

ADMINISTRATIVE SERVICES

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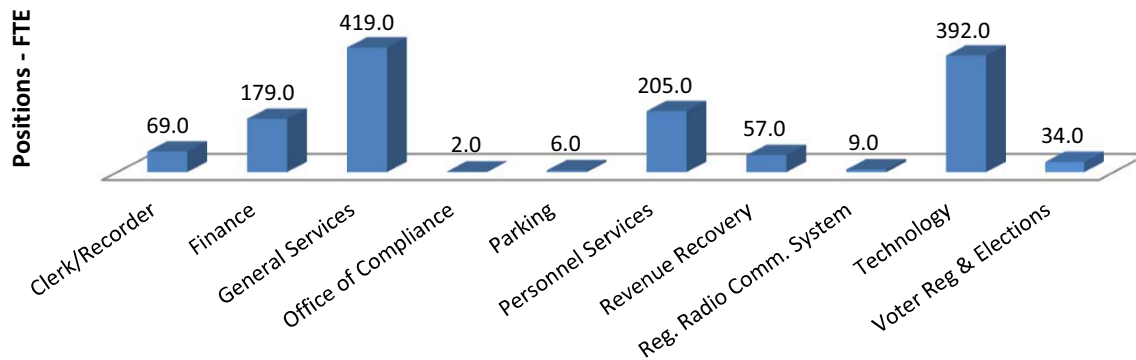
INTRODUCTION

ADMINISTRATIVE SERVICES

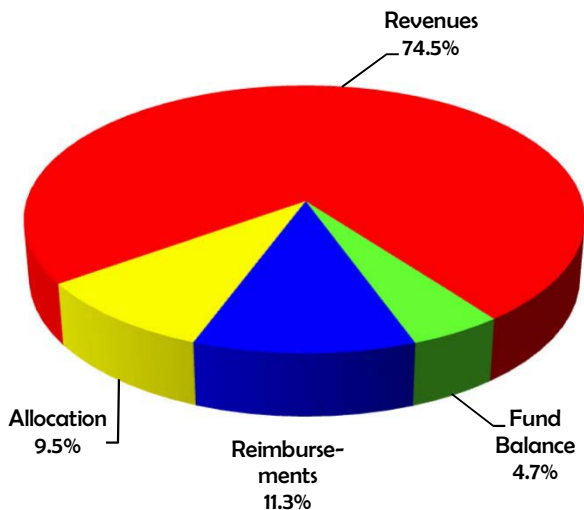
DAVID VILLANUEVA, DEPUTY COUNTY EXECUTIVE



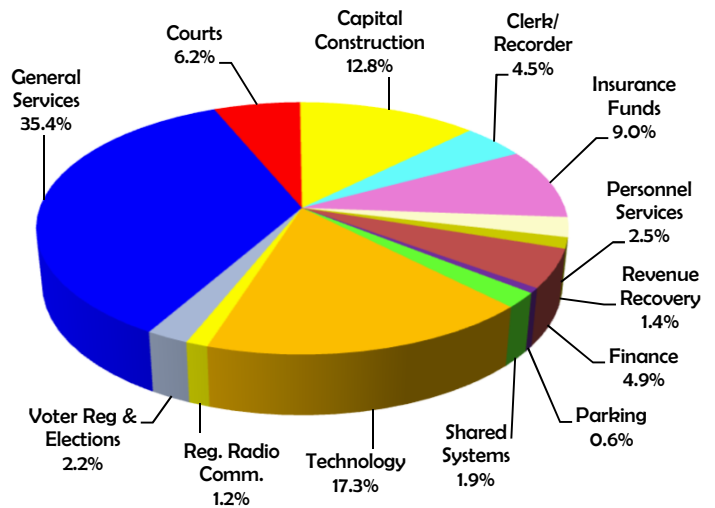
Staffing Trend



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; issues and registers marriage licenses, notaries public, vital statistics and other public documents; and records real property documents for the County. The County Clerk Recorder also manages the Office of Compliance:

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

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

- Data Processing-Shared Systems accounts for the cost of services provided by the DTech and the Department of Finance to support countywide shared computer systems and applications.
- Regional Radio Communications System (SRRCS) operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Grant Joint Union High School District Police Department, Los Rios Community College District and all fire districts.
- Technology Cost Recovery Fee Fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA.

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

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

INTRODUCTION

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

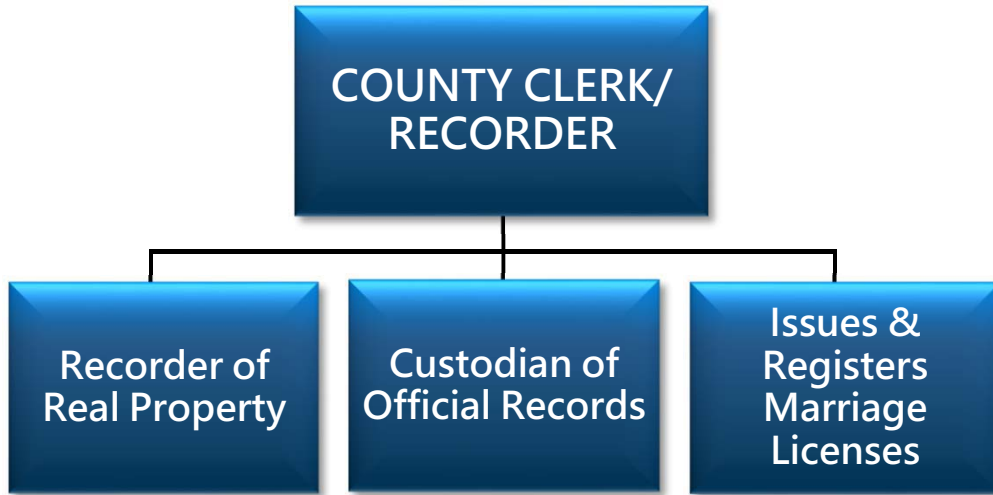
Revenue Recovery — Primary responsibility is to collect both current and delinquent accounts receivable. To accomplish this, the Department: Performs financial evaluations; determines client's ability to pay, and adjusts certain types of charges; establishes a payment schedule, when appropriate; creates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

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

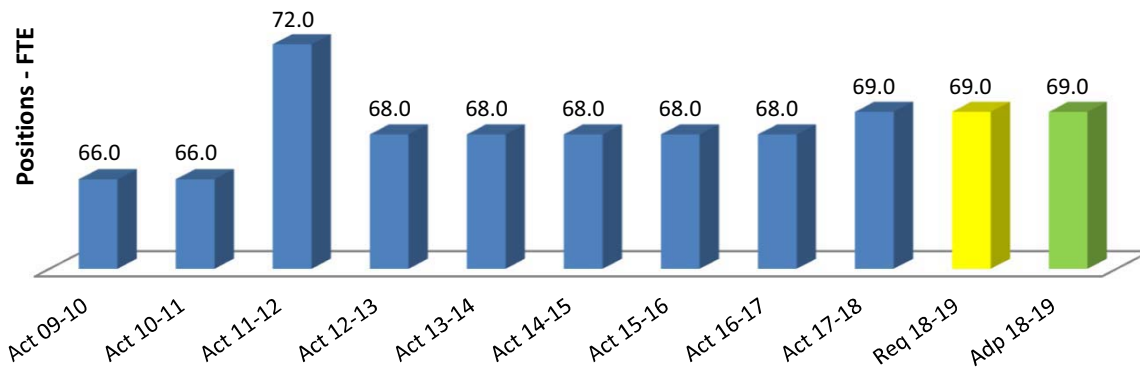
INTRODUCTION

Administrative Services Budget Units/Departments						
Fund	Budget Unit No.	Departments/Budget Units	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	10,825,698	10,825,698	0	69.0
001A	5040000	Court/County Contribution	24,561,756	0	24,561,756	0.0
001A	5020000	Court/Non-Trial Court Funding	8,761,276	0	8,761,276	0.0
001A	5050000	Court Paid County Services	1,143,417	1,143,417	0	0.0
001A	5710000	Data Processing-Shared Systems	10,803,508	106,778	10,696,730	0.0
001A	3230000	Department of Finance	27,593,662	26,086,742	1,506,920	179.0
001A	6110000	Department of Revenue Recovery	7,825,562	7,825,562	0	57.0
001A	5520000	Dispute Resolution Program	667,152	667,152	0	0.0
001A	5660000	Grand Jury	291,364	0	291,364	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	14,181,112	13,461,319	719,793	205.0
001A	4410000	Voter Registration and Elections	12,530,957	2,335,225	10,195,732	34.0
GENERAL FUND TOTAL			\$119,315,464	\$62,451,893	\$56,863,571	546.0
General Services						
034A	2070000	Capital Outlay	24,641,660	5,891,484	18,750,176	0.0
035A	7007900	Architectural Services	3,125,023	3,029,267	95,756	14.0
035C	7110000	Office of the Director	1,844,162	1,750,175	93,987	27.0
035F	7007410	Alarm Services	1,724,278	1,693,719	30,559	6.0
035F	7007440	Building Maintenance & Operations-Airport	8,436,333	8,147,628	288,705	39.0
035F	7007420	Building Maintenance & Operations-Bradshaw	16,144,431	16,069,633	74,798	87.0
035F	7007430	Building Maintenance & Operations-Downtown	10,097,730	9,697,492	400,238	61.0
035F	7007046	Energy Management	10,042,171	9,539,935	502,236	1.0
035F	7450000	Security Services	2,991,383	2,900,469	90,914	26.0
035H	7007063	Contract and Purchasing Services	2,762,920	2,644,646	118,274	19.0
035J	7700000	Support Services	8,004,082	7,744,613	259,469	19.0
035K	7007030	Real Estate	45,675,262	45,545,262	130,000	24.0
035L	7007500	Light Fleet	24,135,755	23,895,114	240,641	26.0
035M	7007600	Heavy Equipment	25,045,103	24,639,099	406,004	70.0
036A	7080000	Capital Outlay	13,203,178	4,131,652	9,071,526	0.0
TOTAL			\$197,873,471	\$167,320,188	\$30,553,283	419.0
001Q	3241000	Clerk/Recorder Fees	\$ 14,305,368	\$ 14,305,368	\$0	0.0
007A	3100000	Capital Construction	71,400,164	71,400,164	0	0.0
021D	2180000	Technology Cost Recovery Fee	1,594,902	1,594,902	0	0.0
031A	7600000	Department of Technology	96,902,099	96,902,099	0	392.0
037A	3910000	Liability/Property Insurance	21,493,714	22,493,714	-1,000,000	0.0
039A	3900000	Workers' Compensation Insurance	27,619,297	29,619,297	-2,000,000	0.0
040A	3930000	Unemployment Insurance	1,473,912	1,473,912	0	0.0
056A	7990000	Parking Enterprise	3,584,811	2,890,100	694,711	6.0
059A	7020000	Regional Radio Communications System	6,490,376	5,685,138	805,238	9.0
TOTAL			\$244,864,643	\$246,364,694	-\$1,500,051	407.0
GRAND TOTAL			\$562,053,578	\$476,136,775	\$85,916,803	1,372.0

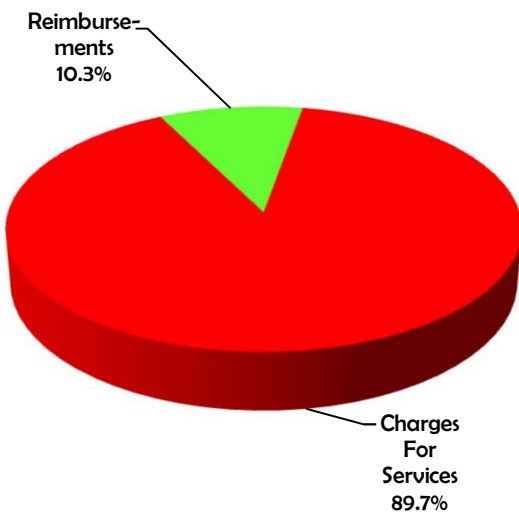
DEPARTMENTAL STRUCTURE
DONNA ALLRED, COUNTY CLERK/RECORDER



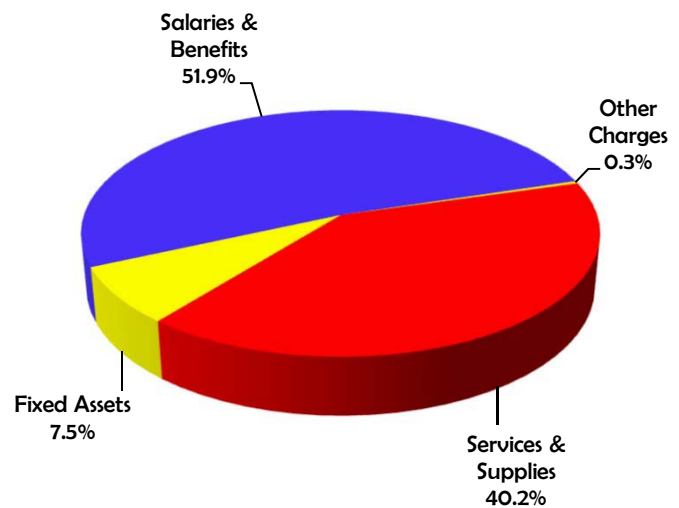
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,798,642	9,097,345	12,177,763	10,825,698	10,825,698
Total Financing	8,818,539	9,077,448	12,157,865	10,825,698	10,825,698
Net Cost	(19,897)	19,897	19,898	-	-
Positions	68.0	69.0	69.0	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:

- **TECHNOLOGICAL ADVANCEMENTS**
 - Complete the second and third phases of the Integrated System Project, which will replace vital record and marriage programs and add clerk features that do not currently exist.
 - Evaluate existing systems not being replaced in the project to determine if the most up to date technology is in use.

GOALS (cont.):

• **COMMUNITY OUTREACH**

- Outreach to community, title companies and other departments to remain responsive to changes in industry and develop two-way communications. Begin meeting twice annually with title companies and interested parties. Organize an annual open house with other departments to promote positive working relationships with the County Clerk/Recorder staff and our customers working in other county departments.

• **OPERATIONAL IMPROVEMENTS**

- Identify customers with a recording volume that would benefit from electronic recording (e-recording). Contact customer to explain the process and provide instructions on implementation with the goal of increasing e-recording.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Implemented 2nd phase of the integrated system, which included data conversion and migration of the indexing database of official records; replacement of the indexing and imaging systems; and public search.
- Prepared gap analysis and implemented some elements of the Clerk functions in the third-phase of the integrated system project, which includes identification of vital records migration data issues, mail tracking module, and establishing time-lines and milestones for the remainder of the project.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implementing 3rd phase of the integrated system, which includes vital records, marriage, and remaining Clerk functions.
- Beginning in Fiscal Year 2018-19, total revenues and total expenditures/appropriations will be lower than in prior fiscal years due to Modernization and Micrographics fees being budgeted as an interfund reimbursement rather than as revenue. These fees are budgeted as revenue in new Budget Unit 3241000 (Clerk/Recorder Fees).

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Administrative Services Officer 2.....	1.0
Associate Administrative Analyst Level 2.....	<u>-1.0</u>
Total	0.0

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET Budget Unit: 3240000 - County Clerk/Recorder			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 10,825,698	\$ 10,825,698	\$ -
Total Revenue	\$ 10,825,698	\$ 10,825,698	\$ -
Salaries & Benefits	\$ 6,263,980	\$ 6,263,980	\$ -
Services & Supplies	4,548,243	4,548,243	-
Other Charges	39,693	39,693	-
Equipment	259,000	259,000	-
Other Intangible Asset	647,590	647,590	-
Expenditure Transfer & Reimbursement	(932,808)	(932,808)	-
Total Expenditures/Appropriations	\$ 10,825,698	\$ 10,825,698	\$ -
Net Cost	\$ -	\$ -	\$ -
Positions	69.0	69.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3240000 - County Clerk/Recorder**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 8,818,539	\$ 9,077,448	\$ 12,157,865	\$ 10,825,698	\$ 10,825,698
Total Revenue	\$ 8,818,539	\$ 9,077,448	\$ 12,157,865	\$ 10,825,698	\$ 10,825,698
Salaries & Benefits	\$ 5,453,933	\$ 5,404,061	\$ 6,128,619	\$ 6,263,980	\$ 6,263,980
Services & Supplies	2,936,502	3,243,550	4,443,128	4,548,243	4,548,243
Other Charges	82,199	46,974	46,974	39,693	39,693
Equipment	40,699	-	259,000	259,000	259,000
Other Intangible Asset	80,892	151,980	1,007,588	647,590	647,590
Interfund Reimb	-	-	-	(1,218,065)	(1,218,065)
Intrafund Charges	224,417	270,780	312,454	305,257	305,257
Intrafund Reimb	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 8,798,642	\$ 9,097,345	\$ 12,177,763	\$ 10,825,698	\$ 10,825,698
Net Cost	\$ (19,897)	\$ 19,897	\$ 19,898	- \$	-
Positions	68.0	69.0	69.0	69.0	69.0

2018-19 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

Appropriations	Reimbursements		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations							

FUNDED

Program No. and Title: 001 Clerk

1,130,977	0	-1,875	1,129,102	0	0	1,129,102	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

10,932,786	0	-1,236,190	9,696,596	0	0	9,696,596	0	0	63.0	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.

FUNDED										
12,063,763	0	-1,238,065	10,825,698	0	0	10,825,698	0	0	69.0	0

GRAND TOTAL FUNDED										
12,063,763	0	-1,238,065	10,825,698	0	0	10,825,698	0	0	69.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	-	-	14,305,368	14,305,368
Total Financing	-	-	-	14,305,368	14,305,368
Net Cost	-	-	-	-	-

PROGRAM DESCRIPTION:

This Budget Unit provides financing for certain updates and improvements in the County Clerk/Recorder. Dedicated revenues are generated from document fees to be used and administered by the Department for reimbursement of actual costs related to specified services identified below.

- Modernization funds are used to support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County Recorder’s system of recorded documents.
- Micrographics Conversion funds are used to convert the County Recorder’s document storage system to micrographics.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

Beginning in Fiscal Year 2018-19, Budget Unit 3241000 was created to better identify dedicated fee collections that have been deposited in to trust funds used to support the Clerk/Recorder’s operation.

FUND BALANCE FOR FY 2018-19:

Available fund balance is \$12,661,461, which reflects the estimated trust fund balances for Modernization and Micrographics fees after June 30, 2018.

BUDGET RESERVE BALANCES FOR FY 2018-19:

- **Modernization Fees - \$12,124,497**
 - This reserve is being established in Fiscal Year 2018-19 to support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County Recorder’s system of recorded documents.
- **Micrographics Fees - \$1,193,492**
 - This reserve is being established in Fiscal Year 2018-19 to convert the County Recorder’s document storage system to micrographics.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3241000 - Clerk/Recorder Fees			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Fund Balance	\$ 12,661,461	\$ 12,430,775	\$(230,686)
Charges for Services	1,874,593	1,874,593	-
Total Revenue	\$ 14,536,054	\$ 14,305,368	\$(230,686)
Reserve Provision	\$ 13,317,989	\$ 13,087,303	\$(230,686)
Expenditure Transfer & Reimbursement	1,218,065	1,218,065	-
Total Expenditures/Appropriations	\$ 14,536,054	\$ 14,305,368	\$(230,686)
Net Cost	\$ -	\$ -	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has decreased \$230,686 due to lower than anticipated fee revenue.
 - Reserve provision has decreased \$230,686 due to decreased fund balance.

REVISED RESERVE BALANCES FOR FY 2018-19:

- **SB2277 Modernization — \$12,085,940**
- **Micrographic Conversion — \$1,001,363**

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3241000 - Clerk/Recorder Fees**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001Q - CLERK/RECORDER FEES**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ -	\$ -	\$ -	\$ 12,430,775	\$ 12,430,775
Charges for Services	-	-	-	1,874,593	1,874,593
Total Revenue	\$ -	\$ -	\$ -	\$ 14,305,368	\$ 14,305,368
Reserve Provision	\$ -	\$ -	\$ -	\$ 13,087,303	\$ 13,087,303
Interfund Charges	-	-	-	1,218,065	1,218,065
Total Expenditures/Appropriations	\$ -	\$ -	\$ -	\$ 14,305,368	\$ 14,305,368
Net Cost	\$ -	\$ -	\$ -	\$ -	-

2018-19 PROGRAM INFORMATION

BU: 3241000 Clerk/Recorder Fees

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Modernization

12,901,530	0	0	12,901,530	0	0	1,494,880	11,406,650	0	0.0	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: Support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County's system of recorded documents.

Program No. and Title: 002 Micrographics Conversion

1,403,838	0	0	1,403,838	0	0	379,713	1,024,125	0	0.0	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: Convert the County Recorder's document storage system to micrographics.

FUNDED

14,305,368	0	0	14,305,368	0	0	1,874,593	12,430,775	0	0.0	0
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GRAND TOTAL FUNDED

14,305,368	0	0	14,305,368	0	0	1,874,593	12,430,775	0	0.0	0
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Summary

Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,221,420	24,230,715	24,761,756	24,561,756	24,561,756
Total Financing	-	-	-	-	-
Net Cost	24,221,420	24,230,715	24,761,756	24,561,756	24,561,756

PROGRAM DESCRIPTION:

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

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET

Budget Unit: 5040000 - Court / County Contribution

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Other Charges	\$ 24,561,756	\$ 24,561,756	-
Total Expenditures/Appropriations	\$ 24,561,756	\$ 24,561,756	-
Net Cost	\$ 24,561,756	\$ 24,561,756	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Other Charges	\$ 24,221,420	\$ 24,230,715	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756
Total Expenditures/Appropriations	\$ 24,221,420	\$ 24,230,715	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756
Net Cost	\$ 24,221,420	\$ 24,230,715	\$ 24,761,756	\$ 24,561,756	\$ 24,561,756

2018-19 PROGRAM INFORMATION

BU: 5040000 Court - County Contribution

<u>Appropriations</u>	<u>Reimbursements</u>	<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>								
	<u>Other</u>								

FUNDED

Program No. and Title: 001 State Payments

24,561,756 0 0 24,561,756 0 0 0 0 24,561,756 0.0 0

Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

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.

FUNDED	24,561,756	0	0	24,561,756	0	0	0	0	24,561,756	0.0	0
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GRAND TOTAL FUNDED	24,561,756	0	0	24,561,756	0	0	0	0	24,561,756	0.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,738,181	8,666,322	8,843,233	8,761,276	8,761,276
Total Financing	-	-	-	-	-
Net Cost	8,738,181	8,666,322	8,843,233	8,761,276	8,761,276

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.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5020000 - Court / Non-Trial Court Operations			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Services & Supplies	\$ 1,213,865	\$ 1,213,865	-
Other Charges	5,882,813	5,882,813	-
Expenditure Transfer & Reimbursement	1,664,598	1,664,598	-
Total Expenditures/Appropriations	\$ 8,761,276	\$ 8,761,276	-
Net Cost	\$ 8,761,276	\$ 8,761,276	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 1,006,763	\$ 934,139	\$ 1,150,852	\$ 1,213,865	\$ 1,213,865
Other Charges	5,882,813	5,882,813	5,882,813	5,882,813	5,882,813
Interfund Charges	2,448,780	2,449,545	2,449,545	2,304,773	2,304,773
Interfund Reimb	(1,260,000)	(1,260,000)	(1,300,000)	(1,300,000)	(1,300,000)
Intrafund Charges	659,825	659,825	660,023	659,825	659,825
Total Expenditures/Appropriations	\$ 8,738,181	\$ 8,666,322	\$ 8,843,233	\$ 8,761,276	\$ 8,761,276
Net Cost	\$ 8,738,181	\$ 8,666,322	\$ 8,843,233	\$ 8,761,276	\$ 8,761,276

2018-19 PROGRAM INFORMATION

BU: 5020000 Court / Non-Trial Court Operations

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Law and Justice

9,081,108	0	-1,300,000	7,781,108	0	0	0	0	7,781,108	0.0	0
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Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

Program Description: Program provides for the cost of facilities for trial courts.

Program No. and Title: 002 Enhanced Collections

255,343	0	0	255,343	0	0	0	0	255,343	0.0	0
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Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

Program Description: Program provides for collections by the Department of Revenue Recovery on delinquent court fines and miscellaneous revenue.

Program No. and Title: 003 Psychiatric Evaluations

65,000	0	0	65,000	0	0	0	0	65,000	0.0	0
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Program Type: Mandated

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

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

Program Description: Program provides for psychiatric evaluation of detained juveniles.

Program No. and Title: 004 Traffic Prosecution

659,825	0	0	659,825	0	0	0	0	659,825	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

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

Program Description: Program facilitates early resolution of cases in Traffic Court.

FUNDED										
10,061,276	0	-1,300,000	8,761,276	0	0	0	0	8,761,276	0.0	0

GRAND TOTAL FUNDED										
10,061,276	0	-1,300,000	8,761,276	0	0	0	0	8,761,276	0.0	0

Summary

Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,296,550	1,050,529	1,204,242	1,143,417	1,143,417
Total Financing	1,292,372	1,050,529	1,204,242	1,143,417	1,143,417
Net Cost	4,178	-	-	-	-

PROGRAM DESCRIPTION:

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

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET

Budget Unit: 5050000 - Court Paid County Services

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Miscellaneous Revenues	\$ 1,143,417	\$ 1,143,417	\$ -
Total Revenue	\$ 1,143,417	\$ 1,143,417	\$ -
Services & Supplies	\$ 884,487	\$ 884,487	\$ -
Expenditure Transfer & Reimbursement	258,930	258,930	-
Total Expenditures/Appropriations	\$ 1,143,417	\$ 1,143,417	\$ -
Net Cost	\$ -	\$ -	\$ -

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Miscellaneous Revenues	\$ 1,292,372	\$ 1,050,529	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Total Revenue	\$ 1,292,372	\$ 1,050,529	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Services & Supplies	\$ 1,072,287	\$ 815,468	\$ 952,786	\$ 884,487	\$ 884,487
Intrafund Charges	224,263	235,061	251,456	258,930	258,930
Total Expenditures/Appropriations	\$ 1,296,550	\$ 1,050,529	\$ 1,204,242	\$ 1,143,417	\$ 1,143,417
Net Cost	\$ 4,178	\$ -	\$ -	\$ -	\$ -

2018-19 PROGRAM INFORMATION

BU: 5050000 Court Paid County Services

<u>Appropriations</u>	<u>Reimbursements</u>	<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	Realignment/ Prop 172	Appropriations			Other	Balance	Cost		

FUNDED

Program No. and Title: 001 Court Paid Services

1,143,417	0	0	1,143,417	0	0	1,143,417	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

FUNDED

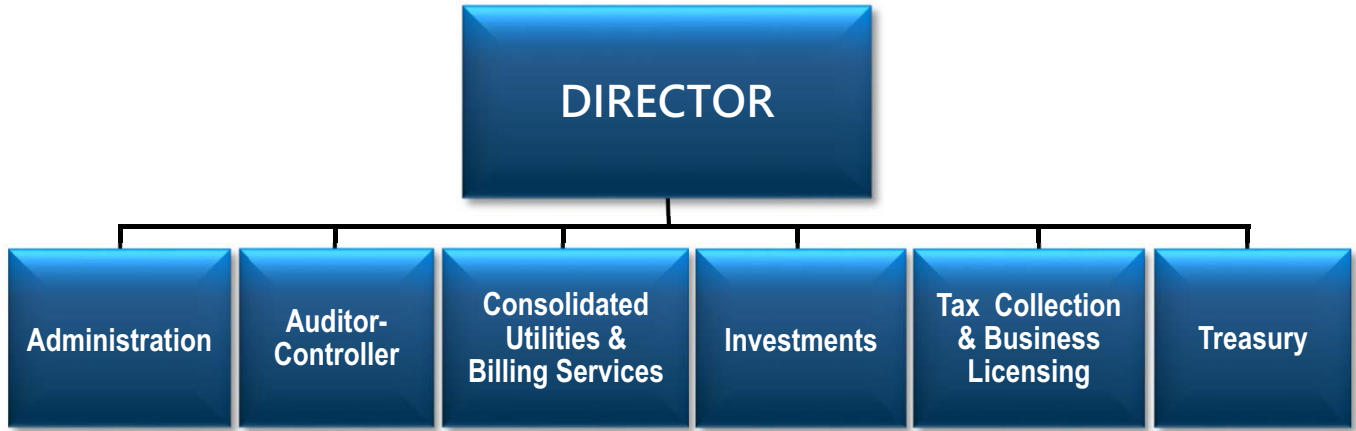
1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0
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GRAND TOTAL FUNDED

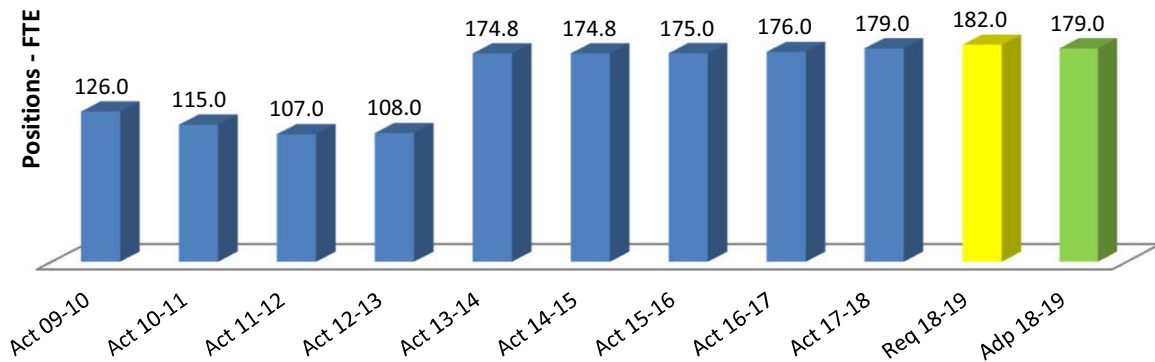
1,143,417	0	0	1,143,417	0	0	1,143,417	0	0	0.0	0
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DEPARTMENTAL STRUCTURE

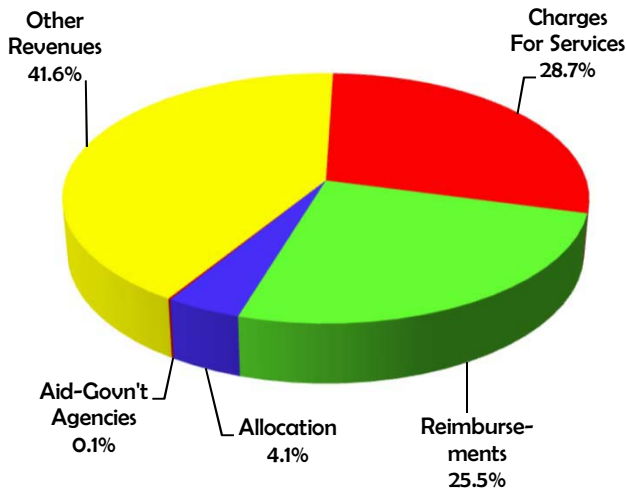
BEN LAMERA, DIRECTOR



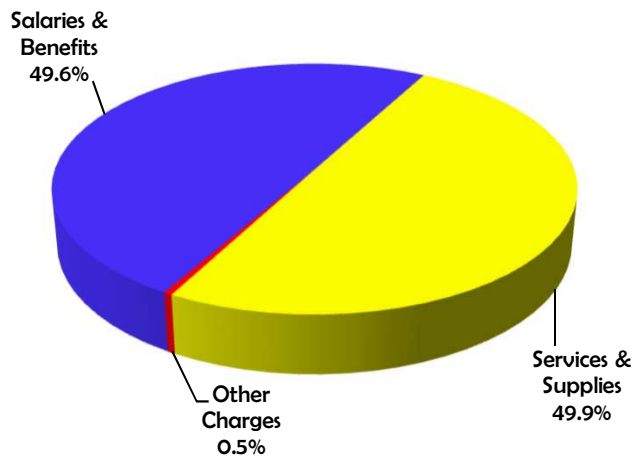
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,807,839	25,687,973	27,362,177	27,593,662	27,593,662
Total Financing	22,800,115	24,257,869	24,746,545	26,086,742	26,086,742
Net Cost	2,007,724	1,430,104	2,615,632	1,506,920	1,506,920
Positions	176.0	179.0	179.0	179.0	179.0

PROGRAM DESCRIPTION:

The Department of Finance is comprised of six operating divisions:

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

PROGRAM DESCRIPTION (cont.):

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

MISSION:

To provide innovative and exemplary service to customers and maintain the highest degree of respect, public trust and integrity, while complying with federal and state regulatory requirements.

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.
- 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.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Completed the County Comprehensive Annual Financial Reports (CAFR) for Fiscal Year 2016-17 by the close of November, a month ahead of the deadline.
- Established charter/by-laws for Internal Audit Committee that will assist in planning audit activity, reviewing financial information, and monitoring of internal controls.
- Developed and hosted COMPASS User Groups for Financials, Fixed Assets, and Materials Management/Purchasing to improve countywide communication and consistency in financial transactions.
- Awarded and implemented a new contract for a deferred compensation record keeper, which included updating the fund structure and reducing costs to plan participants.
- Added a secured entry system (CCure), cameras and enclosed counter, to improve the safety and security of staff, financial resources and operations in the Tax Collection and Business License Division and Treasury Division.
- Included General Accounting, Internal Audits and System Control and Reconciliation in the Allocated Cost Package.
- Filed over 5,000 Personal Property Tax Liens to increase collections of delinquent debt.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Rebuild CAFR electronic files to create new efficiencies that will contribute to publishing the CAFR by the close of November, which contributes to maintaining the County's credit rating and is necessary to meet bond disclosure requirements.
- Develop requirements and begin the project for "householding" of utility bills for customers with multiple accounts to create operational efficiencies and improve customer service.
- Develop and implement electronic workflow for various COMPASS financial processes to record financial transactions efficiently and accurately.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$24,585
 - Net county cost of \$24,585.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3230000 - Department Of Finance			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Licenses, Permits & Franchises	\$ 2,798,884	\$ 2,808,403	\$ 9,519
Fines, Forfeitures & Penalties	7,499,526	7,532,008	32,482
Intergovernmental Revenues	49,070	49,070	-
Charges for Services	10,612,651	10,621,617	8,966
Miscellaneous Revenues	5,038,071	5,075,644	37,573
Total Revenue	\$ 25,998,202	\$ 26,086,742	\$ 88,540
Salaries & Benefits	\$ 18,241,042	\$ 18,394,718	\$ 153,676
Services & Supplies	10,655,775	10,655,775	-
Other Charges	167,500	167,500	-
Expenditure Transfer & Reimbursement	(1,624,331)	(1,624,331)	-
Total Expenditures/Appropriations	\$ 27,439,986	\$ 27,593,662	\$ 153,676
Net Cost	\$ 1,441,784	\$ 1,506,920	\$ 65,136
Positions	179.0	179.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased \$65,136.
- Other Changes
 - Appropriations have increased \$153,676 due to an anticipated increase in negotiated cost of living adjustments, partially offset by \$88,540 in additional revenue.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3230000 - Department Of Finance**
Function **GENERAL**
Activity **Finance**
Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,576,824	\$ 2,400,198	\$ 2,630,939	\$ 2,808,403	2,808,403
Fines, Forfeitures & Penalties	7,589,179	7,801,449	7,414,214	7,532,008	7,532,008
Intergovernmental Revenues	46,603	34,203	45,220	49,070	49,070
Charges for Services	6,704,114	8,353,070	9,379,869	10,621,617	10,621,617
Miscellaneous Revenues	5,883,395	5,668,949	5,276,303	5,075,644	5,075,644
Total Revenue	\$ 22,800,115	\$ 24,257,869	\$ 24,746,545	\$ 26,086,742	\$ 26,086,742
Salaries & Benefits	\$ 16,025,297	\$ 16,943,240	\$ 17,495,891	\$ 18,394,718	\$ 18,394,718
Services & Supplies	9,043,022	9,199,101	10,750,261	10,655,775	10,655,775
Other Charges	9,160	2,338	178,200	167,500	167,500
Equipment	-	212,551	225,000	-	-
Interfund Reimb	(1,200)	(540)	-	-	-
Intrafund Charges	2,906,358	7,910,544	7,926,408	7,835,547	7,835,547
Intrafund Reimb	(3,174,798)	(8,579,261)	(9,213,583)	(9,459,878)	(9,459,878)
Total Expenditures/Appropriations	\$ 24,807,839	\$ 25,687,973	\$ 27,362,177	\$ 27,593,662	\$ 27,593,662
Net Cost	\$ 2,007,724	\$ 1,430,104	\$ 2,615,632	\$ 1,506,920	\$ 1,506,920
Positions	176.0	179.0	179.0	179.0	179.0

2018-19 PROGRAM INFORMATION

BU: 3230000 Department Of Finance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Administration

4,765,242	0	-4,765,242	0	0	0	0	0	0	7.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.

Program No. and Title: 002 Pool

3,753,970	0	-785,288	2,968,682	0	0	2,968,682	0	0	23.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Receives and keeps safely all monies in Treasury; serves as Treasurer for other governmental agencies and districts; and invests/reinvests funds.

Program No. and Title: 003 Fiscal Agent

678,008	0	0	678,008	0	0	678,008	0	0	2.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Manages \$3.5 billion Pooled Investment Fund and \$500 million in proceeds of municipal debt; provides evaluation assistance in deferred compensation investment options; maintains the Community Reinvestment Program.

Program No. and Title: 004 Reclamation

81,277	0	0	81,277	0	0	81,277	0	0	1.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: Per Water Code Section 50660, the Treasurer program collects and distributes in excess of \$1 million annually to 19 districts.

Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other								
<i>Program No. and Title: 005 Tax Collection</i>										
4,259,792	0	-280,921	3,978,871	0	0	3,436,736	0	542,135	22.0	0
<i>Program Type:</i> Mandated										
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations										
<i>Strategic Objective:</i> FO -- Financial Obligation										
<i>Program Description:</i> Collects taxes on real property, personal property, applicable penalties, direct levies and bonds subject to judicial foreclosure.										
<i>Program No. and Title: 006 Business Licenses</i>										
2,865,551	0	0	2,865,551	0	0	2,818,403	0	47,148	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.										
<i>Program No. and Title: 007 System Controls and Reconciliation</i>										
1,163,609	0	-281,656	881,953	0	0	845,996	0	35,957	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.										
<i>Program No. and Title: 008 Payroll Services</i>										
1,386,573	0	-622,783	763,790	0	0	530,217	0	233,573	8.0	0
<i>Program Type:</i> Mandated										
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Calculates, records and reconciles wages, retiree benefits, deductions, and net pay; ensures compliance with laws and regulations, and payment of deductions and net pays.										
<i>Program No. and Title: 009 Audits</i>										
1,465,617	0	-1,160,952	304,665	0	0	293,458	0	11,207	9.0	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> Conducts internal audits to ensure codes and regulations are followed.										

	<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
		<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
		<u>Prop 172</u>									
<i>Program No. and Title: 010 Payment Services</i>											
	1,811,113	0	-552,316	1,258,797	0	0	1,052,316	0	206,481	17.0	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> 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.											
<i>Program No. and Title: 011 Accounting Reporting and Control</i>											
	1,374,026	0	-503,169	870,857	0	21,820	665,909	0	183,128	8.0	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> 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.											
<i>Program No. and Title: 012 Tax Accounting</i>											
	1,416,614	0	-149,045	1,267,569	0	27,250	1,030,962	0	209,357	9.0	0
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 0 -- Specific Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i> FO -- Financial Obligation											
<i>Program Description:</i> 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.											
<i>Program No. and Title: 013 Fiscal Services</i>											
	2,023,017	0	-312,658	1,710,359	0	0	1,697,010	0	13,349	13.0	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> 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.											
<i>Program No. and Title: 014 Consolidated Utilities Billing & Service</i>											
	9,984,546	0	-45,848	9,938,698	0	0	9,938,698	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).											

	<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
		<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
		<u>Prop 172</u>									
FUNDED	37,028,955	0	-9,459,878	27,569,077	0	49,070	26,037,672	0	1,482,335	179.0	3

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 006 Business Licenses

24,585	0	0	24,585	0	0	0	0	0	24,585	0.0	0
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Program Type: Discretionary

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

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

Program Description: Veteran's Fee Exemption – Funding to provide qualifying veterans who have a service-related business a 50% fee waiver on a new or renewed General Business License. California Business and Professions Code provides a 100% fee exemption for qualified veterans who sell tangible goods. In FY 2007-08, the Board of Supervisors approved an Ordinance change to provide qualified veterans providing services a 50% fee exemption, provided that the Board of Supervisors specifically appropriates funding in the budget for the exemption each year. Sacramento County Code 4.06.072 (D) states: "This section shall become inoperative in any fiscal year the Board of Supervisors fails to make a line item appropriation to fund the decrease in license fees anticipated as a result of this section."

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)											
24,585	0	0	24,585	0	0	0	0	0	24,585	0.0	0

GRAND TOTAL FUNDED											
37,053,540	0	-9,459,878	27,593,662	0	49,070	26,037,672	0	1,506,920	179.0	3	

Appropriations	Reimbursements		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations							

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 007 and 011 - System Control and Reconciliation/Accounting Reporting and Control

203,011	0	0	203,011	0	0	0	0	203,011	3.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: CAFR Team - Add 1.0 FTE Administrative Services Officer 1 position and 2.0 FTE Accountant positions to provide adequate resources to create, publish and file the CAFR in advance of the required deadline. The new positions will also contribute to the development, updating and implementation of Countywide accounting policies; reviewing and updating COMPASS financial system training materials for Department of Technology courses; provide general and specific oversight and guidance to Countywide accounting and financial processes; and monitor trust activity. The current appropriation request is for 8 months.

GROWTH REQUEST NOT RECOMMENDED

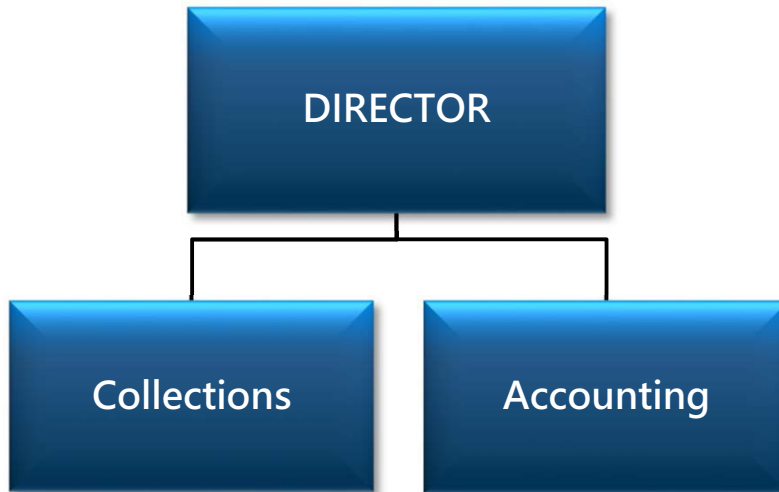
203,011	0	0	203,011	0	0	0	0	203,011	3.0	0
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GRAND TOTAL NOT RECOMMENDED

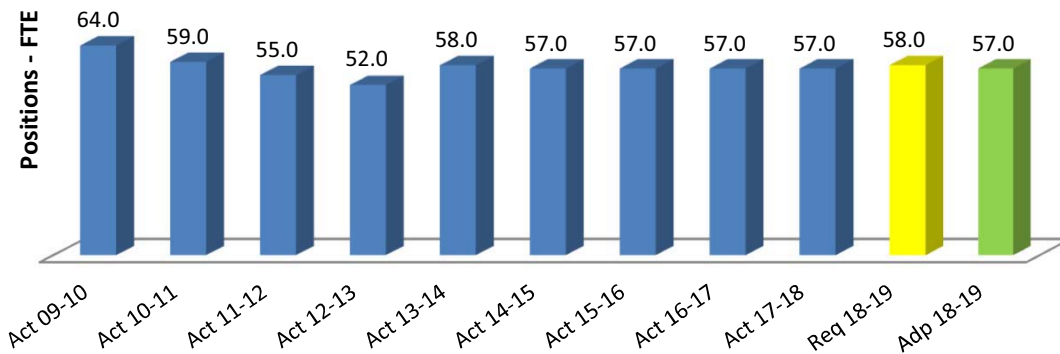
203,011	0	0	203,011	0	0	0	0	203,011	3.0	0
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DEPARTMENTAL STRUCTURE

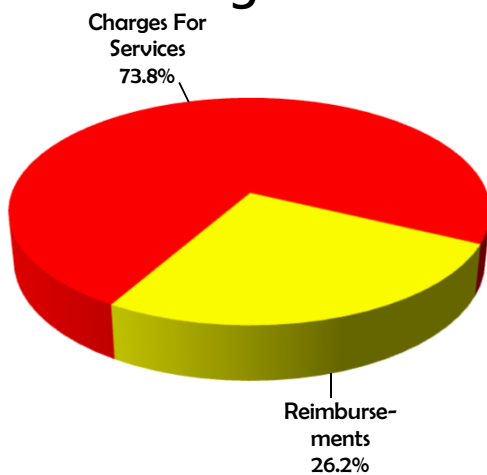
BEN LAMERA, INTERIM DIRECTOR



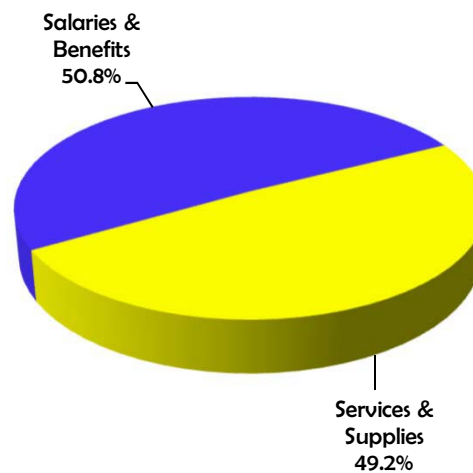
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	7,683,069	8,216,068	8,538,949	7,825,562	7,825,562
Total Financing	7,686,347	8,216,066	8,538,949	7,825,562	7,825,562
Net Cost	(3,278)	2	-	-	-
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 help the County recover as much revenue as possible from all its billing and receivable functions as early in the process and as cost effectively as possible. The recovery of revenue aids the programs receiving the funds and helps to maintain public service levels and 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 maximize revenue collection that can be used to meet customer entities' program objectives.

GOALS:

- To collect over \$35 million in receivables.
- Overall recovery rate of 50 percent.
- Maintain net cost to collection ratio 17.0 percent.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- **Program Results** - For Fiscal Year 2017-18, the Department of Revenue Recovery (DRR) expects to receive \$77 million in new charges compared to \$79 million in Fiscal Year 2016-17, and to collect \$36 million with \$37 million budgeted, with savings of \$500,000 in expenditures; from \$10.8 million budgeted to \$10.3 million actual. The savings are included in DRR's customers' fund balance.
- The decrease in projected collections is due to:
 - The Board of Supervisors approved the elimination and write-off of juvenile justice fees effective July 1, 2017, significantly reducing the referrals of these fees from Probation, Public Defender, and Conflict Criminal Defender from \$2.6 million in Fiscal Year 2016-17 to \$0 in Fiscal Year 2017-18.
 - 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 \$45,000 in Fiscal Year 2016-17 to \$0 in Fiscal Year 2017-18.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18 (cont.):

- 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.
- Collaborated with Code Enforcement and Building Permits & Inspections 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.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- In Fiscal Year 2018-19, it is estimated that a minimum of \$80 million in new charges will be added to DRR’s system. Collections are expected to decrease from \$37 million in Fiscal Year 2017-18 to \$35.4 million due to:
 - 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.
- 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 FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Office Specialist Level 2.....	1.0
Collection Services Agent Level 2	<u>-1.0</u>
Total	0.0

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 6110000 - Department Of Revenue Recovery			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 7,782,589	\$ 7,825,562	\$ 42,973
Total Revenue	\$ 7,782,589	\$ 7,825,562	\$ 42,973
Salaries & Benefits	\$ 5,352,014	\$ 5,394,987	\$ 42,973
Services & Supplies	4,420,998	4,420,998	-
Expenditure Transfer & Reimbursement	(1,990,423)	(1,990,423)	-
Total Expenditures/Appropriations	\$ 7,782,589	\$ 7,825,562	\$ 42,973
Net Cost	\$ -	\$ -	\$ -
Positions	57.0	57.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.
- Other Changes
 - Appropriations have increased \$42,973 due to an anticipated increase in negotiated cost of living adjustments, fully offset by \$42,973 in additional revenue.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget:

Collection Services Agent	-3.0
Collection Services Supervisor	1.0
Office Specialist Level II	1.0
Senior Account Clerk	<u>1.0</u>
Total	0.0

SUPPLEMENTAL INFORMATION:

Supplemental Collections Report - Revenue Recovery FY 2018-19

	Adopted FY 17/18 Budget COLLECTIONS	Actual FY 17/18 COLLECTIONS	FY 18/19 Requested COLLECTIONS	Adopted FY 18/19 COLLECTIONS
<u>SUPERIOR COURT:</u>				
Traffic Court	12,000,000	10,083,472	10,000,000	10,000,000
Criminal Court (including cities)	9,100,000	8,340,882	8,000,000	8,000,000
Restitution - Victims (incl summary & formal)	3,500,000	4,174,390	4,200,000	4,200,000
Civil Court	35,000	34,200	35,000	35,000
COURTS - Sub - Total	24,635,000	22,632,944	22,235,000	22,235,000
<u>PROBATION:</u>				
Juv. Care & Maint. - Boys Ranch	-	5,083	-	-
Juv. Care & Maint.-Youth Auth.(6&7)	-	407	-	-
Juv. Care & Maint. - Foster Home	-	-	-	-
Juv. Electronic Monitoring	-	10,726	-	-
Juv. Care & Maint. - Juv. Hall(1&5)	-	25,524	-	-
Juv. Probation Fees	-	7,853	-	-
Juv. Drug Testing Fees	-	633	-	-
Probation - WETYC	-	-	-	-
Probation - OTHER FEES (Abandonment Report)	-	909	-	1,000
Probation - OTHER FEES (Adoption Report Fees)	-	67,600	1,000	45,000
Probation - OTHER FEES (Diversion Program)	50,000	277,147	45,000	260,000
Probation - OTHER FEES (Pre-Sentence Report)	200,000	10,009	260,000	5,000
Probation - OTHER FEES (Prop 36 Program Fees)	7,000	9,659	5,000	4,000
Probation - SUP (Adult Drug Testing Fees)	10,000	33,117	4,000	30,000
Probation - SUP (Courtesy Supervision)	25,000	2,286,310	30,000	2,095,000
Probation - SUP (Supervision Fees)	1,600,000	3,460	2,095,000	-
Probation - Formal Sealed Records (Formal - Adult)	-	180	-	-
Probation - Formal Sealed Records (Formal - Juvenile)	-	-	-	-
PROBATION - Sub - Total	1,892,000	2,738,617	2,440,000	2,440,000
<u>SHERIFF:</u>				
Sheriff - Booking Fees	800,000	692,569	635,000	635,000
Sheriff - Incarceration Fees	650,000	1,096,288	945,000	945,000
Sheriff - Weekender Board & Room	10,000	21,271	15,000	15,000
SHERIFF - Sub - Total	1,460,000	1,810,129	1,595,000	1,595,000
<u>CCD:</u>				
Legal Fees - Adult - C.A.C.	15,000	22,355	20,000	20,000
Legal Fees - Juvenile - C.A.C.	-	13,669	-	-
CCD - Sub - Total	15,000	36,024	20,000	20,000
<u>PUBLIC DEFENDER:</u>				
Legal Fees - Adult - P.D.	100,000	108,966	95,000	95,000
Legal Fees - Juvenile - P.D.	-	14,617	-	-
PD - Sub - Total	100,000	123,583	95,000	95,000
<u>ENVIRONMENTAL MGMT:</u>				
Haz.Mat.- Delinquency Charge	25,000	12,967	5,000	5,000
Haz.Mat.- Collection Admin. Fee	-	-	-	-
EMD - Sub - Total	25,000	12,967	5,000	5,000
<u>HUMAN ASSISTANCE:</u>				
CW - 0Parent	300	706	375	375
CW - 1Parent	980,000	1,793,821	975,000	975,000
CW - 2Parent	18,000	22,041	22,500	22,500
CW - TANF 32	1,700	2,336	2,125	2,125

Supplemental Collections Report - Revenue Recovery FY 2018-19

	Adopted FY 17/18 Budget COLLECTIONS	Actual FY 17/18 COLLECTIONS	FY 18/19 Requested COLLECTIONS	Adopted FY 18/19 COLLECTIONS
FC 40 (Foster Care Overpayment - NonFed)	75,000	56,268	75,000	75,000
FC 42 (Foster Care Overpayment)	380,000	330,224	280,000	280,000
SED 05 (Foster Care)	45,000	-	45,000	45,000
EA- 5K (Foster Care)	5,000	4,178	5,000	5,000
AAP 03 & 04 (Adoption Assistance - NonFed & Fed)	20,000	47,904	85,000	85,000
RCA	-	-	-	-
Gen. Assist.- CAPI	120,000	56,012	65,000	65,000
Food Stamps	1,500,000	2,608,930	1,400,000	1,400,000
DHA - Sub - Total	3,145,000	4,922,420	2,955,000	2,955,000
B.U. 5701 (via DHA):				
CAPI SSI - JV to BU 5701	30,000	63,825	100,000	100,000
GA SSI - JV to BU 5701	1,070,000	1,197,509	1,300,000	1,300,000
Special Recovery	-	-	-	-
DHA BU 5701 - Sub - Total	1,100,000	1,261,334	1,400,000	1,400,000
DHHS				
In Home Supportive Service	4,000	2,429	3,000	3,000
Medically Indigent - SOC	150,000	150,552	150,000	150,000
DHHS - Sub - Total	154,000	152,982	153,000	153,000
FINANCE:				
Bus. Lic. Returned Cks	-	147	-	-
Unsecured Property Tax	-	-	-	-
Transient Occupancy Tax	20,000	4,396	10,000	10,000
Total Tax	20,000	4,543	10,000	10,000
MAS - CUBS	200,000	136,629	150,000	150,000
MAS - Returned Checks	3,000	1,873	3,000	3,000
MAS - Water Quality	-	-	-	-
Total MAS	203,000	138,502	153,000	153,000
DOF - Sub - Total	223,000	143,045	163,000	163,000
ANIMAL CARE	50,000	48,019	30,000	30,000
COMMUNITY DEVELOPMENT:				
Building Inspection Fees	250,000	403,745	300,000	300,000
County Engineering:	-	-	-	-
Code Enforcement:				
Code Enforcement (Request for Demand)	8,000	8,264	8,000	8,000
Code Enforcement (Administrative Penalty)	143,000	231,001	210,000	210,000
Code Enforcement (Code Costs Confirmed)	-	-	-	-
Code Enforcement (Housing Code Adm Fees)	-	6,008	-	-
Code Enforcement (Housing Code Enforcement)	382,000	326,800	252,000	252,000
Code Enforcement (Neighborhood Livability Initiative)	56,000	96,259	111,000	111,000
Code Enforcement (NOPEA Fee)	46,000	41,114	40,000	40,000
Code Enforcement (Rental Code Compliance Fee)	237,000	190,182	212,000	212,000
Code Enforcement (Vehicle Abatement)	16,500	26,165	22,000	22,000
Code Enforcement (Zoning Enforcement)	662,000	756,333	785,000	785,000
Code Enforcement (Zoning Enforcement Adm Fees)	-	16,142	-	-
Code Enforcement - Sub - Total	1,550,500	1,698,268	1,640,000	1,640,000
Plan Check Charges	10,000	840	10,000	10,000

Supplemental Collections Report - Revenue Recovery FY 2018-19

	Adopted FY 17/18 Budget COLLECTIONS	Actual FY 17/18 COLLECTIONS	FY 18/19 Requested COLLECTIONS	Adopted FY 18/19 COLLECTIONS
DTECH				
Building Inspection (IT Recovery Fees)	-	19		
Code Enforcement (IT Recovery Fees)	50,000	59,419	55,000	55,000
DTech - Sub - Total	50,000	59,439	55,000	55,000
REGIONAL PARKS				
	-	3	-	-
TRANSPORTATION:				
Damage to County Property	150,000	44,088	60,000	60,000
Street Construction Encroachment	50,000	538	10,000	10,000
Transportation - Sub - Total	200,000	44,626	70,000	70,000
WASTE MANAGEMENT:				
Waste Mgmt & Recycling (N. Area Recovery Station)	10,000	12,704	15,000	15,000
Waste Mgmt & Recycling (Kiefer Landfill)	-	-	-	-
Waste Mgmt & Recycling Authority	-	-	-	-
Waste Management - Sub - Total	10,000	12,704	15,000	15,000
OTHER COLLECTIONS:				
CS - Others:				
AG Commissioner - Weights & Measures	25,000	-	-	-
Coroner	1,000	6,348	1,000	1,000
Voter Registration	-	-	-	-
CS Others - Sub - Total	26,000	6,348	1,000	1,000
IS - Others:				
County Clerk Recorder	1,500	735	1,500	1,500
General Services	-	-	-	-
Personnel Services	-	1,175	-	-
Risk Management	1,000	1,113	1,000	1,000
PS - Risk Management - Attorney Fee	-	561	-	-
Workers' Compensation	-	-	-	-
IS Others - Sub - Total	2,500	3,584	2,500	2,500
OTHERS:				
Air Quality Management Dist (SMAQMD)	2,500	1,525	2,500	2,500
Airports	5,000	3,864	6,000	6,000
Assessor	-	-	-	-
DA	-	-	-	-
Budget Unit 5701 (County Special Recovery)	-	10,000	-	-
Retirement	-	-	-	-
OTHERS - Sub - Total	7,500	15,389	8,500	8,500
DRR Collections:				
DRR Collections (Designated)	300,000	743,895	300,000	300,000
DRR Collections (Undesignated)	200,000	91,010	200,000	200,000
Unallocated Collections	-	(347,709)	-	-
Unidentified Payments	-	39,897	-	-
Other Revenue - Sub - Total	500,000	527,093	500,000	500,000
Cities' Booking Fees				
City of Sacramento	250,000	245,924	250,000	250,000
Other Cities	80,000	69,419	65,000	65,000
Cities' Booking Fees - Sub - Total	330,000	315,343	315,000	315,000
SHRA - Housing Authority	-	2,641	-	-
Stockton & Franklin (BIA)	-	13,406	30,000	30,000

Supplemental Collections Report - Revenue Recovery FY 2018-19

	Adopted FY 17/18 Budget COLLECTIONS	Actual FY 17/18 COLLECTIONS	FY 18/19 Requested COLLECTIONS	Adopted FY 18/19 COLLECTIONS
COLLECTIONS - Sub - Total	35,735,500	36,985,490	34,038,000	34,038,000
Other Payments:				
EMD Direct Payment	710,000	492,727	645,000	645,000
COBRA	600,000	511,615	750,000	750,000
Misc. Adj. to Costs	-	-	-	-
	1,310,000	1,004,342	1,395,000	1,395,000
TOTAL GROSS COLLECTIONS	37,045,500	37,989,832	35,433,000	35,433,000

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19			Schedule 9	
		Budget Unit	6110000 - Department Of Revenue Recovery			
		Function	GENERAL			
		Activity	Other General			
		Fund	001A - GENERAL			
Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Revenue from Use Of Money & Property	\$ -	\$ 1	\$ -	\$ -	\$ -	
Charges for Services	7,675,130	8,167,794	8,508,949	7,825,562	7,825,562	
Miscellaneous Revenues	11,217	48,271	30,000	-	-	
Total Revenue	\$ 7,686,347	\$ 8,216,066	\$ 8,538,949	\$ 7,825,562	\$ 7,825,562	
Salaries & Benefits	\$ 4,802,374	\$ 5,005,620	\$ 5,245,469	\$ 5,394,987	\$ 5,394,987	
Services & Supplies	4,434,347	4,769,088	4,916,789	4,420,998	4,420,998	
Equipment	-	147,617	-	-	-	
Intrafund Charges	627,255	686,810	689,431	793,627	793,627	
Intrafund Reimb	(2,180,907)	(2,393,067)	(2,312,740)	(2,784,050)	(2,784,050)	
Total Expenditures/Appropriations	\$ 7,683,069	\$ 8,216,068	\$ 8,538,949	\$ 7,825,562	\$ 7,825,562	
Net Cost	\$ (3,278)	\$ 2	\$ -	\$ -	\$ -	
Positions	57.0	57.0	57.0	57.0	57.0	

2018-19 PROGRAM INFORMATION

BU: 6110000 Department Of Revenue Recovery

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

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

10,609,612	0	-2,784,050	7,825,562	0	0	7,825,562	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										
10,609,612	0	-2,784,050	7,825,562	0	0	7,825,562	0	0	57.0	0

GRAND TOTAL FUNDED										
10,609,612	0	-2,784,050	7,825,562	0	0	7,825,562	0	0	57.0	0

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

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

76,597	0	0	76,597	0	0	76,597	0	0	1.0	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: New 1.0 FTE Accounting Technician position. The additional 1.0 FTE Accounting Technician position will primarily focus on analysis, evaluation, and reconciliation of files and payments as the department strives to increase efficiencies to offset declining referrals and collections, reconciliation and resolving discrepancies of Court Ordered Debt (COD) reimbursements, reconciliation of California Department of Social Services (CDSS)-Internal Revenue Service and CDSS-Franchise Tax Board payments. The position will also handle all accounts payable activities, purchasing activities, and other financial and accounting analysis, and reporting for the department. The funding will come from cost recovery and installment revenue from collection activities and will result in \$0 Net County Cost.

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

475,000	0	0	475,000	0	0	0	0	475,000	0.0	0
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Program Type: Discretionary

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

Strategic Objective: IS -- Internal Support

Program Description: Lease Space – Office Relocation. The office relocation is needed as the department is continuously filling vacant positions and there is not enough space to accommodate employees. The \$475,000 is the first year total appropriation cost and includes rent and utilities, amortized tenant improvement cost, lease management fee, and move cost. Second and succeeding year costs are estimated to be \$388,000 a year.

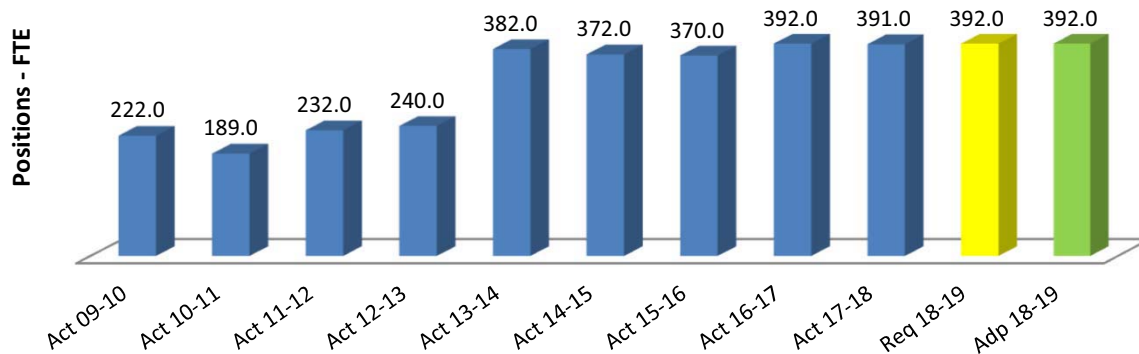
GROWTH REQUEST NOT RECOMMENDED										
551,597	0	0	551,597	0	0	76,597	0	475,000	1.0	0

GRAND TOTAL NOT RECOMMENDED										
551,597	0	0	551,597	0	0	76,597	0	475,000	1.0	0

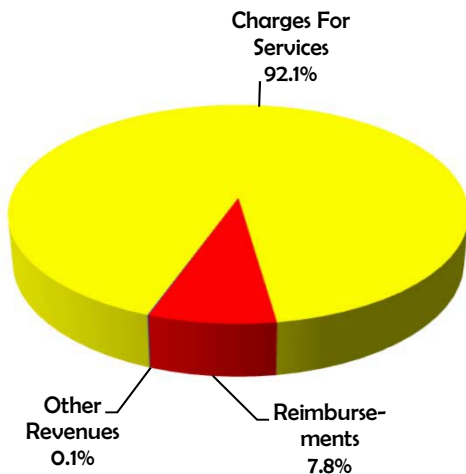
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



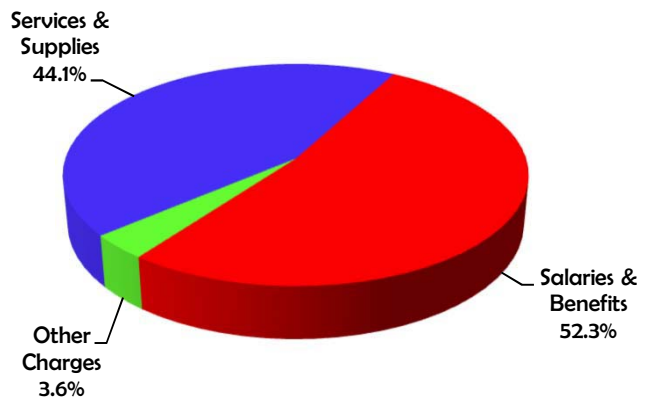
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	83,367,736	85,046,246	95,480,802	96,902,099	96,902,099
Total Financing	84,019,646	90,761,330	95,480,802	96,902,099	96,902,099
Net Cost	(651,910)	(5,715,084)	-	-	-
Positions	392.0	391.0	388.0	392.0	392.0

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 FY 2017-18:

- Implemented Phases 1 and 2 of the County Clerk Recorder new System.
- Decommissioned the legacy FileNet Document Management System.
- Completed migration from Lagan to Oracle Cloud Service for 311 Call Center.
- Implemented Telephonic Signatures for all programs at DHA.
- Redesigned Contract Lifecycle Information Management System for DHA.
- Enhanced Lobby Management and Appointment Scheduling system for CalWORKs service centers.
- Developed management dashboards for DHA service center operations.
- Implemented the Leaps System in Adult Protective Services.
- Implementation of the OCHIN Medical System in Primary Health.
- Implemented the Credit Bureau collection Trigger application at DCSS.
- Issued an RFP for a new Election Voting System and complete implementation.
- Upgraded the infrastructures for Correctional Health system and Acella.
- Completed the Transportation Hansen upgrade project.
- Completed DMZ redundancy for applications hosted on the County's private cloud for storage and virtual servers.
- Completed implementation of the year one recommendations from the information security program assessment.
- GIS County-wide 2018 Imagery Collection – New ortho photos with the potential to acquire LiDAR & Oblique photos.
- The Chief of Customer Service position moved from the Department of Technology to the County Executive Cabinet.
- Created a new Property Tax Interface with Assessor for Secured, Unsecured Main roll and Supplemental Tax bills.
- Implemented a new cashiering system for Finance.
- Created and managed an RFP for an eSignature solution and select a vendor.

FY 2018-19 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- Implement e-Forms and e-Signature Solution.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Complete Implementation of the County Clerk Recorder new system.
- Start Countywide project to upgrade to Microsoft Windows 10 and Office 2016 prior to January 2020 end of life.
- Complete the upgrade of the County VoIP telephone and call center system.
- Complete the cost saving transition of the County telephone system to Session Initiation Protocol (SIP) trunking as our connection to the public switched telephone network.
- Continue the project to upgrade all Microsoft Server 2008 systems prior to the 2020 end of life.
- Implement Information Security Awareness Training.

STAFFING LEVEL CHANGES FOR FY 2017-18:

- The following adjustments were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Communication Operator Dispatch	1.0
Information Technology Analyst Level 1/2.....	8.0
Principal Business Systems Analyst	-1.0
Principal Information Technology Analyst	-5.0
Senior Information Technology Analyst.....	-6.0
Supervisor Communication Operations Dispatcher	-1.0
Supervisor Information Technology Analyst	<u>7.0</u>
Total	3.0

- The following adjustments were made as part of the Information Technology Phase II Class Study:

Senior Information Technology Analyst.....	-43.0
Supervisor Information Technology Analyst	<u>43.0</u>
Total	0.0

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$10,174,377. This Fund Balance is used for the replacement of fixed assets, and to cover operating expenditures in the Department of Technology Budget.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 7600000 - Department of Technology			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 96,711,255	\$ 96,846,455	\$ 135,200
Total Operating Revenues	\$ 96,711,255	\$ 96,846,455	\$ 135,200
Operating Expenses			
Salaries/Benefits	\$ 54,972,968	\$ 54,972,968	-
Services & Supplies	34,270,347	34,405,547	135,200
Other Charges	1,218,055	1,218,055	-
Depreciation	2,588,953	2,588,953	-
Total Operating Expenses	\$ 93,050,323	\$ 93,185,523	\$ 135,200
Operating Income (Loss)	\$ 3,660,932	\$ 3,660,932	\$ -
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 55,644	\$ 55,644	-
Debt Retirement	(3,716,576)	(3,716,576)	-
Total Non-Operating Revenues (Expenses)	\$ (3,660,932)	\$ (3,660,932)	\$ -
Income Before Capital Contributions and Transfers	\$ -	\$ -	\$ -
Intrafund Charges	8,206,616	8,206,616	-
Intrafund Reimb	(8,206,616)	(8,206,616)	-
Change In Net Assets	\$ -	\$ -	\$ -
Net Assets - Beginning Balance	15,148,892	15,148,892	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 15,148,892	\$ 15,148,892	\$ -
Positions	391.0	392.0	1.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Additional Recommended Growth
 - Recommended one-time growth request include \$135,200 in net appropriation, \$135,200 in revenue, and no net county cost
 - Growth details are included in the Program Information – Growth Requests Recommended for September section of this budget unit.
- The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget:

Supervisor Communication Operations Dispatcher.....	1.0
Administrative Services Officer 1.....	1.0
Communication Operator Dispatch Level 2.....	1.0
Senior Information Technology Analyst	-1.0
Administrative Services Officer 2.....	<u>-1.0</u>
Total	1.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19				Schedule 10
		Fund Title 031A - DEPT OF TECHNOLOGY Service Activity Technology Budget Unit 7600000				
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 83,905,254	\$ 90,633,119	\$ 95,414,306	\$ 96,846,455	\$ 96,846,455	
Total Operating Revenues	\$ 83,905,254	\$ 90,633,119	\$ 95,414,306	\$ 96,846,455	\$ 96,846,455	
Operating Expenses						
Salaries/Benefits	\$ 50,015,414	\$ 50,571,399	\$ 53,658,050	\$ 54,972,968	\$ 54,972,968	
Services & Supplies	26,790,533	27,266,084	34,005,839	34,405,547	34,405,547	
Other Charges	1,058,041	1,379,054	1,189,615	1,218,055	1,218,055	
Depreciation	1,794,049	2,120,472	2,918,060	2,588,953	2,588,953	
Total Operating Expenses	\$ 79,658,037	\$ 81,337,009	\$ 91,771,564	\$ 93,185,523	\$ 93,185,523	
Operating Income (Loss)	\$ 4,247,217	\$ 9,296,110	\$ 3,642,742	\$ 3,660,932	\$ 3,660,932	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 109,964	\$ 117,207	\$ 66,496	\$ 55,644	\$ 55,644	
Interest Income	4,428	11,004	-	-	-	
Debt Retirement	(3,709,696)	(3,709,238)	(3,709,238)	(3,716,576)	(3,716,576)	
Total Non-Operating Revenues (Expenses)	\$ (3,595,304)	\$ (3,581,027)	\$ (3,642,742)	\$ (3,660,932)	\$ (3,660,932)	
Income Before Capital Contributions and Transfers	\$ 651,913	\$ 5,715,083	\$ -	\$ -	\$ -	
Intrafund Charges	6,505,410	8,132,749	7,685,624	8,206,616	8,206,616	
Intrafund Reimb	(6,505,407)	(8,132,750)	(7,685,624)	(8,206,616)	(8,206,616)	
Change In Net Assets	\$ 651,910	\$ 5,715,084	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	8,775,242	9,427,160	9,427,160	15,148,892	15,148,892	
Equity and Other Account Adjustments	8	6,648	-	-	-	
Net Assets - Ending Balance	\$ 9,427,160	\$ 15,148,892	\$ 9,427,160	\$ 15,148,892	\$ 15,148,892	
Positions	392.0	391.0	388.0	392.0	392.0	
<hr/>						
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 760000 Department of Technology

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Application Support

32,778,028	0	-3,033,794	29,744,234	0	0	29,983,431	0	-239,197	139.5	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Develop, implement and maintain software applications such as law and justice, tax collection and payroll

Program No. and Title: 002 Equipment Support

16,308,188	0	-404,463	15,903,725	0	0	16,023,788	0	-120,063	79.9	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Equipment maintenance and administration for countywide services such as email, computer equipment and central servers.

Program No. and Title: 003 County Data Center

19,397,520	0	-3,771,259	15,626,261	0	0	15,751,668	0	-125,407	41.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Operates a 24/7/365 data center for centralized hardware, software, databases and high volume printers

Program No. and Title: 004 COMPASS

7,520,174	0	-6,720	7,513,454	0	0	7,598,951	0	-85,497	38.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Enhance and support the Human Resources, Financial and Materials Management application (COMPASS)

	<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net Appropriations</u>	<u>Federal</u>	<u>State</u>	<u>Fees/ Other</u>	<u>Fund Balance</u>	<u>Net Cost</u>	<u>Positions</u>	<u>Vehicles</u>
		<u>Realignment/ Prop 172</u>	<u>Other</u>								
<i>Program No. and Title: 005 Communication Networks</i>											
	21,416,476	0	-533,000	20,883,476	0	0	20,340,997	0	542,479	55.4	3
<i>Program Type:</i> Self-Supporting											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Voice and data communication connectivity between county staff, their contacts and information storage.											
<i>Program No. and Title: 006 Countywide IT Services</i>											
	7,553,129	0	-457,380	7,095,749	0	0	7,068,064	0	27,685	37.2	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> 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											
	104,973,515	0	-8,206,616	96,766,899	0	0	96,766,899	0	0	391.0	3

Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
	Realignment/ Prop 172	Other								

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

Program No. and Title: 002 Equipment Support

135,200	0	0	135,200	0	0	135,200	0	0	0.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Contract IT Services. IT Analyst contractor to assist with special projects for the Department of Waste Management.

Program No. and Title: 006 Countywide IT Services

0	0	0	0	0	0	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: Add 1.0 Communication Operator Dispatch Lvl 2. 311 is staffed by a mix of permanent and intermittent Communications / Operations Dispatchers. In order to schedule the required number of dispatchers on the phones during peak call volume periods the 311 Communications Center requires an adequate number of permanent staff. Intermittent staff are only intended to augment the schedule and backfill for absences of permanent staff. However, we are currently using intermittent staff to fulfill permanent roles. This request will increase permanent staffing and reduce the need for intermittent staff.

GROWTH REQUEST RECOMMENDED (APPROVED IN SEPTEMBER)

135,200	0	0	135,200	0	0	135,200	0	0	1.0	0
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GRAND TOTAL FUNDED

105,108,715	0	-8,206,616	96,902,099	0	0	96,902,099	0	0	392.0	3
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<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Application Support

685,000	0	-685,000	0	0	0	0	0	0	0.0	0
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Program Type: Self-Supporting

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

Strategic Objective: T -- Bolster safe and efficient movement of people and goods

Program Description: MSIS (AS400) & McKesson Replacement Project The MSIS System that does medical claiming and payables is 33 years old. McKesson, the vendor for the system, has discontinued support of the product. The remaining DTech staff member who provides support is retiring in 2019. DTech requests a Contract Manager, 3 Contract Programmers, and a Contract Business Analyst.

GROWTH REQUEST NOT RECOMMENDED										
685,000	0	-685,000	0	0	0	0	0	0	0.0	0

GRAND TOTAL NOT RECOMMENDED										
685,000	0	-685,000	0	0	0	0	0	0	0.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,975,724	9,486,565	10,384,440	10,803,508	10,803,508
Total Financing	86,317	91,786	94,668	106,778	106,778
Net Cost	8,889,407	9,394,779	10,289,772	10,696,730	10,696,730

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 FY 2017-18:

- Published a Request for Proposal for the new Budget System.
- Start migration of the Courts Case Management Systems, Sheriff Jail and Warrant Systems off the Mainframe.
- Enhance Property Tax System Addresses to reduce returned bills.
- Create a new Property Tax Interface with Assessor for Secured, Unsecured Main roll and Supplemental Tax bills.
- Completed a total of 192 service requests for the COMPASS system the first ten months of the fiscal year. Anticipate the completion of more than 230 by the end of June 2018.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Purchase new hardware to upgrade the County COMPASS infrastructure and develop a plan to upgrade to the latest SAP database.
- Continue migration of the Courts Case Adult Case Management System, Sheriff Jail Inmate Management and Warrants Systems off the mainframe.
- Start implementation of the County new Budget System.
- Upgrade Board of Supervisors Agenda Management System to the latest release.

RECOMMENDED GROWTH FOR FY 2018-19:

- One-time recommended growth request includes:
 - Appropriations of \$100,000
 - Net county cost of \$100,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5710000 - Data Processing-Shared Systems			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 106,778	\$ 106,778	-
Total Revenue	\$ 106,778	\$ 106,778	-
Services & Supplies	\$ 10,555,722	\$ 10,555,722	-
Expenditure Transfer & Reimbursement	247,786	247,786	-
Total Expenditures/Appropriations	\$ 10,803,508	\$ 10,803,508	-
Net Cost	\$ 10,696,730	\$ 10,696,730	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 86,317	\$ 91,786	\$ 94,668	\$ 106,778	\$ 106,778
Total Revenue	\$ 86,317	\$ 91,786	\$ 94,668	\$ 106,778	\$ 106,778
Services & Supplies	\$ 8,850,633	\$ 9,433,129	\$ 9,988,454	\$ 10,555,722	\$ 10,555,722
Intrafund Charges	125,091	53,436	395,986	247,786	247,786
Total Expenditures/Appropriations	\$ 8,975,724	\$ 9,486,565	\$ 10,384,440	\$ 10,803,508	\$ 10,803,508
Net Cost	\$ 8,889,407	\$ 9,394,779	\$ 10,289,772	\$ 10,696,730	\$ 10,696,730

2018-19 PROGRAM INFORMATION

BU: 5710000		Data Processing-Shared Systems									
Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles	
	Realignment/ Prop 172	Other									
FUNDED											
<i>Program No. and Title: 001 Law & Justice Systems</i>											
2,386,606	0	0	2,386,606	0	0	55,000	0	2,331,606	0.0	0	
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 2 -- Discretionary Law-Enforcement											
<i>Strategic Objective:</i> PS1 -- Protect the community from criminal activity, abuse and violence											
<i>Program Description:</i> 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.											
<i>Program No. and Title: 002 Payroll Systems</i>											
243,157	0	0	243,157	0	0	0	0	243,157	0.0	0	
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Provides a central point for funding of Special District Payroll which supports multiple departments and local entities											
<i>Program No. and Title: 003 Property & Tax Systems</i>											
1,358,197	0	0	1,358,197	0	0	50,000	0	1,308,197	0.0	0	
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Provides a central point for funding the maintenance and enhancement of the Secured and Unsecured Tax which are used by multiple county departments.											
<i>Program No. and Title: 004 COMPASS</i>											
4,828,566	0	0	4,828,566	0	0	0	0	4,828,566	0.0	0	
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> 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.											

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
Program No. and Title: 005 Other Shared Applications										
1,886,982	0	0	1,886,982	0	0	1,778	0	1,885,204	0.0	0
<i>Program Type:</i> Discretionary										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Provides a central point for funding the maintenance and enhancement of the countywide Shared Systems (E-Govt. WEB, AgendaNet, Epledge, Open Data Portal)										

FUNDED										
10,703,508	0	0	10,703,508	0	0	106,778	0	10,596,730	0.0	0

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 004 COMPASS										
100,000	0	0	100,000	0	0	0	0	100,000	0.0	0
<i>Program Type:</i> Discretionary										
<i>Countywide Priority:</i> 6 -- Prevention/Intervention Programs										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Consultant to review health records needs.										

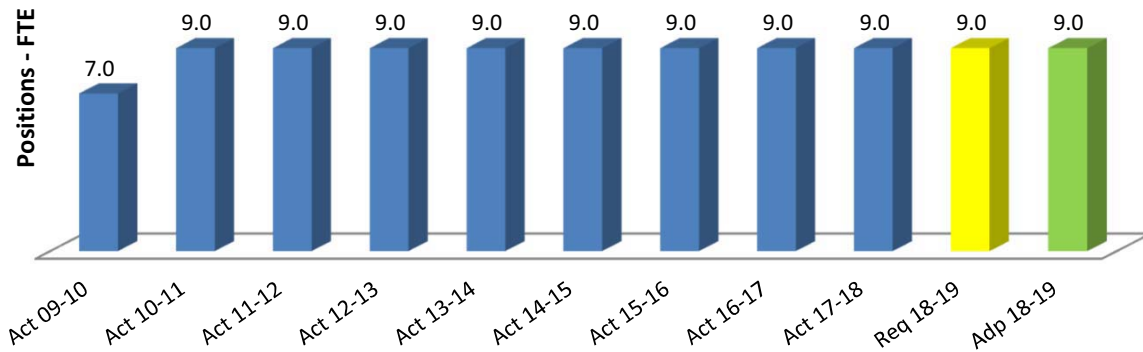
GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)										
100,000	0	0	100,000	0	0	0	0	100,000	0.0	0

GRAND TOTAL FUNDED										
10,803,508	0	0	10,803,508	0	0	106,778	0	10,696,730	0.0	0

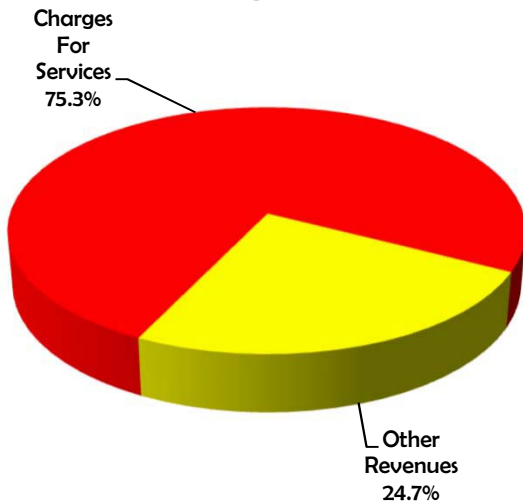
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



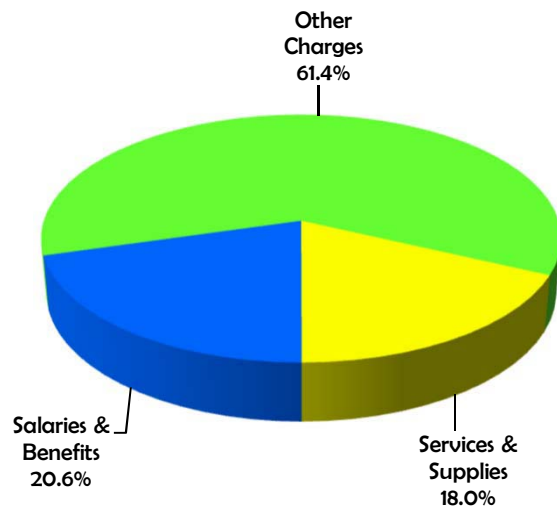
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	4,780,644	4,736,897	6,160,917	6,490,376	6,490,376
Total Financing	5,001,544	5,014,791	5,166,500	5,685,138	5,685,138
Net Cost	(220,900)	(277,894)	994,417	805,238	805,238
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 2017-18:

- Added City of Davis and University of California (UC) Davis to SRRCS as Primary Users which enhances communications interoperability for first responders operating in the Sacramento Region.
- Completed radio signal coverage testing on new P25 system that shows excellent coverage throughout the County.

FY 2018-19 APPROVED RECOMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Continue to P25 upgrade by adding 12 new channels (Phases II and III).
- Install the two site infrastructure to support the City of Davis and UC Davis and move all their radio subscribers to SRRCS.

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$12,056,856. This Fund Balance is used for the replacement of fixed assets, and to cover operating expenditures in the Regional Radio Budget.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 7020000 - Regional Radio Communications System			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 4,279,340	\$ 4,279,340	-
Total Operating Revenues	\$ 4,279,340	\$ 4,279,340	-
Operating Expenses			
Salaries/Benefits	\$ 1,335,807	\$ 1,335,807	-
Services & Supplies	1,170,963	1,170,963	-
Other Charges	3,268	3,268	-
Depreciation	2,057,325	2,057,325	-
Total Operating Expenses	\$ 4,567,363	\$ 4,567,363	-
Operating Income (Loss)	\$ (288,023)	\$ (288,023)	-
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 1,405,798	\$ 1,405,798	-
Debt Retirement	(1,819,810)	(1,819,810)	-
Interest Expense	(103,203)	(103,203)	-
Total Non-Operating Revenues (Expenses)	\$ (517,215)	\$ (517,215)	-
Income Before Capital Contributions and Transfers	\$ (805,238)	\$ (805,238)	-
Change In Net Assets	\$ (805,238)	\$ (805,238)	-
Net Assets - Beginning Balance	14,875,891	14,875,891	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 14,070,653	\$ 14,070,653	-
Positions	9.0	9.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title Service Activity Budget Unit			059A - REGIONAL RADIO Communications System 7020000	
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 3,844,241	\$ 3,782,676	\$ 4,075,090	\$ 4,279,340	\$ 4,279,340	
Total Operating Revenues	\$ 3,844,241	\$ 3,782,676	\$ 4,075,090	\$ 4,279,340	\$ 4,279,340	
Operating Expenses						
Salaries/Benefits	\$ 1,089,219	\$ 1,059,577	\$ 1,327,275	\$ 1,335,807	\$ 1,335,807	
Services & Supplies	1,128,849	1,012,603	2,165,974	1,170,963	1,170,963	
Other Charges	10,995	7,348	7,338	3,268	3,268	
Depreciation	2,083,733	2,273,993	2,193,916	2,057,325	2,057,325	
Total Operating Expenses	\$ 4,312,796	\$ 4,353,521	\$ 5,694,503	\$ 4,567,363	\$ 4,567,363	
Operating Income (Loss)	\$ (468,555)	\$ (570,845)	\$ (1,619,413)	\$ (288,023)	\$ (288,023)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,118,585	\$ 1,179,859	\$ 1,091,410	\$ 1,405,798	\$ 1,405,798	
Interest Income	38,718	52,256	-	-	-	
Debt Retirement	(279,927)	(289,836)	(1,144,307)	(1,819,810)	(1,819,810)	
Interest Expense	(187,896)	(93,540)	(128,800)	(103,203)	(103,203)	
Total Non-Operating Revenues (Expenses)	\$ 689,480	\$ 848,739	\$ (181,697)	\$ (517,215)	\$ (517,215)	
Income Before Capital Contributions and Transfers	\$ 220,925	\$ 277,894	\$ (1,801,110)	\$ (805,238)	\$ (805,238)	
Interfund Charges	-	1,234,072	1,260,000	-	-	
Interfund Reimb	25	(1,234,072)	(2,066,693)	-	-	
Change In Net Assets	\$ 220,900	\$ 277,894	\$ (994,417)	\$ (805,238)	\$ (805,238)	
Net Assets - Beginning Balance	14,408,253	13,364,413	13,364,413	14,875,891	14,875,891	
Equity and Other Account Adjustments	(1,264,740)	1,233,584	-	-	-	
Net Assets - Ending Balance	\$ 13,364,413	\$ 14,875,891	\$ 12,369,996	\$ 14,070,653	\$ 14,070,653	
Positions	9.0	9.0	9.0	9.0	9.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 7020000 Regional Radio Communications System

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

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

6,490,376	0	0	6,490,376	0	0	5,685,138	0	805,238	9.0	8
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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.

FUNDED	6,490,376	0	0	6,490,376	0	0	5,685,138	0	805,238	9.0	8
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GRAND TOTAL FUNDED	6,490,376	0	0	6,490,376	0	0	5,685,138	0	805,238	9.0	8
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Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,457,051	1,414,501	1,497,828	1,594,902	1,594,902
Total Financing	1,754,423	1,666,004	1,497,828	1,594,902	1,594,902
Net Cost	(297,372)	(251,503)	-	-	-

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.

FY 2018-19 APPROVED RECOMMENDED BUDGET

FUND BALANCE FOR 2018-19:

Available fund balance is \$284,857 due to expenditures coming in less than the original budget, and revenue exceeding their original budget.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET				
Budget Unit: 2180000 - Technology Cost Recovery Fee				
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance	
Fund Balance	\$ 284,857	\$ 251,502	\$(33,355)	
Licenses, Permits & Franchises	1,275,000	1,275,000	-	
Revenue from Use Of Money & Property	3,400	3,400	-	
Miscellaneous Revenues	65,000	65,000	-	
Total Revenue	\$ 1,628,257	\$ 1,594,902	\$(33,355)	
Services & Supplies	\$ 1,618,257	\$ 1,584,902	\$(33,355)	
Other Charges	10,000	10,000	-	
Total Expenditures/Appropriations	\$ 1,628,257	\$ 1,594,902	\$(33,355)	
Net Cost	\$ -	\$ -	-	

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has decreased \$33,355 due to expenditures coming in higher than anticipated. The decrease in Fund Balance resulted in a decrease of \$33,355 in Service and Supplies.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 481,249	\$ 297,373	\$ 297,373	\$ 251,502	\$ 251,502
Licenses, Permits & Franchises	1,257,209	1,353,127	1,144,255	1,275,000	1,275,000
Revenue from Use Of Money & Property	5,612	6,517	3,000	3,400	3,400
Miscellaneous Revenues	10,353	8,987	53,200	65,000	65,000
Total Revenue	\$ 1,754,423	\$ 1,666,004	\$ 1,497,828	\$ 1,594,902	\$ 1,594,902
Services & Supplies	\$ 1,457,051	\$ 1,414,501	\$ 1,490,328	\$ 1,584,902	\$ 1,584,902
Other Charges	-	-	7,500	10,000	10,000
Total Expenditures/Appropriations	\$ 1,457,051	\$ 1,414,501	\$ 1,497,828	\$ 1,594,902	\$ 1,594,902
Net Cost	\$ (297,372)	\$ (251,503)	- \$	- \$	-

2018-19 PROGRAM INFORMATION

BU: 2180000 Technology Cost Recovery Fee

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Information Technology Recovery Fee

1,594,902	0	0	1,594,902	0	0	1,343,400	251,502	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	1,594,902	0	0	1,594,902	0	0	1,343,400	251,502	0	0.0	0
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GRAND TOTAL FUNDED	1,594,902	0	0	1,594,902	0	0	1,343,400	251,502	0	0.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	586,938	655,015	700,000	667,152	667,152
Total Financing	586,938	655,015	700,000	667,152	667,152
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.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5520000 - Dispute Resolution Program			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 655,000	\$ 667,152	\$ 12,152
Total Revenue	\$ 655,000	\$ 667,152	\$ 12,152
Services & Supplies	\$ 600,000	\$ 612,152	\$ 12,152
Expenditure Transfer & Reimbursement	55,000	55,000	-
Total Expenditures/Appropriations	\$ 655,000	\$ 667,152	\$ 12,152
Net Cost	\$ -	\$ -	\$ -

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Other Changes
 - Appropriations have increased \$12,152 due to an outstanding invoice payment from March 2016, which is offset by Dispute Resolution funds.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 559,257	\$ 655,015	\$ 700,000	\$ 667,152	\$ 667,152
Miscellaneous Revenues	27,681	-	-	-	-
Total Revenue	\$ 586,938	\$ 655,015	\$ 700,000	\$ 667,152	\$ 667,152
Services & Supplies	\$ 533,602	\$ 600,015	\$ 645,000	\$ 612,152	\$ 612,152
Intrafund Charges	53,336	55,000	55,000	55,000	55,000
Total Expenditures/Appropriations	\$ 586,938	\$ 655,015	\$ 700,000	\$ 667,152	\$ 667,152
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2018-19 PROGRAM INFORMATION

BU: 5520000 Dispute Resolution Program

<u>Appropriations</u>	<u>Reimbursements</u>	<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/ Other</u>	<u>Fund Balance</u>	<u>Net Cost</u>	<u>Positions</u>	<u>Vehicles</u>
	Realignment/ Prop 172	Appropriations							

FUNDED

Program No. and Title: **001 Dispute Resolution Program**

667,152	0	0	667,152	0	0	667,152	0	0	0.0	0
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Program Type: Self-Supporting

Countywide Priority: 3 -- Safety Net

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

Program Description: The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs.

FUNDED	667,152	0	0	667,152	0	0	667,152	0	0	0.0	0
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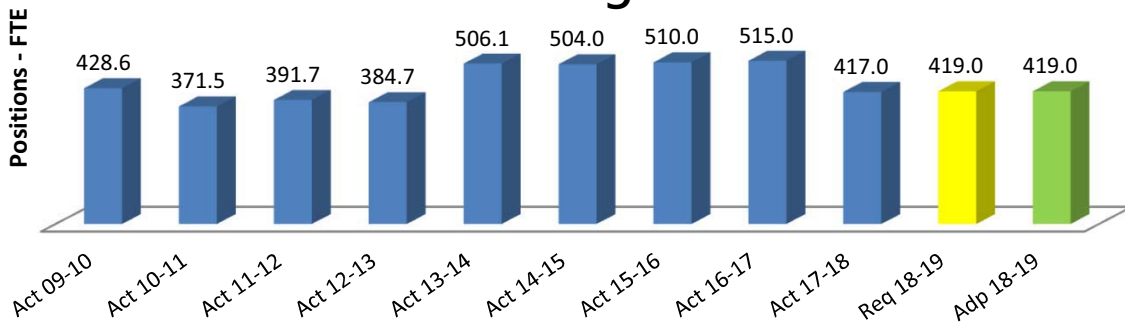
GRAND TOTAL FUNDED	667,152	0	0	667,152	0	0	667,152	0	0	0.0	0
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DEPARTMENTAL STRUCTURE

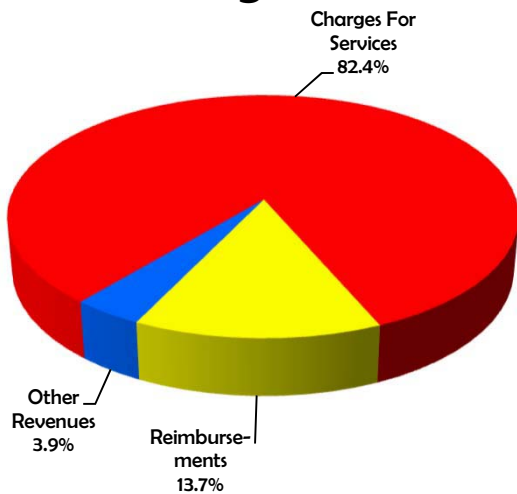
MICHAEL MORSE, DIRECTOR



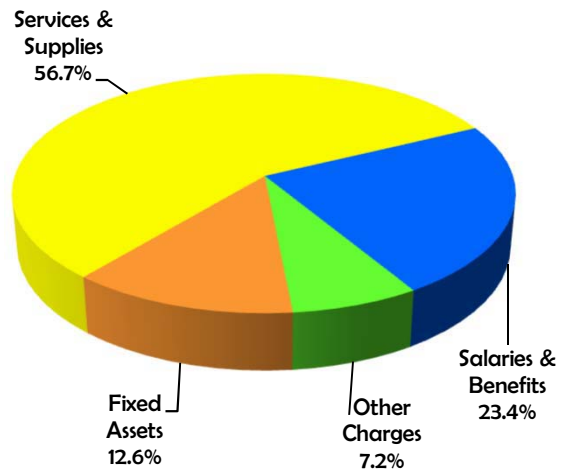
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	158,265,687	152,240,702	190,095,768	197,873,471	197,873,471
Total Financing	165,339,902	156,302,067	166,984,849	167,320,188	167,320,188
Net Cost	-7,074,215	-4,061,365	23,110,919	30,553,283	30,553,283
Positions	515.0	417.0	418.0	419.0	419.0

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 FY 2017-18:

Fiscal Year 2016-17, responsibility of the Construction Management and Inspection Division (CMID) transferred to the newly created Development and Code Services Division in the Public Works and Infrastructure Agency. Transfer of \$6.5 million in retained earnings as a result of the reorganization was completed during 2017-18.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Service and Supply accounts in the Facilities Management programs include an inflation increase for multiple years. Retained earnings were utilized in prior years to absorb vendor and supply rate increases.
- Transfer a vacant Parking Lot Attendant from Department of General Services (DGS) Parking Enterprise. DGS will reallocate the position to a Building Security Attendant to increase the level of security in the downtown parking lots to address homeless issues.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$291,257 offset by revenues of \$291,257
 - 1.0 FTE.
- One-time recommended growth requests include:
 - Appropriations of \$300,000
 - Retained Earnings of \$300,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Administrative Services Officer 1	1.0
Senior Contract Services Officer	1.0
Account Clerk Level 2.....	-1.0
Accounting Technician.....	-1.0
Administrative Services Officer 2.....	<u>-1.0</u>
Total	-1.0

STAFFING LEVEL CHANGES FOR FY 2018-19 (cont.):

- The following position changes are included as part of the Fiscal Year 2018-19 Recommended June Budget:

Accounting Technician	1.0
Assistant. Engineer Architect Level 2.....	1.0
Building Security Attendant.....	1.0
Senior Contract Services Officer.....	1.0
Building Project Coordinator 2	-1.0
Office Specialist Level 2 Confidential	<u>-1.0</u>
Total	2.0

FUND BALANCE FOR FY 2018-19:

Retained earnings balance is \$16,012,320

- \$15.6 million in operating reserves
- \$346,272 available.

BUDGET RESERVE BALANCES FOR FY 2018-19:

- Capital Outlay (2070000) – \$14.5 million**
 - This reserve was established to fund heavy equipment purchases. The fund shows a net cost of \$16.5 million. \$16.4 million is appropriated for the purchase of heavy equipment which will be funded through miscellaneous revenue of \$5.7 million and the remaining \$10.7 million will be funded by the Capital Outlay Fund. An appropriation of \$5.8 million is included to transfer assets to the Sacramento Area Sanitation District. The remaining fund balance of \$14.5 million is reserved to fund heavy equipment purchases beyond Fiscal Year 2018-19.
- Capital Outlay (7080000) – \$6.7 million**
 - This reserve was established to fund light equipment purchases. The fund shows a net cost of \$5.3 million. \$9.0 million is appropriated for the purchase of light fleet vehicle replacements, which will be funded through miscellaneous revenue of \$3.7 million and the remaining \$5.3 million will be funded by the Capital Outlay Fund. The remaining fund balance of \$6.7 million is reserved to fund light equipment purchases beyond Fiscal Year 2018-19.
- CAPITAL IMPROVEMENT PLAN FOR FY 2018-19:**
 - For detailed information regarding Fiscal Year 2018-19 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2018-19 Capital Improvement Plan.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 7000000 - General Services-Summary			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Services	\$ 151,381,187	\$ 151,707,672	\$ 326,485
Total Operating Revenues	\$ 151,381,187	\$ 151,707,672	\$ 326,485
Operating Expenses			
Salaries/Benefits	\$ 52,296,634	\$ 52,614,301	\$ 317,667
Services & Supplies	88,669,046	89,706,340	1,037,294
Other Charges	593,367	593,367	-
Depreciation	11,309,173	11,309,173	-
Total Operating Expenses	\$ 152,868,220	\$ 154,223,181	\$ 1,354,961
Operating Income (Loss)	\$ (1,487,033)	\$ (2,515,509)	\$ (1,028,476)
Non-Operating Revenues (Expenses)			
Other Financing	\$ -	\$ -	-
Other Revenues	5,554,791	5,589,380	34,589
Gain/Sale/Property	-	-	-
Cost of Goods Sold	(4,100,000)	(4,100,000)	-
Residual Eq Trn Out	-	-	-
Equipment	(250,000)	(266,000)	(16,000)
Loss/Disposition-Asset	(40,000)	(40,000)	-
Debt Retirement	(979,679)	(979,679)	-
Interest Expense	(448,703)	(448,703)	-
Total Nonoperating Revenues (Expenses)	\$ (263,591)	\$ (245,002)	\$ 18,589
Income Before Capital Contributions and Transfers	\$ (1,750,624)	\$ (2,760,511)	\$ (1,009,887)
Interfund Reimb	(28,930)	(28,930)	-
Intrafund Charges	26,537,118	26,537,118	-
Intrafund Reimb	(26,537,118)	(26,537,118)	-
Change in Net Assets	\$ (1,721,694)	\$ (2,731,581)	\$ (1,009,887)
Net Assets - Beginning Balance	21,904,827	21,904,827	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 20,183,133	\$ 19,173,246	\$ (1,009,887)
Positions	419.0	419.0	0.0
MEMO ONLY:			
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)			
Total Revenue	\$ 5,725,874	\$ 5,891,484	\$ 165,610
Equipment	16,477,881	14,889,226	(1,588,655)
Other Expenses	5,780,902	9,752,434	3,971,532
Total Expenditures/Appropriations	\$ 22,258,783	\$ 24,641,660	\$ 2,382,877
NET COST	\$ 16,532,909	\$ 18,750,176	\$ 2,217,267

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET

Budget Unit: 7000000 - General Services-Summary

Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)			
Total Revenue	\$ 3,680,000	\$ 4,131,652	\$ 451,652
Equipment	9,000,000	13,203,178	4,203,178
Other Expenses	-	-	-
Total Expenditures/Appropriations	\$ 9,000,000	\$ 13,203,178	\$ 4,203,178
NET COST	\$ 5,320,000	\$ 9,071,526	\$ 3,751,526

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$1,009,887 due to:
 - An increase of \$147,685 due to rebudgeting for projects not completed by the end of Fiscal Year 2017-18. The increase in appropriations is offset by use of increased retained earnings from project delays.
 - An increase of \$525,000 due to adjustments to appropriations using retained earnings for project and contingency spending. The increase in appropriations is offset by use of current retained earnings.
 - An increase of \$337,202 due to adjustments in appropriations for anticipated increase in negotiated cost of living adjustments, offset by use of current retained earnings.
- Other Changes
 - Appropriations have increased \$361,074 due to:
 - A decrease of \$19,535 due to a requested reallocation of 1.0 FTE Associate Engineer/Architect (at step 9) to 1.0 FTE Associate Mechanical Engineer (at step 5), with budget adjustments.
 - An increase of \$346,020 due to adding a lease that was approved mid-year in Fiscal Year 2017-18.
 - An increase of \$34,589 for the buildup portion of the vehicle additions that were approved at Recommended Budget.
 - Revenues have increased \$361,074 due to:
 - A decrease of \$19,535 due to a requested reallocation of 1.0 FTE Associate Engineer/Architect (at step 9) to 1.0 FTE Associate Mechanical Engineer (at step 5).

- Revenues have increased \$361,074 due to (cont.):
 - An increase of \$346,020 due to adding a lease that was approved mid-year in Fiscal Year 2017-18.
 - An increase of \$34,589 for required contributions for the buildup portion of the vehicle additions that were approved at Recommended Budget.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget:

Associate Mechanical Engineer	1.0
Associate Engineer/Architect	<u>-1.0</u>
Total	0.0

Capital Outlay - 2070000

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$1,274,203 due to rebudgeting for heavy equipment purchases not completed by the end of Fiscal Year 2017-18. The increase in appropriations is offset by increased retained earnings from delayed purchases.
- Other Changes
 - Appropriations have increased \$1,108,674, which is composed of:
 - An increase of \$165,610 for heavy equipment addition and upgrade requests that were approved at Recommended Budget.
 - A decrease of \$3,028,468 for a reduction in budgeted heavy equipment purchases to replace units currently being rented by Sacramento Area Sewer District (SASD), following the agreement for SASD to exit the Department of General Services' (DGS) heavy equipment rental program at the end of Fiscal Year 2017-18.
 - A decrease of \$3,028,468 for a reduction in budgeted expense to transfer equipment purchases to SASD, corresponding to the decrease in appropriations for heavy equipment purchases to replace current SASD rentals.
 - An increase of \$7,000,000 for a high estimate of the planned equity transfer to SASD for SASD's exit from DGS' heavy equipment rental program. The increase in appropriations will be offset by decreased appropriations for SASD replacement purchases, decreased appropriations for the corresponding equipment transfer expense to SASD, and increased retained earnings draw from the Capital Outlay Fund.
 - Revenues have increased \$165,610 for the required contributions for the heavy equipment addition and upgrade requests that were approved at Recommended Budget.

Capital Outlay - 7080000

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$3,775,935 due to rebudgeting for vehicle replacement purchases (\$3,751,526) and a vehicle addition purchase (\$24,409) not completed by the end of Fiscal Year 2017-18. The increase in appropriations is offset by increased retained earnings draw from the Capital Outlay Fund for the vehicle replacements and rebudgeted revenue for the required contribution for the vehicle addition.

SUMMARY OF POSTIONS:

Internal Services Fund (035)				
PROGRAM	Adopted 2017-18	Actual 2017-18	Recommended 2018-19	Requested 2018-19
Airport District	39.0	39.0	39.0	39.0
Alarm Services	6.0	6.0	6.0	6.0
Architectural Services Division	14.0	14.0	14.0	14.0
Bradshaw District	87.0	87.0	87.0	87.0
Contract & Purchasing Services	18.0	18.0	19.0	19.0
Downtown District	61.0	61.0	61.0	61.0
Energy Management	1.0	1.0	1.0	1.0
Fleet Services - Heavy	70.0	70.0	70.0	70.0
Fleet Services - Light	26.0	26.0	26.0	26.0
Office of the Director	27.0	27.0	27.0	27.0
Real Estate	25.0	24.0	24.0	24.0
Security Services	25.0	25.0	26.0	26.0
Support Services	19.0	19.0	19.0	19.0
	418.0	417.0	419.0	419.0

- Rebudget/Reserve/Fund Balance Changes (cont.)
 - Revenues have increased \$24,409 due to rebudgeting the required contribution for one previously approved vehicle addition that was not completed by the end of Fiscal Year 2017-18.
- Other Changes
 - Appropriations have increased \$427,243 for the vehicle addition and upgrade requests that were approved at Recommended Budget.
 - Revenues have increased \$427,243 for the required contributions for the vehicle addition and upgrade requests that were approved at Recommended Budget.

SUPPLEMENTAL INFORMATION:

The following table details the capital outlay for additional and replacement light and heavy equipment approved for Fiscal Year 2018-19.

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

Class	Description	Approved		Approved
		New	Replace	Amount
157	Crew Bus		2	250,000
158	Passenger Bus (20-40)		5	800,000
160	Utility Truck		4	920,007
161	Stencil/Sign Wash Truck		1	193,573
164	Service Truck w/ Crane		5	666,660
165	Utility Truck		8	1,303,698
167	Flatbed Dump Truck		3	496,620
170	2-Axle Dump Truck		2	240,000
171	2-Axle Dump Truck		7	958,000
176	3-Axle Dump Truck		1	140,000
178	Transfer Dump Truck w/Trailer		2	80,000
181	Chemical Spray Truck		2	439,251
184	Line Striping Truck		2	760,000
192	3-Axle Water Truck		1	145,000
213	Portable Trailer	2	5	122,500
222	Two-Horse Trailer		2	25,000
224	Utility Trailer	1	2	76,930
225	Concrete Saw Trailer	2	1	150,860
233	Trailer, Vibratory Roller	3	8	119,580
234	Trailer, Lowbed Platform		4	100,000
292	Step Van		4	818,100
314	Brush Chipper		4	248,000
366	Air Compressor		1	28,000
386	Forklift		3	179,760
391	Flatbed Truck w/ Crane		1	210,000
395	Aerial Device w/encl. Body		3	420,360
398	Tire Service Truck		1	120,000
399	Lube and Fuel Truck		1	212,000
571	Vibratory Roller		2	92,000
772	Construction Sweeper		1	64,250
776	Pressure/Vacuum Cleaner		1	420,000
777	Pressure/Vacuum Cleaner, Single Engine	1	0	420,000
857	Angle Dozer		1	165,000
879	Skid Steer Loader, Track Driven	1	1	104,194
880	Skid Steer Loader		3	144,000
882	Wheel Loader		1	100,007

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

Class	Description	Approved		Approved
		New	Replace	Amount
884	Wheel Loader		1	165,000
885	Stand-Up Skid Steer Tool Carrier & Trailer	1	0	22,832
892	Backhoe		1	130,000
Upgrade	Trailers		0	85,610
SDA 561	Sanitation Districts Agency Utility Truck		18	2,752,434
	Total	11	115	\$ 14,889,226

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

Class	Description	Approved		Approved
		New	Replace	Amount
101	Motorcycle		3	92,040
102	Subcompact		5	109,380
107	1/2 Ton Compact Pickup	1	10	270,323
110	Compact		64	1,653,720
118	Station Wagon		2	52,896
122	Sheriff's Patrol Car	1	61	2,366,269
124	Undercover	1	89	2,271,488
126	Sheriff's Training		2	69,118
131	1/2 Ton Pick-up, Extended Cab		30	818,037
132	1/2 Ton Pick-up, Regular Cab		15	462,902
134	1 Ton Utility Truck		5	356,590
135	3/4 Ton Pick-up Truck		7	219,739
137	3/4 Ton Utility Truck		21	1,551,141
140	4x4 pickup		14	498,189
141	Animal Care trucks		4	448,036
142	Special body trucks	2	3	428,216
150	Mini-van		16	442,688
151	1/2 ton van		1	28,956
152	3/4 ton van		8	239,880
153	1 ton van		13	509,517
154	Sport Utility Vehicle		3	120,561
Upgrade	Van inserts			180,000
Upgrade	Vehicle upgrade to SUV			13,492
	Total	5	376	\$13,203,178

SCHEDULE:

State Controller Schedules		County of Sacramento			Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2018-19			Fund Title Service Activity Budget Unit	
					General Services Summary 7000000/2070000/7080000	
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Use of Money/Prop	\$ 190	\$ 150	\$ -	\$ -	\$ -	
Charges for Services	146,929,261	140,391,024	148,396,982	151,707,672	151,707,672	
Total Operating Revenues	\$ 146,929,451	\$ 140,391,174	\$ 148,396,982	\$ 151,707,672	\$ 151,707,672	
Operating Expenses						
Salaries and Employee Benefits	\$ 59,179,042	\$ 47,206,265	\$ 50,481,396	\$ 52,614,301	\$ 52,614,301	
Services and Supplies	76,665,512	80,362,406	89,084,365	89,706,340	89,706,340	
Other Charges	1,073,857	390,460	679,277	593,367	593,367	
Depreciation	7,810,462	8,786,540	10,578,827	11,309,173	11,309,173	
Total Operating Expenses	\$ 144,728,873	\$ 136,745,671	\$ 150,823,865	\$ 154,223,181	\$ 154,223,181	
Operating Income (Loss)	\$ 2,200,578	\$ 3,645,503	\$ (2,426,883)	\$ (2,515,509)	\$ (2,515,509)	
Non-Operating Revenues (Expenses)						
Other Financing	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenues	3,299,724	3,670,046	5,422,190	5,589,380	5,589,380	
Licenses/Permits	-	-	-	-	-	
Fines/Forefeitures/Penalties	33,192	-	-	-	-	
Interest Income	-	-	-	-	-	
Gain /Sale/Property	1,875	51	-	-	-	
Residual Eq Tm Out	-	-	-	-	-	
Cost of Goods Sold	(3,299,863)	(3,192,807)	(4,100,000)	(4,100,000)	(4,100,000)	
Equipment	(137,942)	(253,069)	(250,000)	(266,000)	(266,000)	
Loss/Disposition-Asset	(9,414)	(13,055)	(40,000)	(40,000)	(40,000)	
Debt Retirement	(981,922)	(978,616)	(978,616)	(979,679)	(979,679)	
Interest Expense	(610,379)	(1,166,697)	(717,995)	(448,703)	(448,703)	
Total Non-Operating Revenues (Expenses)	\$ (1,704,729)	\$ (1,934,147)	\$ (664,421)	\$ (245,002)	\$ (245,002)	
Income Before Capital Contributions and Transfers	\$ 495,849	\$ 1,711,356	\$ (3,091,304)	\$ (2,760,511)	\$ (2,760,511)	
Interfund Reimb	\$ (27,000)	\$ (28,930)	\$ (24,900)	\$ (28,930)	\$ (28,930)	
Intrafund Charges	24,795,516	24,590,285	25,266,953	26,537,118	26,537,118	
Intrafund Reimb	(24,556,852)	(24,342,115)	(25,266,953)	(26,537,118)	(26,537,118)	
Change in Net Assets	\$ 284,185	\$ 1,492,116	\$ (3,066,404)	\$ (2,731,581)	\$ (2,731,581)	
Net Assets - Beginning Balance	26,323,244	26,997,215	26,997,215	21,904,827	21,904,827	
Equity and Other Account Adjustments	389,786	(6,584,504)	-	-	-	
Net Assets - Ending Balance	\$ 26,997,215	\$ 21,904,827	\$ 23,930,811	\$ 19,173,246	\$ 19,173,246	

*Net assets only include Fund 035 Operations and excludes Capital Outlay Funds

SCHEDULE (cont.):

State Controller Schedules		County of Sacramento				Schedule 10
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2018-19				
		Fund Title Service Activity Budget Unit		General Services Summary 7000000/2070000/7080000		
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Positions	515.0	417.0	418.0	419.0	419.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	
MEMO ONLY:						
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)						
Total Revenue	\$ 5,928,004	\$ 5,797,945	\$ 5,848,195	\$ 5,891,484	\$ 5,891,484	
Equipment	1,541,619	3,699,560	14,719,393	14,889,226	14,889,226	
Other Charges	72,655	74,811	5,297,000	9,752,434	9,752,434	
NET COST	\$ (4,313,730)	\$ (2,023,574)	\$ 14,168,198	\$ 18,750,176	\$ 18,750,176	
CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)						
Total Revenue	\$ 9,147,656	\$ 6,442,851	\$ 7,317,482	\$ 4,131,652	\$ 4,131,652	
Equipment	6,671,356	5,897,176	13,193,799	13,203,178	13,203,178	
Other Charges	-	-	-	-	-	
NET COST	\$ (2,476,300)	\$ (545,675)	\$ 5,876,317	\$ 9,071,526	\$ 9,071,526	

2018-19 PROGRAM INFORMATION

BU: 7000000 General Services

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Department Administration

4,306,410	0	-3,451,006	855,404	0	0	761,417	0	93,987	22.0	2
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

Program No. and Title: 002 GS-Bradshaw District

16,874,905	0	-730,474	16,144,431	0	0	16,069,633	0	74,798	87.0	61
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

Program No. and Title: 003 GS-Downtown District

10,662,093	0	-564,363	10,097,730	0	0	9,697,492	0	400,238	61.0	9
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

Program No. and Title: 004 GS Security

3,188,883	0	-197,500	2,991,383	0	0	2,900,469	0	90,914	26.0	4
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

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

	<u>Reimbursements</u>		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles	
	Appropriations	Realignment/ Prop 172									Other
<i>Program No. and Title: 005 GS-Airport District</i>											
	8,436,333	0	0	8,436,333	0	0	8,147,628	0	288,705	39.0	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> Provide maintenance and operation services of the SCAS facilities including repair work.											
<hr/>											
<i>Program No. and Title: 006 Central Purchasing</i>											
	3,260,547	0	-626,819	2,633,728	0	0	2,515,454	0	118,274	18.0	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> Centralized purchasing & contracting services for county departments											
<hr/>											
<i>Program No. and Title: 007 Support Services</i>											
	8,408,098	0	-404,016	8,004,082	0	0	7,744,613	0	259,469	19.0	5
<i>Program Type:</i> Self-Supporting											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> 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/>											
<i>Program No. and Title: 008 Light Fleet Services</i>											
	33,783,778	0	-9,648,023	24,135,755	0	0	23,895,114	0	240,641	26.0	5
<i>Program Type:</i> Self-Supporting											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Maintains county owned automotive equipment											
<hr/>											
<i>Program No. and Title: 009 Heavy Fleet Services</i>											
	32,865,871	0	-8,120,768	24,745,103	0	0	24,639,099	0	106,004	70.0	36
<i>Program Type:</i> Self-Supporting											
<i>Countywide Priority:</i> 5 -- General Government											
<i>Strategic Objective:</i> IS -- Internal Support											
<i>Program Description:</i> Operation and maintenance of the heavy equipment rental fleet											

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 010 Energy Management</i>										
10,415,531	0	-373,360	10,042,171	0	0	9,539,935	0	502,236	1.0	0
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Manage the County's Energy Program to maximize energy savings and minimize county cost										
<i>Program No. and Title: 011 Facility Planning and Management</i>										
1,023,073	0	-34,315	988,758	0	0	988,758	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										
<i>Program No. and Title: 012 Computer Aided Facility Management</i>										
451,641	0	-451,641	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.										
<i>Program No. and Title: 013 Real Estate Operations</i>										
2,962,137	0	-223,795	2,738,342	0	0	2,738,342	0	0	17.0	2
<i>Program Type:</i> Self-Supporting										
<i>Countywide Priority:</i> 5 -- General Government										
<i>Strategic Objective:</i> IS -- Internal Support										
<i>Program Description:</i> Acquisition, Relocation, and Asset Management of Real Property & admin/fiscal support										
<i>Program No. and Title: 014 Real Estate Operations</i>										
42,613,095	0	0	42,613,095	0	0	42,613,095	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										

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 015 Real Estate Operations</i>										
1,675,792	0	-1,514,032	161,760	0	0	31,760	0	130,000	7.0	1
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Lease Negotiation and Administration for County Leased Facilities</i>										
<i>Program No. and Title: 016 GS-Alarm Services</i>										
1,768,649	0	-44,371	1,724,278	0	0	1,693,719	0	30,559	6.0	6
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Design, installation, & maintenance of the County's electronic security alarm, surveillance, & access control systems</i>										
<i>Program No. and Title: 017 GS-Architectural Services</i>										
3,144,523	0	-19,500	3,125,023	0	0	3,029,267	0	95,756	14.0	3
<i>Program Type: Self-Supporting</i>										
<i>Countywide Priority: 5 -- General Government</i>										
<i>Strategic Objective: IS -- Internal Support</i>										
<i>Program Description: Architectural & engineering design services for county construction, alterations & improvements</i>										
FUNDED										
185,841,359	0	-26,403,983	159,437,376	0	0	157,005,795	0	2,431,581	418.0	134

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 006 Central Purchasing

129,192	0	0	129,192	0	0	129,192	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: 1.0 FTE New Sr. CSO requested funded by Waste Management and Recycling.

Program No. and Title: 009 Heavy Fleet Services

300,000	0	0	300,000	0	0	0	0	300,000	0.0	0
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Upgrade and replace fuel dispensers, install tank-monitoring equipment on propane tanks, and connect current Veeder Root tank monitoring system to Fleet Management System to perform fuel reconciliation. Funded with Retained Earnings.

Program No. and Title: 015 Real Estate Division - Lease Cost

324,130	0	-162,065	162,065	0	0	162,065	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

Program Description: ADA Transition Plan. Leased facility will reimburse CCF for portion of the Countywide ADA Transition Plan.

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)										
753,322	0	-162,065	591,257	0	0	291,257	0	300,000	1.0	0

GRAND TOTAL FUNDED										
186,594,681	0	-26,566,048	160,028,633	0	0	157,297,052	0	2,731,581	419.0	134

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 002 GS - Bradshaw District

34,955	0	0	34,955	0	0	0	0	34,955	0.0	1
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: One (1) Vehicle including first year rental & fuel funded with Retained Earnings. FY 19-20 forward - rental rate will be included in rates

Program No. and Title: 004 GS Security

36,405	0	0	36,405	0	0	0	0	36,405	0.0	1
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Program Type: Self-Supporting

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: One (1) Vehicle including first year rental & fuel funded with Retained Earnings. FY 19-20 forward - rental rate will be included in rates

GROWTH REQUEST NOT RECOMMENDED										
71,360	0	0	71,360	0	0	0	0	71,360	0.0	2

GRAND TOTAL NOT RECOMMENDED										
71,360	0	0	71,360	0	0	0	0	71,360	0.0	2

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	19,649,908	28,102,937	71,224,604	71,400,164	71,400,164
Total Financing	38,497,692	43,941,431	71,224,604	71,400,164	71,400,164
Net Cost	(18,847,784)	(15,838,494)	-	-	-

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 FY 2017-18:

- Completed New Administration Building –Replace All Elevator Controls and Freight Elevator/.
- Completed Rio Cosumnes Correctional Center (RCCC) – Replace Security Controls System in Chris Boone Facility (CBF) & Stuart Baird Facility (SBF).
- Completed the Coroner Crime Laboratory – Replace Concrete Floor Covering.
- Completed the General Services Warehouse – Replace Roof.
- Completed the John M. Price District Attorney Building – Replace Roof.
- Completed the Main Jail – Replace Roof .
- Completed the Main Jail - Water Booster System 1&2 Replacement.
- Completed the New Administration Building – Upgrade Fire Alarm System.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Complete the Main Jail – Replace Housing Cell Noise Level Monitoring System.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Continue the Main Jail – Inmate Shower Repair.
- Complete the New Administration Center – Replace Fuel Storage Tank.
- Continue the Office Building #3 (OB3) – Asbestos Flooring Removal and Carpet Replacement.
- Complete the Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units.
- Complete the Central Plant – Repair Underground Hot Water Lines.
- Complete the Main Jail – Install Safety Screening.
- Continue the Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements.

RECOMMENDED GROWTH FOR FY 2018-19:

- On-going recommended growth requests include:
 - Appropriations of \$1,897,212, offset by revenues of \$1,897,212.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FUND BALANCE FOR FY 2018-19:

Fund balance is projected to be decreased by \$10,517,825 as projects funded by fund balance are completed, reducing available fund balance. The remaining fund balance is allocated to projects funded in Fiscal Year 2017-18, but not projected to be completed by fiscal year end, and re-budgeted in Fiscal Year 2018-19.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3100000 - Capital Construction			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Fund Balance	\$ 8,329,964	\$ 15,838,496	\$ 7,508,532
Fines, Forfeitures & Penalties	2,800,000	2,800,000	-
Revenue from Use Of Money & Property	30,000	30,000	-
Miscellaneous Revenues	69,612,002	52,731,668	(16,880,334)
Total Revenue	\$ 80,771,966	\$ 71,400,164	(9,371,802)
Services & Supplies	\$ 20,771,662	\$ 20,494,492	(277,170)
Other Charges	697,007	697,007	-
Improvements	57,649,881	48,555,249	(9,094,632)
Expenditure Transfer & Reimbursement	1,653,416	1,653,416	-
Total Expenditures/Appropriations	\$ 80,771,966	\$ 71,400,164	(9,371,802)
Net Cost	\$ -	\$ -	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has increased \$7,508,532 due to project slippage and projects not completed in Fiscal Year 2017-18 as anticipated.
 - Appropriations have increased \$15,535,098 due to re-budgeting projects that were not completed in Fiscal Year 2017-18:
 - Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements – Increase of \$247,714
 - Animal Care Facility – Replace Interior Doors – Increase of \$42,609
 - Arcade Library – Americans with Disabilities Act (ADA) Upgrades - Increase of \$56,913
 - B. T. Collins Youth Detention Facility – Replace Roof Top Air Handler Unit S1 – Increase of \$364,141
 - B.T. Collins Youth Detention Facility - Visitor's Center - Add Conference Room to Visitor Center – Increase of \$117,481
 - Carmichael Library – Americans with Disabilities Act (ADA) Upgrades – Increase of \$200,000
 - Coroner Crime Laboratory - HVAC Direct Digital Controls (DDC) Upgrade – Increase of \$34,318
 - Coroner/Crime Laboratory – Replace Fire Alarm – Increase of \$14,701
 - Coroner/Crime Laboratory – Replace Roof – Increase of \$462,548
 - Department of Technology Building - Central Plant - Replace Liebert Translator – Increase of \$90,000
 - Department of Technology Building – Replace Sewage Sump Tanks – Increase of \$48,568
 - Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners – Increase of \$39,118
 - Fair Oaks Library – Americans with Disabilities Act (ADA) Upgrades – Increase of \$293,399
 - General Services Facility – Additional Cooling for Information Technology (IT) Computer Room – Increase of \$14,368
 - John M. Price District Attorney Building - Replace Roof – Increase of \$101,182
 - Main Jail - Additional Cooling Unit - Cal-ID Room – Increase of \$129,109
 - Main Jail – Install Automatic Isolation Valves on Hydronic Heating and Cooling System – Increase of \$48,587
 - Main Jail – Install Safety Screening – Increase of \$204,719
 - Main Jail - Replace Broken Etched Lobby Glass – Increase of \$50,000
 - Main Jail – Replace Housing Cell Noise Level Monitoring System – Increase of \$54,486
 - Main Jail – Replace Kitchen Flight Wash Machine – Increase of \$146,691

- Appropriations have increased \$15,535,098 due to re-budgeting projects that were not completed in Fiscal Year 2017-18 (cont.):
 - Sheriff's Administration Building - Elevator Upgrades – Increase of \$225,000
 - Sheriff's Administration Building - Replace Fire Alarm System – Increase of \$225,000
 - Southgate Library – Americans with Disabilities Act (ADA) Upgrades – Increase of \$58,996
 - Spink Building – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units – Increase of \$287,000
 - Transportation/Building Inspection – Renovation and Reconfigure – Increase of \$55,814
 - Walnut Grove Library – Americans with Disabilities Act (ADA) Upgrades – Increase of \$125,000
- Revenues have increased \$5,573,974 due to the re-budgeted projects:
 - Rio Cosumnes Correctional Center (RCCC) - 69KV Electrical Substation – Increase of \$4,500,000
 - Office Building #3 (OB3) – Renovation – Increase of \$881,493
 - B.T. Collins Youth Detention Facility - Visitor's Center - Add Conference Room to Visitor Center – Increase of \$117,481
 - Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – Increase of \$75,000
- Other Changes
 - Appropriations for projects have decreased by \$28,733,390 for the following projects:
 - Arden Dimick Library – Replace Roof – Decrease of \$28,285
 - Central Plant – Repair Cooling Towers – Decrease of \$702,280
 - Central Plant – Repair Underground Hot Water Lines – Decrease of \$705,105
 - Conservation Road Warehouse – Modify Heating, Ventilating, and Air Conditioning (HVAC) System – Decrease of \$788
 - Galt Library – Addition – Decrease of \$1,490,741
 - Main Jail – Dryer Draft Control – Decrease of \$8,616
 - Main Jail – Inmate Shower Repair – Decrease of \$1,488,709
 - Main Jail – Sewage System Grinder – Decrease of \$12
 - Mental Health Center – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – Decrease of \$1,518
 - New Administration Center – Replace Pond Fountain Risers – Decrease of \$829
 - Office Building #3 (OB3) – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel – Decrease of \$55,024

- Appropriations for projects have decreased by \$28,733,390 for the following projects (cont.):
 - Office Building #3 (OB3) – Remodel Interview Room – Decrease of \$65,000
 - Office Building #3 (OB3) – Replace Outside Air Dampers – Decrease of \$70,000
 - Paul F. Hom M.D. Primary Care Facility – Add Isolation Valves to Heating Water Lines on Variable Air Volume (VAV) and Constant Air Volume (CAV) Boxes – Decrease of \$788
 - Paul F. Hom M.D. Primary Care Facility – Refrigerator Alarm – Decrease of \$245
 - Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling – Decrease of \$2,533
 - Rancho Cordova Library – Parking Lot Lighting – Decrease of \$30,696
 - Rio Cosumnes Correctional Center (RCCC) – Administration – Replace Roof – Decrease of \$180,370
 - Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements – Decrease of \$23,621,242
 - Rio Cosumnes Correctional Center (RCCC) – Replace Pyrotonics Fire Alarm System, Phase II – Decrease of \$1,724
 - Rio Cosumnes Correctional Center (RCCC) – Sandra Larson Facility (SLF) – Replace Roof – Decrease of \$268,073
 - Spink Building – Second Floor Tenant Improvements – Decrease of \$9,935
 - Water Resources Office/Warehouse – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units – Decrease of \$877
- Appropriations for projects have increased by \$3,826,490 for the following new projects:
 - B.T. Collins Youth Detention Facility – Water Well Rehabilitation – Increase of \$125,000
 - Coroner Crime Laboratory – Americans with Disabilities Act (ADA) Path of Travel – Increase of \$116,230
 - Fleet Services Equipment Shop – Americans with Disabilities Act (ADA) Path of Travel – Increase of \$135,500
 - Main Jail - Parking Lot Resurface – Increase of \$55,000
 - Main Jail - Phase 2 Camera Install – Increase of \$2,002,140
 - New Parking Garage - Emergency Lighting System Repairs – Increase of \$45,000
 - Old Administration Building – Americans with Disabilities Act (ADA) Path of Travel – Increase of \$38,720
 - Paul F. Hom M.D. Primary Care Facility – Install Ultra Violet (UV) Germicidal Lighting – Increase of \$580,000
 - Riverwalk Way - Roof Replacements – Increase of \$553,440

- Appropriations for projects have increased by \$3,826,490 for the following new projects (cont.):
 - Sheriff's North East Sub Station – Americans with Disabilities Act (ADA) Path of Travel – Increase of \$110,240
 - Voter Registration and Elections/Sheriff Office – Americans with Disabilities Act (ADA) Path of Travel – Increase of \$65,220
- Revenues have decreased a net \$22,454,308 due to the following projects:
 - Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements – Decrease of \$23,621,242
 - Rio Cosumnes Correctional Center (RCCC) – Replace Pyrotonics Fire Alarm System, Phase II – Decrease of \$1,726
 - New Parking Garage - Emergency Lighting System Repairs – Increase of \$45,000
 - Galt Library – Addition – Decrease of \$1,490,740
 - Riverwalk Way - Roof Replacements – Increase of \$553,440
 - Office Building #3 (OB3) – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel – Increase of \$69,000
 - Spink Building – Second Floor Tenant Improvements – Decrease of \$9,935
 - Main Jail - Phase 2 Camera Install – Increase of \$2,002,140
 - Paul F. Hom M.D. Primary Care Facility – Refrigerator Alarm – Decrease of \$245

CAPITAL IMPROVEMENT PLAN (CIP) FOR 2018-19:

For detailed information regarding 2018-19 capital projects and operating impacts by project, please refer to Fiscal Year 2018-19 Capital Improvement Plan.

SUPPLEMENTAL INFORMATION

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2018-19 is \$71,640,884. The Fiscal Year 2018-19 Adopted Budget request 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	15,838,496
Courthouse Temporary Construction Fund Revenues	1,300,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,500,000
Interest Income	30,000
County Facility Use Allowance	17,074,902
Vacancy Factor & Improvement Districts	738,947
Board of State and Community Corrections	25,078,758
Tobacco Litigation Settlement (TLS) funds	658,409
Miscellaneous Revenues - Dept. Funded Projects	4,319,481
Energy Service Company (ESCO) Energy Savings Revenue	445,586
Revenue Leases	53,080
SMUD Revenue	\$4,500,000
California Energy Commission (CEC) Energy Savings Revenue	103,225
	\$71, 400,164

- Included in the following recommended appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.
- The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long needed construction of new facilities to serve Sacramento County.
- The projects included in the Adopted Budget are:

Fund Center 3103101 – Bradshaw Complex – \$2,224,969

- Agricultural Commissioner Building – Add Exterior Lighting – \$31,682
- Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements – \$347,714
- Agricultural Commissioner Building – Remodel Restroom – \$20,000
- Bradshaw Miscellaneous Projects – \$25,000

Fund Center 3103101 – Bradshaw Complex – \$2,224,969 (cont.)

- Bradshaw Parking Lot Maintenance – \$93,414
- Conservation Road Warehouse – Modify Heating, Ventilating, and Air Conditioning (HVAC) System – \$59,212
- ESCO Debt Service Payments – \$278,807
- Regional Parks and Recreation – Renovate Restroom and Showers – \$1,153,920
- Material Test Lab – Install Exhaust Fan - \$150,000
- Voter Registration and Elections/Sheriff Office – Americans with Disabilities Act (ADA) Path of Travel - \$65,220

Fund Center 3103102 – Administration Center – \$4,182,876

- Central Plant – Repair Underground Hot Water Lines – \$1,771,920
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$10,000
- New Administration Center – Department of Finance Security Upgrades – \$867,897
- New Administration Center – Replace 7th Floor Mini-Split Air Conditioner – \$45,000
- New Administration Center – Replace Fuel Storage Tank – \$937,031
- New Parking Garage – Emergency Lighting System Repairs - \$45,000
- New Administration Center – Replace Pond Fountain Risers – \$147,171
- Old Administration Building – Americans with Disabilities Act (ADA) Path of Travel - \$38,720
- Old Administration Building – Evaluate and Install Emergency Egress Lighting – \$275,137
- Public Parking Garage – Repair Storm Sump Pump Pit Liner – \$20,000

Fund Center 3103108 – Preliminary Planning – \$2,224,464

- ADA Transition Plan – \$300,000
- Administrative Costs for the Capital Construction Fund – \$1,002,057
- Allocated Cost – \$169,055
- Architectural Services Division – \$50,000
- CCF Debt Service for Sac Metro Cable Revenue Lease at 799 G St - \$14,286
- Job Order Contracting (JOC) – \$50,000
- Master Planning – \$600,000
- Miscellaneous Planning Costs – \$19,066
- Warehouse Burden Rate – \$20,000

Fund Center 3103108 – Preliminary Planning – \$2,224,464 (cont.)

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

Fund Center 3103109 – 901 G Street Building (OB #2) – \$641,291

- John M Price District Attorney Building – Emergency Generator Replacement and Upgrade – \$300,000
- John M. Price District Attorney Building – Install Security Barriers at Entry – \$220,109
- John M. Price District Attorney Building – Install Security Film on 141 Window Panes – \$20,000
- John M. Price District Attorney Building – Replace Roof - \$101,182

Fund Center 3103110 – Maintenance Yard – \$60,814

- Miscellaneous improvements - \$5,000
- Transportation/Building Inspection – Renovation and Reconfigure - \$55,814

Fund Center 3103111 – Miscellaneous Alterations and Improvements – \$1,718,107

- Accounting Services – \$66,000
- Galt Library – Addition – \$25,000
- Improvement Districts – \$149,030
- Miscellaneous minor building and emergency projects – \$85,860
- Modular Furniture Charges – \$25,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant county–owned land – \$60,000
- Scope and Estimate – \$20,000
- Riverwalk Way - Roof Replacements - \$553,440
- Survey and remedial work associated with asbestos in county facilities – \$25,000
- Vacant Alarm Charges – 42,996
- Vacant Space Allocation – \$590,781 (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) – \$2,213,768

- Fleet Services Equipment Shop – Americans with Disabilities Act Path of Travel - \$135,500
- Office Building 3 (OB3) – Americans with Disabilities Act (ADA) Improvements – \$517,773
- Office Building # 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$544,976
- Office Building #3 (OB3) – Renovation - \$881,493

Fund Center 3103113 – Clerk – Recorder Building – \$709,200

- Office Building # 3 (OB3) – Upgrade Elevators - \$134,026
- Spink Building – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units – \$512,000
- Spink Building – Second Floor Tenant Improvements – \$197,200

Fund Center 3103114 – 799 G Street Building – \$1,847,904

- Department of Technology Building – Central Plant – Replace Liebert Translator - \$90,000
- Department of Technology Building – Central Plant – Replace Moisture Detection System – \$220,000
- Department of Technology Building – Central Plant – Replace or Repair Cooling Towers – \$100,000
- Department of Technology Building – Central Plant – Replace Water Heaters – \$175,000
- Department of Technology Building – Replace Liebert UPS System Modules – \$500,000
- Department of Technology Building – Replace Sewage Sump Tanks – \$198,568
- Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners – \$564,336

Fund Center 3103115 – Animal Care Facility – \$55,529

- Animal Care Facility – Replace Interior Doors - \$42,609
- Animal Care Facility – Replace Main Entrance Doors – \$12,920

Fund Center 3103124 – General Services Facility – \$342,771

- General Services Facility – Additional Cooling for Information Technology (IT) Computer Room – \$301,771
- General Services Facility – Re-carpet and Paint – \$41,000

Fund Center 3103125 – B.T. Collins Juvenile Center – \$825,622

- B.T. Collins Youth Detention Facility –Water Well Rehabilitation - \$125,000
- B.T. Collins Youth Detention Facility – Replace Roof Top Air Handler Unit S1 - \$364,141
- B.T. Collins Youth Detention Facility – Central Plant – Chiller Plant Smart Controls – \$219,000
- B.T. Collins Youth Detention Facility – Visitors' Center – Add Conference Room to Visitor Center - \$117,481

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103127 – Boys Ranch – \$0

- No appropriation at this time

Fund Center 3103128 – Rio Cosumnes Correctional Center (RCCC) – \$33,853,981

- CEC Energy Retrofit Debt Service – \$103,225
- RCCC – Campus Expansion and Infrastructure Improvements – \$25,078,758
- RCCC – Christopher Boone Facility - Replace Roof – \$465,122
- RCCC – Kitchen – Replace Make-Up Air Units – \$331,500
- RCCC – Kitchen – Replace Refrigeration Rack – \$500,000
- RCCC – Replace Diesel Fire Pump - \$651,848
- RCCC – Replace Kitchen Steam Boilers – \$440,000
- RCCC – Replace Pyrotonics Fire Alarm System, Phase II – \$658,409
- RCCC – Road Repairs – \$100,000
- RCCC – Sandra Larson Facility – Roof Drainage System – \$25,000
- RCCC – Stuart Baird Facility - Replace Roof – \$490,119
- RCCC – Water Distribution System – \$60,000
- RCCC – 69KV Electrical Substation - \$4,950,000

Fund Center 3103130 – Work Release Facility – \$5,000

- Miscellaneous Alterations – \$5,000

Fund Center 3103131 – Sheriff's Administration Building – \$577,509

- Miscellaneous Alterations – Sheriff Administration Building – Elevator New Carpet and Paneling - \$122,509
- Sheriff Administration Building – Elevator Upgrades - \$225,000
- Sheriff Administration Building – Replace Fire Alarm System - \$225,000

Fund Center 3103132 – Lorenzo E. Patino Hall of Justice – \$8,004,701

- Main Jail – Additional Cooling Unit – Cal-ID Room - \$129,109
- Main Jail – Divide Recreation Area – \$500,000
- Main Jail – Dryer Draft Control – \$217,160
- Main Jail – Install
- Automatic Isolation Valves on Hydronic Heating and Cooling System – \$148,000
- Main Jail – Install Safety Screening – \$1,521,438
- Main Jail – Parking Lot Resurface - \$55,000
- Main Jail – Phase 2 Camera Install - \$2,002,140
- Main Jail – Replace Broken Etched Lobby Glass - \$50,000
- Main Jail – Replace Housing Cell Noise Level Monitoring System – \$1,447,960

Fund Center 3103132 – Lorenzo E. Patino Hall of Justice – \$8,004,701 (cont.)

- Main Jail – Replace Kitchen Flight Wash Machine – \$246,691
- Main Jail – Replace Walk-In Refrigeration Systems– \$801,000
- Main Jail – Rollup Door Security Barriers - \$258,740
- Main Jail –
- Sewage System Grinder – \$427,463
- Main Jail – Water Booster System 1&2 Replacement - \$200,000

Fund Center 3103133 – Sheriff's North Area Substation – \$115,240

- Miscellaneous Alterations – \$5,000
- Sheriff's North East Sub Station – Americans with Disabilities Act (ADA) Path of Travel - \$110,240

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103137 – Coroner/Crime Laboratory – \$2,105,824

- Coroner Crime Laboratory – Americans with Disabilities Act (ADA) Path of Travel - \$116,230
- Coroner Crime Laboratory – HVAC Direct Digital Controls (DDC) Upgrade - \$34,318
- Coroner Crime Laboratory – Replace Fire Alarm – \$749,381
- Coroner Crime Laboratory – Replace Roof – \$1,205,895

Fund Center 3103160 – Sacramento Mental Health Facility – \$980,421

- ESCO Debt Service – \$314,974
- Mental Health Center – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – \$333,922
- Mental Health Center – Replace Heating Boilers - \$331,525

Fund Center 3103162 – Primary Care Center – \$3,642,197

- Paul F.Hom M.D. Primary Care Facility – Add Isolation Valves to Heating Water Lines on Variable Air Volume (VAV) and Constant Air Volume (CAV) Boxes – \$114,212
- Paul F. Hom M.D. Primary Care Facility – Install Ultra Violet (UV) Germicidal Lighting - \$580,000
- Paul F. Hom M.D. Primary Care Facility – Refrigerator Alarm – \$11,994
- Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling – \$12,467
- Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – \$1,380,000

Fund Center 3103162 – Primary Care Center – \$3,642,197 (cont.)

- Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – \$150,013
- Paul F. Hom M.D. Primary Care Facility – Replace Flooring – \$543,171
- Paul F. Hom M.D. Primary Care Facility – Replace Roof - \$850,340

Fund Center 3103198 – Financing – Transfers/Reimbursements – \$1,639,130

- CCF Part of Juvenile Courthouse Debt Service – \$1,300,000
- CCF Debt Service for ADA Projects – \$339,130

Fund Center 3103199 – Ecology Lane – \$520,923

- Miscellaneous Alterations – \$2,000
- Ecology Lane Building – Americans with Disabilities Act (ADA) Improvements - \$475,000
- Water Resources Office/Warehouse – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units – \$43,923

Fund Center 3106382 – Libraries – \$2,897,923

- Arcade Library – Americans with Disabilities Act (ADA) Upgrades - \$445,089
- Arden Dimick Library – Americans with Disabilities Act (ADA) Upgrades - \$300,000
- Arden Dimick Library – Replace Roof – \$71,164
- Carmichael Library – Americans with Disabilities Act (ADA) Upgrades - \$200,000
- Fair Oaks Library – Americans with Disabilities Act (ADA) Upgrades – \$345,459
- Fair Oaks Library – Refurbish Restroom – \$121,990
- Fair Oaks Library – Site Fence – \$12,000
- North Highlands Library – Americans with Disabilities Act (ADA) Upgrades - \$146,998
- Orangevale Library – New Facility – \$454,564
- Rancho Cordova Library – Parking Lot Lighting – \$199,943
- Southgate Library – Americans with Disabilities Act (ADA) Upgrades - \$323,016
- Southgate Library – Refurbish Restroom – \$127,700
- Sylvan Oaks Library – Site Fence – \$25,000
- Walnut Grove Library – Americans with Disabilities Act (ADA) Upgrades - \$125,000

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **3100000 - Capital Construction**
 Function **GENERAL**
 Activity **Plant Acquisition**
 Fund **007A - CAPITAL CONSTRUCTION**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 13,921,439	\$ 18,847,789	\$ 18,847,789	\$ 15,838,496	\$ 15,838,496
Fines, Forfeitures & Penalties	2,700,000	2,740,000	3,100,000	2,800,000	2,800,000
Revenue from Use Of Money & Property	171,026	266,057	30,000	30,000	30,000
Charges for Services	-	30	-	-	-
Miscellaneous Revenues	21,705,227	22,087,555	49,246,815	52,731,668	52,731,668
Total Revenue	\$ 38,497,692	\$ 43,941,431	\$ 71,224,604	\$ 71,400,164	\$ 71,400,164
Services & Supplies	\$ 7,731,527	\$ 8,712,985	\$ 21,517,427	\$ 20,494,492	\$ 20,494,492
Other Charges	697,507	697,007	697,007	697,007	697,007
Improvements	6,843,171	17,079,807	47,357,032	48,555,249	48,555,249
Interfund Charges	4,377,703	1,613,138	1,653,138	1,653,416	1,653,416
Total Expenditures/Appropriations	\$ 19,649,908	\$ 28,102,937	\$ 71,224,604	\$ 71,400,164	\$ 71,400,164
Net Cost	\$ (18,847,784)	\$ (15,838,494)	- \$	- \$	-

2018-19 PROGRAM INFORMATION

BU: 3100000 Capital Construction

Appropriations	Reimbursements	Net	Federal	State	Fees/	Fund	Net	Positions	Vehicles
	Realignment/ Prop 172	Appropriations			Other	Balance	Cost		
	Other								

FUNDED

Program No. and Title: 001 Debt Service

1,653,416	0	0	1,653,416	0	0	1,653,416	0	0	0.0	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: Bond Payments

Program No. and Title: 002 Health, Safety, & Code Compliance

4,099,493	0	0	4,099,493	0	0	4,099,493	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: Construction to remediate health, safety, and code related issues in County-owned buildings.

Program No. and Title: 003 Administration

1,159,919	0	0	1,159,919	0	0	1,159,919	0	0	0.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: To prioritize and maximize the use of the capital construction fund

Program No. and Title: 004 General Maintenance

19,895,780	0	0	19,895,780	0	0	4,057,284	15,838,496	0	0.0	0
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Program Type: Discretionary

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Maintain County buildings to preserve asset & prevent systems failures

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 005 Criminal Justice Facilities</i>										
42,694,344	0	0	42,694,344	0	25,078,758	17,615,586	0	0	0.0	0
<i>Program Type: Discretionary</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: CJ -- Ensure a fair and just criminal justice system</i>										
<i>Program Description: Rehabilitates Criminal Justice Facilities for the Sheriff and Probation Departments</i>										

FUNDED										
69,502,952	0	0	69,502,952	0	25,078,758	28,585,698	15,838,496	0	0.0	0

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

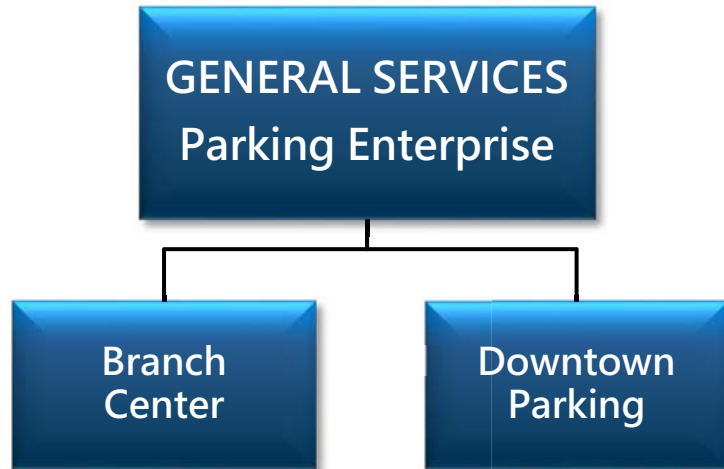
<i>Program No. and Title: 002 Health, Safety, & Code Compliance</i>										
1,897,212	0	0	1,897,212	0	0	1,897,212	0	0	0.0	0
<i>Program Type: Mandated</i>										
<i>Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations</i>										
<i>Strategic Objective: FO -- Financial Obligation</i>										
<i>Program Description: Additional .25% in Use Allowance for ADA Transition Plan</i>										

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)										
1,897,212	0	0	1,897,212	0	0	1,897,212	0	0	0.0	0

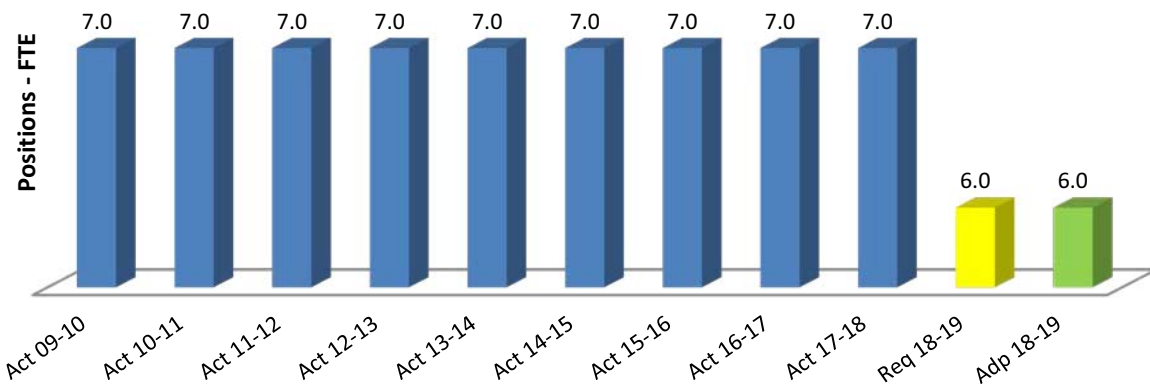
GRAND TOTAL FUNDED										
71,400,164	0	0	71,400,164	0	25,078,758	30,482,910	15,838,496	0	0.0	0

DEPARTMENTAL STRUCTURE

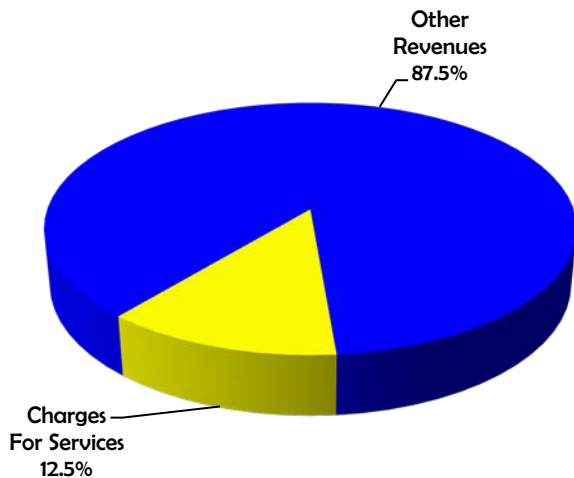
MICHAEL MORSE, DIRECTOR



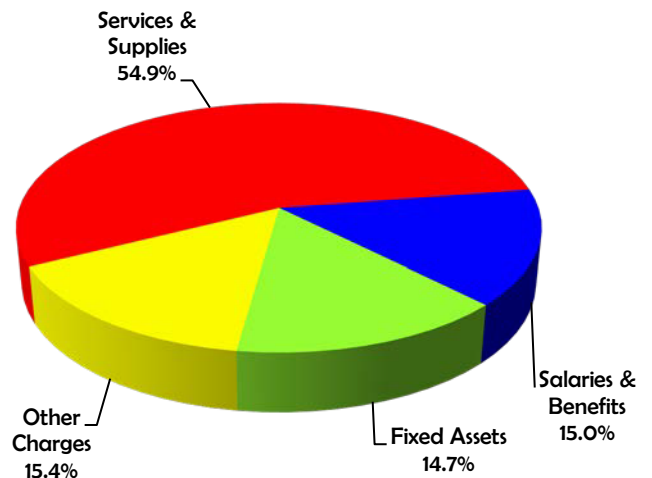
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	3,305,876	3,843,082	4,347,241	3,584,811	3,584,811
Total Financing	3,073,755	2,908,286	2,820,476	2,890,100	2,890,100
Net Cost	232,121	934,796	1,526,765	694,711	694,711
Positions	7.0	7.0	7.0	6.0	6.0

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 FY 2017-18:

Completed high-priority structural repair and maintenance work on the Public garage.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

Transferred a vacant Parking Lot Attendant to Department of General Services (DGS) Security. DGS will reallocate the position to a Building Security Attendant to increase the level of Security in the downtown parking lots to address homeless issues.

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position change is included as part of the Fiscal Year 2018-19 Recommended June Budget:

Parking Lot Attendant	-1.0
Total	-1.0

FUND BALANCE FOR FY 2018-19:

The Fiscal Year 2018-19 Beginning Balance is budgeted at \$5.9 million, a \$2.1 million reduction from the Fiscal Year 2017-18 beginning balance level. The Recommended Budget does not reflect the use of that fund balance for Fiscal Year 2018-19. The Fiscal Year 2018-19 Beginning Balance includes \$2.1 million of Net Capital Assets (Structures and Equipment), \$1.4 million of Contributed Capital (Land Value), \$0.386 million of operating cash reserve, and \$0.013 million of adjusting journal entries.

CAPITAL IMPROVEMENT PLAN FOR FY 2018-19:

For detailed information regarding Fiscal Year 2018-19 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2018-19 Capital Improvement Plan.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 7990000 - Parking Enterprise			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 2,594,800	\$ 2,594,800	-
Use Of Money/Prop	100,000	100,000	-
Total Operating Revenues	\$ 2,694,800	\$ 2,694,800	-
Operating Expenses			
Salaries/Benefits	\$ 536,888	\$ 536,888	-
Services & Supplies	1,802,447	1,969,524	167,077
Other Charges	140,765	140,765	-
Depreciation	410,000	410,000	-
Total Operating Expenses	\$ 2,890,100	\$ 3,057,177	167,077
Operating Income (Loss)	\$ (195,300)	\$ (362,377)	(167,077)
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 145,300	\$ 145,300	-
Interest Income	50,000	50,000	-
Equipment	-	(527,634)	(527,634)
Total Non-Operating Revenues (Expenses)	\$ 195,300	\$ (332,334)	(527,634)
Income Before Capital Contributions and Transfers	\$ -	\$ (694,711)	(694,711)
Change In Net Assets	\$ -	\$ (694,711)	(694,711)
Net Assets - Beginning Balance	7,054,755	7,054,755	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 7,054,755	\$ 6,360,044	(694,711)
Positions	6.0	6.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$694,711 due to rebudgeting for new parking system in the Public Parking Garage; and emergency system and security camera system projects in the Employee Parking Garage. The increase in appropriations is offset by increased retained earnings due to project delays.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2018-19				Schedule 11
		Fund Title 056A - PARKING ENTERPRISE				
		Service Activity Parking Operations				
		Budget Unit 7990000				
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,715,982	\$ 2,735,499	\$ 2,565,176	\$ 2,594,800	\$ 2,594,800	
Use Of Money/Prop	74,975	40,379	100,000	100,000	100,000	
Total Operating Revenues	\$ 2,790,957	\$ 2,775,878	\$ 2,665,176	\$ 2,694,800	\$ 2,694,800	
Operating Expenses						
Salaries/Benefits	\$ 439,797	\$ 459,835	\$ 566,827	\$ 536,888	\$ 536,888	
Services & Supplies	2,306,609	2,956,430	2,716,356	1,969,524	1,969,524	
Other Charges	197,160	145,235	162,425	140,765	140,765	
Depreciation	283,931	281,582	410,000	410,000	410,000	
Total Operating Expenses	\$ 3,227,497	\$ 3,843,082	\$ 3,855,608	\$ 3,057,177	\$ 3,057,177	
Operating Income (Loss)	\$ (436,540)	\$ (1,067,204)	\$ (1,190,432)	\$ (362,377)	\$ (362,377)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 225,917	\$ 53,999	\$ 145,300	\$ 145,300	\$ 145,300	
Interest Income	56,881	78,409	10,000	50,000	50,000	
Equipment	(78,379)	-	(491,633)	(527,634)	(527,634)	
Total Non-Operating Revenues (Expenses)	\$ 204,419	\$ 132,408	\$ (336,333)	\$ (332,334)	\$ (332,334)	
Income Before Capital Contributions and Transfers	\$ (232,121)	\$ (934,796)	\$ (1,526,765)	\$ (694,711)	\$ (694,711)	
Change In Net Assets	\$ (232,121)	\$ (934,796)	\$ (1,526,765)	\$ (694,711)	\$ (694,711)	
Net Assets - Beginning Balance	8,196,534	8,002,598	8,002,598	7,054,755	7,054,755	
Equity and Other Account Adjustments	38,185	(13,047)	-	-	-	
Net Assets - Ending Balance	\$ 8,002,598	\$ 7,054,755	\$ 6,475,833	\$ 6,360,044	\$ 6,360,044	
Positions	7.0	7.0	7.0	6.0	6.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 7990000 Parking Enterprise

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Parking Operations

3,584,811	0	0	3,584,811	0	0	2,890,100	0	694,711	6.0	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.

FUNDED										
3,584,811	0	0	3,584,811	0	0	2,890,100	0	694,711	6.0	0

GRAND TOTAL FUNDED										
3,584,811	0	0	3,584,811	0	0	2,890,100	0	694,711	6.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	262,351	260,599	312,884	291,364	291,364
Total Financing	-	-	-	-	-
Net Cost	262,351	260,599	312,884	291,364	291,364

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.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5660000 - Grand Jury			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Services & Supplies	\$ 291,364	\$ 291,364	-
Total Expenditures/Appropriations	\$ 291,364	\$ 291,364	-
Net Cost	\$ 291,364	\$ 291,364	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5660000 - Grand Jury**
 Function **PUBLIC PROTECTION**
 Activity **Judicial**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 262,351	\$ 260,599	\$ 312,884	\$ 291,364	\$ 291,364
Total Expenditures/Appropriations	\$ 262,351	\$ 260,599	\$ 312,884	\$ 291,364	\$ 291,364
Net Cost	\$ 262,351	\$ 260,599	\$ 312,884	\$ 291,364	\$ 291,364

2018-19 PROGRAM INFORMATION

BU: 5660000 Grand Jury

<u>Appropriations</u>	<u>Reimbursements</u>	Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
Realignment/ Prop 172	Other	Appropriations							

FUNDED

Program No. and Title: **001 Grand Jury**

291,364	0	0	291,364	0	0	0	0	291,364	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.

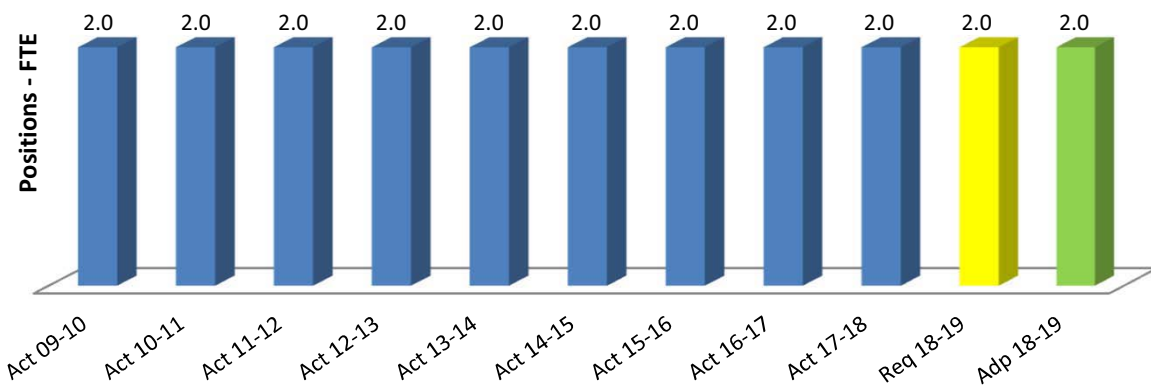
291,364	0	0	291,364	0	0	0	0	291,364	0.0	0
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GRAND TOTAL FUNDED										
291,364	0	0	291,364	0	0	0	0	291,364	0.0	0

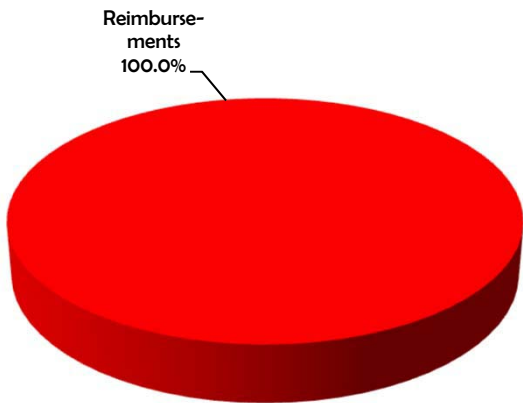
DEPARTMENTAL STRUCTURE



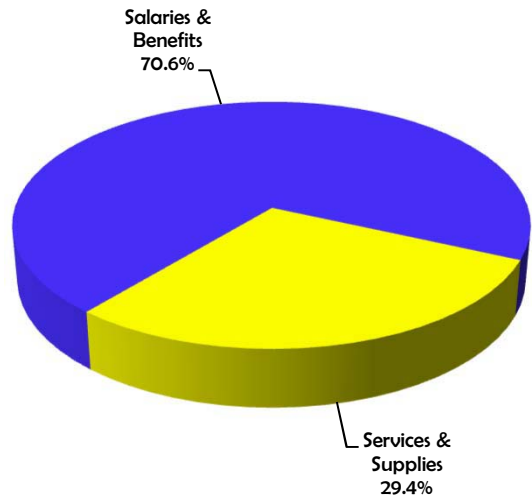
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	(49)	(24)	-	-	-
Total Financing	-	-	-	-	-
Net Cost	(49)	(24)	-	-	-
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 timeliness. 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 FY 2017-18:

Implementation of online HIPAA Privacy and Security Training for bi-annual renewal.

FY 2018-19 APPROVED RECOMMENDED BUDGET

STAFFING LEVEL CHANGES FOR FY 2018-19:

The following position changes were made by various Salary Resolution Amendments during Fiscal year 2017-18:

Administrative Services Officer 2	1.0
Associate Administrative Analyst Level 2	<u>-1.0</u>
Total	0.0

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5740000 - Office of Compliance			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Salaries & Benefits	\$ 251,085	\$ 251,085	-
Services & Supplies	80,634	80,634	-
Expenditure Transfer & Reimbursement	(331,719)	(331,719)	-
Total Expenditures/Appropriations	\$ -	\$ -	-
Net Cost	\$ -	\$ -	-
Positions	2.0	2.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5740000 - Office of Compliance**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Salaries & Benefits	\$ 236,220	\$ 226,572	\$ 241,960	\$ 251,085	\$ 251,085
Services & Supplies	22,614	38,705	131,072	80,634	80,634
Interfund Charges	5,435	5,281	5,281	-	-
Intrafund Charges	22,999	23,402	23,603	24,130	24,130
Intrafund Reimb	(287,317)	(293,984)	(401,916)	(355,849)	(355,849)
Total Expenditures/Appropriations	\$ (49)	\$ (24)	\$ -	\$ -	-
Net Cost	\$ (49)	\$ (24)	\$ -	\$ -	-
Positions	2.0	2.0	2.0	2.0	2.0

2018-19 PROGRAM INFORMATION

BU: 5740000 Office of Compliance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

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

355,849	0	-355,849	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.

FUNDED										
355,849	0	-355,849	0	0	0	0	0	0	2.0	0

GRAND TOTAL FUNDED										
355,849	0	-355,849	0	0	0	0	0	0	2.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	132,684	122,263	130,000	130,000	130,000
Total Financing	-	-	-	-	-
Net Cost	132,684	122,263	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 FY 2017-18:

- The OIG worked with the Sheriff’s Department to streamline the complaint investigation process and improve accountability.
- The OIG, at the request of Sheriff Jones, began a review of the Sheriff’s Department’s evidence and property functions including process, staffing, and facilities.

FY 2018-19 APROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

The OIG is working with the Sheriff’s Department to implement numerous recommendations contained in the 2016 and 2017 annual reports as well as implementation of a use of force and early intervention system.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 5780000 - Office of Inspector General			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Services & Supplies	\$ 130,000	\$ 130,000	-
Total Expenditures/Appropriations	\$ 130,000	\$ 130,000	-
Net Cost	\$ 130,000	\$ 130,000	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **5780000 - Office of Inspector General**
 Function **PUBLIC PROTECTION**
 Activity **Other Protection**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 132,684	\$ 122,263	\$ 129,951	\$ 130,000	\$ 130,000
Intrafund Charges	-	-	49	-	-
Total Expenditures/Appropriations	\$ 132,684	\$ 122,263	\$ 130,000	\$ 130,000	\$ 130,000
Net Cost	\$ 132,684	\$ 122,263	\$ 130,000	\$ 130,000	\$ 130,000

2018-19 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

Appropriations	Reimbursements Realignment/ Prop 172	Other	Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
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FUNDED

Program No. and Title: 001 Office of Inspector General

130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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Program Type: Discretionary

Countywide Priority: 2 -- Discretionary Law-Enforcement

Strategic Objective: IS -- Internal Support

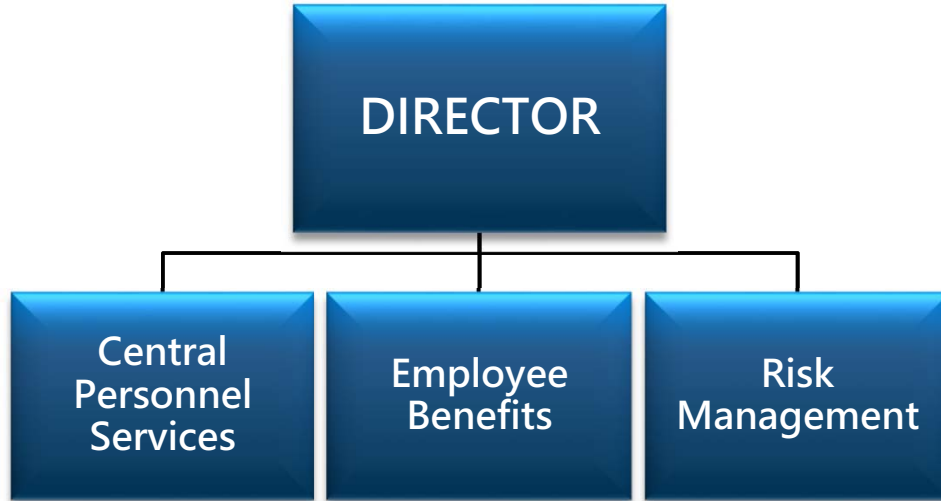
Program Description: The Office of Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigation processes.

FUNDED	130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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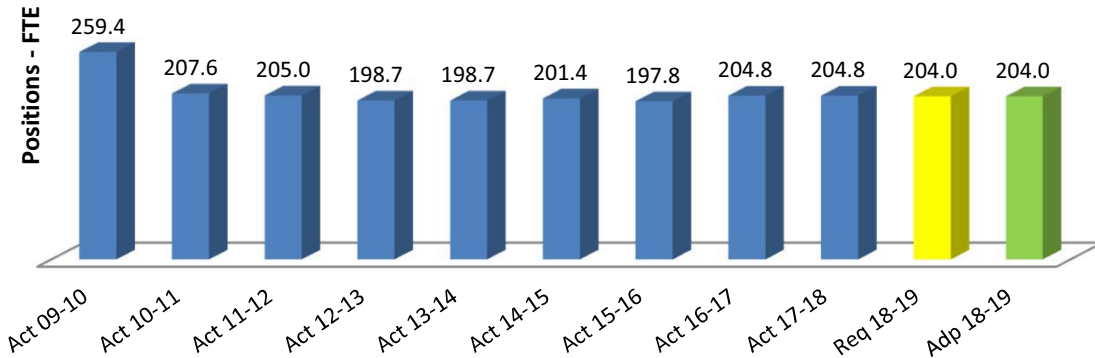
GRAND TOTAL FUNDED	130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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DEPARTMENTAL STRUCTURE

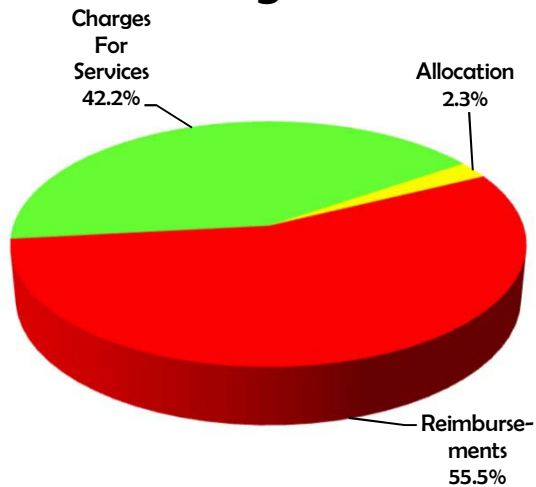
DAVID DEVINE, DIRECTOR



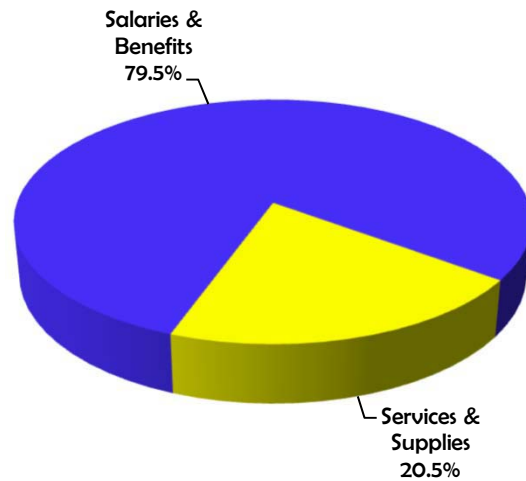
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,915,759	11,953,828	13,140,626	14,181,112	14,181,112
Total Financing	11,836,281	12,359,787	13,140,626	13,461,319	13,461,319
Net Cost	79,478	(405,959)	-	719,793	719,793
Positions	204.8	204.8	204.8	205.0	205.0

PROGRAM DESCRIPTION:

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

- Administering the County Classification Plan, developing County job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- 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 FY 2017-18:

- Began implementation of the Learning Management System, which will be utilized in training reporting, training dissemination, and implementation services, as well as providing a dashboard to employees on completed courses and available training.
- 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).
- Reduced the hiring cycle time required to fill approved Department vacancies from 90 days to 75 days.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implement and administer all Fiscal Year 2018-19 negotiated contract changes for 29 separate representation units, unrepresented units, and former employees.
- Implement Phase 2 (Employee Medical files) of converting hard copy files to an all-electronic format, allowing employee and designated management access through Employee Self-Service and Manager Self-Service (ESS/MSS) resulting in overall cost savings to staff and capitol assets and increased operational efficiencies.

STAFFING LEVEL CHANGES FOR FY 2018-19:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2017-18:

Personnel Technician	1.0
Administrative Services Officer 1	<u>-1.0</u>
Total	0.0

STAFFING LEVEL CHANGES FOR FY 2018-19 (cont.):

- The following positions changes are included as included as part of the Fiscal Year 2018-19 Recommended June Budget:

Principal Human Resources Analyst.....	2.0
Personnel Technician.....	-0.8
Senior Personnel Analyst.....	<u>-2.0</u>
Total	-0.8

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 6050000 - Personnel Services			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 13,733,242	\$ 13,461,319	\$ (271,923)
Total Revenue	\$ 13,733,242	\$ 13,461,319	\$ (271,923)
Salaries & Benefits	\$ 24,900,042	\$ 25,347,912	\$ 447,870
Services & Supplies	4,148,688	4,148,688	-
Expenditure Transfer & Reimbursement	(15,315,488)	(15,315,488)	-
Total Expenditures/Appropriations	\$ 13,733,242	\$ 14,181,112	\$ 447,870
Net Cost	\$ -	\$ 719,793	\$ 719,793
Positions	204.0	205.0	1.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased \$719,793.
- Other Changes:
 - Appropriations have increased \$447,870 due to:
 - \$134,038 due to 1.0 Senior Personnel Specialist position transferred from the Sacramento County Employees' Retirement System (SCERS) to the Department of Personnel Services. This position will be reallocated to 1.0 Senior Personnel Analyst and will provide dedicated human resources services to SCERS.
 - \$313,832 due to an anticipated increase in negotiated cost of living adjustments.

- Other Changes (cont.)

- Revenues have decreased a net amount of \$271,923, which includes an increase in revenue from SCERS of \$134,038 to fund the position transferred, and a decrease in revenues from various departments due to collecting revenues in excess of expenditures for Fiscal Year 2017-18. The excess revenues will be returned to the appropriate departments during Fiscal Year 2018-19.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget:

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

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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Budget Unit **6050000 - Personnel Services**
 Function **GENERAL**
 Activity **Personnel**
 Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Intergovernmental Revenues	\$ 107,394	\$ 112,188	\$ -	\$ -	-
Charges for Services	11,727,323	12,245,569	13,140,626	13,461,319	13,461,319
Miscellaneous Revenues	1,564	2,030	-	-	-
Total Revenue	\$ 11,836,281	\$ 12,359,787	\$ 13,140,626	\$ 13,461,319	\$ 13,461,319
Salaries & Benefits	\$ 23,391,588	\$ 23,632,122	\$ 24,271,181	\$ 25,347,912	\$ 25,347,912
Services & Supplies	2,922,933	3,225,018	4,088,662	4,148,688	4,148,688
Intrafund Charges	1,886,976	1,167,268	2,229,728	2,384,800	2,384,800
Intrafund Reimb	(16,285,738)	(16,070,580)	(17,448,945)	(17,700,288)	(17,700,288)
Total Expenditures/Appropriations	\$ 11,915,759	\$ 11,953,828	\$ 13,140,626	\$ 14,181,112	\$ 14,181,112
Net Cost	\$ 79,478	\$ (405,959)	\$ -	\$ 719,793	\$ 719,793
Positions	204.8	204.8	204.8	205.0	205.0

2018-19 PROGRAM INFORMATION

BU: 6050000 Personnel Services

Appropriations	Reimbursements		Net	Federal	State	Fees/	Fund	Net	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations			Other	Balance	Cost		

FUNDED

Program No. and Title: 001 DPS Administration

1,095,293	0	-880,138	215,155	0	0	207,380	0	7,775	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: Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping.

Program No. and Title: 002 Employment Services

4,792,663	0	-3,536,813	1,255,850	0	0	801,433	0	454,417	32.0	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: Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.

Program No. and Title: 003 Training & Organization Development

1,030,128	0	-639,517	390,611	0	0	379,999	0	10,612	8.0	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: Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.

Program No. and Title: 004 Department Services

14,537,880	0	-9,888,428	4,649,452	0	0	4,503,776	0	145,676	98.0	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: This program consists of five 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 Specialized HR Services Team provides Countywide services related to system and configuration changes needed in COMPASS to support the County's human resources business operations, and provides Countywide human resources services in the areas of position control, Unemployment Insurance administration, and State Disability Insurance payroll integration.

	Appropriations	Reimbursements		Net Appropriations	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other								
Program No. and Title: 005 Employee Benefits											
	2,619,483	0	-1,412,147	1,207,336	0	0	1,188,501	0	18,835	12.0	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> 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).											
Program No. and Title: 006 Liability/Property Insurance Personnel											
	909,370	0	0	909,370	0	0	899,397	0	9,973	6.1	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> Funds staffing for the Liability/Property Insurance program.											
Program No. and Title: 007 Disability Compliance											
	505,425	0	0	505,425	0	0	500,233	0	5,192	2.5	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> 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.											
Program No. and Title: 008 Equal Employment Opportunity											
	346,932	0	0	346,932	0	0	343,510	0	3,422	1.5	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 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.											
Program No. and Title: 009 Safety Office											
	1,847,963	0	-1,343,245	504,718	0	0	484,895	0	19,823	10.9	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> Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.											

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									
<i>Program No. and Title: 010 Workers' Compensation Personnel</i>										
4,196,263	0	0	4,196,263	0	0	4,152,195	0	44,068	30.0	0

Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

FUNDED										
31,881,400	0	-17,700,288	14,181,112	0	0	13,461,319	0	719,793	205.0	0

GRAND TOTAL FUNDED										
31,881,400	0	-17,700,288	14,181,112	0	0	13,461,319	0	719,793	205.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	25,400,049	21,422,986	20,171,490	21,493,714	21,493,714
Total Financing	20,521,205	21,084,790	21,171,490	22,493,714	22,493,714
Net Cost	4,878,844	338,196	(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 Budget and Debt Management based on the percentage of total building square footage each department occupies. The costs of all Property Insurance are based on property value.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- Continued as-needed updates to the claims procedures manual.
- Continued beta testing of various new indemnity and insurance requirements.

FY 2018-19 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- 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.

RECOMMENDED GROWTH FOR FY 2018-19:

Recommended growth request includes \$2.0 million cost recovery from county departments to offset \$1.0 million in claims payments and apply \$1.0 million to retained earnings to reduce the unfunded liability.

BUDGET RESERVE BALANCES FOR FY 2018-19:

This Fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce the unfunded liability and diminish the negative retained earnings in this Fund. In Fiscal Year 2018-19, the budget includes a \$1.0 million over-collection from county departments to be applied to retained earnings.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3910000 - Liability/Property Insurance			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 20,799,257	\$ 20,799,257	-
Total Operating Revenues	\$ 20,799,257	\$ 20,799,257	-
Operating Expenses			
Services & Supplies	\$ 21,443,133	\$ 21,443,133	-
Other Charges	50,581	50,581	-
Total Operating Expenses	\$ 21,493,714	\$ 21,493,714	-
Operating Income (Loss)	\$ (694,457)	\$ (694,457)	-
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 1,694,457	\$ 1,694,457	-
Total Non-Operating Revenues (Expenses)	\$ 1,694,457	\$ 1,694,457	-
Income Before Capital Contributions and Transfers	\$ 1,000,000	\$ 1,000,000	-
Change In Net Assets	\$ 1,000,000	\$ 1,000,000	-
Net Assets - Beginning Balance	(27,553,946)	(27,553,946)	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ (26,553,946)	\$ (26,553,946)	-

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19				Schedule 10
		Fund Title 037A - LIABILITY PROPERTY Service Activity Liability/Property Insurance Budget Unit 3910000				
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 19,960,670	\$ 20,358,745	\$ 19,558,426	\$ 20,799,257	\$ 20,799,257	
Total Operating Revenues	\$ 19,960,670	\$ 20,358,745	\$ 19,558,426	\$ 20,799,257	\$ 20,799,257	
Operating Expenses						
Services & Supplies	\$ 25,330,118	\$ 21,402,182	\$ 20,123,717	\$ 21,443,133	\$ 21,443,133	
Other Charges	69,931	17,378	47,773	50,581	50,581	
Depreciation	-	3,426	-	-	-	
Total Operating Expenses	\$ 25,400,049	\$ 21,422,986	\$ 20,171,490	\$ 21,493,714	\$ 21,493,714	
Operating Income (Loss)	\$ (5,439,379)	\$ (1,064,241)	\$ (613,064)	\$ (694,457)	\$ (694,457)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 560,535	\$ 726,045	\$ 1,613,064	\$ 1,694,457	\$ 1,694,457	
Total Non-Operating Revenues (Expenses)	\$ 560,535	\$ 726,045	\$ 1,613,064	\$ 1,694,457	\$ 1,694,457	
Income Before Capital Contributions and Transfers	\$ (4,878,844)	\$ (338,196)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Change In Net Assets	\$ (4,878,844)	\$ (338,196)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Net Assets - Beginning Balance	(13,825,566)	(19,209,133)	(19,209,133)	(27,553,946)	(27,553,946)	
Equity and Other Account Adjustments	(504,723)	(8,006,617)	-	-	-	
Net Assets - Ending Balance	\$ (19,209,133)	\$ (27,553,946)	\$ (18,209,133)	\$ (26,553,946)	\$ (26,553,946)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3910000 Liability/Property Insurance

Appropriations	Reimbursements		Net	Federal	State	Fees/	Fund	Net	Positions	Vehicles
	Realignment/ Prop 172	Other	Appropriations			Other	Balance	Cost		

FUNDED

Program No. and Title: 001 Liability/Property Insurance

20,493,714	0	0	20,493,714	0	0	20,493,714	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

FUNDED	20,493,714	0	0	20,493,714	0	0	20,493,714	0	0	0.0	0
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GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 001 Liability & Property Insurance

1,000,000	0	0	1,000,000	0	0	2,000,000	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: Increase cost recovery from county departments by \$2.0 million to offset \$1.0 million in claims payments and apply \$1.0 million to retained earnings.

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)	1,000,000	0	0	1,000,000	0	0	2,000,000	0	-1,000,000	0.0	0
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GRAND TOTAL FUNDED	21,493,714	0	0	21,493,714	0	0	22,493,714	0	-1,000,000	0.0	0
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Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,131,177	1,177,343	1,556,680	1,473,912	1,473,912
Total Financing	1,131,179	1,556,684	1,556,680	1,473,912	1,473,912
Net Cost	(2)	(379,341)	-	-	-

PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance program is administered by the Department of Personnel Services. The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claim payments and administration are allocated to County departments based on 90 percent five-year claims history and ten percent full-time equivalent (FTE) positions.

MISSION:

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

GOALS:

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

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18:

- 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.
- Trained County operational Department and Department of Personnel Services staff in document preparation used to assist in the defense of contested Unemployment Insurance (UI) claims brought against the County.
- UI claims costs continued to decline due to the low unemployment rate.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Review and update the UI cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed and minimize the County’s financial liabilities in underfunding this program.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- Implement an on-line claims and appeals submission process in conjunction with EDD to increase efficiency in processing claims/appeals and improve document tracking and retention.

BUDGET RESERVE BALANCES FOR FY 2018-19:

The Unemployment Insurance Fund has a retained earnings balance of \$1,713,772, which is held to cover the cost of unemployment insurance claims. The balance remains unchanged from the 2017-18 Adopted Budget.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3930000 - Unemployment Insurance			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 1,473,912	\$ 1,473,912	-
Total Operating Revenues	\$ 1,473,912	\$ 1,473,912	-
Operating Expenses			
Services & Supplies	\$ 1,455,223	\$ 1,455,223	-
Other Charges	18,689	18,689	-
Total Operating Expenses	\$ 1,473,912	\$ 1,473,912	-
Operating Income (Loss)	\$ -	\$ -	-
Non-Operating Revenues (Expenses)			
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	-
Income Before Capital Contributions and Transfers	\$ -	\$ -	-
Change In Net Assets	\$ -	\$ -	-
Net Assets - Beginning Balance	2,093,113	2,093,113	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 2,093,113	\$ 2,093,113	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

REVISED RESERVE BALANCES FOR FY 2018-19:

Retained Earnings - \$2,093,113

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title Service Activity Budget Unit		040A - UNEMPLOYMENT INSURANCE Unemployment Insurance 3930000		
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 1,131,179	\$ 1,556,684	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Total Operating Revenues	\$ 1,131,179	\$ 1,556,684	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Operating Expenses						
Services & Supplies	\$ 1,113,360	\$ 1,174,686	\$ 1,539,162	\$ 1,455,223	\$ 1,455,223	
Other Charges	17,817	2,657	17,518	18,689	18,689	
Total Operating Expenses	\$ 1,131,177	\$ 1,177,343	\$ 1,556,680	\$ 1,473,912	\$ 1,473,912	
Operating Income (Loss)	\$ 2	\$ 379,341	\$ -	\$ -	\$ -	
Non-Operating Revenues (Expenses)						
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Income Before Capital Contributions and Transfers	\$ 2	\$ 379,341	\$ -	\$ -	\$ -	
Change In Net Assets	\$ 2	\$ 379,341	\$ -	\$ -	\$ -	
Net Assets - Beginning Balance	1,713,772	1,713,772	1,713,772	2,093,113	2,093,113	
Equity and Other Account Adjustments	(2)	-	-	-	-	
Net Assets - Ending Balance	\$ 1,713,772	\$ 2,093,113	\$ 1,713,772	\$ 2,093,113	\$ 2,093,113	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3930000 Unemployment Insurance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Unemployment Insurance

1,473,912	0	0	1,473,912	0	0	1,473,912	0	0	0.0	0
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Program Type: Mandated

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

Strategic Objective: IS -- Internal Support

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

FUNDED										
1,473,912	0	0	1,473,912	0	0	1,473,912	0	0	0.0	0

GRAND TOTAL FUNDED										
1,473,912	0	0	1,473,912	0	0	1,473,912	0	0	0.0	0

Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	23,374,020	24,657,277	27,492,974	27,619,297	27,619,297
Total Financing	30,293,308	29,635,570	29,492,974	29,619,297	29,619,297
Net Cost	(6,919,288)	(4,978,293)	(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 FY 2017-18:

- Initialized and developed prerequisites for system improvements to ensure across the board compliance with Federal and State reporting requirements.
- Reviewed and made changes to workers' compensation coverages for County employees working contractually for the Rancho Cordova Police Department.

FY 2018-19 APPROVED RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2018-19:

- Implement system upgrade and improvements, and move operation to a paperless environment.
- Implement legal changes to ensure regulatory compliance.

SIGNIFICANT CHANGES FOR FY 2018-19 (cont.):

- The Recommended Budget includes a \$2.0 million over-collection from county departments, which will be applied to retained earnings.

BUDGET RESERVE BALANCES FOR FY 2018-19:

This Fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce the unfunded liability and diminish the negative retained earnings in this Fund. In Fiscal Year 2018-19, the budget includes a \$2.0 million over-collection from county departments to be applied to retained earnings.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET Budget Unit: 3900000 - Workers Compensation Insurance			
Operating Detail	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Operating Revenues			
Charges for Service	\$ 29,594,297	\$ 29,594,297	-
Total Operating Revenues	\$ 29,594,297	\$ 29,594,297	-
Operating Expenses			
Services & Supplies	\$ 27,417,348	\$ 27,417,348	-
Other Charges	201,949	201,949	-
Total Operating Expenses	\$ 27,619,297	\$ 27,619,297	-
Operating Income (Loss)	\$ 1,975,000	\$ 1,975,000	-
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 25,000	\$ 25,000	-
Total Non-Operating Revenues (Expenses)	\$ 25,000	\$ 25,000	-
Income Before Capital Contributions and Transfers	\$ 2,000,000	\$ 2,000,000	-
Change In Net Assets	\$ 2,000,000	\$ 2,000,000	-
Net Assets - Beginning Balance	(76,745,788)	(76,745,788)	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ (74,745,788)	\$ (74,745,788)	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2018-19			Schedule 10	
		Fund Title		039A - WORKERS COMPENSATION		
		Service Activity		Workers' Compensation Insurance		
		Budget Unit		3900000		
Operating Detail	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 30,043,939	\$ 29,467,972	\$ 29,467,974	\$ 29,594,297	\$ 29,594,297	
Intergovernmental Revenues	(186)	-	-	-	-	
Total Operating Revenues	\$ 30,043,753	\$ 29,467,972	\$ 29,467,974	\$ 29,594,297	\$ 29,594,297	
Operating Expenses						
Services & Supplies	\$ 23,103,089	\$ 24,600,908	\$ 27,304,834	\$ 27,417,348	\$ 27,417,348	
Other Charges	269,868	38,658	188,140	201,949	201,949	
Depreciation	1,063	843	-	-	-	
Total Operating Expenses	\$ 23,374,020	\$ 24,640,409	\$ 27,492,974	\$ 27,619,297	\$ 27,619,297	
Operating Income (Loss)	\$ 6,669,733	\$ 4,827,563	\$ 1,975,000	\$ 1,975,000	\$ 1,975,000	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 249,555	\$ 167,598	\$ 25,000	\$ 25,000	\$ 25,000	
Equipment	-	(16,868)	-	-	-	
Total Non-Operating Revenues (Expenses)	\$ 249,555	\$ 150,730	\$ 25,000	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ 6,919,288	\$ 4,978,293	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Change In Net Assets	\$ 6,919,288	\$ 4,978,293	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Net Assets - Beginning Balance	(84,140,111)	(77,866,682)	(77,866,682)	(76,745,788)	(76,745,788)	
Equity and Other Account Adjustments	(645,859)	(3,857,399)	-	-	-	
Net Assets - Ending Balance	\$ (77,866,682)	\$ (76,745,788)	\$ (75,866,682)	\$ (74,745,788)	\$ (74,745,788)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2018-19 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Workers' Compensation Insurance

27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0
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Program Type: Mandated

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

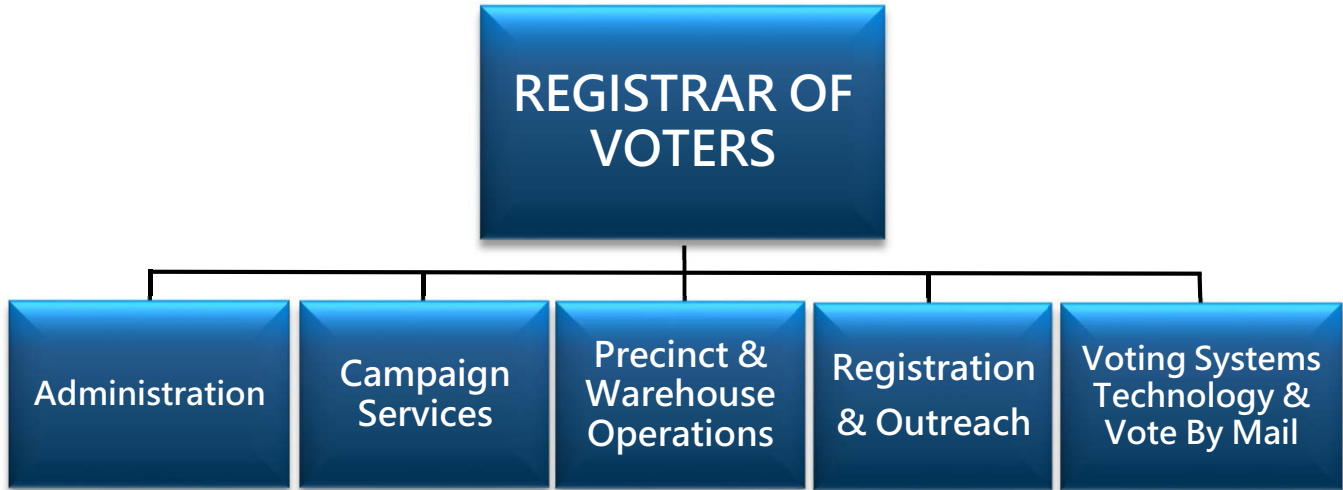
Strategic Objective: IS -- Internal Support

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

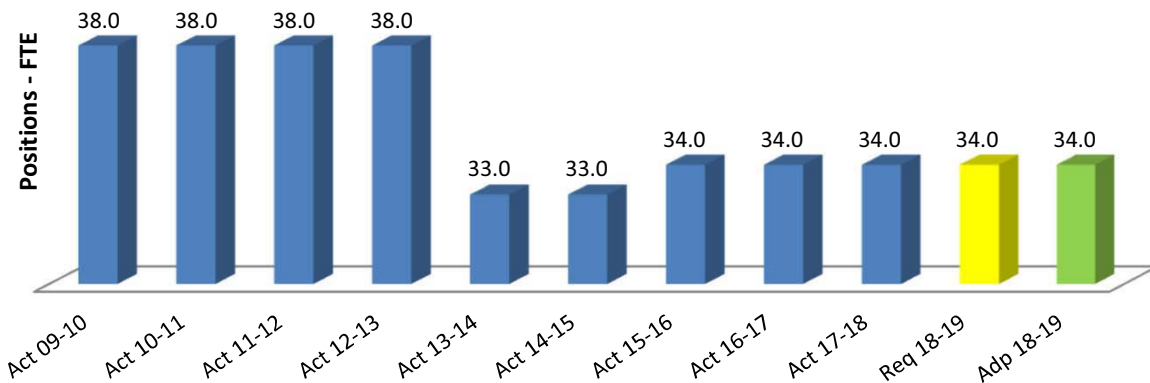
FUNDED										
27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0

GRAND TOTAL FUNDED										
27,619,297	0	0	27,619,297	0	0	29,619,297	0	-2,000,000	0.0	0

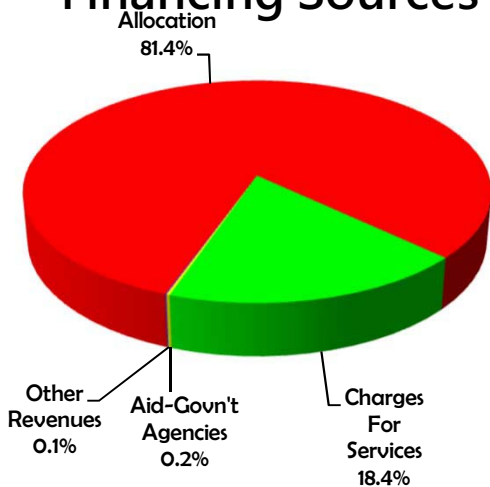
DEPARTMENTAL STRUCTURE
DONNA ALLRED, INTERIM REGISTRAR OF VOTERS



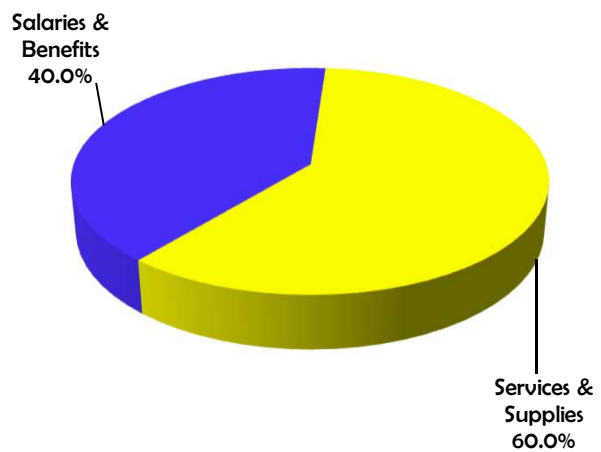
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	10,075,149	13,281,677	11,539,530	12,530,957	12,530,957
Total Financing	3,271,182	1,887,279	1,519,686	2,335,225	2,335,225
Net Cost	6,803,967	11,394,398	10,019,844	10,195,732	10,195,732
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 FY 2017-18:

- Board of Supervisors approved SB450, the California Voter’s Choice Act (VCA) (which was passed by the State of California in 2016), which allowed the Department to switch to an all vote-by-mail election starting with the June 2018 Primary Gubernatorial Election.

SIGNIFICANT DEVELOPMENTS DURING FY 2017-18 (cont.):

- Purchased new software and voting system equipment from Dominion Voting Systems, Runbeck Election Services, Tenex Software Solutions and Democracy Live Voter Information Technologies.
- Will conduct the June 2018 Gubernatorial Election, which will include six Elected County Officials on the ballot. They consist of three Board of Supervisors, Sheriff, Assessor and District Attorney.
- 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 made available for eligible 16 and 17 year olds through registertovote.ca.gov. California youth who pre-register to vote will have their registration become active once they turn 18 years old.
- Completed Phase 2 of 3 of the Electronic Security System upgrade, adding two new cameras and replacing twelve existing cameras to be compatible with the new Network Video Recorder installed in phase one.

FY 2018-19 APPROVED RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2018-19:**

- Providing educational materials and presentations regarding the VCA election changes to special districts. Special district elections will be consolidated with the November 2018 Gubernatorial election.
- Completing the implementation of the VCA with preparation of the comprehensive 2018 elections VCA outcome report for submission to the Secretary of State.
- Completing phase 3 of 3 of the Electronic Security System upgrade which will replace the remaining seven cameras to be compatible with the new Network Video Recorder installed in phase one.
- Working with California Association of Clerks and Election Officials to support state budget proposal for voting system funding and for reimbursement of voting system costs.

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 4410000 - Voter Registration And Elections			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Intergovernmental Revenues	\$ 25,000	\$ 25,000	-
Charges for Services	2,300,225	2,300,225	-
Miscellaneous Revenues	10,000	10,000	-
Total Revenue	\$ 2,335,225	\$ 2,335,225	-
Salaries & Benefits	\$ 4,976,231	\$ 5,017,292	41,061
Services & Supplies	6,990,668	6,990,668	-
Expenditure Transfer & Reimbursement	522,997	522,997	-
Total Expenditures/Appropriations	\$ 12,489,896	\$ 12,530,957	41,061
Net Cost	\$ 10,154,671	\$ 10,195,732	41,061
Positions	34.0	34.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased \$41,061.
- Other Changes
 - Appropriations have increased \$41,061 due to an anticipated increase in negotiated cost of living adjustments.

SCHEDULE:

State Controller Schedule County Budget Act January 2010	County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2018-19	Schedule 9
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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	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Intergovernmental Revenues	\$ 854,365	\$ 1,375,188	\$ 1,125,000	\$ 25,000	\$ 25,000
Charges for Services	2,402,760	504,442	384,686	2,300,225	2,300,225
Miscellaneous Revenues	14,057	7,649	10,000	10,000	10,000
Total Revenue	\$ 3,271,182	\$ 1,887,279	\$ 1,519,686	\$ 2,335,225	\$ 2,335,225
Salaries & Benefits	\$ 4,085,477	\$ 4,247,960	\$ 4,372,980	\$ 5,017,292	\$ 5,017,292
Services & Supplies	5,490,779	6,955,376	5,528,674	6,990,668	6,990,668
Equipment	18,375	1,135,084	1,125,200	-	-
Computer Software	-	436,388	-	-	-
Interfund Charges	381,368	380,633	380,633	381,873	381,873
Intrafund Charges	99,150	126,236	132,043	141,124	141,124
Total Expenditures/Appropriations	\$ 10,075,149	\$ 13,281,677	\$ 11,539,530	\$ 12,530,957	\$ 12,530,957
Net Cost	\$ 6,803,967	\$ 11,394,398	\$ 10,019,844	\$ 10,195,732	\$ 10,195,732
Positions	34.0	34.0	34.0	34.0	34.0

2018-19 PROGRAM INFORMATION

BU: 4410000 Voter Registration And Elections

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Elections-Funded

12,530,957	0	0	12,530,957	0	25,000	2,310,225	0	10,195,732	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.

FUNDED										
12,530,957	0	0	12,530,957	0	25,000	2,310,225	0	10,195,732	34.0	3

GRAND TOTAL FUNDED										
12,530,957	0	0	12,530,957	0	25,000	2,310,225	0	10,195,732	34.0	3

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Elections

877,388	0	0	877,388	0	0	0	0	877,388	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 - Supporting Equipment - With the move to all vote-by-mail (VBM) elections, the workload of returned VBM envelopes will increase more than 50%. The Department is requesting an inbound mail sorting machine and mail extracting machine to support an all VBM election. A new inbound mail sorting machine will provide more pockets for additional capacity and replace the current machine that is over ten years old and past its useful life. A new mail extracting machine would help compensate for equipment that is old and failing; the continuous need for repair causes delays in opening envelopes. Some replacement parts needed to repair both machines are no longer available. The estimated cost of the inbound sorting machine is \$618,083 and the extracting machine is \$34,305. Vote Center security cages for each vote center location will be used for storing all sensitive IT equipment each night and adds an important level of physical security for the Vote Centers which will be open for up to 11 days. The estimated cost of the cages is \$225,000.

Program No. and Title: 001 Elections

220,550	0	0	220,550	0	0	0	0	220,550	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 - The Department is requesting updated modular furniture to improve workflow, support implementation of the Vote Center election model, accommodate technology and equipment changes, and provide ergonomic work spaces for all County and extra help/temporary employees while safeguarding the chain of custody of ballots, election materials, and equipment.

Program No. and Title: 001 Elections

53,274	0	0	53,274	0	0	0	0	53,274	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: Employee Training Classes - 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 on March 23, 2016. VRE now has newer employees that have not attended election related classes that provide training on the newest election laws and policies. Most of the classes are located in California but there can be classes that are out of State. These same employees have also requested Microsoft training classes.

GROWTH REQUEST NOT RECOMMENDED

1,151,212	0	0	1,151,212	0	0	0	0	1,151,212	0.0	0
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GRAND TOTAL NOT RECOMMENDED

1,151,212	0	0	1,151,212	0	0	0	0	1,151,212	0.0	0
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