

ADMINISTRATIVE SERVICES

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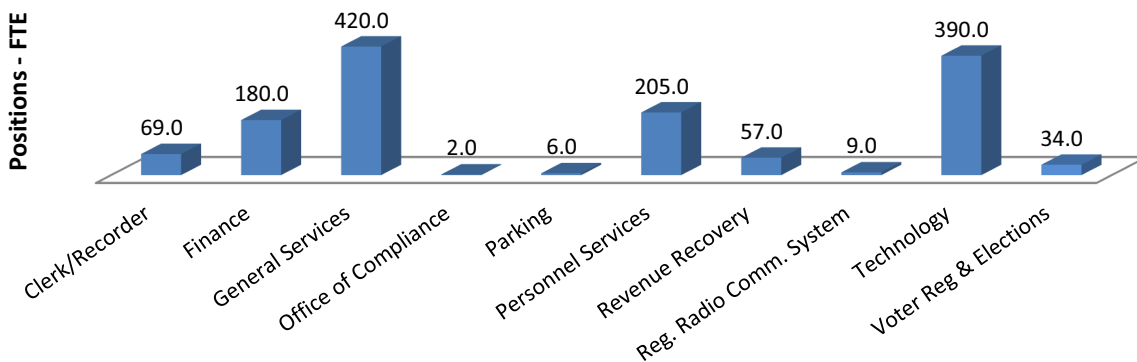
INTRODUCTION

ADMINISTRATIVE SERVICES

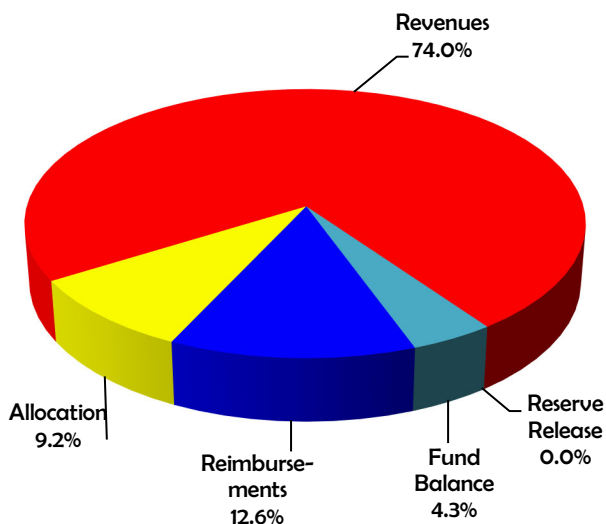
DAVID VILLANUEVA, DEPUTY COUNTY EXECUTIVE



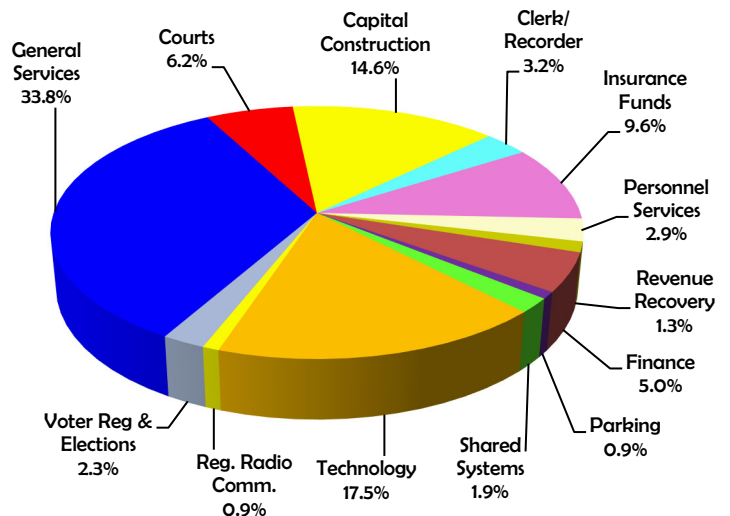
Staffing Trend



Financing Sources



Financing Uses



INTRODUCTION

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.

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: processes property tax collection and business licenses; issues and monitors fictitious business name statements. Treasury and Investments is comprised of the following programs: Pooled Investments; Fiscal Agent Services; and Reclamation Districts.

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

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

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

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 Twin Rivers Unified 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.

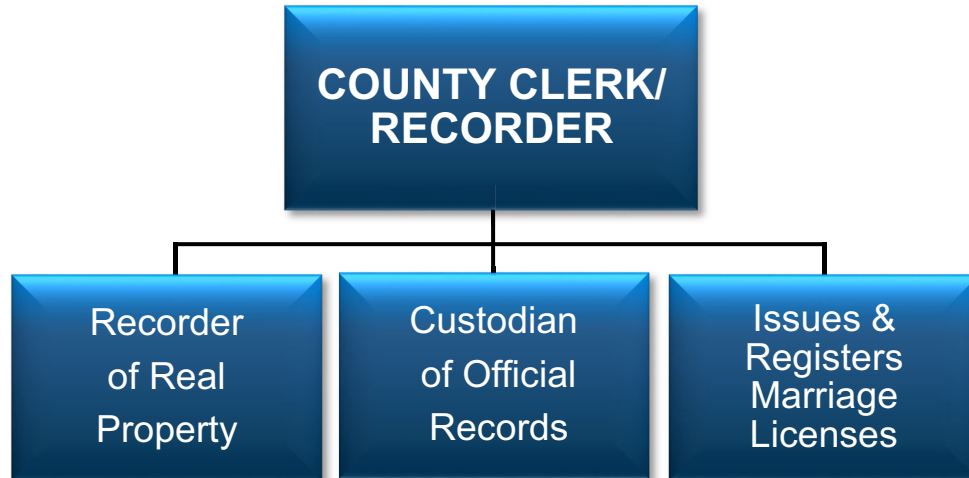
Voter Registration and Elections — This Department is responsible to register voters and maintain voter files, files candidate nomination papers, certifies citizen-initiated petitions; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal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

INTRODUCTION

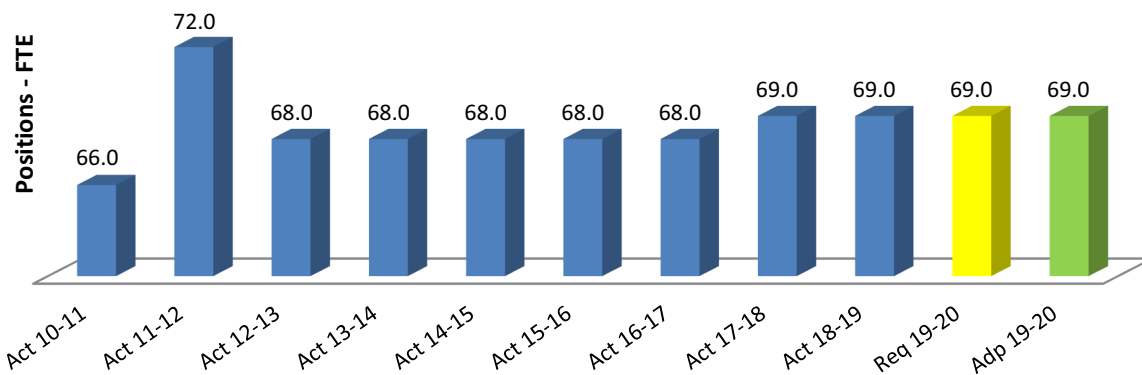
Administrative Services Budget Units/Departments						
Fund	Budget Unit No.	Departments/Budget Units	Requirements	Financing	Net Cost	Positions
001A	3240000	County Clerk/Recorder	9,811,528	9,808,204	3,324	69.0
001A	5040000	Court/County Contribution	24,513,756	0	24,513,756	0.0
001A	5020000	Court/Non-Trial Court Funding	8,980,748	0	8,980,748	0.0
001A	5050000	Court Paid County Services	1,233,666	1,233,666	0	0.0
001A	5710000	Data Processing-Shared Systems	10,613,507	106,778	10,506,729	0.0
001A	3230000	Department of Finance	28,107,753	26,897,066	1,210,687	180.0
001A	6110000	Department of Revenue Recovery	7,558,750	7,558,750	0	57.0
001A	5520000	Dispute Resolution Program	660,000	660,000	0	0.0
001A	5660000	Grand Jury	296,292	19,151	277,141	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	16,287,621	16,287,621	0	205.0
001A	4410000	Voter Registration and Elections	12,933,789	1,208,490	11,725,299	34.0
GENERAL FUND TOTAL			\$121,127,410	\$63,779,726	\$57,347,684	547.0
General Services						
034A	2070000	Capital Outlay	10,741,262	5,931,984	4,809,278	0.0
035A	7007900	Architectural Services	3,331,190	3,236,190	95,000	14.0
035C	7110000	Office of the Director	1,997,490	1,738,004	259,486	27.0
035F	7007410	Alarm Services	1,804,042	1,804,042	0	6.0
035F	7007440	Building Maintenance & Operations-Airport	8,932,336	8,272,336	660,000	39.0
035F	7007420	Building Maintenance & Operations-Bradshaw	16,407,883	16,332,883	75,000	87.0
035F	7007430	Building Maintenance & Operations-Downtown	9,964,134	9,864,134	100,000	61.0
035F	7007046	Energy Management	9,810,574	9,386,402	424,172	2.0
035F	7450000	Security Services	3,035,653	2,935,653	100,000	26.0
035H	7007063	Contract and Purchasing Services	2,799,091	2,749,091	50,000	19.0
035J	7700000	Support Services	8,063,618	7,856,094	207,524	19.0
035K	7007030	Real Estate	47,928,318	47,773,318	155,000	24.0
035L	7007500	Light Fleet	24,142,345	24,063,415	78,930	26.0
035M	7007600	Heavy Equipment	25,481,760	25,155,210	326,550	70.0
036A	7080000	Capital Outlay	16,408,087	4,021,016	12,387,071	0.0
TOTAL			\$190,847,783	\$171,119,772	\$19,728,011	420.0
001Q	3241000	Clerk/Recorder Fees	\$ 8,115,530	\$ 8,115,530	\$0	0.0
007A	3100000	Capital Construction	82,190,121	82,190,121	0	0.0
021D	2180000	Technology Cost Recovery Fee	1,645,876	1,645,876	0	0.0
031A	7600000	Department of Technology	98,823,559	98,823,559	0	390.0
037A	3910000	Liability/Property Insurance	25,071,909	26,071,909	-1,000,000	0.0
039A	3900000	Workers' Compensation Insurance	27,812,813	29,812,813	-2,000,000	0.0
040A	3930000	Unemployment Insurance	1,493,733	1,493,733	0	0.0
056A	7990000	Parking Enterprise	4,925,743	2,944,729	1,981,014	6.0
059A	7020000	Regional Radio Communications System	4,938,603	5,393,144	-454,541	9.0
TOTAL			\$255,017,887	\$256,491,414	-\$1,473,527	405.0
GRAND TOTAL			\$566,993,080	\$491,390,912	\$75,602,168	1,372.0

DEPARTMENTAL STRUCTURE

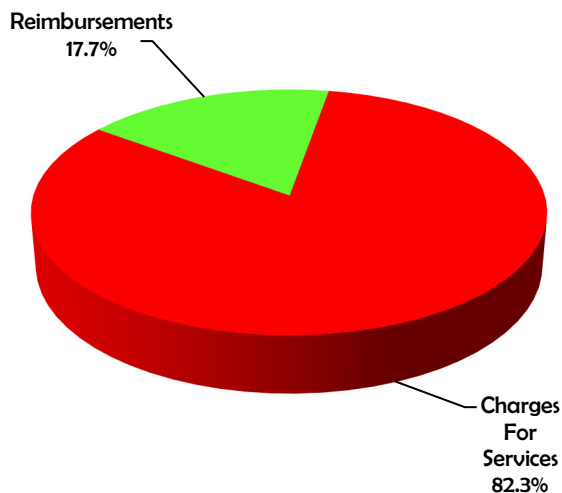
DONNA ALLRED, COUNTY CLERK/RECORDER



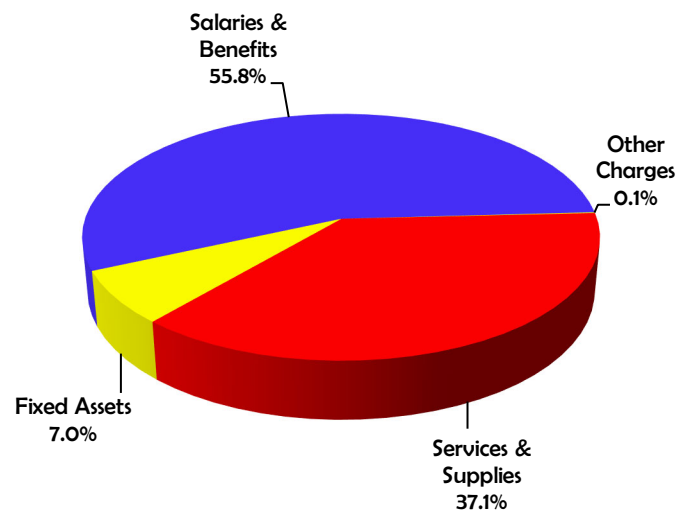
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	9,097,345	8,306,533	10,825,698	9,811,528	9,811,528
Total Financing	9,077,448	8,309,854	10,825,698	9,808,204	9,808,204
Net Cost	19,897	(3,321)	-	3,324	3,324
Positions	69.0	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 third phase of the Integrated System project, which will replace vital records and marriage programs, and add clerk features that do not currently exist.
- **COMMUNITY OUTREACH**
 - Outreach to the community, title companies and other departments to remain responsive to changes in industry and continue to develop two-way communications. Organize an annual open house with other departments to promote positive working relationships.

GOALS (cont.):

- **COMMUNITY OUTREACH**

- Reach out to these same groups to communicate system updates and process improvements that will simplify their interactions with our office.

- **OPERATIONAL IMPROVEMENTS**

- Continue to 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 DEVELOPMENT DURING FY 2018-19:

- Completed second phase of the Integrated System Project, which included data conversion and migration of the indexing database of official records; replacement of the indexing and imaging systems; and a simplified public search.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- Completion of the Integrated System Project, replacing five core software programs with one system.
- Total budgeted expenditures/appropriations will be lower than in prior fiscal years due to Hours Fees, Index Fees, E-Recording (ERDS) Fees, and Vital Health (VH) Statistics Fees being budgeted as an Interfund Reimbursement rather than as a revenue. These fees are budgeted as revenue in Budget Unit 3241000 (Clerk/Recorder Fees).

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET			
Budget Unit: 3240000 - County Clerk/Recorder			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Charges for Services	\$ 9,811,528	\$ 9,808,204	\$ (3,324)
Total Revenue	\$ 9,811,528	\$ 9,808,204	\$ (3,324)
Salaries & Benefits	\$ 6,653,742	\$ 6,653,742	-
Services & Supplies	4,422,170	4,422,170	-
Other Charges	12,530	12,530	-
Equipment	259,000	259,000	-
Other Intangible Asset	576,498	576,498	-
Expenditure Transfer & Reimbursement	(2,112,412)	(2,112,412)	-
Total Expenditures/Appropriations	\$ 9,811,528	\$ 9,811,528	-
Net Cost	\$ -	\$ 3,324	\$ 3,324
Positions	69.0	69.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has increased \$3,324.
- Other Changes
 - Revenues have decreased \$3,324 to provide a one-time Net County Cost allocation to restore carryover funds from Fiscal Year 2018-19 that resulted from a reimbursement that did not have an offsetting expenditure.

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 9,077,448	\$ 8,309,854	\$ 10,825,698	\$ 9,808,204	\$ 9,808,204
Total Revenue	\$ 9,077,448	\$ 8,309,854	\$ 10,825,698	\$ 9,808,204	\$ 9,808,204
Salaries & Benefits	\$ 5,404,061	\$ 5,589,668	\$ 6,263,980	\$ 6,653,742	\$ 6,653,742
Services & Supplies	3,243,550	3,451,205	4,548,243	4,422,170	4,422,170
Other Charges	46,974	39,693	39,693	12,530	12,530
Equipment	-	-	259,000	259,000	259,000
Other Intangible Asset	151,980	-	647,590	576,498	576,498
Interfund Reimb	-	(1,033,227)	(1,218,065)	(2,430,118)	(2,430,118)
Intrafund Charges	270,780	279,194	305,257	337,706	337,706
Intrafund Reimb	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Total Expenditures/Appropriations	\$ 9,097,345	\$ 8,306,533	\$ 10,825,698	\$ 9,811,528	\$ 9,811,528
Net Cost	\$ 19,897	\$ (3,321)	\$ -	\$ 3,324	\$ 3,324
Positions	69.0	69.0	69.0	69.0	69.0

2019-20 PROGRAM INFORMATION

BU: 3240000 County Clerk/Recorder

<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 Clerk/Recorder

12,261,646	0	-2,450,118	9,811,528	0	0	9,808,204	0	3,324	69.0	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. 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

12,261,646	0	-2,450,118	9,811,528	0	0	9,808,204	0	3,324	69.0	0
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GRAND TOTAL FUNDED

12,261,646	0	-2,450,118	9,811,528	0	0	9,808,204	0	3,324	69.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	-	14,156,361	14,305,368	8,115,530	8,115,530
Total Financing	-	14,041,096	14,305,368	8,115,530	8,115,530
Net Cost	-	115,265	-	-	-

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.
- Hours funds are used to establish the days of operation of the County Recorder's offices as every business day except for legal holidays and those holidays designated as judicial holidays.
- Index funds are used to support operations that require the document to be indexed within two business days after date of recordation.
- E-Recording (ERDS) funds are used to support an electronic recording delivery system.
- Vital Health (VH) Stat funds are used for vital record operation funding for improvement, automation, and technical support of vital record systems.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGE FOR FY 2019-20:**

- In Fiscal Year 2019-20, four additional fund centers were 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 2019-20:

- Available fund balance is \$5,771,903, which reflects the estimated trust fund balances for Hours, Index, E-Recording, and Vital Health Statistics fees after June 30, 2019.

BUDGET RESERVE BALANCES FOR FY 2019-20:

- **Modernization Fees - \$12,765,230**
 - This reserve was established in Fiscal Year 2018-19. It is 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. Reserve reflects an increase of \$679,290 from the Fiscal Year 2018-19 Adopted Budget.
- **Micrographics Fees - \$978,601**
 - This reserve was established in Fiscal Year 2018-19. It is used to convert the County Recorder's document storage system to micrographics. Reserve reflects a decrease of \$22,762 from the Fiscal Year 2018-19 Adopted Budget.
- **Hours Fees - \$1,285,513**
 - This reserve is being established in Fiscal Year 2019-20. It will be used to establish the days of operation of the County Recorder's offices as every business day except for legal holidays and those holidays designated as judicial holidays.
- **Index Fees - \$1,285,507**
 - This reserve is being established in Fiscal Year 2019-20. It will be used to support operations that require the document to be indexed within two business days after date of recordation.
- **E-Recording (ERDS) Fees - \$2,777,796**
 - This reserve is being established in Fiscal Year 2019-20. This reserve will be used to support an electronic recording delivery system.
- **Vital Health (VH) Statistics Fees - \$373,920**
 - This reserve is being established in Fiscal Year 2019-20. It will be used for improvement, automation, and technical support of vital record systems.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET				
Budget Unit: 3241000 - Clerk/Recorder Fees				
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance	
Fund Balance	\$ 5,771,903	\$ 5,078,051	\$(693,852)	
Reserve Release	22,762	-	(22,762)	
Charges for Services	3,037,479	3,037,479	-	
Total Revenue	\$ 8,832,144	\$ 8,115,530	\$(716,614)	
Reserve Provision	\$ 6,402,026	\$ 5,685,412	\$(716,614)	
Expenditure Transfer & Reimbursement	2,430,118	2,430,118	-	
Total Expenditures/Appropriations	\$ 8,832,144	\$ 8,115,530	\$(716,614)	
Net Cost	\$ -	\$ -	-	

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has decreased \$693,852 due to lower than anticipated revenue.
 - Reserves have decreased \$693,852 due to a decrease in fund balance.

REVISED RESERVE BALANCES FOR FY 2019-20:

- Modernization Fees — \$12,605,882
- Micrographics Fees - \$1,022,683
- Hours Fees - \$1,004,032
- Index Fees - \$1,004,029
- E-Recording (ERDS) Fees - \$2,770,555
- Vital Health (VH) Statistics Fees - \$365,534

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

Budget Unit **3241000 - Clerk/Recorder Fees**
Function **PUBLIC PROTECTION**
Activity **Other Protection**
Fund **001Q - CLERK/RECORDER FEES**

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$	- \$ 12,430,775	\$ 12,430,775	\$ 5,078,051	\$ 5,078,051
Charges for Services		- 1,610,321	1,874,593	3,037,479	3,037,479
Total Revenue	\$	- \$ 14,041,096	\$ 14,305,368	\$ 8,115,530	\$ 8,115,530
Reserve Provision	\$	- \$ 13,087,303	\$ 13,087,303	\$ 5,685,412	\$ 5,685,412
Interfund Charges		- 1,069,058	1,218,065	2,430,118	2,430,118
Total Expenditures/Appropriations	\$	- \$ 14,156,361	\$ 14,305,368	\$ 8,115,530	\$ 8,115,530
Net Cost	\$	- \$ 115,265	\$ -	\$ -	-

2019-20 PROGRAM INFORMATION

BU: 3241000

Clerk/Recorder Fees

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

FUNDED

Program No. and Title: 001 Modernization

1,335,532	0	0	1,335,532	0	0	1,494,880	-159,348	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**

423,795	0	0	423,795	0	0	379,713	44,082	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.**Program No. and Title: 003 Hours**

1,476,094	0	0	1,476,094	0	0	323,320	1,152,774	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:** Collected to keep the office open on days when the courts are in session.**Program No. and Title: 004 Index**

1,476,094	0	0	1,476,094	0	0	323,320	1,152,774	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:** Collected to ensure that documents are indexed within two working days of recording.

	Appropriations	Reimbursements		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other	Appropriations							
Program No. and Title: 005 E-Recording											
	2,895,291	0	0	2,895,291	0	0	332,485	2,562,806	0	0.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence											
Program Description: Support of ongoing electronic recording program.											
Program No. and Title: 006 Vital Health Statistics											
	508,724	0	0	508,724	0	0	183,761	324,963	0	0.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: PS1 -- Protect the community from criminal activity, abuse and violence											
Program Description: Vital record operation funding for improvement, automation, and technical support of vital record systems.											
FUNDED											
	8,115,530	0	0	8,115,530	0	0	3,037,479	5,078,051	0	0.0	0
GRAND TOTAL FUNDED											
	8,115,530	0	0	8,115,530	0	0	3,037,479	5,078,051	0	0.0	0

Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,230,715	23,170,759	24,561,756	24,513,756	24,513,756
Total Financing	-	-	-	-	-
Net Cost	24,230,715	23,170,759	24,561,756	24,513,756	24,513,756

PROGRAM DESCRIPTION:

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

FY 2019-20 RECOMMENDED BUDGET**SUPPLEMENTAL INFORMATION:**

- The Adopted Budget reflects the County's annual payment to the State for the Court Operations Maintenance of Effort (MOE) (\$20,733,264); for the base fine and forfeiture MOE net of AB 139 and AB 145 buyout (\$1,829,692); and \$1,950,800 due to the requirement that the County split fine revenue growth with the State (Government Code Section 77205).

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 5040000 - Court / County Contribution

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Other Charges	\$ 24,513,756	\$ 24,513,756	-
Total Expenditures/Appropriations	\$ 24,513,756	\$ 24,513,756	-
Net Cost	\$ 24,513,756	\$ 24,513,756	-

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 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Other Charges	\$ 24,230,715	\$ 23,170,759	\$ 24,561,756	\$ 24,513,756	\$ 24,513,756
Total Expenditures/Appropriations	\$ 24,230,715	\$ 23,170,759	\$ 24,561,756	\$ 24,513,756	\$ 24,513,756
Net Cost	\$ 24,230,715	\$ 23,170,759	\$ 24,561,756	\$ 24,513,756	\$ 24,513,756

2019-20 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/ Prop 172</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		

FUNDED

Program No. and Title: 001 State Payments

24,513,756	0	0	24,513,756	0	0	0	0	24,513,756	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: 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

24,513,756	0	0	24,513,756	0	0	0	0	24,513,756	0.0	0
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GRAND TOTAL FUNDED

24,513,756	0	0	24,513,756	0	0	0	0	24,513,756	0.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,666,322	8,802,808	8,761,276	8,980,748	8,980,748
Total Financing	-	-	-	-	-
Net Cost	8,666,322	8,802,808	8,761,276	8,980,748	8,980,748

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 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

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

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Services & Supplies	\$ 1,289,891	\$ 1,289,891	\$ -
Other Charges	5,882,813	5,882,813	-
Expenditure Transfer & Reimbursement	1,808,044	1,808,044	-
Total Expenditures/Appropriations	\$ 8,980,748	\$ 8,980,748	\$ -
Net Cost	\$ 8,980,748	\$ 8,980,748	\$ -

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 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 934,139	\$ 1,106,913	\$ 1,213,865	\$ 1,289,891	\$ 1,289,891
Other Charges	5,882,813	5,882,813	5,882,813	5,882,813	5,882,813
Interfund Charges	2,449,545	2,304,773	2,304,773	2,348,219	2,348,219
Interfund Reimb	(1,260,000)	(1,151,516)	(1,300,000)	(1,200,000)	(1,200,000)
Intrafund Charges	659,825	659,825	659,825	659,825	659,825
Total Expenditures/Appropriations	\$ 8,666,322	\$ 8,802,808	\$ 8,761,276	\$ 8,980,748	\$ 8,980,748
Net Cost	\$ 8,666,322	\$ 8,802,808	\$ 8,761,276	\$ 8,980,748	\$ 8,980,748

2019-20 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>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>								

FUNDED

Program No. and Title: 001 Law and Justice

10,180,748 0 -1,200,000 8,980,748 0 0 0 8,980,748 0.0 0

Program Type: Mandated

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

Strategic Objective: FO -- Financial Obligation

Program Description: Program provides for the cost of facilities for trial courts, collections by the Department of Revenue Recovery on delinquent court fines and miscellaneous revenue, psychiatric evaluation of detained juveniles, and facilitates early resolution of cases in Traffic Court

FUNDED

10,180,748 0 -1,200,000 8,980,748 0 0 0 8,980,748 0.0 0

GRAND TOTAL FUNDED

10,180,748 0 -1,200,000 8,980,748 0 0 0 8,980,748 0.0 0

Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,050,529	1,093,403	1,143,417	1,233,666	1,233,666
Total Financing	1,050,529	1,093,403	1,143,417	1,233,666	1,233,666
Net Cost	-	-	-	-	-

PROGRAM DESCRIPTION:

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

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 5050000 - Court Paid County Services

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Miscellaneous Revenues	\$ 1,233,666	\$ 1,233,666	\$ -
Total Revenue	\$ 1,233,666	\$ 1,233,666	\$ -
Services & Supplies	\$ 964,984	\$ 964,984	\$ -
Expenditure Transfer & Reimbursement	268,682	268,682	-
Total Expenditures/Appropriations	\$ 1,233,666	\$ 1,233,666	\$ -
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 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Miscellaneous Revenues	\$ 1,050,529	\$ 1,093,403	\$ 1,143,417	\$ 1,233,666	\$ 1,233,666
Total Revenue	\$ 1,050,529	\$ 1,093,403	\$ 1,143,417	\$ 1,233,666	\$ 1,233,666
Services & Supplies	\$ 815,468	\$ 847,403	\$ 884,487	\$ 964,984	\$ 964,984
Intrafund Charges	235,061	246,000	258,930	268,682	268,682
Total Expenditures/Appropriations	\$ 1,050,529	\$ 1,093,403	\$ 1,143,417	\$ 1,233,666	\$ 1,233,666
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2019-20 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>
	<u>Realignment/</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>								

FUNDED

Program No. and Title: 001 Court Paid Services

1,233,666 0 0 1,233,666 0 1,233,666 0 0 0.0 0

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

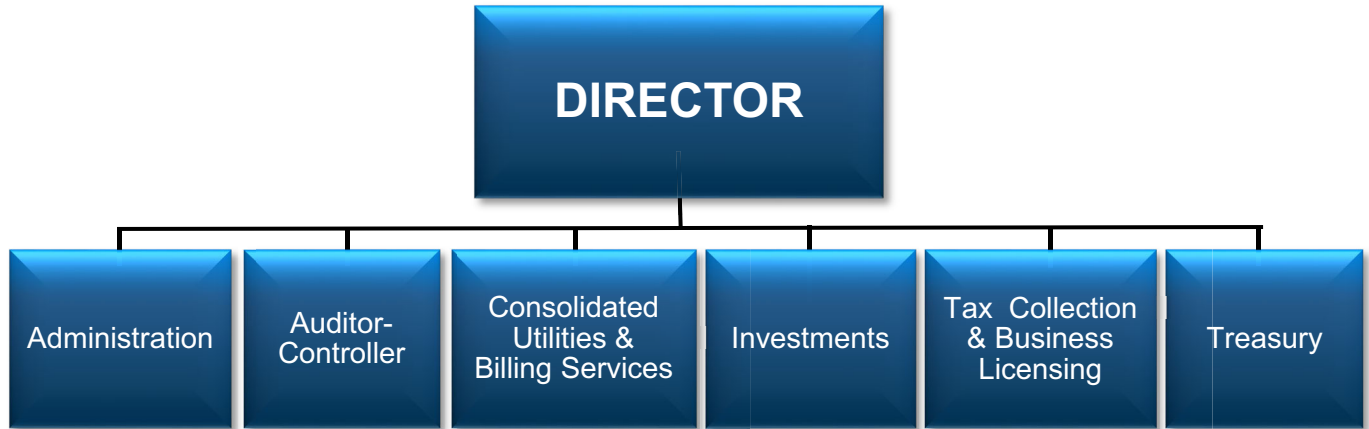
1,233,666 0 0 1,233,666 0 1,233,666 0 0 0.0 0

GRAND TOTAL FUNDED

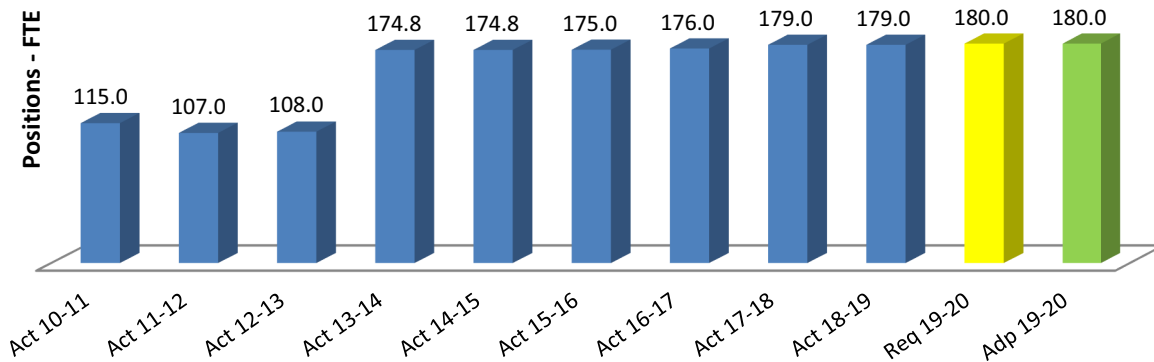
1,233,666 0 0 1,233,666 0 1,233,666 0 0 0.0 0

DEPARTMENTAL STRUCTURE

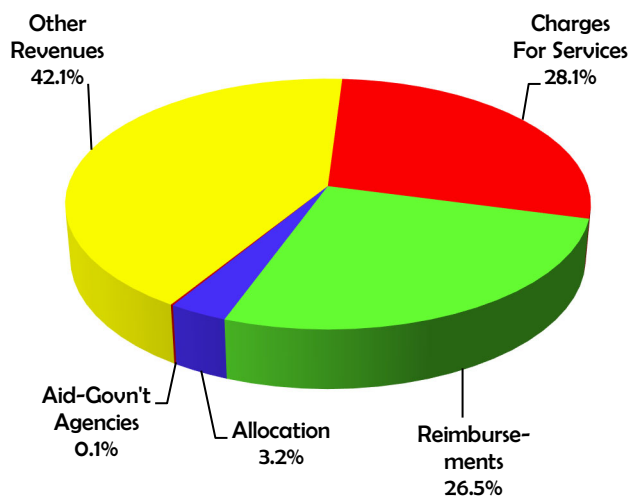
BEN LAMERA, DIRECTOR



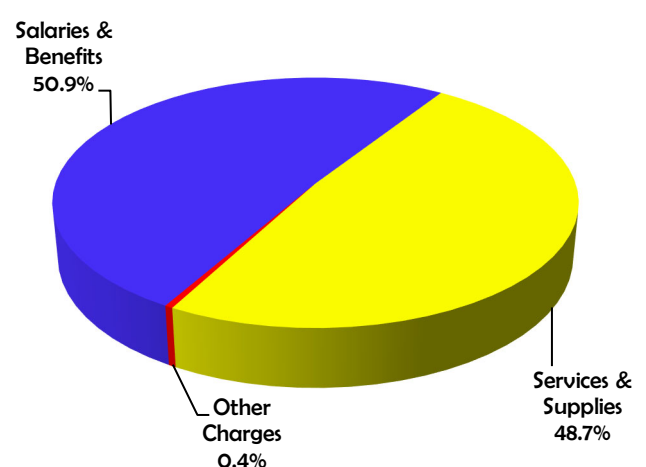
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	25,687,973	25,548,949	27,593,662	28,107,753	28,107,753
Total Financing	24,257,869	25,349,307	26,086,742	26,897,066	26,897,066
Net Cost	1,430,104	199,642	1,506,920	1,210,687	1,210,687
Positions	179.0	179.0	179.0	180.0	180.0

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; Payroll; Audits; Systems Control and Reconciliations; 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 \$3.8 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 2018-19:

- Began development and implementation of the Fiscal Academy training series.
- Moved Tax-Defaulted Land auctions from live to online auctions resulting in cost savings.
- Transitioned to new County banking relationship.
- Met or exceeded all Investment Policy benchmarks for the Pooled Investment Fund.
- Solicited Community Reinvestment Act Program deposits from banks operating within the County.
- Efficiencies gained in electronic workflow for claims processing, travel, journal vouchers, appropriation adjustment requests, internal order encumbrances, equipment movement reports and master data, resulting in countywide savings of staff time, paper and mail/delivery costs.

FY 2019-20 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2019-20:

- Complete development and implementation of Fiscal Academy training series.
- Develop and implement new Teeter reporting using the Property shared database.
- Complete migration of deposits from others to appropriate funds and accounts.
- Complete preparations to implement Governmental Accounting Standards Board (GASB) 84, Fiduciary Activities, and GASB 87, Leases.
- Gain new efficiencies due to utilization of new countywide Cost Allocation Plan, Audit management, and Investment software solutions.
- Transfer 1.0 Engineering Technician position from Development and Code Services to the Department of Finance to gain operational efficiencies by aligning the position with supervision and duties performed.

RECOMMENDED GROWTH FOR FY 2019-20:

- On-going recommended growth request includes:
 - Appropriations of \$64,850 offset by revenues of \$64,850.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR FY 2019-20:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2018-19:

Accounting Technician	1.0
Accounting Technician Confidential	-1.0
Senior Office Assistant.....	1.0
Senior Office Assistant Confidential.....	<u>-1.0</u>
Total	0.0

- The following position changes are included as part of the Fiscal Year 2019-20 Recommended June Budget:

Administrative Services Officer 1	-1.0
Administrative Services Officer 2	2.0
Auditor	1.0
Collection Services Program Manager	-1.0
Senior Auditor	<u>-1.0</u>
Total	0.0

STAFFING LEVEL CHANGES FOR FY 2019-20 (cont.):

- The following position transfer from the Office of Development and Code (Budget Unit 2151000) is included as part of the Fiscal Year 2019-20 Recommended June Budget:

Engineering Technician Level 2	1.0
Total	1.0

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 3230000 - Department Of Finance			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Licenses, Permits & Franchises	\$ 2,836,778	\$ 2,836,778	-
Fines, Forfeitures & Penalties	7,532,981	7,532,981	-
Intergovernmental Revenues	51,250	51,250	-
Charges for Services	10,746,101	10,746,101	-
Miscellaneous Revenues	5,729,956	5,729,956	-
Total Revenue	\$ 26,897,066	\$ 26,897,066	-
Salaries & Benefits	\$ 19,438,211	\$ 19,438,211	-
Services & Supplies	10,614,667	10,614,667	-
Other Charges	167,500	167,500	-
Expenditure Transfer & Reimbursement	(2,112,625)	(2,112,625)	-
Total Expenditures/Appropriations	\$ 28,107,753	\$ 28,107,753	-
Net Cost	\$ 1,210,687	\$ 1,210,687	-
Positions	180.0	180.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.

SCHEDULE:

State Controller ScheduleCounty Budget Act
January 2010**County of Sacramento**Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20**Schedule 9**Budget Unit **3230000 - Department Of Finance**Function **GENERAL**Activity **Finance**Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Licenses, Permits & Franchises	\$ 2,400,198	\$ 2,606,420	\$ 2,808,403	\$ 2,836,778	\$ 2,836,778
Fines, Forfeitures & Penalties	7,801,449	7,869,232	7,532,008	7,532,981	7,532,981
Revenue from Use Of Money & Property	-	339	-	-	-
Intergovernmental Revenues	34,203	55,499	49,070	51,250	51,250
Charges for Services	8,353,070	9,178,165	10,621,617	10,746,101	10,746,101
Miscellaneous Revenues	5,668,949	5,639,576	5,075,644	5,729,956	5,729,956
Other Financing Sources	-	76	-	-	-
Total Revenue	\$ 24,257,869	\$ 25,349,307	\$ 26,086,742	\$ 26,897,066	\$ 26,897,066
Salaries & Benefits	\$ 16,943,240	\$ 17,627,609	\$ 18,394,718	\$ 19,438,211	\$ 19,438,211
Services & Supplies	9,199,101	9,301,659	10,655,775	10,614,667	10,614,667
Other Charges	2,338	(132)	167,500	167,500	167,500
Equipment	212,551	30,734	-	-	-
Interfund Reimb	(540)	(840)	-	-	-
Intrafund Charges	7,910,544	7,677,128	7,835,547	8,001,817	8,001,817
Intrafund Reimb	(8,579,261)	(9,087,209)	(9,459,878)	(10,114,442)	(10,114,442)
Total Expenditures/Appropriations	\$ 25,687,973	\$ 25,548,949	\$ 27,593,662	\$ 28,107,753	\$ 28,107,753
Net Cost	\$ 1,430,104	\$ 199,642	\$ 1,506,920	\$ 1,210,687	\$ 1,210,687
Positions	179.0	179.0	179.0	180.0	180.0

2019-20 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/ Prop 172</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		

FUNDED

Program No. and Title: 001 Administration

5,027,052	0	-5,027,052	0	0	0	0	0	0	9.0	0
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Program Type: Mandated**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Provides departmental oversight, strategic planning and support services, including budget, personnel, contracts and purchasing, facilities and systems.**Program No. and Title: 002 Auditor-Controller**

10,959,502	0	-3,892,908	7,066,594	0	51,250	6,028,445	0	986,899	68.0	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:** Maintains the County's financial system and provides services including Payroll, Payment Services, Internal Audits, Financial Accounting Reporting and Control, System Control and Reconciliation, Tax Accounting and Fiscal Services, to County departments and special districts.**Program No. and Title: 003 Tax Collection & Business Licensing**

7,493,530	0	-297,505	7,196,025	0	0	6,972,237	0	223,788	33.0	2
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Program Type: Mandated**Countywide Priority:** 0 -- Specific Mandated Countywide/Municipal or Financial Obligations**Strategic Objective:** FO -- Financial Obligation**Program Description:** Collects personal and property taxes; licenses businesses in the unincorporated area of Sacramento County.**Program No. and Title: 004 Treasury and Investments**

4,478,672	0	-850,589	3,628,083	0	0	3,628,083	0	0	26.0	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:** Responsible for managing and investing funds of the County, school districts, joint power authorities and special districts whose funds are held by the County.

<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 Consolidated Utilities Billing & Services

10,198,859	0	-46,388	10,152,471	0	0	10,152,471	0	0	44.0	1
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Provides billing and collection services for departments providing utilities, including refuse, water, sewer and stormwater drainage.**FUNDED**

38,157,615	0	-10,114,442	28,043,173	0	51,250	26,781,236	0	1,210,687	180.0	3
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GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)**Program No. and Title: 004 Treasury and Investments**

64,580	0	0	64,580	0	0	64,580	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:** Temporary help to process incoming property tax payments during peak periods to help deposit funds more timely, alleviate property owners' frustration, and reduce associated workloads in other areas and divisions caused by delays in depositing funds.**GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)**

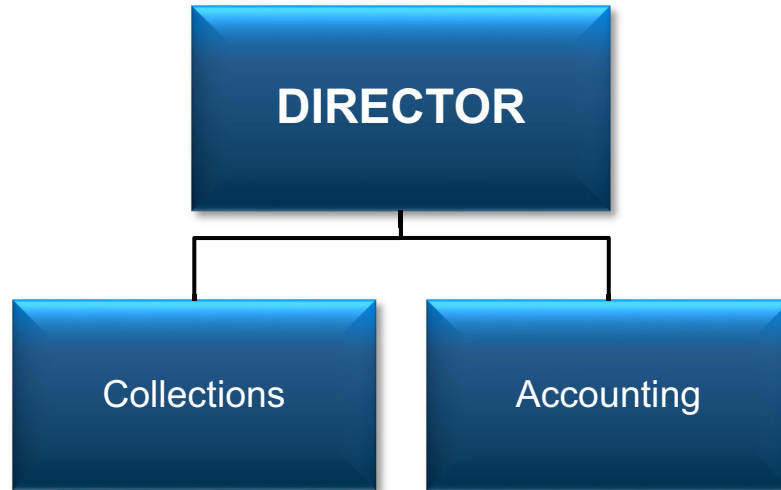
64,580	0	0	64,580	0	0	64,580	0	0	0.0	0
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GRAND TOTAL FUNDED

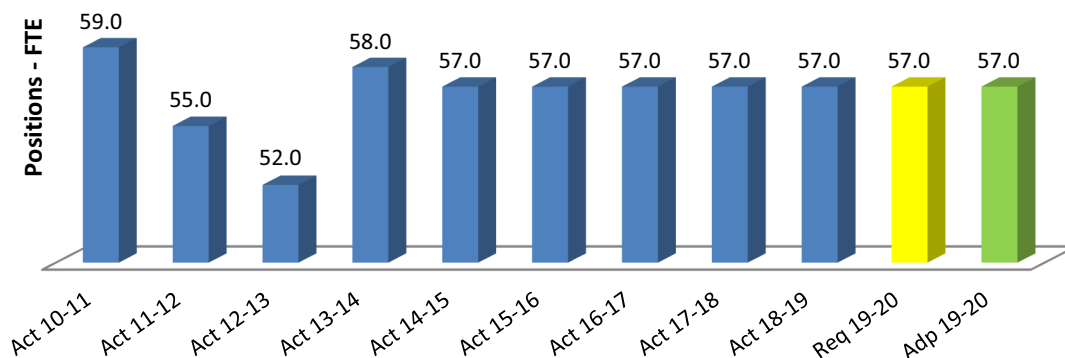
38,222,195	0	-10,114,442	28,107,753	0	51,250	26,845,816	0	1,210,687	180.0	3
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DEPARTMENTAL STRUCTURE

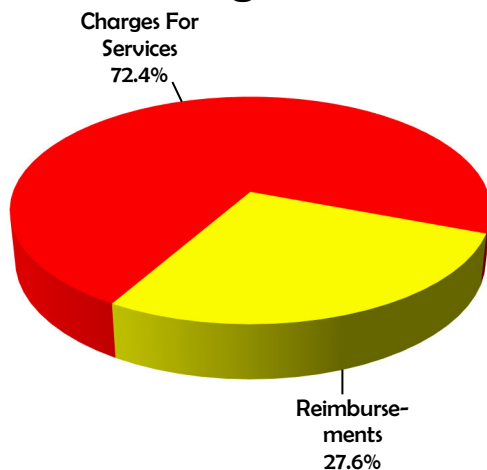
BEN LAMERA, INTERIM DIRECTOR



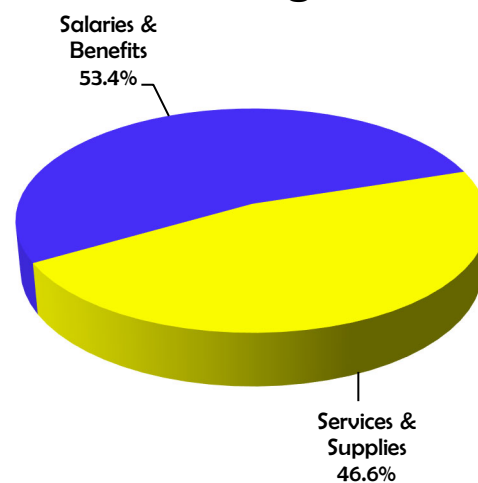
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	8,216,068	7,158,332	7,825,562	7,558,750	7,558,750
Total Financing	8,216,066	7,158,544	7,825,562	7,558,750	7,558,750
Net Cost	2	(212)	-	-	-
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:

- Overall recovery rate of 50 percent.
- Maintain net cost to collection ratio of 18 percent.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- DRR initiated a project with the Department of Technology (DTech) to implement a web access platform for DRR customers to access their account information, make payments online, make changes to their demographics and receive a copy of their statement. In addition, DRR and DTech are working on an additional feature to email payment reminders to customers. Both of these projects are expected to be completed by December 31, 2019 and will eliminate the need for customers to call DRR to obtain the information and will substantially reduce costs of mailing statements. The reduction of incoming calls will allow collectors to make more outgoing calls to those who owe debts to the County.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 6110000 - Department Of Revenue Recovery			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Charges for Services	\$ 7,558,750	\$ 7,558,750	\$ -
Total Revenue	\$ 7,558,750	\$ 7,558,750	\$ -
Salaries & Benefits	\$ 5,569,579	\$ 5,569,579	\$ -
Services & Supplies	4,040,237	4,040,237	-
Expenditure Transfer & Reimbursement	(2,051,066)	(2,051,066)	-
Total Expenditures/Appropriations	\$ 7,558,750	\$ 7,558,750	\$ -
Net Cost	\$ -	\$ -	\$ -
Positions	57.0	57.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The following position changes are included as part of the Fiscal Year 2019-20 Adopted Budget:

Account Clerk Level 2	-1.0
Collection Services Agent Level 2	1.0
Office Specialist Level 2.....	1.0
Senior Account Clerk	-1.0
Senior Office Specialist	1.0
Senior Revenue Collection Specialist HOLD	<u>-1.0</u>
Total	0.0

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Revenue from Use Of Money & Property	\$ 1	\$ 955	\$ -	\$ -	-
Charges for Services	8,167,794	7,147,983	7,825,562	7,558,750	7,558,750
Miscellaneous Revenues	48,271	9,606	-	-	-
Total Revenue	\$ 8,216,066	\$ 7,158,544	\$ 7,825,562	\$ 7,558,750	\$ 7,558,750
Salaries & Benefits	\$ 5,005,620	\$ 4,902,333	\$ 5,394,987	\$ 5,569,579	\$ 5,569,579
Services & Supplies	4,769,088	4,306,210	4,420,998	4,040,237	4,040,237
Equipment	147,617	-	-	-	-
Intrafund Charges	686,810	782,252	793,627	824,834	824,834
Intrafund Reimb	(2,393,067)	(2,832,463)	(2,784,050)	(2,875,900)	(2,875,900)
Total Expenditures/Appropriations	\$ 8,216,068	\$ 7,158,332	\$ 7,825,562	\$ 7,558,750	\$ 7,558,750
Net Cost	\$ 2	\$ (212)	\$ -	\$ -	-
Positions	57.0	57.0	57.0	57.0	57.0

2019-20 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

10,434,650	0	-2,875,900	7,558,750	0	0	7,558,750	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

10,434,650	0	-2,875,900	7,558,750	0	0	7,558,750	0	0	57.0	0
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GRAND TOTAL FUNDED

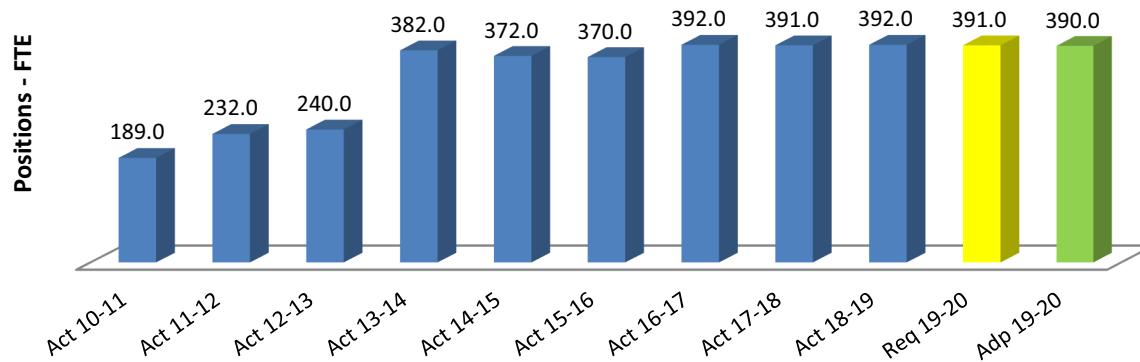
10,434,650	0	-2,875,900	7,558,750	0	0	7,558,750	0	0	57.0	0
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DEPARTMENTAL STRUCTURE

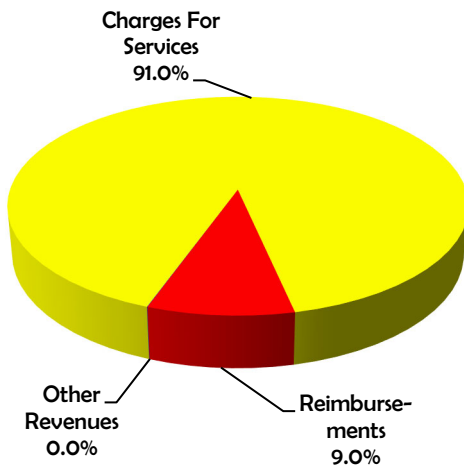
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



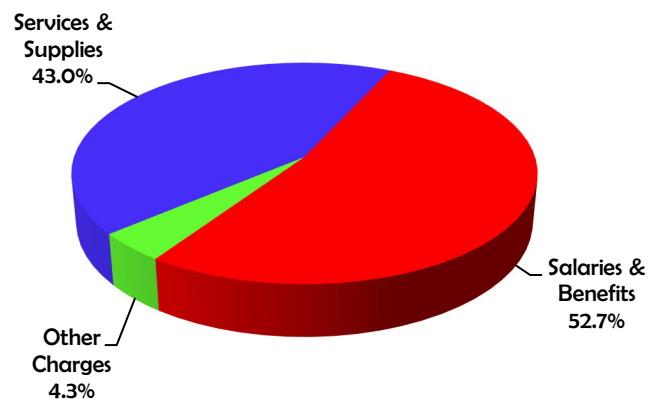
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	85,046,246	89,012,155	96,902,099	98,823,559	98,823,559
Total Financing	90,761,330	91,893,999	96,902,099	98,823,559	98,823,559
Net Cost	(5,715,084)	(2,881,844)	-	-	-
Positions	391.0	392.0	392.0	390.0	390.0

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, reduce costs and improve county operations.
- Provide exceptional service for customer satisfaction, retention and innovation; Build strong customer relations.

GOALS (cont.):

- 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 2018-19:

- Upgraded the County Email, Telephone and Call Center systems.
- Upgraded existing security systems, including Privileged Account Management, Security Information and Event Management, and Vulnerability Management.
- Completed Probation Department Mobile Data Terminal rollout.
- Completed the Geographical Information System 2018 Aerial Imagery Project.
- Completed Sacramento Homeless Information Network Echo-System (SHINE).
- Started the new County Budget Development System Implementation Project.
- Started the County Enterprise Resource Planning Systems (COMPASS) infrastructure upgrade project.
- Implemented electronic forms and e-signature solution.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- Implement the new County Budget Development System.
- Implement the new County Clerk Recorder and Cashiering System.
- Replace Vote by Mail Ballot Processing machines.
- Roll out Security Awareness Training.
- Implement a new Electronic Health Records system for Public Health.
- Develop a Safe Passage System for Child Protective Services.
- Implement the Enterprise Resource Planning System (COMPASS) infrastructure upgrade project.
- Complete the Windows 10 and Office 2016 implementation project.

RECOMMENDED GROWTH FOR FY 2019-20:

- On-going recommended growth requests include:
 - Appropriations of \$388,497 offset by revenues of \$388,497
 - 3.0 FTE
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

STAFFING LEVEL CHANGES FOR FY 2019-20:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2018-19:

Business Systems Analyst Level 2	-5.0
Information Technology Applications Analyst Level 2	59.0
Information Technology Business Systems Analyst 3.....	7.0
Information Technology Business Systems Analyst Level 2	32.0
Information Technology Customer Support Specialist Level 2	-19.0
Information Technology Infrastructure Analyst Level 2	85.0
Information Technology Systems Support Specialist Level 2.....	19.0
Information Technology Analyst Level 2.....	-171.0
Information Technology Supervisor.....	-1.0
Information Technology Technician 3	4.0
Senior Business Systems Analyst.....	-7.0
Senior Information Technology Technician.....	-4.0
Supervising Information Technology Systems Support Specialist.....	<u>1.0</u>
Total	0.0

- The following position changes are included as part of the Fiscal Year 2019-20 Recommended June Budget:

Information Technology Applications Analyst Level 2	2.0
Geographic Information System Analyst Level 2	1.0
Accounting Technician	-1.0
Information Technology Division Chief	-1.0
Information Technology Technician Level 2	-1.0
Information Technology Business Systems Analyst Level 2	-1.0
Information Technology Technician 3	<u>-1.0</u>
Total	- 2.0

RETAINED EARNINGS FOR FY 2019-20:

The Retained Earnings balance is \$15,201,379. These funds are used for the replacement of fixed assets, and to cover operating expenditures in the Department of Technology Budget.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET			
Budget Unit: 7600000 - Department of Technology			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 98,798,611	\$ 98,798,611	-
Total Operating Revenues	\$ 98,798,611	\$ 98,798,611	-
Operating Expenses			
Salaries/Benefits	\$ 57,161,891	\$ 57,161,891	-
Services & Supplies	33,981,683	33,981,683	-
Other Charges	1,458,042	1,458,042	-
Depreciation	3,210,565	3,210,565	-
Total Operating Expenses	\$ 95,812,181	\$ 95,812,181	-
Operating Income (Loss)	\$ 2,986,430	\$ 2,986,430	-
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 24,948	\$ 24,948	-
Debt Retirement	(2,804,835)	(2,804,835)	-
Total Non-Operating Revenues (Expenses)	\$ (2,779,887)	\$ (2,779,887)	-
Income Before Capital Contributions and Transfers	\$ 206,543	\$ 206,543	-
Interfund Charges	206,544	206,544	-
Intrafund Charges	9,731,968	9,731,968	-
Intrafund Reimb	(9,731,969)	(9,731,969)	-
Change In Net Assets	\$ -	\$ -	-
Net Assets - Beginning Balance	18,030,750	18,030,750	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 18,030,750	\$ 18,030,750	-
Positions	390.0	390.0	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 2019-20			Schedule 10	
		Fund Title Service Activity Budget Unit		031A - DEPT OF TECHNOLOGY Technology 7600000		
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 90,633,119	\$ 91,748,854	\$ 96,846,455	\$ 98,798,611	\$ 98,798,611	
Intergovernmental Revenues	-	14,682	-	-	-	
Total Operating Revenues	\$ 90,633,119	\$ 91,763,536	\$ 96,846,455	\$ 98,798,611	\$ 98,798,611	
Operating Expenses						
Salaries/Benefits	\$ 50,571,399	\$ 51,803,910	\$ 54,972,968	\$ 57,161,891	\$ 57,161,891	
Services & Supplies	27,266,084	29,141,617	34,405,547	33,981,683	33,981,683	
Other Charges	1,379,054	1,537,544	1,218,055	1,458,042	1,458,042	
Depreciation	2,120,472	2,778,498	2,588,953	3,210,565	3,210,565	
Total Operating Expenses	\$ 81,337,009	\$ 85,261,569	\$ 93,185,523	\$ 95,812,181	\$ 95,812,181	
Operating Income (Loss)	\$ 9,296,110	\$ 6,501,967	\$ 3,660,932	\$ 2,986,430	\$ 2,986,430	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 117,207	\$ 104,875	\$ 55,644	\$ 24,948	\$ 24,948	
Interest Income	11,004	25,588	-	-	-	
Loss/Disposition-Asset	-	(34,010)	-	-	-	
Debt Retirement	(3,709,238)	(3,716,576)	(3,716,576)	(2,804,835)	(2,804,835)	
Total Non-Operating Revenues (Expenses)	\$ (3,581,027)	\$ (3,620,123)	\$ (3,660,932)	\$ (2,779,887)	\$ (2,779,887)	
Income Before Capital Contributions and Transfers	\$ 5,715,083	\$ 2,881,844	\$ -	\$ 206,543	\$ 206,543	
Interfund Charges	-	-	-	206,544	206,544	
Intrafund Charges	8,132,749	8,830,037	8,206,616	9,731,968	9,731,968	
Intrafund Reimb	(8,132,750)	(8,830,037)	(8,206,616)	(9,731,969)	(9,731,969)	
Change In Net Assets	\$ 5,715,084	\$ 2,881,844	\$ -	\$ -	-	
Net Assets - Beginning Balance	9,427,160	15,148,892	15,148,892	18,030,750	18,030,750	
Equity and Other Account Adjustments	6,648	14	-	-	-	
Net Assets - Ending Balance	\$ 15,148,892	\$ 18,030,750	\$ 15,148,892	\$ 18,030,750	\$ 18,030,750	
Positions	391.0	392.0	392.0	390.0	390.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2019-20 PROGRAM INFORMATION

BU: 7600000

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 Department Application and Equipment Support

57,186,186	0	-3,443,547	53,742,639	0	0	54,287,723	0	-545,084	252.0	3
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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 Countywide Services***

50,980,845	0	-6,288,422	44,692,423	0	0	44,147,339	0	545,084	135.0	0
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Program Type: Self-Supporting***Countywide Priority:*** 5 -- General Government***Strategic Objective:*** IS -- Internal Support***Program Description:*** Services provided for the benefit of everyone in the county. These include the countywide communications center, the county's data center, the office of the Chief Information Officer (CIO) and the countywide service desk.

FUNDED

108,167,031	0	-9,731,969	98,435,062	0	0	98,435,062	0	0	387.0	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 RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 001 Department Application and Equipment Support

129,499	0	0	129,499	0	0	129,499	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: The Full-Service Online Customer Utilities Solution (FOCUS) team currently includes six contractors. In an effort to provide a more consistent staffing model we would like to convert the contractor positions to County FTE. To minimize the disruption to services the conversions will take place one position at a time and will include overlap between contractors and FTE. This process will begin in FY2019/20 with the addition of 1.0 Information Technology Analyst to be embedded at FOCUS.

Program No. and Title: 001 Department Application and Equipment Support

258,998	0	0	258,998	0	0	258,998	0	0	2.0	0
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Program Type: Self-Supporting***Countywide Priority:*** 5 -- General Government***Strategic Objective:*** IS -- Internal Support

Program Description: The Information Technology (IT) support needs of Waste Management and Recycling (WMR) have grown to a point that daily support work is backed up and often delayed for days. With the increased reliance on technology and use within WMR, projects are delayed for months and in some cases for years. Without this additional IT position, IT needs continue to grow and daily support continues to be pushed off. This impacts many operations at the sites and could prevent the ability to take in revenue at the sites. Tied to Waste Management Growth request

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

388,497	0	0	388,497	0	0	388,497	0	0	3.0	0
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GRAND TOTAL FUNDED

108,555,528	0	-9,731,969	98,823,559	0	0	98,823,559	0	0	390.0	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>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>	<u>Other</u>							

GROWTH REQUEST NOT RECOMMENDED**Program No. and Title: 001 Department Application and Equipment Support**

150,000	0	0	150,000	0	0	150,000	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: Tech Support during 11 day voting period. 16 permanent staff members from the Department of Technology to provide roving technical support to the Vote Centers over the course of 11 days. Tied to the Voter Registration Growth request

Program No. and Title: 001 Department Application and Equipment Support

140,708	0	0	140,708	0	0	140,708	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: Create a new IT Business Systems Analyst I/II position to support COMPASS for the Finance and Logistics team. There are currently 44 active and 34 pending requests in the queue for the COMPASS Finance and Logistics team to complete. New requests come in at a rate of eight to ten each month. We currently do not have the staff to keep up with the level of work that Department of Finance is requesting. Tied to Shared Systems Growth request

GROWTH REQUEST NOT RECOMMENDED

290,708	0	0	290,708	0	0	290,708	0	0	1.0	0
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GRAND TOTAL NOT RECOMMENDED

290,708	0	0	290,708	0	0	290,708	0	0	1.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	9,486,565	10,475,712	10,803,508	10,613,507	10,613,507
Total Financing	91,786	96,466	106,778	106,778	106,778
Net Cost	9,394,779	10,379,246	10,696,730	10,506,729	10,506,729

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 2018-19:

- Purchased new hardware and software to upgrade the County COMPASS infrastructure and develop a plan to upgrade to the latest SAP database.
- Implemented a new Property Tax System interface with Assessor's system.
- Started implementation of the new County Budget System.
- Restructured how payroll system calculates special pays and differentials for retirement.
- Implemented new learning management system.
- Implemented new performance and goals management system.

FY 2019-20 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2019-20:

- Purchase new hardware and software to upgrade the County COMPASS infrastructure and develop a plan to upgrade to the latest SAP database.
- Continue migration of the Courts Adult Case Management System, Sheriff Jail Inmate Management and Warrants Systems off the mainframe.
- Complete implementation of the new County Budget System.
- Complete upgrade of the Board of Supervisors Agenda Management System.
- Implement onboarding to streamline hiring activities.
- Implement workflows to make several financial functions paperless.
- Upgrade the SAP system to HANA, which is the latest in memory database system by SAP.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 5710000 - Data Processing-Shared Systems			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Charges for Services	\$ 106,778	\$ 106,778	\$ -
Total Revenue	\$ 106,778	\$ 106,778	\$ -
Services & Supplies	\$ 10,365,721	\$ 10,365,721	\$ -
Expenditure Transfer & Reimbursement	247,786	247,786	-
Total Expenditures/Appropriations	\$ 10,613,507	\$ 10,613,507	\$ -
Net Cost	\$ 10,506,729	\$ 10,506,729	\$ -

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 2019-20	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	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 91,786	\$ 96,466	\$ 106,778	\$ 106,778	\$ 106,778
Total Revenue	\$ 91,786	\$ 96,466	\$ 106,778	\$ 106,778	\$ 106,778
Services & Supplies	\$ 9,433,129	\$ 10,321,340	\$ 10,555,722	\$ 10,365,721	\$ 10,365,721
Intrafund Charges	53,436	154,372	247,786	247,786	247,786
Total Expenditures/Appropriations	\$ 9,486,565	\$ 10,475,712	\$ 10,803,508	\$ 10,613,507	\$ 10,613,507
Net Cost	\$ 9,394,779	\$ 10,379,246	\$ 10,696,730	\$ 10,506,729	\$ 10,506,729

2019-20 PROGRAM INFORMATION

BU: 5710000 Data Processing-Shared Systems										
Appropriations	Reimbursements	Net	Federal	State	Fees/	Fund	Net	Positions	Vehicles	
	Realignment/ Prop 172	Appropriations			Other	Balance	Cost			
	Other									

FUNDED

Program No. and Title: 001 Data Processing-Shared Systems

10,613,507	0	0	10,613,507	0	0	106,778	0	10,506,729	0.0	0
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Program Type: Mandated

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: Maintains and operates Law & Justice Systems, Payroll Systems, the Property & Tax System, Financial Reporting (COMPASS), and Other Shared Applications (AgendaNet, Open Data Portal).

FUNDED

10,613,507	0	0	10,613,507	0	0	106,778	0	10,506,729	0.0	0
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GRAND TOTAL FUNDED

10,613,507	0	0	10,613,507	0	0	106,778	0	10,506,729	0.0	0
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GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 001 Data Processing-Shared Systems

140,708	0	0	140,708	0	0	0	0	140,708	0.0	0
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Program Type: Mandated

Countywide Priority: 5 -- General Government

Strategic Objective: IS -- Internal Support

Program Description: There are currently 44 active and 34 pending requests in the queue for the COMPASS Finance and Logistics team to complete. New requests come in at a rate of eight to ten each month. Shared Systems currently does not have the staff to keep up with the level of work.

GROWTH REQUEST NOT RECOMMENDED

140,708	0	0	140,708	0	0	0	0	140,708	0.0	0
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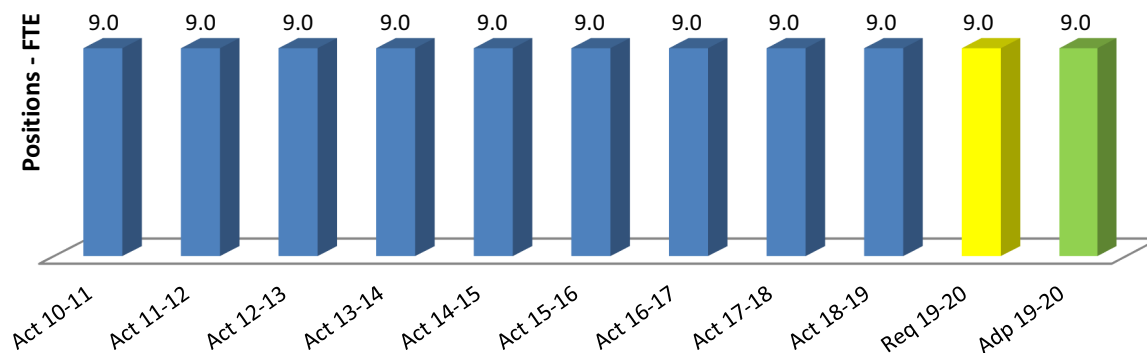
GRAND TOTAL NOT RECOMMENDED

140,708	0	0	140,708	0	0	0	0	140,708	0.0	0
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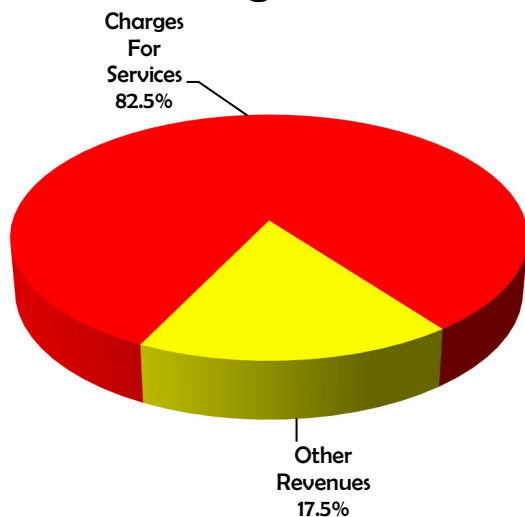
DEPARTMENTAL STRUCTURE
RAMI ZAKARIA, CHIEF INFORMATION OFFICER



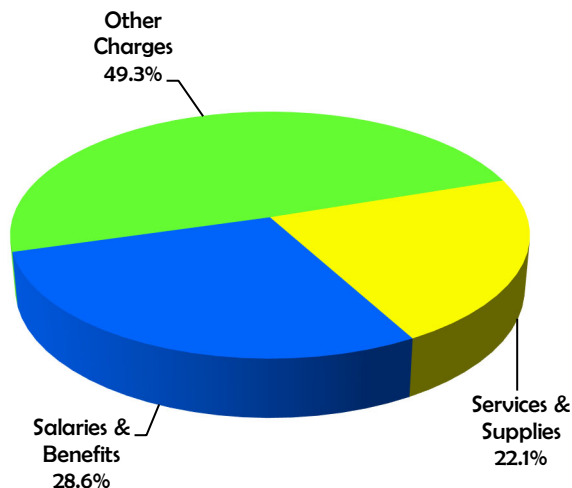
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	4,736,897	4,724,316	6,490,376	4,938,603	4,938,603
Total Financing	5,014,791	5,729,886	5,685,138	5,393,144	5,393,144
Net Cost	(277,894)	(1,005,570)	805,238	(454,541)	(454,541)
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 FY 2018-19:

- Completed the upgrade of the SRRCS radio system infrastructure to version 7.17.
- Established a ten-year System Upgrade Agreement (SUA) with Motorola to ensure this mission critical public safety radio system is maintained at current, supported software and hardware versions.
- Added the City of Davis and the University of California at Davis as primary members of SRRCS.

FY 2019-20 RECOMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2019-20:

- Complete the transition of City of Davis and the University of California at Davis radio infrastructure and subscribers to SRRCS.
- Complete the transition of all SRRCS subscriber radios to P25.
- Decommission the legacy 4.1 radio system.

FUND BALANCE FOR FY 2019-20:

- Retained earnings balance is \$16,411,737. This Fund Balance is used for the replacement of fixed assets and to cover operating expenditures in the Regional Radio Budget.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 7020000 - Regional Radio Communications System			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 4,450,100	\$ 4,450,100	\$ -
Total Operating Revenues	\$ 4,450,100	\$ 4,450,100	\$ -
Operating Expenses			
Salaries/Benefits	\$ 1,412,412	\$ 1,412,412	\$ -
Services & Supplies	1,091,962	1,091,962	-
Other Charges	3,268	3,268	-
Depreciation	2,282,602	2,282,602	-
Total Operating Expenses	\$ 4,790,244	\$ 4,790,244	\$ -
Operating Income (Loss)	\$ (340,144)	\$ (340,144)	\$ -
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 943,044	\$ 943,044	\$ -
Interest Expense	(148,359)	(148,359)	-
Total Non-Operating Revenues (Expenses)	\$ 794,685	\$ 794,685	\$ -
Income Before Capital Contributions and Transfers	\$ 454,541	\$ 454,541	\$ -
Change In Net Assets	\$ 454,541	\$ 454,541	\$ -
Net Assets - Beginning Balance	15,880,717	15,880,717	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 16,335,258	\$ 16,335,258	\$ -
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 2019-20				Schedule 10
		Fund Title Service Activity Budget Unit		059A - REGIONAL RADIO Communications System 7020000		
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 3,782,676	\$ 3,847,661	\$ 4,279,340	\$ 4,450,100	\$ 4,450,100	
Total Operating Revenues	\$ 3,782,676	\$ 3,847,661	\$ 4,279,340	\$ 4,450,100	\$ 4,450,100	
Operating Expenses						
Salaries/Benefits	\$ 1,059,577	\$ 1,255,374	\$ 1,335,807	\$ 1,412,412	\$ 1,412,412	
Services & Supplies	1,012,603	790,533	1,170,963	1,091,962	1,091,962	
Other Charges	7,348	3,268	3,268	3,268	3,268	
Depreciation	2,273,993	2,271,842	2,057,325	2,282,602	2,282,602	
Total Operating Expenses	\$ 4,353,521	\$ 4,321,017	\$ 4,567,363	\$ 4,790,244	\$ 4,790,244	
Operating Income (Loss)	\$ (570,845)	\$ (473,356)	\$ (288,023)	\$ (340,144)	\$ (340,144)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 1,179,859	\$ 1,794,115	\$ 1,405,798	\$ 943,044	\$ 943,044	
Interest Income	52,256	88,110	-	-	-	
Debt Retirement	(289,836)	(300,096)	(1,819,810)	-	-	
Interest Expense	(93,540)	(103,203)	(103,203)	(148,359)	(148,359)	
Total Non-Operating Revenues (Expenses)	\$ 848,739	\$ 1,478,926	\$ (517,215)	\$ 794,685	\$ 794,685	
Income Before Capital Contributions and Transfers	\$ 277,894	\$ 1,005,570	\$ (805,238)	\$ 454,541	\$ 454,541	
Interfund Charges	1,234,072	-	-	-	-	
Interfund Reimb	(1,234,072)	-	-	-	-	
Change In Net Assets	\$ 277,894	\$ 1,005,570	\$ (805,238)	\$ 454,541	\$ 454,541	
Net Assets - Beginning Balance	13,364,413	14,875,891	14,875,891	15,880,717	15,880,717	
Equity and Other Account Adjustments	1,233,584	(744)	-	-	-	
Net Assets - Ending Balance	\$ 14,875,891	\$ 15,880,717	\$ 14,070,653	\$ 16,335,258	\$ 16,335,258	
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	

2019-20 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

4,938,603	0	0	4,938,603	0	5,393,144	0	0	-454,541	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

4,938,603	0	0	4,938,603	0	5,393,144	0	0	-454,541	9.0	8
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GRAND TOTAL FUNDED

4,938,603	0	0	4,938,603	0	5,393,144	0	0	-454,541	9.0	8
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,414,501	1,373,845	1,594,902	1,645,876	1,645,876
Total Financing	1,666,004	1,700,238	1,594,902	1,645,876	1,645,876
Net Cost	(251,503)	(326,393)	-	-	-

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 2019-20 RECOMMENDED BUDGET

FUND BALANCE FOR FY 2019-20:

- Available fund balance is \$226,803 due to expenditures coming in lower than budgeted.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 2180000 - Technology Cost Recovery Fee

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Fund Balance	\$ 226,803	\$ 326,391	\$ 99,588
Licenses, Permits & Franchises	1,275,000	1,275,000	-
Revenue from Use Of Money & Property	3,400	3,400	-
Miscellaneous Revenues	41,085	41,085	-
Total Revenue	\$ 1,546,288	\$ 1,645,876	\$ 99,588
Reserve Provision	\$ -	\$ 99,588	\$ 99,588
Services & Supplies	1,546,288	1,546,288	-
Total Expenditures/Appropriations	\$ 1,546,288	\$ 1,645,876	\$ 99,588
Net Cost	\$ -	\$ -	\$ -

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has increased \$99,588 due to revenues coming in higher than anticipated, offset by the establishment of a new Technology Cost Recovery Fee reserve.

REVISED RESERVE BALANCES FOR FY 2019-20:

- **Technology Cost Recovery Fee Reserve - \$99,588**

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2019-20			Schedule 9
		Budget Unit	2180000 - Technology Cost Recovery Fee		
		Function	PUBLIC PROTECTION		
		Activity	Protection / Inspection		
		Fund	021D - TECH COST RECOVERY FEE		
Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 297,373	\$ 251,502	\$ 251,502	\$ 326,391	\$ 326,391
Licenses, Permits & Franchises	1,353,127	1,430,183	1,275,000	1,275,000	1,275,000
Revenue from Use Of Money & Property	6,517	7,160	3,400	3,400	3,400
Charges for Services	-	366	-	-	-
Miscellaneous Revenues	8,987	11,027	65,000	41,085	41,085
Total Revenue	\$ 1,666,004	\$ 1,700,238	\$ 1,594,902	\$ 1,645,876	\$ 1,645,876
Reserve Provision	\$ -	\$ -	\$ -	\$ 99,588	\$ 99,588
Services & Supplies	1,414,501	1,373,845	1,584,902	1,546,288	1,546,288
Other Charges	-	-	10,000	-	-
Total Expenditures/Appropriations	\$ 1,414,501	\$ 1,373,845	\$ 1,594,902	\$ 1,645,876	\$ 1,645,876
Net Cost	\$ (251,503)	\$ (326,393)	\$ -	\$ -	\$ -

2019-20 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

1,645,876	0	0	1,645,876	0	0	1,319,485	326,391	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										
1,645,876	0	0	1,645,876	0	0	1,319,485	326,391	0	0.0	0

GRAND TOTAL FUNDED										
1,645,876	0	0	1,645,876	0	0	1,319,485	326,391	0	0.0	0

Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	655,015	667,151	667,152	660,000	660,000
Total Financing	655,015	667,151	667,152	660,000	660,000
Net Cost	-	-	-	-	-

PROGRAM DESCRIPTION:

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

MISSION:

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

GOALS:

The overall goals and objectives of the program are to:

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

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 5520000 - Dispute Resolution Program

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Charges for Services	\$ 660,000	\$ 660,000	\$ -
Total Revenue	\$ 660,000	\$ 660,000	\$ -
Services & Supplies	\$ 600,000	\$ 600,000	\$ -
Expenditure Transfer & Reimbursement	60,000	60,000	-
Total Expenditures/Appropriations	\$ 660,000	\$ 660,000	\$ -
Net Cost	\$ -	\$ -	\$ -

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Charges for Services	\$ 655,015	\$ 667,151	\$ 667,152	\$ 660,000	\$ 660,000
Total Revenue	\$ 655,015	\$ 667,151	\$ 667,152	\$ 660,000	\$ 660,000
Services & Supplies	\$ 600,015	\$ 612,151	\$ 612,152	\$ 600,000	\$ 600,000
Intrafund Charges	55,000	55,000	55,000	60,000	60,000
Total Expenditures/Appropriations	\$ 655,015	\$ 667,151	\$ 667,152	\$ 660,000	\$ 660,000
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2019-20 PROGRAM INFORMATION

BU: 5520000 Dispute Resolution Program

<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 Dispute Resolution Program

660,000	0	0	660,000	0	0	660,000	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

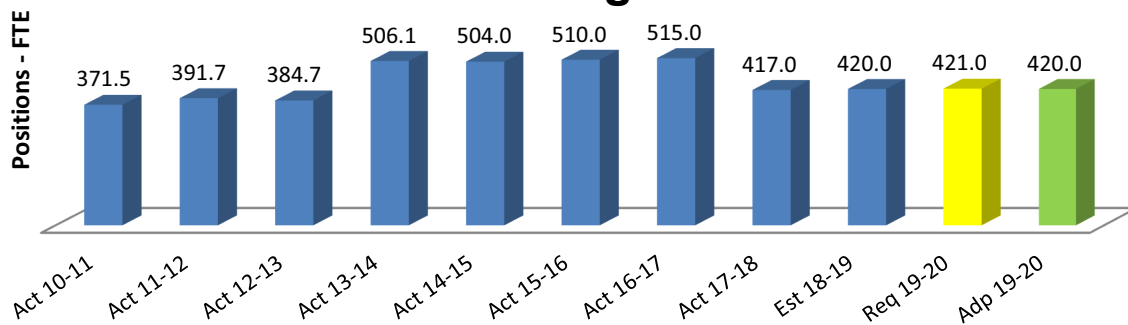
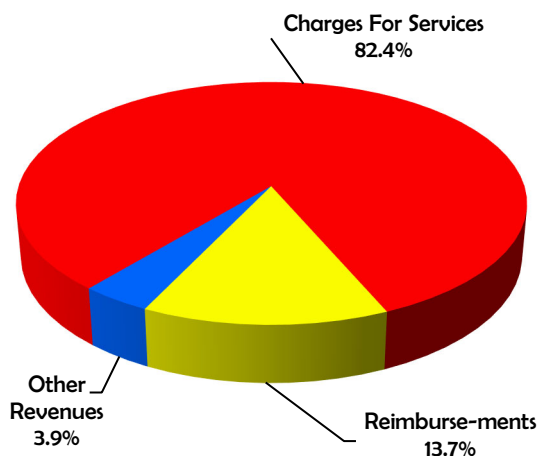
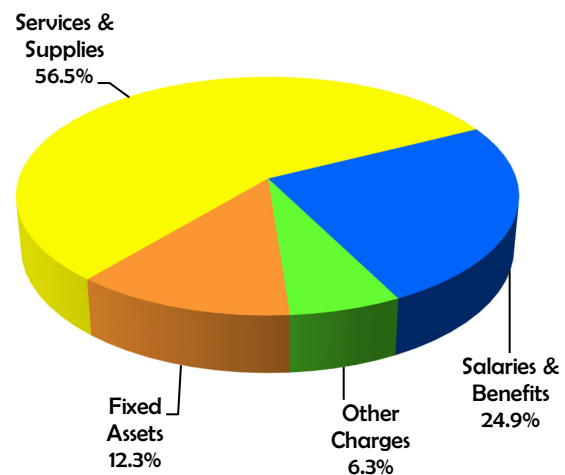
Program Description: The Dispute Resolution Program Act (DRPA) of 1986 provides for the establishment and funding of local dispute resolution programs.

FUNDED

660,000	0	0	660,000	0	0	660,000	0	0	0.0	0
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DEPARTMENTAL STRUCTURE

JEFF GASAWAY, DIRECTOR

**Staffing Trend****Financing Sources****Financing Uses**

Summary					
Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	152,240,702	162,769,438	197,873,471	190,847,783	190,847,783
Total Financing	156,302,067	154,307,946	167,320,188	171,119,772	171,119,772
Net Cost	(4,061,365)	8,461,492	30,553,283	19,728,011	19,728,011
Positions	417.0	420.0	419.0	420.0	420.0

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.

Facility and Property Services (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 2018-19:

- Completed the ADA Transition Plan assessment.
- Completed the County's Master Plan for facility use.
- Added 1.0 FTE Limited Term Stationary Engineer I position mid-year to begin retro-commissioning work on County owned facilities.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGE FOR FY 2019-20:**

- Absorb over \$1.2 million of unavoidable cost increases, excluding cost increases from allocated costs for Fiscal Year 2019-20.

STAFFING LEVEL CHANGES FOR FY 2019-20:

- The following position changes were made by various Salary Resolution Amendments during Fiscal Year 2018-19:

Stationary Engineer I (Limited Term)	1.0
Assistant Engineer/Architect	1.0
Principal Engineering Technician	-1.0
Contract Services Officer Level II	1.0
Contract Services Manager I	1.0
Senior Contract Services Officer	<u>-2.0</u>
Total	1.0

FUND BALANCE FOR FY 2019-20:

- Retained earnings balance is \$20,357,203
 - \$ 11,900,000 million in operating reserves
 - \$ 8,457,203 available.

BUDGET RESERVE BALANCES FOR FY 2019-20:

- Capital Outlay (2070000) \$34.4 million**
 - This reserve was established to fund heavy equipment replacement purchases. This Fund shows a net cost of 2.9 million. \$8.8 million is appropriated for the purchase of heavy equipment, which will be funded through miscellaneous revenue of \$5.8 million. The estimated fund balance for Fiscal Year 2019-20 is \$34.4 million after the budgeted draw of \$2.9 million. The remaining fund balance of \$34.4 million is reserved to fund heavy equipment purchase beyond Fiscal Year 2019-20.

BUDGET RESERVE BALANCES FOR FY 2019-20 (cont.):

- **Capital Outlay (7080000) \$7.1 million**

This reserve was established to fund light equipment replacement purchases. The fund shows a net cost of \$6.5 million. \$9.2 million is appropriated for the purchase of light fleet vehicle replacements and \$500,000 for heavy vehicle replacements, which will be funded through miscellaneous revenue of \$3.2 million. The estimated fund balance for Fiscal Year 2019-20 is \$7.1 million after the budgeted draw of \$6.5 million. The remaining fund balance of \$7.1 million is reserved to fund light equipment replacement purchases beyond Fiscal Year 2019-20.

CAPITAL IMPROVEMENT PLAN FOR FY 2019-20:

For detailed information regarding Fiscal Year 2019-20 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2019-20 Capital Improvement Plan.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 7000000 - General Services-Summary

Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Services	\$ 155,507,241	\$ 155,740,625	\$ 233,384
Total Operating Revenues	\$ 155,507,241	\$ 155,740,625	\$ 233,384
Operating Expenses			
Salaries/Benefits	\$ 54,375,778	\$ 54,375,778	\$ -
Services & Supplies	90,476,290	91,860,841	1,384,551
Other Charges	578,758	578,758	-
Depreciation	11,741,763	11,741,763	-
Total Operating Expenses	\$ 157,172,589	\$ 158,557,140	\$ 1,384,551
Operating Income (Loss)	\$ (1,665,348)	\$ (2,816,515)	\$ (1,151,167)
Non-Operating Revenues (Expenses)			
Other Financing	\$ -	\$ -	\$ -
Other Revenues	5,426,147	5,426,147	-
Gain/Sale/Property	-	-	-
Cost of Goods Sold	(4,100,000)	(4,100,000)	-
Residual Eq Trn Out	-	-	-
Equipment	(250,000)	(259,313)	(9,313)
Loss/Disposition-Asset	(40,000)	(40,000)	-
Debt Retirement	(770,911)	(770,911)	-
Interest Expense	-	-	-
Total Nonoperating Revenues (Expenses)	\$ 265,236	\$ 255,923	\$ (9,313)
Income Before Capital Contributions and Transfers	\$ (1,400,112)	\$ (2,560,592)	\$ (1,160,480)
Interfund Reimb	(28,930)	(28,930)	-
Intrafund Charges	27,141,308	27,141,308	-
Intrafund Reimb	(27,141,308)	(27,141,308)	-
Change in Net Assets	\$ (1,371,182)	\$ (2,531,662)	\$ (1,160,480)
Net Assets - Beginning Balance	24,345,543	24,345,543	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 22,974,361	\$ 21,813,881	\$ (1,160,480)
Positions	420.0	420.0	0.0

MEMO ONLY:

CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 2070000)

Total Revenue	\$ 5,843,151	\$ 5,931,984	\$ 88,833
Equipment	8,796,471	10,699,262	1,902,791
Other Expenses	-	42,000	42,000
Total Expenditures/Appropriations	\$ 8,796,471	\$ 10,741,262	\$ 1,944,791
NET COST	\$ 2,953,320	\$ 4,809,278	\$ 1,855,958

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET (cont.)

CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)				
Total Revenue	\$	3,180,000	\$	4,021,016
Equipment		9,191,111		15,861,109
Other Expenses		546,978		546,978
Total Expenditures/Appropriations	\$	9,738,089	\$	16,408,087
NET COST	\$	6,558,089	\$	12,387,071

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:**General Services – 7000000**

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$1,160,480 due to:
 - An increase of \$405,480 due to rebudgeting for projects not completed by the end of Fiscal Year 2018-19. The increase in appropriations is offset by increased use of retained earnings from project delays.
 - An increase of \$755,000 due to adjustments for project and contingency spending offset by use of retained earnings.
- Other Changes
 - Appropriations and revenues have increased \$233,384 due to adjusting costs for a FY 2019-20 lease.

Capital Outlay – 2070000

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$1,902,791 due to rebudgeting for heavy equipment replacement purchases (\$1,813,958) and previously approved additional heavy equipment purchases (\$88,833) not completed by the end of Fiscal Year 2018-19. The increase in appropriations is offset by increased retained earnings from delayed purchases for the replacements and rebudgeted revenue for the required contributions for the additional equipment.
- Other Changes
 - Appropriations have increased \$42,000 due to an expected loss from disposal of heavy equipment. The increase in appropriations is offset by increased retained earnings draw.

Capital Outlay – 7080000

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$6,115,587 due to rebudgeting for vehicle replacement purchases (\$5,828,982) and previously approved vehicle addition purchases (\$286,605) not completed by the end of Fiscal Year 2018-19. The increase in appropriations is offset by increased retained earnings from delayed purchases for the vehicle replacements and rebudgeted revenue for the required contributions for the vehicle additions.

- Rebudget/Reserve/Fund Balance Changes (cont.)
 - Revenues have increased \$286,605 due to rebudgeting the required contributions for previously approved vehicle additions that were not completed by the end of Fiscal Year 2018-19.
- Other Changes
 - Appropriations have increased \$554,411 for the vehicle addition requests that were approved at Recommended Budget.

SUPPLEMENTAL INFORMATION:**SUMMARY OF POSITIONS**

Internal Services Fund (035)

PROGRAM	Adopted 2018-19	Actual 2018-19	Recommended 2019-20	Requested 2019-20
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	15.0
Bradshaw District	87.0	87.0	87.0	87.0
Contract & Purchasing Services	19.0	19.0	19.0	19.0
Downtown District	61.0	61.0	61.0	61.0
Energy Management	1.0	2.0	2.0	2.0
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	24.0	24.0	24.0	24.0
Security Services	26.0	26.0	26.0	26.0
Support Services	19.0	19.0	19.0	19.0
	419.0	420.0	420.0	421.0

- The following tables' detail the capital outlay for additional and replacement light and heavy equipment approved for Fiscal Year 2019-20.

SUPPLEMENTAL INFORMATION (cont.):

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

Class	Description	Approved		Approved Amount
		New	Replace	
157	Crew Bus		2	250,000
158	Passenger Bus (20-40)		5	800,000
160	Utility Truck		4	898,955
164	Service Truck w/ Crane		5	720,000
165	Utility Truck		9	1,395,698
167	Flatbed Dump Truck		2	227,920
171	2-Axle Dump Truck		9	1,101,646
176	3-Axle Dump Truck		1	141,667
178	Dump Truck 12-14 Cubic Yard		1	60,647
181	Chemical Spray Truck		1	223,226
184	Line Striping Truck		2	760,000
191	Water Truck 2,000/3,000 gal		3	570,000
192	3-Axle Water Truck		1	145,000
213	Portable Trailer	1	3	55,507
222	Two-Horse Trailer		2	25,000
224	Utility Trailer		2	56,930
225	Concrete Saw Trailer	2	1	150,860
233	Trailer Under 20,000 Lbs		1	18,000
234	Trailer, Lowbed Platform		4	100,000
292	Step Van		3	635,000
293	Cues Step Van		1	225,000
366	Air Compressor		1	28,000
380	Shop Tow, small		1	56,000
391	Scale Test Truck		1	210,000
392	1-Ton Truck with Aerial Lift		1	152,000
394	Helicopter Refueler		1	200,000
395	Aerial Bucket Truck		3	496,103
398	Tire Service Truck		1	120,000
399	Lube and Fuel Truck		1	212,000
772	Sweeper Self-propelled		1	77,277
776	Pressure/Vacuum Cleaner		1	420,000
879	Skid Steer Track Loader	1	0	70,826
880	Skid Steer Loader		2	96,000
	Total	4	76	10,699,262

SUPPLEMENTAL INFORMATION (cont.):

**SUMMARY OF CAPITAL OUTLAY
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Approved		Approved
		New	Replace	Amount
101	Motorcycle		1	33,134
102	Subcompact		11	324,335
107	1/2 Ton Compact Pickup		12	312,012
110	Compact	1	81	2,095,745
118	Station Wagon		6	166,620
122	Sheriff's Patrol Car	3	34	1,630,181
124	Undercover	1	56	1,558,397
126	Sheriff's Training		2	79,814
131	1/2 Ton Pick-up, Extended Cab	9	67	2,209,777
132	1/2 Ton Pick-up, Regular Cab		10	270,649
134	1 Ton Utility Truck	2	5	556,625
135	3/4 Ton Pick-up Truck	3	10	407,067
137	3/4 Ton Utility Truck		18	1,202,103
140	4x4 pickup		19	658,819
141	Animal Care Trucks		7	790,848
142	Special Body Trucks		9	908,980
150	Mini-van		24	677,531
151	1/2 Ton van		3	83,962
152	3/4 Ton van	1	12	436,427
153	1 Ton van		15	584,000
154	Sport Utility Vehicle		22	874,083
	Total	20	424	15,861,109

SCHEDULE:

State Controller Schedules		County of Sacramento				Schedule 10	
County Budget Act January 2010		Operation of Internal Service Fund Fiscal Year 2019-20					
		Fund Title Service Activity Budget Unit		General Services Summary 7000000/2070000/7080000			
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors		
1	2	3	4	5	6		
Operating Revenues							
Use of Money/Prop	\$ 150	\$ -	\$ -	\$ -	\$ -		
Charges for Services	140,391,024	140,540,341	151,707,672	155,740,625	155,740,625		
Total Operating Revenues	\$ 140,391,174	\$ 140,540,341	\$ 151,707,672	\$ 155,740,625	\$ 155,740,625		
Operating Expenses							
Salaries and Employee Benefits	\$ 47,206,265	\$ 48,116,092	\$ 52,614,301	\$ 54,375,778	\$ 54,375,778		
Services and Supplies	80,362,406	80,674,699	89,706,340	91,860,841	91,860,841		
Other Charges	390,460	312,064	593,367	578,758	578,758		
Depreciation	8,786,540	8,491,182	11,309,173	11,741,763	11,741,763		
Total Operating Expenses	\$ 136,745,671	\$ 137,594,037	\$ 154,223,181	\$ 158,557,140	\$ 158,557,140		
Operating Income (Loss)	\$ 3,645,503	\$ 2,946,304	\$ (2,515,509)	\$ (2,816,515)	\$ (2,816,515)		
Non-Operating Revenues (Expenses)							
Other Financing	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Revenues	3,670,046	3,767,508	5,589,380	5,426,147	5,426,147		
Licenses/Permits	-	-	-	-	-		
Fines/Forefeitures/Penalties	-	-	-	-	-		
Interest Income	-	-	-	-	-		
Gain /Sale/Property	51	-	-	-	-		
Residual Eq Trn Out	-	-	-	-	-		
Cost of Goods Sold	(3,192,807)	(3,010,360)	(4,100,000)	(4,100,000)	(4,100,000)		
Equipment	(253,069)	(59,599)	(266,000)	(259,313)	(259,313)		
Loss/Disposition-Asset	(13,055)	(7,485)	(40,000)	(40,000)	(40,000)		
Debt Retirement	(978,616)	(979,679)	(979,679)	(770,911)	(770,911)		
Interest Expense	(1,166,697)	-	(448,703)	-	-		
Total Non-Operating Revenues (Expenses)	\$ (1,934,147)	\$ (289,615)	\$ (245,002)	\$ 255,923	\$ 255,923		
Income Before Capital Contributions and Transfers	\$ 1,711,356	\$ 2,656,689	\$ (2,760,511)	\$ (2,560,592)	\$ (2,560,592)		
Interfund Reimb	\$ (28,930)	\$ (28,930)	\$ (28,930)	\$ (28,930)	\$ (28,930)		
Intrafund Charges	24,590,285	24,855,029	26,537,118	27,141,308	27,141,308		
Intrafund Reimb	(24,342,115)	(24,629,851)	(26,537,118)	(27,141,308)	(27,141,308)		
Change in Net Assets	\$ 1,492,116	\$ 2,460,441	\$ (2,731,581)	\$ (2,531,662)	\$ (2,531,662)		
Net Assets - Beginning Balance	26,997,215	21,904,827	21,904,827	24,345,543	24,345,543		
Equity and Other Account Adjustments	(6,584,504)	(19,725)	-	-	-		
Net Assets - Ending Balance	\$ 21,904,827	\$ 24,345,543	\$ 19,173,246	\$ 21,813,881	\$ 21,813,881		

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

SCHEDULE (cont.):

State Controller Schedules County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2019-20			Schedule 10
		Fund Title Service Activity Budget Unit			General Services Summary 7000000/2070000/7080000
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Positions	417.0	420.0	419.0	420.0	420.0
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	\$	5,797,945	\$	5,148,628	\$	5,891,484	\$	5,931,984	\$	5,931,984
Equipment		3,699,560		5,711,532		14,889,226		10,699,262		10,699,262
Other Charges		74,811		7,524,606		9,752,434		42,000		42,000
NET COST	\$	(2,023,574)	\$	8,087,510	\$	18,750,176	\$	4,809,278	\$	4,809,278

CAPITAL REPLACEMENT AND ACQUISITION (BUDGET UNIT 7080000)

Total Revenue	\$	6,442,851	\$	4,851,469	\$	4,131,652	\$	4,021,016	\$	4,021,016
Equipment		5,897,176		7,570,892		13,203,178		15,861,109		15,861,109
Other Charges		-		115,000		-		546,978		546,978
NET COST	\$	(545,675)	\$	2,834,423	\$	9,071,526	\$	12,387,071	\$	12,387,071

2019-20 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>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>	<u>Other</u>							

FUNDED

Program No. and Title: 001 Department Administration

6,078,901	0	-4,081,411	1,997,490	0	0	1,738,004	0	259,486	27.0	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 Facilities Management**

51,957,301	0	-2,002,679	49,954,622	0	0	48,595,450	0	1,359,172	221.0	81
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Provide a variety of facility services to other departments within the County and at Sacramento County Airport facilities to provide a safe environment for employees and the public. Services include facility maintenance, operations, repairs and alterations; security; management of the County's Energy Program; and design, installation, and maintenance of the County's electronic security alarm, surveillance, and access control systems.**Program No. and Title: 003 Central Purchasing**

3,601,265	0	-802,174	2,799,091	0	0	2,749,091	0	50,000	19.0	0
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Centralized purchasing and contracting services for county departments.**Program No. and Title: 004 Support Services**

8,488,024	0	-424,406	8,063,618	0	0	7,856,094	0	207,524	19.0	5
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Provide accurate and cost effective countywide services to all departments including activities such as the U.S. Postal/Interoffice mail messenger, Central Stores, Records Management, Printing, Imaging, and Surplus Property Management. The division is also an integral element in tracking county fixed assets.

<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: <u>005 Fleet Services</u>										
	67,641,924	0	-18,017,819	49,624,105	0	0	49,218,625	0	405,480	96.0 39
Program Type: Self-Supporting										
Countywide Priority: 5 -- General Government										
Strategic Objective: IS -- Internal Support										
Program Description: Maintains county owned automotive equipment and heavy equipment.										
Program No. and Title: <u>006 Real Estate</u>										
	49,750,567	0	-1,822,249	47,928,318	0	0	47,773,318	0	155,000	24.0 3
Program Type: Self-Supporting										
Countywide Priority: 5 -- General Government										
Strategic Objective: IS -- Internal Support										
Program Description: Provide real estate services including acquisition, relocation, and asset management of county owned real property; and lease negotiation and administration for county leased facilities										
Program No. and Title: <u>007 Architectural Services</u>										
	3,350,690	0	-19,500	3,331,190	0	0	3,236,190	0	95,000	14.0 1
Program Type: Self-Supporting										
Countywide Priority: 5 -- General Government										
Strategic Objective: IS -- Internal Support										
Program Description: Architectural and engineering design services for county construction, alterations and improvements.										
FUNDED										
	190,868,672	0	-27,170,238	163,698,434	0	0	161,166,772	0	2,531,662	420.0 131
GRAND TOTAL FUNDED										
	190,868,672	0	-27,170,238	163,698,434	0	0	161,166,772	0	2,531,662	420.0 131

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

GROWTH REQUEST NOT RECOMMENDED

Program No. and Title: 007 Architectural Services

145,005	0	0	145,005	0	0	145,005	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 Building Project Coordinator 2

GROWTH REQUEST NOT RECOMMENDED

145,005	0	0	145,005	0	0	145,005	0	0	1.0	0
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GRAND TOTAL NOT RECOMMENDED

145,005	0	0	145,005	0	0	145,005	0	0	1.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	28,102,937	21,070,986	71,400,164	82,190,121	82,190,121
Total Financing	43,941,431	42,632,268	71,400,164	82,190,121	82,190,121
Net Cost	(15,838,494)	(21,561,282)	-	-	-

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 2018-19:

- Completion of Main Jail projects: Water Booster System 1 & 2 Replacement, Cell Noise Monitoring, Metal Screening from Railing to Ceiling, Installation of New Flight Wash Machine, and Phase 2 Camera Installation.
- Completion of Paul F. Hom M.D. Primary Care Facility – Replace Isolation Valves and Replacing Flooring in laboratory area.
- Construction has started on Sylvan Oaks Library Refresh project.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- Construction will begin on the RCCC Expansion project.
- Construction will begin on fireproofing project at Primary Care Center.
- Construction will begin on RCCC Roofing projects and HVAC replacements.
- Debt service in the amount of \$2,254,265 will be shifted one time in Fiscal Year 2019-20 from Probation and Coroner to the Capital Construction Fund to provide budget relief to the General Fund.

RECOMMENDED GROWTH FOR FY 2019-20:

- One-time recommended growth request includes:
 - Appropriations of \$8,000,000, offset by reimbursements of \$8,000,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FUND BALANCE FOR FY 2019-20:

- Available fund balance is \$16,351,444 due to the timeline of certain capital projects. The fund balance is due to shift in project timelines and will be re-budgeted in Fiscal Year 2019-20.

CAPITAL IMPROVEMENT PLAN FOR FY 2019-20:

- For detailed information regarding Fiscal Year 2019-20 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2019-20 Capital Improvement Plan.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET				
Budget Unit: 3100000 - Capital Construction				
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance	
Fund Balance	\$ 16,351,444	\$ 21,561,283	\$ 5,209,839	
Fines, Forfeitures & Penalties	2,700,000	2,460,000	(240,000)	
Revenue from Use Of Money & Property	30,000	30,000	-	
Miscellaneous Revenues	57,374,477	58,138,838	764,361	
Total Revenue	\$ 76,455,921	\$ 82,190,121	\$ 5,734,200	
Services & Supplies	\$ 29,045,365	\$ 30,258,352	\$ 1,212,987	
Other Charges	697,006	382,032	(314,974)	
Improvements	53,235,374	55,817,296	2,581,922	
Expenditure Transfer & Reimbursement	(6,521,824)	(4,267,559)	2,254,265	
Total Expenditures/Appropriations	\$ 76,455,921	\$ 82,190,121	\$ 5,734,200	
Net Cost	\$ -	\$ -	-	

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Fund Balance has increased \$5,209,839 due to project slippage and projects not completing in Fiscal Year 2018-19 as anticipated.
 - Appropriations for projects have increased a net \$2,952,204 due to re-budgeting projects that were not completed in Fiscal Year 2018-19:
 - Agricultural Commissioner Building – Add Exterior Lighting – decrease of \$28,962
 - Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements – increase of \$552,967
 - Agricultural Commissioner Building – Remodel Restroom – decrease of \$14,976
 - Animal Care Facility – Replace Interior Doors – decrease of \$42,609
 - Animal Care Facility – Replace Main Entrance Doors – decrease of \$12,920
 - Arcade Library – Americans with Disabilities Act (ADA) Upgrades – increase of \$36,067
 - Arden Dimick Library – Americans with Disabilities Act (ADA) Upgrades – decrease of \$4,621
 - B.T. Collins Youth Detention Facility – Central Plant – Chiller Plant Smart Controls - decrease of \$91,581
 - B. T. Collins Youth Detention Facility – Replace Roof Top Air Handler Unit S1 – decrease of \$12,821
 - Carmichael Library – Americans with Disabilities Act (ADA) Upgrades – decrease of \$50,281
 - Central Plant – Repair Underground Hot Water Lines – increase of \$850,000
 - Coroner/Crime Laboratory – Replace Fire Alarm – increase of \$57,615
 - Coroner/Crime Laboratory - Replace Roof – decrease of \$1,152,621
 - County Garage – Install Electric Vehicle Chargers – increase of \$350,850
 - Department of Technology Building – Central Plant – Replace Liebert Translator – increase of \$86,000
 - Department of Technology Building – Central Plant – Replace Moisture Detection System – decrease of \$1,674
 - Department of Technology Building – Central Plant – Replace or Repair Cooling Towers – increase of \$98,767
 - Department of Technology Building – Central Plant – Replace Water Heaters – increase of \$171,000
 - Department of Technology Building – Replace Liebert UPS System Modules – increase of \$651,406
 - Department of Technology Building – Replace Sewage Sump Tanks – decrease of \$2,945

- Appropriations for projects have increased a net \$2,952,204 due to re-budgeting projects that were not completed in Fiscal Year 2018-19 (cont.):
 - Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners – decrease of \$4,420
 - Ecology Lane Building – Americans with Disabilities Act (ADA) Improvements – decrease of \$296,345
 - Fair Oaks Library – Americans with Disabilities Act (ADA) Upgrades – increase of \$600,000
 - Fair Oaks Library – Site Fence – increase of \$11,701
 - Fleet Services Equipment Shop – Americans with Disabilities Act (ADA) Path of Travel – increase of \$135,500
 - General Services Facility – Additional Cooling for Information Technology (IT) Computer Room – increase of \$368,993
 - General Services Facility – Replace Old Heating, Ventilating, and Air Conditioning (HVAC) Units – decrease of \$1,158
 - John M. Price District Attorney Building – Replace Boiler – decrease of \$1,188
 - Main Jail – Dryer Draft Control – increase of \$28,968
 - Main Jail – Install Automatic Isolation Valves on Hydronic Heating and Cooling System – decrease of \$3,107
 - Main Jail – Install Safety Screening – increase of \$150,000
 - Main Jail – Parking Lot Resurface – increase of \$54,269
 - Main Jail – Replace Broken Etched Lobby Glass – increase of \$50,000
 - Main Jail – Replace Walk-In Refrigeration Systems – increase of \$272,826
 - Main Jail – West Sewage Ejection Pump Pit Liner – increase of \$219,009
 - Mental Health Center – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – increase of \$160,464
 - Mental Health Center – Replace Heating Boilers – increase of \$319,000
 - New Administration Center – Americans with Disabilities Act (ADA) Exterior Path of Travel – increase of \$388,180
 - New Administration Center – Department of Finance Security Upgrades – decrease of \$719,014
 - New Administration Center – Pedestrian Bridge Repairs – decrease of \$388,180
 - New Administration Center – Replace Fuel Storage Tank – increase of \$600,000
 - New Administration Center – Replace Pond Fountain Risers – increase of \$147,113
 - North Highlands Library – Americans with Disabilities Act (ADA) Upgrades – increase of \$181,321
 - Office Building #3 (OB3) – Americans with Disabilities Act (ADA) Improvements – decrease of \$410,534

- Appropriations for projects have increased a net \$2,952,204 due to re-budgeting projects that were not completed in Fiscal Year 2018-19 (cont.):
 - Office Building #3 (OB3) – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel – decrease of \$452,816
 - Old Administration Building – Americans with Disabilities Act (ADA) Path of Travel – increase of \$37,440
 - Old Administration Building – Evaluate and Install Emergency Egress Lighting – increase of \$58,554
 - 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 – increase of \$28,881
 - Paul F. Hom M.D. Primary Care Facility – Install Ultra Violet (UV) Germicidal Lighting – increase of \$254,596
 - Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling – increase of \$11,072
 - Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – increase of \$321,124
 - Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System – increase of \$107,286
 - Paul F. Hom M.D. Primary Care Facility – Replace Flooring – decrease of \$65,491
 - Paul F. Hom M.D. Primary Care Facility – Replace Roof – decrease of \$9,450
 - Regional Parks & Recreation – Renovate Restroom and Showers – decrease of \$784,220
 - Rio Cosumnes Correctional Center (RCCC) – 69KV Electrical Substation – increase of \$10,000
 - Rio Cosumnes Correctional Center (RCCC) – Administration – Replace 15 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – increase of \$315,517
 - Rio Cosumnes Correctional Center (RCCC) – Administration – Replace Roof – increase of \$170,608
 - Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements - decrease of \$688,996
 - Rio Cosumnes Correctional Center (RCCC) – G & H Barracks – Replace Roof – decrease of \$701
 - Rio Cosumnes Correctional Center (RCCC) – Kitchen – Connect Main Kitchen to Generator Power – increase of \$263,843
 - Rio Cosumnes Correctional Center (RCCC) – Kitchen – Replace Make-Up Air Units – increase of \$204,258
 - Rio Cosumnes Correctional Center (RCCC) – Kitchen – Replace Refrigeration Rack – increase of \$486,480

- Appropriations for projects have increased a net \$2,952,204 due to re-budgeting projects that were not completed in Fiscal Year 2018-19 (cont.):
 - Rio Cosumnes Correctional Center (RCCC) – Replace Diesel Fire Pump – decrease of \$348,131
 - Rio Cosumnes Correctional Center (RCCC) – Replace Kitchen Steam Boilers – increase of \$230,108
 - Rio Cosumnes Correctional Center (RCCC) – Replace Pyrotonics Fire Alarm System, Phase II – increase of \$100,000
 - Rio Cosumnes Correctional Center (RCCC) – Sandra Larson Facility (SLF) – Replace Roof – decrease of \$1,123
 - Rio Cosumnes Correctional Center (RCCC) – Steward Vestible Facility (SVF) – Replace Heating, Ventilating, and Air Conditioning (HVAC) Units on Passage Hall – decrease of \$77,500
 - Rio Cosumnes Correctional Center (RCCC) – Stuart Baird Facility (SBF) – Replace 12 Rooftop Package Heating, Ventilating, and Air Conditioning (HVAC) Units – decrease of \$559,527
 - Rio Cosumnes Correctional Center (RCCC) – Stuart Baird Facility (SBF) – Replace Roof – decrease of \$3,853
 - Rio Cosumnes Correctional Center (RCCC) – Trades Building – Replace Roof – decrease of \$843
 - Sheriff's North East Sub Station – Americans with Disabilities Act (ADA) Path of Travel – increase of \$110,240
 - Southgate Library – Americans with Disabilities Act (ADA) Upgrades – decrease of \$150,000
 - Southgate Library – Refurbish Restroom – decrease of \$100,115
 - Southgate Library – Replace Roof – decrease of \$300,000
 - Sylvan Oaks Library – Refresh Library – increase of \$231,954
 - Sylvan Oaks Library – Resurface and Restripe Asphalt Paving – increase of \$15,950
 - Sylvan Oaks Library – Site Fence – increase of \$25,000
 - Walnut Grove Library – Americans with Disabilities Act (ADA) Upgrades – increase of \$210,000

- Revenues have increased a net \$553,940 for the following re-budgeted projects:
 - County Garage – Install Electric Vehicle Chargers – increase of \$350,850
 - Rio Cosumnes Correctional Center (RCCC) – Campus Expansion and Infrastructure Improvements – decrease of \$688,996
 - Rio Cosumnes Correctional Center (RCCC) – Replace Pyrotonics Fire Alarm System, Phase II – increase of \$660,132
 - Sylvan Oaks Library – Refresh Library – increase of \$231,954
- Other Changes
 - Appropriations for miscellaneous costs have decreased a net \$321,308 due to the following:
 - Administrative Costs for the Capital Construction Fund – increase of \$9,000
 - ESCO Debt Service – decrease of \$314,974
 - Miscellaneous Alterations – decrease of \$5,000
 - Miscellaneous Planning Costs – decrease of \$10,920
 - Miscellaneous Planning Costs of Libraries – increase of \$586
 - Revenues for non-project costs have decreased \$399,579 due to the following:
 - Criminal Justice Facility Temporary Construction Fund Revenues – decrease of \$240,000
 - ESCO Revenue – decrease of \$159,579
 - Appropriations for projects have increased \$3,103,304 due to the following new projects:
 - Boys Ranch – Road Repairs - \$60,000
 - Branch Center – Wayfinding Signage - \$170,639
 - Main Jail – Camera Maintenance Project –\$370,000
 - Morgan Alternative Center – Renovation - \$1,850,000
 - Rio Cosumnes Correctional Center (RCCC) - Sewer Grate before S21 Pumping Station - \$652,665
 - Revenues have increased \$370,000 due to the following new projects:
 - Main Jail – Camera Maintenance Project - \$370,000

SUPPLEMENTAL INFORMATION

- The anticipated funding available within the Capital Construction Fund for Fiscal Year 2019-20 is \$90,190,121. The Fiscal Year 2019-20 Adopted/September Hearings Budget includes several high priority projects in the County's Justice Facilities as well as projects at other County facilities.
- The following is a summary of available financing and significant projects in this fund:

<u>Source</u>	<u>Amount</u>
Available Fund Balance of Appropriation	21,561,283
Courthouse Temporary Construction Fund Revenues	1,200,000
Criminal Justice Facility Temporary Construction Fund Revenues	1,260,000
Interest Income	30,000
County Facility Use Allowance	17,522,792
Vacancy Factor & Improvement Districts	1,242,859
Board of State and Community Corrections	35,997,498
General Fund Reimbursement	8,000,000
Miscellaneous Revenues - Dept. Funded Projects	2,452,804
Tobacco Litigation Settlement Funds	660,132
Energy Service Company (ESCO) Energy Savings Revenue	101,423
Revenue Leases	58,106
California Energy Commission (CEC) Energy Savings Revenue	103,224
	<u>\$90,190,121</u>

- 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.
- CCF is making a one-time payment of debt service obligations in Fiscal Year 2019-20 on behalf of the Departments of Probation and Coroner.
- The projects included in the Recommended Budget are:

Fund Center 3103101–Bradshaw Complex – \$2,027,993

- Agricultural Commissioner Building – Americans with Disabilities Act (ADA) Improvements - \$552,967

- Bradshaw Miscellaneous Projects - \$25,000
- Bradshaw Parking Lot Maintenance - \$95,868
- Branch Center – Wayfinding Signage - \$170,639
- Conservation Road Warehouse – Modify Heating, Ventilating, and Air Conditioning (HVAC) System - \$59,212
- ESCO Debt Service Payments - \$278,807
- Fleet Services Equipment Shop – Americans with Disabilities Act (ADA) Path of Travel - \$135,500
- Office Building #4 (OB4) – Americans with Disabilities Act (ADA) Improvements - \$350,000
- Regional Parks & Recreation – Renovate Restroom and Showers - \$360,000

Fund Center 3103102–Administration Center – \$6,525,863

- Central Plant – Repair Cooling Towers – \$172,280
- Central Plant – Repair Underground Hot Water Lines - \$1,850,000
- County Garage – Install Electric Vehicle Chargers - \$350,850
- Downtown Miscellaneous Projects – \$25,000
- Downtown Sidewalk Repairs – \$10,000
- Old Administration Center - Safety Railing on Elevator Mechanical Room - \$25,000
- New Administration Center – Americans with Disabilities Act (ADA) Exterior Path of Travel - \$388,180
- New Administration Center – Department of Finance Security Upgrades - \$130,000
- New Administration Center – Replace Fuel Storage Tank - \$1,150,000
- New Administration Center – Replace Pond Fountain Risers - \$147,113
- New Parking Garage – Water Proofing - \$1,000,000
- Old Administration Building – Add Electric Re-heat - \$45,000
- Old Administration Building – Americans with Disabilities Act (ADA) Path of Travel - \$37,440
- Old Administration Building – Evaluate and Install Emergency Egress Lighting - \$545,000
- Old Administration Building – Replace Air Handling Units (AHU) - \$650,000

Fund Center 3103108–Preliminary Planning – \$2,506,913

- ADA Transition Plan – \$100,000
- Administrative Costs for the Capital Construction Fund – \$1,033,896
- Allocated Cost – \$161,710
- Architectural Services Division – \$50,000
- CCF Debt Service for Sac Metro Cable Revenue Lease at 799 G St - \$12,530

- Facility Condition Assessments - \$600,000
- Job Order Contracting (JOC) – \$50,000
- Master Planning – \$300,000
- Miscellaneous Planning Costs – \$178,777
- Warehouse Burden Rate – \$20,000

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

Fund Center 3103109–901 G Street Building (OB #2) – \$450,361

- John M. Price District Attorney Building – Install Security Barricades at Entry - \$220,109
- John M. Price District Attorney Building – Replace Boiler - \$230,252

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103111–Miscellaneous Alterations and Improvements – \$1,592,133

- Accounting Services – \$42,000
- Improvement Districts – \$190,399
- Miscellaneous minor building and emergency projects – \$41,400
- 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 – \$65,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in county facilities – \$25,000
- Alarms Allocation - \$42,387
- Vacant Space Allocation – \$1,065,947
- (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) – \$510,000

- Fleet Services Equipment Shop – Repair Skylight Leak Issues - \$30,000
- Office Building 3 (OB3) – Americans with Disabilities Act (ADA) Improvements – \$80,000
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$400,000

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

- Miscellaneous Alterations – \$5,000

Fund Center 3103114–799 G Street Building – \$4,161,973

- Department of Technology Building – Central Plant – Chiller Smart Controls - \$748,534
- Department of Technology Building – Central Plant – Replace Liebert Translator - \$86,000
- Department of Technology Building – Central Plant – Replace Moisture Detection System - \$215,468
- Department of Technology Building – Central Plant – Replace or Repair Cooling Towers - \$848,562
- Department of Technology Building – Central Plant – Replace Water Heaters - \$171,000
- Department of Technology Building – Replace Liebert UPS System Modules - \$1,350,000
- Department of Technology Building – Replace Sewage Sump Tanks - \$186,137
- Department of Technology Building – Replace Storm Drain and Underdrain Sump Liners - \$556,272

Fund Center 3103115–Animal Care Facility – \$0

- No appropriation at this time

Fund Center 3103124–General Services Facility – \$1,431,315

- General Services Facility – Additional Cooling for Information Technology (IT) Computer Room - \$368,993
- General Services Facility – Americans with Disabilities Act (ADA) Upgrades - \$550,000
- General Services Facility – Replace Old Heating, Ventilating, and Air Conditioning (HVAC) Units - \$512,322

Fund Center 3103125–B.T. Collins Juvenile Center –\$470,313

- B.T. Collins Youth Detention Facility – Central Plant – Chiller Plant Smart Controls – \$124,413
- B. T. Collins Youth Detention Facility – Replace Roof Top Air Handler Unit S1 - \$345,900

Fund Center 3103126–Warren E. Thornton Youth Center – \$1,850,000

- Morgan Alternative Center – Renovation - \$1,850,000
- Fund Center 3103127–Boys Ranch – \$60,000
- Boys Ranch – Road Repairs - \$60,000

Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$44,433,312

- CEC Energy Retrofit Debt Service – \$103,225
- RCCC – Main Kitchen – Food Heated Cabinet - \$10,000
- RCCC – Sewer Grate before S21 Pumping Station - \$652,665
- RCCC – 69KV Electrical Substation - \$10,000
- RCCC – Administration – Replace 15 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units - \$792,673
- RCCC – Administration – Replace Roof - \$452,847
- RCCC – Campus Expansion and Infrastructure Improvements - \$35,997,498
- RCCC – GH Barracks – Replace Roof - \$387,549
- RCCC – Kitchen – Connect Main Kitchen to Generator Power - \$440,000
- RCCC – Kitchen – Reconfigure and Replace Kitchen Pot Wash Area - \$492,778
- RCCC – Kitchen – Replace Make-Up Air Units - \$533,600
- RCCC – Kitchen – Replace Refrigeration Rack - \$865,323
- RCCC – Replace Diesel Fire Pump - \$310,405
- RCCC – Replace Honor Yard Fence - \$206,000
- RCCC – Replace Kitchen Steam Boilers - \$667,000
- RCCC – Replace Pyrotonics Fire Alarm System, Phase II - \$1,200,000
- RCCC – Sandra Larson Facility (SLF) – Replace Roof - \$478,516
- RCCC – Stuart Baird Facility (SBF) – Replace Roof - \$486,266
- RCCC – Trades Building – Replace Roof - \$346,967

Fund Center 3103130–Work Release Facility – \$371,050

- Work Release Facility – Americans with Disabilities Act (ADA) Exterior Path of Travel - \$371,050

Fund Center 3103131–Sheriff's Administration Building – \$0

- No appropriation at this time

Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$10,815,463

- Main Jail – Camera Maintenance Project - \$370,000
- Main Jail – Dryer Draft Control - \$240,000
- Main Jail – Install Automatic Isolation Valves on Hydronic Heating and Cooling System - \$142,527
- Main Jail – Install Food Ports - \$62,430
- Main Jail – Install Safety Screening - \$150,000

- Main Jail – Parking Lot Resurface - \$54,269
- Main Jail – Recreation Stair Support Painting - \$284,428
- Main Jail – Replace Broken Etched Lobby Glass - \$50,000
- Main Jail – Replace Walk-In Refrigeration Systems - \$1,072,800
- Main Jail – Annex - \$8,000,000
 - This project cost is funded by \$8,000,000 in reimbursements.
- Main Jail – West Sewage Ejection Pump Pit Liner - \$389,009

Fund Center 3103133–Sheriff's North Area Substation – \$110,240

- 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 – \$257,615

- Coroner Crime Laboratory – Replace Fire Alarm – \$257,615

Fund Center 3103160–Sacramento Mental Health Facility – \$793,000

- Mental Health Center – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units – \$474,000
- Mental Health Center – Replace Heating Boilers - \$319,000

Fund Center 3103162–Primary Care Center – \$4,363,852

- 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 - \$28,881
- Paul F. Hom M.D. Primary Care Facility – Install Ultra Violet (UV) Germicidal Lighting - \$821,366
- Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling - \$511,072
- Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Heating, Ventilating, and Air Conditioning (HVAC) Units - \$1,679,928
- Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control (DDC) System - \$107,286
- Paul F. Hom M.D. Primary Care Facility – Replace Flooring - \$384,509
- Paul F. Hom M.D. Primary Care Facility – Replace Roof - \$830,810

Fund Center 3103198–Financing–Transfers/Reimbursements – \$3,719,911

- CCF Part of Juvenile Courthouse Debt Service – \$1,200,000
- CCF Debt Service for ADA Projects – \$265,646
- One-time Debt Service for Probation, Facility 095 - \$1,297,226
- One-time Debt Service for Probation, Facility 380 - \$309,430
- One-time Debt Service for Coroner, Facility 230 - \$647,609

Fund Center 3103199–Ecology Lane – \$172,000

- Miscellaneous Alterations – \$2,000
- Ecology Lane Building – Americans with Disabilities Act (ADA) Improvements - \$170,000

Fund Center 3106382–Libraries – \$3,551,814

- Arcade Library – Americans with Disabilities Act (ADA) Upgrades - \$436,067
- Arden Dimick Library – Americans with Disabilities Act (ADA) Upgrades - \$295,379
- Carmichael Library – Americans with Disabilities Act (ADA) Upgrades - \$124,719
- Fair Oaks Library – Americans with Disabilities Act (ADA) Upgrades - \$600,000
- Fair Oaks Library – Refurbish Restroom – \$121,990
- Fair Oaks Library – Site Fence - \$11,701
- Miscellaneous Planning Costs - \$586
- North Highlands Library – Americans with Disabilities Act (ADA) Upgrades - \$215,854
- Orangevale Library – New Facility – \$454,564
- Rancho Cordova Library – Replace Metal and Single-ply Roof and Gutters - \$171,000
- Southgate Library – Replace Roof - \$63,000
- Sylvan Oaks Library – Refresh Library – \$731,954
- Sylvan Oaks Library – Resurface and Restripe Asphalt Paving - \$90,000
- Sylvan Oaks Library – Site Fence - \$25,000
- Walnut Grove Library - Americans with Disabilities Act (ADA) Upgrades - \$210,000

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Fund Balance	\$ 18,847,789	\$ 15,838,496	\$ 15,838,496	\$ 21,561,283	\$ 21,561,283
Fines, Forfeitures & Penalties	2,740,000	2,498,516	2,800,000	2,460,000	2,460,000
Revenue from Use Of Money & Property	266,057	450,425	30,000	30,000	30,000
Charges for Services	30	-	-	-	-
Miscellaneous Revenues	22,087,555	23,844,831	52,731,668	58,138,838	58,138,838
Total Revenue	\$ 43,941,431	\$ 42,632,268	\$ 71,400,164	\$ 82,190,121	\$ 82,190,121
Services & Supplies	\$ 8,712,985	\$ 7,407,662	\$ 20,494,492	\$ 30,258,352	\$ 30,258,352
Other Charges	697,007	1,670,182	697,007	382,032	382,032
Improvements	17,079,807	10,488,210	48,555,249	55,817,296	55,817,296
Interfund Charges	1,613,138	1,504,932	1,653,416	3,732,441	3,732,441
Interfund Reimb	-	-	-	(8,000,000)	(8,000,000)
Total Expenditures/Appropriations	\$ 28,102,937	\$ 21,070,986	\$ 71,400,164	\$ 82,190,121	\$ 82,190,121
Net Cost	\$ (15,838,494)	\$ (21,561,282)	\$ -	\$ -	\$ -

2019-20 PROGRAM INFORMATION

BU: 3100000

Capital Construction

<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 Debt Service

4,114,478	0	0	4,114,478	0	0	4,114,478	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 Administration***

2,634,339	0	0	2,634,339	0	0	2,634,339	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: 003 Projects***

75,441,304	0	0	75,441,304	0	35,997,498	17,882,523	21,561,283	0	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:*** Maintain County buildings to preserve assets and to prevent systems failures; remediate health, safety, and code-related issues in County-owned buildings; and rehabilitate County-owned Criminal Justice facilities.

FUNDED

82,190,121	0	0	82,190,121	0	35,997,498	24,631,340	21,561,283	0	0.0	0
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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>
	Realignment/ Prop 172	Other	Appropriations		Other	Balance	Cost		

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 003 Projects

8,000,000	0	-8,000,000	0	0	0	0	0	0	0.0	0
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Program Type: Discretionary**Countywide Priority:** 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations**Strategic Objective:** IS -- Internal Support**Program Description:** Adult Corrections Design and Development funded by a reimbursement from the General Fund

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

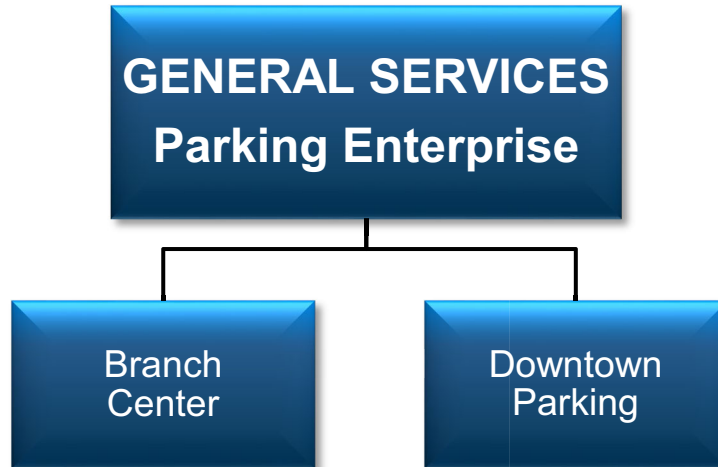
8,000,000	0	-8,000,000	0	0	0	0	0	0	0.0	0
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GRAND TOTAL FUNDED

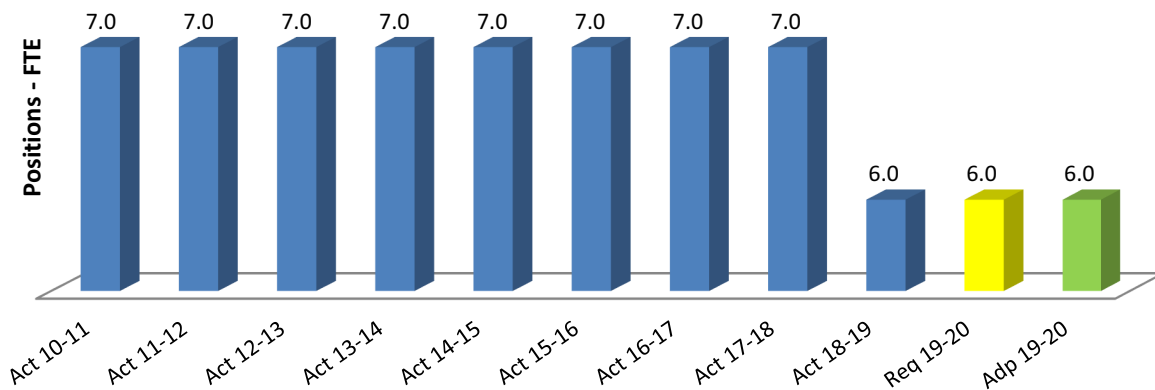
90,190,121	0	-8,000,000	82,190,121	0	35,997,498	24,631,340	21,561,283	0	0.0	0
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DEPARTMENTAL STRUCTURE

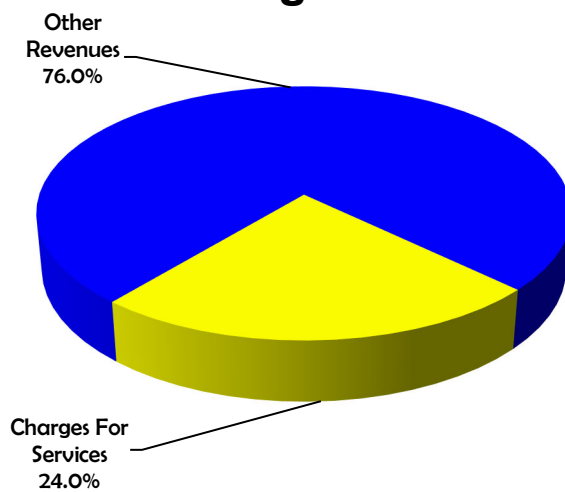
JEFF GASAWAY, DIRECTOR



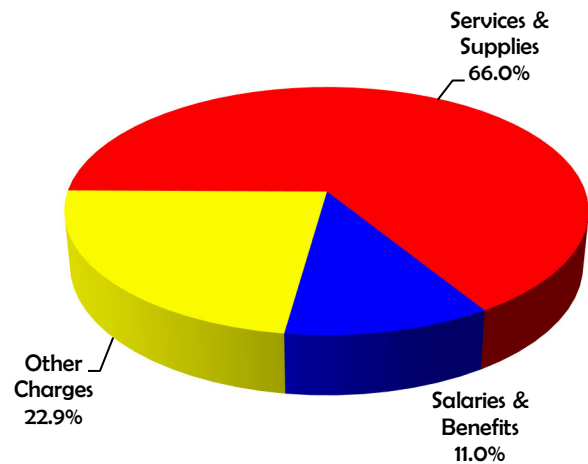
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	3,843,082	2,284,020	3,584,811	4,925,743	4,925,743
Total Financing	2,908,286	3,164,474	2,890,100	2,944,729	2,944,729
Net Cost	934,796	(880,454)	694,711	1,981,014	1,981,014
Positions	7.0	6.0	6.0	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 DEVELOPMENT DURING FY 2018-19:

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

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGE FOR FY 2019-20:**

- Commence work on the two-year project for elevator repairs and waterproofing levels of the Employee Parking Garage (Project #44 in the 2019-20 Capital Improvement Plan).

RECOMMENDED GROWTH FOR FY 2019-20:

- One-time recommended growth requests include:
 - Appropriations of \$250,000 offset by retained earnings of \$250,000.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FUND BALANCE FOR FY 2019-20:

- The Fiscal Year 2019-20 Beginning Balance is budgeted at \$6.5 million, a \$500,000 reduction from the Fiscal Year 2018-19 beginning balance level. The Recommended Budget includes the use of \$1.25 million in fund balance. The Fiscal Year 2019-20 Beginning Balance includes \$1.8 million of Net Capital Assets (Structures and Equipment), \$1.4 million of Contributed Capital (Land Value), and \$0.306 million of operating cash reserve.

CAPITAL IMPROVEMENT PLAN FOR FY 2019-20:

- For detailed information regarding Fiscal Year 2019-20 capital projects, equipment and operating impacts by project, please refer to the Fiscal Year 2019-20 Capital Improvement Plan.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET			
Budget Unit: 7990000 - Parking Enterprise			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 2,526,429	\$ 2,526,429	-
Use Of Money/Prop	160,000	160,000	-
Total Operating Revenues	\$ 2,686,429	\$ 2,686,429	-
Operating Expenses			
Salaries/Benefits	\$ 543,967	\$ 543,967	-
Services & Supplies	3,083,909	3,252,011	168,102
Other Charges	151,853	151,853	-
Depreciation	415,000	521,882	106,882
Total Operating Expenses	\$ 4,194,729	\$ 4,469,713	274,984
Operating Income (Loss)	\$ (1,508,300)	\$ (1,783,284)	(274,984)
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 198,300	\$ 198,300	-
Interest Income	60,000	60,000	-
Equipment	-	(456,030)	(456,030)
Total Non-Operating Revenues (Expenses)	\$ 258,300	\$ (197,730)	(456,030)
Income Before Capital Contributions and Transfers	\$ (1,250,000)	\$ (1,981,014)	(731,014)
Change In Net Assets	\$ (1,250,000)	\$ (1,981,014)	(731,014)
Net Assets - Beginning Balance	7,924,972	7,924,972	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 6,674,972	\$ 5,943,958	(731,014)
Positions	6.0	6.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Rebudget/Reserve/Fund Balance Changes
 - Appropriations have increased \$731,014 due to rebudgeting for the completion of the new parking system in the Public Parking Garage and for the completion of emergency system and employee card reader installation in the Employee Parking Garage. The increase in appropriations is offset by increased draw on the Parking Enterprise's retained earnings.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Enterprise Fund Fiscal Year 2019-20			Schedule 11	
		Fund Title Service Activity Budget Unit		056A - PARKING ENTERPRISE Parking Operations 7990000		
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 2,735,499	\$ 2,658,445	\$ 2,594,800	\$ 2,526,429	\$ 2,526,429	
Use Of Money/Prop	40,379	170,869	100,000	160,000	160,000	
Total Operating Revenues	\$ 2,775,878	\$ 2,829,314	\$ 2,694,800	\$ 2,686,429	\$ 2,686,429	
Operating Expenses						
Salaries/Benefits	\$ 459,835	\$ 398,052	\$ 536,888	\$ 543,967	\$ 543,967	
Services & Supplies	2,956,430	1,464,454	1,969,524	3,252,011	3,252,011	
Other Charges	145,235	134,658	140,765	151,853	151,853	
Depreciation	281,582	225,145	410,000	521,882	521,882	
Total Operating Expenses	\$ 3,843,082	\$ 2,222,309	\$ 3,057,177	\$ 4,469,713	\$ 4,469,713	
Operating Income (Loss)	\$ (1,067,204)	\$ 607,005	\$ (362,377)	\$ (1,783,284)	\$ (1,783,284)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 53,999	\$ 198,533	\$ 145,300	\$ 198,300	\$ 198,300	
Interest Income	78,409	136,627	50,000	60,000	60,000	
Equipment	-	(61,711)	(527,634)	(456,030)	(456,030)	
Total Non-Operating Revenues (Expenses)	\$ 132,408	\$ 273,449	\$ (332,334)	\$ (197,730)	\$ (197,730)	
Income Before Capital Contributions and Transfers	\$ (934,796)	\$ 880,454	\$ (694,711)	\$ (1,981,014)	\$ (1,981,014)	
Change In Net Assets	\$ (934,796)	\$ 880,454	\$ (694,711)	\$ (1,981,014)	\$ (1,981,014)	
Net Assets - Beginning Balance	8,002,598	7,054,755	7,054,755	7,924,972	7,924,972	
Equity and Other Account Adjustments	(13,047)	(10,237)	-	-	-	
Net Assets - Ending Balance	\$ 7,054,755	\$ 7,924,972	\$ 6,360,044	\$ 5,943,958	\$ 5,943,958	
Positions	7.0	6.0	6.0	6.0	6.0	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2019-20 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>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>								
	<u>Other</u>								

FUNDED

Program No. and Title: 001 Parking Enterprise

4,675,743	0	0	4,675,743	0	0	2,944,729	0	1,731,014	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

4,675,743	0	0	4,675,743	0	0	2,944,729	0	1,731,014	6.0	0
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GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 001 Parking Enterprise

50,000	0	0	50,000	0	0	0	0	50,000	0.0	0
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Public Garage Closed Circuit Television (CCTV) Security Camera Upgrade**Program No. and Title: 001 Parking Enterprise**

200,000	0	0	200,000	0	0	0	0	200,000	0.0	0
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Program Type: Self-Supporting**Countywide Priority:** 5 -- General Government**Strategic Objective:** IS -- Internal Support**Program Description:** Public Garage G Street Exit Improvements & Light Rail Safety Integration. (Add Prox Card Reader on far right lane at bottom of G St Ramp)

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

250,000	0	0	250,000	0	0	0	0	250,000	0.0	0
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GRAND TOTAL FUNDED

4,925,743	0	0	4,925,743	0	0	2,944,729	0	1,981,014	6.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	260,599	295,856	291,364	296,292	296,292
Total Financing	-	-	-	19,151	19,151
Net Cost	260,599	295,856	291,364	277,141	277,141

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 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET

Budget Unit: 5660000 - Grand Jury

Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Intergovernmental Revenues	\$ -	\$ 19,151	\$ 19,151
Total Revenue	\$ -	\$ 19,151	\$ 19,151
Services & Supplies	\$ 296,292	\$ 296,292	-
Total Expenditures/Appropriations	\$ 296,292	\$ 296,292	-
Net Cost	\$ 296,292	\$ 277,141	\$(19,151)

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has decreased \$19,151.

- Other Changes
 - Revenues have increased \$19,151 due to a delay in receiving Fiscal Year 2018-19 reimbursement of costs from the State.

SCHEDULE:

State Controller Schedule
County Budget Act
January 2010

County of Sacramento
Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Intergovernmental Revenues	\$ -	\$ -	\$ -	\$ 19,151	\$ 19,151
Total Revenue	\$ -	\$ -	\$ -	\$ 19,151	\$ 19,151
Services & Supplies	\$ 260,599	\$ 295,856	\$ 291,364	\$ 296,292	\$ 296,292
Total Expenditures/Appropriations	\$ 260,599	\$ 295,856	\$ 291,364	\$ 296,292	\$ 296,292
Net Cost	\$ 260,599	\$ 295,856	\$ 291,364	\$ 277,141	\$ 277,141

2019-20 PROGRAM INFORMATION

BU: 5660000

Grand Jury

<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>
	<u>Realignment/ Prop 172</u>	<u>Appropriations</u>							

FUNDED

Program No. and Title: 001 Grand Jury

296,292	0	0	296,292	0	19,151	0	0	277,141	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.

FUNDED

296,292	0	0	296,292	0	19,151	0	0	277,141	0.0	0
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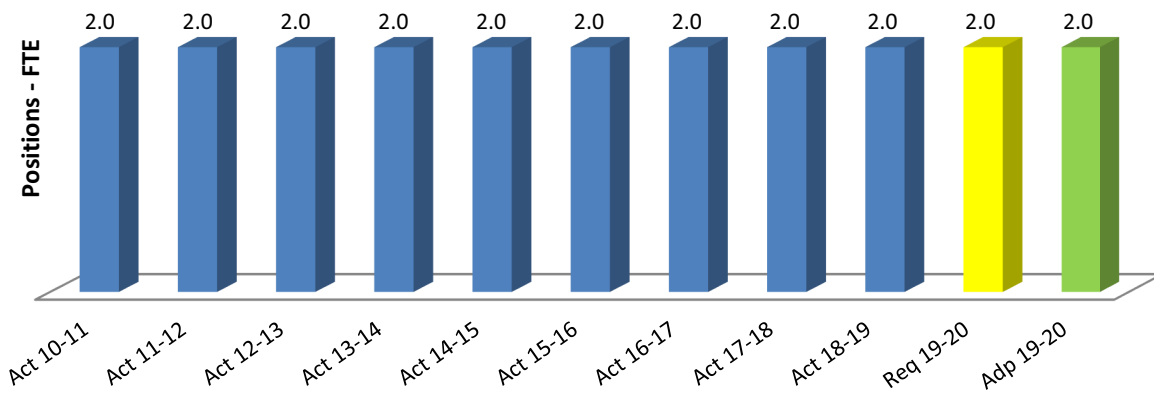
GRAND TOTAL FUNDED

296,292	0	0	296,292	0	19,151	0	0	277,141	0.0	0
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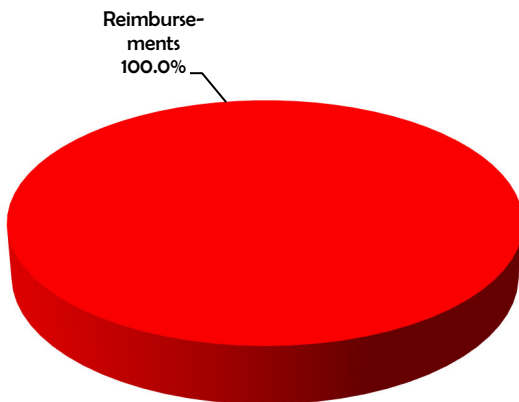
DEPARTMENTAL STRUCTURE



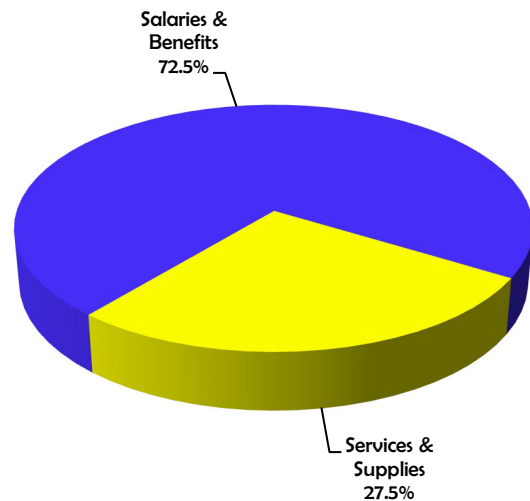
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	(24)	1	-	-	-
Total Financing	-	-	-	-	-
Net Cost	(24)	1	-	-	-
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; and
 - 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). These federal regulations require use of administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats (written, verbal, and electronic).

GOAL:

To protect county client's personal and medical information through the oversight of county departments' and divisions' efforts to meet federally mandated HIPAA and FACTA requirements.

SIGNIFICANT DEVELOPMENT DURING FY 2018-19:

- Transition of Juvenile Medical Services and Correctional Health Services as Health Insurance Portability and Accountability Act (HIPAA) Covered Components.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET			
Budget Unit: 5740000 - Office of Compliance			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Salaries & Benefits	\$ 268,636	\$ 268,636	\$ -
Services & Supplies	77,570	77,570	-
Expenditure Transfer & Reimbursement	(346,206)	(346,206)	-
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 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Salaries & Benefits	\$ 226,572	\$ 248,369	\$ 251,085	\$ 268,636	\$ 268,636
Services & Supplies	38,705	29,733	80,634	77,570	77,570
Interfund Charges	5,281	-	-	-	-
Intrafund Charges	23,402	23,898	24,130	24,257	24,257
Intrafund Reimb	(293,984)	(301,999)	(355,849)	(370,463)	(370,463)
Total Expenditures/Appropriations	\$ (24)	\$ 1	\$ -	\$ -	\$ -
Net Cost	\$ (24)	\$ 1	\$ -	\$ -	\$ -
Positions	2.0	2.0	2.0	2.0	2.0

2019-20 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 Health Insurance Portability And Accountability Act (HIPAA) Compliance

370,463	0	-370,463	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); the Fair And Accurate Credit Transactions Act (FACTA); and other applicable laws.

FUNDED

370,463	0	-370,463	0	0	0	0	0	0	2.0	0
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GRAND TOTAL FUNDED

370,463	0	-370,463	0	0	0	0	0	0	2.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	122,263	50,877	130,000	130,000	130,000
Total Financing	-	-	-	-	-
Net Cost	122,263	50,877	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 2018-19:

- The contract for Inspector General services ended in November of 2018, and the contract position has been vacant since then.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- It is anticipated that a new contract for Inspector General services will be executed in Fiscal Year 2019-20.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 5780000 - Office of Inspector General			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	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 2019-20

Schedule 9

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Services & Supplies	\$ 122,263	\$ 50,877	\$ 130,000	\$ 130,000	\$ 130,000
Total Expenditures/Appropriations	\$ 122,263	\$ 50,877	\$ 130,000	\$ 130,000	\$ 130,000
Net Cost	\$ 122,263	\$ 50,877	\$ 130,000	\$ 130,000	\$ 130,000

2019-20 PROGRAM INFORMATION

BU: 5780000 Office of Inspector General

<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/ Prop 172</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		

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 law enforcement services and the citizen complaint and investigation processes.

FUNDED

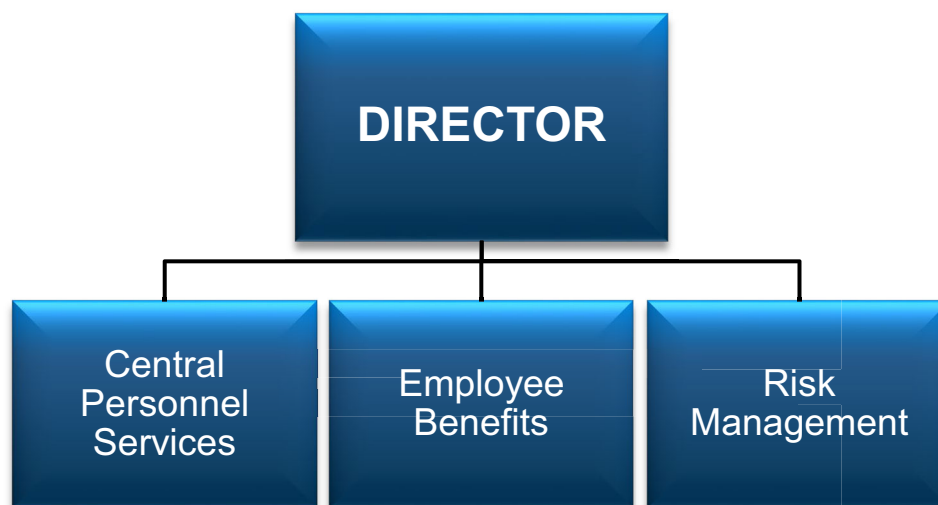
130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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GRAND TOTAL FUNDED

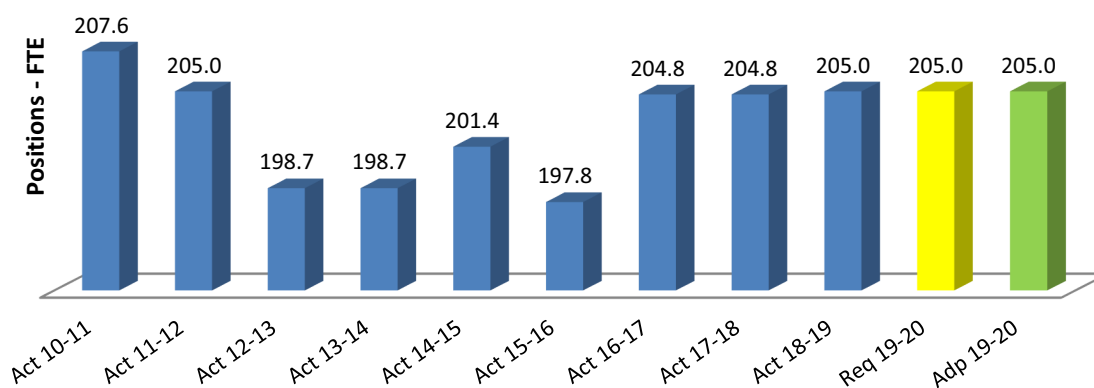
130,000	0	0	130,000	0	0	0	0	130,000	0.0	0
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DEPARTMENTAL STRUCTURE

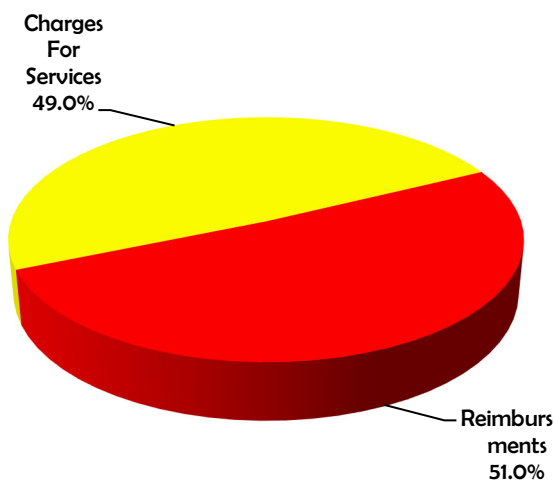
DAVID DEVINE, DIRECTOR



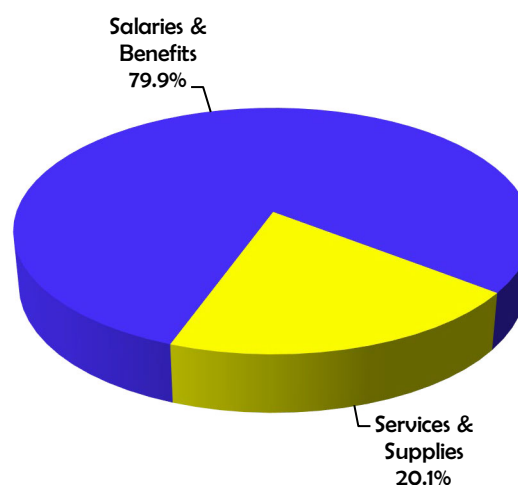
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	11,953,828	12,681,204	14,181,112	16,287,621	16,287,621
Total Financing	12,359,787	12,597,238	13,461,319	16,287,621	16,287,621
Net Cost	(405,959)	83,966	719,793	-	-
Positions	204.8	205.0	205.0	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 2018-19:

- Implemented the Learning Management System, which is utilized in training reporting, training dissemination, and implementation services, as well as providing a dashboard to employees on completed courses and available training.
- Implemented 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 and increased operational efficiencies.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- Combine all human resources departmental service teams in one location based on functions with the goal to reduce costs, and create more consistency/efficiencies in operations.
- Increase the use of technology in the County's onboarding process. This will reduce redundancy in transactions and provide an enhanced service/experience for new employees.

STAFFING LEVEL CHANGES FOR FY 2019-20:

- The following position changes were made by a Salary Resolution Amendment during Fiscal Year 2018-19:

Employee Benefits Analyst Level 2	-1.0
Senior Personnel Analyst	<u>1.0</u>
Total	0.0

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 6050000 - Personnel Services			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Charges for Services	\$ 16,287,621	\$ 16,287,621	\$ -
Total Revenue	\$ 16,287,621	\$ 16,287,621	\$ -
Salaries & Benefits	\$ 26,544,618	\$ 26,544,618	\$ -
Services & Supplies	4,202,847	4,202,847	-
Expenditure Transfer & Reimbursement	(14,459,844)	(14,459,844)	-
Total Expenditures/Appropriations	\$ 16,287,621	\$ 16,287,621	\$ -
Net Cost	\$ -	\$ -	\$ -
Positions	205.0	205.0	0.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has not changed.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The following position changes are included as part of the Fiscal Year 2019-20 Adopted Budget:

Administrative Services Officer 1 Confidential	-1.0
Employee Benefits Analyst Level 2	-1.0
Office Specialist Level 2 Confidential	1.0
Personnel Analyst	2.0
Senior Office Specialist Confidential	<u>-1.0</u>
Total	0.0

SCHEDULE:

State Controller ScheduleCounty Budget Act
January 2010**County of Sacramento**Detail of Financing Sources and Financing Uses
Governmental Funds
Fiscal Year 2019-20**Schedule 9**Budget Unit **6050000 - Personnel Services**Function **GENERAL**Activity **Personnel**Fund **001A - GENERAL**

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Intergovernmental Revenues	\$ 112,188	\$ 1,296	\$ -	\$ -	-
Charges for Services	12,245,569	12,595,678	13,461,319	16,287,621	16,287,621
Miscellaneous Revenues	2,030	264	-	-	-
Total Revenue	\$ 12,359,787	\$ 12,597,238	\$ 13,461,319	\$ 16,287,621	\$ 16,287,621
Salaries & Benefits	\$ 23,632,122	\$ 24,659,162	\$ 25,347,912	\$ 26,544,618	\$ 26,544,618
Services & Supplies	3,225,018	3,389,724	4,148,688	4,202,847	4,202,847
Equipment	-	9,418	-	-	-
Intrafund Charges	1,167,268	2,323,187	2,384,800	2,478,698	2,478,698
Intrafund Reimb	(16,070,580)	(17,700,287)	(17,700,288)	(16,938,542)	(16,938,542)
Total Expenditures/Appropriations	\$ 11,953,828	\$ 12,681,204	\$ 14,181,112	\$ 16,287,621	\$ 16,287,621
Net Cost	\$ (405,959)	\$ 83,966	\$ 719,793	\$ -	\$ -
Positions	204.8	205.0	205.0	205.0	205.0

2019-20 PROGRAM INFORMATION

BU: 6050000 Personnel Services

	Appropriations	Reimbursements		Net	Federal	State	Fees/ Other	Fund Balance	Net Cost	Positions	Vehicles
		Realignment/ Prop 172	Other	Appropriations							
FUNDED											
Program No. and Title: 001 DPS Administration											
	1,145,926	0	-927,627	218,299	0	0	218,299	0	0	4.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: Provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping.											
Program No. and Title: 002 Employment Services											
	4,943,632	0	-3,697,835	1,245,797	0	0	1,245,797	0	0	32.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.											
Program No. and Title: 003 Training & Organization Development											
	1,081,106	0	-676,121	404,985	0	0	404,985	0	0	7.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.											
Program No. and Title: 004 Department Services											
	15,126,151	0	-8,830,304	6,295,847	0	0	6,295,847	0	0	98.0	0
Program Type: Mandated											
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
Strategic Objective: IS -- Internal Support											
Program Description: This program consists of 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.											

<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>									
<u>Program No. and Title: 005 Employee Benefits</u>										
	2,646,358	0	-1,432,247	1,214,111	0	0	1,214,111	0	0	12.0 0
Program Type: Mandated										
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations										
Strategic Objective: IS -- Internal Support										
Program Description: Manages contracts and administers employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Budget 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).										
<u>Program No. and Title: 006 Liability/Property Insurance Personnel</u>										
	984,309	0	0	984,309	0	0	984,309	0	0	6.1 0
Program Type: Mandated										
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations										
Strategic Objective: IS -- Internal Support										
Program Description: Funds staffing for the Liability/Property Insurance program.										
<u>Program No. and Title: 007 Disability Compliance</u>										
	547,515	0	0	547,515	0	0	547,515	0	0	3.0 0
Program Type: Mandated										
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations										
Strategic Objective: IS -- Internal Support										
Program Description: 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.										
<u>Program No. and Title: 008 Equal Employment Opportunity</u>										
	374,533	0	0	374,533	0	0	374,533	0	0	2.0 0
Program Type: Mandated										
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations										
Strategic Objective: IS -- Internal Support										
Program Description: 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.										
<u>Program No. and Title: 009 Safety Office</u>										
	1,871,729	0	-1,374,408	497,321	0	0	497,321	0	0	10.9 0
Program Type: Mandated										
Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations										
Strategic Objective: IS -- Internal Support										
Program Description: Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.										

<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>										
	4,504,904	0	0	4,504,904	0	0	4,504,904	0	0	30.0 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> Funds staffing for the Workers' Compensation Insurance program.										
FUNDED										
	33,226,163	0	-16,938,542	16,287,621	0	0	16,287,621	0	0	205.0 0
GRAND TOTAL FUNDED										
	33,226,163	0	-16,938,542	16,287,621	0	0	16,287,621	0	0	205.0 0

Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	21,422,986	24,369,619	21,493,714	25,071,909	25,071,909
Total Financing	21,084,790	22,354,127	22,493,714	26,071,909	26,071,909
Net Cost	338,196	2,015,492	(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 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 2018-19:

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

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- 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 Sanitation Districts Agency contracts staff.

RETAINED EARNINGS FOR FY 2019-20:

- This fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce both the unfunded liability and the negative retained earnings in this fund. The Fiscal Year 2019-20 budget includes a \$1.0 million over-collection to be applied to retained earnings.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET			
Budget Unit: 3910000 - Liability/Property Insurance			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 24,184,567	\$ 24,184,567	-
Total Operating Revenues	\$ 24,184,567	\$ 24,184,567	-
Operating Expenses			
Services & Supplies	\$ 24,723,245	\$ 24,723,245	-
Other Charges	348,664	348,664	-
Total Operating Expenses	\$ 25,071,909	\$ 25,071,909	-
Operating Income (Loss)	\$ (887,342)	\$ (887,342)	-
Non-Operating Revenues (Expenses)			
Other Revenues	\$ 1,887,342	\$ 1,887,342	-
Total Non-Operating Revenues (Expenses)	\$ 1,887,342	\$ 1,887,342	-
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	(37,649,275)	(37,649,275)	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ (36,649,275)	\$ (36,649,275)	-

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 2019-20			Schedule 10	
		Fund Title Service Activity Budget Unit		037A - LIABILITY PROPERTY Liability/Property Insurance 3910000		
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 20,358,745	\$ 20,809,486	\$ 20,799,257	\$ 24,184,567	\$ 24,184,567	
Total Operating Revenues	\$ 20,358,745	\$ 20,809,486	\$ 20,799,257	\$ 24,184,567	\$ 24,184,567	
Operating Expenses						
Services & Supplies	\$ 21,402,182	\$ 25,314,112	\$ 21,443,133	\$ 24,723,245	\$ 24,723,245	
Other Charges	17,378	55,507	50,581	348,664	348,664	
Depreciation	3,426	-	-	-	-	
Total Operating Expenses	\$ 21,422,986	\$ 25,369,619	\$ 21,493,714	\$ 25,071,909	\$ 25,071,909	
Operating Income (Loss)	\$ (1,064,241)	\$ (4,560,133)	\$ (694,457)	\$ (887,342)	\$ (887,342)	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 726,045	\$ 1,544,641	\$ 1,694,457	\$ 1,887,342	\$ 1,887,342	
Total Non-Operating Revenues (Expenses)	\$ 726,045	\$ 1,544,641	\$ 1,694,457	\$ 1,887,342	\$ 1,887,342	
Income Before Capital Contributions and Transfers	\$ (338,196)	\$ (3,015,492)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Interfund Reimb	-	(1,000,000)	-	-	-	
Change In Net Assets	\$ (338,196)	\$ (2,015,492)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Net Assets - Beginning Balance	(19,209,133)	(27,553,946)	(27,553,946)	(37,649,275)	(37,649,275)	
Equity and Other Account Adjustments	(8,006,617)	(8,079,837)	-	-	-	
Net Assets - Ending Balance	\$ (27,553,946)	\$ (37,649,275)	\$ (26,553,946)	\$ (36,649,275)	\$ (36,649,275)	
Revenues Tie To					SCH 1, COL 4	
Expenses Tie To					SCH 1, COL 6	

2019-20 PROGRAM INFORMATION

BU: 3910000

Liability/Property 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 Liability/Property Insurance

25,071,909	0	0	25,071,909	0	0	26,071,909	0	-1,000,000	0.0	0
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Program Type: Mandated*Countywide Priority:* 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations*Strategic Objective:* IS -- Internal Support*Program Description:* Sacramento County is self-insured for all Liability Insurance claims.

FUNDED

25,071,909	0	0	25,071,909	0	0	26,071,909	0	-1,000,000	0.0	0
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GRAND TOTAL FUNDED

25,071,909	0	0	25,071,909	0	0	26,071,909	0	-1,000,000	0.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	1,177,343	1,076,630	1,473,912	1,493,733	1,493,733
Total Financing	1,556,684	1,473,912	1,473,912	1,493,733	1,493,733
Net Cost	(379,341)	(397,282)	-	-	-

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 2018-19:

- Implemented new Retired Annuitant Unemployment Insurance (UI) verification policy and associated procedure. These changes were implemented in conjunction with recent changes to the Sacramento County Employees' Retirement System (SCERS) eligibility policy and consistent with recent legislation (CalPEPRA).
- Created and implemented a new Claim Analysis Report to better track costs and trends, and to identify training needs for staff attending UI Hearings.
- Updated UI budget forecasting model to improve annual budget forecasting. Reduced gap between projected costs and actual costs in the last fiscal year from 20 percent to 13 percent by refining the forecasting formula to now use a) claim rates based on actuals; b) claim estimates based on averaged actuals over prior three-year period and c) cost per claim estimates based on average charges paid in prior three-year period.
- Responded to increase in fraudulent UI claims submitted to California Employment Development Department (EDD) and worked closely with EDD to reduce the number of fraudulent UI claims.

FY 2019-20 RECOMMENDED BUDGET**SIGNIFICANT CHANGES FOR FY 2019-20:**

- Review and update the UI cost forecasting model, based on actual data received by EDD to better estimate the UI funds needed, minimize the County's financial liabilities and avoid underfunding of this critical program.
- Work closely with EDD to implement an on-line claims and appeals submission process to increase efficiency in processing claims/appeals and improve document tracking and retention.

RETAINED EARNINGS FOR FY 2019-20:

- The Unemployment Insurance Fund has a retained earnings balance of \$2,093,113, which is held to cover the cost of unemployment insurance claims. The balance remains unchanged from the Fiscal Year 2018-19 Adopted Budget.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 3930000 - Unemployment Insurance			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 1,493,733	\$ 1,493,733	-
Total Operating Revenues	\$ 1,493,733	\$ 1,493,733	-
Operating Expenses			
Services & Supplies	\$ 1,475,607	\$ 1,475,607	-
Other Charges	18,126	18,126	-
Total Operating Expenses	\$ 1,493,733	\$ 1,493,733	-
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	2,490,396	2,490,396	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ 2,490,396	\$ 2,490,396	-

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- Appropriations and revenues have not changed.
- Retained Earnings Changes
 - Retained Earnings have increased \$397,283 due to expenditures during Fiscal Year 2018-19 being less than anticipated.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Operation of Internal Service Fund Fiscal Year 2019-20			Schedule 10
		Fund Title Service Activity Budget Unit		040A - UNEMPLOYMENT INSURANCE Unemployment Insurance 3930000	
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Operating Revenues					
Charges for Service	\$ 1,556,684	\$ 1,473,912	\$ 1,473,912	\$ 1,493,733	\$ 1,493,733
Total Operating Revenues	\$ 1,556,684	\$ 1,473,912	\$ 1,473,912	\$ 1,493,733	\$ 1,493,733
Operating Expenses					
Services & Supplies	\$ 1,174,686	\$ 1,063,003	\$ 1,455,223	\$ 1,475,607	\$ 1,475,607
Other Charges	2,657	13,627	18,689	18,126	18,126
Total Operating Expenses	\$ 1,177,343	\$ 1,076,630	\$ 1,473,912	\$ 1,493,733	\$ 1,493,733
Operating Income (Loss)	\$ 379,341	\$ 397,282	\$ -	\$ -	\$ -
Non-Operating Revenues (Expenses)					
Total Non-Operating Revenues (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -
Income Before Capital Contributions and Transfers	\$ 379,341	\$ 397,282	\$ -	\$ -	\$ -
Change In Net Assets	\$ 379,341	\$ 397,282	\$ -	\$ -	\$ -
Net Assets - Beginning Balance	1,713,772	2,093,113	2,093,113	2,490,396	2,490,396
Equity and Other Account Adjustments	-	1	-	-	-
Net Assets - Ending Balance	\$ 2,093,113	\$ 2,490,396	\$ 2,093,113	\$ 2,490,396	\$ 2,490,396
Revenues Tie To					SCH 1, COL 4
Expenses Tie To					SCH 1, COL 6

2019-20 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

1,493,733	0	0	1,493,733	0	0	1,493,733	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

1,493,733	0	0	1,493,733	0	0	1,493,733	0	0	0.0	0
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GRAND TOTAL FUNDED

1,493,733	0	0	1,493,733	0	0	1,493,733	0	0	0.0	0
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Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	24,657,277	26,086,588	27,619,297	27,812,813	27,812,813
Total Financing	29,635,570	29,726,236	29,619,297	29,812,813	29,812,813
Net Cost	(4,978,293)	(3,639,648)	(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 2018-19:

- Completed system upgrade to ensure compliance and prepare for paperless initiative.
- Began process of developing interface with State of California for required reporting.

FY 2019-20 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2019-20:

- Complete implementation of necessary workflow to move operation to a paperless environment.
- Implement legal changes to ensure regulatory compliance.

RETAINED EARNINGS FOR FY 2019-20:

- This fund currently has a negative retained earnings balance. The Department is developing a funding strategy to reduce both the unfunded liability and the negative retained earnings in the fund. The Fiscal Year 2019-20 budget includes a \$2.0 million over-collection to be applied to retained earnings.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 3900000 - Workers Compensation Insurance			
Operating Detail	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance
Operating Revenues			
Charges for Service	\$ 29,787,813	\$ 29,787,813	-
Total Operating Revenues	\$ 29,787,813	\$ 29,787,813	-
Operating Expenses			
Services & Supplies	\$ 27,575,892	\$ 27,575,892	-
Other Charges	236,921	236,921	-
Total Operating Expenses	\$ 27,812,813	\$ 27,812,813	-
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	(76,227,415)	(76,227,415)	-
Equity and Other Account Adjustments	-	-	-
Net Assets - Ending Balance	\$ (74,227,415)	\$ (74,227,415)	-

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 2019-20			Schedule 10	
		Fund Title Service Activity Budget Unit		039A - WORKERS COMPENSATION Workers' Compensation Insurance 3900000		
Operating Detail	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Operating Revenues						
Charges for Service	\$ 29,467,972	\$ 29,594,297	\$ 29,594,297	\$ 29,787,813	\$ 29,787,813	
Total Operating Revenues	\$ 29,467,972	\$ 29,594,297	\$ 29,594,297	\$ 29,787,813	\$ 29,787,813	
Operating Expenses						
Services & Supplies	\$ 24,600,908	\$ 25,830,345	\$ 27,417,348	\$ 27,575,892	\$ 27,575,892	
Other Charges	38,658	220,361	201,949	236,921	236,921	
Depreciation	843	-	-	-	-	
Total Operating Expenses	\$ 24,640,409	\$ 26,050,706	\$ 27,619,297	\$ 27,812,813	\$ 27,812,813	
Operating Income (Loss)	\$ 4,827,563	\$ 3,543,591	\$ 1,975,000	\$ 1,975,000	\$ 1,975,000	
Non-Operating Revenues (Expenses)						
Other Revenues	\$ 167,598	\$ 131,939	\$ 25,000	\$ 25,000	\$ 25,000	
Equipment	(16,868)	(35,882)	-	-	-	
Total Non-Operating Revenues (Expenses)	\$ 150,730	\$ 96,057	\$ 25,000	\$ 25,000	\$ 25,000	
Income Before Capital Contributions and Transfers	\$ 4,978,293	\$ 3,639,648	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Change In Net Assets	\$ 4,978,293	\$ 3,639,648	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Net Assets - Beginning Balance	(77,866,682)	(76,745,788)	(76,745,788)	(76,227,415)	(76,227,415)	
Equity and Other Account Adjustments	(3,857,399)	(3,121,275)	-	-	-	
Net Assets - Ending Balance	\$ (76,745,788)	\$ (76,227,415)	\$ (74,745,788)	\$ (74,227,415)	\$ (74,227,415)	
	Revenues Tie To				SCH 1, COL 4	
	Expenses Tie To				SCH 1, COL 6	

2019-20 PROGRAM INFORMATION

BU: 3900000 Workers' Compensation Insurance

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

FUNDED

Program No. and Title: 001 Workers' Compensation Insurance

27,812,813	0	0	27,812,813	0	0	29,812,813	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

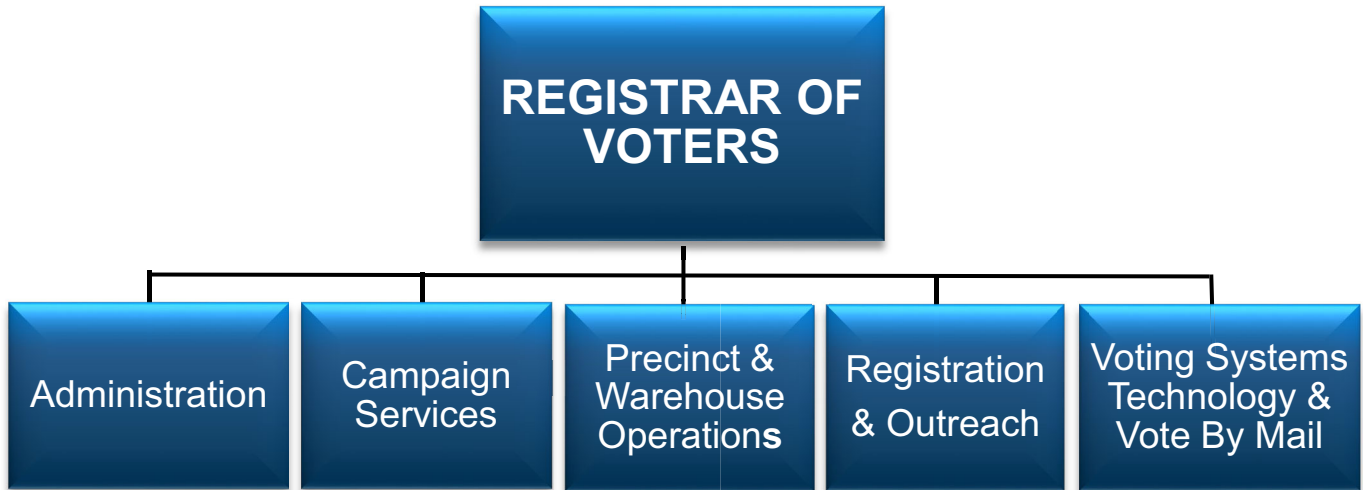
27,812,813	0	0	27,812,813	0	0	29,812,813	0	-2,000,000	0.0	0
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GRAND TOTAL FUNDED

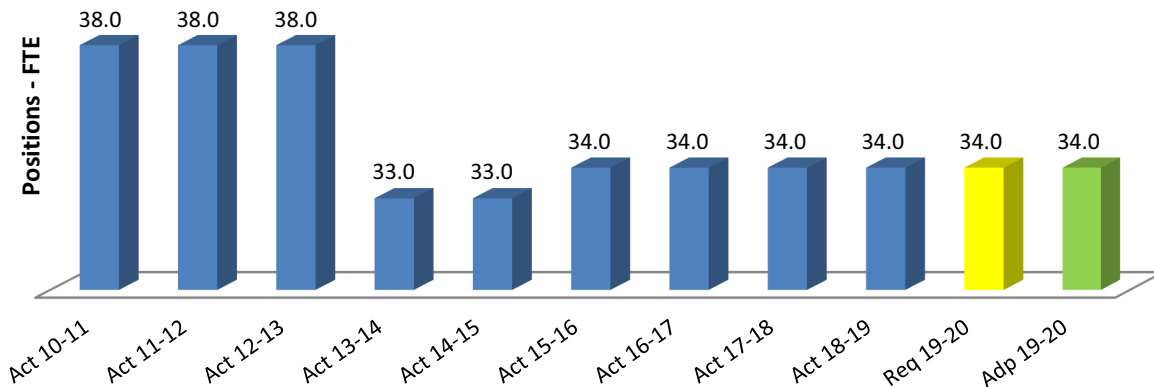
27,812,813	0	0	27,812,813	0	0	29,812,813	0	-2,000,000	0.0	0
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DEPARTMENTAL STRUCTURE

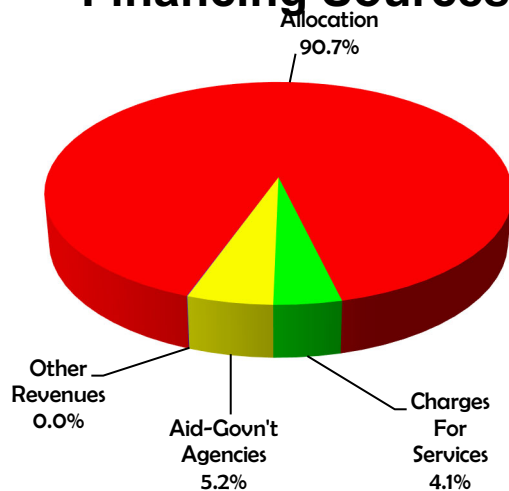
COURTNEY BAILEY-KANELOS, REGISTRAR OF VOTERS



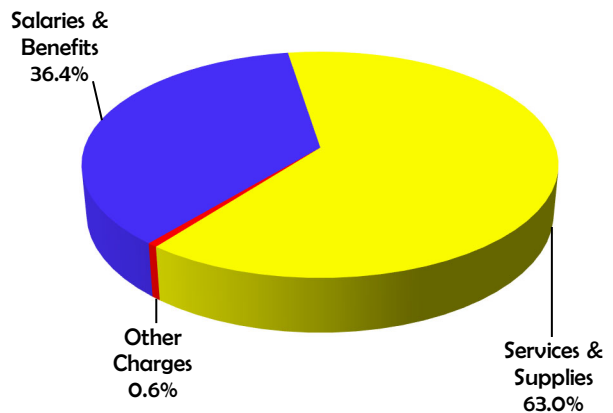
Staffing Trend



Financing Sources



Financing Uses



Summary

Classification	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommend	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	13,281,677	12,585,952	12,530,957	12,933,789	12,933,789
Total Financing	1,887,279	2,826,860	2,335,225	1,208,490	1,208,490
Net Cost	11,394,398	9,759,092	10,195,732	11,725,299	11,725,299
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 team work 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 2018-19:

- Completed the implementation of the Voter's Choice Act (VCA), with comprehensive reports to the Secretary of State and updates to the Board of Supervisors.
- Completed phase three of three 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.
- Senate Bill 759, approved by urgency statute, requires the County elections official to notify voters and allow the opportunity to verify their signature two days before the certification of the election.

FY 2019-20 RECOMMENDED BUDGET

SIGNIFICANT CHANGES FOR FY 2019-20:

- Assembly Bill 216, effective January 1, 2019, requires the County elections official to provide prepaid postage for the return of a voter's vote-by-mail ballot.
- The Presidential Primary Election moves from June to March.

RECOMMENDED GROWTH FOR FY 2019-20:

- On-going recommended growth requests include:
 - Appropriations of \$668,600
 - Net county cost of \$668,600.
- Details are included in the Program Information – Growth Request Recommended section of this budget unit.

FY 2019-20 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2019-20 BUDGET Budget Unit: 4410000 - Voter Registration And Elections				
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2019-20	Recommended For Adopted Budget 2019-20	Variance	
Intergovernmental Revenues	\$ 185,000	\$ 673,290	\$ 488,290	
Charges for Services	530,200	530,200	-	
Miscellaneous Revenues	5,000	5,000	-	
Total Revenue	\$ 720,200	\$ 1,208,490	\$ 488,290	
Salaries & Benefits	\$ 4,702,894	\$ 4,702,894	-	
Services & Supplies	7,607,060	7,745,560	138,500	
Equipment	-	79,061	79,061	
Expenditure Transfer & Reimbursement	406,274	406,274	-	
Total Expenditures/Appropriations	\$ 12,716,228	\$ 12,933,789	\$ 217,561	
Net Cost	\$ 11,996,028	\$ 11,725,299	\$ (270,729)	
Positions	34.0	34.0	0.0	

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

- The allocation (net cost) has decreased \$270,729.
- Rebudget Changes
 - Appropriations have increased \$217,561 due to rebudgeting of \$133,500 for a computer refresh project and \$84,061 for two ballot extractors. The increase in appropriations is more than offset by the rebudget of \$327,068 in state reimbursement revenue for the purchase of voting equipment.

- Other Changes
 - Revenues have increased \$161,222 due to increased state matching funds for the purchase of voting equipment.

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Detail of Financing Sources and Financing Uses Governmental Funds Fiscal Year 2019-20			Schedule 9
		Budget Unit	4410000 - Voter Registration And Elections		
		Function	GENERAL		
		Activity	Elections		
		Fund	001A - GENERAL		
Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Actual	2018-19 Adopted	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6
Intergovernmental Revenues	\$ 1,375,188	\$ 1,304,889	\$ 25,000	\$ 673,290	\$ 673,290
Charges for Services	504,442	1,510,548	2,300,225	530,200	530,200
Miscellaneous Revenues	7,649	11,423	10,000	5,000	5,000
Total Revenue	\$ 1,887,279	\$ 2,826,860	\$ 2,335,225	\$ 1,208,490	\$ 1,208,490
Salaries & Benefits	\$ 4,247,960	\$ 4,196,723	\$ 5,017,292	\$ 4,702,894	\$ 4,702,894
Services & Supplies	6,955,376	7,307,329	6,990,668	7,745,560	7,745,560
Equipment	1,135,084	562,794	-	79,061	79,061
Computer Software	436,388	-	-	-	-
Interfund Charges	380,633	381,873	381,873	298,554	298,554
Intrafund Charges	126,236	137,233	141,124	107,720	107,720
Total Expenditures/Appropriations	\$ 13,281,677	\$ 12,585,952	\$ 12,530,957	\$ 12,933,789	\$ 12,933,789
Net Cost	\$ 11,394,398	\$ 9,759,092	\$ 10,195,732	\$ 11,725,299	\$ 11,725,299
Positions	34.0	34.0	34.0	34.0	34.0

2019-20 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

12,265,189	0	0	12,265,189	0	673,290	535,200	0	11,056,699	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:** Voter Registration and Elections provides each and every citizen 18 and older voting opportunities. The entire County benefits from this civic responsibility.

FUNDED

12,265,189	0	0	12,265,189	0	673,290	535,200	0	11,056,699	34.0	3
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GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

Program No. and Title: 001 Elections

668,600	0	0	668,600	0	0	0	0	668,600	0.0	0
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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:** Postcards and Postage – Two Direct Postcard Mailings: the Elections Code requires at least two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. The two direct contacts are in addition to any other required contacts including, but not limited to, sample ballots and the delivery of vote-by-mail ballots. Prepaid Postage: the Elections Code requires the County to provide all supplies necessary for the use and return of the ballot, including an identification envelope with prepaid postage for the return of the vote-by-mail ballot.

GROWTH REQUEST RECOMMENDED (APPROVED IN JUNE)

668,600	0	0	668,600	0	0	0	0	668,600	0.0	0
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GRAND TOTAL FUNDED

12,933,789	0	0	12,933,789	0	673,290	535,200	0	11,725,299	34.0	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 Elections***

150,000	0	0	150,000	0	0	0	0	150,000	0.0	0
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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: Technical Support Rovers (16) – 16 permanent staff members from the Department of Technology (Dtech) to provide roving technical support to the Vote Centers over the course of 11 days. There are 78 Vote Centers located throughout the County, each supplied with 11 pieces of technical equipment. The Rovers' technical skill, knowledge, and familiarity with components such as laptops, printers, network connectivity, and cybersecurity aided the successful implementation of the Voter's Choice Act in Sacramento County. Dtech and Voter Registration and Elections absorbed the cost of these Rovers in their budget for the last two elections. While the implementation phase is over, the technical support in the field continues to be necessary.

GROWTH REQUEST NOT RECOMMENDED

150,000	0	0	150,000	0	0	0	0	150,000	0.0	0
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GRAND TOTAL NOT RECOMMENDED

150,000	0	0	150,000	0	0	0	0	150,000	0.0	0
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