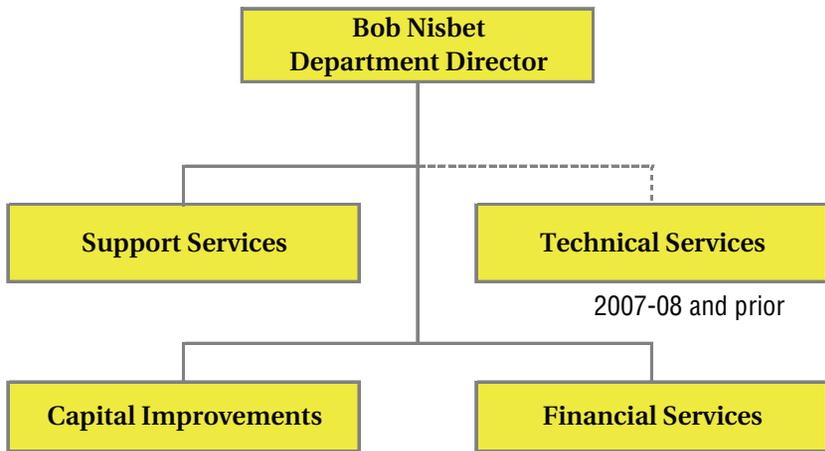
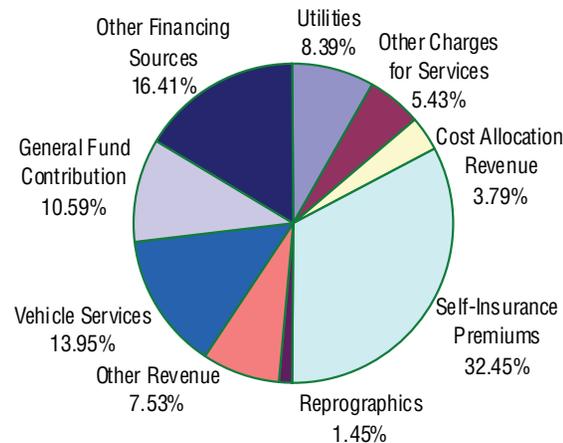


# GENERAL SERVICES

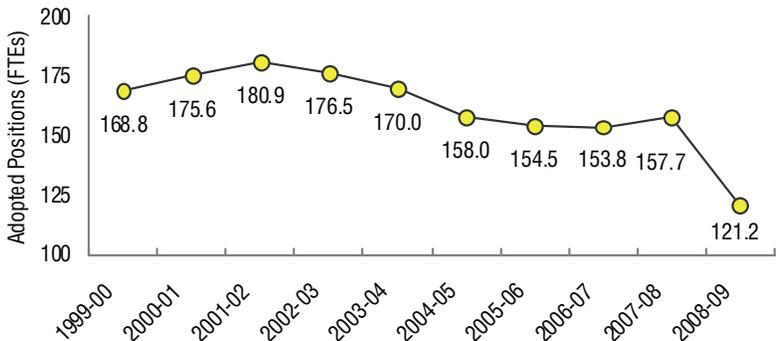
Budget & Positions (FTEs)	
Operating \$	11,205,862
Capital	9,110,255
Positions	121.2 FTEs



## SOURCE OF FUNDS

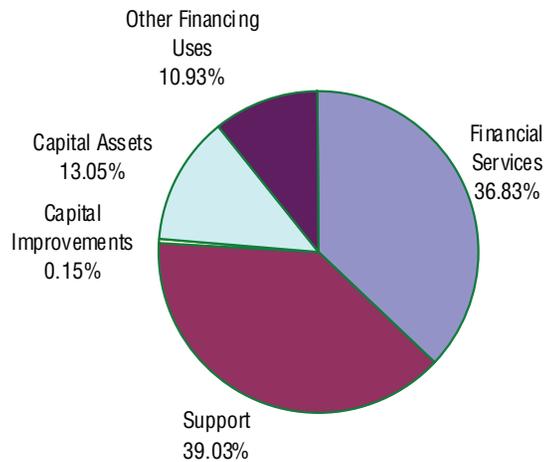


## STAFFING TREND



Note: Decline in 2008-09 primarily due to formation of new Information Technology Department.

## USE OF FUNDS



**GENERAL SERVICES**  
**Department Summary**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Financial Services	\$ 23,516,954	\$ 24,982,686	\$ 24,629,431	\$ 25,714,386
Support	22,783,922	25,318,276	26,885,295	27,250,779
Technical	9,772,953	11,008,249	10,998,661	--
Capital Improvements	(120)	236,000	1,331,451	106,000
Operating Sub-Total	56,073,709	61,545,211	63,844,838	53,071,165
Less: Intra-County Revenues	(44,375,275)	(48,326,718)	(50,396,655)	(41,865,303)
Operating Total	11,698,434	13,218,493	13,448,183	11,205,862
<i>Non-Operating Expenditures</i>				
Capital Assets	16,927,126	13,537,700	14,642,045	9,110,255
Expenditure Total	28,625,560	26,756,193	28,090,228	20,316,117
<i>Other Financing Uses</i>				
Operating Transfers	2,788,626	3,886,301	2,218,975	3,594,076
Designated for Future Uses	10,750,868	12,577,116	11,225,223	4,035,755
Department Total	\$ 42,165,054	\$ 43,219,610	\$ 41,534,426	\$ 27,945,948

**Character of Expenditures**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	\$ 9,931,260	\$ 10,541,497	\$ 10,220,969	\$ 7,940,843
Overtime	164,265	180,135	287,754	96,000
Extra Help	214,043	329,021	347,799	151,274
Benefits	3,404,570	4,009,415	3,676,886	3,459,842
Salaries & Benefits Sub-Total	13,714,138	15,060,068	14,533,408	11,647,959
Services & Supplies	38,365,710	41,249,338	44,299,386	37,538,859
Contributions	179,571	--	29,970	214,393
Depreciation Expense	3,385,320	4,029,856	3,673,659	2,564,842
Damages & Losses	357,926	1,135,000	1,237,500	1,040,000
Principal & Interest	71,044	70,949	70,915	65,112
Operating Sub-Total	56,073,709	61,545,211	63,844,838	53,071,165
Less: Intra-County Revenues	(44,375,275)	(48,326,718)	(50,396,655)	(41,865,303)
Operating Total	11,698,434	13,218,493	13,448,183	11,205,862
<i>Non-Operating Expenditures</i>				
Capital Assets	16,927,126	13,537,700	14,642,045	9,110,255
Expenditure Total	\$ 28,625,560	\$ 26,756,193	\$ 28,090,228	\$ 20,316,117

Note: Presentation of the individual program amounts for fiscal years 2006-07 and 2007-08 have been adjusted to provide a consistent level of detail with the fiscal year 2008-09 budget, however, the totals for 2006-07 and 2007-08 have not been changed.

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Source of Funds Summary</b>				
<i>Departmental Revenues</i>				
Interest	\$ 2,798,978	\$ 2,534,100	\$ 2,955,422	\$ 2,362,400
Communication Services	3,183,488	3,322,805	3,489,533	--
Vehicles Services	8,439,408	8,794,741	9,321,357	9,739,970
ITS	5,041,249	5,586,337	5,692,549	--
Reprographics	1,028,567	1,046,000	1,015,000	1,015,000
Utilities	--	5,281,549	5,615,511	5,859,400
Cost Allocation Revenue	1,716,484	2,284,053	2,241,656	2,648,952
Other Charges for Services	5,360,282	3,996,066	5,590,022	3,790,480
Self Insurance Premiums	20,969,373	22,890,502	22,856,300	22,653,743
Miscellaneous Revenue	3,214,618	2,476,221	2,999,982	2,894,044
Revenue Sub-Total	51,752,447	58,212,374	61,777,332	50,963,989
Less: Intra-County Revenues	(44,375,275)	(48,326,718)	(50,396,655)	(41,865,303)
Revenue Total	7,377,172	9,885,656	11,380,677	9,098,686
General Fund Contribution	10,108,803	7,873,099	7,527,833	7,393,647
<i>Other Financing Sources</i>				
Operating Transfers	8,258,521	9,803,584	8,346,340	4,616,590
Sale of Property	1,197,783	51,000	29,800	15,000
Proceeds of Long-term Debt	2,390,133	--	--	--
Use of Prior Fund Balances	12,832,642	15,606,271	14,249,776	6,822,025
Department Total	\$ 42,165,054	\$ 43,219,610	\$ 41,534,426	\$ 27,945,948

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
	Pos.	FTE	Pos.	FTE
<b>Position Summary</b>				
<i>Permanent</i>				
Financial Services	45.5	39.8	46.5	43.9
Support	67.0	65.8	65.0	63.1
Technical	46.5	47.3	46.5	45.4
Total Permanent	159.0	152.9	158.0	152.5
<i>Non-Permanent</i>				
Contract	--	0.9	--	2.0
Extra Help	--	0.0	--	3.1
Total Positions	159.0	153.8	158.0	157.7

**Position Summary**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
	Pos.	FTE	Pos.	FTE
<i>Permanent</i>				
Financial Services	45.5	39.8	46.5	43.9
Support	67.0	65.8	65.0	63.1
Technical	46.5	47.3	46.5	45.4
Total Permanent	159.0	152.9	158.0	152.5
<i>Non-Permanent</i>				
Contract	--	0.9	--	2.0
Extra Help	--	0.0	--	3.1
Total Positions	159.0	153.8	158.0	157.7

Note: FTE and position totals may not sum correctly due to rounding.

## MISSION STATEMENT

General Services provides a full range of business functions, guidance, and expertise that enable county government to deliver public services effectively.

### Budget Organization

In 2007-08, the General Services Department included three primary divisions: Financial Services, Support Services and Technical Services, with an adopted 157.5 FTEs. A fourth division, Capital Improvements, is included to provide financial information related to capital projects. For 2008-09, General Services Recommended FTE count is reduced to 121.2, due to the following proposed restructuring:

The Technical Services Division, with 6 subdivisions in 2007-08, is restructured as follows:

- -37.0 FTEs: Subdivisions Customer Support, Network & Operations, Technical Shop and Communications move to newly-created Information Technology Department.
- -2.9 FTEs: Subdivision Government Access TV (2.9 FTEs) move to General County Programs.
- Subdivision Print Shop (7.0 FTEs) remains in General Services but move to the Financial Services Division, to be accounted for in an Internal Services Fund.

Accordingly, data prior to 2008-09 for the Technical Services Division is included with General Services but the 2008-09 Recommended Amounts are included in the new structure. Details for the new Information Technology Department can be found in that department's D-Pages.

Other restructuring events:

- -4.0 FTEs move from General Services Financial Services Division to the newly created Information Technology Department as administrative support.
- +4.0 FTEs move from the Public Works Department to General Services Support Division due to the fleet consolidation to provide improved operational efficiency.
- +2.6 FTEs move from the Public Works Department to General Services Support Division due to the real property consolidation to provide improved operational efficiency.

In addition:

- +1.0 FTE, an Energy Manager position, was added to General Services Support Division during 2007-08.

General Services utilizes Internal Service Funds (ISFs) to account for many of the business functions it provides to County departments, including:

- Utilities – within the Support Services Division, this fund accounts for Countywide management of utilities.
- Vehicle Operations and Maintenance – within the Support Services Division, this fund accounts for the maintenance, servicing, and repair of all County vehicles.
- Reprographics & Digital Services – within the Financial Services Division, this new fund accounts for Countywide offset printing, copying, bindery, and imaging services.

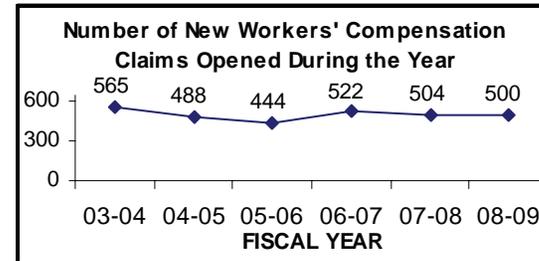
## GENERAL SERVICES

### Department Summary (cont'd)

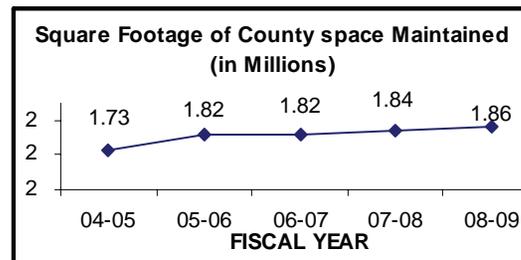
- Workers' Compensation Self-Insurance – within the Financial Services Division, this fund accounts for Countywide workers' compensation claims administration, including temporary and permanent disability payments, medical payments, investigative services and litigation costs. In addition, the fund accounts for the Back to Work and Countywide Safety programs.
- General Liability Self-Insurance – within the Financial Services Division, this fund accounts for the administration of Countywide general liability and automobile liability claims, plus earthquake, property, bonding and aviation insurance. In addition, the fund accounts for the County HIPAA compliance program.
- Medical Malpractice Self-Insurance – within the Financial Services Division, this fund accounts for medical malpractice insurance for the Public Health and Alcohol, Drug & Mental Health departments.

Other Countywide business functions provided include facility planning, construction, maintenance, janitorial, energy management, and real estate services by the Support Services Division; and purchasing, surplus property and mail courier services by the Financial Services Division.

### Activity Indicators



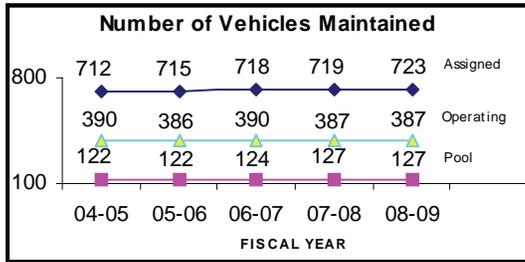
New WC claims filed decreased from 03-04 through 05-06 due to favorable law changes, Courts leaving the county system, and successful ergonomic programs. In 06-07, claims increased due to exposure to TB in the PH & Sheriff's departments; and DSS claims increasing after an unusually low number of claims filed for that department in 05-06.



Square footage increased between 04 & 06 with the Juvenile Hall, Animal Shelter and Schwartz building. In 07 08, Carmen Lane & La Morada buildings were added. In 2008-09, Lompoc Station 51, CRA Archive Bldg, and 4 Los Prietos staff residence will be occupied and ready for maintenance.

**GENERAL SERVICES**

**Department Summary (cont'd)**



The number of vehicles has not significantly varied over the past 5 years. In 08-09, Fire plans to add 4 new assigned vehicles. The 3 pool vehicles added in 07-08 were used, formerly assigned to departments but no longer needed, and were placed in Lompoc and Betteravia to meet the increased demand in North County. 52 of the operating vehicles are non-motorized trailers.

**Department Priorities and Their Alignment with County Goals**

Last year, the department updated its three-year Strategic Plan with one of the objectives being to align the department’s plan with the Board of Supervisor’s vision of creating a customer-focused culture throughout the County, and to promote the Board’s three fundamental values of Accountability, Customer-Focus, and Efficiency (ACE).

The department’s Strategic Plan is based on the Balanced Scorecard developed by Dr. Robert Kaplan and Dr. David Norton in 1996. In essence, the Balanced Scorecard is a carefully selected set of quantifiable measures derived from an organization’s strategy. The measures represent a tool for leaders to use in communicating to employees and customers the outcomes necessary for the organization to realize its ultimate vision for itself.

General Services’ Vision is to be the trusted partner of its customers—the other County departments—for providing exceptional service and innovative business solutions.

The Balanced Scorecard methodology views an organization’s performance through four perspectives, three of which align very nicely with the Board’s ACE value model as follows:

Board of Supervisor’s Values (ACE)	General Services Use of “Balanced Scorecard”
Accountability	Financial Perspective
Customer-Focus	Customer Perspective
Efficiency	Internal Process Perspective
	Employee Learning and Growth Perspective

The fourth perspective (Learning and Growth of Employees) is at the foundation of the Balanced Scorecard, and is an essential component to the Board’s vision of a customer-focused culture within the County.

Within the Strategic Plan, the department came up with 5 goals, or focus areas, which are actively being pursued in order for the department to achieve its Mission, and Vision for the future. Current year accomplishments, proposed strategic actions, and proposed key projects for each of these 5 focus areas and one additional focus area, Create and Maintain the County’s Infrastructure, are summarized below:

**Focus Area: Customer-Focus. Customers expectations are consistently met or exceeded.**

Current Year (FY 07-08) Accomplishments:

- Distributed and reported on a Countywide General Services’ Customer Survey.
- Each cost center manager conducted at least eight customer contact meetings to gauge the level of satisfaction of services provided or additional services needed.
- Became key partner with the Sheriff’s department for the North County Jail project.
- Implemented a new scanning service within Reprographics.

Proposed Strategic Actions:

- Offer new services to County departments based upon their identified needs.
- Monitor and respond to facility maintenance work order feedback in a timely manner.
- Make it easy to do business with General Services.
- Open and enhance avenues of communication.

Proposed Key Projects:

- Re-establish Committee Organized to Optimize Public Purchasing (CO-OPP) formed to attract more local vendors and to improve our Local Vendor Outreach Program.
- Enhance the delivery of services in North County.
- Develop online access to utility billing for County departments’ use.
- Develop a mid-year update on Workers’ Compensation and General Liability costs for departments to improve transparency and communication.

**Focus Area: Financial. General Services is known for being fiscally responsible.**

Current Year (FY 07-08) Accomplishments:

- Improved rate setting process by providing data for Risk Premiums, Vehicle Rates, and Radio Rates to departments before budget kickoff.
- Completed a “desk top inventory” of radio equipment by providing detailed data to all departments for their review before the finalization of the radio rates.
- Projections now show that the deficit in the Workers’ Compensation Fund will be eliminated 4 years earlier than the ten year plan established in FY 02-03.
- Projections now show that the deficit in the General Liability Fund will be eliminated in 2009-10, right on schedule with the seven year plan established in FY 02-03.

## GENERAL SERVICES

### Department Summary (cont'd)

#### Proposed Strategic Actions:

- General Services' cost center managers will continue to be accountable for their program budgets.
- Provide transparent rate calculation methodology.
- Focus on injury prevention and wellness programs to prevent workers' compensation claims and lost time.
- Identify and implement energy projects that generate ongoing savings in utility costs.

#### Proposed Key Projects:

- Save outside consultant fees in the Workers' Compensation Fund by combining the temporary back to work program with the permanent modified-alternative work program.
- Partner with the Auditor Controller's Department to review the internal controls for all financial processes.
- Develop a Vehicle Request Form at the department level (V1) to roll into a County-wide Vehicle Request Summary Form (V2) that can be used during the budget approval process to determine which vehicles require replacement or addition to the fleet, including justification for equipment additions and how the service levels affect Santa Barbara County taxpayers.
- Perform a cost benefit analysis of purchasing primary insurance versus remaining self-funded for Workers' Compensation costs and an analysis of outsourcing additional claims administration to a Third Party Administrator (TPA) versus in-house administration.

#### **Focus Area: Process. We continually strive to maximize operational efficiency.**

##### Current Year (FY 07-08) Accomplishments:

- Utilized the Computer-Aided Facility Management (CAFM) system to monitor and allocate utility billings for the newly created Utilities ISF.
- Expanded the availability of the Automated Motor Pool to the County Administration Building and Betteravia Government Center.
- Modernized the mail services program by implementing an online tracking system of mail en route to its destination.
- Upgraded surplus property program with online sales through "Public Surplus", maintained by a commission-based outside vendor.

##### Proposed Strategic Actions:

- Evaluate key services regularly.
- Utilize technology to increase efficiency.
- Foster an environment of continual process improvement.
- Standardize operational planning processes.

#### Proposed Key Projects:

- Implement General Services and Public Works fleet consolidation.
- Document the workers' compensation process from injury to claim settlement in order to identify improvements and expedite the claim handling process.
- Purchase or develop energy software that will monitor utility usage and automate the utility bill payment process.
- Identify and implement, with Board approval, efficiencies in the Countywide purchasing process as recommended by the Blue Ribbon Budget Task Force Committee.

#### **Focus Area: Employees. We have a work force that is well-trained and motivated.**

##### Current Year (FY 07-08) Accomplishments:

- Each staff member completed customer service training with an emphasis on ethics in the workplace.
- Each staff member completed harassment prevention and sensitivity training.
- Staff attended quarterly all hands motivational and team building meetings.
- Staff members were recognized through the department's YES program, employee of the month, and other employee recognition programs.

##### Proposed Strategic Actions:

- Ensure that staff receives both mandated and job specific training.
- Continue focus on customer service training.
- Deliver services with a high level of professionalism.
- Develop coaching and mentoring skills for supervisors to enable succession planning.

##### Proposed Key Projects:

- Host California General Services Academy which trains General Services employees throughout the state annually.
- Develop a succession plan.
- Identify low cost or no cost training opportunities for this challenging fiscal year.

#### **Focus Area: Safety. General Services leads the County in promoting a culture of safety.**

##### Current Year (FY 07-08) Accomplishments:

- Expanded the use of the online safety training program Countywide for all departments to use at no cost.
- Successfully reduced workers' compensation claims in our department from 13 claims in 06-07 to an estimated 4 claims in 07-08, a 69% decrease.
- Repaired cracked and uneven sidewalks at court facilities in Santa Maria.
- Repaired a cracked and potholed parking lot at Garden Street in Santa Barbara.

## GENERAL SERVICES

### Department Summary (cont'd)

#### Proposed Strategic Actions:

- Ensure employees are up to date on safety compliance issues.
- Maintain a healthy and safe work environment for employees to enable us to meet our lost time objective and avoid costly workers' compensation claims.
- Provide timely feedback on injuries and trends to departments through scorecards and injury data.
- Continue monthly meetings with department representatives to review the status of workers' compensation claims.

#### Proposed Key Projects:

- Research programs and methods that can be implemented to promote injury prevention and wellness among all County employees.
- Each employee will successfully complete at least one safety training course per month utilizing the online program.
- Develop OSHA compliant certificate training classes in safety management through the Employee University to be offered to all County departments.
- Revise County safety manual.

#### **Focus Area: Customer-Focus. Create and Maintain the County's Infrastructure.**

#### Current Year (FY 07-08) Accomplishments:

- Constructed a new Sheriff/Fire Station in Lompoc.
- Completed Ag Commissioner addition in Santa Maria.
- Completed four new staff residences at Los Prietos Boys Camp.
- Completed purchase and remodel of a new CARES facility for ADMHS in Santa Maria.

#### Proposed Strategic Actions:

- Complete capital projects on-time and within budget.
- Ensure the County buildings are adequately maintained.
- Ensure that maintenance and capital projects service delivery is transparent.

#### Proposed Key Projects:

- Design and construct an Emergency Operations Center.
- Replace the sewer at the main jail.
- Design an expansion of the Betteravia Administration building in Santa Maria.
- Construct an Archive building for Clerk-Recorder.
- Implement a full function work order system.
- Integrate the space planning data into Computer Aided Facility Maintenance (CAFM) database.

#### **Significant Changes** (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

##### Operating Expenditures

The Fiscal Year 2007-08 Estimated Actual operating expenditures increased by \$2,300,000 to \$63,844,000 from the Fiscal Year 2007-08 Adopted Budget. The 3.7% increase is due to:

- +\$1,096,000 – Increases to the capital maintenance budget as a result of releasing the prior year's designation;
- +\$540,000 – Increases to SB Court Ceiling Renovation Project (\$140k), and matches for two FEMA seismic grants at the Cook and Miller Court and the Santa Barbara Courthouse (\$400k);
- +\$400,000 – Increases to Courthouse Annex Public Defender remodel project;
- +\$264,000 – Miscellaneous increases.

##### Operating Revenue

The Fiscal Year 2007-08 Estimated Actual revenues increased \$3,565,000 to \$61,777,000 from the Fiscal Year 2007-08 Adopted Budget. The 6.1% increase is due to:

- +\$526,000 – Increased vehicles revenue;
- +\$421,000 – Increased interest income earned in the Internal Service Funds.
- +\$400,000 – Increases due to Countywide telephone work orders now isolated as "Charges for Services" revenue; formally the reimbursements for work orders were accounted for as a reduction of expenditures;
- +\$400,000 – Increases for Santa Maria Betteravia Expansion that transferred after the start of the year;
- +\$374,000 – Increases for Santa Barbara Courthouse Seismic project that transferred after the start of the year;
- +\$214,000 – Increases in building rentals due to a tenant occupying a property for longer than anticipated;
- +\$196,000 – Increases to miscellaneous revenue related to Courts and Underground Storage Tank Remediation;
- +\$185,000 – Increases for Santa Maria Cook Seismic project that transferred after the start of the year;
- +\$166,000 – Increases for communications services revenue;
- +\$140,000 – Increases for Superior Court Improvements that transferred after the start of the year;
- +\$130,000 – Increases due to Countywide telephone toll charges now isolated as "Charges for Services" revenue; formerly the reimbursements for toll charges were accounted for as a reduction of expenditures;
- +\$104,000 – Increases in Capital Project billings;
- +\$309,000 – Miscellaneous increases.\$

## GENERAL SERVICES

### Department Summary (cont'd)

#### Capital Expenditures

The Fiscal Year 2007-08 Estimated Actual capital expenditures increased \$1,104,000 to \$14,642,000 from the FY 2007-08 Adopted budget. This 12% increase is due to:

- +\$594,000 – Unanticipated network connectivity and server projects;
- +\$313,000 – Increases for the Social Services carpet installation;
- +\$197,000 – Miscellaneous increases.

#### Significant Changes: (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

##### Operating Expenditures

The Fiscal Year 2008-09 Recommended Budget will decrease \$10,774,000 to \$53,071,000 from the Fiscal Year 2007-08 Estimated Actuals. The 16.9% decrease is primarily due to:

- -\$9,432,000 – Decreases in Customer Support, Network and Operations, Technical Support and Communications subdivisions; Recommended included in Information Technology department;
- -\$449,000 – Decreases in Government Access TV; Recommended included in General County Programs;
- -\$400,000 – Decreases to Courthouse Annex-Public Defender remodel;
- -\$293,000 – Decreases in salaries and benefits in the Financial Services Administration subdivision (\$470,000 due to the transfer of 4.0 FTEs to new Information Technology department, offset by salaries & benefits increases overall.)
- -\$200,000 – Miscellaneous decreases.

##### Operating Revenue

The Fiscal Year 2008-09 Recommended Budget will decrease \$10,813,000 to \$50,964,000 from the Fiscal Year 2007-2008 Estimated Actuals. This 17.5% decrease is due to:

- -\$10,308,000 – Decreases in Customer Support, Network and Operations, Technical Support and Communications subdivisions; Recommended included in Information Technology department;
- -\$400,000 – Decreases to Santa Maria Betteravia expansion;
- -\$18,000 – Decreases in Government Access TV, Recommended included in General County Programs;
- -\$87,000 – Miscellaneous decreases.

#### Capital Expenditures

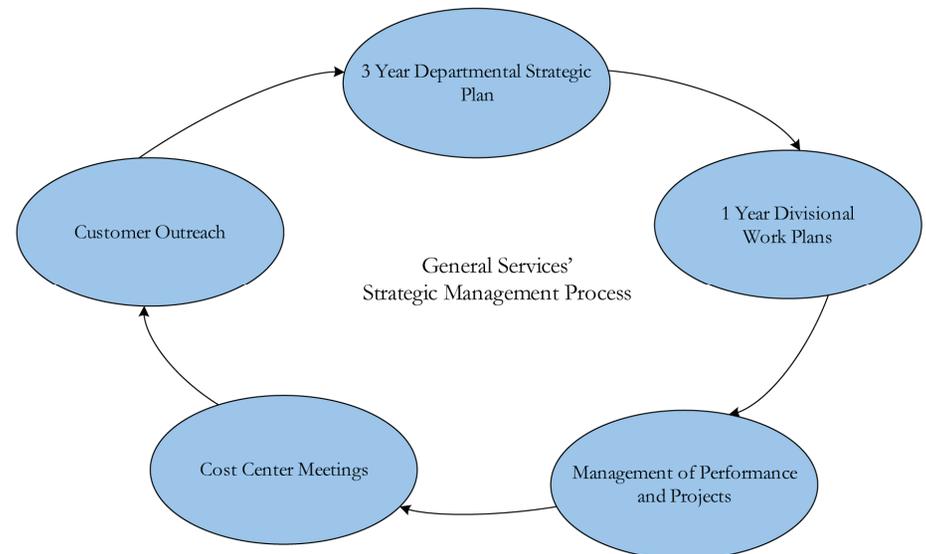
The Fiscal Year 2008-09 Recommended Budget for capital will decrease \$5,532,000 to \$9,110,000 over the fiscal year 2007-08 Estimated Actual. This decrease is due to:

- -\$4,405,000 – Decreases to projects nearing completion including the Lompoc Fire & Sheriff station;

- -\$688,000 – Decreases to the Carmen Lane remodel;
- -\$313,000 – Decreases to the Department of Social Services carpet installation;
- -\$194,000 – Decreases to the Santa Barbara Animal Shelter Remodel;
- +\$68,000 – Miscellaneous increases.

**Fiscal Year 2008-09 constraints require the Department to implement certain service level reductions.** Totaling -\$389,140, they include the following:

- -\$226,190 – Reduced maintenance service levels in both North and South County which result in a lower level of janitorial services, anticipated project delays and possible increased overtime.
- -\$47,950 – Reduced training budget by over 80%.
- -\$45,000 – Eliminated the entire budget for computer replacements.
- -\$40,000 – Reduced use of outside experts such as architects and engineering consultants.
- -\$30,000 – Reduced extra help which may result in slower payments to vendors and possible increased overtime.



**GENERAL SERVICES**

**Financial Services**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Administration	\$ 2,090,348	\$ 2,567,139	\$ 2,580,019	\$ 2,079,197
Procurement	890,930	1,029,584	996,242	1,063,594
Risk Management	20,535,676	21,385,963	21,053,170	21,438,584
Reprographics	--	--	--	1,133,011
Operating Sub-Total	23,516,954	24,982,686	24,629,431	25,714,386
Less: Intra-County Revenues	(23,657,165)	(24,034,115)	(23,999,913)	(25,347,818)
Operating Total	(140,211)	948,571	629,518	366,568
<i>Non-Operating Expenditures</i>				
Capital Assets	21,591	58,000	56,155	72,000
Expenditure Total	(118,620)	1,006,571	685,673	438,568
<i>Other Financing Uses</i>				
Operating Transfers	3,486	3,468	3,468	3,468
Designated for Future Uses	4,605,874	3,538,892	4,006,219	3,649,223
Division Total	\$ 4,490,740	\$ 4,548,931	\$ 4,695,360	\$ 4,091,259

**Character of Expenditures**

<i>Operating Expenditures</i>				
Regular Salaries	2,858,094	3,259,687	3,139,147	3,361,422
Overtime	14,826	--	74,499	11,000
Extra Help	52,506	84,921	46,178	78,227
Benefits	926,546	1,192,982	1,083,497	1,392,534
Salaries & Benefits Sub-Total	3,851,972	4,537,590	4,343,321	4,843,183
Services & Supplies	19,304,437	19,306,386	19,040,550	19,685,891
Depreciation Expense	1,810	1,810	6,200	80,200
Damages & Losses	356,893	1,135,000	1,237,500	1,040,000
Principal & Interest	1,842	1,900	1,860	65,112
Operating Sub-Total	23,516,954	24,982,686	24,629,431	25,714,386
Less: Intra-County Revenues	(23,657,165)	(24,034,115)	(23,999,913)	(25,347,818)
Operating Total	(140,211)	948,571	629,518	366,568
<i>Non-Operating Expenditures</i>				
Capital Assets	21,591	58,000	56,155	72,000
Expenditure Total	(118,620)	\$ 1,006,571	\$ 685,673	\$ 438,568

**Source of Funds Summary**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Interest	\$ 1,151,788	\$ 1,075,000	\$ 1,406,000	\$ 1,499,400
Reprographics	--	--	--	1,015,000
Cost Allocation Revenue	309,520	451,855	451,854	573,831
Other Charges for Services	2,455,100	2,766,066	2,717,971	2,326,180
Self Insurance Premiums	20,969,373	22,890,502	22,856,300	22,653,743
Miscellaneous Revenue	930,407	440,000	668,024	500,600
Revenue Sub-Total	25,816,188	27,623,423	28,100,149	28,568,754
Less: Intra-County Revenues	(23,657,165)	(24,034,115)	(23,999,913)	(25,347,818)
Revenue Total	2,159,023	3,589,308	4,100,236	3,220,936
<i>General Fund Contribution</i>				
	373,496	612,470	434,036	492,808
<i>Other Financing Sources</i>				
Operating Transfers	50,594	--	16,899	--
Sale of Property	2,390	1,000	200	--
Proceeds of Long-term Debt	(763)	--	--	--
Use of Prior Fund Balances	1,906,000	346,153	143,989	377,515
Division Total	\$ 4,490,740	\$ 4,548,931	\$ 4,695,360	\$ 4,091,259

	Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

**Position Summary**

<i>Permanent</i>								
Administration	20.0	16.2	21.0	19.6	21.0	19.3	17.0	15.0
Procurement	9.5	9.0	9.5	8.3	9.5	9.1	9.5	8.5
Risk Management	16.0	14.6	16.0	16.0	16.0	16.1	16.0	16.0
Reprographics	--	--	--	--	--	--	6.5	6.5
Total Permanent	45.5	39.8	46.5	43.9	46.5	44.5	49.0	46.0
<i>Non-Permanent</i>								
Contract	--	0.1	--	--	--	--	--	--
Extra Help	--	--	--	1.1	--	--	--	1.1
Total Positions	45.5	39.8	46.5	45.0	46.5	44.5	49.0	47.1

**SERVICE DESCRIPTION**

The Financial Services division delivers accounting, financial analysis, budgeting and administrative services within the department. In addition, it also provides risk management services (including the self-funded workers' compensation, general liability, medical malpractice, and property insurances, plus Countywide safety, back to work, and HIPAA compliance services), purchasing, surplus property handling, mail courier and reprographic services to all County departments and their employees.

**Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)**

**Operating Expenditures**

Financial Services – Estimated Actual operating expenditures decreased by \$353,000 to \$24,629,000 from the FY 2007-08 Adopted Budget of \$24,983,000. This 1.4% decrease is the result of:

- -\$150,000 – Decreases in outside legal fees paid by risk management funds;
- -\$150,000 – Decreases in malpractice paid losses;
- -\$53,000 – Miscellaneous decreases.

**Operating Revenue**

Estimated Actual operating revenues increased by \$477,000, to \$28,100,000, from the FY 2007-08 Adopted Budget of \$27,623,000. This 1.7% increase is the result of:

- +\$331,000 – Increased interest income earned by the risk management funds;
- +\$240,000 – Increased insurance proceeds received in the risk management funds;
- -\$94,000 – Miscellaneous decreases.

**Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)**

**Operating Expenditures**

Financial Services-Recommended Budget's operating expenditures will increase by \$1,085,000 to \$25,714,000 from the FY 2007-08 Estimated Budget of \$24,629,000. This 4.4% increase is the result of:

- +\$495,000 – Increased salaries and benefits;
- +\$303,000 – Increased County Counsel fees paid by the risk management funds;
- +\$200,000 – Increased disability medical payments in the workers' compensation fund;
- +\$173,000 – Increased excess insurance payments paid by the risk management funds;
- -\$86,000 – Miscellaneous decreases.

**Operating Revenue**

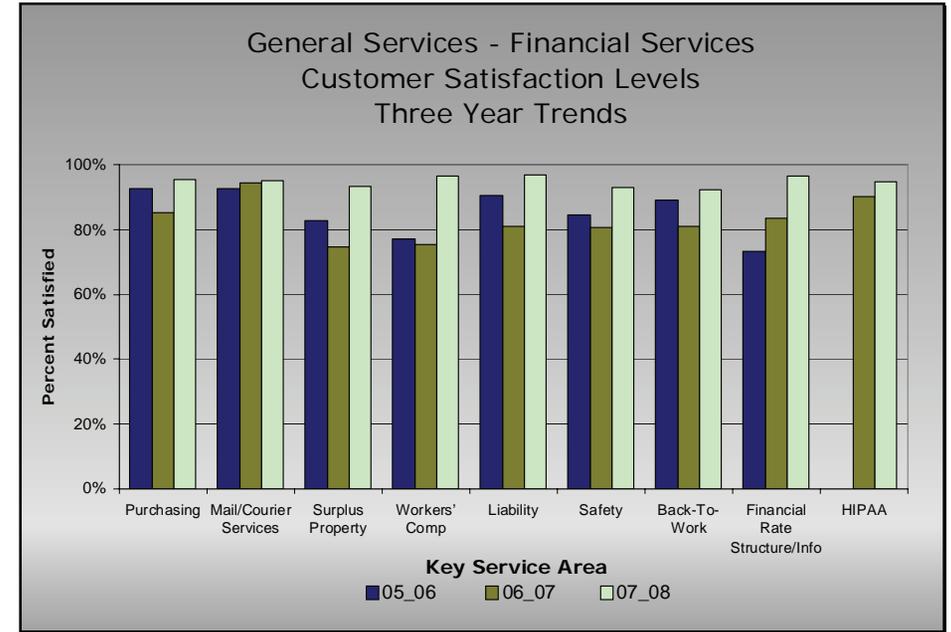
The FY 2008-09 Recommended operating revenues will increase by \$469,000, from the FY2007-08 Estimated Actuals of \$28,100,000. This 1.7% increase is the result of:

- +\$1,015,000 – Increased reprographics revenue due to restructuring of Technical Services division resulting in the move of the Print Shop subdivision into the Financial Services division;

**GENERAL SERVICES**

**Financial Services (cont'd)**

- -\$536,000 – Decreased administrative charges (\$667,000 due to the formation of the new Information Technology department, offset by increases in charges due to higher salaries costs).



	Actual FY 06-07	Adopted FY 07-08	Est Actual FY 07-08	Recommended FY 08-09
--	--------------------	---------------------	------------------------	-------------------------

**Recurring Performance Measures**

**Administration**

100% of GS staff will attend Harassment Prevention and Sensitivity training.	100%	100%	100%	100%
	154	159	159	122
	154	159	159	122

As an efficient and responsive government, the County will maintain a productive workforce through a Countywide Lost Time Rate of 5.9% or less.	4.4%	4.4%	3.8%	3.8%
	13,684	14,882	10,842	9,011
	308,320	330,720	285,312	237,120

As an efficient and responsive government, the County will maintain the cost of workers' compensation incident claims to \$1.17 per \$100 payroll (salaries including overtime).	\$2.69	\$1.17	\$0.68	\$0.73
	273,452	134,869	73,538	56,052
	101,599	115,273	108,565	76,743

**GENERAL SERVICES**  
**Financial Services (cont'd)**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Recurring Performance Measures</b>				
To improve workers' safety, the County will conduct its operations in order to maintain the rate of Workers' Compensation incident claims to 12 or less per 100 FTE employees Countywide.	8.28 13 157	7.54 12 159	2.54 4 157	0 0 122
As an efficient and responsive government, the County will maintain the rate of Workers' Compensation claims filed at no more than 90 - 100% of the previous year's actual claims filed.	100% 13 13	100% 12 12	33% 4 12	0% 0 12
As an efficient and responsive government, the County will maintain a quality workforce through completing 95 -100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.	100% 156 156	100% 159 159	98% 157 159	100% 122 122
To ensure an efficient and responsive government, the County will maintain the rate of General Liability claims filed at no more than 90 - 100% of the previous year's actual claims filed.	42% 3 7	100% 1 1	100% 1 1	0% 0 1
<b>Procurement</b>				
Spend at least 60% of the County's budget for services and supplies with local vendors.	55% 87,940,071 158,259,169	60% 78,000,000 130,000,000	56% 72,800,000 130,000,000	58% 72,500,000 125,000,000
Award 90% of an estimated 60 formal bids for purchases over \$25,000 within 60 days of receipt of requisition.	98% 53 54	93% 56 60	93% 56 60	90% 54 60
<b>Risk Management</b>				
Place 100% of medically eligible employees in the Back to Work program within 2 working days of eligibility.	99% 107 108	100% 100 100	100% 90 90	100% 100 100
Develop and distribute at least one monthly Safety Awareness Announcement.	-- -- --	100% 12 12	100% 24 24	100% 24 24

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Recurring Performance Measures</b>				
File 100% of General Liability CSAC-EIA claims for reimbursement of losses no later than 30 days of each quarter end.	100% 2 2	100% 10 10	100% 3 3	100% 4 4
Maintain departments' awareness of current litigation status by the coordination of 5 meetings per quarter.	100% 20 20	100% 20 20	100% 20 20	100% 20 20
Ensure that 100% of all new Worker: Compensation claims are reported to the State within 2 days of date of knowledge of the injury.	67% 354 522	100% 470 470	83% 412 498	100% 476 476
Ensure that 100% of all Workers' Compensation medical bills are paid within the legally required 60 days.	99% 10,843 10,846	100% 10,000 10,000	99% 10,799 10,800	100% 10,500 10,500
<b>Reprographics</b>				
Complete 98% of Print Shop jobs by requested delivery date.	-- -- --	98% 980 1,000	95% 637 670	98% 657 670
Complete 98% of all Quick Copy jobs by the requested delivery date.	-- -- --	98% 3,920 4,000	98% 2,964 3,000	98% 2,940 3,000



County brown mail is now scanned and can be tracked online for more efficient deliveries.

<b>GENERAL LIABILITY</b> Actuarially Projected FY06-07 *	<b>Santa Barbara County</b>	<b>California Counties' Average</b> (CSAC-EIA Members)
<b>Loss Rate</b> (Dollars of Loss per \$100 of Payroll)	<b>0.49</b>	<b>0.68</b>
<b>Claim Severity</b> (Dollars of Loss per Claim)	<b>8,080</b>	<b>6,520</b>
<b>Claim Frequency</b> (Number of Claims per \$1 Million Payroll)	<b>0.60</b>	<b>1.03</b>
<i>* data provided by Bickmore Risk Services</i>		

The County's general liability loss rate is lower than the CSAC-EIA average. Although the County has a higher than average cost per claim, it has a lower than average number of claims per \$1 million payroll.

<b>WORKERS' COMPENSATION</b> Actuarially Projected FY06-07*	<b>Santa Barbara County</b>	<b>California Counties' Average</b> (CSAC-EIA Members)
<b>Loss Rate</b> (Dollars of Loss per \$100 of Payroll)	<b>1.80</b>	<b>2.52</b>
<b>Claim Severity</b> (Dollars of Loss per Claim)	<b>9,000</b>	<b>11,540</b>
<b>Claim Frequency</b> (Number of Claims per \$1 Million Payroll)	<b>2.00</b>	<b>2.24</b>
<i>* data provided by Bickmore Risk Services</i>		

The County's workers' compensation loss rate is lower than the CSAC-EIA average. The County has a lower than average cost per claim and a lower than average number of claims per \$1 million of payroll.

## GENERAL SERVICES Financial Services (cont'd)

	Actual FY 06-07 Pos.	Adopted FY 07-08 Pos.	Est. Actual FY 07-08 Pos.	Recommended FY 08-09 Pos.
<b>Position Detail</b>				
<b>Administration</b>				
Director	1.0	1.0	1.0	1.0
Assistant Director	3.0	3.0	3.0	2.0
Project Manager PRS/e-Gov	1.0	1.0	1.0	1.0
Business Manager	1.0	1.0	1.0	1.0
Human Resources Mgr Dept	1.0	1.0	1.0	1.0
PM-Pross Improve	1.0	1.0	1.0	1.0
Systems & Programming Analyst	3.0	3.0	3.0	2.0
Data Processing Specialist	1.0	1.0	1.0	1.0
Accountant	2.0	4.0	4.0	3.0
Executive Secretary	1.0	1.0	1.0	1.0
Human Resources Tech	1.0	1.0	1.0	1.0
Accounting Assistant Senior	3.0	2.0	2.0	1.0
Clerk	1.0	1.0	1.0	1.0
Sub-Division Total	20.0	21.0	21.0	17.0
<b>Procurement</b>				
Purchasing Manager	1.0	1.0	1.0	1.0
Buyer	4.0	4.0	4.0	4.0
Mail Center Supervisor	1.0	1.0	1.0	1.0
Buyer's Assistant	1.0	1.0	1.0	1.0
Mail Center Worker	2.5	2.5	2.5	2.5
Sub-Division Total	9.5	9.5	9.5	9.5
<b>Risk Management</b>				
Risk Fiscal Admin	1.0	1.0	1.0	1.0
Risk Program Admin	2.0	2.0	2.0	2.0
County Privacy Officer	1.0	--	--	--
Risk Analyst Sr	1.0	1.0	1.0	--
Safety Officer	1.0	1.0	1.0	1.0
Risk Analyst	4.0	5.0	5.0	6.0
Accountant	1.0	1.0	1.0	1.0
Claims Assistant	4.0	4.0	4.0	4.0
Clerk	1.0	1.0	1.0	1.0
Sub-Division Total	16.0	16.0	16.0	16.0
<b>Reprographics</b>				
Reprographics Supervisor	--	--	--	1.0
Offset Equipment Operator	--	--	--	3.5
Publication Assistant	--	--	--	2.0
Sub-Division Total	--	--	--	6.5
Division Total	45.5	46.5	46.5	49.0

**GENERAL SERVICES**

**Support**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Facilities	\$ 13,729,031	\$ 15,567,475	\$ 17,376,368	\$ 16,490,970
Fleet	8,144,637	8,948,919	8,666,736	9,866,818
Architecture	910,254	801,882	842,191	892,991
Operating Sub-Total	22,783,922	25,318,276	26,885,295	27,250,779
Less: Intra-County Revenues	(10,634,030)	(13,297,128)	(14,075,209)	(16,421,405)
Operating Total	12,149,892	12,021,148	12,810,086	10,829,374
<i>Non-Operating Expenditures</i>				
Capital Assets	5,822,072	1,675,700	1,988,025	1,740,000
Expenditure Total	17,971,964	13,696,848	14,798,111	12,569,374
<i>Other Financing Uses</i>				
Operating Transfers	978,363	3,832,833	1,278,975	3,163,608
Designated for Future Uses	1,065,677	44,900	48,474	155,452
Division Total	\$ 20,016,004	\$ 17,574,581	\$ 16,125,560	\$ 15,888,434
<b>Character of Expenditures</b>				
<i>Operating Expenditures</i>				
Regular Salaries	3,775,476	3,805,668	3,857,365	4,579,421
Overtime	84,150	88,725	99,854	85,000
Extra Help	47,188	130,647	163,885	73,047
Benefits	1,406,964	1,548,870	1,464,513	2,067,308
Salaries & Benefits Sub-Total	5,313,778	5,573,910	5,585,617	6,804,776
Services & Supplies	15,087,269	16,996,866	18,843,665	17,746,968
Contributions	179,571	--	29,970	214,393
Depreciation Expense	2,202,271	2,747,500	2,426,043	2,484,642
Damages & Losses	1,033	--	--	--
Operating Sub-Total	22,783,922	25,318,276	26,885,295	27,250,779
Less: Intra-County Revenues	(10,634,030)	(13,297,128)	(14,075,209)	(16,421,405)
Operating Total	12,149,892	12,021,148	12,810,086	10,829,374
<i>Non-Operating Expenditures</i>				
Capital Assets	5,822,072	1,675,700	1,988,025	1,740,000
Expenditure Total	\$ 17,971,964	\$ 13,696,848	\$ 14,798,111	\$ 12,569,374

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09				
<b>Source of Funds Summary</b>								
<i>Departmental Revenues</i>								
Interest	\$ 636,184	\$ 592,000	\$ 592,000	\$ 495,000				
Vehicles Services	8,439,408	8,794,741	9,321,357	9,739,970				
Utilities	--	5,281,549	5,615,511	5,859,400				
Cost Allocation Revenue	1,406,964	1,832,198	1,789,802	2,075,121				
Other Charges for Services	1,756,865	731,500	843,600	1,183,220				
Miscellaneous Revenue	1,413,811	666,633	1,109,256	935,299				
Revenue Sub-Total	13,653,232	17,898,621	19,271,526	20,288,010				
Less: Intra-County Revenues	(10,634,030)	(13,297,128)	(14,075,209)	(16,421,405)				
Revenue Total	3,019,202	4,601,493	5,196,317	3,866,605				
<i>General Fund Contribution</i>								
	9,400,092	6,813,410	6,685,244	6,900,839				
<i>Other Financing Sources</i>								
Operating Transfers	951,388	181,500	634,297	358,000				
Sale of Property	58,911	50,000	15,000	15,000				
Use of Prior Fund Balances	6,586,411	5,928,178	3,594,702	4,747,990				
Division Total	\$ 20,016,004	\$ 17,574,581	\$ 16,125,560	\$ 15,888,434				
<b>Position Summary</b>								
<i>Permanent</i>								
Facilities	41.0	40.9	42.0	40.2	42.0	42.7	45.6	44.6
Fleet	18.0	17.9	18.0	18.0	18.0	18.0	22.0	21.5
Architecture	8.0	7.0	5.0	4.9	5.0	5.1	5.0	5.0
Total Permanent	67.0	65.8	65.0	63.1	65.0	65.8	72.6	71.1
<i>Non-Permanent</i>								
Contract	--	0.6	--	2.0	--	1.1	--	2.0
Extra Help	--	--	--	1.5	--	--	--	1.0
Total Positions	67.0	66.3	65.0	66.5	65.0	66.9	72.6	74.1

**SERVICE DESCRIPTION**

The Support Services division provides efficient County facility planning, design, construction, maintenance, janitorial and utility management services. Support Services also provides professional real estate services specializing in public agency acquisitions, leasing, and disposition of real property, and the acquisition, maintenance, and replacement of fleet vehicles.

**Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)**

**Operating Expenditures**

Support – Estimated Actual operating expenditures increased by \$1,567,000 to \$26,885,000 from the FY2007-08 Adopted Budget of \$25,318,000. This 6.2% increase is due to:

- +\$1,096,000 – Increases to the capital maintenance budget as a result of releasing the prior year’s designation;
- +\$230,000 – Increases due to mandated diesel retrofits;
- +\$215,000 – Increases to equipment maintenance costs;
- +\$26,000 – Miscellaneous increases.

**Operating Revenue**

The FY 2007-08 Estimated Actual operating revenues will increase by \$1,373,000, to \$19,272,000, from the FY2007-08 Adopted Budget of \$17,899,000. This 7.7% increase is due to:

- +\$526,000 – Increases in vehicles revenue;
- +\$333,000 – Increases in reimbursements for utility costs;
- +\$214,000 – Increases in building rentals due to a tenant occupying a property for longer than anticipated;
- +\$196,000 – Increases to miscellaneous revenue related to Courts and underground storage tank remediation;
- +\$104,000 – Increases to capital project billings.

**Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)**

**Operating Expenditures**

Support – Recommended Budget's operating expenditures will increase by \$365,000 to \$27,251,000 from the Fiscal Year 2007-08 Estimated Budget of \$26,885,000. This 1.4% increase is due to:

- +\$285,000 – Increases in salaries due to the 2.5 FTEs moved from Public Works for the real property agent consolidation;
- +\$80,000 – Miscellaneous increases.

**Operating Revenue**

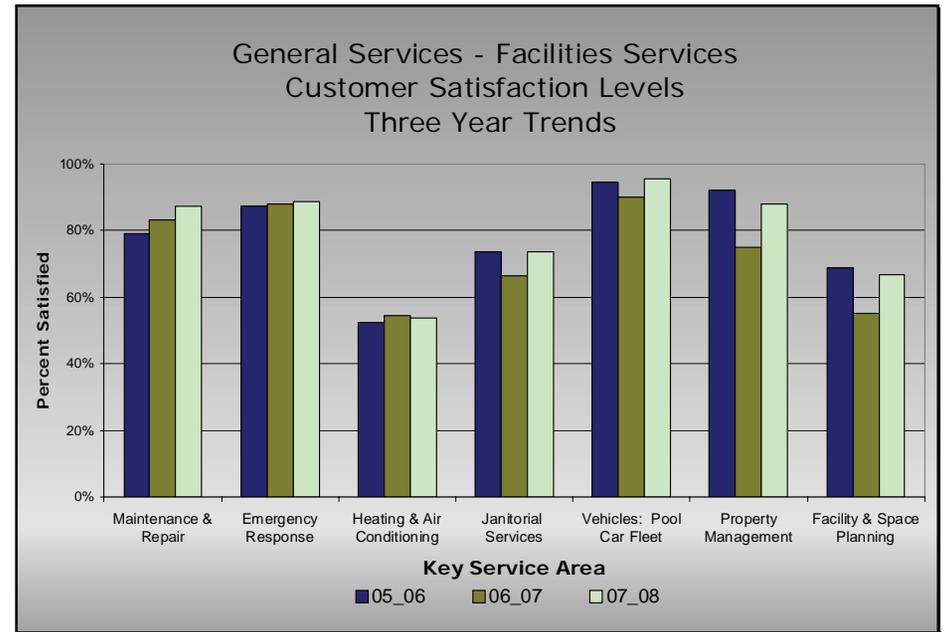
The FY 2008-09 Recommended operating revenues will increase by \$1,016,000, to \$20,288,000, from the FY 2007-08 Estimated Actuals of \$19,271,000. This 5.3% increase is due to:

- +\$419,000 – Increases in vehicles revenue;
- +\$348,000 – Increases in cost allocation revenue;

**GENERAL SERVICES**

**Support (cont'd)**

- +\$243,000 – Increases in reimbursements for utility costs;
- +\$6,000 – Miscellaneous increases.



	Actual FY 06-07	Adopted FY 07-08	Est Actual FY 07-08	Recommended FY 08-09
--	--------------------	---------------------	------------------------	-------------------------

**Recurring Performance Measures**

**Facilities**

South County responders will be on site (if required) to 100% of an estimated 120 after hours emergency calls within 60 minutes from receipt of call.	100%	100%	100%	100%
	110	120	151	120
	110	120	151	120
North County responders will be on site (if required) to 100% of an estimated 36 after hours emergency calls within 60 minutes from receipt of call.	100%	100%	100%	100%
	53	36	63	56
	53	36	63	56
Ensure that the average turn around time on Real Estate Services documents are executed by appropriate county staff within 10 days from initiating the routing of such documents.	100%	100%	100%	100%
	7	12	12	12
	7	12	12	12

**GENERAL SERVICES**

**Support (cont'd)**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Recurring Performance Measures</b>				
<b>Fleet</b>				
Ensure that Motor Pool Vehicles are immediately available 98% of the time for the estimated 21,000 customer requests annually.	99%	99%	98%	98%
Ensure that at least 83% of county's assigned vehicles are current on their service schedule.	79%	83%	83%	83%
Ensure that at least 85% of county's "Pool" vehicles are current on their service schedule.	90%	90%	85%	90%
Maintain a 95% utilization rate of the 348 parking spaces available at the two County parking lots: SB Admin and Garden Street.	91%	95%	95%	95%
<b>Architecture</b>				
Ensure that 100% of the estimated 20 funded capital projects are on schedule.	100%	90%	100%	100%
	20	18	20	20
	20	20	20	20



Electronic key boxes, like this one at the County Administration Building, were installed to increase operational efficiency and to provide convenience for County employees to pickup and return County pool vehicles 24 hours per day, 7 days a week.

CALIFORNIA  
**FLEET NEWS**<sup>TM</sup>

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San Diego, California

January/February 2008

**Carbon Footprint Workshop February 19 in Sacramento**

You can't pick up the newspaper, turn on the radio or watch television these days without being bombarded by concerns about global warming and greenhouse gases. How much do you know about how the upcoming policies and regulations will affect your fleet operation? What do you really know about how your fleet affects the "Carbon Footprint" of your agency or business and what you can do to make a difference?

The Sacramento Metropolitan Air Quality Management District (SMAQMD) and the Greater Sacramento Regional Clean Air Coalition (Clean Cities) will present an informative workshop on "Understanding your Carbon Footprint" ...and save money, too. This forum features speakers in the fields of greenhouse gas, fleet management, and facilities technologies.

**Carbon Footprint Workshop Tuesday, February 19, 2008 9:30 a.m. - 3:15 p.m. Station KVIE6 Sacramento, CA RSVP to [jchan@airquality.org](mailto:jchan@airquality.org)**

Presenting information will be three panelists. Tim Olson, Manager of the International Program in the Fuels and Transportation Division at the California Energy Commission is an expert on state and federal greenhouse gas policies and regulations.

Mike Jackson is the Senior Director for Transportation Technology at Triax, LLC, a national technology consulting company. Mr. Jackson is an expert in quantifying the climate change impacts of various fuels and strategies and will discuss the issue of calculating your footprint.

(Continued on page 5)

**New Automated Pooling Tools enable Fleet Size Reduction**

**Electronic Key Box Permits 24/7 access in Santa Barbara County Employees now reserve own pool vehicles on-line**

*Editor's Note: Based on a presentation by Jason Piper and Mitch Guenthart at the 9th California State Fleet Management Conference June 2007 in Northern California's Sonoma Wine Country.*



Mitch Guenthart, Fleet Manager

**County Fleet Boxxscore**  
729 Departmentally assigned vehicles  
388 Operating cost vehicles  
127 Motor pool vehicles  
1 Motor pool dispatch sites  
165 Registered motor pool fleets  
Management systems:  
MAXIMUS Fleet Footprint  
and FLEETERS technology

(Continued on page 8)

**IRS Increases 2008 Mileage Rate to 50.5 cents**

**Rates reflect rising Fuel, Insurance, Depreciation**

WASHINGTON — The Internal Revenue Service (IRS) has announced the national per-mile business driving rate of 50.5 cents for the U.S. taxpayer, effective January 1, 2008. This compares to a rate of 48.5 cents-per-mile during 2007.

The optional standard mileage rates are used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

The mileage rate for charitable miles is set by law.

"The increase in the 2008 national per-mile rate reflects a combination of factors, including higher fuel prices, rising insurance costs, and higher depreciation costs," notes Ted Schuerman, Director of Research & Client Service within Government Services at Runzheimer International. "Remaining cost components, such as maintenance and registration costs, remained relatively stable," states the vehicle cost expert.

**Beginning Jan. 1, 2008, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be: 50.5 cents per mile for business miles driven; 19 cents per mile driven for medical or moving purposes; and 14 cents per mile driven in service of charitable organizations.**

(Continued on page 7)

**SIGN UP FOR CFN'S ELECTRONIC EDITION**

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Vehicle Operations makes the California Fleet News for the installation of electronic key boxes which allow employees to make vehicle reservations online, pickup and return vehicle keys 24/7.



The County Administration Building's roof was replaced in 2007-08.



Vehicle Operations' fueling station in Santa Maria was upgraded with new canopy and other mandated retrofits in 2007-08.

**GENERAL SERVICES**  
Support (cont'd)

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
	Pos.	Pos.	Pos.	Pos.
<b>Position Detail</b>				
<b>Facilities</b>				
Energy Manager	--	--	--	1.0
Facilities Manager	1.0	1.0	1.0	1.0
Real Property Division Manager	1.0	1.0	1.0	1.0
Facilities Supervisor	2.0	2.0	2.0	2.0
Building Maintenance Supervisor	3.0	3.0	3.0	3.0
Departmental Assistant	2.0	2.0	2.0	3.0
Maintenance Electrician	3.0	4.0	4.0	3.0
HVAC Specialist	3.0	3.0	3.0	3.0
Maintenance Plumber	4.0	4.0	4.0	3.0
Real Property Agent	2.0	2.0	2.0	4.6
Maintenance Carpenter	3.0	3.0	3.0	3.0
Administrative Secretary	1.0	1.0	1.0	1.0
Building Maintenance Worker	16.0	16.0	16.0	17.0
Sub-Division Total	41.0	42.0	42.0	45.6
<b>Fleet</b>				
Fleet Manager	1.0	1.0	1.0	1.0
Shop Supervisor	2.0	2.0	2.0	2.0
Equipment Mechanic	2.0	2.0	2.0	5.0
Departmental Assistant	1.0	1.0	1.0	1.0
Automotive Mechanic	8.0	8.0	8.0	8.0
Motor Pool Dispatcher	4.0	4.0	4.0	4.0
Sub-Division Total	18.0	18.0	18.0	21.0
<b>Architecture</b>				
PM Capital Improvement	1.0	1.0	1.0	1.0
Architect	1.0	1.0	1.0	1.0
Capital Project Coordinator	2.0	2.0	2.0	2.0
Accountant	1.0	--	--	--
Engineering Tech II	1.0	1.0	1.0	1.0
Sub-Division Total	6.0	5.0	5.0	5.0
Division Total	67.0	65.0	65.0	72.6

**GENERAL SERVICES**

**Technical**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Customer Support	\$ 473,313	\$ 556,891	\$ 477,201	\$ --
Network and Operations	2,896,137	3,388,308	3,342,596	--
Technical Support	1,724,597	1,836,824	1,733,282	--
Communications	3,231,879	3,619,798	3,878,883	--
Print Shop	1,094,408	1,151,209	1,117,467	--
Government Access TV	352,619	455,219	449,232	--
Operating Sub-Total	9,772,953	11,008,249	10,998,661	--
Less: Intra-County Revenues	(10,084,080)	(10,772,475)	(10,928,082)	--
Operating Total	(311,127)	235,774	70,579	--
<i>Non-Operating Expenditures</i>				
Capital Assets	514,445	322,375	1,048,437	--
Expenditure Total	203,318	558,149	1,119,016	--
<i>Other Financing Uses</i>				
Operating Transfers	30,000	50,000	716,472	--
Designated for Future Uses	397,698	--	606,560	--
Division Total	\$ 631,016	\$ 608,149	\$ 2,442,048	\$ --

**Character of Expenditures**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	3,297,690	3,476,142	3,224,457	--
Overtime	65,289	91,410	113,401	--
Extra Help	114,349	113,453	137,736	--
Benefits	1,071,060	1,267,563	1,128,876	--
Salaries & Benefits Sub-Total	4,548,388	4,948,568	4,604,470	--
Services & Supplies	3,974,124	4,710,086	5,083,720	--
Depreciation Expense	1,181,239	1,280,546	1,241,416	--
Principal & Interest	69,202	69,049	69,055	--
Operating Sub-Total	9,772,953	11,008,249	10,998,661	--
Less: Intra-County Revenues	(10,084,080)	(10,772,475)	(10,928,082)	--
Operating Total	(311,127)	235,774	70,579	--
<i>Non-Operating Expenditures</i>				
Capital Assets	514,445	322,375	1,048,437	--
Expenditure Total	\$ 203,318	\$ 558,149	\$ 1,119,016	\$ --

**Source of Funds Summary**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Interest	\$ 468,103	\$ 404,100	\$ 487,422	\$ --
Communication Services	3,183,488	3,322,805	3,489,533	--
ITS	5,041,249	5,586,337	5,692,549	--
Reprographics	1,028,567	1,046,000	1,015,000	--
Other Charges for Services	124,452	86,500	631,000	--
Miscellaneous Revenue	194,486	123,588	130,809	--
Revenue Sub-Total	10,040,345	10,569,330	11,446,313	--
Less: Intra-County Revenues	(10,084,080)	(10,772,475)	(10,928,082)	--
Revenue Total	(43,735)	(203,145)	518,231	--
<i>General Fund Contribution</i>				
	335,215	447,219	408,553	--
<i>Other Financing Sources</i>				
Operating Transfers	70,000	50,000	64,358	--
Sale of Property	(16,018)	--	14,600	--
Proceeds of Long-term Debt	18,609	--	--	--
Use of Prior Fund Balances	266,945	314,075	1,436,306	--
Division Total	\$ 631,016	\$ 608,149	\$ 2,442,048	\$ --

	Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

**Position Summary**

<i>Permanent</i>								
Customer Support	3.0	2.9	3.0	3.1	3.0	3.3	--	--
Network and Operations	14.0	13.7	14.0	13.5	14.0	12.5	--	--
Technical Support	9.0	8.4	9.0	8.3	9.0	8.2	--	--
Communications	11.0	11.0	11.0	11.0	11.0	10.4	--	--
Print Shop	6.5	8.6	6.5	6.5	6.5	8.6	--	--
Government Access TV	3.0	2.7	3.0	2.9	3.0	3.2	--	--
Total Permanent	46.5	47.3	46.5	45.4	46.5	46.2	--	--
<i>Non-Permanent</i>								
Contract	--	0.3	--	--	--	--	--	--
Extra Help	--	0.0	--	0.5	--	0.0	--	--
Total Positions	46.5	47.7	46.5	45.9	46.5	46.2	--	--

## SERVICE DESCRIPTION

The Technical Services division has been restructured for 2008-09. Most of this division is transferred to the new Information Technology department. Government Access TV is transferred to General County Programs. The Print Shop has stayed within General Services, but has moved to the Financial Services division.

### Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

#### Operating Expenditures

Technical – Estimated Actual operating expenditures decreased by \$10,000 to \$10,998,000 from the FY 2007-08 Adopted Budget of \$11,008,000. This .09% is due to miscellaneous decreases.

#### Operating Revenue

The FY 2007-08 Estimated Actual operating revenues increased by \$877,000, to \$11,446,000, from the FY 2007-08 Adopted Budget of \$10,569,000. This 8.3% increase is due to:

- +\$400,000 – Increases due to Countywide telephone work orders now isolated as “Charges for Services” revenue; formally the reimbursements for work orders were accounted for as a reduction of expenditures;
- +\$166,000 – Increases for communications services revenue;
- +\$130,000 – Increases due to Countywide telephone toll charges now isolated as “Charges for Services” revenue; formally the reimbursements for toll charges were accounted for as a reduction of expenditures;
- +\$181,000 – Miscellaneous increases.

### Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

#### Operating Expenditures

Technical - Recommended Budget's operating expenditures will decrease by \$10,999,000 to \$0 from the Fiscal Year 2007-08 Estimated Budget of \$10,999,000. This 100% decrease is due to the restructuring of the Technical Services Division:

- -\$9,433,000 – Restructuring of Customer Support, Network and Operations, Technical Support and Communications subdivisions; included in Information Technology department;
- -\$1,117,000 – Restructuring of Print Shop subdivision; included in the Financial Services division of General Services;
- -\$449,000 – Restructuring of GATV; included in General County Programs.

#### Operating Revenue

The FY 2008-09 Recommended operating revenues will decrease by \$11,446,000 to \$0 from the FY 2007-08 Estimated Actuals of \$11,446,000. This 100% decrease is due to the restructuring of Technical Services division:

- -\$10,308,000 – Restructuring of Customer Support, Network and Operations, Technical Support and Communications subdivisions; included in Information Technology Department;
- -\$1,120,000 – Restructuring of Print Shop subdivision, included in the Financial Services Division of General Services;

## GENERAL SERVICES

### Technical (cont'd)

- -\$18,000 – Restructuring of GATV, included in General County Programs.

	Actual FY 06-07 Pos.	Adopted FY 07-08 Pos.	Est. Actual FY 07-08 Pos.	Recommended FY 08-09 Pos.
<b>Position Detail</b>				
<b>Customer Support</b>				
Customer Support Manager	1.0	1.0	1.0	--
Office Automation Specialist	1.0	1.0	1.0	--
Network Technician	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	--
Sub-Division Total	3.0	3.0	3.0	--
<b>Network and Operations</b>				
Computer Operations Manager	1.0	1.0	1.0	--
Technical Support Manager	1.0	1.0	1.0	--
Office Automation Specialist	3.0	3.0	3.0	--
Network Technician	8.0	8.0	8.0	--
Administrative Secretary	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	--
Sub-Division Total	14.0	14.0	14.0	--
<b>Technical Support</b>				
Technical Support Manager	1.0	1.0	1.0	--
Office Automation Specialist	6.0	6.0	6.0	--
Office Automation Coordinator	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	--
Sub-Division Total	9.0	9.0	9.0	--
<b>Communications</b>				
Communications Manager	1.0	1.0	1.0	--
Communications Systems Supervisor	1.0	1.0	1.0	--
Telecommunications Chief	1.0	1.0	1.0	--
Communications Equipment Technician	6.0	6.0	6.0	--
Electronics Systems Technician	1.0	1.0	1.0	--
Departmental Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	--
Sub-Division Total	11.0	11.0	11.0	--
<b>Print Shop</b>				
Reprographics Supervisor	1.0	1.0	1.0	--
Offset Equipment Operator	3.5	3.5	3.5	--
Publication Assistant	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	--
Sub-Division Total	6.5	6.5	6.5	--
<b>Government Access TV</b>				
GATV/Public Information Manager	1.0	1.0	1.0	--
Cable TV Staff Assistant	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	--
Sub-Division Total	3.0	3.0	3.0	--
Division Total	<u>46.5</u>	<u>46.5</u>	<u>46.5</u>	--

**GENERAL SERVICES**  
**Capital Improvements**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Special Aviation	\$ --	\$ 36,000	\$ 16,667	\$ 16,000
Facilities Capital Projects	(120)	200,000	1,314,784	90,000
Operating Sub-Total	(120)	236,000	1,331,451	106,000
Less: Intra-County Revenues	--	(223,000)	(1,393,451)	(96,080)
Operating Total	(120)	13,000	(62,000)	9,920
<i>Non-Operating Expenditures</i>				
Capital Assets	10,568,898	11,481,625	11,549,428	7,298,255
Expenditure Total	10,568,778	11,494,625	11,487,428	7,308,175
<i>Other Financing Uses</i>				
Operating Transfers	1,776,777	--	220,060	427,000
Designated for Future Uses	4,681,619	8,993,324	6,605,408	231,080
Division Total	<u>\$ 17,027,174</u>	<u>\$ 20,487,949</u>	<u>\$ 18,312,896</u>	<u>\$ 7,966,255</u>

**Character of Expenditures**

<i>Operating Expenditures</i>				
Services & Supplies	(120)	236,000	1,331,451	106,000
Operating Sub-Total	(120)	236,000	1,331,451	106,000
Less: Intra-County Revenues	--	(223,000)	(1,393,451)	(96,080)
Operating Total	(120)	13,000	(62,000)	9,920
<i>Non-Operating Expenditures</i>				
Capital Assets	10,568,898	11,481,625	11,549,428	7,298,255
Expenditure Total	<u>\$ 10,568,778</u>	<u>\$ 11,494,625</u>	<u>\$ 11,487,428</u>	<u>\$ 7,308,175</u>

**CAPITAL ASSETS RECONCILED TO CAPITAL IMPROVEMENT PLAN (CIP)**

<b>General Services' funded capital improvements per CIP</b>	<b>\$ 6,876,662</b>
Information Technology department improvements reported under General Services in CIP	(263,000)
Non-Profit improvements such as Legacy Foundation reported under General Services in CIP	(590,000)
Deferred Maintenance in CIP, but included in Support Services division's services & supplies	(1,000,000)
Capital improvements funding in General Services but reported under another department in CIP	958,076
Underground Storage Tank (UST) cleanup improvements, not in CIP	521,000
Capital Improvements division - several small projects not reported in CIP	795,517
<b>Total Capital Assets - Capital Improvements division</b>	<b>\$ 7,298,255</b>
Support Services division - primarily vehicles, not in CIP	1,740,000
Financial Services division - equipment, not in CIP	72,000
<b>Total Capital Assets - General Services department</b>	<b>\$ 9,110,255</b>

**Source of Funds Summary**

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Interest	\$ 542,903	\$ 463,000	\$ 470,000	\$ 368,000
Other Charges for Services	1,023,865	412,000	1,397,451	281,080
Miscellaneous Revenue	675,913	1,246,000	1,091,893	1,458,145
Revenue Sub-Total	2,242,681	2,121,000	2,959,344	2,107,225
Less: Intra-County Revenues	--	(223,000)	(1,393,451)	(96,080)
Revenue Total	2,242,681	1,898,000	1,565,893	2,011,145
<i>General Fund Contribution</i>				
	(120)	--	--	--
<i>Other Financing Sources</i>				
Operating Transfers	7,186,540	9,572,084	7,630,786	4,258,590
Sale of Property	1,152,500	--	--	--
Proceeds of Long-term Debt	2,372,287	--	--	--
Use of Prior Fund Balances	4,073,286	9,017,865	9,116,217	1,696,520
Division Total	<u>\$ 17,027,174</u>	<u>\$ 20,487,949</u>	<u>\$ 18,312,896</u>	<u>\$ 7,966,255</u>



One of the four new residences for staff at the Los Prietos Boys Camp completed in February 2008.

## SERVICE DESCRIPTION

The Capital Improvements division, managed by the Support Services division, is used to account for the Santa Ynez Airport construction projects, the underground fuel tank remediation projects, and County capital projects managed by General Services.

### Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

#### Operating Expenditures

Capital Improvements – Estimated Actual operating expenditures increased by \$1,095,000 to \$1,331,000 from the FY 2007-08 Adopted of \$236,000. This increase is due to:

- +\$540,000 – Increases to Santa Barbara Courthouse Ceiling Renovation Project (\$140k), and matches for two FEMA seismic grants at the Cook and Miller Court and the Santa Barbara Courthouse (\$400k);
- +\$400,000 – Increases to Courthouse Annex-Public Defender remodel;
- +\$159,000 – Increases to Santa Maria Cook Seismic project;
- -\$4,000 – Miscellaneous decreases.

#### Operating Revenue

The FY 07-08 Estimated Actual operating revenues increased by \$838,000, from the FY 2007-08 Adopted Budget of \$2,121,000. This 39.5% increase is due to:

- +\$400,000 – Increased transfers for the Santa Maria Betteravia Expansion project;
- +\$374,000 – Increased transfers for the Santa Barbara Courthouse Seismic project;
- +\$64,000 – Miscellaneous increases.

#### Capital Expenditures

Estimated Actual capital expenditures increased \$68,000 to \$11,549,000 from the FY 2007-08 Adopted budget. This less than 1% increase is due to:

- +\$68,000 – Miscellaneous increases due to the various stages of completion on the construction projects in progress.

### Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

#### Operating Expenditures

Capital Improvements - Recommended Budget's operating expenditures will decrease by \$1,225,000 to \$106,000 from the FY 2007-08 Estimated Budget of \$1,331,000. This 92.0% decrease is due to:

- -\$540,000 – Decreases to Santa Barbara Courthouse Ceiling Renovation Project (\$140k), and matches for two FEMA seismic grants at the Cook and Miller Court and the Santa Barbara Courthouse (\$400k);

## GENERAL SERVICES

### Capital Improvements (cont'd)

- -\$400,000 – Decreases to Courthouse Annex-Public Defender remodel;
- -\$159,000 – Decreases to Santa Maria Cook Seismic project;
- -\$126,000 – Miscellaneous decreases.

#### Operating Revenue

The FY 2008-09 Recommended operating revenues will decrease by \$852,000, to \$2,107,000, from the FY 2007-08 Estimated Actuals of \$2,959,000. This 28.8% decrease is due to:

- -\$400,000 – Decreases to Santa Maria Betteravia expansion project;
- -\$374,000 – Decreases to Santa Barbara Courthouse Seismic project;
- -\$185,000 – Decreases to Santa Maria Cook Seismic project;
- +\$107,000 – Miscellaneous increases.

#### Capital Expenditures

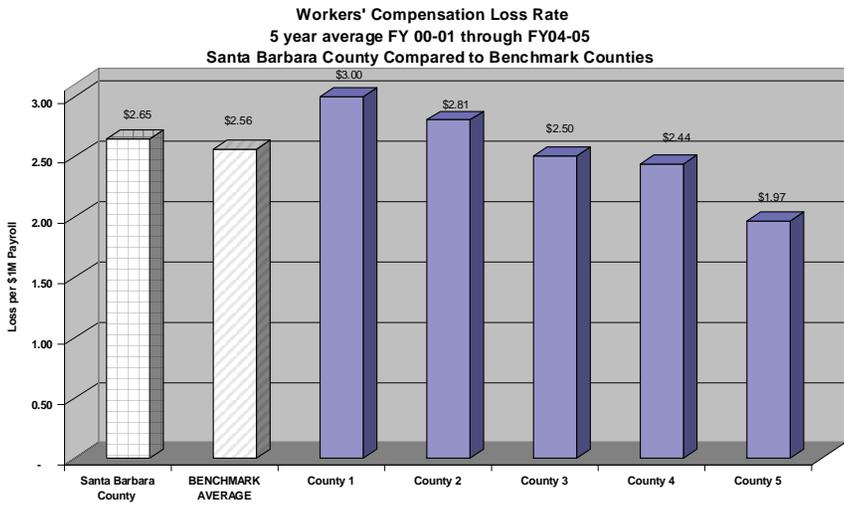
Recommended Budget for capital will decrease \$4,251,000 to \$7,298,000 over the FY 2007-08 Estimated Actual. This decrease is due to:

- -\$4,405,000 – Decreases for projects nearing completion including the Lompoc Fire & Sheriff station;
- +\$154,000 – Miscellaneous increases.

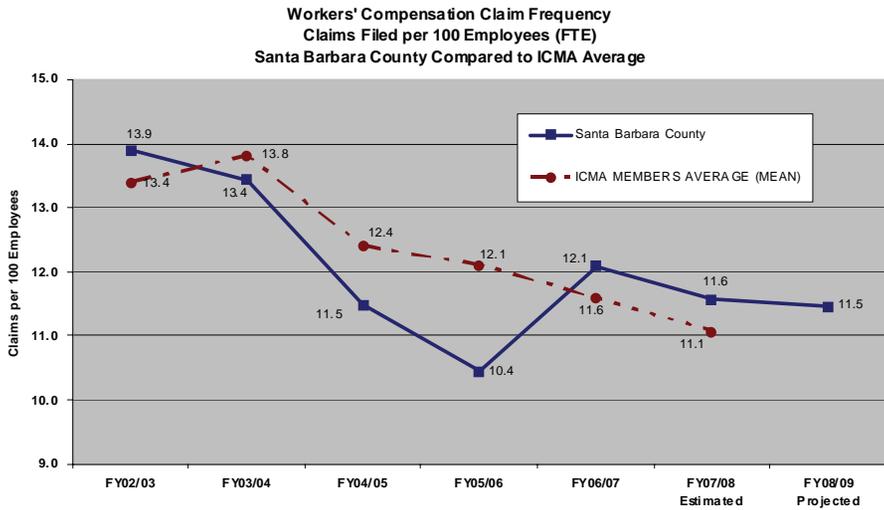


General Services managed the construction of the new joint Fire and Sheriff station in Lompoc.

**GENERAL SERVICES**  
**Financial Services, Additional Information**

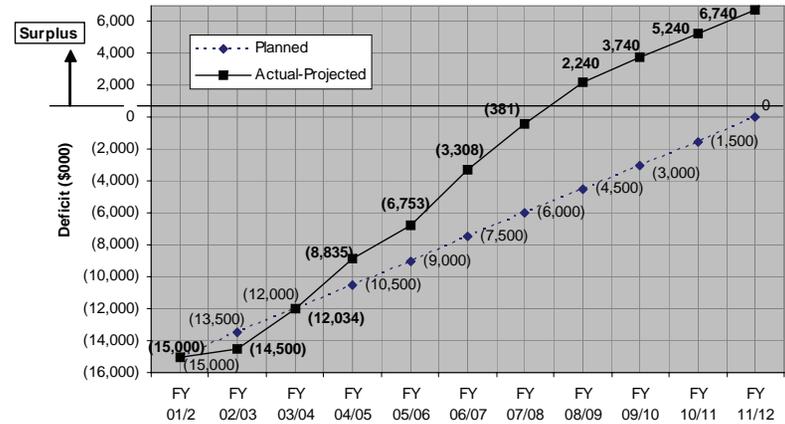


The County's workers' compensation 5 year average loss rate (cost per \$100 payroll) compares favorably to our 5 benchmark counties. Generally, the County has a slightly higher cost per claim but a lower than average number of claims per \$1 Million of payroll compared to each of the other California counties.



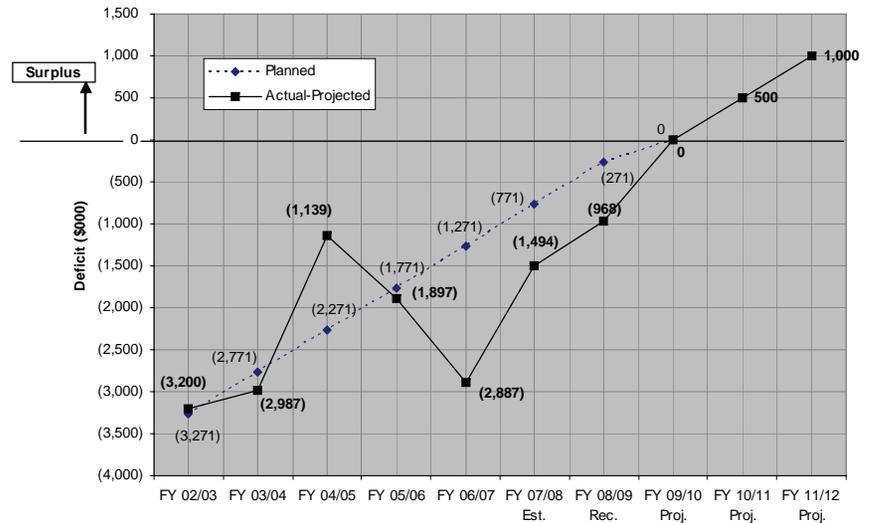
The County's workers' compensation claim frequency (per 100 FTE) increased from its low 10.4 in 05-06 to 12.1 in 06-07. However, the County's 3 year average claim frequency is less than reported by ICMA members nationwide. County workers' compensation claim frequency has decreased by 16.5% from 13.9 in 02/03 to a projected 11.6 in 07-08.

### 10 Year Workers' Compensation Deficit Reduction Plan



The Workers' Compensation Fund deficit has been steadily reduced since a 10 year plan to reduce the deficit was implemented. Current projections estimate that the deficit will be eliminated in FY08-09, approximately 4 years earlier than the plan established in 02/03.

### 7 Year General Liability Deficit Reduction Plan



Adverse claim development resulted in a deficit increases in FY05-06 and FY06-07. However, rates were increased in FY07-08 and in the FY08-09 budget to bring the deficit reduction plan back on track. Current projections indicate that the deficit will be eliminated in FY09-10 as planned in FY02-03.