

ADMINISTRATIVE SERVICES

TABLE OF CONTENTS

| | <u>BUDGET UNIT</u> | <u>PAGE</u> |
|--|-------------------------------|-------------|
| INTRODUCTION | | F-3 |
| COUNTY CLERK/RECORDER | 3240000 | F-7 |
| COURT - COUNTY CONTRIBUTION | 5040000 | F-13 |
| COURT - NON-TRIAL COURT OPERATIONS | 5020000 | F-15 |
| COURT PAID COUNTY SERVICES..... | 5050000 | F-18 |
| DEPARTMENT OF FINANCE | 3230000 | F-20 |
| DEPARTMENT OF REVENUE RECOVERY | 6110000 | F-32 |
| DEPARTMENT OF TECHNOLOGY..... | 7600000 | F-41 |
| DATA PROCESSING - SHARED SYSTEMS | 5710000 | F-53 |
| REGIONAL RADIO COMMUNICATIONS SYSTEM | 7020000 | F-58 |
| TECHNOLOGY COST RECOVERY FEE | 2180000 | F-63 |
| DISPUTE RESOLUTION PROGRAM | 5520000 | F-65 |
| GENERAL SERVICES/CAPITAL OUTLAY | 7000000/2070000/7080000 | F-68 |
| CAPITAL CONSTRUCTION | 3100000 | F-85 |
| PARKING ENTERPRISE | 7990000 | F-98 |
| GRAND JURY..... | 5660000 | F-104 |
| OFFICE OF COMPLIANCE | 5740000 | F-107 |
| OFFICE OF INSPECTOR GENERAL | 5780000 | F-111 |
| PERSONNEL SERVICES | 6050000 | F-114 |
| LIABILITY/PROPERTY INSURANCE | 3910000 | F-123 |
| UNEMPLOYMENT INSURANCE | 3930000 | F-127 |
| WORKERS' COMPENSATION INSURANCE | 3900000 | F-130 |
| VOTER REGISTRATION AND ELECTIONS..... | 4410000 | F-134 |

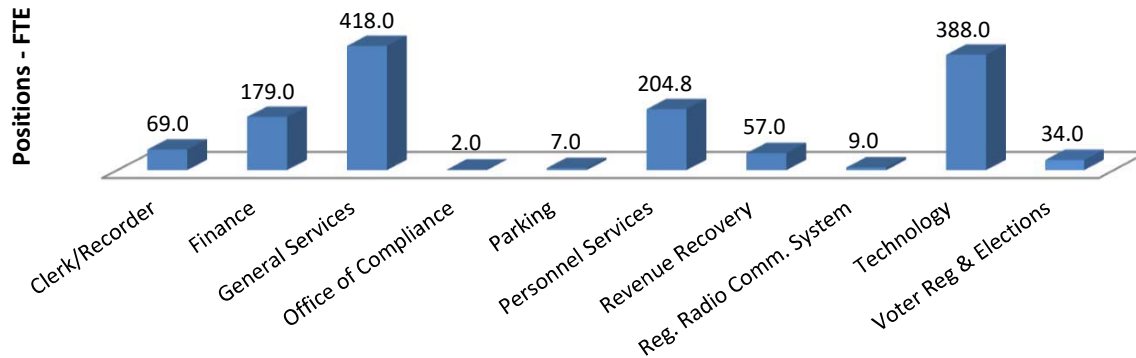
INTRODUCTION

ADMINISTRATIVE SERVICES

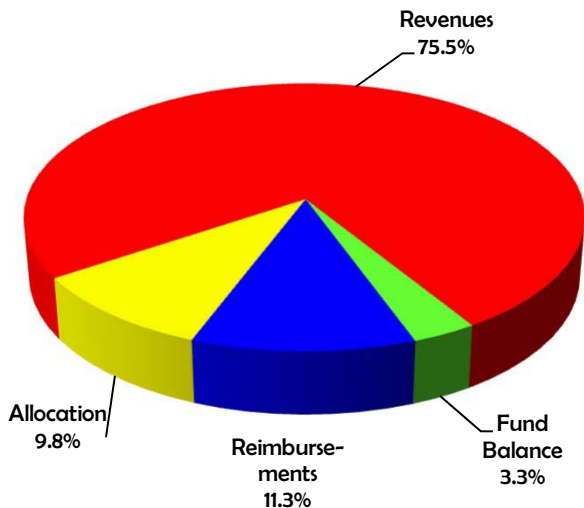
DAVID VILLANUEVA, DEPUTY COUNTY EXECUTIVE



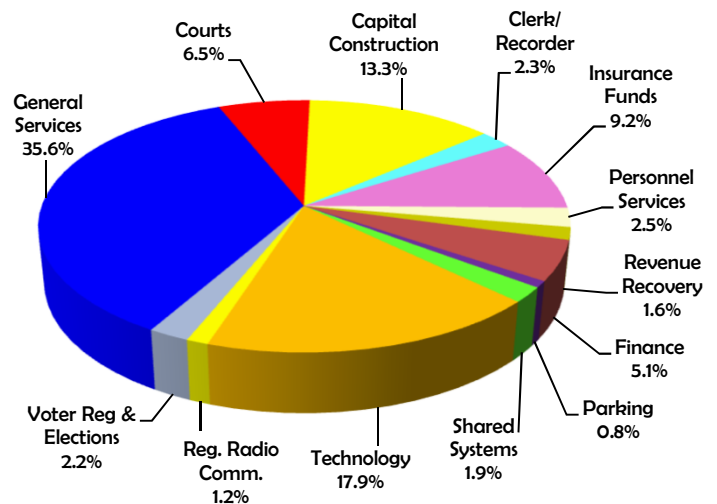
Staffing Trend



Financing Sources



Financing Uses



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

Administrative Services departments include:

County Clerk/Recorder — Is comprised of the following programs: Serves as custodian of legal records; files Statements of Economic Interest and Environmental Impact Statements; records real property documents for the County; issues and registers marriage licenses, notaries public, vital statistics and other public documents. The 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 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 Reclamation Districts.

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

Personnel Services — Is comprised of the following programs: Deferred Compensation; Dental Insurance; Disability Compliance; Employee Benefits; Employee Health; Equal Employment; Liability/Property Insurance; Personnel Records; Department Services; Personnel/Payroll Training and Support; Safety Services; Selection & Classification; Training and Development; Training; Unemployment Insurance; and Workers' Compensation.

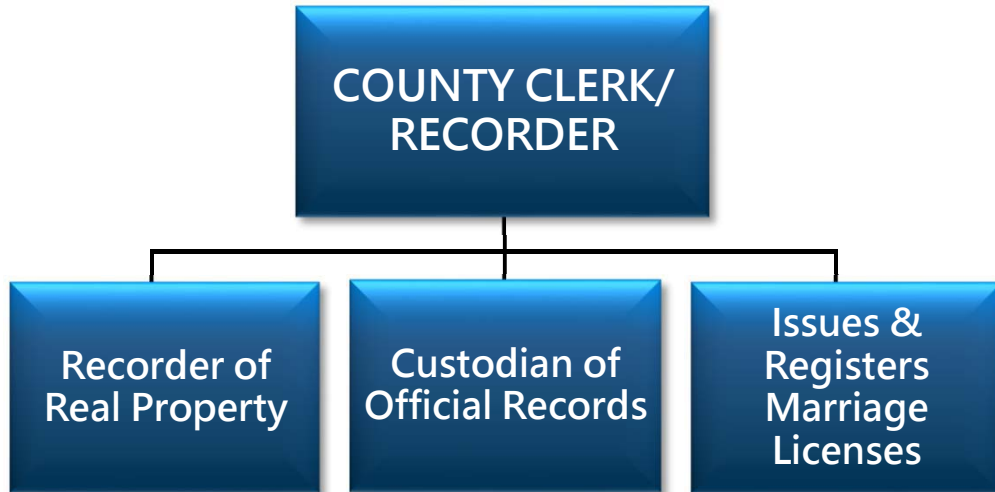
Revenue Recovery — Primary responsibility is to collect both current and delinquent accounts receivable. To accomplish this, the Department: Performs financial evaluations; determines client's ability to pay, and adjusts certain types of charges; establishes a payment schedule, when appropriate; creates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

Voter Registration and Elections — This Department is responsible to register voters and maintain voter files, files candidate nomination papers, certifies citizen-initiated petitions; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal and internal county employee elections.

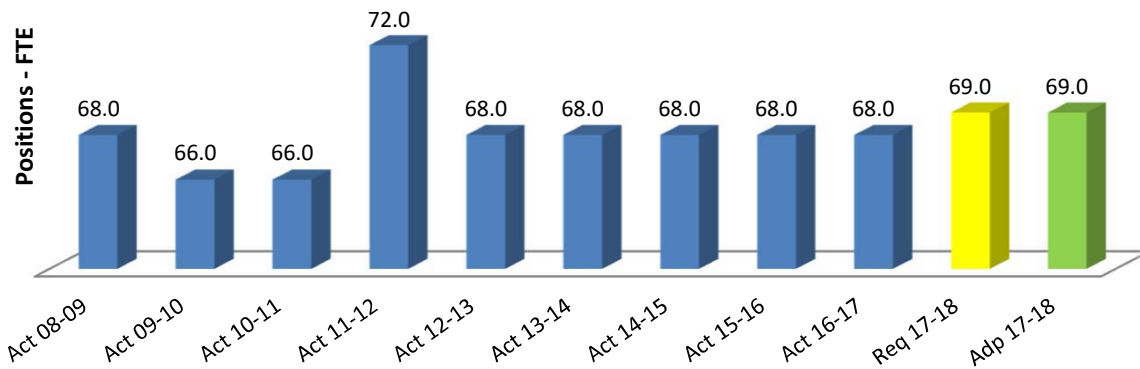
INTRODUCTION

| Administrative Services Budget Units/Departments | | | | | | |
|---|------------------------|--|----------------------|----------------------|---------------------|------------------|
| Fund | Budget Unit No. | Departments/Budget Units | Requirements | Financing | Net Cost | Positions |
| 001A | 3240000 | County Clerk/Recorder | 12,177,763 | 12,157,865 | 19,898 | 69.0 |
| 001A | 5040000 | Court/County Contribution | 24,761,756 | 0 | 24,761,756 | 0.0 |
| 001A | 5020000 | Court/Non-Trial Court Funding | 8,843,233 | 0 | 8,843,233 | 0.0 |
| 001A | 5050000 | Court Paid County Services | 1,204,242 | 1,204,242 | 0 | 0.0 |
| 001A | 5710000 | Data Processing-Shared Systems | 10,384,440 | 94,668 | 10,289,772 | 0.0 |
| 001A | 3230000 | Department of Finance | 27,362,177 | 24,746,545 | 2,615,632 | 179.0 |
| 001A | 6110000 | Department of Revenue Recovery | 8,538,949 | 8,538,949 | 0 | 57.0 |
| 001A | 5520000 | Dispute Resolution Program | 700,000 | 700,000 | 0 | 0.0 |
| 001A | 5660000 | Grand Jury | 312,884 | 0 | 312,884 | 0.0 |
| 001A | 5740000 | Office of Compliance | 0 | 0 | 0 | 2.0 |
| 001A | 5780000 | Office of Inspector General | 130,000 | 0 | 130,000 | 0.0 |
| 001A | 6050000 | Personnel Services | 13,140,626 | 13,140,626 | 0 | 204.8 |
| 001A | 4410000 | Voter Registration and Elections | 11,539,530 | 1,519,686 | 10,019,844 | 34.0 |
| GENERAL FUND TOTAL | | | \$119,095,600 | \$62,102,581 | \$56,993,019 | 545.8 |
| General Services | | | | | | |
| 034A | 2070000 | Capital Outlay | 20,016,393 | 5,848,195 | 14,168,198 | 0.0 |
| 035A | 7007900 | Architectural Services | 3,051,033 | 2,976,033 | 75,000 | 14.0 |
| 035B | 7007200 | Construction Management & Inspection | 0 | 0 | 0 | 0.0 |
| 035C | 7110000 | Office of the Director | 1,926,747 | 1,776,747 | 150,000 | 27.0 |
| 035F | 7007410 | Alarm Services | 1,658,623 | 1,658,623 | 0 | 6.0 |
| 035F | 7007440 | Building Maintenance & Operations-Airport | 7,427,760 | 7,351,018 | 76,742 | 39.0 |
| 035F | 7007420 | Building Maintenance & Operations-Bradshaw | 15,423,398 | 15,362,443 | 60,955 | 87.0 |
| 035F | 7007430 | Building Maintenance & Operations-Downtown | 9,386,886 | 9,174,284 | 212,602 | 61.0 |
| 035F | 7007046 | Energy Management | 10,230,648 | 9,480,648 | 750,000 | 1.0 |
| 035F | 7450000 | Security Services | 2,844,184 | 2,754,184 | 90,000 | 25.0 |
| 035H | 7007063 | Contract and Purchasing Services | 2,636,942 | 2,440,436 | 196,506 | 18.0 |
| 035J | 7700000 | Support Services | 8,392,407 | 7,712,407 | 680,000 | 19.0 |
| 035K | 7007030 | Real Estate | 46,331,868 | 46,001,513 | 330,355 | 25.0 |
| 035L | 7007500 | Light Fleet | 23,239,730 | 23,000,436 | 239,294 | 26.0 |
| 035M | 7007600 | Heavy Equipment | 24,335,350 | 24,130,400 | 204,950 | 70.0 |
| 036A | 7080000 | Capital Outlay | 13,193,799 | 7,317,482 | 5,876,317 | 0.0 |
| TOTAL | | | \$190,095,768 | \$166,984,849 | \$23,110,919 | 418.0 |
| 007A | 3100000 | Capital Construction | \$71,224,604 | \$71,224,604 | \$0 | 0.0 |
| 021D | 2180000 | Technology Cost Recovery Fee | 1,497,828 | 1,497,828 | 0 | 0.0 |
| 031A | 7600000 | Department of Technology | 95,480,802 | 95,480,802 | 0 | 388.0 |
| 037A | 3910000 | Liability/Property Insurance | 20,171,490 | 21,171,490 | -1,000,000 | 0.0 |
| 039A | 3900000 | Workers' Compensation Insurance | 27,492,974 | 29,492,974 | -2,000,000 | 0.0 |
| 040A | 3930000 | Unemployment Insurance | 1,556,680 | 1,556,680 | 0 | 0.0 |
| 056A | 7990000 | Parking Enterprise | 4,347,241 | 2,820,476 | 1,526,765 | 7.0 |
| 059A | 7020000 | Regional Radio Communications System | 6,160,917 | 5,166,500 | 994,417 | 9.0 |
| TOTAL | | | \$227,932,536 | \$228,411,354 | -\$478,818 | 404.0 |
| GRAND TOTAL | | | \$537,123,904 | \$457,498,784 | \$79,625,120 | 1,367.8 |

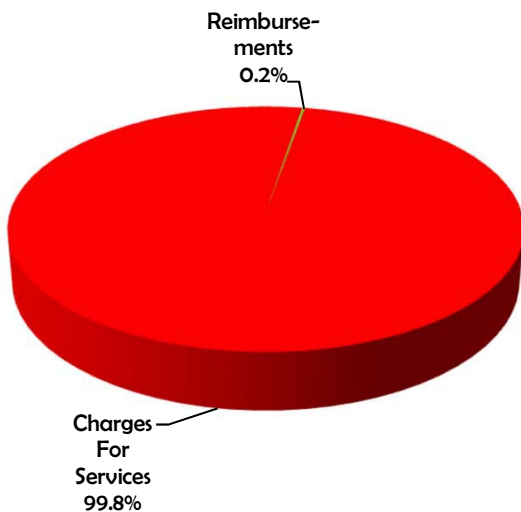
DEPARTMENTAL STRUCTURE
DONNA ALLRED, COUNTY CLERK/RECORDER



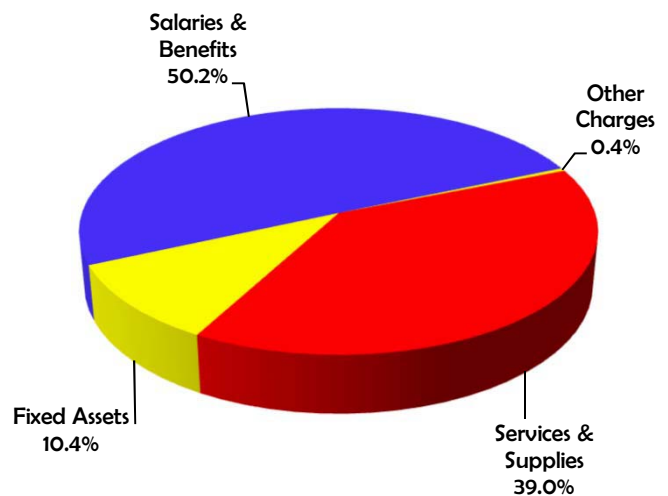
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 8,731,664 | 8,798,642 | 12,974,133 | 12,177,763 | 12,177,763 |
| Total Financing | 8,731,662 | 8,818,539 | 12,974,133 | 12,157,865 | 12,157,865 |
| Net Cost | 2 | (19,897) | - | 19,898 | 19,898 |
| Positions | 68.0 | 68.0 | 68.0 | 69.0 | 69.0 |

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.

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

- The first phase of the integrated system was implemented which included the configuration and installation of all hardware and software for the replacement of the examination, recording and cashiering system.
- Reconfigured space at County Service Center South that was formerly occupied by Community Development for an ongoing project. The County Clerk/Recorder is now responsible for the entire lease cost at this location.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Implement the 2nd phase of the project, which includes data conversion and migration of the indexing database of official records; replacement of the indexing and imaging systems; and public search.
- Prepare gap analysis and prepare for the 3rd phase of the project, which includes vital records, marriage, and Clerk functions.

RECOMMENDED GROWTH FOR 2017-18:

- On-going recommended growth requests include:
 - Appropriations of \$154,971 offset by revenues of \$154,971
 - 1.0 FTE.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during Fiscal Year 2016-17:

| | |
|---------------------------------|-------------|
| Office Specialist Level 2 | 2.0 |
| Office Assistant Level 2..... | -1.0 |
| Senior Office Specialist | <u>-1.0</u> |
| Total | 0.0 |

- The following position was approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|-----------------------------------|------------|
| Chief Deputy Clerk/Recorder | <u>1.0</u> |
| Total | 1.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| <p align="center">ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET Budget Unit: 3240000 - County Clerk/Recorder</p> | | | |
|---|--|---|---------------------------------------|
| <p align="center">Detail by Revenue Category and Expenditure Object</p> | <p align="center">Approved Recommended Budget 2017-18</p> | <p align="center">Recommended For Adopted Budget 2017-18</p> | <p align="center">Variance</p> |
| Charges for Services | \$ 12,177,763 | \$ 12,157,865 | \$ (19,898) |
| Total Revenue | \$ 12,177,763 | \$ 12,157,865 | \$ (19,898) |
| Salaries & Benefits | \$ 6,128,619 | \$ 6,128,619 | \$ - |
| Services & Supplies | 4,443,128 | 4,443,128 | - |
| Other Charges | 46,974 | 46,974 | - |
| Equipment | 259,000 | 259,000 | - |
| Other Intangible Asset | 1,007,588 | 1,007,588 | - |
| Expenditure Transfer & Reimbursement | 292,454 | 292,454 | - |
| Total Expenditures/Appropriations | \$ 12,177,763 | \$ 12,177,763 | \$ - |
| Net Cost | \$ - | \$ 19,898 | \$ 19,898 |
| Positions | 69.0 | 69.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased by \$19,898.
- Revenues have decreased \$19,898 as a result of prior year-end adjustments.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **3240000 - County Clerk/Recorder**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Charges for Services | \$ 8,730,139 | \$ 8,818,539 | \$ 12,974,133 | \$ 12,157,865 | \$ 12,157,865 |
| Miscellaneous Revenues | 1,523 | - | - | - | - |
| Total Revenue | \$ 8,731,662 | \$ 8,818,539 | \$ 12,974,133 | \$ 12,157,865 | \$ 12,157,865 |
| Salaries & Benefits | \$ 5,209,053 | \$ 5,453,933 | \$ 5,845,729 | \$ 6,128,619 | \$ 6,128,619 |
| Services & Supplies | 3,160,751 | 2,936,502 | 4,691,318 | 4,443,128 | 4,443,128 |
| Other Charges | 63,434 | 82,199 | 82,199 | 46,974 | 46,974 |
| Equipment | 42,265 | 40,699 | 140,000 | 259,000 | 259,000 |
| Other Intangible Asset | 66,400 | 80,892 | 2,000,000 | 1,007,588 | 1,007,588 |
| Intrafund Charges | 209,385 | 224,417 | 234,887 | 312,454 | 312,454 |
| Intrafund Reimb | (19,624) | (20,000) | (20,000) | (20,000) | (20,000) |
| Total Expenditures/Appropriations | \$ 8,731,664 | \$ 8,798,642 | \$ 12,974,133 | \$ 12,177,763 | \$ 12,177,763 |
| Net Cost | \$ 2 | \$(19,897) | - | \$ 19,898 | \$ 19,898 |
| Positions | 68.0 | 68.0 | 68.0 | 69.0 | 69.0 |

2017-18 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

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

Program No. and Title: 001 Clerk

| | | | | | | | | | | | |
|-----------|--------|---|---|---|---|-----------|---|---|-------|-----|---|
| 1,129,012 | -1,875 | 0 | 0 | 0 | 0 | 1,125,271 | 0 | 0 | 1,866 | 6.0 | 0 |
|-----------|--------|---|---|---|---|-----------|---|---|-------|-----|---|

Program Type: Mandated

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

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

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

Program No. and Title: 002 Recorder

| | | | | | | | | | | | |
|------------|---------|---|---|---|---|------------|---|---|--------|------|---|
| 10,913,780 | -18,125 | 0 | 0 | 0 | 0 | 10,877,623 | 0 | 0 | 18,032 | 62.0 | 0 |
|------------|---------|---|---|---|---|------------|---|---|--------|------|---|

Program Type: Mandated

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

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

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

| | | | | | | | | | | | |
|---------------|---------|---|---|---|---|------------|---|---|--------|------|---|
| FUNDED | | | | | | | | | | | |
| 12,042,792 | -20,000 | 0 | 0 | 0 | 0 | 12,002,894 | 0 | 0 | 19,898 | 68.0 | 0 |

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 002 Recorder

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|
| 154,971 | 0 | 0 | 0 | 0 | 0 | 154,971 | 0 | 0 | 0 | 1.0 | 0 |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|

Program Type: Discretionary

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

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

Program Description: Add 1.0 FTE management position (job class to be determined) to the Customer Service Division to provide dedicated management, ensure Department is consistent with current legal requirements and procedures, and assist with preparation and implementation of a new, fully integrated software system which requires participation in gap analysis, identification and clean-up of data issues, and monitoring of progress of all programs and staff throughout all phases of the multi-year process.

| | | | | | | | | | | | |
|--|---|---|---|---|---|---------|---|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE) | | | | | | | | | | | |
| 154,971 | 0 | 0 | 0 | 0 | 0 | 154,971 | 0 | 0 | 0 | 1.0 | 0 |

| Summary | | | | | |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 24,746,732 | 24,221,420 | 24,761,756 | 24,761,756 | 24,761,756 |
| Total Financing | - | - | - | - | - |
| Net Cost | 24,746,732 | 24,221,420 | 24,761,756 | 24,761,756 | 24,761,756 |

PROGRAM DESCRIPTION:

This budget unit includes the County payment to the state for trial court operations.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|---|--|----------|
| Budget Unit: 5040000 - Court / County Contribution | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Other Charges | \$ 24,761,756 | \$ 24,761,756 | - |
| Total Expenditures/Appropriations | \$ 24,761,756 | \$ 24,761,756 | - |
| Net Cost | \$ 24,761,756 | \$ 24,761,756 | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SUPPLEMENTAL INFORMATION:

The Adopted Budget reflects the County’s annual payment to the State for the Court Operations Maintenance of Effort (MOE) (\$20,733,264); for the base fine and forfeiture MOE net of AB 139 and AB 145 buyout (\$1,829,692); and \$2,198,800 due to the requirement that the County split fine revenue growth with the State (Government Code Section 77205).

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5040000 - Court / County Contribution**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|----------------------|----------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Other Charges | \$ 24,746,732 | \$ 24,221,420 | \$ 24,761,756 | \$ 24,761,756 | \$ 24,761,756 |
| Total Expenditures/Appropriations | \$ 24,746,732 | \$ 24,221,420 | \$ 24,761,756 | \$ 24,761,756 | \$ 24,761,756 |
| Net Cost | \$ 24,746,732 | \$ 24,221,420 | \$ 24,761,756 | \$ 24,761,756 | \$ 24,761,756 |

2017-18 PROGRAM INFORMATION

BU: 5040000 Court - County Contribution

| Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|---|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|------------|-----------|----------|
| FUNDED | | | | | | | | | | | |
| <i>Program No. and Title: 001 State Payments</i> | | | | | | | | | | | |
| 24,761,756 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,761,756 | 0.0 | 0 |
| <i>Program Type: Mandated</i> | | | | | | | | | | | |
| <i>Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations</i> | | | | | | | | | | | |
| <i>Strategic Objective: FO -- Financial Obligation</i> | | | | | | | | | | | |
| <i>Program Description: Government Code 77201 redirects to the State of California the sole responsibility of Court operations and provides for an allocation of funding from the County.</i> | | | | | | | | | | | |
| FUNDED | | | | | | | | | | | |
| 24,761,756 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,761,756 | 0.0 | 0 |

Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 8,708,879 | 8,738,181 | 8,836,808 | 8,843,233 | 8,843,233 |
| Total Financing | - | - | - | - | - |
| Net Cost | 8,708,879 | 8,738,181 | 8,836,808 | 8,843,233 | 8,843,233 |

PROGRAM DESCRIPTION:

This budget unit consists of several programs that were formerly included in the budget submitted by the Superior and Municipal Court (Budget Unit 5200000). The programs listed below do not fall within the parameters of Court Operations, as defined in California Rules of Court, Rule 10.810. With the passage of Assembly Bill 233 (The Lockyer-Isenberg Trial Court Funding Act of 1997), these programs are no longer funded in the Court Operations budget unit (Fund 003). The Court maintains an interest in the programs and provides oversight responsibility. This budget unit was created to provide a means of funding these court-related programs through the General Fund, as required by statute if the programs are continued.

- **Enhanced Collections** program includes cost of Court staff that support collection activities on court-ordered payments, including fines, penalties, and fees for services.
- **Facilities** remain a county cost as a County Facilities Payment (CFP) after the transfer of a court facility to the Administrative Office of Courts. This includes court facilities that were either county-owned, shared space or leased.
- **Medical Services** are the county share of non-Rule 810 psychiatric evaluations.
- **District Attorney Traffic Unit** provides staff to assist in early resolution of traffic cases.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET

Budget Unit: 5020000 - Court / Non-Trial Court Operations

| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
|---|-------------------------------------|--|----------|
| Services & Supplies | \$ 1,150,852 | \$ 1,150,852 | - |
| Other Charges | 5,882,813 | 5,882,813 | - |
| Expenditure Transfer & Reimbursement | 1,809,568 | 1,809,568 | - |
| Total Expenditures/Appropriations | \$ 8,843,233 | \$ 8,843,233 | - |
| Net Cost | \$ 8,843,233 | \$ 8,843,233 | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5020000 - Court / Non-Trial Court Operations**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|---------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Services & Supplies | \$ 1,021,549 | \$ 1,006,763 | \$ 1,145,390 | \$ 1,150,852 | \$ 1,150,852 |
| Other Charges | 5,882,813 | 5,882,813 | 5,882,813 | 5,882,813 | 5,882,813 |
| Interfund Charges | 2,444,692 | 2,448,780 | 2,448,780 | 2,449,545 | 2,449,545 |
| Interfund Reimb | (1,300,000) | (1,260,000) | (1,300,000) | (1,300,000) | (1,300,000) |
| Intrafund Charges | 659,825 | 659,825 | 659,825 | 660,023 | 660,023 |
| Total Expenditures/Appropriations | \$ 8,708,879 | \$ 8,738,181 | \$ 8,836,808 | \$ 8,843,233 | \$ 8,843,233 |
| Net Cost | \$ 8,708,879 | \$ 8,738,181 | \$ 8,836,808 | \$ 8,843,233 | \$ 8,843,233 |

2017-18 PROGRAM INFORMATION

BU: 5020000 Court / Non-Trial Court Operations

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

FUNDED

Program No. and Title: 001 Law and Justice

| | | | | | | | | | | | |
|-----------|------------|---|---|---|---|---|---|---|-----------|-----|---|
| 9,179,130 | -1,300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,879,130 | 0.0 | 0 |
|-----------|------------|---|---|---|---|---|---|---|-----------|-----|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: FO -- Financial Obligation
Program Description: Program provides for the cost of facilities for trial courts.

Program No. and Title: 002 Enhanced Collections

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 242,929 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 242,929 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: FO -- Financial Obligation
Program Description: Program provides for collections by the Department of Revenue Recovery on delinquent court fines and miscellaneous revenue.

Program No. and Title: 003 Psychiatric Evaluations

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 61,349 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61,349 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: CJ -- Ensure a fair and just criminal justice system
Program Description: Program provides for psychiatric evaluation of detained juveniles.

Program No. and Title: 004 Traffic Prosecution

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 659,825 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 659,825 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Discretionary
Countywide Priority: 2 -- Discretionary Law-Enforcement
Strategic Objective: CJ -- Ensure a fair and just criminal justice system
Program Description: Program facilitates early resolution of cases in Traffic Court.

| | | | | | | | | | | | |
|---------------|------------|------------|---|---|---|---|---|---|-----------|-----|---|
| FUNDED | 10,143,233 | -1,300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 8,843,233 | 0.0 | 0 |
|---------------|------------|------------|---|---|---|---|---|---|-----------|-----|---|

Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 1,178,738 | 1,296,550 | 1,088,414 | 1,204,242 | 1,204,242 |
| Total Financing | 1,178,738 | 1,292,372 | 1,088,414 | 1,204,242 | 1,204,242 |
| Net Cost | - | 4,178 | - | - | - |

PROGRAM DESCRIPTION:

- This budget unit centralizes the financial charges between county departments and the Court. The Court reimburses the County on a monthly basis for all agreed upon charges.
- Court related costs reflected in this budget unit include:
 - Automation charges for Court usage of the County systems.
 - Court share of General Services charges that are allocated out to county departments and the Court.
 - Parking charges by the Department of General Services.
 - Conflict Criminal Defender charges for providing Pro-Per services in the Court.
 - Court share of the administrative services for the Criminal Justice Cabinet.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET

Budget Unit: 5050000 - Court Paid County Services

| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
|---|-------------------------------------|--|-----------|
| Miscellaneous Revenues | \$ 1,127,575 | \$ 1,204,242 | \$ 76,667 |
| Total Revenue | \$ 1,127,575 | \$ 1,204,242 | \$ 76,667 |
| Services & Supplies | \$ 876,119 | \$ 952,786 | \$ 76,667 |
| Expenditure Transfer & Reimbursement | 251,456 | 251,456 | - |
| Total Expenditures/Appropriations | \$ 1,127,575 | \$ 1,204,242 | \$ 76,667 |
| Net Cost | \$ - | \$ - | \$ - |

- Appropriations have increased by \$76,667 due to additional services requested by the Superior Court.
- Revenues have increased by \$76,667 reflecting the reimbursement from the Superior Court for the additional services requested.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5050000 - Court Paid County Services**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|---------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Miscellaneous Revenues | \$ 1,178,738 | \$ 1,292,372 | \$ 1,088,414 | \$ 1,204,242 | \$ 1,204,242 |
| Total Revenue | \$ 1,178,738 | \$ 1,292,372 | \$ 1,088,414 | \$ 1,204,242 | \$ 1,204,242 |
| Services & Supplies | \$ 969,056 | \$ 1,072,287 | \$ 850,792 | \$ 952,786 | \$ 952,786 |
| Intrafund Charges | 209,682 | 224,263 | 237,622 | 251,456 | 251,456 |
| Total Expenditures/Appropriations | \$ 1,178,738 | \$ 1,296,550 | \$ 1,088,414 | \$ 1,204,242 | \$ 1,204,242 |
| Net Cost | \$ - | \$ 4,178 | \$ - | \$ - | \$ - |

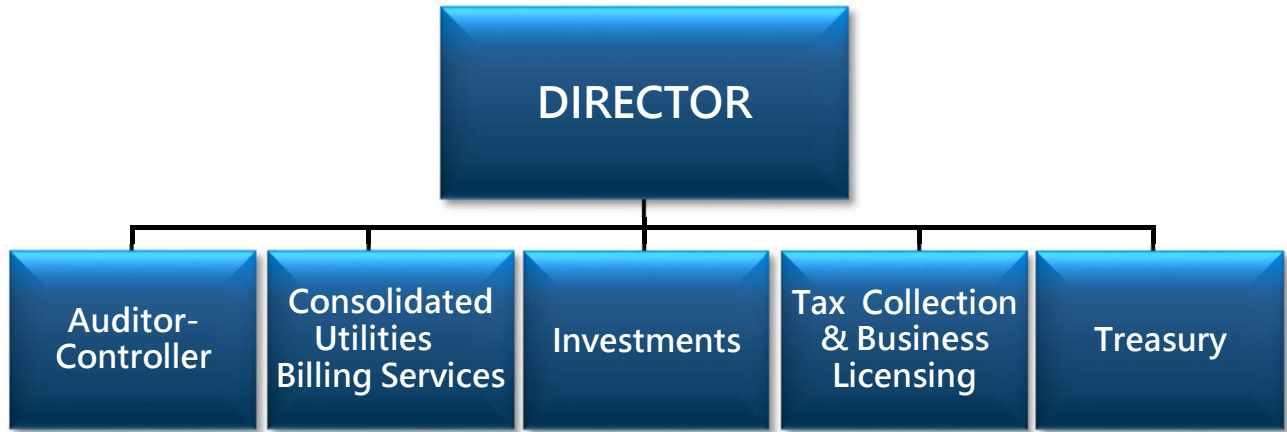
2017-18 PROGRAM INFORMATION

BU: 5050000 Court Paid County Services

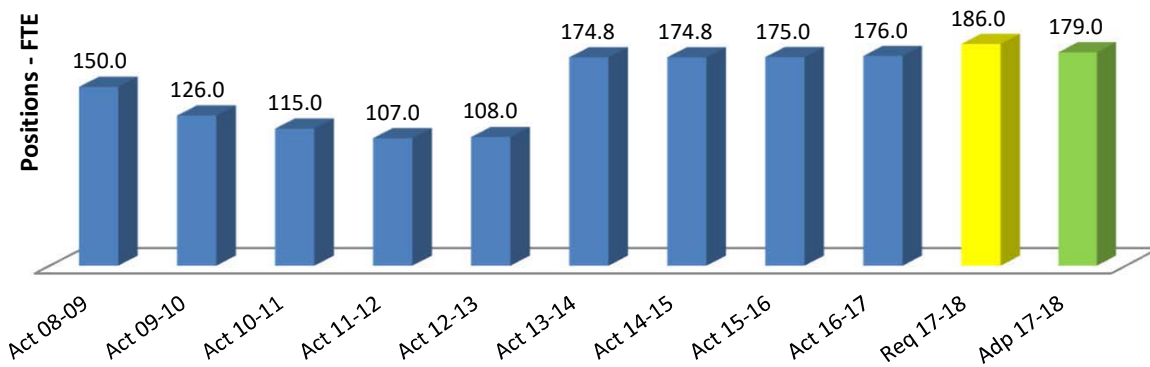
| Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | |
| <i>Program No. and Title: 001 Court Paid Services</i> | | | | | | | | | | | |
| 1,204,242 | 0 | 0 | 0 | 0 | 0 | 0 | 1,204,242 | 0 | 0 | 0.0 | 0 |
| <i>Program Type: Self-Supporting</i> | | | | | | | | | | | |
| <i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i> | | | | | | | | | | | |
| <i>Strategic Objective: IS -- Internal Support</i> | | | | | | | | | | | |
| <i>Program Description: County provided services paid by Superior Court</i> | | | | | | | | | | | |
| FUNDED | | | | | | | | | | | |
| 1,204,242 | 0 | 0 | 0 | 0 | 0 | 0 | 1,204,242 | 0 | 0 | 0.0 | 0 |

DEPARTMENTAL STRUCTURE

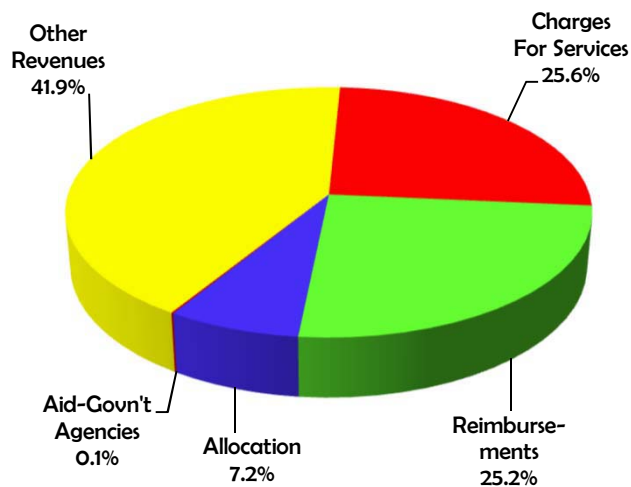
BEN LAMERA, DIRECTOR



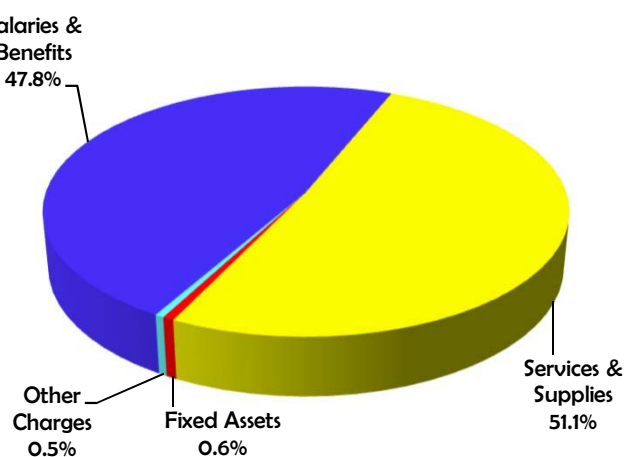
Staffing Trend



Financing Sources



Financing Uses



Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 24,507,144 | 24,807,839 | 27,877,013 | 27,362,177 | 27,362,177 |
| Total Financing | 23,640,880 | 22,800,115 | 24,694,867 | 24,746,545 | 24,746,545 |
| Net Cost | 866,264 | 2,007,724 | 3,182,146 | 2,615,632 | 2,615,632 |
| Positions | 175.0 | 176.0 | 176.0 | 179.0 | 179.0 |

PROGRAM DESCRIPTION:

The Department of Finance is comprised of six operating divisions:

- **Administration** includes the Office of the Director and provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.
- **Auditor-Controller** operational units include Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Payroll; Audits; Payment Services; and Tax Accounting. The division provides central support to all County departments, approximately 70 special districts, and a variety of other governmental agencies and taxpayers in the Sacramento area, and is charged with:
 - maintaining financial records on the County's integrated financial, logistics, and human resource system (COMPASS);
 - preparing and publishing the Comprehensive Annual Financial Report (CAFR) and the countywide Cost Allocation Plan;
 - processing vendor payments for county departments and special districts;
 - County and special district payroll;
 - controls over County warrant issuance;
 - performing financial, compliance, and internal control audits of various departments and special districts; and
 - providing property tax accounting services to general taxpayers
- **Consolidated Utilities Billing and Services (CUBS)** performs billing and collection services and 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. CUBS provides billing and collection services for County Code Enforcement for their annual Rental Housing Code Compliance fee and for the City of Citrus Heights Code Enforcement for the annual Housing Stock Conservation fee.
- **Investments** manages the \$3.5 billion Sacramento County Pooled Investment Fund and separate accounts; invests and manages \$500 million in proceeds of municipal debt; assists in the evaluation of deferred compensation investment options; and provides compliance and performance reporting for review by the Board of Supervisors, County Executive, and the Treasury Oversight Committee.

PROGRAM DESCRIPTION (cont.):

- **Tax Collection and Business Licensing** collects taxes on real property and personal property as required by the State of California; collects and accounts for Transient Occupancy Tax (TOT) and Utility User Tax (UUT); and regulates businesses operating in the unincorporated area of Sacramento County to promote improved enforcement of ordinances that protect the public and prevent nuisances and neighborhood disturbances.
- **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 Treasury. This Division also acts as paying agent for a variety of debt issues for various affiliated entities. Each year, this division processes and deposits approximately 3.5 million incoming payments.

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).
- Continue development of County Accounting Policies and Procedures manual.
- Implement a new electronic travel reimbursement process.
- Replace aging Remittance Processing/Imaging equipment and 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.
- Convert electronic mainframe reporting to new software (Open Text).

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

- Completed requirements document for a new property tax system.
- Migrated Tax Collector and Auditor-Controller imaged files from FileNet to Kofax / P8.
- Reorganized units and reporting structure in Auditor-Controller Division.
- Implemented electronic payment (ACH) for vendor payments.
- Completed updating the Capitalization Policy, Intangible Assets Policy, and Fraud/Hotline Policy.
- Re-established and participated in COMPASS User Groups for Financials; Fixed Assets; and Materials Management/Purchasing; to improve communications with departments.
- Two areas in the Auditor-Controller Division, County Payroll and County Payment Services, were added to the Allocated Cost Package (ACP).
- Completed a Request for Proposal (RFP), selected vendor, and implemented County-wide electronic payment acceptance.

SIGNIFICANT DEVELOPMENTS DURING 2016-17 (cont.):

- Developed and released a RFP for new remittance processing equipment.
- Developed and released a RFP for a vendor to provide County banking services.
- Developed a RFP and selected a deferred compensation vendor.
- Completed the February and May defaulted property tax sales.
- Amended County Ordinance Chapters 4.06 and 4.07 related to tobacco retailer and general business licenses to conform with new State requirements.
- Implemented on-line renewals for Business License applicants.
- Completed revisions to the County-wide Travel Policy.
- Updated the redemption refund and reapply system (R2D2) from VisualBasic 6 to .net.

2017-18 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR 2017-18:**

- Implement a new electronic travel reimbursement process.
- Implement electronic workflow for payment of invoices.
- Develop methodology and include Accounting, Reporting and Control in the ACP for Fiscal Year 2018-19.
- Implement a duplicate bill image on the Online Property Tax Bill Information System (eProp Tax), to allow taxpayers to print a duplicate bill.
- Create and implement new policies and procedures for electronic payments acceptance.
- Implement batch processing of Unsecured tax annual and monthly tax records to locate delinquent tax payers.
- Create and implement policy for cash acceptance.
- Implement improvements to CUBS paperless utility billing site to make the registration process more user-friendly, as well as mobile ready.
- Convert electronic mainframe reporting to new software (Open Text).
- Complete selection of vendor and contract for CUBS paperless utility billing site.
- Select vendor (from RFP submissions) and implement new remittance processing equipment.
- Select vendor (from RFP submissions) for County banking and begin implementation.

RECOMMENDED GROWTH FOR 2017-18:

- On-going recommended growth requests include:
 - Appropriations of \$191,562 offset by reimbursements of \$101,528 and revenues of \$90,034
 - Net county cost of \$0
 - 3.0 FTE
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustments were made by Salary Resolution Amendment during Fiscal Year 2016-17:

| | |
|--|------------|
| Administrative Services Officer 3..... | -1.0 |
| Senior Administrative Analyst Range B..... | <u>1.0</u> |
| Total | 0.0 |

- The following positions were approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|-----------------------------|------------|
| Account Clerk Level 2 | 2.0 |
| Accounting Technician..... | 1.0 |
| Secretary | <u>1.0</u> |
| Total | 4.0 |

- The following positions was approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|--|-------------|
| Utility Services Billing Representative Level 2..... | <u>-1.0</u> |
| Total | -1.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|-------------------------------------|--|----------------|
| Budget Unit: 3230000 - Department Of Finance | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Licenses, Permits & Franchises | \$ 2,630,939 | \$ 2,630,939 | - |
| Fines, Forfeitures & Penalties | 7,414,214 | 7,414,214 | - |
| Intergovernmental Revenues | 45,220 | 45,220 | - |
| Charges for Services | 9,379,869 | 9,379,869 | - |
| Miscellaneous Revenues | 5,201,303 | 5,276,303 | 75,000 |
| Total Revenue | \$ 24,671,545 | \$ 24,746,545 | 75,000 |
| Salaries & Benefits | \$ 17,495,891 | \$ 17,495,891 | - |
| Services & Supplies | 10,650,261 | 10,750,261 | 100,000 |
| Other Charges | 178,200 | 178,200 | - |
| Equipment | 150,000 | 225,000 | 75,000 |
| Expenditure Transfer & Reimbursement | (1,287,175) | (1,287,175) | - |
| Total Expenditures/Appropriations | \$ 27,187,177 | \$ 27,362,177 | 175,000 |
| Net Cost | \$ 2,515,632 | \$ 2,615,632 | 100,000 |
| Positions | 179.0 | 179.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased by \$100,000.
- Appropriations have increased \$175,000 due to the following:
 - Appropriations have increased \$75,000 as the planned purchase of remittance processing equipment is now more costly than previously anticipated.
 - Recommended one-time growth requests include \$100,000 in net appropriations.
- Revenues have increased \$75,000 to allow for the planned purchase of remittance processing equipment (increased revenue from outside agencies).
- Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The following position is included for addition as part of the Fiscal Year 2017-18 Adopted Budget:

| | |
|--|------------|
| Chief of Financial Reporting and Control | <u>1.0</u> |
| Total | 1.0 |

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET (cont.):

- The following position is included for deletion as part of the Fiscal Year 2017-18 Adopted Budget:

| | |
|---|-------------|
| Chief of Departmental Administrative Services | -1.0 |
| Total | -1.0 |

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **3230000 - Department Of Finance**
 Function **GENERAL**
 Activity **Finance**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|----------------------|----------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Licenses, Permits & Franchises | \$ 2,425,340 | \$ 2,576,824 | \$ 2,657,661 | \$ 2,630,939 | \$ 2,630,939 |
| Fines, Forfeitures & Penalties | 7,518,361 | 7,589,179 | 6,790,429 | 7,414,214 | 7,414,214 |
| Intergovernmental Revenues | 55,023 | 46,603 | 44,628 | 45,220 | 45,220 |
| Charges for Services | 7,691,252 | 6,704,114 | 8,731,802 | 9,379,869 | 9,379,869 |
| Miscellaneous Revenues | 5,950,904 | 5,883,395 | 6,470,347 | 5,276,303 | 5,276,303 |
| Total Revenue | \$ 23,640,880 | \$ 22,800,115 | \$ 24,694,867 | \$ 24,746,545 | \$ 24,746,545 |
| Salaries & Benefits | \$ 15,865,408 | \$ 16,025,297 | \$ 17,225,885 | \$ 17,495,891 | \$ 17,495,891 |
| Services & Supplies | 9,307,918 | 9,043,022 | 10,882,563 | 10,750,261 | 10,750,261 |
| Other Charges | 70,211 | 9,160 | 178,200 | 178,200 | 178,200 |
| Equipment | 29,617 | - | 150,000 | 225,000 | 225,000 |
| Interfund Reimb | (720) | (1,200) | - | - | - |
| Intrafund Charges | 2,016,913 | 2,906,358 | 2,695,710 | 7,926,408 | 7,926,408 |
| Intrafund Reimb | (2,782,203) | (3,174,798) | (3,255,345) | (9,213,583) | (9,213,583) |
| Total Expenditures/Appropriations | \$ 24,507,144 | \$ 24,807,839 | \$ 27,877,013 | \$ 27,362,177 | \$ 27,362,177 |
| Net Cost | \$ 866,264 | \$ 2,007,724 | \$ 3,182,146 | \$ 2,615,632 | \$ 2,615,632 |
| Positions | 175.0 | 176.0 | 176.0 | 179.0 | 179.0 |

2017-18 PROGRAM INFORMATION

BU: 3230000 Department Of Finance

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|---|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| Program No. and Title: 001 Administration | | | | | | | | | | | | |
| | 4,762,634 | -4,762,634 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | | |
| Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | | |
| Program Description: Provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations. | | | | | | | | | | | | |
| Program No. and Title: 002 Pool | | | | | | | | | | | | |
| | 4,058,997 | -766,057 | 0 | 0 | 0 | 0 | 0 | 3,292,940 | 0 | 0 | 23.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | | |
| Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | | |
| Program Description: Receives and keeps safely all monies in Treasury; serves as Treasurer for other governmental agencies and districts; and invests/reinvests funds. | | | | | | | | | | | | |
| Program No. and Title: 003 Fiscal Agent | | | | | | | | | | | | |
| | 675,886 | -13,500 | 0 | 0 | 0 | 0 | 0 | 662,386 | 0 | 0 | 2.0 | 0 |
| Program Type: Self-Supporting | | | | | | | | | | | | |
| Countywide Priority: 5 -- General Government | | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | | |
| Program Description: Manages \$3.5 billion Pooled Investment Fund and \$500 million in proceeds of municipal debt; provides evaluation assistance in deferred compensation investment options; maintains the Community Reinvestment Program. | | | | | | | | | | | | |
| Program No. and Title: 004 Reclamation | | | | | | | | | | | | |
| | 138,931 | 0 | 0 | 0 | 0 | 0 | 0 | 138,931 | 0 | 0 | 1.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | | |
| Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | | |
| Program Description: Per Water Code Section 50660, the Treasurer program collects and distributes in excess of \$1 million annually to 19 districts. | | | | | | | | | | | | |
| Program No. and Title: 005 Tax Collection | | | | | | | | | | | | |
| | 4,081,516 | -270,025 | 0 | 0 | 0 | 0 | 0 | 2,974,864 | 0 | 836,627 | 22.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | | |
| Countywide Priority: 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| Strategic Objective: FO --Financial Obligation | | | | | | | | | | | | |
| Program Description: Collects taxes on real property, personal property, applicable penalties, direct levies and bonds subject to judicial foreclosure. | | | | | | | | | | | | |

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|-----------|----------------|--------------|----------|-----------|----------|
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>006 Business Licenses</u> | | | | | | | | | | | |
| | 2,650,215 | 0 | 0 | 0 | 0 | 0 | 2,646,939 | 0 | 0 | 3,276 | 11.0 | 2 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 4 -- Sustainable and Livable Communities | | | | | | | | | | | |
| Strategic Objective: | C1 --Develop and sustain livable and attractive neighborhoods and communities | | | | | | | | | | | |
| Program Description: | Licenses businesses operating in the unincorporated area; files Fictitious Business Names; collects and monitors Transient Occupancy and Utility User Taxes. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>007 System Controls and Reconciliation</u> | | | | | | | | | | | |
| | 890,891 | -62,812 | 0 | 0 | 0 | 0 | 0 | 519,682 | 0 | 308,397 | 6.0 | 0 |
| Program Type: | Discretionary | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Maintains County's financial system. Conducts system reconciliations; maintains cash and appropriation controls and system security to protect integrity of data. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>008 Payroll Services</u> | | | | | | | | | | | |
| | 1,296,794 | -763,799 | 0 | 0 | 0 | 0 | 0 | 412,727 | 0 | 120,268 | 8.5 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Calculates, records and reconciles wages, retiree benefits, deductions, and net pay; ensures compliance with laws and regulations, and payment of deductions and net pays. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>009 Audits</u> | | | | | | | | | | | |
| | 1,344,402 | -1,197,268 | 0 | 0 | 0 | 0 | 0 | 147,134 | 0 | 0 | 9.5 | 0 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Conducts internal audits to ensure codes and regulations are followed. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>010 Payment Services</u> | | | | | | | | | | | |
| | 1,555,051 | -462,316 | 0 | 0 | 0 | 0 | 0 | 1,029,991 | 0 | 62,744 | 13.5 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Reviews and pre-audits payment requests for all county departments and some special districts. Provides COMPASS data entry for special districts and support to departments. | | | | | | | | | | | |

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|----------------|----------------|------------------|----------------|-------------|---------|------------|----------------|--------------|-----------|-----------|----------|
| Program No. and Title: 011 Accounting Reporting and Control | | | | | | | | | | | | |
| | 1,464,229 | -145,647 | 0 | 0 | 0 | 0 | 0 | 509,592 | 0 | 808,990 | 7.5 | 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> Develops, maintains and enforces Countywide accounting policies and procedures. Provides central accounting functions and oversight; prepares and publishes the Comprehensive Annual Financial Report (CAFR) and the Cost Allocation Plan. | | | | | | | | | | | | |
| Program No. and Title: 012 Tax Accounting | | | | | | | | | | | | |
| | 1,438,871 | -123,934 | 0 | 0 | 0 | 0 | 0 | 939,607 | 0 | 375,330 | 9.5 | 0 |
| <i>Program Type:</i> Mandated | | | | | | | | | | | | |
| <i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| <i>Strategic Objective:</i> FO --Financial Obligation | | | | | | | | | | | | |
| <i>Program Description:</i> Calculates tax rates; applies special assessment direct charges to tax rolls; processes property tax refunds; maintains property tax billings and tax allocation systems; allocates and accounts for property tax apportionments and special assessments; accounts for funds allocated to the redevelopment agencies; provides property tax and valuation information to taxing entities, taxpayers, County agencies, departments and special districts. | | | | | | | | | | | | |
| Program No. and Title: 013 Fiscal Services | | | | | | | | | | | | |
| | 1,894,810 | -492,712 | 0 | 0 | 0 | 0 | 0 | 1,402,098 | 0 | 0 | 13.5 | 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> Provides accounting, fiscal, and grant support services to departments and certain Special Districts; presents agency-wide financial information; and ensures compliance with accounting standards, grant terms, and policies. | | | | | | | | | | | | |
| Program No. and Title: 014 Consolidated Utilities Billing & Service | | | | | | | | | | | | |
| | 10,030,971 | -51,351 | 0 | 0 | 0 | 0 | 7,414,216 | 2,565,404 | 0 | 0 | 43.0 | 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> Provides billing and collection services for departments providing utilities (refuse, water, sewer and stormwater drainage). | | | | | | | | | | | | |
| FUNDED | | | | | | | | | | | | |
| | 36,284,198 | -9,112,055 | 0 | 0 | 0 | 0 | 10,061,155 | 14,595,356 | 0 | 2,515,632 | 176.0 | 3 |

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

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: **010** **Payment Services**

| | | | | | | | | | | | |
|---------|----------|---|---|---|---|---|--------|---|---|-----|---|
| 191,562 | -101,528 | 0 | 0 | 0 | 0 | 0 | 90,034 | 0 | 0 | 3.0 | 0 |
|---------|----------|---|---|---|---|---|--------|---|---|-----|---|

Program Type: Mandated

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

Strategic Objective: IS --Internal Support

Program Description: Request for 1.0 FTE Accounting Technician and 2.0 FTE Account Clerk Lv 2 to complete backlogged work, replace work done by temporary staff, and provide supervision over staff.

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

| | | | | | | | | | | | |
|---------|----------|---|---|---|---|---|--------|---|---|-----|---|
| 191,562 | -101,528 | 0 | 0 | 0 | 0 | 0 | 90,034 | 0 | 0 | 3.0 | 0 |
|---------|----------|---|---|---|---|---|--------|---|---|-----|---|

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

Program No. and Title: **009** **Audits**

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: FO --Financial Obligation

Program Description: This one-time funding is to secure an independent auditing firm to conduct a countywide risk assessment study and develop a risk-based model to be used by the Audit Committee to prioritize audits to be performed.

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

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

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 005 Tax Collection

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---------|---|--------|-----|---|
| 222,048 | 0 | 0 | 0 | 0 | 0 | 0 | 204,284 | 0 | 17,764 | 3.0 | 0 |
|---------|---|---|---|---|---|---|---------|---|--------|-----|---|

Program Type: Mandated

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

Strategic Objective: FO --Financial Obligation

Program Description: Request for 2.0 FTE Office Specialist Lv II and 1.0 FTE Admin Svcs Officer 1 to handle workload in Tax Defaulted Land Unit and Accounting Services Unit.

Program No. and Title: 011 Accounting Reporting and Control

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 372,925 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 372,925 | 4.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Mandated

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

Strategic Objective: IS --Internal Support

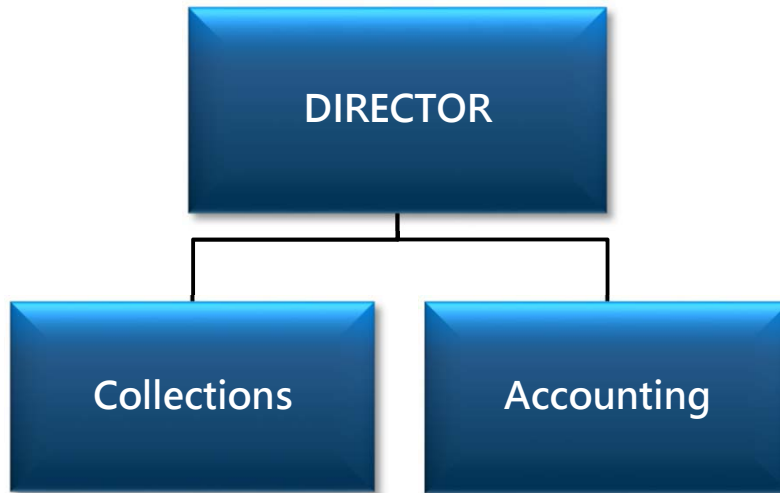
Program Description: Request for 1.0 FTE Sr. Accountant, 2.0 FTE Accountant, and 1.0 FTE Admin Svcs Officer 1 to focus on producing the CAFR, providing appropriate administrative support, and performing system control and reconciliation activities.

GROWTH REQUEST NOT RECOMMENDED

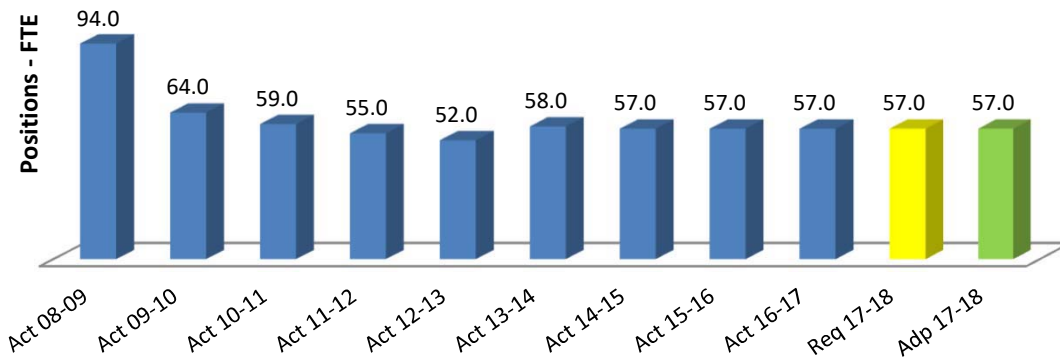
| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---------|---|---------|-----|---|
| 594,973 | 0 | 0 | 0 | 0 | 0 | 0 | 204,284 | 0 | 390,689 | 7.0 | 0 |
|---------|---|---|---|---|---|---|---------|---|---------|-----|---|

DEPARTMENTAL STRUCTURE

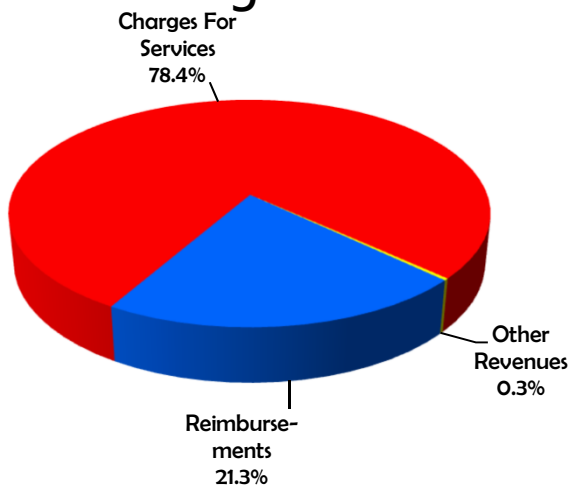
CONNIE AHMED, DIRECTOR



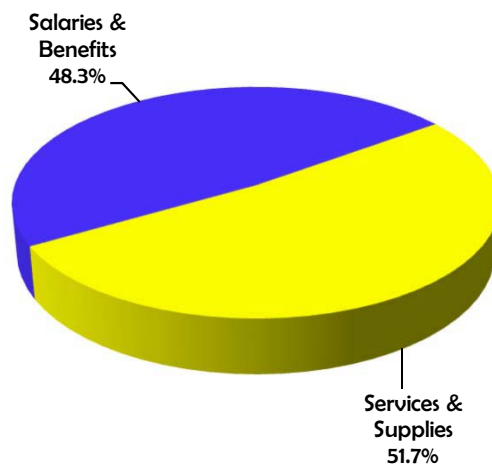
Staffing Trend



Financing Sources



Financing Uses



Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 8,151,007 | 7,683,069 | 8,401,645 | 8,538,949 | 8,538,949 |
| Total Financing | 8,172,584 | 7,686,347 | 8,401,645 | 8,538,949 | 8,538,949 |
| Net Cost | (21,577) | (3,278) | - | - | - |
| Positions | 57.0 | 57.0 | 57.0 | 57.0 | 57.0 |

PROGRAM DESCRIPTION:

The primary responsibility of the Department of Revenue Recovery (DRR) is to collect County revenue as early and cost effectively as possible. The recovery of revenue aids the programs receiving the funds, which helps maintain public service levels, and reduces 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.

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:

- To collect over \$35 million in receivables.
- Overall recovery rate of over 50 percent.
- Maintain net cost to collection ratio under eight percent.

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

- **Program Results** - For Fiscal Year 2016-17, the Department of Revenue Recovery (DRR) expects to receive \$90 million in new charges and to collect \$37.6 million with \$41.4 million budgeted, with savings of \$700,000 in expenditures; from \$10.7 million budgeted to \$10 million actual. The savings are included in DRR's customers' fund balance.
- The decrease in projected collections is due to:
 - State concern for the impact of orders to pay fines upon low income households, has resulted in the implementation of an "ability to pay" process, allowing community service be completed in lieu of paying fines, or very low monthly payments. Traffic fine referrals from the court are down 18 percent; from \$32 million referred in Fiscal Year 2015-16 to \$27 million projected in 2016-17.
 - As a result of program changes, the Department of Health and Human Services (DHHS) significantly reduced referring medical indigent fees to DRR for collection; from \$1.2 million in Fiscal Year 2014-15 to projected \$60 thousand in Fiscal Year 2016-17.
- DRR implemented system enhancements and revisions to accounting practices to strengthen internal controls, clear backlogs, and process transactions more efficiently. Additional staff resources are needed, as higher volumes are being processed in shorter time periods, which will be accomplished by reallocating vacant positions to needed classifications.

SIGNIFICANT DEVELOPMENTS DURING 2016-17 (cont.):

- Collaborated with Code Enforcement and Building Permits & Inspections staff, to enhance customer service by designating DRR as the point of contact for billing inquiries and dispute resolution. This has allowed officers to shift time on enforcement and other activities aimed at maintaining quality neighborhoods.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- In Fiscal Year 2017-18, it is estimated that a minimum of \$85 million in new charges will be added to DRR’s system, compared to \$101.4 million added in Fiscal Year 2015-16. Collections are expected to decrease from \$41.4 million in Fiscal Year 2016-17 to \$37 million due to a number of factors:
 - The State Judicial Council is working to significantly reduce or eliminate large penalties currently assessed on traffic citations. The volume of referrals to DRR would continue to decrease since more defendants would be able to pay amounts ordered in lump sum to the court.
 - The Board of Supervisors approved the elimination and write-off of juvenile justice fees totaling approximately \$23.2 million effective July 1, 2017. An estimated \$385,500 in annual net revenue from these fees will no longer be available to Probation, the Public Defender, and Conflict Criminal Defender’s departments starting Fiscal Year 2017-18.
- In addition to the postage rate increase, the State Controller’s pre-intercept notice requirement necessitated an increase in the budget for postage/mailing.
- DRR is collaborating with DTech to implement web access for customers to access account information, instead of having to call DRR during business hours for the information.
- DRR’s role in the County begins to evolve as more departments refer accounts to DRR for billing and specialty collection services, allowing them to focus their efforts on their core business functions and service to the public.

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during Fiscal Year 2016-17:

| | |
|---|------------|
| Collections Services Agent Level 2..... | 1.0 |
| Administrative Services Officer I | 1.0 |
| Senior Office Specialist | <u>2.0</u> |
| Total | 2.0 |

- The following positions were approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|---------------------------------|------------|
| Clerical Supervisor 2 | 1.0 |
| Office Specialist Level 2 | <u>1.0</u> |
| Total | 2.0 |

STAFFING LEVEL CHANGES FOR 2017-18 (cont.):

- The following positions were approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|--|-------------|
| Collection Services Agent Level 2..... | -1.0 |
| Collection Services Agent Level 1..... | <u>-1.0</u> |
| Total | -2.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|-------------------------------------|--|----------|
| Budget Unit: 6110000 - Department Of Revenue Recovery | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Charges for Services | \$ 8,538,949 | \$ 8,508,949 | (30,000) |
| Miscellaneous Revenues | - | 30,000 | 30,000 |
| Total Revenue | \$ 8,538,949 | \$ 8,538,949 | - |
| Salaries & Benefits | \$ 5,245,469 | \$ 5,245,469 | - |
| Services & Supplies | 4,916,789 | 4,916,789 | - |
| Expenditure Transfer & Reimbursement | (1,623,309) | (1,623,309) | - |
| Total Expenditures/Appropriations | \$ 8,538,949 | \$ 8,538,949 | - |
| Net Cost | \$ - | \$ - | - |
| Positions | 57.0 | 57.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.
- Revenues have not changed. However, the following adjustments were made:
 - A \$30,000 increase in returned check fee revenues.
 - A \$30,000 decrease in service fees.

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report - Revenue Recovery FY 2017/18

| | Adopted FY 16/17 Budget COLLECTIONS | Actual FY 16/17 COLLECTIONS | FY 17/18 Requested COLLECTIONS | Adopted FY 17/18 Budget COLLECTIONS |
|---|---|-----------------------------------|--------------------------------------|--|
| SUPERIOR COURT: | | | | |
| Traffic Court | 15,500,000 | 11,832,612 | 12,000,000 | 12,000,000 |
| Criminal Court (including cities) | 9,100,000 | 8,860,929 | 9,100,000 | 9,100,000 |
| Restitution - Victims (incl summary & formal) | 2,800,000 | 4,163,837 | 3,500,000 | 3,500,000 |
| Civil Court | 40,000 | 38,074 | 35,000 | 35,000 |
| COURTS - Sub - Total | 27,440,000 | 24,895,453 | 24,635,000 | 24,635,000 |
| PROBATION: | | | | |
| Juv. Care & Maint. - Boys Ranch | 25,000 | 31,959 | | |
| Juv. Care & Maint.-Youth Auth.(6&7) | 4,000 | 3,468 | | |
| Juv. Care & Maint. - Foster Home | - | - | | |
| Juv. Electronic Monitoring | 88,000 | 98,012 | | |
| Juv. Care & Maint. - Juv. Hall(1&5) | 177,000 | 176,435 | | |
| Juv. Probation Fees | 30,000 | 43,950 | | |
| Juv. Drug Testing Fees | 2,500 | 1,379 | | |
| Probation - OTHER FEES (Abandonment Report) | - | 370 | | |
| Probation - OTHER FEES (Adoption Report Fees) | 500 | 713 | | |
| Probation - OTHER FEES (Diversion Program) | 48,000 | 59,390 | 50,000 | 50,000 |
| Probation - OTHER FEES (Pre-Sentence Report) | 200,000 | 254,785 | 200,000 | 200,000 |
| Probation - OTHER FEES (Prop 36 Program Fees) | 10,000 | 9,868 | 7,000 | 7,000 |
| Probation - SUP (Adult Drug Testing Fees) | 8,000 | 11,114 | 10,000 | 10,000 |
| Probation - SUP (Courtesy Supervision) | 25,000 | 38,752 | 25,000 | 25,000 |
| Probation - SUP (Supervision Fees) | 1,570,000 | 2,033,714 | 1,600,000 | 1,600,000 |
| Probation - WETYC | 12,000 | 12,849 | | |
| PROBATION - Sub - Total | 2,200,000 | 2,776,758 | 1,892,000 | 1,892,000 |
| SHERIFF: | | | | |
| Sheriff - Booking Fees | 1,035,000 | 727,010 | 800,000 | 800,000 |
| Sheriff - Incarceration Fees | 807,000 | 935,672 | 650,000 | 650,000 |
| Sheriff - Weekender Board & Room | 11,000 | 9,834 | 10,000 | 10,000 |
| SHERIFF - Sub - Total | 1,853,000 | 1,672,516 | 1,460,000 | 1,460,000 |
| CCD: | | | | |
| Legal Fees - Adult - C.A.C. | 14,000 | 21,282 | 15,000 | 15,000 |
| Legal Fees - Juvenile - C.A.C. | 86,000 | 110,506 | | |
| CCD - Sub - Total | 100,000 | 131,787 | 15,000 | 15,000 |
| PUBLIC DEFENDER: | | | | |
| Legal Fees - Adult - P.D. | 120,000 | 103,079 | 100,000 | 100,000 |
| Legal Fees - Juvenile - P.D. | 135,000 | 141,741 | | |
| PD - Sub - Total | 255,000 | 244,819 | 100,000 | 100,000 |
| ENVIRONMENTAL MGMT: | | | | |
| Haz.Mat.- Delinquency Charge | 40,000 | 24,556 | 25,000 | 25,000 |
| EMD - Sub - Total | 40,000 | 24,556 | 25,000 | 25,000 |
| HUMAN ASSISTANCE: | | | | |
| CW - 0Parent | 400 | 536 | 300 | 300 |
| CW - 1Parent | 1,013,000 | 938,051 | 980,000 | 980,000 |
| CW - 2Parent | 21,000 | 20,136 | 18,000 | 18,000 |
| CW - TANF 32 | 1,600 | 436 | 1,700 | 1,700 |
| FC 40 (Foster Care Overpayment - NonFed) | 77,000 | 71,348 | 75,000 | 75,000 |
| FC 42 (Foster Care Overpayment) | 412,000 | 459,942 | 380,000 | 380,000 |
| SED 05 (Foster Care) | 50,000 | - | 45,000 | 45,000 |
| EA- 5K (Foster Care) | 8,000 | 7,494 | 5,000 | 5,000 |

Supplemental Collections Report - Revenue Recovery FY 2017/18

| | Adopted FY 16/17 Budget COLLECTIONS | Actual FY 16/17 COLLECTIONS | FY 17/18 Requested COLLECTIONS | Adopted FY 17/18 Budget COLLECTIONS |
|--|---|-----------------------------------|--------------------------------------|--|
| AAP 03 & 04 (Adoption Assistance - NonFed & Fed) | 178,000 | 23,920 | 20,000 | 20,000 |
| RCA | - | - | - | - |
| Gen. Assist.- CAPI | 175,000 | 77,742 | 120,000 | 120,000 |
| Food Stamps | 1,700,000 | 2,356,388 | 1,500,000 | 1,500,000 |
| DHA - Sub - Total | 3,636,000 | 3,955,992 | 3,145,000 | 3,145,000 |
| <u>B.U. 5701 (via DHA):</u> | | | | |
| CAPI SSI - JV to BU 5701 | 30,000 | 129,533 | 30,000 | 30,000 |
| GA SSI - JV to BU 5701 | 1,070,000 | 1,135,387 | 1,070,000 | 1,070,000 |
| Special Recovery | - | - | - | - |
| DHA BU 5701 - Sub - Total | 1,100,000 | 1,264,921 | 1,100,000 | 1,100,000 |
| <u>DHHS</u> | | | | |
| In Home Supportive Service | 4,000 | 3,321 | 4,000 | 4,000 |
| Medically Indigent - Lien | - | 42 | - | - |
| Medically Indigent - SOC | 150,000 | 221,341 | 150,000 | 150,000 |
| DHHS - Sub - Total | 154,000 | 224,704 | 154,000 | 154,000 |
| <u>FINANCE:</u> | | | | |
| Bus. Lic. Returned Cks | - | 665 | - | - |
| Unsecured Property Tax | - | - | - | - |
| Transient Occupancy Tax | 20,000 | 48,253 | 20,000 | 20,000 |
| Total Tax | 20,000 | 48,918 | 20,000 | 20,000 |
| MAS - CUBS | 200,000 | 197,260 | 200,000 | 200,000 |
| MAS - Returned Checks | 3,000 | 10,135 | 3,000 | 3,000 |
| MAS - Water Quality | - | - | - | - |
| Total MAS | 203,000 | 207,395 | 203,000 | 203,000 |
| DOF - Sub - Total | 223,000 | 256,313 | 223,000 | 223,000 |
| <u>MUNICIPAL SERVICES AGENCY:</u> | | | | |
| <u>ANIMAL CARE</u> | | | | |
| | 50,000 | 49,821 | 50,000 | 50,000 |
| <u>COMMUNITY DEVELOPMENT:</u> | | | | |
| Building Inspection Fees | 200,000 | 360,186 | 250,000 | 250,000 |
| County Engineering | - | - | - | - |
| Code Enforcement: | | | | |
| Code Enforcement (Request for Demand) | 9,000 | 8,850 | 8,000 | 8,000 |
| Code Enforcement (Administrative Penalty) | 113,000 | 110,736 | 143,000 | 143,000 |
| Code Enforcement (Code Costs Confirmed) | - | - | - | - |
| Code Enforcement (Housing Code Adm Fees) | 102,000 | 46,119 | 295,000 | 295,000 |
| Code Enforcement (Housing Code Enforcement) | 287,000 | 295,601 | 87,000 | 87,000 |
| Code Enforcement (Neighborhood Livability Initiative) | 156,000 | 75,967 | 56,000 | 56,000 |
| Code Enforcement (NOPEA Fee) | 20,000 | 44,733 | 46,000 | 46,000 |
| Code Enforcement (Rental Code Compliance Fee) | 141,000 | 209,033 | 237,000 | 237,000 |
| Code Enforcement (Vehicle Abatement) | 5,000 | 18,799 | 16,500 | 16,500 |
| Code Enforcement (Zoning Enforcement) | 702,000 | 691,782 | 61,000 | 61,000 |
| Code Enforcement (Zoning Enforcement Adm Fees) | 65,000 | 9,185 | 601,000 | 601,000 |
| Code Enforcement - Sub - Total | 1,600,000 | 1,510,803 | 1,550,500 | 1,550,500 |
| DTECH | | | | |
| Building Inspection (Building Inspection IT Recovery Fees) | - | 156 | - | - |
| Code Enforcement (Housing Code IT Recovery Fees) | - | - | - | - |
| Code Enforcement (Vehicle Abatement IT Recovery Fees) | - | - | - | - |
| Code Enforcement (Zoning IT Recovery Fees) | - | 156 | - | - |
| Code Enforcement (IT Recovery Fees) | - | 54,864 | - | - |
| DTECH - Sub - Total | 50,000 | 55,176 | 50,000 | 50,000 |
| Plan Check Charges | 10,000 | 12,556 | 10,000 | 10,000 |
| Dept. of Environmental Review | - | - | - | - |
| Planning - Sub - Total | 10,000 | 12,556 | 10,000 | 10,000 |

Supplemental Collections Report - Revenue Recovery FY 2017/18

| | Adopted FY 16/17 Budget COLLECTIONS | Actual FY 16/17 COLLECTIONS | FY 17/18 Requested COLLECTIONS | Adopted FY 17/18 Budget COLLECTIONS |
|---|---|-----------------------------------|--------------------------------------|--|
| REGIONAL PARKS | | 170 | | |
| TRANSPORTATION: | | | | |
| Damage to County Property | 150,000 | 131,962 | 150,000 | 150,000 |
| Street Construction Encroachment | 50,000 | 127,910 | 50,000 | 50,000 |
| Transportation - Sub - Total | 200,000 | 259,873 | 200,000 | 200,000 |
| WASTE MANAGEMENT: | | | | |
| Waste Mgmt & Recycling (N. Area Recovery Station) | 10,000 | 10,648 | 10,000 | 10,000 |
| Waste Mgmt & Recycling (Kiefer Landfill) | | | | |
| Waste Mgmt & Recycling Authority | | | | |
| Waste Management - Sub - Total | 10,000 | 10,648 | 10,000 | 10,000 |
| OTHER COLLECTIONS: | | | | |
| CS - Others: | | | | |
| AG Commissioner - Weights & Measures | 5,000 | | 25,000 | 25,000 |
| Child Support Service | | | | |
| Coroner | 4,000 | | 1,000 | 1,000 |
| Voter Registration | | | | |
| CS Others - Sub - Total | 9,000 | 0 | 26,000 | 26,000 |
| IS - Others: | | | | |
| County Clerk Recorder | 500 | 2,050 | 1,500 | 1,500 |
| General Services | | - | | |
| Personnel Services | 500 | 268 | | |
| Risk Management | 1,000 | 1,056 | 1,000 | 1,000 |
| PS - Risk Management - Attorney Fee | | 298 | | |
| Workers' Compensation | - | - | - | - |
| IS Others - Sub - Total | 2,000 | 3,672 | 2,500 | 2,500 |
| OTHERS: | | | | |
| Air Quality Management Dist (SMAQMD) | 2,500 | 1,950 | 2,500 | 2,500 |
| Airports | 3,000 | 8,247 | 5,000 | 5,000 |
| Assessor | | | | |
| DA | | | | |
| Budget Unit 5701 (County Special Recovery) | | 3,765 | | |
| Retirement | | - | | |
| Misc Depts. | | - | | |
| OTHERS - Sub - Total | 5,500 | 13,962 | 7,500 | 7,500 |
| DRR Collections: | | | | |
| DRR Collections (Designated) | 300,000 | 551,900 | 300,000 | 300,000 |
| DRR Collections (Undesignated) | 200,000 | 133,363 | 200,000 | 200,000 |
| Unallocated Collections | - | (2,524,532) | - | - |
| Unidentified Payments | - | 45,581 | - | - |
| Other Revenue - Sub - Total | 500,000 | (1,793,688) | 500,000 | 500,000 |
| Cities' Booking Fees | | | | |
| City of Sacramento | 350,000 | 249,595 | 250,000 | 250,000 |
| Other Cities | 125,000 | 78,336 | 80,000 | 80,000 |
| Cities' Booking Fees - Sub - Total | 475,000 | 327,931 | 330,000 | 330,000 |
| SACRAMENTO HOUSING REDEVELOPMENT: | | | | |
| SHRA - Housing Authority | - | 2,105 | | |
| SHRA - Sub - Total | - | 2,105 | 0 | 0 |

Supplemental Collections Report - Revenue Recovery FY 2017/18

| | Adopted FY 16/17 Budget COLLECTIONS | Actual FY 16/17 COLLECTIONS | FY 17/18 Requested COLLECTIONS | Adopted FY 17/18 Budget COLLECTIONS |
|--------------------------------------|---|-----------------------------------|--------------------------------------|--|
| BUDGETED COLLECTIONS - Totals | 40,112,500 | 36,261,032 | 35,735,500 | 35,735,500 |
| Other Payments: | | | | |
| EMD Direct Payment (Direct) | 700,000 | 609,841 | 710,000 | 710,000 |
| | | | | 0 |
| COBRA | 600,000 | 755,763 | 600,000 | 600,000 |
| Misc. Adj. to Costs | 1,300,000 | 1,365,604 | 1,310,000 | 1,310,000 |
| TOTAL GROSS COLLECTIONS | 41,412,500 | 37,626,636 | 37,045,500 | 37,045,500 |

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **6110000 - Department Of Revenue Recovery**
 Function **GENERAL**
 Activity **Other General**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|---------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Charges for Services | \$ 8,169,017 | \$ 7,675,130 | \$ 8,401,645 | \$ 8,508,949 | \$ 8,508,949 |
| Miscellaneous Revenues | 3,567 | 11,217 | - | 30,000 | 30,000 |
| Total Revenue | \$ 8,172,584 | \$ 7,686,347 | \$ 8,401,645 | \$ 8,538,949 | \$ 8,538,949 |
| Salaries & Benefits | \$ 4,734,421 | \$ 4,802,374 | \$ 5,141,338 | \$ 5,245,469 | \$ 5,245,469 |
| Services & Supplies | 4,199,162 | 4,434,347 | 4,955,793 | 4,916,789 | 4,916,789 |
| Other Charges | 153,349 | - | - | - | - |
| Intrafund Charges | 603,331 | 627,255 | 579,514 | 689,431 | 689,431 |
| Intrafund Reimb | (1,539,256) | (2,180,907) | (2,275,000) | (2,312,740) | (2,312,740) |
| Total Expenditures/Appropriations | \$ 8,151,007 | \$ 7,683,069 | \$ 8,401,645 | \$ 8,538,949 | \$ 8,538,949 |
| Net Cost | \$ (21,577) | \$ (3,278) | \$ - | \$ - | \$ - |
| Positions | 57.0 | 57.0 | 57.0 | 57.0 | 57.0 |

2017-18 PROGRAM INFORMATION

BU: 6110000 Department Of Revenue Recovery

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

FUNDED

Program No. and Title: 001 Centralized Billing, Collection and Disbursement

| | | | | | | | | | | | |
|------------|------------|---|---|---|---|---|-----------|---|---|------|---|
| 10,851,689 | -2,312,740 | 0 | 0 | 0 | 0 | 0 | 8,538,949 | 0 | 0 | 57.0 | 0 |
|------------|------------|---|---|---|---|---|-----------|---|---|------|---|

Program Type: Self-Supporting

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

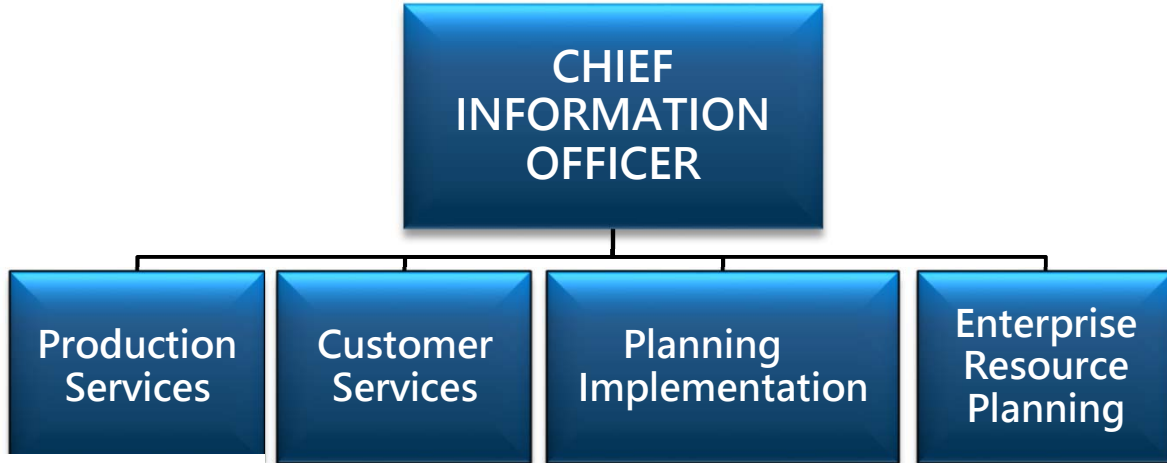
Strategic Objective: IS -- Internal Support

Program Description: DRR provides the 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.

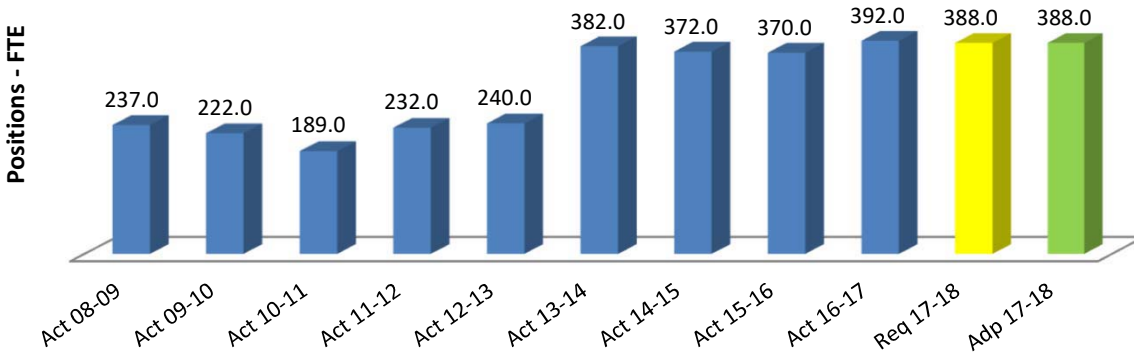
FUNDED

| | | | | | | | | | | | |
|------------|------------|---|---|---|---|---|-----------|---|---|------|---|
| 10,851,689 | -2,312,740 | 0 | 0 | 0 | 0 | 0 | 8,538,949 | 0 | 0 | 57.0 | 0 |
|------------|------------|---|---|---|---|---|-----------|---|---|------|---|

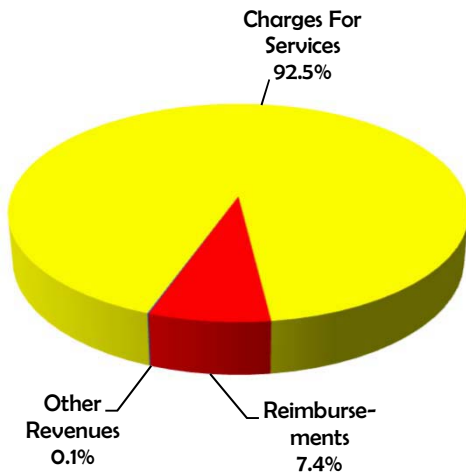
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



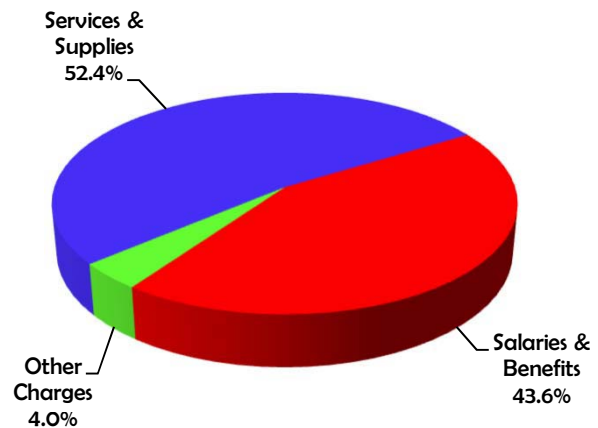
Staffing Trend



Financing Sources



Financing Uses



Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 78,601,675 | 83,367,736 | 86,382,660 | 95,480,802 | 95,480,802 |
| Total Financing | 79,333,813 | 84,019,646 | 86,382,660 | 95,480,802 | 95,480,802 |
| Net Cost | (732,138) | (651,910) | - | - | - |
| Positions | 370.0 | 392.0 | 372.0 | 388.0 | 388.0 |

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:

Fulfilling our customer's vision through the effective use of technology.

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 Department of Technology (DTech) services and products.
- Improve internal business processes for efficiency and effectiveness.
- Enable County Business by supporting the countywide IT plan.

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

- Replaced Air Traffic Control Tower Emergency notification system.
- Replaced the automated fuel accounting system at the airport campus.
- Completed mobile device management rollout
- Expanded the County CISCO phone and Calabrio call recording systems.
- DHA forms standardization and KTM redesign to process new forms.
- Upgraded aging maintenance and project management systems for the Department of Transportation.
- Implemented new credit card contract to lower transaction costs, enhance security and integrate with existing systems.
- Implemented a mobile GIS viewer
- Implemented a new 311 mobile application
- Implemented a new Elections mobile application
- Completed Phase I of County Clerk/Recorder integrated system implementation to include recording and cashiering.
- Modernized Direct Levy Management System.
- Completed the implementation of the Juvenile electronic Medical Record System.
- Implemented In Home Health Services Electronic Forms.
- Completed an assessment of our information security program and implemented part of the year one recommendations which include Trend Deep Discovery anti-malware capabilities, distributed denial of service (DDOS) attack protection from f5, implemented the first phase of privileged account management, and documented a Privileged Account Use Policy and Incident Response Plan.
- Upgraded the look and feel of the Intranet to a mobile friendly, responsive design for all County departments.
- Re-designed the County News website
- Upgraded the County Document Management System to the latest release.
- Implemented a new Coroner Case Management System
- Delivered Phase 1 of Department of General Services (DGS) Procurement Portal
- Implemented a new Public Defender Case Management System
- On November 1, 2016, the Board authorized the transfer of 20 Full-Time Equivalent (FTE) positions related to Information Technology (IT) from Probation to the Department of Technology, thereby consolidating Probation's IT services within DTech.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Upgrade the Agenda Management System to the latest vendor release.
- Implement Phases 1 and 2 of the County Clerk Recorder new System.
- Decommission the legacy FileNet Document Management System.
- Publish a Request for Proposal for the new Budget System.
- Complete migration from Lagan to Oracle Cloud Service for 311 Call Center.
- Implement Telephonic Signatures for all programs at DHA.
- Redesign Contract Lifecycle Information Management System for Department of Human Assistance.
- Enhance Lobby Management and Appointment Scheduling system for CalWORKs service centers
- Develop management dashboards for DHA service center operations.
- Implement the Leaps System in Adult Protective Services
- Implementation of the OCHIN Medical System in Primary Health
- Select a System for Public Health to further prepare for decommissioning AS 400/MSIS System
- Implement the Credit Bureau collection Trigger application at DCSS
- Begin the DCSS (lobby and work flow management system)
- Issue an RFP for a new Election Voting System and complete implementation.
- Upgrade the infrastructures for Correctional Health system, DMACS, and Acella
- Complete the Transportation Hansen upgrade project
- Complete DMZ redundancy for applications hosted on the County's private cloud for storage and virtual servers
- Complete implementation of the year one recommendations from the information security program assessment
- Implement Records Management in FileNet
- GIS County-wide 2018 Imagery Collection – New Ortho photos with the potential to acquire LiDAR & Oblique photos
- Start migration of Sheriff Jail and Warrant Systems off Mainframe
- The Chief of Customer Service position is being moved from the Department of Technology to the County Executive Cabinet.

RECOMMENDED GROWTH FOR 2017-18:

- On-going recommended growth requests include:
 - Appropriations of \$410,360 offset by revenues of \$410,360.
 - 1.0 FTE.

RECOMMENDED GROWTH FOR 2017-18 (cont.):

- Details are included in the Program Information – Growth Request Recommended section of this budget unit

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during Fiscal Year 2016-17:

| | |
|---|-------------|
| Chief of Customer Services..... | 1.0 |
| Information Technology Customer Support Specialist Levels 1,2 | 3.0 |
| Information Technology Analyst Levels 1,2 | 9.0 |
| Information Technology Manager | 1.0 |
| Neighborhood Area Services Manager | -1.0 |
| Senior Information Technology Analyst..... | 6.0 |
| Telecommunications Systems Technician Level 2 | <u>1.0</u> |
| Total | 20.0 |

- The following positions were approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|---|------------|
| Communication Operator Dispatch | 1.0 |
| Information Technology Analyst Level 1..... | 1.0 |
| Senior Information Technology Analyst..... | <u>1.0</u> |
| Total | 3.0 |

- The following positions were approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|---|-------------|
| Chief of Customer Services | -1.0 |
| Information Technology Technician | -1.0 |
| Information Technology Analyst Level 2..... | -2.0 |
| Senior Accounting Manager (LT)..... | -1.0 |
| Senior Information Technology Analyst..... | -1.0 |
| Telecommunication Systems Tech Level 2..... | <u>-1.0</u> |
| Total | -7.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|---|--|-------------------|
| Budget Unit: 7600000 - Department of Technology | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 94,992,595 | \$ 95,414,306 | \$ 421,711 |
| Total Operating Revenues | \$ 94,992,595 | \$ 95,414,306 | \$ 421,711 |
| Operating Expenses | | | |
| Salaries/Benefits | \$ 53,658,050 | \$ 53,658,050 | - |
| Services & Supplies | 33,584,128 | 34,005,839 | 421,711 |
| Other Charges | 1,189,615 | 1,189,615 | - |
| Depreciation | 2,918,060 | 2,918,060 | - |
| Total Operating Expenses | \$ 91,349,853 | \$ 91,771,564 | \$ 421,711 |
| Operating Income (Loss) | \$ 3,642,742 | \$ 3,642,742 | \$ - |
| Non-Operating Revenues (Expenses) | | | |
| Other Revenues | \$ 66,496 | \$ 66,496 | - |
| Debt Retirement | (3,709,238) | (3,709,238) | - |
| Total Non-Operating Revenues (Expenses) | \$ (3,642,742) | \$ (3,642,742) | \$ - |
| Income Before Capital Contributions and Transfers | \$ - | \$ - | \$ - |
| Intrafund Charges | 7,685,624 | 7,685,624 | - |
| Intrafund Reimb | (7,685,624) | (7,685,624) | - |
| Change In Net Assets | \$ - | \$ - | \$ - |
| Net Assets - Beginning Balance | 9,427,160 | 9,427,160 | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ 9,427,160 | \$ 9,427,160 | \$ - |
| Positions | 388.0 | 388.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations have increased by \$421,711 due to the following:
 - \$103,011 due to increased labor cost for the agenda net upgrade associated with the Clerk of the Board.
 - Recommend one-time growth request of \$300,000 for the removal of out of date software for the Assessor's Tax System.
 - Recommend on-going growth of \$18,700 for Open Data Initiative Applications, associated with the Shared Systems Budget.
- Revenues have increased \$421,711 due to increased charges from other county departments based on services.
- Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Operation of Internal Service Fund Fiscal Year 2017-18 | | | | Schedule 10 |
|--|-----------------------|---|-----------------------|------------------------|--|-------------|
| | | Fund Title 031A - DEPT OF TECHNOLOGY Service Activity Technology Budget Unit 760000 | | | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Charges for Service | \$ 79,240,760 | \$ 83,905,254 | \$ 86,257,167 | \$ 95,414,306 | \$ 95,414,306 | |
| Total Operating Revenues | \$ 79,240,760 | \$ 83,905,254 | \$ 86,257,167 | \$ 95,414,306 | \$ 95,414,306 | |
| Operating Expenses | | | | | | |
| Salaries/Benefits | \$ 46,736,152 | \$ 50,015,414 | \$ 50,085,576 | \$ 53,658,050 | \$ 53,658,050 | |
| Services & Supplies | 25,325,527 | 26,790,533 | 28,768,824 | 34,005,839 | 34,005,839 | |
| Other Charges | 1,098,890 | 1,058,041 | 1,235,240 | 1,189,615 | 1,189,615 | |
| Depreciation | 1,712,774 | 1,794,049 | 2,583,325 | 2,918,060 | 2,918,060 | |
| Total Operating Expenses | \$ 74,873,343 | \$ 79,658,037 | \$ 82,672,965 | \$ 91,771,564 | \$ 91,771,564 | |
| Operating Income (Loss) | \$ 4,367,417 | \$ 4,247,217 | \$ 3,584,202 | \$ 3,642,742 | \$ 3,642,742 | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Other Revenues | \$ 91,605 | \$ 109,964 | \$ 125,493 | \$ 66,496 | \$ 66,496 | |
| Gain/Sale/Property | 1,448 | - | - | - | - | |
| Interest Income | - | 4,428 | - | - | - | |
| Loss/Disposition-Asset | (3,667) | - | - | - | - | |
| Debt Retirement | (3,724,666) | (3,709,696) | (3,709,696) | (3,709,238) | (3,709,238) | |
| Total Non-Operating Revenues (Expenses) | \$ (3,635,280) | \$ (3,595,304) | \$ (3,584,203) | \$ (3,642,742) | \$ (3,642,742) | |
| Income Before Capital Contributions and Transfers | \$ 732,137 | \$ 651,913 | \$ (1) | \$ - | \$ - | |
| Intrafund Charges | 5,135,454 | 6,505,410 | 6,132,936 | 7,685,624 | 7,685,624 | |
| Intrafund Reimb | (5,135,455) | (6,505,407) | (6,132,937) | (7,685,624) | (7,685,624) | |
| Change In Net Assets | \$ 732,138 | \$ 651,910 | \$ - | \$ - | \$ - | |
| Net Assets - Beginning Balance | 7,987,761 | 8,775,242 | 8,775,242 | 9,427,160 | 9,427,160 | |
| Equity and Other Account Adjustments | 55,343 | 8 | - | - | - | |
| Net Assets - Ending Balance | \$ 8,775,242 | \$ 9,427,160 | \$ 8,775,242 | \$ 9,427,160 | \$ 9,427,160 | |
| Positions | 370.0 | 392.0 | 372.0 | 388.0 | 388.0 | |
| <hr/> | | | | | | |
| | Revenues Tie To | | | | SCH 1, COL 4 | |
| | Expenses Tie To | | | | SCH 1, COL 6 | |

2017-18 PROGRAM INFORMATION

BU: 760000 Department of Technology

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|---|----------------|----------------|------------------|----------------|-------------|---------|------------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| Program No. and Title: 001 Application Support | | | | | | | | | | | | |
| | 32,332,825 | -2,877,231 | 0 | 0 | 0 | 0 | 29,455,594 | 0 | 0 | 0 | 139.6 | 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> Develop, implement and maintain software applications such as law and justice, tax collection and payroll | | | | | | | | | | | | |
| Program No. and Title: 002 Equipment Support | | | | | | | | | | | | |
| | 16,374,981 | -473,444 | 0 | 0 | 0 | 0 | 15,901,537 | 0 | 0 | 0 | 99.1 | 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> Equipment maintenance and administration for countywide services such as email, computer equipment and central servers. | | | | | | | | | | | | |
| Program No. and Title: 003 County Data Center | | | | | | | | | | | | |
| | 18,185,865 | -3,382,239 | 0 | 0 | 0 | 0 | 14,803,626 | 0 | 0 | 0 | 32.5 | 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> Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers | | | | | | | | | | | | |
| Program No. and Title: 004 COMPASS | | | | | | | | | | | | |
| | 7,396,551 | -6,720 | 0 | 0 | 0 | 0 | 7,389,831 | 0 | 0 | 0 | 31.3 | 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> Enhance and support the Human Resources, Financial and Materials Management application (COMPASS) | | | | | | | | | | | | |
| Program No. and Title: 005 Communication Networks | | | | | | | | | | | | |
| | 20,371,178 | -509,400 | 0 | 0 | 0 | 0 | 19,861,778 | 0 | 0 | 0 | 50.1 | 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> Voice and data communication connectivity between county staff, their contacts and information storage. | | | | | | | | | | | | |

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

Program No. and Title: 006 Countywide IT Services

| | | | | | | | | | | | |
|-----------|----------|---|---|---|---|-----------|---|---|---|------|---|
| 7,775,966 | -436,590 | 0 | 0 | 0 | 0 | 7,339,376 | 0 | 0 | 0 | 34.4 | 0 |
|-----------|----------|---|---|---|---|-----------|---|---|---|------|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

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

| | | | | | | | | | | | |
|---------------|------------|---|---|---|---|------------|---|---|---|-------|---|
| FUNDED | | | | | | | | | | | |
| 102,437,366 | -7,685,624 | 0 | 0 | 0 | 0 | 94,751,742 | 0 | 0 | 0 | 387.0 | 1 |

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 001 Application Support

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|
| 410,360 | 0 | 0 | 0 | 0 | 0 | 410,360 | 0 | 0 | 0 | 1.0 | 0 |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Probation MDT purchase and support - Probation is requesting the purchase of 40 Mobile Data Terminal (MDT) laptops and the addition of 1.0 FTE Senior IT Analyst to provide technical support. Related to Growth Request from Probation

| | | | | | | | | | | | |
|--|---|---|---|---|---|---------|---|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE) | | | | | | | | | | | |
| 410,360 | 0 | 0 | 0 | 0 | 0 | 410,360 | 0 | 0 | 0 | 1.0 | 0 |

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

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

Program No. and Title: **001** ***Application Support***

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|
| 300,000 | 0 | 0 | 0 | 0 | 0 | 300,000 | 0 | 0 | 0 | 0.0 | 0 |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|

Program Type: Self-Supporting
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Removal of an out of date software interface system, from the Assessor’s Tax System processes to minimize inaccurate tax bills, system patches, and maintenance costs. Related to Growth Request from Assessor's Office

Program No. and Title: **001** ***Application Support***

| | | | | | | | | | | | |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|
| 18,700 | 0 | 0 | 0 | 0 | 0 | 18,700 | 0 | 0 | 0 | 0.0 | 0 |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|

Program Type: Self-Supporting
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Open Data Initiative Applications (170 hours = \$18,700) This task was budgeted at 80 hours over 3 years ago. In that time, the number of data sets has increased as well as the scrutiny of the data on the portal. More time is needed to maintain the datasets, ensure proper publication, and interface with the vendor with issues. We will also probably need to switch vendors in the next FY due to proposed pricing increases by Junar. This increase will bring the total support hours to 250.

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|
| 318,700 | 0 | 0 | 0 | 0 | 0 | 318,700 | 0 | 0 | 0 | 0.0 | 0 |
|---------|---|---|---|---|---|---------|---|---|---|-----|---|

Appropriations Reimbursements Federal Revenues State Revenues Realignment Pro 172 Fees Other Revenues Fund Balance Net Cost Positions Vehicles

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Application Support

600,000 0 0 0 0 0 600,000 0 0 0 0.0 0

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Related to the DHHS MSIS system. The programmers that support this system will be retiring next fiscal year. Related to Growth Request from DHHS

Program No. and Title: 001 Application Support

200,000 0 0 0 0 0 200,000 0 0 0 0.0 0

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Requesting two contractors to implement recommended changes from Microsoft to improve security standards. Related to Growth Request from DHHS

Program No. and Title: 001 Application Support

73,500 0 0 0 0 0 73,500 0 0 0 0.0 0

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: AgendaNet Upgrade feasibility study - 700 hours @ \$105/hr

Program No. and Title: 001 Application Support

55,000 0 0 0 0 0 55,000 0 0 0 0.0 0

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Relocation of D-tech applications to 3331 Power Inn Road and East Parkway. Related to Growth request from DHHS

Program No. and Title: 001 Application Support

25,200 0 0 0 0 0 25,200 0 0 0 0.0 0

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: AgendaNet BOS meeting Support: @ \$105/hr AgendaNet BOS meeting Support - 240 hours

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|---|----------------|------------------|----------------|-------------|---------|-----------|----------------|--------------|----------|-----------|----------|
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>001</u> <u>Application Support</u> | | | | | | | | | | | |
| | 25,000 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0 | 0 | 0 | 0.0 | 0 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Assessor's Maps Digitization. The Assessor Parcel Map Digitization Project is a project to digitize approximately 5,977 hand drawn parcel map pages into individual AutoCAD files. Related to Shared Systems growth request | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>004</u> <u>COMPASS</u> | | | | | | | | | | | |
| | 275,000 | 0 | 0 | 0 | 0 | 0 | 275,000 | 0 | 0 | 0 | 0.0 | 0 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Learning Management System (LMS) \$125,000 for FY 17/18 for implementation plus \$150K per year for 5 years for the software total of \$275K in FY 17/18 and \$150K per year for the following four years. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| <i>GROWTH REQUEST NOT RECOMMENDED</i> | | | | | | | | | | | | |
| | 1,253,700 | 0 | 0 | 0 | 0 | 0 | 1,253,700 | 0 | 0 | 0 | 0.0 | 0 |

| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 8,907,734 | 8,975,724 | 9,716,945 | 10,384,440 | 10,384,440 |
| Total Financing | 106,821 | 86,317 | 94,668 | 94,668 | 94,668 |
| Net Cost | 8,800,913 | 8,889,407 | 9,622,277 | 10,289,772 | 10,289,772 |

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 2016-17:

- Streamline COMPASS Invoice Processing
- Complete Property Tax Business Requirements as a first step to replacing the TAX System
- Produced County Annual Property Tax Roll for over 455,000 Parcels.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Implement CONCUR Travel Management System
- Issue a Request for Proposal for a new Budget System for the County.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION:

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|-------------------------------------|--|---------------|
| Budget Unit: 5710000 - Data Processing-Shared Systems | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Charges for Services | \$ 94,668 | \$ 94,668 | - |
| Total Revenue | \$ 94,668 | \$ 94,668 | - |
| Services & Supplies | \$ 9,969,754 | \$ 9,988,454 | 18,700 |
| Expenditure Transfer & Reimbursement | 395,986 | 395,986 | - |
| Total Expenditures/Appropriations | \$ 10,365,740 | \$ 10,384,440 | 18,700 |
| Net Cost | \$ 10,271,072 | \$ 10,289,772 | 18,700 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased by \$18,700.
- Appropriations have increased \$18,700 due to an on-going growth request for Open Data Initiative Applications. Additional labor hours are needed to maintain the datasets, ensure proper publication, and interface with vendors.
- Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | | | Schedule 9 | |
|--|---------------------|---|--|----------------------|---|--|
| | | Budget Unit | 5710000 - Data Processing-Shared Systems | | | |
| | | Function | GENERAL | | | |
| | | Activity | Other General | | | |
| | | Fund | 001A - GENERAL | | | |
| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Charges for Services | \$ 106,731 | \$ 86,317 | \$ 94,668 | \$ 94,668 | \$ 94,668 | |
| Miscellaneous Revenues | 90 | - | - | - | - | |
| Total Revenue | \$ 106,821 | \$ 86,317 | \$ 94,668 | \$ 94,668 | \$ 94,668 | |
| Services & Supplies | \$ 8,633,708 | \$ 8,850,633 | \$ 9,395,059 | \$ 9,988,454 | \$ 9,988,454 | |
| Intrafund Charges | 274,026 | 125,091 | 321,886 | 395,986 | 395,986 | |
| Total Expenditures/Appropriations | \$ 8,907,734 | \$ 8,975,724 | \$ 9,716,945 | \$ 10,384,440 | \$ 10,384,440 | |
| Net Cost | \$ 8,800,913 | \$ 8,889,407 | \$ 9,622,277 | \$ 10,289,772 | \$ 10,289,772 | |

2017-18 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|--------|----------------|--------------|-----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>001 Law & Justice Systems</u> | | | | | | | | | | | |
| | 2,234,587 | 0 | 0 | 0 | 0 | 0 | 49,500 | 0 | 0 | 2,185,087 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 2 -- Discretionary Law-Enforcement | | | | | | | | | | | |
| Strategic Objective: | PS1 --Protect the community from criminal activity, abuse and violence | | | | | | | | | | | |
| Program Description: | Provides a central point for funding the maintenance and enhancement of the Law Enforcement Systems (CJIS, JIMS, IJIS and CLETS) which are accessible to multiple law enforcement entities. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>002 Payroll Systems</u> | | | | | | | | | | | |
| | 394,701 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 394,701 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Provides a central point for funding of Special District Payroll which supports multiple departments and local entities | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>003 Property & Tax Systems</u> | | | | | | | | | | | |
| | 1,258,204 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,258,204 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>004 COMPASS</u> | | | | | | | | | | | |
| | 4,709,764 | 0 | 0 | 0 | 0 | 0 | 37,700 | 0 | 0 | 4,672,064 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Provides a central point for funding the maintenance and enhancement of the Human Resources, Materials Management, Financial Reporting and Budget Systems which are countywide systems and used by virtually all county employees. | | | | | | | | | | | |

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

Program No. and Title: 005 Other Shared Applications

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|-------|---|---|-----------|-----|---|
| 1,768,484 | 0 | 0 | 0 | 0 | 0 | 7,468 | 0 | 0 | 1,761,016 | 0.0 | 0 |
|-----------|---|---|---|---|---|-------|---|---|-----------|-----|---|

Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Epledge, Open Data Portal)

FUNDED

| | | | | | | | | | | | |
|------------|---|---|---|---|---|--------|---|---|------------|-----|---|
| 10,365,740 | 0 | 0 | 0 | 0 | 0 | 94,668 | 0 | 0 | 10,271,072 | 0.0 | 0 |
|------------|---|---|---|---|---|--------|---|---|------------|-----|---|

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

Program No. and Title: 005 Other Shared Applications

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 18,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,700 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Open Data Initiative Applications (170 hours = \$18,700) This task was budgeted at 80 hours over 3 years ago. In that time, the number of data sets has increased as well as the scrutiny of the data on the portal. More time is needed to maintain the datasets, ensure proper publication, and interface with the vendor with issues. We will also need to switch vendors in the next FY due to proposed pricing increases by June. This increase will bring the total support hours to 250.

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 18,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,700 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

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

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 003 Property & Tax Systems

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Mandated
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Assessor's Maps Digitization. The Assessor Parcel Map Digitization Project is a project to digitize approximately 5,977 hand drawn parcel map pages into individual AutoCAD files.

Program No. and Title: 004 COMPASS

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 275,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 275,000 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Mandated
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Learning Management System (LMS) \$125,000 for FY 17/18 for implementation plus \$150K per year for 5 years for the software total of \$275K in FY 17/18 and \$150K per year for the following four years.

Program No. and Title: 005 Other Shared Applications

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 73,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 73,500 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Agenda Net Upgrade feasibility study - 700 hours @ \$105/hr

Program No. and Title: 005 Other Shared Applications

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 25,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,200 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

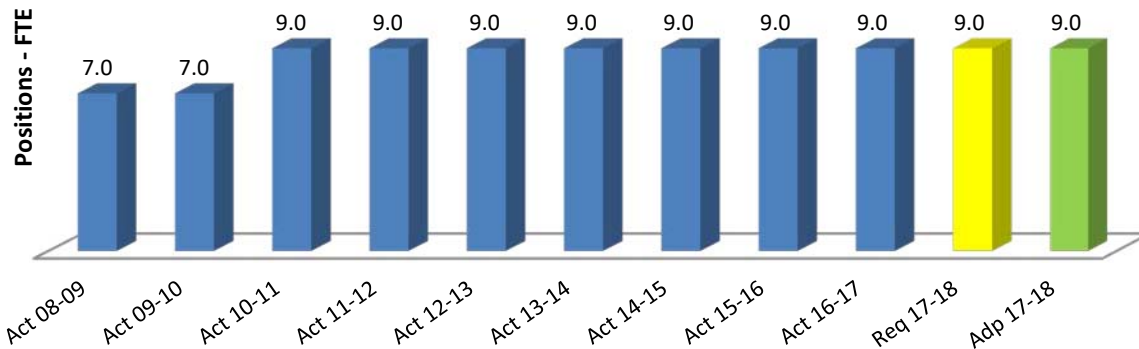
Program Type: Discretionary
Countywide Priority: 5 -- General Government
Strategic Objective: IS --Internal Support
Program Description: Agenda Net BOS meeting support: @ \$105/hr. Agenda Net BOS total - 240 hours

| | | | | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|---|---------|-----|---|
| GROWTH REQUEST NOT RECOMMENDED | | | | | | | | | | | |
| 398,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 398,700 | 0.0 | 0 |

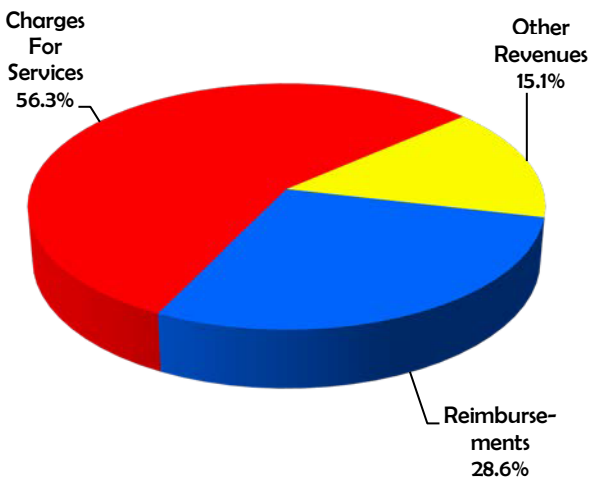
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



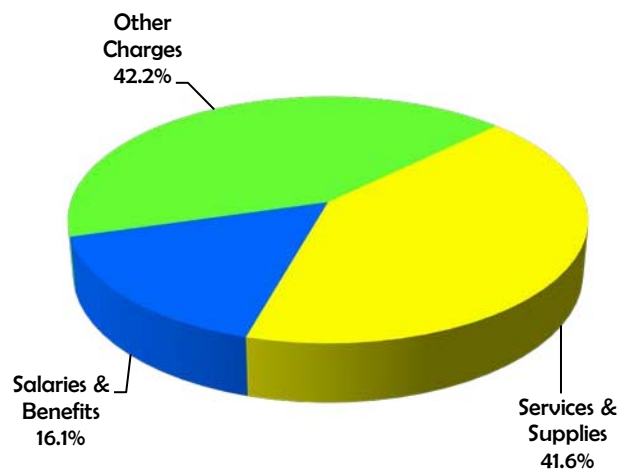
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 5,275,959 | 4,780,644 | 6,207,735 | 6,160,917 | 6,160,917 |
| Total Financing | 5,692,899 | 5,001,544 | 5,399,780 | 5,166,500 | 5,166,500 |
| Net Cost | (416,940) | (220,900) | 807,955 | 994,417 | 994,417 |
| 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 Operations 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 2016-17:

The Folsom radio site was upgraded to P25.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

Continue to P25 upgrade by adding 12 new channels (Phases II and III).

STAFFING LEVEL CHANGES FOR 2017-18:

- The following position was approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|---|------------|
| Radio Communications Systems Technician | <u>1.0</u> |
| Total | 1.0 |
- The following position was approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|--|-------------|
| Senior Telecommunications Systems Analyst..... | <u>-1.0</u> |
| Total | -1.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|-------------------------------------|--|--------------------|
| Budget Unit: 7020000 - Regional Radio Communications System | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 4,075,090 | \$ 4,075,090 | \$ - |
| Total Operating Revenues | \$ 4,075,090 | \$ 4,075,090 | \$ - |
| Operating Expenses | | | |
| Salaries/Benefits | \$ 1,327,275 | \$ 1,327,275 | \$ - |
| Services & Supplies | 2,141,274 | 2,165,974 | 24,700 |
| Other Charges | 7,338 | 7,338 | - |
| Depreciation | 2,193,916 | 2,193,916 | - |
| Total Operating Expenses | \$ 5,669,803 | \$ 5,694,503 | \$ 24,700 |
| Operating Income (Loss) | \$ (1,594,713) | \$ (1,619,413) | \$ (24,700) |
| Non-Operating Revenues (Expenses) | | | |
| Other Revenues | \$ 1,066,710 | \$ 1,091,410 | \$ 24,700 |
| Debt Retirement | (1,144,307) | (1,144,307) | - |
| Interest Expense | (128,800) | (128,800) | - |
| Total Non-Operating Revenues (Expenses) | \$ (206,397) | \$ (181,697) | \$ 24,700 |
| Income Before Capital Contributions and Transfers | \$ (1,801,110) | \$ (1,801,110) | \$ - |
| Interfund Charges | 1,260,000 | 1,260,000 | - |
| Interfund Reimb | (2,066,693) | (2,066,693) | - |
| Change In Net Assets | \$ (994,417) | \$ (994,417) | \$ - |
| Net Assets - Beginning Balance | 13,364,413 | 13,364,413 | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ 12,369,996 | \$ 12,369,996 | \$ - |
| Positions | 9.0 | 9.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations have increased \$24,700 due to a one-time growth request for a vehicle.
- Revenues have increased \$24,700 due to an increase in miscellaneous revenue.
- Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | County of Sacramento Operation of Internal Service Fund Fiscal Year 2017-18 | | | | Schedule 10 |
|--|---|----------------------|-----------------------|---|---|
| | | | | Fund Title Service Activity Budget Unit | 059A - REGIONAL RADIO Communications System 7020000 |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Operating Revenues | | | | | |
| Charges for Service | \$ 4,599,060 | \$ 3,844,241 | \$ 4,203,280 | \$ 4,075,090 | \$ 4,075,090 |
| Total Operating Revenues | \$ 4,599,060 | \$ 3,844,241 | \$ 4,203,280 | \$ 4,075,090 | \$ 4,075,090 |
| Operating Expenses | | | | | |
| Salaries/Benefits | \$ 1,222,581 | \$ 1,089,219 | \$ 1,305,563 | \$ 1,327,275 | \$ 1,327,275 |
| Services & Supplies | 1,139,809 | 1,128,849 | 1,104,673 | 2,165,974 | 2,165,974 |
| Other Charges | 11,459 | 10,995 | 10,995 | 7,338 | 7,338 |
| Depreciation | 1,853,527 | 2,083,733 | 2,178,023 | 2,193,916 | 2,193,916 |
| Total Operating Expenses | \$ 4,227,376 | \$ 4,312,796 | \$ 4,599,254 | \$ 5,694,503 | \$ 5,694,503 |
| Operating Income (Loss) | \$ 371,684 | \$ (468,555) | \$ (395,974) | \$ (1,619,413) | \$ (1,619,413) |
| Non-Operating Revenues (Expenses) | | | | | |
| Other Revenues | \$ 1,100,859 | \$ 1,118,585 | \$ 1,196,500 | \$ 1,091,410 | \$ 1,091,410 |
| Interest Income | (7,020) | 38,718 | - | - | - |
| Loss/Disposition-Asset | (13,327) | - | - | - | - |
| Debt Retirement | (913,107) | (279,927) | (1,887,886) | (1,144,307) | (1,144,307) |
| Interest Expense | (122,149) | (187,896) | (165,095) | (128,800) | (128,800) |
| Total Non-Operating Revenues (Expenses) | \$ 45,256 | \$ 689,480 | \$ (856,481) | \$ (181,697) | \$ (181,697) |
| Income Before Capital Contributions and Transfers | \$ 416,940 | \$ 220,925 | \$ (1,252,455) | \$ (1,801,110) | \$ (1,801,110) |
| Interfund Charges | - | - | - | 1,260,000 | 1,260,000 |
| Interfund Reimb | - | 25 | (444,500) | (2,066,693) | (2,066,693) |
| Change In Net Assets | \$ 416,940 | \$ 220,900 | \$ (807,955) | \$ (994,417) | \$ (994,417) |
| Net Assets - Beginning Balance | 14,008,306 | 14,408,253 | 14,408,253 | 13,364,413 | 13,364,413 |
| Equity and Other Account Adjustments | (16,993) | (1,264,740) | - | - | - |
| Net Assets - Ending Balance | \$ 14,408,253 | \$ 13,364,413 | \$ 13,600,298 | \$ 12,369,996 | \$ 12,369,996 |
| 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 |

2017-18 PROGRAM INFORMATION

BU: 7020000 Regional Radio Communications System

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

FUNDED

Program No. and Title: 001 SR RCS 800 Mhz, trunked radio backbone services

| | | | | | | | | | | | |
|-----------|------------|---|---|---|---|-----------|-----------|---|---------|-----|---|
| 8,202,910 | -2,066,693 | 0 | 0 | 0 | 0 | 4,075,090 | 1,066,710 | 0 | 994,417 | 9.0 | 7 |
|-----------|------------|---|---|---|---|-----------|-----------|---|---------|-----|---|

Program Type: Self-Supporting

Countywide Priority: 2 -- Discretionary Law-Enforcement

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

Program Description: SR RCS 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.

FUNDED

| | | | | | | | | | | | |
|-----------|------------|---|---|---|---|-----------|-----------|---|---------|-----|---|
| 8,202,910 | -2,066,693 | 0 | 0 | 0 | 0 | 4,075,090 | 1,066,710 | 0 | 994,417 | 9.0 | 7 |
|-----------|------------|---|---|---|---|-----------|-----------|---|---------|-----|---|

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

Program No. and Title: 001 SR RCS

| | | | | | | | | | | | |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|
| 24,700 | 0 | 0 | 0 | 0 | 0 | 24,700 | 0 | 0 | 0 | 0.0 | 1 |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

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

Program Description: New Vehicle for New Radio Comm. Tech

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

| | | | | | | | | | | | |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|
| 24,700 | 0 | 0 | 0 | 0 | 0 | 24,700 | 0 | 0 | 0 | 0.0 | 1 |
|--------|---|---|---|---|---|--------|---|---|---|-----|---|

Summary

| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 1,094,420 | 1,457,051 | 1,672,939 | 1,497,828 | 1,497,828 |
| Total Financing | 1,575,669 | 1,754,423 | 1,672,939 | 1,497,828 | 1,497,828 |
| Net Cost | (481,249) | (297,372) | - | - | - |

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.

2017-18 APPROVED RECOMMENDED BUDGET

RECOMMENDED BUDGET FUND BALANCE CHANGES FOR 2017-18:

Fund Balance for Fiscal Year 2016-17 is \$290,509 reflecting a decrease of \$190,740 from the prior year.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET

Budget Unit: 2180000 - Technology Cost Recovery Fee

| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
|---|-------------------------------------|--|-----------------|
| Fund Balance | \$ 290,509 | \$ 297,373 | \$ 6,864 |
| Licenses, Permits & Franchises | 1,144,255 | 1,144,255 | - |
| Revenue from Use Of Money & Property | 3,000 | 3,000 | - |
| Miscellaneous Revenues | 53,200 | 53,200 | - |
| Total Revenue | \$ 1,490,964 | \$ 1,497,828 | \$ 6,864 |
| Services & Supplies | \$ 1,483,464 | \$ 1,490,328 | \$ 6,864 |
| Other Charges | 7,500 | 7,500 | - |
| Total Expenditures/Appropriations | \$ 1,490,964 | \$ 1,497,828 | \$ 6,864 |
| Net Cost | \$ - | \$ - | \$ - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations have increased \$6,864 due to additional services.
- Fund Balance has increased \$6,864 due to expenditures coming in lower than originally projected in Fiscal Year 2016-17.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | | | Schedule 9 | |
|---|---------------------|--|---------------------|---|---|--|
| | | 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 | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Fund Balance | \$ 386,560 | \$ 481,249 | \$ 481,249 | \$ 297,373 | \$ 297,373 | |
| Licenses, Permits & Franchises | 1,279,885 | 1,257,209 | 1,141,690 | 1,144,255 | 1,144,255 | |
| Revenue from Use Of Money & Property | 1,615 | 5,612 | - | 3,000 | 3,000 | |
| Miscellaneous Revenues | (92,391) | 10,353 | 50,000 | 53,200 | 53,200 | |
| Total Revenue | \$ 1,575,669 | \$ 1,754,423 | \$ 1,672,939 | \$ 1,497,828 | \$ 1,497,828 | |
| Services & Supplies | \$ 1,094,420 | \$ 1,457,051 | \$ 1,667,939 | \$ 1,490,328 | \$ 1,490,328 | |
| Other Charges | - | - | 5,000 | 7,500 | 7,500 | |
| Total Expenditures/Appropriations | \$ 1,094,420 | \$ 1,457,051 | \$ 1,672,939 | \$ 1,497,828 | \$ 1,497,828 | |
| Net Cost | \$ (481,249) | \$ (297,372) | \$ - | \$ - | \$ - | |

2017-18 PROGRAM INFORMATION

BU: 2180000 Technology Cost Recovery Fee

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

FUNDED

Program No. and Title: 001 Information Technology Recovery Fee

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|-----------|--------|---------|---|-----|---|
| 1,497,828 | 0 | 0 | 0 | 0 | 0 | 1,150,455 | 50,000 | 297,373 | 0 | 0.0 | 0 |
|-----------|---|---|---|---|---|-----------|--------|---------|---|-----|---|

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

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|-----------|--------|---------|---|-----|---|
| 1,497,828 | 0 | 0 | 0 | 0 | 0 | 1,150,455 | 50,000 | 297,373 | 0 | 0.0 | 0 |
|-----------|---|---|---|---|---|-----------|--------|---------|---|-----|---|

| Summary | | | | | |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 607,384 | 586,938 | 680,000 | 700,000 | 700,000 |
| Total Financing | 607,384 | 586,938 | 680,000 | 700,000 | 700,000 |
| Net Cost | - | - | - | - | - |

PROGRAM DESCRIPTION:

- The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs. The purpose of DRPA is to encourage programs, services and activities that promote the resolution of disputes.
- The County established the dispute resolution program in 1988 and contracts for all services. The program is 100 percent self-supporting; revenue is generated from an eight dollar surcharge on civil court filing fees and deposited into a trust account. Program funding is based on a competitive Request for Proposal (RFP) process.
- A ten percent administrative fee allowed under the governing legislation is charged to the program.

MISSION:

To provide a comprehensive array of dispute resolution options and to educate and inform the community to these options.

GOALS:

The overall goals and objectives of the program are to:

- Give the community early, accessible, comprehensive, and effective methods for resolving disputes.
- Educate the community on the availability of dispute resolution services.
- Increase the demand for and use of dispute resolution services.
- Reduce the number of cases going to court.
- Reduce violence in the schools.
- Promote positive conflict resolution skills.
- Improve relationships and quality of life.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|-------------------------------------|--|----------|
| Budget Unit: 5520000 - Dispute Resolution Program | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Charges for Services | \$ 700,000 | \$ 700,000 | \$ - |
| Total Revenue | \$ 700,000 | \$ 700,000 | \$ - |
| Services & Supplies | \$ 645,000 | \$ 645,000 | \$ - |
| Expenditure Transfer & Reimbursement | 55,000 | 55,000 | - |
| Total Expenditures/Appropriations | \$ 700,000 | \$ 700,000 | \$ - |
| Net Cost | \$ - | \$ - | \$ - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5520000 - Dispute Resolution Program**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|-------------------|--------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Charges for Services | \$ 607,384 | \$ 559,257 | \$ 680,000 | \$ 700,000 | \$ 700,000 |
| Miscellaneous Revenues | - | 27,681 | - | - | - |
| Total Revenue | \$ 607,384 | \$ 586,938 | \$ 680,000 | \$ 700,000 | \$ 700,000 |
| Services & Supplies | \$ 552,384 | \$ 533,602 | \$ 625,000 | \$ 645,000 | \$ 645,000 |
| Intrafund Charges | 55,000 | 53,336 | 55,000 | 55,000 | 55,000 |
| Total Expenditures/Appropriations | \$ 607,384 | \$ 586,938 | \$ 680,000 | \$ 700,000 | \$ 700,000 |
| Net Cost | \$ - | \$ - | \$ - | \$ - | \$ - |

2017-18 PROGRAM INFORMATION

BU: 5520000 Dispute Resolution Program

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|----------------|----------------|---------------------|-------------------|-------------|---------|------|-------------------|-----------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| <i>Program No. and Title:</i> 001 Dispute Resolution Program | | | | | | | | | | | | |
| | 700,000 | 0 | 0 | 0 | 0 | 0 | 0 | 700,000 | 0 | 0 | 0.0 | 0 |
| <i>Program Type:</i> Self-Supporting | | | | | | | | | | | | |
| <i>Countywide Priority:</i> 3 -- Safety Net | | | | | | | | | | | | |
| <i>Strategic Objective:</i> PS1 -- Protect the community from criminal activity, abuse and violence | | | | | | | | | | | | |
| <i>Program Description:</i> The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs. | | | | | | | | | | | | |

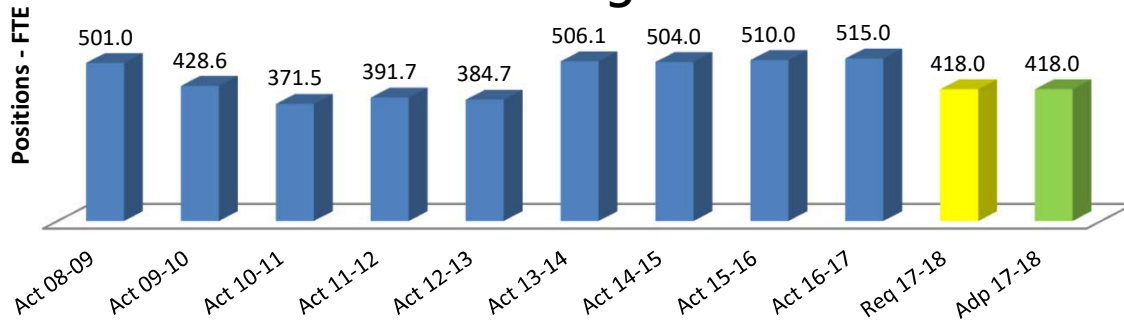
| | | | | | | | | | | | | |
|---------------|---------|---|---|---|---|---|---|---------|---|---|-----|---|
| FUNDED | 700,000 | 0 | 0 | 0 | 0 | 0 | 0 | 700,000 | 0 | 0 | 0.0 | 0 |
|---------------|---------|---|---|---|---|---|---|---------|---|---|-----|---|

DEPARTMENTAL STRUCTURE

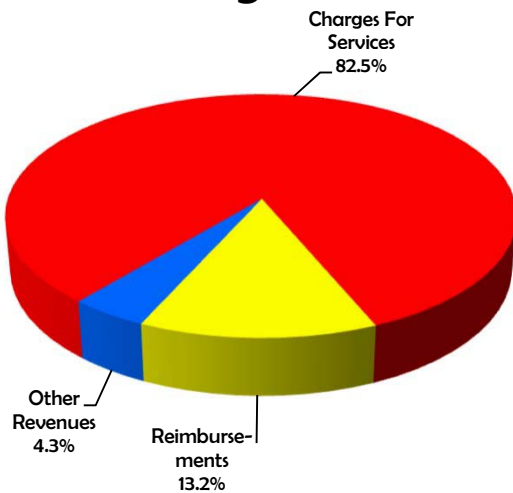
MICHAEL MORSE, DIRECTOR



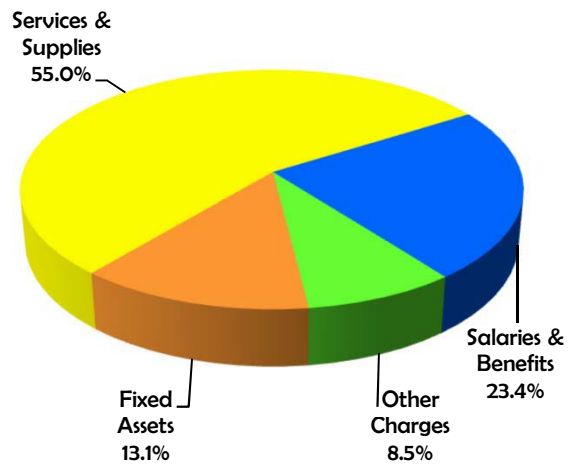
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|-------------------|-------------------|-------------------|---------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 156,854,082 | 158,265,687 | 191,662,762 | 189,409,139 | 190,095,768 |
| Total Financing | 164,547,248 | 165,339,902 | 180,312,509 | 166,298,220 | 166,984,849 |
| Net Cost | -7,693,166 | -7,074,215 | 11,350,253 | 23,110,919 | 23,110,919 |
| Positions | 510.0 | 515.0 | 515.0 | 418.0 | 418.0 |

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.
 - **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.
 - **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.

PROGRAM DESCRIPTION (cont.):

- 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.

GOALS (cont.):

- To provide prompt and efficient logistical support to the County’s agencies and departments to enable customers to perform their missions.

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

Transferred responsibility of the Construction Management and Inspection Division to the newly created Office of Development and Code Services in the Public Works and Infrastructure Agency effective April 2017. The fund structure amendment actions will occur through the Fiscal Year 2017-18 budget process.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

The Department’s Requested Budget reflects the transfer of the Construction Management and Inspection Division to the Public Works and Infrastructure Agency.

RECOMMENDED GROWTH FOR 2017-18:

On-going recommended growth requests include:

- Appropriations of \$109,606 offset by reimbursements of \$109,606.
- 1.0 FTE Real Estate Services Officer Level 2.

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during the Fiscal Year 2016-17:

| | |
|--------------------------------|------------|
| Associate Civil Engineer | -1.0 |
| Senior Civil Engineer..... | <u>1.0</u> |
| Total | 0.0 |

- The following positions were approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|-----------------------------------|------------|
| Real Estate Officer Level 2..... | 1.0 |
| Automotive Mechanic Range A..... | 1.0 |
| Building Maintenance Worker | 2.0 |
| Carpenter | 1.0 |
| Office Specialist Level 2 | 1.0 |
| Stationary Engineer 1 | <u>2.0</u> |
| Total | 8.0 |

STAFFING LEVEL CHANGES FOR 2017-18 (cont.):

- The following positions were approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|--------------------------------|-------------|
| Custodian Level 2..... | -1.0 |
| Electrician..... | -1.0 |
| Equipment Mechanic..... | -2.0 |
| Equipment Service Worker..... | -3.0 |
| Senior Office Specialist | <u>-1.0</u> |
| Total | -8.0 |

- As part of the restructuring plan approved by the Board in April 2017, 97.0 FTE positions will be transferred to the Office of Development and Code Services in the Public Works and Infrastructure Agency.

RECOMMENDED FUND BALANCE CHANGES FOR 2017-18:

- General Services - 7000000**

The General Services Recommended Budget reflects the use of \$1.8 million in retained earnings to address the backlog of facility maintenance issues, fund energy projects, continued cost absorption and rate stabilization, and contingency spending with no rate increase to customer departments. With the use of this \$1.8 million, the available retained earnings balance in Fund 35 will stand at approximately \$12.1 million and the reserved balance will stand at \$10.8 million. Fund 35’s estimated year-end retained earnings include approximately \$5.4 million in available balance and \$1.4 million in reserves related to the Construction Management and Inspection Division (CMID). This \$6.8 million will be transferred to the new CMID Fund in the Development & Code Enforcement Services Division. The Department’s intent is to spend-down the remaining available balance over time to help maintain rate stability.

- Capital Outlay - 2070000**

The Capital Outlay Fund (Heavy Equipment) Recommended Budget reflects the use of \$12.6 million in retained earnings: \$7.3 million to help cover the cost of purchasing heavy equipment and \$5.3 million reflecting a transfer of assets to the Sacramento Area Sanitation District. All-told this budget includes \$13.1 million for the purchase of heavy equipment, funded with the \$7.3 million in retained earnings and \$5.8 million in revenue. With the use of this \$12.6 million, the available retained earnings balance in this fund will stand at approximately \$19.8 million, most of which is being held for future equipment purchases.

- Capital Outlay - 7080000**

The Recommended Budget for this Capital Outlay Fund, established to fund light equipment purchases, reflects the use of \$3.8 million on retained earnings to help cover the cost of purchasing replacement vehicles on the appropriate schedule. \$9.0 million is appropriated for the purchase of light vehicle replacements, which will be funded through miscellaneous revenue of \$5.2 million and the use of the \$3.8 million in retained earnings. With the use of this \$3.8 million, the available retained earnings balance in this fund will stand at approximately \$2.4 million, most of which is being held for future vehicle purchases.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|---|--|----------------|
| Budget Unit: 7000000 - General Services-Summary | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Services | \$ 148,373,284 | \$ 148,396,982 | \$ 23,698 |
| Total Operating Revenues | \$ 148,373,284 | \$ 148,396,982 | \$ 23,698 |
| Operating Expenses | | | |
| Salaries/Benefits | \$ 50,457,698 | \$ 50,481,396 | \$ 23,698 |
| Services & Supplies | 87,867,563 | 89,084,365 | 1,216,802 |
| Other Charges | 679,277 | 679,277 | - |
| Depreciation | 10,578,827 | 10,578,827 | - |
| Total Operating Expenses | \$ 149,583,365 | \$ 150,823,865 | \$ 1,240,500 |
| Operating Income (Loss) | \$ (1,210,081) | \$ (2,426,883) | \$ (1,216,802) |
| Non-Operating Revenues (Expenses) | | | |
| Other Financing | \$ - | \$ - | \$ - |
| Other Revenues | 5,422,190 | 5,422,190 | - |
| Cost of Goods Sold | (4,100,000) | (4,100,000) | - |
| Equipment | (250,000) | (250,000) | - |
| Loss/Disposition-Asset | (40,000) | (40,000) | - |
| Debt Retirement | (978,616) | (978,616) | - |
| Interest Expense | (717,995) | (717,995) | - |
| Total Nonoperating Revenues (Expenses) | \$ (664,421) | \$ (664,421) | \$ - |
| Income Before Capital Contributions and Transfers | \$ (1,874,502) | \$ (3,091,304) | \$ (1,216,802) |
| Interfund Reimb | (24,900) | (24,900) | - |
| Intrafund Charges | 25,266,953 | 25,266,953 | - |
| Intrafund Reimb | (25,266,953) | (25,266,953) | - |
| Change in Net Assets | \$ (1,849,602) | \$ (3,066,404) | \$ (1,216,802) |
| Net Assets - Beginning Balance | 26,997,215 | 26,997,215 | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ 25,147,613 | \$ 23,930,811 | \$ (1,216,802) |
| Positions | 418.0 | 418.0 | 0.0 |

MEMO ONLY:

CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)

| | | | |
|-----------------------------------|---------------|---------------|--------------|
| Total Revenue | \$ 5,848,195 | \$ 5,848,195 | \$ - |
| Equipment | 13,123,226 | 14,719,393 | 1,596,167 |
| Other Expenses | 5,297,000 | 5,297,000 | - |
| Total Expenditures/Appropriations | \$ 18,420,226 | \$ 20,016,393 | \$ 1,596,167 |
| NET COST | \$ 12,572,031 | \$ 14,168,198 | \$ 1,596,167 |

CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)

| | | | |
|-----------------------------------|--------------|---------------|--------------|
| Total Revenue | \$ 5,180,000 | \$ 6,630,853 | \$ 1,450,853 |
| Equipment | 9,000,000 | 12,507,170 | 3,507,170 |
| Other Expenses | - | - | - |
| Total Expenditures/Appropriations | \$ 9,000,000 | \$ 12,507,170 | \$ 3,507,170 |
| NET COST | \$ 3,820,000 | \$ 5,876,317 | \$ 2,056,317 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

General Services - 7000000

- Appropriations have increased \$1,240,500 due to the following:
 - \$23,698 increase in Salaries & Benefits due to adding appropriations for the reallocation of an Environmental Specialist 3 to an Environmental Specialist 4 and the reallocation of an Associate Engineer/Architect to a Building Project Coordinator 2.
 - \$1.216 million increase in Services & Supplies primarily due to appropriating retained earnings for project and contingency spending, and re-budgeting projects not completed in previous fiscal year with no rate increase to customer departments.
- Revenues have increased \$23,698 due to the following:
 - \$23,698 increase in revenues due to the reallocation of two positions.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The following positions are included for addition as part of the Fiscal Year 2017-18 Adopted Budget:

| | |
|--|------------|
| Building Project Coordinator 2 (LT)..... | 1.0 |
| Environmental Specialist 4 | <u>1.0</u> |
| Total | 2.0 |

- The following positions are included for deletion as part of the Fiscal Year 2017-18 Adopted Budget:

| | |
|---|-------------|
| Associate Engineer/Architect (LT) | -1.0 |
| Environmental Specialist 3 | <u>-1.0</u> |
| Total | -2.0 |

BOARD OF SUPERVISORS CHANGES MADE DURING THE ADOPTED HEARING:

Parkways and Unincorporated Communities Clean Up and Safety Initiative – Appropriations and revenues increased \$686,629 to facilitate the purchase the vehicles for Animal Care and Regulations, Parks, and Sheriff for the initiative.

ADOPTED BUDGET RESERVE BALANCES FOR 2017-18

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

General Services - 7000000

The General Services Recommended for Adoption Budget reflects the use of \$3.066 million in retained earnings, an increase of \$1.2 million from Recommended Budget, to address the backlog of facility maintenance issues, fund energy projects, continued cost absorption and rate stabilization, and contingency spending with no rate increase to customer departments. The year-end balance includes \$5.1 million in available balance and \$1.4 million in reserves related to the Construction Management and Inspection Division (CMID). This \$6.5 million will be transferred to the new CMID Fund in the Development & Code Enforcement Services Division. With the use of the \$3.066 million and the transfer of the \$6.5 million to CMID, the available retained earnings balance in Fund 35 will

General Services - 7000000 (cont.):

stand at \$7.3 million and the reserved balance will stand at \$7.6 million. The Department's intent is to spend-down the remaining available balance over time to help maintain rate stability.

Capital Outlay 2070000

- Appropriations have increased \$1,596,167 due to the following:
 - \$1,596,167 in Equipment to re-budget heavy equipment purchases that were not completed by the end of Fiscal Year 2016-17. These costs are being funded with retained earnings.

Capital Outlay 7080000

- Appropriations have increased \$3,507,170 due to the following:
 - \$2,056,317 increase in Equipment to re-budget vehicle replacement purchases that were not completed by the end of Fiscal Year 2016-17. These costs are being funded with retained earnings.
 - \$499,383 increase in Equipment to re-budget vehicle addition purchases that were not completed by the end of Fiscal Year 2016-17. These costs are being funded by contributions from customer departments.
 - \$951,470 increase in Equipment for vehicle addition and upgrade requests that were approved at Recommended Budget. These costs are being funded by contributions from customer departments.
- Revenues have increased \$1,450,853 due to the following:
 - \$499,383 to re-budget contributions from customer departments for re-budgeted purchases of vehicle additions.
 - \$951,470 for contributions from customer departments for vehicle additions that were approved at Recommended Budget.

SUMMARY OF POSITIONS:

Internal Services Fund (035)

| PROGRAM | Adopted 2016-17 | Actual 2016-17 | Recommended 2017-18 | Adopted 2017-18 |
|---|----------------------------|---------------------------|--------------------------------|----------------------------|
| Airport District | 39.0 | 39.0 | 39.0 | 39.0 |
| Alarm Services | 6.0 | 6.0 | 6.0 | 6.0 |
| Architectural Services Division | 13.0 | 14.0 | 14.0 | 14.0 |
| Bradshaw District | 86.0 | 86.0 | 87.0 | 87.0 |
| Contract & Purchasing Services | 18.0 | 18.0 | 18.0 | 18.0 |
| Construction Management and Inspection Division* | 97.0 | 97.0 | 0.0 | 0.0 |
| Downtown District | 59.0 | 59.0 | 61.0 | 61.0 |
| Energy Management | 1.0 | 1.0 | 1.0 | 1.0 |
| Fleet Services - Heavy | 75.0 | 75.0 | 70.0 | 70.0 |
| Fleet Services - Light | 25.0 | 25.0 | 26.0 | 26.0 |
| Office of the Director | 28.0 | 27.0 | 27.0 | 27.0 |
| Real Estate | 24.0 | 24.0 | 25.0 | 25.0 |
| Security Services | 25.0 | 25.0 | 25.0 | 25.0 |
| Support Services | 19.0 | 19.0 | 19.0 | 19.0 |
| | 515.0 | 515.0 | 418.0 | 418.0 |

* As a part of the restructuring plan approved by the Board in April 2017, all 97.0 FTE positions in the Construction Management and Inspection Division were transferred to the Office of Development and Code Services in the Public Works and Infrastructure Agency.

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement light and heavy equipment approved for Fiscal Year 2017-18.

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT (BUDGET UNIT 2070000)**

| Class | Description | Approved | | Approved Amount |
|---------|---|----------|---------|-----------------|
| | | New | Replace | |
| 157 | Crew Bus | | 2 | \$ 340,000 |
| 158 | Passenger Bus (20-40) | | 2 | 320,000 |
| 160 | Utility Truck | | 2 | 405,000 |
| 161 | Stencil/Sign Wash Truck | | 3 | 581,568 |
| 163 | Graffiti Truck | 1 | 1 | 300,000 |
| 164 | Service Truck w/ Crane | | 5 | 645,825 |
| 165 | Utility Truck | | 6 | 1,105,516 |
| 167 | Flatbed Dump Truck | | 2 | 300,000 |
| 170 | 2-Axle Dump Truck | | 2 | 240,000 |
| 171 | 2-Axle Dump Truck | | 4 | 580,000 |
| 176 | 3-Axle Dump Truck | | 4 | 732,046 |
| 178 | Transfer Dump Truck w/Trailer | | 2 | 500,000 |
| 181 | Chemical Spray Truck | | 1 | 225,000 |
| 213 | Portable Trailer | | 2 | 66,596 |
| 222 | Two-Horse Trailer | | 2 | 25,000 |
| 225 | Concrete Saw Trailer | | 1 | 45,000 |
| 233 | Trailer, Vibratory Roller | | 3 | 30,000 |
| 234 | Trailer, Lowbed Platform | | 2 | 60,000 |
| 292 | Step Van | | 3 | 554,172 |
| 386 | Forklift | | 3 | 105,000 |
| 391 | Flatbed Truck w/ Crane | | 1 | 210,000 |
| 398 | Tire Service Truck | | 1 | 120,000 |
| 399 | Lube and Fuel Truck | | 2 | 424,670 |
| 571 | Vibratory Roller | | 2 | 92,000 |
| 776 | Pressure/Vacuum Cleaner | | 2 | 840,000 |
| 880 | Skid Steer Loader | | 1 | 45,000 |
| 882 | Wheel Loader | | 1 | 65,000 |
| 884 | Wheel Loader | | 1 | 165,000 |
| 892 | Backhoe | | 2 | 300,000 |
| 560/176 | Sanitation Districts Agency (SDA) Dump Truck | | 2 | 360,000 |
| 560/366 | SDA Air Compressor | | 1 | 28,000 |
| 561/160 | SDA Utility Truck | | 4 | 915,000 |
| 561/165 | SDA Utility Truck | | 13 | 2,200,000 |
| 565/292 | SDA Step Van | | 8 | 1,680,000 |
| 567/212 | SDA Trailer | | 4 | 50,000 |

**SUMMARY OF CAPITAL OUTLAY
HEAVY EQUIPMENT (BUDGET UNIT 2070000)**

| Class | Description | Approved | | Approved Amount |
|---------|-------------------------------------|----------|------------|---------------------|
| | | New | Replace | |
| 567/224 | SDA Trailer | | 2 | 24,000 |
| 567/366 | SDA Air Compressor, Trailer Mounted | | 1 | 40,000 |
| | Total | 1 | 100 | \$14,719,393 |

**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (BUDGET UNIT 7080000)**

| Class | Description | Approved | | Approved Amount |
|-------|-------------------------------|-----------|------------|---------------------|
| | | New | Replace | |
| 101 | Motorcycle | | 2 | 58,750 |
| 102 | Subcompact | | 8 | 234,896 |
| 107 | 1/2 Ton Compact Pickup | | 5 | 123,250 |
| 110 | Compact | | 43 | 1,076,103 |
| 118 | Station Wagon | | 1 | 27,752 |
| 122 | Sheriff's Patrol Car | 3 | 54 | 2,053,803 |
| 124 | Undercover | 3 | 103 | 2,804,945 |
| 126 | Sheriff's Training | | 4 | 131,400 |
| 131 | 1/2 Ton Pick-up, Extended Cab | 9 | 24 | 884,372 |
| 132 | 1/2 Ton Pick-up, Regular Cab | | 5 | 115,625 |
| 134 | 1 Ton Utility Truck | 4 | 4 | 585,528 |
| 135 | 3/4 Ton Pick-up Truck | | 9 | 280,575 |
| 137 | 3/4 Ton Utility Truck | | 12 | 937,976 |
| 140 | 4x4 pickup | 5 | 10 | 545,779 |
| 141 | Animal Care trucks | 4 | 3 | 575,614 |
| 142 | Special body trucks | | 5 | 415,791 |
| 148 | 3/4 Ton 4x4 Utility Truck | | 1 | 77,475 |
| 150 | Mini-van | | 12 | 335,400 |
| 151 | 1/2 ton van | | 1 | 26,750 |
| 152 | 3/4 ton van | | 7 | 204,200 |
| 153 | 1 ton van | | 6 | 185,866 |
| 154 | Sport Utility Vehicle | 17 | 21 | 1,511,949 |
| | Total | 45 | 340 | \$13,193,799 |

SCHEDULE:

| State Controller Schedules | | County of Sacramento | | | | Schedule 10 |
|--|-----------------------|---|-----------------------|--|--|-------------|
| County Budget Act January 2010 | | Operation of Internal Service Fund Fiscal Year 2017-18 | | | | |
| | | Fund Title Service Activity Budget Unit | | General Services Summary 700000/2070000/708000 | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Use of Money/Prop | \$ 80 | \$ 190 | \$ - | \$ - | - | |
| Charges for Services | 150,145,815 | 146,929,261 | 162,740,747 | 148,396,982 | 148,396,982 | |
| Total Operating Revenues | \$ 150,145,895 | \$ 146,929,451 | \$ 162,740,747 | \$ 148,396,982 | \$ 148,396,982 | |
| Operating Expenses | | | | | | |
| Salaries and Employee Benefits | \$ 56,795,368 | \$ 59,179,042 | \$ 63,160,729 | \$ 50,481,396 | 50,481,396 | |
| Services and Supplies | 79,814,376 | 76,665,512 | 90,250,807 | 89,084,365 | 89,084,365 | |
| Other Charges | 853,798 | 1,073,857 | 1,321,285 | 679,277 | 679,277 | |
| Depreciation | 7,567,834 | 7,810,462 | 10,689,748 | 10,578,827 | 10,578,827 | |
| Total Operating Expenses | \$ 145,031,376 | \$ 144,728,873 | \$ 165,422,569 | \$ 150,823,865 | \$ 150,823,865 | |
| Operating Income (Loss) | \$ 5,114,519 | \$ 2,200,578 | \$ (2,681,822) | \$ (2,426,883) | \$ (2,426,883) | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Other Financing | \$ - | \$ - | \$ - | \$ - | - | |
| Other Revenues | 2,928,067 | 3,299,724 | 5,711,416 | 5,422,190 | 5,422,190 | |
| Fines/Forefeitures/Penalties | 32,213 | 33,192 | - | - | - | |
| Gain /Sale/Property | - | 1,875 | - | - | - | |
| Cost of Goods Sold | (3,324,438) | (3,299,863) | (4,100,000) | (4,100,000) | (4,100,000) | |
| Equipment | (82,281) | (137,942) | (335,300) | (250,000) | (250,000) | |
| Loss/Disposition-Asset | (3,470) | (9,414) | (40,000) | (40,000) | (40,000) | |
| Debt Retirement | (972,984) | (981,922) | (981,922) | (978,616) | (978,616) | |
| Interest Expense | (828,941) | (610,379) | (611,000) | (717,995) | (717,995) | |
| Total Non-Operating Revenues (Expenses) | \$ (2,251,834) | \$ (1,704,729) | \$ (356,806) | \$ (664,421) | \$ (664,421) | |
| Income Before Capital Contributions and Transfers | \$ 2,862,685 | \$ 495,849 | \$ (3,038,628) | \$ (3,091,304) | \$ (3,091,304) | |
| Interfund Reimb | \$ - | \$ (27,000) | \$ (13,500) | \$ (24,900) | (24,900) | |
| Intrafund Charges | 22,869,324 | 24,795,516 | 27,126,867 | 25,266,953 | 25,266,953 | |
| Intrafund Reimb | (22,748,894) | (24,556,852) | (27,126,867) | (25,266,953) | (25,266,953) | |
| Change in Net Assets | \$ 2,742,255 | \$ 284,185 | \$ (3,025,128) | \$ (3,066,404) | \$ (3,066,404) | |
| Net Assets - Beginning Balance | 29,311,654 | 26,323,244 | 26,323,244 | 26,997,215 | 26,997,215 | |
| Equity and Other Account Adjustments | (5,730,665) | 389,786 | - | - | - | |
| Net Assets - Ending Balance | 26,323,244 | 26,997,215 | 23,298,116 | 23,930,811 | 23,930,811 | |
| *Net assets only include Fund 035 Operations and excludes Capital Outlay Funds | | | | | | |
| Positions | 510.0 | 515.0 | 515.0 | 418.0 | 418.0 | |
| Revenues Tie To | | | | | SCH 1, COL 4 | |
| Expenses Tie To | | | | | SCH 1, COL 6 | |

SCHEDULE (cont.):

| State Controller Schedules | | County of Sacramento | | | Schedule 10 | |
|---|-------------------|---|--------------------|------------------------|--|--|
| County Budget Act January 2010 | | Operation of Internal Service Fund Fiscal Year 2017-18 | | | | |
| | | Fund Title Service Activity Budget Unit | | | General Services Summary 7000000/2070000/7080000 | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| MEMO ONLY: | | | | | | |
| CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000) | | | | | | |
| Total Revenue | \$ 5,562,115 | \$ 5,928,004 | \$ 5,785,046 | \$ 5,848,195 | \$ 5,848,195 | |
| Other Equipment | 3,820,158 | 1,541,619 | 7,099,400 | 14,719,393 | 14,719,393 | |
| Other Expenses | 1,146,900 | 72,655 | 2,304,000 | 5,297,000 | 5,297,000 | |
| Residual Eq Trn Out | - | - | - | - | - | |
| NET COST | \$ (595,057) | \$ (4,313,730) | \$ 3,618,354 | \$ 14,168,198 | \$ 14,168,198 | |
| CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000) | | | | | | |
| Total Revenue | \$ 5,878,958 | \$ 9,147,656 | \$ 6,075,300 | \$ 6,630,853 | \$ 7,317,482 | |
| Other Equipment | 1,523,104 | 6,671,356 | 10,782,071 | 12,507,170 | 13,193,799 | |
| Other Financing Sources | - | - | - | - | - | |
| Residual Eq Trn Out | - | - | - | - | - | |
| NET COST | \$ (4,355,854) | \$ (2,476,300) | \$ 4,706,771 | \$ 5,876,317 | \$ 5,876,317 | |

2017-18 PROGRAM INFORMATION

BU: 7000000 General Services

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

FUNDED

Program No. and Title: 001 Department Administration

| | | | | | | | | | | | |
|-----------|------------|---|---|---|---|---|---------|---|---------|------|---|
| 4,463,954 | -3,534,254 | 0 | 0 | 0 | 0 | 0 | 779,700 | 0 | 150,000 | 22.0 | 2 |
|-----------|------------|---|---|---|---|---|---------|---|---------|------|---|

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

| | | | | | | | | | | | |
|------------|----------|---|---|---|---|---|------------|---|--------|------|----|
| 16,062,448 | -639,050 | 0 | 0 | 0 | 0 | 0 | 15,362,443 | 0 | 60,955 | 87.0 | 61 |
|------------|----------|---|---|---|---|---|------------|---|--------|------|----|

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

| | | | | | | | | | | | |
|-----------|----------|---|---|---|---|---|-----------|---|---------|------|---|
| 9,961,700 | -574,814 | 0 | 0 | 0 | 0 | 0 | 9,174,284 | 0 | 212,602 | 61.0 | 9 |
|-----------|----------|---|---|---|---|---|-----------|---|---------|------|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

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

Program No. and Title: 004 GS Security

| | | | | | | | | | | | |
|-----------|----------|---|---|---|---|---|-----------|---|--------|------|---|
| 3,047,862 | -203,678 | 0 | 0 | 0 | 0 | 0 | 2,754,184 | 0 | 90,000 | 25.0 | 4 |
|-----------|----------|---|---|---|---|---|-----------|---|--------|------|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Provides security services for county owned facilities and some leased facilities.

Program No. and Title: 005 GS-Airport District

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|-----------|---|--------|------|---|
| 7,427,760 | 0 | 0 | 0 | 0 | 0 | 0 | 7,351,018 | 0 | 76,742 | 39.0 | 0 |
|-----------|---|---|---|---|---|---|-----------|---|--------|------|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Provide maintenance and operation services of the SCAS facilities including repair work.

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|-------------------------------|---|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------------|-----------|----------|
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>006</u> <u>Central Purchasing</u> | | | | | | | | | | | |
| | 3,221,103 | -584,161 | 0 | 0 | 0 | 0 | 0 | 2,440,436 | 0 | 196,506 | 18.0 | 0 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Centralized purchasing & contracting services for county departments | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>007</u> <u>Support Services</u> | | | | | | | | | | | |
| | 8,779,020 | -386,613 | 0 | 0 | 0 | 0 | 0 | 7,712,407 | 0 | 680,000 | 19.0 | 6 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>008</u> <u>Light Fleet Services</u> | | | | | | | | | | | |
| | 32,590,054 | -9,350,324 | 0 | 0 | 0 | 0 | 0 | 23,000,436 | 0 | 239,294 | 26.0 | 5 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Maintains county owned automotive equipment | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>009</u> <u>Heavy Fleet Services</u> | | | | | | | | | | | |
| | 31,780,699 | -7,445,349 | 0 | 0 | 0 | 0 | 0 | 24,130,400 | 0 | 204,950 | 70.0 | 37 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Operation and maintenance of the heavy equipment rental fleet | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>010</u> <u>Energy Management</u> | | | | | | | | | | | |
| | 10,598,556 | -367,908 | 0 | 0 | 0 | 0 | 0 | 9,480,648 | 0 | 750,000 | 1.0 | 0 |
| Program Type: | Self-Supporting | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Manage the County's Energy Program to maximize energy savings and minimize county cost | | | | | | | | | | | |

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| Program No. and Title: 011 Facility Planning and Management | | | | | | | | | | | | |
| | 1,020,207 | -23,160 | 0 | 0 | 0 | 0 | 0 | 997,047 | 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 | | | | | | | | | | | | |
| Program No. and Title: 012 Computer Aided Facility Management | | | | | | | | | | | | |
| | 437,437 | -437,437 | 0 | 0 | 0 | 0 | 0 | 0 | 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> Manages the computer system that tracks, records, and processes facility maintenance requests in county owned and leased facilities. | | | | | | | | | | | | |
| Program No. and Title: 013 Real Estate Operations | | | | | | | | | | | | |
| | 2,987,191 | -276,605 | 0 | 0 | 0 | 0 | 0 | 2,669,928 | 0 | 40,658 | 18.0 | 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 | | | | | | | | | | | | |
| Program No. and Title: 014 Real Estate Operations | | | | | | | | | | | | |
| | 43,208,022 | 0 | 0 | 0 | 0 | 0 | 0 | 43,208,022 | 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 | | | | | | | | | | | | |
| Program No. and Title: 015 Real Estate Operations | | | | | | | | | | | | |
| | 1,715,349 | -1,411,695 | 0 | 0 | 0 | 0 | 0 | 13,957 | 0 | 289,697 | 6.0 | 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 | | | | | | | | | | | | |

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

Program No. and Title: 016 GS-Alarm Services

| | | | | | | | | | | | |
|-----------|---------|---|---|---|---|---|-----------|---|---|-----|---|
| 1,692,928 | -34,305 | 0 | 0 | 0 | 0 | 0 | 1,658,623 | 0 | 0 | 6.0 | 6 |
|-----------|---------|---|---|---|---|---|-----------|---|---|-----|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Design, installation, & maintenance of the County's electronic security alarm, surveillance, & access control systems

Program No. and Title: 017 GS-Architectural Services

| | | | | | | | | | | | |
|-----------|---------|---|---|---|---|---|-----------|---|--------|------|---|
| 3,073,533 | -22,500 | 0 | 0 | 0 | 0 | 0 | 2,976,033 | 0 | 75,000 | 14.0 | 3 |
|-----------|---------|---|---|---|---|---|-----------|---|--------|------|---|

Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Architectural & engineering design services for county construction, alterations & improvements

| | | | | | | | | | | | |
|---------------|-------------|---|---|---|---|---|-------------|---|-----------|-------|-----|
| FUNDED | | | | | | | | | | | |
| 182,067,823 | -25,291,853 | 0 | 0 | 0 | 0 | 0 | 153,709,566 | 0 | 3,066,404 | 417.0 | 136 |

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 015 Real Estate Operations

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---------|---|---|-----|---|
| 109,606 | 0 | 0 | 0 | 0 | 0 | 0 | 109,606 | 0 | 0 | 1.0 | 0 |
|---------|---|---|---|---|---|---|---------|---|---|-----|---|

Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS --Internal Support

Program Description: Real Estate Officer II needed to complete negotiations to initiate new leases, renewals, extensions, or terminations for County departments.

| | | | | | | | | | | | |
|--|---|---|---|---|---|---|---------|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE) | | | | | | | | | | | |
| 109,606 | 0 | 0 | 0 | 0 | 0 | 0 | 109,606 | 0 | 0 | 1.0 | 0 |

| Summary | | | | | |
|-----------------------|---------------------------|---------------------------|----------------------------|------------------------------|--|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 24,069,183 | 19,649,908 | 54,183,982 | 71,224,604 | 71,224,604 |
| Total Financing | 37,990,519 | 38,497,692 | 54,183,982 | 71,224,604 | 71,224,604 |
| Net Cost | (13,921,336) | (18,847,784) | - | - | - |

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 2016-17:

- Completed the New Administration Building - Upgrade Fire Alarm System.
- Completed the Countywide - Retrofit Facility Exteriors to Light Emitting Diode (LED).
- Completed the John M Price District Attorney Building - Facility Entrance Reception Security Upgrades.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Continue the Rio Cosumnes Correctional Center (RCCC) Campus Expansion and Infrastructure Improvements.
- Complete the Main Jail Water Booster Systems 1 and 2 projects.
- Complete the RCCC Replace the Security Controls System in the Chris Boone Facility (CBF) and Stuart Baird Facility (SBF) project.

RECOMMENDED FUND BALANCE CHANGES FOR 2017-18:

Fund balance increased by \$4,926,350 due to the policy change of reserving encumbrances and delays in starting construction projects in Fiscal Year 2016-17.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|-------------------------------------|--|---------------------|
| Budget Unit: 3100000 - Capital Construction | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Fund Balance | \$ 12,743,738 | \$ 18,847,789 | \$ 6,104,051 |
| Fines, Forfeitures & Penalties | 3,100,000 | 3,100,000 | - |
| Revenue from Use Of Money & Property | 30,000 | 30,000 | - |
| Miscellaneous Revenues | 47,177,892 | 49,246,815 | 2,068,923 |
| Total Revenue | \$ 63,051,630 | \$ 71,224,604 | \$ 8,172,974 |
| Services & Supplies | \$ 17,727,695 | \$ 21,517,427 | \$ 3,789,732 |
| Other Charges | 697,007 | 697,007 | - |
| Improvements | 42,973,790 | 47,357,032 | 4,383,242 |
| Expenditure Transfer & Reimbursement | 1,653,138 | 1,653,138 | - |
| Total Expenditures/Appropriations | \$ 63,051,630 | \$ 71,224,604 | \$ 8,172,974 |
| Net Cost | \$ - | \$ - | - |

Appropriations have increased \$8,172,974 due to re-budgeting for encumbrances not anticipated in the Fiscal Year 2017-18 Recommended Budget, to re-budget projects that were not completed in Fiscal Year 2016-17, and to fund increases in department funded projects for Fiscal Year 2017-18:

- Appropriation for projects have decreased by \$3,567,122 for the following projects:
 - Agricultural Commissioner Building - Americans with Disabilities Act (ADA) Improvements – Decrease of \$6,521;
 - Agricultural Commissioner Building - Community Room Upgrade – Decrease of \$19,468;
 - B.T. Collins Youth Detention Facility - Replace Two Chillers – Decrease of \$12,062;
 - Coroner Crime Laboratory - Replace Roof – Decrease of \$87,013;
 - General Services Facility - Increase and Upgrade Server Room – Decrease of \$1,364,004;
 - John M. Price District Attorney Building - Replace Chiller – Decrease of \$2,814;

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET (cont.):

- Appropriation for projects have decreased by \$3,567,122 for the following projects:
 - Main Jail - Install Gate by Inmate Visitation Area 8E – Decrease of \$102,134;
 - Main Jail - Repair Outdoor Recreation Concrete Stair Repairs – Decrease of \$250,000;
 - Main Jail - Replace Housing Cell Noise Level Monitoring System – Decrease of \$200,500;
 - Material Test Lab - Install Exhaust Fan – Decrease of \$1,789;
 - New Administration Building - Replace All Elevator Controls and Freight Elevator – Decrease of \$298,359;
 - Rio Cosumnes Correctional Center (RCCC) - 69KV Electrical Substation – Decrease of \$200;
 - RCCC - Administration - Replace Roof – Decrease of \$60,289;
 - RCCC - Christopher Boone Facility (CBF) - Replace Roof – Decrease of \$25,458;
 - RCCC - Replace Diesel Fire Pump – Decrease of \$1,461;
 - RCCC - Sandra Larson Facility (SLF) - Replace Transfer Switch – Decrease of \$85,000;
 - RCCC - SLF - Replace Roof – Decrease of \$46,350;
 - RCCC - Stuart Baird Facility (SBF) - Replace Roof – Decrease of \$947,939;
 - Sheriff's Administration Building - Replace Roof – Decrease of \$16,790;
 - Voter Registration and Elections/Sheriff Office - Replace Roof – Decrease of \$19,842;
 - Voter Registration and Elections/Sheriff Office - Replace Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Package Units – Decrease of \$19,129;
- Appropriation for projects have increased by \$1,101,050 for the following new projects:
 - Clerk Recorder Building - Install Gate Arm – Increase of \$150,000;
 - John M. Price District Attorney Building - Install Security Gates and Rear Barricades – Increase of \$93,687 (added to miscellaneous project list);
 - Main Jail – Front Entrance Security Upgrades – Increase of \$325,000;
 - New Administration Building - Chief Deputy Desk Modification – Increase of \$18,000 (added to miscellaneous project list);
 - New Administration Building – Department of Finance Security Upgrades – Increase of \$272,388;
 - RCCC - Water Distribution System – Increase of \$117,105;
 - Sheriff's Administration Building - Elevator New Carpet and Paneling– Increase of \$124,870;
- Appropriation for projects have increased by \$9,869,656 for the following re-budgeted projects:
 - B.T. Collins Youth Detention Facility - Visitor's Center - Add Conference Room to Visitor Center – Increase of \$195,094;
 - Central Plant - Repair Underground Hot Water Lines – Increase of \$516,784;

- Appropriation for projects have increased by \$9,869,656 for the following re-budgeted projects (cont.):
 - Coroner Crime Laboratory - Replace Concrete Floor Covering – Increase of \$158,095;
 - Coroner Crime Laboratory - Upgrade HVAC Direct Digital Controls (DDC) – Increase of \$90,000;
 - Fleet Services Equipment Shop - Increase Ventilation for Compressors – Increase of \$85,971;
 - General Services Warehouse - Provide Enclosed and Conditioned Mail and Print Area – Increase of \$286,845;
 - John M. Price District Attorney Building - Replace Roof – Increase of \$158,499;
 - Main Jail - East Sewer Ejection System Replacement - Increase of \$238,124;
 - Main Jail - Inmate Shower Repair – Increase of \$193,468;
 - Main Jail - Install Safety Screening – Increase of \$27,387;
 - Main Jail - Replace Broken Etched Lobby Glass – Increase of \$15,000 (miscellaneous project list);
 - Main Jail - Replace Diesel Fire Pump – Increase of \$143,094;
 - Main Jail - Replace Kitchen Flight Wash Machine – Increase of \$29,996;
 - Main Jail - Replace Roof – Increase of \$120,475;
 - Main Jail - Water Booster System 1&2 Replacement – Increase of \$1,446,448;
 - Main Jail - West Sewer Ejection System Replacement – Increase of \$508,205;
 - New Administration Building - Expansion of CEO Large Conference Room – Increase of \$215,801;
 - New Administration Building - Install Fall Restraint System – Increase of \$100,532;
 - New Administration Building - Replace 240 Ton Air Conditioning Compressor System – Increase of \$511,600;
 - New Administration Building - Upgrade Fire Alarm System – Increase of \$10,000;
 - New Administration Center - Board of Supervisors Office Renovation – Increase of \$170,000;
 - Office Building 3 (OB3) - Asbestos Flooring Removal and Carpet Replacement – Increase of \$183,050;
 - Office Building 3 (OB3) - Renovation – Increase of \$902,717;
 - Office Building 3 (OB3) - Upgrade Elevators – Increase of \$176,633;
 - Office Building 3 (OB3) - ADA Improvements – Increase of \$266,352;
 - Paul F. Hom M.D. Primary Care Center - Replace Digital Control (DDC) System– Increase of \$100,011;
 - Paul F. Hom M.D. Primary Care Center - Replace Flooring – Increase of \$500,000;
 - Public Parking Garage - Repair Storm Sump Pump Pit Liner – Increase of \$147,717;

- Appropriation for projects have increased by \$9,869,656 for the following re-budgeted projects (cont.):
 - Public Parking Garage - Repairs and Upgrade to Parking Garage – Increase of \$13,818;
 - RCCC - Campus Expansion and Infrastructure Improvements – Increase of \$297,454;
 - RCCC - Replace Security Controls System in Chris Boone Facility (CBF) and Stuart Baird Facility (SBF) – Increase of \$7,495;
 - RCCC - Replace Pyrotonics Fire Alarm System - Phase II – Increase of \$660,133;
 - Regional Parks - Renovate Restroom and Showers – Increase of \$205,280;
 - Sheriff's Administration Building - Elevator Upgrades – Increase of \$142,277;
 - Sheriff's Administration Building - Replace Fire Alarm System – Increase of \$97,012;
 - Voter Registration and Elections - ADA Upgrades and Parking Lot Maintenance – Increase of \$258,034;
 - Water Resources - 3843 Branch Center - Convert Store Rooms into Conference Room – Increase of \$61,638;
 - Work Release Facility - Replace Freezer Floor and Cooler Box – Increase of \$288,617;
 - Arcade Library - Site Fence – Increase of \$80,000;
 - Carmichael Library - Site Fence – Increase of \$160,000;
 - Southgate Library - Replace Chiller, Boiler and Building Control Systems – Increase of \$100,000;
 - Preliminary Planning Costs have increased by \$769,390:
 - Increase of \$62,660 in Allocated Costs for Facility 222 (increased vacancy cost);
 - Increase of \$421,119 for the ADA Transition Plan;
 - Increase of \$285,611 for Master Planning;
- Revenues have increased by a net \$2,068,923 due to the following:
 - Decrease of \$1,364,004 in Department Funded Revenue from the Department of Technology due to the cancellation of the General Services Facility - Increase and Upgrade Server Room project;
 - Increase of \$297,454 in Department Funded Revenue from Board of State and Community Correction – RCCC Campus Expansion and Infrastructure Improvements project delay;
 - Increase of \$1,199,115 in Tobacco Litigation Settlement (TLS) Funds due to Main Jail - Water Booster System 1&2 Replacement project and the RCCC – Replace Pyrotonics Fire Alarm System – Phase II projects delayed resulting in roll over of TLS Funds;
 - Increase of \$286,845 in Department Funded revenue from DGS for the General Services Warehouse - Outside Storage Enclosure project due to the re-budgeting;
 - Increase of \$161,535 in Department Funded revenue from DGS for the Parking Garage Repair and Upgrade projects due to the re-budgeting;

- Revenues have increased by a net \$2,068,923 due to the following (cont.):
 - Increase of \$81,844 in Department Funded revenue from the County Executive’s Office for the Expansion of CEO Conference Room and Chief Deputy Desk Modification projects, one re-budgeted and one new;
 - Increase of \$96,687 in Department Funded revenue from the District Attorney’s Office for the new Install Security Gates and Rear Barricades project;
 - Increase of \$902,717 in Department Funded revenue from Department of Health and Human Services for the Office Building 3 (OB3) Renovation project re-budgeting;
 - Increase of \$150,000 in Department Funded revenue from the Clerk Recorder’s Office for the new Install Gate Arm project;
 - Increase of \$195,092 in Department Funded revenue from the Probation Department for the Add Conference Room to Visitor Center project due to re-budgeting;
 - Increase of \$61,638 in Department Funded revenue from Water Resources Department for the Convert Store Rooms into Conference Room project re-budgeting.
- Fund Balance has increased \$6,104,051 due to encumbered projects from Fiscal Year 2016-17 not being reserved in Fund Balance and other projects funded in Fiscal Year 2016-17 that were not completed by year end and required re–budgeting.

CAPITAL IMPROVEMENT PLAN (CIP) FOR 2017-18:

For detailed information regarding 2017-18 capital projects and operating impacts by project, please refer to Fiscal Year 2017-18 Capital Improvement Plan.

SUPPLEMENTAL INFORMATION:

- The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2017-18 is \$71,224,604. The Fiscal Year 2017-18 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 | \$18,847,789 |
| Courthouse Temporary Construction Fund Revenues | 1,300,000 |
| Criminal Justice Facility Temporary Construction Fund Revenues | 1,800,000 |
| Interest Income | 30,000 |
| County Facility Use Allowance | 14,977,024 |
| Vacancy Factor & Improvement Districts | 639,801 |
| Board of State and Community Corrections | 27,297,454 |
| Miscellaneous Revenues - Department Funded Projects | 4,531,531 |
| Energy Service Company (ESCO) Energy Savings Revenue | 445,586 |
| Revenue Leases | 53,080 |
| California Energy Commission (CEC) Energy Savings Revenue | 103,224 |
| Tobacco Litigation Settlement (TLS) Funds | 1,199,155 |
| | \$71,224,604 |

- The projects included in the Adopted Budget are:

Fund Center 3103101–Bradshaw Complex – \$5,872,067

- Agricultural Commissioner Building - Americans with Disabilities Act (ADA) Improvements – \$372,991
- Agricultural Commissioner Building - Community Room Upgrade – \$548,393
- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$81,604
- ESCO Debt Service Payments – \$278,807
- Fleet Services Equipment Shop - Increase Ventilation for Compressors – \$85,971
- General Services Warehouse - Provide Enclosed and Conditioned Mail and Print Area – \$286,845
- General Services Warehouse – Replace Roof – \$824,070
- Material Test Lab - Install Exhaust Fan – \$123,211
- Regional Parks – Renovate Restroom and Showers – \$589,120
- Voter Registration and Elections – ADA Upgrades and Parking Lot Improvements – \$420,375
- Voter Registration and Elections – Investigate Floor Moisture – \$8,000
- Voter Registration and Elections – Replace Roof – \$1,863,869
- Voter Registration and Elections – Replace Rooftop Heating, Ventilating, and Air Conditioning (HVAC) units – \$363,811

Fund Center 3103102–Administration Center – \$3,869,873

- Central Plant – Repair Underground Hot Water Lines – \$1,016,784
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$10,000
- New Administration Center - Board of Supervisors Office Renovation – \$170,000
- New Administration Center – Department of Finance Security Upgrades – \$272,388
- New Administration Building - Expansion of CEO - Large Conference Room – \$215,801
- New Administration Building – Install Fall Restraint System – \$310,533
- New Administration Building - Modify Chief Deputy Desk – \$18,000
- New Administration Building - Replace 240 Ton Air Conditioning Compressor System – \$511,600
- New Administration Building – Replace All Elevator Controls and Freight Elevator – \$150,000
- New Administration Building – Replace Fuel Storage Tank – \$50,000
- New Administration Building - Upgrade Fire Alarm System – \$10,000
- Public Parking Garage – Repairs to Parking Garage – \$962,050

Fund Center 3103102–Administration Center – \$3,869,873 (cont.)

- Public Parking Garage - Repair Storm Sump Pump Pit Liner – \$147,717

Fund Center 3103108–Preliminary Planning – \$2,644,077

- ADA Transition Plan – \$421,119
- Administrative Costs for the Capital Construction Fund – \$997,047
- Allocated Cost – \$267,067
- Architectural Services Division – \$50,000
- Computer Aided Facility Management (CAFM) – \$25,000
- Job Order Contracting (JOC) – \$50,000
- Warehouse Burden Rate – \$20,000
- Master Planning – \$785,611
- Miscellaneous Planning Costs – \$28,233
- 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) – \$1,451,372

- John M. Price District Attorney Building - Install Security Gates and Rear Barricades – \$93,687
- John M. Price District Attorney Building – Replace Roof – \$697,978
- John M. Price District Attorney Building – Replace HVAC System Coils – \$278,461
- John M. Price District Attorney Building – Replace Chiller – \$381,246

Fund Center 3103110–Maintenance Yard – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$2,446,780

- Accounting Services – \$66,000
- Galt Library – Addition – \$1,515,741
- Improvement Districts – \$126,864
- Miscellaneous minor building and emergency projects – \$35,238
- Modular Furniture 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 – \$20,000
- Survey and remedial work associated with asbestos in county facilities – \$25,000
- Vacant Space Allocation – \$512,937
- (CCF is charged for vacant County–owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$2,446,780 (cont.)

- Warranty inspection cost on new construction and remodel projects – \$25,000

Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$3,089,669

- Office Building 3 (OB3) – ADA Improvements – \$742,203
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$1,041,849
- Office Building 3 (OB3) – Renovation – \$902,717
- Office Building 3 (OB3) – Upgrade Elevators – \$402,900

Fund Center 3103113–Clerk–Recorder Building – \$155,000

- Clerk Recorder – Install Gate Arm – \$150,000
- Miscellaneous Alterations – \$5,000

Fund Center 3103114–799 G Street Building – \$135,000

- Department of Technology Building – Replace Sewage Sump Tanks – \$50,000
- Department of Technology Building – Central Plant – Replace Liebert Translator – \$35,000
- Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners – \$50,000

Fund Center 3103115–Animal Care Facility – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103124–General Services Facility – \$260,000

- General Services Facility – Replace Roof – \$260,000

Fund Center 3103125–B.T. Collins Juvenile Center –\$902,735

- B.T. Collins Youth Detention Facility – Replace Re-Humidification Equipment – \$14,703
- B.T. Collins Youth Detention Facility – Replace Two Chillers – \$692,938
- B.T. Collins Youth Detention Facility - Visitor's Center - Add Conference Room to Visitor Center – \$195,094

Fund Center 3103126–Warren E. Thornton Youth Center – \$5,000

- Warren E. Thornton Youth Center – Replace Exterior Lights – \$5,000

Fund Center 3103127–Boys Ranch – \$0

- No appropriation at this time

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$30,971,735

- CEC Energy Retrofit Debt Service – \$103,225
- Rio Cosumnes Correctional Center (RCCC) – 69KV Electrical Substation – \$449,800
- RCCC – Administration Building – Replace Roof – \$234,291
- RCCC – Campus Expansion and Infrastructure Improvements – \$27,297,454
- RCCC – Chris Boone Facility - Replace Roof – \$286,542

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$30,971,735 (cont.)

- RCCC – Replace Diesel Engine Fire Pump – \$519,892
- RCCC – Replace Food Heated Cabinet – \$25,000
- RCCC – Replace Pyrotonics Fire Alarm System – Phase II – \$660,133
- RCCC – Replace Security Controls at the Chris Boone & Stuart Baird Facilities – \$718,102
- RCCC – Sandra Larson Facility - Replace Roof – \$273,650
- RCCC – Stuart Baird Facility - Replace Roof – \$286,541
- RCCC - Water Distribution System – \$117,105

Fund Center 3103130–Work Release Facility – \$788,617

- Work Release – Replace Freezer Floor and Cooler Box – \$788,617

Fund Center 3103131–Sheriff's Administration Building – \$1,633,722

- Sheriff's Administration Building – Elevator New Carpet and Paneling – \$124,870
- Sheriff's Administration Building – Elevator Upgrades – \$506,277
- Sheriff's Administration Building – Replace Fire Alarm System – \$550,365
- Sheriff's Administration Building – Replace Roof – \$452,210

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$9,123,941

- Main Jail – Additional Cooling Unit in Cal-ID Room – \$131,200
- Main Jail - East Sewer Ejection System Replacement – \$238,124
- Main Jail – Front Entrance Security Upgrades – \$325,000
- Main Jail - Inmate Shower Repair – \$193,468
- Main Jail – Inmate Shower Repair – \$200,000
- Main Jail – Install Safety Screening – \$1,676,661
- Main Jail – Kitchen Flight Wash Machine – \$254,996
- Main Jail – Replace Broken Etched Glass in Lobby – \$15,000
- Main Jail – Replace Diesel Fire Pump – \$185,000
- Main Jail – Replace Housing Cell Noise Level Monitoring System – \$2,111,694
- Main Jail – Replace Roof – \$1,838,145
- Main Jail - Water Booster System 1&2 Replacement – \$1,446,448
- Main Jail - West Sewer Ejection System Replacement – \$508,205

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103134–Sheriff's South Area Substation – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103137–Coroner/Crime Laboratory – \$2,094,444

- Coroner Crime Laboratory – Replace Concrete Floor Covering – \$299,113
- Coroner Crime Laboratory – Replace Roof – \$1,355,331
- Coroner Crime Laboratory - Upgrade HVAC Direct Digital Controls (DDC) – \$90,000
- Coroner Crime Laboratory – Replace Fire Alarm – \$350,000

Fund Center 3103160–Sacramento Mental Health Facility – \$314,974

- ESCO Debt Service – \$314,974

Fund Center 3103162–Primary Care Center – \$650,011

- Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – \$150,011
- Paul F. Hom M.D. Primary Care Facility - Replace Flooring – \$500,000

Fund Center 3103198–Financing–Transfers/Reimbursements – \$1,653,138

- CCF Part of Juvenile Courthouse Debt Service – \$1,300,000
- CCF Debt Service for ADA Projects – \$338,615
- CCF Debt Service for Sac Metro Cable Revenue Lease at 799 G St - \$14,523

Fund Center 3103199–Ecology Lane – \$66,638

- Water Resources - 3843 Branch Center - Convert Store Rooms into Conference Room – \$61,638
- Miscellaneous Alterations – \$5,000

Fund Center 3106382–Libraries – \$3,075,811

- Arcade Library – ADA Upgrades – \$450,000
- Arden Dimick Library - ADA Upgrades – \$300,000
- Fair Oaks Library – ADA Upgrades – \$565,000
- North Highlands Library - ADA Upgrades – \$125,000
- Orangevale Library – New Facility – \$454,564
- Rancho Cordova Library – Parking Lot Lighting – \$316,620
- Southgate Library – Replace Chiller, Boiler, and Building Control Systems – \$480,000
- Sylvan Oaks Library - Replace Fire Alarm System – \$19,627
- Walnut Grove Library - ADA Upgrades – \$125,000
- Arcade Library - Site Fence – \$80,000
- Carmichael Library - Site Fence – \$160,000

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **3100000 - Capital Construction**
 Function **GENERAL**
 Activity **Plant Acquisition**
 Fund **007A - CAPITAL CONSTRUCTION**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|------------------------|------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Fund Balance | \$ 8,090,019 | \$ 13,921,439 | \$ 13,921,439 | \$ 18,847,789 | \$ 18,847,789 |
| Fines, Forfeitures & Penalties | 3,040,000 | 2,700,000 | 3,100,000 | 3,100,000 | 3,100,000 |
| Revenue from Use Of Money & Property | 35,377 | 171,026 | 2,500 | 30,000 | 30,000 |
| Miscellaneous Revenues | 26,825,123 | 21,705,227 | 37,160,043 | 49,246,815 | 49,246,815 |
| Total Revenue | \$ 37,990,519 | \$ 38,497,692 | \$ 54,183,982 | \$ 71,224,604 | \$ 71,224,604 |
| Services & Supplies | \$ 13,034,098 | \$ 7,731,527 | \$ 20,043,757 | \$ 21,517,427 | \$ 21,517,427 |
| Other Charges | 814,916 | 697,507 | 819,766 | 697,007 | 697,007 |
| Improvements | 5,794,848 | 6,843,171 | 28,902,756 | 47,357,032 | 47,357,032 |
| Interfund Charges | 4,425,321 | 4,377,703 | 4,417,703 | 1,653,138 | 1,653,138 |
| Total Expenditures/Appropriations | \$ 24,069,183 | \$ 19,649,908 | \$ 54,183,982 | \$ 71,224,604 | \$ 71,224,604 |
| Net Cost | \$ (13,921,336) | \$ (18,847,784) | \$ - | \$ - | \$ - |

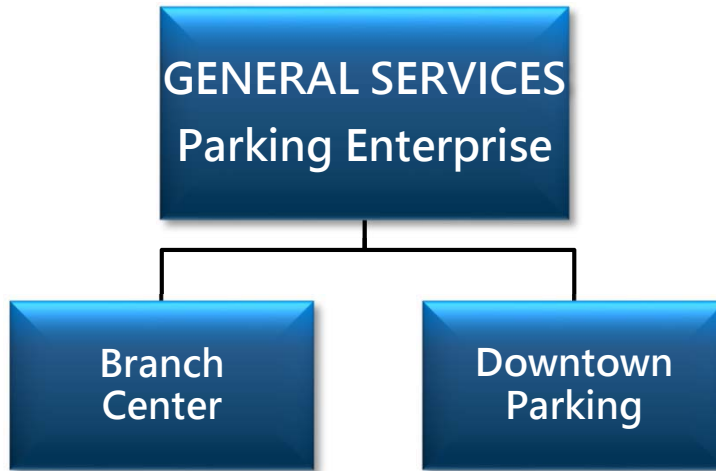
2017-18 PROGRAM INFORMATION

BU: 3100000 Capital Construction

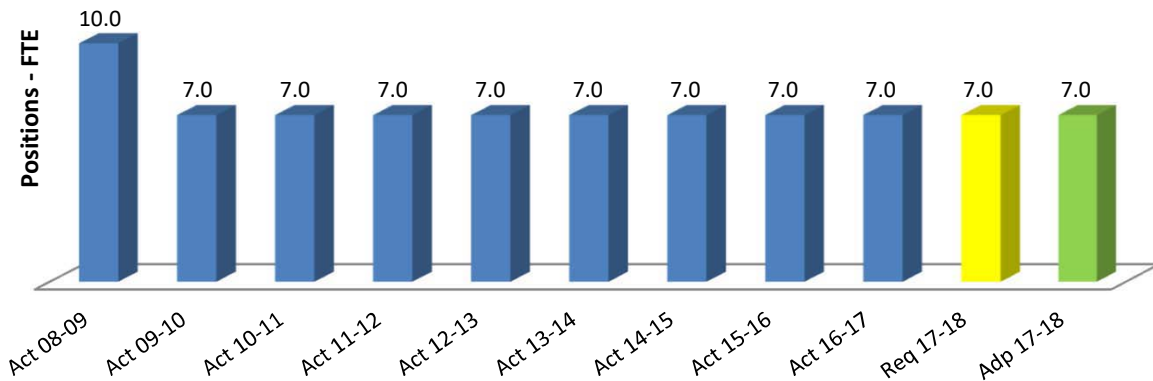
| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| Program No. and Title: | <u>001 Debt Service</u> | | | | | | | | | | | |
| | 1,653,138 | 0 | 0 | 0 | 0 | 0 | 0 | 1,653,138 | 0 | 0 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 0 -- Specific Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | FO -- Financial Obligation | | | | | | | | | | | |
| Program Description: | Bond Payments | | | | | | | | | | | |
| Program No. and Title: | <u>002 Health, Safety, & Code Compliance</u> | | | | | | | | | | | |
| | 500,245 | 0 | 0 | 0 | 0 | 0 | 0 | 500,245 | 0 | 0 | 0.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS -- Internal Support | | | | | | | | | | | |
| Program Description: | Construction to remediate health, safety, and code related issues in County-owned buildings. | | | | | | | | | | | |
| Program No. and Title: | <u>003 Administration</u> | | | | | | | | | | | |
| | 1,161,616 | 0 | 0 | 0 | 0 | 0 | 0 | 1,161,616 | 0 | 0 | 0.0 | 0 |
| Program Type: | Discretionary | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS -- Internal Support | | | | | | | | | | | |
| Program Description: | To prioritize and maximize the use of the capital construction fund | | | | | | | | | | | |
| Program No. and Title: | <u>004 General Maintenance</u> | | | | | | | | | | | |
| | 26,117,574 | 0 | 0 | 0 | 0 | 0 | 0 | 7,269,785 | 18,847,789 | 0 | 0.0 | 0 |
| Program Type: | Discretionary | | | | | | | | | | | |
| Countywide Priority: | 5 -- General Government | | | | | | | | | | | |
| Strategic Objective: | IS -- Internal Support | | | | | | | | | | | |
| Program Description: | Maintain County buildings to preserve asset & prevent systems failures | | | | | | | | | | | |
| Program No. and Title: | <u>005 Criminal Justice Facilities</u> | | | | | | | | | | | |
| | 41,792,031 | 0 | 0 | 27,297,454 | 0 | 0 | 0 | 14,494,577 | 0 | 0 | 0.0 | 0 |
| Program Type: | Discretionary | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | CJ -- Ensure a fair and just criminal justice system | | | | | | | | | | | |
| Program Description: | Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments | | | | | | | | | | | |
| FUNDED | | | | | | | | | | | | |
| | 71,224,604 | 0 | 0 | 27,297,454 | 0 | 0 | 0 | 25,079,361 | 18,847,789 | 0 | 0.0 | 0 |

DEPARTMENTAL STRUCTURE

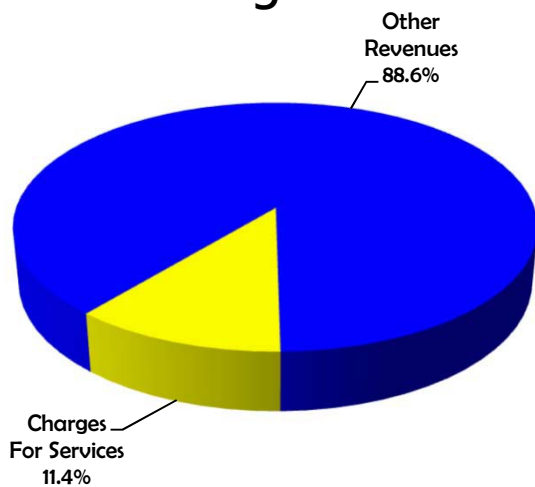
MICHAEL MORSE, DIRECTOR



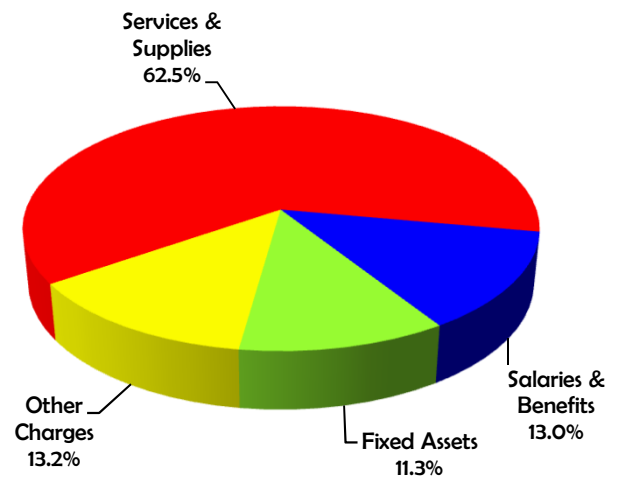
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 1,962,136 | 3,305,876 | 5,641,131 | 4,347,241 | 4,347,241 |
| Total Financing | 2,933,716 | 3,073,755 | 2,998,012 | 2,820,476 | 2,820,476 |
| Net Cost | (971,580) | 232,121 | 2,643,119 | 1,526,765 | 1,526,765 |
| 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); Department of Airports; 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 2016-17:

- Purchased and installed a new Parking Access and Revenue Control System at the Public Garage.
- Extended hours of parking operations at the Public Garage to accommodate event parking.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

Complete Americans with Disabilities Act compliance and other high-priority structural repair and maintenance projects for the Public and Employee garages.

RECOMMENDED BUDGET FUND BALANCE CHANGES FOR 2017-18:

The Fiscal Year 2017-18 Beginning Balance is budgeted at \$5,653,264, a \$2.5 million reduction from the Fiscal Year 2016-17 budgeted beginning balance level. The Recommended Budget reflects the use of \$603,200 of that fund balance to cover the cost of repair and maintenance projects for the Public and employee garages.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|--|---|------------------|
| Budget Unit: 7990000 - Parking Enterprise | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 2,565,176 | \$ 2,565,176 | - |
| Use Of Money/Prop | 100,000 | 100,000 | - |
| Total Operating Revenues | \$ 2,665,176 | \$ 2,665,176 | - |
| Operating Expenses | | | |
| Salaries/Benefits | \$ 566,827 | \$ 566,827 | - |
| Services & Supplies | 2,284,424 | 2,716,356 | 431,932 |
| Other Charges | 162,425 | 162,425 | - |
| Depreciation | 410,000 | 410,000 | - |
| Total Operating Expenses | \$ 3,423,676 | \$ 3,855,608 | 431,932 |
| Operating Income (Loss) | \$ (758,500) | \$ (1,190,432) | (431,932) |
| Non-Operating Revenues (Expenses) | | | |
| Other Revenues | \$ 145,300 | \$ 145,300 | - |
| Interest Income | 10,000 | 10,000 | - |
| Equipment | - | (491,633) | (491,633) |
| Total Non-Operating Revenues (Expenses) | \$ 155,300 | \$ (336,333) | (491,633) |
| Income Before Capital Contributions and Transfers | \$ (603,200) | \$ (1,526,765) | (923,565) |
| Change In Net Assets | \$ (603,200) | \$ (1,526,765) | (923,565) |
| Net Assets - Beginning Balance | 8,002,598 | 8,002,598 | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ 7,399,398 | \$ 6,475,833 | (923,565) |
| Positions | 7.0 | 7.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations have increased \$923,565 due to the following:
 - \$431,932 increase in Services & Supplies to re-budget costs of ongoing repair projects, repayment of a lighting project already completed, and costs for the implementation and use of the new parking system at the Downtown Public Parking Garage. These costs are being funded with retained earnings.
 - \$491,633 increase in Equipment to re-budget costs for the new parking system at the Downtown Public Parking Garage. These costs are being funded with retained earnings.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Operation of Enterprise Fund Fiscal Year 2017-18 | | | | Schedule 11 |
|--|---------------------|--|-----------------------|------------------------|--|-------------|
| | | Fund Title 056A - PARKING ENTERPRISE Service Activity Parking Operations Budget Unit 7990000 | | | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Charges for Service | \$ 2,592,779 | \$ 2,715,982 | \$ 2,742,712 | \$ 2,565,176 | \$ 2,565,176 | |
| Use Of Money/Prop | 125,650 | 74,975 | 100,000 | 100,000 | 100,000 | |
| Total Operating Revenues | \$ 2,718,429 | \$ 2,790,957 | \$ 2,842,712 | \$ 2,665,176 | \$ 2,665,176 | |
| Operating Expenses | | | | | | |
| Salaries/Benefits | \$ 452,637 | \$ 439,797 | \$ 550,250 | \$ 566,827 | \$ 566,827 | |
| Services & Supplies | 1,171,528 | 2,306,609 | 3,810,244 | 2,716,356 | 2,716,356 | |
| Other Charges | 52,705 | 197,160 | 188,606 | 162,425 | 162,425 | |
| Depreciation | 285,266 | 283,931 | 389,531 | 410,000 | 410,000 | |
| Total Operating Expenses | \$ 1,962,136 | \$ 3,227,497 | \$ 4,938,631 | \$ 3,855,608 | \$ 3,855,608 | |
| Operating Income (Loss) | \$ 756,293 | \$ (436,540) | \$ (2,095,919) | \$ (1,190,432) | \$ (1,190,432) | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Other Revenues | \$ 191,144 | \$ 225,917 | \$ 145,300 | \$ 145,300 | \$ 145,300 | |
| Interest Income | 24,143 | 56,881 | 10,000 | 10,000 | 10,000 | |
| Equipment | - | (78,379) | (702,500) | (491,633) | (491,633) | |
| Total Non-Operating Revenues (Expenses) | \$ 215,287 | \$ 204,419 | \$ (547,200) | \$ (336,333) | \$ (336,333) | |
| Income Before Capital Contributions and Transfers | \$ 971,580 | \$ (232,121) | \$ (2,643,119) | \$ (1,526,765) | \$ (1,526,765) | |
| Change In Net Assets | \$ 971,580 | \$ (232,121) | \$ (2,643,119) | \$ (1,526,765) | \$ (1,526,765) | |
| Net Assets - Beginning Balance | 7,520,448 | 8,196,534 | 8,196,534 | 8,002,598 | 8,002,598 | |
| Equity and Other Account Adjustments | (295,494) | 38,185 | - | - | - | |
| Net Assets - Ending Balance | \$ 8,196,534 | \$ 8,002,598 | \$ 5,553,415 | \$ 6,475,833 | \$ 6,475,833 | |
| Positions | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | |
| <hr/> | | | | | | |
| Revenues Tie To | | | | | SCH 1, COL 4 | |
| Expenses Tie To | | | | | SCH 1, COL 6 | |

2017-18 PROGRAM INFORMATION

BU: 7990000 Parking Enterprise

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

FUNDED

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

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|-----------|---|-----------|-----|---|
| 4,347,241 | 0 | 0 | 0 | 0 | 0 | 0 | 2,820,476 | 0 | 1,526,765 | 7.0 | 0 |
|-----------|---|---|---|---|---|---|-----------|---|-----------|-----|---|

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.

| | | | | | | | | | | | |
|---------------|-----------|---|---|---|---|---|-----------|---|-----------|-----|---|
| FUNDED | 4,347,241 | 0 | 0 | 0 | 0 | 0 | 2,820,476 | 0 | 1,526,765 | 7.0 | 0 |
|---------------|-----------|---|---|---|---|---|-----------|---|-----------|-----|---|

| Summary | | | | | |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 265,584 | 262,351 | 308,262 | 312,884 | 312,884 |
| Total Financing | - | - | - | - | - |
| Net Cost | 265,584 | 262,351 | 308,262 | 312,884 | 312,884 |

PROGRAM DESCRIPTION:

State law requires each county to have a Grand Jury. In Sacramento County, the Grand Jury is comprised of nineteen members appointed by Superior Court Judges. The Grand Jury is responsible for:

- Investigation of possible misconduct by public officials.
- Investigation of possible illegal transfers of public funds.
- Inquiries into the condition and management of prisons within the County.
- Looking into needs and operations of the County.
- Investigation of indictments.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|---|---|--|----------|
| Budget Unit: 5660000 - Grand Jury | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Services & Supplies | \$ 312,884 | \$ 312,884 | - |
| Total Expenditures/Appropriations | \$ 312,884 | \$ 312,884 | - |
| Net Cost | \$ 312,884 | \$ 312,884 | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5660000 - Grand Jury**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|-------------------|--------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Services & Supplies | \$ 265,584 | \$ 262,351 | \$ 308,262 | \$ 312,884 | \$ 312,884 |
| Total Expenditures/Appropriations | \$ 265,584 | \$ 262,351 | \$ 308,262 | \$ 312,884 | \$ 312,884 |
| Net Cost | \$ 265,584 | \$ 262,351 | \$ 308,262 | \$ 312,884 | \$ 312,884 |

2017-18 PROGRAM INFORMATION

BU: 566000 Grand Jury

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

FUNDED

Program No. and Title: 001 Grand Jury

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 312,884 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 312,884 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Mandated

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

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

Program Description: The Grand Jury ensures legal operations and efficiency of local governments.

FUNDED

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 312,884 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 312,884 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Grand Jury

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary

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

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

Program Description: Drop box system that will allow the jurors to pass documents back and forth with the security measures afforded them at the Grand Juror office

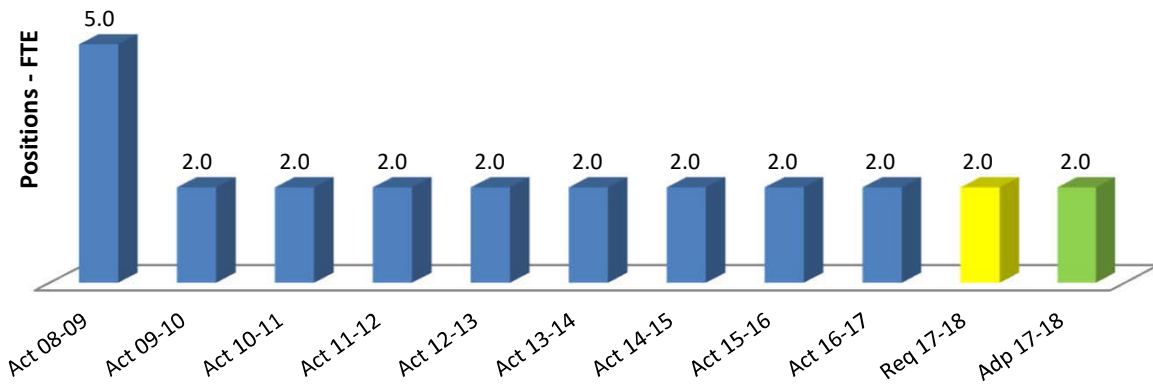
GROWTH REQUEST NOT RECOMMENDED

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

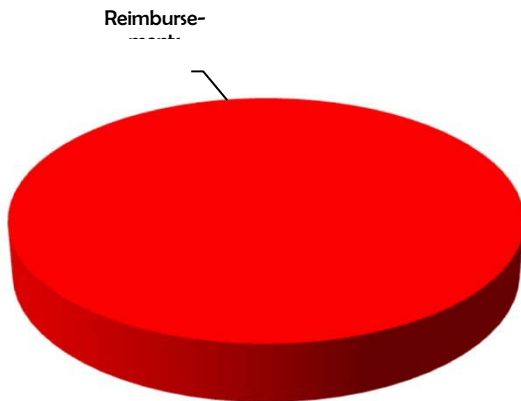
DEPARTMENTAL STRUCTURE



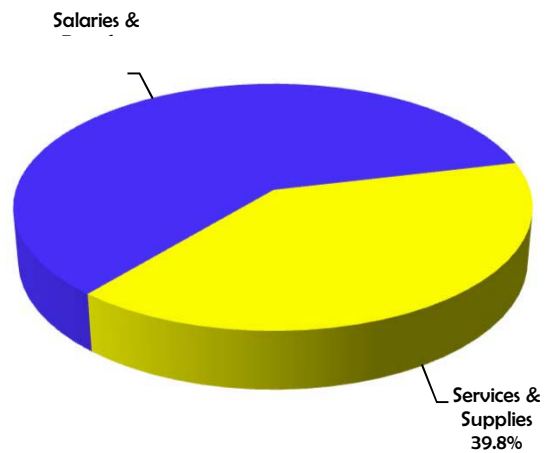
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | - | (49) | - | - | - |
| Total Financing | - | - | - | - | - |
| Net Cost | - | (49) | - | - | - |
| Positions | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

PROGRAM DESCRIPTION:

- The Office of Compliance performs core activities related to the Federal mandates of the Health Insurance Portability and Accountability Act (HIPAA) found in Code of Federal Regulations (CFR) 45 and requirements for the County’s “covered components” as defined under the Act. The County Clerk/Recorder (Director) fulfills the role of the County’s mandated HIPAA Compliance Officer. HIPAA provisions include administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats (written, verbal, and electronic). The Office both fulfills and monitors specific requirements under the key provisions. The core activities include:
 - Maintaining and updating the mandated County HIPAA Policies and Procedures;
 - Developing and delivering HIPAA Privacy and Security training required under §164.530 of the Act;
 - Conducting risk assessments of HIPAA-covered worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information
 - Investigating incidents and complaints for alleged HIPAA violations under §164.508;
 - Reporting breaches of HIPAA-regulated medical information to state and federal agencies
 - Monitoring the County’s Business Associate contracts as required under §164.502.
- Additionally, the Office of Compliance 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 to protect County clients’ personally identifiable medical information. These include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682). The Office of Compliance performs core activities related to the HIPAA mandates in the Code of Federal Regulations (CFR) 45 and related requirements for the County’s HIPAA “covered components” as defined under HIPAA. The provisions include administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats (written, verbal, and electronic). The Office both fulfills and monitors specific requirements under the key provisions.

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 and FACTA 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 2016-17:

Acquisition of online HIPAA Privacy & Security Training.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

Implementation of online HIPAA Privacy & Security Training for annual training renewal.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|-------------------------------------|--|----------|
| Budget Unit: 5740000 - Office of Compliance | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Salaries & Benefits | \$ 241,960 | \$ 241,960 | - |
| Services & Supplies | 131,072 | 131,072 | - |
| Expenditure Transfer & Reimbursement | (373,032) | (373,032) | - |
| Total Expenditures/Appropriations | \$ - | \$ - | - |
| Net Cost | \$ - | \$ - | - |
| Positions | 2.0 | 2.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) was not changed.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5740000 - Office of Compliance**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|-------------------|--------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Salaries & Benefits | \$ 229,623 | \$ 236,220 | \$ 241,025 | \$ 241,960 | 241,960 |
| Services & Supplies | 24,864 | 22,614 | 127,279 | 131,072 | 131,072 |
| Interfund Charges | 4,422 | 5,435 | 5,435 | 5,281 | 5,281 |
| Intrafund Charges | 22,235 | 22,999 | 23,166 | 23,603 | 23,603 |
| Intrafund Reimb | (281,144) | (287,317) | (396,905) | (401,916) | (401,916) |
| Total Expenditures/Appropriations | \$ - | \$ (49) | \$ - | \$ - | - |
| Net Cost | \$ - | \$ (49) | \$ - | \$ - | - |
| Positions | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

2017-18 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

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

FUNDED

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

| | | | | | | | | | | | | |
|---------|----------|---|---|---|---|---|---|---|---|---|-----|---|
| 401,916 | -401,916 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2.0 | 0 |
|---------|----------|---|---|---|---|---|---|---|---|---|-----|---|

Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: The 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.

| | | | | | | | | | | | | |
|---------------|---------|----------|---|---|---|---|---|---|---|---|-----|---|
| FUNDED | 401,916 | -401,916 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2.0 | 0 |
|---------------|---------|----------|---|---|---|---|---|---|---|---|-----|---|

| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 68,894 | 132,684 | 130,000 | 130,000 | 130,000 |
| Total Financing | - | - | - | - | - |
| Net Cost | 68,894 | 132,684 | 130,000 | 130,000 | 130,000 |

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 2016-17:

- The Office of Inspector General (OIG) improved community accessibility through an on-line commendation and complaint process. The community now can submit complaints via multiple formats and may remain anonymous.
- OIG improved accountability to the Board of Supervisors and the community through the publication of quarterly reports, reviews of officer involved shootings, deaths in-custody, high profile events, and an annual report.
- OIG worked with the Sheriff’s Department to improve the Department’s complaint record keeping through a process review, resulting in a streamlined documentation procedure.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

OIG is working with the Sheriff’s Department to implement numerous recommendations contained in the 2016 annual report as well as improved use of force tracking and an early intervention system.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|-------------------------------------|--|----------|
| Budget Unit: 5780000 - Office of Inspector General | | | |
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Services & Supplies | \$ 129,951 | \$ 129,951 | - |
| Expenditure Transfer & Reimbursement | 49 | 49 | - |
| Total Expenditures/Appropriations | \$ 130,000 | \$ 130,000 | - |
| Net Cost | \$ 130,000 | \$ 130,000 | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **5780000 - Office of Inspector General**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|-------------------|--------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Services & Supplies | \$ 68,894 | \$ 132,684 | \$ 130,000 | \$ 129,951 | 129,951 |
| Intrafund Charges | - | - | - | 49 | 49 |
| Total Expenditures/Appropriations | \$ 68,894 | \$ 132,684 | \$ 130,000 | \$ 130,000 | 130,000 |
| Net Cost | \$ 68,894 | \$ 132,684 | \$ 130,000 | \$ 130,000 | 130,000 |

2017-18 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

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

FUNDED

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

| | | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---|----------------|-----|---|
| 130,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 130,000 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---|----------------|-----|---|

Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

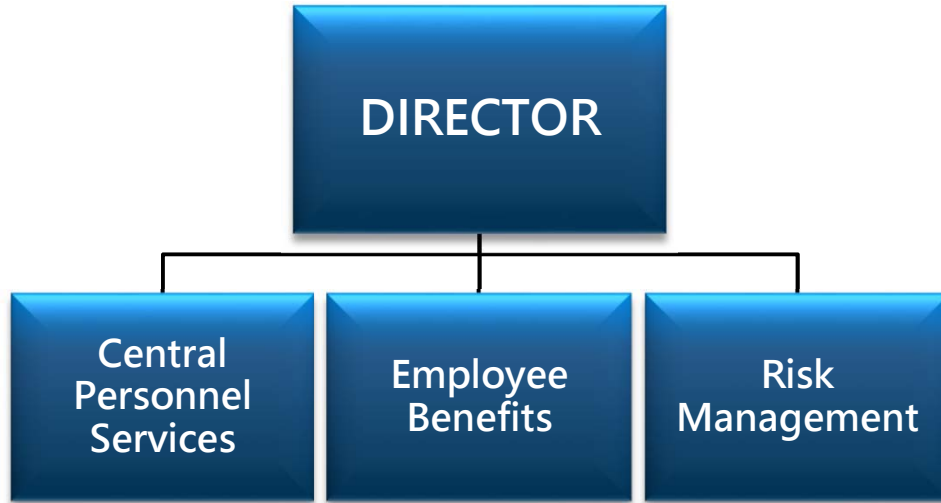
Strategic Objective: IS -- Internal Support

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 investigation processes.

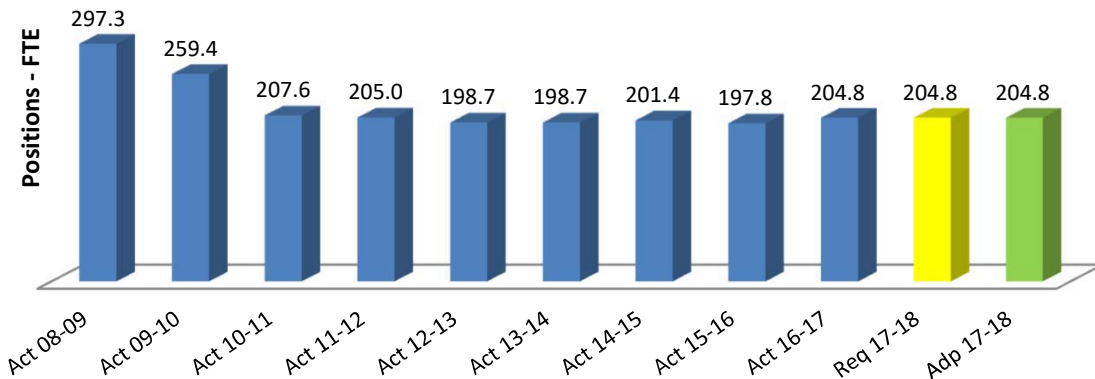
| | | | | | | | | | | | | |
|---------------|---------|---|---|---|---|---|---|---|---|----------------|-----|---|
| FUNDED | 130,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 130,000 | 0.0 | 0 |
|---------------|---------|---|---|---|---|---|---|---|---|----------------|-----|---|

DEPARTMENTAL STRUCTURE

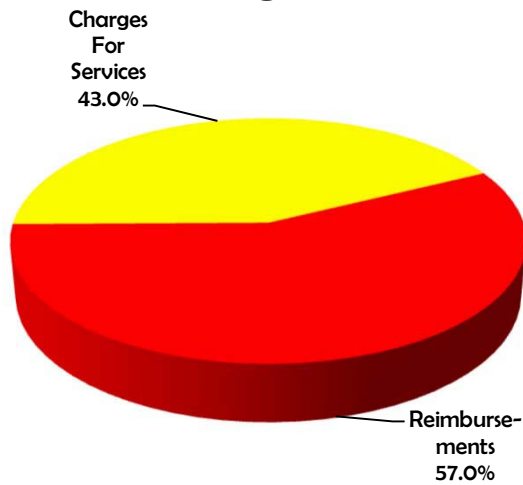
DAVID DEVINE, DIRECTOR



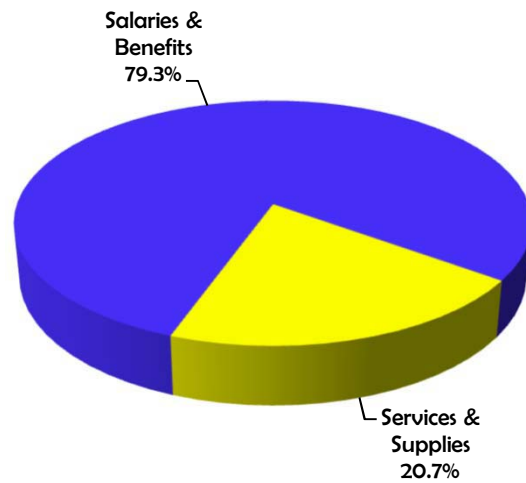
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 11,049,991 | 11,915,759 | 12,266,515 | 13,140,626 | 13,140,626 |
| Total Financing | 11,049,983 | 11,836,281 | 12,266,515 | 13,140,626 | 13,140,626 |
| Net Cost | 8 | 79,478 | - | - | - |
| Positions | 197.8 | 204.8 | 203.8 | 204.8 | 204.8 |

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 2016-17:

- Offered Organization Development services for various departments, including Animal Care & Regulation, Waste Management and Recycling conflict management, team building, organizational effectiveness/efficiency, and coaching.
- Added a new Senior Training and Development Specialist position that will provide dedicated Organizational Development services to the Department of Waste Management and Recycling (DWMR) for the next five years. The position is funded by DWMR.
- Converted hard copy Personnel Files to an all-electronic format, allowing employee and management access through Employee Self-Service and Manager Self-Service (ESS/MSS) resulting in overall cost savings and increased operational efficiencies.
- Increased the accuracy of the bi-weekly payroll processing by reducing the number of corrective adjustments from five percent to two percent of total payroll processed (98 percent accuracy rate).
- Assisted the Public Health Law Enforcement Communicable Disease Taskforce in gaining all necessary protective equipment and training necessary to execute their mission.

2017-18 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR 2017-18:**

- Identify and implement a new Learning Management System to be utilized in training reporting, training dissemination, and implementation services, as well as providing a dashboard to employees on completed courses and training available for participation.
- Implement and administer all Fiscal Year 2017-18 negotiated contract changes for 29 separate representation units, unrepresented units, and former employees.
- Train department staff to conduct internal investigations on public safety employees covered by the Peace Officer's Bill of Rights (POBR) and Firefighters Bill of Rights (FBOR).
- Implement a professional development curriculum for professional safety staff in an effort to foster and encourage the development of safety staff and Department Safety Representatives who are responsible for safety functions at the department level.

RECOMMENDED GROWTH FOR 2017-18:

- One-time recommended growth requests include:
 - Appropriations of \$100,000 offset by reimbursements of \$75,175 and revenues of \$24,825.
 - Net county cost of \$0.
- Details are included in the program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR 2017-18:

- The following adjustment was made by Salary Resolution Amendment during Fiscal Year 2016-17:

| | |
|--|------------|
| Senior Training & Development Specialist | <u>1.0</u> |
| Total | 1.0 |

- The following position was approved for addition as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|-------------------------------|------------|
| Senior Personnel Analyst..... | <u>1.0</u> |
| Total | 1.0 |

- The following position was approved for deletion as part of the Fiscal Year 2017-18 Recommended June Budget:

| | |
|---------------------------------|-------------|
| Human Resources Manager 1 | <u>-1.0</u> |
| Total | -1.0 |

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET Budget Unit: 6050000 - Personnel Services | | | |
|---|---|--|-------------|
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Charges for Services | \$ 13,140,626 | \$ 13,140,626 | \$ - |
| Total Revenue | \$ 13,140,626 | \$ 13,140,626 | \$ - |
| Salaries & Benefits | \$ 24,271,181 | \$ 24,271,181 | \$ - |
| Services & Supplies | 4,088,662 | 4,088,662 | - |
| Expenditure Transfer & Reimbursement | (15,219,217) | (15,219,217) | - |
| Total Expenditures/Appropriations | \$ 13,140,626 | \$ 13,140,626 | \$ - |
| Net Cost | \$ - | \$ - | \$ - |
| Positions | 204.8 | 204.8 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **6050000 - Personnel Services**
 Function **GENERAL**
 Activity **Personnel**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|----------------------|----------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Intergovernmental Revenues | \$ 106,277 | \$ 107,394 | \$ - | \$ - | - |
| Charges for Services | 10,941,620 | 11,727,323 | 12,266,515 | 13,140,626 | 13,140,626 |
| Miscellaneous Revenues | 2,086 | 1,564 | - | - | - |
| Total Revenue | \$ 11,049,983 | \$ 11,836,281 | \$ 12,266,515 | \$ 13,140,626 | \$ 13,140,626 |
| Salaries & Benefits | \$ 21,647,266 | \$ 23,391,588 | \$ 23,365,240 | \$ 24,271,181 | \$ 24,271,181 |
| Services & Supplies | 2,914,428 | 2,922,933 | 3,254,413 | 4,088,662 | 4,088,662 |
| Intrafund Charges | 1,861,785 | 1,886,976 | 2,013,389 | 2,229,728 | 2,229,728 |
| Intrafund Reimb | (15,373,488) | (16,285,738) | (16,366,527) | (17,448,945) | (17,448,945) |
| Total Expenditures/Appropriations | \$ 11,049,991 | \$ 11,915,759 | \$ 12,266,515 | \$ 13,140,626 | \$ 13,140,626 |
| Net Cost | \$ 8 | \$ 79,478 | \$ - | \$ - | - |
| Positions | 197.8 | 204.8 | 203.8 | 204.8 | 204.8 |

2017-18 PROGRAM INFORMATION

BU: 6050000 Personnel Services

| Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|---|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | |
| Program No. and Title: 001 <u>DPS Administration</u> | | | | | | | | | | | |
| 995,547 | -805,705 | 0 | 0 | 0 | 0 | 0 | 189,842 | 0 | 0 | 4.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | |
| Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | |
| Program Description: Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping. | | | | | | | | | | | |
| Program No. and Title: 002 <u>Employment Services</u> | | | | | | | | | | | |
| 4,565,995 | -3,481,809 | 0 | 0 | 0 | 0 | 0 | 1,084,186 | 0 | 0 | 32.8 | 0 |
| Program Type: Mandated | | | | | | | | | | | |
| Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | |
| Program Description: Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment. | | | | | | | | | | | |
| Program No. and Title: 003 <u>Training & Organization Development</u> | | | | | | | | | | | |
| 992,039 | -631,402 | 0 | 0 | 0 | 0 | 0 | 360,637 | 0 | 0 | 8.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | |
| Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | |
| Program Description: Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services. | | | | | | | | | | | |
| Program No. and Title: 004 <u>Department Services</u> | | | | | | | | | | | |
| 13,821,241 | -9,659,003 | 0 | 0 | 0 | 0 | 0 | 4,162,238 | 0 | 0 | 97.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | |
| Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: IS --Internal Support | | | | | | | | | | | |
| Program Description: This program consists of six service teams. Four of these teams (the Human Resources (HR) Service Teams) are comprised of human resources professionals responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system (COMPASS). The COMPASS Support Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations. The Special Programs Team provides Countywide human resources services in the areas of position control, Salary Resolution Amendment administration, Unemployment Insurance administration, and State Disability Insurance payroll integration. | | | | | | | | | | | |

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|-------------------------------|--|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>005</u> <u>Employee Benefits</u> | | | | | | | | | | | |
| | 2,596,179 | -1,451,750 | 0 | 0 | 0 | 0 | 0 | 1,144,429 | 0 | 0 | 12.0 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Manages contracts and administers employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a). | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>006</u> <u>Liability/Property Insurance Personnel</u> | | | | | | | | | | | |
| | 895,750 | 0 | 0 | 0 | 0 | 0 | 0 | 895,750 | 0 | 0 | 6.1 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Funds staffing for the Liability/Property Insurance program. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>007</u> <u>Disability Compliance</u> | | | | | | | | | | | |
| | 489,274 | 0 | 0 | 0 | 0 | 0 | 0 | 489,274 | 0 | 0 | 2.5 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Coordinates compliance with laws that prohibit discrimination against persons with disabilities; provides related training and technical assistance to County agencies and departments; provides staff and administrative support to the County's Disability Advisory Committee and subcommittees. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>008</u> <u>Equal Employment Opportunity</u> | | | | | | | | | | | |
| | 335,855 | 0 | 0 | 0 | 0 | 0 | 0 | 335,855 | 0 | 0 | 1.5 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Provides Equal Employment recruiting and monitoring; assists County agencies and departments in developing methods for reviewing County workforce statistical information to evaluate the effectiveness of the County's Equal Employment Opportunity program; provides staff assistance to the County's Equal Employment Opportunity Committee; advises County agencies and departments on Equal Employment policies; represents the County and assists County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies. | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | |
| Program No. and Title: | <u>009</u> <u>Safety Office</u> | | | | | | | | | | | |
| | 1,805,146 | -1,344,101 | 0 | 0 | 0 | 0 | 0 | 461,045 | 0 | 0 | 10.9 | 0 |
| Program Type: | Mandated | | | | | | | | | | | |
| Countywide Priority: | 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | |
| Strategic Objective: | IS --Internal Support | | | | | | | | | | | |
| Program Description: | Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs. | | | | | | | | | | | |

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

Program No. and Title: 010 Workers' Compensation Personnel

| | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|-----------|---|---|------|---|
| 3,992,545 | 0 | 0 | 0 | 0 | 0 | 0 | 3,992,545 | 0 | 0 | 30.0 | 0 |
|-----------|---|---|---|---|---|---|-----------|---|---|------|---|

Program Type: Mandated

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

Strategic Objective: IS --Internal Support

Program Description: Funds staffing for the Workers' Compensation Insurance program.

| | | | | | | | | | | | |
|---------------|-------------|---|---|---|---|---|------------|---|---|-------|---|
| FUNDED | | | | | | | | | | | |
| 30,489,571 | -17,373,770 | 0 | 0 | 0 | 0 | 0 | 13,115,801 | 0 | 0 | 204.8 | 0 |

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 003 Training & Organization Development

| | | | | | | | | | | | |
|---------|---------|---|---|---|---|---|--------|---|---|-----|---|
| 100,000 | -75,175 | 0 | 0 | 0 | 0 | 0 | 24,825 | 0 | 0 | 0.0 | 0 |
|---------|---------|---|---|---|---|---|--------|---|---|-----|---|

Program Type: Mandated

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

Strategic Objective: IS --Internal Support

Program Description: One-time funding to enhance and upgrade the County's automated employee performance evaluations system (SCOPE); required to make SCOPE a more user friendly, efficient, and capable program.

| | | | | | | | | | | | |
|--|---------|---|---|---|---|---|--------|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE) | | | | | | | | | | | |
| 100,000 | -75,175 | 0 | 0 | 0 | 0 | 0 | 24,825 | 0 | 0 | 0.0 | 0 |

| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 17,077,316 | 25,400,049 | 19,761,100 | 20,171,490 | 20,171,490 |
| Total Financing | 19,693,217 | 20,521,205 | 20,761,100 | 21,171,490 | 21,171,490 |
| Net Cost | (2,615,901) | 4,878,844 | (1,000,000) | (1,000,000) | (1,000,000) |

PROGRAM DESCRIPTION:

- Liability Insurance** – Sacramento County is self-insured for Liability Insurance claims. The County also purchases excess Liability Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverages including property, boiler and machinery, aircraft, airport operations and pollution liability. The Liability Insurance program is administered by the Risk Management Office in the Department of Personnel Services. The mission of the Liability Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims. The costs of the Liability Insurance program are allocated to County departments based on 70 percent seven-year claims history and 30 percent full-time equivalent (FTE) positions.
- Property Insurance** – The Risk Management Office purchases a property insurance policy for County-owned property and administers all claims against the policy. The costs of Property Insurance for County-owned properties where the properties/facilities are 100 percent administered and/or occupied by a single department are allocated by the Department of Personnel Services to the respective department. Costs of Property Insurance for County-owned facilities occupied by multiple departments are allocated by the Office of 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 2016-17:

- Continued as-needed updates to the claims procedures manual.
- Continued beta testing of various new indemnity versions.
- An \$8.0 million midyear budget adjustment was necessary due to a number of large claims being settled during the year.

2017-18 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR 2017-18:**

- 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 and provide training to County and SDA contracts staff.
- The Recommended Budget includes a \$1.0 million over-collection from county departments which will be applied to retained earnings.

RECOMMENDED BUDGET RESERVE BALANCES FOR 2017-18:

This fund currently has a negative retained earnings balance. The 2017-18 Recommended Budget includes a \$1.0 million over-collection to be applied to retained earnings.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|--|---|-------------------|
| Budget Unit: 3910000 - Liability/Property Insurance | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 19,443,426 | \$ 19,558,426 | \$ 115,000 |
| Total Operating Revenues | \$ 19,443,426 | \$ 19,558,426 | \$ 115,000 |
| Operating Expenses | | | |
| Services & Supplies | \$ 20,008,717 | \$ 20,123,717 | \$ 115,000 |
| Other Charges | 47,773 | 47,773 | - |
| Total Operating Expenses | \$ 20,056,490 | \$ 20,171,490 | \$ 115,000 |
| Operating Income (Loss) | \$ (613,064) | \$ (613,064) | - |
| Non-Operating Revenues (Expenses) | | | |
| Other Revenues | \$ 1,613,064 | \$ 1,613,064 | - |
| Total Non-Operating Revenues (Expenses) | \$ 1,613,064 | \$ 1,613,064 | - |
| Income Before Capital Contributions and Transfers | \$ 1,000,000 | \$ 1,000,000 | - |
| Change In Net Assets | \$ 1,000,000 | \$ 1,000,000 | - |
| Net Assets - Beginning Balance | (19,209,133) | (19,209,133) | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ (18,209,133) | \$ (18,209,133) | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations have increased by \$115,000 due to a recommended one-time growth request for consultant services to update the County’s American with Disabilities Act (ADA) Transition Plan. This represents the Department of Personnel Services share of costs paid by the Liability Insurance Fund.
- Revenue has increased by \$115,000 to provide funding to update the ADA Transition Plan.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Operation of Internal Service Fund Fiscal Year 2017-18 | | | | Schedule 10 |
|--|------------------------|---|------------------------|------------------------------|--|-------------|
| | | Fund Title | | 037A - LIABILITY PROPERTY | | |
| | | Service Activity | | Liability/Property Insurance | | |
| | | Budget Unit | | 3910000 | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Charges for Service | \$ 18,237,354 | \$ 19,960,670 | \$ 19,045,700 | \$ 19,558,426 | \$ 19,558,426 | |
| Total Operating Revenues | \$ 18,237,354 | \$ 19,960,670 | \$ 19,045,700 | \$ 19,558,426 | \$ 19,558,426 | |
| Operating Expenses | | | | | | |
| Services & Supplies | \$ 17,014,773 | \$ 25,330,118 | \$ 19,691,169 | \$ 20,123,717 | \$ 20,123,717 | |
| Other Charges | 45,415 | 69,931 | 69,931 | 47,773 | 47,773 | |
| Total Operating Expenses | \$ 17,060,188 | \$ 25,400,049 | \$ 19,761,100 | \$ 20,171,490 | \$ 20,171,490 | |
| Operating Income (Loss) | \$ 1,177,166 | \$ (5,439,379) | \$ (715,400) | \$ (613,064) | \$ (613,064) | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Other Revenues | \$ 1,455,863 | \$ 560,535 | \$ 1,715,400 | \$ 1,613,064 | \$ 1,613,064 | |
| Equipment | (17,128) | - | - | - | - | |
| Total Non-Operating Revenues (Expenses) | \$ 1,438,735 | \$ 560,535 | \$ 1,715,400 | \$ 1,613,064 | \$ 1,613,064 | |
| Income Before Capital Contributions and Transfers | \$ 2,615,901 | \$ (4,878,844) | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | |
| Change In Net Assets | \$ 2,615,901 | \$ (4,878,844) | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | |
| Net Assets - Beginning Balance | (14,586,883) | (13,825,566) | (13,825,566) | (19,209,133) | (19,209,133) | |
| Equity and Other Account Adjustments | (1,854,584) | (504,723) | - | - | - | |
| Net Assets - Ending Balance | \$ (13,825,566) | \$ (19,209,133) | \$ (12,825,566) | \$ (18,209,133) | \$ (18,209,133) | |
| Revenues Tie To | | | | | SCH 1, COL 4 | |
| Expenses Tie To | | | | | SCH 1, COL 6 | |

2017-18 PROGRAM INFORMATION

BU: 3910000 Liability/Property Insurance

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

FUNDED

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

| | | | | | | | | | | | |
|------------|---|---|---|---|---|---|------------|---|------------|-----|---|
| 20,056,490 | 0 | 0 | 0 | 0 | 0 | 0 | 21,056,490 | 0 | -1,000,000 | 0.0 | 0 |
|------------|---|---|---|---|---|---|------------|---|------------|-----|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS --Internal Support
Program Description: Sacramento County is self-insured for all Liability Insurance claims.

| | | | | | | | | | | | |
|---------------|---|---|---|---|---|---|------------|---|------------|-----|---|
| FUNDED | | | | | | | | | | | |
| 20,056,490 | 0 | 0 | 0 | 0 | 0 | 0 | 21,056,490 | 0 | -1,000,000 | 0.0 | 0 |

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

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

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---------|---|---|-----|---|
| 115,000 | 0 | 0 | 0 | 0 | 0 | 0 | 115,000 | 0 | 0 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---------|---|---|-----|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: IS --Internal Support
Program Description: Americans with Disabilities Act (ADA) Transition Plan costs. Consultant will assist County staff to conduct a Countywide Self-Evaluation, and provide a comprehensive update of the ADA Transition Plan for County facilities and street right-of-ways within the unincorporated County. This amount represents DPS' portion of costs to be paid by the Liability Insurance Fund.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---------|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER) | | | | | | | | | | | |
| 115,000 | 0 | 0 | 0 | 0 | 0 | 0 | 115,000 | 0 | 0 | 0.0 | 0 |

| Summary | | | | | |
|--------------------|-------------------|-------------------|--------------------|----------------------|--|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 1,281,948 | 1,131,177 | 1,536,439 | 1,556,680 | 1,556,680 |
| Total Financing | 949,729 | 1,131,179 | 1,536,439 | 1,556,680 | 1,556,680 |
| Net Cost | 332,219 | (2) | - | - | - |

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 10 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 2016-17:

- Responded to all information requests from the state Employment Development Department (EDD) on former employees within the mandatory 10 days, thereby avoiding significant financial penalties for non-compliance.
- Implemented an on-line payment exchange system with EDD pay invoices on a quarterly basis.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Review and update the Unemployment Insurance (UI) cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed and minimize the County's financial liabilities in underfunding this program.
- Train the Human Resources (HR) Service Teams in preparing documentation that assists in the representation of the County at Hearings and now include HR members in hearings as observers.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|---|--|-------------|
| Budget Unit: 3930000 - Unemployment Insurance | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 1,556,680 | \$ 1,556,680 | \$ - |
| Total Operating Revenues | \$ 1,556,680 | \$ 1,556,680 | \$ - |
| Operating Expenses | | | |
| Services & Supplies | \$ 1,539,162 | \$ 1,539,162 | \$ - |
| Other Charges | 17,518 | 17,518 | - |
| Total Operating Expenses | \$ 1,556,680 | \$ 1,556,680 | \$ - |
| Operating Income (Loss) | \$ - | \$ - | \$ - |
| Non-Operating Revenues (Expenses) | | | |
| Total Non-Operating Revenues (Expenses) | \$ - | \$ - | \$ - |
| Income Before Capital Contributions and Transfers | \$ - | \$ - | \$ - |
| Change In Net Assets | \$ - | \$ - | \$ - |
| Net Assets - Beginning Balance | 1,713,772 | 1,713,772 | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ 1,713,772 | \$ 1,713,772 | \$ - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Operation of Internal Service Fund Fiscal Year 2017-18 | | | | Schedule 10 |
|--|---------------------|--|---------------------|------------------------|--|-------------|
| | | Fund Title 040A - UNEMPLOYMENT INSURANCE Service Activity Unemployment Insurance Budget Unit 3930000 | | | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Charges for Service | \$ 949,729 | \$ 1,131,179 | \$ 1,536,439 | \$ 1,556,680 | \$ 1,556,680 | |
| Total Operating Revenues | \$ 949,729 | \$ 1,131,179 | \$ 1,536,439 | \$ 1,556,680 | \$ 1,556,680 | |
| Operating Expenses | | | | | | |
| Services & Supplies | \$ 1,272,286 | \$ 1,113,360 | \$ 1,518,622 | \$ 1,539,162 | \$ 1,539,162 | |
| Other Charges | 9,662 | 17,817 | 17,817 | 17,518 | 17,518 | |
| Total Operating Expenses | \$ 1,281,948 | \$ 1,131,177 | \$ 1,536,439 | \$ 1,556,680 | \$ 1,556,680 | |
| Operating Income (Loss) | \$ (332,219) | \$ 2 | \$ - | \$ - | \$ - | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Total Non-Operating Revenues (Expenses) | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Income Before Capital Contributions and Transfers | \$ (332,219) | \$ 2 | \$ - | \$ - | \$ - | |
| Change In Net Assets | \$ (332,219) | \$ 2 | \$ - | \$ - | \$ - | |
| Net Assets - Beginning Balance | 2,045,990 | 1,713,772 | 1,713,772 | 1,713,772 | 1,713,772 | |
| Equity and Other Account Adjustments | 1 | (2) | - | - | - | |
| Net Assets - Ending Balance | \$ 1,713,772 | \$ 1,713,772 | \$ 1,713,772 | \$ 1,713,772 | \$ 1,713,772 | |
| Revenues Tie To | | | | | SCH 1, COL 4 | |
| Expenses Tie To | | | | | SCH 1, COL 6 | |

2017-18 PROGRAM INFORMATION

BU: 3930000 Unemployment Insurance

| | Appropriations | Reimbursements | Federal Revenues | State Revenues | Realignment | Pro 172 | Fees | Other Revenues | Fund Balance | Net Cost | Positions | Vehicles |
|--|----------------|----------------|------------------|----------------|-------------|---------|------|----------------|--------------|----------|-----------|----------|
| FUNDED | | | | | | | | | | | | |
| Program No. and Title: 001 Unemployment Insurance | | | | | | | | | | | | |
| | 1,556,680 | 0 | 0 | 0 | 0 | 0 | 0 | 1,556,680 | 0 | 0 | 0.0 | 0 |
| Program Type: Mandated | | | | | | | | | | | | |
| Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations | | | | | | | | | | | | |
| Strategic Objective: IS -- Internal Support | | | | | | | | | | | | |
| Program Description: Sacramento County is self-insured for all Unemployment Insurance claims. | | | | | | | | | | | | |
| FUNDED | 1,556,680 | 0 | 0 | 0 | 0 | 0 | 0 | 1,556,680 | 0 | 0 | 0.0 | 0 |

| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 21,936,305 | 23,374,020 | 27,179,106 | 27,492,974 | 27,492,974 |
| Total Financing | 27,134,296 | 30,293,308 | 29,179,106 | 29,492,974 | 29,492,974 |
| Net Cost | (5,197,991) | (6,919,288) | (2,000,000) | (2,000,000) | (2,000,000) |

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 2016-17:

Implemented new computer module to ensure compliance with Medicare reporting requirements and avoidance of associated potential fines.

2017-18 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR 2017-18:

- Implement system upgrade and module to ensure compliance with State reporting.
- The Recommended Budget includes a \$2.0 million over-collection from county departments which will be applied to retained earnings.

RECOMMENDED BUDGET RESERVE BALANCES FOR 2017-18:

This fund currently has a negative retained earnings balance. The 2017-18 Recommended Budget includes a \$2.0 million over-collection to be applied to retained earnings.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET | | | |
|--|--|---|-----------------|
| Budget Unit: 3900000 - Workers Compensation Insurance | | | |
| Operating Detail | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Operating Revenues | | | |
| Charges for Service | \$ 29,467,974 | \$ 29,467,974 | - |
| Total Operating Revenues | \$ 29,467,974 | \$ 29,467,974 | - |
| Operating Expenses | | | |
| Services & Supplies | \$ 27,304,834 | \$ 27,304,834 | - |
| Other Charges | 188,140 | 188,140 | - |
| Total Operating Expenses | \$ 27,492,974 | \$ 27,492,974 | - |
| Operating Income (Loss) | \$ 1,975,000 | \$ 1,975,000 | - |
| Non-Operating Revenues (Expenses) | | | |
| Other Revenues | \$ 25,000 | \$ 25,000 | - |
| Total Non-Operating Revenues (Expenses) | \$ 25,000 | \$ 25,000 | - |
| Income Before Capital Contributions and Transfers | \$ 2,000,000 | \$ 2,000,000 | - |
| Change In Net Assets | \$ 2,000,000 | \$ 2,000,000 | - |
| Net Assets - Beginning Balance | (77,866,682) | (77,866,682) | - |
| Equity and Other Account Adjustments | - | - | - |
| Net Assets - Ending Balance | \$ (75,866,682) | \$ (75,866,682) | - |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

SCHEDULE:

| State Controller Schedule County Budget Act January 2010 | | County of Sacramento Operation of Internal Service Fund Fiscal Year 2017-18 | | | Schedule 10 | |
|--|------------------------|---|------------------------|---|--|--|
| | | Fund Title Service Activity Budget Unit | | 039A - WORKERS COMPENSATION Workers' Compensation Insurance 3900000 | | |
| Operating Detail | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| Operating Revenues | | | | | | |
| Charges for Service | \$ 26,969,038 | \$ 30,043,939 | \$ 29,154,106 | \$ 29,467,974 | \$ 29,467,974 | |
| Intergovernmental Revenues | - | (186) | - | - | - | |
| Total Operating Revenues | \$ 26,969,038 | \$ 30,043,753 | \$ 29,154,106 | \$ 29,467,974 | \$ 29,467,974 | |
| Operating Expenses | | | | | | |
| Services & Supplies | \$ 21,662,614 | \$ 23,103,089 | \$ 26,909,238 | \$ 27,304,834 | \$ 27,304,834 | |
| Other Charges | 271,565 | 269,868 | 269,868 | 188,140 | 188,140 | |
| Depreciation | 2,126 | 1,063 | - | - | - | |
| Total Operating Expenses | \$ 21,936,305 | \$ 23,374,020 | \$ 27,179,106 | \$ 27,492,974 | \$ 27,492,974 | |
| Operating Income (Loss) | \$ 5,032,733 | \$ 6,669,733 | \$ 1,975,000 | \$ 1,975,000 | \$ 1,975,000 | |
| Non-Operating Revenues (Expenses) | | | | | | |
| Other Revenues | \$ 165,258 | \$ 249,555 | \$ 25,000 | \$ 25,000 | \$ 25,000 | |
| Total Non-Operating Revenues (Expenses) | \$ 165,258 | \$ 249,555 | \$ 25,000 | \$ 25,000 | \$ 25,000 | |
| Income Before Capital Contributions and Transfers | \$ 5,197,991 | \$ 6,919,288 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | |
| Change In Net Assets | \$ 5,197,991 | \$ 6,919,288 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | |
| Net Assets - Beginning Balance | (77,826,156) | (84,140,111) | (84,140,111) | (77,866,682) | (77,866,682) | |
| Equity and Other Account Adjustments | (11,511,946) | (645,859) | - | - | - | |
| Net Assets - Ending Balance | \$ (84,140,111) | \$ (77,866,682) | \$ (82,140,111) | \$ (75,866,682) | \$ (75,866,682) | |
| Revenues Tie To | | | | | SCH 1, COL 4 | |
| Expenses Tie To | | | | | SCH 1, COL 6 | |

2017-18 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

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

FUNDED

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

| | | | | | | | | | | | |
|------------|---|---|---|---|---|---|------------|---|------------|-----|---|
| 27,492,974 | 0 | 0 | 0 | 0 | 0 | 0 | 29,492,974 | 0 | -2,000,000 | 0.0 | 0 |
|------------|---|---|---|---|---|---|------------|---|------------|-----|---|

Program Type: Mandated

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

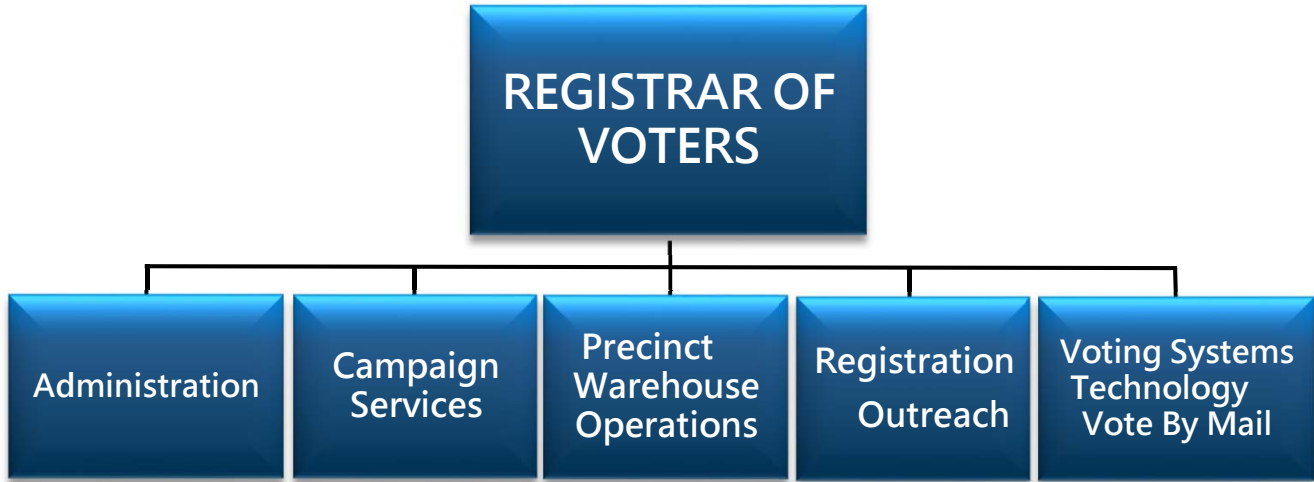
Strategic Objective: IS -- Internal Support

Program Description: Sacramento County is self-insured for all Workers' Compensation Insurance claims.

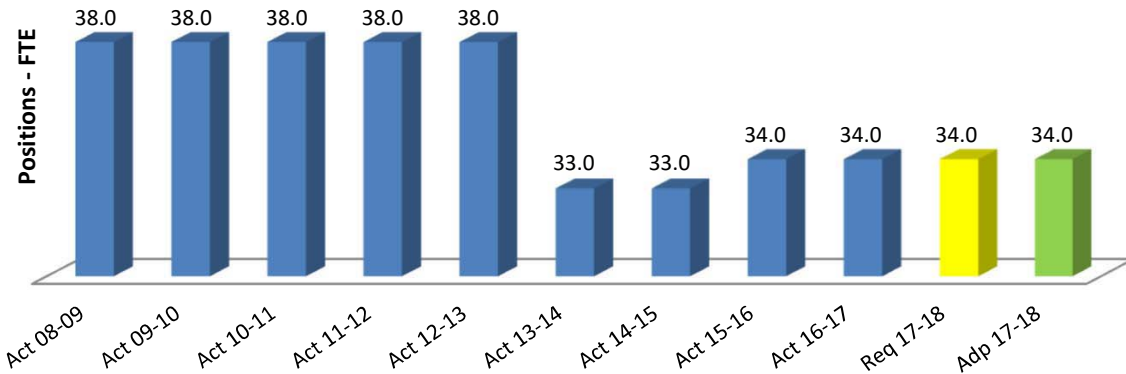
| | | | | | | | | | | | |
|---------------|------------|---|---|---|---|---|------------|---|------------|-----|---|
| FUNDED | 27,492,974 | 0 | 0 | 0 | 0 | 0 | 29,492,974 | 0 | -2,000,000 | 0.0 | 0 |
|---------------|------------|---|---|---|---|---|------------|---|------------|-----|---|

DEPARTMENTAL STRUCTURE

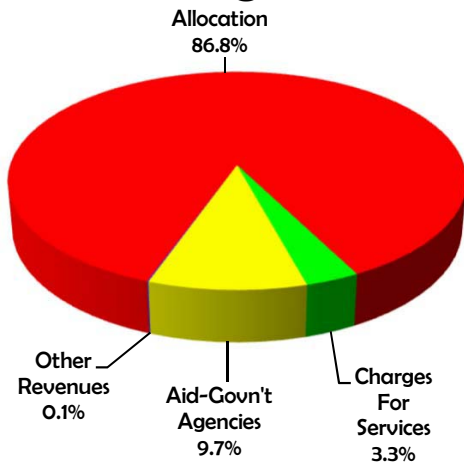
JILL LAVINE, REGISTRAR OF VOTERS



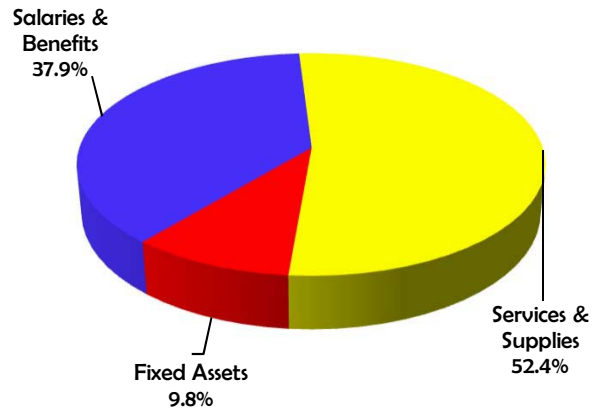
Staffing Trend



Financing Sources



Financing Uses



| Summary | | | | | |
|--------------------|----------------|----------------|-----------------|-------------------|---|
| Classification | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommend | 2017-18 Adopted by the Board of Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total Requirements | 8,769,116 | 10,075,149 | 10,384,082 | 11,539,530 | 11,539,530 |
| Total Financing | 1,015,276 | 3,271,182 | 2,767,827 | 1,519,686 | 1,519,686 |
| Net Cost | 7,753,840 | 6,803,967 | 7,616,255 | 10,019,844 | 10,019,844 |
| Positions | 34.0 | 34.0 | 34.0 | 34.0 | 34.0 |

PROGRAM DESCRIPTION:

- Registers voters and maintains voter files.
- Receives and files candidate nomination papers.
- Receives and certifies citizen-initiated petitions.
- Administers campaign disclosure laws.
- Administers elections for federal, state, school and special districts, municipal and internal county employee elections.

MISSION:

- To provide the opportunity and the means for participation in the election process.
- Be effective, efficient and responsive to customer needs through continuous improvement.
- Achieve open communication through teamwork and a spirit of goodwill.
- Support educational and training opportunities to produce quality work.
- Ensure legal requirements are met and applied consistently.
- Work together to pursue and achieve excellence.

GOALS:

- Acquire and install upgraded voting system equipment.
- Maintain compliance with all federal and state election laws.
- Continue voter education efforts to ensure a fully engaged electorate.
- Continue to prepare claims to the state for reimbursement of expenditures for mailing State Voter Information Guides and Voter Registrations.

SIGNIFICANT DEVELOPMENTS DURING 2016-17:

- VoteCal, the Statewide Voter Registration Database, became the official system of voter records providing one centralized voter registration database for use throughout the state.
- Revised departmental procedures for voter file maintenance in response to the State’s implementation of VoteCal, adding a layer of complexity as statewide records are maintained jointly by the State and the Department.
- Conditional Voter Registration (CVR) went into effect January 2017 allowing any eligible citizen to register and vote after the close of Registration and through Election Day for any Election.

SIGNIFICANT DEVELOPMENTS DURING 2016-17 (CONT.):

- All Candidates and Committees that receive contributions or make expenditures totaling more than the minimum allowed by law in a calendar year are now required to electronically file their Campaign Financial Disclosure Documents.
- For the November 2016 General Election: A record number of contests were placed on the ballot, leading to a three card ballot; over 71,000 vote-by-mail voters turned in their ballots using a ballot drop box; and more than 1,800 voters received their ballot at one of the four Voter Service Centers.
- Phase 1 of 3 of the Electronic Security System upgrade was completed, upgrading the Network Video Recorder from analog to digital imaging for the building which is monitored by the Sheriff's department.

2017-18 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR 2017-18:**

- SB450 passed and will be phased in beginning in 2018, allowing counties to implement Vote Centers and conduct all elections by mail.
- The New Motor Voter Act, AB 1461, will register every eligible citizen who goes to a Department of Motor Vehicles (DMV) office to get or renew a driver's license or register their vehicle, potentially adding more than 200,000 registrants for Sacramento County's voter file.
- Online pre-registration is now available for eligible 16 and 17 year olds by visiting registertovote.ca.gov. California youth who pre-register to vote will have their registration become active once they turn 18 years old.
- Will conduct the June 2018 Gubernatorial Election which will include six elected County Officials on the ballot. They consist of three Board of Supervisors, Sheriff, Assessor and District Attorney.
- Fully test the Conditional Voter Registration (CVR) process in the June 2018 Gubernatorial Primary, the first major election since CVR went into effect.

RECOMMENDED GROWTH FOR 2017-18:

- On-going recommended growth requests include:
 - Appropriations of \$1,100,000 offset by revenues of \$1,100,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FISCAL YEAR 2017-18 BUDGET RECOMMENDED FOR ADOPTION

| ADJUSTMENTS TO APPROVED RECOMMENDED 2017-18 BUDGET Budget Unit: 4410000 - Voter Registration And Elections | | | |
|---|---|--|------------------|
| Detail by Revenue Category and Expenditure Object | Approved Recommended Budget 2017-18 | Recommended For Adopted Budget 2017-18 | Variance |
| Intergovernmental Revenues | \$ 1,125,000 | \$ 1,125,000 | \$ - |
| Charges for Services | 384,686 | 384,686 | - |
| Miscellaneous Revenues | 10,000 | 10,000 | - |
| Total Revenue | \$ 1,519,686 | \$ 1,519,686 | \$ - |
| Salaries & Benefits | \$ 4,372,980 | \$ 4,372,980 | - |
| Services & Supplies | 5,528,674 | 5,528,674 | - |
| Equipment | 1,100,000 | 1,125,200 | 25,200 |
| Expenditure Transfer & Reimbursement | 512,676 | 512,676 | - |
| Total Expenditures/Appropriations | \$ 11,514,330 | \$ 11,539,530 | \$ 25,200 |
| Net Cost | \$ 9,994,644 | \$ 10,019,844 | \$ 25,200 |
| Positions | 34.0 | 34.0 | 0.0 |

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased by \$25,200.
- Appropriations have increased \$25,200 due to one-time growth request for security equipment.
- Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.

SCHEDULE:

| | | |
|---|--|-------------------|
| State Controller Schedule County Budget Act January 2010 | County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18 | Schedule 9 |
|---|--|-------------------|

Budget Unit **4410000 - Voter Registration And Elections**
 Function **GENERAL**
 Activity **Elections**
 Fund **001A - GENERAL**

| Detail by Revenue Category and Expenditure Object | 2015-16 Actual | 2016-17 Actual | 2016-17 Adopted | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|----------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Intergovernmental Revenues | \$ 125,107 | \$ 854,365 | \$ 652,347 | \$ 1,125,000 | \$ 1,125,000 |
| Charges for Services | 879,550 | 2,402,760 | 2,100,480 | 384,686 | 384,686 |
| Miscellaneous Revenues | 10,619 | 14,057 | 15,000 | 10,000 | 10,000 |
| Total Revenue | \$ 1,015,276 | \$ 3,271,182 | \$ 2,767,827 | \$ 1,519,686 | \$ 1,519,686 |
| Salaries & Benefits | \$ 3,646,319 | \$ 4,085,477 | \$ 4,345,937 | \$ 4,372,980 | \$ 4,372,980 |
| Services & Supplies | 4,587,656 | 5,490,779 | 5,537,393 | 5,528,674 | 5,528,674 |
| Equipment | 56,185 | 18,375 | 10,728 | 1,125,200 | 1,125,200 |
| Interfund Charges | 380,281 | 381,368 | 381,368 | 380,633 | 380,633 |
| Intrafund Charges | 98,675 | 99,150 | 108,656 | 132,043 | 132,043 |
| Total Expenditures/Appropriations | \$ 8,769,116 | \$ 10,075,149 | \$ 10,384,082 | \$ 11,539,530 | \$ 11,539,530 |
| Net Cost | \$ 7,753,840 | \$ 6,803,967 | \$ 7,616,255 | \$ 10,019,844 | \$ 10,019,844 |
| Positions | 34.0 | 34.0 | 34.0 | 34.0 | 34.0 |

2017-18 PROGRAM INFORMATION

BU: 4410000 Voter Registration And Elections

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

FUNDED

Program No. and Title: **001 Elections-Funded**

| | | | | | | | | | | | |
|------------|---|---|--------|---|---|---------|--------|---|-----------|------|---|
| 10,414,330 | 0 | 0 | 25,000 | 0 | 0 | 384,686 | 10,000 | 0 | 9,994,644 | 34.0 | 3 |
|------------|---|---|--------|---|---|---------|--------|---|-----------|------|---|

Program Type: Mandated
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: VRE provides each and every citizen 18 and older voting opportunities. The entire County benefits from this civic responsibility.

| | | | | | | | | | | | |
|---------------|---|---|--------|---|---|---------|--------|---|-----------|------|---|
| FUNDED | | | | | | | | | | | |
| 10,414,330 | 0 | 0 | 25,000 | 0 | 0 | 384,686 | 10,000 | 0 | 9,994,644 | 34.0 | 3 |

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

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

| | | | | | | | | | | | |
|-----------|---|---|-----------|---|---|---|---|---|---|-----|---|
| 1,100,000 | 0 | 0 | 1,100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0 |
|-----------|---|---|-----------|---|---|---|---|---|---|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: New Voting System Equipment - The County's existing voting equipment is over a decade old and has reached its end-of-life expectancy. A reliable voting system is an integral part of running an election. This request includes offsetting Help America Vote Act funds in the amount of \$1,100,000.

| | | | | | | | | | | | |
|--|---|---|-----------|---|---|---|---|---|---|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE) | | | | | | | | | | | |
| 1,100,000 | 0 | 0 | 1,100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0 |

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

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

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 25,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,200 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: Security Equipment - Installation of new cameras in the extracting and pitney bowes rooms, warehouse, loading dock areas, and at the ballot drop off box will increase election integrity and security.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|--------|-----|---|
| GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER) | | | | | | | | | | | |
| 25,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,200 | 0.0 | 0 |

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

GROWTH REQUEST NOT RECOMMENDED

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

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250,000 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: New Voting System Equipment - Outreach and education activities associated with a new voting system.

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

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 200,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200,500 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: Modular Furniture Replacement - A new office layout will support changes in workflow and functional needs of the different sections within the Department. Improved workflow will help safeguard the chain of custody of ballots, election materials and equipment. Adjustable, ergonomic furniture could also reduce the cost of workers compensation claims due to repetitive motion injuries.

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

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 67,574 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 67,574 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: Business/Conference Expenses (Out-of-Town Training) and Education/Training Services (In-Town Training) - The Election Center (TEC) recommended the County and Voter Registration and Elections (VRE) aggressively pursue training for staff at all levels in recommendations 36 and 66 of the VRE Operational Review presented to the Board of Supervisors on March 23, 2016.

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

| | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|
| 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0.0 | 0 |
|--------|---|---|---|---|---|---|---|---|--------|-----|---|

Program Type: Discretionary
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations
Strategic Objective: C2 --Promote opportunities for civic involvement
Program Description: Advertising - Advertising on television and mobile media will allow the Department to expand its message to all demographic markets. The younger voter population segment, the least actively engaged voters, are more often connected to information through their smartphone or tablet. Expanded mobile media will allow the Department to reach out to them more effectively.

GROWTH REQUEST NOT RECOMMENDED

| | | | | | | | | | | | |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|
| 558,074 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 558,074 | 0.0 | 0 |
|---------|---|---|---|---|---|---|---|---|---------|-----|---|