

INTERNAL SERVICES AGENCY

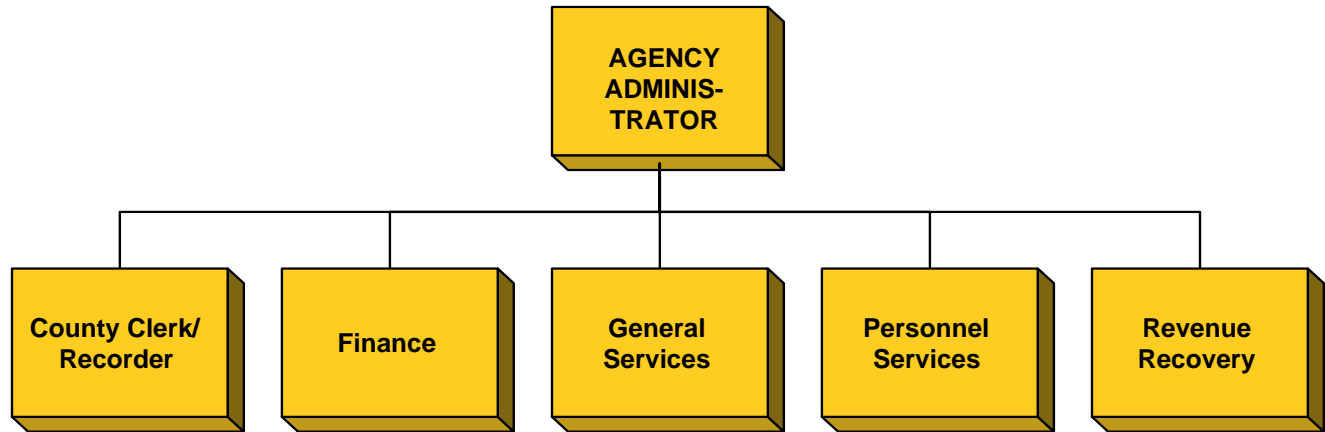
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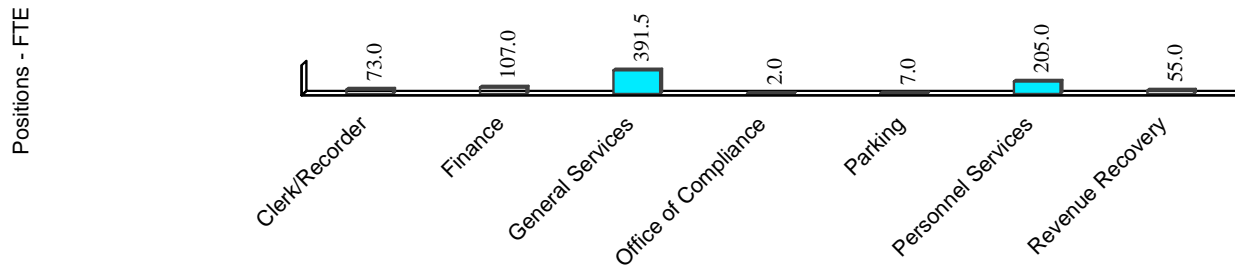
INTRODUCTION

Agency Structure

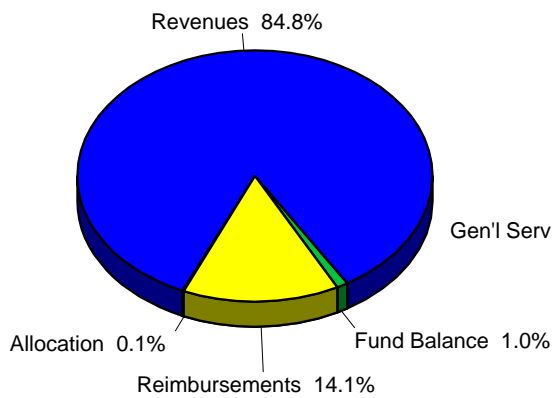
DAVID VILLANUEVA, Agency Administrator



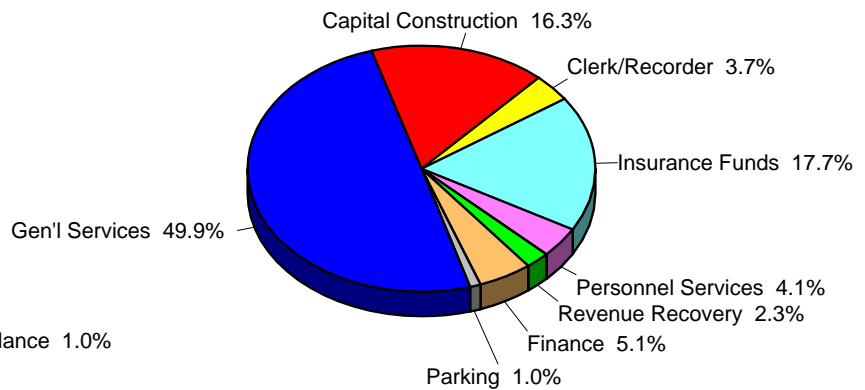
Staffing Trends



Financing Sources



Financing Uses



INTRODUCTION

David Villanueva, the Internal Services Agency (Agency) 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 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 Office of Compliance:

- The Office of Compliance ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that govern privacy and security of personal medical information, and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.

Finance — This Department's specialized programs are organized within the following Divisions: Auditor-Controller is comprised of the following programs: General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; Tax Accounting Services. Tax Collection and Licensing is comprised of the following programs: processes property tax collection and business licenses; issues and monitors fictitious business name statements. Treasury and Investments is comprised of the following programs: Pooled Investments; Fiscal Agent Services; and 1911 Act Bonds; Reclamation Districts.

General Services — Is comprised of the following programs: Administrative Services, Contract and Purchasing Services; Energy Management, Support Services (Printing and Scanning, U.S. Mail/ Inter-Office Messenger, Central Stores, Warehousing, and Surplus Property Program); Security Services; Facility Planning and Management, Fleet Services (Light and Heavy Equipment); Facilities Maintenance and Operations Districts; Parking Enterprise; Real Estate and Capital Construction Fund.

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 and Classification; Training and Development; Training; Unemployment Insurance; and Workers' Compensation.

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

INTRODUCTION

Internal Services Agency Fund Centers/Departments

Fund	Fund Center	Department	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	11,419,333	11,419,333	0	73.0
001A	3230000	Department of Finance	15,673,095	15,392,225	280,870	107.0
001A	6110000	Department of Revenue Recovery	7,019,614	7,019,614	0	55.0
001A	5740000	Office of Compliance	3,261	3,261	0	2.0
001A	5780000	Office of Inspector General	79,433	19,793	59,640	0.0
001A	6050000	Personnel Services	12,609,510	12,609,510	0	205.0
GENERAL FUND TOTAL			\$46,804,246	\$46,463,736	\$340,510	442.0
General Services						
034A	2070000	Capital Outlay	11,475,000	950,000	10,525,000	0.0
035C	7110000	Office of the Director	1,147,131	1,147,131	0	20.8
		Building Maintenance & Operations-				
035F	7007440	Airport	5,747,185	5,487,505	259,680	36.8
		Building Maintenance & Operations-				
035F	7007420	Bradshaw	13,437,588	12,619,898	817,690	81.0
		Building Maintenance & Operations-				
035F	7007430	Downtown	7,560,589	7,105,151	455,438	49.0
035F	7007046	Energy Management	9,456,286	8,770,997	685,289	1.0
035F	7450000	Security Services	3,235,582	2,770,610	464,972	30.4
035H	7007063	Contract and Purchasing Services	2,520,423	1,605,456	914,967	13.0
035J	7700000	Support Services	10,918,845	10,918,845	0	23.5
035K	7007030	Real Estate	45,205,567	45,123,223	82,344	26.0
035L	7007500	Light Fleet	21,520,424	19,670,815	1,849,609	23.0
035M	7007600	Heavy Equipment	21,491,396	24,691,396	-3,200,000	87.0
SUBTOTAL			\$153,716,016	\$140,861,027	\$12,854,989	391.5
007A	3100000	Capital Construction	\$50,213,638	\$50,213,638	\$0	0.0
037A	3910000	Liability/Property Insurance	17,090,876	17,090,876	0	0.0
039A	3900000	Workers' Compensation Insurance	27,265,088	27,265,088	0	0.0
040A	3930000	Unemployment Insurance	10,183,136	10,183,136	0	0.0
056A	7990000	Parking Enterprise	3,044,554	3,044,554	0	7.0
GRAND TOTAL			\$308,317,554	\$295,122,055	\$13,195,499	840.5

Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	29,128,785	33,585,000	33,643,740	50,213,638	50,213,638
Total Financing	23,983,033	34,260,296	33,643,740	50,213,638	50,213,638
Net Cost	5,145,752	(675,296)	-	-	-

PROGRAM DESCRIPTION:

The Facility Planning and Management Division of the Department of General Services (DGS) manages the Capital Construction Fund (Fund 007A).

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

MISSION:

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

GOAL:

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

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Completed construction of phase 3 of the Juvenile Hall Expansion project.
- Completed the generator replacement project at the 799 G Street Building.
- Completed the Remodel of Wing "A" project at the Juvenile Center.
- Began various Smart Grid mechanical upgrades to achieve energy savings.

SIGNIFICANT CHANGES FOR 2011-12:

- Complete the elevator upgrade project at the Main Jail.
- Complete the diesel engine fire pump replacement at the 799 G Street Building.
- Complete the Fair Oaks Library siding and roof replacement project.
- Complete the #1 chiller replacement at the Downtown Central Plant.
- Complete the Heating, Ventilation, and Air Conditioning replacement at the Oak Park Multi-Service Center.

FUND BALANCE CHANGES FOR 2011-12:

Fund balance decreased by \$4,823,128 due to reduced construction related encumbrances and the completion of the Juvenile Hall expansion project.

SUPPLEMENTAL INFORMATION:

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2011-12 is \$50,213,638. The Fiscal Year 2011-12 Adopted Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other county facilities.
- The following is a summary of available financing and significant projects in this fund:

<u>Source</u>	<u>Amount</u>
Available Fund Balance of Appropriation	\$3,510,188
County Facility Use Allowance Charges, Vacancy Factor, and Improvement Districts.....	12,058,884
Interest Income.....	75,000
Fixed Assets Financing	3,948,133
2007 Certificates of Participation.....	1,705,000
Sacramento Cable Commission Grant.....	979,360
Sacramento Municipal Utility District (SMUD) Rebates.....	135,000
Miscellaneous Revenues - General Services Rebate	57,152
Miscellaneous Revenues - Revenue Leases	48,000
Miscellaneous Revenues – Department Funded Projects	882,010
Miscellaneous Revenues (Deallocated Funds Adjustment)	5,833,163
Americans with Disabilities Act (ADA) Certificates of Participation (COP) funds	190,000
Tobacco Litigation Settlement (TLS) funds.....	10,366,184
Smart Grid Energy Project Revenue	1,500,000
Energy Service Company (ESCO) Energy Savings Revenue	361,272
California Energy Commission (CEC) Energy Savings Revenue	55,550
Courthouse Temporary Construction Fund Revenues	1,800,000
Criminal Justice Facility Temporary Construction Fund Revenues	<u>6,708,742</u>
	\$50,213,638

- Included in the following recommended appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.
- 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 — \$2,451,625**

- Building Inspection Facility – Install Tapered Decking to Mitigate Standing Water and Replace Roof— \$390,000
- Oak Park Multi-Service Center – Replace Heating, Ventilation, and Air Conditioning (HVAC) — \$450,000
- Office Building 3 (OB3) - Replace Gutters and Metal Roof— \$300,000
- Office Building 4 (OB4) - Repair Chilled Water Line — \$100,000
- Traffic Operations Center - Install Generator— \$234,000
- Traffic Operations Center - Replace Roof — \$300,000
- Voter Registration and Elections – Replace HVAC in Server Room — \$199,345
- Miscellaneous Project - Branch Center G11 and G12 Water Well Rehabilitation — \$34,000
- Miscellaneous Project - Waste Management and Recycling DF Business Case Liquefied Natural Gas (LNG) Station at Bradshaw — \$14,290
- Miscellaneous Project - Office Building #4 (OB4) Repair Gutters and Metal Roof at— \$80,000
- ESCO Debt Service — \$349,990

Fund Center 3103102-Administration Center — \$5,303,304

- Central Plant – Chiller Replacement — \$531,316
- Central Plant – Repair Cooling Towers — \$200,000
- Central Plant – Smart Grid Variable Frequency Drive (VFD) Energy Saving Project — \$1,500,000
- New Administration Building – ADA Signage Upgrade and Handrail Installation — \$190,000
- New Administration Building – Board of Supervisors Dais Remodel — \$979,360
- New Administration Building – Replace Buried Hot Water Heating Distribution Line — \$959,318
- New Administration Building – Reseal Precast Panels on West Side of Building — \$150,000
- New Administration Building – Smart Grid VFD Energy Saving Upgrade — \$220,865
- New Administration Building – Upgrade Fire Alarm System — \$150,000
- Old Administration Building – Repair Roof — \$150,000
- Miscellaneous Project - Downtown Public Parking Garage DF-Upgrade Underground Storage Tank (UGST) — \$53,082
- Miscellaneous Project - Refuse Transfer Station, Roseville DF-Upgrade UGST — \$51,363
- Miscellaneous Project - Old Administration Building Smart Grid-Old Admin VFD Project. — \$93,000
- Miscellaneous Project - New Administration Building Security Cameras— \$75,000

Fund Center 3103108-Preliminary Planning — \$1,369,177

- Administrative Costs for the Capital Construction Fund — \$733,870
- Allocated Cost — \$105,307

Fund Center 3103108-Preliminary Planning — \$1,369,177 (cont.)

- Architectural Services Division — \$90,000
- Master Planning — \$90,000
- Carpenter (Facility Assessments) - \$85,000
- Computer Aided Facility Management (CAFM) — \$200,000
- Miscellaneous Planning Costs — \$15,000
- Job Order Contracting (JOC) — \$50,000

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) — \$1,129,115

- John Price District Attorney Building – Cooling Tower Replacement — \$250,000
- John Price District Attorney Building-Smart Grid VFD Upgrade Energy Saving Project — \$879,115

Fund Center 3103110-Maintenance Yard — \$115,329

ESCO Debt Service — \$115,329

Fund Center 3103111-Miscellaneous Alterations and Improvements — \$6,302,937

Some of the following are ongoing and/or reoccurring projects:

- Bank of America Building Surplus Sale — \$190,000
- Countywide – Smart Grid Building and Automation — \$168,000
- Miscellaneous Project - Countywide – Smart Grid Siemens Insight Update — \$96,000
- Survey and remedial work associated with asbestos in county facilities — \$50,000
- Ongoing testing of county-owned underground tanks required by state law — \$50,000
- Warranty inspection cost on new construction and remodel projects — \$50,000
- Real Estate services to CCF for miscellaneous vacant county-owned land — \$80,000
- Miscellaneous minor building and emergency projects — \$564,870
- Gibson Ranch Facility Use Charges — \$68,785
- Sheriff Debt Service — \$1,272,584
- Main Jail Facility Use Charges — \$2,311,184
- Vacant Space Allocation — \$1,401,514

Fund Center 3103112-Bradshaw Administration Building (OB #3) — \$15,000

Miscellaneous modifications — \$15,000

Fund Center 3103113-Clerk-Recorder Building — \$0**Fund Center 3103114-799 G Street Building — \$621,922**

- Office of Communication and Information Technology (OCIT) Building – Emergency Generator Replacement — \$185,544
- OCIT Building – Fire Pumps and Water Storage Tank Replacement — \$33,378

Fund Center 3103114 - 799 G Street Building — \$621,922 (cont.)

- OCIT Building – Replace Sewage Sump Tanks — \$290,000
- Miscellaneous Project - Department of Technology Smart Grid VFD Upgrade Project — \$37,000
- Miscellaneous Project - Department of Technology Smart Grid VFD Lighting Control Upgrade — \$76,000

Fund Center 3103115 - Animal Care Facility — \$15,000

Miscellaneous modifications — \$15,000

Fund Center 3103124 - General Services Facility — \$89,693

ESCO Debt Service — \$89,693

Fund Center 3103125 - B.T. Collins Juvenile Center — \$174,000

- Morgan Alternative Center (MAC) - Egress Path of Travel Sidewalks — \$159,000
- Miscellaneous modifications — \$15,000

Fund Center 3103126 - Warren E. Thornton Youth Center — \$15,000

Miscellaneous modifications — \$15,000

Fund Center 3103127 - Boys Ranch — \$90,000

Miscellaneous Project – Boys Ranch Security Surveillance Upgrade and Repair — \$90,000

Fund Center 3103128 - Rio Cosumnes Correctional Center (RCCC) — \$1,688,451

- RCCC – Extend Fire Sprinkler System — \$1,251,479
- RCCC – Reconfigure and Replace Pot Wash Area — \$250,000
- Miscellaneous Project - RCCC Master Plan — \$27,422
- Miscellaneous Project – RCCC Repair Well G-03 — \$34,000
- Miscellaneous Project. – RCCC Investigate Discrepancies between influent and effluent — \$70,000
- California Energy Commission Energy Retrofit Debt Service — \$55,550

Fund Center 3103130 - Work Release Facility — \$195,000

- Work Release - Replace Fire Detection System — \$100,000
- Miscellaneous Project – Non Aid In Kind Shower Liner Replacement — \$80,000
- Miscellaneous modifications — \$15,000

Fund Center 3103131 - Sheriff's Administration Building — \$43,000

- Miscellaneous Project – Sheriff's Administration Preventive Roof Repair — \$28,000
- Miscellaneous modifications — \$15,000

Fund Center 3103132 - Lorenzo E. Patino Hall of Justice — \$6,539,684

- Main Jail – Inmate, Public and Freight Elevator Replacement — \$912,212
- Main Jail – Inmate Shower Repair — \$1,400,000
- Main Jail – Install Safety Screening — \$620,000
- Main Jail – Motorized Gate for North Parking Area — \$175,000

Fund Center 3103132 - Lorenzo E. Patino Hall of Justice — \$6,539,684 (cont.)

- Main Jail – Repair Pre-Action System — \$400,000
- Main Jail – Replace Diesel Fire Pump — \$300,000
- Main Jail – Replace Roof — \$600,000
- Main Jail – Resurface Outdoor Recreation Areas and Inmate Stairs — \$250,000
- Main Jail – Smart Grid VFD Energy Saving Project — \$251,472
- Main Jail – Water Booster System Replacement — \$700,000
- Main Jail – Water Heater Replacement — \$900,000
- Miscellaneous Project – Main Jail Contaminated Soil Investigation from Diesel Tank — \$31,000

Fund Center 3103133-Sheriff's North Area Substation — \$15,000

Miscellaneous modifications — \$15,000

Fund Center 3103134-Sheriff's South Area Substation — \$5,833,000

- Sheriff South Area Substation – Remodel for New 911 Communication Center — \$5,723,000
- Sheriff South Area Substation – Repair Roof — \$100,000
- Miscellaneous modifications — \$10,000

Fund Center 3103137-Coroner/Crime Laboratory — \$399,000

- Crime Laboratory – Replace Refrigeration Rack — \$300,000
- Miscellaneous Project - Coroner Crime Lab Replace #4 Chiller — \$99,000

Fund Center 3103160-Sacramento Mental Health Facility — \$329,974

- ESCO Debt Service — \$314,974
- Miscellaneous modifications — \$15,000

Fund Center 3103162-Primary Care Center — \$25,000

- Miscellaneous Project – Primary Care Install Domestic Water Bypass — \$10,000
- Miscellaneous modifications — \$15,000

Fund Center 3103198-Financing-Transfers/Reimbursements — \$15,724,357

- Fixed Asset Acquisition Fund (FAAF) Capital Projects Debt Service — \$406,188
- CCF Deallocated Funds Adjustment — \$5,833,163
- CCF Debt Service for Old Bank of America Building Debt and ADA Projects — \$370,646
- CCF One-Time Debt Service for General Fund Departments — \$7,314,360
- CCF Part of Juvenile Courthouse Debt Service — \$1,800,000

Fund Center 3103199-Ecology Lane — \$212,994

- FAAF Debt Service for the Department of General Services Relocation — \$147,994
- Miscellaneous Project – Ecology Lane Roof Coating for Ecology Lane Building — \$50,000
- Miscellaneous modifications — \$15,000

Fund Center 3105982-Contingencies — \$0

No appropriation is included in contingencies this fiscal year.

Fund Center 3106382-Libraries — \$1,516,076

- Fair Oaks Library - Replace Siding, Roof and Water Damaged Carpet — \$1,266,076
- Rio Linda Library – Tenant Improvements at Rio Linda School — \$50,000
- Walnut Grove Library – Replace HVAC — \$200,000

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **3100000 - Capital Construction**
 Function **GENERAL**
 Activity **Plant Acquisition**
 Fund **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ (2,428,058)	\$ 8,333,316	\$ 8,333,316	\$ 3,510,188	\$ 3,510,188
Fines, Forfeitures & Penalties	2,163,584	2,990,000	3,900,000	8,508,742	8,508,742
Revenue from Use Of Money & Property	140,942	42,099	125,000	75,000	75,000
Intergovernmental Revenues	4,292,633	-	-	-	-
Charges for Services	257,969	16,989	-	-	-
Miscellaneous Revenues	19,555,963	22,877,892	21,285,424	38,119,708	38,119,708
Total Revenue	\$ 23,983,033	\$ 34,260,296	\$ 33,643,740	\$ 50,213,638	\$ 50,213,638
Services & Supplies	\$ 9,410,285	\$ 7,989,626	\$ 11,685,960	\$ 15,289,186	\$ 15,289,186
Other Charges	2,787,876	2,799,746	2,818,130	1,588,146	1,588,146
Improvements	21,285,660	8,396,238	12,275,417	18,018,137	18,018,137
Interfund Charges	13,762,318	19,527,234	19,837,233	15,318,169	15,318,169
Interfund Reimb	(18,117,354)	(5,127,844)	(12,973,000)	-	-
Total Expenditures/Appropriations	\$ 29,128,785	\$ 33,585,000	\$ 33,643,740	\$ 50,213,638	\$ 50,213,638
Net Cost	\$ 5,145,752	\$ (675,296)	\$ -	\$ -	\$ -

2011-12 PROGRAM INFORMATION

BU: 3100000 Capital Construction Fund

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001 Debt Service</u>											
	15,724,357	0	0	0	0	0	0	12,214,169	3,510,188	0	0.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Bond Payments											
Program No. and Title:	<u>002 Health, Safety, & Code Compliance</u>											
	1,206,096	0	0	0	0	0	0	1,206,096	0	0	0.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Construction to remediate health, safety, and code related issues in County-owned buildings.											
Program No. and Title:	<u>003 Administration</u>											
	733,870	0	0	0	0	0	0	733,870	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	To prioritize and maximize the use of the capital construction fund											
Program No. and Title:	<u>004 General Maintenance</u>											
	18,124,180	0	0	0	0	0	0	18,124,180	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Maintain County buildings to preserve asset & prevent systems failures											
Program No. and Title:	<u>005 New 911 Communication Center</u>											
	5,723,000	0	0	0	0	0	0	5,723,000	0	0	0.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Remodel Bond Rd facility to use as the new 911 Communications Center											

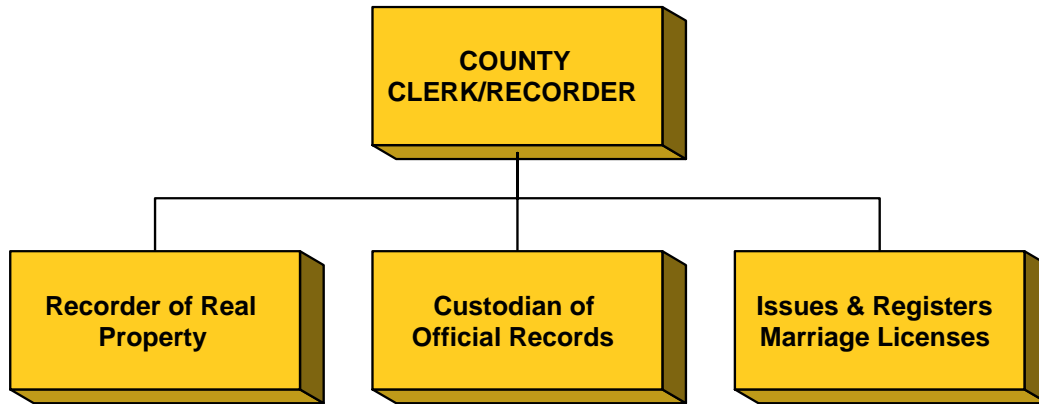
CAPITAL CONSTRUCTION

3100000

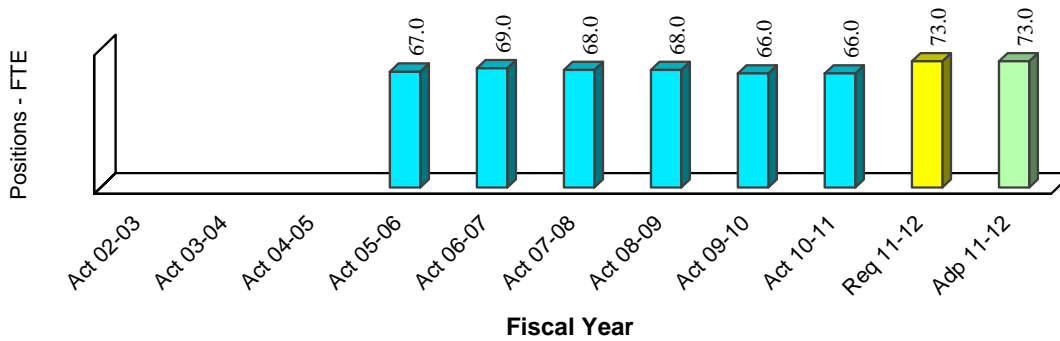
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title: 006 Criminal Justice Facilities</i>												
	8,702,135	0	0	0	0	0	0	8,702,135	0	0	0.0	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> CJ -- Ensure a fair and just criminal justice system												
<i>Program Description:</i> Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments												
FUNDED	50,213,638	0	0	0	0	0	0	46,703,450	3,510,188	0	0.0	0

Departmental Structure

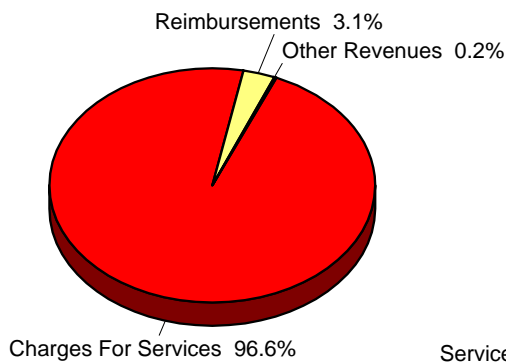
CRAIG A. KRAMER, County Clerk/Recorder



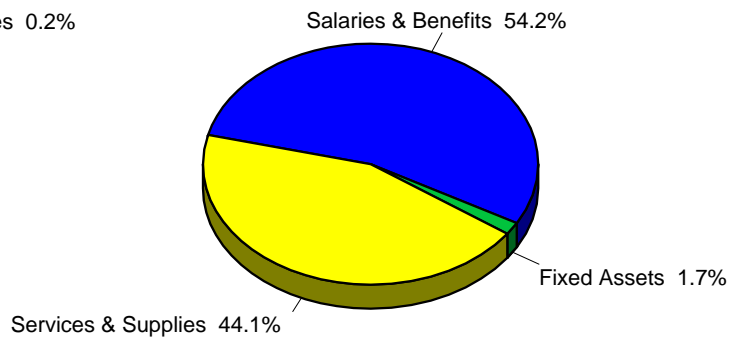
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,035,120	8,466,763	11,220,621	11,419,333	11,419,333
Total Financing	8,057,367	8,443,935	11,220,621	11,419,333	11,419,333
Net Cost	(22,247)	22,828	-	-	-
Positions	66.0	66.0	66.0	73.0	73.0

PROGRAM DESCRIPTION:

The Office of County Clerk/Recorder:

- Serves as custodian of official records.
- Records real property documents for the County.
- Issues and registers marriage licenses.
- Registers process servers, notaries public, professional photocopiers, unlawful detainer assistants, legal document assistants.
- Files and maintains oaths of office, environmental impact reports, and rosters of public agencies.
- Performs civil marriage ceremonies.
- Issues certified copies of birth, death and marriage records.
- Collects funds for Real Estate Fraud Prevention Fund, Children's Trust Fund, Deoxyribonucleic Acid (DNA) database, Juvenile Mediation Trust, Domestic Violence Trust, and Umbilical Cord Blood Collection Program Fund.
- Acts as commissioner of civil marriage and appoints deputy commissioners of civil marriage.
- Authenticates notary public and public health officer signatures.
- Files assessment, highway, parcel, subdivision and survey maps.

MISSION:

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

GOALS:

- Evaluate enhancements to maximize efficiency and quality of service to customers.
- Continue to work with collaborating departments to bring services to Sacramento County residents at community-based service centers.
- Finalize process to update operational procedures manual.
- Finalize development and implementation of operational training program to enhance cross-functional knowledge of staff.
- Complete implementation of bilingual telephone answering system to enhance customer service.

GOALS (CONT.):

- Work with governmental agencies and related industries to improve processing of recordable documents.
- Commence historical map restoration.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Completed 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).
- Finalized remaining conversion of Official Records from microfilm to images and creation of automated index data for all recording years.
- Commenced clean-up phase of the conversion project for various needed enhancements discovered during conversion projects.
- Implemented electronic recording for title companies, banks, and mortgage brokers.
- Secured vendor for implementation of historical map restoration project and commenced project.
- Analyzed differences of Recorder Online System Index (ROSI) and Electronic Recorder Online System Index (e-ROSI) and implemented necessary enhancements to achieve similar document retrieval capabilities.
- Developed and commenced departmental orientation and customer service training to familiarize staff with general county structures and policies.
- Implemented automated process for transmittal of index data to mainframe.
- Adjusted fee for birth certificate copies pursuant to Assembly Bill 52 (Chapter 529, Statutes of 2010) and California Environmental Quality Act (CEQA) filing fees for environmental impact report documents.

SIGNIFICANT CHANGES FOR 2011-12:

- Develop and implement electronic recording for government-to-government (G2G) transactions.
- Complete restoration of historical bound maps.
- Finalize implementation of customer service survey on website.
- Evaluate efficiency and cost effectiveness of an integrated system for Recorder and Clerk functions to include imaging and indexing.
- Evaluate efficiency and cost effectiveness of implementing a customer flow management and queuing system.
- Complete departmental orientation and customer service training to familiarize staff with general county structures and policies.
- Finalize implementation of central bilingual customer answering system which is the last stage of Voice Over Internet Protocol (VoIP) to provide improved service.
- Transfer 8.0 Full Time Equivalent (FTE) Information Technology (IT) positions from the Department of Finance to the County Clerk-Recorder.

STAFFING LEVEL CHANGES FOR 2011-12:

- The following 8.0 IT positions were added by the Board of Supervisors during the Budget Hearings: 1.0 IT Manager, 1.0 Principal IT Analyst, 4.0 Sr. IT Analyst, and 2.0 IT Analyst Level 2;
- The following position was deleted by the Board of Supervisors during the Budget Hearings: 1.0 Administrative Services Officer II.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Sustainable and Livable Communities						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2010/11	Target 2011/12
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Provide County Clerk Recorder 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)	18%	20%	25%	20%
	Issue a marriage license in less than 15 minutes	Marriage license processing time	14 min	15 min	11 min	15 min
	100% release of index data to mainframe operations by 11:00 am. 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	96%	100%	96%	100%

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, 25% of our customers 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:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **3240000 - County Clerk/Recorder**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 15,482	\$ -	\$ -	\$ -	-
Charges for Services	7,979,618	8,400,466	11,162,190	11,394,040	11,394,040
Miscellaneous Revenues	62,267	43,469	58,431	-	-
Residual Equity Transfer In	-	-	-	25,293	25,293
Total Revenue	\$ 8,057,367	\$ 8,443,935	\$ 11,220,621	\$ 11,419,333	\$ 11,419,333
Salaries & Benefits	\$ 4,518,810	\$ 4,756,512	\$ 5,277,874	\$ 6,395,689	\$ 6,395,689
Services & Supplies	2,485,658	2,471,334	4,689,697	4,958,419	4,958,419
Equipment	7,917	86,905	199,157	199,000	199,000
Interfund Charges	-	20,467	20,467	-	-
Intrafund Charges	1,040,157	1,150,989	1,052,903	236,225	236,225
Intrafund Reimb	(17,422)	(19,444)	(19,477)	(370,000)	(370,000)
Total Expenditures/Appropriations	\$ 8,035,120	\$ 8,466,763	\$ 11,220,621	\$ 11,419,333	\$ 11,419,333
Net Cost	\$ (22,247)	\$ 22,828	\$ -	\$ -	-
Positions	66.0	66.0	66.0	73.0	73.0

2011-12 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
<i>Program No. and Title:</i>	001 Clerk											
	1,198,975	0	0	0	0	0	1,198,975	0	0	0	6.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	PS1 -- Protect the community from criminal activity, abuse and violence											
<i>Program Description:</i>	Clerk responsibilities include: issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; Fair Political Practice's Commission Filing Officer; custodian of Oaths of Office; registration of notaries public, process servers, unlawful detainer assistants, and fictitious business names.											
<i>Program No. and Title:</i>	002 Recorder											
	10,590,358	370,000	0	0	0	0	10,220,358	0	0	0	67.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	PS1 -- Protect the community from criminal activity, abuse and violence											
<i>Program Description:</i>	Recorder responsibilities include: recording of real estate and other authorized documents; issuance of birth, death and marriage certificates; indexing and public viewing services for official records; and issuance of official record copies.											
FUNDED												
	11,789,333	370,000	0	0	0	0	11,419,333	0	0	0	73.0	0

Summary

Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	49,595,449	45,736,539	48,881,366	-	-
Total Financing	50,007,322	45,627,495	48,761,366	-	-
Net Cost	(411,873)	109,044	120,000	-	-
Positions	29.0	26.0	27.0	0.0	0.0

PROGRAM DESCRIPTION:

The Real Estate Division was administered by the County/Clerk Recorder. Effective July 1, 2011, the Division of Real Estate was moved to the Department of General Services (BU 7007030)

FOR INFORMATION ONLY

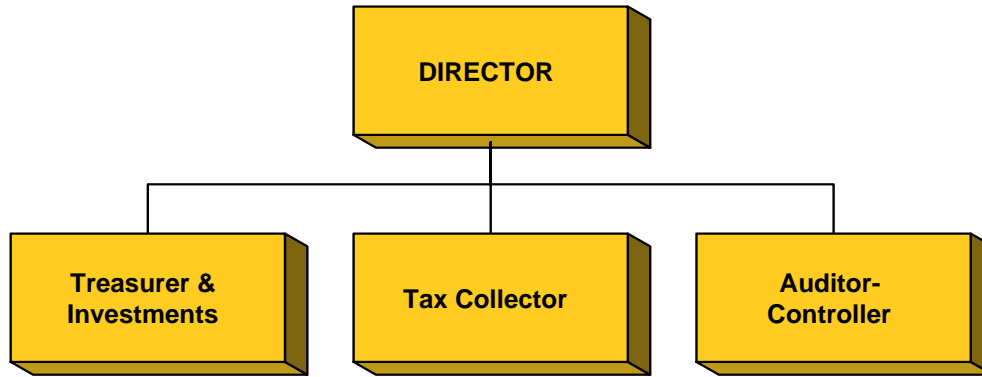
SCHEDULE:

State Controller Schedules		County of Sacramento			Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2011-12				
		Fund Title Service Activity Budget Unit			032C - REAL ESTATE DIVISION Real Estate 7930000	
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Services	\$ 50,004,702	\$ 45,626,995	\$ 48,761,366	\$ -	\$ -	
Total Operating Revenues	\$ 50,004,702	\$ 45,626,995	\$ 48,761,366	\$ -	\$ -	
Operating Expenses						
Salaries and Employee Benefits	\$ 2,785,753	\$ 3,020,204	\$ 3,094,332	\$ -	\$ -	
Services and Supplies	46,448,084	42,318,030	45,315,217	-	-	
Other Charges	364,612	385,242	439,513	-	-	
Total Operating Expenses	\$ 49,598,449	\$ 45,723,476	\$ 48,849,062	\$ -	\$ -	
Operating Income (Loss)	\$ 406,253	\$ (96,481)	\$ (87,696)	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 2,620	\$ 500	\$ -	\$ -	\$ -	
Debt Retirement	-	(8,374)	(31,366)	-	-	
Interest Expense	-	(4,689)	(938)	-	-	
Total Non-Operating Revenues (Expenses)	\$ 2,620	\$ (12,563)	\$ (32,304)	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 408,873	\$ (109,044)	\$ (120,000)	\$ -	\$ -	
Interfund Charges	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	
Intrafund Charges	407,978	275,335	275,335	-	-	
Intrafund Reimb	(407,978)	(275,335)	(275,335)	-	-	
Change in Net Assets	\$ 411,873	\$ (109,044)	\$ (120,000)	\$ -	\$ -	
Net Assets - Beginning Balance	1,611,304	1,865,141	1,865,141	-	-	
Equity and Other Account Adjustments	(158,036)	(27,387)	-	-	-	
Net Assets - Ending Balance	\$ 1,865,141	\$ 1,728,710	\$ 1,745,141	\$ -	\$ -	
Positions	29.0	26.0	27.0			
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

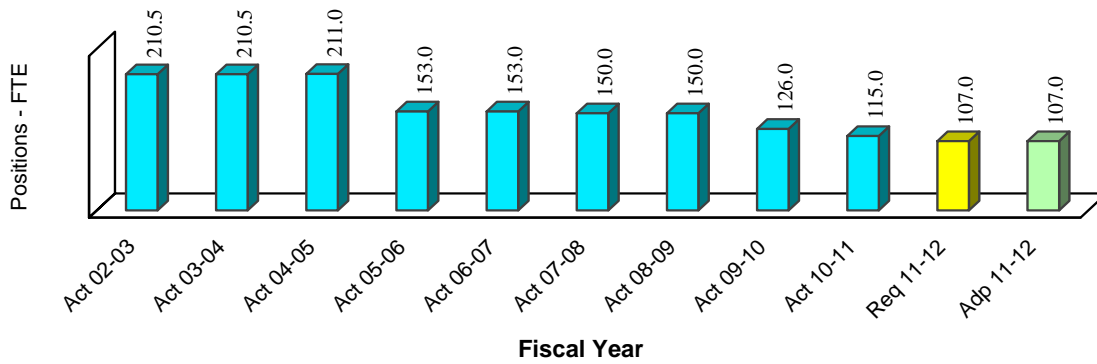
NOTE: Real Estate Division transferred from Clerk-Recorder to the Department of General Services effective July 1, 2011. Retained Earnings will also transfer.

Departmental Structure

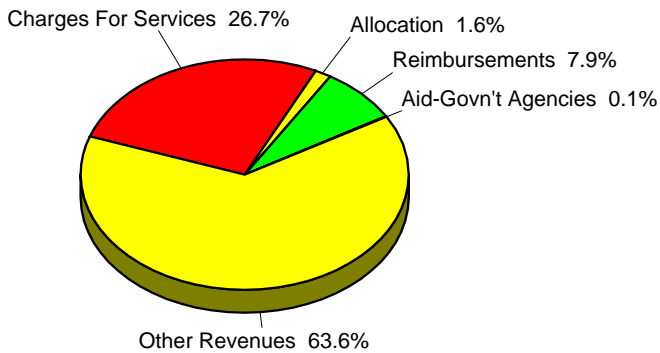
JULIE VALVERDE, Director



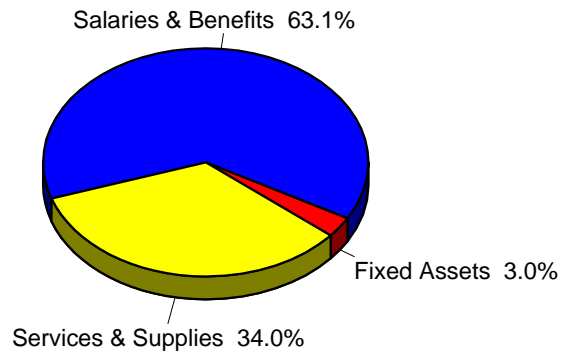
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,767,388	13,928,869	15,647,571	15,673,095	15,673,095
Total Financing	13,339,047	13,641,408	15,292,173	15,392,225	15,392,225
Net Cost	428,341	287,461	355,398	280,870	280,870
Positions	126.0	115.0	115.0	107.0	107.0

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 \$2.5 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; Payroll Services; Audit Services; Payment Services; 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; 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 Communication and Information Technology (OCIT) on the development of e-procurement.
- Work to complete the Property Tax System replacement.
- Work to establish a seamless transition to the new 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 2010-11:

- Continued internal reporting requirements and monitoring for American Recovery and Reinvestment Act (ARRA) funds received by the County.
- Provided the State, salaries and benefit information for the County.
- Implemented new Special District payroll processing.
- Earned the 21st consecutive Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officer Association (GFOA) for the County's Comprehensive Annual Financial Report (CAFR), for the Fiscal Year ended June 30, 2010.
- Led County in statewide implementation of SERAF (Supplemental Educational Revenue Augmentation Fund).
- Developed new Property Tax Refund database.
- Implemented guidelines for Governmental Accounting Standards Board, GASB 51, relating to Intangible Assets.
- Continued streamlining Property Tax Program processes and procedures by reducing work on bankruptcy cases, Negative Supplementals and strippable bonded debt on tax bills; improving over/short accounting process; implementing the transfer of delinquent Unitary and leasehold taxes to the Unsecured Roll; and continued improvements in reporting workload statistics.
- Transferred processing of credit card payment files from Tax Collector to Treasurer.
- Transferred excess proceeds processing from the Auditor-Controller to the Tax Collector.
- Completed review of and streamlined Transient Occupancy Tax, Utility User Tax and Sacramento Tourism Business Improvement District Program processes and procedures.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Continued review of Property Tax Program tax bill stock/inserts/mailings and identified cost reduction in tax bill stock, supplies and postage.
- Completed the Request for Proposal (RFP) process for replacing the Business License/Fictitious Business Name (FBN) legacy mainframe system by selecting vendor; obtained contracting authority to purchase a replacement system, and began the design and development.
- Completed the property tax system demonstrations for vendors identified in last year's Request for Information (RFI) project.
- Continued to work with OCIT on cost containment by reducing servers and support for Info Web.
- Began project with California State University, Sacramento (CSUS) students for development of a statistical database for Tax Collection and Licensing Division.
- Completed annual fee review for Tax Collection and License/Fictitious Business Name fees.
- Began accepting payments from Department of Revenue Recovery (DRR) and updating customer records within DRR's Debt Management and Collection System (DMACS).
- Successfully transitioned child care payment processes previously handled by an outside vendor to the County.
- 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.
- Completed developing policies and procedures to account for the County's Employee Transportation program.
- Completed the RFP process and review for the acceptance of credit cards countywide and piggy backed onto the State of California's contract with Elavon.
- Completed the development of policies and procedures for the County's purchase of \$10 million of State of California registered warrants from individuals and businesses located within the County.

SIGNIFICANT CHANGES FOR 2011-12:

- Continue the review of all division processes for streamlining, elimination of redundancies, and operational efficiencies.
- Work with departments to establish accounting structure for Public Safety Realignment Funding.
- Continue work to implement GASB 54, relating to Fund Balances, for the Fiscal Year 2010-11 Comprehensive Annual Financial Report (CAFR).
- Lead county in developing Property Tax guidelines for statewide implementation of AB X127-Voluntary Alternative Redevelopment Program.
- Complete implementation of the new Business License/FBN system.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Complete project with CSUS students for implementation of a statistical database for Tax Collection and Licensing Division.
- Begin study of all Tax Program Fees as required every five years by County Code.
- Continue documentation of the Tax System Business Rules and Data Flow Diagrams and work with OCIT on detailed requirements.
- Review and prepare a Tax Program Document Retention Policy for the Board of Supervisor's approval.
- Implement VOIP (Voice Over Internet Protocol) system thereby reducing costs, including a significant reduction in the Tax Collection and Licensing Interactive Voice Response (IVR) systems.
- 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).
- Transfer 8.0 Full Time Equivalent (FTE) Information Technology (IT) positions from the Department of Finance to the County Clerk-Recorder.

STAFFING LEVEL CHANGES FOR 2011-12:

The following 8.0 IT positions were deleted by the Board of Supervisors during the Budget Hearings: 1.0 IT Manager, 1.0 Principal IT Analyst, 4.0 Senior IT Analyst, and 2.0 IT Analyst Level 2;

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2010/11	Target 2011/12
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).	+0.35% Pool: 1.00 LAIF: 0.65	0.00% difference	+0.02% Pool: 0.51 LAIF: 0.49	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 County's 10 day turnaround payment process	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	Received GFOA certificate	Received GFOA certificate	Prepare the Comprehensive Annual Finance Report

STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2010/11	Target 2011/12
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: +0.3 (96.0% versus 95.7% statewide average) Unsecured: -0.7% (93.8% versus 94.5% statewide average)*	0.0% difference	Secured: +0.9 (96.9% versus 96.6% statewide average) Unsecured 0% (93.8% versus 95% 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 10 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.	# of Licenses: 22,441 Outreach contacts: 4,344	# of Licenses: 22,000 Outreach contacts: 4,200	# of Licenses: 21,845 Outreach contacts: 4,599	# of Licenses: 21,500 Outreach contacts: 4,600

*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:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **3230000 - Department Of Finance**
 Function **GENERAL**
 Activity **Finance**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 220,527	\$ 59,847	\$ 59,847	\$ 1,153	\$ 1,153
Taxes	227,461	-	-	-	-
Licenses, Permits & Franchises	2,286,263	2,494,361	2,352,733	2,465,672	2,465,672
Intergovernmental Revenues	22,888	22,343	15,000	10,000	10,000
Charges for Services	4,625,421	4,966,113	4,667,742	4,553,558	4,553,558
Miscellaneous Revenues	5,956,487	6,098,744	8,196,851	8,301,599	8,301,599
Residual Equity Transfer In	-	-	-	60,243	60,243
Total Revenue	\$ 13,339,047	\$ 13,641,408	\$ 15,292,173	\$ 15,392,225	\$ 15,392,225
Salaries & Benefits	\$ 11,525,380	\$ 11,420,905	\$ 11,782,755	\$ 10,658,948	\$ 10,658,948
Services & Supplies	3,368,715	3,225,260	4,165,115	4,099,594	4,099,594
Equipment	-	26,817	500,000	500,000	500,000
Other Intangible Asset	-	237,210	-	125,000	125,000
Interfund Charges	46,992	87,003	87,004	-	-
Interfund Reimb	(32,500)	-	-	-	-
Intrafund Charges	1,185,672	1,188,921	1,261,574	1,643,049	1,643,049
Intrafund Reimb	(2,326,871)	(2,257,247)	(2,148,877)	(1,353,496)	(1,353,496)
Total Expenditures/Appropriations	\$ 13,767,388	\$ 13,928,869	\$ 15,647,571	\$ 15,673,095	\$ 15,673,095
Net Cost	\$ 428,341	\$ 287,461	\$ 355,398	\$ 280,870	\$ 280,870
Positions	126.0	115.0	115.0	107.0	107.0

2011-12 PROGRAM INFORMATION

BU: 3230000 Department of Finance

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

Program No. and Title: 001 Pool

3,821,900	193,000	0	0	0	0	0	3,628,900	0	0	20.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: 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: 002 Fiscal Agent

601,170	0	0	0	0	0	0	601,170	0	0	2.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: 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
Program No. and Title: 003 Reclamation												
	144,908	0	0	0	0	0	0	144,908	0	0	2.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	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.											
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Program No. and Title: 004 Tax Collection - Minimal Level of Service												
	3,141,722	204,510	0	0	0	0	0	2,876,471	0	60,741	22.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	FO -- Financial Obligation											
Program Description:	Match or exceed the state average property tax collection rate while reducing the average net county cost per \$1,000 in property tax collections relative to the previous fiscal year average. Mailing tax bills, collection of secured and unsecured property taxes, including applicable penalties, direct levy amounts, bonds subject to judicial foreclosure.											
<hr/>												
Program No. and Title: 005 Licenses - Minimal Level of Service												
	2,559,750	0	0	0	0	0	0	2,545,672	0	14,078	11.0	2
Program Type:	Self-Supporting											
Countywide Priority:	4 -- Sustainable and Livable Communities											
Strategic Objective:	C1 -- Develop and sustain livable and attractive neighborhoods and communities											
Program Description:	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/>												
Program No. and Title: 006 System Controls & Reconciliations - Minimal Level of Service												
	940,208	49,312	0	0	0	0	0	887,794	0	3,102	7.0	0
Program Type:	Discretionary											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, such as, cash transfer accounts, business area balancing, module reconciliations, cash flow programs, etc. Provide financial system support to fix, enhance, test and implement financial system processes. Includes participation in software upgrades to maintain support from vendor. Maintain cash controls and appropriation controls. Maintain financial batch processes for daily, monthly, annual jobs. Implement, review, and maintain internal and system controls. Maintain system security to protect integrity of data and to limit access to confidential information.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>007 Payroll Services - Minimal Level of Service</u>											
	1,187,111	304,074	0	0	0	0	0	801,115	0	81,922	9.0	0
Program Type:	Mandated											
Countywide Priority:	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	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.											
<hr/>												
Program No. and Title:	<u>008 Audits - Minimal Level of Service</u>											
	1,009,625	326,100	0	0	0	0	0	677,969	0	5,556	6.5	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Conduct internal audits to insure that various codes and regulations are followed by providing auditing services.											
<hr/>												
Program No. and Title:	<u>009 Payment Services - Minimal Level of Service</u>											
	1,498,131	0	0	0	0	0	0	1,393,594	1,153	103,384	13.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	A countywide payment service that reviews and pre-audits payment requests for all county departments and special districts that have moneys within the County Treasury. Payment requests are imaged for countywide access. Provides special district COMPASS data entry. Provides support to all departments and social districts on county policy and procedures.											
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	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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Program No. and Title: 010 Accounting Services - Minimum Levels of Service

813,872	25,000	0	0	0	0	0	0	782,601	0	6,271	5.5	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: 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 Count Office of Education (SCOE) / Government Office bond tax rate calculations: Tax rates are determined for billing on tax-rolls; collections must be allocated for the purpose intended; and debt service reports must be filed for audit purposes. Budgets Hearings: Attend Final budget hearings and prepare resolution to be approved by the BOS. Realignment Reports: Welfare and Institutions Code 17600 – 17609. Fee Reviews: Government Code 54985 indicates that a review by Auditor Controller (AC) can be requested by BOS as AC is not required to look at the fees in advance. Based on a 1983 memorandum, the BOS responded to a Grand Jury Report on December 27, 1978 which resulted in the CEO and the Auditor-Controller being responsible for reviewing indirect cost rate proposals and fees for all departments. Historically, we have limited our reviews to general fund departments only. ICRP: Needed to claim additional costs for state reimbursable programs such as PC4750. PC 4750 Claiming: Prepare state and federal tax return for Public Facilities Financing Corporation. Centralized Monthly Billing to Cities and Court. State Controllers Annual Report of Financial Transactions: Required to be filed by County and special districts.

Program No. and Title: 011 Tax Accounting - Minimal Level of Service

1,308,194	251,500	0	0	0	0	0	0	1,050,878	0	5,816	9.0	0
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Program Type: Mandated

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

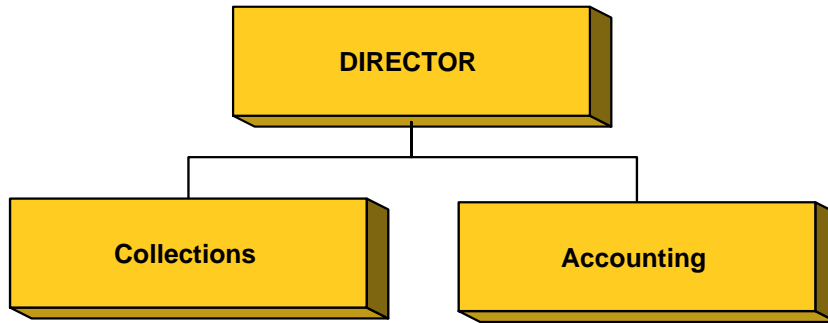
Strategic Objective: FO -- Financial Obligation

Program Description: 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.

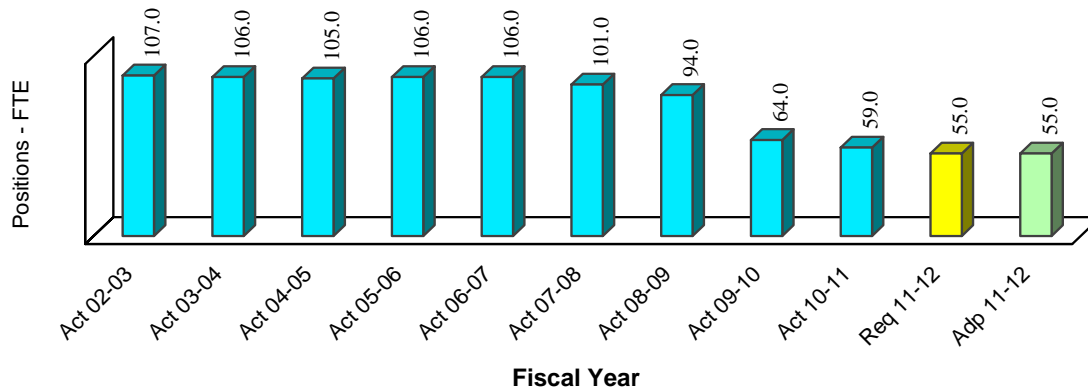
FUNDED	17,026,591	1,353,496	0	0	0	0	0	15,391,072	1,153	280,870	107.0	2
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Departmental Structure

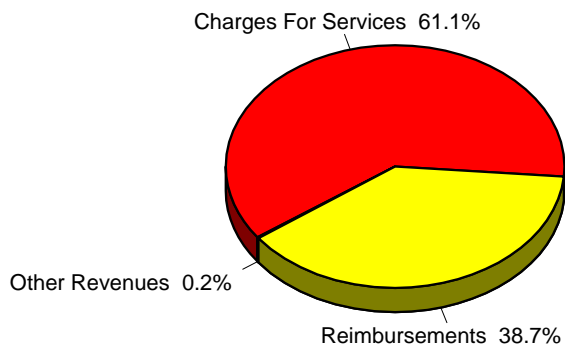
CONNIE AHMED, Director



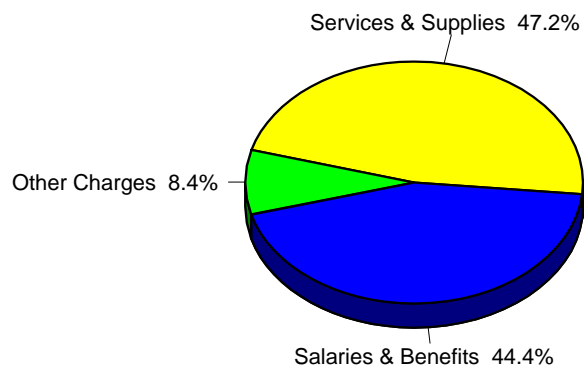
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,140,765	6,832,481	6,962,547	7,019,614	7,019,614
Total Financing	6,563,663	6,815,022	6,962,547	7,019,614	7,019,614
Net Cost	577,102	17,459	-	-	-
Positions	64.0	59.0	61.0	55.0	55.0

PROGRAM DESCRIPTION:

The primary responsibility of the Department of Revenue Recovery (DRR) is to perform billing and collection functions to effectively collect the accounts receivables referred by customer departments. 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 cost effective centralized billing and collection services to minimize the county's total receivables processing costs and to maximize revenue collection that can be used to meet customer entities' program objectives.

GOALS:

- Increase net collections for customer departments by three percent, from \$33.8 million to \$34.8 million.
- Decrease net cost to collection ratio from 11.6 percent to 10.6 percent.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- **Program Results:** For Fiscal Year 2010-11 DRR collected \$1.1 million more than expected; actual \$38.8 million and \$37.7 million estimated, and saved over \$700,000 in expenditures, \$10.7 million actual and \$11.4 million estimated. The increase in net revenue generated by DRR was passed on to customer departments for use in their programs. DRR was able to generate the increased revenue as a result of automation and process improvements.
- **Debt Management and Collection System (DMACS):** Total systems related costs ended \$340,000 under budget as projected for last fiscal year. The Board approved an amendment to the existing contract with the current vendor that will allow for the completion of the highest priority system enhancements. The cost to complete the enhancements will be paid using the project’s Fixed Asset Acquisition Fund (FAAF) loan. The debt service payments were budgeted at \$1.1 million and ended \$160,000 under budget as a result of the reduced costs. Overall, all system related costs were budgeted at \$2.6 million and ended at \$2.1 million, \$500,000 under budget.
- **Workload Changes:** DMACS system enhancements were implemented for the automated processing of aid overpayments and the update of existing cases from the Department of Human Assistance. Approximately \$18 million in receivables were processed into the system; generating 38,000 initial notices. The processing of the backlog files resulted in an increase in the number of telephone calls, both inbound and outbound, monthly statement processing, and additional workload for staff to research as necessary when a dispute is received or DRR is notified a Fair Hearing has been filed. All costs to process this work were budgeted and other automation improvements will provide staff time to absorb the increased work load.

SIGNIFICANT CHANGES FOR 2011-12:

Cost effective implementation of automation in order to increase net revenue collected remains DRR’s top priority for Fiscal Year 2011-12. System costs are budgeted at \$1.7 million, continuing the downward trend in systems costs by another \$900,000 over Fiscal Year 2010-11. Technical training and transition of support and maintenance (including enhancements) to county staff (Office of Communication and Information Technology) will further stabilize systems costs.

In addition, the following items are in progress to increase overall collections countywide:

- Further automate skip-tracing processes to locate debtor contact and asset information in order to increase the collection of receivables.
- Automate legal processes in order to reduce the time and cost of preparing and completing the filing of Small Claims suits, wage attachments, and bank account levies, to increase collections.
- Identify redundant receivables processes to collaboratively develop countywide receivables procedures to reduce customer department and the County’s receivables processing costs.
- Identify redundant debtor data repositories in order to reduce the collective costs of collecting and maintaining redundant debtor information and to improve data sharing.

STAFFING LEVEL CHANGES 2011-12:

Administrative additions, deletions and/or reclassifications resulting in a net reduction of 4.0 FTE positions consist of the following:

Added Positions:

Executive Secretary	<u>1.0</u>
Total	1.0

STAFFING LEVEL CHANGES 2011-12 (CONT.):

Deleted Positions:

Account Clerk II	1.0
Collection Services Agent Level 2	2.0
Information Technology Analyst Level 2	<u>2.0</u>
Total	5.0

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report -
Revenue Recovery Fiscal Year 2011-12

	Fund Center	Adjusted Budget FY 10-11 Collections	Actual FY 10-11 Collections	Recommended FY 11-12 Budget Collections	Adopted FY 11/12 Budget Collections
SUPERIOR COURT:					
Traffic Court	5025024	17,131,080	16,709,335	18,000,000	18,000,000
Criminal Court (including cities)	5025024	8,161,765	8,634,256	8,200,000	8,200,000
Civil Court	5025024	215,598	240,687	210,000	210,000
Warrant Project	5025024	267,156	264,596	150,000	150,000
Restitution - Victims (incl summary & formal)	5025024	1,982,223	2,118,509	2,600,000	2,600,000
Totals		<u>27,757,822</u>	<u>27,967,384</u>	<u>29,160,000</u>	<u>29,160,000</u>
PROBATION:					
Juv. Care & Maint. - Juv. Hall(1&5)	6706740	187,520	182,532	185,000	185,000
Juv. Care & Maint. - Boys Ranch	6706720	64,682	51,860	50,000	50,000
Juv. Care & Maint. - Foster Home		-	-	-	0
Juv. Care & Maint.-Youth Auth.(6&7)	6760000	9,056	7,115	5,000	5,000
Juv. Care & Maint. - WETYC	6706730	36,774	33,257	30,000	30,000
Juv. Care & Maint. - Transp. (9/90)		-	-	-	0
Juv. Care & Maint. - Cloth. (9/10)		-	-	-	0
Supervision Fees	6706723	1,037,034	1,091,219	1,100,000	1,100,000
Courtesy Supervision	6706723	29,259	29,965	30,000	30,000
Prob. Adult Drug Testing Fees	6706723	8,600	10,113	8,000	8,000
Other Fees	6706723	-	-	-	-
Pre-Sentence Report	6706716	196,680	209,520	200,000	200,000
Diversion Program	6706716	69,576	66,954	70,000	70,000
Prob. Prop 36 Program Fees	6706727	12,891	12,900	12,000	12,000
Prob. Abandonment Report	6706716	100	150	100	100
Prob. Adoption Report Fees	6706716	3,682	2,241	2,500	2,500
Juv. Probation Fees	6706717	58,530	57,781	65,000	65,000
Juv. Drug Testing Fees	6706717	12,137	8,595	20,000	20,000
Juv. Electronic Monitoring	6706708	60,809	64,883	70,000	70,000
Total		<u>1,787,330</u>	<u>1,829,084</u>	<u>1,847,600</u>	<u>1,847,600</u>
SHERIFF'S DEPARTMENT:					
Sheriff - Weekender Board & Room	7407422	446,290	511,772	475,000	475,000
Sheriff - Incarceration Fees	7407421	798,896	927,497	850,000	850,000
Sheriff - Booking Fees		-	-	-	-
Total		<u>1,245,186</u>	<u>1,439,268</u>	<u>1,325,000</u>	<u>1,325,000</u>

SUPPLEMENTAL INFORMATION (CONT.):

	Fund Center	Adjusted Budget FY 10-11 Collections	Actual FY 10-11 Collections	Recommended FY 11-12 Budget Collections	Adopted FY 11/12 Budget Collections
<u>PUBLIC DEFENDER:</u>					
Legal Fees - Adult - P.D.	6916910	165,914	170,257	65,000	65,000
Legal Fees - Juvenile - P.D.	6916910	70,000	161,366	100,000	100,000
Total		<u>235,914</u>	<u>331,622</u>	<u>165,000</u>	<u>165,000</u>
<u>CCD:</u>					
Legal Fees - Adult - C.A.C.	5510000	16,974	21,738	20,000	20,000
Legal Fees - Juvenile - C.A.C.	5510000	94,589	110,474	100,000	100,000
Total	5510000	<u>111,563</u>	<u>132,212</u>	<u>120,000</u>	<u>120,000</u>
<u>B.U. 5701 (via DHA):</u>					
CAPI SSI - JV to BU 5701	5705701	345,208	245,085	300,000	300,000
Gen. Assist. - JV to BU 5701	5705701	186,039	167,944	200,000	200,000
GA SSI - JV to BU 5701	5705701	2,971,319	2,865,488	2,500,000	2,500,000
Special Recovery	5705701	4,000	4,400	-	-
Total	5705701	<u>3,506,565</u>	<u>3,282,917</u>	<u>3,000,000</u>	<u>3,000,000</u>
<u>DISTRICT ATTORNEY:</u>					
Trust Acct		1,686	1,686	-	-
NSF Program Restitution	5805813	604	604	-	-
NSF Check Program Fees		2,290	2,290	-	-
Total		<u>2,290</u>	<u>2,290</u>	<u>-</u>	<u>-</u>
<u>HUMAN ASSISTANCE:</u>					
CalWorkd - FC-Fed	8108130	-	-	-	-
CalWorks - FG	8108130	500,000	521,324	650,000	650,000
CalWorks - U	8108130	37,263	-	50,000	50,000
Food Stamps	8108130	325,000	344,371	375,000	375,000
EA Foster Care	8108130	4,677	-	5,000	5,000
Foster Care Overpayments	8108130	529,423	786,802	500,000	500,000
Indo Refugee	8108130	-	-	-	-
Gain O/P Child Care	8108130	-	-	-	-
Gain O/P Trans.	8108130	16	28	-	-
Miscellaneous -	8108130	49,915	61,475	70,000	70,000
Supp Child Care (SC)	8108130	-	-	-	-
Cal-Learn Trans.	8108130	-	-	-	-
Cal-Learn Childcare	8108130	-	-	-	-
TCC	8108130	-	-	-	-
Total	8108130	<u>1,446,294</u>	<u>1,713,999</u>	<u>1,650,000</u>	<u>1,650,000</u>
<u>DHHS</u>					
Mental Health		-	-	-	-
In Home Supportive Service	7203100	12,551	12,441	8,000	8,000
Private Pay	7201800	68,993	72,836	-	-
Medically Indigent - Lien	7201200	-	-	-	-
Medically Indigent - SOC	7201200	498,169	493,667	450,000	450,000
Ambulance Service		-	-	-	-
Medical Claims		-	-	-	-
Total		<u>579,713</u>	<u>578,944</u>	<u>458,000</u>	<u>458,000</u>
<u>ENVIRONMENTAL MGMT:</u>					
<u>ENVIRONMENTAL HEALTH:</u>					
Envir. Mgt. Inspect. Fee - Food	3350002	330	165	-	-
Envir. Mgt. Inspect. Fee - Pool	3350002	-	-	-	-
Envir.Mgt.Resample Fee-Soft Serve	3350002	-	-	-	-
Sub-Total - Env Health		<u>330</u>	<u>165</u>	<u>-</u>	<u>-</u>

SUPPLEMENTAL INFORMATION (CONT.):

	Fund Center	Adjusted Budget FY 10-11 Collections	Actual FY 10-11 Collections	Recommended FY 11-12 Budget Collections	Adopted FY 11/12 Budget Collections
<u>HAZARDOUS MATERIALS:</u>					
Hazardous Material-Annual Fee	3350003	-	-	-	-
Haz.Mat.- Waste Generator Fee	3350003	295	-	-	-
Haz.Mat.- AB2195 Bus.Emer.Resp.	3350003	-	-	-	-
Haz.Mat.- Underground Storage Tank	3350003	-	-	-	-
Haz.Mat.- Delinquency Charge	3350003	1,240	8,176	-	-
Haz.Mat.- Collection Admin. Fee	3350003	-	-	-	-
Sub-Total - HazMat		1,535	8,176	-	-
Total EMD		1,865	8,341	-	-
<u>FINANCE:</u>					
Unsecured Property Tax	3233230	-	-	-	-
Transient Occupancy Tax	3233230	22,200	36,030	20,000	20,000
Total		22,200	36,030	20,000	20,000
<u>CHILD SUPPORT SERVICES:</u>					
	5812000	-	-	-	-
<u>MUNICIPAL SERVICES AGENCY:</u>					
CUBS	2472471	268,862	266,686	275,000	275,000
Damage to County Property	2702720	23,244	68,879	47,000	47,000
Street Construction Encroachment	2900000	35,000	30,361	6,000	6,000
Returned Checks	2702720	2,733	4,996	2,000	2,000
Building Inspection	2152151	31,471	56,478	50,000	50,000
Water Quality	2900000	-	-	300	300
Plan Check Charges	2900000	121,149	69,900	31,920	31,920
Waste Mgmt & Recycling	2200450	16,520	11,316	6,080	6,080
Total MSA		498,979	508,617	418,300	418,300
<u>OTHER COLLECTIONS:</u>					
Airports	3413411/2	922	3,093	5,000	5,000
Workers' Compensation	3903890	-	112	-	-
Air Quality Management Dist (SMAQMD)		-	-	2,000	2,000
(Housing Authority (SHRA)		24,030	19,656	25,000	25,000
Animal Care	3220000	-	-	-	-
General Services	Various	-	-	1,000	1,000
Risk Management	Various	14,119	9,337	10,000	10,000
Retirement		-	-	-	-
Personnel Services	6050031	3,294	1,647	-	-
DRR Collections (Designated)	6116110	50,000	68,716	50,000	50,000
DRR Collections (Undesignated)	5705701	50,000	50,378	64,031	64,031
Unallocated Collections		-	361,621	142,500	142,500
Unidentified Payments		-	19,229	7,500	7,500
Total Other Revenues		142,365	533,789	307,031	307,031
<u>Cities' Booking Fees</u>					
City of Sacramento		264,333	301,634	300,000	300,000
Other Cities		104,948	121,350	125,000	125,000
Total		369,281	422,985	425,000	425,000
SubTotals					
Other Costs					
DRR Costs					
TOTAL GROSS COLLECTIONS					
		37,707,367	38,787,636	38,895,931	38,895,931

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2010/11	Target 2011/12
Enhance revenue collection	Increase net benefit to Customer Departments	Net Collections returned to department	\$31.9 Million	\$33.2 Million	\$33.8 Million	\$34.1 Million
Efficient collection of revenue	Improve net cost ratio over prior fiscal year	Net cost to collection ratio	13.2%	12.6%	11.6%	12.1%

Net Benefit - Meeting or exceeding budgeted collections while maintaining or reducing gross expenditures will produce an increase in net revenue to our customer departments. For Fiscal Year 2010-11, DRR budgeted \$33.2M in net benefits with an actual net benefit of \$33.8M. Through cost cutting measures, new system functionality, and process improvements dealing with automated dialer calls allowing for better staff efficiency, DRR was able to exceed the target net benefit by approximately \$600K. Due to lingering impacts from the areas unstable job market and high unemployment rates, DRR is projecting a modest increase in collections for Fiscal Year 2011-12.

Net Cost Ratio - Reducing gross expenditures and/or increasing revenue will produce reduced costs per dollar collected. DRR's actual net cost ratio of 11.6 percent is below the Fiscal Year 2010-11 target rate by 1 percent. The improvement in DRR's net cost ratio was achieved through an increase in collections over the revised target amount as well as labor cost savings (positions deleted as part of mid-year budget process). It is DRR's goal to maintain a net cost ratio lower than the collection industry standard (13 percent to 50 percent) and the Franchise Tax Board's Court Ordered Debt Program (15 percent). Fiscal Year 2010-11 actual net cost ratio of 11.6 percent and Fiscal Year 2011-12 target rate of 12.1 percent is extremely competitive with both an outside agency and the Court Ordered Debt Program. DRR is meeting its strategic objective by providing collection services in a cost effective manner.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **6110000 - Department Of Revenue Recovery**
 Function **GENERAL**
 Activity **Other General**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (76,852)	\$ 6,760	\$ 6,760	\$ (49,885)	\$ (49,885)
Charges for Services	6,627,265	6,783,216	6,947,353	7,050,935	7,050,935
Miscellaneous Revenues	13,250	25,046	8,434	8,434	8,434
Residual Equity Transfer In	-	-	-	10,130	10,130
Total Revenue	\$ 6,563,663	\$ 6,815,022	\$ 6,962,547	\$ 7,019,614	\$ 7,019,614
Salaries & Benefits	\$ 5,526,353	\$ 5,218,360	\$ 5,814,017	\$ 5,097,652	\$ 5,097,652
Services & Supplies	3,953,967	3,492,364	3,712,929	4,113,867	4,113,867
Other Charges	1,092,179	941,705	1,128,975	965,508	965,508
Interfund Charges	-	19,540	19,540	-	-
Interfund Reimb	(2,454)	(5,828)	(10,000)	-	-
Intrafund Charges	1,315,491	1,292,043	1,265,286	1,313,698	1,313,698
Intrafund Reimb	(4,744,771)	(4,125,703)	(4,968,200)	(4,471,111)	(4,471,111)
Total Expenditures/Appropriations	\$ 7,140,765	\$ 6,832,481	\$ 6,962,547	\$ 7,019,614	\$ 7,019,614
Net Cost	\$ 577,102	\$ 17,459	-	-	-
Positions	64.0	59.0	61.0	55.0	55.0

2011-12 PROGRAM INFORMATION

BU: 6110000 Department of Revenue Recovery

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

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

11,490,725	4,471,111	0	0	0	0	0	7,069,499	-49,885	0	55.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

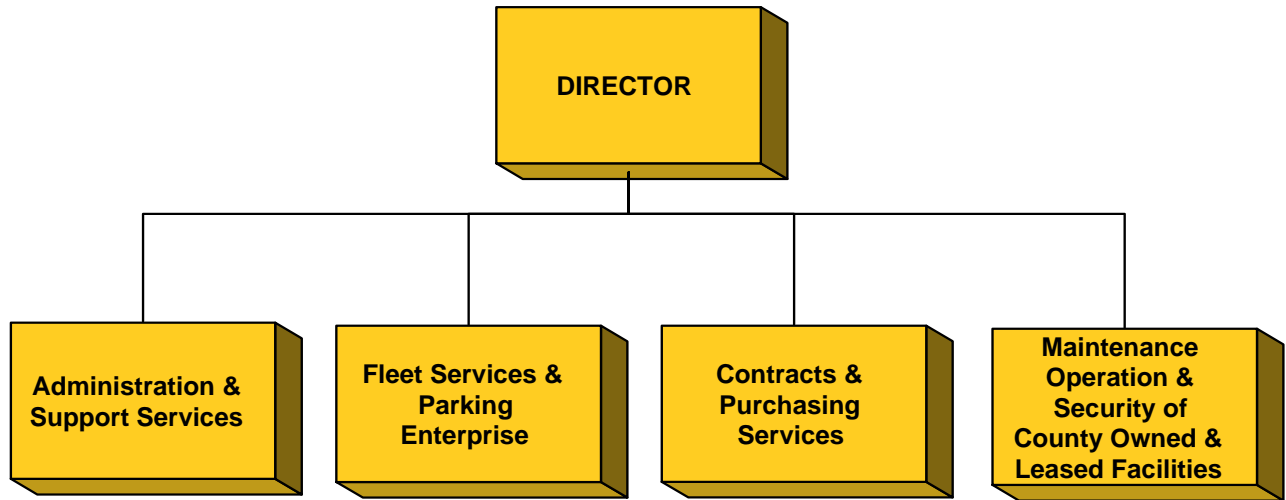
Program Description: DRR provides the collection of revenue for County Departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order.

FUNDED

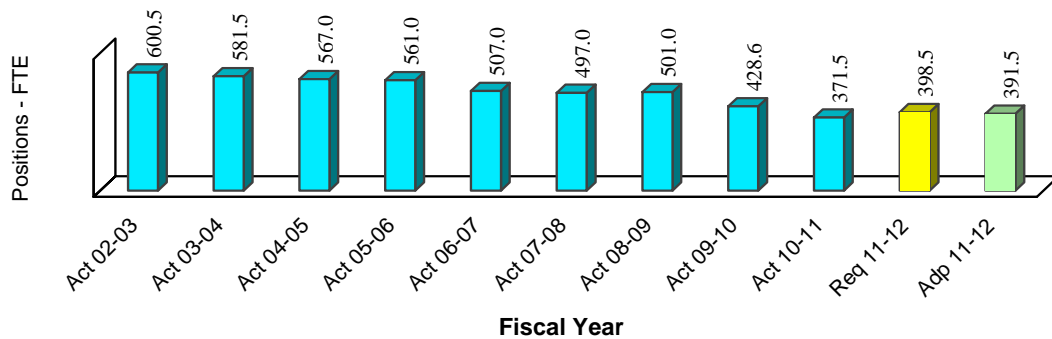
11,490,725	4,471,111	0	0	0	0	0	7,069,499	-49,885	0	55.0	0
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Departmental Structure

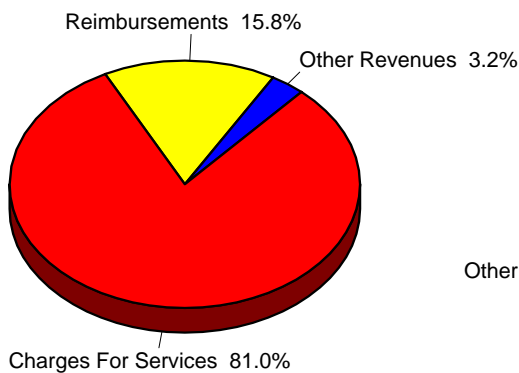
MICHAEL MORSE, Director



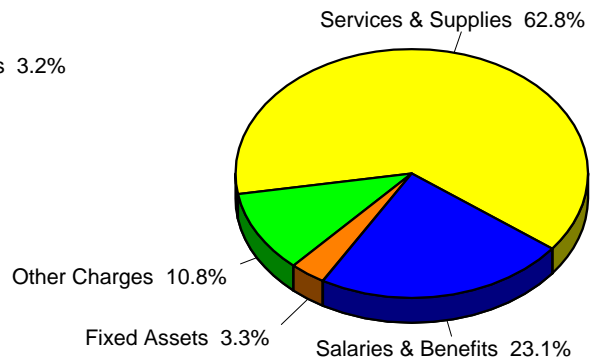
Staffing Trend



Financing Sources



Financing Uses



SUMMARY					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	94,423,678	87,490,028	99,755,471	153,716,016	153,716,016
Total Financing	96,514,118	90,090,374	98,690,471	140,861,027	140,861,027
Net Cost	-2,090,440	-2,600,346	1,065,000	12,854,989	12,854,989
Positions	428.6	371.5	370.5	391.5	391.5

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 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, surplus property and recycling services, and warehousing services.
 - **Contract and Purchasing Services** – Provides centralized procurement services and coordinates the procurement card program.
 - **Facility and Property Services** – Provides facility maintenance, security functions, and facility planning services to county agencies and departments.
 - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county-owned facilities including minor remodeling and repair work. Services are provided by skilled carpenters, painters, plumbers, electricians, stationary engineers, building maintenance workers, and custodial staff.
 - Security Services provides an unarmed, observe-and-report security presence for county-owned and some leased facilities.
 - Energy Management Program, 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.

PROGRAM DESCRIPTION (CONT.):

- Facility Planning and Management – 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.
 - Computer Aided Facility Management.
 - Environmental Management Services.
 - Master Planning for county-owned and leased facilities.
 - Real Estate Division which negotiates the purchase of real estate property interests required for projects of the Municipal Services Agency, Sacramento Regional County Sanitation District, Sacramento Area Sewer District, Department of Regional Parks and Open Space, other County agencies, and special districts. It also manages county-owned property, sells surplus real estate, negotiates revenue leases, negotiates and manages facility leases; and provides property management in support of the County Facility Management Program.
- **Fleet Services** – The Fleet Services Division purchases, rents and maintains light and heavy equipment.
 - 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 the County's agencies and departments in their efforts to provide services to the community.

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Conducted rate setting and cost allocation review workshops to explore alternative methodologies for the Fiscal Year 2011-12 Allocated Cost Package and subsequent budget development.
- Transferred responsibility of the Real Estate Division from the County Clerk Recorder to General Services effective February 26, 2011.
- Absorbed 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.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Reduced costs by \$10.1 million (20 percent reduction) to assist in balancing the General Fund budget.
- Refunded \$1.37 million to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Absorb approximately \$575,530 in cost increases in the Allocated Cost Package including annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce the operating budget by \$1.58 million (more than a three percent reduction). The reduction will be achieved in the Light Fleet Division.
- Rebate \$4.6 million in retained earnings to customer departments.
- The Capital Outlay Fund shows a net cost of \$10.5 million: \$5.5 million is for the purchase of heavy equipment, which will be partially funded through miscellaneous revenue of \$950,000; \$3.2 million is being transferred to the Heavy Equipment operating fund due to prior year losses; and the remaining \$2.7 million is to transfer assets to the Sacramento Area Sanitation District.

RETAINED EARNINGS CHANGES FOR 2011-12:

The Department is rebating \$4,697,645 of retained earnings to customer departments, appropriating \$175,000 for underground storage tanks in the Light Fleet Division, using \$82,344 of retained earnings to fund staffing resources for the renegotiation of leases in the Real Estate Division, and appropriating \$575,000 of retained earnings for contingency spending for emergencies that may come up throughout the year with no rate increase to customer departments. These expenses are offset by the transfer of \$3.2 million from the Capital Outlay Fund due to prior year losses in the Heavy Fleet Division.

SUMMARY OF POSITIONS:

Internal Services Fund (035)

PROGRAM	Adopted 2010-11	June 30, 2010	Requested 2010-11	Adopted 2010-11
Airport District	36.8	36.8	36.8	36.8
Bradshaw District	82.0	82.0	84.0	81.0
Contract & Purchasing Services	13.0	13.0	13.0	13.0
Downtown District	49.0	50.0	49.0	49.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	91.0	91.0	91.0	87.0
Fleet Services - Light	23.0	23.0	23.0	23.0
Office of the Director	20.8	20.8	20.8	20.8
Real Estate	0.0	0.0	26.0	26.0
Security Services	30.4	30.4	30.4	30.4
Support Services	23.5	23.5	23.5	23.5
	370.5	371.5	398.5	391.5

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement heavy equipment approved for Fiscal Year 2011-12.

SUMMARY OF CAPITAL OUTLAY HEAVY EQUIPMENT

Class	Description	Approved		Approved Amount
		New	Replace	
158	Bus 20-40 Passenger		3	\$450,000
160	1 ½ Ton Utility		2	400,000
161	Stencil/Sign Wash Truck		2	300,000
165	1½ ton w/Dump/Hoist		9	1,800,000
190	Water Truck, under 2,000 gal.		1	200,000
210	Trailer, Single Axle		1	30,000
213	Trailer, Other		1	25,000
292	Step-Van		7	1,225,000
342	High Press. Sewer Clnr, 2 Axle		1	200,000
345	Rodder, Sewer Cleaning		1	175,000
384	Forklift, 10,000 Pounds		2	90,000
390	Aerial Lift		1	190,000
423	Grader, 85 Horsepower		1	190,000
482	Melter Applicator		3	150,000
526	Pump, 6" Diesel Powered		1	50,000
772	Road Broom, Self-propelled		1	50,000
	Total	0	37	\$5,525,000

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2009/10	Target 2011/12
Internal Support	Maintain customer satisfaction with operational support.	To maintain overall customer satisfaction with General Services operational support	N/A	92%	< 90%	92%
	Maintain customer satisfaction with logistical support.	To maintain overall customer satisfaction with General Services logistical support	N/A	90%	90%	90%
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 (free 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%	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 department on a case-by-case basis	As determined by customer department on a case-by-case basis	As determined by customer department on a case-by-case basis

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2009/10	Target 2011/12
	Complete lease actions to obtain rights to occupy or terminate occupancy in leased facilities occupied by customer departments.	¹ 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%	84%	95%

¹ It is customary to work on Leases 18 months in advance of the expiration date. Due to current staffing levels this is not possible. Hence, performance projections are based on completing lease transactions for those leases currently in holdover status, active leases that will expire prior to June 30, 2012 and new projects currently in the queue. Leases expiring after June 30, 2012 will be added to the workload for the next fiscal year.

SCHEDULE:

State Controller Schedules		County of Sacramento			Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2011-12			Fund Title Service Activity Budget Unit	
					General Services Summary 7000000	
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3		4	5	
Operating Revenues						
Use of Money/Prop	\$ 348	\$ 403	\$ -	\$ -	\$ -	
Charges for Services	91,114,072	86,450,171	92,463,003	134,638,666	134,638,666	
Total Operating Revenues	\$ 91,114,420	\$ 86,450,574	\$ 92,463,003	\$ 134,638,666	\$ 134,638,666	
Operating Expenses						
Salaries and Employee Benefits	\$ 39,915,578	\$ 37,149,697	\$ 38,854,780	\$ 41,533,924	\$ 41,533,924	
Services and Supplies	31,298,842	30,650,714	37,956,349	79,388,022	79,388,022	
Other Charges	1,004,549	1,114,928	1,266,630	999,569	999,569	
Depreciation	10,211,607	8,169,591	9,614,500	8,558,316	8,558,316	
Total Operating Expenses	\$ 82,430,576	\$ 77,084,930	\$ 87,682,259	\$ 130,479,831	\$ 130,479,831	
Operating Income (Loss)	\$ 8,683,844	\$ 9,365,644	\$ 4,770,744	\$ 4,158,835	\$ 4,158,835	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 2,953,545	\$ 3,000,940	\$ 5,227,468	\$ 5,172,361	\$ 5,172,361	
Cost of Goods Sold	(4,676,598)	(4,976,702)	(7,424,424)	(7,424,424)	(7,424,424)	
Residual Eq Trn Out	(500,000)	-	-	(4,697,645)	(4,697,645)	
Improvements	-	-	-	(175,000)	(175,000)	
Equipment	-	-	(250,000)	(310,000)	(310,000)	
Gain /Sale/Property	-	-	100,000	100,000	100,000	
Gain or Loss on Sale of Capital Assets	1,162,973	450,650	(20,000)	(20,000)	(20,000)	
Debt Retirement	(1,483,252)	(1,203,648)	(1,203,788)	(1,234,116)	(1,234,116)	
Interest Expense	(1,403,344)	(1,099,351)	(1,200,000)	(1,100,000)	(1,100,000)	
Total Non-Operating Revenues (Expenses)	\$ (3,946,676)	\$ (3,828,111)	\$ (4,770,744)	\$ (9,688,824)	\$ (9,688,824)	
Income Before Capital Contributions and Transfers	\$ 4,737,168	\$ 5,537,533	\$ -	\$ (5,529,989)	\$ (5,529,989)	
Interfund Reim	\$ -	\$ -	\$ -	\$ (3,200,000)	\$ (3,200,000)	
Intrafund Charges	22,401,186	20,495,992	24,475,178	23,153,699	23,153,699	
Intrafund Reimb	(22,352,167)	(20,464,107)	(24,475,178)	(23,153,699)	(23,153,699)	
Change in Net Assets	\$ 4,688,149	\$ 5,505,648	\$ -	\$ (2,329,989)	\$ (2,329,989)	
Net Assets - Beginning Balance	7,027,855	11,710,998	11,710,998	19,160,788	19,160,788	
Equity and Other Account Adjustments	(5,006)	1,944,142	-	-	-	
Net Assets - Ending Balance	\$ 11,710,998	\$ 19,160,788	\$ 11,710,998	\$ 16,830,799	\$ 16,830,799	
*Net assets only include Fund 035 Operations and excludes Capital Outlay Fund 034						
Positions	428.6	371.5	370.5	391.5	391.5	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	
MEMO ONLY:						
CAPITAL REPLACEMENT AND ACQUISITION						
Miscellaneous Revenues	\$ 1,267,153	\$ -	\$ 800,000	\$ 800,000	\$ 800,000	
Other Equipment	(3,916,199)	(3,096,354)	(1,965,000)	(5,525,000)	(5,525,000)	
Other Expenses	(51,337)	191,052	100,000	(3,050,000)	(3,050,000)	
Residual Eq Trn Out	-	-	-	(2,750,000)	(2,750,000)	
TOTAL	\$ (2,597,709)	\$ (2,905,302)	\$ (1,065,000)	\$ (10,525,000)	\$ (10,525,000)	

2011-12 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:	<u>001 Department Administration</u>											
	3,211,951	2,798,690	0	0	0	0	0	413,261	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:	<u>002 GS-Bradshaw District</u>											
	14,141,826	704,238	0	0	0	0	0	12,619,898	0	817,690	81.0	44
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:	<u>003 GS-Downtown District</u>											
	8,082,645	522,056	0	0	0	0	0	7,105,151	0	455,438	49.0	6
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:	<u>004 GS Security</u>											
	3,682,291	446,709	0	0	0	0	0	2,770,610	0	464,972	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

7000000

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>005 GS-Airport District</u>											
	5,747,185	0	0	0	0	0	0	5,487,505	0	259,680	36.8	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provide maintenance and operation services of the SCAS facilities including repair work.											
<hr/>												
Program No. and Title:	<u>006 Central Purchasing</u>											
	2,863,885	343,462	0	0	0	0	0	1,605,456	0	914,967	13.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Centralized purchasing services for county departments											
<hr/>												
Program No. and Title:	<u>007 Support Services</u>											
	12,320,414	1,401,569	0	0	0	0	0	10,918,845	0	0	23.5	4
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.											
<hr/>												
Program No. and Title:	<u>008 Light Fleet Services</u>											
	28,004,807	6,484,383	0	0	0	0	0	19,670,815	0	1,849,609	23.0	2319
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Maintains county owned automotive equipment											
<hr/>												
Program No. and Title:	<u>009 Heavy Fleet Services</u>											
	34,129,268	12,637,872	0	0	0	0	0	24,691,396	0	-3,200,000	87.0	1077
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Operation and maintenance of the heavy equipment rental fleet											
<hr/>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>010 Energy Management</u>											
	9,858,406	402,120	0	0	0	0	0	8,770,997	0	685,289	1.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manage the County's Energy Program to maximize energy savings and minimize county cost											
<hr/>												
Program No. and Title:	<u>011 Facility Planning and Management</u>											
	758,908	25,038	0	0	0	0	0	733,870	0	0	4.8	1
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Facility planning for county owned and leased facilities											
<hr/>												
Program No. and Title:	<u>012 Computer Aided Facility Management</u>											
	318,010	318,010	0	0	0	0	0	0	0	0	1.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.											
<hr/>												
Program No. and Title:	<u>013 Real Estate Operations</u>											
	3,127,071	269,552	0	0	0	0	0	2,857,519	0	0	21.0	2
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support											
<hr/>												
Program No. and Title:	<u>014 Real Estate Operations</u>											
	41,136,500	0	0	0	0	0	0	41,136,500	0	0	0.0	0
Program Type:	Self-Supporting											
Countywide Priority:	5 -- General Government											
Strategic Objective:	IS -- Internal Support											
Program Description:	Reflects lease costs for county depts in leased facilities											
<hr/>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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Program No. and Title: **015 Real Estate Operations**

	1,211,548	0	0	0	0	0	0	1,129,204	0	82,344	5.0	1
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Program Type: Self-Supporting

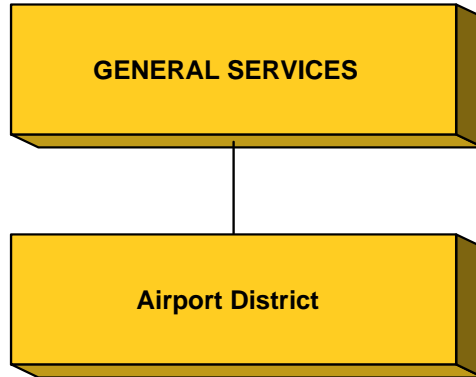
Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

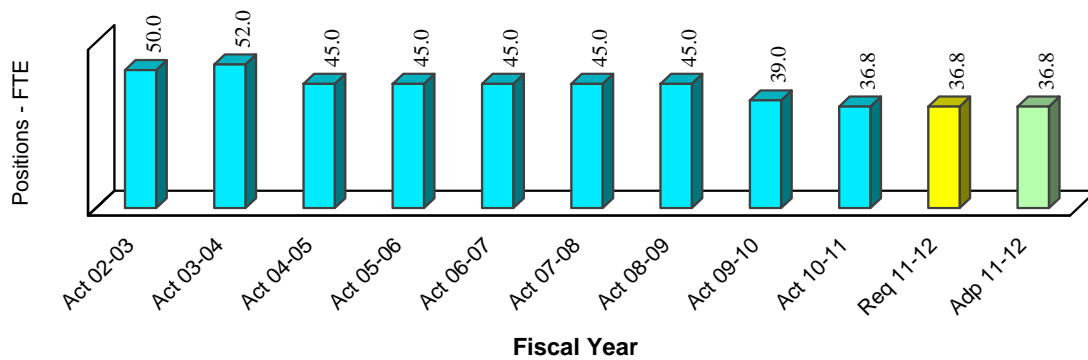
Program Description: Lease Negotiation and Administration for County Leased Facilities

FUNDED	168,594,715	26,353,699	0	0	0	0	0	139,911,027	0	2,329,989	391.5	3460
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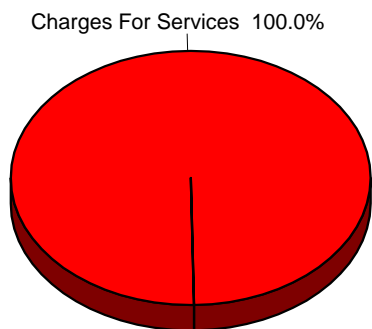
Departmental Structure



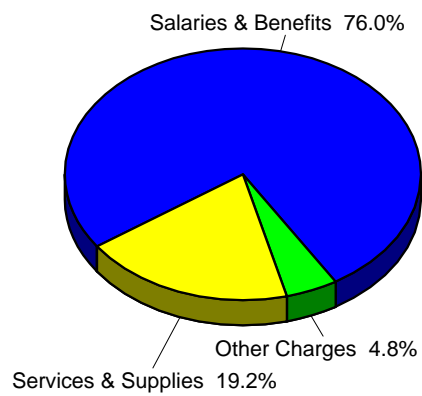
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	5,498,263	5,453,420	5,507,000	5,747,185	5,747,185
Total Financing	5,588,629	5,500,111	5,507,000	5,487,505	5,487,505
Net Cost	(90,366)	(46,691)	-	259,680	259,680
Positions	39.0	36.8	35.8	36.8	36.8

PROGRAM DESCRIPTION:

General Services – Airport District:

- Maintains approximately 2,650,000 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 maintaining the maximum level of preventative maintenance service possible in order to reduce demand maintenance and ensure a safe and healthy work environment.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Was actively involved with construction of the New Central Terminal B by participating in building construction and commissioning activities for the Sacramento County Airport System (SCAS).
- Staff received equipment training on new responsibilities associated with the New Central Terminal B, Concourse, Central Utilities Plant and Co Generation equipment.
- Assumed maintenance responsibilities for an additional 4,500 linear feet of new taxiway lighting system.
- Assisted in coordination and construction of Mather Aviation hanger deluge system upgrade.
- Reduced costs by \$612,836 at the request of the SCAS.

SIGNIFICANT CHANGES FOR 2011-12:

- Assist in SCAS’s planned conversion of the 4160 Electrical Distribution System to 12KV.
- Assume responsibility for maintenance of the new Central Terminal B and Concourse, Central Utilities Plant and Co Generation equipment.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Assume responsibility for maintenance and operation of the new hydraulically powered jet bridges at the International Airport.
- Create a preventative maintenance program for all new equipment included in the New Central Terminal B and Concourse.
- Take part in decommissioning of the Old Terminal B and eventual demolition of these facilities
- Work with contractors of two new contracts for maintenance of Airport equipment: Bombardier for the automated people mover and Vanderlande for the baggage conveyor systems.
- Combine three Stationary Engineer shops, in an effort to streamline operations and increase efficiencies, for the start of operation of the new Concourse.
- Rebate \$209,680 in retained earnings to SCAS.
- Absorb annual salary step increases and other unavoidable cost increases in the services and supplies accounts.

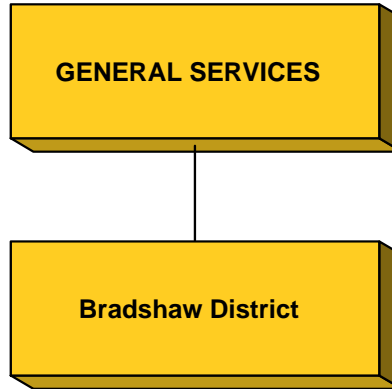
RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$209,680 of retained earnings to SCAS and appropriating \$50,000 in retained earnings for contingency spending.

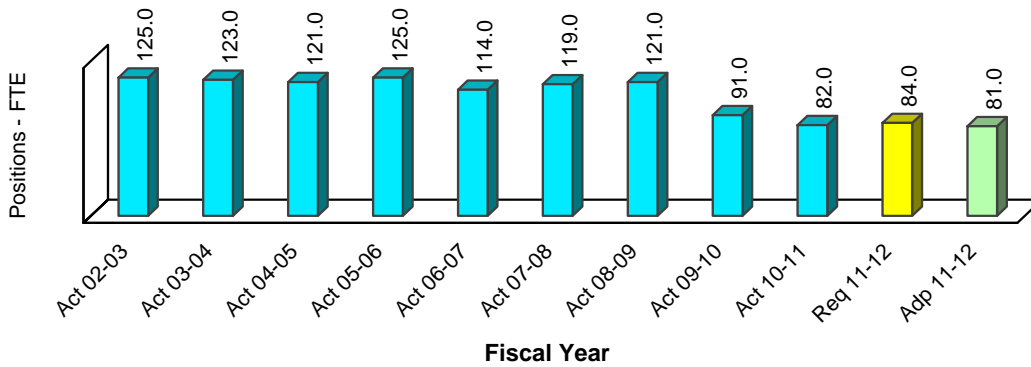
SCHEDULE:

State Controller Schedule		County of Sacramento				Schedule 10
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2011-12				
		Fund Title 035F - BUILDING MAINT AND				
		Service Activity Airport District				
		Budget Unit 7007440				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 5,588,629	\$ 5,500,090	\$ 5,500,000	\$ 5,487,505	\$ 5,487,505	
Total Operating Revenues	\$ 5,588,629	\$ 5,500,090	\$ 5,500,000	\$ 5,487,505	\$ 5,487,505	
Operating Expenses						
Salaries/Benefits	\$ 4,253,752	\$ 4,391,004	\$ 4,399,194	\$ 4,369,034	\$ 4,369,034	
Services & Supplies	989,312	798,378	806,396	894,415	894,415	
Other Charges	80,639	92,902	94,133	64,191	64,191	
Total Operating Expenses	\$ 5,323,703	\$ 5,282,284	\$ 5,299,723	\$ 5,327,640	\$ 5,327,640	
Operating Income (Loss)	\$ 264,926	\$ 217,806	\$ 200,277	\$ 159,865	\$ 159,865	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ -	\$ 21	\$ 7,000	\$ -	\$ -	
Residual Eq Trn Out	-	-	-	(209,680)	(209,680)	
Total Non-Operating Revenues (Expenses)	\$ -	\$ 21	\$ 7,000	\$ (209,680)	\$ (209,680)	
Income Before Capital Contributions and Transfers	\$ 264,926	\$ 217,827	\$ 207,277	\$ (49,815)	\$ (49,815)	
Intrafund Charges	174,560	171,136	207,277	209,865	209,865	
Change In Net Assets	\$ 90,366	\$ 46,691	\$ -	\$ (259,680)	\$ (259,680)	
Net Assets - Beginning Balance	945,355	1,022,776	1,022,776	1,043,246	1,043,246	
Equity and Other Account Adjustments	(12,945)	(26,221)	-	-	-	
Net Assets - Ending Balance	\$ 1,022,776	\$ 1,043,246	\$ 1,022,776	\$ 783,566	\$ 783,566	
Positions	39.0	36.8	35.8	36.8	36.8	
Revenues Tie To						
Expenses Tie To						
					SCH 1, COL 4	
					SCH 1, COL 6	

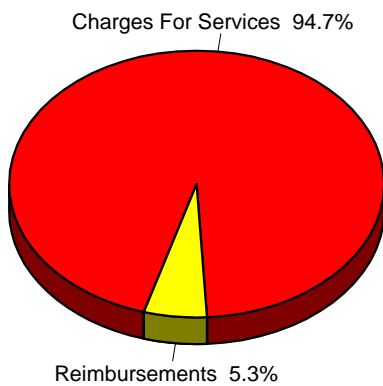
Departmental Structure



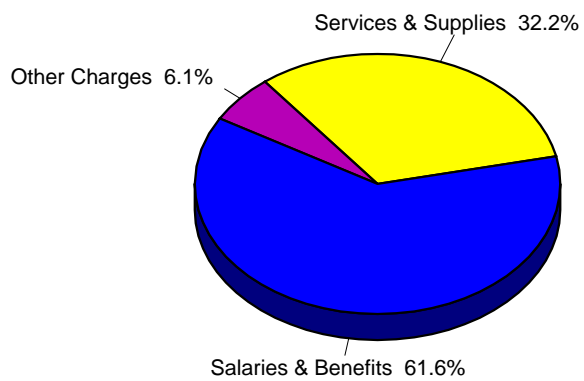
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,036,144	11,845,494	12,581,649	13,437,588	13,437,588
Total Financing	13,441,235	12,162,502	12,581,649	12,619,898	12,619,898
Net Cost	(405,091)	(317,008)	-	817,690	817,690
Positions	91.0	82.0	82.0	81.0	81.0

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 maintaining the maximum level of preventative maintenance service possible in order to reduce demand maintenance and ensure a safe and healthy work environment.
- To provide professional support and cost savings on small project improvements within user department budget constraints.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Re-established maintenance responsibilities for the Warren E. Thornton Youth Facility and Morgan Alternative Center.
- Discontinued major maintenance at Sacramento County Boys Ranch due to the closure of the facility by Probation due to funding shortfalls.
- Assisted Architectural Services Division (ASD) with the installation of the direct digital control (DDC) energy management system at Rio Cosumnes Correctional Center (RCCC).
- Replaced outdated interior and exterior lighting systems to more energy efficient fixtures at RCCC.
- Assumed maintenance responsibilities for the Juvenile Detention Facility expansion remodel.
- Reduced costs by \$995,630 (20 percent reduction) to assist in balancing the General Fund budget.
- Refunded \$155,066 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Replace failed secondary chiller unit at the Coroner/Crime Lab facility.
- Continue efforts to minimize vandalism at the Sacramento County Boys Ranch.
- Work with ASD on a Heating Ventilation and Air Conditioning (HVAC) energy efficiency project at 9660 Ecology Lane.
- Replace old inefficient boiler with new efficient boiler at Arden Library.
- Assist ASD with the replacement of the fire alarm system at RCCC.
- Assist ASD with the roof replacements on three facilities: Department of Transportation Traffic and Signs at 4135 Traffic Way, Transportation/Building Inspections at 4101 Branch Center Road and Office Building 3 at 3700 Branch Center Road.
- Assist ASD with the installation of the HVAC unit in the server room at the Voter Registration and Elections facility.
- Absorb annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Rebate \$717,690 in retained earnings to customer departments.

RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$717,690 of retained earnings to customer departments and appropriating \$100,000 of retained earnings for contingency spending.

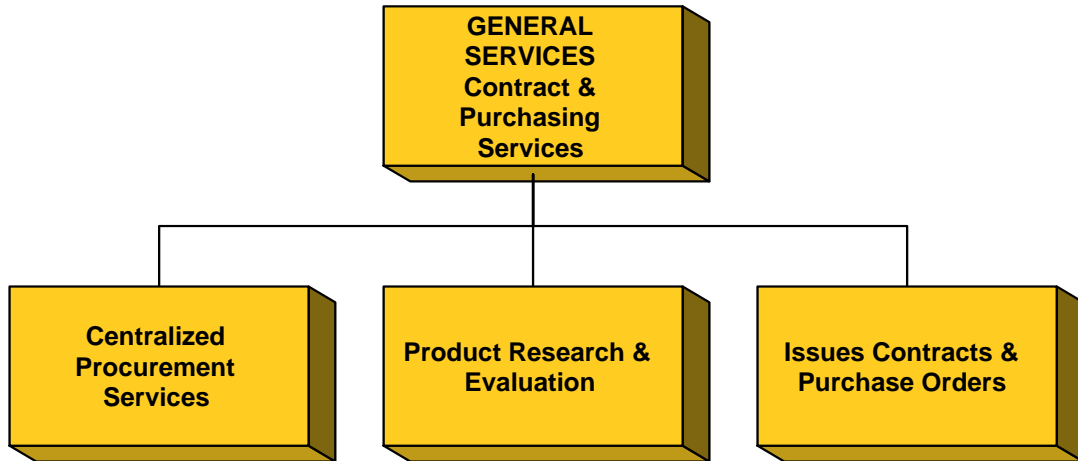
STAFFING LEVEL CHANGES FOR 2011-12:

- The following positions were deleted by the Board of Supervisors during the Budget Hearings:
2.0 Custodian Level 2
- The following position was added by the Board of Supervisors during the Budget Hearings: 1.0 Carpenter

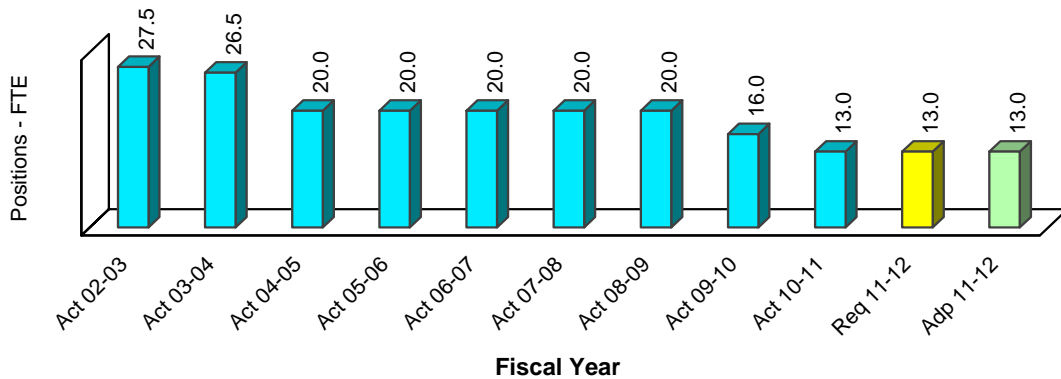
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035F - BUILDING MAINT AND Service Activity Bradshaw District Budget Unit 7007420				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 13,433,504	\$ 12,158,665	\$ 12,581,649	\$ 12,619,898	\$ 12,619,898	
Use Of Money/Prop	263	-	-	-	-	
Total Operating Revenues	\$ 13,433,767	\$ 12,158,665	\$ 12,581,649	\$ 12,619,898	\$ 12,619,898	
Operating Expenses						
Salaries/Benefits	\$ 8,538,490	\$ 8,179,086	\$ 8,678,656	\$ 8,716,775	\$ 8,716,775	
Services & Supplies	2,631,267	2,399,983	2,542,947	2,758,028	2,758,028	
Other Charges	225,213	213,675	216,506	143,034	143,034	
Depreciation	9,511	9,397	9,400	8,150	8,150	
Total Operating Expenses	\$ 11,404,481	\$ 10,802,141	\$ 11,447,509	\$ 11,625,987	\$ 11,625,987	
Operating Income (Loss)	\$ 2,029,286	\$ 1,356,524	\$ 1,134,140	\$ 993,911	\$ 993,911	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 4,300	\$ 3,837	\$ -	\$ -	\$ -	
Gain/Sale/Property	3,168	-	-	-	-	
Residual Eq Trn Out	(250,000)	-	-	(717,690)	(717,690)	
Total Non-Operating Revenues (Expenses)	\$ (242,532)	\$ 3,837	\$ -	\$ (717,690)	\$ (717,690)	
Income Before Capital Contributions and Transfers	\$ 1,786,754	\$ 1,360,361	\$ 1,134,140	\$ 276,221	\$ 276,221	
Intrafund Charges	1,908,720	1,585,306	1,816,976	1,798,149	1,798,149	
Intrafund Reimb	(527,057)	(541,953)	(682,836)	(704,238)	(704,238)	
Change In Net Assets	\$ 405,091	\$ 317,008	\$ -	\$ (817,690)	\$ (817,690)	
Net Assets - Beginning Balance	2,790,919	3,088,280	3,088,280	3,440,437	3,440,437	
Equity and Other Account Adjustments	(107,730)	35,149	-	-	-	
Net Assets - Ending Balance	\$ 3,088,280	\$ 3,440,437	\$ 3,088,280	\$ 2,622,747	\$ 2,622,747	
Positions	91.0	82.0	82.0	81.0	81.0	
<hr/>						
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

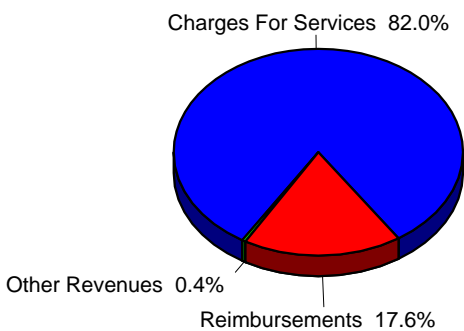
Departmental Structure



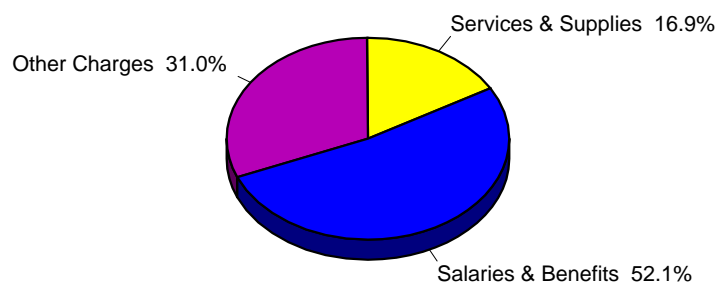
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,875,755	1,533,331	1,639,040	2,520,423	2,520,423
Total Financing	2,053,697	1,563,807	1,639,040	1,605,456	1,605,456
Net Cost	(177,942)	(30,476)	-	914,967	914,967
Positions	16.0	13.0	13.0	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’s Delegated Purchasing Programs (Limited Purchase Order, Department Field Order and Procurement Card) Program.
- Provide various training courses to county agencies, departments, some special districts, and vendors.

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.
- Provide assistance to the Support Services Division to 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 2010-11:

- Piloted the use of the Public Purchase eProcurement solution for handling vendor registration and online posting/submittals of solicitations.
- Partnered with on-line Public Surplus to generate additional revenue in Surplus sales.
- Presented the 2011 Achievement of Excellence in Procurement Award.
- Initiated organizational restructuring in the Division to cross train staff and have hybrid teams that focus on specific commodities and services.
- Absorbed approximately \$55,000 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.
- Refunded \$64,238 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Expand the use of the Public Purchases eProcurement solution through the Reverse Auction functionality and provide access for departments to obtain quotes for delegated purchasing programs.
- Focus on continued education and process improvements.
- Develop an accurate data reporting system for small and emerging businesses.
- Rebate \$864,967 in retained earnings to customer departments.

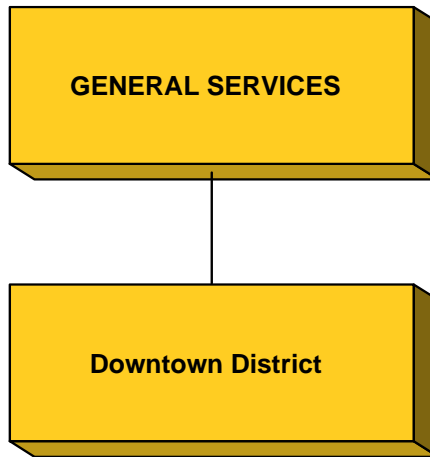
RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$864,967 of retained earnings to customer departments and appropriating \$50,000 in retained earnings for contingency spending.

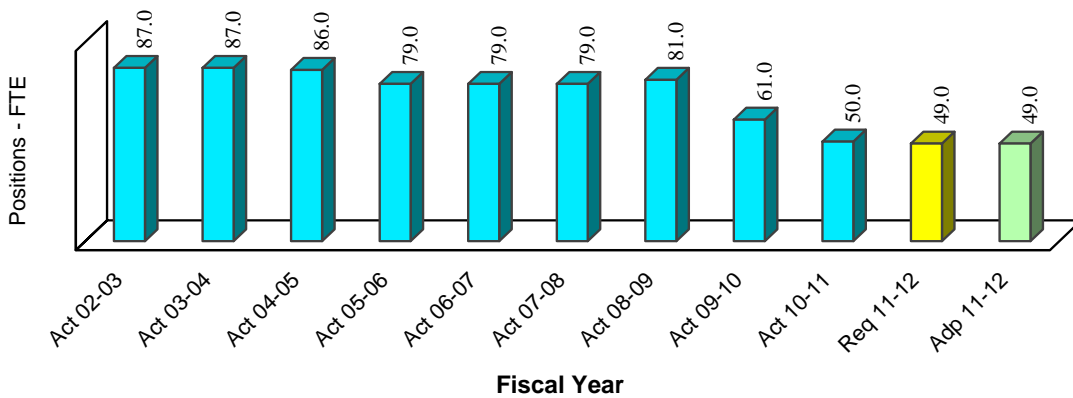
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035H - CONTRACT & PURCHASING				
		Service Activity Purchasing				
		Budget Unit 7007063				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,045,898	\$ 1,530,908	\$ 1,609,040	\$ 1,597,456	\$ 1,597,456	
Total Operating Revenues	\$ 2,045,898	\$ 1,530,908	\$ 1,609,040	\$ 1,597,456	\$ 1,597,456	
Operating Expenses						
Salaries/Benefits	\$ 1,753,984	\$ 1,486,080	\$ 1,514,803	\$ 1,493,140	\$ 1,493,140	
Services & Supplies	254,241	132,935	175,151	230,694	230,694	
Other Charges	35,510	39,483	40,006	22,676	22,676	
Total Operating Expenses	\$ 2,043,735	\$ 1,658,498	\$ 1,729,960	\$ 1,746,510	\$ 1,746,510	
Operating Income (Loss)	\$ 2,163	\$ (127,590)	\$ (120,920)	\$ (149,054)	\$ (149,054)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 7,799	\$ 32,899	\$ 30,000	\$ 8,000	\$ 8,000	
Residual Eq Trn Out	-	-	-	(864,967)	(864,967)	
Total Non-Operating Revenues (Expenses)	\$ 7,799	\$ 32,899	\$ 30,000	\$ (856,967)	\$ (856,967)	
Income Before Capital Contributions and Transfers	\$ 9,962	\$ (94,691)	\$ (90,920)	\$ (1,006,021)	\$ (1,006,021)	
Intrafund Charges	182,772	201,247	246,823	252,408	252,408	
Intrafund Reimb	(350,752)	(326,414)	(337,743)	(343,462)	(343,462)	
Change In Net Assets	\$ 177,942	\$ 30,476	\$ -	\$ (914,967)	\$ (914,967)	
Net Assets - Beginning Balance	2,307,933	2,454,698	2,454,698	2,494,114	2,494,114	
Equity and Other Account Adjustments	(31,177)	8,940	-	-	-	
Net Assets - Ending Balance	\$ 2,454,698	\$ 2,494,114	\$ 2,454,698	\$ 1,579,147	\$ 1,579,147	
Positions	16.0	13.0	13.0	13.0	13.0	
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	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

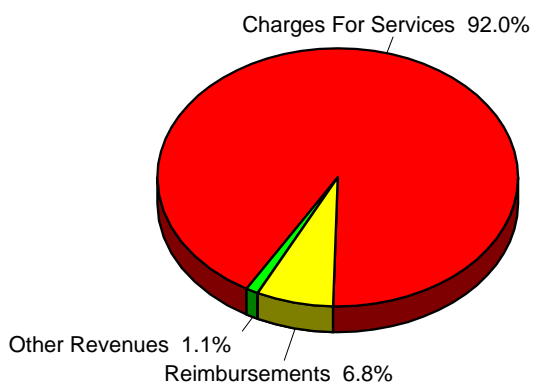
Departmental Structure



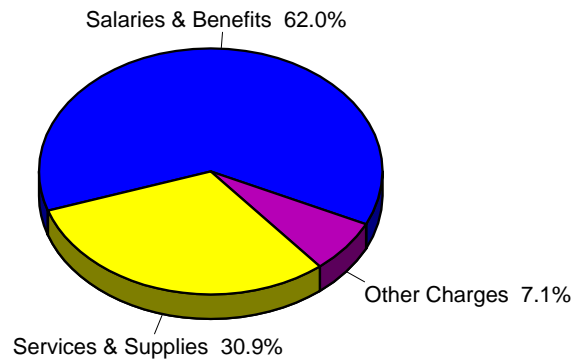
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,696,242	6,729,000	7,294,476	7,560,589	7,560,589
Total Financing	9,027,136	7,091,339	7,294,476	7,105,151	7,105,151
Net Cost	(330,894)	(362,339)	-	455,438	455,438
Positions	61.0	50.0	50.0	49.0	49.0

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 maintaining the maximum level of preventative maintenance service possible in order to reduce demand maintenance and ensure a safe and healthy work environment.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Continued with the upgrade and retrofit of the elevators in the Main Jail.
- Continued with the replacement of the 15,000 gallon fire sprinkler water storage tank in the Office of Communication and Information Technology (OCIT) building.
- Assisted the Architectural Services Division (ASD) with the replacement of three generators at the OCIT building to meet with Air Quality Management District (AQMD) standards.
- Worked with Regional Transit on the light rail expansion project around county facilities.
- Combined duties for the Facility Maintenance and Operations Downtown District with management of the Security Division.
- Reduced costs by \$1,645,851 (20 percent reduction) to assist in balancing the General Fund budget.
- Refunded \$358,055 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Continue the upgrade and retrofit of the elevators in the Main Jail.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Continue with the replacement of the 15,000 gallon fire sprinkler water storage tank in the OCIT building.
- Assist the ASD with the replacement of three generators at the OCIT building to meet the AQMD standards
- Work with Regional Transit on the light rail expansion project as it relates to county facilities.
- Relocate the remote fill for the Downtown Garage fueling station.
- Perform the ten-year overhaul and oil pump replacement of the chiller in the Central Plant.
- Re-tube 2nd pass and retune for harmonics problems on boiler #3 in the Central Plant.
- Re-line or replace storm and sewer tanks for the OCIT building.
- Install wireless thermostats for the Smart Grid project.
- Remodel the showers for the Main Jail.
- Rebate \$355,438 in retained earnings to customer departments.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts

RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$355,438 of retained earnings to customer departments and appropriating \$100,000 of retained earnings for contingency spending.

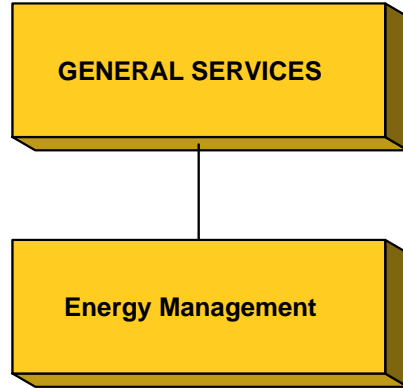
STAFFING LEVEL CHANGES FOR 2011-12:

The following position was deleted by the Board of Supervisors during the Budget Hearings: 1.0 Custodian Level 2

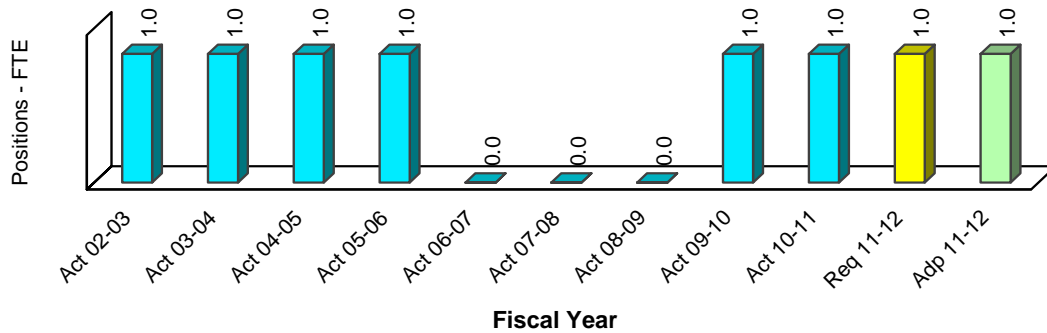
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12			Schedule 10	
		Fund Title Service Activity Budget Unit		035F - BUILDING MAINT AND Downtown District 7007430		
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 8,875,472	\$ 6,910,478	\$ 7,209,476	\$ 7,020,151	\$ 7,020,151	
Use Of Money/Prop	85	403	-	-	-	
Total Operating Revenues	\$ 8,875,557	\$ 6,910,881	\$ 7,209,476	\$ 7,020,151	\$ 7,020,151	
Operating Expenses						
Salaries/Benefits	\$ 5,861,761	\$ 4,494,370	\$ 5,100,212	\$ 5,008,605	\$ 5,008,605	
Services & Supplies	1,572,472	1,486,785	1,491,401	1,573,037	1,573,037	
Other Charges	147,942	146,321	148,259	85,471	85,471	
Depreciation	1,737	1,592	1,600	-	-	
Total Operating Expenses	\$ 7,583,912	\$ 6,129,068	\$ 6,741,472	\$ 6,667,113	\$ 6,667,113	
Operating Income (Loss)	\$ 1,291,645	\$ 781,813	\$ 468,004	\$ 353,038	\$ 353,038	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 151,579	\$ 180,458	\$ 85,000	\$ 85,000	\$ 85,000	
Residual Eq Trn Out	(250,000)	-	-	(355,438)	(355,438)	
Debt Retirement	(416,281)	(135,788)	(135,788)	(135,800)	(135,800)	
Total Non-Operating Revenues (Expenses)	\$ (514,702)	\$ 44,670	\$ (50,788)	\$ (406,238)	\$ (406,238)	
Income Before Capital Contributions and Transfers	\$ 776,943	\$ 826,483	\$ 417,216	\$ (53,200)	\$ (53,200)	
Intrafund Charges	933,188	883,917	985,608	924,294	924,294	
Intrafund Reimb	(487,139)	(419,773)	(568,392)	(522,056)	(522,056)	
Change In Net Assets	\$ 330,894	\$ 362,339	\$ -	\$ (455,438)	\$ (455,438)	
Net Assets - Beginning Balance	1,273,160	1,570,696	1,570,696	1,970,686	1,970,686	
Equity and Other Account Adjustments	(33,358)	37,651	-	-	-	
Net Assets - Ending Balance	\$ 1,570,696	\$ 1,970,686	\$ 1,570,696	\$ 1,515,248	\$ 1,515,248	
Positions	61.0	50.0	50.0	49.0	49.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

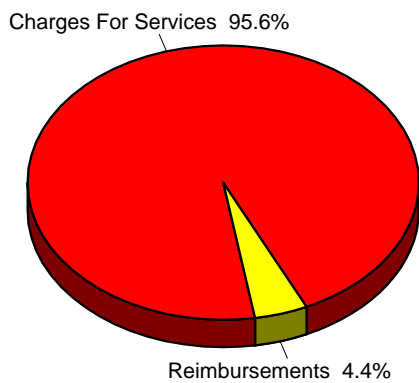
Departmental Structure



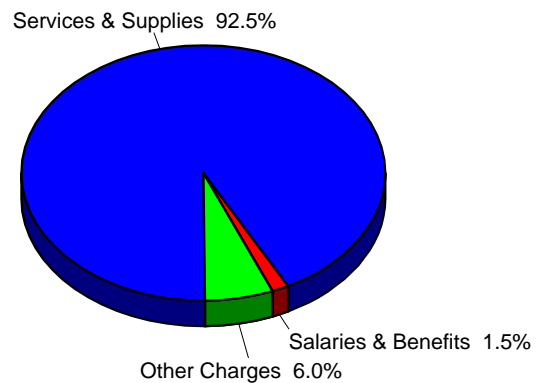
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,552,877	7,643,640	9,051,719	9,456,286	9,456,286
Total Financing	8,729,433	8,271,968	9,051,719	8,770,997	8,770,997
Net Cost	(1,176,556)	(628,328)	-	685,289	685,289
Positions	1.0	1.0	1.0	1.0	1.0

PROGRAM DESCRIPTION:

General Services – Energy Management Program:

- 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.

GOAL:

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

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Completed construction of Rio Cosumnes Correctional Center (RCCC) Energy Efficiency Retrofit Project (funded by Federal Stimulus grant and energy savings). This project replaced 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.
- Completed Campus Billing projects at the Downtown facilities, RCCC and Branch Center to reduce overall electricity costs by approximately five percent.
- Completed automation of utility bill payments to reduce errors and achieve cost savings.
- Began SMUD partially-funded Smart Grid projects at the District Attorney’s building (convert HVAC from constant volume to variable air volume) and the Downtown Central Plant at 700 H Street (convert chilled water system from constant volume to variable volume) to reduce energy consumption and energy costs.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Created Energy Program revolving fund from Federal Stimulus grant to fund energy efficiency projects on county-owned facilities.
- Refunded \$630,149 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Complete Smart Grid HVAC control projects at the District Attorney's building, Old Administration Building, Coroner Crime Lab, and the Downtown Central Plant at 700 H Street.
- Complete Energy Program revolving fund projects: LED lighting in the parking garage at Primary Care and wireless HVAC controls at Sheriff's Administration and Department General Services Administration Buildings.
- Rebate \$585,289 in retained earnings to customer departments.

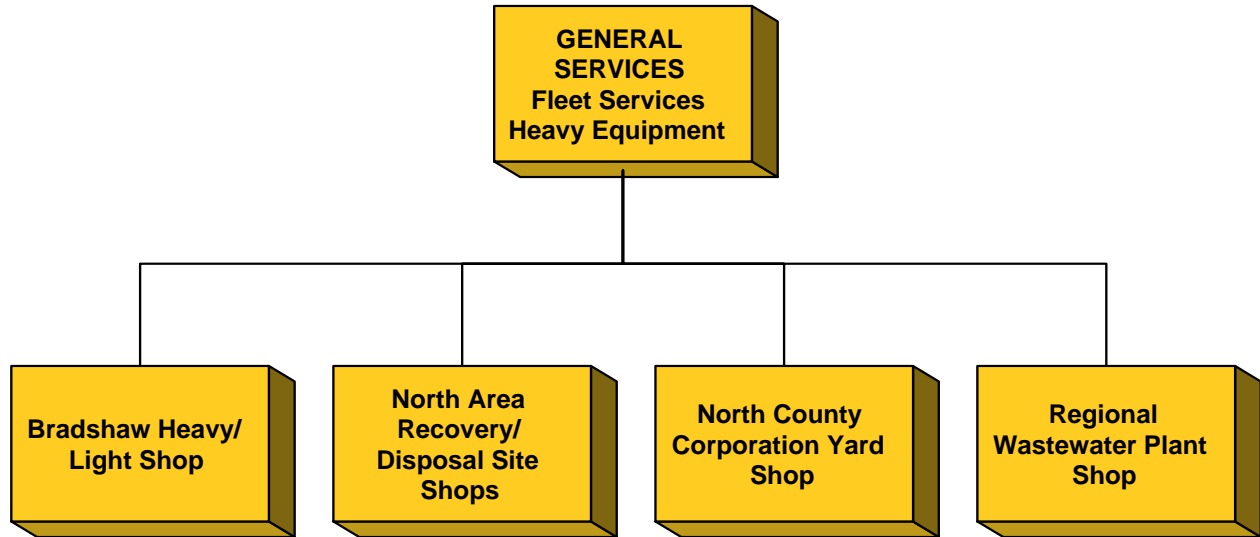
RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$585,289 of retained earnings to customer departments and appropriating \$100,000 in retained earnings for contingency spending.

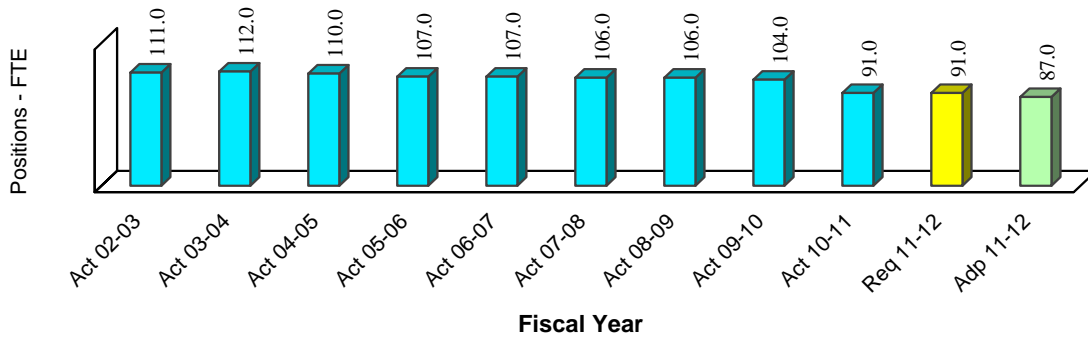
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035F - BUILDING MAINT AND Service Activity Energy Management Budget Unit 7007046				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 8,550,912	\$ 8,044,884	\$ 9,051,719	\$ 8,770,997	\$ 8,770,997	
Total Operating Revenues	\$ 8,550,912	\$ 8,044,884	\$ 9,051,719	\$ 8,770,997	\$ 8,770,997	
Operating Expenses						
Salaries/Benefits	\$ 136,470	\$ 150,817	\$ 151,706	\$ 148,770	\$ 148,770	
Services & Supplies	7,746,608	7,867,106	9,265,459	9,042,467	9,042,467	
Other Charges	7,375	6,425	6,751	1,745	1,745	
Total Operating Expenses	\$ 7,890,453	\$ 8,024,348	\$ 9,423,916	\$ 9,192,982	\$ 9,192,982	
Operating Income (Loss)	\$ 660,459	\$ 20,536	\$ (372,197)	\$ (421,985)	\$ (421,985)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 178,521	\$ 227,084	\$ -	\$ -	\$ -	
Residual Eq Trn Out	-	-	-	(585,289)	(585,289)	
Total Non-Operating Revenues (Expenses)	\$ 178,521	\$ 227,084	\$ -	\$ (585,289)	\$ (585,289)	
Income Before Capital Contributions and Transfers	\$ 838,980	\$ 247,620	\$ (372,197)	\$ (1,007,274)	\$ (1,007,274)	
Intrafund Charges	50,805	48,329	50,347	80,135	80,135	
Intrafund Reimb	(388,381)	(429,037)	(422,544)	(402,120)	(402,120)	
Change In Net Assets	\$ 1,176,556	\$ 628,328	\$ -	\$ (685,289)	\$ (685,289)	
Net Assets - Beginning Balance	973,367	2,322,850	2,322,850	2,948,396	2,948,396	
Equity and Other Account Adjustments	172,927	(2,782)	-	-	-	
Net Assets - Ending Balance	\$ 2,322,850	\$ 2,948,396	\$ 2,322,850	\$ 2,263,107	\$ 2,263,107	
Positions	1.0	1.0	1.0	1.0	1.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

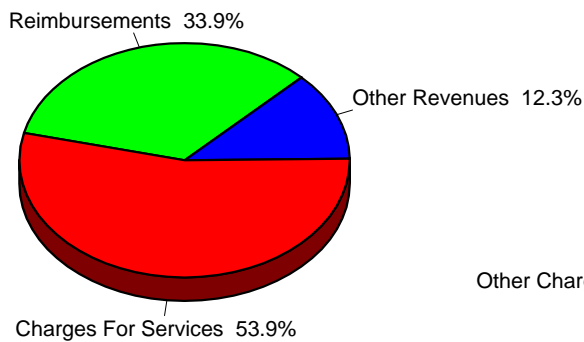
Departmental Structure



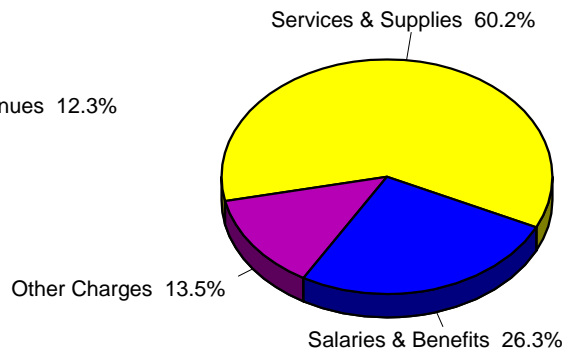
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	22,954,322	23,047,053	25,576,396	21,491,396	21,491,396
Total Financing	23,109,154	26,860,286	25,576,396	24,691,396	24,691,396
Net Cost	(154,832)	(3,813,233)	-	(3,200,000)	(3,200,000)
Positions	104.0	91.0	91.0	87.0	87.0

PROGRAM DESCRIPTION:

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

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

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 Key Performance Indicators to better utilize resources, improve customer service, and reduce cost of operation.
- Continued integration of lower emission vehicles to include heavy-duty hybrid vehicles into the County fleet.
- Continue to recover revenue losses from prior years.
- Deliver preventive maintenance and inspection services with minimal disruption to vehicle operations in the field.
- Provide vehicles and services meeting all safety and regulatory compliance requirements.
- Improve the division safety record.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Continued implementation of purchasing policy for the purchase of reduced emission heavy equipment.
- Accelerated the integration of low emission vehicles into county fleet.
- Finalized diesel particulate filter retrofits for on-road trucks and replaced older off-road diesel construction equipment to meet large fleet requirements.
- Reduced costs by \$4.06 million to assist in balancing the General Fund budget.

SIGNIFICANT CHANGES FOR 2011-12:

- Continue to keep vehicles serviced and maintained in a timely, efficient manner.
- Implement standard job times for preventive maintenance and inspection services.
- Receive approval to enter into a ten year contract for Liquid Natural Gas (LNG) fuel to include a new LNG station over the term of the fuel contract.
- Review and evaluation by a consultant of maintenance operations to improve efficiencies.
- Bring a new gasoline and diesel service station online at the Surface Water Treatment plant.
- Reduce costs by over \$0.82 million to respond to reduced customer maintenance requests.
- The Department of General Services will continue to work with customer departments to recover cumulative losses.

RETAINED EARNINGS CHANGES FOR 2011-12:

\$3.2 million is being transferred from the Capital Outlay fund to the Heavy Equipment operating fund due to prior year losses.

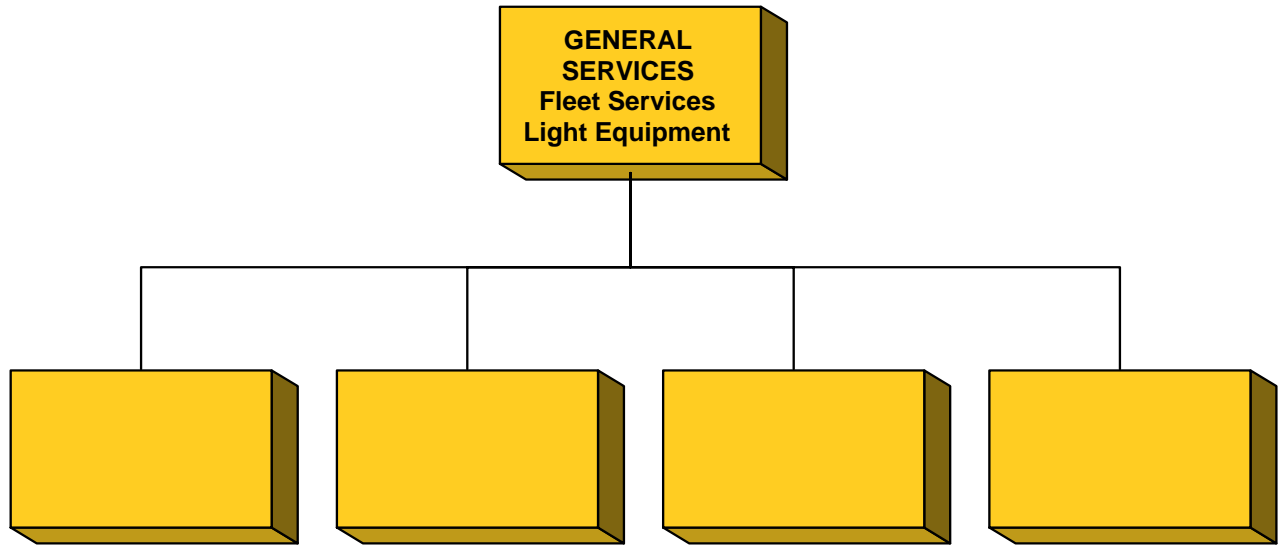
STAFFING LEVEL CHANGES FOR 2011-12:

The following four positions were unfunded by the Board of Supervisors during the Budget Hearings: 3.0 Equipment Service Worker and 1.0 Senior Equipment Mechanic.

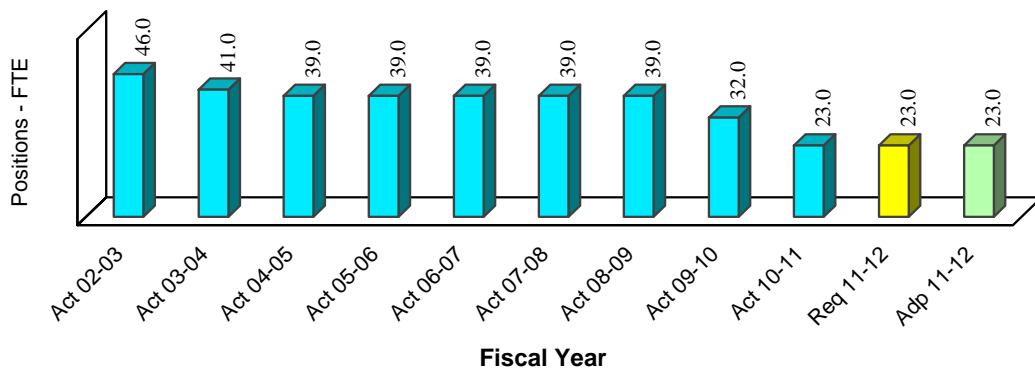
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12			Schedule 10	
		Fund Title Service Activity Budget Unit		035M - FLEET SERVICES HEAVY EQUIP Fleet Svc-Heavy Equipment 7007600		
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 20,790,859	\$ 24,703,812	\$ 20,900,928	\$ 20,110,535	\$ 20,110,535	
Total Operating Revenues	\$ 20,790,859	\$ 24,703,812	\$ 20,900,928	\$ 20,110,535	\$ 20,110,535	
Operating Expenses						
Salaries/Benefits	\$ 9,355,626	\$ 9,098,365	\$ 9,255,619	\$ 8,988,097	\$ 8,988,097	
Services & Supplies	9,569,284	9,477,924	11,226,602	10,719,319	10,719,319	
Other Charges	189,068	292,643	261,951	180,232	180,232	
Depreciation	3,070,206	3,151,913	3,290,000	3,700,000	3,700,000	
Total Operating Expenses	\$ 22,184,184	\$ 22,020,845	\$ 24,034,172	\$ 23,587,648	\$ 23,587,648	
Operating Income (Loss)	\$ (1,393,325)	\$ 2,682,967	\$ (3,133,244)	\$ (3,477,113)	\$ (3,477,113)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 2,318,295	\$ 2,156,199	\$ 4,675,468	\$ 4,580,861	\$ 4,580,861	
Gain/Sale/Property	-	275	-	-	-	
Loss/Disposition-Asset	(2,049)	-	-	-	-	
Debt Retirement	(711,314)	(711,860)	(712,000)	(712,000)	(712,000)	
Total Non-Operating Revenues (Expenses)	\$ 1,604,932	\$ 1,444,614	\$ 3,963,468	\$ 3,868,861	\$ 3,868,861	
Income Before Capital Contributions and Transfers	\$ 211,607	\$ 4,127,581	\$ 830,224	\$ 391,748	\$ 391,748	
Interfund Reimb	-	-	-	(3,200,000)	(3,200,000)	
Intrafund Charges	9,484,036	9,010,920	10,156,368	9,829,620	9,829,620	
Intrafund Reimb	(9,427,261)	(8,696,572)	(9,326,144)	(9,437,872)	(9,437,872)	
Change In Net Assets	\$ 154,832	\$ 3,813,233	\$ -	\$ 3,200,000	\$ 3,200,000	
Net Assets - Beginning Balance	(7,776,414)	(7,614,194)	(7,614,194)	(3,301,468)	(3,301,468)	
Equity and Other Account Adjustments	7,388	499,493	-	-	-	
Net Assets - Ending Balance	\$ (7,614,194)	\$ (3,301,468)	\$ (7,614,194)	\$ (101,468)	\$ (101,468)	
Positions	104.0	91.0	91.0	87.0	87.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

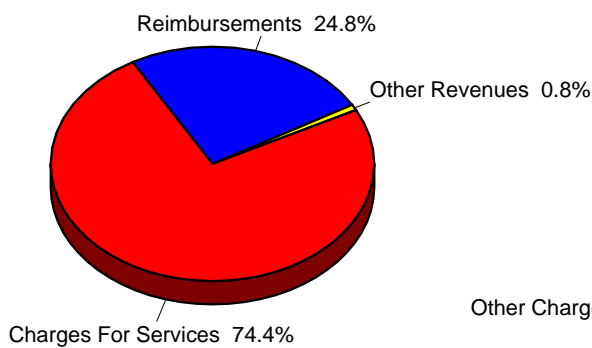
Departmental Structure



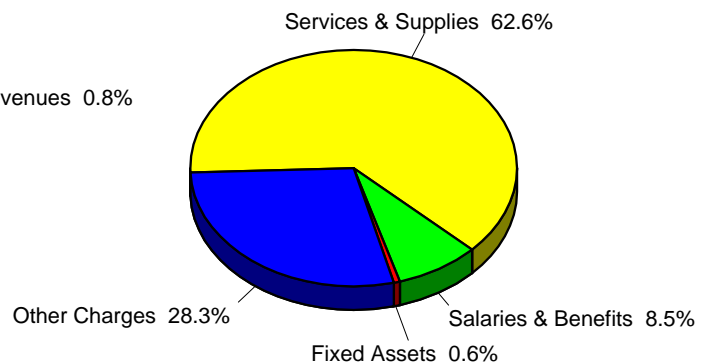
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	19,079,753	16,447,012	20,893,052	21,520,424	21,520,424
Total Financing	20,645,333	16,606,206	20,893,052	19,670,815	19,670,815
Net Cost	(1,565,580)	(159,194)	-	1,849,609	1,849,609
Positions	32.0	23.0	23.0	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:

- Continue to evaluate and initiate Key Performance Indicators to better utilize resources, improve customer service, and reduce cost of operation.
- Expand the integration of hybrid vehicles into the County fleet.
- Reassign returned light cars and trucks to avoid the purchase of new vehicles when possible.
- Meet standard job time for vehicle service and inspection.
- Improve the division safety record.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Upgraded the North Area Recovery Station's service station for full Enhanced Vapor Recovery compliance allowing all gasoline powered vehicles to fuel gasoline.
- Implemented and emphasized internal cost-cutting measures to ensure efficiency.
- Absorbed cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduced costs and services by \$1.27 million to assist in balancing the General Fund budget.
- Refunded \$57,788 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Reassign returned vehicles as needed to reduce purchases of new vehicles.
- Add two public access Electric Vehicle chargers at the Branch Center Motor Pool.
- Review and evaluation of maintenance operations by a consultant to improve efficiencies.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by more than \$1.45 million to assist in balancing the General Fund budget.
- Rebate \$1,574,609 in retained earnings to customer departments.

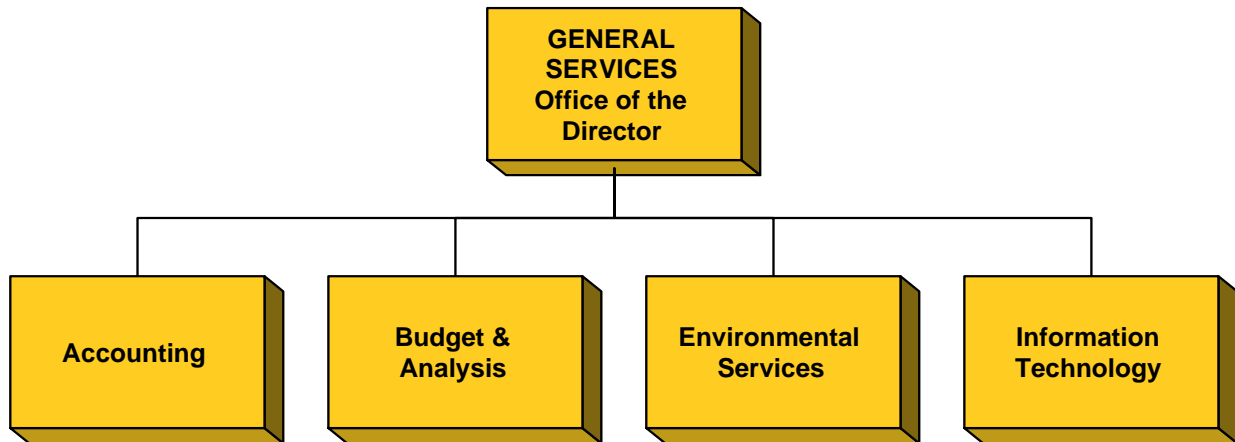
RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$1,574,609 of retained earnings to customer departments, appropriating \$175,000 for underground storage tanks, and appropriating \$100,000 of retained earnings for contingency spending.

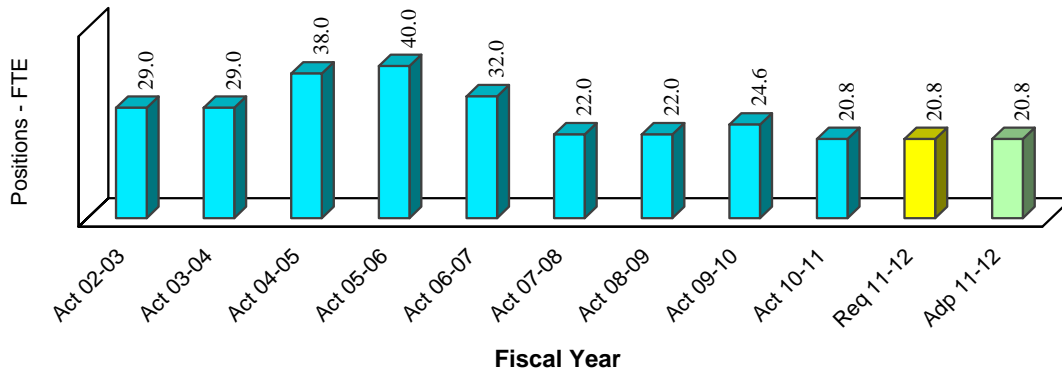
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035L - FLEET SERVICES LIGHT EQUIP Service Activity Fleet Svc-Light Equipment Budget Unit 7007500				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 19,265,089	\$ 15,722,024	\$ 20,763,052	\$ 19,457,315	\$ 19,457,315	
Total Operating Revenues	\$ 19,265,089	\$ 15,722,024	\$ 20,763,052	\$ 19,457,315	\$ 19,457,315	
Operating Expenses						
Salaries/Benefits	\$ 2,735,325	\$ 2,289,964	\$ 2,353,430	\$ 2,369,085	\$ 2,369,085	
Services & Supplies	6,741,011	7,240,435	10,450,161	10,526,648	10,526,648	
Other Charges	100,901	79,074	105,012	65,119	65,119	
Depreciation	7,056,848	4,980,328	6,287,000	4,800,000	4,800,000	
Total Operating Expenses	\$ 16,634,085	\$ 14,589,801	\$ 19,195,603	\$ 17,760,852	\$ 17,760,852	
Operating Income (Loss)	\$ 2,631,004	\$ 1,132,223	\$ 1,567,449	\$ 1,696,463	\$ 1,696,463	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 204,089	\$ 386,649	\$ 30,000	\$ 113,500	\$ 113,500	
Gain/Sale/Property	1,176,155	497,533	100,000	100,000	100,000	
Residual Eq Trn Out	-	-	-	(1,574,609)	(1,574,609)	
Improvements	-	-	-	(175,000)	(175,000)	
Loss/Disposition-Asset	(14,301)	(47,158)	(20,000)	(20,000)	(20,000)	
Debt Retirement	(355,657)	(356,000)	(356,000)	(356,000)	(356,000)	
Interest Expense	(1,403,344)	(1,099,351)	(1,200,000)	(1,100,000)	(1,100,000)	
Total Non-Operating Revenues (Expenses)	\$ (393,058)	\$ (618,327)	\$ (1,446,000)	\$ (3,012,109)	\$ (3,012,109)	
Income Before Capital Contributions and Transfers	\$ 2,237,946	\$ 513,896	\$ 121,449	\$ (1,315,646)	\$ (1,315,646)	
Intrafund Charges	7,672,368	6,804,920	8,794,039	7,018,346	7,018,346	
Intrafund Reimb	(7,000,002)	(6,450,218)	(8,672,590)	(6,484,383)	(6,484,383)	
Change In Net Assets	\$ 1,565,580	\$ 159,194	\$ -	\$ (1,849,609)	\$ (1,849,609)	
Net Assets - Beginning Balance	4,739,593	6,299,351	6,299,351	6,410,678	6,410,678	
Equity and Other Account Adjustments	(5,822)	(47,867)	-	-	-	
Net Assets - Ending Balance	\$ 6,299,351	\$ 6,410,678	\$ 6,299,351	\$ 4,561,069	\$ 4,561,069	
Positions	32.0	23.0	23.0	23.0	23.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

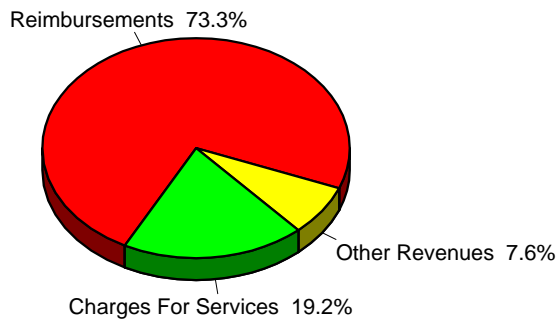
Departmental Structure



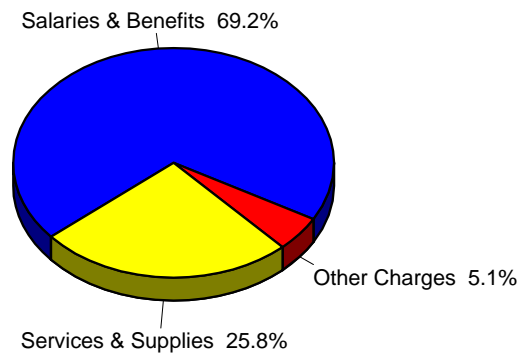
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,398,134	1,229,410	1,618,020	1,147,131	1,147,131
Total Financing	1,461,538	1,244,860	1,618,020	1,147,131	1,147,131
Net Cost	(63,404)	(15,450)	-	-	-
Positions	24.6	20.8	20.8	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 also manages the Capital Construction Fund, Real Estate Division, Computer Aided Facility Management, Master Planning (for county-owned facilities), and Environmental Management Services.

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 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 2010-11:

- Discontinued Information Technology services to the Architectural Services Division.
- Transferred responsibility of the Real Estate Division from the County Clerk Recorder to General Services effective February 26, 2011.
- Absorbed cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.

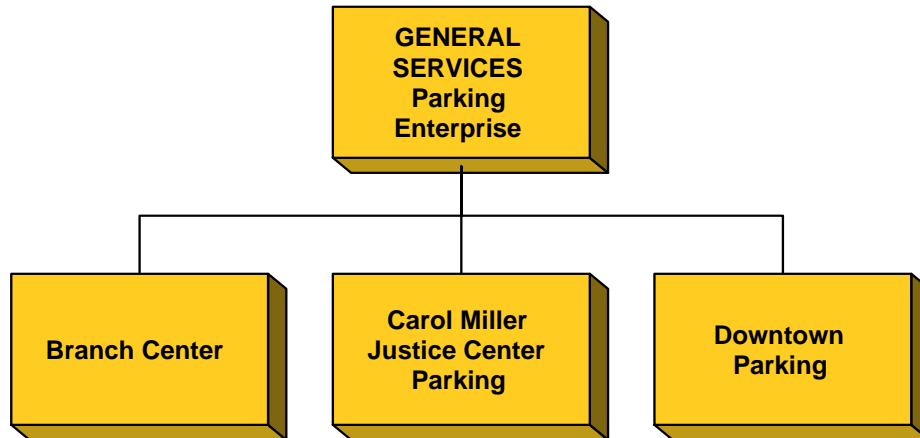
SIGNIFICANT CHANGES FOR 2011-12:

- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Begin transitioning Administration staff to Employee Self-Service, the County’s web-based timesheet automation system.

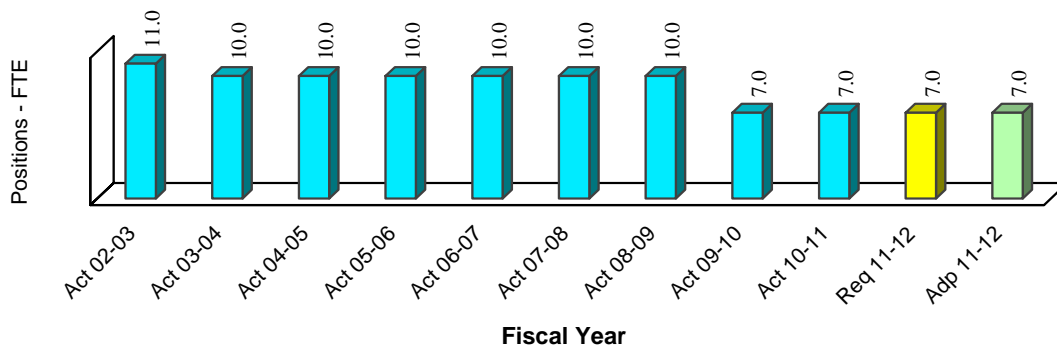
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035A - GENERAL Service Activity Office of the Director Budget Unit 7110000				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 1,461,336	\$ 1,235,791	\$ 1,218,020	\$ 822,131	\$ 822,131	
Total Operating Revenues	\$ 1,461,336	\$ 1,235,791	\$ 1,218,020	\$ 822,131	\$ 822,131	
Operating Expenses						
Salaries/Benefits	\$ 2,950,616	\$ 2,789,981	\$ 3,016,302	\$ 2,966,133	\$ 2,966,133	
Services & Supplies	670,796	317,614	752,011	759,812	759,812	
Other Charges	92,770	102,305	249,016	218,084	218,084	
Total Operating Expenses	\$ 3,714,182	\$ 3,209,900	\$ 4,017,329	\$ 3,944,029	\$ 3,944,029	
Operating Income (Loss)	\$ (2,252,846)	\$ (1,974,109)	\$ (2,799,309)	\$ (3,121,898)	\$ (3,121,898)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 202	\$ 9,069	\$ 400,000	\$ 325,000	\$ 325,000	
Total Non-Operating Revenues (Expenses)	\$ 202	\$ 9,069	\$ 400,000	\$ 325,000	\$ 325,000	
Income Before Capital Contributions and Transfers	\$ (2,252,644)	\$ (1,965,040)	\$ (2,399,309)	\$ (2,796,898)	\$ (2,796,898)	
Intrafund Charges	191,967	246,194	284,418	344,840	344,840	
Intrafund Reimb	(2,508,015)	(2,226,684)	(2,683,727)	(3,141,738)	(3,141,738)	
Change In Net Assets	\$ 63,404	\$ 15,450	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(111,603)	7,586	7,586	15,456	15,456	
Equity and Other Account Adjustments	55,785	(7,580)	-	-	-	
Net Assets - Ending Balance	\$ 7,586	\$ 15,456	\$ 7,586	\$ 15,456	\$ 15,456	
Positions	24.6	20.8	20.8	20.8	20.8	
<hr/>						
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

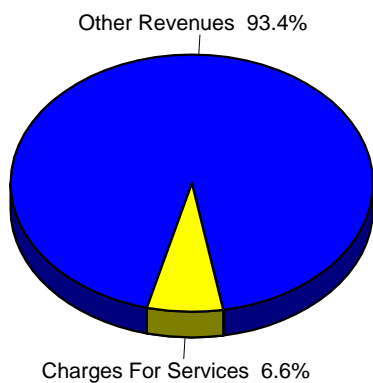
Departmental Structure



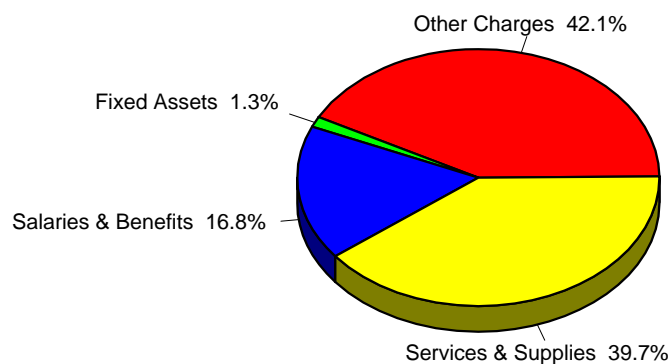
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	3,072,511	2,624,416	3,053,973	3,044,554	3,044,554
Total Financing	3,064,924	3,151,989	3,053,973	3,044,554	3,044,554
Net Cost	7,587	(527,573)	-	-	-
Positions	7.0	7.0	7.0	7.0	7.0

PROGRAM DESCRIPTION:

General Services - Parking Enterprise:

- Provides parking services to the public, county employees and a variety of governmental agencies located in the Downtown and Branch Center complexes 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.
- Make greater use of automation for parking lot control and revenue collection.
- Seek to enhance the structural integrity of County parking garages and maintenance of County parking lots.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Coordinated 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.

SIGNIFICANT CHANGES FOR 2011-12:

- Replace existing electric vehicle charging stations in public garage with new, upgraded chargers.
- Promote use of electric vehicle charging stations in public garage through public notice and distribution of charging pass keys.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Upgrade existing parking operations software in the public garage in order to process transactions quicker, retrieve more comprehensive reporting and improve customer service.
- Prepare for new Regional Transit light rail line on 7th Street by coordinating warning light installation at the Sheriff's parking lot and the employee garage exits.
- Coordinate evening work to be done by Regional Transit subcontractor to relocate underground fuel tank lines onto G Street, keeping entrance to public parking garage uninterrupted during business hours.
- Monitor juror parking displaced by hydronic line replacement project on 8th Street and provide overflow parking in neighboring parking facilities.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2011-12				Schedule 11
		Fund Title 056A - PARKING ENTERPRISE				
		Service Activity Parking Operations				
		Budget Unit 7990000				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,536,560	\$ 2,399,931	\$ 2,624,138	\$ 2,405,350	\$ 2,405,350	
Use Of Money/Prop	93,175	287,644	115,000	278,760	278,760	
Total Operating Revenues	\$ 2,629,735	\$ 2,687,575	\$ 2,739,138	\$ 2,684,110	\$ 2,684,110	
Operating Expenses						
Salaries/Benefits	\$ 470,407	\$ 499,775	\$ 504,867	\$ 512,539	\$ 512,539	
Services & Supplies	1,299,502	928,829	1,228,945	1,208,502	1,208,502	
Other Charges	108,946	50,128	118,890	125,910	125,910	
Depreciation	324,408	306,123	333,600	328,600	328,600	
Total Operating Expenses	\$ 2,203,263	\$ 1,784,855	\$ 2,186,302	\$ 2,175,551	\$ 2,175,551	
Operating Income (Loss)	\$ 426,472	\$ 902,720	\$ 552,836	\$ 508,559	\$ 508,559	
Non-Operating Revenues (Expenses)						
Other Financing	\$ -	\$ -	\$ -	\$ 56,644	\$ 56,644	
Other Revenues	432,453	460,003	304,835	300,300	300,300	
Interest Income	2,736	4,411	10,000	3,500	3,500	
Improvements	(3,668)	2	(24,000)	(40,803)	(40,803)	
Debt Retirement	(841,417)	(813,028)	(843,671)	(828,200)	(828,200)	
Interest Expense	(24,163)	(26,535)	-	-	-	
Total Non-Operating Revenues (Expenses)	\$ (434,059)	\$ (375,147)	\$ (552,836)	\$ (508,559)	\$ (508,559)	
Income Before Capital Contributions and Transfers	\$ (7,587)	\$ 527,573	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (7,587)	\$ 527,573	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	883,081	1,538,645	1,538,645	2,807,655	2,807,655	
Equity and Other Account Adjustments	663,151	741,437	-	-	-	
Net Assets - Ending Balance	\$ 1,538,645	\$ 2,807,655	\$ 1,538,645	\$ 2,807,655	\$ 2,807,655	
Positions	7.0	7.0	7.0	7.0	7.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2011-12 PROGRAM INFORMATION

BU: 7990000 General Services-Parking Enterprise

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

Program No. and Title: **001 Parking Operations**

3,044,554	0	0	0	0	0	0	3,044,554	0	0	7.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

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

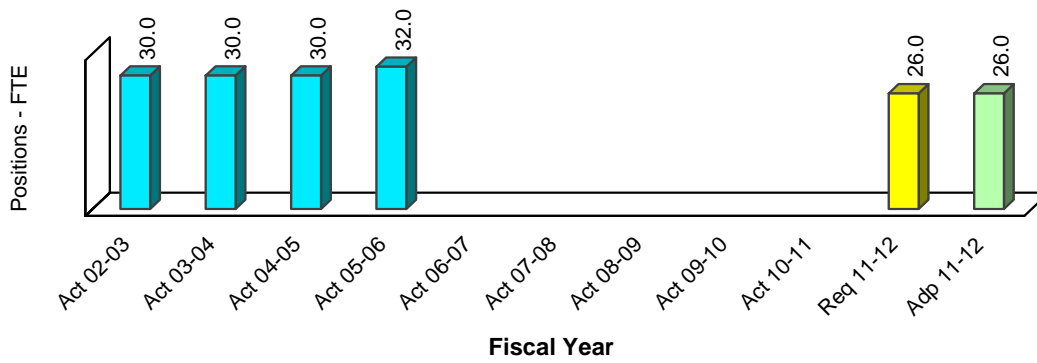
Program Description: Provides for debt service requirement for the Parking Garage; provide parking services for the Courts, the County and the public at county facilities throughout the county.

FUNDED	3,044,554	0	0	0	0	0	3,044,554	0	0	7.0	0
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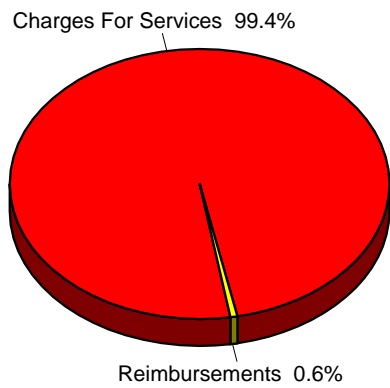
Departmental Structure



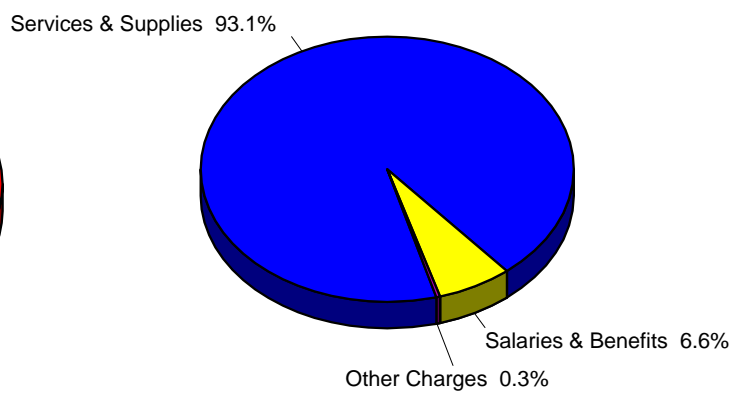
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	-	-	45,205,567	45,205,567
Total Financing	-	-	-	45,123,223	45,123,223
Net Cost	-	-	-	82,344	82,344
Positions	0.0	0.0	0.0	26.0	26.0

PROGRAM DESCRIPTION:

General Services — 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 of 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 the County’s agencies and special districts in support of their missions.

GOAL:

To provide professional, timely, and cost-effective real estate services to the County’s agencies, special districts, other governmental entities, property owners and the public while complying with all regulatory requirements.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- On January 25, 2011 the Board of Supervisor’s approved a resolution to return Real Estate Division to the Department of General Services from the County Clerk Recorder’s Office.
- Terminated 16 Lease Agreements between July 1, 2010, and June 30, 2011, due to unprecedented budget shortfalls.
- Executed 21 Lease Agreements between July 1, 2010, and June 30, 2011.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Obtained real property interests required and Caltrans approval of Right of Way Certifications for the Department of Transportation's Freedom Park Drive and North Watt Avenue Complete Street Project, Larchmont Drive at Watt Avenue Signalization Project, and the Arden Way Improvement Project.
- Brought 11 requests for, and obtained approval of, purchases of real property over \$50,000 to the Board of Supervisors for various Department of Transportation projects.
- Obtained possession of and demolished 13 residential properties for the Department of Transportation's Hazel Avenue Widening Project.
- Completed the relocation of 35 residential displacees for the Sacramento Department of Transportation's Hazel Avenue Widening Project.
- Started negotiations with the owners of the final 11 residential properties for fee title acquisitions of their entire parcel required for the Department of Transportation's Hazel Avenue Widening Project.
- Completed ten Board actions involving acquisition or disposition of real property interests for various Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD) projects.
- Completed the acquisition of real property interest for 38 parcels in three projects for SRCSD and SASD and two projects for Water Resources.
- Completed 16 Board actions for various Asset Management projects including wireless telecommunication permits/amendments, fee and easement conveyances, surplus property sales, property acquisitions, exchanges and leases.
- Initiated/completed nine wireless telecommunication permit agreements/amendments for county and special district properties which will potentially provide approximately \$9,536,162 in revenue over the life of the agreements.

SIGNIFICANT CHANGES FOR 2011-12:

Develop a better relationship with Caltrans District 3 Right of Way staff regarding federal and state funded transportation projects. Due to staffing/organizational changes at District 3, the level of Caltrans review of right of way activities for county projects increased dramatically. A number of meetings have already been held with Caltrans, which included the Director of General Services and the Director of Transportation.

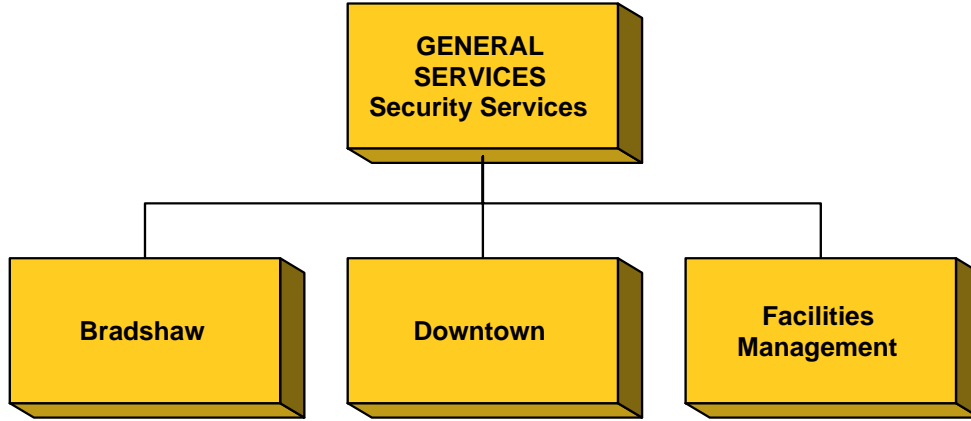
RETAINED EARNINGS CHANGES FOR 2011-12:

The division is using \$82,344 of retained earnings to fund staffing resources for the renegotiation of leases.

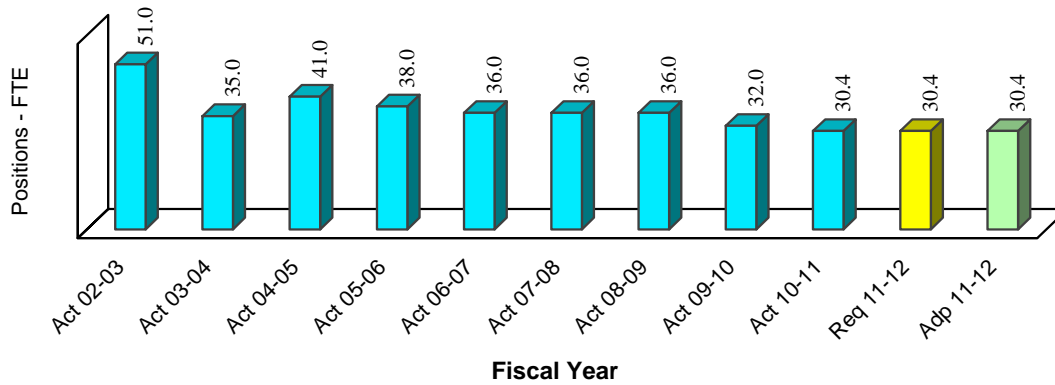
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title Service Activity Budget Unit		035K - REAL ESTATE-GS Real Estate 7007030		
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ -	\$ -	\$ -	45,123,223	\$ 45,123,223	
Total Operating Revenues	\$ -	\$ -	\$ -	45,123,223	\$ 45,123,223	
Operating Expenses						
Salaries/Benefits	\$ -	\$ -	\$ -	2,988,035	\$ 2,988,035	
Services & Supplies	-	-	-	41,509,816	41,509,816	
Other Charges	-	-	-	123,999	123,999	
Total Operating Expenses	\$ -	\$ -	\$ -	44,621,850	\$ 44,621,850	
Operating Income (Loss)	\$ -	\$ -	\$ -	501,373	\$ 501,373	
Non-Operating Revenues (Expenses)						
Debt Retirement	\$ -	\$ -	\$ -	(30,316)	\$ (30,316)	
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	(30,316)	\$ (30,316)	
Income Before Capital Contributions and Transfers	\$ -	\$ -	\$ -	471,057	\$ 471,057	
Intrafund Charges	-	-	-	822,953	822,953	
Intrafund Reimb	-	-	-	(269,552)	(269,552)	
Change In Net Assets	\$ -	\$ -	\$ -	(82,344)	\$ (82,344)	
Net Assets - Beginning Balance	-	-	-	1,728,710	1,728,710	
Equity and Other Account Adjustments	-	1,728,710	-	-	-	
Net Assets - Ending Balance	\$ -	1,728,710	\$ -	1,646,366	\$ 1,646,366	
Positions	0.0	0.0	0.0	26.0	26.0	
<hr/>						
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

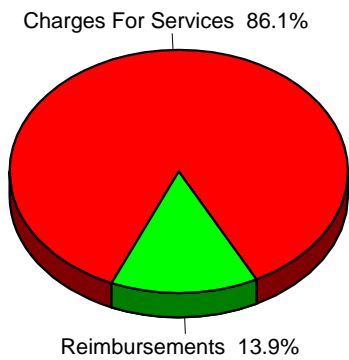
Departmental Structure



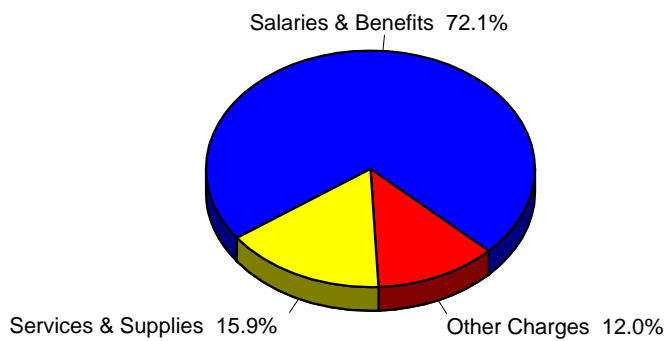
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,597,136	2,622,033	2,833,610	3,235,582	3,235,582
Total Financing	2,779,216	2,810,754	2,833,610	2,770,610	2,770,610
Net Cost	(182,080)	(188,721)	-	464,972	464,972
Positions	32.0	30.4	30.4	30.4	30.4

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 2010-11:

- Completed a security assessment of 700 H Street in conjunction with Sacramento County Sheriff’s Department Security Services Team.
- Developed security measures for 700 H Street from the security assessment.
- Combined management duties of the Security Division with management of the Facility Maintenance and Operations Downtown District.
- Continued patrols to vacant buildings created by the Department of Transportation Hazel Avenue Widening Project.
- Reduced costs by \$333,217 (20 percent reduction) to assist in balancing the General Fund budget.
- Refunded \$105,273 to various department operating funds due to efficiencies and savings during the fiscal year.

SIGNIFICANT CHANGES FOR 2011-12:

- Implementation of security measures for 700 H Street beginning with 24/7 manning of security desk at 700 H Street.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Transfer of Building Security Attendant from Waste Management and Recycling Division, North Transfer Station to 700 H Street.
- Provide security patrol to Sacramento County Boys Ranch due to vandalism at complex.
- Cameras and security lockdown features to be engineered and implemented for 700 H Street.
- Rebate \$389,972 in retained earnings to customer departments.
- Absorb annual salary step increases and other unavoidable cost increases in the services and supplies accounts

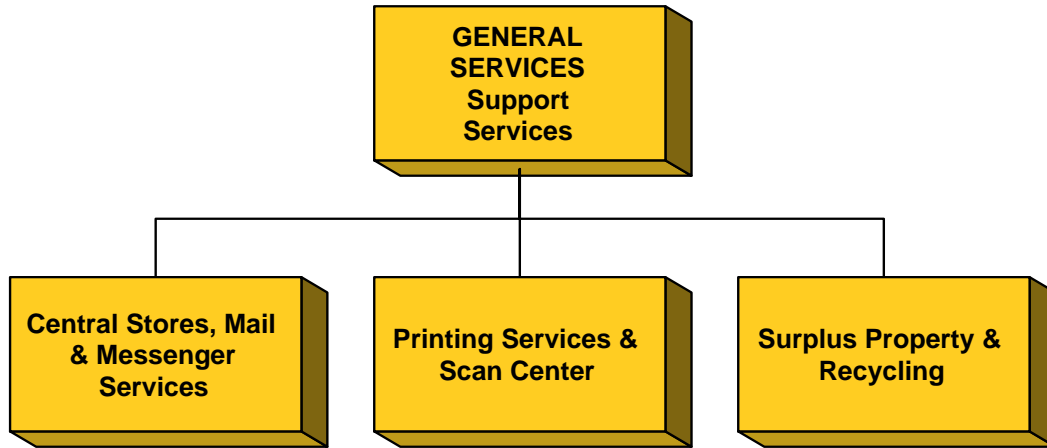
RETAINED EARNINGS CHANGES FOR 2011-12:

The Division is rebating \$389,972 of retained earnings to customer departments and appropriating \$75,000 of retained earnings for contingency spending.

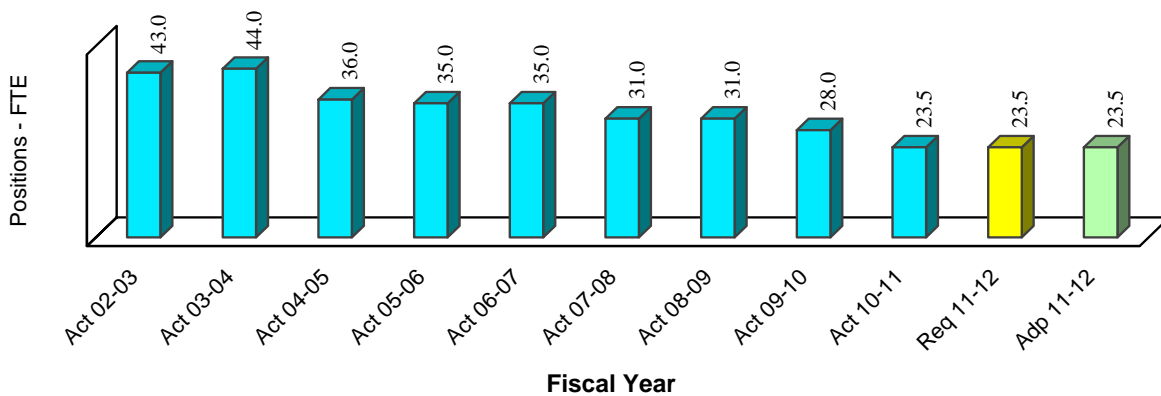
SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title		035F - BUILDING MAINT AND	
		Service Activity		Security Services	
		Budget Unit		7450000	
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Operating Revenues					
Charges for Service	\$ 2,779,216	\$ 2,810,753	\$ 2,833,610	\$ 2,770,610	\$ 2,770,610
Total Operating Revenues	\$ 2,779,216	\$ 2,810,753	\$ 2,833,610	\$ 2,770,610	\$ 2,770,610
Operating Expenses					
Salaries/Benefits	\$ 2,471,126	\$ 2,507,956	\$ 2,614,013	\$ 2,654,138	\$ 2,654,138
Services & Supplies	166,801	168,990	221,857	330,239	330,239
Other Charges	67,175	77,069	78,105	53,027	53,027
Total Operating Expenses	\$ 2,705,102	\$ 2,754,015	\$ 2,913,975	\$ 3,037,404	\$ 3,037,404
Operating Income (Loss)	\$ 74,114	\$ 56,738	\$ (80,365)	\$ (266,794)	\$ (266,794)
Non-Operating Revenues (Expenses)					
Other Revenues	\$ -	\$ 1	\$ -	\$ -	\$ -
Residual Eq Trn Out	-	-	-	(389,972)	(389,972)
Total Non-Operating Revenues (Expenses)	\$ -	\$ 1	\$ -	\$ (389,972)	\$ (389,972)
Income Before Capital Contributions and Transfers	\$ 74,114	\$ 56,739	\$ (80,365)	\$ (656,766)	\$ (656,766)
Intrafund Charges	239,334	214,111	248,684	254,915	254,915
Intrafund Reimb	(347,300)	(346,093)	(329,049)	(446,709)	(446,709)
Change In Net Assets	\$ 182,080	\$ 188,721	\$ -	\$ (464,972)	\$ (464,972)
Net Assets - Beginning Balance	1,131,522	1,283,809	1,283,809	1,458,484	1,458,484
Equity and Other Account Adjustments	(29,793)	(14,046)	-	-	-
Net Assets - Ending Balance	\$ 1,283,809	\$ 1,458,484	\$ 1,283,809	\$ 993,512	\$ 993,512
Positions	32.0	30.4	30.4	30.4	30.4
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

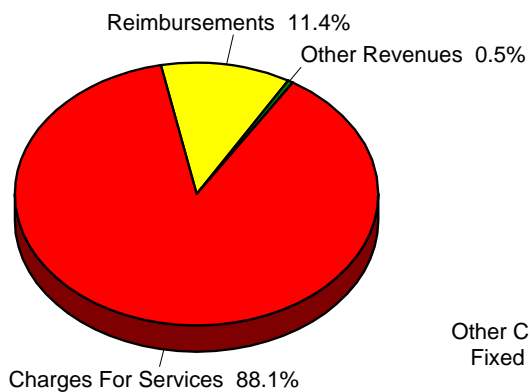
Departmental Structure



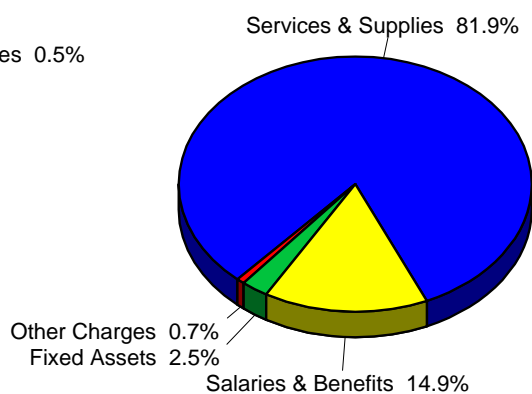
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,870,513	7,893,281	10,795,509	10,918,845	10,918,845
Total Financing	8,411,917	7,837,489	10,795,509	10,918,845	10,918,845
Net Cost	(541,404)	55,792	-	-	-
Positions	28.0	23.5	23.5	23.5	23.5

PROGRAM DESCRIPTION:

General Services - Support Services Division:

- Provides quality services for 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.
- Increase the effectiveness of Surplus Property sales and generate more revenue.
- Study warehouse operations to determine possible efficiencies that can be achieved to lower costs of providing service.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Continued imaging Department of Human Assistance (DHA) new Intake case files.
- Absorbed approximately \$89,000 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.
- Improved internal efficiencies and maximized available resources by streamlining operational processes to correspond to reduced staff.
- Temporarily partnered with the County Department of Child Support Services to complete a mail postage project to ensure the mailing of thousands of mandated notices.

SIGNIFICANT CHANGES FOR 2011-12:

- Continue to work on imaging DHA Intake case files until project is completed.
- Absorb cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 035J - SUPPORT SERVICES-GS Service Activity Support Services Budget Unit 7700000				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 8,323,157	\$ 7,832,766	\$ 10,795,509	\$ 10,858,845	\$ 10,858,845	
Total Operating Revenues	\$ 8,323,157	\$ 7,832,766	\$ 10,795,509	\$ 10,858,845	\$ 10,858,845	
Operating Expenses						
Salaries/Benefits	\$ 1,858,428	\$ 1,762,074	\$ 1,770,845	\$ 1,832,112	\$ 1,832,112	
Services & Supplies	957,050	760,564	1,024,364	1,043,547	1,043,547	
Other Charges	57,956	65,031	66,891	41,991	41,991	
Depreciation	73,305	26,361	26,500	50,166	50,166	
Total Operating Expenses	\$ 2,946,739	\$ 2,614,030	\$ 2,888,600	\$ 2,967,816	\$ 2,967,816	
Operating Income (Loss)	\$ 5,376,418	\$ 5,218,736	\$ 7,906,909	\$ 7,891,029	\$ 7,891,029	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 88,760	\$ 4,723	\$ -	\$ 60,000	\$ 60,000	
Cost of Goods Sold	(4,676,598)	(4,976,702)	(7,424,424)	(7,424,424)	(7,424,424)	
Equipment	-	-	(250,000)	(310,000)	(310,000)	
Total Non-Operating Revenues (Expenses)	\$ (4,587,838)	\$ (4,971,979)	\$ (7,674,424)	\$ (7,674,424)	\$ (7,674,424)	
Income Before Capital Contributions and Transfers	\$ 788,580	\$ 246,757	\$ 232,485	\$ 216,605	\$ 216,605	
Intrafund Charges	1,563,436	1,329,912	1,684,638	1,618,174	1,618,174	
Intrafund Reimb	(1,316,260)	(1,027,363)	(1,452,153)	(1,401,569)	(1,401,569)	
Change In Net Assets	\$ 541,404	\$ (55,792)	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	754,023	1,275,146	1,275,146	952,049	952,049	
Equity and Other Account Adjustments	(20,281)	(267,305)	-	-	-	
Net Assets - Ending Balance	\$ 1,275,146	\$ 952,049	\$ 1,275,146	\$ 952,049	\$ 952,049	
Positions	28.0	23.5	23.5	23.5	23.5	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	20,887,605	16,895,844	17,486,184	17,090,876	17,090,876
Total Financing	10,882,543	16,779,312	17,486,184	17,090,876	17,090,876
Net Cost	10,005,062	116,532	-	-	-

PROGRAM DESCRIPTION:

- **Liability Insurance** – Sacramento County is self-insured for Liability Insurance claims. The County also purchases excess Liability Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverages including property, boiler and machinery, aircraft, airport operations and pollution liability. The Liability Insurance program is administered by the Risk Management Office in the Department of Personnel Services.
- **Property Insurance** – The Risk Management Office purchases a property insurance policy for County-owned property and administers all claims against the policy. The costs of Property Insurance for county-owned properties where the properties/facilities are 100 percent administered and/or occupied by a single department are allocated by the Department of Personnel Services to the respective department. Costs of Property Insurance for county owned facilities occupied by multiple departments are allocated by the Office of Budget and Debt Management based on the percentage of total building square footage each department occupies. The costs of all Property Insurance are based on property value.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Monitored the insurance marketplace for new products that can better protect the County and its customers.
- Increased subrogation and insurance recovery efforts.
- Continued to review and develop updates to the County Transportation policy.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Continued collaboration with the vendor of the Liability Database in order to provide end-user input on their new version of the database.
- Updated claims procedures manual.
- Continued to work with Airports to monitor claims and respond to contract issues with the Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Updated insurance requirements in Exhibit B document of the County's standard contract.
- 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 Automobile Liability claims trends and General Liability claims trends to the Board of Supervisors.
- Began providing quarterly claims history to all departments.
- 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.
- GASB34 adjustment made to Equity and Other accounts.

SIGNIFICANT CHANGES FOR 2011-12:

- 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 Airports Terminal Modernization Project.
- Work with Airports to transition property coverage from OCIP Builders Risk policy to County Property Policy.
- Develop and implement indemnification and insurance requirement updates to the County's Contract Manual.
- Develop and 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) trends to the Board of Supervisors.
- Conduct indemnification and insurance training workshops for County contracts' staff (as needed).
- Continue participation in the 12-month pilot stage of Project Horizon with Sheriff's Department and Inspector General.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Begin scanning and electronic storage of Risk Management files.
- Begin review and update of Risk Management policies and procedures.

SCHEDULE:

State Controller Schedule		County of Sacramento				Schedule 10
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2011-12				
		Fund Title 037A - LIABILITY PROPERTY				
		Service Activity Liability/Property Insurance				
		Budget Unit 3910000				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 9,115,813	\$ 15,327,963	\$ 15,461,484	\$ 15,468,536	\$ 15,468,536	
Intergovernmental Revenues	-	38,530	-	-	-	
Total Operating Revenues	\$ 9,115,813	\$ 15,366,493	\$ 15,461,484	\$ 15,468,536	\$ 15,468,536	
Operating Expenses						
Services & Supplies	\$ 20,742,186	\$ 16,836,093	\$ 17,427,433	\$ 17,060,143	\$ 17,060,143	
Other Charges	145,419	57,430	56,430	30,733	30,733	
Total Operating Expenses	\$ 20,887,605	\$ 16,893,523	\$ 17,483,863	\$ 17,090,876	\$ 17,090,876	
Operating Income (Loss)	\$ (11,771,792)	\$ (1,527,030)	\$ (2,022,379)	\$ (1,622,340)	\$ (1,622,340)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,593,525	\$ 1,369,336	\$ 2,024,700	\$ 1,622,340	\$ 1,622,340	
Interest Income	173,205	43,483	-	-	-	
Debt Retirement	-	(2,321)	(2,321)	-	-	
Total Non-Operating Revenues (Expenses)	\$ 1,766,730	\$ 1,410,498	\$ 2,022,379	\$ 1,622,340	\$ 1,622,340	
Income Before Capital Contributions and Transfers	\$ (10,005,062)	\$ (116,532)	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (10,005,062)	\$ (116,532)	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(4,459,438)	(14,464,500)	(14,464,500)	(9,668,027)	(9,668,027)	
Equity and Other Account Adjustments	-	4,913,005	-	-	-	
Net Assets - Ending Balance	\$ (14,464,500)	\$ (9,668,027)	\$ (14,464,500)	\$ (9,668,027)	\$ (9,668,027)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2011-12 PROGRAM INFORMATION

BU: 3910000 Liability/ Property Insurance

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

Program No. and Title: **001 Liability/Property Insurance**

17,090,876	0	0	0	0	0	0	17,090,876	0	0	0.0	0
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Program Type: Mandated

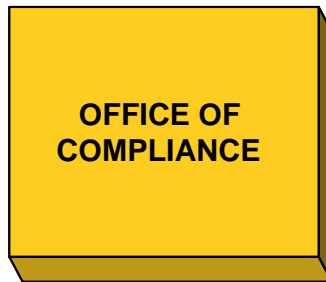
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: IS -- Internal Support

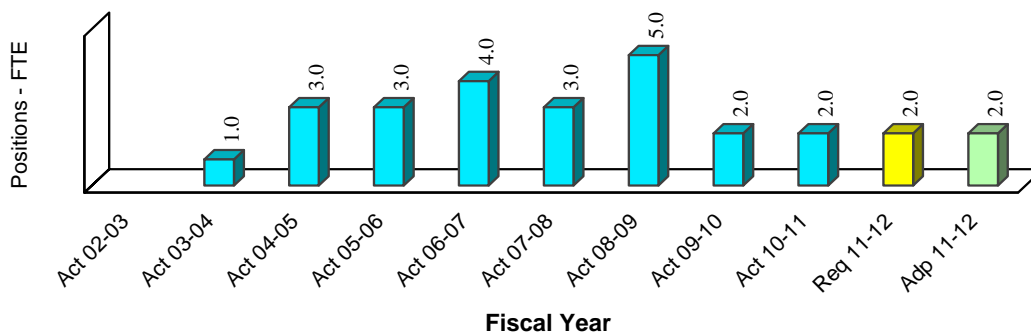
Program Description: Sacramento County is self-insured for all Liability Insurance claims.

FUNDED	17,090,876	0	0	0	0	0	17,090,876	0	0	0.0	0
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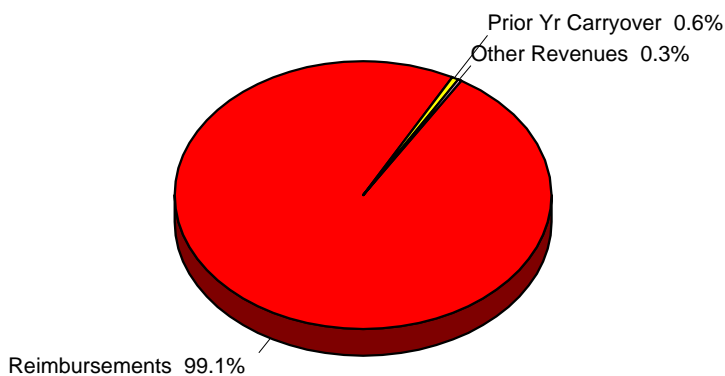
Departmental Structure



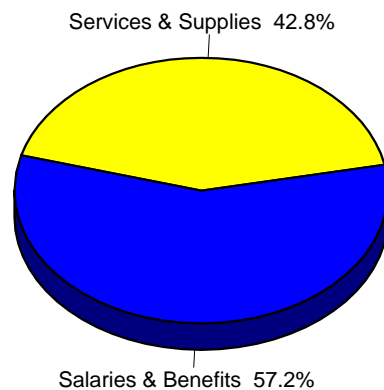
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	292,674	(1,516)	-	3,261	3,261
Total Financing	10,982	-	-	3,261	3,261
Net Cost	281,692	(1,516)	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

PROGRAM DESCRIPTION:

The Office of Compliance was created to address increasing mandates of state and federal legislation, and the need for project management of assigned reviews and audits across agencies and departments. Federal legislation 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 and the Security Rule 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, the Health Insurance Portability and Accountability Act of 1996, Medicaid Managed Care Program Integrity (Code of Federal Regulations (CFR) 42, Section 438.608), and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682). 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 departments’ and divisions’ efforts to meet federally mandated HIPAA, FACTA, and CFR 42 Section 438.608 requirements within specified timelines. Assure documentation of due diligence and reasonable action efforts in meeting these federal mandates.
- Provide countywide training and compliance support to county departments and divisions where required by state or federal law.
- Enforce compliance of CFR by maintaining a countywide process for receiving, documenting, tracking, investigating, and acting on all complaints.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Provided HIPAA Privacy and Security training or retraining to 398 employees.
- Assisted HIPAA covered departments with compliance matters where security issues involved sharing of protected client information.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT):

- Conducted HIPAA site audits of 15 County HIPAA covered programs, focusing on: a) programs at risk for information breaches; b) program relocations; and c) facilities where modifications might impact information security.
- Conducted HIPAA assessments of four major County electronic applications used by covered programs containing protected health information: the Avatar system used by the Department of Behavioral Health Services; Practice Partners Application of the McKesson Electronic Health Record used by the Department of Health and Human Services (DHHS) Public Health Chest Clinic; Medical Services Information System (MSIS aka AS 400) used by both the Department of Human Assistance and DHHS programs; and the Sacramento Participant Registration System (SACPRS) used by DHHS Behavioral Health Services Alcohol and Drug Services Program.
- Provided an annual report on the County's Identity Theft Prevention Program [also known as the Fair and Accurate Credit Transaction (FACTA) Red Flags Rule Program]

SIGNIFICANT CHANGES DURING 2011-12:

Proposed changes to the Health Insurance Portability and Accountability Act have potentially significant impacts on compliance in the County, including: Revision of the Notice of Privacy Practices; revision of the Accounting of Disclosures; additional reporting requirements for electronic medical records; and additional security measures for mobile devices that access protected health information.

STAFFING LEVEL CHANGES FOR 2011-12:

The Administrative Services Officer II was reallocated to an Associate Administrative Analyst II.

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: Internal Services (Supports Public Health and Safety)						
STRATEGIC OBJECTIVES	OUTPUTS / OUTCOMES	PERFORMANCE MEASURES	Actual 2009/10	Target 2010/11	Actual 2010/11	Target 2011/12
Achieve a high degree of public and user satisfaction with the quality, timeliness of response, and coordination of county health and safety services.	The County's HIPAA-covered workforce receives HIPAA Privacy and Security Training and re-training as mandated by federal HIPAA law, in order to understand HIPAA requirements and County's HIPAA Policies and Procedures.	Percentage of HIPAA-covered employees who have received training as required.	100%	100 %	100%	100%
	Conduct periodic assessments of the County's HIPAA-covered work sites to evaluate potential risks to and vulnerabilities of the confidentiality, integrity and availability of the covered entities' protected health information.	Percent of sites that receive an audit (assessment) of administrative, technical, and physical safeguards and compliance with HIPAA. The assessment schedule is based upon an assessment of risk. Highest risk sites are assessed annually. Medium risk sites are assessed bi-annually. Low risk sites are assessed tri-annually.	85%	100%	60% ¹	100%
	Provide a written form and toll-free phone line for HIPAA privacy complaints; an incident reporting form and tracking system for HIPAA violations; and investigate complaints and violations as required by state and federal law.	Respond to complaints within 1 business day. Respond to reported incidents within 1 business day. Investigate and report incidents as required by law within the required time period.	100%	100%	100%	100%

¹ Due to budget constraints and staffing reductions, some programs were unable to schedule assessment appointments in Fiscal Year 2010-11.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **5740000 - Office of Compliance**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 10,982	\$ -	\$ -	\$ 2,162	\$ 2,162
Residual Equity Transfer In	-	-	-	1,099	1,099
Total Revenue	\$ 10,982	\$ -	\$ -	\$ 3,261	\$ 3,261
Salaries & Benefits	\$ 250,077	\$ 211,432	\$ 211,616	\$ 211,700	\$ 211,700
Services & Supplies	270,277	60,605	135,090	116,915	116,915
Interfund Charges	39,498	623	623	16,652	16,652
Intrafund Charges	25,400	23,182	22,946	24,897	24,897
Intrafund Reimb	(292,578)	(297,358)	(370,275)	(366,903)	(366,903)
Total Expenditures/Appropriations	\$ 292,674	\$ (1,516)	\$ -	\$ 3,261	\$ 3,261
Net Cost	\$ 281,692	\$ (1,516)	\$ -	\$ -	\$ -
Positions	2.0	2.0	2.0	2.0	2.0

2011-12 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

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

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

	370,164	366,903	0	0	0	0	0	1,099	2,162	0	2.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: The Office of Compliance is responsible for ensuring compliance by the County's covered entities with federal and state laws to safeguard privacy and security of patient protected health information, including Code of Federal Regulations (CFR) 45, the Health Insurance Portability and Accountability Act (Hipa); CFR 42, Confidentiality of Alcohol and Drug Patient Records; the Fair and Accurate Credit Transactions Act (FACTA); and other applicable laws.

FUNDED

	370,164	366,903	0	0	0	0	0	1,099	2,162	0	2.0	0
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Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	264,899	285,018	79,433	79,433
Total Financing	-	-	-	19,793	19,793
Net Cost	-	264,899	285,018	59,640	59,640

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:

Conduct audits of investigative practices and other audits or inquiries as necessary to achieve its primary mission. In monitoring the 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.

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

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

- Interacted with community groups, special interest representatives, and members of the public to resolve conflict, screen complaints and answer inquiries;

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- 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 audit of patrol services;
- 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 *2010 Annual Report*, which were evaluated by SSD.

SIGNIFICANT CHANGES FOR 2011-12:

- The OIG's general fund allocation was reduced by approximately 79 percent or \$225,378.
- The OIG's function is now principally engaged in: ongoing audits of the Sheriff's operational divisions use of force review, officer-involved shootings review, providing assistance to the Sheriff's Outreach Community Advisory Board, and ad hoc services requested by the Sheriff.
- The OIG office, formerly at 520 9th Street, has been closed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **5780000 - Office of Inspector General**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ -	\$ -	\$ -	\$ 19,793	\$ 19,793
Total Revenue	\$ -	\$ -	\$ -	\$ 19,793	\$ 19,793
Salaries & Benefits	\$ -	\$ 2,066	\$ 2,000	\$ 725	\$ 725
Services & Supplies	-	262,833	283,018	78,708	78,708
Total Expenditures/Appropriations	\$ -	\$ 264,899	\$ 285,018	\$ 79,433	\$ 79,433
Net Cost	\$ -	\$ 264,899	\$ 285,018	\$ 59,640	\$ 59,640

2011-12 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
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FUNDED

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

79,433	0	0	0	0	0	0	0	19,793	59,640	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: IS -- Internal Support

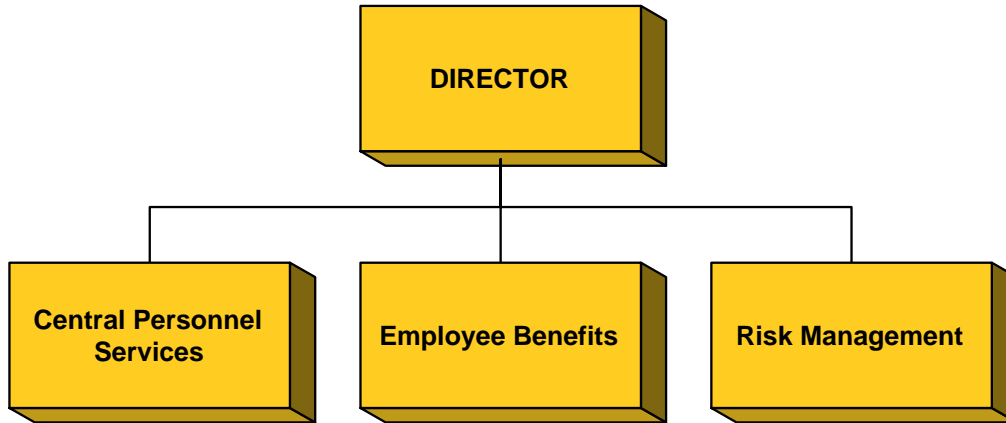
Program Description: The Office of Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations processes

FUNDED

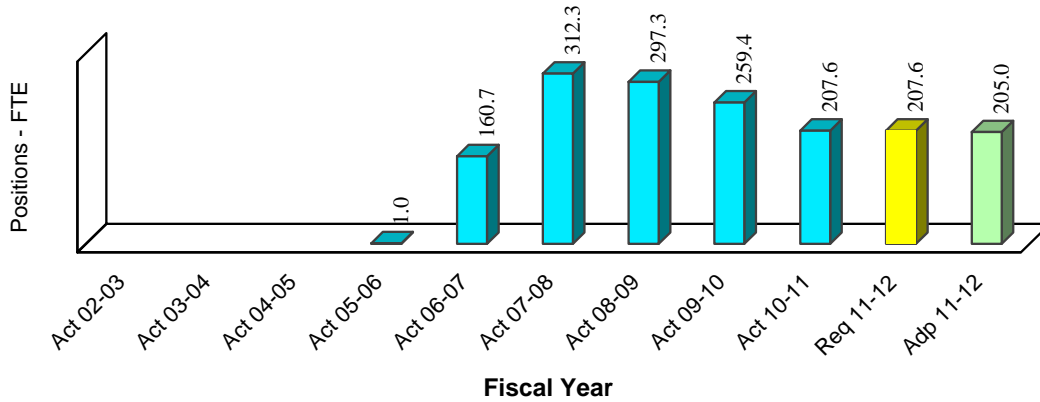
79,433	0	0	0	0	0	0	0	19,793	59,640	0.0	0
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Departmental Structure

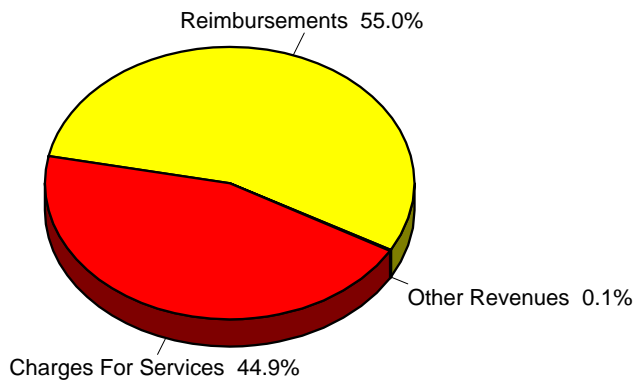
DAVID DEVINE, Director



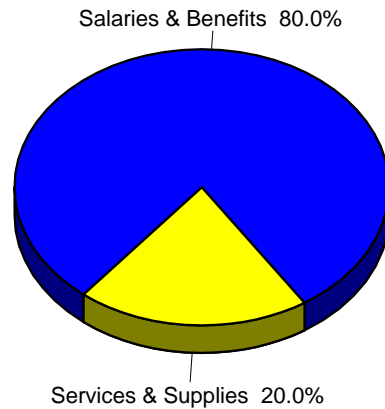
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,627,454	11,877,098	12,713,830	12,609,510	12,609,510
Total Financing	13,576,223	11,807,295	12,713,830	12,609,510	12,609,510
Net Cost	51,231	69,803	-	-	-
Positions	259.4	207.6	207.4	205.0	205.0

PROGRAM DESCRIPTION:

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

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- 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, and Safety/Accident Prevention and Industrial Hygiene programs.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING 2010-11:

- Updated five County policies (including M1-Layoff Process, B3-Background Checks, NEW-Whistleblower and J5-Drug and Alcohol Free Workplace).
- Participated in contract negotiations and extensions by providing resources that served as lead negotiators, note-takers and strategic decision committee members.
- Refined the MySacCounty (employee and manager self-service) roll-out plan and placed an additional 15 departments on the new service.
- Created three new representation units for the County and provided all systems-related data for the County's consolidated human resources, financial, and logistics system (COMPASS).
- Implemented Fiscal Year 2010-11 negotiated contract changes for 30 separate representation units, unrepresented units, and former employees.
- Administered new budget reduction mitigation agreements between Labor Relations and Recognized Employee Organizations (REOs).
- Conducted acceptance testing and developed related user training materials for the annual COMPASS Human Resources Service Package/Legal Change Package.
- Implemented County layoffs of staff due to budget reductions.
- Developed a Strategic Business Plan to place employee information currently maintained on paper into an electronic format.
- Reduced the number of days required to implement a Salary Resolution Amendment (SRA) change in COMPASS from Board approval date from 1.5 days to 1.0 day.
- Reviewed the new construction of Terminal B at the Sacramento International Airport for full Americans with Disabilities Act (ADA) compliance, with the direct assistance of the County's Disability Advisory Commission (DAC).
- Applied for the Early Retiree Reimbursement Program through Health Care Reform.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- Implemented the Public Employment Relations Board (PERB) settlement for retiree medical subsidies.
- Implemented online statements and beneficiary information for Deferred Compensation.
- Converted Employee Health to electronic scheduling.
- Relocated the Employee Health Office and Employment Services Division from leased space to County-owned space, and reorganized multiple programs already in County-owned space in order to create operational efficiencies and to reduce space usage and costs.
- Created a salary survey database to track and update salaries of survey jurisdictions.
- Postponed exploration of Conflict Resolution programs as alternatives to formal Equal Employment Opportunity (EEO) complaint process.
- Began scanning and electronic storage of historical EEO documentation.
- Re-started conducting EEO investigator training meetings.
- Provided seven new workforce learning classes for our lead employees on variety of topics to enhance their skills and professional development.
- Coordinated and set up Outplacement Centers for our displaced workers in various locations throughout the County, including posting information on the Intra-Internet sites for easy access.
- Provided assistance with the implementation of an online performance evaluation system for the Child Protective Services department including training all supervisors, managers and Performance Enhancement Program (PEP) experts on the functionality of the system.
- Developed and created a section on the Leadership and Organizational Development website called "Choices - Reinvent, Reengineer, and Renew" which includes quotes, pictures, and Mental Health Nurse (MHN) and other websites and articles on managing change and stress.
- Began to explore the viability of increasing the accessibility of County employees to workforce learning and career development programs by developing more online resources such as eLearning.
- Created an exploratory committee of department supervisors to assist with creating a "supervisor one-stop center" on the County's internal website which is designed to create easy access of information on educating supervisors.
- Developed an additional class for supervisors in our Compliance programs that provides an overview of the available leave types and governing regulations and policies.
- Worked with County departments to ensure implementation of required program elements and affected employee training related to the California Labor Standards Board new law for the prevention of airborne infectious disease in the workplace.
- Implemented a driver accountability and training program which includes a Department of Motor Vehicle Pull Notice Program that can be used by all County departments for certain specific training subjects and County driver accountability.

SIGNIFICANT CHANGES FOR 2011-12:

- Place at least ten percent of the County departments on an all-electronic employee information system (FileNet).
- Increase use of electronic file storage to minimize paperwork and storage costs.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Review and update the existing “New Employee Hire” process to reduce paper and automate as many existing processes as possible.
- Develop a career development plan for staff that includes a position rotation assignment to provide Department Services Division (DSD) employees with greater job knowledge of County services and differing operational environments.
- Update and republish remaining outdated personnel-related County policies.
- Place an additional 15 County departments on the MySacCounty product (employee and manager self-service).
- Administer and implement Fiscal Year 2011-12 negotiated contract changes for 30 separate representation units, unrepresented units, and former employees.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS Human Resources Service Package – Legal Change Package updates.
- Analyze Special District Payroll process to determine feasibility of transitioning to COMPASS.
- Conduct a review of the new Dry Creek Parkway area and bring it into ADA compliance, as well as assist the Parks department in obtaining a grant.
- Review the Primary Care Center and assist the Department of Health and Human Services in determining any noncompliant ADA issues.
- Research positions for eligible employees on the Accommodation Transfer List (ATL) to be reassigned to vacant positions for which they are qualified
- Train all County security personnel as well as human assistance managers and supervisors regarding the proper treatment of people with service animals.
- Implement COMPASS based Employee Self Service for benefits enrollments.
- Complete scanning to eliminate paper recordkeeping in Employee Benefits Office.
- Eliminate Kaiser Cost plan and reimbursement filing with Center for Medicare and Medicaid.
- Add a managed account service called Portfolio Advisory Services at Work (PASW) option in the 457(b) and 401(a) Plans.
- Eliminate pre-employment physical examinations and drug testing for certain positions to reduce the hiring timeframe for new hires and those hired back from re-employment lists.
- Explore the use of social media (i.e., Twitter, Facebook, etc.) as a recruitment tool.
- Develop comprehensive training for exam analysts and department subject-matter experts on the various selection methods and their use within Sacramento County.
- Provide increased number of online Harassment Prevention training sessions to leads, supervisors, and managers.
- Update and re-issue County policies H-3 and H-4: Discrimination Complaints in County Employment and Sexual Harassment in County Employment.
- Conduct data review and partially automate completion of federally mandated EEO-4 form in order to increase efficiency.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Create and implement an online one-stop resource center that is designed to enhance supervisor’s performance.
- Produce a Request for Proposal for Employee Discrimination and Harassment training online and mandated AB 1825 online training with a proposed implementation date of July 2012 for employee online training and January 2013 for AB 1285 online training.
- Update the in-person AB 1825 workforce learning program and the employee discrimination and harassment workforce learning program in collaboration with EEO.
- Increase the number of departments using an online evaluation system to improve communications between employees and supervisors and enhance career development of County employees.
- Improve the Countywide Injury and Illness Prevention Program by measuring implementation to date (i.e., employee training, facilities inspections, injury and illness investigations, and prevention of injury/illness activities).

STAFFING LEVEL CHANGES FOR 2011-12:

The following staffing changes were approved by the Board of Supervisors during budget hearings:

Administrative Services Officer 3	(1.0)
Human Resources Manager 3	(1.0)
Personnel Analyst	0.2
Personnel Technician	0.2
Senior Physician (Management)	(1.0)
Net Reduction	(2.6)

PERFORMANCE MEASURES:

Employment Services						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	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	70.4%	70.0%	88.0%	85.0%
		Number of days required to generate eligibility lists from final filing date	14.7	15.0	19.0	15.0
		Number of exams administered	536*	500	336**	400
	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	17.0	18.0	26.6	24.0
		Number of days to complete SRA and position audits	4.0	5.0	4.9	5.0
		Number of days to complete internal and external salary studies	3.0	3.0	2.5	3.0
		Percent of class specifications updated/ maintained within last five years	33.4%	25.0%	24.6%	20.0%
		Percent of overall studies contracted out	2.5%	0.0%	0.0%	0.0%

* Does not include 188 reemployment lists generated.

**Does not include 267 reemployment lists generated.

Leadership & Organizational Development						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment.	Number of separate class titles available	31	30	39	39
		Number of supervisors completing the County Supervision series	118	55*	15**	15
		Percent of County Supervision classes rated as 4.5 or higher	92%	95%	93%	95%
		Number of employees attending training courses through the Leadership & Organizational Development Office	5,952	3,500*	4,175	4,000
		Percent of Leadership & Organizational Development training courses rated as 4.5 or better	91%	95%	94%	95%
		Decrease the percent rate of "no shows" in Leadership & Organizational Development training courses	15%	15%	11%	12%

*Target number was based only on offering one series of classes in spring 2011.

**Most supervisors are taking individual classes rather than the complete series.

Department Services						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Expand the use and functionality of the Human Resources information system (COMPASS).	Number of new online COMPASS training courses developed and delivered to the user community	2	1	1	1
		Number of departments demonstrating an interest in using the MySacCounty product.	11	15	27	7*
	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	91%	92%	95%	95%
	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%	100%	100%	100%
	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	0.97 days	1.3 days	0.97 days	0.95 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.	99%	100%	100%	100%

*Covers all remaining County departments.

Department Services (continued)						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Administer programs intended to reduce long-term leaves-of-absence (LOA)	Reduce overall percentage of employees on long-term (i.e., greater than 6 months) LOA	33%	20%	13%	10%
	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	49 days	45 days	34 days	30 days
		Notice to Skelly hearing	28 days	25 days	22 days	20 days
		Skelly hearing to final order	25 days	20 days	21 days	20 days
	Reduce time to complete complaint/ investigation reports.	Date of receipt to assignment	PB	PB	PB	3 days
		Date of assignment to report completion	PB	PB	PB	90 days

PB indicates Pre-Baseline. The measure is new.

Employee Benefits						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Administer negotiated benefits programs that are valued by employees and retirees.	Number of employees enrolled in medical plans	9,085	9,000	8,943	8,900
		Number of retirees enrolled in medical plans	3,851	3,800	4,212	4,200
		Flexible Spending Account total enrollment	859	850	833	850
		Percentage of employees using online enrollment services	30%	80%*	99%	100%

Deferred Compensation						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Administer programs that help employees prepare financially for retirement.	Number of Deferred Compensation training classes presented	39	39	36	39
		Number of Deferred Compensation one-on-one meetings conducted	294	300	275	275
		Number of employees actively participating in the Deferred Compensation plan	6,839	6,750	6,608	6,500
		Percentage of employees actively participating in the Deferred Compensation plan	55.2%	58.9%	60%	60%

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

Disability Compliance						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	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	1.5	2.0	1.1	2.0
		Time required (in work days) to recommend effective and appropriate accommodation	23.6	22.0	14.6*	18.0
		Average time (in work days) from initial request to recommendation of effective and appropriate accommodation	25.0	25.0	19.4*	25.0

*Of the 172 cases handled by Disability Compliance in Fiscal Year 2010-11, 21 cases had extenuating circumstances relating to their timelines and the scheduling of the interactive meetings. The circumstances fell in to the following broad categories:

- Difficulty arranging all meeting participants schedules;
- Employee on Leave of Absence and unwilling to participate until they are scheduled to come back; and/or
- Employee and/or staff repeatedly cancelling meetings.

Those 21 cases were not included among our statistics. Our goal for the next fiscal year is to be able to include these 21 cases in the above statistics by working out better methods of handling these interactive meetings and keeping them closer to the time when the request was initiated thus meeting our established goals.

Equal Employment Opportunity						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Administer programs that ensure County employment practices and procedures are uniform and fair.	Time required (in days) to complete the investigation complaints that have been determined to be EEO-related	50.0% ≤180 days	70.0% ≤180 days	72.0% ≤180 days	70.0% ≤90 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	84.0% by deadline	90.0% by deadline	78.0% by deadline	90.0% by deadline
		Prepare Workforce Statistics Reports for County departments 6 weeks prior to EEO Advisory Committee meeting dates	PB	100.0% by deadline	100.0% by deadline	100.0% by deadline
		Meet federally mandated EEO reporting requirements	PB	100.0% by deadline	100.0% by deadline	100.0% by deadline

PB = Pre-baseline

Risk & Loss Control / County Safety Office						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	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	2	0	0	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	6*	8	0	6
		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.	3	5	3

*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.

Workers' Compensation						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Administer Workers' Compensation benefits in a timely and accurate manner.	Percent of benefits paid by deadlines	99.8%	100%	99.7%	100%
		Number of penalty payments for late benefits	118	0	123	0
	Ensure that Workers' Compensation staff receive state-mandated training.	Number of training hours	396	300	322	300
		Percent of staff successfully meeting mandated training requirements	100%	100%	100%	100%

Employee Health						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2009/10	TARGET 2010/11	ACTUAL 2010/11	TARGET 2011/12
Internal Support	Ensure the safety, health, and wellness of County employees.	Number of pre-employment physical examinations performed	215	250	226	250
		Number of Respiratory Protection Physical (RPP) examinations performed	278	300	237	300
		Number of RPP questionnaires reviewed and certified for fit testing	821	1,000	742	850
		Number of commercial driver's medical certificate examinations performed	347	400	288	400
		Number of PPD tests performed	337	400	314	400
		Number of Hepatitis B and other vaccinations administered	157	150	98	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

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2011-12	Schedule 9
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Budget Unit **6050000 - Personnel Services**
 Function **GENERAL**
 Activity **Personnel**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (54,574)	\$ (103,466)	\$ (103,466)	\$ (52,669)	\$ (52,669)
Intergovernmental Revenues	-	17,249	-	-	-
Charges for Services	12,070,916	11,790,870	12,584,063	12,624,805	12,624,805
Miscellaneous Revenues	1,559,881	102,642	233,233	-	-
Residual Equity Transfer In	-	-	-	37,374	37,374
Total Revenue	\$ 13,576,223	\$ 11,807,295	\$ 12,713,830	\$ 12,609,510	\$ 12,609,510
Salaries & Benefits	\$ 25,596,866	\$ 22,231,123	\$ 22,131,482	\$ 22,458,703	\$ 22,458,703
Services & Supplies	3,954,778	3,354,971	4,545,779	3,842,141	3,842,141
Improvements	-	(37)	-	-	-
Equipment	-	11,914	-	-	-
Interfund Charges	116,946	70,696	70,696	-	-
Interfund Reimb	(638,366)	-	-	-	-
Intrafund Charges	2,181,341	1,710,147	1,783,197	1,775,937	1,775,937
Intrafund Reimb	(17,584,111)	(15,501,716)	(15,817,324)	(15,467,271)	(15,467,271)
Total Expenditures/Appropriations	\$ 13,627,454	\$ 11,877,098	\$ 12,713,830	\$ 12,609,510	\$ 12,609,510
Net Cost	\$ 51,231	\$ 69,803	\$ -	\$ -	\$ -
Positions	259.4	207.6	207.4	205.0	205.0

2011-12 PROGRAM INFORMATION

BU: 6050000 Personnel Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
FUNDED												
Program No. and Title:	<u>001</u> <u>DPS Administration</u>											
	1,065,956	813,847	0	0	0	0	0	213,672	-52,669	91,106	6.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the Department's annual financial statements; performs departmental accounting and record keeping.											
Program No. and Title:	<u>002</u> <u>Employment Services</u>											
	3,882,070	2,804,423	0	0	0	0	0	1,093,197	0	-15,550	30.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.											
Program No. and Title:	<u>003</u> <u>Leadership & Organizational Development</u>											
	771,844	468,649	0	0	0	0	0	306,285	0	-3,090	6.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.											
Program No. and Title:	<u>004</u> <u>Department Services</u>											
	13,313,763	8,595,102	0	0	0	0	0	4,754,062	0	-35,401	103.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	This program consists of six service teams. Four of these teams (the Human Resources (HR) Service Teams) are comprised of human resources professionals responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system (COMPASS). The COMPASS Support Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations. The Special Programs Team provides Countywide human resources services in the areas of position control, Salary Resolution Amendment (SRA) administration, Unemployment Insurance administration, and State Disability Insurance payroll integration.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
Program No. and Title:	<u>005 Employee Benefits</u>											
	2,772,041	1,602,592	0	0	0	0	0	1,174,454	0	-5,005	9.9	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Manages contracts and administers employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a).											
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Program No. and Title:	<u>006 Liability/Property Insurance Personnel</u>											
	613,394	0	0	0	0	0	0	617,098	0	-3,704	5.1	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Funds staffing for the Liability/Property Insurance program.											
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Program No. and Title:	<u>007 Disability Compliance</u>											
	454,227	0	0	0	0	0	0	456,195	0	-1,968	3.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Coordinates compliance with laws that prohibit discrimination against persons with disabilities; provides related training and technical assistance to County agencies and departments; provides staff and administrative support to the County's Disability Advisory Committee and subcommittees.											
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Program No. and Title:	<u>008 Equal Employment Opportunity</u>											
	322,093	0	0	0	0	0	0	323,736	0	-1,643	2.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides Equal Employment recruiting and monitoring; assists County agencies and departments in developing methods for reviewing County workforce statistical information to evaluate the effectiveness of the County's Equal Employment Opportunity program; provides staff assistance to the County's Equal Employment Opportunity Committee; advises County agencies and departments on Equal Employment policies; represents the County and assists County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.											
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Program No. and Title:	<u>009 Safety Office</u>											
	1,215,128	879,118	0	0	0	0	0	339,587	0	-3,577	7.9	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											
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PERSONNEL SERVICES

6050000

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
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Program No. and Title:	<u>010 Workers' Compensation Personnel</u>											
	3,094,013	0	0	0	0	0	0	3,113,054	0	-19,041	29.0	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Funds staffing for the Workers' Compensation Insurance program.											
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Program No. and Title:	<u>011 Employee Health</u>											
	572,252	303,540	0	0	0	0	0	270,839	0	-2,127	3.1	0
Program Type:	Mandated											
Countywide Priority:	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective:	IS -- Internal Support											
Program Description:	Provides pre-employment physical examinations for new County employees; provides consultation to the Employee Retirement Fund and the Workers' Compensation Fund; monitors employee health and safety programs.											
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FUNDED	28,076,781	15,467,271	0	0	0	0	0	12,662,179	-52,669	0	205.0	0

Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,958,246	7,477,845	15,513,496	10,183,136	10,183,136
Total Financing	4,721,133	8,208,060	15,513,496	10,183,136	10,183,136
Net Cost	3,237,113	(730,215)	-	-	-

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.

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 2010-11:

- Improved the percentage of claims disputed by the County receiving a favorable determination by the state Employment Development Department (EDD) from the Fiscal Year 2009-10 level of 91 percent to 95 percent.
- Updated County Policy and Procedure C-6 (Appointment of Retired Annuitants) to reflect recent changes in state law that limits a former employee's ability to return as a retired annuitant if that former employee had received Unemployment Insurance (UI) compensation in the preceding 12-month period. The updated policy is currently in the review and approval process.
- Reviewed and updated 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.

SIGNIFICANT CHANGES FOR 2011-12:

- Maintain the percentage of claims disputed by the County receiving a favorable determination by EDD at the Fiscal Year 2010-11 level of 95 percent.
- Continue to review, evaluate, and revise as necessary the UI cost forecasting model to ensure accurate UI estimates for budget forecasting.
- Design an automated report solution to become more efficient in responding to the State of California UI information requests.

SIGNIFICANT CHANGES FOR 2011-12 (CONT.):

- Conduct a minimum of two UI training workshops to the Department of Personnel Services' Department Services teams to increase their understanding of the claim handling process and thereby increase efficiencies in the overall claim management process.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12			Schedule 10	
		Fund Title		040A - UNEMPLOYMENT INSURANCE		
		Service Activity		Unemployment Insurance		
		Budget Unit		3930000		
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 4,721,133	\$ 8,208,060	\$ 15,513,496	\$ 10,183,136	\$ 10,183,136	
Total Operating Revenues	\$ 4,721,133	\$ 8,208,060	\$ 15,513,496	\$ 10,183,136	\$ 10,183,136	
Operating Expenses						
Services & Supplies	\$ 7,944,221	\$ 7,466,476	\$ 15,502,127	\$ 10,173,552	\$ 10,173,552	
Other Charges	14,025	10,978	10,977	9,584	9,584	
Total Operating Expenses	\$ 7,958,246	\$ 7,477,454	\$ 15,513,104	\$ 10,183,136	\$ 10,183,136	
Operating Income (Loss)	\$ (3,237,113)	\$ 730,606	\$ 392	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Debt Retirement	\$ -	\$ (391)	\$ (392)	\$ -	\$ -	
Total Non-Operating Revenues (Expenses)	\$ -	\$ (391)	\$ (392)	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ (3,237,113)	\$ 730,215	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (3,237,113)	\$ 730,215	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	3,238,811	1,698	1,698	731,913	731,913	
Equity and Other Account Adjustments	-	-	-	-	-	
Net Assets - Ending Balance	\$ 1,698	\$ 731,913	\$ 1,698	\$ 731,913	\$ 731,913	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2011-12 PROGRAM INFORMATION

BU: 3930000 Unemployment Insurance

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

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

	10,183,136	0	0	0	0	0	0	10,183,136	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

FUNDED	10,183,136	0	0	0	0	0	0	10,183,136	0	0	0.0	0
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Summary					
Classification	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommend	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,371,243	25,109,552	27,993,707	27,265,088	27,265,088
Total Financing	11,262,369	29,691,365	27,993,707	27,265,088	27,265,088
Net Cost	13,108,874	(4,581,813)	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Workers' Compensation Insurance claims; the County also purchases excess Workers' Compensation Insurance to cover claims above a self-insured retention of \$3.0 million. The Workers' Compensation Insurance program is administered by the Department of Personnel Services.

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 2010-11:

- 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 Family Medical Leave Act (FMLA), and completion of modules for General Leave, and Jury Duty.
- Successfully passed audit by excess carrier.
- Successfully passed audit by State Division of Workers' Compensation.
- Completed Request for Proposal (RFP) process for outside counsel, photocopy services, 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.
- Improved contract auditing process.

SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):

- GASB34 adjustment made to Equity and Other accounts.

SIGNIFICANT CHANGES FOR 2011-12:

- 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, accountabilities, and increased use of automation.
- Determine results of scheduled audits and make necessary adjustments.
- Begin scanning and electronic storage of Workers' Compensation files.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2011-12				Schedule 10
		Fund Title 039A - WORKERS COMPENSATION Service Activity Workers' Compensation Insurance Budget Unit 3900000				
Operating Detail	2009-10 Actual	2010-11 Actual	2010-11 Adopted	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 10,861,995	\$ 28,953,769	\$ 27,968,707	\$ 27,240,088	\$ 27,240,088	
Intergovernmental Revenues	50,353	67,361	-	-	-	
Total Operating Revenues	\$ 10,912,348	\$ 29,021,130	\$ 27,968,707	\$ 27,240,088	\$ 27,240,088	
Operating Expenses						
Services & Supplies	\$ 23,906,002	\$ 24,952,034	\$ 27,836,189	\$ 27,090,330	\$ 27,090,330	
Other Charges	465,241	147,059	147,059	174,758	174,758	
Total Operating Expenses	\$ 24,371,243	\$ 25,099,093	\$ 27,983,248	\$ 27,265,088	\$ 27,265,088	
Operating Income (Loss)	\$ (13,458,895)	\$ 3,922,037	\$ (14,541)	\$ (25,000)	\$ (25,000)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 350,021	\$ 670,235	\$ 25,000	\$ 25,000	\$ 25,000	
Debt Retirement	-	(10,459)	(10,459)	-	-	
Total Non-Operating Revenues (Expenses)	\$ 350,021	\$ 659,776	\$ 14,541	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ (13,108,874)	\$ 4,581,813	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (13,108,874)	\$ 4,581,813	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	(52,208,446)	(65,317,320)	(65,317,320)	(93,957,500)	(93,957,500)	
Equity and Other Account Adjustments	-	(33,221,993)	-	-	-	
Net Assets - Ending Balance	\$ (65,317,320)	\$ (93,957,500)	\$ (65,317,320)	\$ (93,957,500)	\$ (93,957,500)	
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

2011-12 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

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

Program No. and Title: **001 Workers' Compensation Insurance**

27,265,088	0	0	0	0	0	0	27,265,088	0	0	0.0	0
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Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS -- Internal Support
Program Description: Sacramento County is self-insured for all Workers' Compensation Insurance claims.

FUNDED	27,265,088	0	0	0	0	0	27,265,088	0	0	0.0	0
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