

# ADMINISTRATIVE SERVICES

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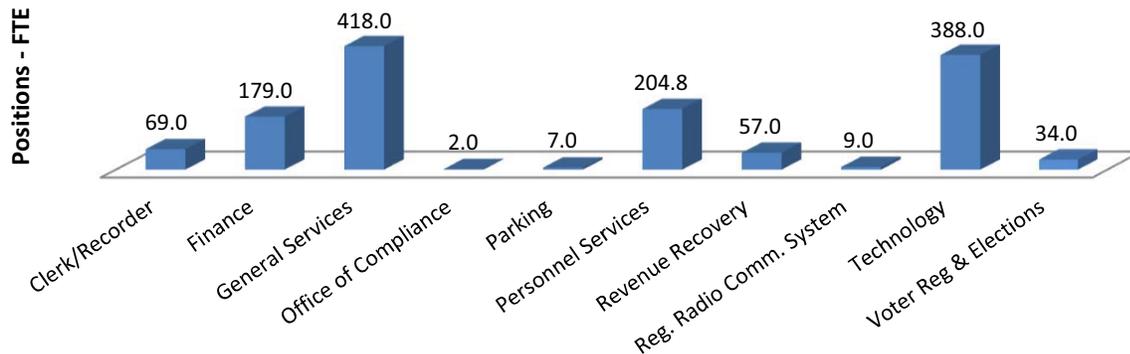
# INTRODUCTION

## ADMINISTRATIVE SERVICES

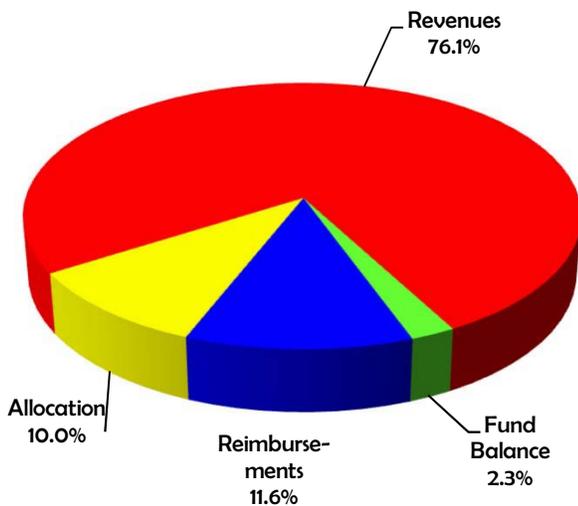
DAVID VILLANUEVA, DEPUTY COUNTY EXECUTIVE



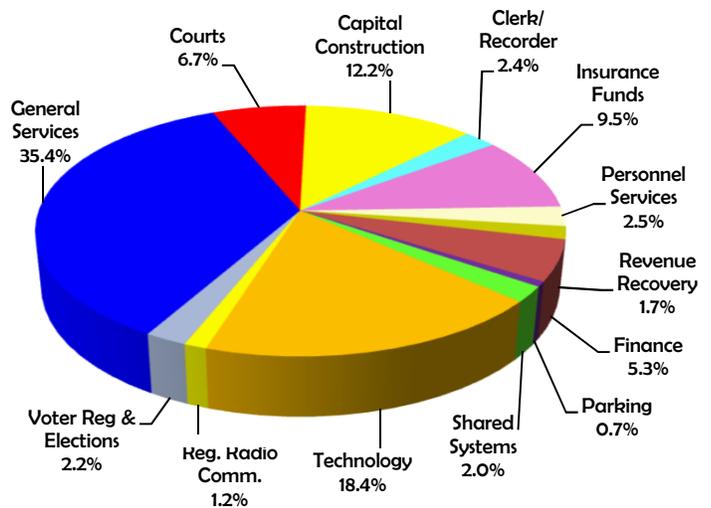
### Staffing Trend



### 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.

## INTRODUCTION

**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.

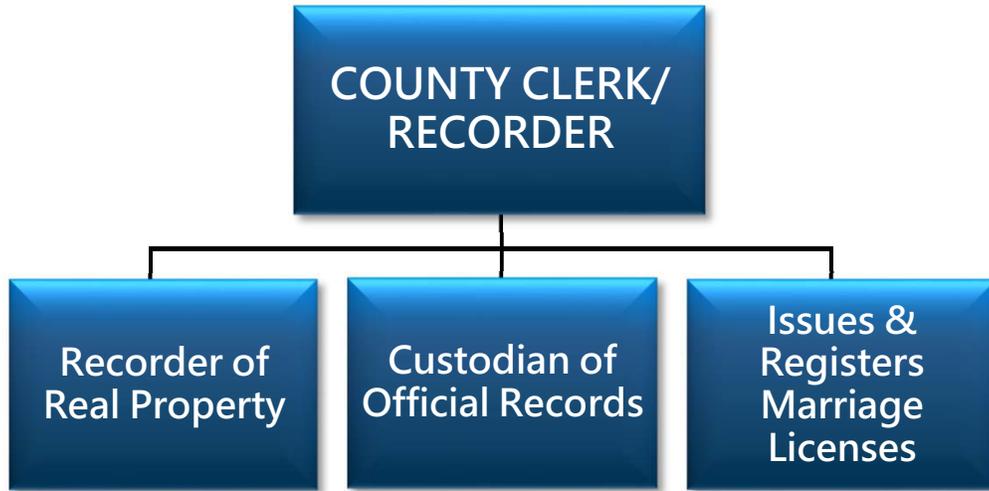
**Voter Registration and Elections** — This Department is responsible to register voters and maintain voter files, files candidate nomination papers, certifies citizen-initiated petitions; administers campaign disclosure laws; and administers elections for federal, state, school and special districts,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

# INTRODUCTION

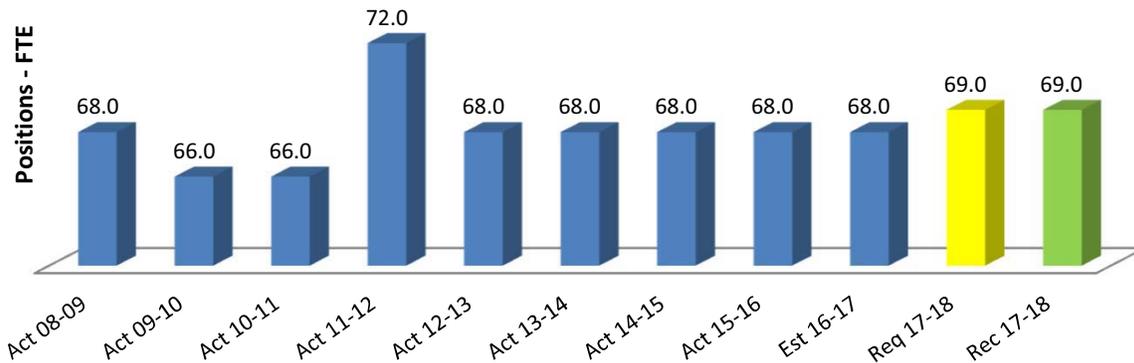
## Administrative Services Budget Units/Departments

Budget						
Fund	Unit No.	Departments/Budget Units	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	12,177,763	12,177,763	0	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	1,127,575	1,127,575	0	0.0
001A	5710000	Data Processing-Shared Systems	10,365,740	94,668	10,271,072	0.0
001A	3230000	Department of Finance	27,187,177	24,671,545	2,515,632	179.0
001A	6110000	Department of Revenue Recovery	8,538,949	8,538,949	0	57.0
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	11,514,330	1,519,686	9,994,644	34.0
<b>GENERAL FUND TOTAL</b>			<b>\$118,100,033</b>	<b>\$61,270,812</b>	<b>\$56,829,221</b>	<b>545.8</b>
<b>General Services</b>						
034A	2070000	Capital Outlay	18,420,226	5,848,195	12,572,031	0.0
035A	7007900	Architectural Services	3,041,476	2,966,476	75,000	14.0
035B	7007200	Construction Management & Inspection	0	0	0	0.0
035C	7110000	Office of the Director	1,912,606	1,762,606	150,000	27.0
035F	7007410	Alarm Services	1,658,623	1,658,623	0	6.0
035F	7007440	Building Maintenance & Operations-Airport	7,377,760	7,351,018	26,742	39.0
035F	7007420	Building Maintenance & Operations-Bradshaw	15,523,398	15,362,443	160,955	87.0
035F	7007430	Building Maintenance & Operations-Downtown	9,366,886	9,174,284	192,602	61.0
035F	7007046	Energy Management	9,730,648	9,480,648	250,000	1.0
035F	7450000	Security Services	2,764,184	2,754,184	10,000	25.0
035H	7007063	Contract and Purchasing Services	2,561,942	2,440,436	121,506	18.0
035J	7700000	Support Services	8,212,407	7,712,407	500,000	19.0
035K	7007030	Real Estate	46,281,868	46,001,513	280,355	25.0
035L	7007500	Light Fleet	23,027,456	23,000,436	27,020	26.0
035M	7007600	Heavy Equipment	24,185,822	24,130,400	55,422	70.0
036A	7080000	Capital Outlay	9,000,000	5,180,000	3,820,000	0.0
<b>TOTAL</b>			<b>\$183,065,302</b>	<b>\$164,823,669</b>	<b>\$18,241,633</b>	<b>418.0</b>
007A	3100000	Capital Construction	\$63,051,630	\$63,051,630	\$0	0.0
021D	2180000	Technology Cost Recovery Fee	1,490,964	1,490,964	0	0.0
031A	7600000	Department of Technology	95,059,091	95,059,091	0	388.0
037A	3910000	Liability/Property Insurance	20,056,490	21,056,490	-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	3,423,676	2,820,476	603,200	7.0
059A	7020000	Regional Radio Communications System	6,136,217	5,141,800	994,417	9.0
<b>TOTAL</b>			<b>\$218,267,722</b>	<b>\$219,670,105</b>	<b>-\$1,402,383</b>	<b>404.0</b>
<b>GRAND TOTAL</b>			<b>\$519,433,057</b>	<b>\$445,764,586</b>	<b>\$73,668,471</b>	<b>1,367.8</b>

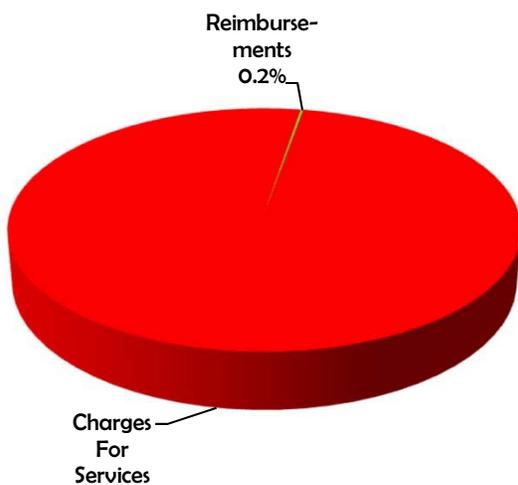
### DEPARTMENTAL STRUCTURE DONNA ALLRED, COUNTY CLERK/RECORDER



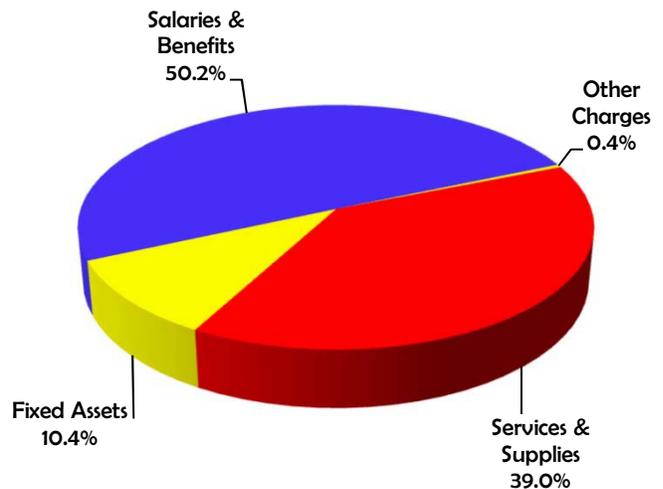
### Staffing Trend



### Financing Sources



### Financing Uses



Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	8,731,664	9,115,744	12,974,133	12,177,763	12,177,763
Total Financing	8,731,662	9,115,744	12,974,133	12,177,763	12,177,763
Net Cost	2	-	-	-	-
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.
- Complete historical map restoration.

**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.

**SIGNIFICANT CHANGES FOR 2017-18:**

Implement the remainder of the integrated system which includes:

- The 2nd phase of the project of data conversion and migration of the indexing database of official records; replacement of the indexing and imaging systems, public search.
- 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 the fiscal year:

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

- The following positions are recommended for addition as part of the Fiscal Year 2017-18 Recommended Budget

Chief Deputy Clerk/Recorder .....	<u>1.0</u>
<b>Total</b>	<b>1.0</b>

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **3240000 - County Clerk/Recorder**  
 Function            **PUBLIC PROTECTION**  
 Activity              **Other Protection**  
 Fund                  **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Charges for Services	\$ 8,730,139	\$ 9,115,744	\$ 12,974,133	\$ 12,177,763	\$ 12,177,763
Miscellaneous Revenues	1,523	-	-	-	-
<b>Total Revenue</b>	<b>\$ 8,731,662</b>	<b>\$ 9,115,744</b>	<b>\$ 12,974,133</b>	<b>\$ 12,177,763</b>	<b>\$ 12,177,763</b>
Salaries & Benefits	\$ 5,209,053	\$ 5,463,279	\$ 5,845,729	\$ 6,128,619	\$ 6,128,619
Services & Supplies	3,160,751	3,047,680	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	267,000	2,000,000	1,007,588	1,007,588
Intrafund Charges	209,385	234,887	234,887	312,454	312,454
Intrafund Reimb	(19,624)	(20,000)	(20,000)	(20,000)	(20,000)
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,731,664</b>	<b>\$ 9,115,744</b>	<b>\$ 12,974,133</b>	<b>\$ 12,177,763</b>	<b>\$ 12,177,763</b>
<b>Net Cost</b>	<b>\$ 2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Positions</b>	<b>68.0</b>	<b>68.0</b>	<b>68.0</b>	<b>69.0</b>	<b>69.0</b>

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
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**FUNDED**

Program No. and Title: 001 Clerk

1,129,012	-1,875	0	0	0	0	1,127,137	0	0	0	6.0	0
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Program Type: Mandated

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

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

Program Description: Clerk responsibilities include: issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; 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	10,895,655	0	0	0	62.0	0
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Program Type: Mandated

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

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

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

<b>FUNDED</b>											
12,042,792	-20,000	0	0	0	0	12,022,792	0	0	0	68.0	0

**GROWTH REQUEST RECOMMENDED**

Program No. and Title: 002 Recorder

154,971	0	0	0	0	0	154,971	0	0	0	1.0	0
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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.

<b>GROWTH REQUEST RECOMMENDED</b>											
154,971	0	0	0	0	0	154,971	0	0	0	1.0	0

**Summary**

<b>Classification</b>	<b>2015-16 Actual</b>	<b>2016-17 Estimated</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommend</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Total Requirements	24,746,732	24,746,732	24,761,756	24,761,756	24,761,756
Total Financing	-	-	-	-	-
<b>Net Cost</b>	<b>24,746,732</b>	<b>24,746,732</b>	<b>24,761,756</b>	<b>24,761,756</b>	<b>24,761,756</b>

**PROGRAM DESCRIPTION:**

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

**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:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Other Charges	\$ 24,746,732	\$ 24,746,732	\$ 24,761,756	\$ 24,761,756	\$ 24,761,756
<b>Total Expenditures/Appropriations</b>	<b>\$ 24,746,732</b>	<b>\$ 24,746,732</b>	<b>\$ 24,761,756</b>	<b>\$ 24,761,756</b>	<b>\$ 24,761,756</b>
<b>Net Cost</b>	<b>\$ 24,746,732</b>	<b>\$ 24,746,732</b>	<b>\$ 24,761,756</b>	<b>\$ 24,761,756</b>	<b>\$ 24,761,756</b>

**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
<b>FUNDED</b>												
<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>												

<b>FUNDED</b>	24,761,756	0	0	0	0	0	0	0	0	24,761,756	0.0	0
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Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	8,708,879	8,836,808	8,836,808	8,843,233	8,843,233
Total Financing	-	-	-	-	-
Net Cost	8,708,879	8,836,808	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.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Services & Supplies	\$ 1,021,549	\$ 1,145,390	\$ 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)	(1,300,000)	(1,300,000)	(1,300,000)	(1,300,000)
Intrafund Charges	659,825	659,825	659,825	660,023	660,023
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,708,879</b>	<b>\$ 8,836,808</b>	<b>\$ 8,836,808</b>	<b>\$ 8,843,233</b>	<b>\$ 8,843,233</b>
<b>Net Cost</b>	<b>\$ 8,708,879</b>	<b>\$ 8,836,808</b>	<b>\$ 8,836,808</b>	<b>\$ 8,843,233</b>	<b>\$ 8,843,233</b>

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
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 Law and Justice</u></b>											
	9,179,130	-1,300,000	0	0	0	0	0	0	0	7,879,130	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO -- Financial Obligation											
<b>Program Description:</b>	Program provides for the cost of facilities for trial courts.											
<b>Program No. and Title:</b>	<b><u>002 Enhanced Collections</u></b>											
	242,929	0	0	0	0	0	0	0	0	242,929	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO -- Financial Obligation											
<b>Program Description:</b>	Program provides for collections by the Department of Revenue Recovery on delinquent court fines and miscellaneous revenue.											
<b>Program No. and Title:</b>	<b><u>003 Psychiatric Evaluations</u></b>											
	61,349	0	0	0	0	0	0	0	0	61,349	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	CJ -- Ensure a fair and just criminal justice system											
<b>Program Description:</b>	Program provides for psychiatric evaluation of detained juveniles.											
<b>Program No. and Title:</b>	<b><u>004 Traffic Prosecution</u></b>											
	659,825	0	0	0	0	0	0	0	0	659,825	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	2 -- Discretionary Law-Enforcement											
<b>Strategic Objective:</b>	CJ -- Ensure a fair and just criminal justice system											
<b>Program Description:</b>	Program facilitates early resolution of cases in Traffic Court.											
<b>FUNDED</b>												
	10,143,233	-1,300,000	0	0	0	0	0	0	0	8,843,233	0.0	0

**Summary**

<b>Classification</b>	<b>2015-16 Actual</b>	<b>2016-17 Estimated</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommend</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Total Requirements	1,178,738	1,388,414	1,088,414	1,127,575	1,127,575
Total Financing	1,178,738	1,388,414	1,088,414	1,127,575	1,127,575
Net Cost	-	-	-	-	-

**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.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Miscellaneous Revenues	\$ 1,178,738	\$ 1,388,414	\$ 1,088,414	\$ 1,127,575	\$ 1,127,575
<b>Total Revenue</b>	<b>\$ 1,178,738</b>	<b>\$ 1,388,414</b>	<b>\$ 1,088,414</b>	<b>\$ 1,127,575</b>	<b>\$ 1,127,575</b>
Services & Supplies	\$ 969,056	\$ 1,150,792	\$ 850,792	\$ 876,119	\$ 876,119
Intrafund Charges	209,682	237,622	237,622	251,456	251,456
<b>Total Expenditures/Appropriations</b>	<b>\$ 1,178,738</b>	<b>\$ 1,388,414</b>	<b>\$ 1,088,414</b>	<b>\$ 1,127,575</b>	<b>\$ 1,127,575</b>
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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
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**FUNDED**

*Program No. and Title:* **001 Court Paid Services**

1,127,575	0	0	0	0	0	0	1,127,575	0	0	0.0	0
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*Program Type:* Self-Supporting

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

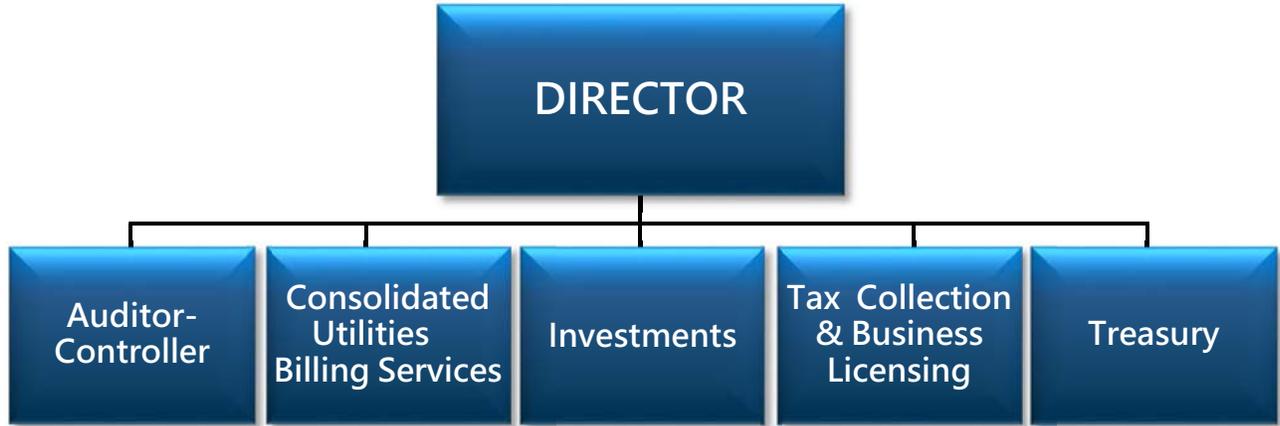
*Strategic Objective:* IS -- Internal Support

*Program Description:* County provided services paid by Superior Court

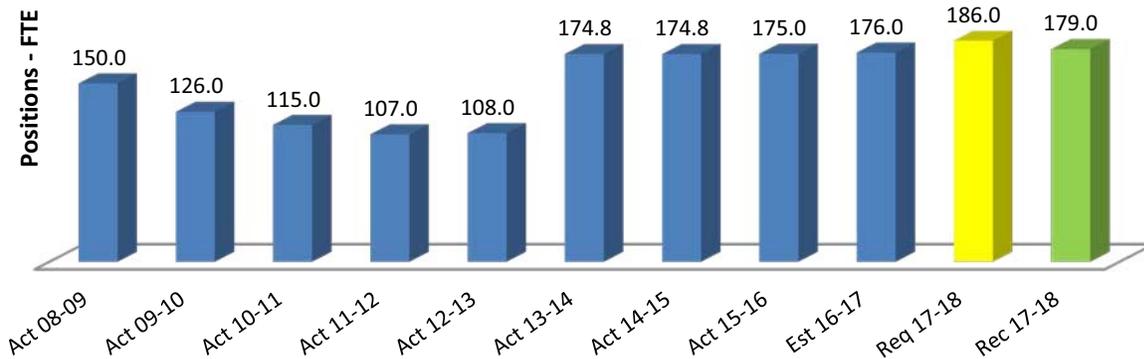
<b>FUNDED</b>	1,127,575	0	0	0	0	0	1,127,575	0	0	0.0	0
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**DEPARTMENTAL STRUCTURE**

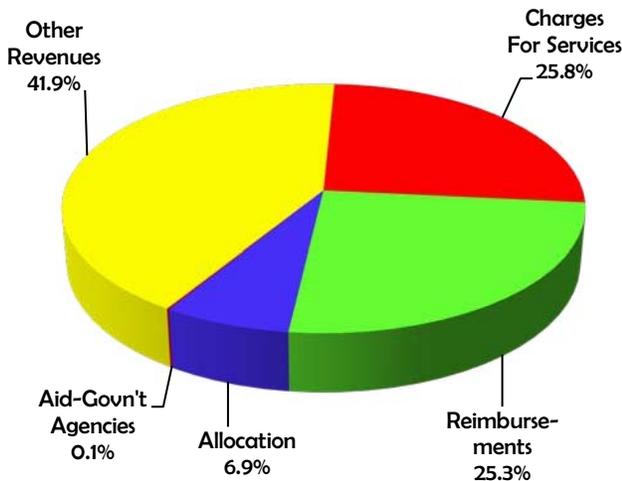
**BEN LAMERA, DIRECTOR**



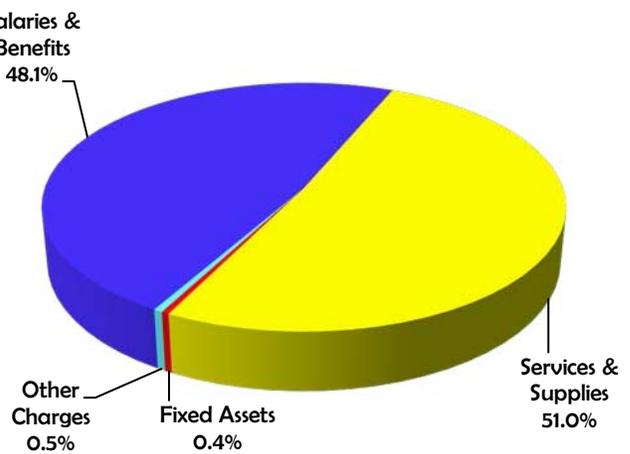
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	24,507,144	26,669,695	27,877,013	27,782,150	27,187,177
Total Financing	23,640,880	24,074,447	24,694,867	24,875,829	24,671,545
Net Cost	866,264	2,595,248	3,182,146	2,906,321	2,515,632
Positions	175.0	176.0	176.0	186.0	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.

**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 the fiscal year:

Administrative Services Officer 3.....	-1.0	
Senior Administrative Analyst Range B.....	<u>1.0</u>	
<b>Total</b>		<b>0.0</b>
  
- The following positions are recommended for addition as part of the Fiscal Year 2017-18 Recommended Budget:

Account Clerk Level 2 .....	2.0	
Accounting Technician.....	1.0	
Secretary.....	<u>1.0</u>	
<b>Total</b>		<b>4.0</b>
  
- The following positions are recommended for deletion as part of the Fiscal Year 2017-18 Recommended Budget:

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

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **3230000 - Department Of Finance**  
 Function            **GENERAL**  
 Activity              **Finance**  
 Fund                  **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,425,340	\$ 2,626,647	\$ 2,657,661	\$ 2,630,939	\$ 2,630,939
Fines, Forfeitures & Penalties	7,518,361	6,770,933	6,790,429	7,414,214	7,414,214
Intergovernmental Revenues	55,023	44,628	44,628	45,220	45,220
Charges for Services	7,691,252	8,245,263	8,731,802	9,495,334	9,379,869
Miscellaneous Revenues	5,950,904	6,386,976	6,470,347	5,290,122	5,201,303
<b>Total Revenue</b>	<b>\$ 23,640,880</b>	<b>\$ 24,074,447</b>	<b>\$ 24,694,867</b>	<b>\$ 24,875,829</b>	<b>\$ 24,671,545</b>
Salaries & Benefits	\$ 15,865,408	\$ 16,346,546	\$ 17,225,885	\$ 18,073,264	\$ 17,495,891
Services & Supplies	9,307,918	10,631,876	10,882,563	10,667,861	10,650,261
Other Charges	70,211	100,000	178,200	178,200	178,200
Equipment	29,617	-	150,000	150,000	150,000
Interfund Reimb	(720)	-	-	-	-
Intrafund Charges	2,016,913	2,778,183	2,695,710	7,926,408	7,926,408
Intrafund Reimb	(2,782,203)	(3,186,910)	(3,255,345)	(9,213,583)	(9,213,583)
<b>Total Expenditures/Appropriations</b>	<b>\$ 24,507,144</b>	<b>\$ 26,669,695</b>	<b>\$ 27,877,013</b>	<b>\$ 27,782,150</b>	<b>\$ 27,187,177</b>
<b>Net Cost</b>	<b>\$ 866,264</b>	<b>\$ 2,595,248</b>	<b>\$ 3,182,146</b>	<b>\$ 2,906,321</b>	<b>\$ 2,515,632</b>
<b>Positions</b>	<b>175.0</b>	<b>176.0</b>	<b>176.0</b>	<b>186.0</b>	<b>179.0</b>

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
<b>FUNDED</b>												
<b>Program No. and Title:</b>	<b><u>001 Administration</u></b>											
	4,762,634	-4,762,634	0	0	0	0	0	0	0	0	6.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.											
<b>Program No. and Title:</b>	<b><u>002 Pool</u></b>											
	3,983,997	-766,057	0	0	0	0	0	3,217,940	0	0	23.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Receives and keeps safely all monies in Treasury; serves as Treasurer for other governmental agencies and districts; and invests/reinvests funds.											
<b>Program No. and Title:</b>	<b><u>003 Fiscal Agent</u></b>											
	675,886	-13,500	0	0	0	0	0	662,386	0	0	2.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Manages \$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.											
<b>Program No. and Title:</b>	<b><u>004 Reclamation</u></b>											
	138,931	0	0	0	0	0	0	138,931	0	0	1.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Per Water Code Section 50660, the Treasurer program collects and distributes in excess of \$1 million annually to 19 districts.											
<b>Program No. and Title:</b>	<b><u>005 Tax Collection</u></b>											
	4,081,516	-270,025	0	0	0	0	0	2,974,864	0	836,627	22.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO --Financial Obligation											
<b>Program Description:</b>	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
<b>Program No. and Title: 006 Business Licenses</b>												
	2,650,215	0	0	0	0	0	2,646,939	0	0	3,276	11.0	2
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 4 -- Sustainable and Livable Communities												
<i>Strategic Objective:</i> C1 --Develop and sustain livable and attractive neighborhoods and communities												
<i>Program Description:</i> Licenses businesses operating in the unincorporated area; files Fictitious Business Names; collects and monitors Transient Occupancy and Utility User Taxes.												
<b>Program No. and Title: 007 System Controls and Reconciliation</b>												
	890,891	-62,812	0	0	0	0	0	519,682	0	308,397	6.0	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS --Internal Support												
<i>Program Description:</i> Maintains County's financial system. Conducts system reconciliations; maintains cash and appropriation controls and system security to protect integrity of data.												
<b>Program No. and Title: 008 Payroll Services</b>												
	1,296,794	-763,799	0	0	0	0	0	412,727	0	120,268	8.5	0
<i>Program Type:</i> Mandated												
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations												
<i>Strategic Objective:</i> IS --Internal Support												
<i>Program Description:</i> Calculates, records and reconciles wages, retiree benefits, deductions, and net pay; ensures compliance with laws and regulations, and payment of deductions and net pays.												
<b>Program No. and Title: 009 Audits</b>												
	1,344,402	-1,197,268	0	0	0	0	0	147,134	0	0	9.5	0
<i>Program Type:</i> Self-Supporting												
<i>Countywide Priority:</i> 5 -- General Government												
<i>Strategic Objective:</i> IS --Internal Support												
<i>Program Description:</i> Conducts internal audits to ensure codes and regulations are followed.												
<b>Program No. and Title: 010 Payment Services</b>												
	1,555,051	-462,316	0	0	0	0	0	1,029,991	0	62,744	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> 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
<b>Program No. and Title: 011 Accounting Reporting and Control</b>												
	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.												
<b>Program No. and Title: 012 Tax Accounting</b>												
	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.												
<b>Program No. and Title: 013 Fiscal Services</b>												
	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.												
<b>Program No. and Title: 014 Consolidated Utilities Billing &amp; Service</b>												
	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).												
<b>FUNDED</b>												
	36,209,198	-9,112,055	0	0	0	0	10,061,155	14,520,356	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
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**GROWTH REQUEST RECOMMENDED**

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

191,562	-101,528	0	0	0	0	0	90,034	0	0	3.0	0
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*Program Type:* Mandated

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

*Strategic Objective:* IS --Internal Support

*Program Description:* 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**

191,562	-101,528	0	0	0	0	0	90,034	0	0	3.0	0
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**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
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*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
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*Program Type:* Mandated

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

*Strategic Objective:* IS --Internal Support

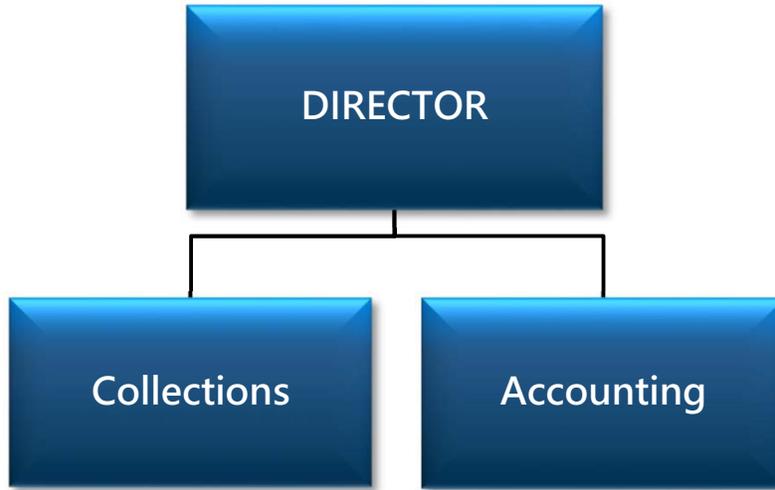
*Program Description:* Request for 1.0 FTE Sr. Accountant, 2.0 FTE Accountant, and 1.0 FTE Admin Svcs Officer 1 to focus on producing the CAFR, providing appropriate administrative support, and performing system control and reconciliation activities.

**GROWTH REQUEST NOT RECOMMENDED**

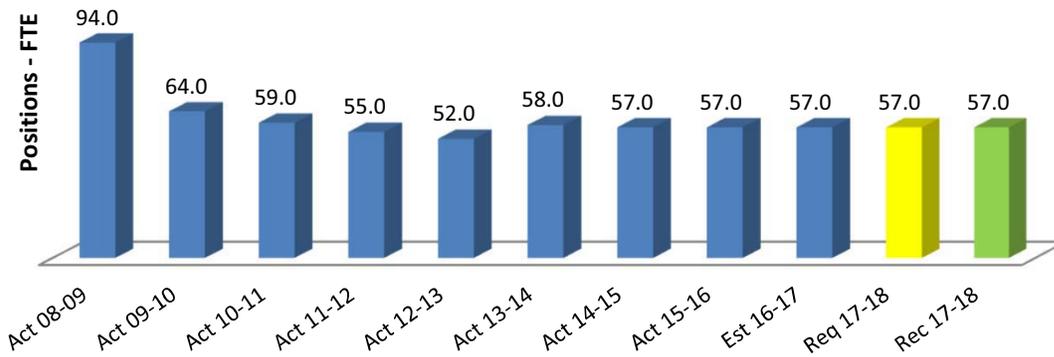
594,973	0	0	0	0	0	0	204,284	0	390,689	7.0	0
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**DEPARTMENTAL STRUCTURE**

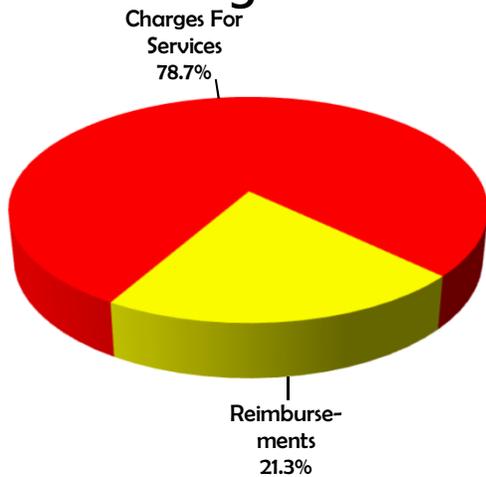
**CONNIE AHMED, DIRECTOR**



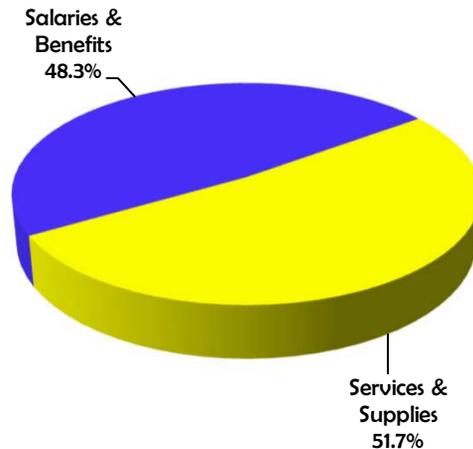
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	8,151,007	8,118,635	8,401,645	8,538,949	8,538,949
Total Financing	8,172,584	8,118,635	8,401,645	8,538,949	8,538,949
Net Cost	(21,577)	-	-	-	-
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.

**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 2.0 FTE positions were deleted by Salary Resolution Amendment during Fiscal Year 2016-17:

Collections Services Agent Level 2.....	1.0
Administrative Services Officer I .....	<u>1.0</u>
<b>Total</b>	<b>2.0</b>

- The following 2.0 FTE positions were added by Salary Resolution Amendment during Fiscal Year 2016-17:

Senior Office Specialist .....	<u>2.0</u>
<b>Total</b>	<b>2.0</b>

**STAFFING LEVEL CHANGES FOR 2017-18 (CONT.):**

- The following 2.0 FTE positions are recommended for addition as part of the Fiscal Year 2017-18 Recommended Budget:

Clerical Supervisor 2 .....	1.0
Office Specialist Level 2 .....	<u>1.0</u>
<b>Total</b>	<b>2.0</b>

- The following 2.0 FTE positions are recommended for deletion as part of the Fiscal Year 2017-18 Recommended Budget:

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

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **6110000 - Department Of Revenue Recovery**  
 Function            **GENERAL**  
 Activity              **Other General**  
 Fund                  **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Charges for Services	\$ 8,169,017	\$ 8,112,437	\$ 8,401,645	\$ 8,538,949	\$ 8,538,949
Miscellaneous Revenues	3,567	6,198	-	-	-
<b>Total Revenue</b>	<b>\$ 8,172,584</b>	<b>\$ 8,118,635</b>	<b>\$ 8,401,645</b>	<b>\$ 8,538,949</b>	<b>\$ 8,538,949</b>
Salaries & Benefits	\$ 4,734,421	\$ 4,677,099	\$ 5,141,338	\$ 5,245,469	\$ 5,245,469
Services & Supplies	4,199,162	4,765,510	4,955,793	4,916,789	4,916,789
Other Charges	153,349	-	-	-	-
Intrafund Charges	603,331	634,892	579,514	689,431	689,431
Intrafund Reimb	(1,539,256)	(1,958,866)	(2,275,000)	(2,312,740)	(2,312,740)
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,151,007</b>	<b>\$ 8,118,635</b>	<b>\$ 8,401,645</b>	<b>\$ 8,538,949</b>	<b>\$ 8,538,949</b>
<b>Net Cost</b>	<b>\$ (21,577)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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
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**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
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*Program Type:* Self-Supporting

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

*Strategic Objective:* IS -- Internal Support

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

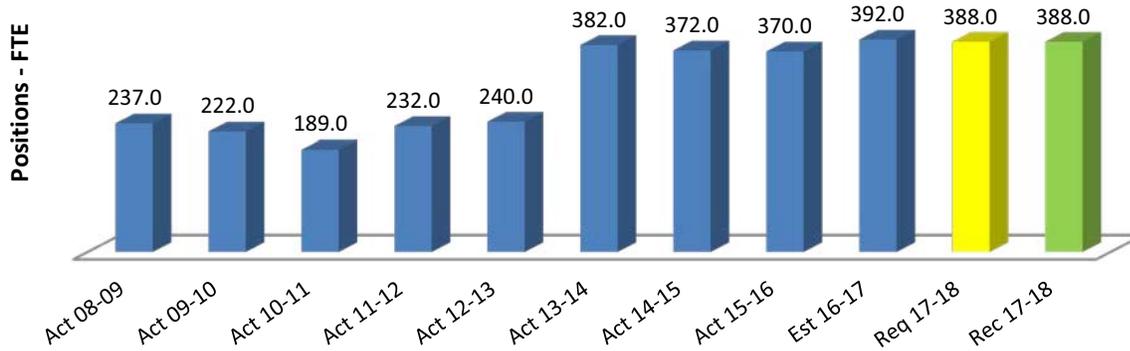
**FUNDED**

10,851,689	-2,312,740	0	0	0	0	0	8,538,949	0	0	57.0	0
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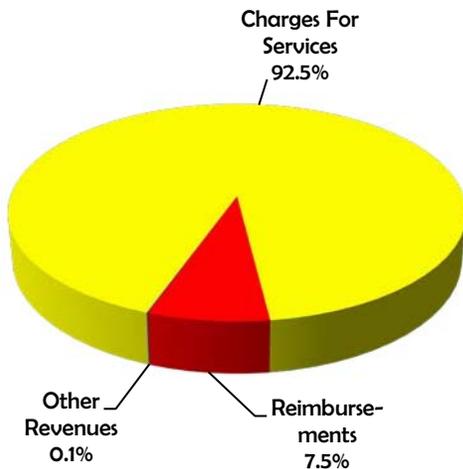
**DEPARTMENTAL STRUCTURE**  
**RAMI ZAKARIA, CHIEF INFORMATION OFFICER**



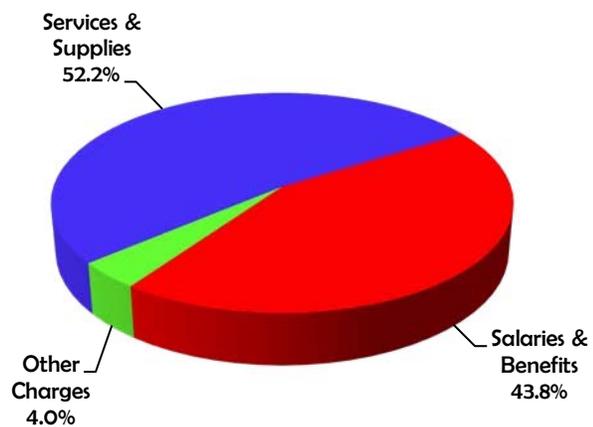
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	78,601,675	85,108,972	86,382,660	96,631,491	95,059,091
Total Financing	79,333,813	85,064,295	86,382,660	96,631,491	95,059,091
Net Cost	(732,138)	44,677	-	-	-
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 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.

**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 DHA
- 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 workflow 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.
- 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 the 2016-17 fiscal year:

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>
<b>Total</b>	<b>20.0</b>

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

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

- The following positions are recommended for deletion as part of the Fiscal Year 2017-18 Recommended 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>
<b>Total</b>	<b>-7.0</b>

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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 79,240,760	\$ 84,981,153	\$ 86,257,167	\$ 96,564,995	\$ 94,992,595	
<b>Total Operating Revenues</b>	<b>\$ 79,240,760</b>	<b>\$ 84,981,153</b>	<b>\$ 86,257,167</b>	<b>\$ 96,564,995</b>	<b>\$ 94,992,595</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 46,736,152	\$ 49,191,201	\$ 50,085,576	\$ 53,658,050	\$ 53,658,050	
Services & Supplies	25,325,527	28,642,667	28,768,824	35,156,528	33,584,128	
Other Charges	1,098,890	1,173,914	1,235,240	1,189,615	1,189,615	
Depreciation	1,712,774	2,382,163	2,583,325	2,918,060	2,918,060	
<b>Total Operating Expenses</b>	<b>\$ 74,873,343</b>	<b>\$ 81,389,945</b>	<b>\$ 82,672,965</b>	<b>\$ 92,922,253</b>	<b>\$ 91,349,853</b>	
<b>Operating Income (Loss)</b>	<b>\$ 4,367,417</b>	<b>\$ 3,591,208</b>	<b>\$ 3,584,202</b>	<b>\$ 3,642,742</b>	<b>\$ 3,642,742</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 91,605	\$ 83,142	\$ 125,493	\$ 66,496	\$ 66,496	
Gain/Sale/Property	1,448	-	-	-	-	
Loss/Disposition-Asset	(3,667)	-	-	-	-	
Debt Retirement	(3,724,666)	(3,709,696)	(3,709,696)	(3,709,238)	(3,709,238)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (3,635,280)</b>	<b>\$ (3,626,554)</b>	<b>\$ (3,584,203)</b>	<b>\$ (3,642,742)</b>	<b>\$ (3,642,742)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 732,137</b>	<b>\$ (35,346)</b>	<b>\$ (1)</b>	<b>\$ -</b>	<b>\$ -</b>	
Intrafund Charges	5,135,454	6,009,015	6,132,936	7,685,624	7,685,624	
Intrafund Reimb	(5,135,455)	(5,999,684)	(6,132,937)	(7,685,624)	(7,685,624)	
<b>Change In Net Assets</b>	<b>\$ 732,138</b>	<b>\$ (44,677)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Net Assets - Beginning Balance	7,987,761	8,775,242	8,775,242	8,730,565	8,730,565	
Equity and Other Account Adjustments	55,343	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 8,775,242</b>	<b>\$ 8,730,565</b>	<b>\$ 8,775,242</b>	<b>\$ 8,730,565</b>	<b>\$ 8,730,565</b>	
<b>Positions</b>	<b>370.0</b>	<b>392.0</b>	<b>372.0</b>	<b>388.0</b>	<b>388.0</b>	
<hr/>						
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

**BU: 760000 Department of Technology**

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<i>Program No. and Title: 001 Application Support</i>												
	32,229,812	-2,877,229	0	0	0	0	29,352,583	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												
<i>Program No. and Title: 002 Equipment Support</i>												
	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.												
<i>Program No. and Title: 003 County Data Center</i>												
	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												
<i>Program No. and Title: 004 COMPASS</i>												
	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)												
<i>Program No. and Title: 005 Communication Networks</i>												
	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
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**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
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**Program Type:** Self-Supporting

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

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

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

**FUNDED**

102,334,353	-7,685,622	0	0	0	0	94,648,731	0	0	0	387.0	1
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**GROWTH REQUEST RECOMMENDED**

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

410,360	0	0	0	0	0	410,360	0	0	0	1.0	0
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**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**

410,360	0	0	0	0	0	410,360	0	0	0	1.0	0
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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

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 GHB, 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

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

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>001</u>    <u>Application Support</u></b>											
	25,200	0	0	0	0	0	25,200	0	0	0	0.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	AgendaNet BOS meeting Support: @ \$105/hr AgendaNet BOS meeting Support - 240 hours											
<hr/>												
<b>Program No. and Title:</b>	<b><u>001</u>    <u>Application Support</u></b>											
	25,000	0	0	0	0	0	25,000	0	0	0	0.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	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/>												
<b>Program No. and Title:</b>	<b><u>001</u>    <u>Application Support</u></b>											
	18,700	0	0	0	0	0	18,700	0	0	0	0.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	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.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>004</u>    <u>COMPASS</u></b>											
	275,000	0	0	0	0	0	275,000	0	0	0	0.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	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/>												
<b><u>GROWTH REQUEST NOT RECOMMENDED</u></b>												
	1,572,400	0	0	0	0	0	1,572,400	0	0	0	0.0	0

Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	8,907,734	9,696,474	9,716,945	10,783,140	10,365,740
Total Financing	106,821	92,304	94,668	94,668	94,668
Net Cost	8,800,913	9,604,170	9,622,277	10,688,472	10,271,072

**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.

**SIGNIFICANT CHANGES FOR 2017-18:**

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

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit     **5710000 - Data Processing-Shared Systems**  
 Function       **GENERAL**  
 Activity        **Other General**  
 Fund            **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Charges for Services	\$ 106,731	\$ 92,304	\$ 94,668	\$ 94,668	\$ 94,668
Miscellaneous Revenues	90	-	-	-	-
<b>Total Revenue</b>	<b>\$ 106,821</b>	<b>\$ 92,304</b>	<b>\$ 94,668</b>	<b>\$ 94,668</b>	<b>\$ 94,668</b>
Services & Supplies	\$ 8,633,708	\$ 9,374,588	\$ 9,395,059	\$ 10,387,154	\$ 9,969,754
Intrafund Charges	274,026	321,886	321,886	395,986	395,986
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,907,734</b>	<b>\$ 9,696,474</b>	<b>\$ 9,716,945</b>	<b>\$ 10,783,140</b>	<b>\$ 10,365,740</b>
<b>Net Cost</b>	<b>\$ 8,800,913</b>	<b>\$ 9,604,170</b>	<b>\$ 9,622,277</b>	<b>\$ 10,688,472</b>	<b>\$ 10,271,072</b>

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

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
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*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
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*Program Type:* Discretionary

*Countywide Priority:* 5 -- General Government

*Strategic Objective:* IS --Internal Support

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

<b>FUNDED</b>	10,365,740	0	0	0	0	94,668	0	0	10,271,072	0.0	0
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Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
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**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
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**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
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**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
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**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
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**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

**Program No. and Title:** 005    Other Shared Applications

18,700	0	0	0	0	0	0	0	0	18,700	0.0	0
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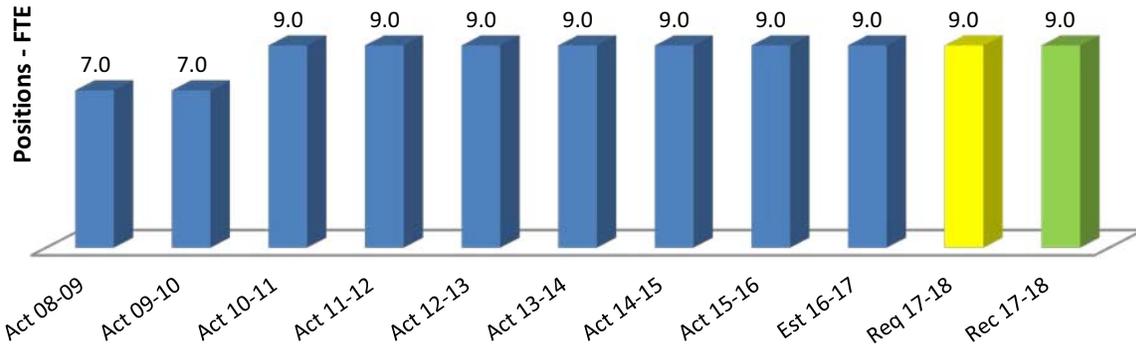
**Program Type:** Discretionary  
**Countywide Priority:** 5 -- General Government  
**Strategic Objective:** IS --Internal Support  
**Program Description:** Open Data Initiative Applications (170 hours = \$18,700) This task was budgeted at 80 hours over 3 years ago. In that time, the number of data 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.

<b>GROWTH REQUEST NOT RECOMMENDED</b>											
417,400	0	0	0	0	0	0	0	0	417,400	0.0	0

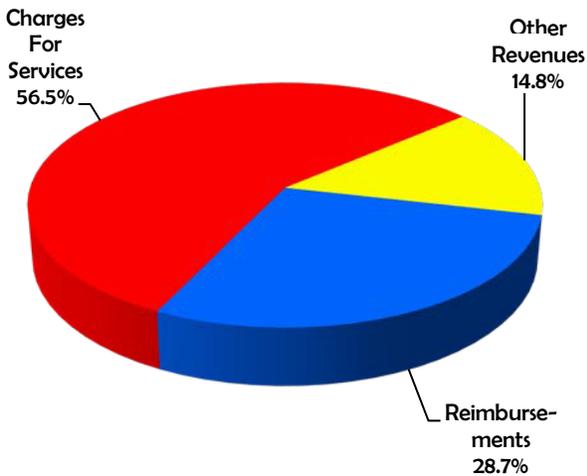
**DEPARTMENTAL STRUCTURE**  
**RAMI ZAKARIA, CHIEF INFORMATION OFFICER**



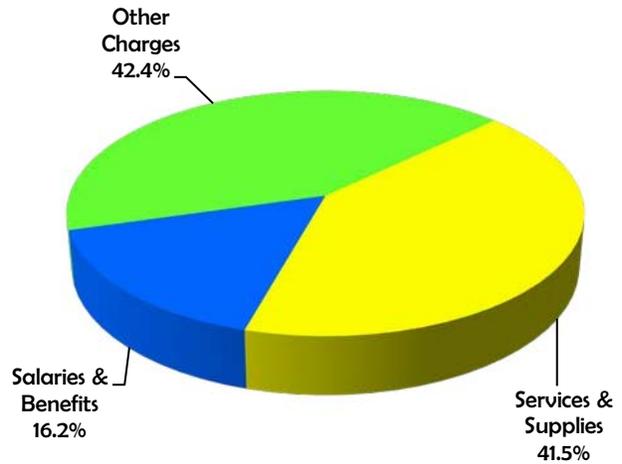
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	5,275,959	4,758,075	6,207,735	6,160,917	6,136,217
Total Financing	5,692,899	5,035,073	5,399,780	5,166,500	5,141,800
Net Cost	(416,940)	(276,998)	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:**

Upgraded the Folsom radio site to P25

**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 is recommended for addition as part of the Fiscal Year 2017-18 Recommended Budget:
 

Radio Communications Systems Technician .....	<u>1.0</u>
<b>Total</b>	<b>1.0</b>
- The following position is recommended for deletion as part of the Fiscal Year 2017-18 Recommended Budget:
 

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

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		059A - REGIONAL RADIO	
		Service Activity		Communications System	
		Budget Unit		7020000	
Operating Detail	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
<b>Operating Revenues</b>					
Charges for Service	\$ 4,599,060	\$ 3,942,640	\$ 4,203,280	\$ 4,075,090	\$ 4,075,090
<b>Total Operating Revenues</b>	<b>\$ 4,599,060</b>	<b>\$ 3,942,640</b>	<b>\$ 4,203,280</b>	<b>\$ 4,075,090</b>	<b>\$ 4,075,090</b>
<b>Operating Expenses</b>					
Salaries/Benefits	\$ 1,222,581	\$ 1,086,120	\$ 1,305,563	\$ 1,327,275	\$ 1,327,275
Services & Supplies	1,139,809	1,179,633	1,104,673	2,165,974	2,141,274
Other Charges	11,459	8,200	10,995	7,338	7,338
Depreciation	1,853,527	2,016,324	2,178,023	2,193,916	2,193,916
<b>Total Operating Expenses</b>	<b>\$ 4,227,376</b>	<b>\$ 4,290,277</b>	<b>\$ 4,599,254</b>	<b>\$ 5,694,503</b>	<b>\$ 5,669,803</b>
<b>Operating Income (Loss)</b>	<b>\$ 371,684</b>	<b>\$ (347,637)</b>	<b>\$ (395,974)</b>	<b>\$ (1,619,413)</b>	<b>\$ (1,594,713)</b>
<b>Non-Operating Revenues (Expenses)</b>					
Other Revenues	\$ 1,100,859	\$ 1,073,433	\$ 1,196,500	\$ 1,091,410	\$ 1,066,710
Interest Income	(7,020)	19,000	-	-	-
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)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 45,256</b>	<b>\$ 624,610</b>	<b>\$ (856,481)</b>	<b>\$ (181,697)</b>	<b>\$ (206,397)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 416,940</b>	<b>\$ 276,973</b>	<b>\$ (1,252,455)</b>	<b>\$ (1,801,110)</b>	<b>\$ (1,801,110)</b>
Interfund Charges	-	-	-	1,260,000	1,260,000
Interfund Reimb	-	(25)	(444,500)	(2,066,693)	(2,066,693)
<b>Change In Net Assets</b>	<b>\$ 416,940</b>	<b>\$ 276,998</b>	<b>\$ (807,955)</b>	<b>\$ (994,417)</b>	<b>\$ (994,417)</b>
Net Assets - Beginning Balance	14,008,306	14,408,253	14,408,253	14,685,251	14,685,251
Equity and Other Account Adjustments	(16,993)	-	-	-	-
<b>Net Assets - Ending Balance</b>	<b>\$ 14,408,253</b>	<b>\$ 14,685,251</b>	<b>\$ 13,600,298</b>	<b>\$ 13,690,834</b>	<b>\$ 13,690,834</b>
<b>Positions</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

2017-18 PROGRAM INFORMATION

BU: 702000 Regional Radio Communications System

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

Program No. and Title: 001 SRRCS 800 Mhz trunked radio backbone services

6,136,217	0	0	0	0	0	4,075,090	1,066,710	0	994,417	9.0	7
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Program Type: Self-Supporting

Countywide Priority: 2 -- Discretionary Law-Enforcement

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

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

<b>FUNDED</b>											
6,136,217	0	0	0	0	0	4,075,090	1,066,710	0	994,417	9.0	7

**GROWTH REQUEST NOT RECOMMENDED**

Program No. and Title: 001 SRRCS

24,700	0	0	0	0	0	24,700	0	0	0	0.0	1
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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

<b>GROWTH REQUEST NOT RECOMMENDED</b>											
24,700	0	0	0	0	0	24,700	0	0	0	0.0	1

<b>Summary</b>					
<b>Classification</b>	<b>2015-16 Actual</b>	<b>2016-17 Estimated</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommend</b>
1	2	3	4	5	6
Total Requirements	1,094,420	1,382,430	1,672,939	1,490,964	1,490,964
Total Financing	1,575,669	1,672,939	1,672,939	1,490,964	1,490,964
Net Cost	(481,249)	(290,509)	-	-	-

**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.

**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.

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **2180000 - Technology Cost Recovery Fee**  
 Function          **PUBLIC PROTECTION**  
 Activity          **Protection / Inspection**  
 Fund              **021D - TECH COST RECOVERY FEE**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Fund Balance	\$ 386,560	\$ 481,249	\$ 481,249	\$ 290,509	\$ 290,509
Licenses, Permits & Franchises	1,279,885	1,152,973	1,141,690	1,144,255	1,144,255
Revenue from Use Of Money & Property	1,615	3,000	-	3,000	3,000
Miscellaneous Revenues	(92,391)	35,717	50,000	53,200	53,200
<b>Total Revenue</b>	<b>\$ 1,575,669</b>	<b>\$ 1,672,939</b>	<b>\$ 1,672,939</b>	<b>\$ 1,490,964</b>	<b>\$ 1,490,964</b>
Services & Supplies	\$ 1,094,420	\$ 1,382,430	\$ 1,667,939	\$ 1,483,464	\$ 1,483,464
Other Charges	-	-	5,000	7,500	7,500
<b>Total Expenditures/Appropriations</b>	<b>\$ 1,094,420</b>	<b>\$ 1,382,430</b>	<b>\$ 1,672,939</b>	<b>\$ 1,490,964</b>	<b>\$ 1,490,964</b>
<b>Net Cost</b>	<b>\$ (481,249)</b>	<b>\$ (290,509)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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
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**FUNDED**

Program No. and Title: **001 Information Technology Recovery Fee**

1,490,964	0	0	0	0	0	1,150,455	50,000	290,509	0	0.0	0
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Program Type: Mandated

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

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

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

**FUNDED**

1,490,964	0	0	0	0	0	1,150,455	50,000	290,509	0	0.0	0
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<b>Summary</b>					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	607,384	680,000	680,000	700,000	700,000
Total Financing	607,384	680,000	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.

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Charges for Services	\$ 607,384	\$ 680,000	\$ 680,000	\$ 700,000	\$ 700,000
<b>Total Revenue</b>	<b>\$ 607,384</b>	<b>\$ 680,000</b>	<b>\$ 680,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>
Services & Supplies	\$ 552,384	\$ 625,000	\$ 625,000	\$ 645,000	\$ 645,000
Intrafund Charges	55,000	55,000	55,000	55,000	55,000
<b>Total Expenditures/Appropriations</b>	<b>\$ 607,384</b>	<b>\$ 680,000</b>	<b>\$ 680,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>
<b>Net Cost</b>	<b>\$ -</b>				

**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
<b>FUNDED</b>												
<i>Program No. and Title:</i> <b>001 Dispute Resolution Program</b>												
	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.												

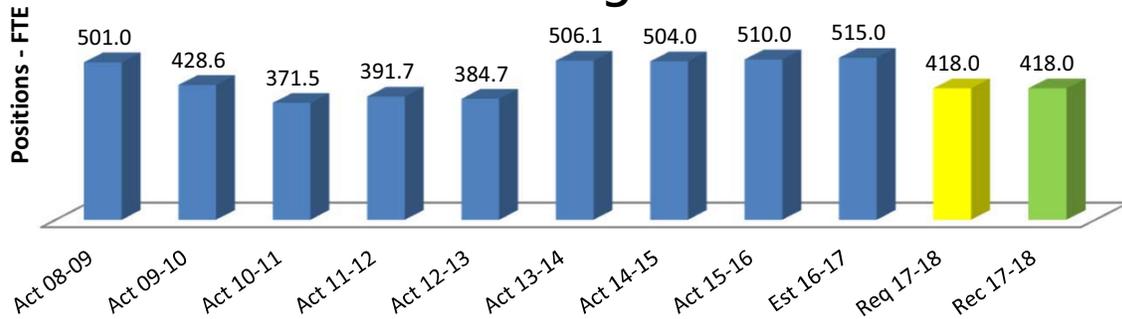
<b>FUNDED</b>	700,000	0	0	0	0	0	0	700,000	0	0	0.0	0
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DEPARTMENTAL STRUCTURE

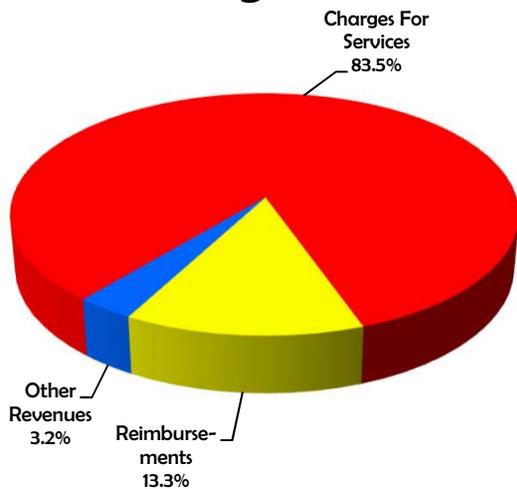
MICHAEL MORSE, DIRECTOR



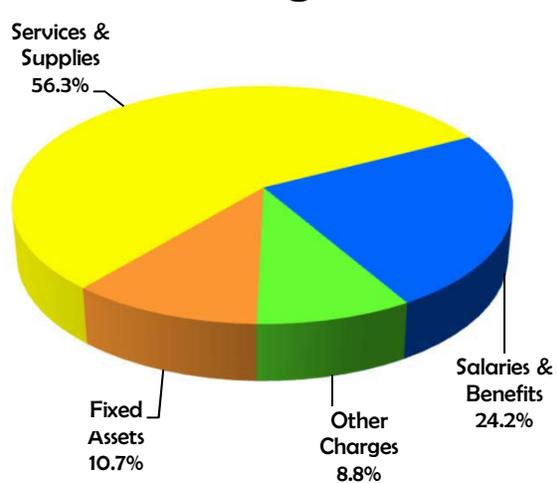
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Total Requirements	156,854,082	175,597,778	191,662,762	183,065,302	183,065,302
Total Financing	164,547,248	165,712,825	180,312,509	164,823,669	164,823,669
<b>Net Cost</b>	<b>-7,693,166</b>	<b>9,884,953</b>	<b>11,350,253</b>	<b>18,241,633</b>	<b>18,241,633</b>
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.

**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:

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

- The following positions are recommended for addition as part of the Fiscal Year 2017-18 Recommended 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>
<b>Total</b>	<b>8.0</b>

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

Custodian Level 2 .....	-1.0
Electrician.....	-1.0
Equipment Mechanic.....	-2.0

**STAFFING LEVEL CHANGES FOR 2017-18 (CONT.):**

- The following positions are recommended for deletion as part of the Fiscal Year 2017-18 Recommended Budget (cont.):

Equipment Service Worker .....	-3.0	
Senior Office Specialist .....	<u>-1.0</u>	
		<b>Total</b>
		<b>-8.0</b>

- 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.

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 7000000/2070000/7080000		
Operating Detail	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Use of Money/Prop	\$ 80	\$ -	\$ -	\$ -	\$ -	
Charges for Services	150,145,815	151,001,722	162,740,747	148,373,284	148,373,284	
<b>Total Operating Revenues</b>	<b>\$ 150,145,895</b>	<b>\$ 151,001,722</b>	<b>\$ 162,740,747</b>	<b>\$ 148,373,284</b>	<b>\$ 148,373,284</b>	
<b>Operating Expenses</b>						
Salaries and Employee Benefits	\$ 56,795,368	\$ 60,161,973	\$ 63,160,729	\$ 50,457,698	\$ 50,457,698	
Services and Supplies	79,814,376	78,069,440	90,250,807	87,867,563	87,867,563	
Other Charges	853,798	1,168,034	1,321,285	679,277	679,277	
Depreciation	7,567,834	10,696,223	10,689,748	10,578,827	10,578,827	
<b>Total Operating Expenses</b>	<b>\$ 145,031,376</b>	<b>\$ 150,095,670</b>	<b>\$ 165,422,569</b>	<b>\$ 149,583,365</b>	<b>\$ 149,583,365</b>	
<b>Operating Income (Loss)</b>	<b>\$ 5,114,519</b>	<b>\$ 906,052</b>	<b>\$ (2,681,822)</b>	<b>\$ (1,210,081)</b>	<b>\$ (1,210,081)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 2,928,067	\$ 3,082,464	\$ 5,711,416	\$ 5,422,190	\$ 5,422,190	
Fines/Forefeitures/Penalties	32,213	17,837	-	-	-	
Gain /Sale/Property	-	3,150	-	-	-	
Cost of Goods Sold	(3,324,438)	(3,200,000)	(4,100,000)	(4,100,000)	(4,100,000)	
Equipment	(82,281)	(121,983)	(335,300)	(250,000)	(250,000)	
Loss/Disposition-Asset	(3,470)	(40,000)	(40,000)	(40,000)	(40,000)	
Debt Retirement	(972,984)	(981,922)	(981,922)	(978,616)	(978,616)	
Interest Expense	(828,941)	(611,000)	(611,000)	(717,995)	(717,995)	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ (2,251,834)</b>	<b>\$ (1,851,454)</b>	<b>\$ (356,806)</b>	<b>\$ (664,421)</b>	<b>\$ (664,421)</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 2,862,685</b>	<b>\$ (945,402)</b>	<b>\$ (3,038,628)</b>	<b>\$ (1,874,502)</b>	<b>\$ (1,874,502)</b>	
Interfund Reimb	\$ -	\$ -	\$ (13,500)	\$ (24,900)	\$ (24,900)	
Intrafund Charges	22,869,324	25,461,037	27,126,867	25,266,953	25,266,953	
Intrafund Reimb	(22,748,894)	(24,846,611)	(27,126,867)	(25,266,953)	(25,266,953)	
<b>Change in Net Assets</b>	<b>\$ 2,742,255</b>	<b>\$ (1,559,828)</b>	<b>\$ (3,025,128)</b>	<b>\$ (1,849,602)</b>	<b>\$ (1,849,602)</b>	
Net Assets - Beginning Balance	29,311,654	26,323,244	26,323,244	24,763,416	24,763,416	
Equity and Other Account Adjustments	(5,730,665)	-	-	-	-	
Net Assets - Ending Balance	26,323,244	24,763,416	23,298,116	22,913,814	22,913,814	
*Net assets only include Fund 035 Operations and excludes Capital Outlay Funds						
<b>Positions</b>	<b>510.0</b>	<b>515.0</b>	<b>515.0</b>	<b>418.0</b>	<b>418.0</b>	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

SCHEDULE (CONT.):

State Controller Schedules 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	General Services Summary 7000000/2070000/7080000	
Operating Detail	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>MEMO ONLY:</b>						
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)						
Total Revenue	\$ 5,562,115	\$ 5,532,352	\$ 5,785,046	\$ 5,848,195	\$ 5,848,195	
Other Equipment	3,820,158	7,099,400	7,099,400	13,123,226	13,123,226	
Other Expenses	1,146,900	2,051,306	2,304,000	5,297,000	5,297,000	
Residual Eq Trn Out	-	-	-	-	-	
NET COST	\$ (595,057)	\$ 3,618,354	\$ 3,618,354	\$ 12,572,031	\$ 12,572,031	
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)						
Total Revenue	\$ 5,878,958	\$ 6,075,300	\$ 6,075,300	\$ 5,180,000	\$ 5,180,000	
Other Equipment	1,523,104	10,782,071	10,782,071	9,000,000	9,000,000	
Other Expenses	-	-	-	-	-	
Residual Eq Trn Out	-	-	-	-	-	
NET COST	\$ (4,355,854)	\$ 4,706,771	\$ 4,706,771	\$ 3,820,000	\$ 3,820,000	

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
<b>FUNDED</b>											
<i>Program No. and Title: 001 Department Administration</i>											
4,449,813	-3,534,254	0	0	0	0	0	765,559	0	150,000	22.0	2
<i>Program Type: Self-Supporting</i>											
<i>Countywide Priority: 5 -- General Government</i>											
<i>Strategic Objective: IS --Internal Support</i>											
<i>Program Description: Plans, directs and controls activities for the department</i>											
<i>Program No. and Title: 002 GS-Bradshaw District</i>											
16,162,448	-639,050	0	0	0	0	0	15,362,443	0	160,955	87.0	61
<i>Program Type: Self-Supporting</i>											
<i>Countywide Priority: 5 -- General Government</i>											
<i>Strategic Objective: IS --Internal Support</i>											
<i>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.</i>											
<i>Program No. and Title: 003 GS-Downtown District</i>											
9,941,700	-574,814	0	0	0	0	0	9,174,284	0	192,602	61.0	9
<i>Program Type: Self-Supporting</i>											
<i>Countywide Priority: 5 -- General Government</i>											
<i>Strategic Objective: IS --Internal Support</i>											
<i>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.</i>											
<i>Program No. and Title: 004 GS Security</i>											
2,967,862	-203,678	0	0	0	0	0	2,754,184	0	10,000	25.0	4
<i>Program Type: Self-Supporting</i>											
<i>Countywide Priority: 5 -- General Government</i>											
<i>Strategic Objective: IS --Internal Support</i>											
<i>Program Description: Provides security services for county owned facilities and some leased facilities.</i>											
<i>Program No. and Title: 005 GS-Airport District</i>											
7,377,760	0	0	0	0	0	0	7,351,018	0	26,742	39.0	0
<i>Program Type: Self-Supporting</i>											
<i>Countywide Priority: 5 -- General Government</i>											
<i>Strategic Objective: IS --Internal Support</i>											
<i>Program Description: Provide maintenance and operation services of the SCAS facilities including repair work.</i>											

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<hr/>												
<b>Program No. and Title:</b>	<b><u>006</u>      <u>Central Purchasing</u></b>											
	3,146,103	-584,161	0	0	0	0	0	2,440,436	0	<b>121,506</b>	18.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Centralized purchasing & contracting services for county departments											
<hr/>												
<b>Program No. and Title:</b>	<b><u>007</u>      <u>Support Services</u></b>											
	8,599,020	-386,613	0	0	0	0	0	7,712,407	0	<b>500,000</b>	19.0	6
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>008</u>      <u>Light Fleet Services</u></b>											
	32,377,780	-9,350,324	0	0	0	0	0	23,000,436	0	<b>27,020</b>	26.0	5
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Maintains county owned automotive equipment											
<hr/>												
<b>Program No. and Title:</b>	<b><u>009</u>      <u>Heavy Fleet Services</u></b>											
	31,631,171	-7,445,349	0	0	0	0	0	24,130,400	0	<b>55,422</b>	70.0	37
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Operation and maintenance of the heavy equipment rental fleet											
<hr/>												
<b>Program No. and Title:</b>	<b><u>010</u>      <u>Energy Management</u></b>											
	10,098,556	-367,908	0	0	0	0	0	9,480,648	0	<b>250,000</b>	1.0	0
<b>Program Type:</b>	Self-Supporting											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Manage the County's Energy Program to maximize energy savings and minimize county cost											
<hr/>												

	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<b>Program No. and Title: 011 Facility Planning and Management</b>												
	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												
<b>Program No. and Title: 012 Computer Aided Facility Management</b>												
	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.												
<b>Program No. and Title: 013 Real Estate Operations</b>												
	2,937,191	-276,605	0	0	0	0	0	2,669,928	0	-9,342	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												
<b>Program No. and Title: 014 Real Estate Operations</b>												
	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												
<b>Program No. and Title: 015 Real Estate Operations</b>												
	1,605,743	-1,302,089	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
<b>Program No. and Title: 016 GS-Alarm Services</b>											
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

<b>Program No. and Title: 017 GS-Architectural Services</b>											
3,063,976	-22,500	0	0	0	0	0	2,966,476	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

<b>FUNDED</b>											
180,717,717	-25,182,247	0	0	0	0	0	153,685,868	0	1,849,602	417.0	136

**GROWTH REQUEST RECOMMENDED**

<b>Program No. and Title: 015 Real Estate Operations</b>											
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.

<b>GROWTH REQUEST RECOMMENDED</b>											
109,606	0	0	0	0	0	0	109,606	0	0	1.0	0

<b>Summary</b>					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	24,069,183	27,475,292	54,183,982	63,051,630	63,051,630
Total Financing	37,990,519	40,219,030	54,183,982	63,051,630	63,051,630
Net Cost	(13,921,336)	(12,743,738)	-	-	-

**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 Main Jail - Water Booster System 1&2 Replacement.
- Completed the Heating, Ventilation, and Air Conditioning (HVAC) replacement at the Traffic Building.
- Completed the Countywide - Retrofit Facility Exteriors to Light Emitting Diode (LED).
- Completed the Paul F. Hom M.D. Primary Care Facility - Replace Flooring.
- Completed the John M Price District Attorney Building - Facility Entrance Reception Security Upgrades.

**SIGNIFICANT CHANGES FOR 2017-18:**

- Continue the Rio Cosumnes Correctional Center (RCCC) Campus Expansion and Infrastructure Improvements.
- Continue the Main Jail - Install Safety Screening.
- Continue Public Parking Garage - Repairs to Parking Garage.
- Complete the Main Jail - Replace Roof.

**SIGNIFICANT CHANGES FOR 2017-18 (CONT.):**

- Complete the Voter Registration and Elections/Sheriff Office - Replace Roof.
- Complete the Roof Replacement at the Coroner Crime Lab Building.
- Complete the Main Jail Housing Cell Noise Monitoring System Replacement.
- Complete the (RCCC) - Stuart Baird Facility (SBF) - Replace Roof

**RECOMMENDED FUND BALANCE CHANGES FOR 2017-18:**

Fund balance is projected to decrease by \$1,177,701 as prior year projects are completed, reducing available fund balance. The remaining fund balance is allocated to projects funded in Fiscal Year 2016-17, but not projected to be completed by fiscal year end, and re-budgeted in Fiscal Year 2017-18.

**SUPPLEMENTAL INFORMATION:**

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2017-18 is \$63,051,630. The Fiscal Year 2017-18 Requested Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other county facilities.
- The following is a summary of available financing and significant projects in this fund:

<u>Source</u>	<u>Amount</u>
Available Fund Balance of Appropriation	12,743,738
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	27,000,000
Miscellaneous Revenues - Dept. Funded Projects	3,959,177
Energy Service Company (ESCO) Energy Savings Revenue	445,586
Revenue Leases	53,080
California Energy Commission (CEC) Energy Savings Revenue	103,224
	<b>\$63,051,630</b>

- Included in the following recommended appropriations for existing facility budgets is an amount for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects require an immediate response. By addressing emergency projects as the needs arise, unsafe and inefficient conditions can be promptly corrected.
- The projects included in the Recommended Budget are:

**Fund Center 3103101–Bradshaw Complex – \$5,102,686**

- Agricultural Commissioner Building - Americans with Disabilities Act (ADA) Improvements – \$379,512
- Agricultural Commissioner Building - Community Room Upgrade – \$567,861
- Bradshaw Miscellaneous Projects – \$25,000

**SUPPLEMENTAL INFORMATION (CONT.):**

- Bradshaw Parking Lot Maintenance – \$81,604
- ESCO Debt Service Payments – \$278,807
- General Services Warehouse – Replace Roof – \$824,070
- Material Test Lab - Install Exhaust Fan – \$125,000
- Regional Parks and Recreation – Renovate Restroom and Showers – \$383,840
- Voter Registration and Elections – ADA Upgrades and Parking Lot Improvements – \$162,341
- Voter Registration and Elections – Investigate Floor Moisture – \$8,000
- Voter Registration and Elections – Replace Roof – \$1,883,711
- Voter Registration and Elections – Replace Rooftop Heating, Ventilating, and Air Conditioning (HVAC) units – \$382,940

**Fund Center 3103102–Administration Center – \$2,191,591**

- Central Plant – Repair Underground Hot Water Lines – \$500,000
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$10,000
- New Administration Building – Install Fall Restraint System – \$210,000
- New Administration Building – Replace All Elevator Controls and Freight Elevator – \$448,359
- New Administration Building – Replace Fuel Storage Tank – \$50,000
- Public Parking Garage – Repairs to Parking Garage – \$948,232

**Fund Center 3103108–Preliminary Planning – \$1,874,686**

- Administrative Costs for the Capital Construction Fund – \$997,047
- Allocated Cost – \$204,407
- 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 – \$500,000
- Miscellaneous Planning Costs – \$28,232

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.

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103109–901 G Street Building (OB #2) – \$1,202,000**

- John M Price District Attorney Building – Replace Roof – \$539,479
- John M Price District Attorney Building – Replace HVAC System Coils – \$278,461
- John M Price District Attorney Building – Replace Chiller – \$384,060

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

**Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,560,917**

- Office Building 3 (OB3) – Upgrade Elevators – \$226,267
- Office Building 3 (OB3) – Americans with Disabilities Act (ADA) Improvements – \$475,851
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$858,799

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

- 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

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103124–General Services Facility – \$1,624,004**

- General Services Facility – Replace Roof – \$260,000
- General Services Facility - Upgrade DTech Server Room – \$1,364,004

**Fund Center 3103125–B.T. Collins Juvenile Center –\$719,703**

- B.T. Collins Youth Detention Facility – Replace Re-Humidification Equipment – \$14,703
- B.T. Collins Youth Detention Facility – Replace Two Chillers – \$705,000

**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) – \$31,056,245**

- CEC Energy Retrofit Debt Service – \$103,225
- Rio Cosumnes Correctional Center (RCCC) – 69KV Electrical Substation – \$450,000
- RCCC – Administration Building – Replace Roof – \$294,580
- RCCC – Campus Expansion and Infrastructure Improvements – \$27,000,000
- RCCC – Chris Boone Facility - Replace Roof – \$312,000
- RCCC – Replace Diesel Engine Fire Pump – \$521,353
- RCCC – Replace Food Heated Cabinet – \$25,000
- RCCC – Replace Security Controls at the Chris Boone & Stuart Baird Facilities – \$710,607
- RCCC – Sandra Larson Facility - Replace Automatic Transfer Switch – \$85,000
- RCCC – Sandra Larson Facility - Replace Roof – \$320,000
- RCCC – Stuart Baird Facility - Replace Roof – \$1,234,480

**Fund Center 3103130–Work Release Facility – \$500,000**

- Work Release – Replace Freezer Floor and Cooler Box – \$500,000

**Fund Center 3103131–Sheriff's Administration Building – \$1,286,353**

- Sheriff's Administration Building – Replace Fire Alarm System – \$453,353
- Sheriff's Administration Building – Elevator Upgrades – \$364,000
- Sheriff's Administration Building – Replace Roof – \$469,000

**Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$6,629,380**

- Main Jail – Additional Cooling Unit in Cal-ID Room – \$131,200
- Main Jail – Inmate Shower Repair – \$200,000
- Main Jail – Install Gate by Inmate Visit Area 8E – \$102,134
- Main Jail – Install Safety Screening – \$1,649,274
- Main Jail – Kitchen Flight Wash Machine – \$225,000

**SUPPLEMENTAL INFORMATION (CONT.):****Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$6,629,380 (cont).**

- Main Jail – Repair Outdoor Recreation Concrete Stair Repairs – \$250,000
- Main Jail – Replace Diesel Fire Pump – \$41,906
- Main Jail – Replace Housing Cell Noise Level Monitoring System – \$2,312,194
- Main Jail – Replace Roof – \$1,717,672

**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 – \$1,933,362**

- Coroner Crime Laboratory – Replace Concrete Floor Covering – \$141,018
- Coroner Crime Laboratory – Replace Roof – \$1,442,344
- 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 – \$50,000**

- Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – \$50,000

**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 – \$5,000**

- Miscellaneous Alterations – \$5,000

**Fund Center 3106382–Libraries – \$2,735,811**

- 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 – \$380,000
- Sylvan Oaks Library - Replace Fire Alarm System – \$19,627
- Walnut Grove Library - ADA Upgrades – \$125,000

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **3100000 - Capital Construction**  
 Function            **GENERAL**  
 Activity             **Plant Acquisition**  
 Fund                 **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Fund Balance	\$ 8,090,019	\$ 13,921,439	\$ 13,921,439	\$ 12,743,738	\$ 12,743,738
Fines, Forfeitures & Penalties	3,040,000	3,100,000	3,100,000	3,100,000	3,100,000
Revenue from Use Of Money & Property	35,377	41,646	2,500	30,000	30,000
Miscellaneous Revenues	26,825,123	23,155,945	37,160,043	47,177,892	47,177,892
<b>Total Revenue</b>	<b>\$ 37,990,519</b>	<b>\$ 40,219,030</b>	<b>\$ 54,183,982</b>	<b>\$ 63,051,630</b>	<b>\$ 63,051,630</b>
Services & Supplies	\$ 13,034,098	\$ 10,919,099	\$ 20,043,757	\$ 17,727,695	\$ 17,727,695
Other Charges	814,916	697,507	819,766	697,007	697,007
Improvements	5,794,848	11,440,983	28,902,756	42,973,790	42,973,790
Interfund Charges	4,425,321	4,417,703	4,417,703	1,653,138	1,653,138
<b>Total Expenditures/Appropriations</b>	<b>\$ 24,069,183</b>	<b>\$ 27,475,292</b>	<b>\$ 54,183,982</b>	<b>\$ 63,051,630</b>	<b>\$ 63,051,630</b>
<b>Net Cost</b>	<b>\$ (13,921,336)</b>	<b>\$ (12,743,738)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

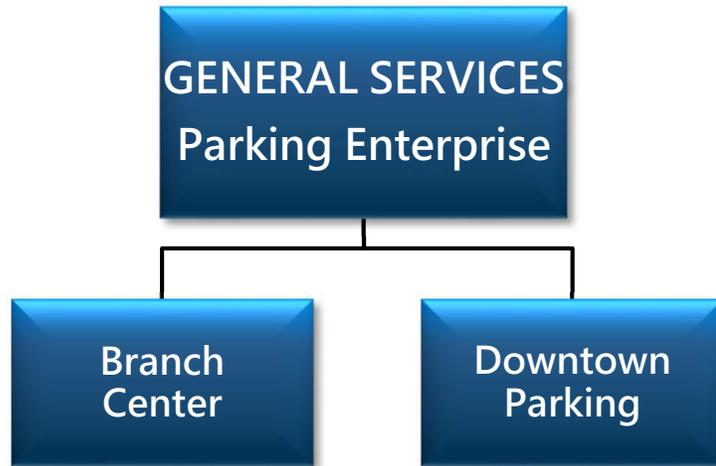
2017-18 PROGRAM INFORMATION

BU: 310000 Capital Construction

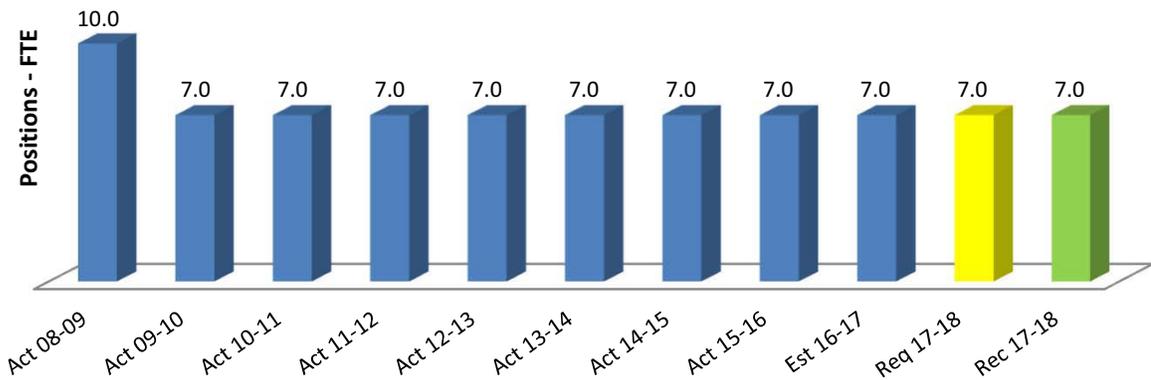
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<b>Program No. and Title: 001 Debt Service</b>												
	1,653,138	0	0	0	0	0	0	1,653,138	0	0	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	FO -- Financial Obligation											
<b>Program Description:</b>	Bond Payments											
<b>Program No. and Title: 002 Health, Safety, &amp; Code Compliance</b>												
	500,245	0	0	0	0	0	0	500,245	0	0	0.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Construction to remediate health, safety, and code related issues in County-owned buildings.											
<b>Program No. and Title: 003 Administration</b>												
	1,161,616	0	0	0	0	0	0	1,161,616	0	0	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	To prioritize and maximize the use of the capital construction fund											
<b>Program No. and Title: 004 General Maintenance</b>												
	20,826,303	0	0	0	0	0	0	8,082,565	12,743,738	0	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	5 -- General Government											
<b>Strategic Objective:</b>	IS -- Internal Support											
<b>Program Description:</b>	Maintain County buildings to preserve asset & prevent systems failures											
<b>Program No. and Title: 005 Criminal Justice Facilities</b>												
	38,910,328	0	0	27,000,000	0	0	0	11,910,328	0	0	0.0	0
<b>Program Type:</b>	Discretionary											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	CJ -- Ensure a fair and just criminal justice system											
<b>Program Description:</b>	Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments											
<b>FUNDED</b>												
	63,051,630	0	0	27,000,000	0	0	0	23,307,892	12,743,738	0	0.0	0

**DEPARTMENTAL STRUCTURE**

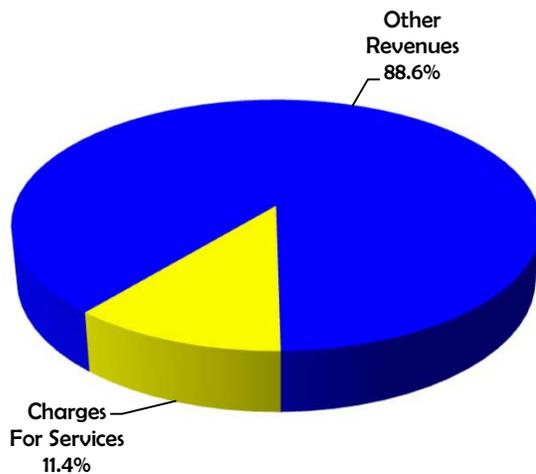
**MICHAEL MORSE, DIRECTOR**



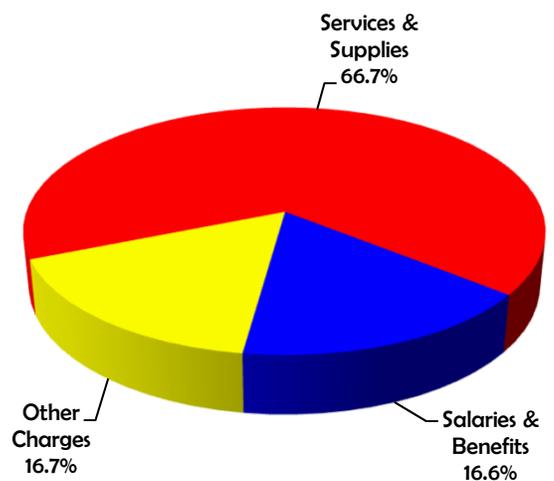
**Staffing Trend**



**Financing Sources**



**Financing Uses**



Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	1,962,136	5,353,528	5,641,131	3,423,676	3,423,676
Total Financing	2,933,716	2,810,258	2,998,012	2,820,476	2,820,476
Net Cost	(971,580)	2,543,270	2,643,119	603,200	603,200
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.

**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.

**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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 2,592,779	\$ 2,745,447	\$ 2,742,712	\$ 2,565,176	\$ 2,565,176	
Use Of Money/Prop	125,650	(124,975)	100,000	100,000	100,000	
<b>Total Operating Revenues</b>	<b>\$ 2,718,429</b>	<b>\$ 2,620,472</b>	<b>\$ 2,842,712</b>	<b>\$ 2,665,176</b>	<b>\$ 2,665,176</b>	
<b>Operating Expenses</b>						
Salaries/Benefits	\$ 452,637	\$ 443,879	\$ 550,250	\$ 566,827	\$ 566,827	
Services & Supplies	1,171,528	3,712,540	3,810,244	2,284,424	2,284,424	
Other Charges	52,705	188,606	188,606	162,425	162,425	
Depreciation	285,266	389,531	389,531	410,000	410,000	
<b>Total Operating Expenses</b>	<b>\$ 1,962,136</b>	<b>\$ 4,734,556</b>	<b>\$ 4,938,631</b>	<b>\$ 3,423,676</b>	<b>\$ 3,423,676</b>	
<b>Operating Income (Loss)</b>	<b>\$ 756,293</b>	<b>\$ (2,114,084)</b>	<b>\$ (2,095,919)</b>	<b>\$ (758,500)</b>	<b>\$ (758,500)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 191,144	\$ 174,179	\$ 145,300	\$ 145,300	\$ 145,300	
Interest Income	24,143	15,607	10,000	10,000	10,000	
Equipment	-	(618,972)	(702,500)	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 215,287</b>	<b>\$ (429,186)</b>	<b>\$ (547,200)</b>	<b>\$ 155,300</b>	<b>\$ 155,300</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 971,580</b>	<b>\$ (2,543,270)</b>	<b>\$ (2,643,119)</b>	<b>\$ (603,200)</b>	<b>\$ (603,200)</b>	
<b>Change In Net Assets</b>	<b>\$ 971,580</b>	<b>\$ (2,543,270)</b>	<b>\$ (2,643,119)</b>	<b>\$ (603,200)</b>	<b>\$ (603,200)</b>	
Net Assets - Beginning Balance	7,520,448	8,196,534	8,196,534	5,653,264	5,653,264	
Equity and Other Account Adjustments	(295,494)	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ 8,196,534</b>	<b>\$ 5,653,264</b>	<b>\$ 5,553,415</b>	<b>\$ 5,050,064</b>	<b>\$ 5,050,064</b>	
Positions	7.0	7.0	7.0	7.0	7.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

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
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**FUNDED**

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

3,423,676	0	0	0	0	0	0	2,820,476	0	603,200	7.0	0
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*Program Type:* Self-Supporting

*Countywide Priority:* 5 -- General Government

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

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

<b>FUNDED</b>	3,423,676	0	0	0	0	0	2,820,476	0	603,200	7.0	0
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**Summary**

<b>Classification</b>	<b>2015-16 Actual</b>	<b>2016-17 Estimated</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommend</b>
1	2	3	4	5	6
Total Requirements	265,584	259,203	308,262	337,884	312,884
Total Financing	-	-	-	-	-
<b>Net Cost</b>	<b>265,584</b>	<b>259,203</b>	<b>308,262</b>	<b>337,884</b>	<b>312,884</b>

**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.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **5660000 - Grand Jury**  
 Function            **PUBLIC PROTECTION**  
 Activity              **Judicial**  
 Fund                  **001A - GENERAL**

<b>Detail by Revenue Category and Expenditure Object</b>	<b>2015-16 Actual</b>	<b>2016-17 Estimated</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommended</b>
1	2	3	4	5	6
Services & Supplies	\$ 265,584	\$ 259,203	\$ 308,262	\$ 337,884	\$ 312,884
<b>Total Expenditures/Appropriations</b>	<b>\$ 265,584</b>	<b>\$ 259,203</b>	<b>\$ 308,262</b>	<b>\$ 337,884</b>	<b>\$ 312,884</b>
<b>Net Cost</b>	<b>\$ 265,584</b>	<b>\$ 259,203</b>	<b>\$ 308,262</b>	<b>\$ 337,884</b>	<b>\$ 312,884</b>

2017-18 PROGRAM INFORMATION

BU: 5660000 Grand Jury

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

Program No. and Title: 001 Grand Jury

312,884	0	0	0	0	0	0	0	0	312,884	0.0	0
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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.

<b>FUNDED</b>											
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
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Program Type: Discretionary

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

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

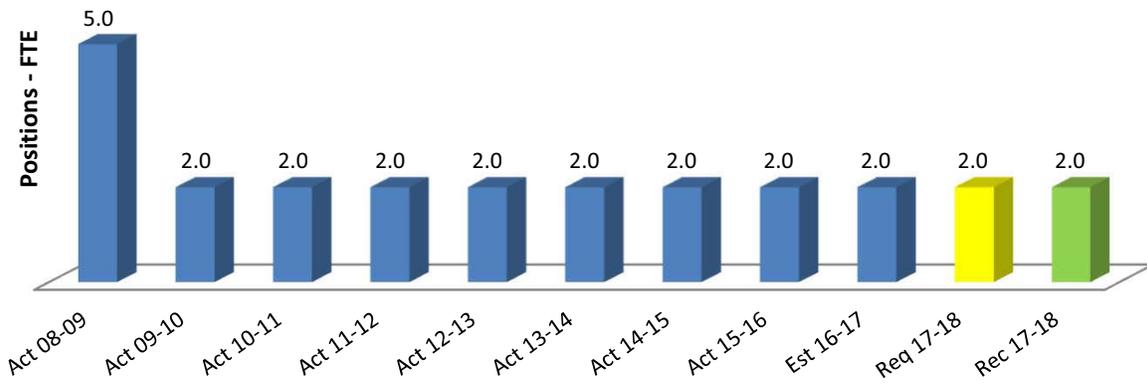
Program Description: Drop box system that will allow the jurors to pass documents back and forth with the security measures afforded them at the Grand Juror office

<b>GROWTH REQUEST NOT RECOMMENDED</b>											
25,000	0	0	0	0	0	0	0	0	25,000	0.0	0

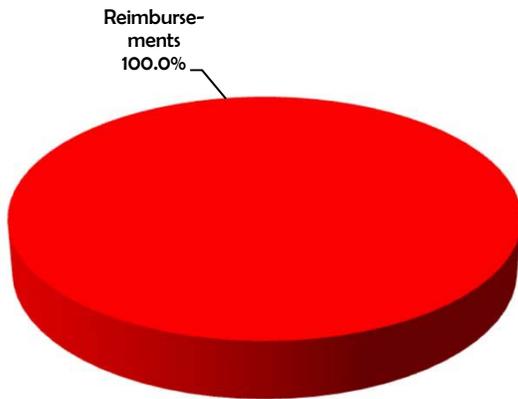
### DEPARTMENTAL STRUCTURE



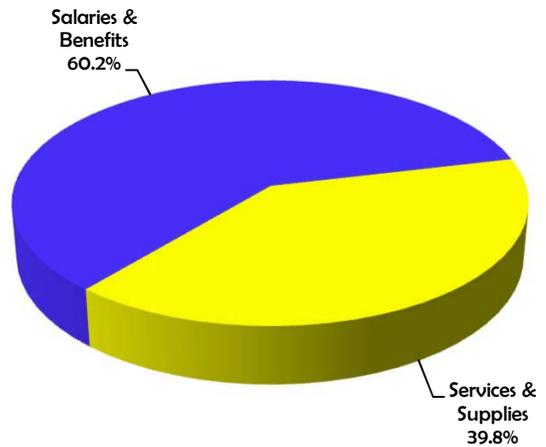
### Staffing Trend



### Financing Sources



### Financing Uses



Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	-	-	-	-	-
Total Financing	-	-	-	-	-
Net Cost	-	-	-	-	-
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.

**SIGNIFICANT CHANGES FOR 2017-18:**

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

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit     **5740000 - Office of Compliance**  
 Function         **PUBLIC PROTECTION**  
 Activity          **Other Protection**  
 Fund              **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Salaries & Benefits	\$ 229,623	\$ 241,025	\$ 241,025	\$ 241,960	\$ 241,960
Services & Supplies	24,864	124,729	127,279	131,072	131,072
Interfund Charges	4,422	5,435	5,435	5,281	5,281
Intrafund Charges	22,235	23,166	23,166	23,603	23,603
Intrafund Reimb	(281,144)	(394,355)	(396,905)	(401,916)	(401,916)
<b>Total Expenditures/Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Positions</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### 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
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**FUNDED**

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

401,916	-401,916	0	0	0	0	0	0	0	0	0	2.0	0
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**Program Type:** Mandated

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

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

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

<b>FUNDED</b>	401,916	-401,916	0	0	0	0	0	0	0	0	2.0	0
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Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	68,894	132,250	130,000	130,000	130,000
Total Financing	-	-	-	-	-
Net Cost	68,894	132,250	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.

**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.

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010		<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18			<b>Schedule 9</b>	
		Budget Unit <b>5780000 - Office of Inspector General</b>				
		Function <b>PUBLIC PROTECTION</b>				
		Activity <b>Other Protection</b>				
		Fund <b>001A - GENERAL</b>				
Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
Services & Supplies	\$ 68,894	\$ 132,250	\$ 130,000	\$ 129,951	\$ 129,951	
Intrafund Charges	-	-	-	49	49	
<b>Total Expenditures/Appropriations</b>	<b>\$ 68,894</b>	<b>\$ 132,250</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	
<b>Net Cost</b>	<b>\$ 68,894</b>	<b>\$ 132,250</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	

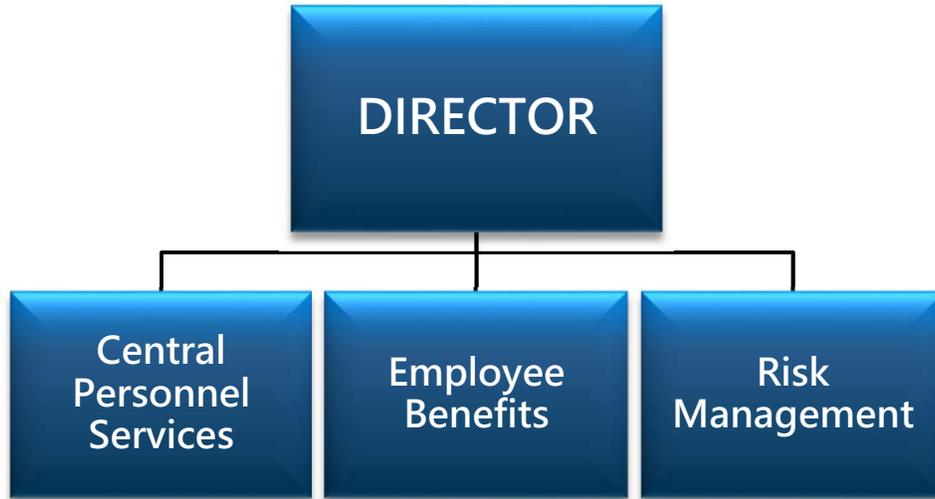
**2017-18 PROGRAM INFORMATION**

**BU: 5780000 Office of Inspector General**

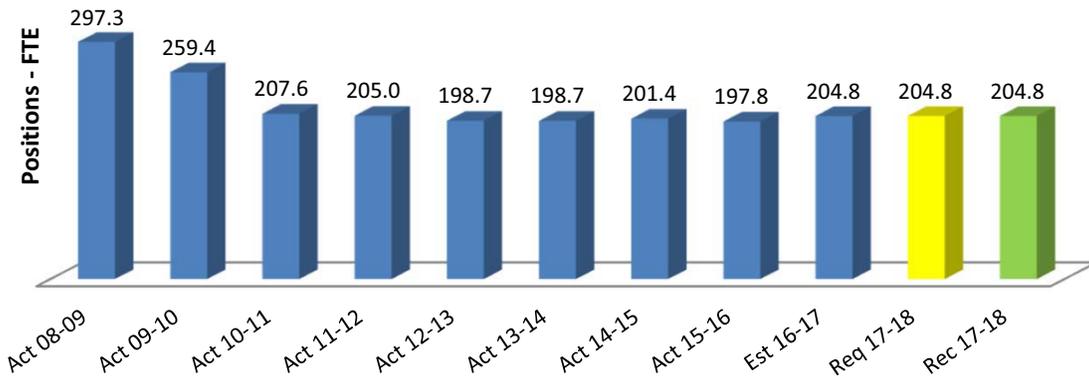
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<i>Program No. and Title:</i> <b>001 Office of Inspector General</b>												
	130,000	0	0	0	0	0	0	0	0	130,000	0.0	0
<i>Program Type:</i> Discretionary												
<i>Countywide Priority:</i> 2 -- Discretionary Law-Enforcement												
<i>Strategic Objective:</i> IS -- Internal Support												
<i>Program Description:</i> 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.												
<b>FUNDED</b>	130,000	0	0	0	0	0	0	0	0	130,000	0.0	0

DEPARTMENTAL STRUCTURE

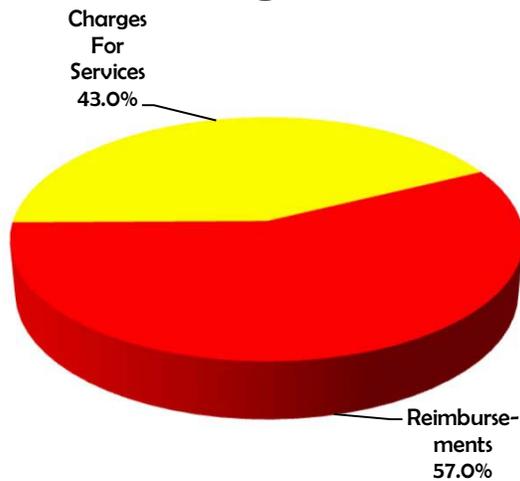
DAVID DEVINE, DIRECTOR



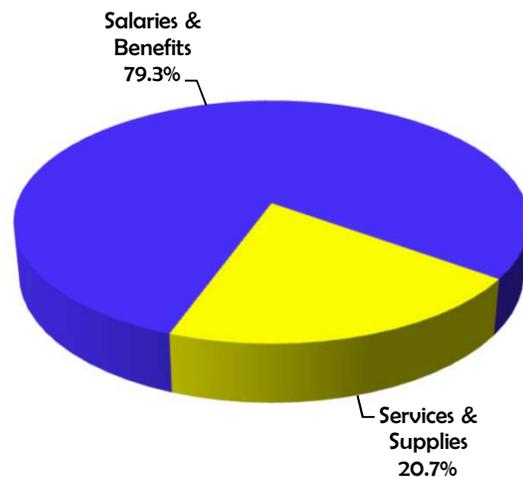
Staffing Trend



Financing Sources



Financing Uses



## Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	11,049,991	11,454,608	12,266,515	13,140,626	13,140,626
Total Financing	11,049,983	11,550,688	12,266,515	13,140,626	13,140,626
Net Cost	8	(96,080)	-	-	-
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.

**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 the 2016-17 fiscal year:

Senior Training & Development Specialist .....	<u>1.0</u>
<b>Total</b>	<b>1.0</b>

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

Senior Personnel Analyst.....	<u>1.0</u>
<b>Total</b>	<b>1.0</b>

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

Human Resources Manager 1 .....	<u>-1.0</u>
<b>Total</b>	<b>-1.0</b>

**SCHEDULE:**

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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Budget Unit      **6050000 - Personnel Services**  
 Function            **GENERAL**  
 Activity             **Personnel**  
 Fund                 **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Intergovernmental Revenues	\$ 106,277	\$ 114,143	\$ -	\$ -	-
Charges for Services	10,941,620	11,436,410	12,266,515	13,140,626	13,140,626
Miscellaneous Revenues	2,086	135	-	-	-
<b>Total Revenue</b>	<b>\$ 11,049,983</b>	<b>\$ 11,550,688</b>	<b>\$ 12,266,515</b>	<b>\$ 13,140,626</b>	<b>\$ 13,140,626</b>
Salaries & Benefits	\$ 21,647,266	\$ 21,535,344	\$ 23,365,240	\$ 24,271,181	\$ 24,271,181
Services & Supplies	2,914,428	3,066,149	3,254,413	4,088,662	4,088,662
Intrafund Charges	1,861,785	2,013,389	2,013,389	2,229,728	2,229,728
Intrafund Reimb	(15,373,488)	(15,160,274)	(16,366,527)	(17,448,945)	(17,448,945)
<b>Total Expenditures/Appropriations</b>	<b>\$ 11,049,991</b>	<b>\$ 11,454,608</b>	<b>\$ 12,266,515</b>	<b>\$ 13,140,626</b>	<b>\$ 13,140,626</b>
<b>Net Cost</b>	<b>\$ 8</b>	<b>\$ (96,080)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Positions</b>	<b>197.8</b>	<b>204.8</b>	<b>203.8</b>	<b>204.8</b>	<b>204.8</b>

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
<b>FUNDED</b>											
<b>Program No. and Title: 001 DPS Administration</b>											
995,547	-805,705	0	0	0	0	0	189,842	0	0	4.0	0
<b>Program Type:</b> Mandated											
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b> IS --Internal Support											
<b>Program Description:</b> Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping.											
<b>Program No. and Title: 002 Employment Services</b>											
4,565,995	-3,481,809	0	0	0	0	0	1,084,186	0	0	32.8	0
<b>Program Type:</b> Mandated											
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b> IS --Internal Support											
<b>Program Description:</b> Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.											
<b>Program No. and Title: 003 Training &amp; Organization Development</b>											
992,039	-631,402	0	0	0	0	0	360,637	0	0	8.0	0
<b>Program Type:</b> Mandated											
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b> IS --Internal Support											
<b>Program Description:</b> Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.											
<b>Program No. and Title: 004 Department Services</b>											
13,821,241	-9,659,003	0	0	0	0	0	4,162,238	0	0	97.0	0
<b>Program Type:</b> Mandated											
<b>Countywide Priority:</b> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b> IS --Internal Support											
<b>Program Description:</b> This program consists of six service teams. Four of these teams (the Human Resources (HR) Service Teams) are comprised of human resources professionals responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system (COMPASS). The COMPASS Support Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations. The Special Programs Team provides Countywide human resources services in the areas of position control, Salary Resolution Amendment 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/>												
<b>Program No. and Title:</b>	<b><u>005</u>     <u>Employee Benefits</u></b>											
	2,596,179	-1,451,750	0	0	0	0	0	1,144,429	0	0	12.0	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Manages contracts and administers employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a).											
<hr/>												
<b>Program No. and Title:</b>	<b><u>006</u>     <u>Liability/Property Insurance Personnel</u></b>											
	895,750	0	0	0	0	0	0	895,750	0	0	6.1	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Funds staffing for the Liability/Property Insurance program.											
<hr/>												
<b>Program No. and Title:</b>	<b><u>007</u>     <u>Disability Compliance</u></b>											
	489,274	0	0	0	0	0	0	489,274	0	0	2.5	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	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/>												
<b>Program No. and Title:</b>	<b><u>008</u>     <u>Equal Employment Opportunity</u></b>											
	335,855	0	0	0	0	0	0	335,855	0	0	1.5	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	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/>												
<b>Program No. and Title:</b>	<b><u>009</u>     <u>Safety Office</u></b>											
	1,805,146	-1,344,101	0	0	0	0	0	461,045	0	0	10.9	0
<b>Program Type:</b>	Mandated											
<b>Countywide Priority:</b>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<b>Strategic Objective:</b>	IS --Internal Support											
<b>Program Description:</b>	Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											
<hr/>												

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

<b>FUNDED</b>											
30,489,571	-17,373,770	0	0	0	0	0	13,115,801	0	0	204.8	0

**GROWTH REQUEST RECOMMENDED**

**Program No. and Title:** 003     Training & Organization Development

100,000	-75,175	0	0	0	0	0	24,825	0	0	0.0	0
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**Program Type:** Mandated

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

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

**Program Description:** 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.

<b>GROWTH REQUEST RECOMMENDED</b>											
100,000	-75,175	0	0	0	0	0	24,825	0	0	0.0	0

Summary

Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	17,077,316	19,474,502	19,761,100	20,056,490	20,056,490
Total Financing	19,693,217	21,550,049	20,761,100	21,056,490	21,056,490
Net Cost	(2,615,901)	(2,075,547)	(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.

**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.

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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 18,237,354	\$ 19,938,295	\$ 19,045,700	\$ 19,443,426	\$ 19,443,426	
<b>Total Operating Revenues</b>	<b>\$ 18,237,354</b>	<b>\$ 19,938,295</b>	<b>\$ 19,045,700</b>	<b>\$ 19,443,426</b>	<b>\$ 19,443,426</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 17,014,773	\$ 19,404,571	\$ 19,691,169	\$ 20,008,717	\$ 20,008,717	
Other Charges	45,415	69,931	69,931	47,773	47,773	
<b>Total Operating Expenses</b>	<b>\$ 17,060,188</b>	<b>\$ 19,474,502</b>	<b>\$ 19,761,100</b>	<b>\$ 20,056,490</b>	<b>\$ 20,056,490</b>	
<b>Operating Income (Loss)</b>	<b>\$ 1,177,166</b>	<b>\$ 463,793</b>	<b>\$ (715,400)</b>	<b>\$ (613,064)</b>	<b>\$ (613,064)</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 1,455,863	\$ 1,611,754	\$ 1,715,400	\$ 1,613,064	\$ 1,613,064	
Equipment	(17,128)	-	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 1,438,735</b>	<b>\$ 1,611,754</b>	<b>\$ 1,715,400</b>	<b>\$ 1,613,064</b>	<b>\$ 1,613,064</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 2,615,901</b>	<b>\$ 2,075,547</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	
<b>Change In Net Assets</b>	<b>\$ 2,615,901</b>	<b>\$ 2,075,547</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	
Net Assets - Beginning Balance	(14,586,883)	(13,825,566)	(13,825,566)	(11,750,019)	(11,750,019)	
Equity and Other Account Adjustments	(1,854,584)	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (13,825,566)</b>	<b>\$ (11,750,019)</b>	<b>\$ (12,825,566)</b>	<b>\$ (10,750,019)</b>	<b>\$ (10,750,019)</b>	
<b>Revenues Tie To</b>						
					SCH 1, COL 4	
					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
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**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
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*Program Type:* Mandated

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

*Strategic Objective:* IS -- Internal Support

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

<b>FUNDED</b>	20,056,490	0	0	0	0	0	21,056,490	0	-1,000,000	0.0	0
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Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	1,281,948	1,055,550	1,536,439	1,556,680	1,556,680
Total Financing	949,729	1,055,550	1,536,439	1,556,680	1,556,680
Net Cost	332,219	-	-	-	-

**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.

**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.

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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 949,729	\$ 1,055,550	\$ 1,536,439	\$ 1,556,680	\$ 1,556,680	
<b>Total Operating Revenues</b>	<b>\$ 949,729</b>	<b>\$ 1,055,550</b>	<b>\$ 1,536,439</b>	<b>\$ 1,556,680</b>	<b>\$ 1,556,680</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 1,272,286	\$ 1,037,733	\$ 1,518,622	\$ 1,539,162	\$ 1,539,162	
Other Charges	9,662	17,817	17,817	17,518	17,518	
<b>Total Operating Expenses</b>	<b>\$ 1,281,948</b>	<b>\$ 1,055,550</b>	<b>\$ 1,536,439</b>	<b>\$ 1,556,680</b>	<b>\$ 1,556,680</b>	
<b>Operating Income (Loss)</b>	<b>\$ (332,219)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ (332,219)	\$ -	\$ -	\$ -	\$ -	
Change In Net Assets	\$ (332,219)	\$ -	\$ -	\$ -	\$ -	
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	-	-	-	-	
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
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**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
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

<b>FUNDED</b>	1,556,680	0	0	0	0	0	1,556,680	0	0	0.0	0
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<b>Summary</b>					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	21,936,305	22,159,217	27,179,106	27,492,974	27,492,974
Total Financing	27,134,296	29,180,650	29,179,106	29,492,974	29,492,974
Net Cost	(5,197,991)	(7,021,433)	(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.

**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.

**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		039A - WORKERS COMPENSATION			
	Service Activity		Workers' Compensation Insurance			
	Budget Unit		3900000			
Operating Detail	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended	
1	2	3	4	5	6	
<b>Operating Revenues</b>						
Charges for Service	\$ 26,969,038	\$ 29,154,106	\$ 29,154,106	\$ 29,467,974	\$ 29,467,974	
<b>Total Operating Revenues</b>	<b>\$ 26,969,038</b>	<b>\$ 29,154,106</b>	<b>\$ 29,154,106</b>	<b>\$ 29,467,974</b>	<b>\$ 29,467,974</b>	
<b>Operating Expenses</b>						
Services & Supplies	\$ 21,662,614	\$ 21,888,286	\$ 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	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 21,936,305</b>	<b>\$ 22,159,217</b>	<b>\$ 27,179,106</b>	<b>\$ 27,492,974</b>	<b>\$ 27,492,974</b>	
<b>Operating Income (Loss)</b>	<b>\$ 5,032,733</b>	<b>\$ 6,994,889</b>	<b>\$ 1,975,000</b>	<b>\$ 1,975,000</b>	<b>\$ 1,975,000</b>	
<b>Non-Operating Revenues (Expenses)</b>						
Other Revenues	\$ 165,258	\$ 26,544	\$ 25,000	\$ 25,000	\$ 25,000	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 165,258</b>	<b>\$ 26,544</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 5,197,991</b>	<b>\$ 7,021,433</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	
<b>Change In Net Assets</b>	<b>\$ 5,197,991</b>	<b>\$ 7,021,433</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	
Net Assets - Beginning Balance	(77,826,156)	(84,140,111)	(84,140,111)	(77,118,678)	(77,118,678)	
Equity and Other Account Adjustments	(11,511,946)	-	-	-	-	
<b>Net Assets - Ending Balance</b>	<b>\$ (84,140,111)</b>	<b>\$ (77,118,678)</b>	<b>\$ (82,140,111)</b>	<b>\$ (75,118,678)</b>	<b>\$ (75,118,678)</b>	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

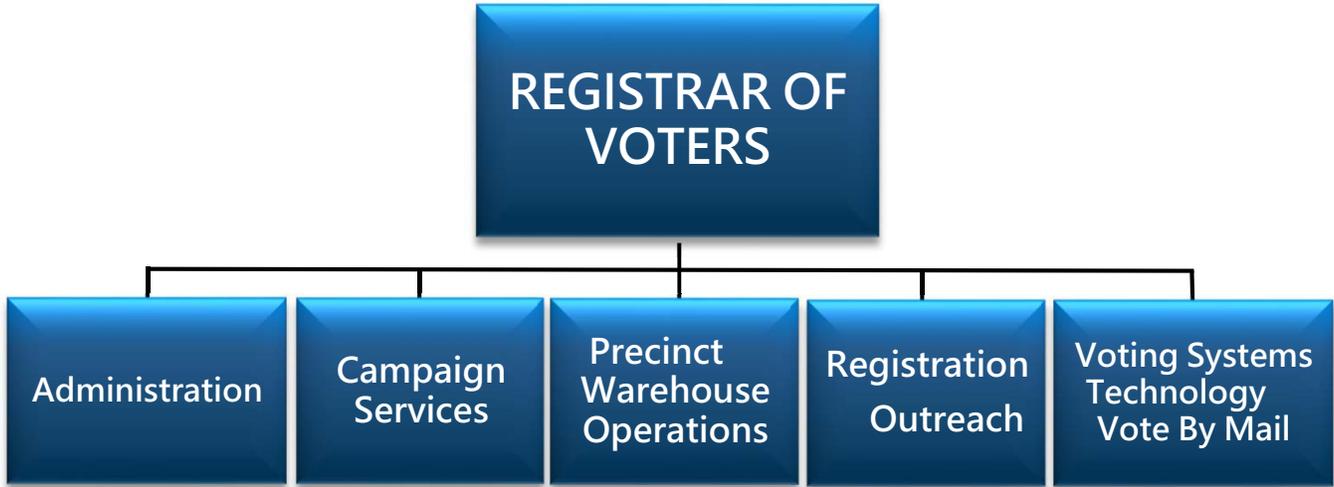
**2017-18 PROGRAM INFORMATION**

**BU: 3900000 Workers' Compensation Insurance**

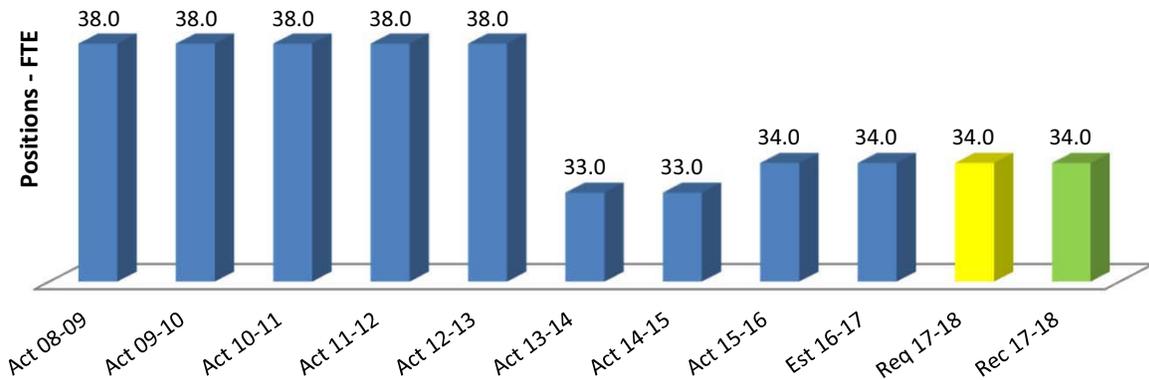
	Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
<b>FUNDED</b>												
<i>Program No. and Title:</i>	<b>001 Workers' Compensation Insurance</b>											
	27,492,974	0	0	0	0	0	0	29,492,974	0	-2,000,000	0.0	0
<i>Program Type:</i>	Mandated											
<i>Countywide Priority:</i>	1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i>	IS -- Internal Support											
<i>Program Description:</i>	Sacramento County is self-insured for all Workers' Compensation Insurance claims.											
<b>FUNDED</b>	27,492,974	0	0	0	0	0	0	29,492,974	0	-2,000,000	0.0	0

DEPARTMENTAL STRUCTURE

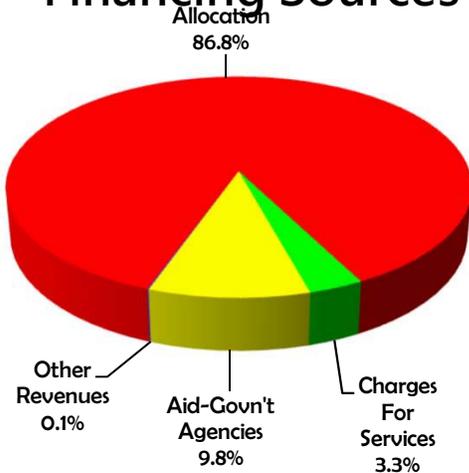
JILL LAVINE, REGISTRAR OF VOTERS



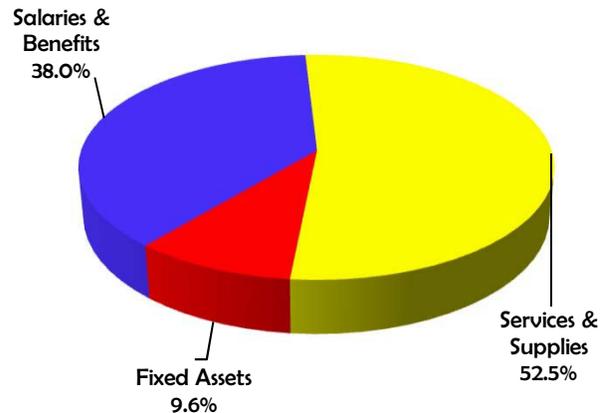
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2015-16 Actual	2016-17 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommend
1	2	3	4	5	6
Total Requirements	8,769,116	10,353,221	10,384,082	12,097,604	11,514,330
Total Financing	1,015,276	3,079,472	2,767,827	1,519,686	1,519,686
Net Cost	7,753,840	7,273,749	7,616,255	10,577,918	9,994,644
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.

**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](http://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 6 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.

SCHEDULE:

<b>State Controller Schedule</b> County Budget Act January 2010	<b>County of Sacramento</b> Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2017-18	<b>Schedule 9</b>
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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 Estimated	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
1	2	3	4	5	6
Intergovernmental Revenues	\$ 125,107	\$ 763,180	\$ 652,347	\$ 1,125,000	\$ 1,125,000
Charges for Services	879,550	2,306,292	2,100,480	384,686	384,686
Miscellaneous Revenues	10,619	10,000	15,000	10,000	10,000
<b>Total Revenue</b>	<b>\$ 1,015,276</b>	<b>\$ 3,079,472</b>	<b>\$ 2,767,827</b>	<b>\$ 1,519,686</b>	<b>\$ 1,519,686</b>
Salaries & Benefits	\$ 3,646,319	\$ 4,135,685	\$ 4,345,937	\$ 4,372,980	\$ 4,372,980
Services & Supplies	4,587,656	5,708,988	5,537,393	6,086,748	5,528,674
Equipment	56,185	18,524	10,728	1,125,200	1,100,000
Interfund Charges	380,281	381,368	381,368	380,633	380,633
Intrafund Charges	98,675	108,656	108,656	132,043	132,043
<b>Total Expenditures/Appropriations</b>	<b>\$ 8,769,116</b>	<b>\$ 10,353,221</b>	<b>\$ 10,384,082</b>	<b>\$ 12,097,604</b>	<b>\$ 11,514,330</b>
<b>Net Cost</b>	<b>\$ 7,753,840</b>	<b>\$ 7,273,749</b>	<b>\$ 7,616,255</b>	<b>\$ 10,577,918</b>	<b>\$ 9,994,644</b>
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
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**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
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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.

<b>FUNDED</b>											
10,414,330	0	0	25,000	0	0	384,686	10,000	0	9,994,644	34.0	3

**GROWTH REQUEST RECOMMENDED**

Program No. and Title: 001 Elections

1,100,000	0	0	1,100,000	0	0	0	0	0	0	0.0	0
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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.

<b>GROWTH REQUEST RECOMMENDED</b>											
1,100,000	0	0	1,100,000	0	0	0	0	0	0	0.0	0

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

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

25,200	0	0	0	0	0	0	0	0	25,200	0.0	0
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**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.

Appropriations	Reimbursements	Federal Revenues	State Revenues	Realignment	Pro 172	Fees	Other Revenues	Fund Balance	Net Cost	Positions	Vehicles
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**GROWTH REQUEST NOT RECOMMENDED**

*GROWTH REQUEST NOT RECOMMENDED*

583,274	0	0	0	0	0	0	0	0	583,274	0.0	0
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