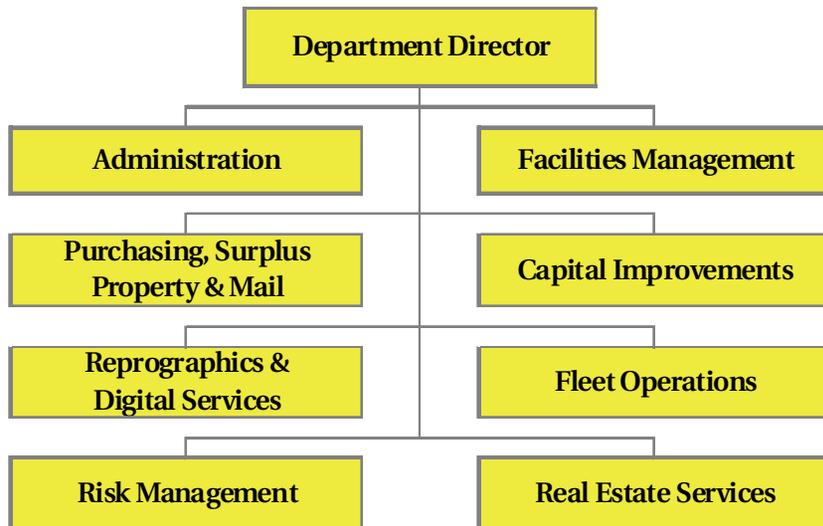


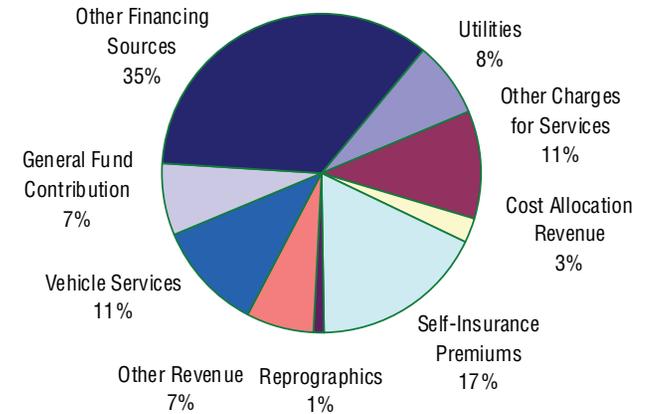
GENERAL SERVICES

Budget & Positions (FTEs)	
Operating	\$ 63,522,464
Capital	20,283,526
Positions	100.1 FTEs

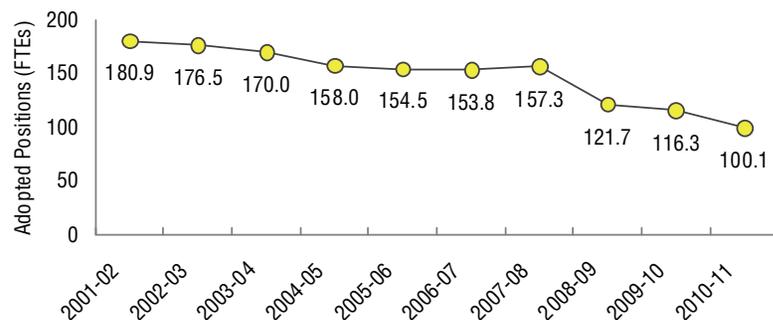
*Note: Operating Budget does not reflect Intra-County Revenues



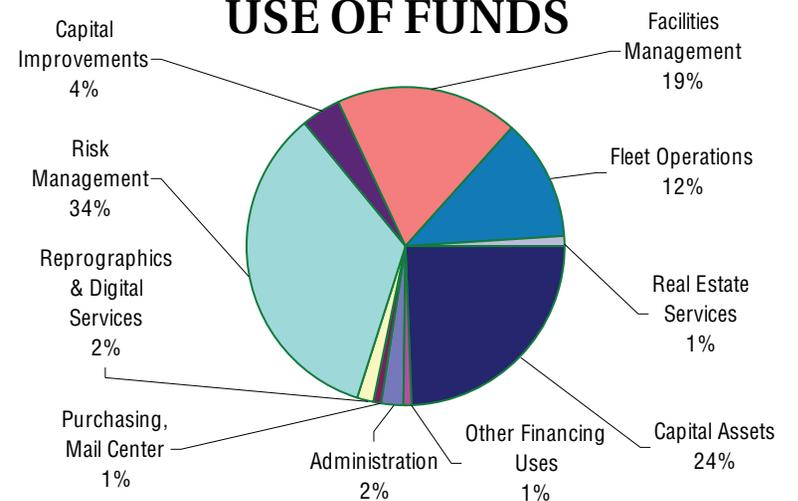
SOURCE OF FUNDS



STAFFING TREND



USE OF FUNDS



GENERAL SERVICES
Department Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 2,024,458	\$ 1,976,943	\$ 1,912,447	\$ 1,774,335
Purchasing, Surplus Property & Mail	1,014,812	1,000,752	1,066,669	887,499
Reprographics & Digital Services	1,248,231	1,194,522	1,253,867	1,306,829
Risk Management	20,721,756	19,370,201	18,807,583	29,223,211
Capital Improvements	1,433,398	3,409,965	3,328,603	3,135,795
Facilities Management	16,838,404	16,412,548	16,327,306	16,001,296
Fleet Operations	9,251,837	10,157,524	9,389,265	10,319,036
Real Estate Services	1,010,037	1,097,548	1,109,008	874,463
Operating Sub-Total	53,542,933	54,620,003	53,194,748	63,522,464
Less: Intra-County Revenues	(43,414,798)	(41,600,684)	(37,102,017)	(36,782,703)
Operating Total	10,128,135	13,019,319	16,092,731	26,739,761
<i>Non-Operating Expenditures</i>				
Capital Assets	5,641,888	11,937,660	11,482,518	20,283,526
Expenditure Total	15,770,023	24,956,979	27,575,249	47,023,287
<i>Other Financing Uses</i>				
Operating Transfers	4,039,666	670,387	5,217,896	647,610
Designated for Future Uses	11,425,748	1,904,161	13,281,761	71,821
Department Total	\$ 31,235,437	\$ 27,531,527	\$ 46,074,906	\$ 47,742,718
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	\$ 7,509,683	\$ 7,843,954	\$ 7,391,482	\$ 7,317,254
Overtime	113,905	64,000	64,186	59,723
Extra Help	248,423	108,482	184,825	24,669
Benefits	3,277,755	3,396,563	3,777,493	3,400,102
Salaries & Benefits Sub-Total	11,149,766	11,412,999	11,417,986	10,801,748
Services & Supplies	38,902,914	38,811,320	37,241,376	48,240,381
Contributions	400,398	794,830	748,132	775,677
Depreciation Expense	2,309,537	2,508,300	2,369,700	2,487,100
Damages & Losses	715,280	1,025,000	1,350,000	1,150,000
Principal & Interest	65,038	67,554	67,554	67,558
Operating Sub-Total	53,542,933	54,620,003	53,194,748	63,522,464
Less: Intra-County Revenues	(43,414,798)	(41,600,684)	(37,102,017)	(36,782,703)
Operating Total	10,128,135	13,019,319	16,092,731	26,739,761
<i>Non-Operating Expenditures</i>				
Capital Assets	5,641,888	11,937,660	11,482,518	20,283,526
Expenditure Total	\$ 15,770,023	\$ 24,956,979	\$ 27,575,249	\$ 47,023,287

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Source of Funds Summary				
<i>Departmental Revenues</i>				
Reprographics	\$ 1,068,146	\$ 950,000	\$ 935,350	\$ 911,000
Vehicles Services	9,331,057	9,855,065	9,253,400	9,361,400
Interest	1,452,883	1,681,800	639,800	306,450
Utilities	5,511,158	6,287,828	6,093,858	6,520,654
Cost Allocation Revenue	2,552,904	3,386,443	3,386,443	2,131,319
Other Charges for Services	3,479,132	5,526,795	6,008,232	9,238,567
Self Insurance Premiums	22,601,001	18,577,400	18,577,400	14,775,330
Miscellaneous Revenue	5,440,211	3,010,179	6,285,389	5,418,916
Revenue Sub-Total	51,436,492	49,275,510	51,179,872	48,663,636
Less: Intra-County Revenues	(43,414,798)	(41,600,684)	(37,102,017)	(36,782,703)
Revenue Total	8,021,694	7,674,826	14,077,855	11,880,933
<i>General Fund Contribution</i>	7,089,337	6,439,189	6,439,189	6,124,942
<i>Other Financing Sources</i>				
Operating Transfers	5,896,522	3,522,500	7,186,229	2,581,819
Sale of Property	(26,423)	15,000	7,039	5,000
Proceeds of Long-term Debt	--	--	5,814,739	--
Use of Prior Fund Balances	10,254,307	9,880,012	12,549,855	27,150,024
Department Total	\$ 31,235,437	\$ 27,531,527	\$ 46,074,906	\$ 47,742,718
	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos. FTE	Pos. FTE	Pos. FTE	Pos. FTE
Position Summary				
<i>Permanent</i>				
Administration	17.0 15.3	17.0 14.0	17.0 13.1	16.0 11.0
Purchasing, Surplus Property & Mail	9.5 8.3	10.0 8.0	10.0 8.2	9.0 7.0
Reprographics & Digital Services	6.5 6.1	6.5 6.5	6.5 7.0	7.5 6.5
Risk Management	16.0 12.8	15.5 12.0	15.5 10.7	15.5 12.0
Capital Improvements	5.0 5.0	5.0 5.0	5.0 5.4	6.0 6.0
Facilities Management	40.0 38.6	40.0 39.0	40.0 37.9	38.5 29.5
Fleet Operations	22.0 21.8	22.0 22.0	22.0 22.0	22.0 22.0
Real Estate Services	5.6 5.6	5.6 5.6	5.6 4.7	4.6 3.6
Total Permanent	121.6 113.5	121.6 112.1	121.6 109.0	119.1 97.6
<i>Non-Permanent</i>				
Contract	-- 1.9	-- 2.0	-- 1.9	-- 2.0
Extra Help	-- 6.3	-- 0.6	-- 4.1	-- 0.5
Total Positions	121.6 121.7	121.6 114.7	121.6 115.0	119.1 100.1

Note: Presentation of the individual program amounts for fiscal years 2008-09 and 2009-10 have been adjusted to provide a consistent level of detail with the fiscal year 2010-11 budget, however, the totals for 2008-09 and 2009-10 have not been changed.

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

MISSION STATEMENT

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

Budget Organization

The General Services Department includes eight divisions that provide its diverse services: Administration; Purchasing, Surplus Property & Mail; Reprographics & Digital Services; Risk Management; Facilities Management; Capital Improvements; Fleet Operations and Real Estate Services. The FY 2010-11 Recommended Budget includes 100.1 FTEs, significantly reduced from 116.3 FY 2009-10 Estimated Actual FTEs due to budget constraints.

General Services provides building maintenance, janitorial, facility space planning, real estate, purchasing, and mail services through its General Fund operations. In addition, General Services provides construction management services through its Capital Outlay Fund, and airport management services through the Santa Ynez Airport Special Revenue Fund. Finally, the department provides its remaining services through six Internal Service Funds (ISFs):

- **Reprographics & Digital Services** – Provides services to all County departments for digital imaging, offset printing, copying, binding and related printing services.
- **Workers' Compensation** – Within the Risk Management Division, services include the administration of workers' compensation claims, temporary and permanent disability payments, medical payments, investigative services and litigation costs. In addition, the fund includes the Disability Management and countywide Safety Programs.
- **County Liability Self-Insurance** – Within the Risk Management Division, services include the administration of Countywide general liability claims, representation in small claims court and the review of contracts for appropriate indemnifications. Other services include the administration of the County HIPAA Privacy Compliance program, including Countywide training, plus the purchase and administration of property and other types of insurance to protect the County's assets.
- **Medical Malpractice Self-Insurance** – Within the Risk Management Division, services include the administration of medical malpractice insurance for Public Health and Alcohol, Drug and Mental Health Services departments.
- **Vehicle Operations and Maintenance** – The entire Fleet Operations Division, which provides vehicle services to all County departments, is accounted for in this fund.
- **Utilities** – Within the Facilities Management Division, this fund accounts for the payment of the Countywide utility management and payment of utility costs.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$1,425,000 to \$53,195,000 from the FY 2009-10 Adopted Budget of \$54,620,000. The 2.6% decrease is due to:

GENERAL SERVICES

Department Summary (cont'd)

- -\$705,000 in the Fleet Operations primarily due to decreased prices for fuel.
- -\$523,000 in Risk Management primarily due to lower indemnity payments.

Operating Revenue

The FY 2009-10 Estimated Actual revenues increased by \$1,904,000 to \$51,180,000 from the FY 2009-10 Adopted Budget of \$49,276,000. The 3.9% increase is due to:

- +\$1,650,000 in Risk Management primarily due to unbudgeted insurance proceeds from CSAC-EIA for claim reimbursements.

Capital Expenditures

The FY 2009-10 Estimated Actual capital expenditures decreased by \$455,000 to \$11,483,000 from the FY 2009-10 Adopted Budget of \$11,938,000. The 3.8% decrease is due to:

- -\$463,000 from timing differences in projects such as the Lompoc Fire and Sheriff station.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended Budget will increase by \$10,327,000 to \$63,522,000 from the FY 2009-10 Estimated Actual of \$53,195,000. The 19.4% increase is due to:

- +\$9,081,000 insurance costs due to the newly selected Primary Workers' Compensation (PWC) program which has a higher confidence level and reduced premiums to departments.
- +\$700,000 indemnity payments in anticipation of increased compromise and release payments on workers' compensation tail claims that continue to be self-administered.
- +\$600,000 higher than anticipated medical payments on workers' compensation tail claims.

Operating Revenue

The FY 2010-11 Recommended Budget will decrease \$2,516,000 to \$48,664,000 from the FY 2009-10 Estimated Actual of \$51,180,000. This 4.9% decrease is due to:

- +\$3,230,335 increased other charges for services due to transfer for Sheriff's project.
- -\$2,473,000 reduced general liability premiums to departments, achieved from fully amortizing the fund's surplus to meet the budget principle requiring ISFs to reduce charges.
- -\$1,329,000 reduced premiums collected from departments due to change to PWC program.
- -\$1,300,000 reduced cost allocation revenue.

Capital Expenditures

The FY 2010-11 Recommended Budget for capital will increase \$8,801,000 to \$20,284,000 from the FY 2009-10 Estimated Actual of \$11,483,000. This 76.6% increase is due to:

- +\$8,801,000 increase in several capital projects such as the Santa Maria Court Clerks' Building and the Sheriff's expansion project.

GENERAL SERVICES

Department Summary (cont'd)

GENERAL SERVICES BUDGET SHORTFALL

General Services faces a \$2,200,000 General Fund budget shortfall in FY 2010-11:

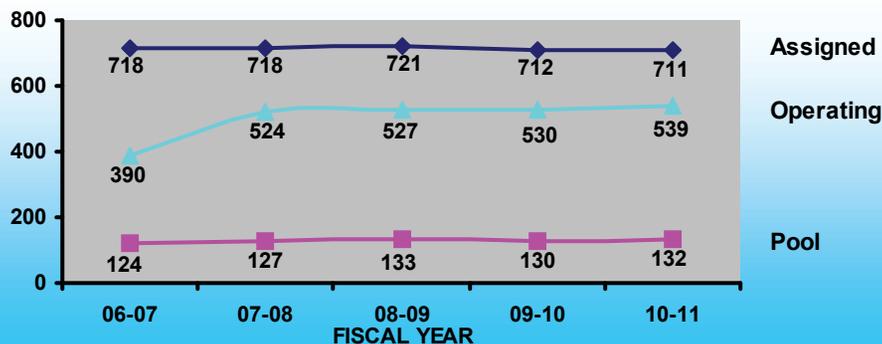
Cost allocation revenue reduction	\$1,300,000
General Fund Contribution reduction	300,000
Higher salaries and benefits costs	<u>600,000</u>
Total budget shortfall	\$2,200,000

With only \$20,000 unrestricted designations available as one-time revenue sources, General Services' recommended General Fund budget includes the following solutions to address the total shortfall:

11.2 FTEs unfunded – 2.0 vacant	\$1,125,000
4.0 FTEs unfunded – vacated by RIP	392,000
Services and supplies, primarily maintenance	<u>525,000</u>
Total Reductions	\$2,042,000
Revenue increase for capital projects	<u>158,000</u>
Budget Shortfall Resolution	\$2,200,000

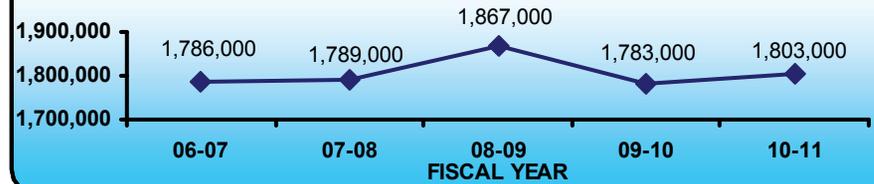
An additional 1.0 FTE vacated by the Retirement Incentive Program (RIP) was left unfunded in the Reprographics ISF, resulting in a total reduction of 16.2 FTEs, 14% below FY 2009-10 Estimated Actual FTEs.

Number of Vehicles Maintained



The number of assigned and pool vehicles have not significantly varied over the past few years. In FY 2007-08, the number of operating vehicles increased primarily due to the decision to include equipment and generators in this category.

Square Footage of County Space Maintained (in Millions)



Square footage increased in FY 2007-08 due to the addition of the Carmen Lane and La Morada buildings. In FY 2008-09, Fire Station 51, the Archive Building, and 4 Los Prietos staff residences were added. In FY 2009-10, court occupied buildings were transferred to the Administrative Office of the Courts, and in FY 2010-11, it is anticipated that the EOC and Beteravia building will be completed.

General Services aligns its internal Focus Areas with County values: Accountability, Customer-Focus, and Efficiency (ACE).

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

(Current FY 2009-10) Accomplishments:

- Analyzed available Workers' Compensation programs and implemented cost savings opportunity of \$1,329,000 through CSAC Primary Workers' Compensation program.
- Completed a comprehensive reconciliation of the internal square footage database with the insurer's database, ensuring fair and equitable distribution of property insurance costs, using recent appraised values allocated based upon square footage occupancy.
- Created a comprehensive, efficient, web-based HIPAA training program to save time and travel costs for the risk management instructor and all attendees.
- Assisted in achieving the County's goal to reduce the use of fossil fuels by 5% through fuel savings in Vehicle Operations.

Proposed Strategic Actions

- Focus on injury prevention and early claim management to prevent workers' compensation claims and lost time hours.
- Employ a new work order system for tracking time and materials for productivity assessment and accurate billing purposes.
- Identify and implement energy projects that generate ongoing savings in utility bills.

Proposed Key Projects

- Complete analysis of property contents to ensure adequacy of insurance coverage.
- Analyze self-insured retention and property insurance levels for General Liability to determine the optimal level for adequate risk mitigation at lowest program cost.
- Expand the new maintenance software application to include capital maintenance projects and contract monitoring.
- Explore methods to meet critical maintenance needs with reduced staff and funding.

Focus Area: Customer expectations are consistently met or exceeded:

(Current FY 2009-10) Accomplishments:

- Replaced the existing Computer-Aided Facilities' Maintenance software (CAFM) with an improved application that provides an asset management tool.
- Reviewed customer service, relationships, and expectations at monthly cost center meetings.
- Distributed Risk Management's rates to departments before the due date.
- Installed access control gates and security cameras in the Board of Supervisors' Hearing Room, County Executive Officer's reception area, and Clerk of the Board's lobby.

Proposed Strategic Actions:

- Develop targeted customer communication to highlight the benefits of using General Services.
- Through regular cost center meetings, review and discuss customer contacts and feedback.
- Expand use of new maintenance tracking software to ensure that routine tasks are completed in a timely manner.
- Develop a near and long term prioritized "Facilities Road Map" that covers facility maintenance items to ensure a continued, acceptable and viable County infrastructure.

Proposed Key Projects:

- Conduct detailed survey with key customers to identify service level improvement opportunities.
- Update Vehicle Operations' internal web page to make fleet information more readily available to customers.

Focus Area: General Services strives to maximize operational efficiency.

(Current FY 2009-10) Accomplishments:

- Completed the County Sustainable Action Plan.
- Improved the real property database with additional customer-driven reports.
- Continued to "right size" replacement vehicles in the fleet.
- Achieved compliance with state-mandated workers' compensation first report of injury (FROI) requirement, overcoming several years' backlog.

Proposed Strategic Actions:

- Develop a Long Term Space Plan to evaluate all County workspace that emphasizes long-term cost savings for the County by reviewing and reducing leased space.
- Explore alternative energy sources and energy efficiency opportunities to reduce overall County energy usage.
- Foster a culture of teamwork to eliminate internal and external barriers.

Proposed Key Projects:

- Reconstitute the Sustainability and Conservation Team to implement actions consistent with the County's Sustainable Action Plan.
- Work with County departments to create "equipment pools" of expensive assets that can be shared among multiple departments.
- Develop a Countywide "Green Fleet Committee" comprised of representatives from various County departments that will recommend energy efficient alternatives to vehicles and fuel sources.

GENERAL SERVICES

Department Summary (cont'd)

Focus Area: General Services has a well-trained and motivated work force.

(Current FY 2009-10) Accomplishments:

- Each employee attended department wide customer service training.
- Held three internal "All Hands" meetings with staff to receive updates on department accomplishments, strategic actions and key projects.
- Recognized staff for outstanding service through the Employee Recognition Task Force.
- Hosted the statewide General Services Academy, which provided low-cost training for County staff and a forum to highlight innovative programs and services to other agencies.

Proposed Strategic Actions:

- Remain focused on training and motivating staff, searching for low-cost or no-cost training opportunities.
- Develop opportunities for coaching supervisors and support succession planning.

Proposed Key Projects:

- Complete the certification of the Santa Barbara garage as an ASE Blue Seal of Excellence repair shop.
- Host the annual statewide General Services Academy for the third year.
- Several facility maintenance workers will become Certified Building Operators through subsidized training provided by the South County Energy Efficiency Partnership program.

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

(Current FY 2009-10) Accomplishments:

- Performed site audits throughout the County and assisted departments with developing or updating their Injury Illness Prevention Plan (IIPP) and Emergency Action Plans.
- Distributed a monthly safety newsletter to all employees.
- Re-activated the County Safety Committee and updated the County IIPP.
- Conducted annual countywide safety meeting.

Proposed Strategic Actions:

- Continue monthly safety newsletters from Risk Management.
- Increase use of Risk Management's online safety program throughout the County.
- Continue bi-monthly meetings with departments on workers' compensation updates, adding a focus on injury prevention.
- Review description of workers' compensation and general liability claims filed daily to determine if a safety or ergonomic evaluation is in order to prevent further injuries.

Proposed Key Projects:

- Develop Occupational Safety and Health Administration compliant certificate training.
- Develop safety plan to address facilities known to need improvement.
- Plan and conduct annual Countywide safety meeting.

GENERAL SERVICES

Administration

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 948,916	\$ 833,534	\$ 998,362	\$ 959,698
Office of the Director	540,904	530,197	464,561	473,625
Systems Maintenance & Development	534,638	613,212	449,524	341,012
Operating Sub-Total	2,024,458	1,976,943	1,912,447	1,774,335
Less: Intra-County Revenues	(1,190,568)	(1,170,241)	(1,170,241)	(942,655)
Operating Total	833,890	806,702	742,206	831,680
<i>Non-Operating Expenditures</i>				
Capital Assets	7,251	--	--	--
Expenditure Total	841,141	806,702	742,206	831,680
<i>Other Financing Uses</i>				
Operating Transfers	1,771	1,735	1,735	1,774
Division Total	\$ 842,912	\$ 808,437	\$ 743,941	\$ 833,454

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	1,298,706	1,289,895	1,108,164	1,126,085
Overtime	38,100	--	2,294	--
Extra Help	21,981	2,929	16,000	3,395
Benefits	494,100	503,036	611,335	487,901
Salaries & Benefits Sub-Total	1,852,887	1,795,860	1,737,793	1,617,381
Services & Supplies	171,571	181,083	174,654	156,954
Operating Sub-Total	2,024,458	1,976,943	1,912,447	1,774,335
Less: Intra-County Revenues	(1,190,568)	(1,170,241)	(1,170,241)	(942,655)
Operating Total	833,890	806,702	742,206	831,680
<i>Non-Operating Expenditures</i>				
Capital Assets	7,251	--	--	--
Expenditure Total	\$ 841,141	\$ 806,702	\$ 742,206	\$ 831,680



Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Other Charges for Services	\$ 2,079,628	\$ 1,980,965	\$ 1,980,965	\$ 1,754,367
Miscellaneous Revenue	44,137	--	469	--
Revenue Sub-Total	2,123,765	1,980,965	1,981,434	1,754,367
Less: Intra-County Revenues	(1,190,568)	(1,170,241)	(1,170,241)	(942,655)
Revenue Total	933,197	810,724	811,193	811,712
<i>General Fund Contribution</i>	(110,653)	(2,287)	(74,740)	--
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	20,368	--	7,488	21,742
Division Total	\$ 842,912	\$ 808,437	\$ 743,941	\$ 833,454

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11	
Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>								
Administration	8.0	7.0	7.0	6.0	7.0	6.6	8.0	6.0
Office of the Director	5.0	4.8	5.0	4.0	5.0	3.1	4.0	3.0
Systems Maintenance & Development	4.0	3.6	5.0	4.0	5.0	3.4	4.0	2.0
Total Permanent	17.0	15.3	17.0	14.0	17.0	13.1	16.0	11.0
<i>Non-Permanent</i>								
Extra Help	--	0.6	--	0.1	--	0.4	--	0.1
Total Positions	17.0	16.0	17.0	14.1	17.0	13.5	16.0	11.1



Through regular cost center meetings, General Services monitors and controls its budget.

SERVICE DESCRIPTION

The Administration Division provides executive leadership and supports staff with policy direction, accounting, information technology, training, and human resource assistance while remaining focused on the Department's mission.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Administration

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$64,000 to \$1,912,000 from the FY 2009-10 Adopted Budget of \$1,977,000. The 3.3% decrease is due to:

- -\$58,000 salary savings from an unpaid leave of absence.
- +\$5,400 savings in services and supplies attributable to reduced Microsoft licensing costs.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will decrease by \$138,000 to \$1,774,000 from the FY 2009-10 Estimated Budget of \$1,912,000. The 7.2% decrease is due to:

- -\$128,400 lower salaries and benefits due to unfunding 2 FTEs.
- -\$17,600 lower services and supplies due to savings in liability insurance premiums and data processing allocations.

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Department-wide Effectiveness Measures

As an efficient and responsive government, the County will maintain a productive workforce through a Departmental lost time rate of 5.9% or less.	4.4% 10,311 235,944	3.7% 7,770 210,000	5.5% 12,655 230,100	5.0% 10,500 210,000
As an efficient and responsive government, the County will maintain a quality workforce through completing 100% of departmental Employee Performance Reviews (EPRs) by the anniversary due date.	100% 116 116	100% 118 118	98% 114 116	100% 101 101

GENERAL SERVICES

Administration (cont'd)

	Actual FY 08-09 Pos.	Adopted FY 09-10 Pos.	Est. Actual FY 09-10 Pos.	Recommended FY 10-11 Pos.
Position Detail				
Administration				
Accountant	3.0	3.0	3.0	3.0
Assistant Director	2.0	2.0	2.0	2.0
Financial Office Pro	1.0	1.0	1.0	1.0
Program/Bus Ldr-Gen	1.0	1.0	1.0	1.0
Enterprise Leader	--	--	--	1.0
Sub-Division Total	7.0	7.0	7.0	8.0
Office of the Director				
Admin Office Pro	3.0	3.0	3.0	3.0
Director	1.0	1.0	1.0	1.0
Program/Bus Ldr-Gen	1.0	--	--	--
Sub-Division Total	5.0	4.0	4.0	4.0
Systems Maintenance & Development				
Data Processing Specialist	1.0	1.0	1.0	1.0
Enterprise Ldr General	1.0	1.0	1.0	--
Systems & Programming Analyst	2.0	2.0	2.0	2.0
Team / Proj Ldr - General	--	1.0	1.0	1.0
Sub-Division Total	4.0	5.0	5.0	4.0
Division Total	17.0	17.0	17.0	16.0

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Department-wide Effectiveness Measures

As an efficient and responsive government, the Department will reduce or maintain the rate of General Liability claims filed from the previous year's actual claims filed.	100% 4 4	100% 4 4	100% 4 4	100% 4 4
As an efficient and responsive government, the Department will reduce or maintain the rate of Workers' Compensation claims filed from the previous year's actual claims filed.	100% 12 12	88% 7 8	138% 11 8	91% 10 11

GENERAL SERVICES

Purchasing, Surplus Property & Mail

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Purchasing & Surplus Property	\$ 599,364	\$ 619,692	\$ 609,474	\$ 500,497
Mail Services	415,448	381,060	457,195	387,002
Operating Sub-Total	1,014,812	1,000,752	1,066,669	887,499
Less: Intra-County Revenues	(539,888)	(666,591)	(14,028)	(13,454)
Expenditure Total	474,924	334,161	1,052,641	874,045
<i>Other Financing Uses</i>				
Operating Transfers	1,697	1,735	1,735	1,698
Division Total	\$ 476,621	\$ 335,896	\$ 1,054,376	\$ 875,743

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	458,556	471,951	425,467	404,804
Overtime	2,914	--	2,926	--
Extra Help	26,551	--	30,000	--
Benefits	216,319	221,207	312,889	218,332
Salaries & Benefits Sub-Total	704,340	693,158	771,282	623,136
Services & Supplies	310,472	307,594	295,387	264,363
Operating Sub-Total	1,014,812	1,000,752	1,066,669	887,499
Less: Intra-County Revenues	(539,888)	(666,591)	(14,028)	(13,454)
Expenditure Total	\$ 474,924	\$ 334,161	\$ 1,052,641	\$ 874,045

I want to buy something
What is it?

- Tangible Goods
- Service Contractor
- Construction Contractor

This easy-to-use, interactive tool to assist County employees in navigating through the maze of purchasing laws and policies is available on the Purchasing Intranet Site.

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Cost Allocation Revenue	\$ 539,888	\$ 678,266	\$ 678,266	\$ 664,714
Miscellaneous Revenue	5	--	4	--
Revenue Sub-Total	539,893	678,266	678,270	664,714
Less: Intra-County Revenues	(539,888)	(666,591)	(14,028)	(13,454)
Revenue Total	5	11,675	664,242	651,260
General Fund Contribution	476,329	324,221	390,095	224,483
<i>Other Financing Sources</i>				
Sale of Property	287	--	39	--
Division Total	\$ 476,621	\$ 335,896	\$ 1,054,376	\$ 875,743

Position Summary

	Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<i>Permanent</i>								
Purchasing & Surplus Property	6.0	5.0	6.0	5.0	6.0	5.0	5.0	4.0
Mail Services	3.5	3.3	4.0	3.0	4.0	3.3	4.0	3.0
Total Permanent	9.5	8.3	10.0	8.0	10.0	8.2	9.0	7.0
<i>Non-Permanent</i>								
Extra Help	--	0.9	--	--	--	0.7	--	--
Total Positions	9.5	9.1	10.0	8.0	10.0	8.9	9.0	7.0

SERVICE DESCRIPTION

Purchasing procures materials, supplies, equipment and services for County departments consistent with quality and performance. Purchasing is a resource to County employees for regulations governing public purchasing.

The Mail Center provides County offices with safe, secure, reliable and efficient processing of outgoing, incoming and interoffice mail. It also redistributes and disposes of surplus property.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Purchasing, Surplus Property & Mail

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures increased by \$66,000 to \$1,067,000 from the FY 2009-10 Adopted Budget of \$1,001,000. The 6.6% increase is due to:

- +\$78,000 higher than anticipated salaries and benefits in the Mail Center.
- -\$12,000 savings in services and supplies from deferring outside professional services to assist with the purchasing system.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will decrease by \$179,000 to \$887,000 from the FY 2009-10 Estimated Budget of \$1,067,000. The 16.8% decrease is due to:

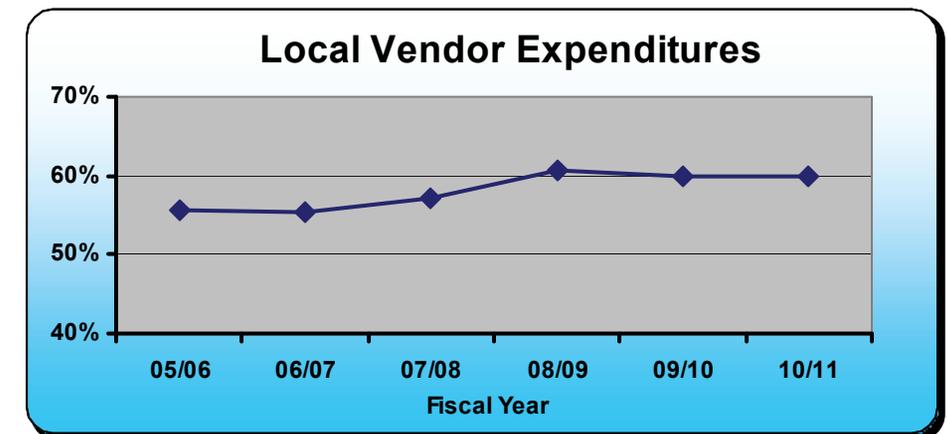
- -\$148,000 lower salaries and benefits due to the unfunding of 2.1 FTEs, including the purchasing manager position.
- -\$31,000 lower services and supplies due to reduction in administrative overhead costs.

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Recurring Performance Measures				
Purchasing & Surplus Property				
Award 90% of an estimated 60 formal bids for purchases over \$25,000 within 60 days of receipt of requisition.	98%	90%	90%	90%
	46	54	54	54
	47	60	60	60
Spend at least 60% of the County's budget for services and supplies with local vendors.	61%	60%	60%	60%
	\$88,082,997	\$90,000,000	\$90,000,000	\$90,000,000
	\$144,670,711	\$150,000,000	\$150,000,000	\$150,000,000

GENERAL SERVICES

Purchasing, Surplus Property & Mail (cont'd)

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Purchasing & Surplus Property				
Buyer	4.0	5.0	5.0	4.0
Buyer's Assistant	1.0	--	--	--
Program/Bus Ldr-Gen	1.0	1.0	1.0	1.0
Sub-Division Total	6.0	6.0	6.0	5.0
Mail Services				
Mail Center Supervisor	1.0	1.0	1.0	1.0
Mail Center Worker	2.5	3.0	3.0	3.0
Sub-Division Total	3.5	4.0	4.0	4.0
Division Total	9.5	10.0	10.0	9.0



In FY 2008-09, we achieved the goal of spending at least 60% of the County's budget for services and supplies with local vendors, and estimate that we will achieve the goal again in FY 2009-10 and FY 2010-11.

GENERAL SERVICES
Reprographics & Digital Services

Use of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Reprographics & Scanning Services	\$ 967,456	\$ 831,232	\$ 749,445	\$ 846,514
Graphic Design & Image Setting	280,775	363,290	504,422	460,315
Operating Sub-Total	1,248,231	1,194,522	1,253,867	1,306,829
Less: Intra-County Revenues	(1,068,146)	(950,000)	(935,350)	(911,000)
Operating Total	180,085	244,522	318,517	395,829
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	15,000	--
Expenditure Total	180,085	244,522	333,517	395,829
<i>Other Financing Uses</i>				
Designated for Future Uses	601,022	--	--	--
Division Total	\$ 781,107	\$ 244,522	\$ 333,517	\$ 395,829

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	320,911	354,002	339,285	399,232
Overtime	11,127	--	4,142	723
Extra Help	88,102	20,115	8,442	--
Benefits	145,885	150,630	213,421	190,462
Salaries & Benefits Sub-Total	566,025	524,747	565,290	590,417
Services & Supplies	537,908	525,467	544,269	572,104
Depreciation Expense	81,092	81,100	81,100	81,100
Principal & Interest	63,206	63,208	63,208	63,208
Operating Sub-Total	1,248,231	1,194,522	1,253,867	1,306,829
Less: Intra-County Revenues	(1,068,146)	(950,000)	(935,350)	(911,000)
Operating Total	180,085	244,522	318,517	395,829
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	15,000	--
Expenditure Total	\$ 180,085	\$ 244,522	\$ 333,517	\$ 395,829

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Reprographics	\$ 1,068,146	\$ 950,000	\$ 935,350	\$ 911,000
Interest	8,384	9,000	2,000	500
Other Charges for Services	73,005	54,000	55,100	54,000
Miscellaneous Revenue	2,830	--	--	--
Revenue Sub-Total	1,152,365	1,013,000	992,450	965,500
Less: Intra-County Revenues	(1,068,146)	(950,000)	(935,350)	(911,000)
Revenue Total	84,219	63,000	57,100	54,500
<i>Other Financing Sources</i>				
Operating Transfers	596,888	--	--	--
Use of Prior Fund Balances	100,000	181,522	276,417	341,329
Division Total	\$ 781,107	\$ 244,522	\$ 333,517	\$ 395,829

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	FTE	Pos.	FTE
Pos.				
FTE				

Position Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	FTE	Pos.	FTE
<i>Permanent</i>				
Reprographics & Scanning Services	6.5	6.0	5.5	5.5
Graphic Design & Image Setting	--	0.1	1.0	1.0
Total Permanent	6.5	6.1	6.5	6.5
<i>Non-Permanent</i>				
Extra Help	--	2.6	--	0.5
Total Positions	6.5	8.7	6.5	7.0

REPROGRAPHICS ISF BALANCE SHEET PROJECTION			
	6/30/2009 Actual	6/30/2010 Projected	6/30/2011 Projected
Cash & Equivalent	381,912	186,597	(73,631)
Equipment, Net	376,369	310,269	229,169
Total Assets	758,281	496,866	155,538
Liabilities	201,228	142,211	80,835
RE - Capital	400,537	481,637	562,737
RE- Unreserved	156,516	(126,983)	(488,034)
Total Liabilities & Equity	758,281	496,866	155,538

Based upon estimated actual results for FY 2009-10 and recommended budget for FY 2010-11, the Reprographics ISF may need additional resources to cover its negative cash balance. Increased use of Reprographics' services by departments is necessary to prevent further financial difficulties.

SERVICE DESCRIPTION

Reprographic & Digital Services provides a wide variety of digital design, printing, and copying services to County Departments, producing a high quality product that departments are proud to use and distribute to their clients and staff.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Reprographics & Digital Services

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures increased by \$59,000 to \$1,254,000 from the FY 2009-10 Adopted Budget of \$1,195,000. The 5.0% increase is due to:

- +\$40,500 higher salaries and benefits primarily due to additional one-time cost necessitated by the early Retirement Incentive Program.
- +\$18,500 higher services and supplies due to increased copier usage charges.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will increase by \$53,000 to \$1,307,000 from the FY 2009-10 Estimated Budget of \$1,254,000. The 4.2% increase is due to:

- +\$28,000 higher services and supplies due to increased cost allocation plan amount.
- +\$25,000 higher salaries and benefits, despite holding 1.5 FTE vacant.

Recurring Performance Measures

Reprographics & Scanning Services

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Complete 95% of all Print Shop jobs by the requested delivery date.	87%	98%	73%	95%
	427	430	475	618
	489	440	650	650
Complete 98% of all Quick Copy jobs by the requested delivery date.	94%	98%	84%	98%
	2,915	3,430	2,100	2,940
	3,103	3,500	2,500	3,000

GENERAL SERVICES

Reprographics & Digital Services (cont'd)

	Actual FY 08-09 <u>Pos.</u>	Adopted FY 09-10 <u>Pos.</u>	Est. Actual FY 09-10 <u>Pos.</u>	Recommended FY 10-11 <u>Pos.</u>
Position Detail				
Reprographics & Scanning Services				
Admin Office Pro	2.0	1.0	1.0	1.0
Offset Equipment Operator	3.5	2.5	2.5	2.5
Reprographics Supervisor	1.0	1.0	1.0	1.0
Admin Ldr General	--	1.0	1.0	1.0
Sub-Division Total	<u>6.5</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>
Graphic Design & Image Setting				
Admin Office Pro	--	1.0	1.0	2.0
Sub-Division Total	<u>--</u>	<u>1.0</u>	<u>1.0</u>	<u>2.0</u>
Division Total	<u>6.5</u>	<u>6.5</u>	<u>6.5</u>	<u>7.5</u>

Services and Benefits:

Copy Services

- Three black and white high-speed copiers – copies from hard copy or digital files.
- Two color copiers; one optimized for high-speed production from graphics files.
- Wide format copier (up to 36”) for black and white copies, with “scan only” capability.
- Wide format copier (up to 44”) for photographic-quality color copies.

Printing Services

- Two-color press for quick and efficient multi-color printing on almost any stock.
- Heidelberg 20” press with in-line numbering capability for forms and oversize projects
- Multi-part business forms printing – including booklets with “wrap-around” covers.
- High-speed envelope printing equipment for economical production of envelope jobs.

The benefits of using our County Reprographics “In-plant” shop are simple:

- Rapid turn-around – critical jobs can often be completed on the same day.
- Confidentiality – we know how to handle sensitive information and keep it safe.
- Personal service – you know us and we know you... working together on your project we can get it “just right” and keep it on time and on budget.
- Consulting Services – if we cannot do the job in-house we will always work with you to coordinate the best solution for your printing needs, even handling the details and setting up the graphics for you. Nobody knows better than we in how to talk to other printers!

GENERAL SERVICES

Risk Management

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Use of Funds Summary

Operating Expenditures

Workers' Compensation	\$ 14,153,804	\$ 12,571,442	\$ 11,777,775	\$ 22,365,279
Liability & Property	6,567,952	6,798,759	7,029,808	6,857,932
Operating Sub-Total	20,721,756	19,370,201	18,807,583	29,223,211
Less: Intra-County Revenues	(22,653,032)	(18,577,400)	(18,577,400)	(14,775,330)
Expenditure Total	(1,931,276)	792,801	230,183	14,447,881

Other Financing Uses

Designated for Future Uses	6,776,968	1,398,098	4,033,130	--
Division Total	\$ 4,845,692	\$ 2,190,899	\$ 4,263,313	\$ 14,447,881

Character of Expenditures

Operating Expenditures

Regular Salaries	951,329	915,651	856,584	961,121
Overtime	3,363	3,000	532	3,000
Extra Help	4,674	--	24,820	--
Benefits	391,177	378,814	374,377	445,310
Salaries & Benefits Sub-Total	1,350,543	1,297,465	1,256,313	1,409,431
Services & Supplies	18,647,989	17,037,190	16,190,724	26,653,430
Depreciation Expense	6,112	6,200	6,200	6,000
Damages & Losses	715,280	1,025,000	1,350,000	1,150,000
Principal & Interest	1,832	4,346	4,346	4,350
Operating Sub-Total	20,721,756	19,370,201	18,807,583	29,223,211
Less: Intra-County Revenues	(22,653,032)	(18,577,400)	(18,577,400)	(14,775,330)
Expenditure Total	(1,931,276)	\$ 792,801	\$ 230,183	\$ 14,447,881

Source of Funds Summary

Departmental Revenues

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Interest	\$ 895,042	\$ 1,080,000	\$ 404,000	\$ 202,000
Other Charges for Services	51,039	22,000	12,000	15,000
Self Insurance Premiums	22,601,001	18,577,400	18,577,400	14,775,330
Miscellaneous Revenue	2,839,003	622,600	3,124,639	1,657,823
Revenue Sub-Total	26,386,085	20,302,000	22,118,039	16,650,153
Less: Intra-County Revenues	(22,653,032)	(18,577,400)	(18,577,400)	(14,775,330)
Revenue Total	3,733,053	1,724,600	3,540,639	1,874,823

General Fund Contribution

	477	--	--	--
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Other Financing Sources

Use of Prior Fund Balances	1,112,162	466,299	722,674	12,573,058
Division Total	\$ 4,845,692	\$ 2,190,899	\$ 4,263,313	\$ 14,447,881

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11	
Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

Permanent

Workers' Compensation	13.0	9.8	12.5	10.0	12.5	8.1	12.5	10.0
Liability & Property	3.0	3.0	3.0	2.0	3.0	2.3	3.0	2.0
Total Permanent	16.0	12.8	15.5	12.0	15.5	10.4	15.5	12.0

Non-Permanent

Extra Help	--	--	--	--	--	0.3	--	--
Total Positions	16.0	12.8	15.5	12.0	15.5	10.7	15.5	12.0



The Risk Management team stands united in controlling the County's exposure to the various elements of risk.

SERVICE DESCRIPTION

Risk Management manages the County's workers' compensation, general liability and medical malpractice programs; purchases insurance to protect the County's assets; advises County departments on insurance contract requirements; and manages the County safety, HIPAA privacy compliance, and disability management programs.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$563,000 to \$18,808,000 from the FY 2009-10 Adopted Budget of \$19,370,000. The 2.9% decrease is primarily due to:

- \$523,000 in fewer compromise and release settlements than expected.
- \$40,000 in salary savings from holding vacant position open.

Operating Revenue

The FY 2009-10 Estimated Actual revenues increased by \$1,816,000 to \$22,118,000 from the FY 2009-10 Adopted Budget of \$20,302,000. The 8.9% increase is due to:

- + \$2,502,000 unbudgeted insurance recovery proceeds from CSAC-EIA.
- \$676,000 lower than budgeted interest income due to lower than expected rates.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will increase by \$10,455,000 to \$29,223,000 from the FY 2009-10 Estimated Actual of \$18,808,000. The 55.4% increase is due to:

- + \$9,081,000 insurance costs primarily due to the newly selected Primary Workers' Compensation program which has a higher insurance cost overall, but with a higher confidence level and reduced premium allocation to departments.
- + \$700,000 indemnity payments in anticipation of increased compromise and release payments on self-insured claims.
- + \$600,000 higher than anticipated medical payments on self-insured claims.

Operating Revenue

The FY 2010-11 Recommended Budget will decrease by \$5,468,000 to \$16,650,000 from the FY 2009-10 Estimated Actual of \$22,118,000. The 24.7% decrease is due to:

- \$2,473,000 reduced general liability premiums allocated to departments, achieved by fully amortizing the fund's surplus in accordance with the budget principle that ISFs reduce charges to departments.
- \$1,666,000 reduced miscellaneous revenue due to reduced CSAC-EIA reimbursements and reduced interest income anticipated.
- \$1,329,000 reduced workers' compensation premiums allocated to departments due to the change from CSAC-EIA Excess Workers' Compensation to CSAC-EIA Primary's Workers' Compensation program.

GENERAL SERVICES

Risk Management (cont'd)

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Recurring Performance Measures				
Liability & Property				
Maintain departments' awareness of current litigation status by the coordination of 5 meetings per quarter.	100%	100%	100%	100%
	20	20	20	20
	20	20	20	20
File 100% of General Liability CSAC-EIA claims for reimbursement of losses no later than 30 days of each quarter end.	100%	100%	100%	100%
	3	4	4	4
	3	4	4	4
Ensure that 100% of the 389 new Workers' Compensation claims are reported to the State within 5 days of date of knowledge of the injury.	65%	100%	100%	100%
	262	384	389	389
	405	384	389	389
Ensure that 100% of the 10,000 Workers' Compensation medical bills are paid within the legally required 60 days.	100%	100%	100%	100%
	11,202	10,000	10,000	10,000
	11,206	10,000	10,000	10,000
Place 100% of the 97 medically eligible employees in the Disability Management program within 2 working days of eligibility.	95%	100%	95%	100%
	96	97	97	97
	101	97	97	97

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	Pos.	Pos.	Pos.

Position Detail

Workers' Compensation

Accountant	1.0	1.0	1.0	1.0
Admin Office Pro	1.0	1.0	1.0	2.0
Financial Office Pro	4.0	3.5	3.5	1.5
Admin Ldr General	2.0	2.0	2.0	3.0
Program/Bus Ldr-Gen	2.0	2.0	2.0	2.0
Team / Proj Ldr - General	3.0	3.0	3.0	3.0
Sub-Division Total	13.0	12.5	12.5	12.5

Liability & Property

Admin Ldr General	2.0	2.0	2.0	2.0
Program/Bus Ldr-Gen	1.0	1.0	1.0	1.0
Sub-Division Total	3.0	3.0	3.0	3.0
Division Total	16.0	15.5	15.5	15.5

GENERAL SERVICES

Risk Management

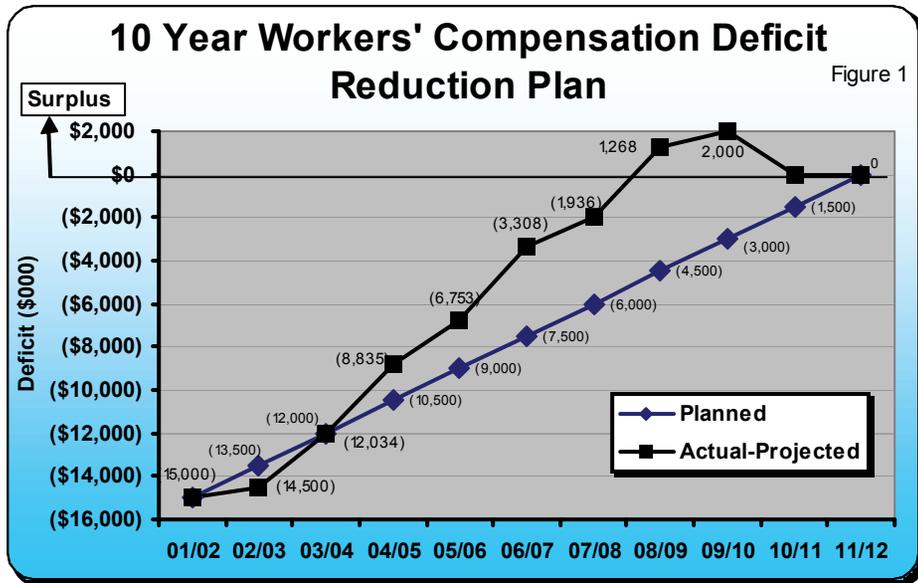


Figure 1: Risk Management was able to completely eliminate the workers' compensation fund deficit in February 2009, 4 years ahead of schedule. Effective July 1, 2010, the County will participate in CSAC-EIA's Primary Workers' Compensation (PWC) program, which provides first dollar coverage to mitigate escalating claims costs. As a result, the balance sheet reserves will be used to pay indemnity and medical payments plus costs to administer and defend the tail claims with dates of injuries prior to July 1, 2010. Risk Management, along with County Counsel, will focus on permanently resolving as many open claims as possible during the 3-year required commitment to PWC. Annual updates will be provided to the Board on the PWC program, including the adequacy of existing reserves to pay the costs for claims for injuries prior to July 1, 2010 (the so-called "tail claims").

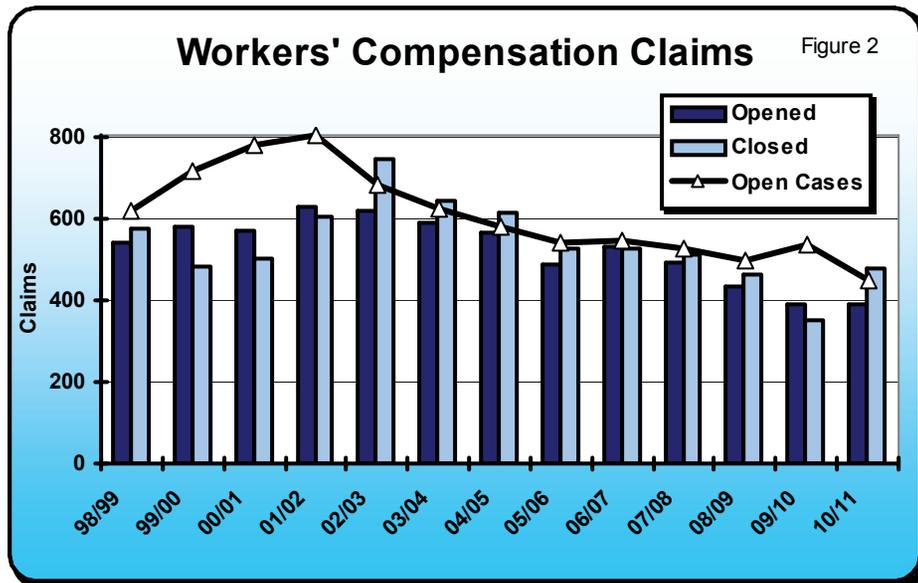
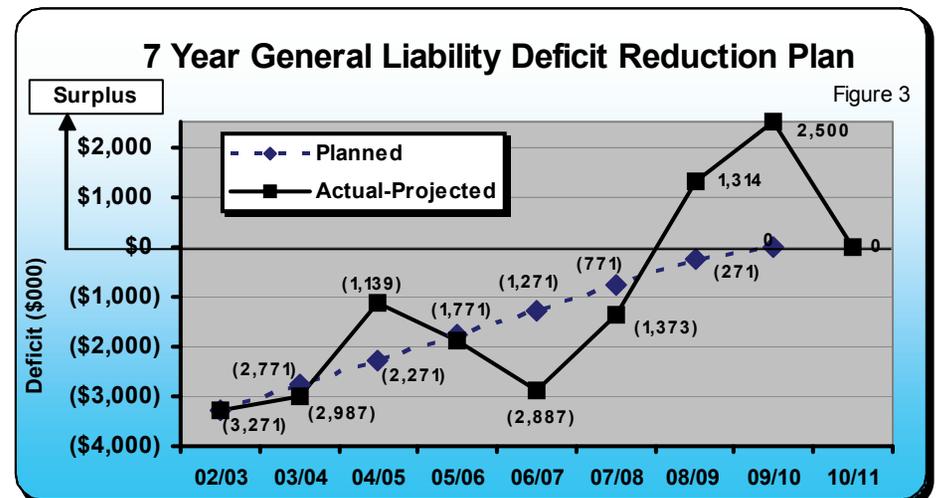


Figure 2: Favorable legislative changes in 2004, coupled with the County's focus on preventing injuries has resulted in a steady decline in the number of open claims. The estimated increase in FY 2009-10 is due to a higher incidence of reopened older claims. Despite reduced frequency in new claims filed, the severity of claims has increased the County's financial risk, which will be mitigated through increased coverage available in the Primary Workers' Compensation program. Claims filed for injuries subsequent to June 30, 2010, will be managed through that program, freeing up County staff to focus on resolving the claims for injuries prior to July 1, 2010.

Figure 3: At June 30, 2003, the General Liability Fund had a deficit of over \$3 million, prompting a 7-year deficit recovery plan to restore the fund balance. However, insurance market conditions and adverse claim development during FY 2004-05 caused the deficit in FY 2006-07 to reach nearly the same level as when the recovery plan began. Rates to the departments were again increased to get the deficit reduction plan back on track. Recognizing that one key to cost containment was to be found in reducing the losses paid out, Risk Management began a more pro-active approach to claims management, meeting with departments and County Counsel regularly in an effort to resolve claims early. In addition, a Countywide performance metric to maintain or reduce claims helped departments focus on ways to prevent claims from being filed. To reduce rates to departments, the surplus was fully amortized, and it is anticipated that assets will be sufficient to cover claims liability at the 50% confidence level, neither a surplus nor a deficit at the end of FY 2010-11.

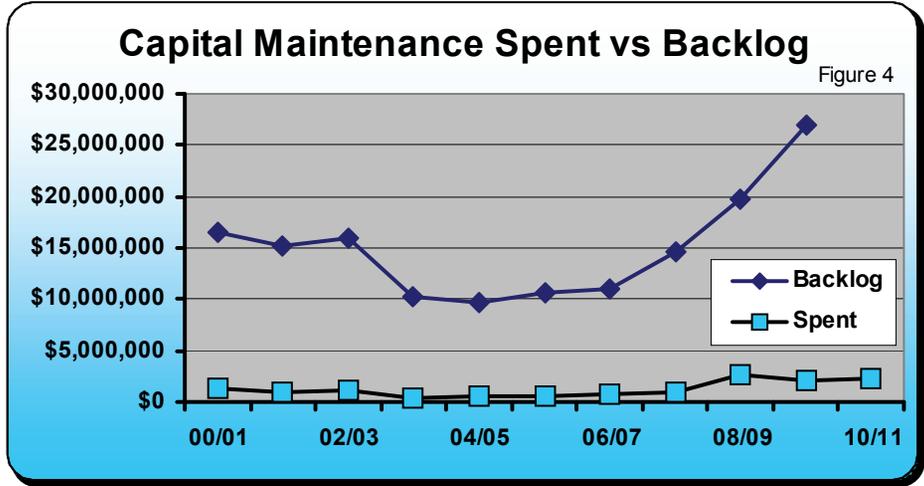
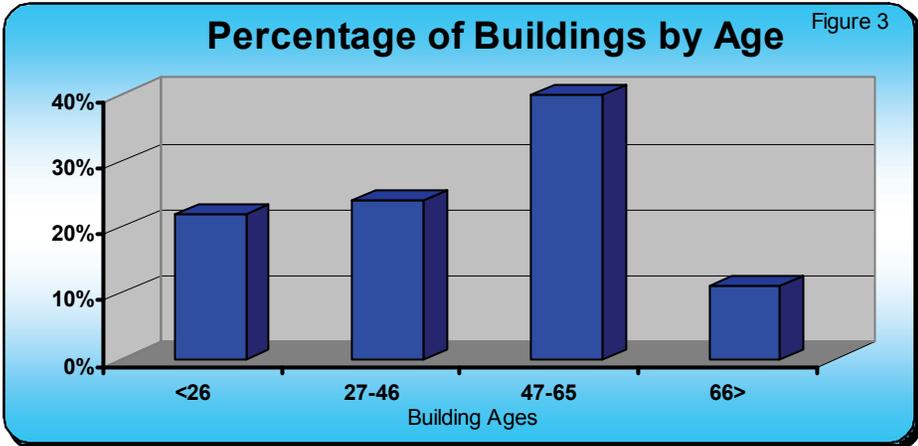
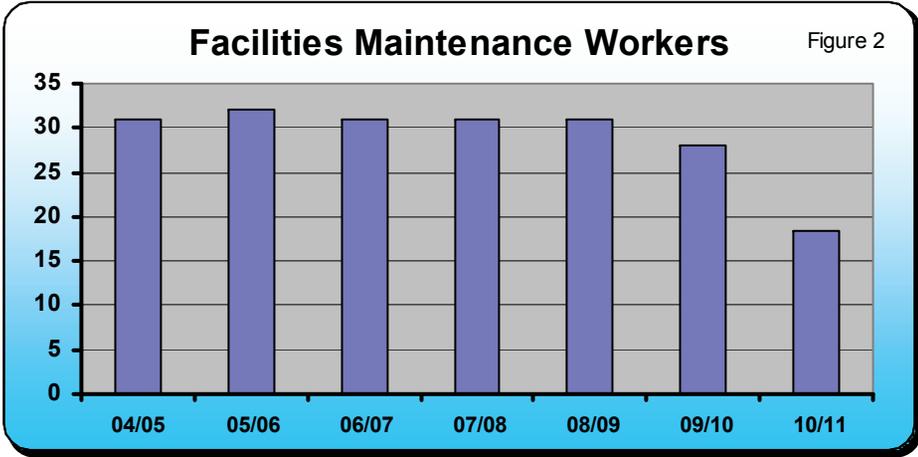
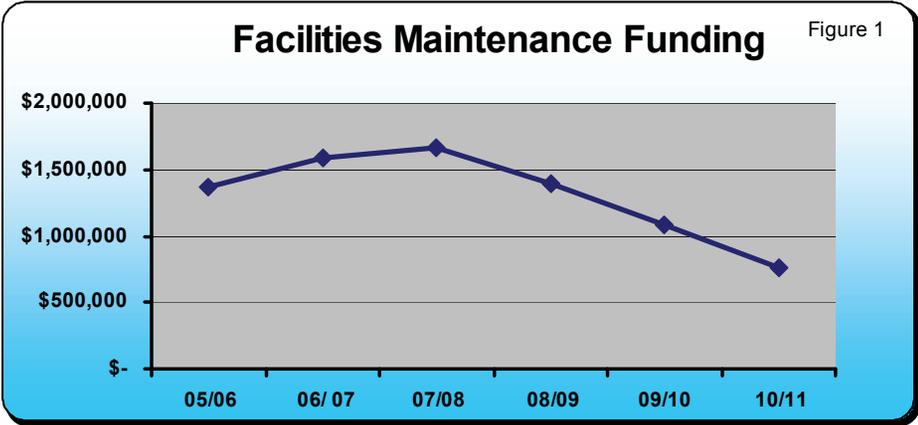


GENERAL SERVICES
Facilities Management

Ensuring the County's approximately 645 buildings are maintained and kept in good condition is a challenge and, with the proposed reduced staffing in FY 2010-11, this challenge will continue. Building maintenance is accomplished by funding a combination of internal maintenance labor, parts, materials, and contractors.

Figure 1 shows the amount of funding for parts, materials and payments to outside contractors for building maintenance over the last 5 years. The 30% reduction in the budget for the upcoming FY 2010-11 fiscal year coupled with a 34% reduction in maintenance staff as illustrated in Figure 2 will put increasing downward pressure on the standard and level of maintenance of County buildings. A common measure of maintenance staffing level is 1 FTE per 50,000 square feet of space and the County is moving closer to 1 FTE per 76,000 square feet which presents an added challenge in that the majority (53%) of all County buildings are 47 years or older (Figure 3) requiring increased levels of maintenance with decreasing resources.

In FY 2000-01, it was recognized that regular maintenance was underfunded and that there was a \$15 million maintenance backlog which is known as "deferred maintenance." Since then, \$11 million has been spent on hundreds of projects, including many energy related improvements (leaking roofs replaced, lighting retrofits, etc). Despite this, the backlog continues to grow and currently stands at \$27 million. (Figure 4). The recommended budget includes \$2.25 million for deferred maintenance of facilities.



GENERAL SERVICES
Facilities Management

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Facilities Administration	\$ 636,021	\$ 575,309	\$ 545,666	\$ 584,395
Court Costs	1,078,156	1,150,603	1,152,219	1,126,941
Energy & Utilities	5,680,542	6,500,213	6,301,583	6,764,661
South County Maintenance	3,351,627	3,374,755	3,383,335	2,739,380
Maintenance Contracts	1,052,029	1,004,509	996,750	926,985
North County Maintenance	2,222,506	2,068,502	2,027,951	1,522,193
Capital Maintenance	2,817,523	1,738,657	1,919,802	2,336,741
Operating Sub-Total	16,838,404	16,412,548	16,327,306	16,001,296
Less: Intra-County Revenues	(8,042,977)	(8,875,582)	(6,086,508)	(6,515,164)
Operating Total	8,795,427	7,536,966	10,240,798	9,486,132
<i>Non-Operating Expenditures</i>				
Capital Assets	68,530	113,425	--	--
Expenditure Total	8,863,957	7,650,391	10,240,798	9,486,132
<i>Other Financing Uses</i>				
Designated for Future Uses	441,690	400,000	--	--
Division Total	\$ 9,305,647	\$ 8,050,391	\$ 10,240,798	\$ 9,486,132
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	2,265,199	2,466,397	2,396,724	2,059,765
Overtime	53,559	48,000	49,408	46,000
Extra Help	59,545	18,000	89,733	14,274
Benefits	1,055,817	1,103,347	1,158,769	972,229
Salaries & Benefits Sub-Total	3,434,120	3,635,744	3,694,634	3,092,268
Services & Supplies	13,003,886	11,981,974	11,884,540	12,133,351
Contributions	400,398	794,830	748,132	775,677
Operating Sub-Total	16,838,404	16,412,548	16,327,306	16,001,296
Less: Intra-County Revenues	(8,042,977)	(8,875,582)	(6,086,508)	(6,515,164)
Operating Total	8,795,427	7,536,966	10,240,798	9,486,132
<i>Non-Operating Expenditures</i>				
Capital Assets	68,530	113,425	--	--
Expenditure Total	\$ 8,863,957	\$ 7,650,391	\$ 10,240,798	\$ 9,486,132

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Source of Funds Summary				
<i>Departmental Revenues</i>				
Interest	\$ 1,103	\$ 1,800	\$ 800	\$ 700
Utilities	5,511,158	6,287,828	6,093,858	6,520,654
Cost Allocation Revenue	1,805,180	2,593,104	2,593,104	1,473,127
Other Charges for Services	362,350	269,000	269,660	270,000
Miscellaneous Revenue	248,897	448,179	340,614	278,325
Revenue Sub-Total	7,928,688	9,599,911	9,298,036	8,542,806
Less: Intra-County Revenues	(8,042,977)	(8,875,582)	(6,086,508)	(6,515,164)
Revenue Total	(114,289)	724,329	3,211,528	2,027,642
<i>General Fund Contribution</i>				
	6,276,187	5,261,062	5,224,798	5,208,490
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	3,143,749	2,065,000	1,804,472	2,250,000
Division Total	\$ 9,305,647	\$ 8,050,391	\$ 10,240,798	\$ 9,486,132
Position Summary				
<i>Permanent</i>				
Facilities Administration	3.0	3.0	3.0	3.0
Energy & Utilities	1.0	1.0	1.0	0.5
South County Maintenance	23.0	21.8	23.0	22.0
North County Maintenance	13.0	12.8	13.0	13.0
Total Permanent	40.0	38.6	40.0	39.0
<i>Non-Permanent</i>				
Contract	--	0.9	--	1.0
Extra Help	--	1.4	--	2.1
Total Positions	40.0	40.9	40.0	40.9

SERVICE DESCRIPTION

The Division of Facilities Management promotes a safe, healthy environment for County employees and visitors by providing a full range of maintenance and custodial services for 1.78 million square feet of space in 645 County structures. In addition, Utility ISF costs are included in this division, along with energy management services.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Facilities Management

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$85,000 to \$16,327,000 from the FY 2009-10 Adopted Budget of \$16,413,000. The 0.5% decrease is due to:

- -\$97,000 net impact of several service and supplies items.
- +\$59,000 increased salary and benefits costs, primarily unbudgeted extra help costs.
- -\$47,000 lower than budgeted court facility payments.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will decrease by \$326,000 to \$16,001,000 from the FY 2009-10 Estimated Budget of \$16,327,000. The 2.0% decrease is primarily due to:

- -\$602,000 reduced salary and benefits costs by unfunding 9.5 FTEs.
- +\$249,000 primarily due to anticipated increases in utility costs.

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Recurring Performance Measures

South County Maintenance

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%
	128	120	120	120
	128	120	120	120

North County Maintenance

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%
	27	36	36	36
	27	36	36	36

GENERAL SERVICES

Facilities Management (cont'd)

	Actual FY 08-09 <u>Pos.</u>	Adopted FY 09-10 <u>Pos.</u>	Est. Actual FY 09-10 <u>Pos.</u>	Recommended FY 10-11 <u>Pos.</u>
Position Detail				
Facilities Administration				
Admin Office Pro	2.0	2.0	2.0	2.0
Program/Bus Ldr-Gen	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Sub-Division Total	3.0	3.0	3.0	3.0
Energy & Utilities				
Team / Proj Ldr - General	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Sub-Division Total	1.0	1.0	1.0	1.0
South County Maintenance				
Admin Office Pro	1.0	1.0	1.0	1.0
Building Maintenance Supervisor	2.0	2.0	2.0	2.0
Building Maintenance Worker	11.0	11.0	11.0	10.0
Facilities Supervisor	1.0	1.0	1.0	--
HVAC Specialist	2.0	2.0	2.0	2.0
Maintenance Carpenter	2.0	2.0	2.0	2.0
Maintenance Electrician	2.0	2.0	2.0	2.0
Maintenance Plumber	2.0	2.0	2.0	2.0
Dept Bus Spec II	<u>--</u>	<u>--</u>	<u>--</u>	<u>1.0</u>
Sub-Division Total	23.0	23.0	23.0	22.0
North County Maintenance				
Admin Office Pro	1.0	1.0	1.0	1.0
Building Maintenance Supervisor	1.0	1.0	1.0	1.0
Building Maintenance Worker	6.0	6.0	6.0	5.5
Facilities Supervisor	1.0	1.0	1.0	1.0
HVAC Specialist	1.0	1.0	1.0	1.0
Maintenance Carpenter	1.0	1.0	1.0	1.0
Maintenance Electrician	1.0	1.0	1.0	1.0
Maintenance Plumber	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Sub-Division Total	13.0	13.0	13.0	12.5
Division Total	<u>40.0</u>	<u>40.0</u>	<u>40.0</u>	<u>38.5</u>

GENERAL SERVICES
Capital Improvements

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Facilities Capital Projects	\$ 1,422,174	\$ 3,393,965	\$ 3,312,683	\$ 3,132,795
Aviation	11,224	16,000	15,920	3,000
Operating Sub-Total	1,433,398	3,409,965	3,328,603	3,135,795
Less: Intra-County Revenues	(980,824)	(2,421,443)	(2,945,000)	(6,187,000)
Operating Total	452,574	988,522	383,603	(3,051,205)
<i>Non-Operating Expenditures</i>				
Capital Assets	4,639,275	9,723,170	8,806,318	19,207,526
Expenditure Total	5,091,849	10,711,692	9,189,921	16,156,321
<i>Other Financing Uses</i>				
Operating Transfers	3,293,202	--	4,531,389	--
Designated for Future Uses	3,499,164	61,425	9,154,043	27,821
Division Total	\$ 11,884,215	\$ 10,773,117	\$ 22,875,353	\$ 16,184,142

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	488,275	526,666	570,056	610,028
Overtime	(3,402)	--	--	--
Extra Help	47,453	60,438	15,830	--
Benefits	181,823	201,843	223,364	266,780
Salaries & Benefits Sub-Total	714,149	788,947	809,250	876,808
Services & Supplies	719,249	2,621,018	2,519,353	2,258,987
Operating Sub-Total	1,433,398	3,409,965	3,328,603	3,135,795
Less: Intra-County Revenues	(980,824)	(2,421,443)	(2,945,000)	(6,187,000)
Operating Total	452,574	988,522	383,603	(3,051,205)
<i>Non-Operating Expenditures</i>				
Capital Assets	4,639,275	9,723,170	8,806,318	19,207,526
Expenditure Total	\$ 5,091,849	\$ 10,711,692	\$ 9,189,921	\$ 16,156,321

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Interest	\$ 203,475	\$ 156,000	\$ 93,000	\$ 26,250
Cost Allocation Revenue	(4,596)	(24,637)	(24,637)	(12,921)
Other Charges for Services	749,486	3,096,080	3,570,000	7,057,000
Miscellaneous Revenue	1,286,223	1,135,000	2,041,385	2,721,766
Revenue Sub-Total	2,234,588	4,362,443	5,679,748	9,792,095
Less: Intra-County Revenues	(980,824)	(2,421,443)	(2,945,000)	(6,187,000)
Revenue Total	1,253,764	1,941,000	2,734,748	3,605,095
<i>General Fund Contribution</i>	418,356	328,602	362,320	194,716
<i>Other Financing Sources</i>				
Operating Transfers	5,074,193	3,427,500	6,700,680	2,563,819
Proceeds of Long-term Debt	--	--	5,814,739	--
Use of Prior Fund Balances	5,137,902	5,076,015	7,262,866	9,820,512
Division Total	\$ 11,884,215	\$ 10,773,117	\$ 22,875,353	\$ 16,184,142

	Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
Facilities Capital Projects	5.0	5.0	5.0	5.0	5.0	5.4	6.0	6.0
Total Permanent	5.0	5.0	5.0	5.0	5.0	5.4	6.0	6.0
<i>Non-Permanent</i>								
Contract	--	1.0	--	1.0	--	1.0	--	1.0
Extra Help	--	0.9	--	--	--	0.6	--	--
Total Positions	5.0	6.8	5.0	6.0	5.0	6.9	6.0	7.0

SERVICE DESCRIPTION

Capital Improvements provides in-house project management for the County's capital construction and capital improvement projects. Its job is to ensure that the design and construction of a project meets quality and budget requirements for the County and customer departments.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Capital Improvements

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$81,000 to \$3,329,000 from the FY 2009-10 Adopted Budget of \$3,410,000. The 2.4% decrease is due to:

- -\$90,000 reduced services and supplies for ADA-compliant and asbestos abatement projects.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will decrease by \$193,000 to \$3,136,000 from the FY 2009-10 Estimated Budget of \$3,329,000. The 5.8% decrease is due to:

- -\$260,000 reduction in services and supplies primarily due to the elimination of a transfer between projects.
- +\$68,000 increase in salaries and benefits costs.



Artist's rendering of the Emergency Operation Center that is planned for FY 2010-11 completion.

GENERAL SERVICES

Capital Improvements (cont'd)

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Facilities Capital Projects				
Architect	1.0	1.0	1.0	1.0
Capital Project Coordinator	2.0	2.0	2.0	2.0
Engineering Tech II	1.0	1.0	1.0	1.0
Financial Office Pro	--	--	--	1.0
Program/Bus Ldr-Gen	1.0	1.0	1.0	1.0
Sub-Division Total	5.0	5.0	5.0	6.0
Division Total	5.0	5.0	5.0	6.0

CAPITAL ASSETS RECONCILED TO CAPITAL IMPROVEMENT PLAN	
General Services' funded capital improvements per CIP	\$11,493,000
Santa Maria Court Clerk's Building not in CIP but managed by General Services	\$ 4,201,000
Sheriff Building managed by General Services but included under Sheriff in CIP	\$ 4,100,000
Fire Operations Complex managed by General Services but included under Fire in CIP	\$ 933,416
Fire Training Facility managed by General Services but included under Fire in CIP	\$ 230,000
Timing differences for projects expected to be completed in CIP but carried over to 2010-11	\$ 319,156
Housing & Community Development projects not in CIP but managed by General Services	\$ 365,954
Underground Storage Tank (UST) cleanup improvements, not in CIP	\$ 435,000
Solar Energy project-assumes debt financing in CIP but not included in General Services' budget	\$ (200,000)
Spirit of the Ocean Fountain in CIP but not included in General Services' budget	\$ (420,000)
Deferred Maintenance in CIP - included in Facilities Management division's services & supplies	\$ (2,250,000)
Total Capital Assets - Capital Improvements division	\$19,207,526
Fleet Operations division - vehicle purchases not in CIP	\$ 1,076,000
Total Capital Assets - General Services department	\$20,283,526

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Recurring Performance Measures				
Facilities Capital Projects				
Ensure that 70% of total available hours are billed to projects.	41%	70%	87%	70%
	5,257	5,425	6,760	5,425
	12,816	7,750	7,750	7,750

GENERAL SERVICES

Fleet Operations

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Use of Funds Summary

Operating Expenditures

Fleet Administration	\$ 1,323,303	\$ 1,398,769	\$ 1,445,044	\$ 1,314,554
Fleet Dispatch	404,520	526,342	398,985	495,651
Fleet Maintenance	2,733,157	2,617,261	2,664,551	2,854,640
Fleet Operations	4,790,857	5,615,152	4,880,685	5,654,191
Operating Sub-Total	9,251,837	10,157,524	9,389,265	10,319,036
Less: Intra-County Revenues	(8,516,082)	(8,781,717)	(7,352,000)	(7,410,000)
Operating Total	735,755	1,375,807	2,037,265	2,909,036

Non-Operating Expenditures

Capital Assets	926,832	2,101,065	2,661,200	1,076,000
Expenditure Total	1,662,587	3,476,872	4,698,465	3,985,036

Other Financing Uses

Operating Transfers	374,120	288,052	309,198	265,447
Designated for Future Uses	62,357	--	49,950	--
Division Total	\$ 2,099,064	\$ 3,764,924	\$ 5,057,613	\$ 4,250,483

Character of Expenditures

Operating Expenditures

Regular Salaries	1,291,456	1,358,410	1,360,752	1,435,931
Overtime	5,657	10,000	3,384	10,000
Extra Help	--	7,000	--	7,000
Benefits	627,506	656,338	667,560	675,644
Salaries & Benefits Sub-Total	1,924,619	2,031,748	2,031,696	2,128,575
Services & Supplies	5,104,885	5,704,776	5,075,169	5,790,461
Depreciation Expense	2,222,333	2,421,000	2,282,400	2,400,000
Operating Sub-Total	9,251,837	10,157,524	9,389,265	10,319,036
Less: Intra-County Revenues	(8,516,082)	(8,781,717)	(7,352,000)	(7,410,000)
Operating Total	735,755	1,375,807	2,037,265	2,909,036

Non-Operating Expenditures

Capital Assets	926,832	2,101,065	2,661,200	1,076,000
Expenditure Total	\$ 1,662,587	\$ 3,476,872	\$ 4,698,465	\$ 3,985,036

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Source of Funds Summary

Departmental Revenues

Vehicles Services	\$ 9,331,057	\$ 9,855,065	\$ 9,253,400	\$ 9,361,400
Interest	344,879	435,000	140,000	77,000
Miscellaneous Revenue	284,434	55,400	80,726	55,700
Revenue Sub-Total	9,960,370	10,345,465	9,474,126	9,494,100
Less: Intra-County Revenues	(8,516,082)	(8,781,717)	(7,352,000)	(7,410,000)
Revenue Total	1,444,288	1,563,748	2,122,126	2,084,100

Other Financing Sources

Operating Transfers	225,441	95,000	452,549	18,000
Sale of Property	(26,710)	15,000	7,000	5,000
Use of Prior Fund Balances	456,045	2,091,176	2,475,938	2,143,383
Division Total	\$ 2,099,064	\$ 3,764,924	\$ 5,057,613	\$ 4,250,483

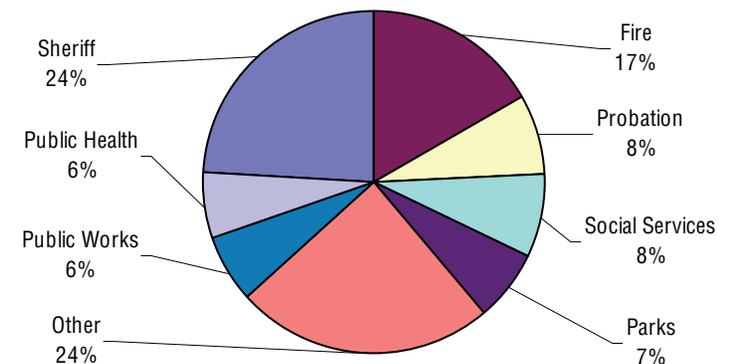
	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos. FTE	Pos. FTE	Pos. FTE	Pos. FTE

Position Summary

Permanent

Fleet Administration	2.0	2.1	2.0	2.1	2.0	2.1	2.0	2.1
Fleet Dispatch	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Fleet Maintenance	15.0	14.8	15.0	14.9	15.0	14.9	15.0	14.9
Fleet Operations	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Positions	22.0	21.8	22.0	22.0	22.0	22.0	22.0	22.0

Assigned Vehicles by Department



The Sheriff and Fire Departments have a combined 41% of total assigned vehicles.

SERVICE DESCRIPTION

The Division of Vehicle Operations meets the transportation needs of all County departments by providing vehicle and equipment maintenance and repair services, administering fuel operations, acquiring and preparing newly purchased vehicles and equipment, and operating the County's motor pools.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Fleet Operations

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures decreased by \$769,000 to \$9,389,000 from the FY 2009-10 Adopted Budget of \$10,158,000. The 7.6% decrease is due to:

- -\$630,000 lower services and supplies due primarily to lower fuel prices.
- -\$139,000 lower depreciation costs due to delayed vehicle replacements.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will increase by \$930,000 to \$10,319,000 from the FY 2009-10 Estimated Budget of \$9,389,000. The 9.9% increase is due to:

- +\$715,000 increased service and supplies due to anticipated fuel price increases.
- +\$118,000 increased depreciation on vehicles purchased in late FY 2009-10.
- +\$97,000 increased salary and benefits costs; no staffing changes.

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Recurring Performance Measures

Fleet Administration

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Ensure that Motor Pool Vehicles are immediately available 98% of the time for the estimated 20,000 customer request annually.	100%	98%	98%	98%
	18,422	19,600	19,600	19,600
	18,495	20,000	20,000	20,000

Fleet Maintenance

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Ensure that at least 80% of County's assigned vehicles are current on their service schedule.	75%	83%	73%	80%
	6,371	7,041	8,640	9,417
	8,520	8,520	11,772	11,772
Ensure that at least 95% of County's "Pool" vehicles are current on their service schedule.	96%	85%	97%	97%
	1,404	1,244	1,517	1,517
	1,470	1,464	1,560	1,560

Fleet Operations

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Maintain a 95% utilization rate of the 348 parking spaces available at the two County parking lots: SB Admin and Garden Street.	90%	94%	89%	89%
	3,762	3,950	3,697	3,697
	4,176	4,176	4,176	4,176

GENERAL SERVICES

Fleet Operations (cont'd)

	Actual FY 08-09 Pos.	Adopted FY 09-10 Pos.	Est. Actual FY 09-10 Pos.	Recommended FY 10-11 Pos.
Position Detail				
Fleet Administration				
Admin Office Pro	1.0	1.0	1.0	1.0
Program/Bus Ldr-Gen	1.0	1.0	1.0	1.0
Sub-Division Total	2.0	2.0	2.0	2.0
Fleet Dispatch				
Motor Pool Dispatcher	4.0	4.0	4.0	4.0
Sub-Division Total	4.0	4.0	4.0	4.0
Fleet Maintenance				
Automotive Mechanic	7.0	7.0	7.0	7.0
Equip Service Worker	1.0	--	--	--
Equipment Mechanic	5.0	5.0	5.0	5.0
Shop Supervisor	2.0	2.0	2.0	2.0
Dept Bus Spec II	--	1.0	1.0	1.0
Sub-Division Total	15.0	15.0	15.0	15.0
Fleet Operations				
Automotive Mechanic	1.0	1.0	1.0	1.0
Sub-Division Total	1.0	1.0	1.0	1.0
Division Total	22.0	22.0	22.0	22.0



Vehicles Operations keep the engines well maintained, ensuring reliability when the Fire Department responds to emergency calls.

GENERAL SERVICES

Real Estate Services

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Property Management	\$ 267,396	\$ 296,041	\$ 326,045	\$ 294,001
Real Property Services	742,641	801,507	782,963	580,462
Operating Sub-Total	1,010,037	1,097,548	1,109,008	874,463
Less: Intra-County Revenues	(423,281)	(157,710)	(21,490)	(28,100)
Expenditure Total	586,756	939,838	1,087,518	846,363
<i>Other Financing Uses</i>				
Operating Transfers	368,876	378,865	373,839	378,691
Designated for Future Uses	45,466	44,638	44,638	44,000
Division Total	\$ 1,001,098	\$ 1,363,341	\$ 1,505,995	\$ 1,269,054

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	435,251	460,982	334,450	320,288
Overtime	2,587	3,000	1,500	--
Extra Help	117	--	--	--
Benefits	165,128	181,348	215,778	143,444
Salaries & Benefits Sub-Total	603,083	645,330	551,728	463,732
Services & Supplies	406,954	452,218	557,280	410,731
Operating Sub-Total	1,010,037	1,097,548	1,109,008	874,463
Less: Intra-County Revenues	(423,281)	(157,710)	(21,490)	(28,100)
Expenditure Total	\$ 586,756	\$ 939,838	\$ 1,087,518	\$ 846,363

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Recurring Performance Measures

Real Property Services

Ensure that 100% of all completed projects are performed within the estimated time stated on the Real Estate Services Request For Service.	100%	100%	100%	100%
	7	12	12	12
	7	12	12	12

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Cost Allocation Revenue	\$ 212,432	\$ 139,710	\$ 139,710	\$ 6,399
Other Charges for Services	163,624	104,750	120,507	88,200
Miscellaneous Revenue	734,682	749,000	697,552	705,302
Revenue Sub-Total	1,110,738	993,460	957,769	799,901
Less: Intra-County Revenues	(423,281)	(157,710)	(21,490)	(28,100)
Revenue Total	687,457	835,750	936,279	771,801
General Fund Contribution	28,641	527,591	536,716	497,253
<i>Other Financing Sources</i>				
Operating Transfers	--	--	33,000	--
Use of Prior Fund Balances	285,000	--	--	--
Division Total	\$ 1,001,098	\$ 1,363,341	\$ 1,505,995	\$ 1,269,054

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>								
Property Management	--	0.1	--	--	--	0.0	--	--
Real Property Services	5.6	5.6	5.6	5.6	5.6	4.7	4.6	3.6
Total Positions	5.6	5.6	5.6	5.6	5.6	4.7	4.6	3.6

SERVICE DESCRIPTION

The Real Estate Services Division manages County-owned properties and provides real estate services to County departments. Key services include Lease Program, Property Acquisition, Property Disposition, and Asset Management.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Real Estate Services

Operating Expenditures

The FY 2009-10 Estimated Actual operating expenditures increased by \$11,000 to \$1,109,000 from the FY 2009-10 Adopted Budget of \$1,098,000. The 1.0% increase is due to:

- +\$105,000 higher services and supplies costs primarily due to unbudgeted closing costs on a property and higher than anticipated utility costs on managed properties.
- -\$94,000 lower salaries and benefits costs due to retiree’s position held vacant.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating Expenditures

The FY 2010-11 Recommended operating expenditures will decrease by \$235,000 to \$874,000 from the FY 2009-10 Estimated Budget of \$1,109,000. The 21.2 % decrease is due to:

- -\$147,000 reduction in services and supplies costs.
- -\$88,000 reduction in salaries and benefits costs from unfunding 1.0 FTE.

Key Services:

The Real Estate Services Division provides real estate services to County departments which require a real estate contract and/or a conveyance of a possessory interest in property under specified conditions. The Division provides the following services:

Lease Program

Acquisition and revenue lease agreements, feasibility analysis, leasehold marketing, leasehold development, and lease administration.

Property Acquisition

Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the Uniform Relocation Act Amendments of 1987, agents use the procedures and practices required in law, engineering, appraisal, and negotiations to acquire property for a local public agency and quasi-public agency.

Property Disposition

The sale and/or quitclaim of County real property interest to another public agency, quasi-public agency, or private party.

Asset Management

The management of the County real property inventory, maintain the Real Estate Services database, property management, rent receipts, monitor lease obligations and activities, including the expiration, termination or renewal of the lease.

GENERAL SERVICES

Real Estate Services (cont'd)

Benefits:

County real property agents have the knowledge, training, and experience to understand the various estates and rights in real property, easements, types of ownership, transfer of title, encumbrances, liens, and recorded statutes and their effects. Our agents understand the contract-making process and the realities of the bargaining process, are knowledgeable about the laws related to the transaction, anticipate problems, have the ability to suggest appropriate language to resolve difficult negotiations, and the diligence to draft a particular contract that is concise and complete. The division uses a coordinated group of specialized County staff whose efforts are required to achieve a successful completed project.



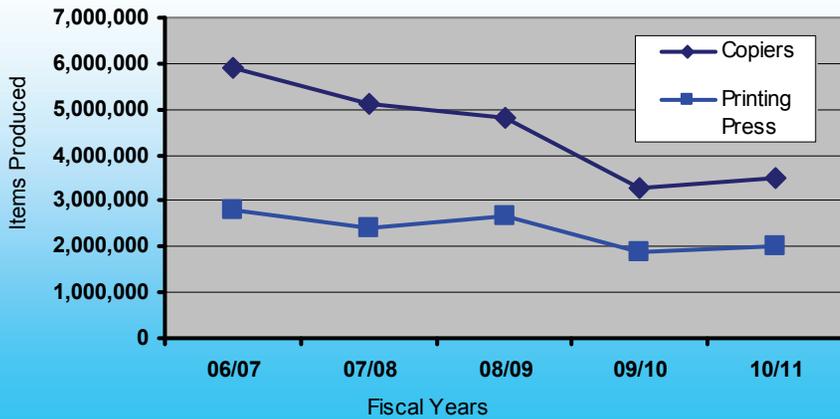
The Mural Room in the Santa Barbara Courthouse, frequently rented for weddings and other events, is undergoing extensive restoration that is covered by property insurance due to smoke damage from a recent fire.

	Actual FY 08-09 <u>Pos.</u>	Adopted FY 09-10 <u>Pos.</u>	Est. Actual FY 09-10 <u>Pos.</u>	Recommended FY 10-11 <u>Pos.</u>
Position Detail				
Real Property Services				
Real Property Agent	4.6	4.6	4.6	3.6
Program/Bus Ldr-Gen	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Sub-Division Total	<u>5.6</u>	<u>5.6</u>	<u>5.6</u>	<u>4.6</u>
Division Total	<u>5.6</u>	<u>5.6</u>	<u>5.6</u>	<u>4.6</u>

GENERAL SERVICES

Featured Division: Reprographics and Digital Services

Pages Produced by Reprographics

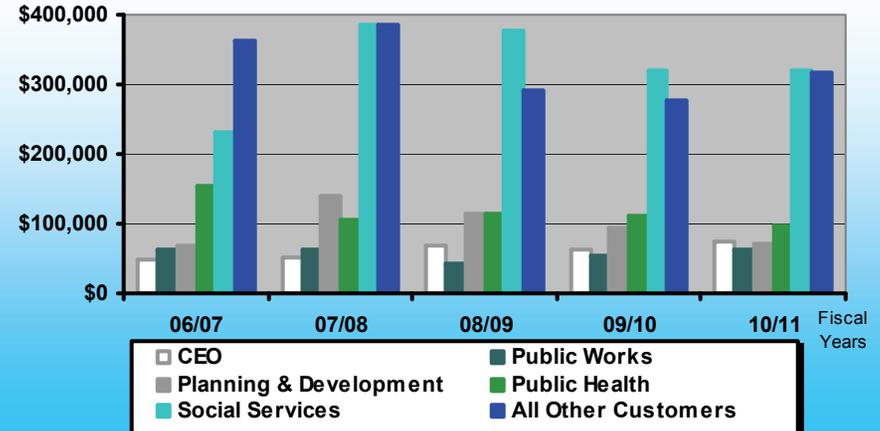


Business at County Reprographics closely matches the trend seen at other quick printing shops across the nation. Customers' needs are changing rapidly. Those needs have changed our business dramatically:

- Color copies have dropped in price over the past two years.
- Large format copy services have seen an increase in demand.
- Traditional printing services continue to transition to digital printing.
- Design for the web, and web-to-print services are growing.
- Scanning paper and document management is growing.
- Print-on-demand is a growing and environmentally friendly trend.
- Office copiers are greatly decreasing the demand for black and white copies.

Future growth in Reprographics will focus heavily on the digital side of the business, with emphasis on providing the County with design services for the web and developing a print-on-demand model for each department as needs arise.

Top 5 Customers



Social Services continues to be the largest customer. Over the past year, Reprographics has produced 640 projects for Social Services including Food Stamps Benefits pamphlets, Welfare-to-Work forms, Healthy Families Applications, as well as thousands of envelopes and business cards.

Public Health uses Reprographics' services to produce nearly 240 projects this past year, including vital information for the H1N1 outreach this flu season. And if you've ever picked up a business card from Public Health it was printed by Reprographics.

Planning & Development often makes use of the wide-format capabilities. Reprographics is in the process of converting many old blueprints and paper plans into digital images.

Public Works and the County Executive Office use Reprographic services on a regular basis, combining for a total of nearly 500 individual projects over the past year. Each week Reprographics produces the Agenda and the Action Summary for the Board of Supervisors' hearing.

Reprographics' printing and copying services are also used by the City of Santa Barbara, and by non-profit organizations like the Lions' Club and Santa Barbara Youth Football League.