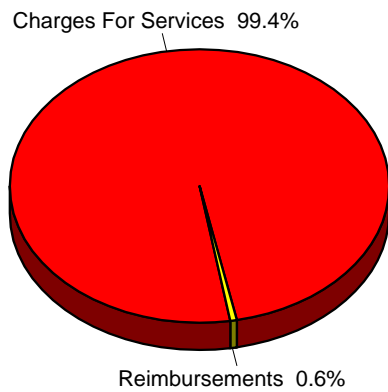
## Departmental Structure



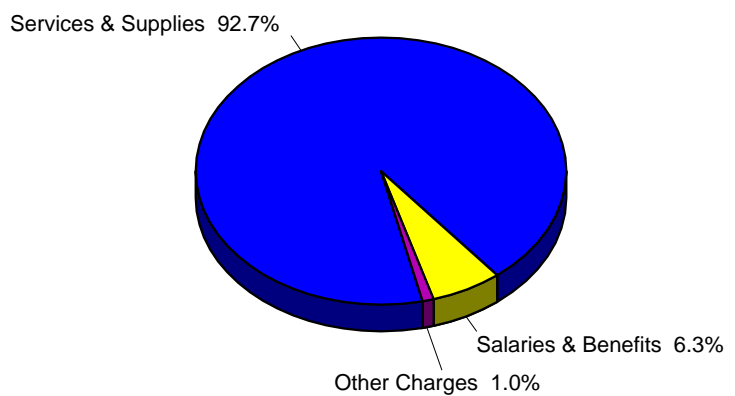
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | -              | 49,595,449     | 48,881,366          | 48,881,366                                  |
| Total Financing    | -              | 50,007,322     | 48,761,366          | 48,761,366                                  |
| Net Cost           | -              | (411,873)      | 120,000             | 120,000                                     |
| Positions          | 0.0            | 29.0           | 27.0                | 27.0  |

**PROGRAM DESCRIPTION:**

The Real Estate Division is administered by the County/Clerk Recorder.

The Real Estate Division:

- Provides real estate services for County Departments and Special District public infrastructure and facility projects.
- Negotiates and acquires property rights needed for road, water supply, drainage, flood mitigation, sewer projects, open space, and parkway lands.
- Manages agricultural revenue leases on buffer lands at Kiefer Landfill, Sacramento Regional Wastewater Treatment Plant, and the American River Parkway.
- Conducts sales of surplus County and Special District real property.
- Generates income from lease of County and Special District real property including leases to wireless communications providers.
- Negotiates for conveyance of easement rights over County and Special District lands to public utilities, incorporated cities, private citizens, and developers.
- Provides property management services including payment of rents, maintenance, janitorial services, and any separately charged utility costs for leased County facilities.
- Negotiates and manages all County leased facility agreements.

**MISSION:**

To provide high quality real property services from inception to completion to County Agencies and Special Districts in support of their missions.

**GOAL:**

To provide professional, timely, and cost-effective real estate services to all County Agencies, Special Districts, other governmental entities, property owners, and the public while complying with all regulatory requirements.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Completed 23 Board actions involving the acquisition of real property interests for Municipal Services Agency projects through negotiated agreement or eminent domain.
- Completed acquisitions of real property interests for 19 properties by agreement and obtained Board approval for eminent domain for four others for the Department of Transportation's Freedom Park Drive Project leading to the goal of a Right of Way Certification in October, 2010.
- Obtained possession of real property interests, and Right of Way Certifications as necessary, for several Department of Transportation projects including Marconi Avenue Sidewalk, South Watt Avenue Soundwall Replacement, and Closure at Kiefer Boulevard.
- Completed a three year project involving grant of easements across the Sacramento Regional County Sanitation District (SRCSD) Sacramento Regional Wastewater Treatment Plant bufferlands to the Sacramento Area Flood Control Agency for its South Sacramento County Streams Project.
- Initiated 12 new wireless Agreements for County and District properties which will potentially provide approximately \$16,152,456 in revenue over the 30 year term of the agreements.
- Completed one pipeline, one extraction well and two monitoring well agreements for construction and maintenance of Aerojet and Boeing facilities on county owned property as a part of their ongoing groundwater remediation projects.
- Completed a three-year project involving grant of easements across the SRCSD Sacramento Regional Wastewater Treatment Plant bufferlands to the Freeport Regional Water Authority to facilitate the supply of surface water from the Sacramento River to customers in central Sacramento County and East Bay.
- Completed the transfer of title for 51 parcels containing public water facility improvements located throughout Sacramento County from the County of Sacramento to the Sacramento County Water Agency.
- Completed 24 Board actions for various Asset Management projects including wireless permits, fee and easement conveyances, surplus property sales, property leases, and property acquisitions.
- Requested Board of Supervisors approval to delegate temporary authority to the Clerk/Recorder to execute Lease Amendments for voluntary rent reductions.
- Executed 24 voluntary rent reduction Lease Amendments between October 2009 and February 2010 with cumulative rent cost savings of \$3,833,301 spread over Fiscal Year 2009-10 through Fiscal Year 2021-22.
- Requested Board of Supervisors approval to unfund three leases as required by Article 16 Section 18 of the California Constitution due to unprecedented budget shortfalls.
- Decreased the Lease Management Fee resulting in a reduction in staff available to provide Property Management services. With these reductions adjustments were made to the level of property management services provided by the Real Estate Division. Some services formerly provided by the Property Management Section have become the responsibility of the County department occupying a leased facility.
- Completed the acquisition of real property interests for thirty-four parcels in ten projects for SRCSD and Sacramento Area Sewer District (SASD).

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Completed the acquisition of real property interests for seven properties in one project for Water Resources.
- Obtained possession of 17 residential properties for the Department of Transportation's Hazel Avenue Widening Project.
- Completed the relocation of approximately 25 residential displacees for the Sacramento Department of Transportation's Hazel Avenue Widening Project.
- Began negotiations with the owners of 14 residential properties for fee title acquisitions required for the Sacramento Department of Transportation's Hazel Avenue Widening Project.

**SIGNIFICANT CHANGES FOR 2010-11:**

Reductions in staff as a result of a decrease in the Lease Management Fee will result in numerous leases going into holdover status as a month to month lease.

**RETAINED EARNINGS CHANGES FOR 2010-11:**

The Department is using \$120,000 of retained earnings to fund staffing resources for the renegotiation of leases.

**STAFFING LEVEL CHANGES FOR 2010-11:**

The following two positions were deleted by the Board of Supervisors during the Budget Hearings:  
2.0 Real Estate Officers I/II.



**PERFORMANCE MEASURES:**

| <b>STRATEGIC PRIORITY: Internal Services</b>   |   |   |                       |                       |  |   |
|--|---|---|-----------------------|-----------------------|--|---|
| <b>STRATEGIC OBJECTIVES</b>  | <b>OUTCOMES</b>   | <b>PERFORMANCE MEASURES</b>   | <b>Actual 2008/09</b> | <b>Target 2009/10</b> | <b>Actual 2009/10</b>  | <b>Target 2010/11</b>   |
| Achieve a high degree of customer department satisfaction with the quality, timeliness of response and coordination of County Real Estate Services | Acquire property rights as required for County and Special district public infrastructure projects.   | Obtain property rights as required (fee simple, easements, rights of entry and permits) from property owners within customer departments' project schedules so as to allow construction to commence as planned.               | *                     | *                     | 100%   | 100%  |
|  | Conveyances of real property interests (grants of easements, rights of entry and permits) over county and District lands, sale of surplus real property, agricultural land leases, wireless telecom. Leases and support Department of Economic Development Mather and McClellan reuse activities. | Provide timely and highly complex asset management services as required by and within expectations of customer departments.   | *                     | *                     | As determined by customer department on a case-by-case basis | As determined by customer departments on a case-by-case basis |
|  | Complete lease actions to obtain rights to occupy or terminate occupancy in leased facilities occupied by customer departments.   | <sup>1</sup> Complete lease actions to obtain rights to occupy or terminate occupancy in leased facilities occupied by customer departments within established timelines based on historical data and within customer budget. | *                     | *                     | 100%   | 80%   |

\* New measures were established for Fiscal Year 2009-10.

<sup>1</sup> Due to a 33% reduction in staff for Fiscal year 2010-11, the Lease Management staff may not be able to finalize lease actions resulting in an increase in lease holdovers and possible increase in departmental budget costs.

**SCHEDULE:**

| State Controller Schedules<br>County Budget Act<br>January 2010 |                   | County of Sacramento<br>Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   | Schedule 10   |
|---|-------------------|---|------------------------|---|---|
|   |                   | Fund Title<br>Service Activity<br>Budget Unit                                     |                        |   | <b>REAL ESTATE DIVISION<br/>Real Estate<br/>7930000</b> |
| Operating Detail  | 2008-09<br>Actual | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |   |
| 1   | 2                 | 3   | 4                      | 5   |   |
| <b>Operating Revenues</b>                                       |                   |   |                        |   |   |
| Charges for Services  | \$                | \$  | 50,004,702             | \$  | 48,761,366 \$   |
| <b>Total Operating Revenues</b>                                 | <b>\$</b>         | <b>- \$</b>   | <b>50,004,702</b>      | <b>\$</b>   | <b>48,761,366 \$</b>                                    |
| <b>Operating Expenses</b>                                       |                   |   |                        |   |   |
| Salaries and Employee Benefits                                  | \$                | \$  | 2,785,753              | \$  | 3,094,332 \$  |
| Services and Supplies   |                   |   | 46,448,084             |   | 45,315,217  |
| Other Charges   |                   |   | 364,612                |   | 439,513   |
| <b>Total Operating Expenses</b>                                 | <b>\$</b>         | <b>- \$</b>   | <b>49,598,449</b>      | <b>\$</b>   | <b>48,849,062 \$</b>                                    |
| <b>Operating Income (Loss)</b>                                  | <b>\$</b>         | <b>- \$</b>   | <b>406,253</b>         | <b>\$</b>   | <b>(87,696) \$</b>                                      |
| <b>Non-Operating Revenues (Expenses)</b>                        |                   |   |                        |   |   |
| Other Revenues  | \$                | \$  | 2,620                  | \$  | - \$  |
| Debt Retirement   |                   |   | -                      |   | (31,366)  |
| Interest Expense  |                   |   | -                      |   | (938)   |
| <b>Total Non-Operating Revenues (Expenses)</b>                  | <b>\$</b>         | <b>- \$</b>   | <b>2,620</b>           | <b>\$</b>   | <b>(32,304) \$</b>                                      |
| <b>Income Before Capital Contributions and Transfers</b>        | <b>\$</b>         | <b>- \$</b>   | <b>408,873</b>         | <b>\$</b>   | <b>(120,000) \$</b>                                     |
| Transfers-In/(Out)  | \$                | \$  | 3,000                  | \$  | - \$  |
| <b>Change in Net Assets</b>                                     | <b>\$</b>         | <b>\$</b>   | <b>411,873</b>         | <b>\$</b>   | <b>(120,000) \$</b>                                     |
| Net Assets - Beginning Balance                                  |                   |   | 1,611,304              |   | 1,865,141   |
| Equity and Other Account Adjustments                            |                   |   | (158,036)              |   | -   |
| Net Assets - Ending Balance                                     | \$                | \$  | 1,865,141              | \$  | 1,745,141 \$  |
| <b>Positions</b>  |                   |   | <b>29.0</b>            |   | <b>27.0</b>   |
| Revenues Tie To   |                   |   |                        |   | SCH 1, COL 4  |
| Expenses Tie To   |                   |   |                        |   | SCH 1, COL 6  |

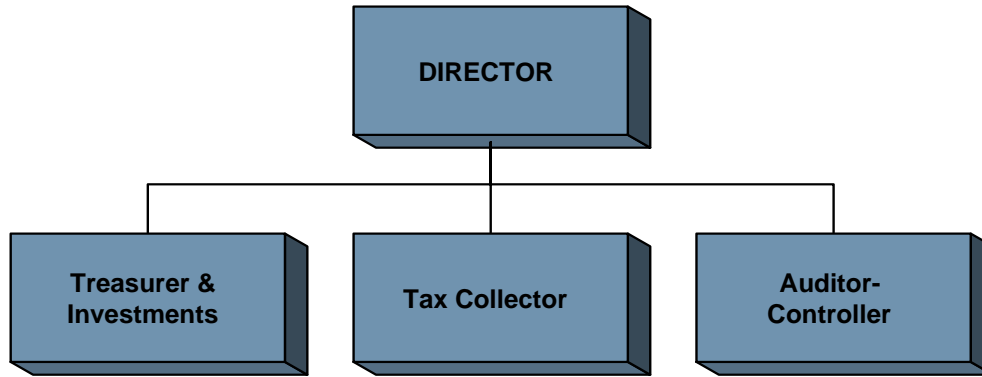
**2010-11 PROGRAM INFORMATION**

**BU: 7930000 Real Estate Division**

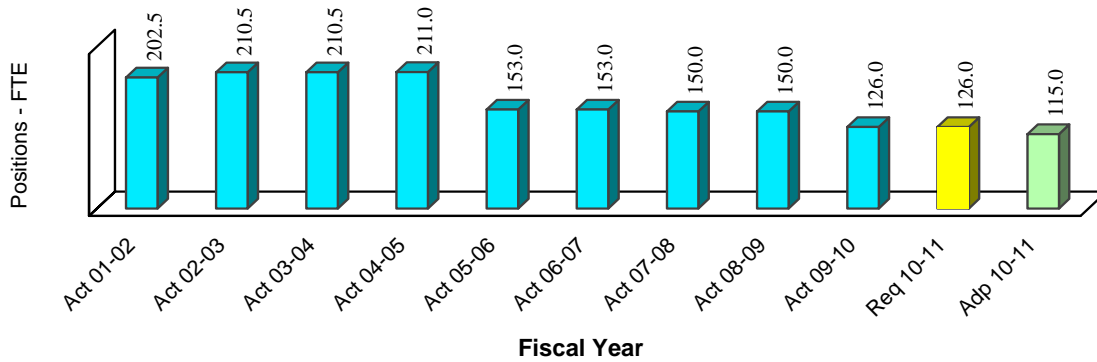
|   | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|---|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title: 001 Real Estate Operations</i>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 3,421,622      | 275,335        | 0                | 0              | 0           | 0       | 0    | 3,145,787      | 0         | 500      | 23.0      | 2        |
| <i>Program Type:</i> Self-Supporting  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i> 5 -- General Government   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i> IS -- Internal Support  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i> Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title: 002 Real Estate Operations</i>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 44,503,554     | 0              | 0                | 0              | 0           | 0       | 0    | 44,503,554     | 0         | 0        | 0.0       | 0        |
| <i>Program Type:</i> Self-Supporting  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i> 5 -- General Government   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i> IS -- Internal Support  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i> Reflects lease costs for county depts in leased facilities                            |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title: 003 Real Estate Lease Mgmt Fee Program</i>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 1,231,525      | 0              | 0                | 0              | 0           | 0       | 0    | 1,112,025      | 0         | 119,500  | 4.0       | 1        |
| <i>Program Type:</i> Self-Supporting  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i> 5 -- General Government   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i> IS -- Internal Support  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i> Lease Negotiation and Administration for County Leased Facilities.                    |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>   | 49,156,701     | 275,335        | 0                | 0              | 0           | 0       | 0    | 48,761,366     | 0         | 120,000  | 27.0      | 3        |

## Departmental Structure

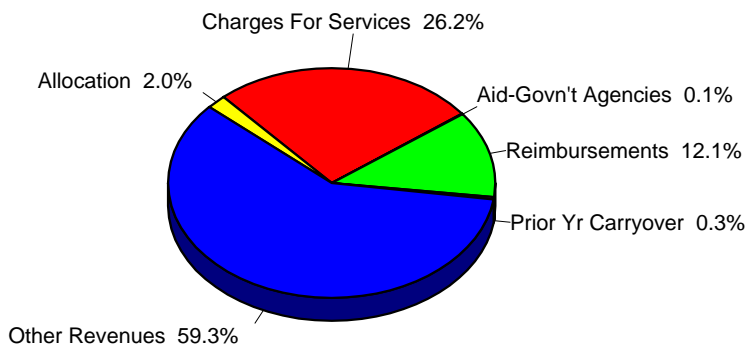
JULIE VALVERDE, Director



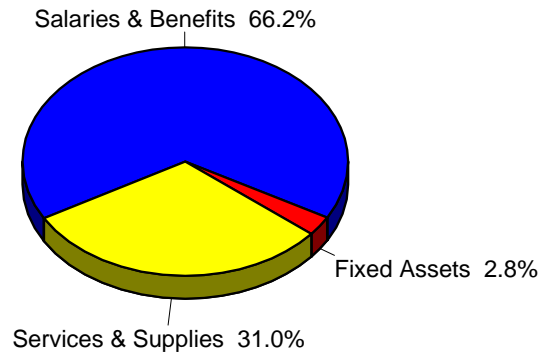
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 15,137,423     | 13,767,388     | 15,647,571          | 15,647,571                                  |
| Total Financing    | 13,454,684     | 13,339,047     | 15,292,173          | 15,292,173                                  |
| Net Cost           | 1,682,739      | 428,341        | 355,398             | 355,398                                     |
| Positions          | 150.0          | 126.0          | 115.0               | 115.0                                       |

**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 general taxpayers, county departments, and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Maintains the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.
- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- 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 achieves 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.

**PROGRAM DESCRIPTION (CONT.):**

- **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.

**MISSION:**

To comply with federal and state regulatory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust, and integrity.

**GOALS:**

- Redesign secured tax duplicate tax bill and develop online duplicate bill request process.
- Work with Department of General Services-Purchasing Division and the Office of Communications and Information Technology (OCIT) on the development of e-procurement.
- Work to complete the Property Tax System replacement.
- Work to complete the Business Licensing/Fictitious Business Name system replacement.
- Achieve a competitive yield for the Pooled Investment Fund which meets or exceeds the yield of the Local Agency Investment Fund (LAIF).
- Work to streamline processes, eliminate redundancies, reduce costs and improve operational efficiencies.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Completed annual fee review for Tax Collection and Business License/Fictitious Business Name (FBN) fees.
- Board of Supervisors' delegated the Auditor and Treasurer to process Void Warrants and Unclaimed Property.
- Streamlined Property Tax Program processes with improved reporting by capturing more data on existing reports, creating new reports, and eliminating other reports.
- Continued process for replacing the Business License/FBN legacy mainframe system by issuing Request for Proposal (RFP) and reviewing proposals.
- Completed review of OCIT Shared Systems costs for the Property Tax Program and identified supplies for cost reduction.
- Completed review of Property Tax Program inserts/mailings and identified cost reduction.
- Began accepting payments from Department of Revenue Recovery (DRR) and updating customer records within DRR's Debt Management and Collection System (DMACS).
- Worked with Personnel Services Department to allow employees to have direct deposit to multiple bank accounts.
- Established internal reporting requirements and monitoring for American Recovery and Reinvestment Act (ARRA) funds received by the County.
- Completed implementation of new Comprehensive Online Management Personnel and Accounting System (COMPASS) budget reports and functionality.
- Successfully transitioned child care payment processes previously handled by an outside vendor to the County.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Redesigned Payee Data Form to better collect information from our vendors to enhance compliance with State and Federal Taxing regulations.
- Continued to work with OCIT on a mainframe cost containment objective identified in the County Information Technology Plan. Evaluated the financial feasibility of operating the mainframe using current practices as applications leave this platform and identified alternatives taking into consideration cost, risks, and security.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue the review of all division processes for streamlining, elimination of redundancies, and operational efficiencies due to budget reductions.
- Continue to work with Personnel Services Department to implement Employee Self Service and Manager Self Service in COMPASS.
- Continue the review of all division supplies, inserts/mailings and envelopes for reduced costs.
- Continue documentation of the Tax System Business Rules and Data Flow Diagrams and work with OCIT on detailed requirements.
- Complete the RFP process for replacing the Business License/FBN legacy mainframe system by selecting vendor, seeking contract authority for purchasing a replacement system.
- Begin implementation of the new Business License/FBN system.
- Continue to enhance the Remittance Processing procedures by upgrading software to process payments more efficiently and transmit information electronically.
- Collaborate with the official county bank (Wells Fargo Bank) to:
  - Convert consumer checks, with values of \$25,000 or less, into automatic clearing house transactions (electronic deposit).
  - Convert returned checks into automatic clearing house transactions, allowing the County one more opportunity to collect payment.
  - Evaluate the alternative of adding the County's return check fee to those paper returns that have been converted to automatic clearing house transactions.
  - Continue the conversion of home banking payments from paper checks from the customer's bank into automatic clearing house transactions.
  - Convert remote deposits of consumer checks into automatic clearing house transactions (direct deposits).
- Develop a business plan to enhance the County's use of the Treasury's remittance processing unit, in order to take advantage of technological changes in software and hardware.
- Develop policies and procedures for the County's possible purchase of \$10 million of State of California registered warrants from individuals and businesses located in the County.
- Work with the County Executive's office in developing procedures to properly account for the County's employee transportation program.
- Complete mainframe strategy document developed by multi-department team lead by OCIT with recommendations for the critical hosted applications including Criminal Justice Information System (CJIS) and the property tax system.

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Complete the property tax system demonstrations for vendors identified in last year's Request for Information (RFI) project.
- Continue to work with OCIT on a mainframe cost containment objective identified in the County Information Technology Plan. Evaluate the financial feasibility of operating the mainframe using current practices as applications leave this platform and identify alternatives taking into consideration cost, risks and security.

**STAFFING LEVEL CHANGES 2010-11:**

The following fifteen positions were deleted by the Board of Supervisors during the Budget Hearings: 1.0 Accountant II, 4.0 Office Assistant II, 2.0 Account Clerk III, 1.0 Office Specialist, 1.0 Account Clerk II, 1.0 Accounting Technician, 1.0 Senior Accounting Manager, 1.0 Information Technology Analyst I, 1.0 Senior Auditor, 1.0 Collection Services Program Manager, 1.0 Executive Secretary.



PERFORMANCE MEASURES:

| STRATEGIC PRIORITY: Internal Services   |  |   |                                    |                          |                                    |                          |
|---|--|---|------------------------------------|--------------------------|------------------------------------|--------------------------|
| STRATEGIC OBJECTIVES  | OUTPUTS/ OUTCOMES  | PERFORMANCE MEASURES  | ACTUAL 2008/09                     | TARGET 2009/10           | ACTUAL 2009/10                     | TARGET 2010/11           |
| Maximize benefit of treasury deposits on County's funding for public services.                                  | Provide the County with the maximum use of funds deposited by County departments and other local agencies into the County Treasury.  | Invest Treasury receipts in County Investment Pool to earn an annual rate of return that meets or exceeds the rate of return on the State of California Local Agency Investment Fund (LAIF).  | + .21%<br>Pool: 2.43<br>LAIF: 2.22 | 0.00% difference         | +0.35%<br>Pool: 1.00<br>LAIF: 0.65 | 0.00% difference         |
| Maintain County's ability to obtain vendor services and supplies for the purpose of delivering public services. | Provide timely services for payment of county obligations to county agencies, departments, and special districts in order to ensure that disbursements of County and district funds are made in compliance with legal requirements and county policies and procedures. | Maintain or reduce average days to pre-audit and process correct and complete invoice and reimbursement submittals.   | 10.0                               | 10.0                     | 10.0                               | 10.0                     |
| Minimize the impact of debt service on the delivery of public services.   | Provide a stable and compliant centralized accounting system to County agencies and departments in order to provide a tool for the County to maintain or improve its credit rating.  | Maintain the high standards of the County's accounting system in order to produce the Comprehensive Annual Financial Report that merits the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. | Received GFOA certificate          | Receive GFOA certificate | Received GFOA certificate          | Receive GFOA certificate |

| STRATEGIC OBJECTIVES   | OUTPUTS/ OUTCOMES   | PERFORMANCE MEASURES  | ACTUAL 2008/09   | TARGET 2009/10  | ACTUAL 2009/10   | TARGET 2010/11  |
|--|---|---|--|-----------------|--|-----------------|
| Maximize property tax revenue funding for County's delivery of public services.                    | Bill and collect property taxes while providing quality customer service, in order to maximize General Fund revenue with accountability and minimize the overall tax burden by maintaining low delinquency rates. | To attain or exceed the statewide average in property tax collection rates for secured and unsecured property taxes by minimizing unpaid property taxes through billing and enforcement activities. | Secured:<br>-0.2%<br><br>(95.1% versus 95.3% statewide average)<br><br>Unsecured:<br>+ .90%<br>(95.9% versus 95.0% statewide average)* | 0.0% difference | Secured:<br>+0.3<br><br>(96.0% versus 95.7% statewide average)<br><br>Unsecured:<br>-0.7%<br>(93.8% versus 94.5% statewide average)* | 0.0% difference |
| Assist local agencies with maximizing use of property tax funding for delivery of public services. | Provide property tax funding to state and local agencies within Sacramento County through effective property tax administration services.   | Apportion and distribute real property tax collections to state and local agencies within ten business days after the close of the collection period for each semiannual payment deadline.          | Met deadline   | Meet deadline   | Met deadline   | Meet deadline   |
| Support enforcement of County land use and nuisance codes to protect and enhance neighborhoods.    | Provide quality business licensing services in order to assist in the compliance with County codes and protect the public and neighborhoods.  | Increase the number of businesses in compliance with County codes within the Unincorporated Area of Sacramento County through licensing and outreach activities.                                    | 22,390   | 22,500          | 22,441   | 22,000          |

\*Property tax collection data is not available from the State Controller until approximately 4-5 months after the fiscal year has ended, so statistics in each of the actual columns are from the previous fiscal year (e.g., Fiscal Year 2008-09 statewide statistics are listed in the Actual 2009-10 column).

SCHEDULE:

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

Budget Unit                      **3230000 - Department Of Finance**  
Function                              **GENERAL**  
Activity                                **Finance**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual    | 2009-10<br>Actual    | 2010-11<br>Recommended | 2010-11<br>Adopted by<br>the Board of<br>Supervisors |
|--|----------------------|----------------------|------------------------|--|
| 1  | 2                    | 3                    | 4                      | 5  |
| Prior Yr Carryover                                   | \$ 20,000            | \$ 220,527           | \$ 59,847              | \$ 59,847  |
| Taxes  | 226,336              | 227,461              | -                      | -  |
| Licenses, Permits & Franchises                       | 2,364,191            | 2,286,263            | 2,352,733              | 2,352,733  |
| Intergovernmental Revenues                           | 23,567               | 22,888               | 15,000                 | 15,000   |
| Charges for Services                                 | 4,468,415            | 4,625,421            | 4,667,742              | 4,667,742  |
| Miscellaneous Revenues                               | 6,173,199            | 5,956,487            | 8,196,851              | 8,196,851  |
| Residual Equity Transfer In                          | 178,976              | -                    | -                      | -  |
| <b>Total Revenue</b>                                 | <b>\$ 13,454,684</b> | <b>\$ 13,339,047</b> | <b>\$ 15,292,173</b>   | <b>\$ 15,292,173</b>                                 |
| Salaries & Benefits                                  | \$ 12,302,838        | \$ 11,525,380        | \$ 11,782,755          | \$ 11,782,755  |
| Services & Supplies                                  | 3,677,622            | 3,368,715            | 4,165,115              | 4,165,115  |
| Equipment  | (1,438)              | -                    | 500,000                | 500,000  |
| Expenditure Transfer & Reimbursement                 | (841,599)            | (1,126,707)          | (800,299)              | (800,299)  |
| <b>Total Expenditures/Appropriations</b>             | <b>\$ 15,137,423</b> | <b>\$ 13,767,388</b> | <b>\$ 15,647,571</b>   | <b>\$ 15,647,571</b>                                 |
| <b>Net Cost</b>                                      | <b>\$ 1,682,739</b>  | <b>\$ 428,341</b>    | <b>\$ 355,398</b>      | <b>\$ 355,398</b>                                    |
| <b>Positions</b>                                     | <b>150.0</b>         | <b>126.0</b>         | <b>115.0</b>           | <b>115.0</b>   |

2010-11 PROGRAM INFORMATION

BU: 3230000 Department of Finance

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

**FUNDED**

Program No. and Title: 001A Pool

|           |         |   |   |   |   |   |           |   |   |      |   |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|
| 4,116,885 | 297,456 | 0 | 0 | 0 | 0 | 0 | 3,819,429 | 0 | 0 | 21.0 | 0 |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|

Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

Program No. and Title: 002A Fiscal Agent

|         |        |   |   |   |   |   |         |   |   |     |   |
|---------|--------|---|---|---|---|---|---------|---|---|-----|---|
| 708,695 | 36,874 | 0 | 0 | 0 | 0 | 0 | 671,821 | 0 | 0 | 3.0 | 0 |
|---------|--------|---|---|---|---|---|---------|---|---|-----|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

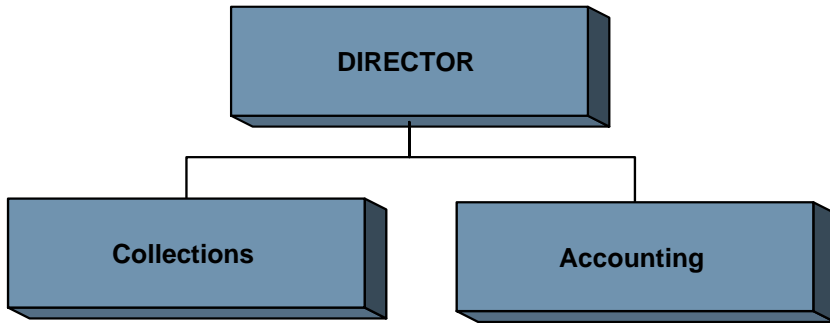
|                               | Appropriations   | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>003 Reclamation</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 157,621  | 12,090         | 0                | 0              | 0           | 0       | 0    | 145,531        | 0         | 0        | 3.0       | 0        |
| <b>Program Type:</b>          | Mandated   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 0 -- Specific Mandated Countywide/Municipal or Financial Obligations   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Reclamation Districts are governed by the Water Code, Division 15. In accordance to Water Code Section 50660 the County Treasurer shall be deemed the ex officio treasurer of the district. The Treasury Division provides a variety of accounting services including: billing of annual assessments, collection of assessments, notification and recording of delinquent assessments, the sale of properties due to delinquent assessments, payment of warrants, registration of warrants and the payment of registered warrants. This program collects and distributes in excess of \$1 million annually to 19 districts. Work charged by the Treasury is recovered from respective Reclamation Districts. |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>004A Tax Collection - Minimal Level of Service</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 3,343,956  | 428,025        | 0                | 0              | 0           | 0       | 0    | 2,915,578      | 0         | 353      | 22.0      | 0        |
| <b>Program Type:</b>          | Mandated   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 0 -- Specific Mandated Countywide/Municipal or Financial Obligations   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | FO -- Financial Obligation   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | 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.   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>005A Licenses - Minimal Level of Service</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 2,500,773  | 85,813         | 0                | 0              | 0           | 0       | 0    | 2,402,733      | 0         | 12,227   | 12.0      | 2        |
| <b>Program Type:</b>          | Self-Supporting  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 4 -- Sustainable and Livable Communities   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | C1 -- Develop and sustain livable and attractive neighborhoods and communities   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names/collection and monitoring of Transient Occupancy & Utility User Taxes.   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>006A System Controls &amp; Reconciliations - Minimal Level of Service</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 1,226,441  | 143,900        | 0                | 0              | 0           | 0       | 0    | 1,077,631      | 0         | 4,910    | 8.0       | 0        |
| <b>Program Type:</b>          | Discretionary  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, such as, cash transfer accounts, business area balancing, module reconciliations, cash flow programs, etc. Provide financial system support to fix, enhance, test and implement financial system processes. Includes participation in software upgrades to maintain support from vendor. Maintain cash controls and appropriation controls. Maintain financial batch processes for daily, monthly, annual jobs. Implement, review, and maintain internal and system controls. Maintain system security to protect integrity of data and to limit access to confidential information.      |                |                  |                |             |         |      |                |           |          |           |          |

|   | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|---|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b><i>Program No. and Title: 007A Payroll Services - Minimal Level of Service</i></b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 1,097,518      | 172,954        | 0                | 0              | 0           | 0       | 0    | 751,896        | 29,923    | 142,745  | 9.5       | 0        |
| <b><i>Program Type:</i></b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Countywide Priority:</i></b> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Strategic Objective:</i></b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Program Description:</i></b> A countywide process and system of calculating, recording, and reconciling of employees' wages/retiree benefits, deductions, and net pay, while ensuring compliance with various laws and regulations and timely payment of deductions and net pays.   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Program No. and Title: 008A Audits - Minimal Level of Service</i></b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 1,074,267      | 383,760        | 0                | 0              | 0           | 0       | 0    | 688,130        | 0         | 2,377    | 7.0       | 0        |
| <b><i>Program Type:</i></b> Self-Supporting   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Countywide Priority:</i></b> 5 -- General Government  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Strategic Objective:</i></b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Program Description:</i></b> Conduct internal audits to insure that various codes and regulations are followed by providing auditing services.  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Program No. and Title: 009A Payment Services - Minimal Level of Service</i></b>   |                |                |                  |                |             |         |      |                |           |          |           |          |
|   | 1,547,129      | 100,020        | 0                | 0              | 0           | 0       | 0    | 1,259,295      | 29,924    | 157,890  | 14.0      | 0        |
| <b><i>Program Type:</i></b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Countywide Priority:</i></b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Strategic Objective:</i></b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b><i>Program Description:</i></b> A countywide payment service that reviews and pre-audits payment requests for all county departments and special districts that have moneys within the County Treasury. Payment requests are imaged for countywide access. Provides special district COMPASS data entry. Provides support to all departments and social districts on county policy and procedures. |                |                |                  |                |             |         |      |                |           |          |           |          |

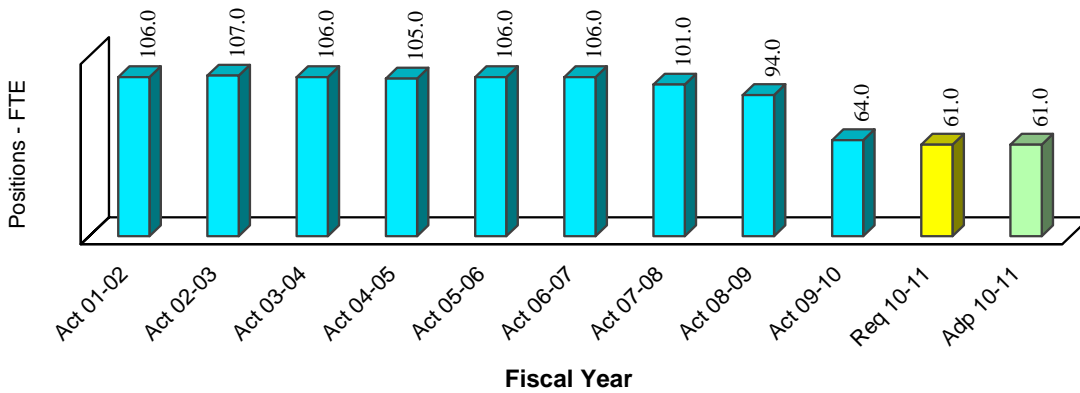
|  | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|--|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>Program No. and Title:</b> <u>010A Accounting Services - Minimum Levels of Service</u>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 675,574        | 60,721         | 0                | 0              | 0           | 0       | 0    | 583,318        | 0         | 31,535   | 5.0       | 0        |
| <b>Program Type:</b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> IS -- Internal Support   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Maintains Countywide accounting records within professional standards - Generally Accepted Accounting Principles (GAAP). Develop, maintain, and enforce County accounting policies and procedures. Includes ensuring trust fund, receivable, and payable accounts are being reconciled. Provide central accounting functions, such as, asset inventory, equipment movement reports, relief of accountability, master data maintenance, financial system training, accounting structure, reviews/development, etc.; Budget load and maintenance - Input of preliminary and original budget, and process appropriation adjustment requests (AAR) - tracking, review, input, and reporting; County Wide Cost Plan: Analysis to ensure costs are allowable under OMB A-87 and determine excess reimbursable costs that could be recovered. Vehicle Theft: Resolution 2007-1115. Comprehensive Annual Financial Report (CAFR): Ensure financial information is an accurate representation of the County's financial condition and is in conformity with GAAP. Special District Budgets: Review, input and monitor budgets for special districts. SB90 Claiming: Review and track dollars associated with mandated cost recovery claims. Court Fine Distribution and MOE quarterly and annual payments to State AB233 and facilities: Prepare a monthly distribution to allocate all court fines, fees and assessments per applicable code sections. Make required quarterly and annual MOE payments due to the State. Local Transportation Funding (LTF): Funds received from State sales tax (1/4 percent) are distributed under Sacramento Area Council of Government's (SACOG) direction. Public Safety: Allocates Proposition 172 funds (Public Safety Sales Tax). Citizens Option for Public Safety (COP's): Allocate funding received from the State. Imprest Cash: Control the access and maintain the integrity of the imprest cash accounts. Property Tax Distribution for Schools / School Debt Service Reports to Sacramento County Office of Education (SCOE) / Government Office bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: Welfare and Institutions Code 17600 - 17609. Fee Reviews: Government Code 54985 indicates that a review by Auditor Controller (AC) can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responded to a Grand Jury Report on December 27, 1978 which resulted in the CEO and the Auditor-Controller being responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund departments only. ICRP: Needed to claim additional costs for state reimbursable programs such as PC4750. PC 4750 Claiming: Prepare state and federal tax return for Public Facilities Financing Corporation. Centralized Monthly Billing to Cities and Court. State Controllers Annual Report of Financial Transactions: Required to be filed by County and special districts. |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> <u>011A Tax Accounting - Minimal Level of Service</u>  |                |                |                  |                |             |         |      |                |           |          |           |          |
|  | 1,347,589      | 427,264        | 0                | 0              | 0           | 0       | 0    | 916,964        | 0         | 3,361    | 10.5      | 0        |
| <b>Program Type:</b> Mandated  |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b> FO -- Financial Obligation   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b> Extension of Property Tax Rolls; Setting Bond Debt Tax Rates; Direct Levies & Special Assessments; Revenues Allocations; Revenues / Cost Recovery; Manage County Teeter Plan; Data & Budget Information.   |                |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>  | 17,796,448     | 2,148,877      | 0                | 0              | 0           | 0       | 0    | 15,232,326     | 59,847    | 355,398  | 115.0     | 2        |

## Departmental Structure

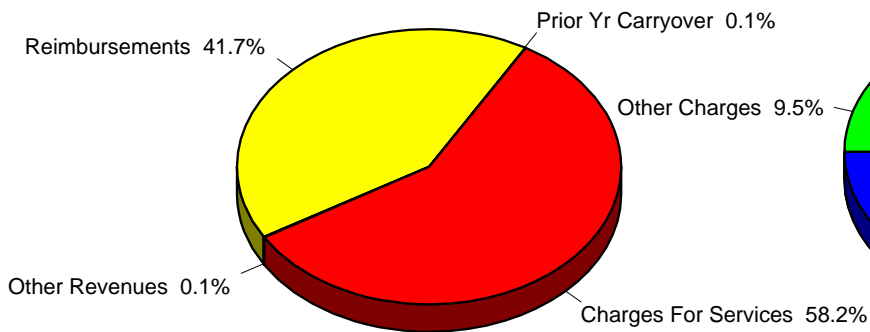
CONNIE AHMED, Director



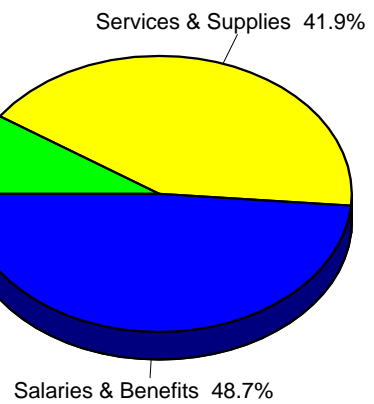
## Staffing Trend



## Financing Sources



## Financing Uses





| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 8,044,972             | 7,140,765             | 6,962,547                  | 6,962,547  |
| Total Financing       | 7,397,784             | 6,563,663             | 6,962,547                  | 6,962,547  |
| <b>Net Cost</b>       | <b>647,188</b>        | <b>577,102</b>        | <b>-</b>                   | <b>-</b>   |
| <b>Positions</b>      | <b>94.0</b>           | <b>64.0</b>           | <b>61.0</b>                | <b>61.0</b>  |

**PROGRAM DESCRIPTION:**

The primary responsibility of the Department of Revenue Recovery (DRR) is to perform billing and collection functions to effectively manage the accounts receivables referred. The recovery of revenue aids the programs receiving the funds and helps to maintain public service levels and avoid service fee increases. By using cost-effective accounts receivable practices, 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:

- Initiates outgoing telephone calls to delinquent debtors in order to collect amounts due or re-establish a payment schedule, when appropriate, to assist citizens in repaying amounts owed.
- Efficiently processes current and delinquent accounts receivables from various county departments, the Superior Courts, and other local entities, such as cities and special districts and local authorities.
- Sends out monthly bills, statements and delinquent notices as needed.
- Responds to incoming telephone calls and correspondence in order to increase payment compliance.
- Performs duties as the County’s Financial Evaluation Officer in accordance with laws and regulations.
- Creates a charge for each debt and uses automated case management processes to monitor payment compliance and financial transactions.
- Utilizes all legal means to enforce collection of delinquent debts

**MISSION:**

To provide professional collection services in order to assist other county agencies achieve their program objectives by maximizing potential revenues at a lower cost than agencies may achieve through other efforts or through another collection service.

**GOALS:**

- Increase net profitability for customer departments by 12 percent, from \$31.9 million to \$35.8 million.
- Reduce cost to collection ratio from 13.2 percent to 13.1 percent.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Implementation of new Debt Management and Collection System (DMACS):
  - Implementation of Phase I of DMACS occurred in February of 2009 and work continued on the remaining phases with an anticipated completion of mission critical items in the summer of 2011.
- Administrative Office of the Courts Annual Collections Report:
  - In conjunction with the Sacramento Superior Courts, DRR submitted the annual Court/County performance report to the Administrative Office of the Courts (AOC). The overall performance for Fiscal Year 2009-10 improved over the prior year; amount collected represented a 39 percent gross recovery rate, which exceeded the State's 34 percent benchmark and was a five percent improvement over the prior year. The program's success rate of 37 percent also exceeded the State's 31 percent benchmark and was a five percent improvement over the prior year.
- Workload Changes:
  - The Department of Health and Human Services (DHHS) referred their delinquent caseload of approximately \$4 million. DRR worked with DHHS to effectively handle these accounts while providing ongoing assistance with process improvements in order to effectively generate additional revenue.
  - The Probation Department placed more focused efforts on the collection of victim restitution; therefore, DRR experienced increased workloads in order to provide support to Probation in obtaining debtor and restitution information and to post the debtor payments being collected directly by Probation staff.
  - With the implementation of DMACS, DRR has seen increased efficiencies in the automated dialer system allowing collection staff to significantly increase the number of calls they are able to handle, in turn increasing the volume of debtor contacts. Debtor contacts increased from approximately 10,000 per month in Fiscal Year 2008-09 to approximately 13,000 per month in Fiscal Year 2009-10.
  - Budget reductions have resulted in staffing reductions from 104 to 64. The automation of tasks in the new system was expected to offset the loss of staff, however, some automation and "work-a-rounds" created to accommodate staff working on a partially completed system did not work as anticipated. The reduction in staff and the number of manual "work-a-rounds" done caused backlogs to accrue and has impacted collections and service to the public.

**SIGNIFICANT CHANGES FOR 2010-11:**

- DRR's lease expired in July of 2010 and DRR staff relocated to two new locations: 700 H St and 4100 Branch Center Road. This move will significantly reduce the space costs. Multiple locations will improve public access and provide additional options to make payments with two locations.
- Staff will continue to work with Sacramento Superior Court to automate and further improve the process where criminal cases are returned to the Court for action. This process is very labor intensive for both DRR and the Court and development of more efficient processing via automation will allow for staff time to be refocused to other revenue generating tasks. DRR continues to gather data for the ongoing project with Traffic Court to evaluate the ability to increase collections by means of accelerating the license suspensions process on delinquent traffic fines.

**STAFFING LEVEL CHANGES FOR 2010-11:**

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

**Added Positions:**

|   |            |
|---|------------|
| Account Clerk III .....                 | 1.0        |
| Administrative Services Officer I ..... | <u>1.0</u> |
| <b>Total</b>                            | <b>2.0</b> |

**Deleted Positions:**

|   |            |
|---|------------|
| Account Clerk II .....                  | 1.0        |
| Administrative Services Officer II..... | <u>1.0</u> |
| <b>Total</b>                            | <b>2.0</b> |

The following three positions were deleted by the Board of Supervisors during the Adopted Budget Hearing: 1.0 Accounting Technician, 1.0 Information Technology Analyst, Level 2, and 1.0 Senior Office Specialist, Confidential.

## SUPPLEMENTAL INFORMATION:

| Supplemental Collections Report - Revenue Recovery FY 2010/11 |                          |                         |                          |                          |                          |
|---|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| Fund Center   | Adopted                  |                         | Recommended              | Adopted                  |                          |
|   | Budget Fiscal Year 09/10 | Final Fiscal Year 09/10 | Budget Fiscal Year 10/11 | Budget Fiscal Year 10/11 | Budget Fiscal Year 10/11 |
|   | COLLECTIONS              | COLLECTIONS             | COLLECTIONS              | COLLECTIONS              | COLLECTIONS              |
| <b><u>SUPERIOR COURT:</u></b>                                 |                          |                         |                          |                          |                          |
| Traffic Court   | 0736275                  | 23,455,874              | 16,323,075               | 20,015,000               | 20,015,000               |
| Criminal Court (including cities)                             | 0739050                  | 5,761,643               | 8,080,756                | 8,078,130                | 8,078,130                |
| Civil Court   | various                  | 353,500                 | 208,288                  | 209,500                  | 209,500                  |
| Warrant Project   | 0736205                  | 550,000                 | 343,213                  | 350,000                  | 350,000                  |
| Restitution - Victims (incl summary & formal)                 | 0790796                  | 2,620,719               | 2,485,109                | 2,600,000                | 2,600,000                |
| Totals  |                          | <u>32,741,736</u>       | <u>27,440,440</u>        | <u>31,252,630</u>        | <u>31,252,630</u>        |
| <b><u>PROBATION:</u></b>                                      |                          |                         |                          |                          |                          |
| Juv. Care & Maint. - Juv. Hall(1&5)                           | 6706740                  | 164,676                 | 179,921                  | 180,000                  | 180,000                  |
| Juv. Care & Maint. - Boys Ranch                               | 6706720                  | 69,719                  | 76,312                   | 69,719                   | 69,719                   |
| Juv. Care & Maint.-Youth Auth.(6&7)                           | 6760000                  | 6,150                   | 5,439                    | 6,150                    | 6,150                    |
| Juv. Care & Maint. - WETYC                                    | 6706730                  | 65,000                  | 71,087                   | 40,000                   | 40,000                   |
| Supervision Fees  | 6706723                  | 1,268,066               | 1,059,597                | 1,268,066                | 1,268,066                |
| Courtesy Supervision  | 6706723                  | -                       | 29,437                   | 25,000                   | 25,000                   |
| Prob. Adult Drug Testing Fees                                 | 6706723                  | -                       | 24,172                   | 25,000                   | 25,000                   |
| Pre-Sentence Report   | 6706716                  | 250,571                 | 215,686                  | 250,571                  | 250,571                  |
| Diversion Program   | 6706716                  | 125,000                 | 90,980                   | 125,000                  | 125,000                  |
| Prob. Prop 36 Program Fees                                    | 6706727                  | 12,659                  | 9,636                    | 12,659                   | 12,659                   |
| Prob. Abandonment Report                                      | 6706716                  | 2,633                   | 450                      | 2,633                    | 2,633                    |
| Prob. Adoption Report Fees                                    | 6706716                  | 20,000                  | 6,024                    | 20,000                   | 20,000                   |
| Juv. Probation Fees   | 6706717                  | -                       | 104,584                  | 80,000                   | 80,000                   |
| Juv. Drug Testing Fees  | 6706717                  | 52,000                  | -                        | 20,000                   | 20,000                   |
| Juv. Electronic Monitoring                                    | 6706708                  | 103,418                 | 98,721                   | 115,000                  | 115,000                  |
| Total   |                          | <u>2,139,892</u>        | <u>1,972,048</u>         | <u>2,239,798</u>         | <u>2,239,798</u>         |
| <b><u>SHERIFF'S DEPARTMENT:</u></b>                           |                          |                         |                          |                          |                          |
| Sheriff - Weekender Board & Room                              |                          |                         |                          |                          |                          |
| Sheriff - Incarceration Fees                                  | 7407422                  | 476,398                 | 458,045                  | 475,000                  | 475,000                  |
| Sheriff - Booking Fees  | 7407421                  | 899,244                 | 843,214                  | 1,000,000                | 1,000,000                |
| Total   |                          | <u>1,375,642</u>        | <u>1,301,259</u>         | <u>1,475,000</u>         | <u>1,475,000</u>         |
| <b><u>PUBLIC DEFENDER:</u></b>                                |                          |                         |                          |                          |                          |
| Legal Fees - Adult - P.D.                                     | 6916910                  | 150,000                 | 201,799                  | 220,000                  | 220,000                  |
| Legal Fees - Juvenile - P.D.                                  | 6916910                  | 49,337                  | 54,033                   | 40,000                   | 40,000                   |
| Total   |                          | <u>199,337</u>          | <u>255,832</u>           | <u>260,000</u>           | <u>260,000</u>           |
| <b><u>CCD:</u></b>  |                          |                         |                          |                          |                          |
| Legal Fees - Adult - C.A.C.                                   | 5510000                  | 34,219                  | 19,997                   | 30,000                   | 30,000                   |
| Legal Fees - Juvenile - C.A.C.                                | 5510000                  | 140,000                 | 119,815                  | 130,000                  | 130,000                  |
| Total   | 5510000                  | <u>174,219</u>          | <u>139,813</u>           | <u>160,000</u>           | <u>160,000</u>           |
| <b><u>B.U. 5701 (via DHA):</u></b>                            |                          |                         |                          |                          |                          |
| CAPI SSI - JV to BU 5701                                      | 5705701                  | 200,000                 | 200,543                  | 150,000                  | 150,000                  |
| Gen. Assist.- JV to BU 5701                                   | 5705701                  | 2,550,686               | 2,819,933                | 2,300,000                | 2,300,000                |
| GA SSI - JV to BU 5701  | 5705701                  | -                       | -                        | 275,000                  | 275,000                  |
| Total   | 5705701                  | <u>2,750,686</u>        | <u>3,020,476</u>         | <u>2,725,000</u>         | <u>2,725,000</u>         |
| <b><u>DISTRICT ATTORNEY:</u></b>                              |                          |                         |                          |                          |                          |
| NSF Program Restitution                                       | 790796                   | 232,901                 | 118,953                  |                          |                          |
| NSF Check Program Fees  | 5805813                  | 190,555                 | 45,842                   |                          |                          |
| Total   |                          | <u>423,456</u>          | <u>164,795</u>           | -                        |                          |

Supplemental Collections Report - Revenue Recovery FY 2010/11

|  | Fund Center | Adopted<br>Budget Fiscal<br>Year 09/10<br>COLLECTIONS | Final Fiscal<br>Year 09/10<br>COLLECTIONS | Recommended<br>Budget Fiscal<br>Year 10/11<br>COLLECTIONS | Adopted<br>Budget Fiscal<br>Year 10/11<br>COLLECTIONS |
|--|-------------|---|---|---|---|
| <b><u>HUMAN ASSISTANCE:</u></b>          |             |   |   |   |   |
| CalWorks - FG                            | 8108130     | 400,000   | 480,658                                   | 800,000   | 800,000   |
| CalWorks - U                             | 8108130     | 50,000  | 60,159                                    | 50,000  | 50,000  |
| Food Stamps                              | 8108130     | 500,000   | 332,588                                   | 375,000   | 375,000   |
| EA Foster Care                           | 8108130     | 80,000  | 31,494                                    | 75,000  | 75,000  |
| Foster Care Overpayments                 | 8108130     | 400,000   | 1,043,832                                 | 1,500,000   | 1,500,000   |
| Miscellaneous -                          | 8108130     | 70,000  | 91,415                                    | 70,000  | 70,000  |
| Total                                    | 8108130     | 1,500,000   | 2,040,144                                 | 2,870,000   | 2,870,000   |
| <b><u>DHHS</u></b>                       |             |   |   |   |   |
| In Home Supportive Service               | 7203100     | 56,017  | 25,691                                    | 40,000  | 40,000  |
| Private Pay                              | 7201800     | 25,398  | 90,056                                    | 60,000  | 60,000  |
| Medically Indigent - Lien                | 7201200     | 30,000  | -   | 5,000   | 5,000   |
| Medically Indigent - SOC                 | 7201200     | 372,664   | 344,682                                   | 325,000   | 325,000   |
| Total                                    |             | 484,079   | 460,429                                   | 430,000   | 430,000   |
| <b><u>ENVIRONMENTAL MGMT:</u></b>        |             |   |   |   |   |
| <b><u>ENVIRONMENTAL HEALTH:</u></b>      |             |   |   |   |   |
| Envir. Mgt. Inspect. Fee - Food          | 3350002     | 3,000   |   |   |   |
| <b><u>HAZARDOUS MATERIALS:</u></b>       |             |   |   |   |   |
| Haz. Mat.- Waste Generator Fee           | 3350003     | -   |   | -   | -   |
| Haz. Mat.- Delinquency Charge            | 3350003     | 9,500   | 19,853                                    | -   | -   |
| Total                                    |             | 12,500  | 19,853                                    | -   | -   |
| <b><u>FINANCE:</u></b>                   |             |   |   |   |   |
| Transient Occupancy Tax                  | 3233230     | 11,963  | 63,986                                    | 20,000  | 20,000  |
| Total                                    |             | 11,963  | 63,986                                    | 20,000  | 20,000  |
| <b><u>MUNICIPAL SERVICES AGENCY:</u></b> |             |   |   |   |   |
| CUBS                                     | 2472471     | 321,975   | 267,313                                   | 240,000   | 240,000   |
| Damage to County Property                | 2702720     | 49,281  | 48,466                                    | 47,000  | 47,000  |
| Street Construction Encroachment         | 2900000     | 23,678  | 4,955                                     | 6,000   | 6,000   |
| Returned Checks                          | 2702720     | 8,513   | 4,734                                     | 2,000   | 2,000   |
| Building Inspection                      | 2152151     | 124,296   | 77,826                                    | 115,000   | 115,000   |
| Water Quality                            | 2900000     | 75  | 1,634                                     | 300   | 300   |
| Miscellaneous -Plan Check Charges        | 2900000     | 252,843   | 53,822                                    | 38,000  | 38,000  |
| Total MSA                                |             | 780,661   | 458,749                                   | 448,300   | 448,300   |
| <b><u>OTHER COLLECTIONS:</u></b>         |             |   |   |   |   |
| Airports                                 | 3413411/2   | 12,016  | 2,405                                     | 5,000   | 5,000   |
| Workers' Compensation                    | 3903890     | 5,000   | -   | -   | -   |
| Air Quality Management Dist (SMAQMD)     |             | -   | -   | 2,000   | 2,000   |
| (Housing Authority (SHRA )               |             | -   | 102,495                                   | 50,000  | 50,000  |
| Animal Care                              | 3220000     | 25,000  | -   | -   | -   |
| General Services                         | Various     | 849   | 500                                       | 1,000   | 1,000   |
| Risk Management                          | Various     | 17,498  | 21,987                                    | 10,000  | 10,000  |
| Personnel Services                       | 6050031     | -   | 3,884                                     | -   | -   |
| DRR Collections (Admin Fees)             | 6110000     | 445,425   | 666,889                                   | 450,000   | 450,000   |
| Total Other Revenues                     |             | 505,788   | 798,160                                   | 518,000   | 518,000   |
| <b>TOTAL GROSS COLLECTIONS *</b>         |             | <b>43,099,959</b>                                     | <b>38,135,985</b>                         | <b>42,398,728</b>   | <b>42,398,728</b>                                     |

\*The Total Gross Collections represent the revenue that the Department of Revenue Recovery (DRR) collects on behalf of customer entities. DRR's revenue of \$6.9M shown in the Fiscal Year 2010-11 Adopted Budget represents the incremental amount of Total Gross Collections DRR uses to fund it's operating expenditures, as allowed by Penal Code 1463.007 (cost recovery), and is deducted from the Total Gross Collections prior to transferring the remaining revenue to customer entities.

**PERFORMANCE MEASURES:**

| <b>STRATEGIC PRIORITY: Internal Services</b> |   |  |                       |                       |                       |                       |
|--|---|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTCOMES</b>                               | <b>PERFORMANCE MEASURES</b>            | <b>Actual 2008/09</b> | <b>Target 2009/10</b> | <b>Actual 2009/10</b> | <b>Target 2010/11</b> |
| Enhance revenue collection                   | Increase net benefit to Customer Departments  | Net Collections returned to department | \$37.5 Million        | \$37.5 Million        | \$31.9 Million        | \$35.8 Million        |
| Efficient collection of revenue              | Improve net cost ratio over prior fiscal year | Net cost to collection ratio           | 14.5%                 | 15.3%                 | 13.2%                 | 13.1%                 |

SCHEDULE:

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

| Detail by Revenue Category and Expenditure Object | 6110000 - Department Of Revenue Recovery |                     |                     |   |
|---|--|---------------------|---------------------|---|
|   | 2008-09 Actual                           | 2009-10 Actual      | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1   | 2  | 3                   | 4                   | 5   |
| Prior Yr Carryover                                | \$ (593)                                 | \$ (76,852)         | \$ 6,760            | \$ 6,760                                    |
| Charges for Services                              | 7,348,009                                | 6,627,265           | 6,947,353           | 6,947,353                                   |
| Miscellaneous Revenues                            | 7,153                                    | 13,250              | 8,434               | 8,434                                       |
| Residual Equity Transfer In                       | 43,215                                   | -                   | -                   | -   |
| <b>Total Revenue</b>                              | <b>\$ 7,397,784</b>                      | <b>\$ 6,563,663</b> | <b>\$ 6,962,547</b> | <b>\$ 6,962,547</b>                         |
| Salaries & Benefits                               | \$ 7,259,995                             | \$ 5,526,353        | \$ 5,814,017        | \$ 5,814,017                                |
| Services & Supplies                               | 4,234,635                                | 3,953,967           | 3,712,929           | 3,712,929                                   |
| Other Charges                                     | 862,982                                  | 1,092,179           | 1,128,975           | 1,128,975                                   |
| Expenditure Transfer & Reimbursement              | (4,312,640)                              | (3,431,734)         | (3,693,374)         | (3,693,374)                                 |
| <b>Total Expenditures/Appropriations</b>          | <b>\$ 8,044,972</b>                      | <b>\$ 7,140,765</b> | <b>\$ 6,962,547</b> | <b>\$ 6,962,547</b>                         |
| <b>Net Cost</b>                                   | <b>\$ 647,188</b>                        | <b>\$ 577,102</b>   | <b>\$ -</b>         | <b>\$ -</b>                                 |
| Positions   | 94.0                                     | 64.0                | 61.0                | 61.0  |

2010-11 PROGRAM INFORMATION

BU: 6110000 Revenue Recovery

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

**FUNDED**

Program No. and Title: 001A Centralized collection and disbursement of revenue

|            |           |   |   |   |   |   |           |       |   |      |   |
|------------|-----------|---|---|---|---|---|-----------|-------|---|------|---|
| 11,940,747 | 4,978,200 | 0 | 0 | 0 | 0 | 0 | 6,955,787 | 6,760 | 0 | 61.0 | 0 |
|------------|-----------|---|---|---|---|---|-----------|-------|---|------|---|

Program Type: Self-Supporting

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

Strategic Objective: IS -- Internal Support

Program Description: DRR provides the collection of revenue for County Departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order.

|               |            |           |   |   |   |   |           |       |   |      |   |
|---------------|------------|-----------|---|---|---|---|-----------|-------|---|------|---|
| <b>FUNDED</b> | 11,940,747 | 4,978,200 | 0 | 0 | 0 | 0 | 6,955,787 | 6,760 | 0 | 61.0 | 0 |
|---------------|------------|-----------|---|---|---|---|-----------|-------|---|------|---|

# FACILITY PLANNING, ARCHITECTURE AND REAL ESTATE

7900000

## SCHEDULE:

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10   |
|--|-----------------------|---|------------------------|---|---|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |   |
|  |                       | Fund Title<br>Service Activity<br>Budget Unit             |                        |   | <b>FACILITY PLANNING &amp; MGMT<br/>Property Management<br/>7900000</b> |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |   |
| 1  | 2                     | 3   | 4                      | 5   |   |
| <b>Operating Revenues</b>                                |                       |   |                        |   |   |
| Charges for Services                                     | \$ 66,658,252         | \$ -  | \$ -                   | \$ -  | \$ -  |
| <b>Total Operating Revenues</b>                          | <b>\$ 66,658,252</b>  | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| <b>Operating Expenses</b>                                |                       |   |                        |   |   |
| Salaries and Employee Benefits                           | \$ 9,512,266          |   |                        |   |   |
| Services and Supplies                                    | 56,370,879            |   |                        |   |   |
| Other Charges  | 943,168               |   |                        |   |   |
| Depreciation   | 9,471                 |   |                        |   |   |
| <b>Total Operating Expenses</b>                          | <b>\$ 66,835,784</b>  | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| <b>Operating Income (Loss)</b>                           | <b>\$ (177,532)</b>   | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |   |
| Other Financing  | \$ 43,128             | \$ -  | \$ -                   | \$ -  | \$ -  |
| Other Revenues   | 256,837               |   |                        |   |   |
| Residual Eq Trn Out                                      | (2,580,000)           |   |                        |   |   |
| Debt Retirement  | (94,155)              |   |                        |   |   |
| Interest Expense   | (6,591)               |   |                        |   |   |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (2,380,781)</b> | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (2,558,313)</b> | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| Transfers-In/(Out)                                       | \$ 2,634              |   |                        |   |   |
| <b>Change in Net Assets</b>                              | <b>\$ (2,555,679)</b> | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>   |
| Net Assets - Beginning Balance                           | 848,128               |   |                        |   |   |
| Net Assets - Ending Balance                              | \$ (1,707,551)        |   |                        |   |   |
| <b>Positions</b>   | <b>86.8</b>           |   |                        |   |   |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |   |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |   |



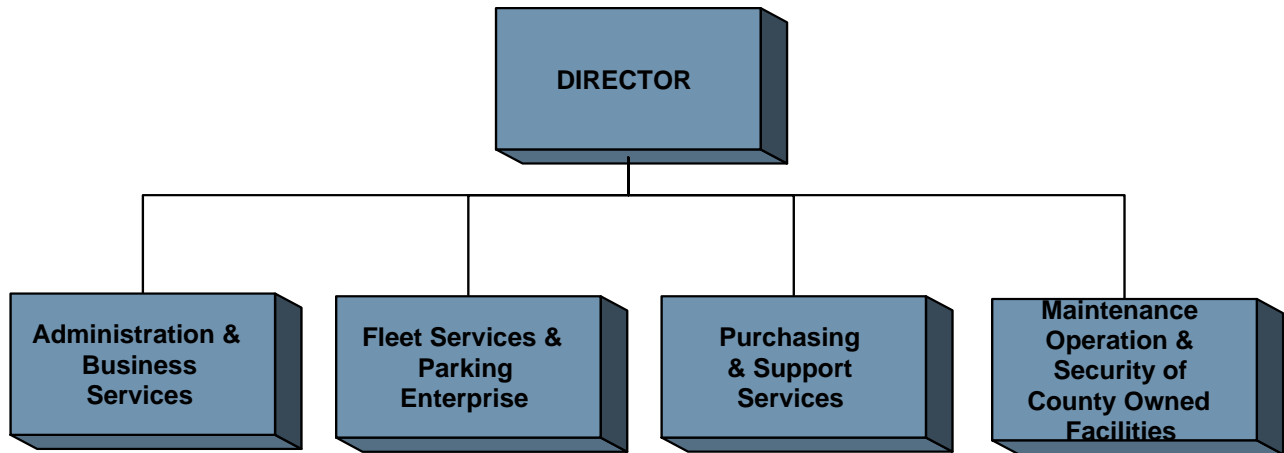
**PROGRAM DESCRIPTION:**

- Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate (FPARE) was abolished. The programs administered by FPARE and the retained earnings were transferred accordingly 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 was transferred to the Department of County Engineering in the Municipal Services Agency.
  - **Facility Planning and Management Division:** This program was transferred to the Department of General Services.
  - **Real Estate Division:** This program continues to be administered by the County Clerk/Recorder.

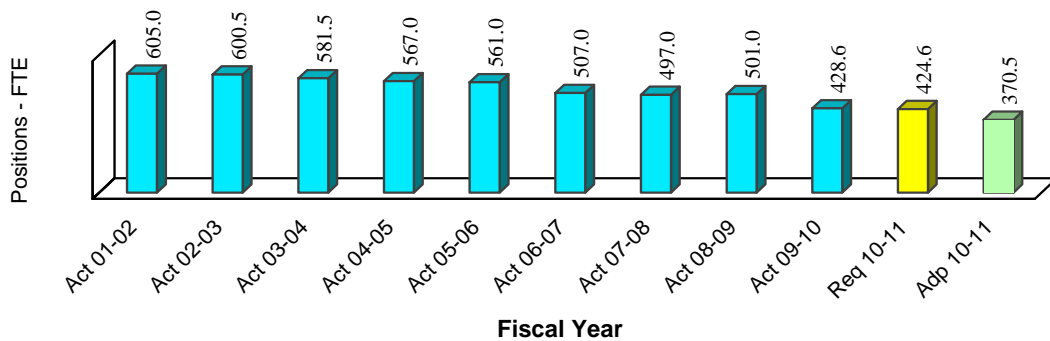
**FOR INFORMATION ONLY**

## Departmental Structure

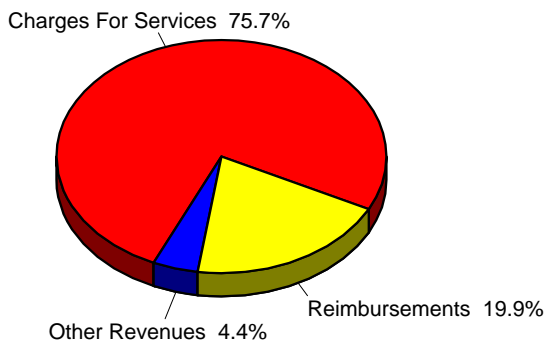
**MICHAEL MORSE, Director**



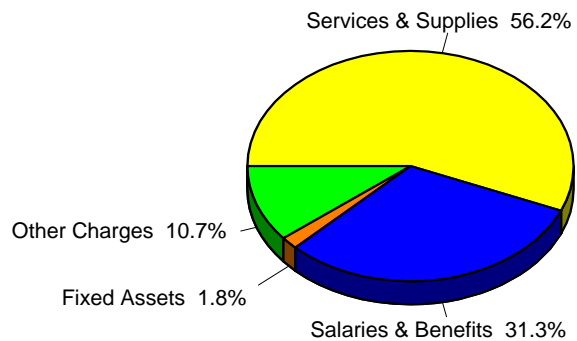
## Staffing Trend



## Financing Sources



## Financing Uses



| SUMMARY            |                  |                   |                     |   |
|--------------------|------------------|-------------------|---------------------|---|
| Classification     | 2008-09 Actual   | 2009-10 Actual    | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2                | 3                 | 4                   | 5   |
| Total Requirements | 108,601,814      | 94,423,678        | 99,755,471          | 99,755,471                                  |
| Total Financing    | 101,232,989      | 96,514,118        | 98,690,471          | 98,690,471                                  |
| <b>Net Cost</b>    | <b>7,368,825</b> | <b>-2,090,440</b> | <b>1,065,000</b>    | <b>1,065,000</b>                            |
| Positions          | 501.0            | 428.6             | 370.5               | 370.5                                       |

**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 Division 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, and warehousing services.
  - **Contract and Purchasing Services:** Provides centralized procurement services and coordinates the procurement card program. The division also manages surplus property and recycling 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.
  - **Facility Services:** Provides for the administration of facility planning for county-owned and leased facilities. The division manages the following programs:
    - Capital Construction Fund which provides funding for construction and remodeling of county-owned facilities.

**PROGRAM DESCRIPTION (CONT.):**

- **Facility Services (Cont.):** Provides for the administration of facility planning for county-owned and leased facilities. The division manages the following programs:
  - 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.
  - Master Planning for county-owned and leased facilities.
  - Environmental Management Services.
- **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.
  - Parking Enterprise provides parking services to the public, county employees, and other governmental agencies.

**MISSION:**

To provide high quality internal support services that facilitate the operation of other county agencies and departments in their efforts to provide services to the community.

**GOALS:**

- To provide efficient and timely operational support to county agencies and departments to ensure safe, functional facilities and equipment.
- To provide prompt and efficient logistical support to county agencies and departments to enable customers to perform their missions.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Transferred the Energy Management program and the Facility Planning and Management divisions from the Department of Facility Planning, Architecture and Real Estate (FPARE) to General Services effective July 1, 2009.
- Discontinued providing administrative support services (excluding Information Technology Services) to the Architectural Services Division (ASD), which transferred to the County Engineering Department effective July 1, 2009.
- Relocated the Office of the Director, Contract and Purchasing Services, and the Energy Management divisions to 9660 Ecology Lane.
- Absorbed approximately \$1.7 million in cost increases in the Allocated Cost Package including the cost of living adjustment, annual salary step increases, benefit increases, and other unavoidable cost increases in the services and supplies accounts.
- Rebatd \$500,000 in retained earnings to various department operating funds to assist in balancing the General Fund budget.
- Reduced costs by \$9.645 million to assist in balancing the General Fund budget.
- Made mid-year reductions of \$491,925 to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue to provide administrative support services to the Real Estate Division (RED). RED transferred from FPARE to the County Clerk-Recorder effective July 1, 2009.
- Discontinue providing Information Technology Services to ASD effective July 1, 2010.
- Conduct rate setting and cost allocation review workshops to explore alternative methodologies for the Fiscal Year 2011-12 Allocated Cost Package and subsequent budget development.
- Absorb over \$1.7 million in costs including cost of living adjustments, annual salary step increases, equities, benefit increases, and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$10.098 million (20.0 percent reduction) to assist in balancing the General Fund budget.
- The Capital Outlay shows a net cost of \$1,065,000 for the purchase of heavy equipment (\$1,965,000) which will be funded through miscellaneous revenue of \$900,000 and the remaining \$1,065,000 will be funded by the Capital Outlay Fund.

**SUMMARY OF POSITIONS:**

**Internal Services Fund (035)**

| <b>PROGRAM</b>                 | <b>Adopted<br/>2009-10</b> | <b>June 30,<br/>2010</b> | <b>Requested<br/>2010-11</b> | <b>Adopted<br/>2010-11</b> |
|--------------------------------|----------------------------|--------------------------|------------------------------|----------------------------|
| Airport District*              | 40.0                       | 40.0                     | 40.0                         | 36.8                       |
| Bradshaw District              | 95.0                       | 90.0                     | 87.0                         | 82.0                       |
| Contract & Purchasing Services | 18.0                       | 16.0                     | 16.0                         | 13.0                       |
| Downtown District*             | 66.0                       | 61.0                     | 61.0                         | 49.0                       |
| Energy Management              | 1.0                        | 1.0                      | 1.0                          | 1.0                        |
| Fleet Services - Heavy         | 106.0                      | 104.0                    | 104.0                        | 91.0                       |
| Fleet Services - Light         | 37.0                       | 32.0                     | 32.0                         | 23.0                       |
| Office of the Director         | 25.8                       | 24.6                     | 24.6                         | 20.8                       |
| Security Services              | 32.0                       | 32.0                     | 31.0                         | 30.4                       |
| Support Services               | 28.0                       | 28.0                     | 28.0                         | 23.5                       |
|                                | <b>448.8</b>               | <b>428.6</b>             | <b>424.6</b>                 | <b>370.5</b>               |

\*Corrected count on this table

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement heavy equipment approved for Fiscal year 2010-11.

**SUMMARY OF CAPITAL OUTLAY  
HEAVY EQUIPMENT**

| Class | Description             | Approved |           | Approved Amount    |
|-------|-------------------------|----------|-----------|--------------------|
|       |                         | New      | Replace   |                    |
| 161   | Stencil/Sign Wash Truck |          | 1         | 150,000            |
| 165   | 1½ ton w/Dump/Hoist     |          | 3         | 525,000            |
| 174   | Pothole Patcher Truck   |          | 1         | 350,000            |
| 176   | 8-10 cu yd 3-axle Dump  |          | 1         | 120,000            |
| 292   | Step-Van                |          | 3         | 570,000            |
| 428   | Grader, 60 Horsepower   |          | 1         | 150,000            |
| 482   | Melter Applicator       |          | 2         | 100,000            |
|       | <b>Total</b>            | <b>0</b> | <b>12</b> | <b>\$1,965,000</b> |

**PERFORMANCE MEASURES:**

| <b>STRATEGIC PRIORITY: Internal Services</b> |  |  |                       |                       |                       |                       |
|--|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>  | <b>Actual 2008/09</b> | <b>Target 2009/10</b> | <b>Actual 2009/10</b> | <b>Target 2010/11</b> |
|  | Increase customer satisfaction with operational support. | To improve overall customer satisfaction with General Services operational support | 90%                   | 90%                   | N/A                   | 92%                   |
|  | Increase customer satisfaction with logistical support.  | To improve overall customer satisfaction with General Services logistical support  | 89.9%                 | 90%                   | N/A                   | 92%                   |

Operational and logistics survey results are not available for Fiscal Year 2009-10. Occasional department specific surveys were submitted and were generally all positive, but there were not enough in any one category or department to determine a trend or establish a reportable figure.

**SCHEDULE:**

| State Controller Schedules   | County of Sacramento                                      |                       |                        | Schedule 10   |  |
|--|---|-----------------------|------------------------|---|--|
| County Budget Act<br>January 2010  | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                       |                        | Fund Title<br>Service Activity<br>Budget Unit                 |  |
|  |   |                       |                        | General Services/Capital Outlay<br>Summary<br>7000000/2070000 |  |
| Operating Detail   | 2008-09<br>Actual   | 2009-10<br>Actual     | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors             |  |
| 1  | 2   | 3                     | 4                      | 5   |  |
| <b>Operating Revenues</b>  |   |                       |                        |   |  |
| Use of Money/Prop  | \$ 406  | \$ 348                | \$ -                   | \$ -  |  |
| Intergovernmental Revenues   | 26,474  | -                     | -                      | -   |  |
| Charges for Services   | 95,655,074  | 91,114,072            | 92,463,003             | 92,463,003  |  |
| <b>Total Operating Revenues</b>  | <b>\$ 95,681,954</b>                                      | <b>\$ 91,114,420</b>  | <b>\$ 92,463,003</b>   | <b>\$ 92,463,003</b>  |  |
| <b>Operating Expenses</b>  |   |                       |                        |   |  |
| Salaries and Employee Benefits   | \$ 42,639,362   | \$ 39,915,578         | \$ 38,854,780          | \$ 38,854,780   |  |
| Services and Supplies  | 31,145,925  | 31,298,842            | 37,956,349             | 37,956,349  |  |
| Other Charges  | 1,030,229   | 1,004,549             | 1,266,630              | 1,266,630   |  |
| Depreciation   | 11,040,953  | 10,211,607            | 9,614,500              | 9,614,500   |  |
| <b>Total Operating Expenses</b>  | <b>\$ 85,856,469</b>                                      | <b>\$ 82,430,576</b>  | <b>\$ 87,692,259</b>   | <b>\$ 87,692,259</b>  |  |
| <b>Operating Income (Loss)</b>   | <b>\$ 9,825,485</b>                                       | <b>\$ 8,683,844</b>   | <b>\$ 4,770,744</b>    | <b>\$ 4,770,744</b>   |  |
| <b>Non-Operating Revenues (Expenses)</b>   |   |                       |                        |   |  |
| Other Financing  | \$ 350,387  | \$ -                  | \$ -                   | \$ -  |  |
| Other Revenues   | 3,136,708   | 2,953,545             | 5,227,468              | 5,227,468   |  |
| Cost of Goods Sold   | (5,362,961)   | (4,676,598)           | (7,424,424)            | (7,424,424)   |  |
| Interest Income  | 32,447  | -                     | -                      | -   |  |
| Residual Eq Trn Out  | (11,377,167)  | (500,000)             | -                      | -   |  |
| Equipment  | (256,485)   | -                     | (250,000)              | (250,000)   |  |
| Gain or Loss on Sale of Capital Assets   | 712,335   | 1,162,973             | 80,000                 | 80,000  |  |
| Debt Retirement  | (1,477,549)   | (1,483,252)           | (1,203,788)            | (1,203,788)   |  |
| Interest Expense   | (1,342,314)   | (1,403,344)           | (1,200,000)            | (1,200,000)   |  |
| <b>Total Non-Operating Revenues (Expenses)</b>   | <b>\$ (15,584,599)</b>                                    | <b>\$ (3,946,676)</b> | <b>\$ (4,770,744)</b>  | <b>\$ (4,770,744)</b>   |  |
| <b>Income Before Capital Contributions and Transfers</b>   | <b>\$ (5,759,114)</b>                                     | <b>\$ 4,737,168</b>   | <b>\$ -</b>            | <b>\$ -</b>   |  |
| Transfers-In/(Out)   | \$ (50,545)   | \$ (49,019)           | \$ -                   | \$ -  |  |
| <b>Change in Net Assets</b>  | <b>\$ (5,809,659)</b>                                     | <b>\$ 4,688,149</b>   | <b>\$ -</b>            | <b>\$ -</b>   |  |
| Net Assets - Beginning Balance   | 15,336,485  | 7,027,855             | 11,710,998             | 11,710,998  |  |
| Net Assets - Ending Balance*   | \$ 7,027,855  | \$ 11,710,998         | \$ 11,710,998          | \$ 11,710,998   |  |
| *Net assets only include Fund 035 Operations and excludes Capital Outlay fund 034 and funds 036G and 036J in the amount of \$37.36 million of which \$9.4 million is invested in capital assets. |   |                       |                        |   |  |
| <b>Positions</b>   | <b>501.0</b>  | <b>428.6</b>          | <b>370.5</b>           | <b>370.5</b>  |  |
| Revenues Tie To  |   |                       |                        | SCH 1, COL 4  |  |
| Expenses Tie To  |   |                       |                        | SCH 1, COL 6  |  |



**Memo Only:**

CAPITAL REPLACEMENT AND ACQUISITION

|                     |    |           |    |           |    |           |    |           |
|---------------------|----|-----------|----|-----------|----|-----------|----|-----------|
| Total Revenue       | \$ | 1,248,738 | \$ | 1,266,830 | \$ | 900,000   | \$ | 900,000   |
| Equipment           |    | 2,818,638 |    | 3,916,199 |    | 1,965,000 |    | 1,965,000 |
| Other Expenses      |    | 39,842    |    | (2,635)   |    | -         |    | -         |
| Residual Eq Trn Out |    | (50,576)  |    | (49,025)  |    | -         |    | -         |

**2010-11 PROGRAM INFORMATION**

**BU: 7000000 General Services**

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

**FUNDED**

**Program No. and Title: 001 Department Administration**

|           |           |   |   |   |   |   |         |   |   |      |   |
|-----------|-----------|---|---|---|---|---|---------|---|---|------|---|
| 3,091,978 | 2,420,774 | 0 | 0 | 0 | 0 | 0 | 671,204 | 0 | 0 | 15.0 | 1 |
|-----------|-----------|---|---|---|---|---|---------|---|---|------|---|

**Program Type:** Self-Supporting

**Countywide Priority:** 5 -- General Government

**Strategic Objective:** IS -- Internal Support

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

**Program No. and Title: 002 GS-Bradshaw District**

|            |         |   |   |   |   |   |            |   |   |      |    |
|------------|---------|---|---|---|---|---|------------|---|---|------|----|
| 13,264,485 | 682,836 | 0 | 0 | 0 | 0 | 0 | 12,581,649 | 0 | 0 | 82.0 | 45 |
|------------|---------|---|---|---|---|---|------------|---|---|------|----|

**Program Type:** Self-Supporting

**Countywide Priority:** 5 -- General Government

**Strategic Objective:** IS -- Internal Support

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

**Program No. and Title: 003 GS-Downtown District**

|           |         |   |   |   |   |   |           |   |   |      |   |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|
| 7,862,868 | 568,392 | 0 | 0 | 0 | 0 | 0 | 7,294,476 | 0 | 0 | 50.0 | 8 |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|

**Program Type:** Self-Supporting

**Countywide Priority:** 5 -- General Government

**Strategic Objective:** IS -- Internal Support

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

**Program No. and Title: 004 GS Security**

|           |         |   |   |   |   |   |           |   |   |      |   |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|
| 3,162,659 | 329,049 | 0 | 0 | 0 | 0 | 0 | 2,833,610 | 0 | 0 | 30.4 | 5 |
|-----------|---------|---|---|---|---|---|-----------|---|---|------|---|

**Program Type:** Self-Supporting

**Countywide Priority:** 5 -- General Government

**Strategic Objective:** IS -- Internal Support

**Program Description:** Provides security services for county owned facilities and some leased facilities. Maintenance and Operations (M&O) provides accounting support to the facilities maintenance and operations and security divisions, and to the Real Estate Division, and pays the utility bills for all county owned facilities

# GENERAL SERVICES

700000

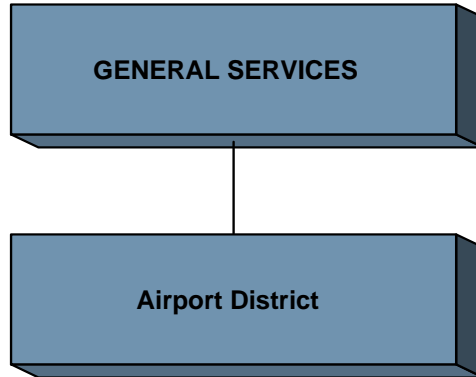
|                               | Appropriations  | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|---|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>005 GS-Airport District</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 5,507,000   | 0              | 0                | 0              | 0           | 0       | 0    | 5,507,000      | 0         | 0        | 35.8      | 0        |
| <b>Program Type:</b>          | Self-Supporting   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Provide maintenance and operation services of the SCAS facilities including repair work.  |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>006 Central Purchasing</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 1,976,783   | 337,743        | 0                | 0              | 0           | 0       | 0    | 1,639,040      | 0         | 0        | 13.0      | 0        |
| <b>Program Type:</b>          | Self-Supporting   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Centralized purchasing services for county departments  |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>007 Support Services</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 12,247,662  | 1,452,153      | 0                | 0              | 0           | 0       | 0    | 10,795,509     | 0         | 0        | 23.5      | 4        |
| <b>Program Type:</b>          | Self-Supporting   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets. |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>008 Light Fleet Services</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 29,565,642  | 8,672,590      | 0                | 0              | 0           | 0       | 0    | 20,893,052     | 0         | 0        | 23.0      | 2408     |
| <b>Program Type:</b>          | Self-Supporting   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Maintains county owned automotive equipment   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>009 Heavy Fleet Services</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 34,902,540  | 9,326,144      | 0                | 0              | 0           | 0       | 0    | 25,576,396     | 0         | 0        | 91.0      | 1078     |
| <b>Program Type:</b>          | Self-Supporting   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Operation and maintenance of the heavy equipment rental fleet   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |   |                |                  |                |             |         |      |                |           |          |           |          |

# GENERAL SERVICES

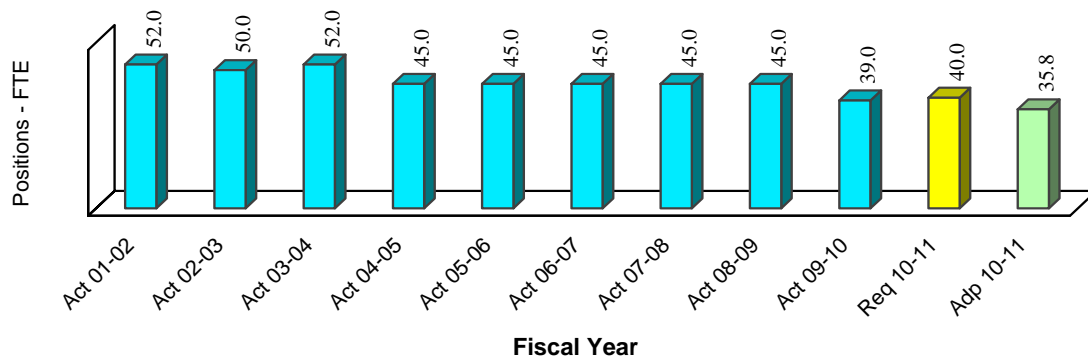
700000

|                               | Appropriations   | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>010 Energy Management</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 9,474,263  | 422,544        | 0                | 0              | 0           | 0       | 0    | 9,051,719      | 0         | 0        | 1.0       | 0        |
| <b>Program Type:</b>          | Self-Supporting  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Manage the County's Energy Program to maximize energy savings and minimize county cost   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>011 Facility Planning and Management</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 887,316  | 27,562         | 0                | 0              | 0           | 0       | 0    | 859,754        | 0         | 0        | 4.8       | 1        |
| <b>Program Type:</b>          | Self-Supporting  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Facility planning for county owned and leased facilities   |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>012 Computer Aided Facility Management</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 322,453  | 235,391        | 0                | 0              | 0           | 0       | 0    | 87,062         | 0         | 0        | 1.0       | 0        |
| <b>Program Type:</b>          | Self-Supporting  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 5 -- General Government  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities. |                |                  |                |             |         |      |                |           |          |           |          |
| <hr/>                         |  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>                 | 122,265,649  | 24,475,178     | 0                | 0              | 0           | 0       | 0    | 97,790,471     | 0         | 0        | 370.5     | 3550     |

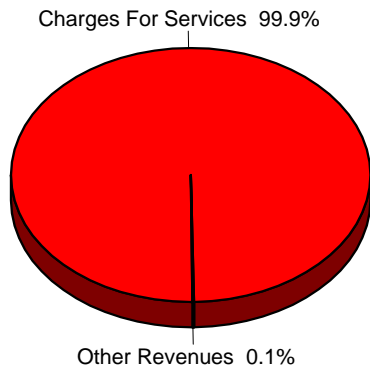
## Departmental Structure



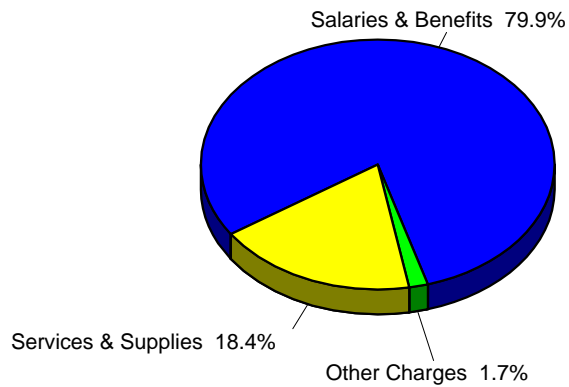
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 6,034,861             | 5,498,263             | 5,507,000                  | 5,507,000  |
| Total Financing       | 5,920,036             | 5,588,629             | 5,507,000                  | 5,507,000  |
| Net Cost              | 114,825               | (90,366)              | -                          | -  |
| Positions             | 45.0                  | 39.0                  | 35.8                       | 35.8   |

**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.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Was an active team member in the commissioning of equipment and facilities for the Sacramento County Airport System (SCAS) Big Build Project.
- Developed and implemented a formal lock and key program to maintain accountability/security and streamline maintenance activities.
- Assumed maintenance responsibilities for several new facilities such as the Project Managers Office, Central Warehouse, North Vault and Materials Testing Lab.
- Coordinated, facilitated and assisted with phase-one (evaluation) of the airport-wide backflow prevention evaluation/modification project.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Train and prepare for new Terminal B grand opening that will take place in October 2011.
- Coordinate, facilitate and assist with phase-two (modifications) of the airport-wide backflow prevention evaluation/modification project.

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Install mass flow natural gas meters on two boilers and two water heaters in terminal A to provide more accurate readings for Air Quality Management District (AQMD) reporting. This increase in accurate readings will create a cushion between actual usage and the emissions cap imposed by AQMD, thereby reducing the possibility of incurring substantial fines.
- Streamline the repair and replacement of the Preconditioned Air Units and the 400hz units on the jet-bridges by incorporating two spare units into the spare parts inventory.
- Assist the Architectural Services Division and the Construction Management and Inspection Division extensively with the deluge fire suppression system at Mather Airport hangers.
- Reduce costs by \$612,836 at the request of the SCAS.

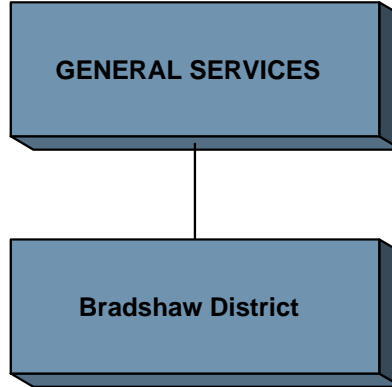
**STAFFING LEVEL CHANGES FOR 2010-11:**

- The following 3.2 positions were deleted by the Board of Supervisors during the Budget Hearings: 0.2 Account Clerk, 1.0 Building Maintenance Worker, 1.0 Electrician, and 1.0 Stationary Engineer I.
- Total position count reflected in Schedule 10 is 1.0 FTE less because the position was inadvertently included in the Downtown District Budget Unit 7007430. This will be corrected during the Fiscal Year 2011-12 budget process.

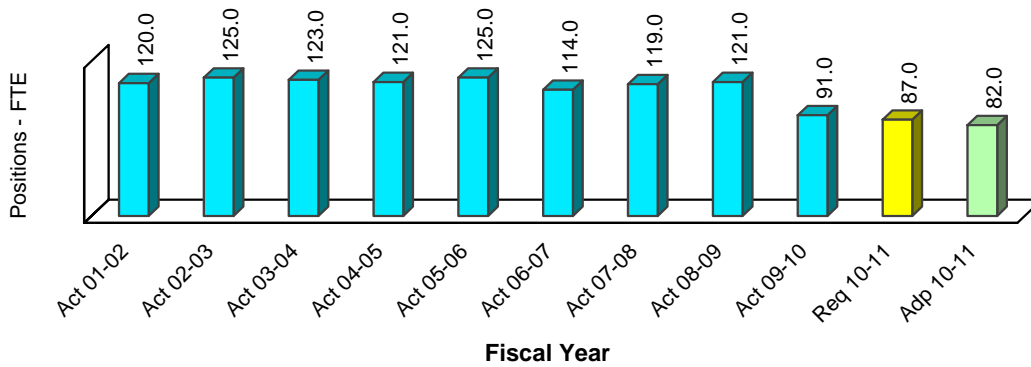
**SCHEDULE:**

| State Controller Schedules                               |                     | County of Sacramento                                      |                        |   | Schedule 10         |  |
|--|---------------------|---|------------------------|---|---------------------|--|
| County Budget Act<br>January 2010                        |                     | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                     |  |
|  |                     | Fund Title  |                        | <b>BUILDING MAINT AND OPERATIONS-GS</b>           |                     |  |
|  |                     | Service Activity  |                        | <b>Airport District</b>                           |                     |  |
|  |                     | Budget Unit   |                        | <b>7007440</b>                                    |                     |  |
| Operating Detail   | 2008-09<br>Actual   | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                     |  |
| 1  | 2                   | 3   | 4                      | 5   |                     |  |
| <b>Operating Revenues</b>                                |                     |   |                        |   |                     |  |
| Charges for Services                                     | \$ 5,920,006        | \$ 5,588,629  | \$ 5,500,000           | \$ 5,500,000                                      | \$ 5,500,000        |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 5,920,006</b> | <b>\$ 5,588,629</b>                                       | <b>\$ 5,500,000</b>    | <b>\$ 5,500,000</b>                               | <b>\$ 5,500,000</b> |  |
| <b>Operating Expenses</b>                                |                     |   |                        |   |                     |  |
| Salaries and Employee Benefits                           | \$ 4,226,691        | \$ 4,253,752  | \$ 4,399,194           | \$ 4,399,194                                      | \$ 4,399,194        |  |
| Services and Supplies                                    | 1,030,672           | 989,312   | 806,396                | 806,396   | 806,396             |  |
| Other Charges  | 90,720              | 80,639  | 94,133                 | 94,133  | 94,133              |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 5,348,083</b> | <b>\$ 5,323,703</b>                                       | <b>\$ 5,299,723</b>    | <b>\$ 5,299,723</b>                               | <b>\$ 5,299,723</b> |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 571,923</b>   | <b>\$ 264,926</b>   | <b>\$ 200,277</b>      | <b>\$ 200,277</b>                                 | <b>\$ 200,277</b>   |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                     |   |                        |   |                     |  |
| Other Revenues   | \$ 30               | \$ -  | \$ 7,000               | \$ 7,000  | \$ 7,000            |  |
| Residual Eq Trn Out                                      | (511,000)           | -   | -                      | -   | -                   |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (510,970)</b> | <b>\$ -</b>   | <b>\$ 7,000</b>        | <b>\$ 7,000</b>                                   | <b>\$ 7,000</b>     |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ 60,953</b>    | <b>\$ 264,926</b>   | <b>\$ 207,277</b>      | <b>\$ 207,277</b>                                 | <b>\$ 207,277</b>   |  |
| Transfers-In/(Out)                                       | \$ (175,778)        | \$ (174,560)  | \$ (207,277)           | \$ (207,277)                                      | \$ (207,277)        |  |
| <b>Change in Net Assets</b>                              | <b>\$ (114,825)</b> | <b>\$ 90,366</b>  | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>         |  |
| Net Assets - Beginning Balance                           | 1,078,621           | 945,355   | 1,022,776              | 1,022,776   | 1,022,776           |  |
| Equity and Other Account Adjustments                     | (18,441)            | (12,945)  | -                      | -   | -                   |  |
| Net Assets - Ending Balance                              | \$ 945,355          | \$ 1,022,776  | \$ 1,022,776           | \$ 1,022,776                                      | \$ 1,022,776        |  |
| <b>Positions</b>   | <b>45.0</b>         | <b>39.0</b>   | <b>35.8</b>            | <b>35.8</b>                                       | <b>35.8</b>         |  |
| Revenues Tie To  |                     |   |                        | SCH 1, COL 4                                      |                     |  |
| Expenses Tie To  |                     |   |                        | SCH 1, COL 6                                      |                     |  |

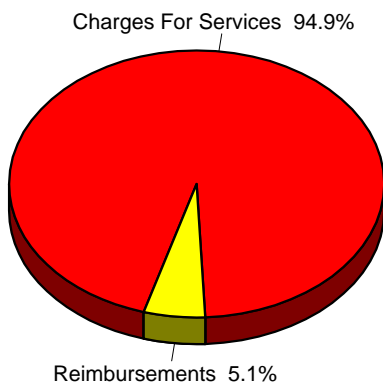
## Departmental Structure



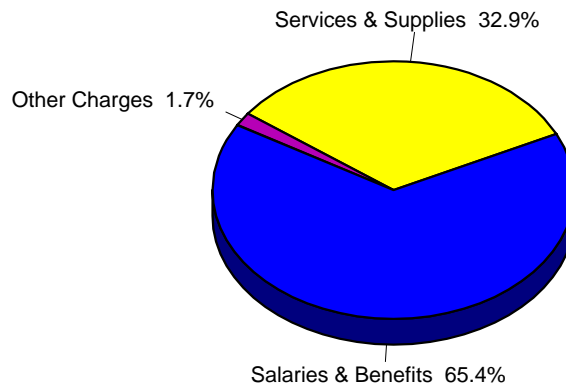
## Staffing Trend



## Financing Sources



## Financing Uses





| <b>Summary</b>        |                           |                           |                                |  |
|-----------------------|---------------------------|---------------------------|--------------------------------|--|
| <b>Classification</b> | <b>2008-09<br/>Actual</b> | <b>2009-10<br/>Actual</b> | <b>2010-11<br/>Recommended</b> | <b>2010-11<br/>Adopted by<br/>the Board of<br/>Supervisors</b> |
| 1                     | 2                         | 3                         | 4                              | 5  |
| Total Requirements    | 16,711,449                | 13,036,144                | 12,581,649                     | 12,581,649   |
| Total Financing       | 15,782,196                | 13,441,235                | 12,581,649                     | 12,581,649   |
| Net Cost              | 929,253                   | (405,091)                 | -                              | -  |
| Positions             | 121.0                     | 91.0                      | 82.0                           | 82.0   |

**PROGRAM DESCRIPTION:**

**General Services – Bradshaw District:**

- Maintains approximately 1,790,000 square feet of space covering all county owned facilities throughout the county except the downtown area and Airport Districts.
- Provides for the total maintenance, operation and custodial needs of the facilities including any minor remodeling and repair work.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.
- To provide timely completion and cost savings on small project improvements.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Assumed maintenance responsibilities for the new Animal Care facility.
- Assumed maintenance responsibilities for the G99 sewer pump station at Rio Cosumnes Correctional Center (RCCC).
- Discontinued maintenance to the Warren E. Thornton Youth Facility and Morgan Alternative Center due to closure of the facilities as a result of budget reductions in the Probation Department.
- Disbanded the Project Team that worked on small project improvements, as a County cost savings measure.
- Discontinued the Stationary Engineer Apprenticeship Program due to budget reductions.
- Assisted the Architectural Services Division with the chiller replacement at RCCC.
- Made mid-year reductions of \$55,100, which included the deletion of 2.0 FTE positions, 1.0 Painter and 1.0 Electrician, to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Re-establish maintenance to the Warren E. Thornton Youth Facility and Morgan Alternative Center.
- Discontinue maintenance at the Sacramento County Boys Ranch due to the closure of the facility as a result of budget reductions in the Probation Department.
- Work with the Architectural Services Division to install a direct digital control (DDC) energy management system at RCCC.
- Replace outdated interior and exterior lighting systems to more energy efficient fixtures at RCCC.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$995,630 (20.0 percent reduction) to assist in balancing the General Fund budget.

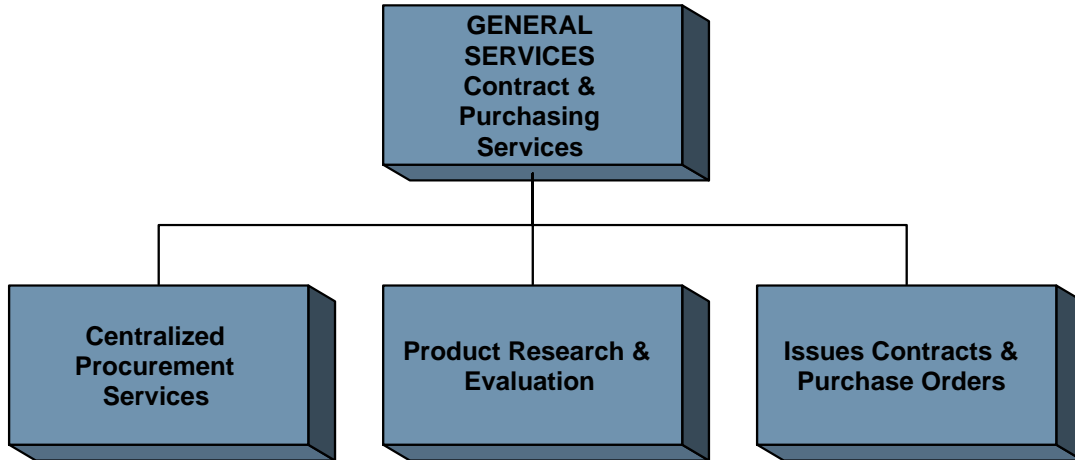
**STAFFING LEVEL CHANGES FOR 2010-11:**

The following 13.0 positions were deleted by the Board of Supervisors during the Budget Hearings: 1.0 Building Maintenance Worker, 2.0 Carpenter, 3.0 Custodian Level 2, 3.0 Electrician, 1.0 Senior. Stationary Engineer, 2.0 Stationary Engineer Level I, and 1.0 Painter

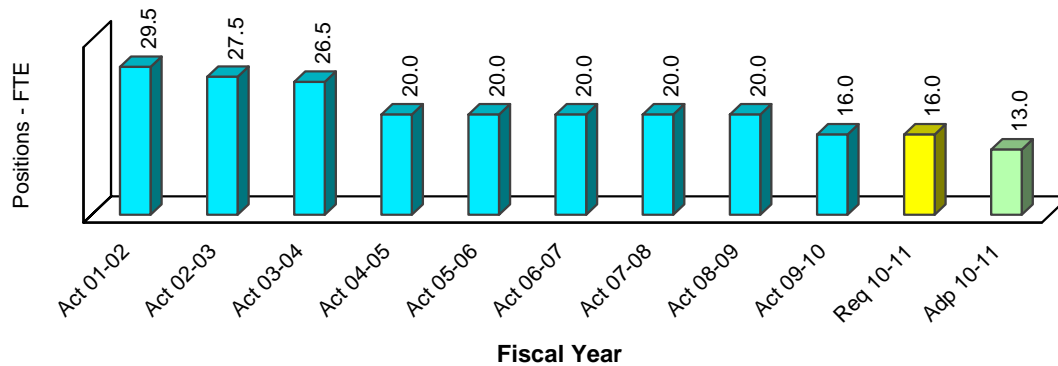
**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10 |  |
|--|-----------------------|---|------------------------|---|-------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |             |  |
|  |                       | Fund Title  |                        | BUILDING MAINT AND OPERATIONS-GS                  |             |  |
|  |                       | Service Activity  |                        | Bradshaw District                                 |             |  |
|  |                       | Budget Unit   |                        | 7007420   |             |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |             |  |
| 1  | 2                     | 3   | 4                      | 5   |             |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |             |  |
| Use of Money/Prop  | \$ 42                 | \$ 263  | \$ -                   | \$ -  |             |  |
| Intergovernmental Revenues                               | 26,474                | -   | -                      | -   |             |  |
| Charges for Services                                     | 15,726,510            | 13,433,504  | 12,581,649             | 12,581,649  |             |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 15,753,026</b>  | <b>\$ 13,433,767</b>                                      | <b>\$ 12,581,649</b>   | <b>\$ 12,581,649</b>                              |             |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |             |  |
| Salaries and Employee Benefits                           | \$ 10,335,062         | \$ 8,538,490  | \$ 8,678,656           | \$ 8,678,656                                      |             |  |
| Services and Supplies                                    | 3,447,178             | 2,631,267   | 2,542,947              | 2,542,947   |             |  |
| Other Charges  | 237,889               | 225,213   | 216,506                | 216,506   |             |  |
| Depreciation   | 9,511                 | 9,511   | 9,400                  | 9,400   |             |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 14,029,640</b>  | <b>\$ 11,404,481</b>                                      | <b>\$ 11,447,509</b>   | <b>\$ 11,447,509</b>                              |             |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 1,723,386</b>   | <b>\$ 2,029,286</b>                                       | <b>\$ 1,134,140</b>    | <b>\$ 1,134,140</b>                               |             |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |             |  |
| Other Financing  | \$ 24,614             | \$ -  | \$ -                   | \$ -  |             |  |
| Other Revenues   | 4,556                 | 4,300   | -                      | -   |             |  |
| Residual Eq Trn Out                                      | (1,445,000)           | (250,000)   | -                      | -   |             |  |
| Gain or Loss on Sale of Capital Assets                   | -                     | 3,168   | -                      | -   |             |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (1,415,830)</b> | <b>\$ (242,532)</b>                                       | <b>\$ -</b>            | <b>\$ -</b>                                       |             |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ 307,556</b>     | <b>\$ 1,786,754</b>                                       | <b>\$ 1,134,140</b>    | <b>\$ 1,134,140</b>                               |             |  |
| Transfers-In/(Out)                                       | \$ (1,236,809)        | \$ (1,381,663)  | \$ (1,134,140)         | \$ (1,134,140)                                    |             |  |
| <b>Change in Net Assets</b>                              | <b>\$ (929,253)</b>   | <b>\$ 405,091</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |             |  |
| Net Assets - Beginning Balance                           | 3,813,875             | 2,790,919   | 3,088,280              | 3,088,280   |             |  |
| Equity and Other Account Adjustments                     | (93,703)              | (107,730)   | -                      | -   |             |  |
| Net Assets - Ending Balance                              | \$ 2,790,919          | \$ 3,088,280  | \$ 3,088,280           | \$ 3,088,280                                      |             |  |
| <b>Positions</b>   | <b>121.0</b>          | <b>91.0</b>   | <b>82.0</b>            | <b>82.0</b>                                       |             |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |             |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |             |  |

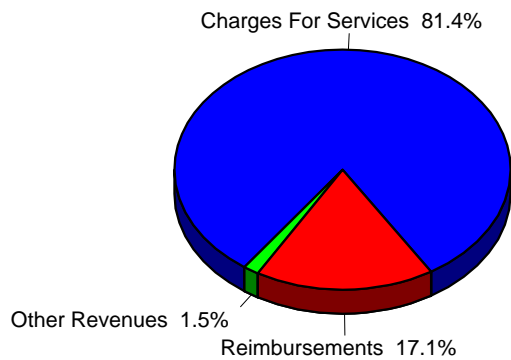
## Departmental Structure



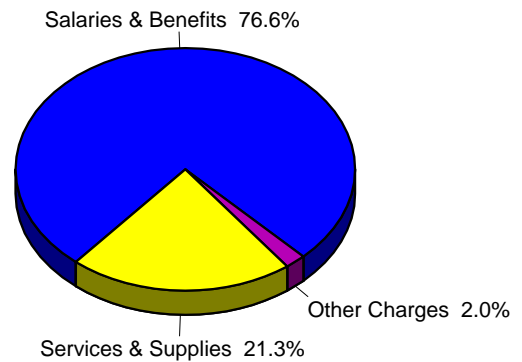
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 2,179,299      | 1,875,755      | 1,639,040           | 1,639,040                                   |
| Total Financing    | 2,264,987      | 2,053,697      | 1,639,040           | 1,639,040                                   |
| Net Cost           | (85,688)       | (177,942)      | -                   | -   |
| Positions          | 20.0           | 16.0           | 13.0                | 13.0  |

**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, and issues purchase orders and contracts.
- Coordinates and monitors the County’s Procurement Opportunity Program.
- Coordinates the County Delegated Purchasing Programs (Limited Purchase Order, Department Field Order and Procurement Card) Program.
- Provides various training courses to county agencies, departments, some special districts, and vendors.
- Administers the County internal recycling program.
- Provides redistribution and/or disposal of county assets through the Surplus Property Program.

**MISSION:**

To assist customers in a professional and supportive manner while delivering dependable contract and purchasing services.

**GOALS:**

- Improve procurement effectiveness and service delivery to County users.
- Enhance procurement processes by creating an electronic procurement solution.
- Identify and reduce the level of maverick spending occurring on delegated purchasing programs.
- Consolidate the Limited Purchase Order and Department Field Order programs into one delegated program.
- Increase the effectiveness of Surplus Property sales and generate more revenue.
- Increase awareness and understanding of procurement policies and practices through frequent and thorough customer training.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Transferred responsibility of Surplus Property from Support Services to the division.
- Captured over \$2.0 million in cost savings.
- Obtained approval from the Board of Supervisors to make improvements to the Procurement Opportunities Program (POP).
- Absorbed approximately \$170,600 in cost increases including the cost of living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduced costs by \$254,647 to assist in balancing the General Fund budget.
- Made mid-year reductions of \$40,000 and unfunded 1.0 FTE Contract Service Manager I position to assist in balancing the General Fund Budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Implemente Procurement system for handling vendor registration and online posting/submittals of solicitations.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$339,722 (20.0 percent reduction) to assist in balancing the General Fund budget.

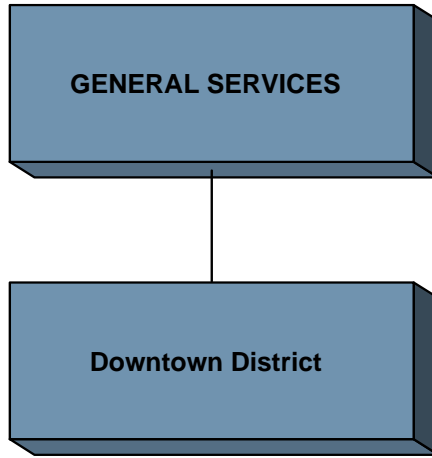
**STAFFING LEVEL CHANGES FOR 2010-11:**

The following five positions were deleted by the Board of Supervisors during the Budget Hearings: 1.0 Contract Services Manager 1, 1.0 Contract Services Specialist 2, 1.0 Clerical Supervisor I and 2.0 Senior Contract Services Officers.

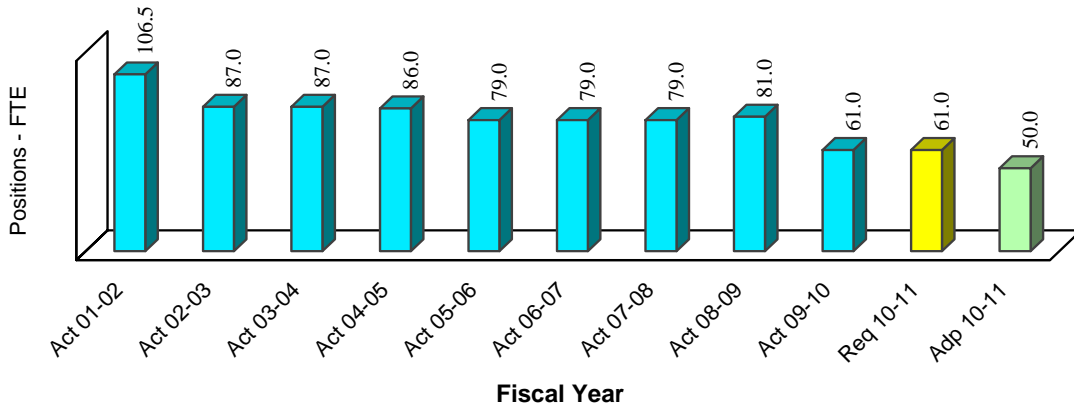
**SCHEDULE:**

| State Controller Schedules                               |                     | County of Sacramento                                      |                        |   | Schedule 10 |  |
|--|---------------------|---|------------------------|---|-------------|--|
| County Budget Act<br>January 2010                        |                     | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |             |  |
|  |                     | Fund Title  |                        | CONTRACT & PURCHASING SVCS-GS                     |             |  |
|  |                     | Service Activity  |                        | Purchasing  |             |  |
|  |                     | Budget Unit   |                        | 7007063   |             |  |
| Operating Detail   | 2008-09<br>Actual   | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |             |  |
| 1  | 2                   | 3   | 4                      | 5   |             |  |
| <b>Operating Revenues</b>                                |                     |   |                        |   |             |  |
| Charges for Services                                     | \$ 2,205,471        | \$ 2,045,898  | \$ 1,609,040           | \$ 1,609,040                                      |             |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 2,205,471</b> | <b>\$ 2,045,898</b>                                       | <b>\$ 1,609,040</b>    | <b>\$ 1,609,040</b>                               |             |  |
| <b>Operating Expenses</b>                                |                     |   |                        |   |             |  |
| Salaries and Employee Benefits                           | \$ 1,868,109        | \$ 1,753,984  | \$ 1,514,803           | \$ 1,514,803                                      |             |  |
| Services and Supplies                                    | 307,485             | 254,241   | 175,151                | 175,151   |             |  |
| Other Charges  | 40,320              | 35,510  | 40,006                 | 40,006  |             |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 2,215,914</b> | <b>\$ 2,043,735</b>                                       | <b>\$ 1,729,960</b>    | <b>\$ 1,729,960</b>                               |             |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ (10,443)</b>  | <b>\$ 2,163</b>   | <b>\$ (120,920)</b>    | <b>\$ (120,920)</b>                               |             |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                     |   |                        |   |             |  |
| Other Financing  | \$ 612              | \$ -  | \$ -                   | \$ -  |             |  |
| Other Revenues   | 58,904              | 7,799   | 30,000                 | 30,000  |             |  |
| Residual Eq Trn Out                                      | (208,000)           | -   | -                      | -   |             |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (148,484)</b> | <b>\$ 7,799</b>   | <b>\$ 30,000</b>       | <b>\$ 30,000</b>                                  |             |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (158,927)</b> | <b>\$ 9,962</b>   | <b>\$ (90,920)</b>     | <b>\$ (90,920)</b>                                |             |  |
| Transfers-In/(Out)                                       | \$ 244,615          | \$ 167,980  | \$ 90,920              | \$ 90,920   |             |  |
| <b>Change in Net Assets</b>                              | <b>\$ 85,688</b>    | <b>\$ 177,942</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |             |  |
| Net Assets - Beginning Balance                           | 2,257,122           | 2,307,933   | 2,454,698              | 2,454,698   |             |  |
| Equity and Other Account Adjustments                     | (34,877)            | (31,177)  | -                      | -   |             |  |
| Net Assets - Ending Balance                              | \$ 2,307,933        | \$ 2,454,698  | \$ 2,454,698           | \$ 2,454,698                                      |             |  |
| <b>Positions</b>   | <b>20.0</b>         | <b>16.0</b>   | <b>13.0</b>            | <b>13.0</b>                                       |             |  |
| Revenues Tie To  |                     |   |                        | SCH 1, COL 4                                      |             |  |
| Expenses Tie To  |                     |   |                        | SCH 1, COL 6                                      |             |  |

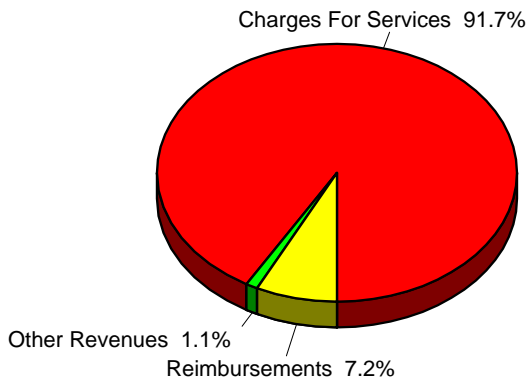
## Departmental Structure



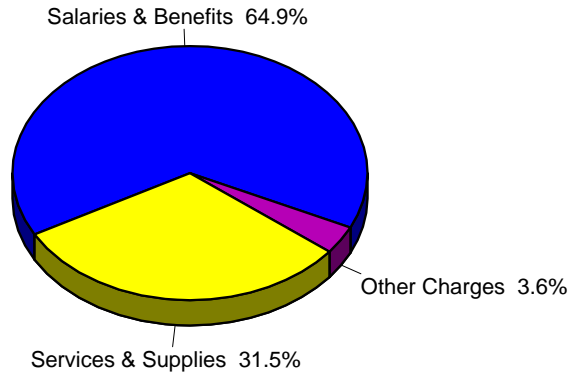
## Staffing Trend



## Financing Sources



## Financing Uses





| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 10,934,476            | 8,696,242             | 7,294,476                  | 7,294,476  |
| Total Financing       | 11,319,129            | 9,027,136             | 7,294,476                  | 7,294,476  |
| <b>Net Cost</b>       | <b>(384,653)</b>      | <b>(330,894)</b>      | <b>-</b>                   | <b>-</b>   |
| <b>Positions</b>      | <b>81.0</b>           | <b>61.0</b>           | <b>50.0</b>                | <b>50.0</b>  |

**PROGRAM DESCRIPTION:**

**General Services - Downtown District:**

- Maintains approximately 1,825,000 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 remodeling and repair work.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership, and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Began the upgrade and retrofit of the elevators in the Main Jail. All controls and mechanical equipment will be replaced with more energy efficient and current industry technology.
- Began replacement of the 15,000 gallon fire sprinkler water storage tank in the Office of Communication and Information Technology building.
- Replaced the pneumatic door air compressor in the Main Jail. The air compressor operates 26 large sliding doors allowing inmate movement.
- Assisted in the installation of security screening in the Main Jail. This screening is for officer safety.
- Made mid-year reductions of \$75,000, which included the deletion of 2.0 FTE positions, 1.0 Stationary Engineer I and 1.0 Electrician, to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue the upgrade and retrofit of the elevators in the Main Jail.
- Continue with the replacement of the 15,000 gallon fire sprinkler water storage tank in the Office of Communication and Information Technology building.
- Assist the Architectural Services Division with the replacement of three generators at the Office of Communication and Information Technology building to meet the AQMD standards.

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Work with Regional Transit on the light rail expansion project as it relates to County facilities.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$1,645,851 (20.0 percent reduction) to assist in balancing the General Fund budget.

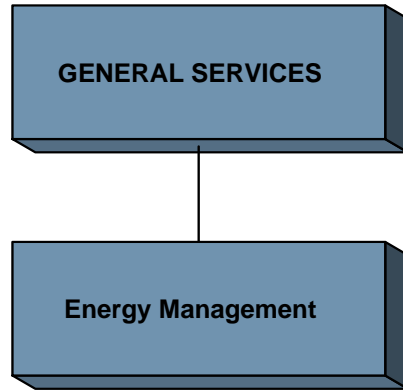
**STAFFING LEVEL CHANGES FOR 2010-11:**

- The following 17 positions were deleted or unfunded by the Board of Supervisors during the Budget Hearings: 2.0 Building Maintenance Worker, 4.0 Electrician, 1.0 Elevator Mechanic, 2.0 Painter, 1.0 Facility Manager, 2.0 Plumber 1.0 Senior Stationary Engineer, and 4.0 Stationary Engineer.
- Total position count reflected in Schedule 10 is 1.0 FTE more because a position from the Airport District Budget Unit 7007440 was inadvertently included here. This will be corrected during the Fiscal Year 2011-12 budget process.

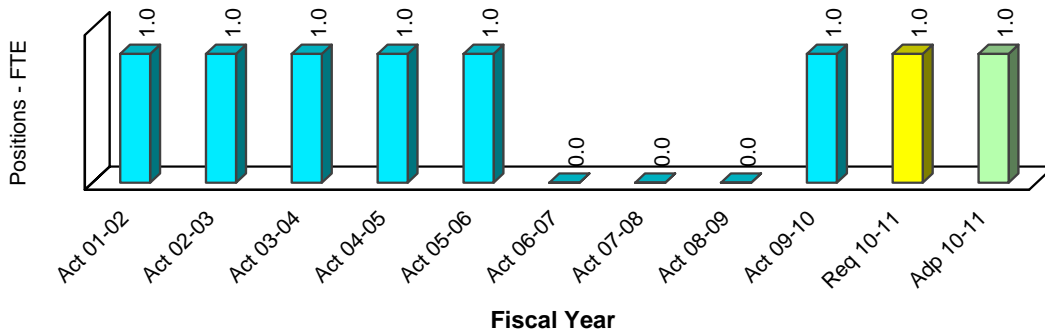
**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10 |  |
|--|-----------------------|---|------------------------|---|-------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |             |  |
|  |                       | Fund Title<br>Service Activity<br>Budget Unit             |                        | <b>BUILDING MAINT AND OPERATIONS-GS<br/>Downtown District<br/>7007430</b> |             |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors                         |             |  |
| 1  | 2                     | 3   | 4                      | 5   |             |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |             |  |
| Use of Money/Prop  | \$ 364                | \$ 85   | \$ -                   | \$ -  |             |  |
| Charges for Services                                     | 10,925,794            | 8,875,472   | 7,209,476              | 7,209,476   |             |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 10,926,158</b>  | <b>\$ 8,875,557</b>                                       | <b>\$ 7,209,476</b>    | <b>\$ 7,209,476</b>   |             |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |             |  |
| Salaries and Employee Benefits                           | \$ 6,969,799          | \$ 5,861,761  | \$ 5,100,212           | \$ 5,100,212  |             |  |
| Services and Supplies                                    | 2,007,500             | 1,572,472   | 1,491,401              | 1,491,401   |             |  |
| Other Charges  | 159,264               | 147,942   | 148,259                | 148,259   |             |  |
| Depreciation   | 1,737                 | 1,737   | 1,600                  | 1,600   |             |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 9,138,300</b>   | <b>\$ 7,583,912</b>                                       | <b>\$ 6,741,472</b>    | <b>\$ 6,741,472</b>   |             |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 1,787,858</b>   | <b>\$ 1,291,645</b>                                       | <b>\$ 468,004</b>      | <b>\$ 468,004</b>   |             |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |             |  |
| Other Financing  | \$ 10,247             | \$ -  | \$ -                   | \$ -  |             |  |
| Other Revenues   | 350,291               | 151,579   | 85,000                 | 85,000  |             |  |
| Interest Income  | 32,433                | -   | -                      | -   |             |  |
| Residual Eq Trn Out                                      | (991,000)             | (250,000)   | -                      | -   |             |  |
| Debt Retirement  | (415,533)             | (416,281)   | (135,788)              | (135,788)   |             |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (1,013,562)</b> | <b>\$ (514,702)</b>                                       | <b>\$ (50,788)</b>     | <b>\$ (50,788)</b>  |             |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ 774,296</b>     | <b>\$ 776,943</b>   | <b>\$ 417,216</b>      | <b>\$ 417,216</b>   |             |  |
| Transfers-In/(Out)                                       | \$ (389,643)          | \$ (446,049)  | \$ (417,216)           | \$ (417,216)  |             |  |
| <b>Change in Net Assets</b>                              | <b>\$ 384,653</b>     | <b>\$ 330,894</b>   | <b>\$ -</b>            | <b>\$ -</b>   |             |  |
| Net Assets - Beginning Balance                           | 901,069               | 1,273,160   | 1,570,696              | 1,570,696   |             |  |
| Equity and Other Account Adjustments                     | (12,562)              | (33,358)  | -                      | -   |             |  |
| Net Assets - Ending Balance                              | \$ 1,273,160          | \$ 1,570,696  | \$ 1,570,696           | \$ 1,570,696  |             |  |
| <b>Positions</b>   | <b>81.0</b>           | <b>61.0</b>   | <b>50.0</b>            | <b>50.0</b>   |             |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4  |             |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6  |             |  |

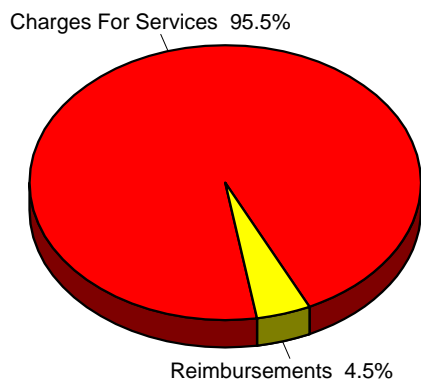
## Departmental Structure



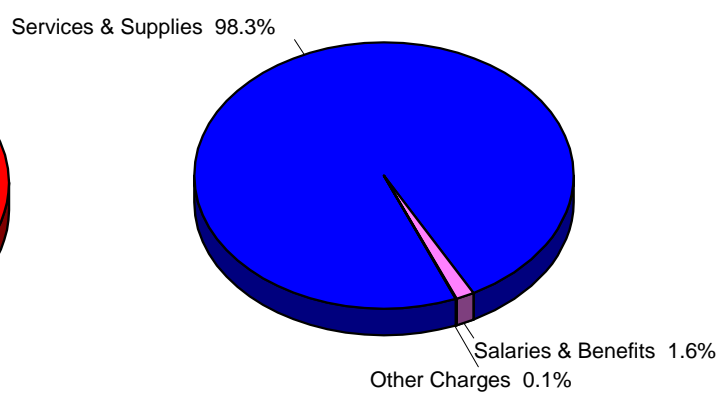
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | -                     | 7,552,877             | 9,051,719                  | 9,051,719  |
| Total Financing       | -                     | 8,729,433             | 9,051,719                  | 9,051,719  |
| Net Cost              | -                     | (1,176,556)           | -                          | -  |
| Positions             | 0.0                   | 1.0                   | 1.0                        | 1.0  |

**PROGRAM DESCRIPTION:**

**General Services – Energy Management Program Provides:**

- Develops an energy strategy that will provide low cost, reliable and low-carbon power for the operation of county facilities.
- Monitors and analyzes energy usage and energy savings resulting from conservation measures and projects.
- Coordinates energy related issues and provides technical assistance and expertise within County government.

**MISSION:**

Reduce County Operations’ energy usage, greenhouse gas emissions and energy costs by increasing employee awareness and participation in energy reduction efforts, implementing cost-effective and reliable energy efficient technologies and improving the efficiency of the utility management and payment process.

**GOALS:**

Reduce County operations energy usage and greenhouse gas emissions by 1.0 percent from the previous fiscal year.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Started retro-commissioning existing county facilities by tuning up the equipment and controls. This effort is expected to reduce the energy usage and greenhouse gas emissions at the affected buildings by 5.0 - 15.0 percent.
- Started construction of Rio Cosumnes Correctional Center Energy Efficiency Retrofit Project (funded by Federal Stimulus grant and energy savings). This project will replace a high maintenance Heating Ventilation and Air Conditioning (HVAC) chiller, obsolete Direct Digital Controls (DDC) system and old lighting with high efficiency equipment. This project is expected to reduce energy usage and greenhouse gas emissions at this facility by over ten percent.
- Transferred the Energy Management program from the Department of Facility Planning, Architecture and Real Estate to General Services effective July 1, 2009.

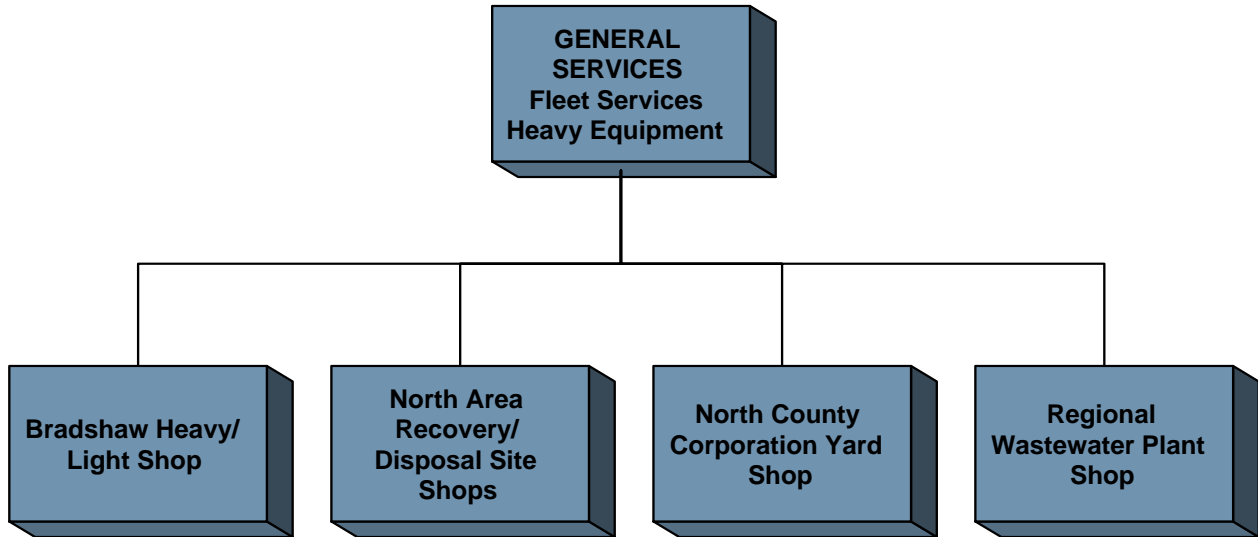
**SIGNIFICANT CHANGES FOR 2010-11:**

- Partner with Sacramento Municipal Utility District (SMUD) on the SmartGrid program to assist in funding energy efficiency programs in county owned facilities, including: conversion of the District Attorney’s building high efficiency lighting, HVAC to DDC and upgrading the Central Plant’s (at 700 H Street) Chilled Water System from constant volume to variable volume.
- Request Board approval to replace Chiller #1 at the Central Plant.
- Complete automation of utility bill payments to reduce errors and achieve cost savings.
- Reduce costs by \$344,919 to assist in balancing the General Fund budget.

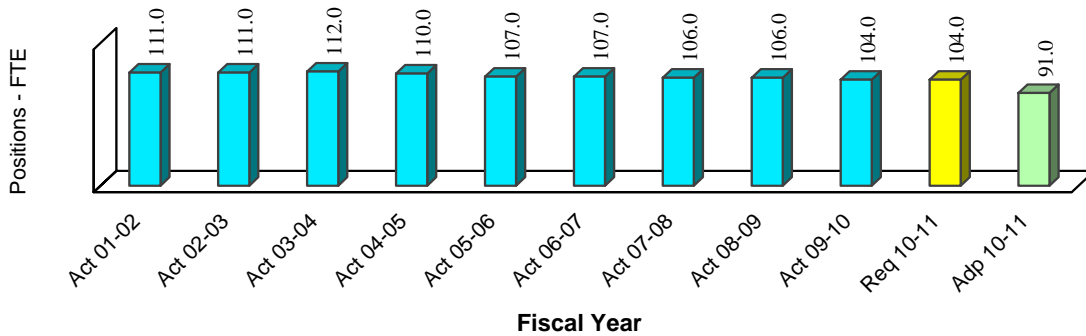
**SCHEDULE:**

| State Controller Schedules                               |                   | County of Sacramento                                      |                        |   | Schedule 10         |  |
|--|-------------------|---|------------------------|---|---------------------|--|
| County Budget Act<br>January 2010                        |                   | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                     |  |
|  |                   | Fund Title  |                        | BUILDING MAINT AND OPERATIONS-GS                  |                     |  |
|  |                   | Service Activity  |                        | Energy Management                                 |                     |  |
|  |                   | Budget Unit   |                        | 7007046   |                     |  |
| Operating Detail   | 2008-09<br>Actual | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                     |  |
| 1  | 2                 | 3   | 4                      | 5   |                     |  |
| <b>Operating Revenues</b>                                |                   |   |                        |   |                     |  |
| Charges for Services                                     | \$ -              | \$ 8,550,912  | \$ 9,051,719           | \$ 9,051,719                                      | \$ 9,051,719        |  |
| <b>Total Operating Revenues</b>                          | <b>\$ -</b>       | <b>\$ 8,550,912</b>                                       | <b>\$ 9,051,719</b>    | <b>\$ 9,051,719</b>                               | <b>\$ 9,051,719</b> |  |
| <b>Operating Expenses</b>                                |                   |   |                        |   |                     |  |
| Salaries and Employee Benefits                           | \$ -              | \$ 136,470  | \$ 151,706             | \$ 151,706  | \$ 151,706          |  |
| Services and Supplies                                    | -                 | 7,746,608   | 9,265,459              | 9,265,459   | 9,265,459           |  |
| Other Charges  | -                 | 7,375   | 6,751                  | 6,751   | 6,751               |  |
| <b>Total Operating Expenses</b>                          | <b>\$ -</b>       | <b>\$ 7,890,453</b>                                       | <b>\$ 9,423,916</b>    | <b>\$ 9,423,916</b>                               | <b>\$ 9,423,916</b> |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ -</b>       | <b>\$ 660,459</b>   | <b>\$ (372,197)</b>    | <b>\$ (372,197)</b>                               | <b>\$ (372,197)</b> |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                   |   |                        |   |                     |  |
| Other Revenues   | \$ -              | \$ 178,521  | \$ -                   | \$ -  | \$ -                |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ -</b>       | <b>\$ 178,521</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>         |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ -</b>       | <b>\$ 838,980</b>   | <b>\$ (372,197)</b>    | <b>\$ (372,197)</b>                               | <b>\$ (372,197)</b> |  |
| Transfers-In/(Out)                                       | \$ -              | \$ 337,576  | \$ 372,197             | \$ 372,197  | \$ 372,197          |  |
| <b>Change in Net Assets</b>                              | <b>\$ -</b>       | <b>\$ 1,176,556</b>                                       | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>         |  |
| Net Assets - Beginning Balance                           | 973,367           | 973,367   | 2,322,850              | 2,322,850   | 2,322,850           |  |
| Equity and Other Account Adjustments                     | -                 | 172,927   | -                      | -   | -                   |  |
| Net Assets - Ending Balance                              | \$ 973,367        | \$ 2,322,850  | \$ 2,322,850           | \$ 2,322,850                                      | \$ 2,322,850        |  |
| <b>Positions</b>   | <b>0.0</b>        | <b>1.0</b>  | <b>1.0</b>             | <b>1.0</b>  | <b>1.0</b>          |  |
| Revenues Tie To  |                   |   |                        | SCH 1, COL 4                                      |                     |  |
| Expenses Tie To  |                   |   |                        | SCH 1, COL 6                                      |                     |  |

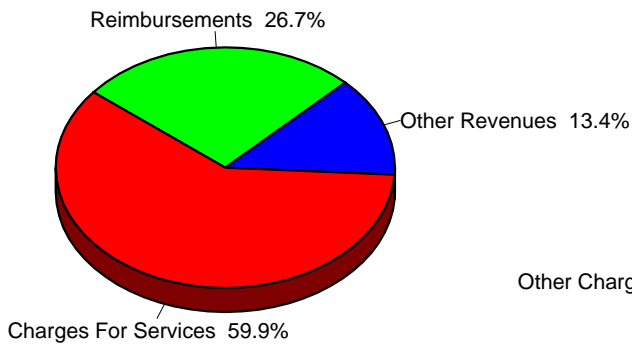
## Departmental Structure



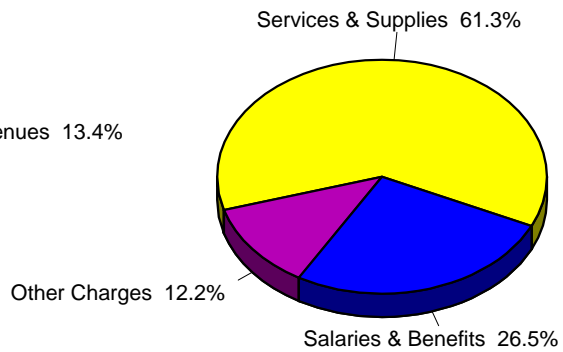
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 28,603,528            | 22,954,322            | 25,576,396                 | 25,576,396   |
| Total Financing       | 25,808,985            | 23,109,154            | 25,576,396                 | 25,576,396   |
| <b>Net Cost</b>       | <b>2,794,543</b>      | <b>(154,832)</b>      | <b>-</b>                   | <b>-</b>   |
| <b>Positions</b>      | <b>106.0</b>          | <b>104.0</b>          | <b>91.0</b>                | <b>91.0</b>  |

**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.

**MISSION:**

To provide customers with quality and timely fleet services in the areas of preventive maintenance scheduling, service and repair of heavy equipment, fabrication services according to customer requirements, special projects related to equipment needs, and operation of heavy equipment rental fleet.

**GOALS:**

- Continue to monitor and initiate performance measurements to better utilize resources.
- Continue the integration of low emission vehicles into the County fleet.
- Provide increased preventive maintenance during non-working hours to reduce the frequency of equipment failures.
- Maintain division safety record.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Continued implementation of purchasing policy for reduced emission heavy equipment.
- Accelerated the integration of low emission vehicles into county fleet.
- Continued retrofit of the fleet with diesel particulate filters.
- Completed installation and implementation of Fuel Focus fueling system.



**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Made mid-year reductions of \$42,500 and deleted 2.0 FTE (2.0 Account Clerk 2's) positions to assist in balancing the General Fund Budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue to keep vehicles serviced and maintained in a timely, efficient manner.
- Achieve compliance with new Enhanced Vapor Recovery regulations at fueling facilities.
- Review maintenance activities and evaluate potential consolidation of heavy fleet operations.
- Reduce costs by \$4,060,447 (20.0 percent reduction) to assist in balancing the General Fund budget.
- Cumulative losses of \$7.6 million have been identified in heavy fleet. The Department of General Services will be working with customer departments to develop a Heavy Fleet Loss Recovery Plan and submit it to the County Executive for consideration.

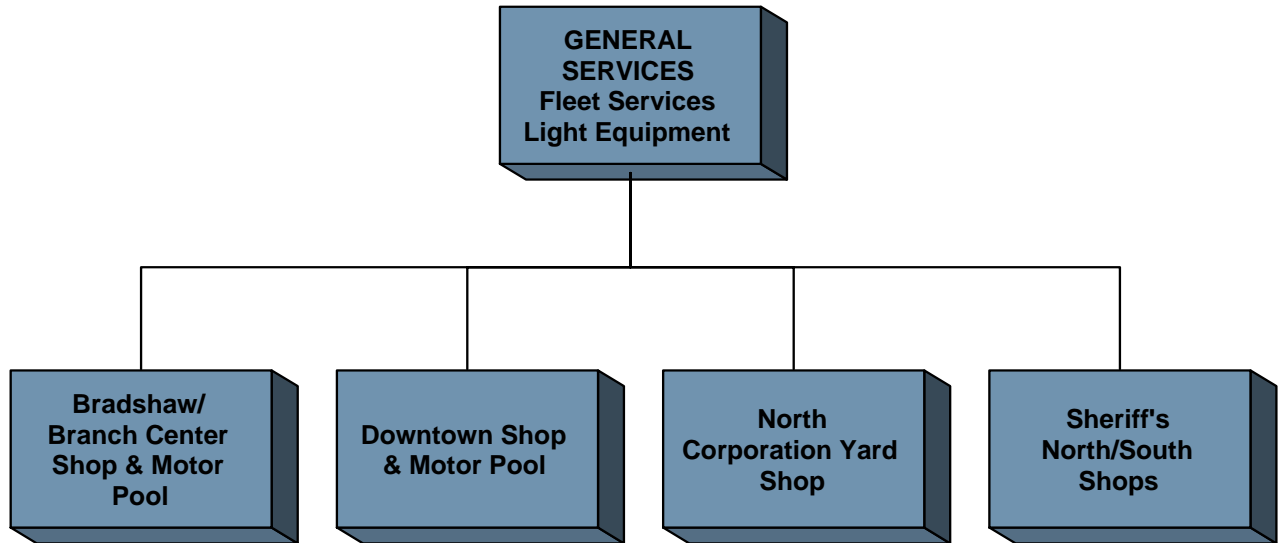
**STAFFING LEVEL CHANGES FOR 2010-11:**

The following 15 positions were deleted by the Board of Supervisors during the Budget Hearings: 4.0 Account Clerk Level 2, 1.0 Account Clerk 3, 1.0 Accounting Technician, 1.0 Equipment Maintenance Supervisor, 4.0 Equipment Mechanic, 3.0 Stock Clerk, and 1.0 Storekeeper 1.

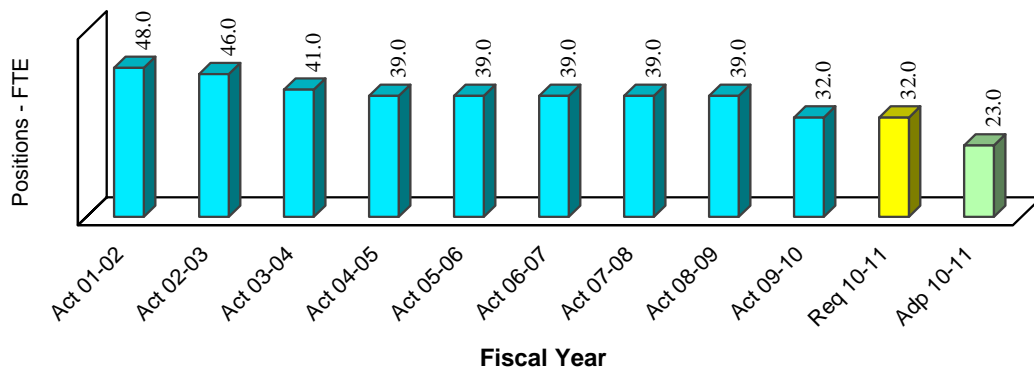
**SSCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10  |  |
|--|-----------------------|---|------------------------|---|--------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |              |  |
|  |                       | Fund Title  |                        | FLEET SERVICES HEAVY EQUIP                        |              |  |
|  |                       | Service Activity  |                        | Fleet Svc-Heavy Equipment                         |              |  |
|  |                       | Budget Unit   |                        | 7007600   |              |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |              |  |
| 1  | 2                     | 3   | 4                      | 5   |              |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |              |  |
| Charges for Services                                     | \$ 23,298,904         | \$ 20,790,859   | \$ 20,900,928          | \$ 20,900,928                                     |              |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 23,298,904</b>  | <b>\$ 20,790,859</b>                                      | <b>\$ 20,900,928</b>   | <b>\$ 20,900,928</b>                              |              |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |              |  |
| Salaries and Employee Benefits                           | \$ 9,400,225          | \$ 9,355,626  | \$ 9,255,619           | \$ 9,255,619                                      |              |  |
| Services and Supplies                                    | 11,905,069            | 9,569,284   | 11,226,602             | 11,226,602  |              |  |
| Other Charges  | 234,111               | 189,068   | 261,951                | 261,951   |              |  |
| Depreciation   | 2,776,765             | 3,070,206   | 3,290,000              | 3,290,000   |              |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 24,316,170</b>  | <b>\$ 22,184,184</b>                                      | <b>\$ 24,034,172</b>   | <b>\$ 24,034,172</b>                              |              |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ (1,017,266)</b> | <b>\$ (1,393,325)</b>                                     | <b>\$ (3,133,244)</b>  | <b>\$ (3,133,244)</b>                             |              |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |              |  |
| Other Financing  | \$ 97,009             | \$ -  | \$ -                   | \$ -  |              |  |
| Other Revenues   | 2,413,058             | 2,318,295   | 4,675,468              | 4,675,468   |              |  |
| Interest Income  | 14                    | -   | -                      | -   |              |  |
| Residual Eq Trn Out                                      | (3,425,000)           | -   | -                      | -   |              |  |
| Equipment  | (202,746)             | -   | -                      | -   |              |  |
| Gain or Loss on Sale of Capital Assets                   | -                     | (2,049)   | -                      | -   |              |  |
| Debt Retirement  | (708,008)             | (711,314)   | (712,000)              | (712,000)   |              |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (1,825,673)</b> | <b>\$ 1,604,932</b>                                       | <b>\$ 3,963,468</b>    | <b>\$ 3,963,468</b>                               |              |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (2,842,939)</b> | <b>\$ 211,607</b>   | <b>\$ 830,224</b>      | <b>\$ 830,224</b>                                 |              |  |
| Transfers-In/(Out)                                       | \$ 48,396             | \$ (56,775)   | \$ (830,224)           | \$ (830,224)                                      |              |  |
| <b>Change in Net Assets</b>                              | <b>\$ (2,794,543)</b> | <b>\$ 154,832</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |              |  |
| Net Assets - Beginning Balance                           | (2,366,338)           | (7,776,414)   | (7,614,194)            | (7,614,194)                                       |              |  |
| Equity and Other Account Adjustments                     | (2,615,533)           | 7,388   | -                      | -   |              |  |
| Net Assets - Ending Balance                              | \$ (7,776,414)        | \$ (7,614,194)  | \$ (7,614,194)         | \$ (7,614,194)                                    |              |  |
| <b>Positions</b>   | <b>106.0</b>          | <b>104.0</b>  | <b>91.0</b>            | <b>91.0</b>                                       |              |  |
| Revenues Tie To  |                       |   |                        |   | SCH 1, COL 4 |  |
| Expenses Tie To  |                       |   |                        |   | SCH 1, COL 6 |  |

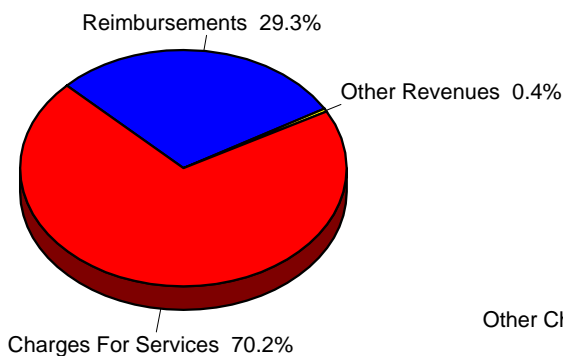
## Departmental Structure



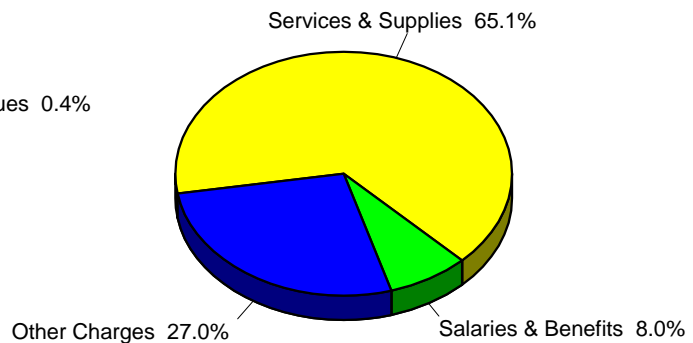
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 25,984,087     | 19,079,753     | 20,893,052          | 20,893,052                                  |
| Total Financing    | 24,141,006     | 20,645,333     | 20,893,052          | 20,893,052                                  |
| Net Cost           | 1,843,081      | (1,565,580)    | -                   | -   |
| Positions          | 39.0           | 32.0           | 23.0                | 23.0  |

**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.

**MISSION:**

To provide customers with quality and timely fleet services in the areas of preventative maintenance scheduling, service and repair of light equipment, fabrication services according to customer requirements, special projects related to equipment needs, and operation of the rental fleet.

**GOALS:**

- Evaluate and increase performance measurement techniques in order to improve customer service.
- Improve preventive maintenance standards to reduce the frequency of equipment failures.
- Expand the integration of low emission and hybrid vehicles into the county fleet.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Prioritized necessary safety maintenance and unscheduled repairs to ensure optimum usage of vehicles with minimal downtime.
- Moved toward 100 percent compliance of the Fleet with Enhanced Vapor Recovery regulations.
- Implement and emphasize internal cost-cutting measures to ensure efficiency
- Conducted maintenance activity study to evaluate potential light fleet maintenance facility consolidations.
- Absorbed approximately \$412,800 in cost increases including the cost of living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Reduced costs by \$1.870 million to assist in balancing the General Fund budget.
- Made mid-year reductions of \$125,000 and deleted 2.0 FTE (1.0 Auto Maintenance Supervisor and 1.0 Auto service Worker) positions to assist in balancing the General Fund Budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Increase utilization of Light vehicles through closer monitoring of low-use vehicles.
- Reassign returned vehicles as needed to reduce purchases of new vehicles.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$1.272 million (20.0 percent reduction) to assist in balancing the General Fund budget.

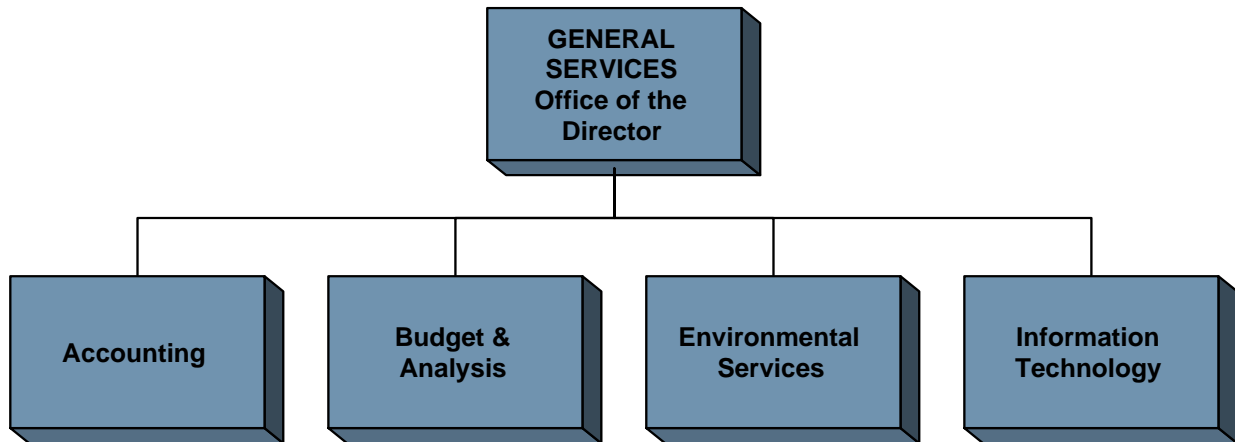
**STAFFING LEVEL CHANGES FOR 2010-11:**

The following 14 positions were deleted by the Board of Supervisors during the Budget Hearings: 9.0 Automotive Service Worker, 1.0 Automotive Maintenance Supervisor, 3.0 Motor Vehicle Operator, 1.0 Senior Automotive Service Worker.

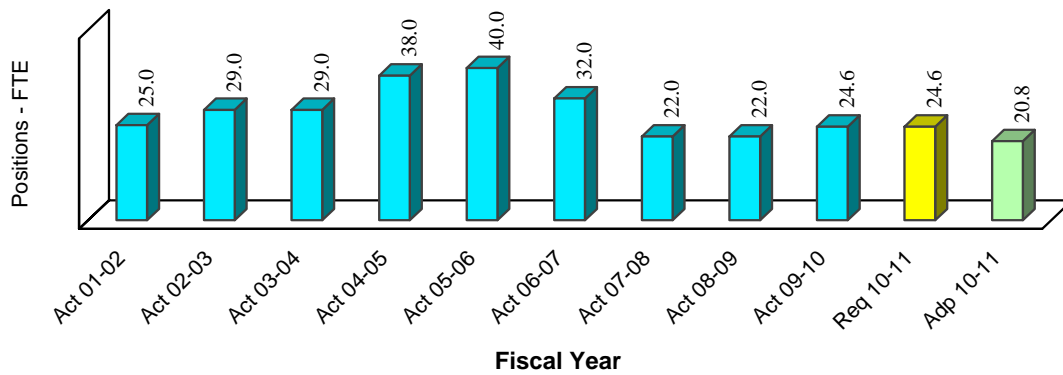
**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10 |  |
|--|-----------------------|---|------------------------|---|-------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |             |  |
|  |                       | Fund Title  |                        | FLEET SERVICES LIGHT EQUIP                        |             |  |
|  |                       | Service Activity  |                        | Fleet Svc-Light Equipment                         |             |  |
|  |                       | Budget Unit   |                        | 7007500   |             |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |             |  |
| 1  | 2                     | 3   | 4                      | 5   |             |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |             |  |
| Charges for Services                                     | \$ 23,091,415         | \$ 19,265,089   | \$ 20,763,052          | \$ 20,763,052                                     |             |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 23,091,415</b>  | <b>\$ 19,265,089</b>                                      | <b>\$ 20,763,052</b>   | <b>\$ 20,763,052</b>                              |             |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |             |  |
| Salaries and Employee Benefits                           | \$ 2,865,004          | \$ 2,735,325  | \$ 2,353,430           | \$ 2,353,430                                      |             |  |
| Services and Supplies                                    | 9,381,559             | 6,741,011   | 10,450,161             | 10,450,161  |             |  |
| Other Charges  | 119,458               | 100,901   | 105,012                | 105,012   |             |  |
| Depreciation   | 8,126,106             | 7,056,848   | 6,287,000              | 6,287,000   |             |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 20,492,127</b>  | <b>\$ 16,634,085</b>                                      | <b>\$ 19,195,603</b>   | <b>\$ 19,195,603</b>                              |             |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 2,599,288</b>   | <b>\$ 2,631,004</b>                                       | <b>\$ 1,567,449</b>    | <b>\$ 1,567,449</b>                               |             |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |             |  |
| Other Financing  | \$ 4,308              | \$ -  | \$ -                   | \$ -  |             |  |
| Other Revenues   | 262,528               | 204,089   | 30,000                 | 30,000  |             |  |
| Residual Eq Trn Out                                      | (3,062,000)           | -   | -                      | -   |             |  |
| Equipment  | (8,184)               | -   | -                      | -   |             |  |
| Gain or Loss on Sale of Capital Assets                   | 712,335               | 1,161,854   | 80,000                 | 80,000  |             |  |
| Debt Retirement  | (354,008)             | (355,657)   | (356,000)              | (356,000)   |             |  |
| Interest Expense   | (1,342,314)           | (1,403,344)   | (1,200,000)            | (1,200,000)                                       |             |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (3,787,335)</b> | <b>\$ (393,058)</b>                                       | <b>\$ (1,446,000)</b>  | <b>\$ (1,446,000)</b>                             |             |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (1,188,047)</b> | <b>\$ 2,237,946</b>                                       | <b>\$ 121,449</b>      | <b>\$ 121,449</b>                                 |             |  |
| Transfers-In/(Out)                                       | \$ (655,034)          | \$ (672,366)  | \$ (121,449)           | \$ (121,449)                                      |             |  |
| <b>Change in Net Assets</b>                              | <b>\$ (1,843,081)</b> | <b>\$ 1,565,580</b>                                       | <b>\$ -</b>            | <b>\$ -</b>                                       |             |  |
| Net Assets - Beginning Balance                           | 6,560,652             | 4,739,593   | 6,299,351              | 6,299,351   |             |  |
| Equity and Other Account Adjustments                     | 22,022                | (5,822)   | -                      | -   |             |  |
| Net Assets - Ending Balance                              | \$ 4,739,593          | \$ 6,299,351  | \$ 6,299,351           | \$ 6,299,351                                      |             |  |
| <b>Positions</b>   | <b>39.0</b>           | <b>32.0</b>   | <b>23.0</b>            | <b>23.0</b>                                       |             |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |             |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |             |  |

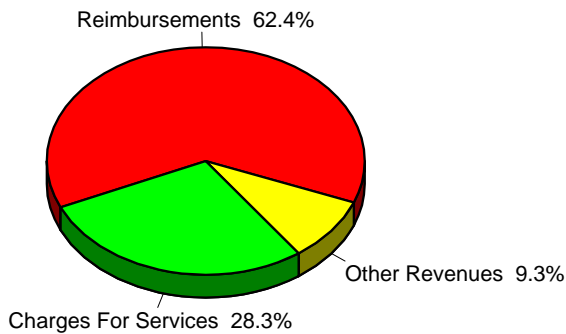
## Departmental Structure



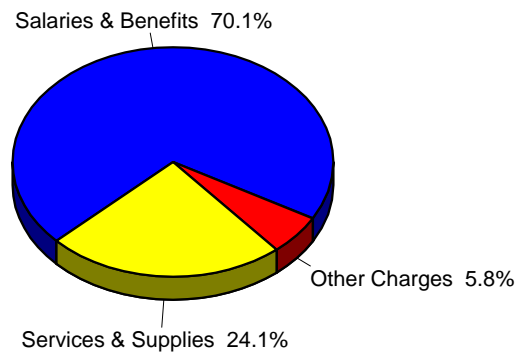
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 925,730        | 1,398,134      | 1,618,020           | 1,618,020                                   |
| Total Financing    | 915,813        | 1,461,538      | 1,618,020           | 1,618,020                                   |
| Net Cost           | 9,917          | (63,404)       | -                   | -   |
| Positions          | 22.0           | 24.6           | 20.8                | 20.8  |

**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. The division also manages the Support Services Division.
- Facility Planning and Management Division (FPM): Provides for the administration of facility planning for county owned and leased facilities. The division manages the Capital Construction Fund, which provides funding for construction and remodeling of county owned facilities. The division also includes the 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. Additionally, Computer Aided Facility Management and Master Planning (for county owned facilities), and Environmental Management Services are managed by the FPM division.

**MISSION:**

To support the fiscal, environmental, information technology needs of the department and facility planning needs of county agencies and departments in support of their missions.

**GOALS:**

- To provide effective and timely administrative support services to General Services and Real Estate Division staff in order for the divisions to achieve their goals.
- To provide leased and county owned facilities to county departments in order to maximize county and department resources, in a timely manner, while complying with all regulatory requirements.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Transferred the Facility Planning and Management Division from the Department of Facility Planning, Architecture and Real Estate to General Services effective July 1, 2009.
- Completed the countywide Space Utilization study to investigate cost effectiveness of consolidating county staff to achieve facility cost savings, and initiated a calendar of moves over a three-year period, consistent with contractual lease termination periods.
- Reduced costs by \$607,233 to assist in balancing the General Fund budget.



**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Made additional mid-year reductions of \$98,000 from the Administration and Computer Aided Facility Management budgets to assist in balancing the General Fund budget.
- Deleted one Information Technology Analyst positions as part of the mid-year reductions.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Discontinue Information Technology services to the Architectural Services Division effective July 1, 2010.
- Continue to provide administrative support services to the Real Estate Division, which transferred to the County Clerk/Recorder Department in Fiscal Year 2009-10.
- Absorb cost of living adjustments, annual salary step increases, and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$399,925 (20.0 percent reduction) to assist in balancing the General Fund budget.

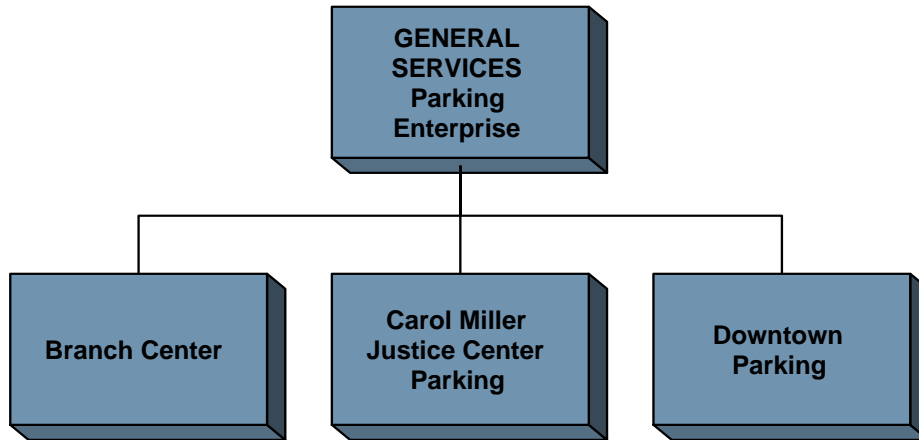
**STAFFING LEVEL CHANGES FOR 2010-11:**

The following five positions were deleted or unfunded by the Board of Supervisors during the Budget Hearings: 1.0 Environmental Specialist 3, 2.0 Information Technology Analyst Level 2, 1.0 Information Technology Manager, 1.0 Senior Office Assistant.

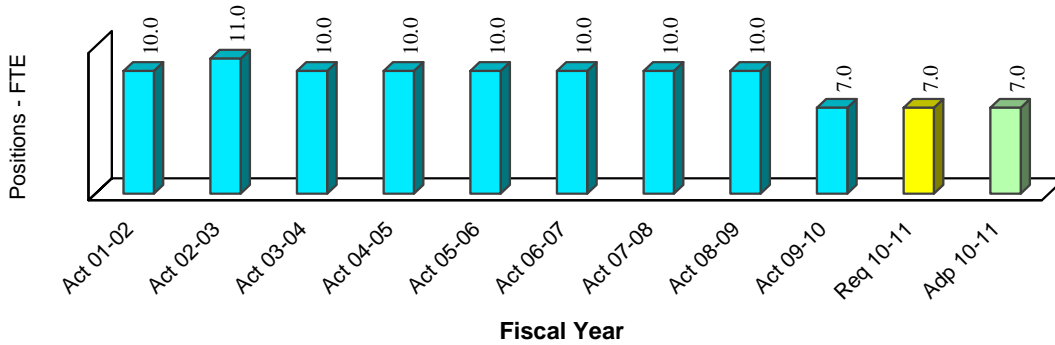
SCHEDULE:

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |  | Schedule 10           |  |
|--|-----------------------|---|------------------------|--|-----------------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |  |                       |  |
|  |                       | Fund Title<br>Service Activity<br>Budget Unit             |                        | GENERAL SERVICES-OPERATIONS<br>Office of the Director<br>7110000 |                       |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors                |                       |  |
| 1  | 2                     | 3   | 4                      | 5  |                       |  |
| <b>Operating Revenues</b>                                |                       |   |                        |  |                       |  |
| Charges for Services                                     | \$ 715,525            | \$ 1,461,336  | \$ 1,218,020           | \$ 1,218,020   | \$ 1,218,020          |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 715,525</b>     | <b>\$ 1,461,336</b>                                       | <b>\$ 1,218,020</b>    | <b>\$ 1,218,020</b>  | <b>\$ 1,218,020</b>   |  |
| <b>Operating Expenses</b>                                |                       |   |                        |  |                       |  |
| Salaries and Employee Benefits                           | \$ 2,327,683          | \$ 2,950,616  | \$ 3,016,302           | \$ 3,016,302   | \$ 3,016,302          |  |
| Services and Supplies                                    | 712,887               | 670,796   | 752,011                | 752,011  | 752,011               |  |
| Other Charges  | 13,395                | 92,770  | 249,016                | 249,016  | 249,016               |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 3,053,965</b>   | <b>\$ 3,714,182</b>                                       | <b>\$ 4,017,329</b>    | <b>\$ 4,017,329</b>  | <b>\$ 4,017,329</b>   |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ (2,338,440)</b> | <b>\$ (2,252,846)</b>                                     | <b>\$ (2,799,309)</b>  | <b>\$ (2,799,309)</b>  | <b>\$ (2,799,309)</b> |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |  |                       |  |
| Other Financing  | \$ 199,677            | \$ -  | \$ -                   | \$ -   | \$ -                  |  |
| Other Revenues   | 611                   | 202   | 400,000                | 400,000  | 400,000               |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ 200,288</b>     | <b>\$ 202</b>   | <b>\$ 400,000</b>      | <b>\$ 400,000</b>  | <b>\$ 400,000</b>     |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (2,138,152)</b> | <b>\$ (2,252,644)</b>                                     | <b>\$ (2,399,309)</b>  | <b>\$ (2,399,309)</b>  | <b>\$ (2,399,309)</b> |  |
| Transfers-In/(Out)                                       | \$ 2,128,235          | \$ 2,316,048  | \$ 2,399,309           | \$ 2,399,309   | \$ 2,399,309          |  |
| <b>Change in Net Assets</b>                              | <b>\$ (9,917)</b>     | <b>\$ 63,404</b>  | <b>\$ -</b>            | <b>\$ -</b>  | <b>\$ -</b>           |  |
| Net Assets - Beginning Balance                           | (102,847)             | (111,603)   | 7,586                  | 7,586  | 7,586                 |  |
| Equity and Other Account Adjustments                     | 1,161                 | 55,785  | -                      | -  | -                     |  |
| Net Assets - Ending Balance                              | \$ (111,603)          | \$ 7,586  | \$ 7,586               | \$ 7,586   | \$ 7,586              |  |
| <b>Positions</b>   | <b>22.0</b>           | <b>24.6</b>   | <b>20.8</b>            | <b>20.8</b>  | <b>20.8</b>           |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4   |                       |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6   |                       |  |

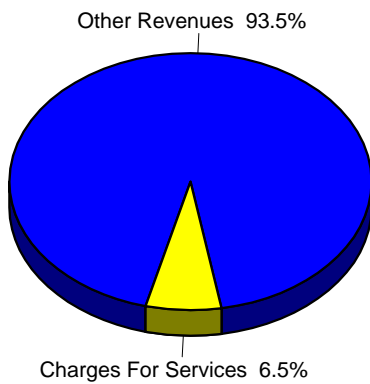
## Departmental Structure



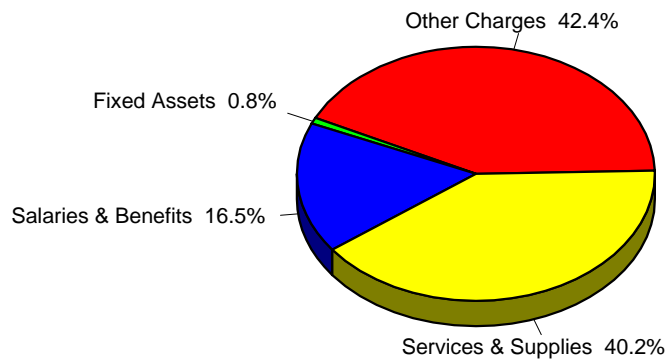
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 10,030,510            | 3,072,511             | 3,053,973                  | 3,053,973  |
| Total Financing       | 3,094,852             | 3,064,924             | 3,053,973                  | 3,053,973  |
| Net Cost              | 6,935,658             | 7,587                 | -                          | -  |
| Positions             | 10.0                  | 7.0                   | 7.0                        | 7.0  |

**PROGRAM DESCRIPTION:**

**General Services - Parking Enterprise:**

- Provides parking services to the public, county employees and a variety of governmental agencies located in the Downtown and Branch Center complexes and the Carol Miller Justice Center, 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.

**MISSION:**

To provide basic parking services while maintaining reasonable fees for services.

**GOALS:**

- Develop short and long range plans for provision of adequate parking spaces in the downtown and outlying areas.
- Keep parking areas clean and safe for our patrons.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Entered into a contract with an outside vendor to provide parking services at the former Bank of America parking lot.
- Began operating the Downtown motor pool vehicle dispatching duties.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue agreement with outside vendor to provide parking services at the old Bank of America parking lot.
- Coordinate plans with Regional Transit on the placement of new light rail tracks around public and employee parking facilities, trying to keep disruptions of daily parking operation to a minimum.

**SCHEDULE:**

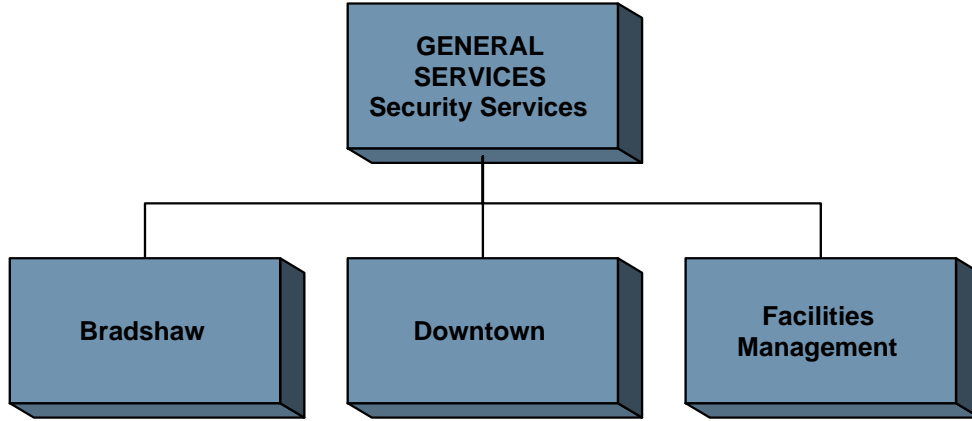
| State Controller Schedules<br>County Budget Act<br>January 2010 |                       | County of Sacramento<br>Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   | Schedule 11  |
|---|-----------------------|---|------------------------|---|--|
|   |                       | Fund Title<br>Service Activity<br>Budget Unit                                     |                        |   | <b>PARKING ENTERPRISE<br/>Parking Operations<br/>7990000</b> |
| Operating Detail  | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |  |
| 1   | 2                     | 3   | 4                      | 5   |  |
| <b>Operating Revenues</b>                                       |                       |   |                        |   |  |
| Use of Money/Prop   | \$ 199,500            | \$ 93,175   | \$ 115,000             | \$ 115,000  |  |
| Charges for Service   | 2,360,092             | 2,536,560   | 2,624,138              | 2,624,138   |  |
| <b>Total Operating Revenues</b>                                 | <b>\$ 2,559,592</b>   | <b>\$ 2,629,735</b>   | <b>\$ 2,739,138</b>    | <b>\$ 2,739,138</b>                               |  |
| <b>Operating Expenses</b>                                       |                       |   |                        |   |  |
| Salaries and Employee Benefits                                  | \$ 610,707            | \$ 470,407  | \$ 504,867             | \$ 504,867  |  |
| Services and Supplies   | 1,446,146             | 1,299,502   | 1,228,945              | 1,228,945   |  |
| Other Charges   | 76,181                | 108,946   | 118,890                | 118,890   |  |
| Depreciation  | 315,792               | 324,408   | 333,600                | 333,600   |  |
| <b>Total Operating Expenses</b>                                 | <b>\$ 2,448,826</b>   | <b>\$ 2,203,263</b>   | <b>\$ 2,186,302</b>    | <b>\$ 2,186,302</b>                               |  |
| <b>Operating Income (Loss)</b>                                  | <b>\$ 110,766</b>     | <b>\$ 426,472</b>   | <b>\$ 552,836</b>      | <b>\$ 552,836</b>                                 |  |
| <b>Non-Operating Revenues (Expenses)</b>                        |                       |   |                        |   |  |
| Other Financing   | \$ 7,988              | \$ -  | \$ -                   | \$ -  |  |
| Other Revenues  | 421,749               | 432,453   | 304,835                | 304,835   |  |
| Interest Income   | 105,523               | 2,736   | 10,000                 | 10,000  |  |
| Residual Eq Trn Out   | (6,831,189)           | -   | -                      | -   |  |
| Equipment   | 31,221                | -   | -                      | -   |  |
| Improvements  | (66,039)              | (3,668)   | (24,000)               | (24,000)  |  |
| Debt Retirement   | (585,000)             | (841,417)   | (843,671)              | (843,671)   |  |
| Interest Expense  | (140,127)             | (24,163)  | -                      | -   |  |
| <b>Total Non-Operating Revenues (Expenses)</b>                  | <b>\$ (7,055,874)</b> | <b>\$ (434,059)</b>   | <b>\$ (552,836)</b>    | <b>\$ (552,836)</b>                               |  |
| <b>Income Before Capital Contributions and Transfers</b>        | <b>\$ (6,945,108)</b> | <b>\$ (7,587)</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |  |
| Transfers-In/(Out)  | \$ 9,450              | \$ -  | \$ -                   | \$ -  |  |
| <b>Change in Net Assets</b>                                     | <b>\$ (6,935,658)</b> | <b>\$ (7,587)</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       |  |
| Net Assets - Beginning Balance                                  | \$ 7,689,948          | \$ 883,081  | \$ 1,538,645           | \$ 1,538,645                                      |  |
| Equity and Other Account Adjustments                            | 128,791               | 663,151   | -                      | -   |  |
| Net Assets - Ending Balance                                     | \$ 883,081            | \$ 1,538,645  | \$ 1,538,645           | \$ 1,538,645                                      |  |
| <b>Positions</b>  | <b>10.0</b>           | <b>7.0</b>  | <b>7.0</b>             | <b>7.0</b>  |  |
| Revenues Tie To   |                       |   |                        | SCH 1, COL 4                                      |  |
| Expenses Tie To   |                       |   |                        | SCH 1, COL 6                                      |  |

**2010-11 PROGRAM INFORMATION**

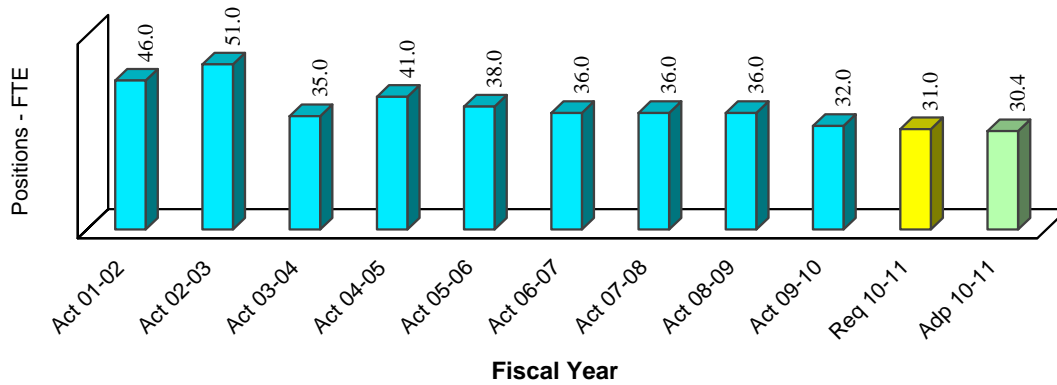
**BU: 7990000 General Services-Parking Enterprise**

|                               | Appropriations   | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>                 |  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title:</i> | <b>002 <u>Parking Operations</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 3,053,973  | 0              | 0                | 0              | 0           | 0       | 0    | 3,053,973      | 0         | 0        | 7.0       | 0        |
| <i>Program Type:</i>          | Self-Supporting  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i>   | 5 -- General Government  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i>   | EG -- Promote a healthy and growing regional economy and county revenue base through business growth and workforce employability   |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i>   | Provides for debt service requirement for the Parking Garage. Provide parking services for the Courts, the County and the public at county facilities throughout the county. |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>                 |  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 3,053,973  | 0              | 0                | 0              | 0           | 0       | 0    | 3,053,973      | 0         | 0        | 7.0       | 0        |

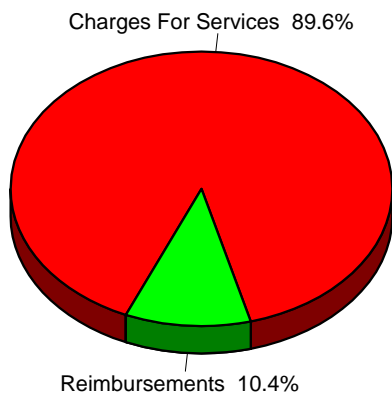
## Departmental Structure



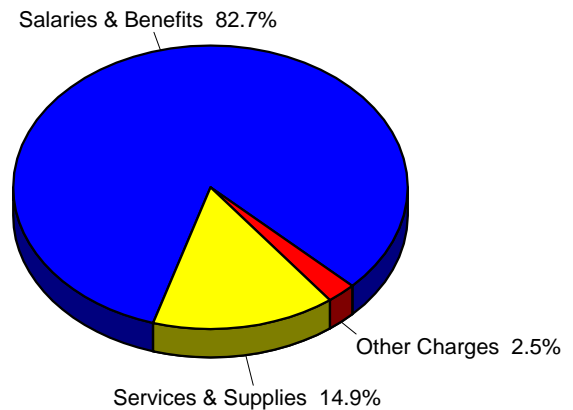
## Staffing Trend



## Financing Sources



## Financing Uses



| <b>Summary</b>        |                       |                       |                            |  |
|-----------------------|-----------------------|-----------------------|----------------------------|--|
| <b>Classification</b> | <b>2008-09 Actual</b> | <b>2009-10 Actual</b> | <b>2010-11 Recommended</b> | <b>2010-11 Adopted by the Board of Supervisors</b> |
| 1                     | 2                     | 3                     | 4                          | 5  |
| Total Requirements    | 3,101,849             | 2,597,136             | 2,833,610                  | 2,833,610  |
| Total Financing       | 3,113,586             | 2,779,216             | 2,833,610                  | 2,833,610  |
| <b>Net Cost</b>       | <b>(11,737)</b>       | <b>(182,080)</b>      | <b>-</b>                   | <b>-</b>   |
| <b>Positions</b>      | <b>36.0</b>           | <b>32.0</b>           | <b>30.4</b>                | <b>30.4</b>  |

**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.

**MISSION:**

To promote a safe and secure environment for valued customers and employees while incorporating the most cost-effective methods available.

**GOALS:**

- Expand the electronic Guard Tour System that tracks where security staff patrols by another ten percent of existing facility patrol.
- Continue to provide all Building Security Attendants with in-house training through the Professional Security Training Network.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Reduced security services for Branch Center, Downtown District and McCuen One facilities and relocated staff to the following new locations: Department of Human Assistance, 4433 Florin Road and Department of Health and Human Services, 4875 Broadway.
- Provided patrol and security to vacant buildings created by the Department of Transportation Hazel Avenue Widening Project.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Reduce security services for Branch Center, Downtown District and Parking facilities and relocate staff to the following new locations: Waste Management and Recycling Division, North Area Transfer Station, South Area Transfer Station, and the Department of Human Assistance, 3960 Research Drive facility.
- Reduce costs by \$333,217 (20.0 percent reduction) to assist in balancing the General Fund budget.

**STAFFING LEVEL CHANGES FOR 2010-11:**

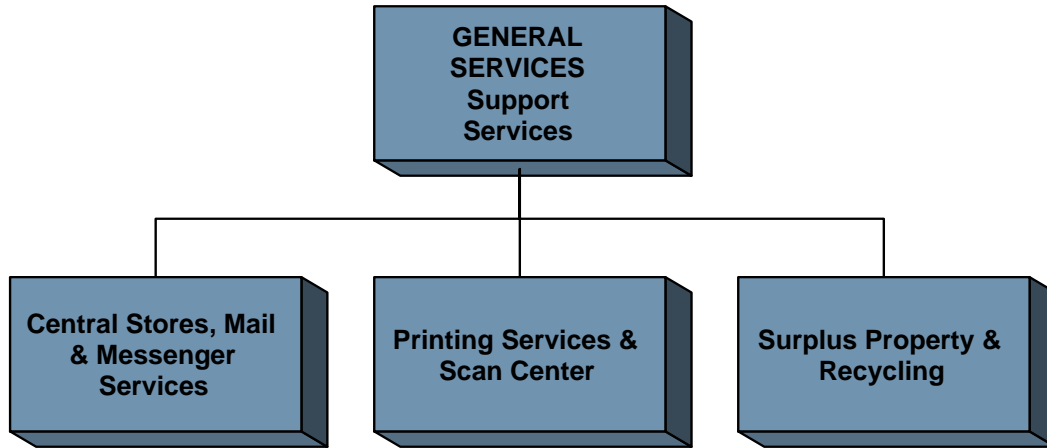
The following 1.6 positions were deleted by the Board of Supervisors during the Budget Hearings: two (0.2 FTE) Account Clerk II, 0.2 FTE Accounting Technician, and 1.0 Building Security Attendant.



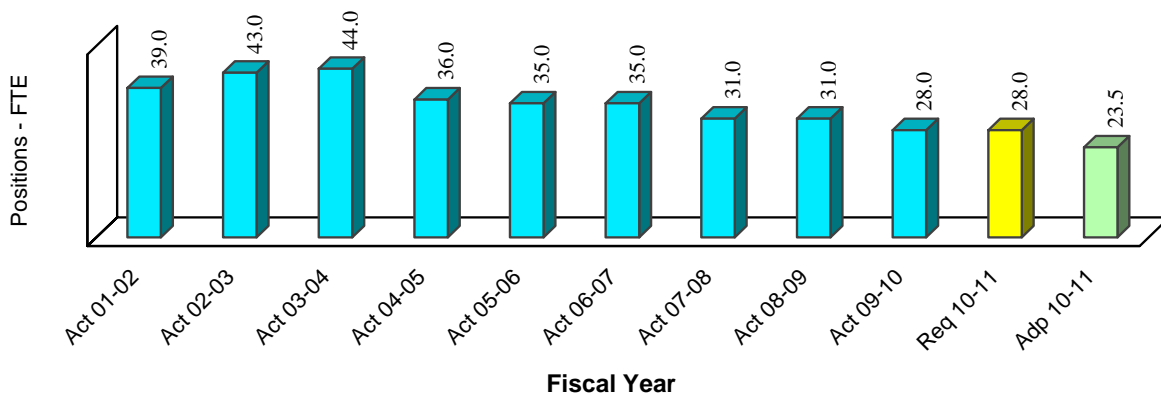
**SCHEDULE:**

| State Controller Schedules                               |                     | County of Sacramento                                      |                        |   | Schedule 10         |  |
|--|---------------------|---|------------------------|---|---------------------|--|
| County Budget Act<br>January 2010                        |                     | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                     |  |
|  |                     | Fund Title  |                        | <b>BUILDING MAINT AND OPERATIONS-GS</b>           |                     |  |
|  |                     | Service Activity  |                        | <b>Security Services</b>                          |                     |  |
|  |                     | Budget Unit   |                        | <b>7450000</b>                                    |                     |  |
| Operating Detail   | 2008-09<br>Actual   | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                     |  |
| 1  | 2                   | 3   | 4                      | 5   |                     |  |
| <b>Operating Revenues</b>                                |                     |   |                        |   |                     |  |
| Charges for Services                                     | \$ 3,108,311        | \$ 2,779,216  | \$ 2,833,610           | \$ 2,833,610                                      | \$ 2,833,610        |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 3,108,311</b> | <b>\$ 2,779,216</b>                                       | <b>\$ 2,833,610</b>    | <b>\$ 2,833,610</b>                               | <b>\$ 2,833,610</b> |  |
| <b>Operating Expenses</b>                                |                     |   |                        |   |                     |  |
| Salaries and Employee Benefits                           | \$ 2,668,077        | \$ 2,471,126  | \$ 2,614,013           | \$ 2,614,013                                      | \$ 2,614,013        |  |
| Services and Supplies                                    | 243,916             | 166,801   | 221,857                | 221,857   | 221,857             |  |
| Other Charges  | 72,576              | 67,175  | 78,105                 | 78,105  | 78,105              |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 2,984,569</b> | <b>\$ 2,705,102</b>                                       | <b>\$ 2,913,975</b>    | <b>\$ 2,913,975</b>                               | <b>\$ 2,913,975</b> |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 123,742</b>   | <b>\$ 74,114</b>  | <b>\$ (80,365)</b>     | <b>\$ (80,365)</b>                                | <b>\$ (80,365)</b>  |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                     |   |                        |   |                     |  |
| Other Financing  | \$ 4,563            | \$ -  | \$ -                   | \$ -  | \$ -                |  |
| Other Revenues   | 712                 | -   | -                      | -   | -                   |  |
| Residual Eq Trn Out                                      | (254,000)           | -   | -                      | -   | -                   |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (248,725)</b> | <b>\$ -</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>         |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (124,983)</b> | <b>\$ 74,114</b>  | <b>\$ (80,365)</b>     | <b>\$ (80,365)</b>                                | <b>\$ (80,365)</b>  |  |
| Transfers-In/(Out)                                       | \$ 136,720          | \$ 107,966  | \$ 80,365              | \$ 80,365   | \$ 80,365           |  |
| <b>Change in Net Assets</b>                              | <b>\$ 11,737</b>    | <b>\$ 182,080</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>         |  |
| Net Assets - Beginning Balance                           | 1,145,157           | 1,131,522   | 1,283,809              | 1,283,809   | 1,283,809           |  |
| Equity and Other Account Adjustments                     | (25,372)            | (29,793)  | -                      | -   | -                   |  |
| Net Assets - Ending Balance                              | \$ 1,131,522        | \$ 1,283,809  | \$ 1,283,809           | \$ 1,283,809                                      | \$ 1,283,809        |  |
| <b>Positions</b>   | <b>36.0</b>         | <b>32.0</b>   | <b>30.4</b>            | <b>30.4</b>                                       | <b>30.4</b>         |  |
| Revenues Tie To  |                     |   |                        | SCH 1, COL 4                                      |                     |  |
| Expenses Tie To  |                     |   |                        | SCH 1, COL 6                                      |                     |  |

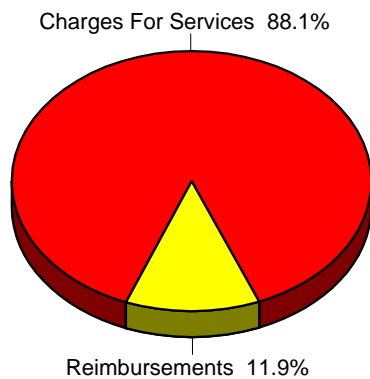
## Departmental Structure



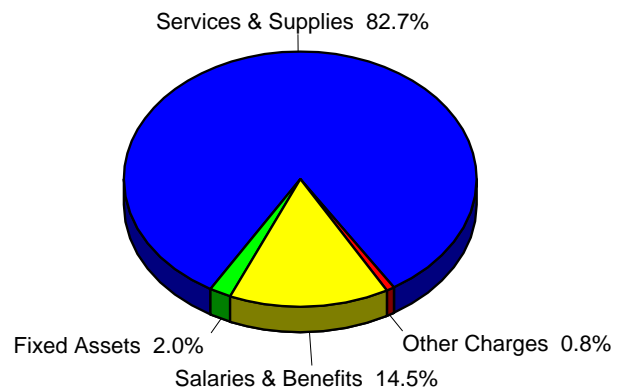
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 11,318,631     | 7,870,513      | 10,795,509          | 10,795,509                                  |
| Total Financing    | 10,718,513     | 8,411,917      | 10,795,509          | 10,795,509                                  |
| Net Cost           | 600,118        | (541,404)      | -                   | -   |
| Positions          | 31.0           | 28.0           | 23.5                | 23.5  |

**PROGRAM DESCRIPTION:**

**General Services - Support Services Division:**

- Provides centralized high speed, black/white and full color printing services for eligible agencies and departments.
- Provides centralized U.S. mail, inter-office messenger, central stores, central records management, and warehousing to county agencies and departments.
- Provides centralized document scanning to county agencies and departments.

**MISSION:**

To provide valued, countywide support of centralized stores, mail, records, printing, scanning, and warehousing services while satisfying customer expectations and maintaining excellent customer service.

**GOALS:**

- Continue to educate customers and increase awareness of online print request benefits.
- Continue to expand County awareness of the Scan Center and seek new scan business.
- Increase customer awareness of the U.S. Postal Service regulations to minimize mail postage costs.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Completed imaging backlog of all of Department of Human Assistance (DHA) continuing CalWIN case files.
- Transferred responsibility of County Surplus and Recycling Program to the Contracts and Purchasing Division.
- Absorbed approximately \$94,400 in cost increases including the cost of living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduced costs by \$441,892 to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue to work on imaging DHA Intake case files until project is completed.
- Improve internal efficiencies and maximize available resources by streamlining operational processes to correspond to reduced staff.

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Temporarily partner with the County Department of Child Support Services to complete a mail postage project to ensure the mailing of thousands of mandated notices and requests for information from the State Department of Child Support Services.
- Absorb cost of living adjustments, annual salary step increases, and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$706,731 (20.0 percent reduction) to assist in balancing the General Fund budget.

**STAFFING LEVEL CHANGES FOR 2010-11:**

The following 4.5 positions were deleted by the Board of Supervisors during the Budget Hearings: 1.0 Administrative Services Officer II, 1.0 Senior Printing Services Operator-Confidential, 1.0 Limited Term Printing Services Technician, 1.0 Storekeeper I and 0.5 Stock Clerk

**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10           |  |
|--|-----------------------|---|------------------------|---|-----------------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                       |  |
|  |                       | Fund Title  |                        | SUPPORT SERVICES-GS                               |                       |  |
|  |                       | Service Activity  |                        | Support Services                                  |                       |  |
|  |                       | Budget Unit   |                        | 7700000   |                       |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                       |  |
| 1  | 2                     | 3   | 4                      | 5   |                       |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |                       |  |
| Charges for Services                                     | \$ 10,663,138         | \$ 8,323,157  | \$ 10,795,509          | \$ 10,795,509                                     | \$ 10,795,509         |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 10,663,138</b>  | <b>\$ 8,323,157</b>                                       | <b>\$ 10,795,509</b>   | <b>\$ 10,795,509</b>                              | <b>\$ 10,795,509</b>  |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |                       |  |
| Salaries and Employee Benefits                           | \$ 1,978,712          | \$ 1,858,428  | \$ 1,770,845           | \$ 1,770,845                                      | \$ 1,770,845          |  |
| Services and Supplies                                    | 2,109,659             | 957,050   | 1,024,364              | 1,024,364   | 1,024,364             |  |
| Other Charges  | 62,496                | 57,956  | 66,891                 | 66,891  | 66,891                |  |
| Depreciation   | 126,834               | 73,305  | 26,500                 | 26,500  | 26,500                |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 4,277,701</b>   | <b>\$ 2,946,739</b>                                       | <b>\$ 2,888,600</b>    | <b>\$ 2,888,600</b>                               | <b>\$ 2,888,600</b>   |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 6,385,437</b>   | <b>\$ 5,376,418</b>                                       | <b>\$ 7,906,909</b>    | <b>\$ 7,906,909</b>                               | <b>\$ 7,906,909</b>   |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |                       |  |
| Other Financing  | \$ 9,357              | \$ -  | \$ -                   | \$ -  | \$ -                  |  |
| Other Revenues   | 46,018                | 88,760  | -                      | -   | -                     |  |
| Cost of Goods Sold                                       | (5,362,961)           | (4,676,598)   | (7,424,424)            | (7,424,424)                                       | (7,424,424)           |  |
| Residual Eq Trn Out                                      | (1,481,167)           | -   | -                      | -   | -                     |  |
| Equipment  | (45,555)              | -   | (250,000)              | (250,000)   | (250,000)             |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (6,834,308)</b> | <b>\$ (4,587,838)</b>                                     | <b>\$ (7,674,424)</b>  | <b>\$ (7,674,424)</b>                             | <b>\$ (7,674,424)</b> |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (448,871)</b>   | <b>\$ 788,580</b>   | <b>\$ 232,485</b>      | <b>\$ 232,485</b>                                 | <b>\$ 232,485</b>     |  |
| Transfers-In/(Out)                                       | \$ (151,247)          | \$ (247,176)  | \$ (232,485)           | \$ (232,485)                                      | \$ (232,485)          |  |
| <b>Change in Net Assets</b>                              | <b>\$ (600,118)</b>   | <b>\$ 541,404</b>   | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>           |  |
| Net Assets - Beginning Balance                           | 1,075,807             | 754,023   | 1,275,146              | 1,275,146   | 1,275,146             |  |
| Equity and Other Account Adjustments                     | 278,334               | (20,281)  | -                      | -   | -                     |  |
| Net Assets - Ending Balance                              | \$ 754,023            | \$ 1,275,146  | \$ 1,275,146           | \$ 1,275,146                                      | \$ 1,275,146          |  |
| <b>Positions</b>   | <b>31.0</b>           | <b>28.0</b>   | <b>23.5</b>            | <b>23.5</b>                                       | <b>23.5</b>           |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |                       |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |                       |  |

| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 20,454,541     | 20,887,605     | 17,486,184          | 17,486,184                                  |
| Total Financing    | 20,875,050     | 10,882,543     | 17,486,184          | 17,486,184                                  |
| Net Cost           | (420,509)      | 10,005,062     | -                   | -   |

**PROGRAM DESCRIPTION:**

Sacramento County has been self-insured for Liability Insurance since 1973. The costs of the program are allocated to all county departments and organizations according to the number of employees and claims experience. The Liability program is administered by the Department of Personnel Services and is self-insured; however, the County also purchases excess Liability 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.

**MISSION:**

The mission of the Liability/Property Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims.

**GOALS:**

- Continue to expand the Liability/Property Insurance program’s involvement with departments through risk and insurance workshops and quarterly/annual claims reviews.
- Provide professional, timely, and thorough contract reviews for all departments.
- Administer claims in a fair, timely, and effective manner.
- Increase subrogation and insurance recoveries.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Monitored the insurance marketplace for new products that can better protect the County and its customers.
- Increased subrogation and insurance recovery efforts.
- Postponed the development of an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Postponed the development of a more detailed and functional Liability Office website.
- Continued to review and update the County Transportation policy.
- Continued our participation on the David Corp’s Steering Committee in order to provide end-user input on their new version of the Liability Database.
- Assisted the Sanitation District’s Sacramento Area Sewer District to transfer Backup Into Structures (BIS) claims to a new vendor.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Updated claims procedures manual.
- Continuing with Airports to monitor claims and respond to contract issues with the Owner Controlled Insurance Program (OCIP) for the Airport's Terminal Modernization Project.
- Developed and finalized indemnification and insurance requirement updates to the County's Standard Construction Specifications Manual.
- Set up Mandatory Medicare Set-Aside Reporting procedures.
- Completed initial development of Project Horizon early claims resolution process with Sheriff's Department.
- Completed first phase of Claims Trends project and presented to the Board of Supervisors on May 18, 2010.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Continue to monitor the insurance marketplace for new products that can better protect the County and its customers.
- Continue to increase subrogation and insurance recovery efforts.
- Develop an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Develop a more detailed and functional Liability Office website.
- Finalize and implement updates to the County Transportation Policy.
- Continue to work with Airports on monitoring the OCIP claims activity for the Airport's Terminal Modernization Project.
- Develop and implement indemnification and insurance requirement updates to the County's Contracts Manual.
- Implement indemnification and insurance requirement updates to the County's Purchase Order form.
- Continue the Trends Development Program with a presentation on Other Personal Injury (OPI) to the Board of Supervisors.
- Conduct indemnification and insurance training workshops for County contracts' staff.
- Continue participation in the 12-month pilot stage of Project Horizon with Sheriff's Department and Inspector General.

**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10           |  |
|--|-----------------------|---|------------------------|---|-----------------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                       |  |
|  |                       | Fund Title  |                        | LIABILITY PROPERTY INSURANCE                      |                       |  |
|  |                       | Service Activity  |                        | Liability/Property Insurance                      |                       |  |
|  |                       | Budget Unit   |                        | 3910000   |                       |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                       |  |
| 1  | 2                     | 3   | 4                      | 5   |                       |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |                       |  |
| Intergovernmental Revenues                               | \$ 346,774            | \$ -  | \$ -                   | \$ -  | \$ -                  |  |
| Charges for Services                                     | 18,496,371            | 9,115,813   | 15,461,484             | 15,461,484  | 15,461,484            |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 18,843,145</b>  | <b>\$ 9,115,813</b>                                       | <b>\$ 15,461,484</b>   | <b>\$ 15,461,484</b>                              | <b>\$ 15,461,484</b>  |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |                       |  |
| Services and Supplies                                    | \$ 20,319,269         | \$ 20,742,186   | \$ 17,427,433          | \$ 17,427,433                                     | \$ 17,427,433         |  |
| Other Charges  | 135,272               | 145,419   | 56,430                 | 56,430  | 56,430                |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 20,454,541</b>  | <b>\$ 20,887,605</b>                                      | <b>\$ 17,483,863</b>   | <b>\$ 17,483,863</b>                              | <b>\$ 17,483,863</b>  |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ (1,611,396)</b> | <b>\$ (11,771,792)</b>                                    | <b>\$ (2,022,379)</b>  | <b>\$ (2,022,379)</b>                             | <b>\$ (2,022,379)</b> |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |                       |  |
| Other Financing  | \$ 1,142              | \$ -  | \$ -                   | \$ -  | \$ -                  |  |
| Other Revenues   | 1,611,805             | 1,593,525   | 2,024,700              | 2,024,700   | 2,024,700             |  |
| Residual Eq Trn Out                                      | 418,958               | 173,205   | -                      | -   | -                     |  |
| Debt Retirement  | -                     | -   | (2,321)                | (2,321)   | (2,321)               |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ 2,031,905</b>   | <b>\$ 1,766,730</b>                                       | <b>\$ 2,022,379</b>    | <b>\$ 2,022,379</b>                               | <b>\$ 2,022,379</b>   |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ 420,509</b>     | <b>\$ (10,005,062)</b>                                    | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>           |  |
| <b>Change in Net Assets</b>                              | <b>\$ 420,509</b>     | <b>\$ (10,005,062)</b>                                    | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>           |  |
| Net Assets - Beginning Balance                           | (4,879,947)           | (4,459,438)   | (14,464,500)           | (14,464,500)                                      | (14,464,500)          |  |
| Net Assets - Ending Balance                              | \$ (4,459,438)        | \$ (14,464,500)   | \$ (14,464,500)        | \$ (14,464,500)                                   | \$ (14,464,500)       |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |                       |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |                       |  |



**2010-11 PROGRAM INFORMATION**

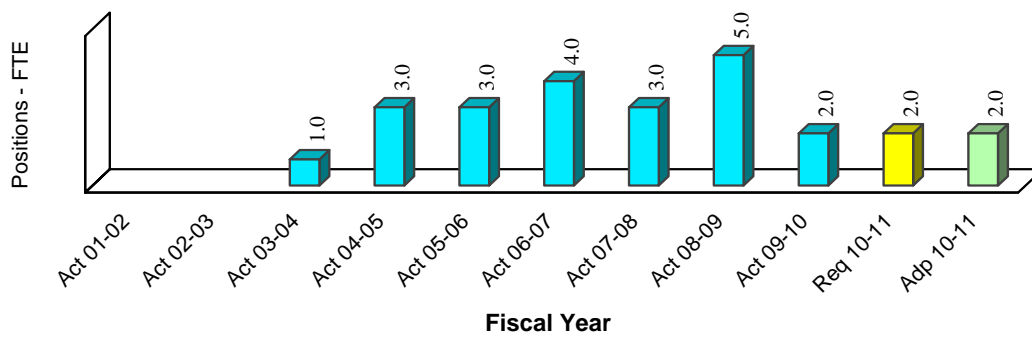
**BU: 3910000 Liability/ Property Insurance**

|                               | Appropriations  | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|---|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>                 |   |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title:</i> | <i>001 Liability &amp; Property Insurance</i>                         |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 17,486,184  | 0              | 0                | 0              | 0           | 0       | 0    | 17,486,184     | 0         | 0        | 0.0       | 0        |
| <i>Program Type:</i>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i>   | Sacramento County is self-insured for all Liability Insurance claims. |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>                 | 17,486,184  | 0              | 0                | 0              | 0           | 0       | 0    | 17,486,184     | 0         | 0        | 0.0       | 0        |

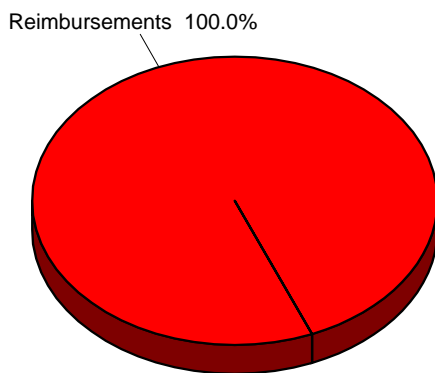
## Departmental Structure



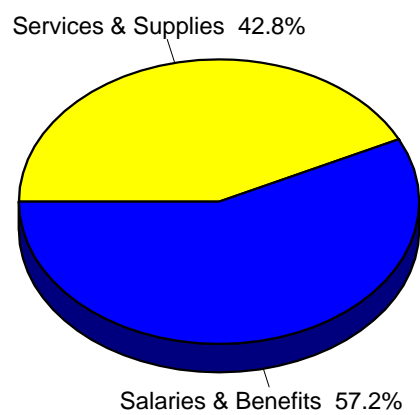
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 271,528        | 292,674        | -                   | -   |
| Total Financing    | 15,815         | 10,982         | -                   | -   |
| Net Cost           | 255,713        | 281,692        | -                   | -   |
| Positions          | 5.0            | 2.0            | 2.0                 | 2.0   |

**PROGRAM DESCRIPTION:**

The Office of Compliance was created in order to address increasing mandates of state and federal legislation, as well as the need for project management of assigned reviews and audits across agencies and departments. Federal legislation now mandates the designation of a Compliance Officer, a role that is assigned to the County Clerk-Recorder. The Office ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that govern privacy and security of personal medical information, and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.

**MISSION:**

To protect and uphold the interests of Sacramento County and its citizens related to state and federal mandated requirements. These include, but are not limited to: Code of Federal Regulations (CFR) 45, the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Medicaid Managed Care Program Integrity (MMCPPI) CFR 42, §438.608; and CFR 16, §682, the Federal Fair and Accurate Credit Transaction Act (FACTA). The Office will provide any required coordination or project management for assigned audits, reviews or investigations across the County’s agencies and departments.

**GOALS:**

- Serve as a central point of contact related to all HIPAA mandates, compliance efforts, and training within Sacramento County government.
- Provide oversight of county department and division efforts to meet federally mandated HIPAA, FACTA, and applicable sections of the MMCPPI requirements within specified timelines.
- Assure documentation of due diligence and reasonable compliance efforts in meeting federal mandates.
- Provide countywide training and compliance support to county departments and divisions where required by state or federal law.
- Receive, document, and investigate complaints regarding protected health information privacy and security incidents.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Worked with County Contract Managers to identify and track both countywide and department contracts required to include Health Insurance Portability and Accountability Act (HIPAA) Business Associate language. All existing Business Associate contracts were replaced due to significant changes imposed by the American Recovery and Reinvestment Act of February 2009 and the HIPAA Notification Rule issued in August 2009.
- Countywide outreach continued to educate the workforce on the importance of safeguarding sensitive data. Assistance with compliance matters was provided to departments where security issues involved sharing of protected client information.
- Fulfilling its oversight requirements, the Office continued to conduct audits of HIPAA covered component sites, focusing on: a) programs at risk for information breaches; b) program relocations; and c) facilities where modifications might impact information security.
- As mandated by the HIPAA Security Rule, the Office established a process of assessing the major systems applications containing protected health information used by covered programs. Two systems were audited: the Debt Management and Collection System (DMACS) used by the Department of Revenue Recovery; and the RX3000 Prescription Fulfillment application used by the Primary Health Division Pharmacy, Department of Health and Human Services.
- As mandated by revisions to HIPAA, the Office, in coordination with the Office of Communication and Information Technology (OCIT), developed an Incident Response Policy and Procedure, which was then adopted by the HIPAA covered departments.
- Revised and updated the County HIPAA Security Policies and Procedures.
- Initiated a three year retraining schedule for the HIPAA covered workforce and completed retraining for approximately one-third at the end of Fiscal Year 2009-10.

**SIGNIFICANT CHANGES DURING 2010-11:**

- Revise and update the County HIPAA Privacy Policies and Procedures to reflect changes mandated by Congress during the period 2009-11.
- Investigate low-cost options for on-line training.
- Focus on delivering covered programs updated information on emerging federal standards for Electronic Health Records (EHRs) and Health Information Exchanges (HIEs).
- Respond to any new federal mandates involving Business Associate contracts.
- Assess new electronic medical information systems being adopted in the Mental Health Division, the Alcohol and Drug Division and the Primary Health Division.
- Maintain its retraining schedule for the HIPAA covered workforce.
- Effective Fiscal Year 2010-11 the Inspector General's budget has been moved out of the County Clerk/Recorder-Compliance and a separate budget unit established.

**STAFFING LEVEL CHANGES FOR 2010-11:**

The following one position was deleted by the Board of Supervisors during the Budget Hearings: 1.0 Administrative Services Officer II

**PERFORMANCE MEASURES:**

| <b>STRATEGIC PRIORITY: Health and Safety</b>   |   |  |                       |                       |                       |                       |
|--|---|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC OBJECTIVES</b>  | <b>OUTCOMES</b>   | <b>PERFORMANCE MEASURES</b>  | <b>Actual 2008/09</b> | <b>Target 2009/10</b> | <b>Actual 2009/10</b> | <b>Target 2010/11</b> |
| Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services. | 1. HIPAA covered component workforce has training available to them on the mandated federal regulations within ninety days, in order to achieve a high degree of public satisfaction with health information protections implemented by the County of Sacramento. | Percentage of training slots available to staff relative to staff that requires training according to federal regulations.   | 100%                  | 100%                  | 100%                  | 100%                  |
| Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services. | 2. Ensure audits for compliance with HIPAA safeguards are conducted to achieve a high degree of public satisfaction with health information protections mandated by federal law.  | Percentage of sites that receive an audit of administrative, technical, and physical safeguards, based upon an assessment of risk:<br>Low risk sites – 33%<br>Medium risk sites – 50%<br>High risk sites – 100%. | 95%                   | 100%                  | 85%                   | 100%                  |

**SCHEDULE:**

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

Budget Unit      **5740000 - Office of Compliance**  
Function          **PUBLIC PROTECTION**  
Activity          **Other Protection**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by<br>the Board of<br>Supervisors |
|--|-------------------|-------------------|------------------------|--|
| 1  | 2                 | 3                 | 4                      | 5  |
| Prior Yr Carryover                                   | \$ 14,824         | \$ 10,982         | -                      | -  |
| Residual Equity Transfer In                          | 991               | -                 | -                      | -  |
| <b>Total Revenue</b>                                 | <b>\$ 15,815</b>  | <b>\$ 10,982</b>  | <b>-</b>               | <b>-</b>   |
| Salaries & Benefits                                  | \$ 180,410        | \$ 250,077        | 211,616                | 211,616  |
| Services & Supplies                                  | 400,843           | 270,277           | 135,090                | 135,090  |
| Expenditure Transfer & Reimbursement                 | (309,725)         | (227,680)         | (346,706)              | (346,706)  |
| <b>Total Expenditures/Appropriations</b>             | <b>\$ 271,528</b> | <b>\$ 292,674</b> | <b>-</b>               | <b>-</b>   |
| <b>Net Cost</b>                                      | <b>\$ 255,713</b> | <b>\$ 281,692</b> | <b>-</b>               | <b>-</b>   |
| Positions  | 5.0               | 2.0               | 2.0                    | 2.0  |

2010-11 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

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

**FUNDED**

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

|         |         |   |   |   |   |   |   |   |   |     |   |
|---------|---------|---|---|---|---|---|---|---|---|-----|---|
| 370,275 | 370,275 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2.0 | 0 |
|---------|---------|---|---|---|---|---|---|---|---|-----|---|

Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

**Program Description:** 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.

|               |         |         |   |   |   |   |   |   |   |     |   |
|---------------|---------|---------|---|---|---|---|---|---|---|-----|---|
| <b>FUNDED</b> | 370,275 | 370,275 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2.0 | 0 |
|---------------|---------|---------|---|---|---|---|---|---|---|-----|---|

| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | -              | -              | 285,018             | 285,018                                     |
| Total Financing    | -              | -              | -                   | -   |
| Net Cost           | -              | -              | 285,018             | 285,018                                     |

**PROGRAM DESCRIPTION:**

The Sacramento County Inspector General reports directly to the Board of Supervisors in consultation with the Office of the Sheriff. Established in September of 2007, the Office of Inspector General (OIG) has oversight of the Sheriff’s Department internal disciplinary process, and broad discretionary powers to evaluate and recommend ways to improve the overall quality of law enforcement services. Open-door consultation with members of the community as well as employees of the Sheriff’s Department is welcomed. The Office of Inspector General is comprised of the Inspector General and contract staff person.

**MISSION:**

The Office of Inspector General (OIG) is to promote a culture of integrity, accountability and transparency throughout the Sheriff’s Department in order to safeguard and preserve the public trust.

**GOALS:**

- Continue publication of an annual report to the Sheriff, County Executive, Sacramento County Board of Supervisors, and the residents of Sacramento County, as one means by which to gauge the effectiveness of service rendered by the Sacramento Sheriff’s Department (SSD).
- Conduct audits of investigative practices and other audits or inquiries as necessary to achieve its primary mission. In monitoring Sheriff’s Department operations, the OIG evaluates levels of compliance with internal policies, as well as competency to industry standards. Systemic concerns are addressed in relationship to their potential impact on stewardship, transparency, and operational effectiveness. Isolated conduct as well as widespread patterns or practices are evaluated based on whether and to what extent they promote or hinder:
  - Accountability;
  - Constitutional protections;
  - Receipt, investigation, and judicious resolution of citizen complaints;
  - Risk reduction systems and strategies;
  - Promotion of best practices in view of industry standards and internal assessments;
  - Adherence to technical assistance letters, judicial decrees, or executive directives;
  - Management and supervisory practices which support professional standards;
  - Overall effectiveness.



**GOALS (CONT.):**

- Modify the Sheriff Department's strategic planning process to incorporate a fluid yet well-defined approach to setting priorities, benchmarking service strategies and overcoming obstacles.
- Build priority-based budgeting, public education, grant funding and other fiscal enhancements around the resulting model.
- Focus on accountability for managing the strategic planning process as a shared expectation of top management and designing this into the process.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

The Office of Inspector General (OIG) engaged in a wide variety of activities, including:

- Interacted with community groups, special interest representatives, and members of the public to resolve conflict, screen complaints and answer inquiries;
- Reviewed all complaints and investigations alleging excessive use of force;
- Assessed critical events;
- Prioritized community-based service benchmarks in concert with the Sheriff's Outreach Community Advisory Board;
- Completed an independent jail staffing study;
- Conducted an internal fact-finding at the behest of Sheriff McGinness;
- Facilitated a collaborative venture known as Project Horizon to mitigate and equitably resolve claims against the county arising from on-duty conduct by Sacramento Sheriff's Department (SSD) personnel.
- Made a number of recommendations to strengthen and improve delivery of law enforcement services in its 2009 Annual Report, which were evaluated by SSD and include:
  - Conduct and Discipline
    - Establish a meaningful system of accountability to remedy overdue misconduct complaint resolution;
    - In conjunction with an earlier study completed by the Department on race and vehicle stops, assess the impact of on-board cameras in patrol vehicles in concert with the Sheriff's Outreach Community Advisory Board;
  - Correctional Services
    - Effect timely notice and billing to state officials for post-conviction inmates awaiting removal from the County jail system to state prison in order to net fees under Penal Code Section 4016.5 and to encourage prompt removal of these individuals from county facilities;
    - Implement staffing recommendations for the Rio Cosumnes Correctional Center (RCCC) and Main Jail set forth in the SSD Management Analysis and Planning Jail Operations Study and examine jail staffing alternatives to mitigate costs and maximize resources;

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Correctional Services (Cont.)
  - Implement a joint-powers interagency Parole Partnership Program (federal, state and local agencies) to address the public safety implications from early release of state prisoners, to encompass parolee orientation, oversight of high-risk offenders, information exchange, community education, and apprehension of re-offenders or parolees at large;
  - Evaluate the real-time costs of SSD contracting to house state and federal prisoners (litigation, injuries to inmates and staff, workers compensation claims, disability retirements, inmate grievances and incidents, and medical/mental health level of care costs) against the revenue gained from these agreements, and manage the number of contracted beds, with a benchmark of remaining beds within the rated capacity for SSD jail facilities;
- Field Services and Investigations
  - Implement a Field Services pilot program to identify patterns of conduct that expose the SSD and individuals to liability in order to engage preemptive strategies (Project Horizon);
- Effective Fiscal Year 2009-10 a separate budget unit was established for the Inspector General.

**SIGNIFICANT CHANGES FOR 2010-11:**

Monitoring strategies in mitigation to offset a measurable reduction in public safety resources from the economic downturn will be a primary focus during the year. This will entail a fundamental change in thinking around service priorities and alternatives.

- This process will occur through the Sheriff Department's Strategic Planning venue restructured to facilitate an on-going assessment of efficient, cost-effective delivery of essential services.

**SCHEDULE:**

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

Budget Unit      **5780000 - Office of Inspector General**  
 Function            **PUBLIC PROTECTION**  
 Activity              **Other Protection**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual | 2009-10<br>Actual | 2010-11<br>Recommended | 2010-11<br>Adopted by<br>the Board of<br>Supervisors |
|--|-------------------|-------------------|------------------------|--|
| 1  | 2                 | 3                 | 4                      | 5  |
| Salaries & Benefits                                  | \$ -              | \$ -              | 2,000                  | \$ 2,000   |
| Services & Supplies                                  | -                 | -                 | 283,018                | 283,018  |
| <b>Total Expenditures/Appropriations</b>             | <b>\$ -</b>       | <b>\$ -</b>       | <b>285,018</b>         | <b>\$ 285,018</b>                                    |
| <b>Net Cost</b>                                      | <b>\$ -</b>       | <b>\$ -</b>       | <b>285,018</b>         | <b>\$ 285,018</b>                                    |

**2010-11 PROGRAM INFORMATION**

**BU: 5780000 Office of Inspector General**

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

**FUNDED**

*Program No. and Title:* **001 Office of Inspector General**

|         |   |   |   |   |   |   |   |   |         |     |   |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 285,018 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 285,018 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

*Program Type:* Discretionary

*Countywide Priority:* 2 -- Discretionary Law-Enforcement

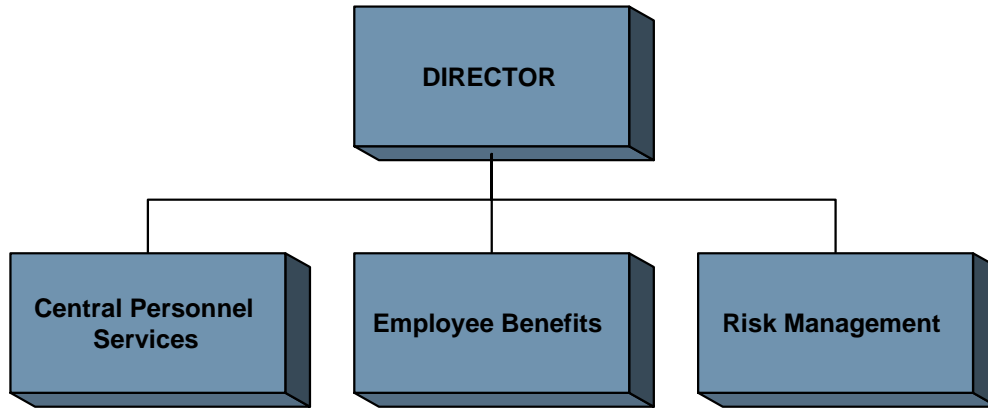
*Strategic Objective:* IS -- Internal Support

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

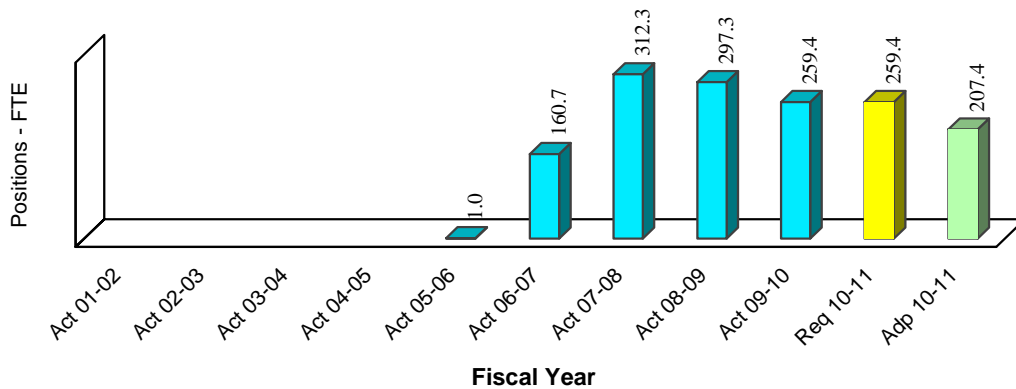
|               |         |   |   |   |   |   |   |   |         |     |   |
|---------------|---------|---|---|---|---|---|---|---|---------|-----|---|
| <b>FUNDED</b> | 285,018 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 285,018 | 0.0 | 0 |
|---------------|---------|---|---|---|---|---|---|---|---------|-----|---|

## Departmental Structure

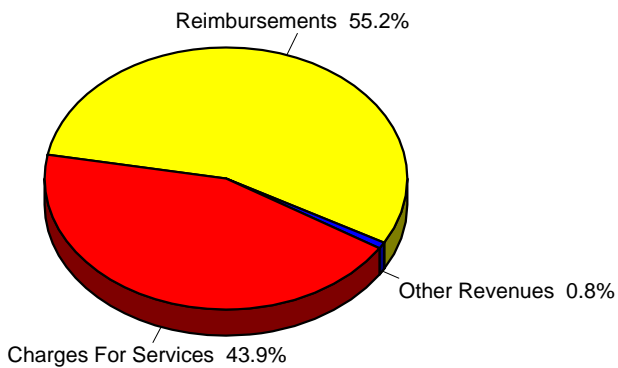
DAVID DEVINE, Director



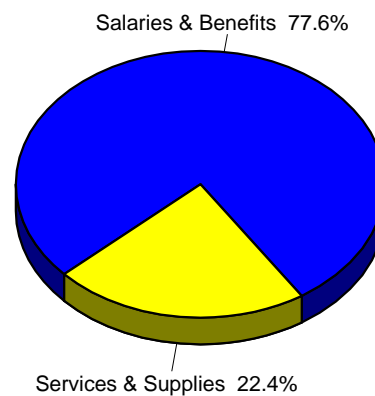
## Staffing Trend



## Financing Sources



## Financing Uses



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 14,741,779     | 13,627,454     | 12,713,830          | 12,713,830                                  |
| Total Financing    | 14,672,698     | 13,576,223     | 12,713,830          | 12,713,830                                  |
| Net Cost           | 69,081         | 51,231         | -                   | -   |
| Positions          | 297.3          | 259.4          | 207.4               | 207.4                                       |

**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).
- 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.

**PROGRAM DESCRIPTION (CONT.):**

- Administering the County's Unemployment Insurance program, Liability/Property Insurance program, Workers' Compensation Insurance program, Safety and Accident Prevention and Industrial Hygiene programs.

**MISSION:**

The Department of Personnel Services provides quality personnel services to county departments and the community in a fair, timely and equitable manner, and provides risk management services and employee benefits programs that protect the County's financial and human resources.

**GOALS:**

- Maintain an open, welcoming environment for current and prospective county employees.
- Integrate automated recruitment, application and hiring procedures to streamline the hiring process.
- Improve outreach to under-represented groups.
- Improve career development opportunities for county employees.
- Provide accurate and timely central personnel services.
- Administer employee benefits and risk management programs in response to countywide workforce changes.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- Combined Department of Personnel Services' (DPS) Service Teams to increase efficiencies that allow human resources staff the ability to provide required services with less staff.
- Developed a roll-out plan for the countywide implementation of Self-Service (MySacCounty), a website with services and information for county employees, which included identification of required resources/processes, and estimated timelines for department-by-department implementation.
- Added over 1,200 employees in ten departments onto MySacCounty.
- Provided over 15 demonstrations on the MySacCounty product to potential department users.
- Developed and conducted end-user training on MySacCounty for each department placed on the product.
- Administered/implemented 100 of Fiscal Year 2009-10 negotiated contract changes for 31 separate representation units (including unrepresented). The changes included basic pay, cost of living adjustments (COLA), equity adjustments, new special pay types and new/changed wage differentials, implementation of work furlough program, changes to retirement rates, paid time off, and other cost savings measures.
- Conducted acceptance testing and developed end user training materials for the annual Comprehensive Online Management Personnel and Accounting System (COMPASS) Human Resources Service Package/Legal Change Packages.
- Performed necessary COMPASS changes to create two new, management level representation units. Administered five separate budget reduction mitigation agreements between Labor Relations and Represented Employee Organizations (REO) (including deferral of hours, delay/deferral of COLA and furlough programs).

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Implemented lay off process due to budget reductions, which included developing process timelines, producing seniority lists, updating employee information on the COMPASS system and providing tracking data.
- Provided assistance to departments in meeting budget reduction goals through personnel actions such as layoffs and position reductions.
- Maintained functional teams to develop Best Practices in order to provide the best possible human resources advice and assistance to our serviced departments.
- Reviewed, submitted, tested and implemented 100 COMPASS System Service Requests as the Human Resource Business Owner.
- Provided staff resources to the Labor Relations team to negotiate budget mitigations.
- Decreased the amount of employees on long-term leave of absence by 48 percent.
- Provided monthly in person workforce learning programs on AB1825 to leads, supervisors and managers and Mutual Respect in the Workforce for county staff.
- Developed and created a section on the Leadership and Organizational Development web site called "Choices - Reinvent, Reengineer, and Renew" including quotes, pictures of Mental Health Nurses, and other web sites and articles on managing change and stress.
- Developed an additional class for supervisors that provides an overview of the available leave types and governing regulations and policies.
- Created and presented classes on a variety of topics for lead workers that will be included in our new Lead Program.
- Coordinated and set up Outplacement Centers for our displayed workers in various locations throughout the county.
- Researched and created information for our displayed employees that was placed on the County's Internet site.
- Assisted with the implementation of a performance evaluation system for the Child Protective Services' Division.
- Postponed exploration of conflict resolution programs as alternatives to formal complaint process.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Update and re-issue County Policy M1 & M2: Layoff Process.
- Develop and distribute a new County policy that matches recent legislation on treatment of employees conducting "whistleblower" activities.
- Provide support to Labor Relations in the upcoming contract negotiations by providing resources that will serve as lead negotiators and note takers.
- Refine the existing MySacCounty roll-out plan and place an additional five departments on the new service.
- Develop and distribute a new County policy on pre-employment drug testing.
- Update and re-issue the existing County Policy B3: Background Checks.
- Place at least ten percent of the County departments Personnel records on an all-electronic employee information system (FileNet).

**SIGNIFICANT CHANGES FOR 2010-11 (CONT.):**

- Administer/implement Fiscal Year 2010-11 negotiated contract changes for 31 separate representation units, unrepresented units and former employees. The changes include basic pay, COLA, equity adjustments, special pay types and new/changed wage differentials.
- Administer new budget reduction mitigation agreements between Labor Relations and REOs.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS Human Resource Service Package/Legal Change Package.
- Implement county lay off process of staff due to budget reductions. This includes developing process timelines, producing seniority lists, updating employee information on the COMPASS system and providing tracking data.
- Increase use of electronic file storage to minimize paperwork and storage costs.
- Offer seven new workforce learning classes in our Lead Program on a variety of topics to employees who are in a lead position.
- Develop a Performance Enhancement Program (PEP) workbook that includes employee and supervisor training materials and detailed process instructions.
- Explore the viability of developing e-learning for county employees in concert with the Office of Communication and Information Technology (OCIT).
- Research the various methodologies of e-learning to determine the availability and accessibility for use in our workforce learning programs.
- Create a "Supervisor Corner" on the County's internal web site including information on educating supervisors, providing all county policies and procedures, and tools and resources to enhance their existing knowledge on managing employees.
- Conduct quarterly Equal Employment Opportunity (EEO) investigator training meetings.
- Explore conflict resolution programs as alternatives to formal complaint process.
- Collaborate with Leadership and Organizational Development to present in-person AB1825 Harassment training to leads, supervisors, and managers.



**STAFFING LEVEL CHANGES FOR 2010-11:**

The following staffing changes were approved by the Board of Supervisors during Budget Hearings:

|  |               |
|--|---------------|
| Administrative Services Officer 1 .....      | (1.2)         |
| Administrative Services Officer 2 .....      | (1.0)         |
| Human Resources Manager 1 .....              | (2.0)         |
| Human Resources Manager 2 .....              | (1.0)         |
| Information Technology Manager .....         | (1.0)         |
| Liability/Property Insurance Analyst 2 ..... | (1.0)         |
| Office Assistant 2 (Confidential) .....      | (4.0)         |
| Office Specialist 2 (Confidential) .....     | (2.0)         |
| Personnel Analyst .....                      | (3.4)         |
| Personnel Specialist (105659) .....          | (2.0)         |
| Personnel Specialist 2 .....                 | (13.0)        |
| Personnel Technician .....                   | (8.2)         |
| Principal Human Resources Analyst .....      | (1.0)         |
| Safety Specialist .....                      | (2.0)         |
| Secretary (Confidential) .....               | (1.0)         |
| Senior Office Assistant (Confidential) ..... | (3.4)         |
| Senior Personnel Analyst .....               | (5.8)         |
| Senior Personnel Specialist .....            | (7.0)         |
| Training & Development Specialist 2 .....    | (1.0)         |
| Workers' Compensation Assistant .....        | (1.0)         |
| Workers' Compensation Examiner .....         | (1.0)         |
| Physician 3 .....                            | <u>0.3</u>    |
| <b>Net Reduction</b>                         | <b>(62.7)</b> |

**PERFORMANCE MEASURES:**

| Employment Office                     |   |   |                |                |                |                |
|---------------------------------------|---|---|----------------|----------------|----------------|----------------|
| STRATEGIC PRIORITY: Internal Services |   |   |                |                |                |                |
| STRATEGIC OBJECTIVES                  | OUTPUTS/ OUTCOMES   | PERFORMANCE MEASURES  | ACTUAL 2008/09 | TARGET 2009/10 | ACTUAL 2009/10 | TARGET 2010/11 |
|                                       | Vacant County positions may be filled with qualified employees in a timely manner.  | Percent of classes (with vacant positions) that have a current eligibility list   | 84.0%          | 90.0%          | 70.4%          | 70.0%          |
|                                       |   | Number of days required to generate eligibility lists from final filing date      | 5.9            | 5.0            | 14.7           | 15.0           |
|                                       |   | Number of exams administered  | 1,271          | 800            | 536*           | 500            |
|                                       | Develop, implement, and administer an effective and cost-efficient County classification plan with a maintenance component. | Number of months from initial class study request to BOS approval                 | 18.0           | 16.0           | 17.0           | 18.0           |
|                                       |   | Number of days to complete Salary Resolution Amendments (SRA) and position audits | 2.5            | 3.0            | 4.0            | 5.0            |
|                                       |   | Number of days to complete internal and external salary studies                   | 3.0            | 3.0            | 3.0            | 3.0            |
|                                       |   | Percent of class specifications updated/ maintained within last five years        | 25.8%          | 20.0%          | 33.4%          | 25%            |
|                                       |   | Percent of overall studies contracted out   | 6.5%           | 5.0%           | 2.5%           | 0.0%           |

\*Does not include 188 reemployment lists generated.

| <b>Leadership &amp; Organizational Development</b> |   |   |                       |                       |                       |                       |
|--|---|---|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY:</b> Internal Services       |   |   |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                        | <b>OUTPUTS/ OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>   | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment. | Number of separate class titles available   | 39                    | 30                    | 31                    | 30                    |
|  |   | Number of supervisors completing the County Supervision series  | 121                   | 52                    | 118                   | 55*                   |
|  |   | Percent of County Supervision classes rated as 4.5 or higher  | 80%                   | 85%                   | 92%                   | 95%                   |
|  |   | Number of employees attending training courses through the Leadership & Organizational Development Office | 10,554                | 3,700                 | 5,952                 | 3,500*                |
|  |   | Percent of Leadership & Organizational Development training courses rated as 4.5 or better                | 80%                   | 85%                   | 91%                   | 95%                   |
|  |   | Decrease the percent rate of "no shows" in Leadership & Organizational Development training courses       | 20%                   | 15%                   | 15%                   | 20%                   |

\*Target number is based only on offering one series of classes in Spring 2011.

| Department Services                   |  |  |                |                |                |                |
|---------------------------------------|--|--|----------------|----------------|----------------|----------------|
| STRATEGIC PRIORITY: Internal Services |  |  |                |                |                |                |
| STRATEGIC OBJECTIVES                  | OUTPUTS/ OUTCOMES  | PERFORMANCE MEASURES   | ACTUAL 2008/09 | TARGET 2009/10 | ACTUAL 2009/10 | TARGET 2010/11 |
|                                       | Expand the use and functionality of the Human Resources information system (COMPASS).          | Number of new COMPASS training courses developed and delivered to the user community   | 13             | 2              | 2              | 1              |
|                                       |  | Number of Departments demonstrating an interest in using ESS/MSS product.  | PB             | PB             | 11             | 15             |
|                                       | Administer the Unemployment Insurance program in a fair, equitable, and cost-effective manner. | Percentage of claims disputed by County receiving a favorable determination from EDD   | 92.0%          | 92.0%          | 91.0%          | 92.0%          |
|                                       | Administer negotiated labor union contract changes in a timely and accurate manner.            | Percentage of all completed contract COLA and equity changes reflected on employees' next paycheck after Board approval date or effective date specified in union contract | 98.4%          | 99.0%          | 98.0%          | 100.0%         |
|                                       | Administer Salary Resolution Amendment (SRA) changes in a timely and accurate manner.          | Reduction in number of days required to implement SRA changes into COMPASS from Board approval date  | 1.3 days       | 1.2 days       | 0.97 days      | 1.3 days       |
|                                       | Complete seniority lists for the layoff process in a timely and accurate manner.               | Percentage of all seniority lists completed in time for layoff letters to be issued in accordance with contract requirements.  | 90.0%          | 95.0%          | 99.0%          | 100.0%         |

PB = Pre-baseline

| Department Services (continued)       |  |  |                |                |                |                |
|---------------------------------------|--|--|----------------|----------------|----------------|----------------|
| STRATEGIC PRIORITY: Internal Services |  |  |                |                |                |                |
| STRATEGIC OBJECTIVES                  | OUTPUTS/ OUTCOMES  | PERFORMANCE MEASURES   | ACTUAL 2008/09 | TARGET 2009/10 | ACTUAL 2009/10 | TARGET 2010/11 |
|                                       | Administer programs intended to reduce long-term absenteeism   | Reduce percentage of long-term absences  | 80%            | 76%            | 54%            | 53%            |
|                                       | Reduce the number of voluntary terminations through the analysis of exit interview forms returned.         | Increase rate of return for exit interview forms issued to voluntary terminations. | PB             | PB             | PB             | 75%            |
|                                       | Reduce time required from date a request for discipline is received to the date the final order is served. | Request to notice of proposed discipline   | PB             | PB             | 49 days        | 45 days        |
|                                       |  | Notice to Skelly hearing   | PB             | PB             | 28 days        | 25 days        |
|                                       |  | Skelly hearing to final order  | PB             | PB             | 25 days        | 20 days        |

PB = Pre-baseline

| <b>Employee Benefits</b>                     |  |  |                       |                       |                       |                       |
|--|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY:</b> Internal Services |  |  |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>   | <b>PERFORMANCE MEASURES</b>                              | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Administer negotiated benefits programs that are valued by employees and retirees. | Number of employees enrolled in medical plans            | 10,614                | 10,600                | 9,085                 | 9,000                 |
|  |  | Number of retirees enrolled in medical plans             | 4,387                 | 4,200                 | 3,851                 | 3,800                 |
|  |  | Flexible Spending Account total enrollment               | 877                   | 800                   | 859                   | 850                   |
|  |  | Percentage of employees using online enrollment services | 15.2%                 | 33.0%                 | 30%                   | 80%*                  |

\*Percentage increase due primarily to reduction in availability of "in-person" enrollment services.

| <b>Deferred Compensation</b>                 |   |  |                       |                       |                       |                       |
|--|---|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY:</b> Internal Services |   |  |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>  | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Administer programs that help employees prepare financially for retirement. | Number of Deferred Compensation training classes presented                       | 72                    | 38                    | 39                    | 39                    |
|  |   | Number of Deferred Compensation one-on-one meetings conducted                    | PB                    | 34                    | 294                   | 300                   |
|  |   | Number of employees actively participating in the Deferred Compensation plan     | 7,450                 | 4,450                 | 6,839                 | 6,750                 |
|  |   | Percentage of employees actively participating in the Deferred Compensation plan | 52.0%                 | 35.9%                 | 55.2%                 | 58.9%                 |

PB = Pre-baseline

| <b>Disability Compliance</b>                 |   |   |                       |                       |                       |                       |
|--|---|---|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY: Internal Services</b> |   |   |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>   | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Ensure that all County employees with disabilities who are qualified receive a reasonable accommodation in a timely manner to enable them to continue to participate in the County's workforce. | Time required (in work days) from receipt of accommodation request to certify/deny disability and respond     | 4.2                   | 4.0                   | 1.5                   | 2.0                   |
|  |   | Time required (in work days) to recommend effective and appropriate accommodation                             | 24.7                  | 21.0                  | 23.6                  | 22.0                  |
|  |   | Average time (in work days) from initial request to recommendation of effective and appropriate accommodation | 26.1                  | 25.0                  | 25.0                  | 25.0                  |

| <b>Equal Employment Opportunity</b>          |  |   |                       |                       |                       |                       |
|--|--|---|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY: Internal Services</b> |  |   |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>   | <b>PERFORMANCE MEASURES</b>   | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Administer programs that ensure County employment practices and procedures are uniform and fair. | Time required (in work days) to make contact with complainant to confirm receipt of complaint   | 87.5%<br>≤1 day       | 85.0%<br>≤1 day       | 95.0%<br>≤1 day       | 95.0%<br>≤1 day       |
|  |  | Time required (in work days) to complete the initial screening of a complaint and notify department whether EEO will accept the complaint for investigation or refer it to the appropriate departmental services unit | 99.1%<br>≤5 days      | 95.0%<br>≤5 days      | 95.0%<br>≤5 days      | 95.0%<br>≤5 days      |
|  |  | Time required (in days) to complete the investigation complaints that have been determined to be EEO-related  | 53.8%<br>≤180 days    | 70.0%<br>≤180 days    | 50.0%<br>≤180 days    | 70.0%<br>≤180 days    |
|  |  | Time required to respond to requests for information from the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC) regarding charges filed with those agencies      | 50.0% by deadline     | 90.0% by deadline     | 84.0% by deadline     | 90.0% by deadline     |



| <b>Risk &amp; Loss Control / County Safety Office</b> |   |   |                       |                       |                       |                       |
|---|---|---|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY: Internal Services</b>          |   |   |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                           | <b>OUTPUTS/ OUTCOMES</b>  | <b>PERFORMANCE MEASURES</b>   | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|   | Ensure that the County's financial assets are well-managed.   | Percent of department contracts reviewed to assure transfer of risk   | 100.0%                | 100.0%                | 100.0%                | 100.0%                |
|   |   | Number of Board requests for additional funds to cover claims   | 0                     | 0                     | 2                     | 0                     |
|   | Administer programs that promote a healthy, safe, and productive work environment for County employees.   | Number of County owned and leased worksites and operations audited for Injury and Illness Prevention Program compliance | 18                    | 18                    | 6*                    | 8                     |
|   | Present department leadership with preventable employee injury /illness and liability loss statistics; present injury/illness and loss control prevention techniques that can result in cost savings. | Number of departments presented with specific injury/illness loss data and recommendations for improvement.             | 2                     | 4                     | 3                     | 5                     |

\*Department operation changes and employee moves have resulted in workgroup safety and health inspections based on the changes in operations and personnel rather than the routine proactive IIPP inspections. Routine IIPP inspections should resume after operations normalize.

| <b>Workers' Compensation</b>                 |  |  |                       |                       |                       |                       |
|--|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY:</b> Internal Services |  |  |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>   | <b>PERFORMANCE MEASURES</b>  | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Administer Workers' Compensation benefits in a timely and accurate manner. | Percent of benefits paid by deadlines                                | 99.5%                 | 100.0%                | 99.8%                 | 100%                  |
|  |  | Number of penalty payments for late benefits                         | 131                   | 0                     | 118                   | 0                     |
|  | Ensure that Workers' Compensation staff receive state-mandated training.   | Number of training hours   | 521                   | 350                   | 396                   | 300                   |
|  |  | Percent of staff successfully meeting mandated training requirements | 100.0%                | 100.0%                | 100%                  | 100%                  |

| <b>Employee Health</b>                       |  |   |                       |                       |                       |                       |
|--|--|---|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>STRATEGIC PRIORITY:</b> Internal Services |  |   |                       |                       |                       |                       |
| <b>STRATEGIC OBJECTIVES</b>                  | <b>OUTPUTS/ OUTCOMES</b>                                     | <b>PERFORMANCE MEASURES</b>   | <b>ACTUAL 2008/09</b> | <b>TARGET 2009/10</b> | <b>ACTUAL 2009/10</b> | <b>TARGET 2010/11</b> |
|  | Ensure the safety, health, and wellness of County employees. | Number of pre-employment physical examinations performed                            | 571                   | 200                   | 215                   | 250                   |
|  |  | Number of respiratory protection physical (RPP) examinations performed              | 204                   | 200                   | 278                   | 300                   |
|  |  | Number of RPP questionnaires reviewed and certified for fit testing                 | 766                   | 750                   | 821                   | 1,000                 |
|  |  | Number of commercial driver's medical certificate examinations performed            | 409                   | 400                   | 347                   | 400                   |
|  |  | Number of PPD tests performed   | 769                   | 700                   | 337                   | 400                   |
|  |  | Number of Hepatitis B and other vaccinations administered                           | 62                    | 50                    | 157                   | 150                   |
|  | Ensure timely Employee Health service delivery.              | Average number of work days between appointment request and appointment             | 2.0                   | 2.0                   | 2.0                   | 2.0                   |
|  |  | Average number of work days between examination and communication of results/status | 2.0                   | 2.0                   | 2.0                   | 2.0                   |

The Department of Personnel Services (DPS) is responsible for providing centralized human resources, payroll, employee benefits, and risk management services to the County. The program units of DPS are diverse and, in some cases, not closely related. To develop their Performance Measures, DPS programs defined the core outcomes they exist to achieve, and then identified tangible measures that clearly tie to their success at achieving those outcomes. Specifically, DPS programs concentrated on measuring processes over which they have active control, rather than processes over which they have little or no control. For example, the Employment Office uses as a Performance Measure the number of Civil Service employment examinations it develops and administers; it does not use as a Performance Measure the number of job applications it receives.

**SCHEDULE:**

|   |  |                   |
|---|--|-------------------|
| <b>State Controller Schedule</b><br>County Budget Act<br>January 2010 | <b>County of Sacramento</b><br>Detail of Financing Sources and Financing Uses<br>Governmental Funds<br>Fiscal Year 2010-11 | <b>Schedule 9</b> |
|---|--|-------------------|

Budget Unit      **6050000 - Personnel Services**  
Function          **GENERAL**  
Activity          **Personnel**

| Detail by Revenue Category<br>and Expenditure Object | 2008-09<br>Actual    | 2009-10<br>Actual    | 2010-11<br>Recommended | 2010-11<br>Adopted by<br>the Board of<br>Supervisors |
|--|----------------------|----------------------|------------------------|--|
| 1  | 2                    | 3                    | 4                      | 5  |
| Prior Yr Carryover                                   | \$ -                 | \$ (54,574)          | \$ (103,466)           | \$ (103,466)   |
| Intergovernmental Revenues                           | 20,095               | -                    | -                      | -  |
| Charges for Services                                 | 14,494,379           | 12,070,916           | 12,584,063             | 12,584,063   |
| Miscellaneous Revenues                               | 47,824               | 1,559,881            | 233,233                | 233,233  |
| Residual Equity Transfer In                          | 110,400              | -                    | -                      | -  |
| <b>Total Revenue</b>                                 | <b>\$ 14,672,698</b> | <b>\$ 13,576,223</b> | <b>\$ 12,713,830</b>   | <b>\$ 12,713,830</b>                                 |
| Salaries & Benefits                                  | \$ 28,424,632        | \$ 25,596,866        | \$ 22,131,482          | \$ 22,131,482  |
| Services & Supplies                                  | 4,666,328            | 3,954,778            | 4,545,779              | 4,545,779  |
| Expenditure Transfer & Reimbursement                 | (18,349,181)         | (15,924,190)         | (13,963,431)           | (13,963,431)   |
| <b>Total Expenditures/Appropriations</b>             | <b>\$ 14,741,779</b> | <b>\$ 13,627,454</b> | <b>\$ 12,713,830</b>   | <b>\$ 12,713,830</b>                                 |
| <b>Net Cost</b>                                      | <b>\$ 69,081</b>     | <b>\$ 51,231</b>     | <b>-</b>               | <b>-</b>   |
| <b>Positions</b>                                     | <b>297.3</b>         | <b>259.4</b>         | <b>207.4</b>           | <b>207.4</b>   |

**2010-11 PROGRAM INFORMATION**

**BU: 6050000 Personnel Services**

|                               | Appropriations  | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|---|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>                 |   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>001 DPS Administration</u></b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 1,089,403   | 999,350        | 0                | 0              | 0           | 0       | 0    | 193,519        | -103,466  | 0        | 6.0       | 0        |
| <b>Program Type:</b>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | 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.   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>002 Employment Office</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 4,045,942   | 2,855,643      | 0                | 0              | 0           | 0       | 0    | 1,190,299      | 0         | 0        | 30.0      | 0        |
| <b>Program Type:</b>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | 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. |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>003 Leadership &amp; Organizational Development</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 741,199   | 463,654        | 0                | 0              | 0           | 0       | 0    | 277,545        | 0         | 0        | 6.0       | 0        |
| <b>Program Type:</b>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | 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.   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> | <b><u>004 Personnel Actions</u></b>   |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 6,041,898   | 4,306,918      | 0                | 0              | 0           | 0       | 0    | 1,734,980      | 0         | 0        | 53.4      | 0        |
| <b>Program Type:</b>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>   | 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.  |                |                  |                |             |         |      |                |           |          |           |          |

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

**Program No. and Title:** 005 Unemployment Insurance Personnel

|         |   |   |   |   |   |   |   |         |   |   |     |   |
|---------|---|---|---|---|---|---|---|---------|---|---|-----|---|
| 135,247 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 135,247 | 0 | 0 | 1.2 | 0 |
|---------|---|---|---|---|---|---|---|---------|---|---|-----|---|

**Program Type:** Mandated

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

**Strategic Objective:** IS -- Internal Support

**Program Description:** Personnel portion of the Unemployment Insurance program.

**Program No. and Title:** 006 Department Services Division - Funded

|           |           |   |   |   |   |   |   |           |   |   |      |   |
|-----------|-----------|---|---|---|---|---|---|-----------|---|---|------|---|
| 6,833,058 | 4,387,075 | 0 | 0 | 0 | 0 | 0 | 0 | 2,445,983 | 0 | 0 | 47.0 | 0 |
|-----------|-----------|---|---|---|---|---|---|-----------|---|---|------|---|

**Program Type:** Mandated

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

**Strategic Objective:** IS -- Internal Support

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

**Program No. and Title:** 007 Employee Benefits Administration

|           |           |   |   |   |   |   |   |           |   |   |      |   |
|-----------|-----------|---|---|---|---|---|---|-----------|---|---|------|---|
| 2,863,725 | 1,469,906 | 0 | 0 | 0 | 0 | 0 | 0 | 1,393,819 | 0 | 0 | 10.0 | 0 |
|-----------|-----------|---|---|---|---|---|---|-----------|---|---|------|---|

**Program Type:** Mandated

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

**Strategic Objective:** IS -- Internal Support

**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 No. and Title:** 008 Liability/Property Insurance Personnel

|         |   |   |   |   |   |   |   |         |   |   |     |   |
|---------|---|---|---|---|---|---|---|---------|---|---|-----|---|
| 620,917 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 620,917 | 0 | 0 | 5.1 | 0 |
|---------|---|---|---|---|---|---|---|---------|---|---|-----|---|

**Program Type:** Mandated

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

**Strategic Objective:** IS -- Internal Support

**Program Description:** Personnel portion of the Liability/Property Insurance program.

# PERSONNEL SERVICES

6050000

|  | Appropriations  | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|--|---|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>Program No. and Title:</b> <u>009 Disability Compliance</u>           |   |                |                  |                |             |         |      |                |           |          |           |          |
|  | 439,415   | 0              | 0                | 0              | 0           | 0       | 0    | 439,415        | 0         | 0        | 3.0       | 0        |
| <b>Program Type:</b>   | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>  | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>  | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>  | 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 |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> <u>010 Equal Employment Opportunity</u>    |   |                |                  |                |             |         |      |                |           |          |           |          |
|  | 674,122   | 0              | 0                | 0              | 0           | 0       | 0    | 674,122        | 0         | 0        | 5.0       | 0        |
| <b>Program Type:</b>   | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>  | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>  | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>  | Provides Equal Employment recruiting and monitoring; provides staff assistance to the County's EEO Advisory Committee; advises County agencies and departments on EEO policies; represents the County/assists County agencies and departments in responding to state and federal EEO compliance agencies. Failure to provide these services would expose the County to liability.   |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> <u>011 Safety Office</u>                   |   |                |                  |                |             |         |      |                |           |          |           |          |
|  | 1,223,787   | 870,076        | 0                | 0              | 0           | 0       | 0    | 353,711        | 0         | 0        | 7.9       | 0        |
| <b>Program Type:</b>   | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>  | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>  | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>  | The County Safety Office provides for comprehensive and concise Occupational Health and Safety consultations and delivers our services in every Department, program and quasi-governmental body that serves at the discretion of the Board of Supervisors. Our customers are within the County General Fund Departments and the County Airport System. In addition, the County Safety Office provides support services to enterprise fund Departments who employ Safety Professionals through their own funding mechanisms. The consequences of not having our direct services at the discretion of the Board would likely result in increased Workers' Compensation and Liability costs as well as serious injury/illness rates and exposure to civil/criminal penalties imposed by Cal/OSHA and other regulatory agencies.  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program No. and Title:</b> <u>012 Workers' Compensation Personnel</u> |   |                |                  |                |             |         |      |                |           |          |           |          |
|  | 3,020,804   | 0              | 0                | 0              | 0           | 0       | 0    | 3,020,804      | 0         | 0        | 29.0      | 0        |
| <b>Program Type:</b>   | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Countywide Priority:</b>  | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Strategic Objective:</b>  | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <b>Program Description:</b>  | Personnel portion of the Workers' Compensation Insurance program.   |                |                  |                |             |         |      |                |           |          |           |          |

# PERSONNEL SERVICES

6050000

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

*Program No. and Title:* **013 Employee Health**

|  |         |         |   |   |   |   |   |         |   |   |     |   |
|--|---------|---------|---|---|---|---|---|---------|---|---|-----|---|
|  | 801,637 | 464,702 | 0 | 0 | 0 | 0 | 0 | 336,935 | 0 | 0 | 3.8 | 0 |
|--|---------|---------|---|---|---|---|---|---------|---|---|-----|---|

*Program Type:* Mandated

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

*Strategic Objective:* IS -- Internal Support

*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.

|               |            |            |   |   |   |   |   |            |          |   |       |   |
|---------------|------------|------------|---|---|---|---|---|------------|----------|---|-------|---|
| <b>FUNDED</b> | 28,531,154 | 15,817,324 | 0 | 0 | 0 | 0 | 0 | 12,817,296 | -103,466 | 0 | 207.4 | 0 |
|---------------|------------|------------|---|---|---|---|---|------------|----------|---|-------|---|



| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 2,913,151      | 7,958,246      | 15,513,496          | 15,513,496                                  |
| Total Financing    | 2,021,133      | 4,721,133      | 15,513,496          | 15,513,496                                  |
| Net Cost           | 892,018        | 3,237,113      | -                   | -   |

**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.

**MISSION:**

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

**GOALS:**

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

**SIGNIFICANT DEVELOPMENTS DURING 2009-10:**

- The percentage of Unemployment Insurance (UI) claims disputed by the County receiving a favorable determination by the State of California’s Employment Development Department (EDD) was decreased by only one percent (from 92 percent in Fiscal Year 2008-09 to 91 percent in Fiscal Year 2009-10) despite an unprecedented number of layoffs in Fiscal Year 2009-10 resulting from budget reductions.
- Development began on the policy and procedure that includes recent changes in law that limit a former employee’s ability to return as a retired annuitant if that former employee had received UI compensation during the preceding 12 month period.
- A new UI cost forecasting model was developed and implemented, based on the dramatic increases in UI claims filed and awarded to former employees and temporary workers.
- Despite a 200 percent increase in claim volume due to staff reductions, the County’s UI program was administered with no increase in staff.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Due to the expected continuation of staff reductions and the expectation that the federal government will continue the existing UI extension benefits, the Department's goal is to maintain the percentage of claims disputed by the County receiving a favorable determination by the EDD at the Fiscal Year 2009-10 level of 91 percent.
- Complete the policy and procedure that reflects the recent changes in law that limit a former employee's ability to return as a retired annuitant if that former employee had received UI compensation in the preceding 12 month period.
- Review and update the UI cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed and minimize the County's financial liability in this area.
- Conduct a minimum of two UI training workshops to the Department of Personnel Services' Department Service teams to increase their understanding of the claim handling process and thereby increase efficiencies in the overall claim management process.

**SCHEDULE:**

| State Controller Schedules                               |                       | County of Sacramento                                      |                        |   | Schedule 10          |  |
|--|-----------------------|---|------------------------|---|----------------------|--|
| County Budget Act<br>January 2010                        |                       | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |                      |  |
|  |                       | Fund Title  |                        | UNEMPLOYMENT                                      |                      |  |
|  |                       | Service Activity  |                        | Unemployment Insurance                            |                      |  |
|  |                       | Budget Unit   |                        | 3930000   |                      |  |
| Operating Detail   | 2008-09<br>Actual     | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |                      |  |
| 1  | 2                     | 3   | 4                      | 5   |                      |  |
| <b>Operating Revenues</b>                                |                       |   |                        |   |                      |  |
| Charges for Services                                     | \$ 2,021,133          | \$ 4,721,133  | \$ 15,513,496          | \$ 15,513,496                                     | \$ 15,513,496        |  |
| <b>Total Operating Revenues</b>                          | <b>\$ 2,021,133</b>   | <b>\$ 4,721,133</b>                                       | <b>\$ 15,513,496</b>   | <b>\$ 15,513,496</b>                              | <b>\$ 15,513,496</b> |  |
| <b>Operating Expenses</b>                                |                       |   |                        |   |                      |  |
| Services and Supplies                                    | \$ 1,677,008          | \$ 7,944,221  | \$ 15,502,127          | \$ 15,502,127                                     | \$ 15,502,127        |  |
| Other Charges  | 13,582                | 14,025  | 10,977                 | 10,977  | 10,977               |  |
| <b>Total Operating Expenses</b>                          | <b>\$ 1,690,590</b>   | <b>\$ 7,958,246</b>                                       | <b>\$ 15,513,104</b>   | <b>\$ 15,513,104</b>                              | <b>\$ 15,513,104</b> |  |
| <b>Operating Income (Loss)</b>                           | <b>\$ 330,543</b>     | <b>\$ (3,237,113)</b>                                     | <b>\$ 392</b>          | <b>\$ 392</b>                                     | <b>\$ 392</b>        |  |
| <b>Non-Operating Revenues (Expenses)</b>                 |                       |   |                        |   |                      |  |
| Residual Eq Trn Out                                      | \$ (1,222,561)        | \$ -  | \$ -                   | \$ -  | \$ -                 |  |
| Debt Retirement  | -                     | -   | (392)                  | (392)   | (392)                |  |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ (1,222,561)</b> | <b>\$ -</b>   | <b>\$ (392)</b>        | <b>\$ (392)</b>                                   | <b>\$ (392)</b>      |  |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ (892,018)</b>   | <b>\$ (3,237,113)</b>                                     | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>          |  |
| <b>Change in Net Assets</b>                              | <b>\$ (892,018)</b>   | <b>\$ (3,237,113)</b>                                     | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>          |  |
| Net Assets - Beginning Balance                           | (4,130,829)           | (3,238,811)   | (1,698)                | (1,698)   | (1,698)              |  |
| Net Assets - Ending Balance                              | (3,238,811)           | (1,698)   | (1,698)                | (1,698)   | (1,698)              |  |
| Revenues Tie To  |                       |   |                        | SCH 1, COL 4                                      |                      |  |
| Expenses Tie To  |                       |   |                        | SCH 1, COL 6                                      |                      |  |

**2010-11 PROGRAM INFORMATION**

**BU: 3930000 Unemployment Insurance**

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

**FUNDED**

*Program No. and Title:* **001 Unemployment Insurance**

|            |   |   |   |   |   |   |            |   |   |     |   |
|------------|---|---|---|---|---|---|------------|---|---|-----|---|
| 15,513,496 | 0 | 0 | 0 | 0 | 0 | 0 | 15,513,496 | 0 | 0 | 0.0 | 0 |
|------------|---|---|---|---|---|---|------------|---|---|-----|---|

*Program Type:* Mandated

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

*Strategic Objective:* IS -- Internal Support

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

|               |            |   |   |   |   |   |            |   |   |     |   |
|---------------|------------|---|---|---|---|---|------------|---|---|-----|---|
| <b>FUNDED</b> | 15,513,496 | 0 | 0 | 0 | 0 | 0 | 15,513,496 | 0 | 0 | 0.0 | 0 |
|---------------|------------|---|---|---|---|---|------------|---|---|-----|---|

| Summary            |                |                |                     |   |
|--------------------|----------------|----------------|---------------------|---|
| Classification     | 2008-09 Actual | 2009-10 Actual | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
| 1                  | 2              | 3              | 4                   | 5   |
| Total Requirements | 24,057,296     | 24,371,243     | 27,993,707          | 27,993,707                                  |
| Total Financing    | 32,114,251     | 11,262,369     | 27,993,707          | 27,993,707                                  |
| Net Cost           | (8,056,955)    | 13,108,874     | -                   | -   |

### PROGRAM DESCRIPTION:

Sacramento County has been self-insured for Workers' Compensation Insurance since 1973. The costs of the program are allocated to all county departments according to the number of employees and claims experience. The Workers' Compensation Insurance program is administered by the Department of Personnel Services and is self-insured; however, the County also purchases excess Liability to cover claims above a self-insured retention of \$3.0 million. Workers' Compensation provides centralized, uniform administration of Workers' Compensation Insurance claims.

### MISSION:

The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses which occur on the job in a expeditious manner while protecting the interests of the County through application of good risk management and financial practices.

### GOALS:

- Provide Workers' Compensation benefits per legislative mandates, county ordinance, and applicable statutes.
- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.

### SIGNIFICANT DEVELOPMENTS DURING 2009-10:

- Implemented statutory and regulatory changes mandated by state Workers' Compensation law.
- Continued to track legislation that may impact operations.
- Continued monthly training for Workers' Compensation staff, and monitoring of compliance with state training requirements.
- Continued development of integrated process for reviewing and managing multi-disability claims, completing updates for FMLA, and completion of modules for General Leave, and Jury Duty.
- Completed Request for Proposal (RFP) process for Conflict Claims Administrator, and renewed claims system contract.
- Created process improvements to enhance quality claim handling and customer service through performance measures and accountabilities, as well as training requirements.
- Completed transition of claims files to manager and supervisors to comply with budget needs, and made other necessary workload adjustments.

**SIGNIFICANT DEVELOPMENTS DURING 2009-10 (CONT.):**

- Improved contract auditing process.
- Increased the Workers' Compensation Fund's unfunded liability due to Fiscal Year 2009-10 rate holiday.

**SIGNIFICANT CHANGES FOR 2010-11:**

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Analyze and track further anticipated changes in Workers' Compensation law.
- Monitor continuing education requirements for staff and confirm compliance.
- Continue development of an integrated leave policy and process, focusing on modules for Risk Management policies and Military Leave.
- Continue process improvements to enhance quality claims handling and customer service through performance measures and accountabilities.
- Complete contract negotiations with bill review provider, claims system provider, occupational medicine clinics, and defense counsel.
- Determine results of scheduled audits, and make necessary adjustments.
- Increase the excess Liability to cover claims above a self-insured retention from \$2.0 million to \$3.0 million.

# WORKERS' COMPENSATION INSURANCE

3900000

## SCHEDULE:

| State Controller Schedules                               |                      | County of Sacramento                                      |                        |   | Schedule 10  |
|--|----------------------|---|------------------------|---|--|
| County Budget Act<br>January 2010                        |                      | Operation of Internal Service Fund<br>Fiscal Year 2010-11 |                        |   |  |
|  |                      | Fund Title<br>Service Activity<br>Budget Unit             |                        |   | <b>WORKERS' COMPENSATION<br/>Workers' Compensation Insurance<br/>3900000</b> |
| Operating Detail   | 2008-09<br>Actual    | 2009-10<br>Actual   | 2010-11<br>Recommended | 2010-11<br>Adopted by the Board of<br>Supervisors |  |
| 1  | 2                    | 3   | 4                      | 5   |  |
| <b>Operating Revenues</b>                                |                      |   |                        |   |  |
| Intergovernmental Revenues                               | \$ (1,208)           | \$ 50,353   | \$ -                   | \$ -  | \$ -   |
| Charges for Services                                     | 31,898,574           | 10,861,995  | 27,968,707             | 27,968,707  | 27,968,707   |
| <b>Total Operating Revenues</b>                          | <b>\$ 31,897,366</b> | <b>\$ 10,912,348</b>                                      | <b>\$ 27,968,707</b>   | <b>\$ 27,968,707</b>                              | <b>\$ 27,968,707</b>   |
| <b>Operating Expenses</b>                                |                      |   |                        |   |  |
| Services and Supplies                                    | \$ 23,531,755        | \$ 23,906,002   | \$ 27,836,189          | \$ 27,836,189                                     | \$ 27,836,189  |
| Other Charges  | 525,541              | 465,241   | 147,059                | 147,059   | 147,059  |
| <b>Total Operating Expenses</b>                          | <b>\$ 24,057,296</b> | <b>\$ 24,371,243</b>                                      | <b>\$ 27,983,248</b>   | <b>\$ 27,983,248</b>                              | <b>\$ 27,983,248</b>   |
| <b>Operating Income (Loss)</b>                           | <b>\$ 7,840,070</b>  | <b>\$ (13,458,895)</b>                                    | <b>\$ (14,541)</b>     | <b>\$ (14,541)</b>                                | <b>\$ (14,541)</b>   |
| <b>Non-Operating Revenues (Expenses)</b>                 |                      |   |                        |   |  |
| Other Financing  | \$ 1,640             | \$ -  | \$ -                   | \$ -  | \$ -   |
| Other Revenues   | 215,245              | 350,021   | 25,000                 | 25,000  | 25,000   |
| Residual Eq Trn Out                                      | -                    | -   | (10,459)               | (10,459)  | (10,459)   |
| <b>Total Non-Operating Revenues (Expenses)</b>           | <b>\$ 216,885</b>    | <b>\$ 350,021</b>   | <b>\$ 14,541</b>       | <b>\$ 14,541</b>                                  | <b>\$ 14,541</b>   |
| <b>Income Before Capital Contributions and Transfers</b> | <b>\$ 8,056,955</b>  | <b>\$ (13,108,874)</b>                                    | <b>\$ -</b>            | <b>\$ -</b>                                       | <b>\$ -</b>  |
| <b>Change in Net Assets</b>                              |                      |   |                        |   |  |
| Net Assets - Beginning Balance                           | (60,265,401)         | (52,208,446)  | (65,317,320)           | (65,317,320)                                      | (65,317,320)   |
| Net Assets - Ending Balance                              | (52,208,446)         | (65,317,320)  | (65,317,320)           | (65,317,320)                                      | (65,317,320)   |
| Revenues Tie To  |                      |   |                        | SCH 1, COL 4                                      |  |
| Expenses Tie To  |                      |   |                        | SCH 1, COL 6                                      |  |

**2010-11 PROGRAM INFORMATION**

**BU: 3900000 Workers' Compensation Insurance**

|                               | Appropriations  | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Carryover | Net Cost | Positions | Vehicles |
|-------------------------------|---|----------------|------------------|----------------|-------------|---------|------|----------------|-----------|----------|-----------|----------|
| <b>FUNDED</b>                 |   |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program No. and Title:</i> | <b>001 Workers' Compensation Insurance</b>  |                |                  |                |             |         |      |                |           |          |           |          |
|                               | 27,993,707  | 0              | 0                | 0              | 0           | 0       | 0    | 27,993,707     | 0         | 0        | 0.0       | 0        |
| <i>Program Type:</i>          | Mandated  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Countywide Priority:</i>   | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations              |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Strategic Objective:</i>   | IS -- Internal Support  |                |                  |                |             |         |      |                |           |          |           |          |
| <i>Program Description:</i>   | Sacramento County is self-insured for all Workers' Compensation Insurance claims. |                |                  |                |             |         |      |                |           |          |           |          |
| <b>FUNDED</b>                 | 27,993,707  | 0              | 0                | 0              | 0           | 0       | 0    | 27,993,707     | 0         | 0        | 0.0       | 0        |