

# INTERNAL SERVICES

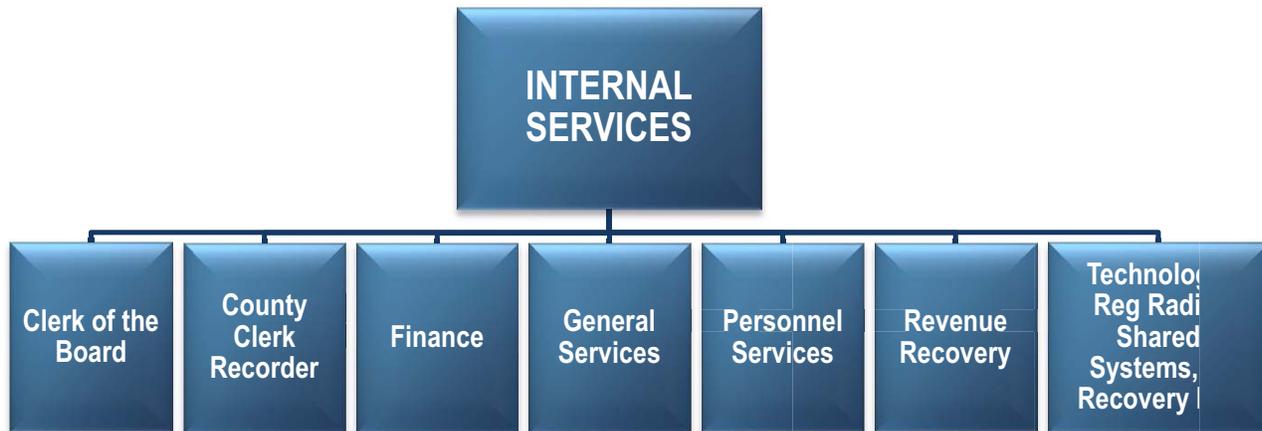
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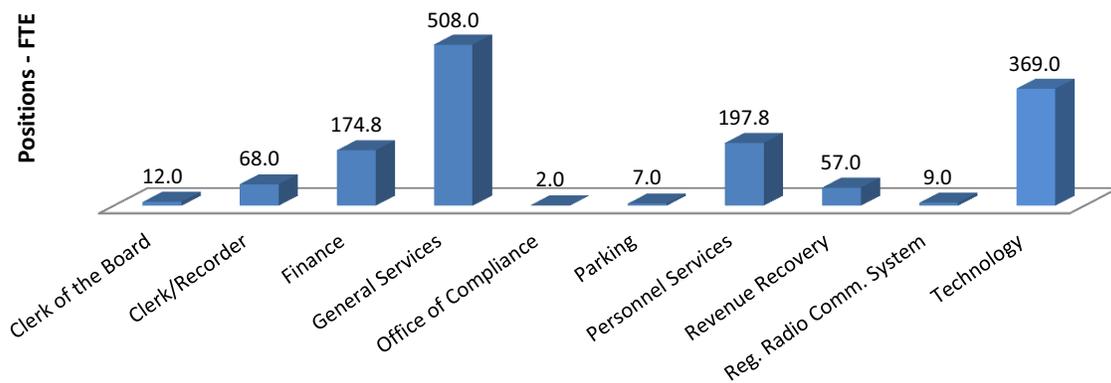
# INTRODUCTION

## SERVICES STRUCTURE

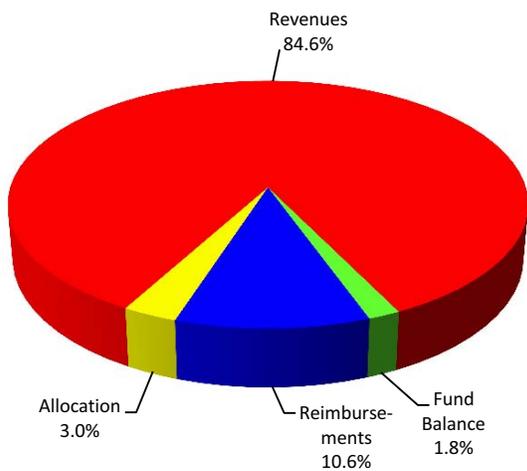
DAVID VILLANUEVA, Chief Deputy County Executive



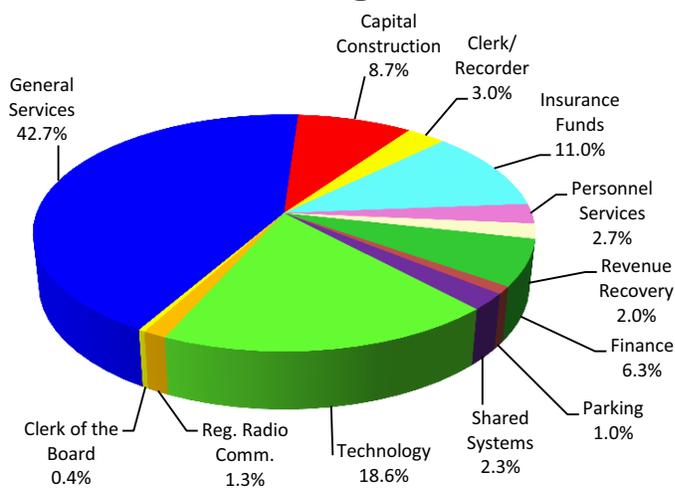
### Staffing Trend



### Financing Sources



### Financing Uses



# INTRODUCTION

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

## **Internal Services departments include:**

**Clerk of the Board** — The Clerk of the Board's Office provides clerical and administrative services for the Board of Supervisor's meetings along with the Assessment Appeals Boards, the Planning Commission, and other boards and commissions.

**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.

**Technology Cost Recovery Fee** — Fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA.

**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.

# INTRODUCTION

**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.

**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>Fund Center</b>	<b>Department</b>	<b>Requirements</b>	<b>Financing</b>	<b>Net Cost</b>	<b>Positions</b>
001A	4010000	Clerk of the Board	\$1,624,411	\$289,359	\$1,335,052	12.0
001A	3240000	County Clerk/Recorder	13,125,775	13,125,775	0	68.0
001A	5710000	Data Processing-Shared Systems	9,939,373	93,469	9,845,904	0.0
001A	3230000	Department of Finance	27,943,633	24,813,882	3,129,751	174.8
001A	6110000	Department of Revenue Recovery	8,990,213	8,990,213	0	57.0
001A	5740000	Office of Compliance	0	0	0	2.0
001A	5780000	Office of Inspector General	100,230	0	100,230	0.0
001A	6050000	Personnel Services	12,000,198	12,000,198	0	197.8
<b>GENERAL FUND TOTAL</b>			<b>\$73,723,833</b>	<b>\$59,312,896</b>	<b>\$14,410,937</b>	<b>511.6</b>
<b>General Services</b>						
034A	2070000	Capital Outlay	11,553,014	5,249,472	6,303,542	0.0
035A	7007900	Architectural Services	2,664,831	2,589,831	75,000	13.0
035B	7007200	Construction Management & Inspection	18,093,281	17,991,039	102,242	99.0
035C	7110000	Office of the Director	1,707,696	1,557,696	150,000	28.0
035F	7007410	Alarm Services	1,365,167	1,315,167	50,000	6.0
035F	7007440	Building Maintenance & Operations-Airport Building Maintenance & Operations-	6,868,893	6,818,893	50,000	37.0
035F	7007420	Bradshaw Building Maintenance & Operations-	14,252,837	13,502,837	750,000	83.0
035F	7007430	Downtown	8,292,104	7,592,104	700,000	52.0
035F	7007046	Energy Management	9,849,101	9,184,101	665,000	1.0
035F	7450000	Security Services	2,893,662	2,643,662	250,000	27.0
035H	7007063	Contract and Purchasing Services	2,262,190	2,162,190	100,000	17.0
035J	7700000	Support Services	7,867,705	7,617,705	250,000	19.0
035K	7007030	Real Estate	46,709,152	46,271,719	437,433	22.0
035L	7007500	Light Fleet	22,731,763	20,912,763	1,819,000	24.0
035M	7007600	Heavy Equipment	24,119,624	23,917,584	202,040	80.0
036A	7080000	Capital Outlay	7,222,263	6,817,279	404,984	0.0
<b>SUBTOTAL</b>			<b>\$188,453,283</b>	<b>\$176,144,042</b>	<b>\$12,309,241</b>	<b>508.0</b>
007A	3100000	Capital Construction	\$38,288,417	\$38,288,417	\$0	0.0
021D	2180000	Technology Cost Recovery Fee	\$1,424,460	\$1,424,460	0	0.0
031A	7600000	Department of Technology	82,043,758	82,043,758	0	369.0
037A	3910000	Liability/Property Insurance	19,882,676	19,882,676	0	0.0
039A	3900000	Workers' Compensation Insurance	27,142,688	27,142,688	0	0.0
040A	3930000	Unemployment Insurance	1,449,734	1,449,734	0	0.0
056A	7990000	Parking Enterprise	4,435,703	2,628,013	1,807,690	7.0
059A	7020000	Regional Radio Communications System	5,728,940	5,728,940	0	9.0
<b>GRAND TOTAL</b>			<b>\$442,573,492</b>	<b>\$414,045,624</b>	<b>\$28,527,868</b>	<b>1,404.6</b>

### Summary

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	27,957,336	26,873,914	39,253,228	38,288,417	38,288,417
Total Financing	29,374,837	34,963,935	39,253,228	38,288,417	38,288,417
Net Cost	(1,417,501)	(8,090,021)	-	-	-

### 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, the recommendations for 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 2014-15:

- Completed the remodel for the New 911 Communication Center at the Sheriff South Area Substation.
- Completed the Coroner Crime Lab Replace Chillers 1 and 2 project.
- Completed the Rio Cosumnes Correctional Center (RCCC) Replace Roof at the Roger Bauman Facility project.

### SIGNIFICANT CHANGES FOR 2015-16:

- Continue the RCCC Campus Expansion and Infrastructure project.
- Complete the Main Jail Water Booster Systems 1 and 2 project.
- Complete the Mental Health Treatment Center Complex Upgrade project.
- Complete the New Administration Building Upgrade Fire Alarm System project.

### FUND BALANCE CHANGES FOR 2014-15:

Fund balance increased by \$823,399 due to the policy change of reserving encumbrances and delays in starting construction projects in Fiscal Year 2014-15.

**SUPPLEMENTAL INFORMATION:**

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2015-16 is \$38,288,417. The Fiscal Year 2015-16 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:

SOURCE	AMOUNT
Available Fund Balance of Appropriation	\$8,090,019
Courthouse Temporary Construction Fund Revenues	1,300,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,800,000
Interest Income	2,500
County Facility Use Allowance	14,606,634
Vacancy Factor & Improvement Districts	836,441
Fixed Asset Acquisition Fund (FAAF)	3,500,000
Miscellaneous Revenues - Department Funded Projects	5,966,687
Energy Service Company (ESCO) Energy Savings Revenue	506,439
Revenue Leases	131,689
Americans with Disabilities Act (ADA) Certificate of Participation (COP funds)	30,000
California Energy Commission (CEC) Energy Savings Revenue	103,224
Tobacco Litigation Settlement (TLS) Funds	1,414,784
	<b>\$38,288,417</b>

- CCF has made significant contributions for debt service for General Fund departments in the Adopted Budget. Two large projects, the Main Jail – Replace Housing Cell Noise Level Monitoring System, and the Main Jail – Replace Roof project, have been phased to make these contributions.

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

**Fund Center 3103101-Bradshaw Complex — \$1,518,205**

- Bradshaw Parking Lot Maintenance — \$9,253
- ESCO Debt Service Payments — \$278,807
- Agricultural Commissioner Building – Replace Carpet — \$152,000
- Agricultural Commissioner Warehouse – Replace Roof — \$85,000
- Bradshaw District – Building Envelope Repair and Maintenance Operating Procedures Outline Sheet (OPOS) — \$5,000
- Fleet – Create Shop Space for Sheriff Vehicle Build Up — \$738,145
- General Services Warehouse – Outside Storage Enclosure — \$100,000
- Voter Registration and Elections – Replace Heating Ventilation and Air Conditioning (HVAC) Controls — \$150,000

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103102-Administration Center — \$6,320,037**

- Central Plant – Repair Cooling Towers — \$881,468
- Central Plant – Repair Underground Hot Water Lines — \$400,000
- Central Plant – Upgrade Chiller # 2 to a Variable Speed Drive — \$425,000
- Department of Transportation – Tenant Improvement Renovate Showers and Locker Room Areas — \$499,427
- Downtown District - Building Envelope Repair and Maintenance Operating Procedures Outline Sheet (OPOS) — \$5,000
- New Administration Building – 7th Floor Construct Glass Wall — \$5,760
- New Administration Building – 7th Floor Deterding Conference Room — \$86,800
- New Administration Building – ADA Signage Upgrade and Handrail Installation — \$120,000
- New Administration Building – Board of Supervisors Office Renovation – \$274,242
- New Administration Building – Refurbish and Update Board Of Supervisors' (BOS) Elevator Car — \$55,206
- New Administration Building – Replace All Elevator Controls and Freight Elevator — \$1,046,983
- New Administration Building – Re-seal North and South Plazas — \$73,749
- New Administration Building – Secure Ground Floor Parking — \$65,911
- New Administration Building – Security Mitigation Project — \$383,015
- New Administration Building – Upgrade Fire Alarm System — \$1,099,476
- Old Administration Building – Remodel Workstations — \$33,020
- Old Administration Building – Replace 28 Ton Chiller for AC 6 — \$131,380
- Old Administration Building – Upgrade Interior Lighting Technology — \$120,000
- Public Parking Garage – Repair Storm Pump Pit Liner — \$10,000
- Public Parking Garage – Repairs to Parking Garage — \$603,600

**Fund Center 3103108-Preliminary Planning — \$2,250,486**

- Administrative Costs for the Capital Construction Fund — \$921,704
- Allocated Cost — \$200,925
- Architectural Services Division — \$50,000
- Computer Aided Facility Management (CAFM) — \$50,000
- Facility Assessments — \$85,000
- Facility Condition and Assessment Report - \$750,000
- Job Order Contracting (JOC) — \$50,000
- Master Planning — \$125,000
- Miscellaneous Planning Costs — \$17,857

**SUPPLEMENTAL INFORMATION (CONT.):**

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) — \$263,400**

- John M. Price District Attorney Building – Facility Entrance Reception Security Upgrades — \$256,400
- John M. Price District Attorney Building – Replace Standby Generator and Automatic Transfer Switch — \$7,000

**Fund Center 3103110 – Maintenance Yard — \$123,108**

- Department of Transportation – Ice Machine Shed — \$108,108
- Department of Transportation – Emergency Egress Lighting — \$15,000

**Fund Center 3103111 – Miscellaneous Alterations and Improvements — \$2,708,129**

- Accounting Services — \$66,000
- Countywide Retrofit of Exterior Lighting — \$300,000
- Downtown Buildings Miscellaneous Charges — \$25,000
- Improvement Districts — \$118,292
- Miscellaneous minor building and emergency projects — \$370,435
- Modular Furniture Inventory Charges — \$20,000
- Ongoing testing of County-owned underground tanks required by State law — \$50,000
- Real Estate services to CCF for miscellaneous vacant county-owned land — \$50,000
- Scope and Estimate — \$30,000
- Survey and remedial work associated with asbestos in county facilities — \$50,000
- Twitchell Island Radio Communication Facility – New Facility — \$859,949
- Vacant Space Allocation — \$718,453  
(CCF is charged for vacant County-owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects — \$50,000

**Fund Center 3103112 – Bradshaw Administration Building (OB #3) — \$471,000**

- Office Building 3 (OB3) – Upgrade Elevators — \$471,000

**Fund Center 3103113 – Clerk-Recorder Building — \$5,000**

- Miscellaneous Alterations — \$5,000

**Fund Center 3103114 – 799 G Street Building — \$115,000**

- Department of Technology Building – Replace Battery Condition Monitor for Uninterruptible Power Supply (UPS) System — \$75,000
- Department of Technology Building – Replace Sewage Sump Tanks — \$40,000

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103115 – Animal Care Facility — \$103,000**

- Animal Care Facility – Expand Kennel Runs — \$98,000
- Miscellaneous Alterations — \$5,000

**Fund Center 3103124 – General Services Facility — \$282,000**

- General Services Facility – Additional Cooling for Information Technology (IT) Computer Room — \$282,000

**Fund Center 3103125 – B.T. Collins Juvenile Center — \$286,508**

- Juvenile Hall – Personal Alarm System Additions — \$51,596
- Morgan Alternative Center – Tenant Improvement — \$234,912

**Fund Center 3103126-Warren E. Thornton Youth Center — \$381,510**

- Warren E Thornton Youth Center – Facility Renovation — \$381,510

**Fund Center 3103127 – Boys Ranch — \$0**

- No appropriation at this time.

**Fund Center 3103128 – Rio Cosumnes Correctional Center (RCCC) — \$6,179,104**

- CEC Energy Retrofit Debt Service — \$103,225
- Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements — \$3,500,000
- RCCC – Connect Main Kitchen to Generator Power — \$48,000
- RCCC – Emergency Repairs to Correct Collapsing Plumbing Vent Piping — \$48,046
- RCCC – Modernize Flush Valves — \$100,000
- RCCC – Replace (2) Combi Ovens — \$80,000
- RCCC – Replace Braising Pan — \$25,000
- RCCC – Replace Dough Divider — \$55,000
- RCCC – Replace Laundry Dryer — \$25,000
- RCCC – Replace Pyrotronics Fire Alarm System, Phase II — \$160,000
- RCCC – Replace Steam Kettles — \$40,000
- RCCC – Replace Intercom System at the Chris Boone (CBF) and Stuart Baird Facilities (SBF) — \$498,119
- RCCC – Replace Security Controls at the CBF and SBF — \$1,391,714
- RCCC – Sandra Larson Facility (SLF) Replace Roof — \$80,000
- RCCC – Upgrade Campus HVAC Controls — \$25,000

**Fund Center 3103130 – Work Release Facility — \$325,000**

- Work Release – Replace Balance of Roof Top HVAC Units — \$100,000
- Work Release – Replace Freezer Floor and Cooler Box — \$200,000
- Work Release – Upgrade HVAC System to Centralized Chiller/Boiler and Air handler System — \$25,000

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103131 – Sheriff's Administration Building — \$375,734**

- Sheriff's Administration Building – Replace Doors Room 401— \$20,000
- Sheriff's Administration Building – Replace Fire Alarm System — \$233,734
- Sheriff's Administration Building – Upgrade Interior Lighting — \$120,000
- Sheriff's Administration Building – Replace Emergency Generator and Automatic Transfer Switch — \$2,000

**Fund Center 3103132 – Lorenzo E. Patino Hall of Justice — \$7,296,029**

- Main Jail – 2 East Bunk Beds Medical Area — \$20,854
- Main Jail – 2nd Floor Briefing Room Partition Wall — \$146,114
- Main Jail – East Sewer Ejection System Replacement — \$175,000
- Main Jail – Evaluate Repair / Replace Roof Top Solar Hot Water Panels and or System — \$20,000
- Main Jail – Evaluate Walk-In Refrigeration Systems for Replacement — \$10,000
- Main Jail – Inmate Shower Repair — \$800,000
- Main Jail – Modernize Flush Valves — \$415,000
- Main Jail – Rebuild 24 Security Slider Doors — \$10,000
- Main Jail – Replace Diesel Fire Pump — \$339,932
- Main Jail – Replace Housing Cell Noise Level Monitoring System — \$2,810,105
- Main Jail – Replace Roof — \$1,033,744
- Main Jail – Replace Water Heater — \$100,000
- Main Jail – Resurface Outdoor Recreation Areas — \$503,558
- Main Jail – Restore Artwork in Main Lobby — \$15,000
- Main Jail – Return Air Plenum Moisture Evaluation — \$39,880
- Main Jail – Water Booster System 1 and 2 Replacement — \$681,842
- Main Jail – West Sewer Ejection System Replacement — \$175,000

**Fund Center 3103133 – Sheriff's North Area Substation — \$5,000**

- Miscellaneous Alterations — \$5,000

**Fund Center 3103134 – Sheriff's South Area Substation — \$363,000**

- Sheriff's South Area Substation – Lactation Room and Tenant Improvement – \$215,000
- Sheriff's South Area Substation – Remodel for New 911 Communication Center – \$125,000
- Sheriff's South Area Substation – Server Room Additional Cooling – \$18,000
- Sheriff's South Area Substation – Miscellaneous Alterations – \$5,000

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103137 – Coroner/Crime Laboratory — \$1,207,525**

- Coroner Crime Laboratory – HVAC Controls Direct Digital Controls (DDC) Upgrade — \$98,339
- Coroner Crime Laboratory – Parking Lot Trip Hazards — \$25,000
- Coroner Crime Laboratory – Redesign Morgue Refrigeration System — \$396,271
- Coroner Crime Laboratory – Repair Vent Piping — \$45,000
- Coroner Crime Laboratory – Replace Concrete Floor Covering— \$442,915
- Coroner Crime Laboratory – Replace Roof — \$200,000

**Fund Center 3103160 – Sacramento Mental Health Facility — \$943,075**

- ESCO Debt Service — \$314,974
- Mental Health Treatment Center – Complex Upgrade — \$591,101
- Mental Health Treatment Center #45 – Replace Roof — \$30,000
- Mental Health Treatment Center – Miscellaneous Alterations — \$7,000

**Fund Center 3103162 – Primary Care Center — \$250,000**

- Paul F. Hom M.D. Primary Care Facility – Replace Flooring in Various Areas — \$250,000

**Fund Center 3103198-Financing – Transfers/Reimbursements — \$4,422,218**

- CCF Part of Juvenile Courthouse Debt Service — \$1,300,000
- CCF One Time Debt Service for Main Jail — \$1,939,857
- CCF One Time Debt Service for Animal Care — \$828,232
- CCF Debt Service for ADA Projects — \$336,442
- CCF Debt Service for 799 G Street (Sac Metro Cable Commission Lease) — \$17,687

**Fund Center 3103199-Ecology Lane — \$95,000**

- Ecology Lane Building – Replace Boiler — \$90,000
- Miscellaneous Alterations — \$5,000

**Fund Center 3106382 – Libraries — \$1,999,349**

- Orangevale Library – New Facility — \$739,358
- Fair Oaks Library – ADA Upgrades — \$160,000
- Rancho Cordova Library – Replace Metal and Single ply and Roof Drain System — \$599,348
- Southgate Library – Replace Chiller — \$123,000
- Sylvan Oaks Library – Glulam Beam Fascia Boards — \$202,643
- Sylvan Oaks Library – Replace Fire Alarm — \$175,000

**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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ (5,483,675)	\$ 7,266,620	\$ 7,266,620	\$ 8,090,019	\$ 8,090,019
Fines, Forfeitures & Penalties	3,330,000	3,280,000	3,300,000	3,100,000	3,100,000
Revenue from Use Of Money & Property	1,648	22,484	2,500	2,500	2,500
Charges for Services	-	12,624	-	-	-
Miscellaneous Revenues	31,517,367	24,382,207	28,684,108	27,095,898	27,095,898
Residual Equity Transfer In	9,497	-	-	-	-
<b>Total Revenue</b>	<b>\$ 29,374,837</b>	<b>\$ 34,963,935</b>	<b>\$ 39,253,228</b>	<b>\$ 38,288,417</b>	<b>\$ 38,288,417</b>
Services & Supplies	\$ 8,978,294	\$ 10,061,066	\$ 13,318,093	\$ 13,949,526	\$ 13,949,526
Other Charges	3,117,775	933,856	953,710	815,298	815,298
Land	250,400	-	-	-	-
Improvements	7,907,102	8,142,637	17,225,071	19,101,375	19,101,375
Interfund Charges	8,578,694	8,486,355	8,506,354	4,422,218	4,422,218
Interfund Reimb	(874,929)	(750,000)	(750,000)	-	-
<b>Total Expenditures/Appropriations</b>	<b>\$ 27,957,336</b>	<b>\$ 26,873,914</b>	<b>\$ 39,253,228</b>	<b>\$ 38,288,417</b>	<b>\$ 38,288,417</b>
<b>Net Cost</b>	<b>\$ (1,417,501)</b>	<b>\$ (8,090,021)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2015-16 PROGRAM INFORMATION

BU: 3100000 Capital Construction Fund

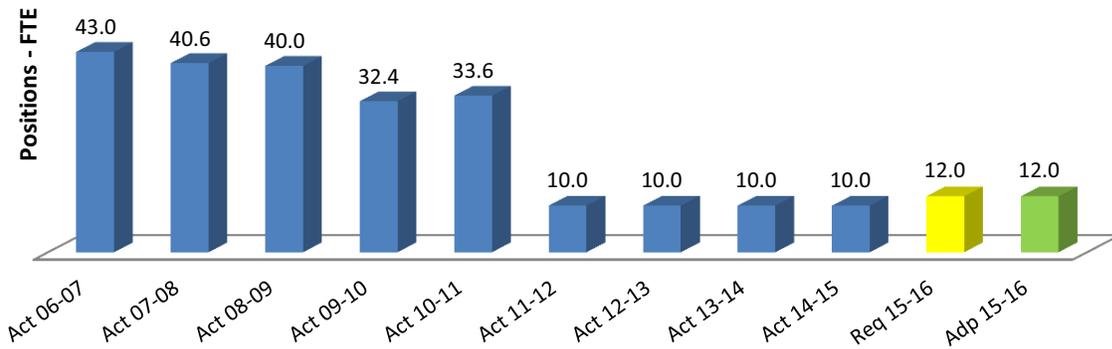
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 Debt Service</u></b>											
	4,422,218	0	0	0	0	0	0	4,422,218	0	0	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO -- Financial Obligation											
<b>Program Description:</b>	Bond Payments											
<b>Program No. and Title:</b>	<b><u>009 Health, Safety, &amp; Code Compliance</u></b>											
	838,245	0	0	0	0	0	0	838,245	0	0	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Construction to remediate health, safety, and code related issues in County-owned buildings.											
<b>Program No. and Title:</b>	<b><u>012 Administration</u></b>											
	1,006,704	0	0	0	0	0	0	1,006,704	0	0	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	To prioritize and maximize the use of the capital construction fund											
<b>Program No. and Title:</b>	<b><u>013 General Maintenance</u></b>											
	17,553,099	0	0	0	0	0	0	9,463,080	8,090,019	0	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Maintain County buildings to preserve asset & prevent systems failures											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<i>Program No. and Title:</i> <b>019 Criminal Justice Facilities</b>												
	14,468,151	0	0	0	0	0	0	14,468,151	0	0	0.0	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> CJ -- Ensure a fair and just criminal justice system												
<i>Program Description:</i> Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments												
<b>FUNDED</b>	38,288,417	0	0	0	0	0	0	30,198,398	8,090,019	0	0.0	0

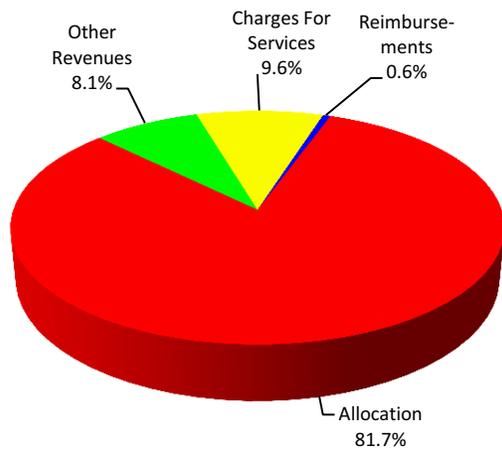
### Departmental Structure CYNDI LEE, CLERK OF THE BOARD



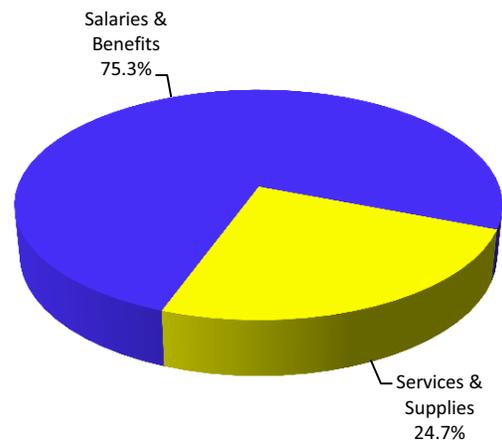
### Staffing Trend



### Financing Sources



### Financing Uses



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,239,911	1,324,014	1,388,764	1,624,411	1,624,411
Total Financing	302,900	289,639	260,050	289,359	289,359
<b>Net Cost</b>	<b>937,011</b>	<b>1,034,375</b>	<b>1,128,714</b>	<b>1,335,052</b>	<b>1,335,052</b>
<b>Positions</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>12.0</b>	<b>12.0</b>

**PROGRAM DESCRIPTION:**

The Clerk of the Board’s Office provides clerical and administrative services for the Board of Supervisors meetings along with the Assessment Appeals Boards, the Planning Commission, and other boards and commissions.

- Clerk of the Board** – schedules and prepares agendas of the Board of Supervisors, insures legal noticing and publishing requirements are met, and processes actions taken at Board meetings. The Clerk of the Board also acts as clerk to other governmental hearing bodies. This office maintains the official records of the Board of Supervisors’ legislative actions and receives, certifies, and preserves all documents as specified by the Sacramento County Charter and state and local statutes. Serves as the Statement of Economic Interest (Form 700) Filing Officer for all personnel and individuals employed by or serving on behalf of the County of Sacramento Boards and Commissions and Special Districts effective January 1, 2016.
- Assessment Appeals Board** – acts as the County’s Board of Equalization to hear taxpayers’ appeals of the County Assessor’s property appraisals. Assessment Appeals Board members are appointed by the Board of Supervisors. Appeals of property tax assessments are filed, processed and scheduled for hearing by Assessment Appeals Board staff in accordance with rules enforced by the State Board of Equalization. The Board of Supervisors could sit as the County’s Board of Equalization in lieu of the board-appointed Assessment Appeals Board.
- Planning Commission** – meets legal requirements for hearings, prepares agendas and provides other support functions to the County Planning Commission. The County Planning Commission hears and makes recommendations related to long-range planning and policy matters and has discretionary authority over current planning matters such as subdivisions and use permits. The County Planning Commission also acts as the Board of Zoning Appeals and hears items that have been previously approved or denied by the Zoning Administrator or Planning Director. In many cases, the County Planning Commission actions are final, unless appealed. The Board of Supervisors hears all appeals of Planning Commission actions.

**MISSION:**

To provide prompt, accurate information and services to our internal and external customers in a cooperative, positive, team-oriented environment.

**GOAL:**

Every employee in the Clerk of the Board’s Office will make every attempt to provide service to their customers while demonstrating the values of accuracy, courtesy, and promptness.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15:**

- Decline in the number of assessment appeal applications filed as a result of upturn in the housing market. Major updates were made to the assessment appeals application in compliance with State Board of Equalization standards and the ability to fill in fields electronically was added.
- Consolidated and moved hard copy files and microfilm to a new location in County Counsel's office space in order to create additional office space for the Board of Supervisors staff.
- Through a collaborative effort between the Clerk of the Board and several other county departments, steps were taken to establish electronic filing of Statements of Economic Interest (Form 700) and the management of Conflict of Interest Codes. A new Conflict of Interest Code was adopted for the Boards and Commissions establishing new disclosure categories that are in alignment with current regulations. A new standard has been established for required Ethics Training by members appointed to a Board or Commission. In preparation of transitioning from a manual filing process to an electronic process for members of Boards and Commissions and Special Districts, the Clerk's Office conducted information sessions in April 2015.
- Construction began late in 2014-15 to remodel the Board lobby and reception area.

**SIGNIFICANT CHANGES FOR 2015-16:**

- The remodel of the Board of Supervisors lobby and reception area will be completed in July 2015, adding new security features. Updates and office-wide replacement and reconfiguration of the current modular work stations are anticipated by the close of the fiscal year.
- To further prepare for the transition from a manual Statements of Economic Interest (Form 700) filing process to an electronic process for members of Boards and Commissions and Special Districts, the Clerk's Office will conduct an additional information session in July 2015.
- A large group user training is scheduled for December 2015 as it is projected by January 2016 that all County employees, elected officials, members of Boards and Commissions and Special District members required to file Form 700s will be doing so electronically through e-Disclosure, an electronic filing system. The Clerk's Office will assume full responsibility for the countywide function beginning January 2016.
- Additional outreach and training will be conducted in April 2016 and May 2016 concerning electronic filing of Statements of Economic Interest (Form 700) and the management of Conflict of Interest Codes. The outreach and training is in preparation of mailing Bi-annual Notices that will be handled electronically by July 2016. By January 2017 it is anticipated that all functions related to the management of Conflict of Interest Codes and the filing of Form 700 statements will be handled electronically through e-Disclosure.
- Anticipate the implementation of data conversion of our microfilm and microfiche media this fiscal year.

**STAFFING LEVEL CHANGES FOR 2015-16:**

- The following 1.0 FTE position was added for Fiscal Year 2015-16:

**Added Position:**

Deputy Clerk Board of Supervisors .....	1.0
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**STAFFING LEVEL CHANGES FOR 2015-16 (CONT.):**

- The following 1.0 FTE position was transferred from the Board of Supervisors Budget Unit 4050000 for Fiscal Year 2015-16:

**Transferred Position:**

Secretary - Confidential ..... 1.0

**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 2015-16	<b>Schedule 9</b>
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Budget Unit      **4010000 - Clerk of the Board**  
 Function            **GENERAL**  
 Activity             **Legislative & Administrative**  
 Fund                 **001A - GENERAL**

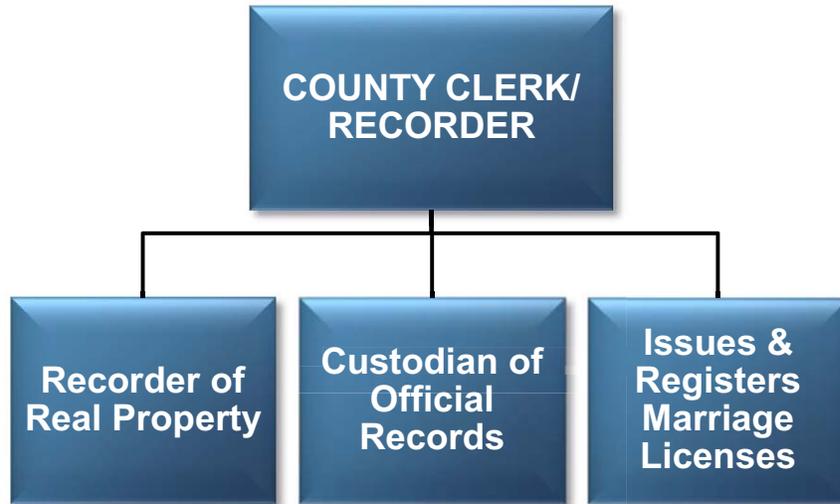
Detail by Revenue Category and Expenditure Object	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 43,868	\$ 49,524	\$ 32,500	\$ 54,000	\$ 54,000
Intergovernmental Revenues	352	-	-	-	-
Charges for Services	153,782	160,053	164,350	157,209	157,209
Miscellaneous Revenues	104,083	80,062	63,200	78,150	78,150
Residual Equity Transfer In	815	-	-	-	-
<b>Total Revenue</b>	<b>\$ 302,900</b>	<b>\$ 289,639</b>	<b>\$ 260,050</b>	<b>\$ 289,359</b>	<b>\$ 289,359</b>
Salaries & Benefits	\$ 965,330	\$ 1,051,811	\$ 1,081,889	\$ 1,230,476	\$ 1,230,476
Services & Supplies	260,845	253,621	279,157	382,664	382,664
Intrafund Charges	24,570	26,695	31,718	20,581	20,581
Intrafund Reimb	(10,834)	(8,113)	(4,000)	(9,310)	(9,310)
<b>Total Expenditures/Appropriations</b>	<b>\$ 1,239,911</b>	<b>\$ 1,324,014</b>	<b>\$ 1,388,764</b>	<b>\$ 1,624,411</b>	<b>\$ 1,624,411</b>
<b>Net Cost</b>	<b>\$ 937,011</b>	<b>\$ 1,034,375</b>	<b>\$ 1,128,714</b>	<b>\$ 1,335,052</b>	<b>\$ 1,335,052</b>
<b>Positions</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>12.0</b>	<b>12.0</b>

2015-16 PROGRAM INFORMATION

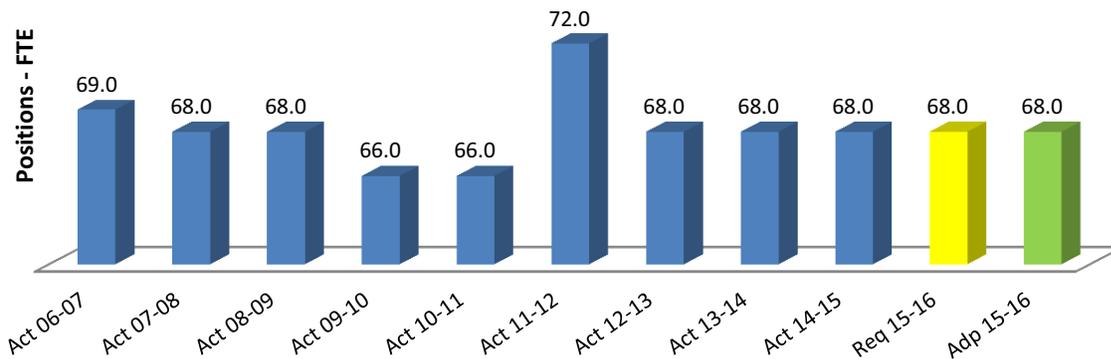
BU: 4010000 Clerk of the Board

	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>1 Clerk of the Board</u></b>											
	1,200,278	0	0	0	0	0	178,859	0	0	1,021,419	7.0	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>	Publishes and maintains records for Board of Supervisors' meetings and all related Boards and Commissions. Publishes Board agenda within 72 hours prior to the Board meetings, legal notices published within 15 day prior to public hearing. Publishes ordinances within 15 days of adoption. Clerk of the Board support staff ensures response to constituent issues within one work day. Assists in preparation of resolutions in a timely manner. Acts as Official Filing Officer for the Statement of Economic Interest for the County, special boards, commissions and special districts.											
<b>Program No. and Title:</b>	<b><u>2 Assessment Appeals</u></b>											
	175,137	9,310	0	0	0	0	78,500	0	0	87,327	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>	The Appeals Board determines the full value of property or to determine other matters of property assessment over which the appeals board has jurisdiction. Section 15606, subdivision (c), of the Government Code authorizes that the State Board of Equalization shall "prescribe rules and regulations to govern local boards of equalization when equalizing ..." Pursuant to that provision, the State Board promulgated Property Tax Rule 302 which enumerates the functions of an appeals board.											
<b>Program No. and Title:</b>	<b><u>3 Planning Commission</u></b>											
	258,306	0	0	0	0	0	32,000	0	0	226,306	3.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	4 -- Sustainable and Livable Communities											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Publishes and maintains records for County Planning Commission. Publishes Commission agenda within 72 hours prior to the Board meetings, legal notices published within 15 days in advance of public hearing, and public notices.											
<b>FUNDED</b>	1,633,721	9,310	0	0	0	0	289,359	0	0	1,335,052	12.0	0

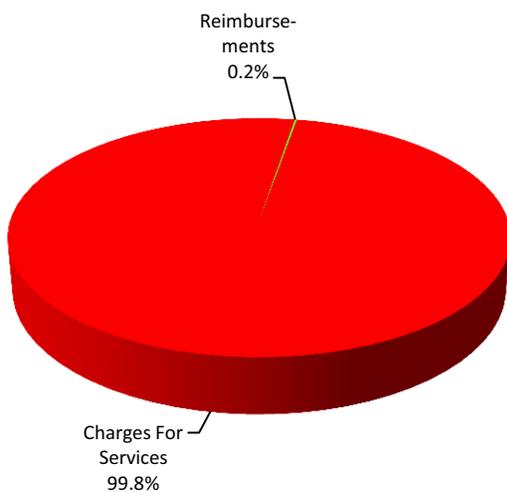
**DEPARTMENTAL STRUCTURE**  
DONNA ALLRED, County Clerk/Recorder



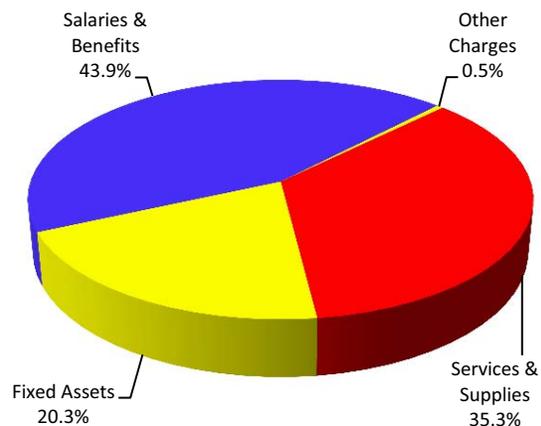
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	9,388,718	8,413,017	11,744,632	13,125,775	13,125,775
Total Financing	9,411,429	8,388,013	11,719,626	13,125,775	13,125,775
Net Cost	(22,711)	25,004	25,006	-	-
Positions	68.0	68.0	68.0	68.0	68.0

**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 2014-15:**

- Initiated the Request for Proposal (RFP) process for an integrated recording and cashier system.
- Acquired a system to manage the filing process for Statements of Economic Interests (Form 700s), and implemented electronic filing online for County employees.
- Expanded electronic recording services to multiple governmental submitters to achieve greater efficiencies and expedite processing of documents presented for recording.
- Completed operational training program to enhance customer service.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Complete the RFP process, select vendor and execute a contract for an integrated recording and cashier system.
- Begin phased implementation of integrated system which includes:
  - Business process review.
  - Preparation for data migration.
- Continue clean-up phase of the conversion project to restore broken links between the Recorder Official Record Index (ROSI) and the corresponding image for records from 1850 through 1962.

**STAFFING LEVEL CHANGES FOR 2015-16:**

- The following 1.0 FTE position was added for Fiscal Year 2015-16

**Added Position**

Supervising Deputy Clerk/Recorder .....	1.0
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- The following 1.0 FTE position was deleted for Fiscal Year 2015-16:

**Deleted Position**

Office Specialist, Level 2 .....	1.0
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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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 9,409,953	\$ 8,384,525	\$ 11,719,626	\$ 13,125,775	\$ 13,125,775
Miscellaneous Revenues	207	3,488	-	-	-
Residual Equity Transfer In	1,269	-	-	-	-
<b>Total Revenue</b>	<b>\$ 9,411,429</b>	<b>\$ 8,388,013</b>	<b>\$ 11,719,626</b>	<b>\$ 13,125,775</b>	<b>\$ 13,125,775</b>
Salaries & Benefits	\$ 5,266,532	\$ 5,240,280	\$ 5,447,113	\$ 5,769,773	\$ 5,769,773
Services & Supplies	3,882,356	2,859,007	4,199,352	4,424,175	4,424,175
Other Charges	-	30,373	30,373	63,434	63,434
Equipment	12,156	60,973	118,500	171,000	171,000
Computer Software	37,912	19,000	1,750,000	-	-
Other Intangible Asset	-	-	-	2,500,000	2,500,000
Intrafund Charges	208,945	213,349	219,294	217,393	217,393
Intrafund Reimb	(19,183)	(9,965)	(20,000)	(20,000)	(20,000)
<b>Total Expenditures/Appropriations</b>	<b>\$ 9,388,718</b>	<b>\$ 8,413,017</b>	<b>\$ 11,744,632</b>	<b>\$ 13,125,775</b>	<b>\$ 13,125,775</b>
<b>Net Cost</b>	<b>\$ (22,711)</b>	<b>\$ 25,004</b>	<b>\$ 25,006</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Positions</b>	<b>68.0</b>	<b>68.0</b>	<b>68.0</b>	<b>68.0</b>	<b>68.0</b>

2015-16 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**

1,251,979	1,905	0	0	0	0	1,250,074	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**

11,893,796	18,095	0	0	0	0	11,875,701	0	0	0	62.0	0
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**Program Type:** Mandated

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

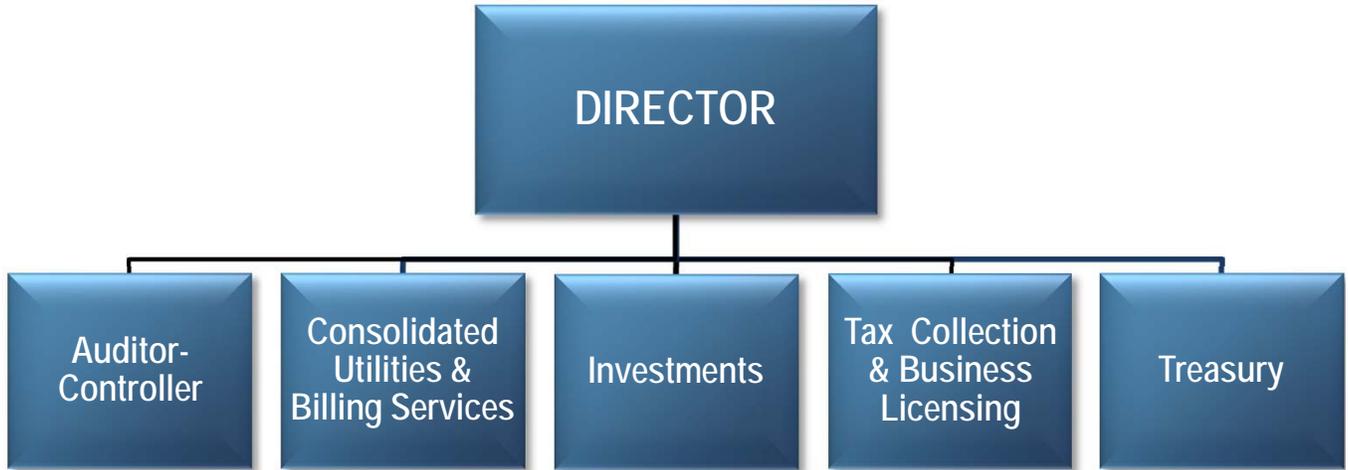
**Strategic Objective:** PS1 -- Protect the community from criminal activity, abuse and violence

**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.

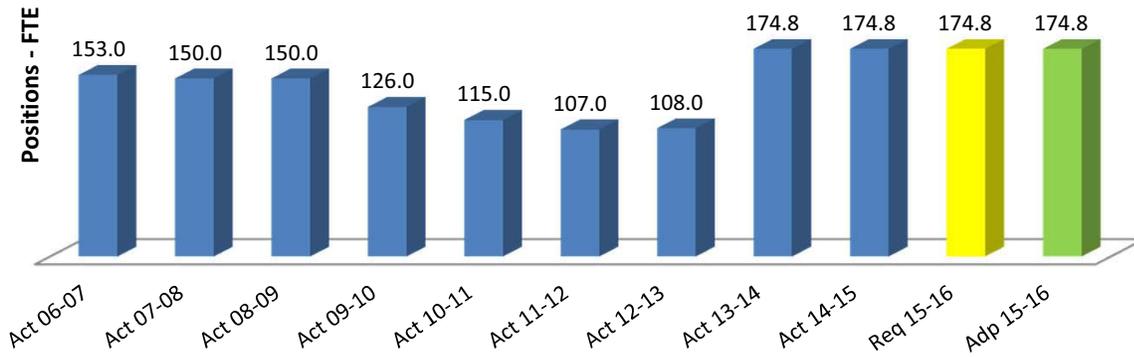
<b>FUNDED</b>	13,145,775	20,000	0	0	0	0	13,125,775	0	0	0	68.0	0
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**DEPARTMENTAL STRUCTURE**

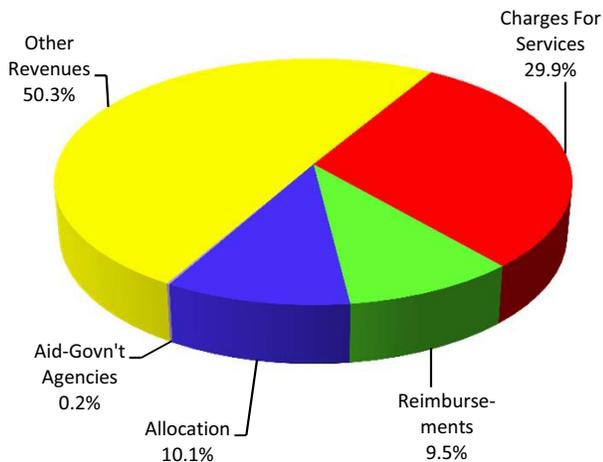
JULIE VALVERDE, Director



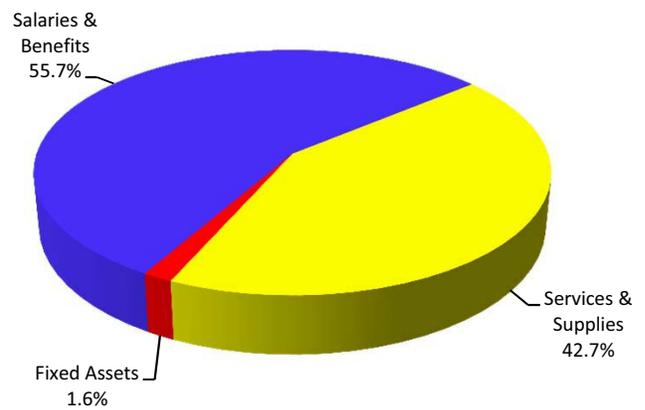
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,468,643	23,604,182	27,902,276	27,943,633	27,943,633
Total Financing	24,162,471	21,774,532	27,437,976	24,813,882	24,813,882
Net Cost	306,172	1,829,650	464,300	3,129,751	3,129,751
Positions	174.8	174.8	174.8	174.8	174.8

**PROGRAM DESCRIPTION:**

The Department of Finance is comprised of five operational divisions:

- **Auditor-Controller** operations include the following programs: General Accounting Services; Accounting Reporting and Control; Municipal Accounting Services, Systems Control and Reconciliations; Payroll Services; Audit Services; Payment Services; and Tax Accounting Services.
- **Consolidated Utilities Billing and Services (CUBS)** performs billing and collection services as well as operates a customer service contact center for the departments that provide utility services (refuse, water, sewer, and stormwater drainage) as well as the City of Citrus Heights and the City of Rancho Cordova for stormwater drainage and the County Landfill for credit accounts. Provides billing and collection services for County Code Enforcement for their annual Rental Housing Code Compliance fee and for City of Citrus Heights Code Enforcement for their annual Housing Stock Conservation fee.
- **Investments** manages the Pooled Investment Fund and separate accounts; invests and manages proceeds of municipal debt; and provides compliance and performance reporting.
- **Tax Collection and Business Licensing** collects taxes on real property and personal property as required by the State of California; and regulates businesses operating in the unincorporated area of Sacramento County.
- **Treasury** is responsible for the receipt, custody, depository, investment accounting, and recording of funds for the County, school districts, joint power authorities and special districts whose funds are held and invested by the County Treasurer.

**MISSION:**

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

**GOALS:**

- Improve countywide cash and financial system controls.
- Receive the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting award for the Comprehensive Annual Financial Report (CAFR).
- Implement a centralized cashing system that accepts all payment types.
- Implement employee pay card program.
- Implement electronic vendor payments.

**GOALS (CONT.):**

- Complete the Property Tax System requirements for replacing the tax system
- Replace aging Remittance Processing/Imaging software.
- Continue to achieve a competitive yield for the Pooled Investment Fund which meets or exceeds the yield of the Local Agency Investment Fund (LAIF).
- Enhance customer service levels through customer feedback, on-going training and coaching, and technological advancements.
- Increase client involvement by maintaining open communication in goal-setting and long-range business planning.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15:**

- Produced the County's Comprehensive Annual Financial Report (CAFR) utilizing new CaseWare software, and earned the 26th consecutive Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officer Association (GFOA) for the CAFR, for the Fiscal Year ended June 30, 2014, which positively impacts the County's credit rating.
- Produced financial statement reports for Sacramento Area Flood Control Agency, South County, Connector Joint Powers Authority, Sacramento Public Financing Agency, Tobacco Securitization Authority of Northern California, and Sacramento County Tobacco Securitization Corporation.
- Completed scanning projects for payment contracts, financial system master data and appropriation adjustment requests, which reduced the paper storage space and improved efficiencies in document accessibility.
- Improved reporting and calculation of sales/use tax by implementing system changes and providing countywide training.
- Transferred the administration of Code Enforcement Account Receivables to Department of Revenue Recovery.
- Implemented an Interactive Voice Response (IVR) for utility customers to access self-service features.
- Automated the lien recording process with the County Clerk-Recorder.
- Reached ten percent adoption for paperless billing.
- Exceeded the State average for priority tax collection rate while reducing the average net count cost per property tax collections.
- Completed Request for Proposal process for Certified Mail services and implemented mailing solution.
- Updated Interactive Voice Response system in the Tax Collector's office and implemented uniform voice recordings of all public messages.
- Created and implemented a phone system to increase accessibility to tax-defaulted land information for all customers.
- Increased auditing standards of Business License records by comparing Accela with FileNet to identify inconsistencies.



## 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 2015-16	<b>Schedule 9</b>
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Budget Unit      **3230000 - Department Of Finance**  
Function            **GENERAL**  
Activity             **Finance**  
Fund                 **001A - GENERAL**

<b>Detail by Revenue Category and Expenditure Object</b>	<b>2013-14 Actual</b>	<b>2014-15 Actual</b>	<b>2014-15 Adopted</b>	<b>2015-16 Recommended</b>	<b>2015-16 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,188,336	\$ 2,233,950	\$ 2,574,582	\$ 2,401,131	\$ 2,401,131
Fines, Forfeitures & Penalties	7,632,503	7,501,122	7,200,552	6,638,773	6,638,773
Revenue from Use Of Money & Property	2	-	-	-	-
Intergovernmental Revenues	82,851	63,174	62,040	48,293	48,293
Charges for Services	10,373,776	6,027,927	8,839,106	9,240,463	9,240,463
Miscellaneous Revenues	3,867,444	5,948,359	8,761,696	6,485,222	6,485,222
Residual Equity Transfer In	17,559	-	-	-	-
<b>Total Revenue</b>	<b>\$ 24,162,471</b>	<b>\$ 21,774,532</b>	<b>\$ 27,437,976</b>	<b>\$ 24,813,882</b>	<b>\$ 24,813,882</b>
Salaries & Benefits	\$ 15,110,561	\$ 15,803,044	\$ 16,702,105	\$ 17,071,851	\$ 17,071,851
Services & Supplies	9,471,338	8,049,319	11,707,805	10,952,929	10,952,929
Other Charges	(401,316)	159,815	260,150	198,000	198,000
Equipment	-	-	500,000	500,000	500,000
Intrafund Charges	1,495,385	1,626,574	1,566,915	2,139,559	2,139,559
Intrafund Reimb	(1,207,325)	(2,034,570)	(2,834,699)	(2,918,706)	(2,918,706)
<b>Total Expenditures/Appropriations</b>	<b>\$ 24,468,643</b>	<b>\$ 23,604,182</b>	<b>\$ 27,902,276</b>	<b>\$ 27,943,633</b>	<b>\$ 27,943,633</b>
<b>Net Cost</b>	<b>\$ 306,172</b>	<b>\$ 1,829,650</b>	<b>\$ 464,300</b>	<b>\$ 3,129,751</b>	<b>\$ 3,129,751</b>
Positions	174.8	174.8	174.8	174.8	174.8

2015-16 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

4,308,187	919,564	0	0	0	0	0	3,388,623	0	0	23.0	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:** The Treasurer receives and keeps safely all monies belonging to, and paid to, the Treasurer. The Treasurer may also serve as the Treasurer for other governmental agencies and districts; and is authorized to invest or reinvest funds.

**Program No. and Title:** 002 Fiscal Agent

629,707	0	0	0	0	0	0	629,707	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:** The Fiscal Agent program manages and provides compliance and performance reporting for the approximately \$2.6 billion Sacramento County Pooled Investment Fund; assists in the evaluation of deferred compensation investment options; and manages approximately \$500 million in proceeds of municipal debt. The Fiscal Agent also maintains the Community Reinvestment Program that rewards banks that meet the credit and banking needs of low and moderate neighborhoods within Sacramento County.

**Program No. and Title:** 003 Reclamation

157,788	0	0	0	0	0	0	157,788	0	0	1.0	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:** In accordance to Water Code Section 50660, the County Treasurer shall be deemed the ex officio treasurer of the district. This program collects and distributes in excess of \$1 million annually to 19 districts.

**Program No. and Title:** 004 Tax Collection

3,655,177	210,000	0	0	0	0	0	2,896,428	0	548,749	23.0	0
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**Program Type:** Mandated

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

**Strategic Objective:** FO -- Financial Obligation

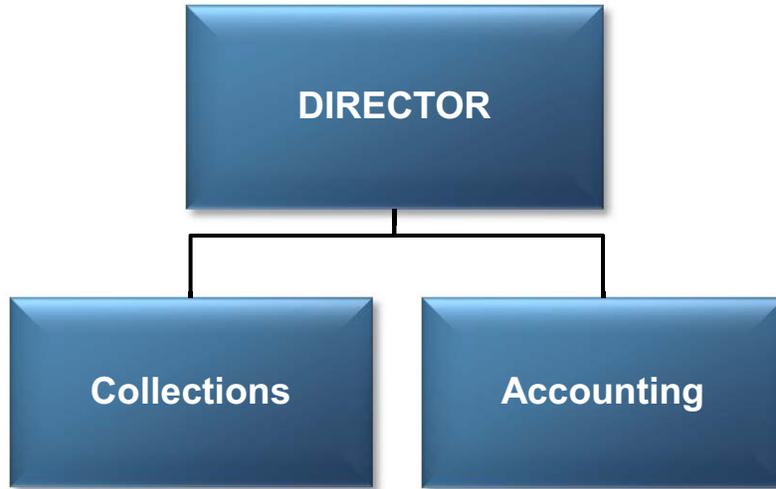
**Program Description:** The Tax Collection Unit collects taxes on real property and personal property (such as boats, aircraft, and business fixtures), including applicable penalties, direct levy amounts, and bonds subject to judicial foreclosure.

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 005 Business Licenses</b>												
	2,429,964	0	0	0	0	0	0	2,411,131	0	18,833	12.0	2
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 4 -- Sustainable and Livable Communities												
<i>Strategic Objective:</i> C1 -- Develop and sustain livable and attractive neighborhoods and communities												
<i>Program Description:</i> Business Licensing of businesses operating in the unincorporated area of Sacramento County; filing of Fictitious Business Names; collection and monitoring of Transient Occupancy and Utility User Taxes.												
<b>Program No. and Title: 006 System Controls and Reconciliation</b>												
	946,244	53,312	0	0	0	0	0	559,553	0	333,379	5.5	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Maintains reliability, efficiency and effectiveness of County's financial system. Conducts system reconciliations, maintains cash and appropriation controls; and financial batch processes for daily, monthly and annual jobs. Maintains system security to protect integrity of data.												
<b>Program No. and Title: 007 Payroll Services</b>												
	1,176,160	304,074	0	0	0	0	0	388,693	0	483,393	9.0	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> A countywide process and system of calculating, recording, and reconciling of employees' wages, retiree benefits, deductions, and net pay; while ensuring compliance with various laws and regulations and timely payment of deductions and net pays.												
<b>Program No. and Title: 008 Audits</b>												
	1,406,855	672,100	0	0	0	0	0	734,755	0	0	9.5	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> Conducts internal audits to insure that various codes and regulations are followed by providing auditing services.												
<b>Program No. and Title: 009 Payment Services</b>												
	1,519,806	9,000	0	0	0	0	0	520,195	0	990,611	12.5	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> 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. Provides special district COMPASS data entry. Provides support to all departments and social districts on county policies and procedures.												

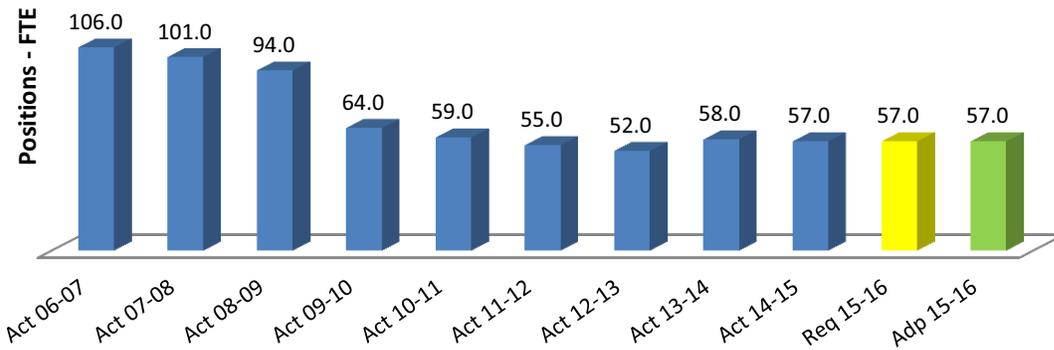
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>010 Accounting Services</u></b>											
	1,389,527	226,545	0	0	0	0	0	580,974	0	<b>582,008</b>	9.5	0
<b>Program 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>	Develops, maintains and enforces Countywide accounting policies and procedures. Provides central accounting functions; prepares and publishes the Comprehensive Annual Financial Report (CAFR) and the County Wide Cost Plan; and ensures financial information is an accurate representation of the County's financial condition and is in conformity within the professional standards of the Generally Accepted Accounting Principles (GAAP).											
<hr/>												
<b>Program No. and Title:</b>	<b><u>011 Tax Accounting</u></b>											
	1,289,548	204,250	0	0	0	0	0	1,028,079	0	<b>57,219</b>	10.0	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>	The unit is responsible for calculating the tax rates; applying special assessment direct charges to tax rolls; processing property tax refunds; maintaining the property tax billings and tax allocation systems; allocating and accounting for property tax apportionments and special assessments; accounting for funds allocated to the redevelopment agencies; and recovering and allocating cost reimbursements. The unit also provides property tax and valuation information to taxing entities, taxpayers, County agencies and departments, and special districts.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>012 Municipal Accounting Services (MAS)</u></b>											
	1,856,652	278,104	0	0	0	0	0	1,578,548	0	<b>0</b>	14.0	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 accounting, fiscal, and grant support services to departments and certain Special Districts; provides independent analysis and presentation of agency-wide financial information; and ensures compliance with accounting standards, grant terms, and policies. MAS also supports the maintenance of the county's financial system, COMPASS.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>013 Consolidated Utilities Billing &amp; Service</u></b>											
	10,096,724	41,757	0	0	0	0	6,638,773	3,300,635	0	<b>115,559</b>	43.8	1
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provides billing and collection services for departments providing utilities (refuse, water, sewer and stormwater drainage).											
<hr/>												
<b>FUNDED</b>	30,862,339	2,918,706	0	0	0	0	6,638,773	18,175,109	0	<b>3,129,751</b>	174.8	3

**DEPARTMENTAL STRUCTURE**

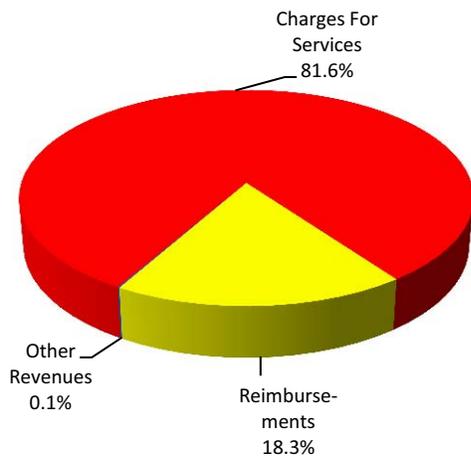
CONNIE AHMED, Director



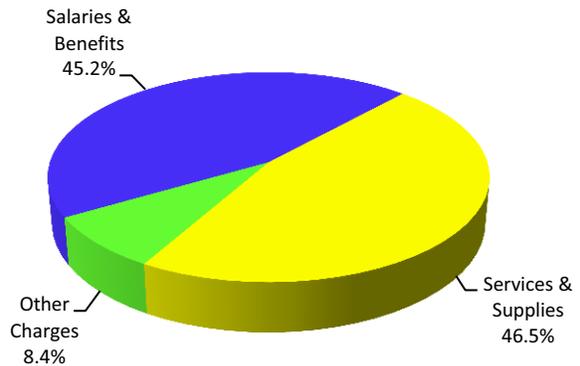
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,286,125	8,366,224	8,760,752	8,990,213	8,990,213
Total Financing	8,288,030	8,375,298	8,749,410	8,990,213	8,990,213
Net Cost	(1,905)	(9,074)	11,342	-	-
Positions	58.0	57.0	57.0	57.0	57.0

**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 re-establish 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.

**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 two percent, from \$30.7 million to \$31.5 million.
- Maintain net cost to collection ratio under six percent.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15:**

- **Program Results** – For Fiscal Year 2014-15 the Department of Revenue Recovery (DRR) collected \$43.4 million with \$42.1 million budgeted, and saved over \$500,000 in expenditures, from \$10.6 million budgeted to \$10.1 million actual. 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 system efficiencies and process improvements.
- **Workload Changes** – DRR assumed the billing process for Department of Personnel Services for the continuation of benefits. This frees up time for their staff to provide services to their customers. DRR continues to work with several departments to identify efficiencies in accounts receivables services and has been successful in accelerating revenue collection and/or reducing costs.
- DRR assumed the accounts receivable processing of Code Enforcement fees and converted existing receivables for collection action. DRR continues to work with various departments to refer receivables in order to accelerate the recovery of revenue.

**SIGNIFICANT CHANGES FOR 2015-16:**

- In Fiscal Year 2015-16, it is estimated that a minimum of \$105 million in new charges will be added to DRR's system. Budgeted collections are expected to increase to \$43.0 million. Budgeted expenditures are expected to increase by \$400,000 from \$10.6 million to 11.0 million due to increased costs from the Court Ordered Debt program which are offset by increased collections. DRR will continue its practice of looking for savings and efficiencies as the year progresses.
- DRR continues to lead the Accounts Receivable (AR) Efficiency Project that started in March 2013. Pilot projects with departments are transitioning into permanent processes and more receivables processing is shifting from departments to DRR. The accounts are in various stages of the collections process, resulting in increases in the volume of collection calls and legal actions, i.e. lawsuits, liens, wage garnishments, and bank levies. DRR will assume the processing of outstanding accounts receivables for Animal Care and Regulation.
- DRR will continue to focus efforts on the effective collection of revenues through continued automation and efficiency initiatives that focus on billing processes.
- In addition, DRR is working to expand services that will assist citizens in quickly and efficiently paying their obligations to the county, such as consolidating debts owed to more than one department, expanded electronic payment options, and payment acceptance locations.

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report - Revenue Recovery FY 2015-16

Fund Center	Adopted FY 14/15 Budget	Actual FY 14/15 COLLECTIONS	Requested FY 15/16 COLLECTIONS	Adopted FY 15/16 Budget COLLECTIONS
<b>SUPERIOR COURT:</b>				
Traffic Court	5025024	18,200,000	17,525,846	18,200,000
Criminal Court (including cities)	5025024	9,100,000	9,442,299	9,100,000
Restitution - Victims (incl summary & formal)	5025024	2,200,000	2,784,164	2,200,000
Civil Court	5025024	50,000	44,355	50,000
<b>COURTS - Sub - Total</b>	<b>COURTS</b>	<b>29,550,000</b>	<b>29,796,664</b>	<b>29,550,000</b>
<b>PROBATION:</b>				
Juv. Care & Maint. - Boys Ranch	6706720	25,000	36,522	32,816
Juv. Care & Maint.-Youth Auth.(6&7)	6760000	1,500	2,341	2,103
Juv. Care & Maint. - Foster Home			-	-
Juv. Electronic Monitoring	6706708	135,000	122,632	110,189
Juv. Care & Maint. - Juv. Hall(1&5)	6706740	170,000	191,051	171,666
Juv. Probation Fees	6706717	45,000	46,656	41,922
Juv. Drug Testing Fees	6706717	1,000	1,243	1,117
Juv. Care & Maint. - Transp. (9/90)			-	-
Juv. Care & Maint. - Cloth. (9/10)			-	-
Probation - OTHER FEES (Abandonment Report)	6706716		-	-
Probation - OTHER FEES (Adoption Report Fees)	6706716	500	40	36
Probation - OTHER FEES (Diversion Program)	6706716	40,000	54,586	49,047
Probation - OTHER FEES (Pre-Sentence Report)	6706716	160,000	174,864	157,122
Probation - OTHER FEES (Prop 36 Program Fees)	6706727	10,000	9,706	8,721
Probation - SUP (Adult Drug Testing Fees)	6706723	4,000	6,865	6,169
Probation - SUP (Courtesy Supervision)	6706723	40,000	45,634	41,004
Probation - SUP (Supervision Fees)	6706723	1,360,000	1,564,497	1,405,756
Probation - WETYC	6706730	10,000	15,950	14,332
<b>PROBATION - Sub - Total</b>	<b>PROBATION</b>	<b>2,002,000</b>	<b>2,272,588</b>	<b>2,042,000</b>
<b>SHERIFF:</b>				
Sheriff - Booking Fees	7407421	1,200,000	1,152,546	1,128,721
Sheriff - Incarceration Fees	7407422	550,000	735,001	719,807
Sheriff - Weekender Board & Room	7407422	3,000	4,567	4,473
<b>SHERIFF - Sub - Total</b>	<b>SHERIFF</b>	<b>1,753,000</b>	<b>1,892,114</b>	<b>1,853,000</b>
<b>CCD:</b>				
Legal Fees - Adult - C.A.C.	5510000	20,000	16,840	15,700
Legal Fees - Juvenile - C.A.C.	5510000	80,000	90,420	84,300
<b>CCD - Sub - Total</b>	<b>CCD</b>	<b>100,000</b>	<b>107,260</b>	<b>100,000</b>
<b>PUBLIC DEFENDER:</b>				
Legal Fees - Adult - P.D.	6916910	100,000	113,057	97,841
Legal Fees - Juvenile - P.D.	6916910	150,000	175,821	152,159
<b>PD - Sub - Total</b>	<b>PD</b>	<b>250,000</b>	<b>288,879</b>	<b>250,000</b>
<b>ENVIRONMENTAL MGMT:</b>				
Haz.Mat.- Delinquency Charge	3350003	30,000	41,778	30,000
Sub-Total - HazMat		30,000	41,778	30,000
<b>EMD - Sub - Total</b>	<b>EMD</b>	<b>30,000</b>	<b>41,778</b>	<b>30,000</b>
<b>HUMAN ASSISTANCE:</b>				
CW - 0Parent	8108130	500	390	395
CW - 1Parent	8108130	798,000	939,090	951,528
CW - 2Parent	8108130	17,000	8,228	8,337
CW - TANF 32	8108130	1,500	2,907	2,946
FC 40 (Foster Care Overpayment - NonFed)		116,364	90,729	91,930
FC 42 (Foster Care Overpayment)	8108130	273,624	373,498	378,444
SED 05 (Foster Care)		10,012	4,843	4,907
EA- 5K (Foster Care)	8108130	4,000	20,410	20,680
AAP 03 & 04 (Adoption Assistance - NonFed & Fed)	8108130	200,000	131,540	133,282
Gen. Assist.- CAPI	8108130	75,000	132,019	133,767
Food Stamps	8108130	2,140,000	1,884,819	1,909,783
<b>DHA - Sub - Total</b>	<b>DHA</b>	<b>3,636,000</b>	<b>3,588,472</b>	<b>3,636,000</b>
<b>B.U. 5701 (via DHA):</b>				
CAPI SSI - JV to BU 5701	5701000	100,000	75,061	77,687
GA SSI - JV to BU 5701	5701000	1,000,000	987,750	1,022,313
Special Recovery	5701000	-	-	-
<b>DHA BU 5701 - Sub - Total</b>	<b>BU 5701</b>	<b>1,100,000</b>	<b>1,062,811</b>	<b>1,100,000</b>
<b>DHHS</b>				
Mental Health				
In Home Supportive Service	7203100	7,000	3,581	4,000
Returned Checks		200	-	-

SUPPLEMENTAL INFORMATION (CONT.):

Supplemental Collections Report - Revenue Recovery FY 2015-16

	Fund Center	Adopted FY 14/15 Budget COLLECTIONS	Actual FY 14/15 COLLECTIONS	Requested FY 15/16 COLLECTIONS	Adopted FY 15/16 Budget COLLECTIONS
Medically Indigent - SOC	7201200	500,000	470,950	500,000	500,000
<b>DHHS - Sub - Total</b>	<b>DHHS</b>	<b>507,200</b>	<b>474,531</b>	<b>504,000</b>	<b>504,000</b>
<b>FINANCE:</b>					
Transient Occupancy Tax	3233230	20,000	64,550	20,000	20,000
Total Tax	Total Tax	20,000	64,550	20,000	20,000
MAS - CUBS	2472471	275,000	290,775	200,000	200,000
MAS - Returned Checks	2702720	5,000	6,937	5,000	5,000
MAS - Water Quality	2900000	-	-	-	-
Total MAS	Total MAS	280,000	297,712	205,000	205,000
<b>DOF - Sub - Total</b>	<b>DOF</b>	<b>300,000</b>	<b>362,262</b>	<b>225,000</b>	<b>225,000</b>
<b>MUNICIPAL SERVICES AGENCY:</b>					
ANIMAL CARE	3220000	-	-	-	-
<b>COMMUNITY DEVELOPMENT:</b>					
Building Inspection Fees	2152151	200,000	156,411	200,000	200,000
Building Inspection IT Recovery Fees	2152181	-	-	-	-
<b>Building Inspection - Sub - Total</b>	<b>Building Insp.</b>	<b>200,000</b>	<b>156,411</b>	<b>200,000</b>	<b>200,000</b>
County Engineering	5725725	-	53,882	-	-
Code Enforcement:		-	-	-	-
<b>Code IT - Sub - Total</b>			<b>222</b>		
<b>Code Enforcement - Sub - Total</b>	<b>CODE ENFORCEMENT</b>	<b>500,000</b>	<b>689,821</b>	<b>1,250,000</b>	<b>1,250,000</b>
Plan Check Charges	2900000	10,000	11,086	10,000	10,000
<b>Planning - Sub - Total</b>	<b>Planning</b>	<b>10,000</b>	<b>11,086</b>	<b>10,000</b>	<b>10,000</b>
Damage to County Property	2702720	25,000	86,247	40,000	40,000
Street Construction Encroachment	2900000	25,000	18,311	25,000	25,000
<b>Transportation - Sub - Total</b>	<b>Transportation</b>	<b>50,000</b>	<b>104,558</b>	<b>65,000</b>	<b>65,000</b>
<b>WASTE MANAGEMENT:</b>					
Waste Mgmt & Recycling (N. Area Recovery Station)	2200450	10,000	20,018	10,000	10,000
<b>Waste Management - Sub - Total</b>	<b>Waste Mn.</b>	<b>10,000</b>	<b>20,018</b>	<b>10,000</b>	<b>10,000</b>
<b>OTHER COLLECTIONS:</b>					
<b>CS - Others:</b>					
AG Commissioner - Weights & Measures	3210000	50,000	16,694	50,000	50,000
Coroner		5,000	-	5,000	5,000
<b>CS Others - Sub - Total</b>	<b>CS - Others</b>	<b>55,000</b>	<b>16,694</b>	<b>55,000</b>	<b>55,000</b>
<b>IS - Others:</b>					
County Clerk Recorder		1,500	1,403	1,500	1,500
Personnel Services	6050031	-	2,192	-	-
Risk Management	Various	1,500	4,059	1,000	1,000
Workers' Compensation	3903890	500	22	1,000	1,000
<b>IS Others - Sub - Total</b>	<b>IS Others</b>	<b>3,500</b>	<b>7,676</b>	<b>3,500</b>	<b>3,500</b>
<b>OTHERS:</b>					
Air Quality Management Dist (SMAQMD)		2,500	3,177	2,500	2,500
Airports	3413411/2	3,000	65,152	3,000	3,000
Budget Unit 5701 (County Special Recovery)		-	3,765	-	-
<b>OTHERS - Sub - Total</b>	<b>OTHERS</b>	<b>5,500</b>	<b>72,094</b>	<b>5,500</b>	<b>5,500</b>
<b>DRR Collections:</b>					
DRR Collections (Designated)	6116110	400,000	491,791	400,000	400,000
DRR Collections (Undesignated)	5705701	180,000	79,304	180,000	180,000
Unallocated Collections		-	57,226	-	-
Unidentified Payments		-	86,452	-	-
<b>Other Revenue - Sub - Total</b>	<b>OTHER REVENUE</b>	<b>580,000</b>	<b>714,773</b>	<b>580,000</b>	<b>580,000</b>
<b>Cities' Booking Fees</b>					
City of Sacramento		350,000	318,772	350,000	350,000
Other Cities		125,000	116,244	125,000	125,000
<b>Cities' Booking Fees - Sub - Total</b>	<b>CITIES</b>	<b>475,000</b>	<b>435,016</b>	<b>475,000</b>	<b>475,000</b>
<b>SACRAMENTO HOUSING REDEVELOPMENT:</b>					
SHRA - Housing Authority		10,000	5,869	10,000	10,000
<b>SHRA - Sub - Total</b>	<b>SHRA</b>	<b>10,000</b>	<b>5,869</b>	<b>10,000</b>	<b>10,000</b>
Offset Unallocated			186,220		
<b>BUDGETED COLLECTIONS - Totals</b>		<b>41,127,200</b>	<b>42,361,699</b>	<b>41,954,000</b>	<b>41,954,000</b>

SUPPLEMENTAL INFORMATION (CONT.):

Supplemental Collections Report - Revenue Recovery FY 2015-16

Fund Center	Adopted FY 14/15 Budget COLLECTIONS	Actual FY 14/15 COLLECTIONS	Requested FY 15/16 COLLECTIONS	Adopted FY 15/16 Budget COLLECTIONS
<b>Other Payments:</b>				
EMD Direct Payment (Direct)	-	651,341	600,000	600,000
Code Enforcement (Direct)	700,000	-	-	-
Personnel Continuation of Benefits	-	346,151	500,000	500,000
<b>OTHERS - Total</b>	<b>700,000</b>	<b>997,492</b>	<b>1,100,000</b>	<b>1,100,000</b>
<b>TOTAL GROSS COLLECTIONS</b>	<b>41,827,200</b>	<b>43,359,191</b>	<b>43,054,000</b>	<b>43,054,000</b>

**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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 8,234,518	\$ 8,363,028	\$ 8,739,360	\$ 8,980,163	8,980,163
Miscellaneous Revenues	50,283	12,270	10,050	10,050	10,050
Residual Equity Transfer In	3,229	-	-	-	-
<b>Total Revenue</b>	<b>\$ 8,288,030</b>	<b>\$ 8,375,298</b>	<b>\$ 8,749,410</b>	<b>\$ 8,990,213</b>	<b>\$ 8,990,213</b>
Salaries & Benefits	\$ 4,748,353	\$ 4,705,674	\$ 4,952,910	\$ 4,971,609	4,971,609
Services & Supplies	3,926,324	3,983,248	4,230,073	4,536,542	4,536,542
Other Charges	925,465	925,465	925,465	920,098	920,098
Equipment	-	18,895	-	-	-
Intrafund Charges	547,531	520,915	533,804	577,164	577,164
Intrafund Reimb	(1,861,548)	(1,787,973)	(1,881,500)	(2,015,200)	(2,015,200)
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,286,125</b>	<b>\$ 8,366,224</b>	<b>\$ 8,760,752</b>	<b>\$ 8,990,213</b>	<b>\$ 8,990,213</b>
<b>Net Cost</b>	<b>\$ (1,905)</b>	<b>\$ (9,074)</b>	<b>\$ 11,342</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Positions</b>	<b>58.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>

2015-16 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 Billing, Collection and Disbursement**

11,005,413	2,015,200	0	0	0	0	0	8,990,213	0	0	57.0	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 billing and collection of revenue for County Departments, the Superior Court, Special Districts and Cities. DRR provides collection and disbursement of money to victims of crime pursuant to court order.

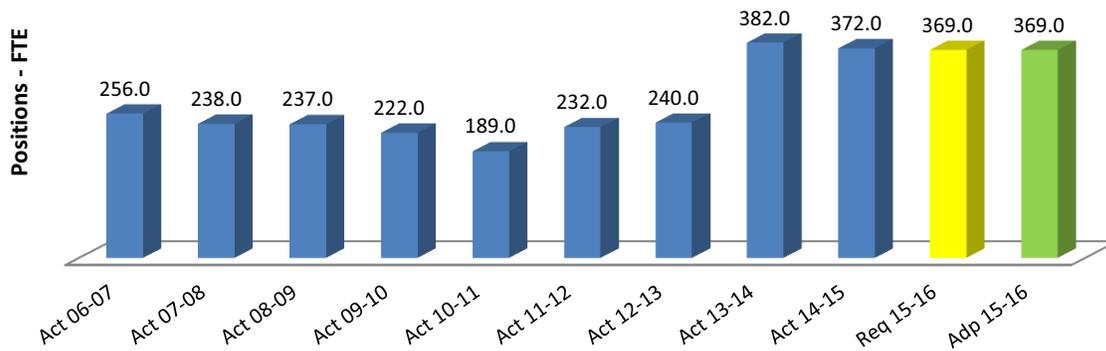
**FUNDED**

11,005,413	2,015,200	0	0	0	0	0	8,990,213	0	0	57.0	0
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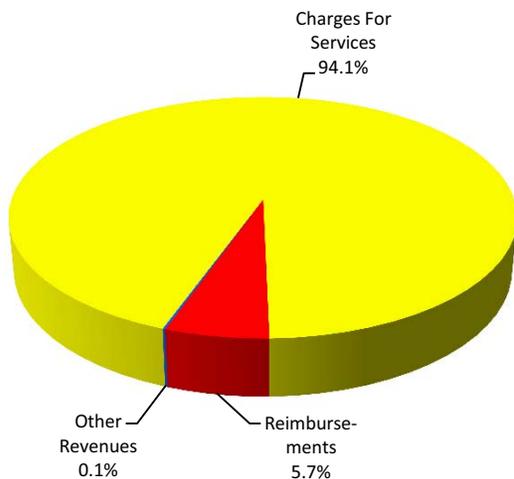
**DEPARTMENTAL STRUCTURE**  
 RAMI ZAKARIA, Chief Information Officer



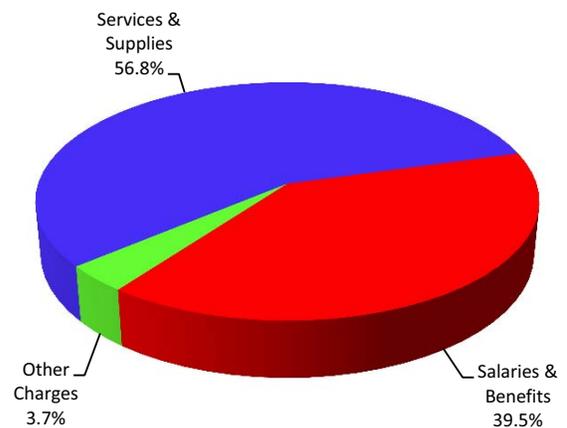
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	67,726,619	72,422,406	78,299,301	82,043,758	82,043,758
Total Financing	68,380,991	74,146,539	78,299,301	82,043,758	82,043,758
Net Cost	(654,372)	(1,724,133)	-	-	-
Positions	382.0	372.0	372.0	369.0	369.0

**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).
  - 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 Assistants – new and changes to existing).
  - Website 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; and 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 2014-15:**

- Migrated to Microsoft Configuration Manager 2012 and consolidated related services.
- Completed the Implementation of a Mobile Device Management Solution.
- Implemented a countywide video conferencing infrastructure.
- Expanded the Core Point Interface Engine for Healthcare transactions.
- Acquired and implemented new ServiceNow IT Help Desk system.
- Contracted with a third party vendor to monitor burglar and fire alarms, to relocate the Communications Center to 799 G Street and combine with 3-1-1 operations in 2015-16.
- Implemented Performance Measures Dashboard for public assistance programs.
- Deployed the "SMART" Task Management System for case based CalWorks.
- Installed the new Case Management System in Department of Human Assistance (DHA) Program Integrity.
- Completed the DHA Arena Boulevard Service Center Phase III setup.
- Upgraded the Countywide SharePoint infrastructure to 2013 Participate on Sheriff Department led project to replace the criminal justice application on the mainframe.
- Participated in the Request for Proposal (RFP) project to replace the Tax System currently on the mainframe.
- Began the RFP project to replace the Clerk Recorder System currently on the mainframe.
- Continued implementation of a load balanced ArcGIS Server architecture supporting internal and external systems.
- Upgraded all County GIS Web Viewers to ArcGIS Server 10.2.1 from ArcIMS 9.3.1.
- Completed the VoIP Conversion Project to increase savings on telephone infrastructure costs and decommission aging equipment.
- Implemented TeleWork for Social Workers.
- Implemented an Electronic Medical Records system for the Department of Health and Human Services (DHHS) Primary Health Division.
- 311 increased the number of service requests (phone, email or mobile application). In November 2014 through June 2014 we averaged 2,246 calls per month. From July 2014 through June 2015 the average was 4,799. This represents an increase of 113 percent.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Relocating the Communications Center to 799 G Street and combine with 3-1-1 operations.

**SIGNIFICANT CHANGES FOR 2015-16 (CONT.):**

- Will complete and deploy new Case Look-up System in the Public Defender's Office which will be used by multiple entities.
- Will complete the first phase of the three phase project to replace the County's aging access layer switches.
- Converting the connection to the Public Switched Telephone Network (PSTN) to Session Initiation Protocol (SIP) lines.
- Participating in the Sheriff Department led project to replace the criminal justice application on the mainframe.
- Participating in the RFP project to replace the Tax System currently on the mainframe.
- Will select a replacement system for the Clerk Recorder's current mainframe system and begin implementation.
- Implementing new credit card contract to lower transaction costs and enhance security.
- Implementing 311 integration with work order systems for Community Development, Transportation and Water Resources.
- Implementing new GIS map viewer technology for Assessor, Water Supply, Transportation and Sewer Districts.
- Upgrading document management systems for Clerk Recorder, Auditor, Tax and Probation.
- Upgrading Coroner's case management system.
- Upgrading e-aging maintenance management and project management systems for Transportation.
- Working with General Services to upgrade the County's backup data center. Implement a number of Compass paperless initiatives including:
  - Direct deposit of travel and personal employee expenses.
  - Employee on-boarding process which includes direct deposit immediately.
  - Emailing pay advice notices for those who want a copy sent to them.
- Enhancing e Employee Self-Service and Manager Self-Service (ESS/MSS) functionality to include employee absence requests.
- Developing requirements of a countywide Travel system.
- Implement telephonic signature system to reduce paper hand offs for the public assistance customers.
- Implementing task based service center technologies for managing CalWORKS public assistance program.
- Implementing an Electronic Medical Record System for DHHS Juvenile Health Services.
- Implementing a Healthcare for Undocumented Residents system.

**STAFFING LEVEL CHANGES FOR 2015-16:**

- The following staffing changes are reclassifications and deletions approved by the Board of Supervisors resulting in a net zero change.

**STAFFING LEVEL CHANGES FOR 2015-16 (CONT.):**

**Added Positions:**

Information Technology Analyst Level. 2.....	6.0
Senior Accounting Manager (LT) .....	1.0
Telecommunications Systems Analyst 2 .....	1.0
Senior Business Systems Analyst.....	<u>1.0</u>
<b>Total</b>	<b>9.0</b>

**Deleted Positions:**

Telephony Systems Technician Level 2 .....	2.0
Administrative Services Officer III .....	1.0
Information Technology Technician Level 2 .....	1.0
Telecommunications Systems Analyst Level 1 .....	1.0
Senior Information Technology Analyst.....	3.0
Principal Business Systems Analyst .....	<u>1.0</u>
<b>Total</b>	<b>9.0</b>

- The following 3.0 positions were deleted: 1.0 FTE Telephony Systems Technician Level 2, 1.0 FTE Senior Information Technology Technician and 1.0 FTE Information Technology Technician Level 2.

## SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2015-16				Schedule 10
		Fund Title   031A - DEPT OF TECHNOLOGY Service Activity   Technology Budget Unit   7600000				
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 68,274,168	\$ 74,070,856	\$ 78,299,301	\$ 81,918,262	\$ 81,918,262	
<b>Total Operating Revenues</b>	<b>\$ 68,274,168</b>	<b>\$ 74,070,856</b>	<b>\$ 78,299,301</b>	<b>\$ 81,918,262</b>	<b>\$ 81,918,262</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 44,147,989	\$ 46,144,955	\$ 49,986,655	\$ 49,416,458	\$ 49,416,458	
Services & Supplies	17,837,960	20,446,761	21,820,926	25,691,686	25,691,686	
Other Charges	458,681	664,269	137,163	1,141,649	1,141,649	
Depreciation	1,592,499	1,396,574	2,655,393	2,069,299	2,069,299	
<b>Total Operating Expenses</b>	<b>\$ 64,037,129</b>	<b>\$ 68,652,559</b>	<b>\$ 74,600,137</b>	<b>\$ 78,319,092</b>	<b>\$ 78,319,092</b>	
<b>Operating Income (Loss)</b>	<b>\$ 4,237,039</b>	<b>\$ 5,418,297</b>	<b>\$ 3,699,164</b>	<b>\$ 3,599,170</b>	<b>\$ 3,599,170</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ 32,029	\$ -	\$ -	\$ -	\$ -	
Other Revenues	74,794	75,683	-	125,496	125,496	
Loss/Disposition-Asset	-	(70,682)	-	-	-	
Debt Retirement	(3,689,488)	(3,699,164)	(3,699,164)	(3,724,666)	(3,724,666)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (3,582,665)</b>	<b>\$ (3,694,163)</b>	<b>\$ (3,699,164)</b>	<b>\$ (3,599,170)</b>	<b>\$ (3,599,170)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 654,374</b>	<b>\$ 1,724,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Intrafund Charges	5,586,913	4,899,872	5,008,806	5,003,690	5,003,690	
Intrafund Reimb	(5,586,911)	(4,899,871)	(5,008,806)	(5,003,690)	(5,003,690)	
<b>Change In Net Assets</b>	<b>\$ 654,372</b>	<b>\$ 1,724,133</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	7,258,067	6,252,698	6,252,698	7,987,761	7,987,761	
Equity and Other Account Adjustments	(1,659,741)	10,930	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 6,252,698</b>	<b>\$ 7,987,761</b>	<b>\$ 6,252,698</b>	<b>\$ 7,987,761</b>	<b>\$ 7,987,761</b>	
Positions	382.0	372.0	372.0	369.0	369.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2015-16 PROGRAM INFORMATION

BU: 760000 Department of Technology

	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 Application Support</u></b>											
	27,627,690	1,590,021	0	0	0	0	26,037,669	0	0	0	134.5	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>	Develop, implement and maintain software applications such as law and justice, tax collection and payroll.											
<b>Program No. and Title:</b>	<b><u>002 Equipment Support</u></b>											
	13,686,326	554,400	0	0	0	0	13,131,926	0	0	0	89.3	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>	Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.											
<b>Program No. and Title:</b>	<b><u>003 County Data Center</u></b>											
	8,695,534	1,922,413	0	0	0	0	6,773,121	0	0	0	30.1	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>	Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers.											
<b>Program No. and Title:</b>	<b><u>004 COMPASS</u></b>											
	6,921,716	4,000	0	0	0	0	6,917,716	0	0	0	31.2	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>	Enhance and support the Human Resources, Financial and Materials Management application (COMPASS).											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 005 Communication Networks</b>												
	17,520,726	0	0	0	0	0	17,520,726	0	0	0	47.3	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>	Voice and data communication connectivity between county staff, their contacts and information storage.											
<hr/>												
<b>Program No. and Title: 006 CountyWide IT Services</b>												
	12,595,456	932,856	0	0	0	0	11,662,600	0	0	0	36.6	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>	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.											
<hr/>												
<b>FUNDED</b>	87,047,448	5,003,690	0	0	0	0	82,043,758	0	0	0	369.0	1

Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,686,491	8,029,853	8,353,555	9,939,373	9,939,373
Total Financing	90,213	92,336	99,361	93,469	93,469
Net Cost	7,596,278	7,937,517	8,254,194	9,845,904	9,845,904

## 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, the hosting and maintenance for the ePledge application and support and maintenance for the Open Data Initiative.
  - **COMPASS** – Provides funds for the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS).

## SIGNIFICANT DEVELOPMENTS DURING 2014-15:

- Completed a draft Request For Proposal to replace the aging Property Tax System.
- Implemented “responsive” web designs to make them easily readable from any size device without the need for multiple versions of each website.
- Completed several Compass modifications:
  - Upgraded the system to the latest SAP version.
  - Multiple fixes or enhancements to the system.
  - Updated more than 200 programs to prepare for the next large system upgrade (Unicode).
  - Enabled Internet access to the entire Employee Self-Service and Manager Self-Service (ESS/MSS) suite of services.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Completed several Compass modifications (cont.):
  - Implemented numerous changes to comply with union negotiated contracts.
  - Automated the notification process for terminated employees to streamline the removal of system access.
  - Created an interface file for employment verification service.
  - Worked with Turbo Tax to allow import of W-2 information.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Finalize and issue Request For Proposal to replace the aging Property Tax System.
- Develop requirements for replacing the Budget system.
- Upgrade Intranet sites to SharePoint 2013 and update County template.
- Upgrade mainframe hardware.
- Compass enhancements:
  - Implement the SAP Screen Personas to enhance the user experience.
  - Convert ESS/MSS from the current internet portal to a NetWeaver Business Client to reduce maintenance costs by eliminating the portal.
  - Implement a number of Compass paperless initiatives including:
    - Direct deposit of travel and personal employee expenses.
    - Employee on-boarding process which includes direct deposit immediately.
    - Email pay advice notices for those who want a copy sent to them.
  - Enhance ESS/MSS to include functionality for employee absence requests.

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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 90,213	\$ 92,336	\$ 99,361	\$ 93,469	\$ 93,469
<b>Total Revenue</b>	<b>\$ 90,213</b>	<b>\$ 92,336</b>	<b>\$ 99,361</b>	<b>\$ 93,469</b>	<b>\$ 93,469</b>
Services & Supplies	\$ 7,365,579	\$ 7,778,562	\$ 8,031,669	\$ 9,617,487	\$ 9,617,487
Intrafund Charges	320,912	251,291	321,886	321,886	321,886
<b>Total Expenditures/Appropriations</b>	<b>\$ 7,686,491</b>	<b>\$ 8,029,853</b>	<b>\$ 8,353,555</b>	<b>\$ 9,939,373</b>	<b>\$ 9,939,373</b>
<b>Net Cost</b>	<b>\$ 7,596,278</b>	<b>\$ 7,937,517</b>	<b>\$ 8,254,194</b>	<b>\$ 9,845,904</b>	<b>\$ 9,845,904</b>

2015-16 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems

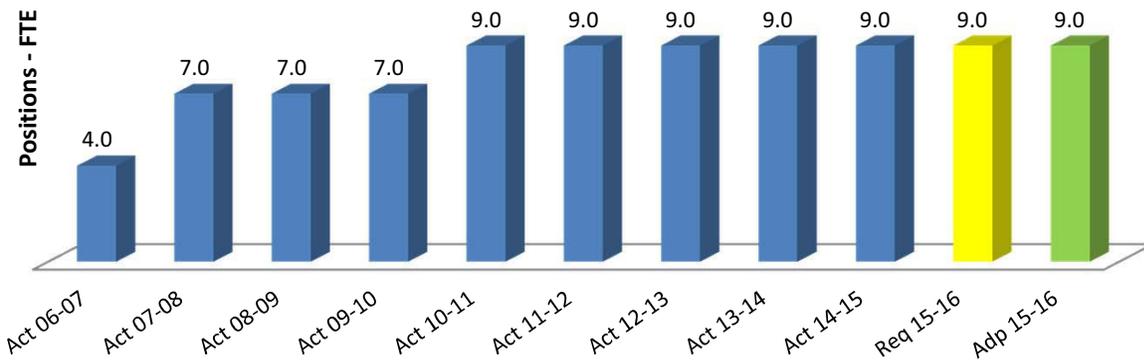
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 Law &amp; Justice Systems</u></b>											
	2,467,104	0	0	0	0	0	52,080	0	0	2,415,024	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	2 -- Discretionary Law-Enforcement											
<b>Strategic Objective:</b>	PS1 -- Protect the community from criminal activity, abuse and violence											
<b>Program Description:</b>	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.											
<b>Program No. and Title:</b>	<b><u>002 Payroll Systems</u></b>											
	287,195	0	0	0	0	0	0	0	0	287,195	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provides a central point for funding of Special District Payroll which supports multiple departments and local entities.											
<b>Program No. and Title:</b>	<b><u>003 Property &amp; Tax Systems</u></b>											
	1,417,193	0	0	0	0	0	0	0	0	1,417,193	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments.											
<b>Program No. and Title:</b>	<b><u>004 COMPASS</u></b>											
	4,226,911	0	0	0	0	0	30,801	0	0	4,196,110	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	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
<b>Program No. and Title:</b> <u>005 Other Shared Applications</u>												
	1,540,970	0	0	0	0	0	10,588	0	0	<b>1,530,382</b>	0.0	0
<b>Program Type:</b> Discretionary												
<b>Countywide Priority:</b> 5 -- General Government												
<b>Strategic Objective:</b> IS -- Internal Support												
<b>Program Description:</b> Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Epledge, Open Data Portal).												
<b>FUNDED</b>	9,939,373	0	0	0	0	0	93,469	0	0	<b>9,845,904</b>	0.0	0

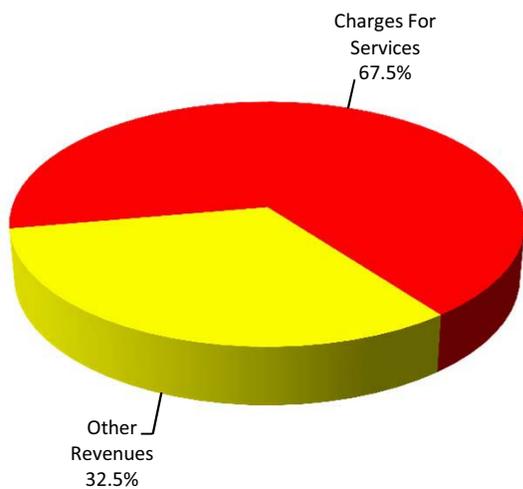
**DEPARTMENTAL STRUCTURE**



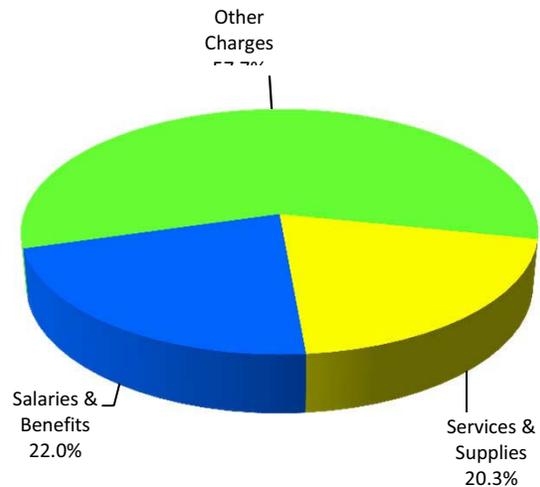
**Staffing Trend**



**Financing Sources**



**Financing Uses**



**Summary**

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	5,044,131	4,652,870	4,855,373	5,728,940	5,728,940
Total Financing	4,996,549	4,656,878	4,792,494	5,728,940	5,728,940
Net Cost	47,582	(4,008)	62,879	-	-
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 2014-15:**

- Began construction of the Twitchell Island radio site, including a 300-foot tower and equipment shelter as part of the Delta Department of Water Resources (DWR) Grant.
- Completed the first phase of the SRRCS infrastructure upgrade to Association of Public Safety Communication Officials Project 25 (P25) and methodical migration of subscriber radios onto the new digital channels.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Complete construction of the Twitchell Island radio site, including a 300-foot tower and equipment shelter as part of the Delta DWR Grant
- Complete phases II and III of the SRRCS infrastructure upgrade to P25 and continue migration of subscriber radios onto the new digital channels.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Operation of Internal Service Fund Fiscal Year 2015-16				Schedule 10
	Fund Title   059A - REGIONAL RADIO Service Activity   Communications System Budget Unit   7020000				
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 3,792,944	\$ 3,726,209	\$ 3,520,300	\$ 3,864,633	\$ 3,864,633
<b>Total Operating Revenues</b>	<b>\$ 3,792,944</b>	<b>\$ 3,726,209</b>	<b>\$ 3,520,300</b>	<b>\$ 3,864,633</b>	<b>\$ 3,864,633</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 1,202,315	\$ 1,268,127	\$ 1,273,413	\$ 1,258,784	\$ 1,258,784
Services & Supplies	1,273,311	1,144,482	1,353,511	1,165,743	1,165,743
Other Charges	13,019	12,241	7,741	11,459	11,459
Depreciation	2,555,486	1,699,482	2,087,200	2,226,955	2,226,955
<b>Total Operating Expenses</b>	<b>\$ 5,044,131</b>	<b>\$ 4,124,332</b>	<b>\$ 4,721,865</b>	<b>\$ 4,662,941</b>	<b>\$ 4,662,941</b>
<b>Operating Income (Loss)</b>	<b>\$ (1,251,187)</b>	<b>\$ (398,123)</b>	<b>\$ (1,201,565)</b>	<b>\$ (798,308)</b>	<b>\$ (798,308)</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Financing	\$ 1,585	\$ -	\$ -	\$ -	\$ -
Other Revenues	1,194,760	914,783	1,240,194	1,864,307	1,864,307
Interest Income	7,260	15,886	32,000	-	-
Improvements	-	(74,144)	-	-	-
Debt Retirement	-	(320,886)	-	(943,850)	(943,850)
Interest Expense	-	(133,508)	(133,508)	(122,149)	(122,149)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,203,605</b>	<b>\$ 402,131</b>	<b>\$ 1,138,686</b>	<b>\$ 798,308</b>	<b>\$ 798,308</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (47,582)</b>	<b>\$ 4,008</b>	<b>\$ (62,879)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change In Net Assets</b>	<b>\$ (47,582)</b>	<b>\$ 4,008</b>	<b>\$ (62,879)</b>	<b>\$ -</b>	<b>\$ -</b>
Net Assets - Beginning Balance	13,137,157	14,004,302	14,004,302	14,008,306	14,008,306
Equity and Other Account Adjustments	914,727	(4)	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 14,004,302</b>	<b>\$ 14,008,306</b>	<b>\$ 13,941,423</b>	<b>\$ 14,008,306</b>	<b>\$ 14,008,306</b>
Positions	9.0	9.0	9.0	9.0	9.0
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

2015-16 PROGRAM INFORMATION

BU: 7020000 Regional Radio Communications System

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:* **1** **SRRCS 800 Mhz.trunked radio backbone services**

5,728,940	0	0	0	0	0	3,864,633	1,864,307	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, regional transit, and general public services

<b>FUNDED</b>	5,728,940	0	0	0	0	3,864,633	1,864,307	0	0	9.0	7
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### Summary

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	1,103,575	-	1,424,460	1,424,460
Total Financing	-	1,122,998	-	1,424,460	1,424,460
Net Cost	-	(19,423)	-	-	-

### PROGRAM DESCRIPTION:

- The Technology Cost Recovery Fee Fund was established by County Ordinance 16.140.030. This Special Revenue fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA. Revenue collected on permits and building licenses are deposited directly into the Fund.
- Effective July 1, 2015, this Fund was moved from the Building Inspection Fund (2150000) in the Municipal Services section of the budget document to its own budget unit in the Internal Services section under the Department of Technology.

### FUND BALANCE CHANGES FOR 2014-15:

Fund balance is reflecting a \$386,560 increase from the prior year; however, the actual increase from the Adopted 2014-15 Budget is \$19,422. The difference of \$367,138 is because the Adopted 2014-15 fund balance for this fund is shown in the Building Inspection Budget (Budget Unit 2150000).

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 2015-16	<b>Schedule 9</b>
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Budget Unit     **2180000 - Technology Cost Recovery Fee**  
 Function         **PUBLIC PROTECTION**  
 Activity          **Protection / Inspection**  
 Fund              **021D - TECH COST RECOVERY FEE**

Detail by Revenue Category and Expenditure Object	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ -	\$ -	\$ -	386,560	386,560
Licenses, Permits & Franchises	-	1,116,931	-	1,037,900	1,037,900
Revenue from Use Of Money & Property	-	1,162	-	-	-
Charges for Services	-	(101)	-	-	-
Miscellaneous Revenues	-	5,006	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 1,122,998</b>	<b>\$ -</b>	<b>\$ 1,424,460</b>	<b>\$ 1,424,460</b>
Services & Supplies	\$ -	1,103,935	\$ -	1,423,460	1,423,460
Other Charges	-	(360)	-	1,000	1,000
<b>Total Expenditures/Appropriations</b>	<b>\$ -</b>	<b>\$ 1,103,575</b>	<b>\$ -</b>	<b>\$ 1,424,460</b>	<b>\$ 1,424,460</b>
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ (19,423)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**2015-16 PROGRAM INFORMATION**

**BU: 2180000 Technology Cost Recovery Fund**

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:** 1     Information Technology Recovery Fee

1,424,460	0	0	0	0	0	1,037,900	0	386,560	0	0.0	0
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**Program Type:** Mandated

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

**Strategic Objective:** C1 -- Develop and sustain livable and attractive neighborhoods and communities

**Program Description:** This Special Revenue fund (County Code Section 16.140) provides financing for the implementation and operation of Accela Automation E-Government System (automated permitting system). A fee is attached to each case processed in Accela and deposited directly into this fund.

**FUNDED**

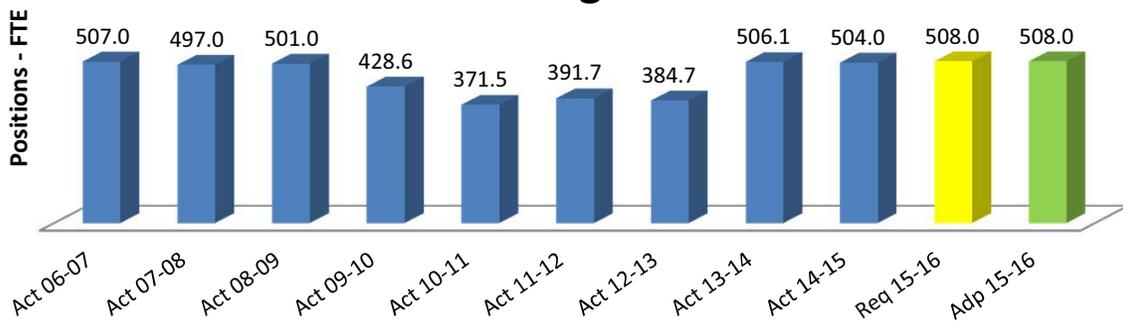
1,424,460	0	0	0	0	0	1,037,900	0	386,560	0	0.0	0
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**DEPARTMENTAL STRUCTURE**

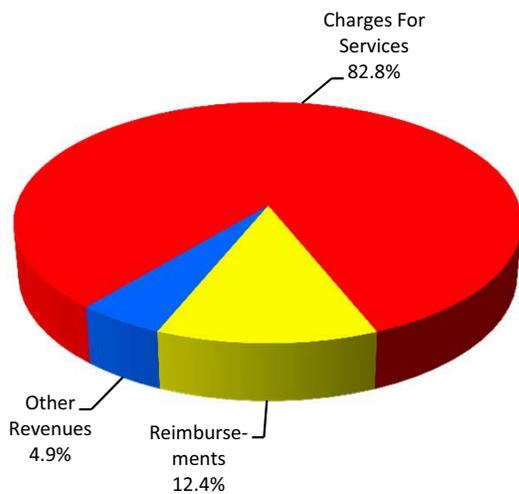
**MICHAEL MORSE, Director**



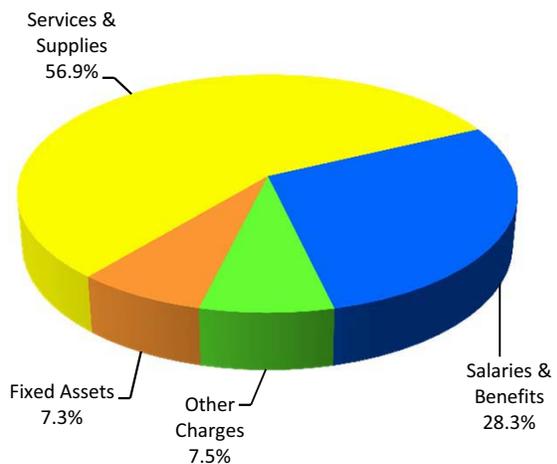
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	148,429,986	150,977,313	177,073,400	188,453,283	188,453,283
Total Financing	153,742,244	152,746,277	163,299,206	176,144,042	176,144,042
<b>Net Cost</b>	<b>-5,312,258</b>	<b>-1,768,964</b>	<b>13,774,194</b>	<b>12,309,241</b>	<b>12,309,241</b>
Positions	506.1	504.0	503.0	508.0	508.0

**PROGRAM DESCRIPTION:**

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized support 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 and Business Services** — Provides administrative services to the department and support services to all county agencies and departments:
    - Administrative Services provides accounting, budget and analysis services.
    - Support Services Division: Provides printing, U.S. Mail, inter-office messenger, document scanning, records management, surplus property and recycling services, and warehousing services.
    - Project Management Division: Provides management and system coordination for departmental projects including information systems analysis, fiscal impact analysis, solution design, resource scheduling, application programming and stakeholder communication.
    - Alarm Services Unit: Performs the design, installation, and maintenance of the County’s electronic security alarm, surveillance, and access control systems at most County owned and leased facilities.
  - **Construction Management and Inspection Division (CMID)** — Supports the construction efforts of the County. CMID staff ensures that projects are constructed in accordance with plans, specifications and county standards. The Division provides inspection, basic materials testing, and construction management for publicly bid construction contracts which provide for the construction/installation of infrastructure maintained by the County.
  - **Contract and Purchasing Services** — Provides centralized procurement services, coordinates the procurement card program, and prepares complex legal contracts and agreements for operating staff to complete construction projects.

**PROGRAM DESCRIPTION (CONT.):**

- **Facility and Property Services** — Provides facility maintenance, security functions, and facility planning services to county agencies and departments.
  - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county-owned facilities including minor remodeling and repair work. Services are provided by skilled carpenters, painters, plumbers, electricians, stationary engineers, building maintenance workers, and custodial staff.
  - Security Services — Provides an unarmed, observe and report security presence for county-owned and some leased facilities.
  - Energy Management Program — 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.
  - Facility Planning and Management — Provides for the administration of facility planning for county-owned and leased facilities. The division manages the following programs:
    - Architectural Services Division — Provides services for county owned and leased facilities. These services include: feasibility studies; facility programming; architectural design and programming; mechanical engineering; electrical engineering; civil engineering; space planning; interior design; modular furniture design and installation; environmental services; and the Job Order Contracting (JOC) Program.
    - Capital Construction Fund — Provides funding for construction and remodeling of county-owned facilities.
    - Computer Aided Facility Management.
    - Environmental Management Services.
    - Master Planning for county-owned and leased facilities.
- Real Estate Division — Negotiates the purchase of real estate property interests required for projects of the Municipal Services Agency, Sacramento Regional County Sanitation District, Sacramento Area Sewer District, Department of Regional Parks and Open Space, other County agencies, and special districts. It also manages county-owned property, sells surplus real estate, negotiates revenue leases, negotiates and manages facility leases; and provides property management in support of the County Facility Management Program.
- Fleet Services — The Fleet Services Division purchases, rents and maintains light and heavy equipment.
  - Light Equipment Section — Provides automotive equipment for all county departments.
  - 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 2014-15:**

- Absorbed approximately \$1.3 million in cost increases in the Allocated Cost Package including cost-of-living adjustments, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Painted and made repairs to the exterior of the Southgate Library.
- Received zero discrepancies in Airfield lighting, Navigational Aids Part 139 Federal Aviation Administration compliance certification safety inspection.
- Replaced undersized Airport Communications Center uninterruptible power supply (UPS) system with a 90 kilovolt-ampere (KVA) system which reduced potential for catastrophic failure to Airport communications and security.
- Added a Security Desk at the Old Administration Building which reduced the calls for assistance.
- Replaced the security kiosk at the New Administration Building.
- Installed reduced flow diaphragms in 1,400 toilets in the Main Jail for water savings measures.
- Installed automated external defibrillators in the shops and security stations for additional safety of staff and public.
- Completed the interior light-emitting diode (LED) lighting retrofit at the Ecology Lane Building to reduce energy usage by 50,000 kilowatt-hours (kWh) per year.
- Completed the LED retrofit and heating, ventilating, and air condition (HVAC) upgrade project at the Office of Economic Development and Marketing Building 4 to reduce their energy costs by approximately 50.0 percent.
- Installed smart irrigation controllers at the Animal Care dog park to reduce water use by approximately 20.0 percent.
- Through collaborated efforts with the Department of Technology's Geographic Information System (GIS) staff, 23,000 records were successfully imported into REDStar - Real Estate's property management database.
- Obtained possession of required right of way and submitted Right of Way Certification documentation to California Department of Transportation (DOT) for the County's DOT Hazel Avenue Phase 2 (56 parcels).
- Completed the acquisition of approximately 2.87 acres of real property for \$835,000 at 3127 Eastern Avenue from the Young Men's Christian Association of Sacramento on behalf of Mission Oaks Recreation and Park District for incorporation into the adjacent Eastern Oak Park.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Deleted 1.0 FTE vacant position and related costs in Heavy Fleet in response to further anticipated reduction of customer maintenance requests.
- Developed and implemented a Vehicle Addition Policy for departments seeking to increase their light fleet rental vehicles.
- Eliminated use of the Fixed Asset Acquisition Fund (FAAF) for financing purchases of Light Fleet vehicle replacements and additions.
- Completed the following projects:
  - Department of Waste Management and Recycling (DWMR) new compressed natural gas (CNG) station.
  - Development of County-wide signage standards.
  - White Rock Road burn dump remediation.
  - Sylvan Oaks Library access compliance.
  - Designed and oversaw the installation of 540 modular workstations at the Department of Human Assistance Arena Service Center.
- Completed construction on the \$22.5 million Watt Ave/U.S. Highway 50 Interchange Improvements Project.
- Procured a replacement Materials Laboratory Office Trailer.
- Began construction for the \$110 million Flow Equalization Project (part of the Echowater Project at the Sacramento Regional Wastewater Treatment Plant).

**SIGNIFICANT CHANGES FOR 2015-16:**

- Open the 911 Call Center at 9250 Bond Road.
- Implement water conservation improvements at Rio Cosumnes Correctional Center (RCCC) and the Main Jail.
- Upgrade the HVAC controls at RCCC to reduce energy usage and provide better maintenance response.
- Assist in the replacement and completion of a \$934,000 energy efficiency improvement project at the Airport which will retrofit 734 roadway, parking, signage and high mast lights to LED. This project is estimated to produce annual net savings of \$210,000.
- Assist in the integration of a 7 megawatt (MW) solar plant into the existing electrical distribution system at the Airport.
- Manage the replacement of the Airfield Lighting Control Management System.
- Install additional closed-circuit television (CCTV) cameras and expanded video storage capacity.
- Finalize 2016-2020 Fleet Services Strategic Business Plan and roll out to staff.
- Assumption of the daily maintenance and coordination of periodic maintenance of the Branch Center CNG fueling station with TruStar Energy as part of a Service Level Agreement being developed with DWMR for maintenance responsibilities.
- Add all-electric and plug-in hybrid vehicles to the County motor pool to help reduce the County fleet's greenhouse gas emissions.

**SIGNIFICANT CHANGES FOR 2015-16 (CONT.):**

- Update the County Transportation Policy.
- Manage new and ongoing projects including:
  - RCCC Campus expansion and infrastructure.
  - Mental Health Treatment Center Complex upgrades.
  - Coroner Crime Lab morgue refrigeration system.
  - Main Jail Roof replacement.
  - New Administration Building fire alarm replacement.
- Explore and enhance use of technology for daily operations, including the use of mobile devices and smart phones by field inspectors.
- Implement submittal and review of improvement plans electronically.
- Update the Inspectors Daily Diary Database from Access to a Structured Query Language (SQL) Server to allow preparation and access to the Inspectors Daily Project Specific Diary via the Internet.
- Addition of On-Call Construction Support Services Consultant Contract for Federally Funded Projects.
- Complete, publish and post on the Internet an update of the County of Sacramento Standard Construction Specifications (last updated in 2008).

**Capital Outlay Funds**

- **Budget Unit 2070000:**

The Capital Outlay Fund shows a net cost of \$6.3 million. \$8.0 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$5.3 million and the remaining \$2.7 million will be funded by the Capital Outlay Fund. An appropriation of \$3.6 million is included to transfer assets to the Sacramento Area Sanitation District.

- **Budget Unit 7080000:**

The Capital Outlay Fund established to fund light equipment purchases shows a net cost of \$404,984. \$7.2 million is appropriated for the purchase of light fleet vehicle replacements and additions, which will be funded through various customer department contributions, and by the Capital Outlay Fund.

**RETAINED EARNINGS CHANGES FOR 2015-16:**

The Department is appropriating \$5.6 million to address the backlog of deferred facility maintenance, relocate the Sheriff's squad buildup operations, continued cost absorption and rate stabilization, miscellaneous equipment purchases, and contingency spending for emergencies that may come up throughout the year with no rate increase to customer departments.

**STAFFING LEVEL CHANGES FOR 2015-16:**

**Added Positions:**

Building Maintenance Worker .....	1.0
Building Project Coordinator 1.....	1.0
Carpenter .....	1.0
Chief Storekeeper Fleet Services.....	1.0
Construction Manager.....	1.0
Electrician.....	1.0
Plumber.....	1.0
Senior Construction Inspector.....	10.0
Senior Storekeeper Fleet Services.....	1.0
Stationary Engineer 1 .....	1.0
Storekeeper Fleet Services .....	<u>6.0</u>
<b>Total</b>	<b>25.0</b>

**Deleted Positions:**

Chief Storekeeper Range B .....	1.0
Construction Inspector .....	10.0
Custodian .....	1.0
Storekeeper 1 .....	6.0
Storekeeper 2.....	1.0
Supervising Custodian 1 .....	<u>1.0</u>
<b>Total</b>	<b>20.0</b>

**Deleted Unfunded Positions:**

Electrician.....	1.0
Plumber.....	1.0
Stationary Engineer 1 .....	<u>1.0</u>
<b>Total</b>	<b>3.0</b>

**SUMMARY OF POSITIONS:**

**Internal Services Fund (035)**

<b>PROGRAM</b>	<b>Adopted 2014-15</b>	<b>Actual 2014-15</b>	<b>Recommended 2015-16</b>	<b>Adopted 2015-16</b>
Airport District	37.0	37.0	37.0	37.0
Alarm Services	6.0	6.0	6.0	6.0
Architectural Services Division	12.0	12.0	13.0	13.0
Bradshaw District	82.0	82.0	83.0	83.0
Contract & Purchasing Services	17.0	17.0	17.0	17.0
Construction Management and Inspection Division	98.0	99.0	99.0	99.0
Downtown District	50.0	50.0	52.0	52.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	80.0	80.0	80.0	80.0
Fleet Services - Light	24.0	24.0	24.0	24.0
Office of the Director	28.0	28.0	28.0	28.0
Real Estate	22.0	22.0	22.0	22.0
Security Services	27.0	27.0	27.0	27.0
Support Services	19.0	19.0	19.0	19.0
	<b>503.0</b>	<b>504.0</b>	<b>508.0</b>	<b>508.0</b>

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement light and heavy equipment approved for Fiscal Year 2015-16.

**SUMMARY OF CAPITAL OUTLAY  
HEAVY EQUIPMENT (Budget Unit 2070000)**

<b>Class</b>	<b>Description</b>	<b>Approved</b>		<b>Approved Amount</b>
		<b>New</b>	<b>Replace</b>	
157	Crew Bus		2	\$ 250,000
159	Bus, 40+ Passengers	1		255,000
161	Stencil/Sign Wash Truck		3	370,000
165	1 ½ Ton Dump/Hoist/Flatbed		4	630,000
167	3 Ton Dump/Hoist/Flatbed		1	150,000
178	Transfer Dump Truck w/Trailer		2	500,000
181	Chemical Spray Truck		1	225,000
213	Portable Trailer	2	2	50,000
225	Concrete Saw Trailer	1		45,000
292	Step Van		1	150,000
380	Shop Tow, Small		1	45,000

## SUPPLEMENTAL INFORMATION(CONT.):

Class	Description	Approved		Approved Amount
		New	Replace	
390	Aerial Lift w/Chipper Body		1	218,000
399	Lube and Fuel Truck		1	225,000
474	Slope Mower with Boom		2	300,000
779	Mechanical Broom Road Sweeper		1	300,000
560/212	Trailer		3	75,000
561/160	Sanitation District Agency (SDA) Utility Truck		1	235,000
561/165	SDA Utility Truck		7	1,190,000
565/292	SDA Step Van		2	450,000
567/224	SDA Trailer		2	24,000
567/366	SDA Air Compressor, Trailer Mounted		1	40,000
<b>Rebudgeted from Fiscal Year 2014-15</b>				
159	Bus, 40+ Passengers	1		294,445
167	3 Ton Dump/Hoist/Flatbed		1	126,021
185	Tractor – 3 axle w/Headboard	1		136,580
396	Flatbed Dump w/Knuckle Boom Crane		1	142,380
560/775	SDA Sewer Cleaner – 2 Axle		3	1,267,332
561/165	SDA Utility Truck		2	288,962
	<b>Total</b>	<b>6</b>	<b>45</b>	<b>\$ 7,982,720</b>

## SUPPLEMENTAL INFORMATION (CONT.):

SUMMARY OF CAPITAL OUTLAY  
LIGHT EQUIPMENT (Budget Unit 7080000)

Class	Description	Approved		Approved Amount
		New	Replace	
102	Subcompact		6	\$ 130,200
110	Compact	13		314,180
122	Sheriff's Patrol Car	7	59	2,445,300
124	Undercover	7	86	2,345,125
126	Sheriff's Training		2	66,000
131	½ Ton Pick-up, Extended Cab	6		157,400
134	1 Ton Utility Truck	5		251,880
137	¾ Ton Utility Truck	3		120,000
140	4x4 Pick-up	1		29,450
141	Animal Care Truck	3		189,750
142	Special Body Trucks		2	250,000
150	Minivan	2	9	258,125
151	½ Ton Van	1	1	48,850
152	¾ Ton Van		6	165,000
153	1 Ton Van		6	180,000
<b>Rebudgeted from Fiscal Year 2014-15</b>				
122	Sheriff's Patrol Car	2		66,284
124	Undercover	1		25,748
131	½ Ton Pick-up, Extended Cab	3		75,894
134	1 Ton Utility Truck	1		44,253
137	¾ Ton Utility Truck	1		58,824
	<b>Total</b>	<b>56</b>	<b>177</b>	<b>\$ 7,222,263</b>

SCHEDULE:

State Controller Schedules		County of Sacramento				Schedule 10
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2015-16				
		Fund Title Service Activity Budget Unit		General Services Summary 7000000/2070000/7080000		
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Use of Money/Prop	\$ (451)	\$ (31)	\$ -	\$ -	\$ -	
Charges for Services	145,617,883	142,788,232	154,383,462	158,806,527	158,806,527	
<b>Total Operating Revenues</b>	<b>\$ 145,617,432</b>	<b>\$ 142,788,201</b>	<b>\$ 154,383,462</b>	<b>\$ 158,806,527</b>	<b>\$ 158,806,527</b>	
<b>Operating Expenses</b>						
Salaries and Employee Benefits	\$ 54,174,619	\$ 56,424,611	\$ 59,578,953	\$ 60,408,490	\$ 60,408,490	
Services and Supplies	78,139,539	77,671,022	88,211,860	92,340,647	92,340,647	
Other Charges	570,429	703,150	854,984	1,142,762	1,142,762	
Depreciation	6,447,372	6,857,456	8,293,701	9,577,741	9,577,741	
<b>Total Operating Expenses</b>	<b>\$ 139,331,959</b>	<b>\$ 141,656,239</b>	<b>\$ 156,939,498</b>	<b>\$ 163,469,640</b>	<b>\$ 163,469,640</b>	
<b>Operating Income (Loss)</b>	<b>\$ 6,285,473</b>	<b>\$ 1,131,962</b>	<b>\$ (2,556,036)</b>	<b>\$ (4,663,113)</b>	<b>\$ (4,663,113)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ 67,628	\$ -	\$ -	\$ -	\$ -	
Other Revenues	3,659,132	3,303,325	5,102,297	5,270,764	5,270,764	
Licenses/Permits	608	-	-	-	-	
Fines/Forefeitures/Penalties	21,253	58,334	-	-	-	
Gain /Sale/Property	866,473	8,226	-	-	-	
Residual Eq Trn Out	(650,000)	-	-	-	-	
Cost of Goods Sold	(3,086,775)	(3,111,192)	(4,100,000)	(4,100,000)	(4,100,000)	
Equipment	(136,008)	(152,390)	(889,000)	(332,062)	(332,062)	
Loss/Disposition-Asset	(36,812)	(14,820)	(56,884)	(56,884)	(56,884)	
Debt Retirement	(1,167,674)	(1,164,940)	(1,164,941)	(972,984)	(972,984)	
Interest Expense	(617,809)	(404,390)	(657,777)	(746,436)	(746,436)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (1,079,984)</b>	<b>\$ (1,477,847)</b>	<b>\$ (1,766,305)</b>	<b>\$ (937,602)</b>	<b>\$ (937,602)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 5,205,489</b>	<b>\$ (345,885)</b>	<b>\$ (4,322,341)</b>	<b>\$ (5,600,715)</b>	<b>\$ (5,600,715)</b>	
Intrafund Charges	\$ 21,586,375	\$ 21,962,303	\$ 24,521,173	\$ 24,850,083	\$ 24,850,083	
Intrafund Reimb	(21,512,490)	(21,887,870)	(24,521,173)	(24,850,083)	(24,850,083)	
<b>Change in Net Assets</b>	<b>\$ 5,131,604</b>	<b>\$ (420,318)</b>	<b>\$ (4,322,341)</b>	<b>\$ (5,600,715)</b>	<b>\$ (5,600,715)</b>	
Net Assets - Beginning Balance	19,572,292	29,675,106	29,675,106	29,311,654	29,311,654	
Equity and Other Account Adjustments	4,971,210	56,866	-	-	-	
Net Assets - Ending Balance	29,675,106	29,311,654	25,352,765	23,710,939	23,710,939	
*Net assets only include Fund 035 Operations and excludes Capital Outlay Funds						
<b>Positions</b>	<b>506.1</b>	<b>504.0</b>	<b>503.0</b>	<b>508.0</b>	<b>508.0</b>	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

SCHEDULE (CONT.):

<b>MEMO ONLY:</b>						
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)						
Total Revenue	\$	3,509,718	\$	4,450,682	\$	5,249,472
Other Equipment		3,148,681		3,596,174		7,982,720
Other Expenses		180,383		584,856		3,570,294
Residual Eq Trn Out		-		-		-
NET COST	\$	(180,654)	\$	(269,652)	\$	6,303,542
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)						
Total Revenue	\$	-	\$	2,137,509	\$	6,817,279
Other Equipment				217,879		7,222,263
Other Expenses						-
Residual Eq Trn Out						-
NET COST	\$	-	\$	(1,919,630)	\$	404,984

2015-16 PROGRAM INFORMATION

BU: 7000000 General Services

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 Department Administration

4,378,058	3,561,947	0	0	0	0	0	666,111	0	150,000	22.0	2
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**Program Type:** Self-Supporting

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

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

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

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

14,867,812	614,975	0	0	0	0	0	13,502,837	0	750,000	83.0	56
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**Program Type:** Self-Supporting

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

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

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

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

8,757,549	465,445	0	0	0	0	0	7,592,104	0	700,000	52.0	9
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**Program Type:** Self-Supporting

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

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

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

**BU: 7000000 General Services**

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 004 GS Security</b>												
	3,069,768	176,106	0	0	0	0	0	2,643,662	0	250,000	27.0	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> Provides security services for county owned facilities and some leased facilities.												
<hr/>												
<b>Program No. and Title: 005 GS-Airport District</b>												
	6,868,893	0	0	0	0	0	0	6,818,893	0	50,000	37.0	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: 006 Central Purchasing</b>												
	2,819,073	556,883	0	0	0	0	0	2,162,190	0	100,000	17.0	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 & contracting services for county departments												
<hr/>												
<b>Program No. and Title: 007 Support Services</b>												
	8,300,729	433,024	0	0	0	0	0	7,617,705	0	250,000	19.0	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> 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: 008 Light Fleet Services</b>												
	31,443,740	8,711,977	0	0	0	0	0	20,912,763	0	1,819,000	24.0	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> Maintains county owned automotive equipment												

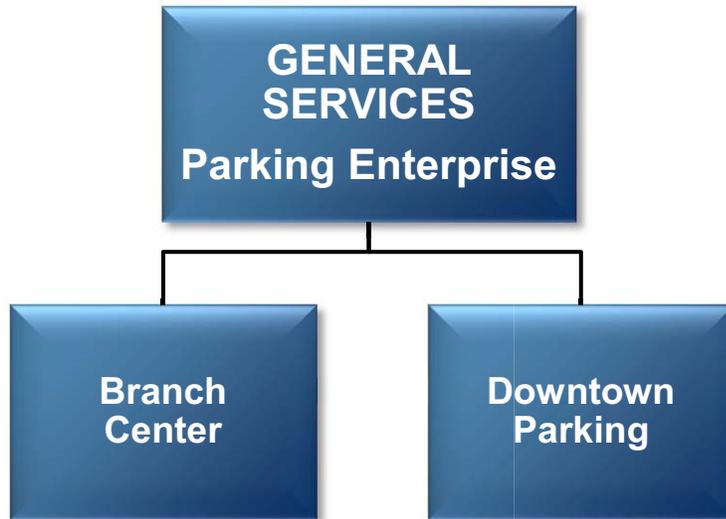
**BU: 7000000 General Services**

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 009 Heavy Fleet Services</b>												
	32,383,902	8,264,278	0	0	0	0	0	23,917,584	0	202,040	80.0	38
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Operation and maintenance of the heavy equipment rental fleet												
<b>Program No. and Title: 010 Energy Management</b>												
	10,240,836	391,735	0	0	0	0	0	9,184,101	0	665,000	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												
<b>Program No. and Title: 011 Facility Planning and Management</b>												
	980,765	89,180	0	0	0	0	0	891,585	0	0	5.0	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> Facility planning for county owned and leased facilities												
<b>Program No. and Title: 012 Computer Aided Facility Management</b>												
	314,578	314,578	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.												
<b>Program No. and Title: 013 Real Estate Operations</b>												
	2,899,536	285,673	0	0	0	0	0	2,514,287	0	99,576	17.0	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												
<b>Program No. and Title: 014 Real Estate Operations</b>												
	42,794,842	228,247	0	0	0	0	0	42,566,595	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												

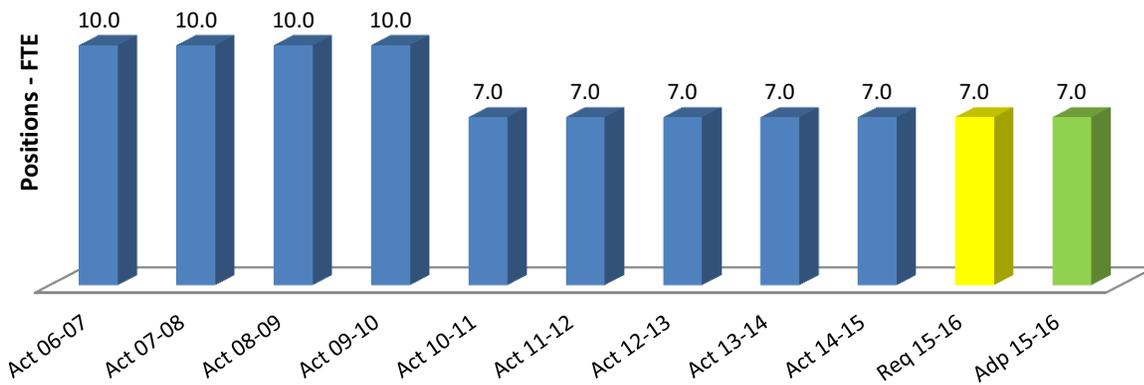
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b><i>Program No. and Title: 015 Real Estate Operations</i></b>												
	1,528,694	0	0	0	0	0	0	1,190,837	0	<b>337,857</b>	5.0	1
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Lease Negotiation and Administration for County Leased Facilities												
<hr/>												
<b><i>Program No. and Title: 016 GS-Alarm Services</i></b>												
	1,416,562	51,395	0	0	0	0	0	1,315,167	0	<b>50,000</b>	6.0	6
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Design, installation, & maintenance of the County's electronic security alarm, surveillance, & access control systems												
<hr/>												
<b><i>Program No. and Title: 017 GS-Architectural Services</i></b>												
	2,685,831	21,000	0	0	0	0	0	2,589,831	0	<b>75,000</b>	13.0	3
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Architectural & engineering design services for county construction, alterations & improvements												
<hr/>												
<b><i>Program No. and Title: 018 GS-Construction Management and Inspection - Administration</i></b>												
	683,640	683,640	0	0	0	0	0	0	0	<b>0</b>	3.0	1
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> Construction Management division-wide administrative services												
<hr/>												
<b><i>Program No. and Title: 019 GS-Construction Management and Inspection Division-Construction Management &amp; Inspection</i></b>												
	16,225,341	0	0	0	0	0	0	16,175,341	0	<b>50,000</b>	86.0	78
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> PS2 -- Keep the community safe from environmental hazards and natural disasters												
<i>Program Description:</i> Ensures that contractors construct public buildings in accordance with approved plans & specifications												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 020 GS-Construction Management and Inspection Division-Materials Testing Laboratory</b>												
	1,867,940	0	0	0	0	0	0	1,815,698	0	<b>52,242</b>	10.0	10
<b>Program Type:</b> Mandated												
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations												
<b>Strategic Objective:</b> PS2 -- Keep the community safe from environmental hazards and natural disasters												
<b>Program Description:</b> Testing & verification of construction materials & processes used in construction of public improvements												
<b>FUNDED</b>	194,528,089	24,850,083	0	0	0	0	0	164,077,291	0	<b>5,600,715</b>	508.0	220

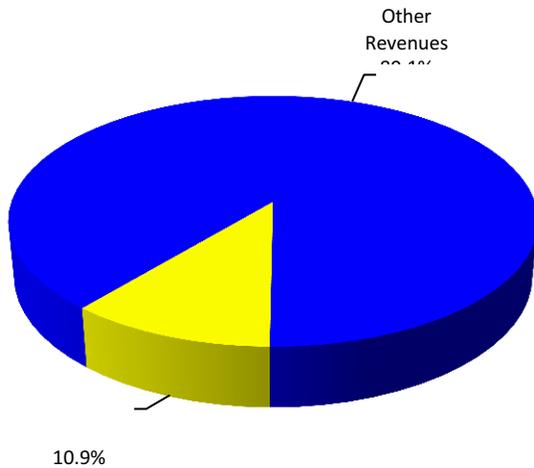
DEPARTMENTAL STRUCTURE



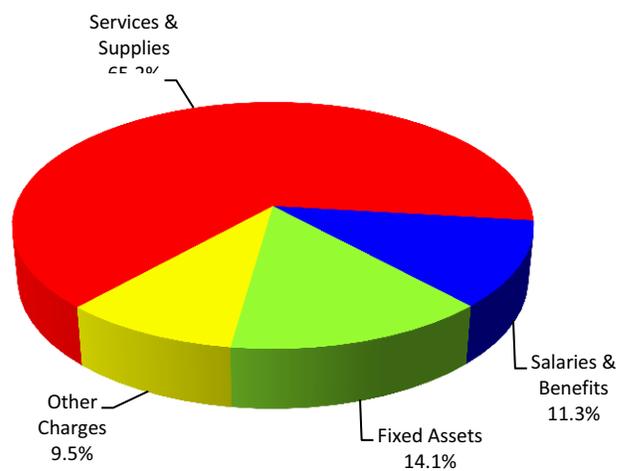
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
<b>Classification</b>	<b>2013-14 Actual</b>	<b>2014-15 Actual</b>	<b>2014-15 Adopted</b>	<b>2015-16 Recommend</b>	<b>2015-16 Adopted by the Board of Supervisors</b>
1	2	3	4	5	6
Total Requirements	2,076,007	2,420,697	4,105,149	4,435,703	4,435,703
Total Financing	2,956,760	3,012,013	2,760,743	2,628,012	2,628,012
Net Cost	(880,753)	(591,316)	1,344,406	1,807,691	1,807,691
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 the California 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 2014-15:**

- Completed repair projects for the public garage and the St. Joseph jury parking lot, including:
  - Making permanent repairs to the public garage ramps and stairwells.
  - Adding light-emitting diode (LED) fixtures in the public garage to improve visibility and safety near the bicycle lockers and on the upper level.
  - Replacing old lighting fixtures in the jury parking lot with new, energy-efficient LED fixtures, lowering costs and improving safety.
  - Resurfacing and restriping the jury lot to eliminate trip hazards and gain additional juror parking spaces.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Completed repair projects for the public garage and the St. Joseph jury parking lot, including (cont.):
  - Improving the disabled parking area of the jury lot by adding additional disabled parking spaces and providing a more efficient ramp system.
- Explored opportunities to automate services in the public garage.
- Ended agreement with outside vendor to provide parking services at the former Bank of America parking lot, due to the sale of the parking lot.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Complete Americans with Disabilities Act compliance assessment and required improvements; Parking Access and Revenue Control System automation; and high-priority structural repairs and maintenance for the Public and Employee parking garages in preparation for accommodating special event parking when the Downtown Arena opens in October 2016.
- Resurface and restripe the County Clerk Recorder parking lot to eliminate trip hazards.
- Create a plan to utilize county lots and garages for arena parking, including the St. Joseph's lot, County Clerk Recorder lot and the public and employee garages.
- Install new, energy efficient LED lighting in the motor pool office and shop area to lower costs and improve safety.

**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2015-16			Schedule 11	
		Fund Title		056A - PARKING ENTERPRISE		
		Service Activity		Parking Operations		
		Budget Unit		7990000		
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 2,438,673	\$ 2,484,031	\$ 2,356,138	\$ 2,382,712	\$ 2,382,712	
Use Of Money/Prop	306,038	197,631	173,944	100,000	100,000	
<b>Total Operating Revenues</b>	<b>\$ 2,744,711</b>	<b>\$ 2,681,662</b>	<b>\$ 2,530,082</b>	<b>\$ 2,482,712</b>	<b>\$ 2,482,712</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 493,566	\$ 403,696	\$ 545,632	\$ 499,710	\$ 499,710	
Services & Supplies	864,618	1,665,233	3,204,947	2,890,927	2,890,927	
Other Charges	53,464	50,822	53,570	56,566	56,566	
Depreciation	300,946	300,946	301,000	363,500	363,500	
<b>Total Operating Expenses</b>	<b>\$ 1,712,594</b>	<b>\$ 2,420,697</b>	<b>\$ 4,105,149</b>	<b>\$ 3,810,703</b>	<b>\$ 3,810,703</b>	
<b>Operating Income (Loss)</b>	<b>\$ 1,032,117</b>	<b>\$ 260,965</b>	<b>\$ (1,575,067)</b>	<b>\$ (1,327,991)</b>	<b>\$ (1,327,991)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ 1,369	\$ -	\$ -	\$ -	\$ -	
Other Revenues	207,489	319,675	228,661	145,300	145,300	
Interest Income	3,191	10,676	2,000	-	-	
Equipment	-	-	-	(625,000)	(625,000)	
Debt Retirement	(356,092)	-	-	-	-	
Interest Expense	(7,321)	-	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (151,364)</b>	<b>\$ 330,351</b>	<b>\$ 230,661</b>	<b>\$ (479,700)</b>	<b>\$ (479,700)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 880,753</b>	<b>\$ 591,316</b>	<b>\$ (1,344,406)</b>	<b>\$ (1,807,691)</b>	<b>\$ (1,807,691)</b>	
<b>Change In Net Assets</b>	<b>\$ 880,753</b>	<b>\$ 591,316</b>	<b>\$ (1,344,406)</b>	<b>\$ (1,807,691)</b>	<b>\$ (1,807,691)</b>	
Net Assets - Beginning Balance	4,950,612	6,594,469	6,594,469	7,520,448	7,520,448	
Equity and Other Account Adjustments	763,104	334,663	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 6,594,469</b>	<b>\$ 7,520,448</b>	<b>\$ 5,250,063</b>	<b>\$ 5,712,757</b>	<b>\$ 5,712,757</b>	
Positions	7.0	7.0	7.0	7.0	7.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

**2015-16 PROGRAM INFORMATION**

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

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

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

4,435,703	0	0	0	0	0	0	2,628,012	0	<b>1,807,691</b>	7.0	0
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*Program Type:* Self-Supporting

*Countywide Priority:* 5 -- General Government

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

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

<b>FUNDED</b>	4,435,703	0	0	0	0	0	2,628,012	0	<b>1,807,691</b>	7.0	0
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**Summary**

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	18,211,455	17,487,111	17,916,799	19,882,676	19,882,676
Total Financing	18,511,336	17,584,920	17,916,799	19,882,676	19,882,676
Net Cost	(299,881)	(97,809)	-	-	-

**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 7-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 Financial 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 2014-15:**

- Monitored the insurance marketplace for new products and programs that can better protect the County, related Districts, and Agencies and their customers.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Maintained aggressive subrogation and insurance recovery efforts.
- Migrated claims database, Renaissance, to David Corp's more powerful and flexible web-based system, NavRisk.
- Continued with Airports and Owner Controlled Insurance Program (OCIP) broker to monitor remaining claims with OCIP for the Airports Terminal Modernization Project.
- Working with our broker, implemented OCIP for Sacramento County Regional Sanitation District's EchoWater Waste Water Treatment Project.
- Updated insurance requirements and indemnity language for the Standard Construction Specifications update project.
- Completed beta testing of various new indemnity versions.
- Coordinated efforts with our broker to complete property appraisals on all County and District owned properties.
- Participated in negotiations on various Airport projects that will generate substantial long-term revenue for the Sacramento International Airport (SMF) and Mather Airport (MHR).
- Filled insurance analyst position with a highly capable and experienced individual.
- Postponed the development of an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Postponed the development of a more detailed and functional Liability Office website.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Complete indemnification and insurance requirement updates to the County's Contracts Manual.
- In coordination with County Counsel, update the County's Purchase Order forms, including using new indemnity and insurance requirements.
- Conduct risk and insurance training workshops, as needed, for County and Sanitation Districts Agency (SDA) contracts' staff.
- Continue with Airports to manage final closeout of the few remaining claims on the Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Continue with advising Sacramento County Regional Sanitation District on the OCIP for EchoWater Wastewater Treatment Project.
- Working with our broker, implement an OCIP for the Rio Cosumnes Correctional Center (RCCC) SB 109 remodel project to start with Request for Proposals (RFPs) going out in 2015.
- 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 2015-16			Schedule 10	
		Fund Title Service Activity Budget Unit		037A - LIABILITY PROPERTY Liability/Property Insurance 3910000		
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 16,736,948	\$ 16,275,564	\$ 16,270,299	\$ 18,236,326	\$ 18,236,326	
<b>Total Operating Revenues</b>	<b>\$ 16,736,948</b>	<b>\$ 16,275,564</b>	<b>\$ 16,270,299</b>	<b>\$ 18,236,326</b>	<b>\$ 18,236,326</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 18,188,033	\$ 17,460,159	\$ 17,889,847	\$ 19,837,261	\$ 19,837,261	
Other Charges	23,422	26,952	26,952	45,415	45,415	
<b>Total Operating Expenses</b>	<b>\$ 18,211,455</b>	<b>\$ 17,487,111</b>	<b>\$ 17,916,799</b>	<b>\$ 19,882,676</b>	<b>\$ 19,882,676</b>	
<b>Operating Income (Loss)</b>	<b>\$ (1,474,507)</b>	<b>\$ (1,211,547)</b>	<b>\$ (1,646,500)</b>	<b>\$ (1,646,350)</b>	<b>\$ (1,646,350)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 1,774,388	\$ 1,309,356	\$ 1,646,500	\$ 1,646,350	\$ 1,646,350	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,774,388</b>	<b>\$ 1,309,356</b>	<b>\$ 1,646,500</b>	<b>\$ 1,646,350</b>	<b>\$ 1,646,350</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 299,881</b>	<b>\$ 97,809</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 299,881</b>	<b>\$ 97,809</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	(14,984,572)	(14,684,689)	(14,684,689)	(14,586,883)	(14,586,883)	
Equity and Other Account Adjustments	2	(3)	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (14,684,689)</b>	<b>\$ (14,586,883)</b>	<b>\$ (14,684,689)</b>	<b>\$ (14,586,883)</b>	<b>\$ (14,586,883)</b>	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2015-16 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**

19,882,676	0	0	0	0	0	0	19,882,676	0	0	0.0	0
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*Program Type:* Mandated

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

*Strategic Objective:* IS -- Internal Support

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

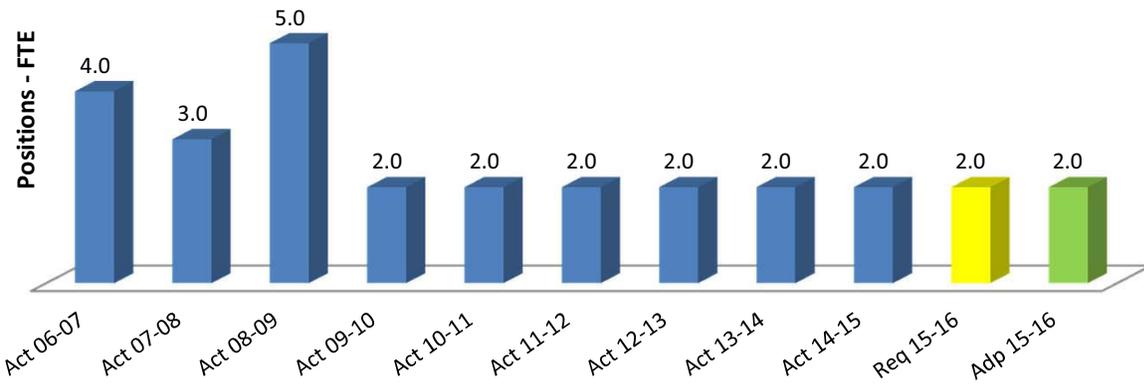
**FUNDED**

19,882,676	0	0	0	0	0	0	19,882,676	0	0	0.0	0
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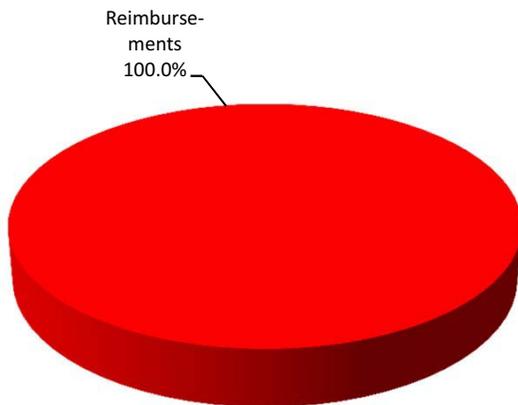
DEPARTMENTAL STRUCTURE



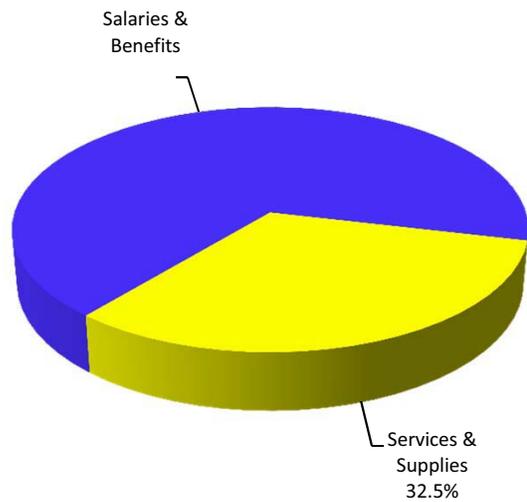
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	100	15	-	-	-
Total Financing	99	15	-	-	-
Net Cost	1	-	-	-	-
Positions	2.0	2.0	2.0	2.0	2.0

**PROGRAM DESCRIPTION:**

- The Office of Compliance was created 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 (HIPAA) of 1996 and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682).
- Mandated HIPAA activities include the provision of Privacy and Security Training to HIPAA-covered programs; assessments of HIPAA program worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information; investigation of privacy complaints and security incidents relating to County clients’ medical information; and reporting of breaches to state and federal agencies.
- Additionally, the Office monitors County departments regulated by the Fair and Accurate Credit Transactions Act (FACTA) Red Flags Rule to prevent identity theft.

**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 HIPAA training and compliance support to county departments and divisions where required by state or federal law.
- Enforce compliance of HIPAA by maintaining a countywide process for receiving, documenting, tracking, investigating, and acting on all incidents, breaches and complaints.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15:**

- Assisted HIPAA covered departments with security incidents involving protected health information and conducted 69 incident investigations.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Reported one HIPAA breach to the Federal Office for Civil Rights.
- Conducted HIPAA risk assessments of 21 County HIPAA covered programs, focusing on: a) electronic medical records; b) programs at highest risk for information breaches; c) program relocations; and d) facilities where modifications might impact information security.
- Responded to five HIPAA privacy complaints.
- Responded to one Request to Amend Health Records.
- Provided live HIPAA Privacy and Security training or retraining to 389 workforce members.
- 262 volunteers, temporary employees or contractors received written HIPAA training.
- Provided an annual report to the Board of Supervisors 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 2015-16:**

- Development of on-line training for HIPAA covered components.
- Review and revision of HIPAA Policies and Procedures.

**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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Miscellaneous Revenues	\$ -	\$ 15	\$ -	\$ -	-
Residual Equity Transfer In	99	-	-	-	-
<b>Total Revenue</b>	<b>\$ 99</b>	<b>\$ 15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Salaries & Benefits	\$ 214,902	\$ 226,294	\$ 229,228	\$ 233,135	\$ 233,135
Services & Supplies	29,382	30,404	88,413	84,833	84,833
Interfund Charges	7,908	7,444	7,444	4,422	4,422
Intrafund Charges	22,984	12,526	22,650	22,842	22,842
Intrafund Reimb	(275,076)	(276,653)	(347,735)	(345,232)	(345,232)
<b>Total Expenditures/Appropriations</b>	<b>\$ 100</b>	<b>\$ 15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Cost</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Positions</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**2015-16 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

345,232	345,232	0	0	0	0	0	0	0	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>	345,232	345,232	0	0	0	0	0	0	0	2.0	0
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Summary					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,708	15,016	100,300	100,230	100,230
Total Financing	-	-	-	-	-
Net Cost	1,708	15,016	100,300	100,230	100,230

**PROGRAM DESCRIPTION:**

The Office of Inspector General (OIG) 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.

**MISSION:**

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

**GOALS:**

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

- Accept citizen complaints to be forwarded for investigation.
- Monitor or independently investigate any other matter as requested by the Sheriff or as directed by the Board of Supervisors.
- 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.
- Advise of any investigation which appears incomplete or otherwise deficient.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15:**

A Request for Proposals was issued to solicit candidates to fill the position of Inspector General.

**SIGNIFICANT CHANGES FOR 2015-16:**

It is anticipated that a candidate will be selected for the position of Inspector General.

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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 1,708	\$ 15,016	\$ 100,300	\$ 100,230	100,230
<b>Total Expenditures/Appropriations</b>	<b>\$ 1,708</b>	<b>\$ 15,016</b>	<b>\$ 100,300</b>	<b>\$ 100,230</b>	<b>100,230</b>
<b>Net Cost</b>	<b>\$ 1,708</b>	<b>\$ 15,016</b>	<b>\$ 100,300</b>	<b>\$ 100,230</b>	<b>100,230</b>

**2015-16 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:** 1 ***Office of Inspector General***

100,230	0	0	0	0	0	0	0	0	100,230	0.0	0
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**Program Type:** Discretionary

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

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

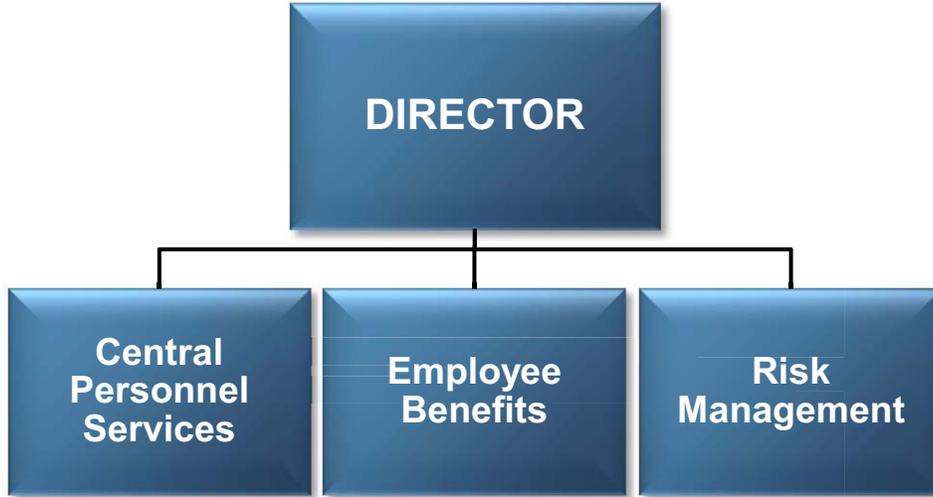
**Program Description:** The Office of Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations processes.

**FUNDED**

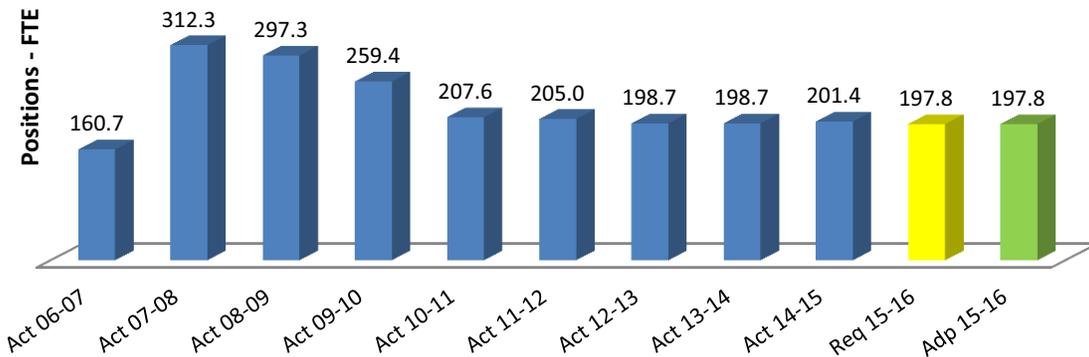
100,230	0	0	0	0	0	0	0	0	100,230	0.0	0
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DEPARTMENTAL STRUCTURE

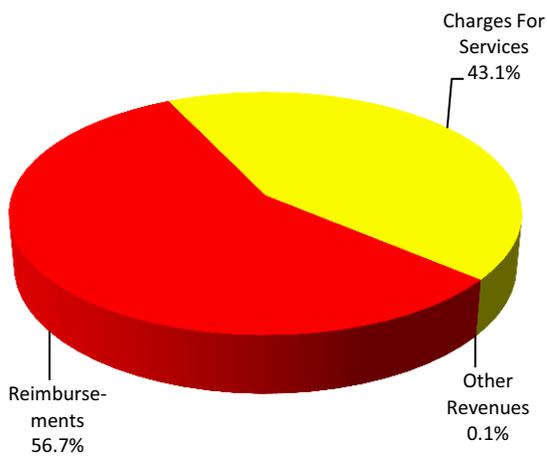
DAVID DEVINE, Director



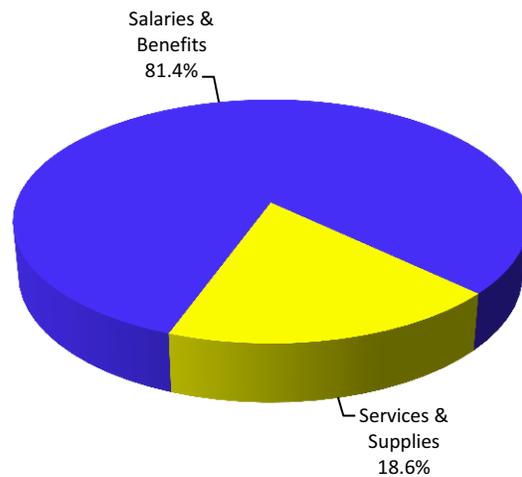
Staffing Trend



Financing Sources



Financing Uses



<b>Summary</b>					
Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,868,812	11,316,275	12,418,842	12,000,198	12,000,198
Total Financing	13,897,329	11,318,552	12,418,842	12,000,198	12,000,198
<b>Net Cost</b>	<b>(28,517)</b>	<b>(2,277)</b>	-	-	-
<b>Positions</b>	<b>198.7</b>	<b>201.4</b>	<b>201.7</b>	<b>197.8</b>	<b>197.8</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 employee benefits 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).
- Providing or managing skills-based training programs and employee development services, and providing Countywide and department-specific training services.
- 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 department-specific human resources services and support to the County's operating departments.
- 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, Liability/Property Insurance, Workers' Compensation Insurance, 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 2014-15:**

- Received and processed 66,151 employment applications, a 23 percent increase from the prior year.
- Established 524 eligible lists for departments to hire from, an 11 percent increase from the prior year.
- Piloted Pre-Exam Workshop for examination applicants.
- Transitioned Salary Resolution Amendment Coordination from Department Services to Employment Services Division in order to more appropriately align related functions and gain efficiencies.
- Developed and conducted a presentation to the Civil Service Commission on Broadening Job Classifications and Lengthening the Life of Eligible Lists.
- Completed the implementation of MySacCounty (Employee and Manager Self-Service) to all employees.
- Successfully placed employees subject to layoff into alternative work assignments, resulting in zero County layoffs.
- Provided County operational Departments with an Annual Summary and Analysis of voluntary terminations to assist them in the retention of highly skilled and high performing employees.
- Implemented a third party employment and salary verification service for all County employees that improves current processes and dramatically improves efficiency in service delivery.
- Developed and implemented a "Job Exchange" program within the Department of Personnel Services that allows all levels of employees to work and gain work experience in another unit or division within DPS, to enhance and develop skill sets needed to advance their own career with the County.
- Conducted acceptance testing and developed related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Reduced the time to complete internal investigations to under 90 days.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Implemented 75 percent of COMPASS Service Requests for system enhancements and implemented 99 percent of COMPASS Service Requests for system fixes within the calendar year.
- Developed and implemented AB1522 Healthy Workplaces/Healthy Families Act of 2014 which grants most temporary employees to receive 24 hours of sick leave per calendar year.
- Added Critical Illness coverage for County employees.
- Negotiated a five percent reduction in Optional Life Insurance rates with a three-year-rate guarantee, added an additional five times salary level, and increased Accelerated Payout Benefit from 50 percent coverage to 90 percent coverage.
- Negotiated two percent rate reduction in Active dental premium with a two-year-rate guarantee.
- Negotiated a 14 percent rate reduction in EAP premium with a three-year-rate guarantee and enhanced benefits.
- Administered the first Countywide Wellness challenge.
- Increased percentage of 401(a) participants who receive County match from 89 percent to 93 percent.
- Increased number of new hires who enroll into 457(b) within 90 days from four percent to 17 percent.
- Coordinated rollout and provided training to all County departments participating in the Sacramento County Online Performance Evaluation system (SCOPE).
- Updated Harassment Prevention training to include discussion of Abusive Behavior, as required by California AB 2053.
- Began completion of bi-annual EEO-4 report to meet federal reporting requirements regarding race, sex, job, and income.
- Began developing internal guidelines for requests for religious accommodations.
- Provided specialized training to several County units regarding providing services to, and proper treatment of, people with disabilities.
- Began to update and streamline internal system for tracking Reasonable Accommodation requests and individuals involved in the ADA/FEHA process.
- The Federal OSHA successfully revised a law for Chemical Hazard Communication in the workplace. The County Safety Office is continuing to work with Department Safety Representatives to ensure implementation of required program elements and employee training. All employees were to be trained in the new system by December of 2013. The Safety Office is confident that most if not all affected departments have the necessary up-dated regulatory information and their employees have been trained in the new system.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Effective July 1, 2015, the Office of Labor Relations will be moved out of the Department of Personnel Services (DPS) and moved into its own Budget Unit (BU) 5970000. The four positions previously in DPS and all labor relations functions will be reflected in BU 5970000.
- Enhance [saccountyjjobs.net](http://saccountyjjobs.net) employment opportunities page to make it easier for applicants to search for jobs.

**SIGNIFICANT CHANGES FOR 2015-16 (CONT.):**

- Implement sending e-mail exam notices only (resulting in decrease in mailing, ink, and paper costs).
- Implement after-hire survey to determine if eligible lists meet departmental needs.
- Develop career ladders to provide potential career progression and opportunities within the County.
- Finalize classification maintenance plan to establish five-year schedule for reviewing and maintaining current class specifications.
- Update the remainder of the 77 Personnel Policies and Procedures. Complete scheduled meet & confer in first half of next fiscal year.
- Begin work on a Digital Personnel File (DPF) that will eliminate the current paper Employee File and provide electronic storage, viewing and maintenance of all employee records.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS HR Service Package – Legal Change Package updates.
- Analyze the remainder of special district payroll customers to determine feasibility of transitioning to COMPASS for payroll processing.
- Automate the employee experience for new employee processing. HR enrollment forms to be completed on-line with no more paper forms.
- Prepare for first time reporting of Affordable Care Act employee coverage data to the IRS.
- Contract with third party vendor to accept payroll interface and provide the County with real time tracking of County exposure to Affordable Care Act compliance penalties.
- Increase participation in HSA coverage to 35 percent.
- Offer group coaching services to managers to enhance performance and, thereby enhance morale, employee engagement, customer service, efficiency and quality.
- Fully implement the 6th edition of the online Preventing Workplace Harassment training program to all County employees.
- Complete and submit federally required bi-annual EEO-4 report.
- Complete bi-annual EEO Plan to meet requirements for grant funding received by various departments.
- Work with larger Departments to incorporate more daily occupational safety functions at the line and program management levels in an effort to minimize their reliance on County Safety Professionals. Reliance on County Safety Professionals often causes significant delays in providing legally mandated consultations and injury and illness preventative services for our line employees and managers. Well trained lead workers, supervisors and line managers in occupational health and safety are a State and Federal safety requirement that needs to be achieved in our organization.
- Continue to measure the effectiveness of the Countywide Respiratory Protection Policy and Program. Submitted County Respirator Policy that reflects current legal requirements and County practices. Ensure those employees who are required to participate in such a program are properly trained in the use and care of respirators for use in the workplace.

**SIGNIFICANT CHANGES FOR 2015-16 (CONT.):**

- Revise the overall employee health and safety training programs and curriculum to realign the County’s training regimen to better reflect current occupational health and safety issues with current county operations. This effort includes our Defensive Driver, Fieldworker Safety, Workplace Violence Prevention and Lead worker/Supervisors health and safety compliance series training programs.

**STAFFING LEVEL CHANGES FOR 2015-16:**

- The following 8.0 FTE positions were added during Fiscal Year 2014-15:

**Added Positions:**

Administrative Services Officer 1 (Confidential).....	1.0
Human Resource Manager 1 .....	1.0
Human Resource Manager 2 .....	1.0
Office Specialist Level 2, (Confidential) .....	1.0
Personnel Analyst .....	1.0
Personnel Specialist Level 2 .....	1.0
Senior Personnel Analyst.....	<u>2.0</u>
<b>Total</b>	<b>8.0</b>

- The following 8.3 FTE positions were deleted during Fiscal Year 2014-15:

**Deleted Positions:**

Labor Relations Manager .....	1.0
Office Assistant Level 2, (Confidential).....	1.0
Personnel Specialist Level 2, (0.5) .....	1.5
Personnel System Manager, Range A .....	2.0
Personnel System Manager, Range B .....	1.0
Senior Personnel Analyst (0.8) .....	0.8
Workers Compensation Supervisor .....	<u>1.0</u>
<b>Total</b>	<b>8.3</b>

- The following 3.0 FTE positions were added for Fiscal Year 2015-16:

**Added Positions:**

Personnel Analyst .....	1.0
Senior Office Assistant (Confidential) .....	1.0
Training and Development Manager .....	<u>1.0</u>
<b>Total</b>	<b>3.0</b>

**STAFFING LEVEL CHANGES FOR 2015-16 (CONT.):**

- The following 2.6 FTE positions were deleted for Fiscal Year 2015-16:

**Deleted Positions:**

Administrative Services Officer 3 .....	1.0
Chief Disability Compliance Program.....	1.0
Senior Office Assistant (Confidential) (0.6) .....	<u>0.6</u>
<b>Total</b>	<b>2.6</b>

- The following 4.0 FTE positions were transferred to the Office of Labor Relations Budget Unit 5970000 for Fiscal Year 2015-16:

**Transferred Positions:**

Administrative Services Officer 1 (Confidential) .....	1.0
Labor Relations Officer .....	2.0
Labor Relations Representative .....	<u>1.0</u>
<b>Total</b>	<b>4.0</b>

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 2015-16	<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	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Prior Yr Carryover	\$ 2,793,836	\$ -	\$ -	\$ -	-
Revenue from Use Of Money & Property	-	726	-	-	-
Intergovernmental Revenues	107,603	143,711	-	-	-
Charges for Services	10,939,831	11,165,562	12,418,842	11,970,198	11,970,198
Miscellaneous Revenues	48,529	8,553	-	30,000	30,000
Residual Equity Transfer In	7,530	-	-	-	-
<b>Total Revenue</b>	<b>\$ 13,897,329</b>	<b>\$ 11,318,552</b>	<b>\$ 12,418,842</b>	<b>\$ 12,000,198</b>	<b>\$ 12,000,198</b>
Salaries & Benefits	\$ 23,695,311	\$ 22,308,648	\$ 23,222,772	\$ 22,593,280	\$ 22,593,280
Services & Supplies	3,434,764	2,784,217	3,123,331	3,228,579	3,228,579
Equipment	-	26,255	-	-	-
Intrafund Charges	1,323,148	1,518,939	1,925,618	1,922,928	1,922,928
Intrafund Reimb	(14,584,411)	(15,321,784)	(15,852,879)	(15,744,589)	(15,744,589)
<b>Total Expenditures/Appropriations</b>	<b>\$ 13,868,812</b>	<b>\$ 11,316,275</b>	<b>\$ 12,418,842</b>	<b>\$ 12,000,198</b>	<b>\$ 12,000,198</b>
<b>Net Cost</b>	<b>\$ (28,517)</b>	<b>\$ (2,277)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Positions</b>	<b>198.7</b>	<b>201.4</b>	<b>201.7</b>	<b>197.8</b>	<b>197.8</b>

2015-16 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>											
	973,498	779,325	0	0	0	0	0	194,173	0	0	4.0	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>											
	3,737,737	2,783,971	0	0	0	0	0	953,766	0	0	28.8	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>	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 Training &amp; Organization Development</u></b>											
	812,135	606,360	0	0	0	0	0	205,775	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.											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title: 004 Department Services</b>												
	13,136,865	9,033,786	0	0	0	0	0	4,103,079	0	0	96.0	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> 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.												
<b>Program No. and Title: 005 Employee Benefits</b>												
	2,477,372	1,246,520	0	0	0	0	0	1,230,852	0	0	12.0	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>												
	747,796	0	0	0	0	0	0	747,796	0	0	6.1	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>												
	475,016	0	0	0	0	0	0	475,016	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.												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Carryover	Net Cost	Positions	Vehicles
<b>Program No. and Title:</b> <u>008</u> <u>Equal Employment Opportunity</u>												
	338,216	0	0	0	0	0	0	338,216	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:</b> <u>009</u> <u>Safety Office</u>												
	1,734,507	1,294,627	0	0	0	0	0	439,880	0	0	10.9	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.											
<b>Program No. and Title:</b> <u>010</u> <u>Workers' Compensation Personnel</u>												
	3,311,645	0	0	0	0	0	0	3,311,645	0	0	29.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Funds staffing for the Workers' Compensation Insurance program.											
<b>FUNDED</b>	27,744,787	15,744,589	0	0	0	0	0	12,000,198	0	0	197.8	0

### Summary

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,188,007	1,209,093	1,838,097	1,449,734	1,449,734
Total Financing	1,848,086	1,838,073	1,838,097	1,449,734	1,449,734
Net Cost	(660,079)	(628,980)	-	-	-

### 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 claim 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 understanding of Unemployment Insurance benefits to assist in proper claim management.

### SIGNIFICANT DEVELOPMENTS DURING 2014-15:

- Updated the County policy and procedure related to the Unemployment Insurance (UI) Program.
- Percentage of claims disputed by the County receiving a favorable determination by the state Employment Development Department (EDD) from Fiscal Year 2014-15 was 93 percent.
- Reviewed and updated the UI cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed and minimize the County's financial liability in this area.
- Conducted two UI training workshop to the Department of Personnel Services -Department Services teams and four UI Supervisor Compliance Workshops to increase their understanding of the UI claim handling process thereby increasing efficiencies and reducing County cost.
- Trained the Human Resources (HR) Service Teams in preparing documentation that assists in the representation of the County at UI Hearings.
- Created a Hearing Report to track the trends and address any identified training needs for UI Hearings.
- Developed language regarding treatment of UI claims in the Settlement Agreements between the County and former employees.

**SIGNIFICANT DEVELOPMENTS DURING 2014-15 (CONT.):**

- Successfully contested claims saved the County approximately \$3.6 million in unnecessary UI payouts.
- Unable to develop and implement an automated report that will extract payroll information on a weekly basis that will enable the County to more quickly respond to EDD informational requests (audits), due to other workload priorities.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Review and update the UI cost forecasting model, based on actual data received by EDD for Fiscal Year 2014-15 to better estimate the UI funds needed and minimize the County's financial liabilities.
- Conduct four UI Supervisor Compliance Workshops to increase their understanding of the UI claim handling process.
- Develop an automated report that would extract payroll information on a weekly basis enabling the County to more quickly respond to EDD informational requests (audits).
- Provide EDD with all information regarding former employees within ten days, in accordance with the California Unemployment Insurance Code, avoiding significant financial penalties for non-compliance.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2015-16				Schedule 10
		Fund Title		040A - UNEMPLOYMENT INSURANCE		
		Service Activity		Unemployment Insurance		
		Budget Unit		3930000		
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 1,848,086	\$ 1,838,073	\$ 1,838,097	\$ 1,449,734	\$ 1,449,734	
<b>Total Operating Revenues</b>	<b>\$ 1,848,086</b>	<b>\$ 1,838,073</b>	<b>\$ 1,838,097</b>	<b>\$ 1,449,734</b>	<b>\$ 1,449,734</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 1,179,608	\$ 1,199,938	\$ 1,828,942	\$ 1,438,812	\$ 1,438,812	
Other Charges	8,399	9,155	9,155	10,922	10,922	
<b>Total Operating Expenses</b>	<b>\$ 1,188,007</b>	<b>\$ 1,209,093</b>	<b>\$ 1,838,097</b>	<b>\$ 1,449,734</b>	<b>\$ 1,449,734</b>	
Operating Income (Loss)	\$ 660,079	\$ 628,980	\$ -	\$ -	\$ -	
<b>Non-Operating Revenues (Expenses)</b>						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 660,079	\$ 628,980	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 660,079	\$ 628,980	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	756,929	1,417,010	1,417,010	2,045,990	2,045,990	
Equity and Other Account Adjustments	2	-	-	-	-	
Net Assets - Ending Balance	\$ 1,417,010	\$ 2,045,990	\$ 1,417,010	\$ 2,045,990	\$ 2,045,990	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2015-16 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**

1,449,734	0	0	0	0	0	0	1,449,734	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>	1,449,734	0	0	0	0	0	1,449,734	0	0	0.0	0
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### Summary

Classification	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommend	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	22,343,193	22,731,607	26,977,885	27,142,688	27,142,688
Total Financing	28,042,060	27,538,027	26,977,885	27,142,688	27,142,688
Net Cost	(5,698,867)	(4,806,420)	-	-	-

### 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 2014-15:

- Implemented statutory and regulatory changes mandated by state and other applicable legislation.
- Completed a Request for Proposal (RFP) and contract process for actuary services.
- Migrated claims handling software to new platform/system.
- Renewed claims system contract.
- Monitored continuing education requirements for staff and confirm compliance.
- Continued process improvements to enhance quality claims handling and customer service through performance measures, accountabilities, and increased use of automation.
- Successfully passed bi-annual California State Association of Counties Excess Insurance Authority (CSAC-EIA) audit.

**SIGNIFICANT CHANGES FOR 2015-16:**

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Complete the RFP process and contract for pre-employment services.
- Renew and upgrade contract for claims handling system in preparation for developing paperless environment.
- Monitor continuing education requirements for staff and confirm compliance.
- Continue process improvements to enhance quality claims handling and customer service through performance measures, accountabilities and increased use of automation.
- Successfully pass scheduled audit and make necessary adjustments.
- Start process of researching, and evaluating document management programs for claims system.

**SCHEDULE:**

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2015-16			Schedule 10	
		Fund Title		039A - WORKERS COMPENSATION		
		Service Activity		Workers' Compensation Insurance		
		Budget Unit		3900000		
Operating Detail	2013-14 Actual	2014-15 Actual	2014-15 Adopted	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 26,536,700	\$ 27,244,789	\$ 26,952,885	\$ 27,117,688	\$ 27,117,688	
Intergovernmental Revenues	2,137	-	-	-	-	
<b>Total Operating Revenues</b>	<b>\$ 26,538,837</b>	<b>\$ 27,244,789</b>	<b>\$ 26,952,885</b>	<b>\$ 27,117,688</b>	<b>\$ 27,117,688</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 22,181,531	\$ 22,576,225	\$ 26,754,629	\$ 26,871,123	\$ 26,871,123	
Other Charges	159,536	153,256	223,256	271,565	271,565	
Depreciation	2,126	2,126	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 22,343,193</b>	<b>\$ 22,731,607</b>	<b>\$ 26,977,885</b>	<b>\$ 27,142,688</b>	<b>\$ 27,142,688</b>	
<b>Operating Income (Loss)</b>	<b>\$ 4,195,644</b>	<b>\$ 4,513,182</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Financing	\$ 36	\$ -	\$ -	\$ -	\$ -	
Other Revenues	1,503,187	293,238	25,000	25,000	25,000	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,503,223</b>	<b>\$ 293,238</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 5,698,867</b>	<b>\$ 4,806,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Change In Net Assets</b>	<b>\$ 5,698,867</b>	<b>\$ 4,806,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	(88,331,446)	(82,632,579)	(82,632,579)	(77,826,156)	(77,826,156)	
Equity and Other Account Adjustments	-	3	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (82,632,579)</b>	<b>\$ (77,826,156)</b>	<b>\$ (82,632,579)</b>	<b>\$ (77,826,156)</b>	<b>\$ (77,826,156)</b>	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

**2015-16 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**

27,142,688	0	0	0	0	0	0	27,142,688	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. The County also purchases excess Workers' Compensation Insurance to cover claims above a self-insured retention of \$3.0 million.

<b>FUNDED</b>	27,142,688	0	0	0	0	0	27,142,688	0	0	0.0	0
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