

# INTERNAL SERVICES

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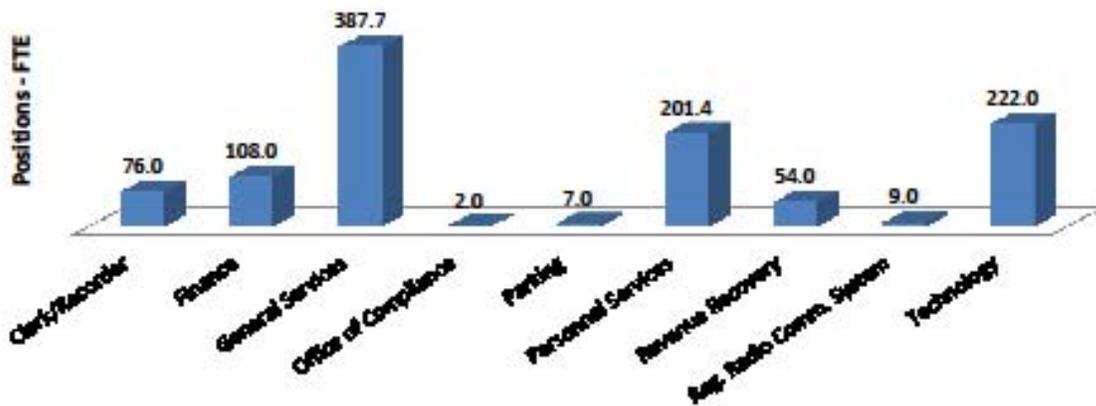
# INTRODUCTION

## AGENCY STRUCTURE

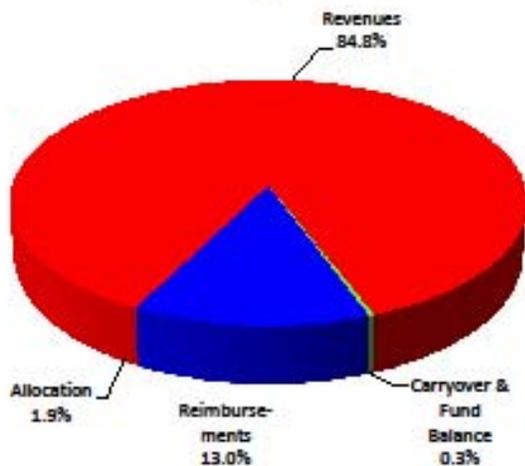
DAVID VILLANUEVA, Chief Deputy County Executive



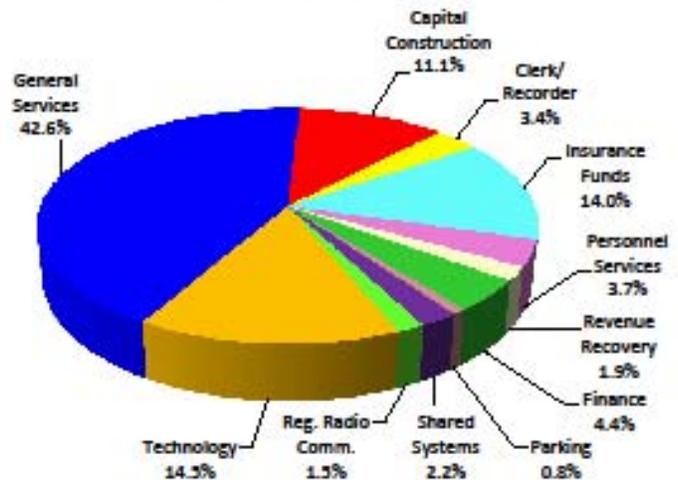
### Staffing Trend



### Financing Sources



### Financing Uses



## INTRODUCTION

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

### **Internal Services departments include:**

**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.

**Department of Technology** — The Department of Technology (DTech) is a central information technology and telecommunications provider for Sacramento County. DTech delivers a broad range of shared countywide information technology services to employees, departments and regional partners, and also develops customized solutions for specific departmental business applications. DTech is also comprised of the following:

- Data Processing-Shared Systems accounts for the cost of services provided by the DTech and the Department of Finance to support countywide shared computer systems and applications.
- Regional Radio Communications System (SRRCS) operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Grant Joint Union High School District Police Department, Los Rios Community College District and all fire districts.

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

# INTRODUCTION

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

<b>Internal Services Fund Centers/Departments</b>						
<b>Fund</b>			<b>Requirements</b>	<b>Financing</b>	<b>Net Cost</b>	<b>Positions</b>
<b>Fund</b>	<b>Center</b>	<b>Department</b>				
001A	3240000	County Clerk/Recorder	12,194,982	12,194,982	0	76.0
001A	5710000	Data Processing-Shared Systems	7,713,401	495,807	7,217,594	0.0
001A	3230000	Department of Finance	15,617,655	15,339,326	278,329	108.0
001A	6110000	Department of Revenue Recovery	6,626,080	6,626,080	0	54.0
001A	5740000	Office of Compliance	3,261	3,261	0	2.0
001A	5780000	Office of Inspector General	61,254	21,426	39,828	0.0
001A	6050000	Personnel Services	13,084,244	13,084,244	0	201.4
<b>GENERAL FUND TOTAL</b>			<b>\$55,300,877</b>	<b>\$47,765,126</b>	<b>\$7,535,751</b>	<b>441.4</b>
<b>General Services</b>						
034A	2070000	Capital Outlay	10,090,000	3,054,841	7,035,159	0.0
035C	7110000	Office of the Director	1,202,855	1,202,855	0	21.8
035F	7007440	Building Maintenance & Operations-Airport	5,950,001	5,900,001	50,000	39.0
035F	7007420	Bradshaw	12,824,113	12,519,924	304,189	79.0
035F	7007430	Downtown	7,544,514	7,237,655	306,859	48.0
035F	7007046	Energy Management	9,502,086	8,724,897	777,189	1.0
035F	7450000	Security Services	3,080,691	2,680,004	400,687	29.4
035H	7007063	Contract and Purchasing Services	2,596,082	1,520,110	1,075,972	13.0
035J	7700000	Support Services	10,294,161	10,044,161	250,000	22.5
035K	7007030	Real Estate	43,556,479	43,556,479	0	24.0
035L	7007500	Light Fleet	21,367,819	20,066,716	1,301,103	24.0
035M	7007600	Heavy Equipment	24,299,488	24,299,488	0	86.0
<b>SUBTOTAL</b>			<b>\$152,308,289</b>	<b>\$140,807,131</b>	<b>\$11,501,158</b>	<b>387.7</b>
007A	3100000	Capital Construction	\$39,858,188	\$39,858,188	\$0	0.0
031A	7600000	Department of Technology	51,898,320	50,633,201	1,265,119	222.0
037A	3910000	Liability/Property Insurance	18,075,696	18,075,696	0	0.0
039A	3900000	Workers' Compensation Insurance	27,838,992	27,838,992	0	0.0
040A	3930000	Unemployment Insurance	4,082,614	4,082,614	0	0.0
056A	7990000	Parking Enterprise	2,816,263	2,816,263	0	7.0
059A	7020000	Regional Radio Communications System	5,429,616	5,429,616	0	9.0
<b>GRAND TOTAL</b>			<b>\$357,608,855</b>	<b>\$337,306,827</b>	<b>\$20,302,028</b>	<b>1,067.1</b>

<b>Summary</b>					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	33,585,000	33,648,558	50,213,638	39,858,188	39,858,188
Total Financing	34,260,296	33,378,669	50,213,638	39,858,188	39,858,188
Net Cost	(675,296)	269,889	-	-	-

**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 projects required due to health, safety, security, or severe operational problems.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Completed the #1 chiller replacement at the Downtown Central Plant.
- Completed the elevator upgrade project at the Main Jail.
- Completed the Fair Oaks Library Siding, and Roof replacement project.
- Completed the Walnut Grove Library Heating, Ventilation, and Air Conditioning (HVAC) replacement.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Complete the water booster system replacement at the Main Jail.
- Complete the high bay lighting upgrade energy efficiency project at the Main Jail.
- Complete the cooling tower replacement project at the District Attorney's Building.
- Complete the Americans with Disabilities Act (ADA) upgrades to the permit counter and restrooms at the Old Administration Building.
- Complete the HVAC replacement at the Oak Park Multi-Service Center.

**FUND BALANCE CHANGES FOR 2012-13:**

Fund balance decreased by \$3,982,004 due to reduced construction related encumbrances and delays in receiving reimbursements for Energy Efficiency Block Grant (EECBG) funded projects.

**SUPPLEMENTAL INFORMATION:**

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2012-13 is \$39,858,188. The Fiscal Year 2012-13 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:

<b>Source</b>	<b>Amount</b>
Available Fund Balance of Appropriation	\$(471,816)
County Facility Use Allowance Charges, Vacancy Factor, and Improvement Districts	12,121,083
Interest Income	50,000
Fixed Assets Financing	2,341,508
2007 Certificate of Participation	876,460
Sacramento Municipal Utility District (SMUD) Rebates	81,229
Miscellaneous Revenues - Revenue Leases	15,000
Miscellaneous Revenues (Deallocated Funds Adjustment)	8,372,521
Americans with Disabilities Act (ADA) Certificate of Participation (COP) funds	130,000
Tobacco Litigation Settlement (TLS) funds	8,185,081
Smart Grid Energy Project Revenue	1,227,320
Energy Service Company (ESCO) Energy Savings Revenue	361,192
EECBG Revolving Fund	750,000
General Services Parking Enterprise (Department Funded Project)	99,764
General Services Rebate	38,995
Revenue Leases	124,669
California Energy Commission (CEC) Energy Savings Revenue	103,224
Courthouse Temporary Construction Fund Revenues	1,800,000
Criminal Justice Facility Temporary Construction Fund Revenues	<u>3,651,958</u>
	<b>\$39,858,188</b>

- 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.

**The projects included in the Adopted Budget are:****Fund Center 3103101-Bradshaw Complex — \$2,179,222**

- Bradshaw District – Window Washing Operating Procedures Outline Sheet (OPOS) — \$49,550
- Branch Center – Branch Center Road Improvements — \$250,000
- Building Permits and Inspection Facility – ADA Public Path of Travel and Restrooms — \$425,751
- Oak Park Multi-Service Center – Replace HVAC — \$483,995
- Office Building 4 (OB4) – Roof Recoat, Gutter and Downspout Replacement — \$108,794
- Parks Maintenance and Operations Building – Roof Overlay — \$286,461
- Miscellaneous Project – Branch Center G11 and G12 Water Well Rehabilitation — \$55,000
- Miscellaneous Project – Oak Park Multi-Service Center – Parking Lot Path of Travel ADA Compliance — \$80,000
- ESCO Debt Service — \$439,671

**Fund Center 3103102-Administration Center — \$3,582,511**

- Central Plant - Repair Underground Hot Water Lines — \$500,000
- Central Plant – Smart Grid Variable Frequency Drive (VFD) Energy Saving Project — \$45,870
- County Parking Garage – Lighting Upgrade to Light Emitting Diode (LED)— \$150,000
- New Administration Building – ADA Signage Upgrade and Handrail Installation — \$85,000
- New Administration Building – Install Electronic Kiosks — \$300,000
- New Administration Building – Reseal Precast Panels on West Side of Building — \$219,172
- New Administration Building – Secure Parking Area — \$290,375
- New Administration Building – Smart Grid VFD Energy Saving Upgrade — \$213,496
- New Administration Building – Upgrade Fire Alarm System — \$175,700
- New Parking Garage – Lighting Upgrade to LED — \$200,000
- Old Administration Building – ADA Upgrades to Permit Counter and Restrooms — \$600,000
- Old Administration Building – Refurbish Elevator Cars— \$104,488
- Old Administration Building – Repair Roof — \$322,960
- Miscellaneous Project – Downtown District – Window Washing OPOS — \$45,000
- Miscellaneous Project – Old Administration Building – ADA Signage — \$45,000
- Miscellaneous Project – Old Administration Building – Smart Grid VFD Upgrade — \$80,062
- Miscellaneous Project – Parking Garage Stairwell and Water Leak Repairs — \$99,764
- Fixed Asset Acquisition Fund (FAAF) Debt Service — \$105,624

**Fund Center 3103108-Preliminary Planning — \$1,626,389**

- Administrative Costs for the Capital Construction Fund — \$786,653
- Allocated Cost — \$199,736
- Architectural Services Division — \$90,000

**Fund Center 3103108-Preliminary Planning — \$1,626,389 (cont.)**

- Carpenter (Facility Assessments) — \$85,000
- Computer Aided Facility Management (CAFM) — \$150,000
- Job Order Contracting (JOC) — \$50,000
- Master Planning — \$250,000
- Miscellaneous Planning Costs — \$15,000

This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

**Fund Center 3103109-901 G Street Building (OB #2) — \$411,500**

- John Price District Attorney Building – Cooling Tower Replacement — \$322,000
- John Price District Attorney Building – Smart Grid VFD Upgrade Energy Saving Project — \$89,500

**Fund Center 3103110-Maintenance Yard — \$110,798**

ESCO Debt Service — \$110,798

**Fund Center 3103111-Miscellaneous Alterations and Improvements — \$2,595,791**

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

- Countywide – Smart Grid Building and Automation — \$37,915
- Ongoing testing of county-owned underground tanks required by State law — \$50,000
- Real Estate services to CCF for miscellaneous vacant county-owned land — \$110,000
- Survey and remedial work associated with asbestos in county facilities — \$50,000
- Warranty inspection cost on new construction and remodel projects — \$50,000
- Miscellaneous minor building and emergency projects — \$458,263
- Miscellaneous Project - Countywide – Smart Grid Siemens Insight Update — \$9,938
- Improvement Districts — \$105,825
- Modular Furniture Inventory Charges — \$25,000
- Scope and Estimate — \$30,000
- Vacant Space Allocation — \$1,668,850

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

Miscellaneous modifications — \$15,000

**Fund Center 3103113-Clerk-Recorder Building — \$20,000**

Miscellaneous modifications — \$20,000

**Fund Center 3103114-799 G Street Building — \$565,741**

- Department of Technology Building – Replace Sewage Sump Tanks — \$259,041
- Department of Technology Building – Replace UPS Batteries — \$300,000
- Miscellaneous Project – Smart Grid Lighting Control Upgrade — \$3,000

**Fund Center 3103114-799 G Street Building — \$565,741 (cont.)**

- Miscellaneous Project – Smart Grid VFD Upgrade — \$3,700

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

Miscellaneous modifications — \$15,000

**Fund Center 3103124-General Services Facility — \$10,000**

Miscellaneous modifications — \$10,000

**Fund Center 3103125-B.T. Collins Juvenile Center —\$30,000**

Miscellaneous modifications — \$30,000

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

Miscellaneous modifications — \$15,000

**Fund Center 3103127-Boys Ranch — \$10,000**

Miscellaneous modifications — \$10,000

**Fund Center 3103128-Rio Cosumnes Correctional Center (RCCC) — \$2,326,632**

- RCCC – Replace Intercom System in Chris Boone Facility and Stuart Baird Facility — \$550,000
- RCCC – Replace Pyrotonics Fire Alarm System — \$1,593,406
- CEC Energy Retrofit Debt Service — \$103,226
- RCCC Sewer Impact Fees — \$80,000

**Fund Center 3103130-Work Release Facility — \$291,079**

Work Release - Replace Fire Detection System — \$291,079

**Fund Center 3103131-Sheriff's Administration Building — \$15,000**

Miscellaneous modifications — \$15,000

**Fund Center 3103132-Lorenzo E. Patino Hall of Justice — \$3,921,507**

- Main Jail – Contaminated Soil Investigation from Diesel Tank — \$30,000
- Main Jail – Evaluate Walk-In Refrigeration Systems for Replacement — \$10,000
- Main Jail – High-bay Lighting Upgrade to LED — \$400,000
- Main Jail – Inmate Shower Repair — \$1,400,000
- Main Jail – Install Safety Screening — \$790,000
- Main Jail – Rebuild 24 Security Slider Doors — \$100,000
- Main Jail – Replace Roof — \$100,000
- Main Jail – Resurface Outdoor Recreation Areas and Inmate Stairs — \$249,274
- Main Jail – Water Booster System Replacement — \$657,933
- Main Jail – Miscellaneous Project – Kitchen Exhaust Ducting Replacement — \$99,000
- Main Jail – Miscellaneous Project – Replace Partition in 2nd Floor Briefing Room — \$60,000
- Main Jail – Miscellaneous Project – Smart Grid VFD Energy Saving Project — \$25,300

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

Miscellaneous modifications — \$15,000

**Fund Center 3103134-Sheriff's South Area Substation — \$5,185,830**

- Sheriff South Area Substation – Remodel for New 911 Communication Center — \$5,085,830
- Sheriff South Area Substation – Replace Glulam Beams — \$100,000

**Fund Center 3103137-Coroner/Crime Laboratory — \$133,000**

Crime Laboratory – Replace Chiller #4 — \$133,000

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

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

**Fund Center 3103162-Primary Care Center — \$26,000**

- Miscellaneous Project – Check and Evaluate ADA Requirements — \$15,000
- Miscellaneous Project – Lab HVAC Modifications — \$11,000

**Fund Center 3103198-Financing-Transfers/Reimbursements — \$15,707,353**

- FAAF Capital Projects Debt Service — \$374,005
- CCF Deallocated Funds Adjustment — \$6,519,596
- CCF Debt Service for Old Bank of America Building Debt and ADA Projects — \$350,399
- CCF Debt Service for Sac Metro Cable Commission (Revenue Lease) — \$10,615
- CCF One-Time Debt Service for General Fund Departments — \$6,652,738
- CCF Part of Juvenile Courthouse Debt Service — \$1,800,000

**Fund Center 3103199-Ecology Lane — \$140,028**

- FAAF Debt Service for DGS Relocation — \$125,028
- Miscellaneous modifications — \$15,000

**Fund Center 3105982-Contingencies — \$0.**

No appropriation is included in contingencies this fiscal year.

**Fund Center 3106382-Libraries — \$579,833**

- Fair Oaks Library - Replace Hydronic Heating Boiler— \$95,214
- Fair Oaks Library - Replace Siding, Roof and Water Damaged Carpet — \$179,548
- Rancho Cordova Library - ADA Compliant Public Restrooms — \$80,948
- Walnut Grove Library – Replace HVAC — \$174,123
- Arden-Dimick Library – Insurance Deductible — \$50,000

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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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	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 8,333,316	\$ 3,510,188	\$ 3,510,188	\$ (471,816)	\$ (471,816)
Fines, Forfeitures & Penalties	2,990,000	7,097,008	8,508,742	5,451,958	5,451,958
Revenue from Use Of Money & Property	42,099	17,192	75,000	50,000	50,000
Intergovernmental Revenues	-	235,013	-	-	-
Charges for Services	16,989	-	-	-	-
Miscellaneous Revenues	22,877,892	22,462,114	38,119,708	34,828,046	34,828,046
Residual Equity Transfer In	-	57,154	-	-	-
<b>Total Revenue</b>	<b>\$ 34,260,296</b>	<b>\$ 33,378,669</b>	<b>\$ 50,213,638</b>	<b>\$ 39,858,188</b>	<b>\$ 39,858,188</b>
Services & Supplies	\$ 7,989,626	\$ 9,637,855	\$ 15,289,186	\$ 9,530,136	\$ 9,530,136
Other Charges	2,799,746	2,756,659	1,588,146	1,730,763	1,730,763
Improvements	8,396,238	6,222,525	18,018,137	13,263,941	13,263,941
Interfund Charges	19,527,234	15,112,169	15,318,169	15,333,348	15,333,348
Interfund Reimb	(5,127,844)	(80,650)	-	-	-
<b>Total Expenditures/Appropriations</b>	<b>\$ 33,585,000</b>	<b>\$ 33,648,558</b>	<b>\$ 50,213,638</b>	<b>\$ 39,858,188</b>	<b>\$ 39,858,188</b>
<b>Net Cost</b>	<b>\$ (675,296)</b>	<b>\$ 269,889</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**2012-13 PROGRAM INFORMATION**

**BU: 310000 Capital Construction Fund**

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<i>Program No. and Title:</i>	<b><u>001 Debt Service</u></b>											
	15,707,353	0	0	0	0	0	0	15,707,353	0	0	0.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	FO -- Financial Obligation											
<i>Program Description:</i>	Bond Payments											
<i>Program No. and Title:</i>	<b><u>002 Health, Safety, &amp; Code Compliance</u></b>											
	1,149,915	0	0	0	0	0	0	1,149,915	0	0	0.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Construction to remediate health, safety, and code related issues in County-owned buildings.											
<i>Program No. and Title:</i>	<b><u>003 Administration</u></b>											
	786,653	0	0	0	0	0	0	786,653	0	0	0.0	0
<i>Program Type:</i>	Discretionary											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	To prioritize and maximize the use of the capital construction fund											
<i>Program No. and Title:</i>	<b><u>004 General Maintenance</u></b>											
	10,434,219	0	0	0	0	0	0	10,906,035	-471,816	0	0.0	0
<i>Program Type:</i>	Discretionary											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Maintain County buildings to preserve asset & prevent systems failures											
<i>Program No. and Title:</i>	<b><u>005 New 911 Communication Center</u></b>											
	5,185,830	0	0	0	0	0	0	5,185,830	0	0	0.0	0
<i>Program Type:</i>	Discretionary											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Remodel Bond Rd facility to use as the new 911 Communications Center											

	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:* **006 Criminal Justice Facilities**

	6,594,218	0	0	0	0	0	0	6,594,218	0	0	0.0	0
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*Program Type:* Discretionary

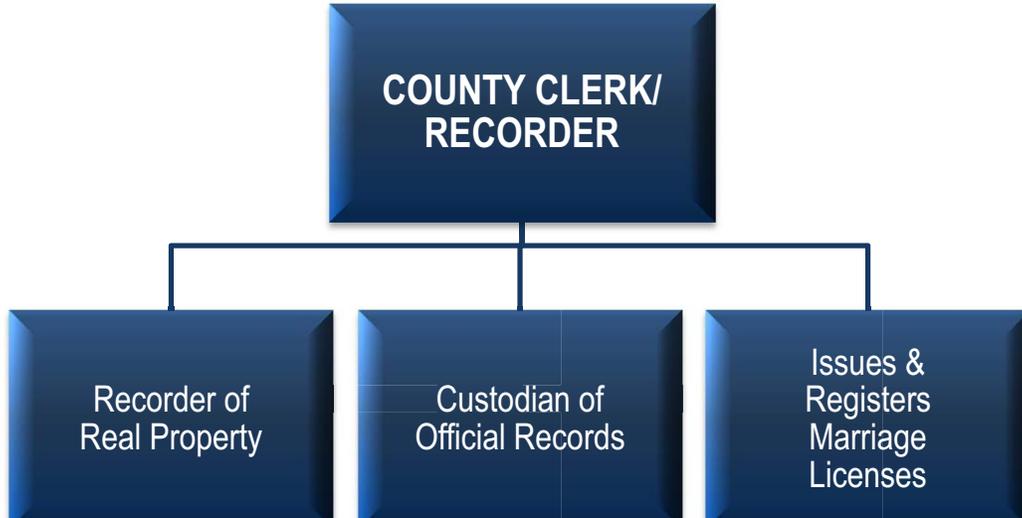
*Countywide Priority:* 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

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

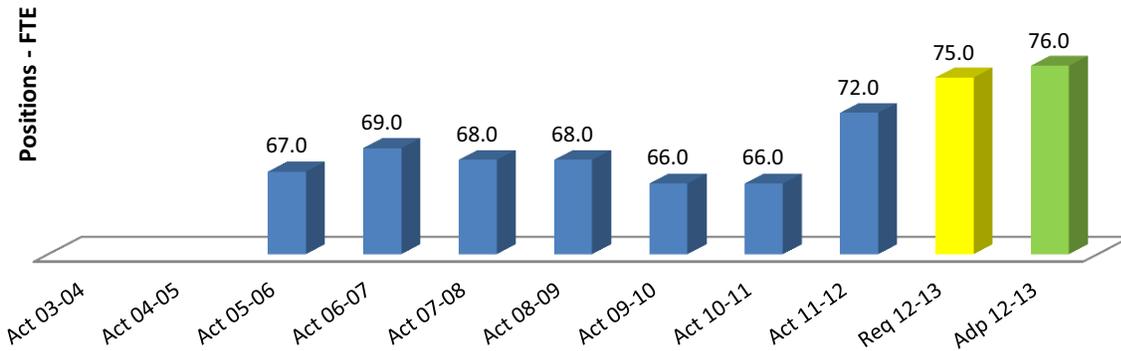
*Program Description:* Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments

<b>FUNDED</b>	39,858,188	0	0	0	0	0	0	40,330,004	-471,816	0	0.0	0
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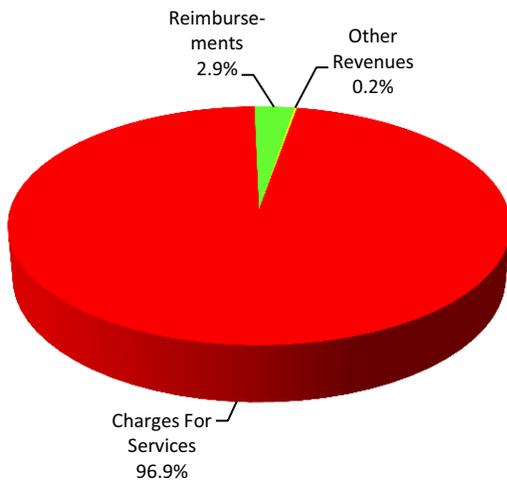
**DEPARTMENTAL STRUCTURE**  
 CRAIG A. KRAMER, County Clerk/Recorder



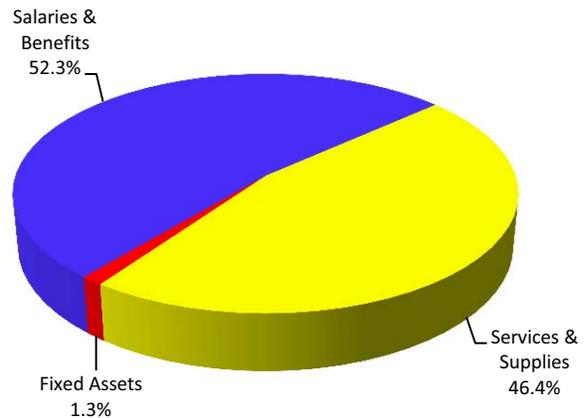
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,466,763	9,398,946	11,419,333	12,194,982	12,194,982
Total Financing	8,443,935	9,750,990	11,419,333	12,194,982	12,194,982
Net Cost	22,828	(352,044)	-	-	-
Positions	66.0	72.0	73.0	76.0	76.0

**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.
- Work with governmental agencies and related industries to improve processing of recordable documents.
- Complete implementation of bilingual telephone answering system to enhance customer service.
- Complete historical map restoration.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Continued clean-up phase of the conversion project to restore broken links between the Recorder Official Record Index (ROSI) and the corresponding images for records from 1959 to present.
- Added six new submitters to the SECURE electronic recording delivery system for title companies, banks, and mortgage brokers, representing ten percent of document recordings.
- Restored historical filed maps for the years 1850 through 1969.
- Expanded customer payment methods through enhancement of VitalChek online web application.
- Evaluated and purchased VitalDocs system to automate and enhance the business process for management and retrieval of birth, death, and marriage records.
- Continued operational training program to enhance customer service.
- Transferred 8.0 Full Time Equivalent (FTE) Information Technology positions from the Department of Finance to the County Clerk/Recorder.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Implement CERTNA G2G government-to-government electronic recording delivery system in anticipation of 15 percent of document recordings.
- Implement VitalDocs system to automate and enhance the business process for management and retrieval of birth, death, and marriage records.
- Restore historical filed maps for the years 1970 to 1984.
- Re-film restored historical subdivision maps for years 1850 to 1955 to produce higher quality images and archival film for customer use.
- Continue clean-up phase of the conversion project to restore broken links between the Recorder Official Record Index (ROSI) and the corresponding images for records from 1850 to 1958.
- Evaluate efficiency and cost effectiveness of an integrated system for recorder and clerk functions to include indexing and imaging.
- Upgrade Pitney-Bowes in-bound mail tracking system for registered and certified mail.
- Complete operational training program to enhance customer service.
- Remodel Official Records unit and marriage ceremony room at the Downtown office to maximize and enhance customer utilization of assigned space.
- Evaluate and redesign department website to improve usability for customers.
- Reallocate 1.0 vacant Executive Secretary position and 1.0 vacant Office Assistant position to 2.0 Office Specialist positions.

**STAFFING LEVEL CHANGES FOR 2012-13:**

- The following positions were added by the Board of Supervisors during the Budget Hearings: 1.0 Assistant Chief Deputy Clerk/Recorder, 2.0 Office Specialist Level 2, and 1.0 Account Clerk 2.
- The following staffing change was approved by the Board of Supervisors:

**Deleted Position:**

Assistant County Clerk/Recorder ..... 1.0

**STAFFING LEVEL CHANGES FOR 2012-13 (CONT.):**

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

**Added Positions:**

Senior Office Assistant.....	1.0
Administrative Services Officer 1 .....	<u>1.0</u>
<b>Total</b>	<b>2.0</b>

**Deleted Positions:**

Senior Office Assistant .....	0.5
Senior Office Assistant .....	0.5
Administrative Services Officer 2.....	<u>1.0</u>
<b>Total</b>	<b>2.0</b>

**PERFORMANCE MEASURES:**

<b>STRATEGIC PRIORITY: Sustainable and Livable Communities</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2011/12</b>	<b>Target 2012/13</b>
Achieve a high degree of public satisfaction with the quality, timeliness of response, and coordination of county services to neighborhoods	Provide CCR services at multiple sites to optimize customer convenience.	Zip code data is gathered from customers to determine district origin of customers served and percentage served at the East Area Community Service Center)	25%	20%	24%	20%
	Issue a marriage license in less than 15 minutes	Marriage license processing time	11 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 percent 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:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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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	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ -	\$ -	\$ -	\$ (30)	\$ (30)
Charges for Services	8,400,466	9,719,021	11,394,040	12,174,618	12,174,618
Miscellaneous Revenues	43,469	6,676	-	-	-
Residual Equity Transfer In	-	25,293	25,293	20,394	20,394
<b>Total Revenue</b>	<b>\$ 8,443,935</b>	<b>\$ 9,750,990</b>	<b>\$ 11,419,333</b>	<b>\$ 12,194,982</b>	<b>\$ 12,194,982</b>
Salaries & Benefits	\$ 4,756,512	\$ 5,747,135	\$ 6,395,689	\$ 6,571,235	\$ 6,571,235
Services & Supplies	2,471,334	3,697,893	4,958,419	5,566,141	5,566,141
Equipment	86,905	10,390	199,000	157,500	157,500
Interfund Charges	20,467	-	-	12,782	12,782
Intrafund Charges	1,150,989	234,735	236,225	257,324	257,324
Intrafund Reimb	(19,444)	(291,207)	(370,000)	(370,000)	(370,000)
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,466,763</b>	<b>\$ 9,398,946</b>	<b>\$ 11,419,333</b>	<b>\$ 12,194,982</b>	<b>\$ 12,194,982</b>
<b>Net Cost</b>	<b>\$ 22,828</b>	<b>\$ (352,044)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Positions</b>	<b>66.0</b>	<b>72.0</b>	<b>73.0</b>	<b>76.0</b>	<b>76.0</b>

2012-13 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

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 Clerk**

1,215,966	0	0	0	0	0	1,215,966	0	0	0	6.0	0
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*Program Type:* Mandated

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

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

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

*Program No. and Title:* **002 Recorder**

11,349,016	370,000	0	0	0	0	10,958,652	20,394	-30	0	70.0	0
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*Program Type:* Mandated

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

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

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

<b>FUNDED</b>	12,564,982	370,000	0	0	0	12,174,618	20,394	-30	0	76.0	0
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**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title   <b>032C - REAL ESTATE DIVISION</b> Service Activity   <b>Real Estate</b> Budget Unit   <b>7930000</b>				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 45,626,995	\$ -	\$ -	\$ -	-	
<b>Total Operating Revenues</b>	<b>\$ 45,626,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 3,020,204	\$ -	\$ -	\$ -	-	
Services & Supplies	42,318,030	(423)	-	-	-	
Other Charges	385,242	-	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 45,723,476</b>	<b>\$ (423)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
<b>Operating Income (Loss)</b>	<b>\$ (96,481)</b>	<b>\$ 423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 500	\$ -	\$ -	\$ -	-	
Debt Retirement	(8,374)	-	-	-	-	
Interest Expense	(4,689)	-	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (12,563)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (109,044)</b>	<b>\$ 423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
Intrafund Charges	275,335	-	-	-	-	
Intrafund Reimb	(275,335)	-	-	-	-	
<b>Change In Net Assets</b>	<b>\$ (109,044)</b>	<b>\$ 423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
Net Assets - Beginning Balance	1,865,141	1,728,710	1,728,710	1,729,133	1,729,133	
Equity and Other Account Adjustments	(27,387)	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 1,728,710</b>	<b>\$ 1,729,133</b>	<b>\$ 1,728,710</b>	<b>\$ 1,729,133</b>	<b>\$ 1,729,133</b>	
Positions	26.0	0.0	0.0	0.0	0.0	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

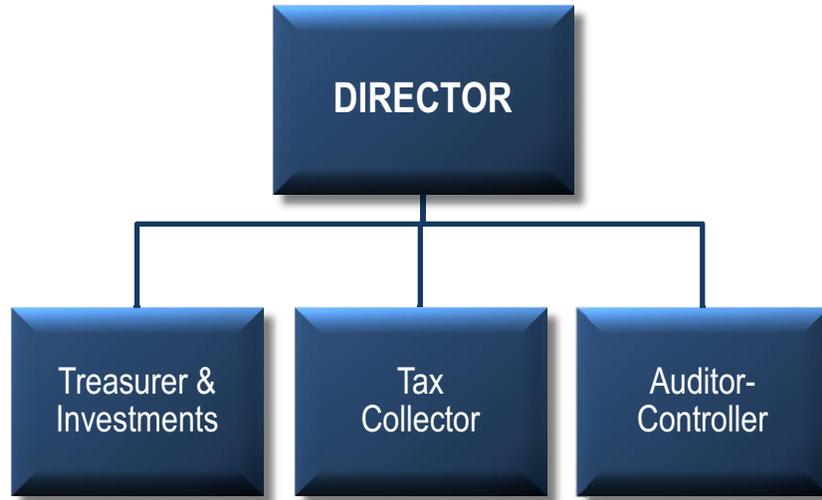
**PROGRAM DESCRIPTION:**

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)

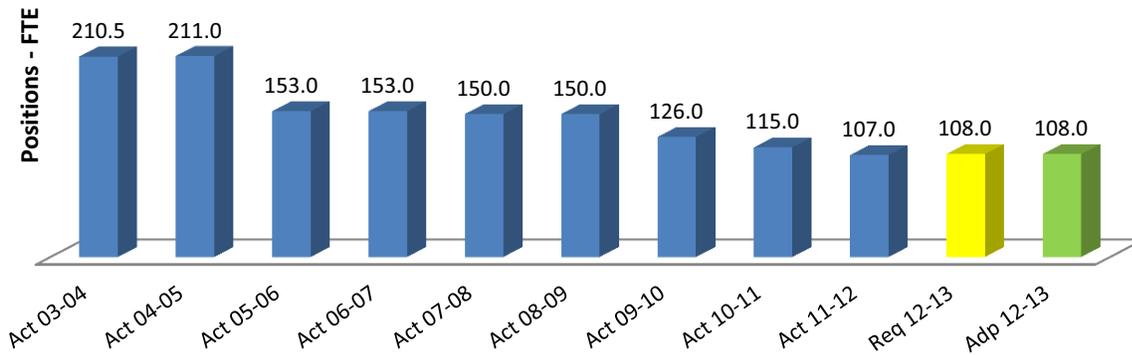
**FOR INFORMATION ONLY**

**DEPARTMENTAL STRUCTURE**

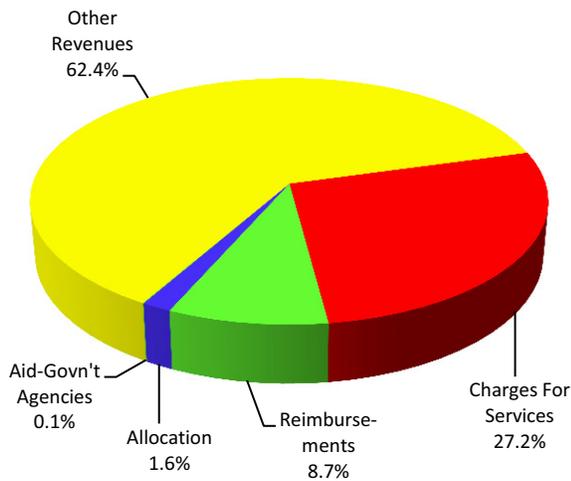
JULIE VALVERDE, Director



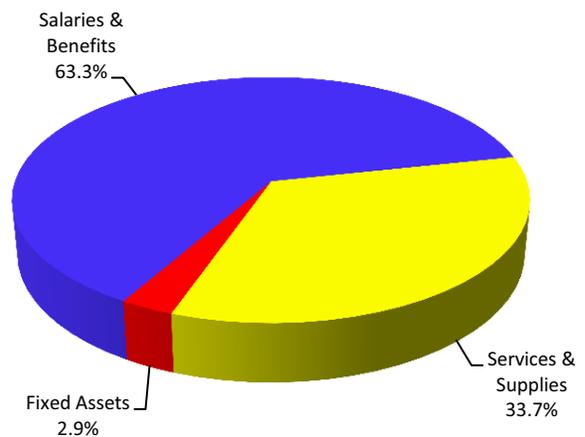
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,928,869	13,783,459	15,673,095	15,617,655	15,617,655
Total Financing	13,641,408	13,368,181	15,392,225	15,339,326	15,339,326
Net Cost	287,461	415,278	280,870	278,329	278,329
Positions	115.0	107.0	107.0	108.0	108.0

**PROGRAM DESCRIPTION:**

The Department of Finance:

- Manages the County's treasury.
- Provides for the collection and investment of funds.
- Provides fiscal services and independently reports valid financial information to the general public, county departments and other government entities.
- Provides accurate and timely financial information to the County.
- Provides core-level support services to taxpayers, constituents, county departments and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Maintains several key components of the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.
- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- Bills, collects and enforces the collection of property taxes, Utility User Taxes, and Transient Occupancy Taxes.
- Issues, maintains and monitors and business licenses.
- Files fictitious business name statements.
- Manages the \$2.3 billion Pooled Investment Fund in compliance with the California Government Code, the Pooled Investment Policy and Investment Guidelines.
- Achieves a competitive yield for the Pooled Investment Fund, at or above the State's Local Agency Investment Fund (LAIF).
- Manages the \$569 million in Fiscal Agent Funds, which represents Bond Proceeds and Tax/Assessment collection in compliance with the California Government Code and Bond documents.
- 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; Treasury Division; 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:**

- Work to replace aging Remittance Processing/Imaging software.
- Work to install a new Cashiering System with the capability to be used for countywide services.
- Work with the County's bank to streamline the deposit process from paper deposits to electronic deposits.
- Work to complete the Property Tax 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.
- Develop process and procedures to image vendor W-9 and payee data forms.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- 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 process to upgrade Special District payroll system.
- Earned the 22nd consecutive Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officer Association (GFOA) for the County's CAFR, for the Fiscal Year ended June 30, 2011.
- Established accounting structure for Public Safety Realignment Funding.
- Participated in the statewide implementation of ABX126 – Dissolution of Redevelopment Agencies.
- Developed and implemented procedures for Redevelopment Property Tax Trust Fund.
- Continued work to implement GASB 54, relating to Fund Balances, for the Fiscal Year 2011-12 CAFR.
- Improved cash questionnaires and conducted cash reviews.
- Collaborated with the Reclamation Districts (Districts) and the County's Tax Accounting Bureau to facilitate the addition of the District's annual assessments to be included on the Property Tax Roll.
- Continued streamlining the County's Employee Transportation program to reduce costs and increase efficiencies.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- Completed the implementation of the new Business License/Fictitious Business Name (FBN) System, transitioned off the mainframe, and began accepting and processing customer payments.
- Launched the Online Business License Search and Application System.
- Worked with the Department of Technology (DTech) to remove redundancies, inefficiencies, and non-functioning portions of the program. Completed the feasibility assessment and developed requirements for the new Fiscal Agent program.
- Completed the Unclaimed Property business rules and procedures for submitting claims on behalf of the County to the State of California and the cities located within the County.
- Completed the annual fee review for Tax Collection and License/FBN fees.
- Began an in-depth Tax Collection Fee analysis required every five years by County ordinance.
- Enhanced the Online Property Tax Bill Information System to include payment history.
- Enhanced the Property Tax System Interactive Voice Response (IVR) operational efficiencies and customer experience.
- Continued documentation of the Property Tax System requirements in preparation for a Request for Proposal (RFP).
- Implemented VOIP (Voice Over Internet Protocol) system thereby reducing costs, including a significant reduction in the Tax Collection and Licensing IVR systems. Improved operational efficiencies for handling call volume.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Continue the review of all division processes for streamlining, elimination of redundancies, and operational efficiencies.
- Develop processes and procedures to image vendor W-9 and payee data forms.
- Upgrade of Special District payroll system software.
- Enhancement of Property Tax Refund database to interface with property tax system.
- Complete the upgrade and rewrite of our 12 year old Fiscal Agent database. Work with DTech to ensure the requirements are met and in creating and establishing a website which our customers can access.
- Issue RFP for the replacement of our Remittance Processing/Imaging software and to obtain a new Cashiering System that has the capability to be used countywide.
- Continue to work with Wells Fargo Bank in developing ways to streamline the deposit process.
- Review and prepare a Treasury Document Retention Policy.
- In Treasury, begin the review process to convert retained physical documents into electronic images.
- Continue to work with former AFS staff on the policies and procedures for the cashiering staff that was transferred to the Department of Finance.
- Continue working with County Utility Billing Services (CUBS) and their development of a "cash desk" and how the proposed changes will affect our current operations.
- Reorganize the Tax Collection and Licensing Division to improve operational efficiencies.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- Improve the imaging of Business License documents by implementing bar codes for indexing and outsourcing scanning to the countywide central scan center. Upgrade to countywide standard of Kofax and FileNet P8 for scanning.
- Revise the Business License Automated Attendant to streamline the menus and eliminate forms for improved operational efficiencies.
- Begin detailed Business License Fee analysis based on new system and streamlined processes.
- Begin process to enhance Online Business License Search and Application System to include Renewal of existing licenses.
- Continue documentation of the Tax System Business Rules and Data Flow Diagrams and work with DTech on detailed requirements.
- Begin review and implementation of new Unsecured Personal Property Tax Collection enforcement for improved revenue collection.
- Review and prepare a Tax Program Record Retention Policy for the Board of Supervisor’s approval.
- Conclude Tax Collection Fee analysis required every five years by county ordinance and submit fee changes to the board for review and approval.
- Revise and Enhance the Utility User Tax and Transient Occupancy Tax Databases to streamline processes, improve operational efficiency and improve tracking and reporting of revenues.

**STAFFING LEVEL CHANGES FOR 2012-13:**

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

**Added Positions:**

Senior Auditor .....	1.0
Office Specialist Level 2.....	1.0
Accounting Manager.....	<u>1.0</u>
<b>Total</b>	<b>3.0</b>

**Deleted Positions:**

Administrative Services Officer 2.....	1.0
Account Clerk Level 2.....	1.0
Accounting Manager Confidential.....	<u>1.0</u>
<b>Total</b>	<b>3.0</b>

- The following 1.0 position was transferred from the Department of Personnel Services: 1.0 Accounting Manager.

**PERFORMANCE MEASURES:**

<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2011/12</b>	<b>Target 2012/13</b>
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).	+0.02%  Pool: 0.51  LAIF: 0.49	0.00%  difference	+0.01%  Pool: 0.39  LAIF: 0.38	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 ability to obtain vendor services and supplies for the purpose of delivering public services.	10.0 days	10.0 days	10.0 days	10.0 days
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

PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2010/11	Target 2011/12	Actual 2011/12	Target 2012/13
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: +0.9  (96.9% versus 96.6% statewide average)  Unsecured: 0% (93.8% versus 95.0% statewide average)*	0.0% difference	Secured: +0.4  (97.4% versus 97.0% statewide average)  Unsecured: -0.2% (95.5% versus 95.7% 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: 21,845  Outreach contacts: 4,599	# of Licenses: 21,500  Outreach contacts: 4,600	# of Licenses: 22,419  Outreach contacts: 2,370	# of Licenses: 21,500  Outreach contacts: 3,000

\*Property tax collection data is not available from the State Controller until approximately 4-5 months after the fiscal year has ended, so statistics in each of the actual columns are from the previous fiscal year (e.g., Fiscal Year 2009/10 statewide statistics are listed in the Actual 2010/11 column).

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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Budget Unit      **3230000 - Department Of Finance**  
 Function            **GENERAL**  
 Activity              **Finance**  
 Fund                  **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 59,847	\$ 1,153	\$ 1,153	\$ 538	\$ 538
Licenses, Permits & Franchises	2,494,361	2,195,292	2,465,672	2,303,465	2,303,465
Intergovernmental Revenues	22,343	36,517	10,000	10,000	10,000
Charges for Services	4,966,113	4,567,120	4,553,558	4,653,984	4,653,984
Miscellaneous Revenues	6,098,744	6,507,856	8,301,599	8,321,601	8,321,601
Residual Equity Transfer In	-	60,243	60,243	49,738	49,738
<b>Total Revenue</b>	<b>\$ 13,641,408</b>	<b>\$ 13,368,181</b>	<b>\$ 15,392,225</b>	<b>\$ 15,339,326</b>	<b>\$ 15,339,326</b>
Salaries & Benefits	\$ 11,420,905	\$ 10,183,297	\$ 10,658,948	\$ 10,838,347	\$ 10,838,347
Services & Supplies	3,225,260	3,270,417	4,099,594	4,198,507	4,198,507
Equipment	26,817	-	500,000	500,000	500,000
Other Intangible Asset	237,210	93,757	125,000	-	-
Interfund Charges	87,003	-	-	-	-
Intrafund Charges	1,188,921	1,492,464	1,643,049	1,576,661	1,576,661
Intrafund Reimb	(2,257,247)	(1,256,476)	(1,353,496)	(1,495,860)	(1,495,860)
<b>Total Expenditures/Appropriations</b>	<b>\$ 13,928,869</b>	<b>\$ 13,783,459</b>	<b>\$ 15,673,095</b>	<b>\$ 15,617,655</b>	<b>\$ 15,617,655</b>
<b>Net Cost</b>	<b>\$ 287,461</b>	<b>\$ 415,278</b>	<b>\$ 280,870</b>	<b>\$ 278,329</b>	<b>\$ 278,329</b>
<b>Positions</b>	<b>115.0</b>	<b>107.0</b>	<b>107.0</b>	<b>108.0</b>	<b>108.0</b>

2012-13 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

3,719,654	188,000	0	0	0	0	0	3,531,654	0	0	18.0	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

574,310	0	0	0	0	0	0	574,310	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
<b>Program No. and Title: 003 Reclamation</b>												
	144,040	0	0	0	0	0	0	144,040	0	0	2.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Reclamation Districts are governed by the Water Code, Division 15. In accordance to Water Code Section 50660 the County Treasurer shall be deemed the ex officio treasurer of the district. The Treasury Division provides a variety of accounting services including; billing of annual assessments, collection of assessments, notification and recording of delinquent assessments, the sale of properties due to delinquent assessments, payment of warrants, registration of warrants and the payment of registered warrants. This program collects and distributes in excess of \$1 million annually to 19 districts. Work charged by the Treasury is recovered from respective Reclamation Districts.											
<b>Program No. and Title: 004 Tax Collection</b>												
	3,342,076	188,653	0	0	0	0	0	3,087,696	538	65,189	22.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO -- Financial Obligation											
<b>Program Description:</b>	Match or exceed the state average property tax collection rate while reducing the average net county cost per \$1,000 in property tax collections relative to the previous fiscal year average. Mailing tax bills, collection of secured and unsecured property taxes, including applicable penalties, direct levy amounts, bonds subject to judicial foreclosure.											
<b>Program No. and Title: 005 Business Licenses</b>												
	2,312,545	0	0	0	0	0	0	2,303,465	0	9,080	12.0	2
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	4 -- Sustainable and Livable Communities											
<b>Strategic Objective:</b>	C1 -- Develop and sustain livable and attractive neighborhoods and communities											
<b>Program Description:</b>	Licensing of businesses for land-use and background review purposes/filing of Fictitious Business Names/collection and monitoring of Transient Occupancy & Utility User Taxes.											
<b>Program No. and Title: 006 System Controls and Reconciliation</b>												
	796,875	50,312	0	0	0	0	0	743,037	0	3,526	7.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, such as, cash transfer accounts, business area balancing, module reconciliations, cash flow programs, etc. Provide financial system support to fix, enhance, test and implement financial system processes. Includes participation in software upgrades to maintain support from vendor. Maintain cash controls and appropriation controls. Maintain financial batch processes for daily, monthly, annual jobs. Implement, review, and maintain internal and system controls. Maintain system security to protect integrity of data and to limit access to confidential information.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>007 Payroll Services</u></b>											
	1,254,208	304,074	0	0	0	0	0	877,263	0	<b>72,871</b>	9.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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/>												
<b>Program No. and Title:</b>	<b><u>008 Audits</u></b>											
	1,158,504	362,000	0	0	0	0	0	795,875	0	<b>629</b>	7.5	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Conduct internal audits to insure that various codes and regulations are followed by providing auditing services.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>009 Payment Services</u></b>											
	1,503,332	0	0	0	0	0	0	1,388,809	0	<b>114,523</b>	13.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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

	1,144,386	162,593	0	0	0	0	0	970,900	0	10,893	6.5	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

	1,163,585	240,228	0	0	0	0	0	921,739	0	1,618	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.

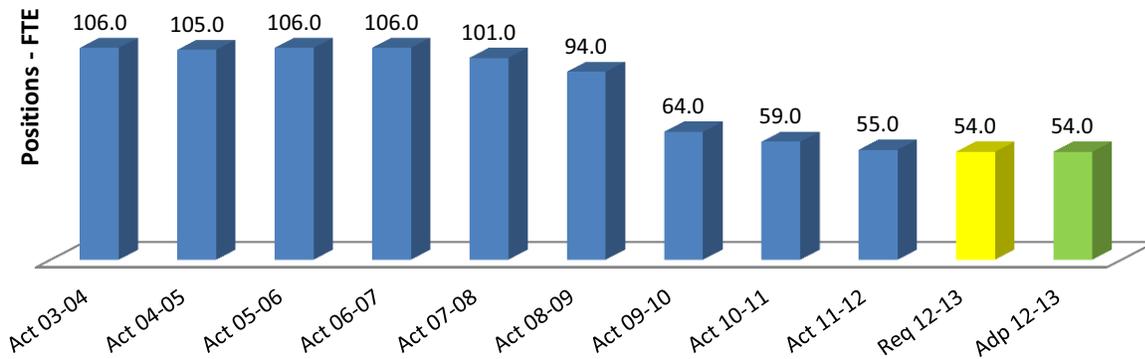
<b>FUNDED</b>	17,113,515	1,495,860	0	0	0	0	0	15,338,788	538	278,329	108.0	2
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**DEPARTMENTAL STRUCTURE**

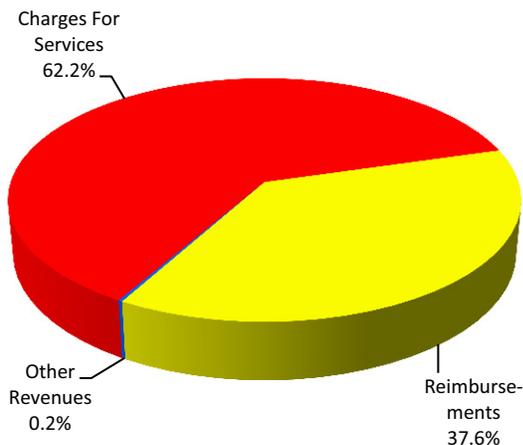
CONNIE AHMED, Director



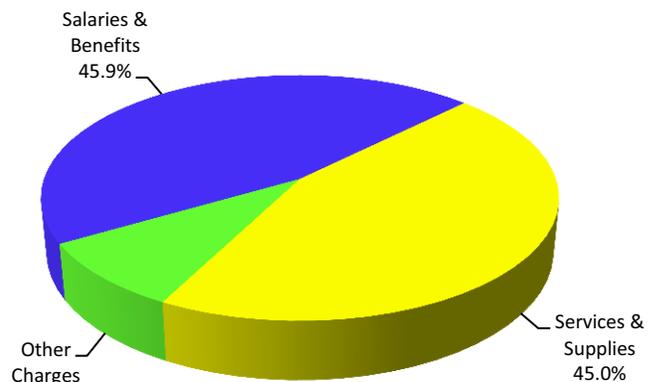
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	6,832,481	5,720,062	7,019,614	6,626,080	6,626,080
Total Financing	6,815,022	5,670,588	7,019,614	6,626,080	6,626,080
Net Cost	17,459	49,474	-	-	-
Positions	59.0	55.0	55.0	54.0	54.0

**PROGRAM DESCRIPTION:**

The primary responsibility of the Department of Revenue Recovery (DRR) is to help the County recover as much revenue as possible from all its billing and receivable functions as early in the process and as cost effectively as possible. The recovery of revenue aids the programs receiving the funds and helps to maintain public service levels and reduce the need for service fee increases to the public. By implementing cost effective accounts receivable practices throughout the County, DRR helps ensure that taxpayers are not required to bear the burden of debts that are the legal responsibility of specific individuals. To accomplish this, the department:

- Efficiently processes current and delinquent accounts receivables from various county departments, the Superior Court, and other local entities, such as cities, special districts and local authorities by sending out consolidated statements and delinquent notices as needed.
- Initiates outgoing telephone calls to delinquent debtors in order to collect amounts due or reestablish a payment schedule when appropriate to help citizens in repaying amounts owed.
- 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.
- Utilizes all legal means to enforce collection of delinquent debts.
- Functions as centralized point for the County to minimize administrative costs to efficiently take advantage of volume discount pricing on certain processes such as State Court Ordered Debt, State Tax Refund Offsets, lawsuit processing, skip tracing, bankruptcy processing and relief of accountability.
- Works in cooperation with a number of entities to identify funds owed to the County when there remain funds available collected by DRR, which can then be distributed to other entities where the debtor may also have an unpaid obligation.
- Acts as central repository so available funds can be used to satisfy a debtor obligation regardless of where it may reside within the County.
- Consults and partners with departments to help identify cost effective ways to accelerate the recovery of revenues due to their department by providing collection expertise on site as needed.

**MISSION:**

To provide cost effective centralized billing and collection services to minimize the County's total receivables processing costs and to maximum revenue collection that can be used to meet customer entities' program objectives.

**GOALS:**

- Increase net collections by 1.0 percent, from \$33.5 million to \$33.6 million.
- Maintain net cost to collection ratio under 12.5 percent.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- **Program Results** – For Fiscal Year 2011-12 DRR collected \$0.9 million more than expected; actual \$39.8 million and \$38.9 million estimated, and saved over \$1.7million in expenditures, \$9.7 million actual and \$11.5 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 \$490,000 under budget for last fiscal year, with highest priority system enhancements completed as planned. The debt service payments were budgeted at \$965,000 and ended \$95,000 under budget as a result of the reduced costs. Overall, system related costs were budgeted at \$2.48 million and ended at \$2 million, \$480,000 under budget, continuing the downward trend in systems costs. Technical training and transition of support and maintenance (including enhancements) to county staff (Department of Technology) has been completed and will further stabilize systems costs.
- **Workload Changes** – In addition to handling accounts referred to DRR for collections, it is DRR's mission to assist other departments with improvements that will help accelerate the recovery of revenue, streamline the collection process, and reduce redundancy whenever possible. As a result, DRR has provided extra services to several departments that have increased workloads. For example:
  - **Environmental Management Department (EMD)** – Working in conjunction with EMD, DRR staff provide approximately ten hours per week initiating early collection calls. These calls are made prior to fees being referred to DRR for delinquent collection action thereby eliminating the need to add a full time collection position at EMD and redirecting existing EMD staff hours from receivables processing to program work. Since inception of pilot project in Jan. 2012, \$554,000 has been collected at a cost ratio of 7.3 percent.
  - **Weights & Measures** – Working with the department pursuing old receivables, DRR staff provide approximately ten hours per week. DRR assisted in revising billing notices, accelerated collection cycle, facilitated implementation of ability to accept credit card payments, and are currently working on new delinquencies from July 2012 billing. Since the project began May 2012, \$35,000 has been collected.
  - **Voter Registration** – DRR collected \$8,500 from delinquent Candidate fees; 100 percent recovery.
  - **Sacramento Public Library** – DRR established a pilot project to make courtesy collection calls to library patrons, recovered long delinquent material and fees, and recommended changes to their internal processes to improve future recovery of library materials and fees.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- **Municipal Services** – DRR filed formal complaints with regulatory agencies, provided legal debt related research, debtor contact, sent demand notice, and made recommendation for the collectability of \$48,000 due on an uncompleted Parks project.
- **Parking Management** – Assisted to revise after hours parking fee notices, facilitated implementation of cite and tow procedures for failure to pay parking fees, accelerated collection cycle, pursued delinquent receivables, and initiated legal action. DRR filed Small Claims action on three cases and to date has obtained judgment on two cases, with one suit still pending. DRR received \$2,300 in past due parking fees and to date collected \$762.
- The overall results of these projects are not included in DRR's collections figures since DRR financial reports track only direct collections at DRR. To date DRR, through its efforts and expertise, has collected approximately \$600,000 which benefits the County as a whole in the form of increased revenue and efficient processing of specialty amounts.

**SIGNIFICANT CHANGES FOR 2012-13:**

- DRR will continue to focus efforts on sustaining overall collections through continued automation, improved collector proficiency, ongoing review of customer programs to reduce costs, and providing consulting services to County departments to assist them with their existing billing and collection processes.
- In addition, the following items are in progress to increase overall collections countywide:
  - Increase debtor contacts by further automating skip-tracing processes to locate contact and asset information in order to increase the collection of receivables.
  - Improve collector results through coaching and training.
  - Continue to work with individual county departments to help identify departmental efficiencies that can be gained in the processing of collection of receivables. A reduction in costs and/or increased revenue provides additional resources that those departments can use in their programs.
  - Working with County departments to collaboratively develop countywide collection and receivables policies that will accelerate the recovery of revenue and reduce redundancy throughout the County allowing more resources to be devoted to delivery of program services. This includes processing of bankruptcy notices; participation in Franchise Tax Board's Tax Intercept and Court Ordered Debt collection programs; and filing of lawsuits and other legal actions to collect revenue.

**STAFFING LEVEL CHANGES FOR 2012-13:**

The following 1.0 FTE position was deleted: 1.0 Information Technology Analyst Level 2.

## SUPPLEMENTAL INFORMATION:

	Fund Center	Adopted FY 11/12 Budget Collections	Actual FY 11/12 Collections	Recommended FY12/13 Budget Collections	Adopted FY 12/13 Budget Collections
<b><u>SUPERIOR COURT:</u></b>					dashboard
Traffic Court	5025024	18,150,000	17,165,926	17,000,000	17,000,000
Criminal Court (including cities)	5025024	8,200,000	8,647,243	8,600,000	8,600,000
Civil Court	5025024	210,000	275,537	230,000	230,000
Restitution - Victims (incl summary & formal)	5025024	2,600,000	2,338,346	2,500,000	2,500,000
Totals		<u>29,160,000</u>	<u>28,427,053</u>	<u>28,330,000</u>	<u>28,330,000</u>
<b><u>PROBATION:</u></b>					
Juv. Care & Maint. - Juv. Hall(1&5)	6706740	185,000	164,793	150,000	150,000
Juv. Care & Maint. - Boys Ranch	6706720	50,000	42,843	40,000	40,000
Juv. Care & Maint. - Foster Home		0	0	-	0
Juv. Care & Maint.-Youth Auth.(6&7)	6760000	5,000	3,106	2,500	2,500
Juv. Care & Maint. - WETYC	6706730	30,000	21,279	20,000	20,000
Juv. Care & Maint. - Transp. (9/90)		0	-	-	0
Juv. Care & Maint. - Cloth. (9/10)		0	-	-	0
Supervision Fees	6706723	1,100,000	1,134,448	1,100,000	1,100,000
Courtesy Supervision	6706723	30,000	33,475	32,000	32,000
Prob. Adult Drug Testing Fees	6706723	8,000	11,883	7,000	7,000
Other Fees	6706723			-	0
Pre-Sentence Report	6706716	200,000	198,887	195,000	195,000
Diversion Program	6706716	70,000	46,435	45,000	45,000
Prob. Prop 36 Program Fees	6706727	12,000	7,367	6,000	6,000
Prob. Abandonment Report	6706716	100	266	250	250
Prob. Adoption Report Fees	6706716	2,500	400	250	250
Juv. Probation Fees	6706717	65,000	47,235	40,000	40,000
Juv. Drug Testing Fees	6706717	20,000	1,277	2,000	2,000
Juv. Electronic Monitoring	6706708	70,000	75,196	65,000	65,000
Total		<u>1,847,600</u>	<u>1,788,890</u>	<u>1,705,000</u>	<u>1,705,000</u>
<b><u>SHERIFF'S DEPARTMENT:</u></b>					
Sheriff - Weekender Board & Room	7407422		2,913	2,000	2,000
Sheriff - Incarceration Fees	7407422	475,000	564,224	550,000	550,000
Sheriff - Booking Fees	7407421	850,000	1,083,165	1,000,000	1,000,000
Total		<u>1,325,000</u>	<u>1,650,302</u>	<u>1,552,000</u>	<u>1,552,000</u>
<b><u>PUBLIC DEFENDER:</u></b>					
Legal Fees - Adult - P.D.	6916910	65,000	130,541	130,000	130,000
Legal Fees - Juvenile - P.D.	6916910	100,000	204,291	167,000	167,000
Total		<u>165,000</u>	<u>334,832</u>	<u>297,000</u>	<u>297,000</u>
<b><u>CCD:</u></b>					
Legal Fees - Adult - C.A.C.	5510000	20,000	16,157	17,000	17,000
Legal Fees - Juvenile - C.A.C.	5510000	100,000	102,020	105,000	105,000
Total		<u>120,000</u>	<u>118,177</u>	<u>122,000</u>	<u>122,000</u>
<b><u>B.U. 5701 (via DHA):</u></b>					
CAPI SSI - JV to BU 5701	5705701	300,000	134,030	170,000	170,000
Gen. Assist.- JV to BU 5701	5705701	200,000	147,113	170,000	170,000
GA SSI - JV to BU 5701	5705701	2,500,000	1,786,216	1,857,000	1,857,000
Special Recovery	5705701	-	3,600	3,000	3,000
Total	5705701	<u>3,000,000</u>	<u>2,070,959</u>	<u>2,200,000</u>	<u>2,200,000</u>
<b><u>HUMAN ASSISTANCE:</u></b>					
CalWorks - FG	8108130	650,000	851,545	650,000	650,000
CalWorks - U	8108130	50,000	37,118	40,000	40,000
Food Stamps	8108130	375,000	1,430,670	660,000	1,250,000
EA Foster Care	8108130	5,000	47	100	100
Foster Care Overpayments	8108130	500,000	471,580	600,000	600,000
Miscellaneous -	8108130	70,000	128,518	100,000	100,000
Total	8108130	<u>1,650,000</u>	<u>2,919,479</u>	<u>2,050,100</u>	<u>3,230,100</u>

## SUPPLEMENTAL INFORMATION (CONT.):

	Fund Center	Adopted FY 11/12 Budget Collections	Actual FY 11/12 Collections	Recommended FY12/13 Budget Collections	Adopted FY 12/13 Budget Collections
<b><u>DHHS</u></b>					
Mental Health		-			
In Home Supportive Service	7203100	8,000	8,582	8,000	8,000
Medically Indigent - SOC	7201200	450,000	439,666	450,000	450,000
Total		<u>458,000</u>	<u>448,248</u>	<u>458,000</u>	<u>458,000</u>
<b><u>HAZARDOUS MATERIALS:</u></b>					
Haz.Mat.- Delinquency Charge	3350003	-	57,471	50,000	50,000
Total EMD		<u>-</u>	<u>58,052</u>	<u>50,000</u>	<u>50,000</u>
<b><u>FINANCE:</u></b>					
Transient Occupancy Tax	3233230	20,000	19,336	20,000	20,000
Total		<u>20,000</u>	<u>19,336</u>	<u>20,000</u>	<u>20,000</u>
<b><u>MUNICIPAL SERVICES AGENCY:</u></b>					
CUBS	2472471	275,000	272,090	265,000	265,000
Damage to County Property	2702720	47,000	49,261	45,000	45,000
Street Construction Encroachment	2900000	6,000	12,709	6,000	6,000
Returned Checks	2702720	2,000	5,869	2,000	2,000
Building Inspection	2152151	50,000	121,229	125,000	125,000
Water Quality	2900000	300	-	300	300
Regional Parks	20259100		23,379		
Plan Check Charges	2900000	31,920	9,645	25,000	25,000
Waste Mgmt & Recycling	2200450	6,080	30,582	8,000	8,000
Total MSA		<u>418,300</u>	<u>524,765</u>	<u>476,300</u>	<u>476,300</u>
<b><u>OTHER COLLECTIONS:</u></b>					
Airports	3413411/2	5,000	2,211	5,000	5,000
Workers' Compensation	3903890	-	2,182	500	500
Air Quality Management Dist (SMAQMD)		2,000	6,155	5,000	5,000
(Housing Authority (SHRA )		25,000	9,162	10,000	10,000
General Services	Various	1,000	785	1,000	1,000
Risk Management	Various	10,000	3,859	5,000	5,000
DRR Collections (Designated)	6116110	50,000	84,647	50,000	50,000
DRR Collections (Undesignated)	5705701	64,031	78,359	65,000	65,000
Unallocated Collections		142,500	711,131	350,000	350,000
Unidentified Payments		7,500	22,876	7,500	7,500
Total Other Revenues		<u>307,031</u>	<u>921,367</u>	<u>499,000</u>	<u>499,000</u>
<b><u>Cities' Booking Fees</u></b>					
City of Sacramento		300,000	349,556	320,000	320,000
Other Cities		125,000	131,247	125,000	125,000
Total		<u>425,000</u>	<u>480,803</u>	<u>445,000</u>	<u>445,000</u>
<b>TOTAL GROSS COLLECTIONS</b>		<b><u>38,895,931</u></b>	<b><u>39,762,448</u></b>	<b><u>37,969,900</u></b>	<b><u>38,794,400</u></b>

PERFORMANCE MEASURES:

<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2011/12</b>	<b>Target 2012/13</b>
Enhance revenue collection	Increase net benefit to Customer Departments	Net Collections returned to department	\$28.0 Million	\$29.1 Million	\$30.1 Million	\$28.3 Million
Efficient collection of revenue	Improve net cost ratio over prior fiscal year	Net cost to collection ratio	11.7%	12.3%	11.0%	11.5%

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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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	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 6,760	\$ (49,885)	\$ (49,885)	\$ (3,221)	\$ (3,221)
Charges for Services	6,783,216	5,698,210	7,050,935	6,606,501	6,606,501
Miscellaneous Revenues	25,046	12,133	8,434	10,050	10,050
Residual Equity Transfer In	-	10,130	10,130	12,750	12,750
<b>Total Revenue</b>	<b>\$ 6,815,022</b>	<b>\$ 5,670,588</b>	<b>\$ 7,019,614</b>	<b>\$ 6,626,080</b>	<b>\$ 6,626,080</b>
Salaries & Benefits	\$ 5,218,360	\$ 4,819,385	\$ 5,097,652	\$ 4,878,393	\$ 4,878,393
Services & Supplies	3,492,364	3,425,199	4,113,867	4,261,235	4,261,235
Other Charges	941,705	871,150	965,508	957,426	957,426
Interfund Charges	19,540	-	-	-	-
Interfund Reimb	(5,828)	-	-	-	-
Intrafund Charges	1,292,043	661,136	1,313,698	521,622	521,622
Intrafund Reimb	(4,125,703)	(4,056,808)	(4,471,111)	(3,992,596)	(3,992,596)
<b>Total Expenditures/Appropriations</b>	<b>\$ 6,832,481</b>	<b>\$ 5,720,062</b>	<b>\$ 7,019,614</b>	<b>\$ 6,626,080</b>	<b>\$ 6,626,080</b>
<b>Net Cost</b>	<b>\$ 17,459</b>	<b>\$ 49,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Positions</b>	<b>59.0</b>	<b>55.0</b>	<b>55.0</b>	<b>54.0</b>	<b>54.0</b>

**2012-13 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**

10,618,676	3,992,596	0	0	0	0	0	6,629,301	-3,221	0	54.0	0
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*Program Type:* Self-Supporting

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

*Strategic Objective:* IS -- Internal Support

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

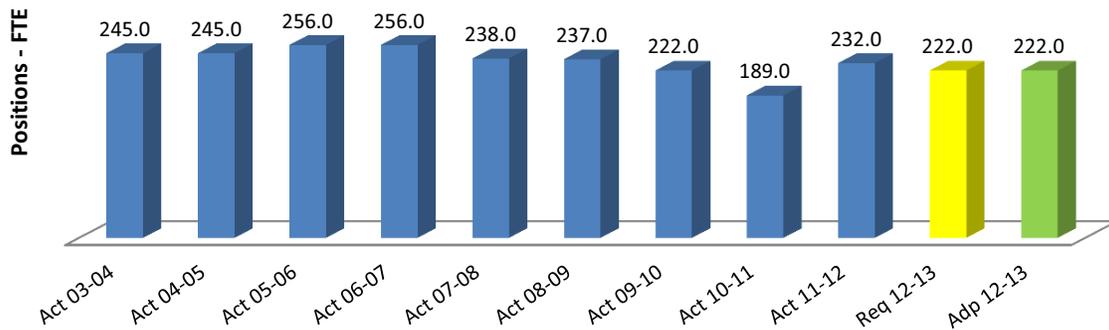
**FUNDED**

10,618,676	3,992,596	0	0	0	0	0	6,629,301	-3,221	0	54.0	0
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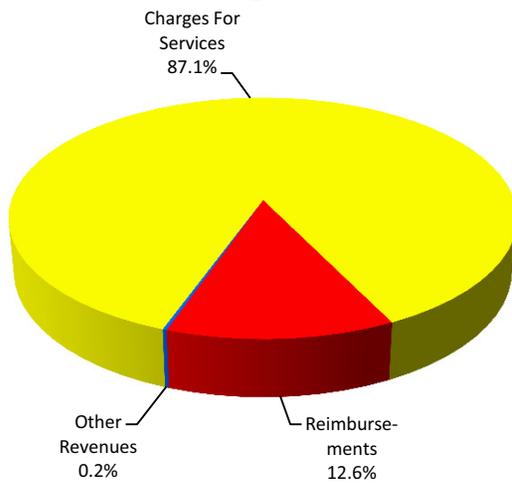
**DEPARTMENTAL STRUCTURE**  
 RAMI ZAKARIA, Chief Information Officer



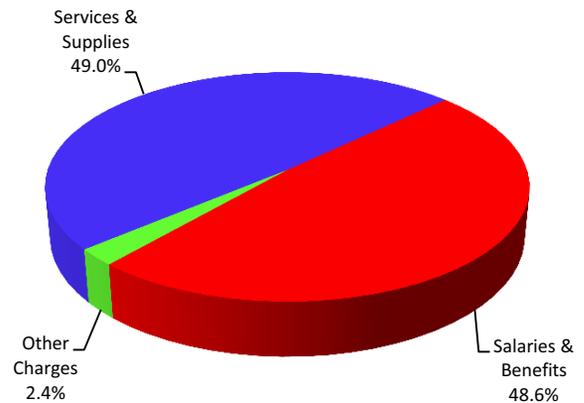
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	38,139,205	47,589,388	44,784,004	51,898,320	51,898,320
Total Financing	39,495,703	48,923,875	44,058,681	50,633,201	50,633,201
Net Cost	(1,356,498)	(1,334,487)	725,323	1,265,119	1,265,119
Positions	189.0	232.0	187.0	222.0	222.0

**PROGRAM DESCRIPTION:**

- The Department of Technology (DTech) is a central information technology and telecommunications provider for Sacramento County. DTech delivers a broad range of shared countywide information technology services to employees, departments and regional partners, and also develops customized solutions for specific departmental business applications.
- Core areas include:
  - Application Development and Support (Custom Applications Development; Content Management Storage and Retrieval; Enterprise Application Printing).
  - Servers and Data Center (Backup and Recovery; Consolidated Storage; Server Hosting; Installation and Support; Server Virtualization).
  - Electronic Security Systems for Buildings (Card Access; Intrusion, Fire, Panic Alarms).
  - Network Communication (Email; Anti-Virus; Remote Access; Wide Area Network; Local Area Network Installation & Support).
  - Personal Computer (PC) Installation and Support (Installation and Procurement of hardware and software).
  - Technology Support (Service Desk, System Logon Administration; Forensic Audits; Project Management).
  - Telephones and PDA's (Voice over Internet Protocol; Phones; Personal Digital Assistant's – new and changes to existing).
  - Websites Development and Support (Internet/Intranet Website Development and Support; Web Content Management System, Custom Application Development; Website Hosting).
  - 2-Way Radio and Paging Services (Local government Radio Program, County Pager Service; Communications Center).

**MISSION:**

To provide efficient, innovative and cost-effective information technology and telecommunications services to our customer.

**GOALS:**

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

**GOALS (CONT.):**

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

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Continued implementing changes in the countywide data center to reduce electrical usage and cooling needs. This included facility changes to the server rack infrastructure and remodeling the servers to achieve higher operating efficiencies.
- Continued implementing the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment.
- Continued implementing data circuit cost reductions by installing new connections between the Regional Transit fiber and county facilities as well as exploring construction projects with Sacramento Municipal Utility District (SMUD) and the City of Sacramento.
- Completed Countywide Service Desk Customer self-service ticket status online query function.
- Completed additional PC Refresh assistance to Department of Health and Human Services.
- Completed the Local Government portion of re-banding of the Sacramento Regional Radio's Communications Systems (SRRCS) operating frequency range from 866-869 MHz to 851-854 MHz to comply with a mandate from the Federal Communications Commission (FCC).
- Continued COMPASS enhancements to support negotiated changes between the county and bargaining units.
- Enhanced COMPASS inventory functionality to support new Airports warehouse.
- Implemented a purchase order emailing and faxing capability and creation of new material groups within COMPASS materials management.
- Continued implementation of COMPASS Employee and Manager Self Service System to allow timesheets to be completed and submitted paperless instead of manually. Rollout extension to additional county departments will allow more than 9,000 employees to be using this more efficient method by the end of June, 2012.
- Implemented the merger of Office of Communication Information Technology and Municipal Services (MS) – Management Information Service (MIS) and Geographic Information Services (GIS) to form the Department of Technology which will enable the county to enhance service levels, realize efficiencies and streamline operations.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Continuation of the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment with completion estimate in December 2013.
- Continue implementing data circuit cost reductions by installing new fiber and wireless connections in concert with our regional partners.
- Implement a new infrastructure and strategy for protection of the County's mission critical data (backup).

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- Consolidate the two County Web Content Management Systems and create a new Countywide standard.
- Implement a 3-1-1 Call Center and a Customer Relationship Management System to effectively manage constituents' inquiries and services requests.
- Implement MySacCounty timesheets enhancements and Absence Requests automation.
- Implement a Countywide Employees Performance Evaluation System. This project is anticipated to save more than \$400,000 in annual license fees of an existing application.
- Implement the new County Internet design for departmental websites.
- Implement Enterprise Service Bus to securely deliver applications and data to our constituents.
- Implement consolidation of IT staff from Department of Revenue Recovery, County Clerk Recorder, Coroner, Department of Finance and Personnel Services.
- Implement Electronic Plan Review System that will streamline and automate building permits processing in Sacramento County.

**STAFFING LEVEL CHANGES 2012-13:**

- Board Approved additions, deletions and/or reclassifications resulting in a net increase of 45 positions as a result of the merger of Municipal Services, MIS and GIS consists of the following:

**Added Positions:**

Accounting Technician.....	1.0
Administrative Services Officer III .....	1.0
Senior Geographical Information Systems Analyst.....	1.0
Geographical Information Systems Manager.....	1.0
Information Technology Analyst II .....	14.0
Information Technology Division Chief .....	1.0
Information Technology Manager .....	3.0
Principal Information Technology Analyst.....	1.0
Senior Geographical Information Systems Analyst.....	1.0
Senior Information Technology Analyst.....	<u>18.0</u>
<b>Total</b>	<b>45.0</b>

- The following staffing changes were approved by the Board of Supervisors during Budget Hearings resulting in a decrease of 10 positions consist of the following:

**Deleted Positions:**

Accounting Technician .....	1.0
Accountant.....	1.0
Electronics Technician .....	1.0
Information Technology Analyst .....	1.0
Information Technology Division Chief.....	1.0
Information Technology Supervisor.....	2.0

**STAFFING LEVEL CHANGES 2012-13 (CONT.):**

**Deleted Positions (cont.):**

Telecommunications Supervisor.....	1.0
Telephony Systems Technician II .....	<u>2.0</u>
<b>Total</b>	<b>10.0</b>

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

**Added Positions:**

Senior Geographic Information System Analyst .....	2.0
Telecommunications Systems Analyst 2 .....	<u>1.0</u>
<b>Total</b>	<b>3.0</b>

**Deleted Positions:**

Information Technology Analyst Level 2 .....	1.0
Senior Information Technology Analyst .....	<u>2.0</u>
<b>Total</b>	<b>3.0</b>

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: INTERNAL SERVICES						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2010/11	Target 2011/12	Actual 2011/12	Target 2012/13
Customer Service Response Standards	Services delivered and supported in line with customer expectations	Average Vendor Repair time per Maintenance Contract	98.97%	90.00%	98.09%	90.00%
		Average Vendor Response Time per Maintenance Contract	100.00%	99.00%	99.84%	99.00%
		COMPASS Acct Creation, Deletion, Work Role Mod. – completed within 3 business days	95.81%	90.00%	99.37%	90.00%
		Incidents Resolved by the DTECH Service Desk on the First Call	80.92%	77.00%	83.58%	77.00%
		Responding to Priority 1 Incidents in Under 20 Minutes	92.00%	90.00%	96.99%	90.00%
		Speed to Answer Calls (Service Desk)	21.9 seconds	<30 sec	33.4 seconds	<30 sec
		TSR Completion (Telephone Service Request) (Target is 15 days)	87.60%	90.00%	97.31%	90.00%
Service Availability	Reliable and stable delivery of service in line with service standard	Percent of time Accela (Permits & Licensing) is available to customers		99.70%	99.95%	99.70%
		Percent of time Call Centers for County Departments available to customers		99.50%	99.78%	99.50%
		Percent of time CJIS/Mainframe available to customers	100.00%	99.90%	100.00%	99.90%
		Percent of time COMPASS Systems available to customers (7:00 am – 6:00 pm, M-F)	99.96%	99.70%	99.78%	99.70%
		Percent of time Data Center is available to customers		99.99%	100.00%	99.99%
		Percent of time FOCUS is available to customers (7:00 am - 6:00 pm, M-F)		99.70%	99.85%	99.70%
		Percent of time GIS Viewer is available to customers		99.90%	99.89%	99.90%
		Percent of time IJIS (SQL Server) available to customers	100.00%	99.90%	100.00%	99.90%
		Percent of time web portal available to public (www.saccounty.net)	100.00%	99.99%	100.00%	99.99%

## PERFORMANCE MEASURES (CONT.):

STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2010/11	Target 2011/12	Actual 2011/12	Target 2012/13
Service Availability	Reliable and stable delivery of service in line with service standard	Percent of time web portal available to county staff (Intranet)	100.00%	99.95%	100.00%	99.95%
		Percent of time Microwave Radio is available to customers	100.00%	100.00%	100.00%	100.00%
		Percent of time Property Tax (Mainframe) available to customers (6:30 am – 5:00 pm, M-F)	100.00%	99.70%	100.00%	99.70%
		Percent of time Property Database Applications (Oracle) available to customer	100.00%	99.90%	100.00%	99.90%
		Percent of time Remote Access (VPN) available to customers	100.00%	100.00%	99.97%	100.00%
		Request for Radio system Access Placed in Queue	0.00%	≤1%	0.00%	≤1%
		Percent of time the Sacramento Regional Radio Communications Systems is available to customers	100.00%	100.00%	100.00%	100.00%
		Percent of time Shared File Server is available to customers	100.00%	100.00%	99.67%	100.00%
		Percent of time SharePoint is available to customers		99.99%	99.67%	99.99%
		Percent of changes that stayed within Change Management Window	93.82%	90.00%	96.12%	90.00%
		Percent of time Unified Messaging network available to customers		100.00%	100.00%	100.00%
		Percent of time Virtual Environment is available to customers		100.00%	100.00%	100.00%
		Percent of time voice network available to customers	99.19%	99.50%	99.55%	99.50%
		Percent of time data network (WAN) available to customers	100.00%	99.99%	99.99%	99.99%

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
	Fund Title		031A - OCIT		
	Service Activity		OCIT		
	Budget Unit		7600000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 39,477,407	\$ 48,658,485	\$ 43,896,006	\$ 50,502,978	\$ 50,502,978
<b>Total Operating Revenues</b>	<b>\$ 39,477,407</b>	<b>\$ 48,658,485</b>	<b>\$ 43,896,006</b>	<b>\$ 50,502,978</b>	<b>\$ 50,502,978</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 22,197,625	\$ 27,296,746	\$ 23,215,618	\$ 28,759,075	\$ 28,759,075
Services & Supplies	14,256,369	15,567,561	16,592,100	18,040,826	18,040,826
Other Charges	563,122	213,759	141,679	120,087	120,087
Depreciation	1,053,234	796,051	1,157,934	1,298,198	1,298,198
<b>Total Operating Expenses</b>	<b>\$ 38,070,350</b>	<b>\$ 43,874,117</b>	<b>\$ 41,107,331</b>	<b>\$ 48,218,186</b>	<b>\$ 48,218,186</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,407,057</b>	<b>\$ 4,784,368</b>	<b>\$ 2,788,675</b>	<b>\$ 2,284,792</b>	<b>\$ 2,284,792</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Financing	\$ -	\$ 164,520	\$ 162,675	\$ 130,223	\$ 130,223
Other Revenues	18,296	100,833	-	-	-
Gain/Sale/Property	-	37	-	-	-
Equipment	-	(25,709)	-	-	-
Loss/Disposition-Asset	-	(12,888)	-	-	-
Debt Retirement	(68,856)	(3,676,673)	(3,676,673)	(3,680,134)	(3,680,134)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (50,560)</b>	<b>\$ (3,449,880)</b>	<b>\$ (3,513,998)</b>	<b>\$ (3,549,911)</b>	<b>\$ (3,549,911)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 1,356,497</b>	<b>\$ 1,334,488</b>	<b>\$ (725,323)</b>	<b>\$ (1,265,119)</b>	<b>\$ (1,265,119)</b>
Intrafund Charges	2,716,536	3,572,006	3,748,078	7,326,201	7,326,201
Intrafund Reimb	(2,716,537)	(3,572,005)	(3,748,078)	(7,326,201)	(7,326,201)
<b>Change In Net Assets</b>	<b>\$ 1,356,498</b>	<b>\$ 1,334,487</b>	<b>\$ (725,323)</b>	<b>\$ (1,265,119)</b>	<b>\$ (1,265,119)</b>
Net Assets - Beginning Balance	5,998,679	8,048,737	8,048,737	9,495,731	9,495,731
Equity and Other Account Adjustments	693,560	112,507	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 8,048,737</b>	<b>\$ 9,495,731</b>	<b>\$ 7,323,414</b>	<b>\$ 8,230,612</b>	<b>\$ 8,230,612</b>
<b>Positions</b>	<b>189.0</b>	<b>232.0</b>	<b>187.0</b>	<b>222.0</b>	<b>222.0</b>
					SCH 1, COL 4
					SCH 1, COL 6

2012-13 PROGRAM INFORMATION

BU: 7600000 Department of Technology

	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 Application Support

10,933,945	1,050,702	0	0	0	0	0	9,775,815	0	0	107,428	65.3	0
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**Program Type:** Self-Supporting  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS -- Internal Support  
**Program Description:** Develop, implement and maintain software applications such as law and justice, tax collection and payroll

**Program No. and Title:** 002 Equipment Support

3,601,239	1,617,961	0	0	0	0	0	1,983,278	0	0	0	16.4	0
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**Program Type:** Self-Supporting  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS -- Internal Support  
**Program Description:** Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.

**Program No. and Title:** 003 County Data Center

6,211,588	1,294,788	0	0	0	0	0	4,690,483	0	0	226,317	24.5	0
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**Program Type:** Self-Supporting  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS -- Internal Support  
**Program Description:** Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers

**Program No. and Title:** 004 COMPASS

6,344,041	5,800	0	0	0	0	0	6,308,424	0	0	29,817	32.7	0
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**Program Type:** Self-Supporting  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS -- Internal Support  
**Program Description:** Enhance and support the Human Resources, Financial and Materials Management application (COMPASS)

**Program No. and Title:** 005 Communication Networks

23,895,790	3,356,950	0	0	0	0	0	19,593,091	0	0	945,749	65.3	12
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**Program Type:** Self-Supporting  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS -- Internal Support  
**Program Description:** Voice and data communication connectivity between county staff, their contacts and information storage.

	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:* **006** County Wide IT Services

	8,237,918	0	0	0	0	0	8,282,110	0	0	-44,192	17.8	0
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*Program Type:* Self-Supporting

*Countywide Priority:* 5 -- General Government

*Strategic Objective:* IS -- Internal Support

*Program Description:* Services provided for the benefit of everyone in the county. These include the countywide communications center, the county's data center, the office of the CIO and the countywide service desk.

<b>FUNDED</b>	59,224,521	7,326,201	0	0	0	0	50,633,201	0	0	1,265,119	222.0	12
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Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,226,976	7,407,445	7,767,638	7,713,401	7,713,401
Total Financing	1,156,053	558,513	550,044	495,807	495,807
Net Cost	7,070,923	6,848,932	7,217,594	7,217,594	7,217,594

**PROGRAM DESCRIPTION:**

- This budget unit accounts for the cost of services provided by the Department of Technology (DTech) and the Department of Finance to support countywide shared computer systems and applications.
- The shared systems functional areas are as follows:
  - **Law and Justice** – Provides funds for the County Criminal Justice Information System (CJIS) which supports critical services for the District Attorney, Sheriff, Probation, Public Defender, Coroner, Human Assistance, Revenue Recovery, Superior Court, California Highway Patrol, 14 area city and county law enforcement agencies, 38 state agencies, and ten federal agencies including the FBI and Homeland Security.
  - **Special District Payroll** – Provides funds for Special District payroll, Wells Fargo Bank costs and related equipment and software.
  - **Property Tax Systems** – Provides funds for Secured and Unsecured Property Tax Bill systems, the Homeowner’s Exemption system, and the Computer Assisted Appraisal system.
  - **Fiscal and Management Systems** – Provides funds for the Sacramento County Agenda Management Application (AgendaNet), the support and enhancement of the County’s Web presence and Web portal, and the General Fund share of the Geographic Information System (GIS) support and maintenance.
  - **COMPASS** – Provides funds for the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS).

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Continued the migration of county departments from a paper time sheet process to the Employee Self Service (ESS) within COMPASS. Anticipated for completion in Fiscal Year 2012-13.
- Upgraded the Employee and Manager Self Service (ESS) to the latest release and to better meet the County business requirements.
- Upgraded Agenda Net to the latest version.
- Redesigned the County Internet Portal to modernize the look and feel.
- Completed the migration of the SacJustice server environment to virtual servers.
- Provided funding for ongoing support for the AgendaNet Application.
- Redesigned the Purchasing program in COMPASS to gain efficiencies.
- Migrated county elected officials to COMPASS payroll.
- Upgraded the core COMPASS system to the latest version.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Complete the migration of County departments from a paper time sheet process to the Employee Self Service (ESS) within COMPASS.
- Implement W2 using Employee and Manager Self Service.
- Implement Human Resources e-forms within COMPASS.
- Implement employee's benefits using Employee and Manager Self Service.
- Implement employee evaluation software system using Employee and Manager Self Service.
- Implement Agenda Net e-Comments feature.
- Implement 3-1-1 CRM, mobile application and web portal.
- Implement Agenda Net iPad application.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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Budget Unit     **5710000 - Data Processing-Shared Systems**  
 Function         **GENERAL**  
 Activity          **Other General**  
 Fund              **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 1,083,808	\$ 440,044	\$ 440,044	\$ 396,530	\$ 396,530
Charges for Services	72,245	118,469	110,000	99,277	99,277
<b>Total Revenue</b>	<b>\$ 1,156,053</b>	<b>\$ 558,513</b>	<b>\$ 550,044</b>	<b>\$ 495,807</b>	<b>\$ 495,807</b>
Services & Supplies	\$ 7,769,126	\$ 7,085,919	\$ 7,445,752	\$ 7,391,515	\$ 7,391,515
Intrafund Charges	457,850	321,526	321,886	321,886	321,886
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,226,976</b>	<b>\$ 7,407,445</b>	<b>\$ 7,767,638</b>	<b>\$ 7,713,401</b>	<b>\$ 7,713,401</b>
<b>Net Cost</b>	<b>\$ 7,070,923</b>	<b>\$ 6,848,932</b>	<b>\$ 7,217,594</b>	<b>\$ 7,217,594</b>	<b>\$ 7,217,594</b>

2012-13 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems

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 Law & Justice Systems

1,975,915	0	0	0	0	0	59,268	0	122,630	<b>1,794,017</b>	0.0	0
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**Program Type:** Mandated

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

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

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

**Program No. and Title:** 002 Payroll Systems

294,720	0	0	0	0	0	0	0	14,463	<b>280,257</b>	0.0	0
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**Program Type:** Mandated

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

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

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

**Program No. and Title:** 003 Property & Tax Systems

1,053,572	0	0	0	0	0	0	0	0	<b>1,053,572</b>	0.0	0
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**Program Type:** Mandated

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

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

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

**Program No. and Title:** 004 COMPASS

654,002	0	0	0	0	0	10,624	0	26,089	<b>617,289</b>	0.0	0
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**Program Type:** Mandated

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

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

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

	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:* **005 Other Shared Applications**

	3,735,192	0	0	0	0	0	29,385	0	233,348	<b>3,472,459</b>	0.0	0
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*Program Type:* Discretionary

*Countywide Priority:* 5 -- General Government

*Strategic Objective:* IS -- Internal Support

*Program Description:* Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Shared Property Database [GIS])

<b>FUNDED</b>	7,713,401	0	0	0	0	0	99,277	0	396,530	<b>7,217,594</b>	0.0	0
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Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	4,499,830	4,738,527	5,412,059	5,429,616	5,429,616
Total Financing	5,258,704	5,006,052	5,412,059	5,429,616	5,429,616
Net Cost	(758,874)	(267,525)	-	-	-
Positions	9.0	9.0	9.0	9.0	9.0

**PROGRAM DESCRIPTION:**

- The Sacramento Regional Radio Communications System (SRRCS) operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Grant Joint Union High School District Police Department, Los Rios Community College District and all fire districts. The majority of the communication activities on SRRCS involve emergency response and other public safety activities.
  - These activities include regional law enforcement and fire suppression, emergency medical response, hazardous material responses, coordination of mutual aid, and interoperability between all participating agencies.
- The Department of Technology (DTech) is the lead agency in the maintenance of the system.
- The Radio and Electronics Division of DTech provides management and administrative oversight, technical support, preventative and corrective maintenance of the system.
- All expenses incurred by the division in managing and maintaining the systems are fully reimbursed by the system participants.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Completed the re-banding of the SRRCS operating frequency range from 866-869 MHz to 851-854 MHz. This project began in 2005 and was completed in the spring of 2012.
- Added satellite communications capability to Communication On Wheels (COWS) used for supplemental communications when needed.
- Completed Chevy Suburban communications build out of emergency communication capabilities.
- Kicked off P25 Feasibility Study by Willdan Homeland Security for the implementation of the next generation public safety communication system – a system based on national standards known as Project 25 (P25) initiated by the Federal Communications Commission at the directive of Congress.
- Created five county Delta Interoperability Group between Contra Costa, Sacramento, San Joaquin, Solano and Yolo Counties in support of emergency communications during flooding or high water events.
- Created Sacramento Tactical Interoperability Communications Plan (TICP).

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- Completed system wide microwave network upgrade project to improve backbone communication within the SRRCS infrastructure.
- Awarded a \$4 million grant from the California Department of Water Resources to improve communications interoperability in the Sacramento River Delta.
- Completed all 2007 Public Safety Interoperable Communications (PSIC) grant projects.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Purchase site hardware for new radio sites in Rancho Cordova and Delta areas as part of Community Oriented Policing Services Grant issued in 2007.
- Constructing two new radio site equipment shelters located in the Sacramento River Delta and Rancho Cordova.
- Relocating half of the existing equipment used at the main jail radio site to the new Isleton site.
- Relocating the equipment currently used at the Walnut Grove radio site to the new Rancho Cordova site.
- Completing microwave links to the ten bay area counties as well as Placer, Yolo and San Joaquin counties.
- Develop a transition plan for to a standards based P25 Trunked radio system.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
		Fund Title Service Activity Budget Unit		059A - REGIONAL RADIO Communications System 7020000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 3,915,690	\$ 3,720,477	\$ 3,886,725	\$ 3,712,800	\$ 3,712,800	
<b>Total Operating Revenues</b>	<b>\$ 3,915,690</b>	<b>\$ 3,720,477</b>	<b>\$ 3,886,725</b>	<b>\$ 3,712,800</b>	<b>\$ 3,712,800</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 991,451	\$ 1,090,124	\$ 1,125,316	\$ 1,138,269	\$ 1,138,269	
Services & Supplies	1,002,416	1,467,930	1,473,095	1,469,747	1,469,747	
Other Charges	300,861	9,448	9,448	19,700	19,700	
Depreciation	2,202,969	2,171,045	2,801,900	2,801,900	2,801,900	
<b>Total Operating Expenses</b>	<b>\$ 4,497,697</b>	<b>\$ 4,738,547</b>	<b>\$ 5,409,759</b>	<b>\$ 5,429,616</b>	<b>\$ 5,429,616</b>	
<b>Operating Income (Loss)</b>	<b>\$ (582,007)</b>	<b>\$ (1,018,070)</b>	<b>\$ (1,523,034)</b>	<b>\$ (1,716,816)</b>	<b>\$ (1,716,816)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 10,163	\$ 10,163	\$ 10,053	\$ 10,053	
Other Revenues	1,302,698	1,228,745	1,411,125	1,626,763	1,626,763	
Gain/Sale/Property	968	-	-	-	-	
Interest Income	39,348	46,667	104,046	80,000	80,000	
Improvements	38	20	-	-	-	
Debt Retirement	(2,171)	-	(2,300)	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,340,881</b>	<b>\$ 1,285,595</b>	<b>\$ 1,523,034</b>	<b>\$ 1,716,816</b>	<b>\$ 1,716,816</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 758,874</b>	<b>\$ 267,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 758,874</b>	<b>\$ 267,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	12,703,503	13,454,383	13,454,383	13,721,908	13,721,908	
Equity and Other Account Adjustments	(7,994)	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 13,454,383</b>	<b>\$ 13,721,908</b>	<b>\$ 13,454,383</b>	<b>\$ 13,721,908</b>	<b>\$ 13,721,908</b>	
Positions	9.0	9.0	9.0	9.0	9.0	
Revenues Tie To						SCH 1, COL 4
						SCH 1, COL 6

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** *SR RCS 800 Mhz trunked radio backbone services*

5,429,616	0	0	0	0	0	5,429,616	0	0	0	9.0	7
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*Program Type:* Self-Supporting

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

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

*Program Description:* SRRCS maintains a network of radio communications equipment that supports a regional partnership of local, state and federal government jurisdictions in our region with a two-way mobile radio system. This system is used by law enforcement, fire services,

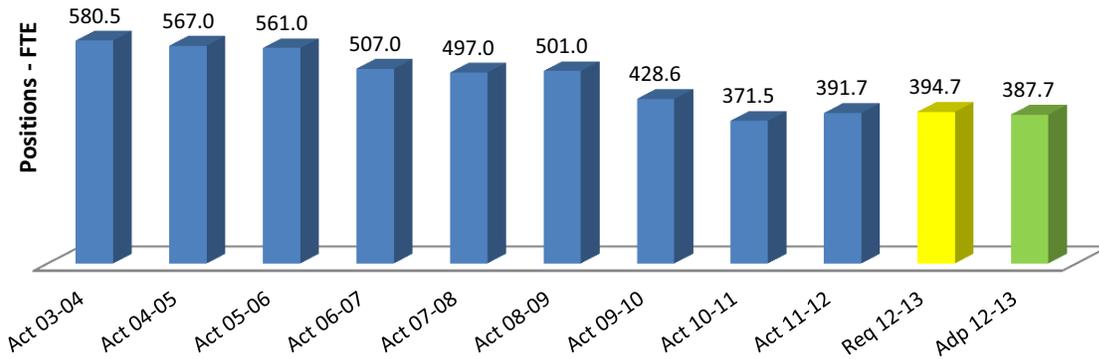
<b>FUNDED</b>	5,429,616	0	0	0	0	5,429,616	0	0	0	9.0	7
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**DEPARTMENTAL STRUCTURE**

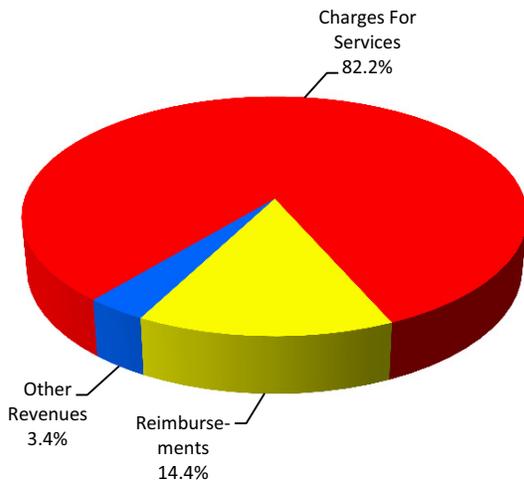
MICHAEL MORSE, Director



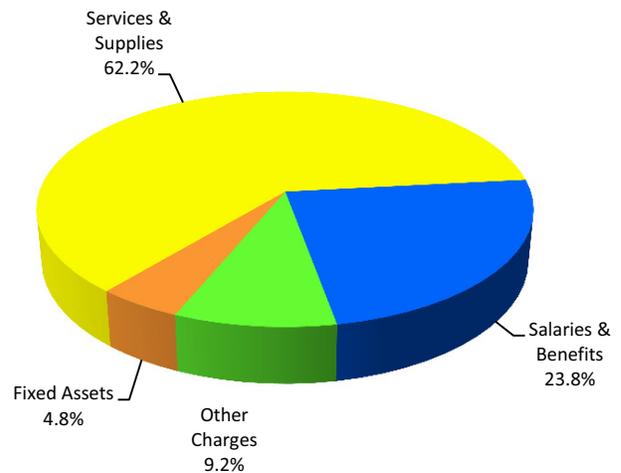
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	87,490,028	133,760,500	153,716,016	152,308,289	152,308,289
Total Financing	90,090,374	128,776,667	140,861,027	140,807,131	140,807,131
<b>Net Cost</b>	<b>-2,600,346</b>	<b>4,983,833</b>	<b>12,854,989</b>	<b>11,501,158</b>	<b>11,501,158</b>
Positions	371.5	391.7	391.5	387.7	387.7

**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 provide 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 and Property Services (cont.)** – Provides facility maintenance, security functions, and facility planning services to county agencies and departments.
  - 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.
  - 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.
  - **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 facilitates the operation of the County's agencies and departments in their efforts to provide services to the community.

**GOALS:**

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

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Transferred responsibility of the Architectural Services Division, Construction Management and Inspection Division, and the Contract Services Section from Municipal Services to General Services effective May 20, 2012. The fund structure and salary amendment actions will occur through the 2013-14 budget process.
- Absorbed 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.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- Reduced the operating budget by \$1.58 million (more than a three percent reduction). The reduction was achieved in the Light Fleet Division.
- Rebated nearly \$4.7 million in retained earnings to customer departments.
- Refunded \$2.296 million to various department operating funds due to efficiencies and savings during the fiscal year.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Absorb approximately \$432,800 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.
- Rebate \$3.750 million in retained earnings to customer departments.
- Transfer Information Technology staff to the Department of Technology effective September 23, 2012.
- The Capital Outlay Fund shows a net cost of \$7.0 million. \$8.1 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$3.1 million and the remaining \$5.0 million will be funded by the Capital Outlay Fund. An appropriation of \$1.950 million is included to transfer assets to the Sacramento Area Sanitation District.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Department is rebating \$3,749,999 of retained earnings to customer departments and appropriating \$716,000 of retained earnings for contingency spending for emergencies that may come up throughout the year with no rate increase to customer departments.

**SUMMARY OF POSITIONS:**

Internal Services Fund (035)

<b>PROGRAM</b>	<b>Adopted 2011-12</b>	<b>June 30, 2011</b>	<b>Requested 2012-13</b>	<b>Adopted 2012-13</b>
Airport District	36.8	37.0	39.0	39.0
Bradshaw District	81.0	81.0	82.0	79.0
Contract & Purchasing Services	13.0	13.0	13.0	13.0
Downtown District	49.0	49.0	49.0	48.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	87.0	86.0	86.0	86.0
Fleet Services - Light	23.0	24.0	24.0	24.0
Office of the Director	20.8	21.8	21.8	21.8
Real Estate	26.0	26.0	26.0	24.0
Security Services	30.4	30.4	30.4	29.4
Support Services	23.5	22.5	22.5	22.5
	391.5	391.7	394.7	387.7

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement heavy equipment approved for Fiscal Year 2012-13.

**SUMMARY OF CAPITAL OUTLAY  
HEAVY EQUIPMENT**

Class	Description	Approved		Approved Amount
		New	Replace	
158	Bus 20-40 Passenger		2	\$ 315,000
165	1½ Ton w/Hydro Cleaner		1	220,000
165	1½ Ton Flatbed w/Compressor		1	150,000
165	1½ Ton Dump/Hoist/Flatbed		4	700,000
167	3 Ton Dump/Hoist/Flatbed		2	350,000
170	3-4 Cu Yd, 2 axle Dump		3	450,000
171	5-5 CU Yd, 2 axle Dump		1	150,000
174	Pot Hole Repairer		1	200,000
176	8-10 Cu Yd, 3 axle Dump		5	875,000
177	5-6 Cu Yd, Dump w/Front Load		2	440,000
234	Trailer Lowbed Platform 6 Ton		1	60,000
292	Step Van		3	450,000
314	Brush Chipper		2	140,000
366	Air Compressor		2	90,000
380	Shop Tow		1	45,000
384	Forklift, 10,000 Pounds		3	135,000
390	Aerial Lift		1	190,000
392	1 Ton Truck w/Aerial Lift		2	280,000
570	Roller under 2 Tons		2	150,000
571	Vibratory Roller		3	270,000
772	Road Broom, Self-propelled		1	50,000
775	Sewer Cleaner, 2 axle		1	300,000
776	Sewer Cleaner, 3 axle		4	1,575,000
779	Street Sweeper, 4 Cu Yd		1	250,000
881	1 Cu Yd Loader and Auger		1	65,000
883	Wheeled Loader w/Cab & Bucket		1	120,000
892	Backhoe/Loader		1	120,000
	<b>Total</b>	<b>0</b>	<b>52</b>	<b>\$ 8,140,000</b>

**PERFORMANCE MEASURES:**

<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2011/12</b>	<b>Target 2012/13</b>
	Maintain customer satisfaction with operational support.	To maintain overall customer satisfaction with General Services operational support	92%	92%	92%	92%
	Maintain customer satisfaction with logistical support.	To maintain overall customer satisfaction with General Services logistical support	90%	90%	90%	90%

SCHEDULE:

State Controller Schedules County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10 Fund Title Service Activity Budget Unit		General Services Summary 700000	
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors			
1	2	3		4	5			
<b>Operating Revenues</b>								
Use of Money/Prop	\$ 403	\$ 125	\$ -	\$ -	\$ -			
Charges for Services	86,450,171	123,225,877	134,638,666	133,224,856	133,224,856			
<b>Total Operating Revenues</b>	<b>\$ 86,450,574</b>	<b>\$ 123,226,002</b>	<b>\$ 134,638,666</b>	<b>\$ 133,224,856</b>	<b>\$ 133,224,856</b>			
<b>Operating Expenses</b>								
Salaries and Employee Benefits	\$ 37,149,697	\$ 39,542,123	\$ 41,533,924	\$ 41,850,500	\$ 41,850,500			
Services and Supplies	30,650,714	72,138,475	79,388,022	79,145,387	79,145,387			
Other Charges	1,114,928	857,189	999,569	666,952	666,952			
Depreciation	8,169,591	6,112,056	8,558,316	7,667,986	7,667,986			
<b>Total Operating Expenses</b>	<b>\$ 77,084,930</b>	<b>\$ 118,649,843</b>	<b>\$ 130,479,831</b>	<b>\$ 129,330,825</b>	<b>\$ 129,330,825</b>			
<b>Operating Income (Loss)</b>	<b>\$ 9,365,644</b>	<b>\$ 4,576,159</b>	<b>\$ 4,158,835</b>	<b>\$ 3,894,031</b>	<b>\$ 3,894,031</b>			
<b>Non-Operating Revenues (Expenses)</b>								
Other Financing	\$ -	\$ 433,325	\$ -	\$ 98,916	\$ 98,916			
Other Revenues	3,000,940	3,154,087	5,172,361	4,028,518	4,028,518			
Cost of Goods Sold	(4,976,702)	(4,283,278)	(7,424,424)	(6,700,000)	(6,700,000)			
Interest Income	0	0	0	0	0			
Residual Eq Trn Out	0	(4,697,643)	(4,697,645)	(3,749,999)	(3,749,999)			
Improvements	0	0	(175,000)	0	0			
Equipment	0	(175,504)	(310,000)	(327,500)	(327,500)			
Gain /Sale/Property	497,808	323,059	100,000	400,000	400,000			
Loss/Disposition-Asset	(47,158)	(30,267)	(20,000)	(20,000)	(20,000)			
Debt Retirement	(1,203,648)	(1,179,400)	(1,234,116)	(1,176,000)	(1,176,000)			
Interest Expense	(1,099,351)	(797,131)	(1,100,000)	(913,965)	(913,965)			
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (3,828,111)</b>	<b>\$ (7,252,752)</b>	<b>\$ (9,688,824)</b>	<b>\$ (8,360,030)</b>	<b>\$ (8,360,030)</b>			
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 5,537,533</b>	<b>\$ (2,676,593)</b>	<b>\$ (5,529,989)</b>	<b>\$ (4,465,999)</b>	<b>\$ (4,465,999)</b>			
Interfund Charges	\$ -	\$ -	\$ -	\$ -	\$ -			
Interfund Reimb	-	(3,152,821)	(3,200,000)	-	-			
Intrafund Charges	20,495,992	20,838,529	23,153,699	23,604,260	23,604,260			
Intrafund Reimb	(20,464,107)	(20,792,581)	(23,153,699)	(23,604,260)	(23,604,260)			
<b>Change in Net Assets</b>	<b>\$ 5,505,648</b>	<b>\$ 430,280</b>	<b>\$ (2,329,989)</b>	<b>\$ (4,465,999)</b>	<b>\$ (4,465,999)</b>			
Net Assets - Beginning Balance	11,710,998	19,160,788	19,160,788	20,173,124	20,173,124			
Equity and Other Account Adjustments	1,944,142	582,056	-	-	-			
<b>Net Assets - Ending Balance</b>	<b>\$ 19,160,788</b>	<b>\$ 20,173,124</b>	<b>\$ 16,830,799</b>	<b>\$ 15,707,125</b>	<b>\$ 15,707,125</b>			
*Net assets only include Fund 035 Operations and excludes Capital Outlay Fund 034								
Positions	371.5	391.7	391.5	387.7	387.7			
Revenues Tie To					SCH 1, COL 4			
Expenses Tie To					SCH 1, COL 6			
<b>MEMO ONLY:</b>								
<b>CAPITAL REPLACEMENT AND ACQUISITION</b>								
Miscellaneous Revenues	\$ -	\$ 1,464,077	\$ 800,000	\$ 1,992,841	\$ 1,992,841			
Other Equipment	(3,096,354)	(1,920,987)	(5,525,000)	(8,140,000)	(8,140,000)			
Other Expenses	191,052	(2,928,521)	(3,050,000)	(888,000)	(888,000)			
Residual Eq Trn Out	-	(2,028,682)	(2,750,000)	-	-			
<b>TOTAL</b>	<b>\$ (2,905,302)</b>	<b>\$ (5,414,113)</b>	<b>\$ (10,525,000)</b>	<b>\$ (7,035,159)</b>	<b>\$ (7,035,159)</b>			

2012-13 PROGRAM INFORMATION

BU: 700000 General Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 Department Administration</u></b>											
	3,614,553	3,198,351	0	0	0	0	0	416,202	0	0	17.0	1
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Plans, directs and controls activities for the department											
<b>Program No. and Title:</b>	<b><u>002 GS-Bradshaw District</u></b>											
	13,483,057	658,944	0	0	0	0	0	12,519,924	0	304,189	79.0	44
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provide 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.											
<b>Program No. and Title:</b>	<b><u>003 GS-Downtown District</u></b>											
	7,998,633	454,119	0	0	0	0	0	7,237,655	0	306,859	48.0	6
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provide 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.											
<b>Program No. and Title:</b>	<b><u>004 GS Security</u></b>											
	3,524,520	443,829	0	0	0	0	0	2,680,004	0	400,687	29.4	5
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>005 GS-Airport District</u></b>											
	5,950,001	0	0	0	0	0	0	5,900,001	0	<b>50,000</b>	39.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provide maintenance and operation services of the SCAS facilities including repair work.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>006 Central Purchasing</u></b>											
	2,917,572	321,490	0	0	0	0	0	1,520,110	0	<b>1,075,972</b>	13.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Centralized purchasing services for county departments											
<hr/>												
<b>Program No. and Title:</b>	<b><u>007 Support Services</u></b>											
	11,450,082	1,155,921	0	0	0	0	0	10,044,161	0	<b>250,000</b>	22.5	4
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>008 Light Fleet Services</u></b>											
	28,788,215	7,420,396	0	0	0	0	0	20,066,716	0	<b>1,301,103</b>	24.0	2319
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Maintains county owned automotive equipment											
<hr/>												
<b>Program No. and Title:</b>	<b><u>009 Heavy Fleet Services</u></b>											
	33,249,139	8,949,651	0	0	0	0	0	24,299,488	0	<b>0</b>	86.0	1077
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Operation and maintenance of the heavy equipment rental fleet											
<hr/>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 010 Energy Management</b>												
	9,858,482	356,396	0	0	0	0	0	8,724,897	0	777,189	1.0	0
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Manage the County's Energy Program to maximize energy savings and minimize county cost												
<hr/>												
<b>Program No. and Title: 011 Facility Planning and Management</b>												
	811,691	25,038	0	0	0	0	0	786,653	0	0	3.8	1
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Facility planning for county owned and leased facilities												
<hr/>												
<b>Program No. and Title: 012 Computer Aided Facility Management</b>												
	323,975	323,975	0	0	0	0	0	0	0	0	1.0	0
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities.												
<hr/>												
<b>Program No. and Title: 013 Real Estate Operations- Acquisition, Relocation, and Asset Management</b>												
	3,130,807	279,787	0	0	0	0	0	2,851,020	0	0	20.0	2
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support												
<hr/>												
<b>Program No. and Title: 014 Real Estate Operations- lease costs</b>												
	39,610,400	0	0	0	0	0	0	39,610,400	0	0	0.0	0
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Reflects lease costs for county depts in leased facilities												

	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- Lease Negotiation and Administration for County Leased Facilities**

	1,111,422	16,363	0	0	0	0	0	1,095,059	0	0	4.0	1
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*Program Type:* Self-Supporting

*Countywide Priority:* 5 -- General Government

*Strategic Objective:* IS -- Internal Support

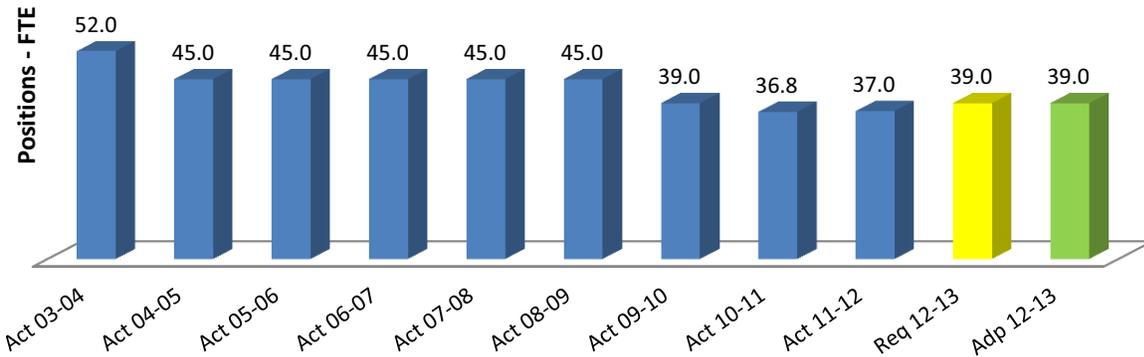
*Program Description:* Lease Negotiation and Administration for County Leased Facilities

<b>FUNDED</b>	165,822,549	23,604,260	0	0	0	0	0	137,752,290	0	<b>4,465,999</b>	387.7	3460
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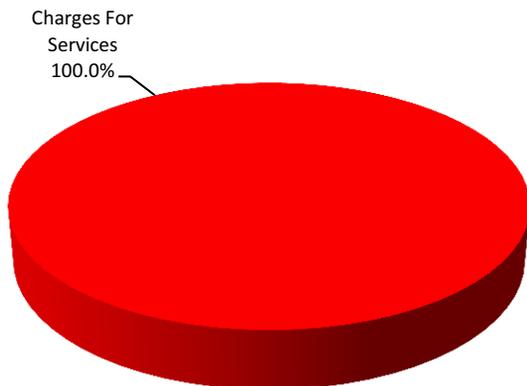
### DEPARTMENTAL STRUCTURE



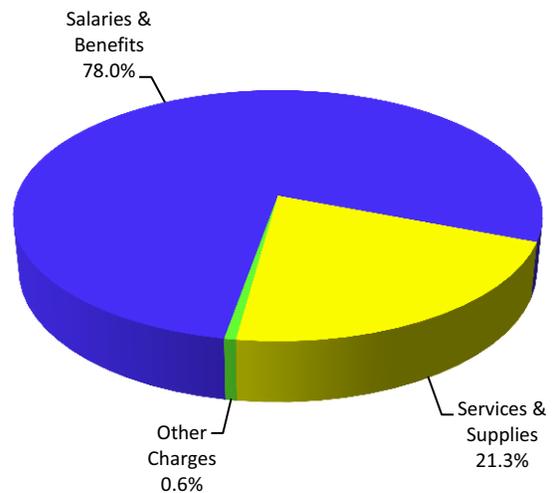
### Staffing Trend



### Financing Sources



### Financing Uses



<b>Summary</b>					
<b>Classification</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2011-12 Adopted</b>	<b>2012-13 Recommend</b>	<b>2012-13 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	5,453,420	5,696,905	5,747,185	5,950,001	5,950,001
Total Financing	5,500,111	5,465,697	5,487,505	5,900,001	5,900,001
<b>Net Cost</b>	<b>(46,691)</b>	<b>231,208</b>	<b>259,680</b>	<b>50,000</b>	<b>50,000</b>
<b>Positions</b>	<b>36.8</b>	<b>37.0</b>	<b>36.8</b>	<b>39.0</b>	<b>39.0</b>

**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 2011-12:**

- Assumed responsibility for maintenance of the New Central Terminal B facility and associated equipment, including Central Utilities Plant, Cogeneration equipment and hydraulic jet bridges.
- Staff received further training in operations and maintenance of the New Central Terminal B equipment.
- Took an active role in the decommissioning of the Old Terminal B, salvage of equipment and security of utilities that were in close proximity to the building structure.
- Updated the preventative maintenance program for all new equipment in the New Central Terminal B.
- Combined three Stationary Engineer shops, to streamline operations increasing communications and efficiencies.
- Took on additional maintenance responsibilities for all gate IT air conditioning units.
- Rebated \$209,680 in retained earnings to the Sacramento County Airport System (SCAS).

**SIGNIFICANT CHANGES FOR 2012-13:**

- Propose move of Department of General Services Airport District office operations to the new Project Management Office facility for closer work proximity to SCAS Facilities Department.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- Review and update the Service Level Agreement between Department of General Service and SCAS.
- Participate in the new hydraulic jet bridge warranty process.
- Will be actively involved in a planned renovation project of the Executive Airport's hanger doors.

**STAFFING LEVEL CHANGES FOR 2012-13:**

The following positions were added by the Board of Supervisors during the Budget Hearings: 2.0 Electrician

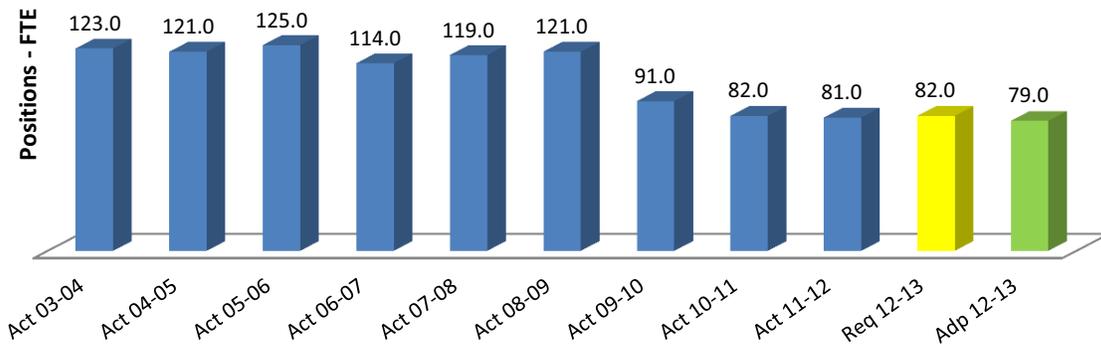
**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
		Fund Title   <b>035F - BUILDING MAINT AND</b> Service Activity   <b>Airport District</b> Budget Unit   <b>7007440</b>				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 5,500,090	\$ 5,464,861	\$ 5,487,505	\$ 5,900,001	\$ 5,900,001	
<b>Total Operating Revenues</b>	<b>\$ 5,500,090</b>	<b>\$ 5,464,861</b>	<b>\$ 5,487,505</b>	<b>\$ 5,900,001</b>	<b>\$ 5,900,001</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 4,391,004	\$ 4,341,758	\$ 4,369,034	\$ 4,643,928	\$ 4,643,928	
Services & Supplies	798,378	891,545	894,415	1,021,556	1,021,556	
Other Charges	92,902	64,191	64,191	36,730	36,730	
<b>Total Operating Expenses</b>	<b>\$ 5,282,284</b>	<b>\$ 5,297,494</b>	<b>\$ 5,327,640</b>	<b>\$ 5,702,214</b>	<b>\$ 5,702,214</b>	
<b>Operating Income (Loss)</b>	<b>\$ 217,806</b>	<b>\$ 167,367</b>	<b>\$ 159,865</b>	<b>\$ 197,787</b>	<b>\$ 197,787</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 21	\$ 836	\$ -	\$ -	\$ -	
Residual Eq Trn Out	-	(209,680)	(209,680)	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 21</b>	<b>\$ (208,844)</b>	<b>\$ (209,680)</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 217,827</b>	<b>\$ (41,477)</b>	<b>\$ (49,815)</b>	<b>\$ 197,787</b>	<b>\$ 197,787</b>	
Intrafund Charges	171,136	189,731	209,865	247,787	247,787	
<b>Change In Net Assets</b>	<b>\$ 46,691</b>	<b>\$ (231,208)</b>	<b>\$ (259,680)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	
Net Assets - Beginning Balance	1,022,776	1,043,246	1,043,246	734,806	734,806	
Equity and Other Account Adjustments	(26,221)	(77,232)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 1,043,246</b>	<b>\$ 734,806</b>	<b>\$ 783,566</b>	<b>\$ 684,806</b>	<b>\$ 684,806</b>	
<b>Positions</b>	<b>36.8</b>	<b>37.0</b>	<b>36.8</b>	<b>39.0</b>	<b>39.0</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

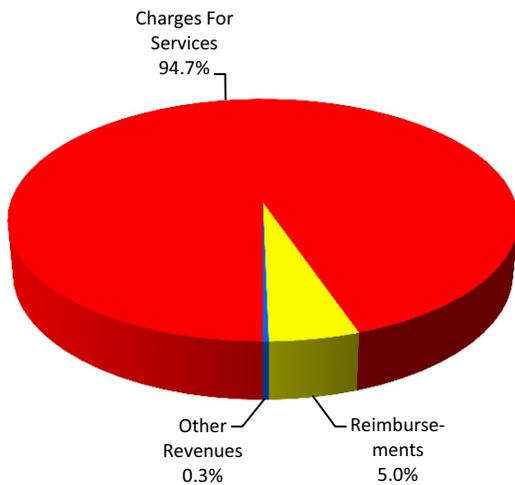
**DEPARTMENTAL STRUCTURE**



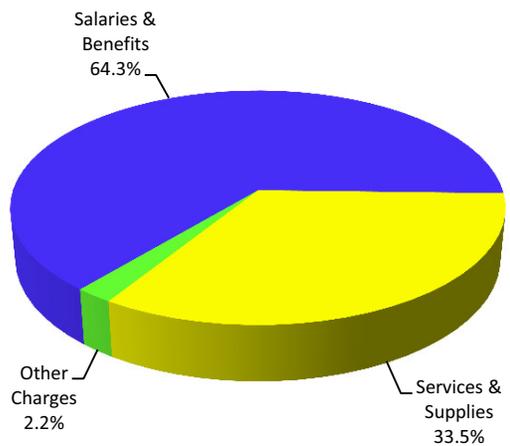
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,845,494	12,446,944	13,437,588	12,824,113	12,824,113
Total Financing	12,162,502	12,068,078	12,619,898	12,519,924	12,519,924
Net Cost	(317,008)	378,866	817,690	304,189	304,189
Positions	82.0	81.0	81.0	79.0	79.0

**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 2011-12:**

- Re-established fire and increase security at Sacramento County Boys Ranch.
- Assisted the Architectural Services Division with the heat pump replacement at Walnut Grove Library, and new packaged air conditioning system at Voter's Registration.
- Improved Americans with Disabilities Act access to Office Building 3 and Parks Maintenance building.
- Continued support to the Department of Water Resources with the Supervisory Control and Data Acquisition control installation.
- Continued the retrofitting of plumbing valves at Rio Cosumnes Correctional Center for higher efficiency and reliability.
- Refunded \$278,669 to various department operating funds due to efficiencies and savings during the fiscal year.
- Rebated \$717,689 in retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2012-13 :**

- Establish a detailed roof assessment and maintenance program.
- Assume electrical maintenance responsibilities of the new Freeport Regional Water Agency's plant and the Vineyard Surface Water Treatment Plant.
- Assist the Architectural Services Division with several capital improvement projects.
- Install split air conditioning units at Coroners Crime Lab and Fair Oaks Library.
- Incorporate, support and comply with the new Immigration and Customs Enforcement requirements at RCCC.
- Absorb cost increases including annual salary step increases, benefit increases and other unavoidable cost increases in the service and supplies accounts.
- Rebate \$204,189 in retained earnings to customer departments.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Division is rebating \$204,189 of retained earnings to customer departments and appropriating \$100,000 of retained earnings for contingency spending.

**STAFFING LEVEL CHANGES FOR 2012-13:**

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

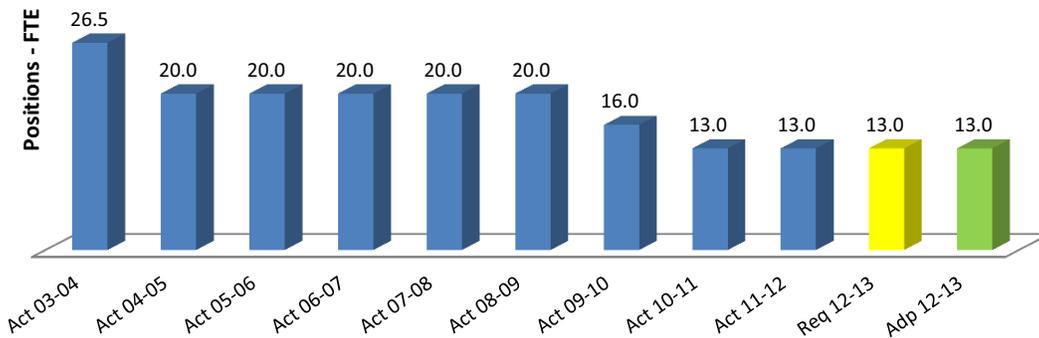
**SCHEDULE:**

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
	Fund Title   035F - BUILDING MAINT AND Service Activity   Bradshaw District Budget Unit   7007420				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 12,158,665	\$ 12,005,976	\$ 12,619,898	\$ 12,478,888	\$ 12,478,888
<b>Total Operating Revenues</b>	<b>\$ 12,158,665</b>	<b>\$ 12,005,976</b>	<b>\$ 12,619,898</b>	<b>\$ 12,478,888</b>	<b>\$ 12,478,888</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 8,179,086	\$ 7,895,560	\$ 8,716,775	\$ 8,669,850	\$ 8,669,850
Services & Supplies	2,399,983	2,591,701	2,758,028	2,786,933	2,786,933
Other Charges	213,675	143,034	143,034	80,410	80,410
Depreciation	9,397	8,146	8,150	7,500	7,500
<b>Total Operating Expenses</b>	<b>\$ 10,802,141</b>	<b>\$ 10,638,441</b>	<b>\$ 11,625,987</b>	<b>\$ 11,544,693</b>	<b>\$ 11,544,693</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,356,524</b>	<b>\$ 1,367,535</b>	<b>\$ 993,911</b>	<b>\$ 934,195</b>	<b>\$ 934,195</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Financing	\$ -	\$ 56,800	\$ -	\$ 41,036	\$ 41,036
Other Revenues	3,837	4,652	-	-	-
Gain/Sale/Property	-	650	-	-	-
Residual Eq Trn Out	-	(717,689)	(717,690)	(204,189)	(204,189)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 3,837</b>	<b>\$ (655,587)</b>	<b>\$ (717,690)</b>	<b>\$ (163,153)</b>	<b>\$ (163,153)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 1,360,361</b>	<b>\$ 711,948</b>	<b>\$ 276,221</b>	<b>\$ 771,042</b>	<b>\$ 771,042</b>
Intrafund Charges	1,585,306	1,624,900	1,798,149	1,734,175	1,734,175
Intrafund Reimb	(541,953)	(534,086)	(704,238)	(658,944)	(658,944)
<b>Change In Net Assets</b>	<b>\$ 317,008</b>	<b>\$ (378,866)</b>	<b>\$ (817,690)</b>	<b>\$ (304,189)</b>	<b>\$ (304,189)</b>
Net Assets - Beginning Balance	3,088,280	3,440,437	3,440,437	3,007,545	3,007,545
Equity and Other Account Adjustments	35,149	(54,026)	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 3,440,437</b>	<b>\$ 3,007,545</b>	<b>\$ 2,622,747</b>	<b>\$ 2,703,356</b>	<b>\$ 2,703,356</b>
<b>Positions</b>	<b>82.0</b>	<b>81.0</b>	<b>81.0</b>	<b>79.0</b>	<b>79.0</b>
					SCH 1, COL 4
					SCH 1, COL 6

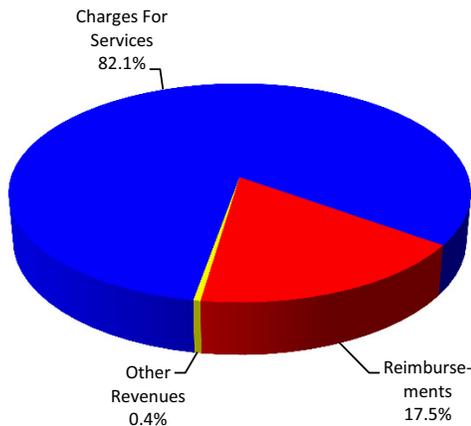
DEPARTMENTAL STRUCTURE



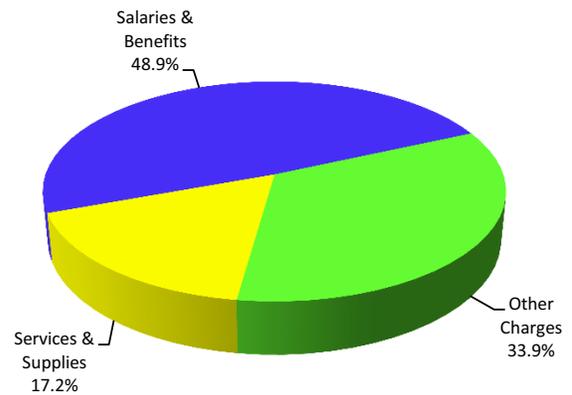
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
<b>Classification</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2011-12 Adopted</b>	<b>2012-13 Recommend</b>	<b>2012-13 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	1,533,331	2,320,976	2,520,423	2,596,082	2,596,082
Total Financing	1,563,807	1,439,481	1,605,456	1,520,110	1,520,110
<b>Net Cost</b>	<b>(30,476)</b>	<b>881,495</b>	<b>914,967</b>	<b>1,075,972</b>	<b>1,075,972</b>
<b>Positions</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

**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 expanding the use of electronic procurement.
- 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 2011-12:**

- Implemented the use of the Public Purchase eProcurement solution for handling vendor registration and online posting/submittals of solicitations.
- Presented the 2011 Achievement of Excellence in Procurement Award.
- Absorbed 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 \$110,000 to various department operating funds due to efficiencies and savings during the fiscal year.
- Rebated \$864,967 in retained earnings to customer departments.
- Transferred the Contract Services Section and portions of the Contract Desk from Municipal Services Accounting and Fiscal Services to the Contract and Purchasing Services Division.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Absorb cost increases including 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 department to obtain quotes for delegated purchasing programs.
- Combine two delegated purchasing programs (Limited Purchase Order - LPO and Department Field Order - DFO) into one more efficient and comprehensive delegated purchasing program (Delegated Purchase Order - DPO).
- Focus on continued education and process improvements.
- Develop an accurate data reporting system for small and emerging businesses.
- Expanded the Procurement Opportunities Program by increasing the contracting dollar amount threshold from \$250,000 to \$1,000,000.
- Rebate \$975,972 in retained earnings to customer departments.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Division is rebating \$975,972 of retained earnings to customer departments and appropriating \$100,000 in retained earnings for contingency spending.

**STAFFING LEVEL CHANGES FOR 2012-13:**

Reallocated 1.0 Senior Contract Services Officer to 1.0 Contract Services Officer Level 2.

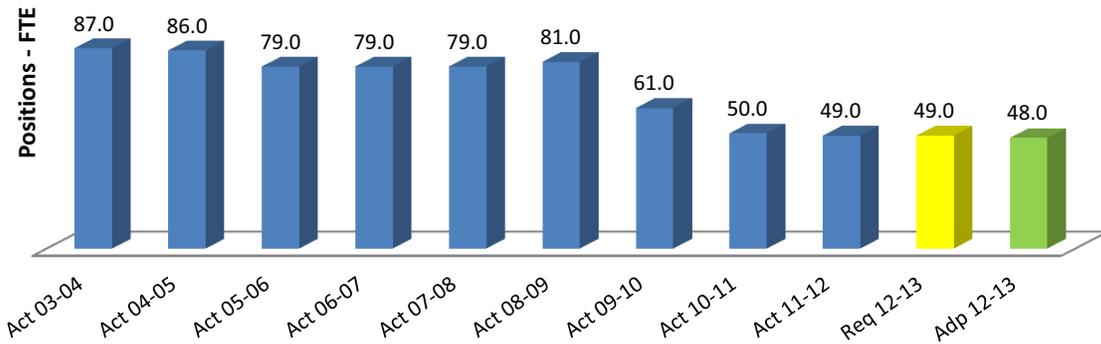
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
		Fund Title   035H - CONTRACT & PURCHASING Service Activity   Purchasing Budget Unit   7007063				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 1,530,908	\$ 1,414,891	\$ 1,597,456	\$ 1,512,110	\$ 1,512,110	
<b>Total Operating Revenues</b>	<b>\$ 1,530,908</b>	<b>\$ 1,414,891</b>	<b>\$ 1,597,456</b>	<b>\$ 1,512,110</b>	<b>\$ 1,512,110</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 1,486,080	\$ 1,340,941	\$ 1,493,140	\$ 1,426,799	\$ 1,426,799	
Services & Supplies	132,935	148,551	230,694	227,482	227,482	
Other Charges	39,483	22,676	22,676	12,905	12,905	
<b>Total Operating Expenses</b>	<b>\$ 1,658,498</b>	<b>\$ 1,512,168</b>	<b>\$ 1,746,510</b>	<b>\$ 1,667,186</b>	<b>\$ 1,667,186</b>	
<b>Operating Income (Loss)</b>	<b>\$ (127,590)</b>	<b>\$ (97,277)</b>	<b>\$ (149,054)</b>	<b>\$ (155,076)</b>	<b>\$ (155,076)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 3,670	\$ -	\$ -	\$ -	
Other Revenues	32,899	20,920	8,000	8,000	8,000	
Residual Eq Trn Out	-	(864,967)	(864,967)	(975,972)	(975,972)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 32,899</b>	<b>\$ (840,377)</b>	<b>\$ (856,967)</b>	<b>\$ (967,972)</b>	<b>\$ (967,972)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (94,691)</b>	<b>\$ (937,654)</b>	<b>\$ (1,006,021)</b>	<b>\$ (1,123,048)</b>	<b>\$ (1,123,048)</b>	
Intrafund Charges	201,247	242,080	252,408	274,414	274,414	
Intrafund Reimb	(326,414)	(298,239)	(343,462)	(321,490)	(321,490)	
<b>Change In Net Assets</b>	<b>\$ 30,476</b>	<b>\$ (881,495)</b>	<b>\$ (914,967)</b>	<b>\$ (1,075,972)</b>	<b>\$ (1,075,972)</b>	
Net Assets - Beginning Balance	2,454,698	2,494,114	2,494,114	1,626,108	1,626,108	
Equity and Other Account Adjustments	8,940	13,489	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 2,494,114</b>	<b>\$ 1,626,108</b>	<b>\$ 1,579,147</b>	<b>\$ 550,136</b>	<b>\$ 550,136</b>	
Positions	13.0	13.0	13.0	13.0	13.0	
<b>Revenues Tie To</b>					SCH 1, COL 4	
					SCH 1, COL 6	

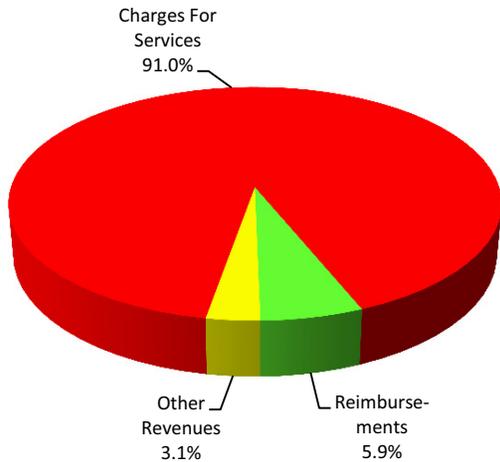
**DEPARTMENTAL STRUCTURE**



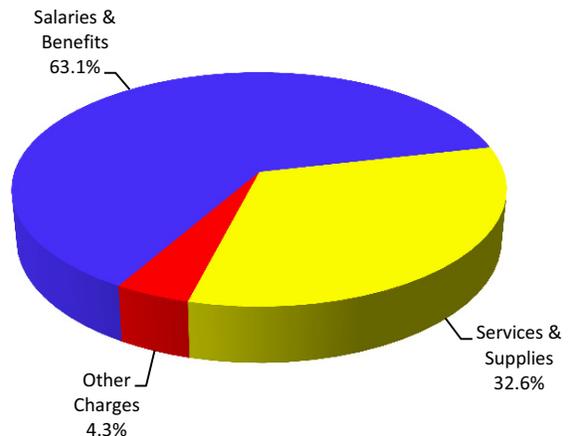
**Staffing Trend**



**Financing Sources**



**Financing Uses**



<b>Summary</b>					
<b>Classification</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2011-12 Adopted</b>	<b>2012-13 Recommend</b>	<b>2012-13 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	6,729,000	7,480,787	7,560,589	7,544,514	7,544,514
Total Financing	7,091,339	7,170,734	7,105,151	7,237,655	7,237,655
<b>Net Cost</b>	<b>(362,339)</b>	<b>310,053</b>	<b>455,438</b>	<b>306,859</b>	<b>306,859</b>
<b>Positions</b>	<b>50.0</b>	<b>49.0</b>	<b>49.0</b>	<b>48.0</b>	<b>48.0</b>

**PROGRAM DESCRIPTION:**

**General Services - Downtown District:**

- Maintains approximately 1,825,000 square feet of space covering all county-owned facilities between the Sacramento River, American River, Business 80, and Broadway.
- Provides for the total maintenance, operation, and custodial needs of the facilities including remodeling and repair work.

**MISSION:**

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

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by 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 2011-12:**

- Completed the replacement of the 15,000 gallon fire sprinkler water storage tank in the Department of Technology (DTech) building.
- Completed the installation of two generators at the DTech building to meet Air Quality Management District standards.
- Finalized work with Regional Transit on the light rail expansion project as it relates to County facilities.
- Completed the remote fill for the Downtown Garage fueling station.
- Installed additional screening of the mezzanine at the Main Jail for the safety of the officers and inmates.
- Assisted the Architectural Services Division (ASD) with the design for replacement of the fire alarm systems at the Work Release/Volunteers of America (VOA) facility and the 700 H Street County Administration building.
- Refunded \$407,885 to various department operating funds due to efficiencies and savings during the fiscal year.
- Rebated \$355,438 in retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Continue the installation of the screening of the mezzanine at the Main Jail for the safety of the officers and inmates.
- Continue the remodel of the showers in the Main Jail.
- Continue assisting on the energy control projects at numerous Downtown locations.
- Continue assisting ASD with the design for replacement of the fire alarms systems at the Work Release/VOA facility and the 700 H Street County Administration building.
- Schedule the start of the exhaust vent duct replacement in the Main Jail kitchen.
- Re-roof a section of the Main Jail to help gather information for a complete roof replacement.
- Replace the florescent lighting with light-emitting diode (LED) lighting in the parking garages (Public Lot, Employee Lot, Main Jail, 700 H Street, and 799 G Street).
- Replace the high-intensity discharge (HID) lighting at the Main Jail in the dayrooms and recreation yards.
- Rebate \$206,859 in retained earnings to customer departments.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Division is rebating \$206,859 of retained earnings to customer departments and appropriating \$100,000 of retained earnings for contingency spending.

**STAFFING LEVEL CHANGES FOR 2012-13:**

The following position was deleted by the Board of Supervisors during the Budget Hearings: 1.0 Stationary Engineer 1.

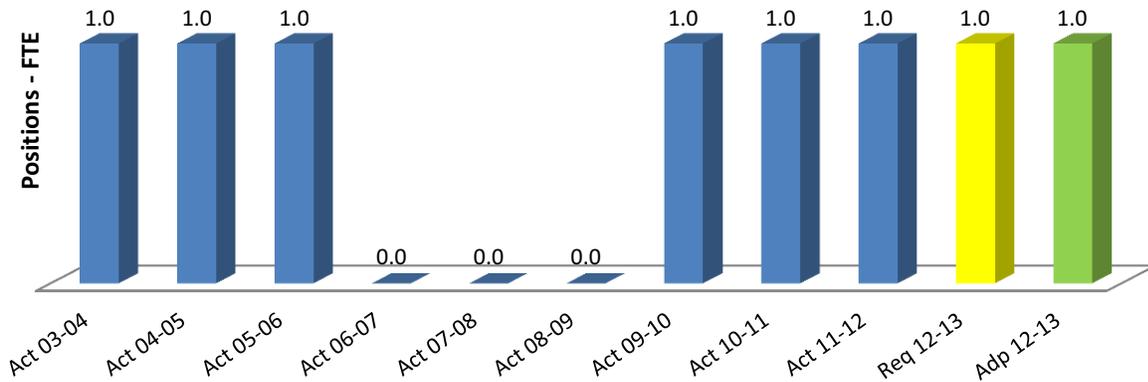
**SCHEDULE:**

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
	Fund Title   <b>035F - BUILDING MAINT AND</b> Service Activity   <b>Downtown District</b> Budget Unit   <b>7007430</b>				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 6,910,478	\$ 6,994,396	\$ 7,020,151	\$ 7,000,349	\$ 7,000,349
Use Of Money/Prop	403	125	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 6,910,881</b>	<b>\$ 6,994,521</b>	<b>\$ 7,020,151</b>	<b>\$ 7,000,349</b>	<b>\$ 7,000,349</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 4,494,370	\$ 4,907,820	\$ 5,008,605	\$ 5,047,601	\$ 5,047,601
Services & Supplies	1,486,785	1,582,110	1,573,037	1,655,474	1,655,474
Other Charges	146,321	113,345	85,471	47,650	47,650
Depreciation	1,592	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 6,129,068</b>	<b>\$ 6,603,275</b>	<b>\$ 6,667,113</b>	<b>\$ 6,750,725</b>	<b>\$ 6,750,725</b>
<b>Operating Income (Loss)</b>	<b>\$ 781,813</b>	<b>\$ 391,246</b>	<b>\$ 353,038</b>	<b>\$ 249,624</b>	<b>\$ 249,624</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Financing	\$ -	\$ 17,606	\$ -	\$ 12,306	\$ 12,306
Other Revenues	180,458	158,607	85,000	225,000	225,000
Residual Eq Trn Out	-	(355,438)	(355,438)	(206,859)	(206,859)
Debt Retirement	(135,788)	(90,541)	(135,800)	(91,000)	(91,000)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 44,670</b>	<b>\$ (269,766)</b>	<b>\$ (406,238)</b>	<b>\$ (60,553)</b>	<b>\$ (60,553)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 826,483</b>	<b>\$ 121,480</b>	<b>\$ (53,200)</b>	<b>\$ 189,071</b>	<b>\$ 189,071</b>
Intrafund Charges	883,917	841,569	924,294	950,049	950,049
Intrafund Reimb	(419,773)	(410,036)	(522,056)	(454,119)	(454,119)
<b>Change In Net Assets</b>	<b>\$ 362,339</b>	<b>\$ (310,053)</b>	<b>\$ (455,438)</b>	<b>\$ (306,859)</b>	<b>\$ (306,859)</b>
Net Assets - Beginning Balance	1,570,696	1,970,686	1,970,686	1,647,948	1,647,948
Equity and Other Account Adjustments	37,651	(12,685)	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 1,970,686</b>	<b>\$ 1,647,948</b>	<b>\$ 1,515,248</b>	<b>\$ 1,341,089</b>	<b>\$ 1,341,089</b>
<b>Positions</b>	<b>50.0</b>	<b>49.0</b>	<b>49.0</b>	<b>48.0</b>	<b>48.0</b>
					SCH 1, COL 4
					SCH 1, COL 6

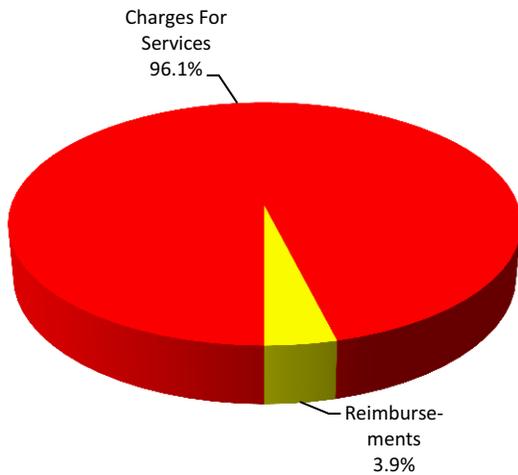
### DEPARTMENTAL STRUCTURE



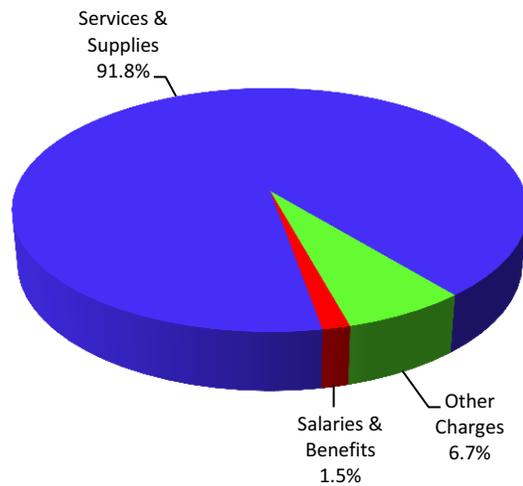
### Staffing Trend



### Financing Sources



### Financing Uses



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,643,640	7,943,527	9,456,286	9,502,086	9,502,086
Total Financing	8,271,968	7,437,540	8,770,997	8,724,897	8,724,897
Net Cost	(628,328)	505,987	685,289	777,189	777,189
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 2011-12:**

- Completed Energy Program revolving fund projects: Light Emitting Diode (LED) lighting in the parking garage at Primary Care and wireless Heating Ventilation and Air Conditioning (HVAC) controls at Sheriff's Administration and Department General Services Administration Buildings.
- Replaced Chiller #1 in the Downtown Central Plant.
- Continued constructing Sacramento Municipal Utility District (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).
- Refunded \$1.4 million to various department operating funds due to efficiencies and savings during the fiscal year.
- Rebated \$585,289 in retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Complete Smart Grid HVAC control projects at the District Attorney's building, Old Administration Building, and the Downtown Central Plant at 700 H Street.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- Upgrade the HVAC controls at the Coroner Crime Lab.
- Install LED lighting at the five downtown parking garages: Public Lot, Employee Lot, Main Jail, 700 H Street, and 799 G Street.
- Rebate \$661,189 in retained earnings to customer departments.

**RETAINED EARNINGS CHANGES FOR 2011-12:**

- The Division is rebating \$661,189 of retained earnings to customer departments and appropriating \$116,000 in retained earnings for contingency spending.

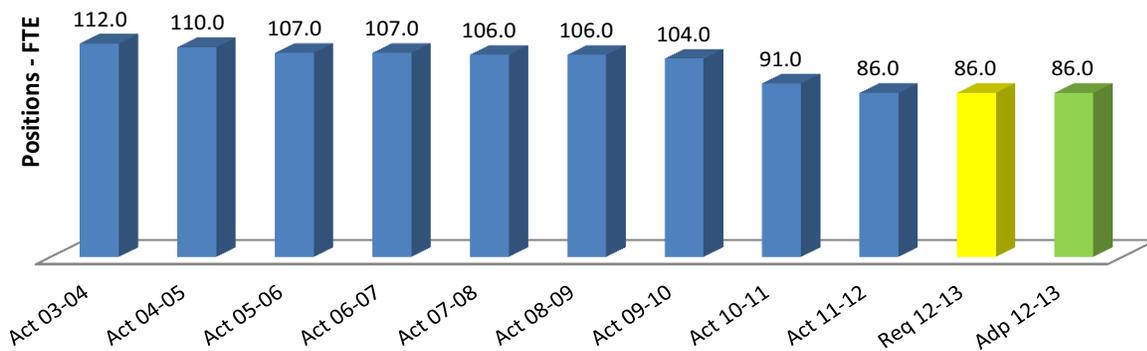
**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title		035F - BUILDING MAINT AND		
		Service Activity		Energy Management		
		Budget Unit		7007046		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 8,044,884	\$ 7,244,482	\$ 8,770,997	\$ 8,724,897	\$ 8,724,897	
<b>Total Operating Revenues</b>	<b>\$ 8,044,884</b>	<b>\$ 7,244,482</b>	<b>\$ 8,770,997</b>	<b>\$ 8,724,897</b>	<b>\$ 8,724,897</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 150,817	\$ 147,949	\$ 148,770	\$ 149,728	\$ 149,728	
Services & Supplies	7,867,106	7,535,820	9,042,467	8,965,180	8,965,180	
Other Charges	6,425	1,745	1,745	993	993	
<b>Total Operating Expenses</b>	<b>\$ 8,024,348</b>	<b>\$ 7,685,514</b>	<b>\$ 9,192,982</b>	<b>\$ 9,115,901</b>	<b>\$ 9,115,901</b>	
<b>Operating Income (Loss)</b>	<b>\$ 20,536</b>	<b>\$ (441,032)</b>	<b>\$ (421,985)</b>	<b>\$ (391,004)</b>	<b>\$ (391,004)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 138	\$ -	\$ -	\$ -	
Other Revenues	227,084	192,920	-	-	-	
Residual Eq Trn Out	-	(585,289)	(585,289)	(661,189)	(661,189)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 227,084</b>	<b>\$ (392,231)</b>	<b>\$ (585,289)</b>	<b>\$ (661,189)</b>	<b>\$ (661,189)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 247,620</b>	<b>\$ (833,263)</b>	<b>\$ (1,007,274)</b>	<b>\$ (1,052,193)</b>	<b>\$ (1,052,193)</b>	
Intrafund Charges	48,329	67,675	80,135	81,392	81,392	
Intrafund Reimb	(429,037)	(394,951)	(402,120)	(356,396)	(356,396)	
<b>Change In Net Assets</b>	<b>\$ 628,328</b>	<b>\$ (505,987)</b>	<b>\$ (685,289)</b>	<b>\$ (777,189)</b>	<b>\$ (777,189)</b>	
Net Assets - Beginning Balance	2,322,850	2,948,396	2,948,396	2,442,390	2,442,390	
Equity and Other Account Adjustments	(2,782)	(19)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 2,948,396</b>	<b>\$ 2,442,390</b>	<b>\$ 2,263,107</b>	<b>\$ 1,665,201</b>	<b>\$ 1,665,201</b>	
Positions	1.0	1.0	1.0	1.0	1.0	
					SCH 1, COL 4	
					SCH 1, COL 6	

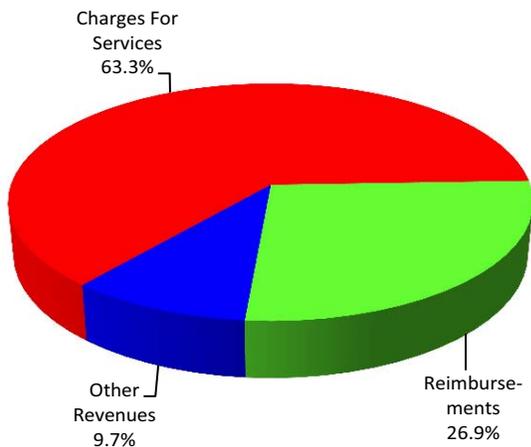
DEPARTMENTAL STRUCTURE



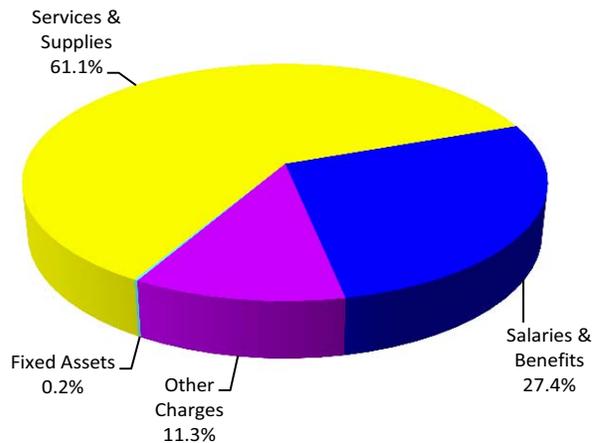
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	23,047,053	19,315,685	21,491,396	24,299,488	24,299,488
Total Financing	26,860,286	23,858,057	24,691,396	24,299,488	24,299,488
<b>Net Cost</b>	<b>(3,813,233)</b>	<b>(4,542,372)</b>	<b>(3,200,000)</b>	-	-
Positions	91.0	86.0	87.0	86.0	86.0

**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.
- Monitors and maintains compliance with State and Federal emissions regulations for County fleets including on-highway, off-road, large spark ignition and portable equipment vehicles.
- Provides in-field service, repair and fueling operations to other county departments and agencies.

**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.

**GOALS (CONT.):**

- Improve the division safety record.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Continued to keep vehicles serviced and maintained in a timely, efficient manner.
- Implemented standard job times for preventive maintenance and inspection services.
- Received 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.
- Mercury Associates, Inc. conducted a review of maintenance operations and evaluation to improve efficiencies.
- Brought a new gasoline and diesel service station online at the surface water treatment plant.
- Reduced costs by over \$0.82 million in response to reduced customer maintenance requests.
- Continued to work with customer departments to recover cumulative losses.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Implement standard job times for routine repairs.
- Replace older diesel trucks with more heavy duty hybrid diesel trucks.
- Seek reduced rent at the North County Corporation Yard.
- Continue to hold focus group meetings with interested customer departments.
- Reduce costs by \$0.15 million in response to reduced customer maintenance requests.
- The Department of General Services will continue to work with customer departments to recover cumulative losses.

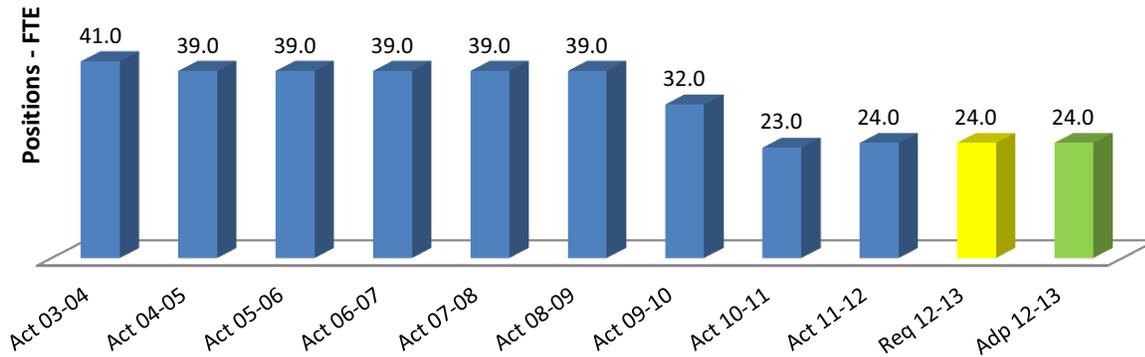
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title Service Activity Budget Unit		035M - FLEET SERVICES HEAVY EQUIP Fleet Svc-Heavy Equipment 7007600		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 24,703,812	\$ 21,088,977	\$ 20,110,535	\$ 21,058,970	\$ 21,058,970	
<b>Total Operating Revenues</b>	<b>\$ 24,703,812</b>	<b>\$ 21,088,977</b>	<b>\$ 20,110,535</b>	<b>\$ 21,058,970</b>	<b>\$ 21,058,970</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 9,098,365	\$ 8,855,700	\$ 8,988,097	\$ 9,120,382	\$ 9,120,382	
Services & Supplies	9,477,924	9,534,283	10,719,319	10,756,017	10,756,017	
Other Charges	292,643	222,225	180,232	168,873	168,873	
Depreciation	3,151,913	2,478,537	3,700,000	2,875,386	2,875,386	
<b>Total Operating Expenses</b>	<b>\$ 22,020,845</b>	<b>\$ 21,090,745</b>	<b>\$ 23,587,648</b>	<b>\$ 22,920,658</b>	<b>\$ 22,920,658</b>	
<b>Operating Income (Loss)</b>	<b>\$ 2,682,967</b>	<b>\$ (1,768)</b>	<b>\$ (3,477,113)</b>	<b>\$ (1,861,688)</b>	<b>\$ (1,861,688)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 267,729	\$ -	\$ -	\$ -	
Other Revenues	2,156,199	2,501,351	4,580,861	3,240,518	3,240,518	
Gain/Sale/Property	275	-	-	-	-	
Equipment	-	-	-	(60,000)	(60,000)	
Loss/Disposition-Asset	-	(30,267)	-	-	-	
Debt Retirement	(711,860)	(711,635)	(712,000)	(712,000)	(712,000)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,444,614</b>	<b>\$ 2,027,178</b>	<b>\$ 3,868,861</b>	<b>\$ 2,468,518</b>	<b>\$ 2,468,518</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 4,127,581</b>	<b>\$ 2,025,410</b>	<b>\$ 391,748</b>	<b>\$ 606,830</b>	<b>\$ 606,830</b>	
Interfund Reimb	-	(3,152,821)	(3,200,000)	-	-	
Intrafund Charges	9,010,920	8,889,601	9,829,620	9,556,481	9,556,481	
Intrafund Reimb	(8,696,572)	(8,253,742)	(9,437,872)	(8,949,651)	(8,949,651)	
<b>Change In Net Assets</b>	<b>\$ 3,813,233</b>	<b>\$ 4,542,372</b>	<b>\$ 3,200,000</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	(7,614,194)	(3,301,468)	(3,301,468)	1,131,612	1,131,612	
Equity and Other Account Adjustments	499,493	(109,292)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (3,301,468)</b>	<b>\$ 1,131,612</b>	<b>\$ (101,468)</b>	<b>\$ 1,131,612</b>	<b>\$ 1,131,612</b>	
<b>Positions</b>	<b>91.0</b>	<b>86.0</b>	<b>87.0</b>	<b>86.0</b>	<b>86.0</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

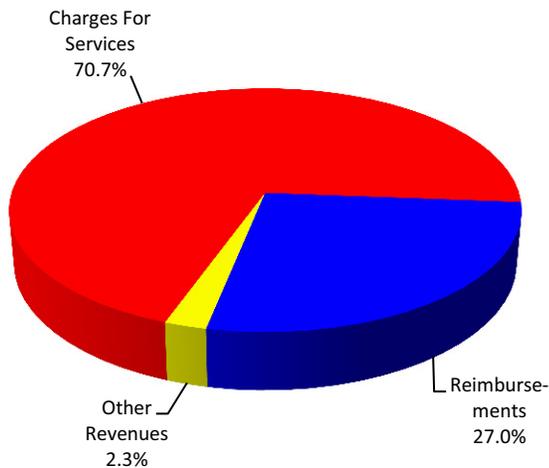
DEPARTMENTAL STRUCTURE



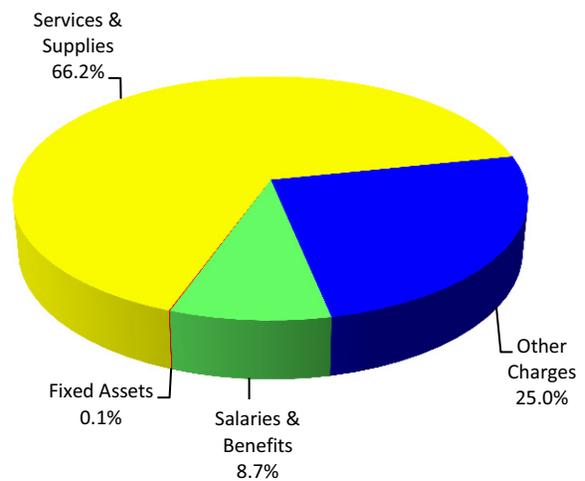
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	16,447,012	17,246,920	21,520,424	21,367,819	21,367,819
Total Financing	16,606,206	15,682,881	19,670,815	20,066,716	20,066,716
Net Cost	(159,194)	1,564,039	1,849,609	1,301,103	1,301,103
Positions	23.0	24.0	23.0	24.0	24.0

**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 2011-12:**

- Implemented new telephone appointment system to reduce vehicle downtime and improve customer service.
- Reassigned returned vehicles as needed to reduce purchases of new vehicles.
- Added two public access Electric Vehicle chargers at the Branch Center Motor Pool.
- Mercury Associates, Inc. conducted a review of maintenance operations and evaluation to improve efficiencies.
- Absorbed cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- Reduced costs by more than \$1.45 million to assist in balancing the General Fund budget.
- Rebated \$1,574,609 in retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Purchase and equip new patrol vehicles.
- Reassign Light Fleet staff to meet the increased demand for new vehicle up-fitting.
- Continue to hold focus group meetings with interested 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 2012-13:**

The Division is rebating \$1,151,103 of retained earnings to customer departments, and appropriating \$150,000 of retained earnings for implementation of fleet consultant recommendations.

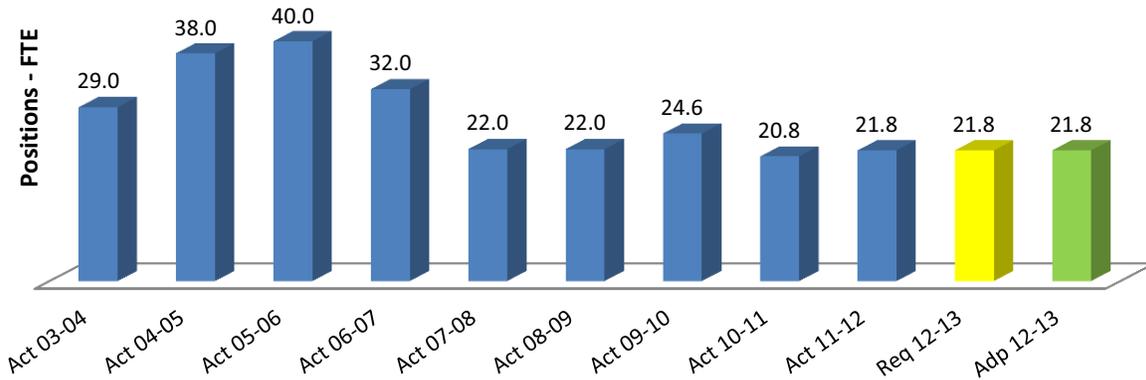
**SCHEDULE:**

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
	Fund Title		035L - FLEET SERVICES LIGHT EQUIP		
	Service Activity		Fleet Svc-Light Equipment		
	Budget Unit		7007500		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 15,722,024	\$ 15,075,412	\$ 19,457,315	\$ 19,422,582	\$ 19,422,582
<b>Total Operating Revenues</b>	<b>\$ 15,722,024</b>	<b>\$ 15,075,412</b>	<b>\$ 19,457,315</b>	<b>\$ 19,422,582</b>	<b>\$ 19,422,582</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 2,289,964	\$ 2,375,495	\$ 2,369,085	\$ 2,518,307	\$ 2,518,307
Services & Supplies	7,240,435	8,450,126	10,526,648	11,345,050	11,345,050
Other Charges	79,074	41,969	65,119	48,825	48,825
Depreciation	4,980,328	3,604,072	4,800,000	4,708,100	4,708,100
<b>Total Operating Expenses</b>	<b>\$ 14,589,801</b>	<b>\$ 14,471,662</b>	<b>\$ 17,760,852</b>	<b>\$ 18,620,282</b>	<b>\$ 18,620,282</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,132,223</b>	<b>\$ 603,750</b>	<b>\$ 1,696,463</b>	<b>\$ 802,300</b>	<b>\$ 802,300</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Financing	\$ -	\$ 13,943	\$ -	\$ 14,134	\$ 14,134
Other Revenues	386,649	271,117	113,500	230,000	230,000
Gain/Sale/Property	497,533	322,409	100,000	400,000	400,000
Residual Eq Trn Out	-	(1,574,609)	(1,574,609)	(1,151,103)	(1,151,103)
Equipment	-	-	-	(17,500)	(17,500)
Improvements	-	-	(175,000)	-	-
Loss/Disposition-Asset	(47,158)	-	(20,000)	(20,000)	(20,000)
Debt Retirement	(356,000)	(355,283)	(356,000)	(356,000)	(356,000)
Interest Expense	(1,099,351)	(797,131)	(1,100,000)	(908,665)	(908,665)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (618,327)</b>	<b>\$ (2,119,554)</b>	<b>\$ (3,012,109)</b>	<b>\$ (1,809,134)</b>	<b>\$ (1,809,134)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 513,896</b>	<b>\$ (1,515,804)</b>	<b>\$ (1,315,646)</b>	<b>\$ (1,006,834)</b>	<b>\$ (1,006,834)</b>
Intrafund Charges	6,804,920	6,484,884	7,018,346	7,714,665	7,714,665
Intrafund Reimb	(6,450,218)	(6,436,649)	(6,484,383)	(7,420,396)	(7,420,396)
<b>Change In Net Assets</b>	<b>\$ 159,194</b>	<b>\$ (1,564,039)</b>	<b>\$ (1,849,609)</b>	<b>\$ (1,301,103)</b>	<b>\$ (1,301,103)</b>
Net Assets - Beginning Balance	6,299,351	6,410,678	6,410,678	5,199,505	5,199,505
Equity and Other Account Adjustments	(47,867)	352,866	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 6,410,678</b>	<b>\$ 5,199,505</b>	<b>\$ 4,561,069</b>	<b>\$ 3,898,402</b>	<b>\$ 3,898,402</b>
<b>Positions</b>	<b>23.0</b>	<b>24.0</b>	<b>23.0</b>	<b>24.0</b>	<b>24.0</b>
					SCH 1, COL 4
					SCH 1, COL 6

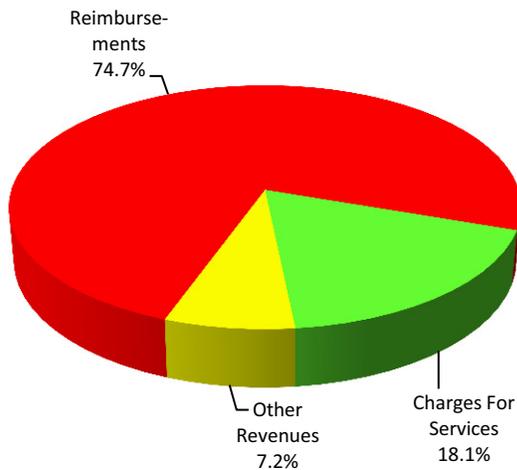
**DEPARTMENTAL STRUCTURE**



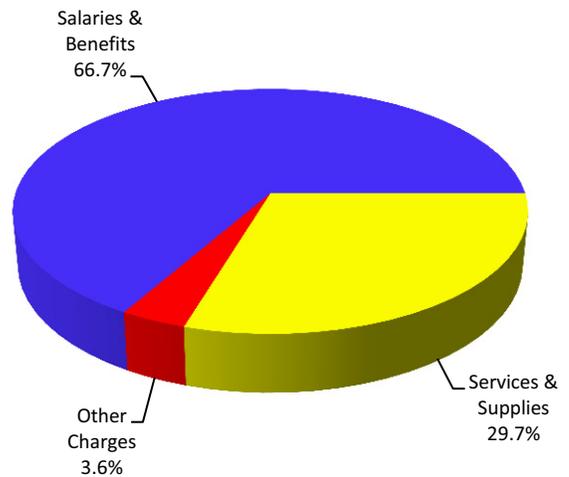
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,229,410	751,285	1,147,131	1,202,855	1,202,855
Total Financing	1,244,860	751,244	1,147,131	1,202,855	1,202,855
Net Cost	(15,450)	41	-	-	-
Positions	20.8	21.8	20.8	21.8	21.8

**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 2011-12:**

- Transferred responsibility of the Architectural Services Division, Construction Management and Inspection Division, and the Contract Services Section from the Municipal Services Agency to General Services effective May 20, 2012. The fund structure and salary amendment actions will occur through the 2013-14 budget process.
- Transitioned Administration staff to Employee Self-Service (ESS), the County’s web-based timesheet automation system.
- Absorbed cost of living adjustments, annual salary step increases and other unavoidable cost increases in the services and supplies accounts.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Absorb cost increases including annual salary step increases and other unavoidable increases in the services and supplies accounts.
- Continue transitioning departmental staff to the county's ESS automated timesheet system.
- Transfer Information Technology staff to the Department of Technology effective September 23, 2012.

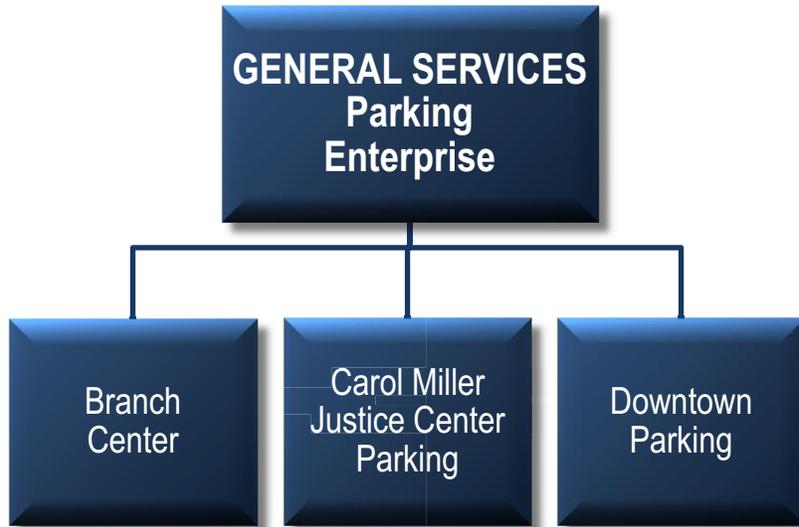
**STAFFING LEVEL CHANGES FOR 2012-13:**

Reallocated 1.0 Accounting Technician to 1.0 Senior Accountant.

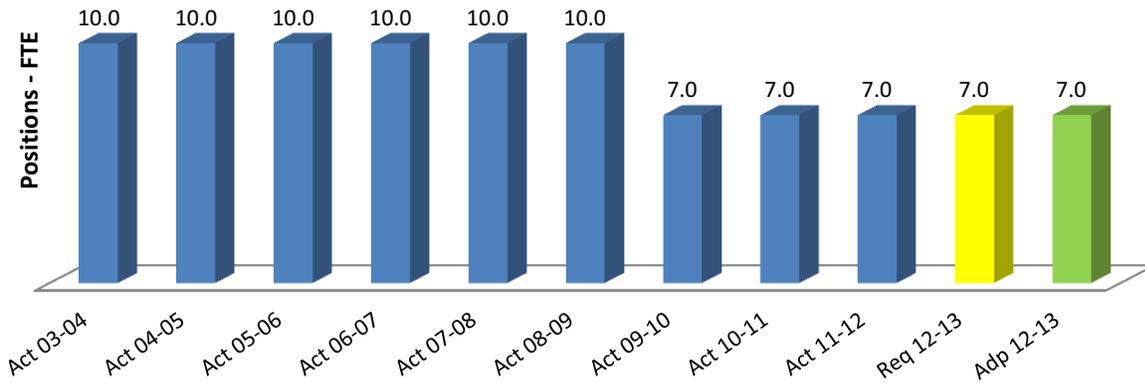
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
		Fund Title   035A - GENERAL Service Activity   Office of the Director Budget Unit   7110000				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 1,235,791	\$ 743,750	\$ 822,131	\$ 861,010	\$ 861,010	
<b>Total Operating Revenues</b>	<b>\$ 1,235,791</b>	<b>\$ 743,750</b>	<b>\$ 822,131</b>	<b>\$ 861,010</b>	<b>\$ 861,010</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 2,789,981	\$ 2,823,667	\$ 2,966,133	\$ 3,166,307	\$ 3,166,307	
Services & Supplies	317,614	393,375	759,812	956,887	956,887	
Other Charges	102,305	29,987	218,084	172,635	172,635	
<b>Total Operating Expenses</b>	<b>\$ 3,209,900</b>	<b>\$ 3,247,029</b>	<b>\$ 3,944,029</b>	<b>\$ 4,295,829</b>	<b>\$ 4,295,829</b>	
<b>Operating Income (Loss)</b>	<b>\$ (1,974,109)</b>	<b>\$ (2,503,279)</b>	<b>\$ (3,121,898)</b>	<b>\$ (3,434,819)</b>	<b>\$ (3,434,819)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 7,467	\$ -	\$ 16,845	\$ 16,845	
Other Revenues	9,069	27	325,000	325,000	325,000	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 9,069</b>	<b>\$ 7,494</b>	<b>\$ 325,000</b>	<b>\$ 341,845</b>	<b>\$ 341,845</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (1,965,040)</b>	<b>\$ (2,495,785)</b>	<b>\$ (2,796,898)</b>	<b>\$ (3,092,974)</b>	<b>\$ (3,092,974)</b>	
Intrafund Charges	246,194	313,607	344,840	454,390	454,390	
Intrafund Reimb	(2,226,684)	(2,809,351)	(3,141,738)	(3,547,364)	(3,547,364)	
<b>Change In Net Assets</b>	<b>\$ 15,450</b>	<b>\$ (41)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	7,586	15,456	15,456	28,208	28,208	
Equity and Other Account Adjustments	(7,580)	12,793	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 15,456</b>	<b>\$ 28,208</b>	<b>\$ 15,456</b>	<b>\$ 28,208</b>	<b>\$ 28,208</b>	
<b>Positions</b>	<b>20.8</b>	<b>21.8</b>	<b>20.8</b>	<b>21.8</b>	<b>21.8</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

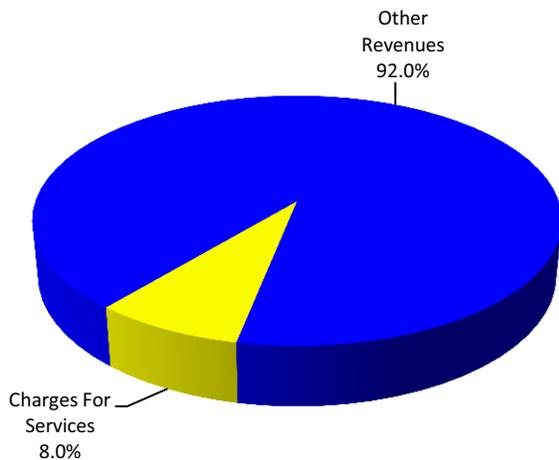
**DEPARTMENTAL STRUCTURE**



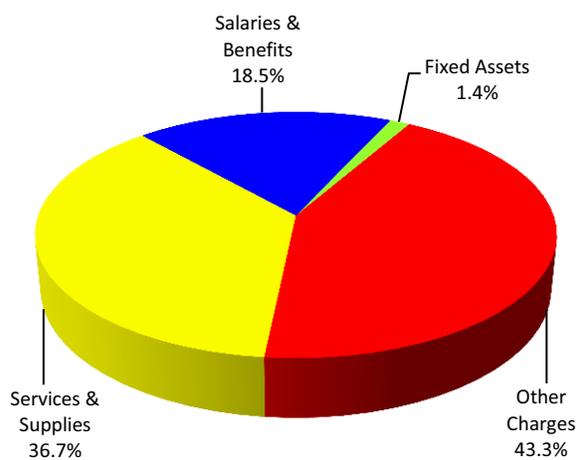
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,624,416	2,748,538	3,044,554	2,816,263	2,816,263
Total Financing	3,151,989	3,057,254	3,044,554	2,816,263	2,816,263
Net Cost	(527,573)	(308,716)	-	-	-
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 through the operation of various lots and garages at these locations.
- Operates bicycle storage and shower/locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center Complex.
- Enforces parking regulations on county-owned property.
- Reviews and processes citations and administrative reviews for the Sheriff's Department (including the Airport Detail); 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 2011-12:**

- Upgraded existing parking operations software in the public garage in order to process transactions quicker, retrieve more comprehensive reporting and improve customer service.
- Prepared 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.
- Coordinated evening work to be done by Regional Transit subcontractor to relocate underground fuel tank lines onto G Street, keeping the entrance to the public parking garage uninterrupted during business hours.
- Monitored juror parking displaced by hydronic line replacement project on 8th Street and provided overflow parking in neighboring parking facilities.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12 (CONT.):**

- Continued agreement with outside vendor to provide parking services at the former Bank of America parking lot.
- Grant Funded Projects –
  - Replaced existing electric vehicle charging stations in the public garage with new, upgraded chargers. Promoted use through public notice and distribution of charging pass keys.
  - Installed new electric vehicle charging stations in the employee garage and St. Joseph's parking lots. Promoted use through public notice and distribution of charging pass keys.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Replace old lighting fixtures with new, energy-efficient LED lighting in county garages.
- Repaint worn parking space lines in county garages and parking lots as resources allow.
- Complete stairwell repairs in the public garage.
- Continue to monitor juror parking displaced by hydronic line replacement project on 8th Street and provide overflow parking in neighboring parking facilities.
- Continue agreement with outside vendor to provide parking services at the former Bank of America parking lot.
- Explore opportunities to automate services in the public garage.
- Assess the feasibility of updating shower facilities in the public garage.
- Grant Funded Projects –
  - Replace old bicycle locker and install additional bicycle lockers in the public garage.
  - Replace old bicycle racks with newer racks that have improved functionality throughout the county garages and parking lots.

**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2012-13			Schedule 11	
		Fund Title		056A - PARKING ENTERPRISE		
		Service Activity		Parking Operations		
		Budget Unit		7990000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 2,399,931	\$ 2,402,861	\$ 2,405,350	\$ 2,364,756	\$ 2,364,756	
Use Of Money/Prop	287,644	254,915	278,760	115,700	115,700	
<b>Total Operating Revenues</b>	<b>\$ 2,687,575</b>	<b>\$ 2,657,776</b>	<b>\$ 2,684,110</b>	<b>\$ 2,480,456</b>	<b>\$ 2,480,456</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 499,775	\$ 496,966	\$ 512,539	\$ 521,129	\$ 521,129	
Services & Supplies	928,829	1,014,433	1,208,502	1,034,383	1,034,383	
Other Charges	50,128	65,835	125,910	80,848	80,848	
Depreciation	306,123	298,275	328,600	307,100	307,100	
<b>Total Operating Expenses</b>	<b>\$ 1,784,855</b>	<b>\$ 1,875,509</b>	<b>\$ 2,175,551</b>	<b>\$ 1,943,460</b>	<b>\$ 1,943,460</b>	
<b>Operating Income (Loss)</b>	<b>\$ 902,720</b>	<b>\$ 782,267</b>	<b>\$ 508,559</b>	<b>\$ 536,996</b>	<b>\$ 536,996</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 56,644	\$ 56,644	\$ -	\$ -	
Other Revenues	460,003	336,267	300,300	329,807	329,807	
Interest Income	4,411	6,567	3,500	6,000	6,000	
Computer Software	-	(14,338)	-	-	-	
Equipment	-	(20,028)	-	-	-	
Improvements	2	1	(40,803)	(40,803)	(40,803)	
Debt Retirement	(813,028)	(818,105)	(828,200)	(817,836)	(817,836)	
Interest Expense	(26,535)	(20,559)	-	(14,164)	(14,164)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (375,147)</b>	<b>\$ (473,551)</b>	<b>\$ (508,559)</b>	<b>\$ (536,996)</b>	<b>\$ (536,996)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 527,573</b>	<b>\$ 308,716</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 527,573</b>	<b>\$ 308,716</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	1,538,645	2,807,655	2,807,655	3,838,924	3,838,924	
Equity and Other Account Adjustments	741,437	722,553	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 2,807,655</b>	<b>\$ 3,838,924</b>	<b>\$ 2,807,655</b>	<b>\$ 3,838,924</b>	<b>\$ 3,838,924</b>	
<b>Positions</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

**2012-13 PROGRAM INFORMATION**

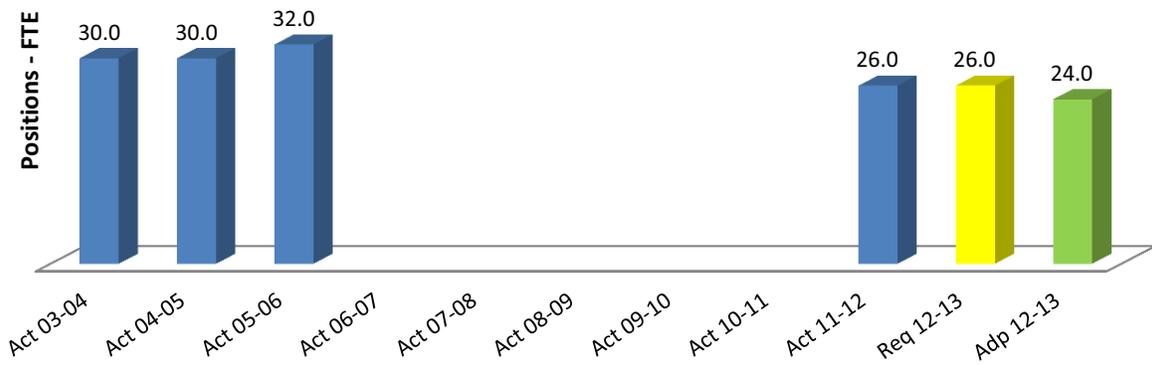
**BU: 7990000 General Services-Parking Enterprise**

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<i>Program No. and Title:</i>	<b><u>001 Parking Operations</u></b>											
	2,816,263	0	0	0	0	0	0	2,816,263	0	0	7.0	0
<i>Program Type:</i>	Self-Supporting											
<i>Countywide Priority:</i>	5 -- General Government											
<i>Strategic Objective:</i>	EG -- Promote a healthy and growing regional economy and county revenue base through business growth and workforce employability											
<i>Program Description:</i>	Provides for debt service requirement for the Parking Garage Provide parking services for the Courts, the County and the public at county facilities throughout the county.											
<b>FUNDED</b>												
	2,816,263	0	0	0	0	0	0	2,816,263	0	0	7.0	0

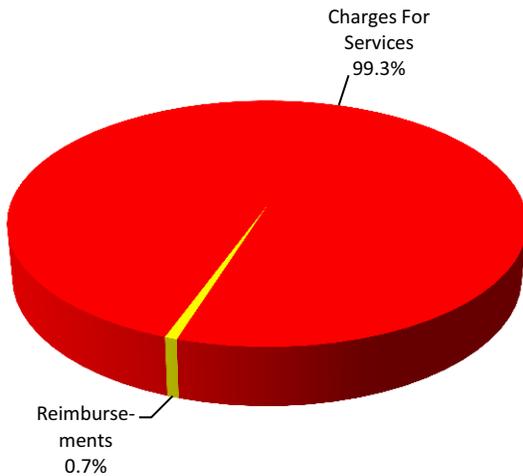
### DEPARTMENTAL STRUCTURE



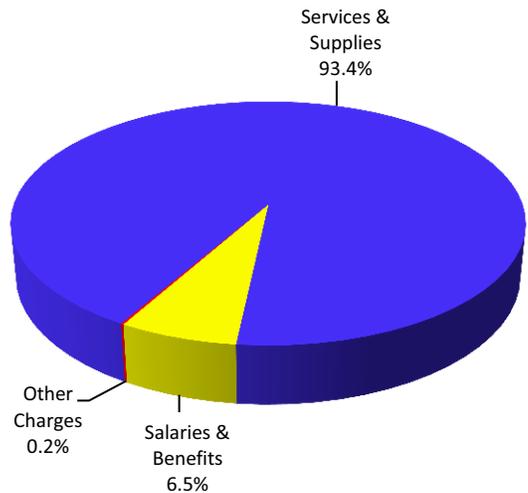
### Staffing Trend



### Financing Sources



### Financing Uses



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	43,342,465	45,205,567	43,556,479	43,556,479
Total Financing	-	43,193,029	45,123,223	43,556,479	43,556,479
Net Cost	-	149,436	82,344	-	-
Positions	0.0	26.0	26.0	24.0	24.0

**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 2011-12:**

- Acquired possession of necessary real property interests for Sacramento Department of Transportation’s (SacDOT’s) State Route (SR) 99 at Elverta Road Interchange Project. Caltrans approved Right of Way Certification on February 10, 2012. California Transportation Commission subsequently awarded \$23.0 million in SR 99 Program Proposition 1B funds.

**SIGNIFICANT DEVELOPMENTS DURING 2010-11 (CONT.):**

- Acquired possession of necessary real property interests for SacDOT's Watt Avenue/U.S. Route 50 Interchange Modification Project. Caltrans approved Right of Way Certification on April 9, 2012. California Transportation Commission subsequently awarded \$17.0 million dollars in Proposition 1B funds.
- Terminated and closed three leased locations, and was responsible for 22 lease transactions including two new Probation Department leased locations; and provided property management services for 89 facilities totaling 1.85 million square feet.
- Completed 28 contracts: 15 for various Asset Management projects including wireless telecommunication permits/amendments, fee and easement conveyances, surplus property sales, property acquisitions, licenses and leases and 13 for SacDOT acquisitions, including four Resolutions of Necessity, for various roadway expansions and improvement projects.
- Initiated and completed three wireless telecommunication permit agreements/amendments and three Permit-To-Enter agreements for County and District properties, which will potentially provide approximately \$3.44 million in revenue over the life of the agreements.
- Completed Operations and Use Agreement and conveyance of light rail easements, Temporary Construction Easement and fee property rights as well as issuance of three Permits to Enter on five parcels within Sacramento Regional Water Treatment Plant bufferlands from Sacramento Regional County Sanitation District to Sacramento Regional Transit for their South Sacramento Corridor Light Rail Project.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Implement preparation of in-house property appraisals for partial or easement acquisitions.
- Absorb annual salary step increases and other unavoidable costs increases in services and supplies accounts.

**STAFFING LEVEL CHANGES FOR 2012-13:**

- The following position was deleted by the Board of Supervisors during the Proposed Budget Hearings: 1.0 Real Estate Program Manager.
- The following position was deleted during Adopted Budget Hearings: 1.0 Account Clerk II.

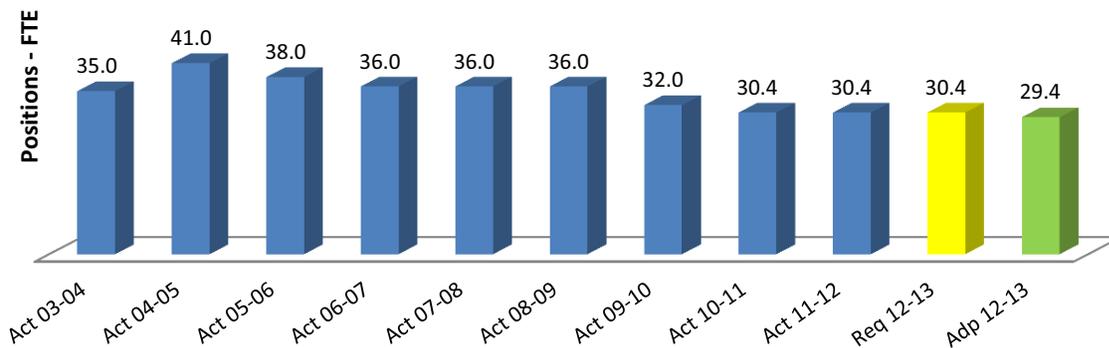
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title Service Activity Budget Unit		035K - REAL ESTATE-GS Real Estate 7007030		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ -	\$ 43,183,850	\$ 45,123,223	\$ 43,556,479	\$ 43,556,479	
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ 43,183,850</b>	<b>\$ 45,123,223</b>	<b>\$ 43,556,479</b>	<b>\$ 43,556,479</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ -	\$ 2,916,786	\$ 2,988,035	\$ 2,835,884	\$ 2,835,884	
Services & Supplies	-	39,769,882	41,509,816	40,039,397	40,039,397	
Other Charges	-	123,999	123,999	44,417	44,417	
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ 42,810,667</b>	<b>\$ 44,621,850</b>	<b>\$ 42,919,698</b>	<b>\$ 42,919,698</b>	
<b>Operating Income (Loss)</b>	<b>\$ -</b>	<b>\$ 373,183</b>	<b>\$ 501,373</b>	<b>\$ 636,781</b>	<b>\$ 636,781</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 5,537	\$ -	\$ -	\$ -	
Other Revenues	-	3,642	-	-	-	
Debt Retirement	-	(21,941)	(30,316)	(17,000)	(17,000)	
Interest Expense	-	-	-	(5,300)	(5,300)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ -</b>	<b>\$ (12,762)</b>	<b>\$ (30,316)</b>	<b>\$ (22,300)</b>	<b>\$ (22,300)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ -</b>	<b>\$ 360,421</b>	<b>\$ 471,057</b>	<b>\$ 614,481</b>	<b>\$ 614,481</b>	
Intrafund Charges	-	758,868	822,953	910,631	910,631	
Intrafund Reimb	-	(249,011)	(269,552)	(296,150)	(296,150)	
<b>Change In Net Assets</b>	<b>\$ -</b>	<b>\$ (149,436)</b>	<b>\$ (82,344)</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	-	1,728,710	1,728,710	1,620,474	1,620,474	
Equity and Other Account Adjustments	1,728,710	41,200	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 1,728,710</b>	<b>\$ 1,620,474</b>	<b>\$ 1,646,366</b>	<b>\$ 1,620,474</b>	<b>\$ 1,620,474</b>	
<b>Positions</b>	<b>0.0</b>	<b>26.0</b>	<b>26.0</b>	<b>24.0</b>	<b>24.0</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

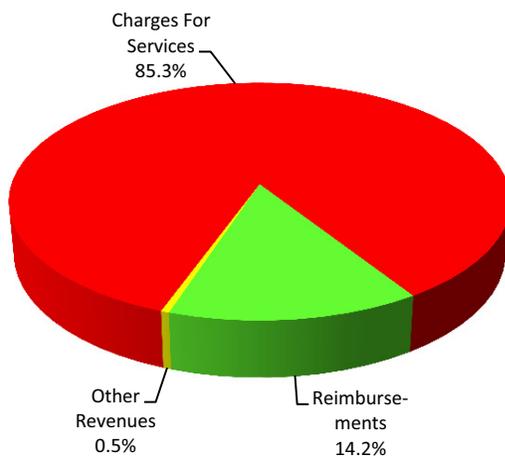
DEPARTMENTAL STRUCTURE



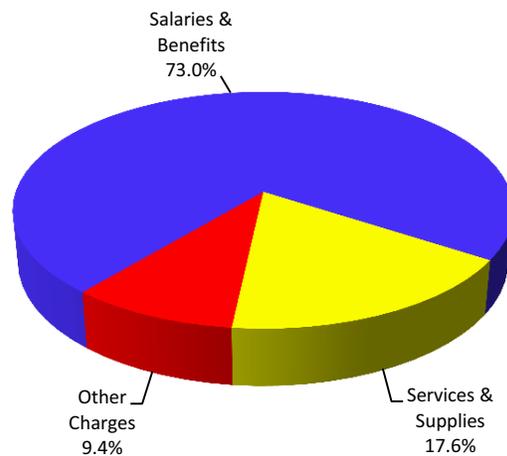
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	2,622,033	2,927,971	3,235,582	3,080,691	3,080,691
Total Financing	2,810,754	2,509,845	2,770,610	2,680,004	2,680,004
Net Cost	(188,721)	418,126	464,972	400,687	400,687
Positions	30.4	30.4	30.4	29.4	29.4

**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.
- Implement electronic surveillance methods to become more cost effective.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Continued patrols to vacant buildings created by the Department of Transportation Widening Projects.
- Refunded \$100,000 to various department operating funds due to efficiencies and savings during the fiscal year.
- Rebated \$389,971 in retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Complete Phase I of the Security Project.
- Installation of additional cameras.
- Rebate \$300,687 in retained earnings to customer departments.
- Absorb cost increases including annual salary step increases and other unavoidable cost increases in the services and supplies accounts.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Division is rebating \$300,687 of retained earnings to customer departments and appropriating \$100,000 of retained earnings for contingency spending.

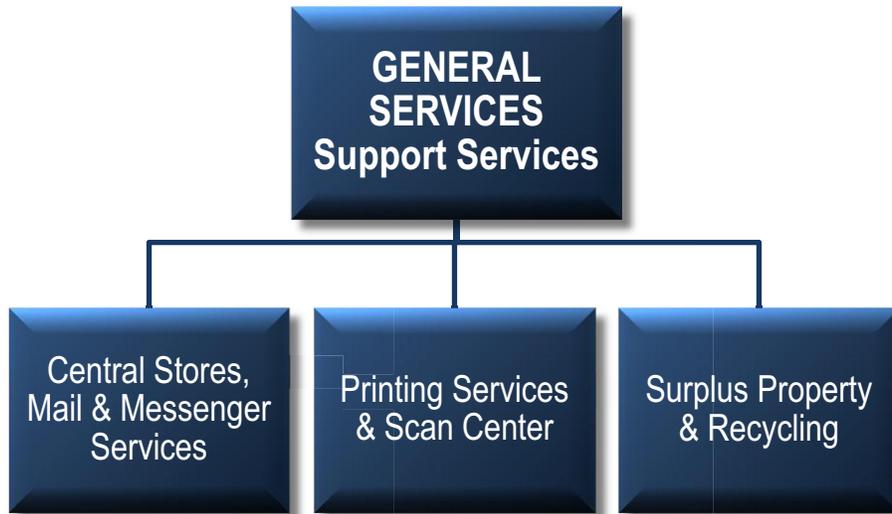
**STAFFING LEVEL CHANGES FOR 2012-13:**

- The following positions were deleted by the Board of Supervisors during the Budget Hearings:  
2.0 Building Security Attendant.
- The following position was added by the Board of Supervisors during the Budget Hearings: 1.0  
Building Security Attendant Supervisor.

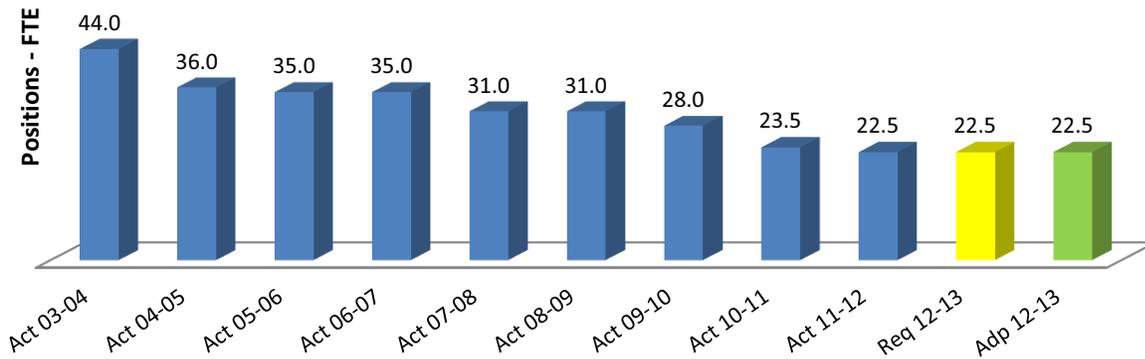
SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13				Schedule 10
		Fund Title   035F - BUILDING MAINT AND Service Activity   Security Services Budget Unit   7450000				
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 2,810,753	\$ 2,493,634	\$ 2,770,610	\$ 2,665,409	\$ 2,665,409	
<b>Total Operating Revenues</b>	<b>\$ 2,810,753</b>	<b>\$ 2,493,634</b>	<b>\$ 2,770,610</b>	<b>\$ 2,665,409</b>	<b>\$ 2,665,409</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 2,507,956	\$ 2,369,133	\$ 2,654,138	\$ 2,573,341	\$ 2,573,341	
Services & Supplies	168,990	269,851	330,239	338,106	338,106	
Other Charges	77,069	53,027	53,027	30,179	30,179	
<b>Total Operating Expenses</b>	<b>\$ 2,754,015</b>	<b>\$ 2,692,011</b>	<b>\$ 3,037,404</b>	<b>\$ 2,941,626</b>	<b>\$ 2,941,626</b>	
<b>Operating Income (Loss)</b>	<b>\$ 56,738</b>	<b>\$ (198,377)</b>	<b>\$ (266,794)</b>	<b>\$ (276,217)</b>	<b>\$ (276,217)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 16,211	\$ -	\$ 14,595	\$ 14,595	
Other Revenues	1	-	-	-	-	
Residual Eq Trn Out	-	(389,971)	(389,972)	(300,687)	(300,687)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1</b>	<b>\$ (373,760)</b>	<b>\$ (389,972)</b>	<b>\$ (286,092)</b>	<b>\$ (286,092)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 56,739</b>	<b>\$ (572,137)</b>	<b>\$ (656,766)</b>	<b>\$ (562,309)</b>	<b>\$ (562,309)</b>	
Intrafund Charges	214,111	235,267	254,915	282,207	282,207	
Intrafund Reimb	(346,093)	(389,278)	(446,709)	(443,829)	(443,829)	
<b>Change In Net Assets</b>	<b>\$ 188,721</b>	<b>\$ (418,126)</b>	<b>\$ (464,972)</b>	<b>\$ (400,687)</b>	<b>\$ (400,687)</b>	
Net Assets - Beginning Balance	1,283,809	1,458,484	1,458,484	1,067,601	1,067,601	
Equity and Other Account Adjustments	(14,046)	27,243	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 1,458,484</b>	<b>\$ 1,067,601</b>	<b>\$ 993,512</b>	<b>\$ 666,914</b>	<b>\$ 666,914</b>	
Positions	30.4	30.4	30.4	29.4	29.4	
					SCH 1, COL 4	
					SCH 1, COL 6	

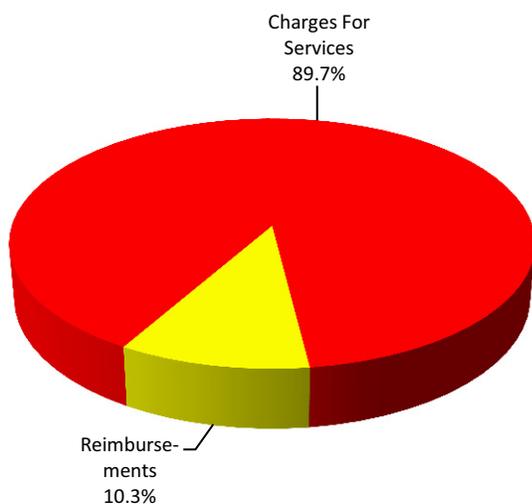
DEPARTMENTAL STRUCTURE



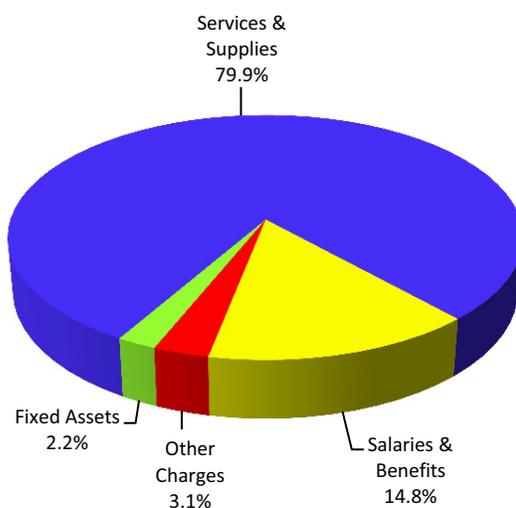
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
<b>Classification</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2011-12 Adopted</b>	<b>2012-13 Recommend</b>	<b>2012-13 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	7,893,281	7,232,728	10,918,845	10,294,161	10,294,161
Total Financing	7,837,489	7,559,887	10,918,845	10,044,161	10,044,161
<b>Net Cost</b>	<b>55,792</b>	<b>(327,159)</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>
<b>Positions</b>	<b>23.5</b>	<b>22.5</b>	<b>23.5</b>	<b>22.5</b>	<b>22.5</b>

**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 the Support Services Division and to the benefits of accessing services.
- Continue to seek new scan and print business.
- Maintain 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 2011-12:**

- Continued imaging Department of Human Assistance (DHA) case files.
- Absorbed 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.
- Purchased and replaced mail machines, color copier and platemaker with updated and more efficient pieces of equipment.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Continue to work on imaging DHA case files until project is completed.
- Absorb cost of increases including annual salary step increases and other unavoidable cost increases in the services and supplies accounts.
- Rebate \$50,000 from Warehouse and \$200,000 from the Surplus unit in retained earnings to customer departments.
- Prepare to close stores operation June 30, 2013 and prepare the warehouse for increased storage capacity of departmental records.

**RETAINED EARNINGS CHANGES FOR 2012-13:**

The Division is rebating \$250,000 of retained earnings to customer departments.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title Service Activity Budget Unit		035J - SUPPORT SERVICES-GS Support Services 7700000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 7,832,766	\$ 7,515,648	\$ 10,858,845	\$ 10,044,161	\$ 10,044,161	
<b>Total Operating Revenues</b>	<b>\$ 7,832,766</b>	<b>\$ 7,515,648</b>	<b>\$ 10,858,845</b>	<b>\$ 10,044,161</b>	<b>\$ 10,044,161</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 1,762,074	\$ 1,567,314	\$ 1,832,112	\$ 1,698,373	\$ 1,698,373	
Services & Supplies	760,564	971,231	1,043,547	1,053,305	1,053,305	
Other Charges	65,031	40,991	41,991	23,335	23,335	
Depreciation	26,361	21,301	50,166	77,000	77,000	
<b>Total Operating Expenses</b>	<b>\$ 2,614,030</b>	<b>\$ 2,600,837</b>	<b>\$ 2,967,816</b>	<b>\$ 2,852,013</b>	<b>\$ 2,852,013</b>	
<b>Operating Income (Loss)</b>	<b>\$ 5,218,736</b>	<b>\$ 4,914,811</b>	<b>\$ 7,891,029</b>	<b>\$ 7,192,148</b>	<b>\$ 7,192,148</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 44,224	\$ -	\$ -	\$ -	
Other Revenues	4,723	15	60,000	-	-	
Cost of Goods Sold	(4,976,702)	(4,283,278)	(7,424,424)	(6,700,000)	(6,700,000)	
Residual Eq Trn Out	-	-	-	(250,000)	(250,000)	
Equipment	-	(175,504)	(310,000)	(250,000)	(250,000)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (4,971,979)</b>	<b>\$ (4,414,543)</b>	<b>\$ (7,674,424)</b>	<b>\$ (7,200,000)</b>	<b>\$ (7,200,000)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 246,757</b>	<b>\$ 500,268</b>	<b>\$ 216,605</b>	<b>\$ (7,852)</b>	<b>\$ (7,852)</b>	
Intrafund Charges	1,329,912	1,190,347	1,618,174	1,398,069	1,398,069	
Intrafund Reimb	(1,027,363)	(1,017,238)	(1,401,569)	(1,155,921)	(1,155,921)	
<b>Change In Net Assets</b>	<b>\$ (55,792)</b>	<b>\$ 327,159</b>	<b>\$ -</b>	<b>\$ (250,000)</b>	<b>\$ (250,000)</b>	
Net Assets - Beginning Balance	1,275,146	952,049	952,049	1,666,927	1,666,927	
Equity and Other Account Adjustments	(267,305)	387,719	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 952,049</b>	<b>\$ 1,666,927</b>	<b>\$ 952,049</b>	<b>\$ 1,416,927</b>	<b>\$ 1,416,927</b>	
<b>Positions</b>	<b>23.5</b>	<b>22.5</b>	<b>23.5</b>	<b>22.5</b>	<b>22.5</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	16,895,844	19,086,223	17,090,876	18,075,696	18,075,696
Total Financing	16,779,312	16,860,291	17,090,876	18,075,696	18,075,696
Net Cost	116,532	2,225,932	-	-	-

**PROGRAM DESCRIPTION:**

- Liability Insurance** – Sacramento County is self-insured for Liability Insurance claims. The County also purchases excess Liability Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverages including property, boiler and machinery, aircraft, airport operations and pollution liability. The Liability Insurance program is administered by the Risk Management Office in the Department of Personnel Services. The mission of the Liability Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims. The costs of the Liability Insurance program are allocated to County departments based on 70 percent seven-year claims history and 30 percent full-time equivalent (FTE) positions.
- Property Insurance** – The Risk Management Office purchases a property insurance policy for County-owned property and administers all claims against the policy. The costs of Property Insurance for County-owned properties where the properties/facilities are 100 percent administered and/or occupied by a single department are allocated by the Department of Personnel Services to the respective department. Costs of Property Insurance for County-owned facilities occupied by multiple departments are allocated by the Office of Budget and Debt Management based on the percentage of total building square footage each department occupies. The costs of all Property Insurance are based on property value.

**MISSION:**

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

**GOALS:**

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

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Completed collaboration with the vendor of the Liability Database in order to provide end-user input on their new version of the database.
- Completed set up of Mandatory Medicare Set-Aside Reporting procedures.
- Completed initial development of Project Horizon early claims resolution process with Sheriff's Department, including presentation to Sheriff's Department field personnel.
- Completed second phase of Claims Trends project and presented Other Personal Injury Liability claims trends to the Board of Supervisors.
- Completed Sanitation Districts Agency (SDA) claims procedures and flowchart, including presentation to SDA Boards.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Develop and implement indemnification and insurance requirement updates to the County's Purchase Order form.
- Utilize Airports Liability insurer to conduct operational safety surveys at Airports locations.
- Develop information for Owner Controlled Insurance Program (OCIP) for the Sacramento County Regional Sanitation District (SRCSD) Advanced Water Treatment Project (AWTP) and conduct workshop with our broker and present to SRCSD staff.
- Conduct risk and insurance training workshops for County and SDA contracts' staff (as needed).
- Continue participation in the 12-month pilot stage of Project Horizon with Sheriff's Department and Inspector General, including participating in Sheriff's Department staff presentations.
- Continue process of scanning and electronic storage of Risk Management files.
- 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.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title Service Activity Budget Unit		037A - LIABILITY PROPERTY Liability/Property Insurance 3910000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 15,327,963	\$ 15,480,269	\$ 15,468,536	\$ 16,389,994	\$ 16,389,994	
Intergovernmental Revenues	38,530	-	-	-	-	
<b>Total Operating Revenues</b>	<b>\$ 15,366,493</b>	<b>\$ 15,480,269</b>	<b>\$ 15,468,536</b>	<b>\$ 16,389,994</b>	<b>\$ 16,389,994</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 16,836,093	\$ 19,055,490	\$ 17,060,143	\$ 18,004,788	\$ 18,004,788	
Other Charges	57,430	30,733	30,733	70,908	70,908	
<b>Total Operating Expenses</b>	<b>\$ 16,893,523</b>	<b>\$ 19,086,223</b>	<b>\$ 17,090,876</b>	<b>\$ 18,075,696</b>	<b>\$ 18,075,696</b>	
<b>Operating Income (Loss)</b>	<b>\$ (1,527,030)</b>	<b>\$ (3,605,954)</b>	<b>\$ (1,622,340)</b>	<b>\$ (1,685,702)</b>	<b>\$ (1,685,702)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 1,369,336	\$ 1,380,022	\$ 1,622,340	\$ 1,685,702	\$ 1,685,702	
Interest Income	43,483	-	-	-	-	
Debt Retirement	(2,321)	-	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,410,498</b>	<b>\$ 1,380,022</b>	<b>\$ 1,622,340</b>	<b>\$ 1,685,702</b>	<b>\$ 1,685,702</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (116,532)</b>	<b>\$ (2,225,932)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ (116,532)</b>	<b>\$ (2,225,932)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	(14,464,500)	(9,668,027)	(9,668,027)	(13,962,490)	(13,962,490)	
Equity and Other Account Adjustments	4,913,005	(2,068,531)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (9,668,027)</b>	<b>\$ (13,962,490)</b>	<b>\$ (9,668,027)</b>	<b>\$ (13,962,490)</b>	<b>\$ (13,962,490)</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

2012-13 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**

18,075,696	0	0	0	0	0	0	18,075,696	0	0	0.0	0
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Program Type: Mandated

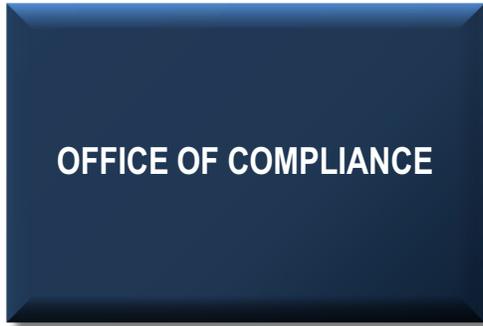
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: IS -- Internal Support

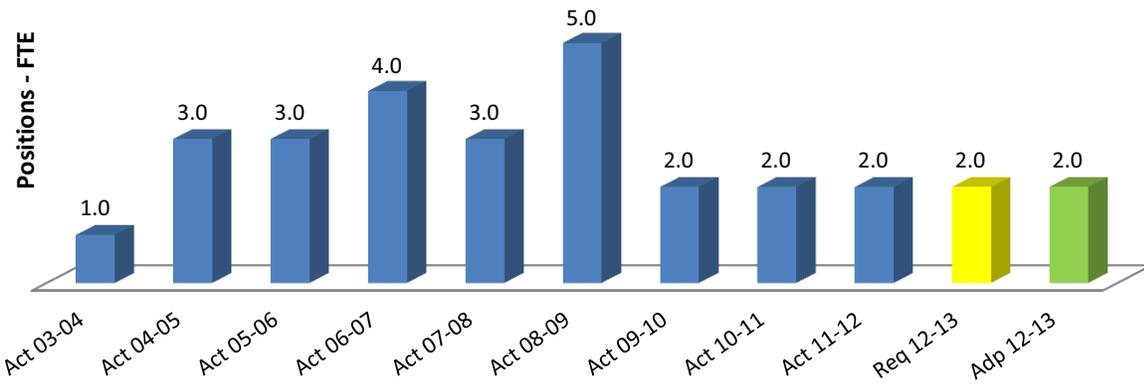
Program Description: Sacramento County is self-insured for all Liability Insurance claims.

<b>FUNDED</b>	18,075,696	0	0	0	0	0	18,075,696	0	0	0.0	0
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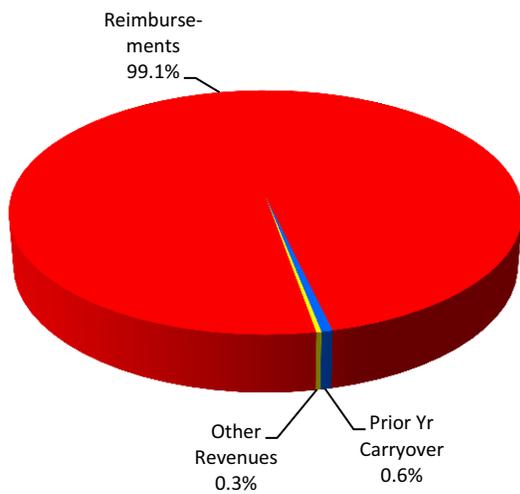
DEPARTMENTAL STRUCTURE



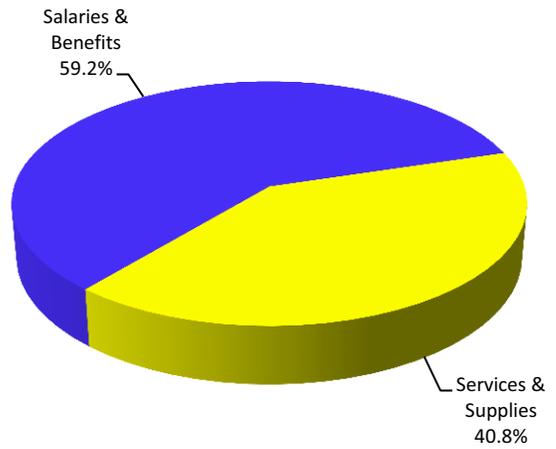
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	(1,516)	1,099	3,261	3,261	3,261
Total Financing	-	3,261	3,261	3,261	3,261
Net Cost	(1,516)	(2,162)	-	-	-
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 HIPAA and CFR 42 by maintaining a countywide process for receiving, documenting, tracking, investigating, and acting on all complaints.

**SIGNIFICANT DEVELOPMENTS DURING 2011-12:**

- Provided HIPAA Privacy and Security training or retraining to 326 workforce members.
- Assisted HIPAA covered departments with compliance matters where security issues involved sharing of protected client information and conducted 41 incident investigations.
- Conducted HIPAA site audits of 24 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: Apollo Laboratory Information System (LIMS) used by the Public Health Laboratory; the DMACS system used by the Department of Revenue Recovery; the Avatar system used by the Department of Behavioral Health Services; Practice Partners Application of the McKesson Electronic Health Record used by the DHHS Primary Health Clinics and the Public Health Chest Clinic.
- 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 FOR 2012-13:**

Pending changes to the Health Insurance Portability and Accountability Act from the federal Health Information Technology for Clinical Health (HITECH) 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 2012-13:**

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

PERFORMANCE MEASURES:

STRATEGIC PRIORITY: IS (Supports Public Health and Safety)						
STRATEGIC OBJECTIVES	OUTCOMES	PERFORMANCE MEASURES	Actual 2010/11	Target 2011/12	Actual 2011/12	Target 2012/13
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 %	93%	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.	% 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.	60% <sup>1</sup>	100%	90%	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%

The Office of Compliance protects and upholds the interests of the County and its citizens related to mandated requirements of the Federal Health Information Portability and Accountability Act (HIPAA), the Medicaid Managed Care Program Integrity Act (MMCPI), the Federal Fair and Accurate Credit Transaction Act (FACTA), and other applicable state and federal laws as assigned.

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

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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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	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ -	\$ 2,162	\$ 2,162	\$ 2,248	\$ 2,248
Residual Equity Transfer In	-	1,099	1,099	1,013	1,013
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 3,261</b>	<b>\$ 3,261</b>	<b>\$ 3,261</b>	<b>\$ 3,261</b>
Salaries & Benefits	\$ 211,432	\$ 179,561	\$ 211,700	\$ 212,236	\$ 212,236
Services & Supplies	60,605	53,246	116,915	109,841	109,841
Interfund Charges	623	16,652	16,652	7,826	7,826
Intrafund Charges	23,182	23,621	24,897	28,568	28,568
Intrafund Reimb	(297,358)	(271,981)	(366,903)	(355,210)	(355,210)
<b>Total Expenditures/Appropriations</b>	<b>\$ (1,516)</b>	<b>\$ 1,099</b>	<b>\$ 3,261</b>	<b>\$ 3,261</b>	<b>\$ 3,261</b>
<b>Net Cost</b>	<b>\$ (1,516)</b>	<b>\$ (2,162)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Positions	2.0	2.0	2.0	2.0	2.0

2012-13 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**

358,471	355,210	0	0	0	0	0	1,013	2,248	0	2.0	0
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*Program Type:* Mandated

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

*Strategic Objective:* IS -- Internal Support

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

<b>FUNDED</b>	358,471	355,210	0	0	0	0	1,013	2,248	0	2.0	0
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Summary					
Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	264,899	58,333	79,433	61,254	61,254
Total Financing	-	19,793	19,793	21,426	21,426
Net Cost	264,899	38,540	59,640	39,828	39,828

**PROGRAM DESCRIPTION:**

Independent oversight is an emerging concept for municipal government. When a heightened sense of concern for transparency and accountability dictates, ensuring that mechanisms are in place to provide for this level of review serves the public interest and exemplifies progressive governance. This is the primary role of the Sacramento County Office of Inspector General. The Inspector General independently reviews defined areas of interest and recommends ways to strengthen and improve services and standards of conduct in order to safeguard and strengthen the public trust through transparency and accountability.

**MISSION:**

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

**GOALS:**

The Office of Inspector General (OIG) will conduct fact finding, audits, and other inquiries pertaining to administrative or operational matters as deemed appropriate by the Board of Supervisors, County Executive, Sheriff, or concerned Department Head. Upon request the Inspector General may also:

- Accept complaints directly from or assist members of the public in filing complaints of misconduct involving county employees.
- Monitor and/or conduct fact finding pertaining to select allegations of employee misconduct.
- Audit investigations and conduct systemic reviews of the disciplinary system.
- Interview or re-interview complainants and witnesses to ensure that investigations are fair, unbiased, factually accurate and complete.
- Provide complainants with timely updates on the status of investigations, excluding disclosure of any information which is confidential or legally protected.
- Serve as a conduit to community leaders and the public to explain and clarify procedures and practices, and to mitigate and resolve disputes.
- Provide preemptive training in internal investigations and conflict resolution.

**SIGNIFICANT CHANGES FOR 2012-13:**

- The OIG’s county webpage will be redrafted to reflect scope of duties consistent with reduced allocated funding.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- The OIG’s function is now principally engaged in: Ongoing audits of the Sheriff’s s use of force review, officer-involved shootings review, and in-custody deaths. OIG services may now be engaged discretionarily at the behest of the County Executive to assist in various departments as the need arises.
- The OIG office, formerly at 520 9th Street, has been relocated to 799 G St.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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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	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ -	\$ 19,793	\$ 19,793	\$ 21,426	\$ 21,426
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 19,793</b>	<b>\$ 19,793</b>	<b>\$ 21,426</b>	<b>\$ 21,426</b>
Salaries & Benefits	\$ 2,066	\$ 717	\$ 725	\$ 1,000	\$ 1,000
Services & Supplies	262,833	57,616	78,708	60,254	60,254
<b>Total Expenditures/Appropriations</b>	<b>\$ 264,899</b>	<b>\$ 58,333</b>	<b>\$ 79,433</b>	<b>\$ 61,254</b>	<b>\$ 61,254</b>
<b>Net Cost</b>	<b>\$ 264,899</b>	<b>\$ 38,540</b>	<b>\$ 59,640</b>	<b>\$ 39,828</b>	<b>\$ 39,828</b>

2012-13 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

61,254	0	0	0	0	0	0	0	21,426	39,828	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

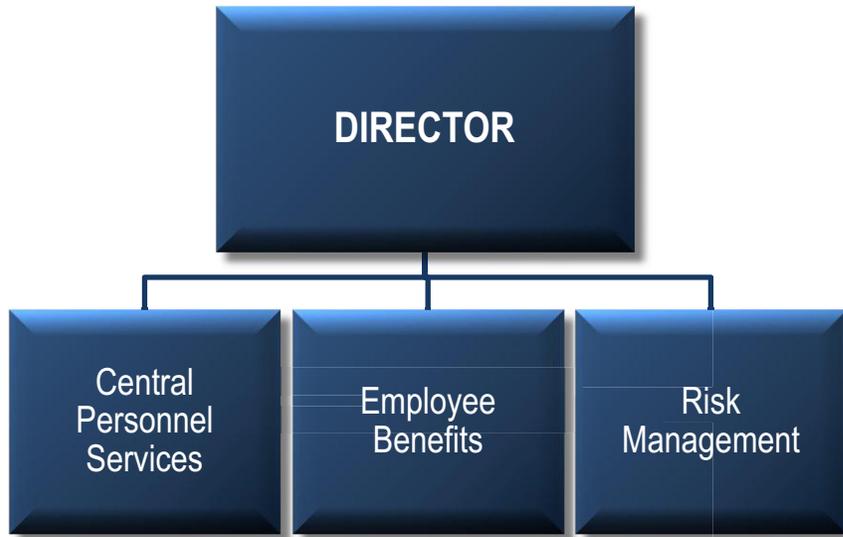
Strategic Objective: IS -- Internal Support

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

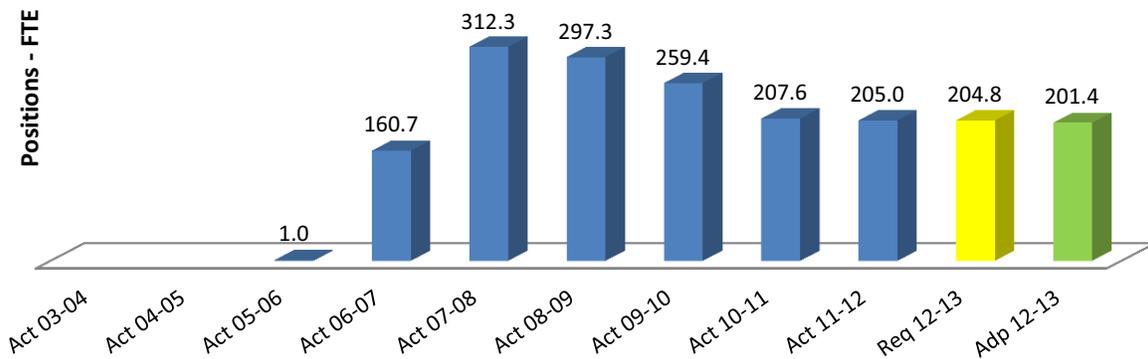
<b>FUNDED</b>	61,254	0	0	0	0	0	0	21,426	39,828	0.0	0
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### DEPARTMENTAL STRUCTURE

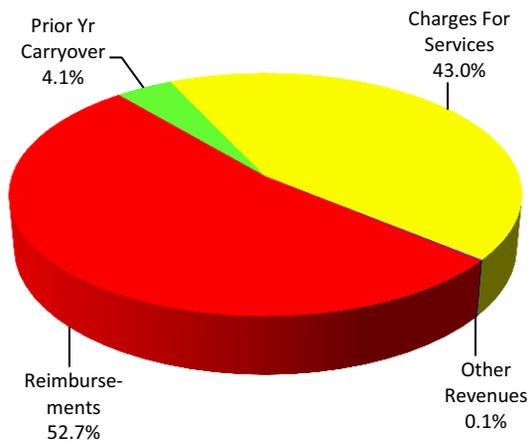
DAVID DEVINE, Director



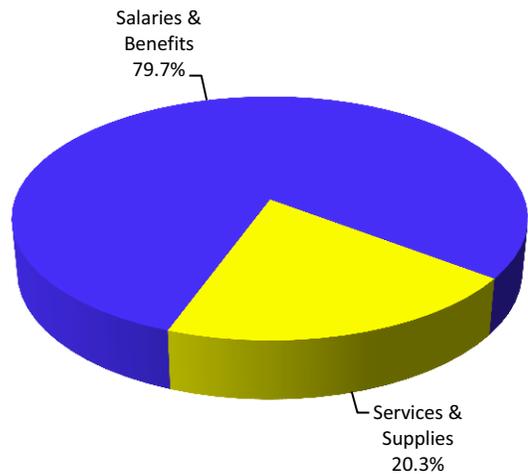
### Staffing Trend



### Financing Sources



### Financing Uses



**Summary**

<b>Classification</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2011-12 Adopted</b>	<b>2012-13 Recommend</b>	<b>2012-13 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	11,877,098	11,701,650	12,609,510	13,084,244	13,084,244
Total Financing	11,807,295	12,844,227	12,609,510	13,084,244	13,084,244
<b>Net Cost</b>	<b>69,803</b>	<b>(1,142,577)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Positions</b>	<b>207.6</b>	<b>205.0</b>	<b>205.0</b>	<b>201.4</b>	<b>201.4</b>

**PROGRAM DESCRIPTION:**

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

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- Managing 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.
- 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 2011-12:**

- Reviewed and updated the existing "New Employee Hire" process to reduce paper and automate as many existing processes as possible.
- Placed 72 percent of the employees eligible to use automated time sheet processing on the MySacCounty product (employee and manager self-service).
- Transitioned elected officials payroll process to COMPASS.
- Began the process of contracting out the Employee Health function, resulting in greater efficiencies and reduced costs.
- Developed requirements and evaluated vendors to potentially provide additional customer service classes.
- Explored usage of online resources and eLearning.

**SIGNIFICANT CHANGES FOR 2012-13:**

- Develop a career development plan for staff that includes a position rotation assignment to provide Department Services Division (DSD) employees with a greater job knowledge of County services and differing operational environments.
- Place remainder of employees eligible to use automated time sheet processing on the MySacCounty product (employee and manager self-service) for 100 percent automated time role processing.
- Analyze the remainder of special district payroll customers to determine feasibility of transitioning to COMPASS for payroll processing.
- Coordinate the transition of the County-wide employee Performance Evaluation system from Success Factors to the SAP Performance Appraisal tool.
- Explore the use of electronic signatures and document transmission in order to gain operational efficiencies and conserve resources.
- Continue to explore options for developing e-learning classes in concert with the Department of Technology.

**STAFFING LEVEL CHANGES FOR 2012-13:**

Administrative additions, deletions, and/or reclassifications resulting in a net 3.6 FTE reduction in positions consist of the following:

**Added Positions:**

Administrative Services Officer I Confidential .....	1.0
Human Resources Manager 3 .....	1.0
Personnel Technician .....	0.8
Senior Account Clerk Confidential .....	1.0
Senior Personnel Analyst .....	2.0
Senior Personnel Specialist.....	1.0
Workers Compensation Examiner .....	<u>1.0</u>
<b>Total</b>	<b>7.8</b>

**Deleted Positions:**

Account Clerk 3 Confidential .....	1.0
Accounting Manager .....	1.0
Administrative Services Officer I Confidential .....	0.8
Human Resources Manager2 .....	2.0
Office Specialist Level 2 Confidential .....	1.0
Personnel Specialist Level 2 .....	1.0
Personnel Technician .....	1.0
Physician 3 .....	1.0
Senior Personnel Analyst.....	1.6
Vocational Rehabilitation Counselor .....	<u>1.0</u>
<b>Total</b>	<b>11.4</b>

**PERFORMANCE MEASURES:**

<b>Employment Services</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	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	88.0%	85.0%	63.0%	75.0%
		Number of days required to generate eligibility lists from final filing date	19.0	15.0	25.0	20.0
		Number of exams administered	336 <sup>A</sup>	400	367 <sup>B</sup>	375 <sup>C</sup>
	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	26.6	24.0	26.6	24.0
		Number of days to complete SRA and position audits	4.9	5.0	3.1	5.0
		Number of days to complete internal and external salary studies	2.5	3.0	2.5	3.0
		Percent of class specifications updated/ maintained within last five years	24.6%	20.0%	16.0%	20.0%
		Percent of overall studies contracted out	0.0%	0.0%	5.0%	5.0%

<sup>A</sup> Does not include 267 reemployment lists generated.  
<sup>B</sup> Includes 9 executive recruitments.  
<sup>C</sup> Assumes filling of 2.0 vacant Personnel Technician positions.

**PERFORMANCE MEASURES (CONT.):**

<b>Leadership &amp; Organizational Development</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	Provide County employees the opportunity to pursue skills training and professional development in a continuous learning environment.	Number of separate class titles available	39	39	42	42
		Percent of County Supervision classes rated as 4.5 or higher	93%	95%	94%	95%
		Number of employees attending training courses through the Leadership & Organizational Development Office	4,175	4,000	4,581	4,000
		Number of employees completing online training provided by the Leadership & Organizational Development Office	PB	PB	3,688	4,000
		Percent of Leadership & Organizational Development training courses rated as 4.5 or better	94%	95%	94%	95%
		Decrease the percent rate of "no shows" in Leadership & Organizational Development training courses	11%	12%	8%	8%

**PERFORMANCE MEASURES (CONT.):**

<b>Department Services</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	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	1	1	31**	2
		Number of departments demonstrating an interest in using the MySacCounty product.	27	7*	5	2*
	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	95%	95%	97%	98%
	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	100%	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	0.95 days	0.60 days	0.55 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.	100%	100%	100%	100%

\*Covers all remaining County departments.

\*\*31 on-line training materials developed & delivered. 36 classes conducted.

**PERFORMANCE MEASURES (CONT.):**

<b>Department Services (continued)</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	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	13%	10%	2%	5%
	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	34 days	30 days	35 days	30 days
		Notice to Skelly hearing	22 days	20 days	12 days	10 days
		Skelly hearing to final order	21 days	20 days	22 days	20 days
	Reduce time to complete complaint/ investigation reports.	Date of receipt to assignment	PB	3 days	1 day	1 day
		Date of assignment to report completion	PB	90 days	60 days	90 days

**PERFORMANCE MEASURES (CONT.):**

<b>Employee Benefits</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	Administer negotiated benefits programs that are valued by employees and retirees.	Number of employees enrolled in medical plans	8,943	8,900	8,763	8,700
		Number of retirees enrolled in medical plans	4,212	4,200	4,087	3,500
		Flexible Spending Account total enrollment	833	850	728	750
		Percentage of employees using online enrollment services	99%	100%	100%	100%

<b>Deferred Compensation</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	Administer programs that help employees prepare financially for retirement.	Number of Deferred Compensation training classes presented	36	39	36	39
		Number of Deferred Compensation one-on-one meetings conducted	275	275	260	275
		Number of employees actively participating in the Deferred Compensation plan	6,608	6,500	6,457	6,484
		Percentage of employees actively participating in the Deferred Compensation plan	60%	60%	61%	61%

PERFORMANCE MEASURES (CONT.):

Disability Compliance						
STRATEGIC PRIORITY: Internal Services						
STRATEGIC OBJECTIVES	OUTPUTS/ OUTCOMES	PERFORMANCE MEASURES	ACTUAL 2010/11	TARGET 2011/12	ACTUAL 2011/12	TARGET 2012/13
	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	1.1	2.0	3.0	3.0
		Time required (in work days) to recommend effective and appropriate accommodation	14.6	18.0	13.0	14.0
		Average time (in work days) from initial request to recommendation of effective and appropriate accommodation	19.4	25.0	13.0	14.0
		Employees completing the ADA/FEHA process and, as a result, are recommended to apply for Disability Retirement.	PB	PB	41*	40

\*A new measurement tool has been added because many employees remain off work after completing our process, thereby holding onto their previous positions. By discussing Disability Retirement [DR] as an option during their last interactive meeting, these employees are able to separate from County service while they still have benefits, which allow them to complete the DR process.

PB indicates Pre-Baseline. The measure is new.

**PERFORMANCE MEASURES (CONT.):**

<b>Equal Employment Opportunity</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	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	72.0% ≤180 days	70.0% ≤90 days	55% ≤ 90 days	70% ≤ 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	78.0% by deadline	90.0% by deadline	80.0% by deadline	80.0% by deadline
		Prepare Workforce Statistics Reports for County departments 6 weeks prior to EEO Advisory Committee meeting dates	100.0% by deadline	100.0% by deadline	100% by deadline	100% by deadline
		Meet federally mandated EEO reporting requirements	100.0% by deadline	100.0% by deadline	100% by deadline	100% by deadline

**PERFORMANCE MEASURES (CONT.):**

<b>Risk &amp; Loss Control / County Safety Office</b>						
<b>STRATEGIC PRIORITY: Internal Services</b>						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	Ensure that the County's financial assets are well-managed.	Percent of department contracts reviewed to assure transfer of risk	100.0%	100.0%	100.0%	100.0%
		Number of Board requests for additional funds to cover claims	0	0	1	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 (IIPP) compliance	0*	8	0	8*
	Present department leadership with preventable employee injury /illness and liability loss statistics; present injury/illness and loss control prevention techniques that can result in cost savings.	Number of departments presented with specific injury/illness loss data and recommendations for improvement.	3	5	3	5

\*Organizational changes and employee moves have resulted in a delay of routine proactive IIPP inspections. Routine IIPP inspections should resume after operations normalize.

**PERFORMANCE MEASURES (CONT.):**

<b>Workers' Compensation</b>						
<b>STRATEGIC PRIORITY:</b> Internal Services						
<b>STRATEGIC OBJECTIVES</b>	<b>OUTPUTS/ OUTCOMES</b>	<b>PERFORMANCE MEASURES</b>	<b>ACTUAL 2010/11</b>	<b>TARGET 2011/12</b>	<b>ACTUAL 2011/12</b>	<b>TARGET 2012/13</b>
	Administer Workers' Compensation benefits in a timely and accurate manner.	Percent of benefits paid by deadlines	99.7%	100%	99.8%	100%
		Number of penalty payments for late benefits	123	0	69	0
	Ensure that Workers' Compensation staff receive state-mandated training.	Number of training hours	322	300	417	300
		Percent of staff successfully meeting mandated training requirements	100%	100%	100%	100%

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2012-13	<b>Schedule 9</b>
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Budget Unit      **6050000 - Personnel Services**  
 Function            **GENERAL**  
 Activity              **Personnel**  
 Fund                  **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ (103,466)	\$ (52,669)	\$ (52,669)	\$ 1,144,715	\$ 1,144,715
Intergovernmental Revenues	17,249	238,960	-	-	-
Charges for Services	11,790,870	12,613,419	12,624,805	11,903,124	11,903,124
Miscellaneous Revenues	102,642	7,143	-	-	-
Residual Equity Transfer In	-	37,374	37,374	36,405	36,405
<b>Total Revenue</b>	<b>\$ 11,807,295</b>	<b>\$ 12,844,227</b>	<b>\$ 12,609,510</b>	<b>\$ 13,084,244</b>	<b>\$ 13,084,244</b>
Salaries & Benefits	\$ 22,231,123	\$ 21,264,651	\$ 22,458,703	\$ 22,073,906	\$ 22,073,906
Services & Supplies	3,354,971	3,406,104	3,842,141	3,677,396	3,677,396
Improvements	(37)	(19)	-	-	-
Equipment	11,914	-	-	-	-
Interfund Charges	70,696	-	-	-	-
Intrafund Charges	1,710,147	1,743,312	1,775,937	1,929,042	1,929,042
Intrafund Reimb	(15,501,716)	(14,712,398)	(15,467,271)	(14,596,100)	(14,596,100)
<b>Total Expenditures/Appropriations</b>	<b>\$ 11,877,098</b>	<b>\$ 11,701,650</b>	<b>\$ 12,609,510</b>	<b>\$ 13,084,244</b>	<b>\$ 13,084,244</b>
<b>Net Cost</b>	<b>\$ 69,803</b>	<b>\$ (1,142,577)</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>
<b>Positions</b>	<b>207.6</b>	<b>205.0</b>	<b>205.0</b>	<b>201.4</b>	<b>201.4</b>

2012-13 PROGRAM INFORMATION

BU: 6050000 Personnel Services

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 DPS Administration</u></b>											
	1,291,180	929,152	0	0	0	0	0	211,994	0	150,034	5.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provides 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.											
<b>Program No. and Title:</b>	<b><u>002 Employment Services</u></b>											
	3,533,277	1,732,270	0	0	0	0	0	703,440	0	1,097,567	27.6	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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.											
<b>Program No. and Title:</b>	<b><u>003 Leadership &amp; Organizational Development</u></b>											
	785,963	474,025	0	0	0	0	0	311,938	0	0	6.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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.											
<b>Program No. and Title:</b>	<b><u>004 Department Services</u></b>											
	13,415,499	8,921,757	0	0	0	0	0	4,493,742	0	0	103.8	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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
<b>Program No. and Title: 005 Employee Benefits</b>												
	2,889,658	1,682,693	0	0	0	0	0	1,206,965	0	0	11.0	0
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> 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).												
<b>Program No. and Title: 006 Liability/Property Insurance Personnel</b>												
	621,758	0	0	0	0	0	0	621,758	0	0	5.1	0
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> Funds staffing for the Liability/Property Insurance program.												
<b>Program No. and Title: 007 Disability Compliance</b>												
	460,519	0	0	0	0	0	0	460,519	0	0	3.0	0
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> 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.												
<b>Program No. and Title: 008 Equal Employment Opportunity</b>												
	325,541	0	0	0	0	0	0	325,541	0	0	2.0	0
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> Provides Equal Employment recruiting and monitoring; 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.												
<b>Program No. and Title: 009 Safety Office</b>												
	1,209,050	856,203	0	0	0	0	0	352,847	0	0	7.9	0
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>010 Workers' Compensation Personnel</u></b>											
	3,147,899	0	0	0	0	0	0	3,250,785	0	-102,886	30.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Funds staffing for the Workers' Compensation Insurance program.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>011 Prior-Year Carryover</u></b>											
	0	0	0	0	0	0	0	0	1,144,715	-1,144,715	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Prior-Year Carryover											
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<b>FUNDED</b>	27,680,344	14,596,100	0	0	0	0	0	11,939,529	1,144,715	0	201.4	0

### Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,477,845	3,973,522	10,183,136	4,082,614	4,082,614
Total Financing	8,208,060	3,973,522	10,183,136	4,082,614	4,082,614
Net Cost	(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. The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claims payments and administration are allocated to County departments based on 90 percent five-year claims history and ten percent full-time equivalent (FTE) positions.

### MISSION:

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

### GOALS:

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

### SIGNIFICANT DEVELOPMENTS DURING 2011-12:

- Improved the percentage of claims disputed by the County receiving a favorable determination by the state Employment Development Department (EDD) from the Fiscal Year 2010-11 level of 95 percent to 97 percent.
- Reviewed and updated the Unemployment Insurance (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.
- Conducted one UI training workshop to the Department of Personnel Services, Department Services teams and two UI Supervisor Compliance Workshops to increase their understanding of the UI claim handling process and thereby increase efficiencies in the overall claim management process and reduce UI benefits per claim cost to the County.

### SIGNIFICANT CHANGES FOR 2012-13:

- Increase the percentage of claims disputed by the County receiving a favorable determination by EDD from the Fiscal Year 2011-12 level of 97 percent to 98 percent.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- Conduct a minimum of two UI training workshops to the DPS Department Services teams and two UI Supervisor Compliance Workshops to increase their understanding of the claim handling process and thereby increase efficiencies in the overall claim management process and reduce UI benefits per claim cost to the County.
- Update training materials for UI Supervisor Compliance Workshop and enhance the current 30 minute program to a two-hour interactive training session.
- Update the County policy and procedure related to the UI Program.

**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title Service Activity Budget Unit		040A - UNEMPLOYMENT INSURANCE Unemployment Insurance 3930000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 8,208,060	\$ 3,973,522	\$ 10,183,136	\$ 4,082,614	\$ 4,082,614	
<b>Total Operating Revenues</b>	<b>\$ 8,208,060</b>	<b>\$ 3,973,522</b>	<b>\$ 10,183,136</b>	<b>\$ 4,082,614</b>	<b>\$ 4,082,614</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 7,466,476	\$ 3,966,289	\$ 10,173,552	\$ 4,068,152	\$ 4,068,152	
Other Charges	10,978	7,233	9,584	14,462	14,462	
<b>Total Operating Expenses</b>	<b>\$ 7,477,454</b>	<b>\$ 3,973,522</b>	<b>\$ 10,183,136</b>	<b>\$ 4,082,614</b>	<b>\$ 4,082,614</b>	
<b>Operating Income (Loss)</b>	<b>\$ 730,606</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Debt Retirement	\$ (391)	\$ -	\$ -	\$ -	\$ -	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (391)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 730,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 730,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	-	730,215	730,215	731,913	731,913	
Equity and Other Account Adjustments	-	1,698	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 730,215</b>	<b>\$ 731,913</b>	<b>\$ 730,215</b>	<b>\$ 731,913</b>	<b>\$ 731,913</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

**2012-13 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**

4,082,614	0	0	0	0	0	0	4,082,614	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.

<b>FUNDED</b>	4,082,614	0	0	0	0	0	4,082,614	0	0	0.0	0
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## Summary

Classification	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommend	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	25,109,552	25,466,619	27,265,088	27,838,992	27,838,992
Total Financing	29,691,365	27,779,126	27,265,088	27,838,992	27,838,992
Net Cost	(4,581,813)	(2,312,507)	-	-	-

### PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Workers' Compensation Insurance claims; the County also purchases excess Workers' Compensation Insurance to cover claims above a self-insured retention of \$3.0 million. The Workers' Compensation Insurance program is administered by the Department of Personnel Services. The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses which occur on the job in an expeditious manner while protecting the interests of the County through application of good risk management and financial practices. The costs of Workers' Compensation Insurance claims payments and administration are allocated to County departments based on 70 percent five-year claims history and 30 percent estimated risk (calculated by weighted payroll).

### MISSION:

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

### GOALS:

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

### SIGNIFICANT DEVELOPMENTS DURING 2011-12:

- Implemented statutory and regulatory changes mandated by state Workers' Compensation law.
- 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.
- Settled the County's suit against Turbomecca for workers' compensation costs related to the 2005 helicopter crash.

### SIGNIFICANT CHANGES FOR 2012-13:

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Monitor and implement proposed Workers' Compensation reform.

**SIGNIFICANT CHANGES FOR 2012-13 (CONT.):**

- 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.

**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2012-13			Schedule 10	
		Fund Title		039A - WORKERS COMPENSATION		
		Service Activity		Workers' Compensation Insurance		
		Budget Unit		3900000		
Operating Detail	2010-11 Actual	2011-12 Actual	2011-12 Adopted	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 28,953,769	\$ 27,607,417	\$ 27,240,088	\$ 27,813,992	\$ 27,813,992	
Intergovernmental Revenues	67,361	(152,408)	-	-	-	
<b>Total Operating Revenues</b>	<b>\$ 29,021,130</b>	<b>\$ 27,455,009</b>	<b>\$ 27,240,088</b>	<b>\$ 27,813,992</b>	<b>\$ 27,813,992</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 24,952,034	\$ 25,281,236	\$ 27,090,330	\$ 27,508,808	\$ 27,508,808	
Other Charges	147,059	173,692	174,758	330,184	330,184	
Depreciation	-	1,063	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 25,099,093</b>	<b>\$ 25,455,991</b>	<b>\$ 27,265,088</b>	<b>\$ 27,838,992</b>	<b>\$ 27,838,992</b>	
<b>Operating Income (Loss)</b>	<b>\$ 3,922,037</b>	<b>\$ 1,999,018</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ -	\$ 141	\$ -	\$ -	\$ -	
Other Revenues	670,235	323,976	25,000	25,000	25,000	
Equipment	-	(10,628)	-	-	-	
Debt Retirement	(10,459)	-	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 659,776</b>	<b>\$ 313,489</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 4,581,813</b>	<b>\$ 2,312,507</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 4,581,813</b>	<b>\$ 2,312,507</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	(65,317,320)	(93,957,500)	(93,957,500)	(95,129,365)	(95,129,365)	
Equity and Other Account Adjustments	(33,221,993)	(3,484,372)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (93,957,500)</b>	<b>\$ (95,129,365)</b>	<b>\$ (93,957,500)</b>	<b>\$ (95,129,365)</b>	<b>\$ (95,129,365)</b>	
					SCH 1, COL 4	
					SCH 1, COL 6	

**2012-13 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**

27,838,992	0	0	0	0	0	0	27,838,992	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.

<b>FUNDED</b>	27,838,992	0	0	0	0	0	27,838,992	0	0	0.0	0
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