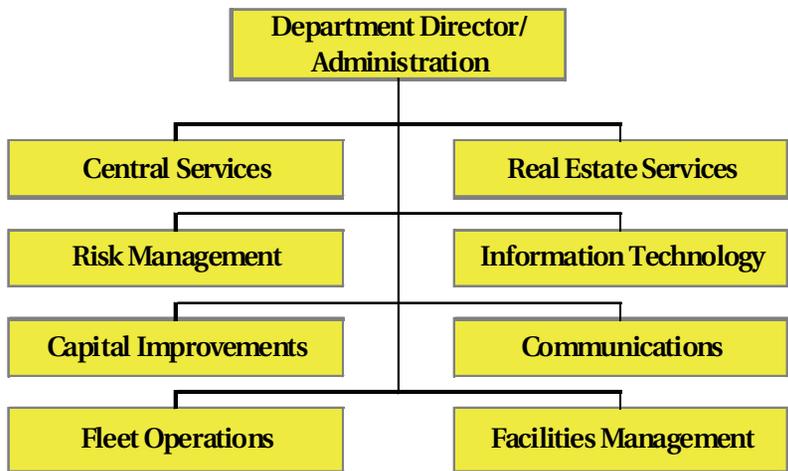
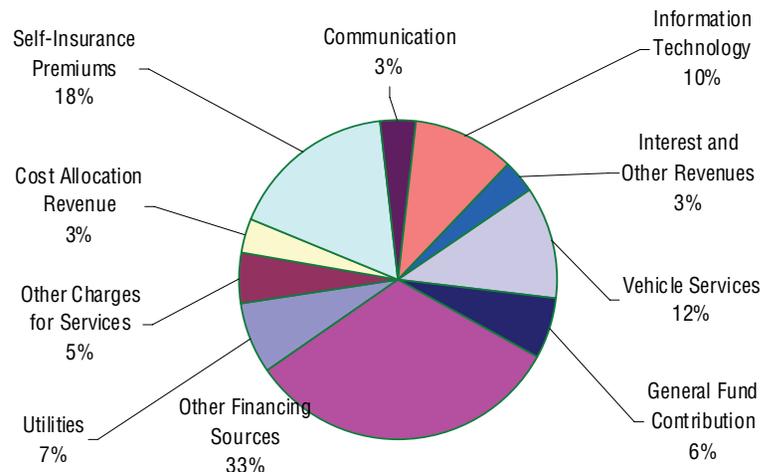


GENERAL SERVICES

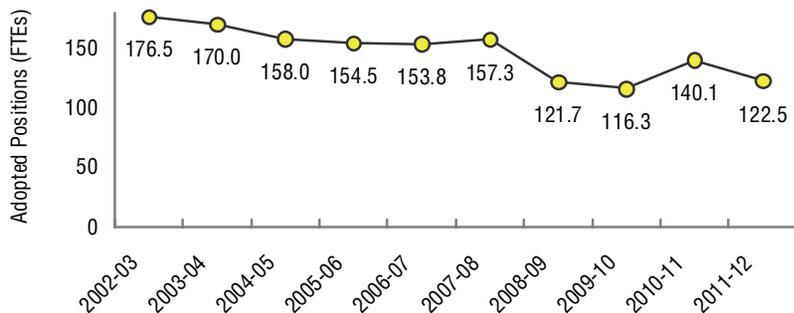
Budget & Positions (FTEs)	
Operating	\$ 66,808,055
Capital	14,865,292
Positions	122.5 FTEs



SOURCE OF FUNDS

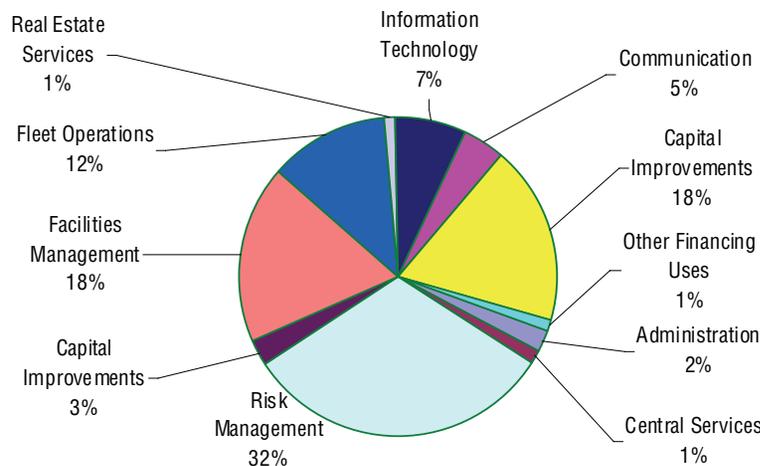


STAFFING TREND



Note: Information Technology was not in the Department during Fiscal Years 2008-09 and 2009-10.

USE OF FUNDS



GENERAL SERVICES
Department Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 1,905,963	\$ 2,509,969	\$ 1,646,025	\$ 1,874,284
Central Services	1,028,804	825,554	941,394	896,180
Reprographics & Digital Services	1,193,401	1,240,034	1,115,140	170,877
Risk Management	19,896,174	29,126,460	26,758,519	25,895,724
Capital Improvements	973,464	3,060,084	2,138,190	2,270,581
Facilities Management	15,271,855	15,170,783	15,574,911	14,945,135
Fleet Operations	9,159,063	10,083,024	9,640,486	10,180,057
Real Estate Services	1,081,505	888,220	1,192,446	876,933
Information Technology Services	7,368,170	6,814,245	6,378,879	5,898,037
Communications	4,069,956	3,966,445	3,622,470	3,800,247
Operating Sub-Total	61,948,355	73,684,818	69,008,460	66,808,055
Less: Intra-County Revenues	(39,144,964)	(36,782,703)	(41,467,166)	(42,475,621)
Operating Total	22,803,391	36,902,115	27,541,294	24,332,434
<i>Non-Operating Expenditures</i>				
Capital Assets	11,059,572	34,244,431	18,740,798	14,865,292
Expenditure Total	33,862,963	71,146,546	46,282,092	39,197,726
<i>Other Financing Uses</i>				
Operating Transfers	6,198,803	2,641,610	3,681,473	636,236
Designated for Future Uses	25,993,756	1,502,198	1,919,619	211,929
Department Total	\$ 66,055,522	\$ 75,290,354	\$ 51,883,184	\$ 40,045,891

Character of Expenditures

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Operating Expenditures</i>				
Regular Salaries	\$ 10,805,657	\$ 10,914,480	\$ 11,679,904	\$ 9,772,916
Overtime	130,406	159,533	153,930	185,113
Extra Help	234,501	56,225	198,556	143,765
Benefits	6,239,378	4,970,487	4,033,015	5,207,673
Salaries & Benefits Sub-Total	17,409,942	16,100,725	16,065,405	15,309,467
Services & Supplies	39,342,769	51,931,664	47,062,809	46,279,294
Public Assistance Payments	--	--	287,706	--
Contributions	761,544	775,677	775,677	784,984
Depreciation Expense	3,396,009	3,653,514	3,601,655	3,294,846
Damages & Losses	965,271	1,150,000	1,142,000	1,135,000
Principal & Interest	72,820	73,238	73,208	4,464
Operating Sub-Total	61,948,355	73,684,818	69,008,460	66,808,055
Less: Intra-County Revenues	(39,144,964)	(36,782,703)	(41,467,166)	(42,475,621)
Operating Total	22,803,391	36,902,115	27,541,294	24,332,434
<i>Non-Operating Expenditures</i>				
Capital Assets	11,059,572	34,244,431	18,740,798	14,865,292
Expenditure Total	\$ 33,862,963	\$ 71,146,546	\$ 46,282,092	\$ 39,197,726

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Reprographics	\$ 760,780	\$ 911,000	\$ 727,000	\$ --
Vehicles Services	9,294,255	9,361,400	8,911,400	9,712,223
Interest	896,550	480,450	520,950	--
Utilities	5,344,028	6,520,654	5,754,000	6,240,000
Cost Allocation Revenue	3,386,448	2,131,319	2,131,319	2,701,220
Communications	5,656,027	3,271,940	3,212,940	2,978,065
Information Technology Services	3,639,039	6,060,000	5,960,400	6,079,966
Other Charges for Services	4,503,540	10,159,698	4,445,473	4,440,410
Self Insurance Premiums	18,577,411	14,775,330	14,883,714	14,880,645
Miscellaneous Revenue	6,690,492	5,798,509	6,520,296	2,902,088
Revenue Sub-Total	58,748,570	59,470,300	53,067,492	49,934,617
Less: Intra-County Revenues	(39,144,964)	(36,782,703)	(41,467,166)	(42,475,621)
Revenue Total	19,603,606	22,687,597	11,600,326	7,458,996
<i>General Fund Contribution</i>				
	6,405,055	5,826,403	5,826,393	5,129,701
<i>Other Financing Sources</i>				
Operating Transfers	7,389,046	2,581,819	4,002,930	1,494,687
Sale of Property	(51,232)	5,000	5,547	5,000
Proceeds of Long-term Debt	18,710,000	--	--	--
Use of Prior Fund Balances	13,999,047	44,189,535	30,447,988	25,957,507
Department Total	\$ 66,055,522	\$ 75,290,354	\$ 51,883,184	\$ 40,045,891

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12	
Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12				
Pos.	FTE	Pos.	FTE	Pos.	FTE			
<i>Permanent</i>								
Administration	22.0	16.8	23.0	16.0	23.0	11.1	18.0	12.0
Central Services	10.0	8.2	9.0	7.0	9.0	7.7	9.0	7.0
Reprographics & Digital Services	6.5	6.7	7.5	6.5	7.5	6.0	--	--
Risk Management	15.5	11.2	15.5	12.0	15.5	10.0	11.0	10.0
Capital Improvements	5.0	5.7	6.0	6.0	6.0	6.0	6.0	6.0
Facilities Management	40.0	37.9	38.5	29.5	38.5	37.8	31.5	30.5
Fleet Operations	22.0	22.0	22.0	22.0	22.0	22.0	20.0	20.0
Real Estate Services	5.6	4.3	4.6	3.6	4.6	3.7	3.6	3.6
Information Technology Services	33.0	28.5	30.0	26.0	30.0	27.7	26.0	23.0
Communications	10.0	9.4	11.0	9.0	11.0	9.5	9.0	9.0
Total Permanent	169.6	150.6	167.1	137.6	167.1	141.4	134.1	121.1
<i>Non-Permanent</i>								
Contract	--	1.9	--	2.0	--	1.9	--	1.0
Extra Help	--	5.4	--	0.5	--	5.4	--	0.4
Total Positions	169.6	157.9	167.1	140.1	167.1	148.6	134.1	122.5

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 nine divisions that provide diverse services: Administration; Central Services; Risk Management; Facilities Management; Capital Improvements; Fleet Operations; Real Estate Services; Information Technology and Communications. The FY 2011-12 Recommended Budget includes 122.5 FTEs, significantly reduced due to budget constraints from 148.6 in FY 2010-11 Estimated Actual FTEs.

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 seven Internal Service Funds (ISFs):

General Services ISFs include:

- **Workers' Compensation Program** – Provides workers' compensation claims administration and administers a countywide safety program.
- **General Liability** – Administers countywide general, auto, property and other insurance programs as well as a disability management program.
- **Medical Malpractice** – Administers medical malpractice insurance for Public Health and Alcohol, Drug & Mental Health Services.
- **Vehicles** – Provides Fleet services to all County departments.
- **Utilities** – Provides utility management and resource savings for all departments.
- **IT** – Provides Information Technology for other departments.
- **Communications** -Provides Telephone, Radio and Audio/Visual support for other departments.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures decreased by \$4,676,000 to \$69,008,000 from the FY 2010-11 Adopted Budget of \$73,685,000. The 6.4% decrease is due to:

- -\$1,900,000 in Risk Management due to lower indemnity and disability medical claims from the County's move to the primary workers' compensation program.
- -\$737,000 in salary savings from the Information Technology (IT) and Communications Administration program that was duplicative due to the merger of the IT department.
- -\$555,000 in lower insurance fees due to the actual coming in less than the estimated.
- -\$400,000 in Fleet Operations primarily due to the decreased price for fuel.
- -\$277,000 in utilities primarily due to lower electricity costs than anticipated.

GENERAL SERVICES

Department Summary (cont'd)

Operating Revenue

The FY 2010-11 Estimated Actual revenues decreased by \$6,403,000 to \$53,067,000 from the FY 2010-11 Adopted Budget of \$59,470,000. The 10.8% decrease is due to:

- -\$3,960,000 in transfers for funding the Sheriff Technical Building project due to project hold
- -\$1,201,000 in the Santa Maria Court Clerk project due to a slow down.

Capital Expenditures

The FY 2010-11 Estimated Actual capital expenditures decreased by \$15,504,000 to \$18,741,000 from the FY 2010-11 Adopted Budget of \$34,244,000. The 45.3% decrease is due to:

- -\$5,193,000 for the Santa Maria Building D Expansion that has been postponed indefinitely.
- -\$3,960,000 for the Sheriff Technical Building project due to project hold.
- -\$2,200,000 for the Santa Maria Court Clerk Build/Backfill that has been delayed until next year.
- -\$1,925,000 for the Public Defender remodel that will continue into next fiscal year.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended Budget will decrease by \$2,085,000 to \$66,808,000 from the FY 2010-11 Estimated Actual of \$69,008,000. The 3.0% decrease is due to:

- -\$800,000 anticipated lower indemnity and disability medical claims due to the county's move to the primary workers' compensation program.

Operating Revenue

The FY 2011-12 Recommended Budget will decrease \$3,133,000 to \$49,935,000 from the FY 2010-11 Estimated Actual of \$53,067,000. This 5.9% decrease is due to:

- -\$1,775,000 decreased donations due to the completion of the Emergency Operations Center project.
- -\$750,000 reduced insurance proceeds and recovery due to lowered expectations from CSAC for costs exceeding the county's self insured retention.

Capital Expenditures

The FY 2011-12 Recommended Budget for capital will decrease \$3,869,000 to \$14,865,000 from the FY 2010-11 Estimated Actual of \$18,741,000. This 20.6% decrease is due to:

- -\$4,418,000 due to the completion of the Emergency Operations Center (EOC) offset by the start of several smaller projects including the Public Health Department Santa Barbara Clinic elevator +\$300,000 and the Fire Training at Hancock Jr. College +\$230,000.

GENERAL SERVICES
Department Summary

Our Mission

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

Our Vision

General Services is the trusted partner for exceptional service and innovative business solutions.

Our Guiding Principles

Guiding principles are statements that clarify how the department intends to interact with stakeholders and customers.

We...

- **Are driven by our customers needs.**
- **Invest in our people.**
- **Encourage open and honest communication.**
- **Celebrate innovative thinking.**
- **Deliver on our commitments.**
- **Use our financial resources wisely.**

Focus Area 1: GS is known for being fiscally responsible:

Current Year (FY 10-11) Accomplishments:

- Implemented “Service Contracts Monitoring” into the automated maintenance software.
- Continued progress has been made towards reducing the County’s transportation fossil fuel usage. The County has achieved a 5.5% reduction of transportation fossil fuel usage in calendar year 2009 and another 2.8% reduction in calendar year 2010.
- Negotiated a two year contract extension with Staples for a savings of \$100,000 per year.
- Completed the Enterprise Data Storage project on continuity and disaster recovery with automated data replication processes between Santa Barbara and EOC data centers.

Proposed Strategic Actions:

- Transfer the Square Footage Database into the automated maintenance software.
- In an effort to keep Fleet rates low and competitive for our client departments, Vehicle Operations has recommended staff reductions.
- Implement IT solutions that leverage existing investments and best industry practices.

- Determine the economic feasibility for a liability portfolio transfer of all workers’ compensation claims to an insurance company.

Proposed Key Projects:

- Develop the third edition of the 5-year Space Utilization Plan.
- Achieve County critical maintenance needs with fewer people and reduced discretionary funding.
- Continue to virtualize County systems via Internal Cloud Services, leveraging the economies of scale presented by the scalable solutions already in place and evaluate Public Cloud Services for email and collaboration applications.
- Enhance Disaster Recovery plans for IT systems to reduce data loss (Recover Point Objective – RPO) and/or increase accessibility (Recover Time Objective – RTO) to IT resources in the event of a system failure.

Focus Area 2: Customer expectations are consistently met or exceeded:

Current Year (FY 10-11) Accomplishments:

- Provided support for County Departments in bi-monthly workers’ compensation claim review meetings
- Implement Unified Communications and Voice Over Internet Protocol technology in the Emergency Operations Center.
- Coordinated the design, implementation and operationalization of Emergency Operations Center (EOC) Enhanced Computer Room (ECR) in line with the requirements of the Office of Emergency Services (OES).
- In response to customers’ requests to provide a more robust network with reduced single points of failure, IT has completed the 2010-11 portion of the Network Modernization Project.

Proposed Strategic Actions:

- Focus on improved communications with client departments so that customer IT business needs are being understood and addressed as Foundation Services are developed, maintained, and improved.

Proposed Key Projects:

- Complete an economic and engineering feasibility study of a water park at Lake Cachuma for the Parks department.
- Implement reports in the “Maintenance Connection” software that will enable customers to easily see the status of their work requests.
- Develop IT Professional Community User Groups for information sharing and collaboration.

GENERAL SERVICES

Department Summary (cont'd)

Focus Area 3: General Services strives to maximize operational efficiency:

Current Year (FY-10-11) Accomplishments:

- Secured Energy Grant for County energy action plan \$493,000.
- New automated motor pool site installed in Lompoc to serve departments that have offices located near Laurel Avenue. By transitioning to using motor pool, the Department of Social Services has reduced its assigned vehicle fleet by 15 cars.
- Improved the Real Property database to provide data showing the funding source for the County's Lease Acquisition Inventory to address the overall understanding of the County's leasing arrangements.
- Redesigned the Information Technology Intranet website to enhance communications with customers and automate select IT services.

Proposed Strategic Actions:

- Work with departments to identify energy saving initiatives that can be implemented.
- Continue the expansion of the County's motor pool (Car Share) system in an effort to reduce the total number of fleet vehicles owned by the organization.
- Explore technological opportunities with the Real Property database to produce new reporting capabilities for other County departments.
- Determine how best to organize and leverage IT resources to maximize IT.

Proposed Key Projects:

- Complete a 1 Megawatt solar Photovoltaic system to offset electrical costs on the Calle Real Campus.
- Create a new Real Property database report to historically track the General Fund contributions to County department's leases.
- Enhance mobile workforce connectivity, improving access to County data and applications anytime/anywhere, through client based solutions (Net Motion geographic redundancy project) and web based portals (Microsoft Unified Access Gateway).
- Implement a new web-based operations management software "Maintenance Connection" to enhance the effectiveness of the time tracking, work orders and billing practices in the Radio/Microwave program.

Focus Area 4: General Services has a well-trained and motivated work force:

Current Year (FY-10-11) Accomplishments:

- Workers' compensation unit met all mandatory certification hours in accordance with State regulations and Disability Management staff renewed national certifications.
- Eight staff completed certified Building Operator Management training.
- Vehicle Operations Mechanics have obtained numerous ASE certifications.
- Coordinated Countywide training for IT professionals for Microsoft Windows 7.

Proposed Strategic Actions:

- Focus on training and motivating staff in a climate of layoffs and funding cuts.
- Complete the certification of the Santa Barbara Garage as an ASE Blue Seal of Excellence repair shop.
- Recognize employees who anticipate the future, demonstrate innovation, and take the initiative to make systems more efficient.

Focus Area 5: General Services leads the County in promoting a culture of safety:

Current Year (FY 10-11) Accomplishments:

- Assisted departments in developing facilities safety plans
- Distributed the revised injury illness prevention plan to all County Departments, and presented the revised Safety Ordinance to the Board of Supervisors.
- All Capital Projects have required contractors to hold regular "tool box" safety meetings at County construction projects.
- Implemented the Emergency Operations Center Web Management System (WebEOC).

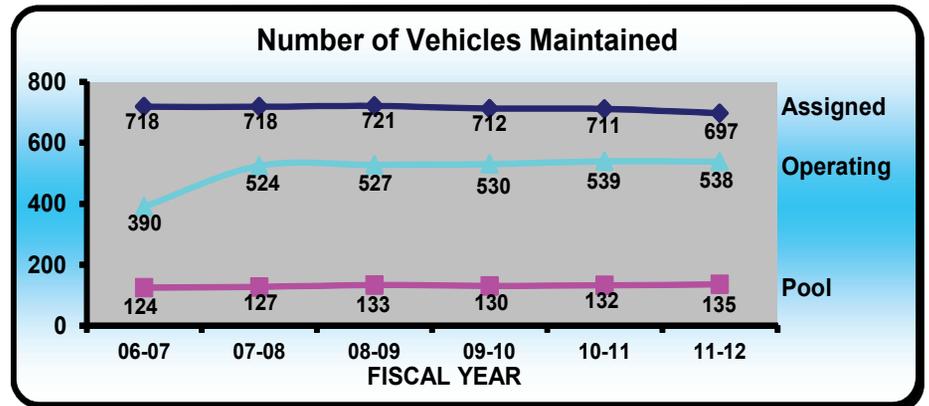
Proposed Strategic Actions:

- Review all reported incidents and meet with individuals for safety improvements.
- Incorporate General Services Safety Office to audit safety on Capital Projects.
- Model safe computing practices by following industry best practices for IT systems usage.

Proposed Key Projects:

- Plan and conduct County-wide training on drivers' safety and injury illness prevention.
- Enhance safe computing through the implementation of Outbound Proxy Services to monitor and report on Internet activity, provide warnings to end users of potentially dangerous web sites, and block end users from known security vulnerabilities.

Activity Indicator



GENERAL SERVICES

Administration

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 1,006,787	\$ 926,335	\$ 773,354	\$ 1,047,557
Office of the Director	455,776	465,522	527,566	483,476
Systems Maintenance & Development	443,400	330,446	322,580	343,251
IT and Comm Administration	--	787,666	22,525	--
Operating Sub-Total	1,905,963	2,509,969	1,646,025	1,874,284
Less: Intra-County Revenues	(1,980,965)	(942,655)	(807,494)	(760,994)
Expenditure Total	(75,002)	1,567,314	838,531	1,113,290
<i>Other Financing Uses</i>				
Operating Transfers	1,771	1,774	1,774	--
Division Total	(73,231)	\$ 1,569,088	\$ 840,305	\$ 1,113,290

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	1,145,429	1,539,621	1,003,835	1,105,699
Overtime	4,160	--	--	--
Extra Help	14,325	3,273	27,562	75,000
Benefits	588,196	680,473	455,013	547,084
Salaries & Benefits Sub-Total	1,752,110	2,223,367	1,486,410	1,727,783
Services & Supplies	153,853	286,602	159,615	146,501
Operating Sub-Total	1,905,963	2,509,969	1,646,025	1,874,284
Less: Intra-County Revenues	(1,980,965)	(942,655)	(807,494)	(760,994)
Expenditure Total	(75,002)	\$ 1,567,314	\$ 838,531	\$ 1,113,290

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Other Charges for Services	\$ 1,980,965	\$ 2,530,318	\$ 1,901,094	\$ 1,874,310
Miscellaneous Revenue	12,235	--	--	--
Revenue Sub-Total	1,993,200	2,530,318	1,901,094	1,874,310
Less: Intra-County Revenues	(1,980,965)	(942,655)	(807,494)	(760,994)
Revenue Total	12,235	1,587,663	1,093,600	1,113,316
<i>General Fund Contribution</i>	(85,512)	(40,317)	(275,037)	(26)
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	46	21,742	21,742	--
Division Total	(73,231)	\$ 1,569,088	\$ 840,305	\$ 1,113,290

Position Summary

	Actual FY 09-10		Adopted FY 10-11		Est. Actual FY 10-11		Recommended FY 11-12	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<i>Permanent</i>								
Administration	12.0	10.9	8.0	6.0	8.0	6.1	11.0	7.0
Office of the Director	5.0	3.0	4.0	3.0	4.0	3.0	3.0	3.0
Systems Maintenance & Development	5.0	2.8	4.0	2.0	4.0	2.0	2.0	2.0
IT and Comm Administration	--	--	7.0	5.0	7.0	--	2.0	--
Total Permanent	22.0	16.8	23.0	16.0	23.0	11.1	18.0	12.0
<i>Non-Permanent</i>								
Extra Help	--	0.4	--	0.1	--	1.3	--	--
Total Positions	22.0	17.2	23.0	16.1	23.0	12.4	18.0	12.0

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 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures decreased by \$864,000 to \$1,646,000 from the FY 2010-11 Adopted Budget of \$2,510,000. The 34.4% decrease is due to:

- -\$737,000 salary savings from the IT and Communication Administration program that was duplicative due to the merger of the IT department.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will increase by \$228,000 to \$1,874,000 from the FY 2010-11 Estimated Budget of \$1,646,000. The 13.9% increase is due to:

- +\$241,000 increased salaries and benefits offset by savings in services and supplies.

Recurring Performance Measures

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
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.	67% 68 102	100% 101 101	100% 101 101	100% 126 126
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.	29% 4 14	91% 10 11	100% 8 8	100% 8 8
As an efficient and responsive government, the County will maintain a productive workforce through a Departmental lost time rate of 5.0% or less.	80.7% 192,070 238,070	5.0% 10,500 210,000	4.6% 9,660 210,000	5.0% 10,500 210,000

GENERAL SERVICES

Administration (cont'd)

	Actual FY 09-10 Pos.	Adopted FY 10-11 Pos.	Est. Actual FY 10-11 Pos.	Recommended FY 11-12 Pos.
Position Detail				
Office of the Director				
Director	1.0	1.0	1.0	1.0
Executive Secretary	1.0	1.0	1.0	1.0
Admin Office Pro	2.0	2.0	2.0	1.0
Sub-Division Total	4.0	4.0	4.0	3.0
Administration				
Assistant Director	3.0	2.0	2.0	3.0
Admin Office Pro	1.0	--	--	--
Accountant	3.0	3.0	3.0	3.0
Business Manager	2.0	1.0	1.0	1.0
Director	1.0	--	--	--
Financial Office Pro	2.0	1.0	1.0	3.0
Project Manager	--	1.0	1.0	1.0
Sub-Division Total	12.0	8.0	8.0	11.0
Systems Maintenance & Development				
Data Processing Specialist	1.0	1.0	1.0	1.0
EDP Sys & Prog Analyst I/II/Sr	2.0	2.0	2.0	1.0
Project Manager	2.0	1.0	1.0	--
Sub-Division Total	5.0	4.0	4.0	2.0
IT and Comm Administration				
Admin Office Pro	--	1.0	1.0	--
Assistant Director	--	1.0	1.0	--
Business Manager	--	1.0	1.0	1.0
Director	--	1.0	1.0	1.0
EDP Sys & Prog Analyst I/II/Sr	--	1.0	1.0	--
Financial Office Pro	--	1.0	1.0	--
Project Manager	--	1.0	1.0	--
Sub-Division Total	--	7.0	7.0	2.0
Division Total	22.0	23.0	23.0	18.0

GENERAL SERVICES

Central Services

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
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Use of Funds Summary

Operating Expenditures

Purchasing & Surplus Property	\$ 595,279	\$ 456,628	\$ 478,571	\$ 496,848
Mail Services	433,525	368,926	462,823	399,332
Operating Sub-Total	1,028,804	825,554	941,394	896,180
Less: Intra-County Revenues	(678,266)	(13,454)	(664,714)	(535,574)
Expenditure Total	350,538	812,100	276,680	360,606

Other Financing Uses

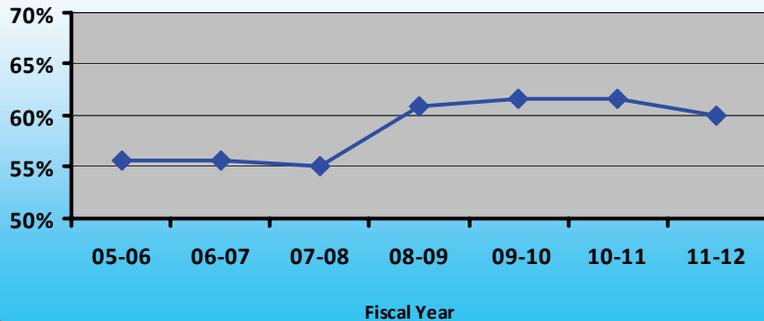
Operating Transfers	1,697	1,698	1,698	--
Division Total	<u>\$ 352,235</u>	<u>\$ 813,798</u>	<u>\$ 278,378</u>	<u>\$ 360,606</u>

Character of Expenditures

Operating Expenditures

Regular Salaries	419,521	388,057	445,168	406,319
Overtime	1,590	--	1,472	--
Extra Help	27,408	--	8,248	--
Benefits	290,153	211,336	239,964	252,776
Salaries & Benefits Sub-Total	738,672	599,393	694,852	659,095
Services & Supplies	290,132	226,161	246,542	237,085
Operating Sub-Total	1,028,804	825,554	941,394	896,180
Less: Intra-County Revenues	(678,266)	(13,454)	(664,714)	(535,574)
Expenditure Total	<u>\$ 350,538</u>	<u>\$ 812,100</u>	<u>\$ 276,680</u>	<u>\$ 360,606</u>

The Percent of County Funds spent on Local Vendors



	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
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Source of Funds Summary

Departmental Revenues

Cost Allocation Revenue	\$ 678,268	\$ 664,714	\$ 664,714	\$ 553,432
Miscellaneous Revenue	73	--	--	--
Revenue Sub-Total	678,341	664,714	664,714	553,432
Less: Intra-County Revenues	(678,266)	(13,454)	(664,714)	(535,574)
Revenue Total	75	651,260	--	17,858

General Fund Contribution

General Fund Contribution	352,121	162,538	202,537	342,748
<i>Other Financing Sources</i>				
Sale of Property	39	--	547	--
Use of Prior Fund Balances	--	--	75,294	--
Division Total	<u>\$ 352,235</u>	<u>\$ 813,798</u>	<u>\$ 278,378</u>	<u>\$ 360,606</u>

	Actual FY 09-10		Adopted FY 10-11		Est. Actual FY 10-11		Recommended FY 11-12	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

Permanent

Purchasing & Surplus Property	6.0	4.6	5.0	4.0	5.0	4.0	5.0	4.0
Mail Services	4.0	3.6	4.0	3.0	4.0	3.7	3.0	3.0
Print & Copy Services	--	--	--	--	--	--	1.0	--
Total Permanent	10.0	8.2	9.0	7.0	9.0	7.7	9.0	7.0

Non-Permanent

Extra Help	--	0.9	--	--	--	0.1	--	--
Total Positions	<u>10.0</u>	<u>9.1</u>	<u>9.0</u>	<u>7.0</u>	<u>9.0</u>	<u>7.7</u>	<u>9.0</u>	<u>7.0</u>

SERVICE DESCRIPTION

Central Services includes Purchasing, Mail Center and Print and Copy Services. 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. Print and Copy Services offers printed materials ordered through the established Reprographics Requisition system already in place (both online and hard-copy triplicate forms) and delivers those materials via the Mail Center.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures increased by \$116,000 to \$941,000 from the FY 2010-11 Adopted Budget of \$826,000. The 14.0% increase is due to:

- +\$96,000 increases in salaries and benefits.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditure

The FY 2011-12 Recommended operating expenditures will decrease by \$45,000 to \$896,000 from the FY 2010-11 Estimated Budget of \$941,000. The 4.8% decrease is due to:

- -\$45,000 decreased salaries and benefits due to unfunding 1.0 FTEs in the mail center.

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	Pos.	Pos.	Pos.

Position Detail

Purchasing & Surplus Property

Buyer	5.0	4.0	4.0	4.0
Purchasing Manager	1.0	1.0	1.0	1.0
Sub-Division Total	6.0	5.0	5.0	5.0

Print & Copy Services

Admin Ldr General	--	--	--	1.0
Sub-Division Total	--	--	--	1.0
Division Total	10.0	9.0	9.0	9.0

Mail Services

Mail Center Supervisor	1.0	1.0	1.0	1.0
Mail Center Worker	3.0	3.0	3.0	2.0
Sub-Division Total	4.0	4.0	4.0	3.0

GENERAL SERVICES

Central Services (cont'd)

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Recurring Performance Measures				
Award 95% of an estimated 46 formal bids for purchases over \$25,000 within 60 days of receipt of requisition.	100%	95%	100%	100%
	47	38	46	46
	47	40	46	46
Spent at least 60% of the County's budget for services and supplies with local vendors.	62%	60%	62%	60
	\$87,372,587	\$90,000,000	\$87,000,000	\$84,600,000
	\$141,878,133	\$150,000,000	\$141,000,000	\$141,000,000

We are proposing establishing a new division within General Services called Central Services. In addition to the Purchasing, Mail, and Surplus Property services already offered, Print and Copy Services would be made available to County Departments through this division.

The transition to this new model should be transparent to the customer. Our intent is to continue to use the established online order form (and non-carbon copy paper form via brown mail) familiar to, and long in use by customers throughout the County.

The cost advantage to our vendor-partner(s) is a single point of contact within the County, a contact with industry specific expertise, and a single point of delivery for finished goods. The Mail Center will continue to deliver finished goods.

The pricing advantage to the County is a reduced cost because of the central model and reduced overhead for goods being purchased through Central Services on behalf of each department.

Without the constraint and expense of maintaining a large internal shop, multiple (and complex) machines, and a staff to operate those machines, the County will be free to use a number of vendors to get the "best fit" and hence the best price for a particular project.

Graphics, if required, will continue to be handled in-house. Proofing services will also be offered. Once the final proof is approved, the file(s) will be sent to the best vendor to get the best possible price.

The same phone number and location (basement of the Administration building in Santa Barbara) will be in use until such time as operations of the current shop are closed.

GENERAL SERVICES

Risk Management

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Workers' Compensation	\$ 13,207,441	\$ 22,144,682	\$ 19,587,208	\$ 18,599,034
Liability & Property	6,688,733	6,981,778	7,171,311	7,296,690
Operating Sub-Total	19,896,174	29,126,460	26,758,519	25,895,724
Less: Intra-County Revenues	(18,577,411)	(14,775,330)	(14,775,476)	(14,772,200)
Expenditure Total	1,318,763	14,351,130	11,983,043	11,123,524
<i>Other Financing Uses</i>				
Operating Transfers	--	--	--	70,000
Designated for Future Uses	5,329,528	79,625	10,466	--
Division Total	\$ 6,648,291	\$ 14,430,755	\$ 11,993,509	\$ 11,193,524

Character of Expenditures

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Operating Expenditures</i>				
Regular Salaries	851,522	955,125	1,123,106	836,132
Overtime	292	3,000	--	--
Extra Help	21,471	--	91,820	--
Benefits	384,791	440,840	12,494	471,309
Salaries & Benefits Sub-Total	1,258,076	1,398,965	1,227,420	1,307,441
Services & Supplies	17,662,370	26,567,145	24,378,749	23,447,119
Depreciation Expense	6,111	6,000	6,000	6,000
Damages & Losses	965,271	1,150,000	1,142,000	1,135,000
Principal & Interest	4,346	4,350	4,350	164
Operating Sub-Total	19,896,174	29,126,460	26,758,519	25,895,724
Less: Intra-County Revenues	(18,577,411)	(14,775,330)	(14,775,476)	(14,772,200)
Expenditure Total	\$ 1,318,763	\$ 14,351,130	\$ 11,983,043	\$ 11,123,524

	Santa Barbara County	CSAC-EIA Members California Counties Average
WORKERS' COMPENSATION		
Loss Rate (Dollars of Loss per \$100 of Payroll)	\$1.68	\$2.03
Claim Severity (Dollars of Loss per Claim)	\$11,200	\$10,940
Claim Frequency (Number of Claims per \$1 Million Payroll)	1.50	1.89
The County's Workers Compensation 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.		

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Interest	\$ 487,047	\$ 202,000	\$ 251,000	\$ --
Other Charges for Services	--	15,000	15,000	15,000
Self Insurance Premiums	18,577,411	14,775,330	14,775,476	14,772,200
Miscellaneous Revenue	4,708,164	1,657,823	1,867,495	927,000
Revenue Sub-Total	23,772,622	16,650,153	16,908,971	15,714,200
Less: Intra-County Revenues	(18,577,411)	(14,775,330)	(14,775,476)	(14,772,200)
Revenue Total	5,195,211	1,874,823	2,133,495	942,000
<i>Other Financing Sources</i>				
Sale of Property	(79)	--	--	--
Use of Prior Fund Balances	1,453,159	12,555,932	9,860,014	10,251,524
Division Total	\$ 6,648,291	\$ 14,430,755	\$ 11,993,509	\$ 11,193,524

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	FTE	Pos.	FTE
Position Summary				
<i>Permanent</i>				
Workers' Compensation	12.5	8.7	11.5	9.0
Liability & Property	3.0	2.5	4.0	3.0
Total Permanent	15.5	11.2	15.5	12.0
<i>Non-Permanent</i>				
Extra Help	--	0.6	--	--
Total Positions	15.5	11.7	15.5	12.0

	Santa Barbara County	CSAC-EIA Members California Counties Average
GENERAL LIABILITY		
Loss Rate (Dollars of Loss per \$100 of Payroll)	\$0.44	\$0.67
Claim Severity (Dollars of Loss per Claim)	\$10,110	\$8,990
Claim Frequency (Number of Claims per \$1 Million Payroll)	0.435	0.83
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.		

SERVICE DESCRIPTION

Risk Management administers the County's self-insured workers' compensation, general liability and medical malpractice programs, purchases insurance to protect the County's assets, advises county departments on insurance contract requirements, and administers the County safety, HIPAA and disability management programs.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures decreased by \$2,368,000 to \$26,759,000 from the FY 2010-11 Adopted Budget of \$29,126,000. The 8.1% decrease is primarily due to:

- -\$1,900,000 in lower indemnity and disability medical claims due to the County's move to the primary workers' compensation program.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will decrease by \$792,000 to \$25,896,000 from the FY 2010-11 Estimated Actual of \$26,759,000. The 3.0% decrease is due to:

- -\$800,000 anticipated lower indemnity and disability medical claims due to the County's move to the primary workers' compensation program offset by increases in outside legal fees and cost allocations.



Managing risks is imperative to ensure the success of the County's insurance and self-insurance programs. It utilizes a five-step process to effectively manage its risks.

GENERAL SERVICES

Risk Management (cont'd)

	Actual FY 09-10 <u>Pos.</u>	Adopted FY 10-11 <u>Pos.</u>	Est. Actual FY 10-11 <u>Pos.</u>	Recommended FY 11-12 <u>Pos.</u>
Position Detail				
Workers' Compensation				
Accountant	1.0	1.0	1.0	1.0
Admin Office Pro	1.0	2.0	2.0	--
Financial Office Pro	3.5	1.5	1.5	1.0
Risk Administrator	2.0	2.0	2.0	1.0
Risk Analyst	4.0	4.0	4.0	3.0
Safety Officer	1.0	1.0	1.0	1.0
Sub-Division Total	<u>12.5</u>	<u>11.5</u>	<u>11.5</u>	<u>7.0</u>
Liability & Property				
Risk Administrator	1.0	1.0	1.0	1.0
Risk Analyst	2.0	3.0	3.0	3.0
Sub-Division Total	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Division Total	<u>15.5</u>	<u>15.5</u>	<u>15.5</u>	<u>11.0</u>

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Recurring Performance Measures				
Liability & Property				
Maintain departments' awareness of current litigation status by the coordination of 5 meetings per quarter.	100%	100%	100%	100%
	16	20	20	20
	16	20	20	20
Submit 100% of the 5 General Liability claims for reimbursement of losses to CSAC-EIA no later than 30 days of each quarter end.	50%	100%	100%	100%
	2	4	2	2
	4	4	2	2

GENERAL SERVICES
Capital Improvements

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Facilities Capital Projects	\$ 964,462	\$ 3,057,084	\$ 2,144,190	\$ 2,260,581
Aviation	9,002	3,000	(6,000)	10,000
Operating Sub-Total	973,464	3,060,084	2,138,190	2,270,581
Less: Intra-County Revenues	(1,112,911)	(6,187,000)	(1,263,829)	(1,292,752)
Operating Total	(139,447)	(3,126,916)	874,361	977,829
<i>Non-Operating Expenditures</i>				
Capital Assets	7,199,927	31,781,431	16,303,531	11,927,433
Expenditure Total	7,060,480	28,654,515	17,177,892	12,905,262
<i>Other Financing Uses</i>				
Operating Transfers	4,581,435	1,600,000	2,094,267	--
Designated for Future Uses	19,929,492	1,192,454	1,679,679	--
Division Total	\$ 31,571,407	\$ 31,446,969	\$ 20,951,838	\$ 12,905,262

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	573,666	592,746	603,749	608,341
Extra Help	15,829	--	--	--
Benefits	222,453	259,131	270,800	300,398
Salaries & Benefits Sub-Total	811,948	851,877	874,549	908,739
Services & Supplies	161,516	2,208,207	1,263,641	1,361,842
Operating Sub-Total	973,464	3,060,084	2,138,190	2,270,581
Less: Intra-County Revenues	(1,112,911)	(6,187,000)	(1,263,829)	(1,292,752)
Operating Total	(139,447)	(3,126,916)	874,361	977,829
<i>Non-Operating Expenditures</i>				
Capital Assets	7,199,927	31,781,431	16,303,531	11,927,433
Expenditure Total	\$ 7,060,480	\$ 28,654,515	\$ 17,177,892	\$ 12,905,262

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Interest	\$ 85,316	\$ 26,250	\$ 7,250	\$ --
Cost Allocation Revenue	(24,636)	(12,921)	(12,921)	1,752
Other Charges for Services	1,136,341	7,057,000	2,040,750	2,161,000
Miscellaneous Revenue	401,146	2,971,766	2,842,553	575,044
Revenue Sub-Total	1,598,167	10,042,095	4,877,632	2,737,796
Less: Intra-County Revenues	(1,112,911)	(6,187,000)	(1,263,829)	(1,292,752)
Revenue Total	485,256	3,855,095	3,613,803	1,445,044
General Fund Contribution	345,491	119,005	253,361	187,829
<i>Other Financing Sources</i>				
Operating Transfers	6,321,422	2,563,819	2,978,118	1,494,687
Proceeds of Long-term Debt	18,710,000	--	--	--
Use of Prior Fund Balances	5,709,238	24,909,050	14,106,556	9,777,702
Division Total	\$ 31,571,407	\$ 31,446,969	\$ 20,951,838	\$ 12,905,262

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>				
Facilities Capital Projects	5.0	5.7	6.0	6.0
Total Permanent	5.0	5.7	6.0	6.0
<i>Non-Permanent</i>				
Contract	--	1.0	--	0.9
Extra Help	--	0.3	--	--
Total Positions	5.0	7.0	6.0	6.9

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
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Recurring Performance Measures

Facilities Capital Projects

# of hrs billed on funded projects per staff, as a percentage of Auditor Controller's Productive Hours base of 1,584 per year	--	--	103%	100%
	--	--	62	60
	--	--	60	60

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 a department.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures decreased by \$922,000 to \$2,138,000 from the FY 2010-11 Adopted Budget of \$3,060,000. The 30.1% decrease is due to:

- -\$1,201,000 reduced services and supplies due to a slow down in the Santa Maria Court Clerk project offset by a \$185,000 acceleration of the Santa Maria Cook Seismic project and miscellaneous others.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will increase by \$132,000 to \$2,271,000 from the FY 2010-11 Estimated Budget of \$2,138,000. The 6.2% increase is due to:

- +\$321,000 increase in services and supplies primarily due to the acceleration of the Santa Maria Court Clerk project offset by the anticipated completion of the Santa Maria Cook Seismic project at \$185,000.

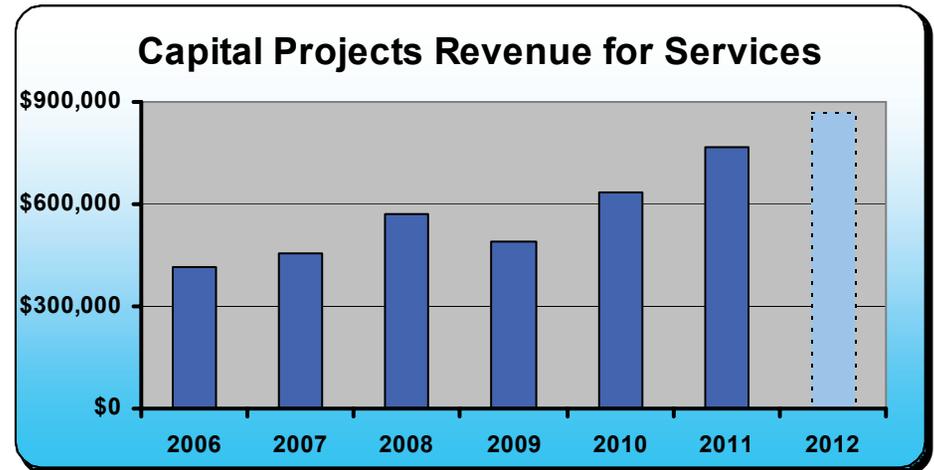


New Home for Santa Maria Court Clerks

GENERAL SERVICES

Capital Improvements (cont'd)

	Actual FY 09-10 Pos.	Adopted FY 10-11 Pos.	Est. Actual FY 10-11 Pos.	Recommended FY 11-12 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	1.0	1.0
Project Manager	1.0	1.0	1.0	1.0
Sub-Division Total	5.0	6.0	6.0	6.0
Division Total	5.0	6.0	6.0	6.0



GENERAL SERVICES

Fleet Operations

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Fleet Administration	\$ 1,390,274	\$ 1,151,247	\$ 1,296,277	\$ 1,238,586
Fleet Dispatch	377,425	483,772	389,457	417,644
Fleet Maintenance	2,612,429	2,797,443	2,701,266	2,762,253
Fleet Operations	4,778,935	5,650,562	5,253,486	5,761,574
Operating Sub-Total	9,159,063	10,083,024	9,640,486	10,180,057
Less: Intra-County Revenues	(7,365,085)	(7,410,000)	(6,910,000)	(7,784,062)
Operating Total	1,793,978	2,673,024	2,730,486	2,395,995
<i>Non-Operating Expenditures</i>				
Capital Assets	3,005,862	1,076,000	1,076,000	1,076,000
Expenditure Total	4,799,840	3,749,024	3,806,486	3,471,995
<i>Other Financing Uses</i>				
Operating Transfers	261,831	659,447	721,753	178,060
Designated for Future Uses	151,840	127,812	77,824	--
Division Total	\$ 5,213,511	\$ 4,536,283	\$ 4,606,063	\$ 3,650,055

Character of Expenditures

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Operating Expenditures</i>				
Regular Salaries	1,328,539	1,381,250	1,985,003	1,321,056
Overtime	3,446	10,000	1,773	--
Extra Help	--	7,000	--	--
Benefits	723,563	652,501	21,137	743,326
Salaries & Benefits Sub-Total	2,055,548	2,050,751	2,007,913	2,064,382
Services & Supplies	4,875,762	5,632,273	5,232,573	5,715,675
Depreciation Expense	2,227,753	2,400,000	2,400,000	2,400,000
Operating Sub-Total	9,159,063	10,083,024	9,640,486	10,180,057
Less: Intra-County Revenues	(7,365,085)	(7,410,000)	(6,910,000)	(7,784,062)
Operating Total	1,793,978	2,673,024	2,730,486	2,395,995
<i>Non-Operating Expenditures</i>				
Capital Assets	3,005,862	1,076,000	1,076,000	1,076,000
Expenditure Total	\$ 4,799,840	\$ 3,749,024	\$ 3,806,486	\$ 3,471,995

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Source of Funds Summary				
<i>Departmental Revenues</i>				
Vehicles Services	\$ 9,294,255	\$ 9,361,400	\$ 8,911,400	\$ 9,712,223
Interest	177,277	77,000	130,000	--
Self Insurance Premiums	--	--	108,238	108,445
Miscellaneous Revenue	17,579	55,700	69,700	55,700
Revenue Sub-Total	9,489,111	9,494,100	9,219,338	9,876,368
Less: Intra-County Revenues	(7,365,085)	(7,410,000)	(6,910,000)	(7,784,062)
Revenue Total	2,124,026	2,084,100	2,309,338	2,092,306
<i>Other Financing Sources</i>				
Operating Transfers	764,407	18,000	47,255	--
Sale of Property	33,673	5,000	5,000	5,000
Use of Prior Fund Balances	2,291,405	2,429,183	2,244,470	1,552,749
Division Total	\$ 5,213,511	\$ 4,536,283	\$ 4,606,063	\$ 3,650,055

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12	
Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12				
Pos.	FTE	Pos.	FTE	Pos.	FTE			
<i>Permanent</i>								
Fleet Administration	2.0	2.1	2.0	2.1	2.0	3.6	2.0	2.1
Fleet Dispatch	4.0	4.0	4.0	4.0	4.0	3.2	3.0	3.0
Fleet Maintenance	15.0	14.9	15.0	14.9	15.0	14.2	14.0	13.9
Fleet Operations	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Positions	22.0	22.0	22.0	22.0	22.0	22.0	20.0	20.0



General Services mechanic servicing Sheriff's patrol vehicle at the Santa Maria Garage

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 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures decreased by \$443,000 to \$9,640,000 from the FY 2010-11 Adopted Budget of \$10,083,000. The 4.4% decrease is due to:

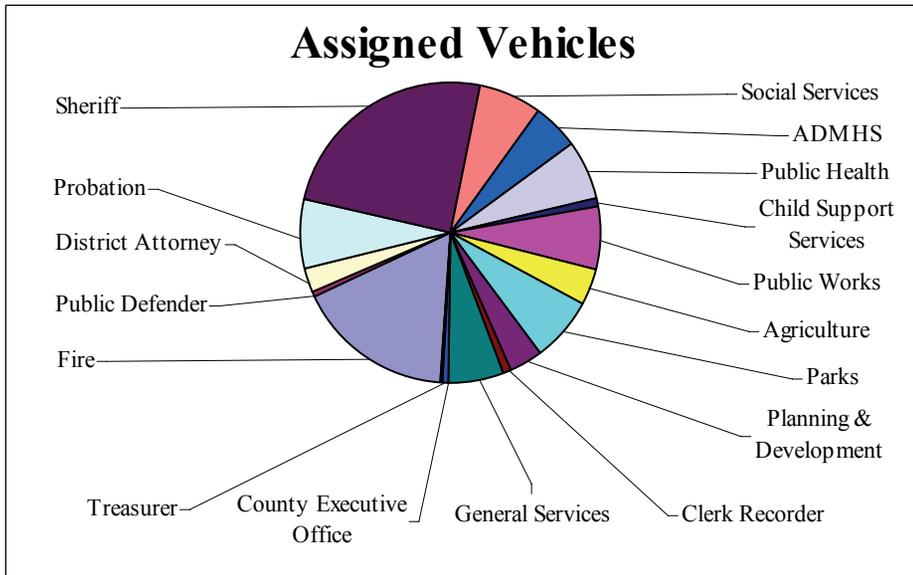
- -\$400,000 lower services and supplies due primarily to lower fuel prices than anticipated.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will increase by \$540,000 to \$10,180,000 from the FY 2010-11 Estimated Budget of \$9,640,000. The 5.6% increase is due to:

- +\$500,000 increased service and supplies due to anticipated fuel price increases.



GENERAL SERVICES

Fleet Operations (cont'd)

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Fleet Administration				
Admin Office Pro	1.0	1.0	1.0	1.0
Fleet Manager	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	3.0
Sub-Division Total	4.0	4.0	4.0	3.0
Fleet Maintenance				
Automotive Mechanic	7.0	7.0	7.0	7.0
Dept Bus Spec II	1.0	1.0	1.0	1.0
Equipment Mechanic	5.0	5.0	5.0	4.0
Shop Supervisor	2.0	2.0	2.0	2.0
Sub-Division Total	15.0	15.0	15.0	14.0
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	20.0

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Recurring Performance Measures				
Fleet Maintenance				
Ensure that at least 95% of County's "Pool" vehicles are current on their service schedule.	98%	85%	97%	95%
	1,516	1,244	1,506	1,480
	1,551	1,464	1,560	1,560
Ensure that at least 74% of County's assigned vehicles are current on their service schedule.	74%	83%	77%	74%
	8,715	7,071	9,059	8,715
	11,772	8,520	11,772	11,772
Fleet Operations				
Maintain a 95% utilization rate of the 348 parking spaces available at the two County parking lots: SB Admin and Garden Street.	87%	94%	85%	95%
	3,520	3,950	3,584	3,968
	4,005	4,176	4,186	4,176

GENERAL SERVICES

Real Estate Services

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Property Management	\$ 321,478	\$ 347,801	\$ 319,834	\$ 295,708
Real Property Services	760,027	540,419	872,612	581,225
Operating Sub-Total	1,081,505	888,220	1,192,446	876,933
Less: Intra-County Revenues	(258,466)	(28,100)	(23,100)	(61,268)
Expenditure Total	823,039	860,120	1,169,346	815,665
<i>Other Financing Uses</i>				
Operating Transfers	368,924	378,691	378,691	388,176
Designated for Future Uses	464,480	44,000	30,000	30,000
Division Total	\$ 1,656,443	\$ 1,282,811	\$ 1,578,037	\$ 1,233,841

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	351,781	310,767	266,185	318,715
Overtime	1,443	--	4,500	--
Benefits	204,248	139,255	120,958	161,486
Salaries & Benefits Sub-Total	557,472	450,022	391,643	480,201
Services & Supplies	524,033	438,198	513,097	396,732
Public Assistance Payments	--	--	287,706	--
Operating Sub-Total	1,081,505	888,220	1,192,446	876,933
Less: Intra-County Revenues	(258,466)	(28,100)	(23,100)	(61,268)
Expenditure Total	\$ 823,039	\$ 860,120	\$ 1,169,346	\$ 815,665

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
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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%
	13	12	12	12
	13	12	12	12

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Cost Allocation Revenue	\$ 139,712	\$ 6,399	\$ 6,399	\$ 72,323
Other Charges for Services	135,934	88,200	98,100	98,100
Miscellaneous Revenue	718,653	705,302	1,093,910	710,302
Revenue Sub-Total	994,299	799,901	1,198,409	880,725
Less: Intra-County Revenues	(258,466)	(28,100)	(23,100)	(61,268)
Revenue Total	735,833	771,801	1,175,309	819,457
<i>General Fund Contribution</i>	444,724	453,010	402,728	414,384
<i>Other Financing Sources</i>				
Operating Transfers	33,000	--	--	--
Use of Prior Fund Balances	442,886	58,000	--	--
Division Total	\$ 1,656,443	\$ 1,282,811	\$ 1,578,037	\$ 1,233,841

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>							
Property Management	--	0.0	--	--	--	0.1	--
Real Property Services	5.6	4.2	4.6	3.6	4.6	3.6	3.6
Total Positions	5.6	4.3	4.6	3.6	4.6	3.7	3.6

SERVICE DESCRIPTION

The Office of Real Estate Services 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 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures increased by \$304,000 to \$1,192,000 from the FY 2010-11 Adopted Budget of \$888,000. The 34.3% increase is due to:

- +\$288,000 due to a one time settlement claim at the Santa Barbara History Museum.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will decrease by \$316,000 to \$877,000 from the FY 2010-11 Estimated Budget of \$1,192,000. The 26.5 % decrease is due to:

- -\$288,000 due to a one time settlement claim at the Santa Barbara History Museum that was paid in the prior year.

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.



Guadalupe Dunes Preserve

	Actual FY 09-10 Pos.	Adopted FY 10-11 Pos.	Est. Actual FY 10-11 Pos.	Recommended FY 11-12 Pos.
Position Detail				
Real Property Services				
Division Manager	1.0	1.0	1.0	1.0
Real Property Agent	4.6	3.6	3.6	2.6
Sub-Division Total	5.6	4.6	4.6	3.6
Division Total	5.6	4.6	4.6	3.6

GENERAL SERVICES
Information Technology Services

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Technical Support	\$ 3,706,750	\$ 2,706,732	\$ 2,454,202	\$ --
Network Design & Support	2,379,179	2,226,979	2,038,787	--
Enterprise Applications	1,282,241	1,880,534	1,885,890	--
Foundation	--	--	--	5,127,962
LAN Admin	--	--	--	173,218
Hosting	--	--	--	596,857
Operating Sub-Total	7,368,170	6,814,245	6,378,879	5,898,037
Less: Intra-County Revenues	--	--	(5,960,400)	(6,079,966)
Operating Total	7,368,170	6,814,245	418,479	(181,929)
<i>Non-Operating Expenditures</i>				
Capital Assets	686,606	767,000	956,388	1,311,719
Expenditure Total	8,054,776	7,581,245	1,374,867	1,129,790
<i>Other Financing Uses</i>				
Designated for Future Uses	--	--	--	181,929
Division Total	\$ 8,054,776	\$ 7,581,245	\$ 1,374,867	\$ 1,311,719

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	2,519,715	2,611,487	2,673,867	2,359,127
Overtime	55,365	77,150	34,075	114,393
Extra Help	71,791	24,675	30,303	52,349
Benefits	1,825,548	1,135,288	1,224,909	1,228,734
Salaries & Benefits Sub-Total	4,472,419	3,848,600	3,963,154	3,754,603
Services & Supplies	2,370,536	2,334,258	1,822,911	1,784,528
Depreciation Expense	521,273	627,137	588,564	354,656
Principal & Interest	3,942	4,250	4,250	4,250
Operating Sub-Total	7,368,170	6,814,245	6,378,879	5,898,037
Less: Intra-County Revenues	--	--	(5,960,400)	(6,079,966)
Operating Total	7,368,170	6,814,245	418,479	(181,929)
<i>Non-Operating Expenditures</i>				
Capital Assets	686,606	767,000	956,388	1,311,719
Expenditure Total	\$ 8,054,776	\$ 7,581,245	\$ 1,374,867	\$ 1,129,790

Information Technology contracts with Microsoft Hosting Services to provide cloud based filtering of all inbound email to help mitigate the risks associated with spam. The County of Santa Barbara receives well over 200,000 email messages a day. On any given business day, less than 30,000 of these email messages are legitimate.

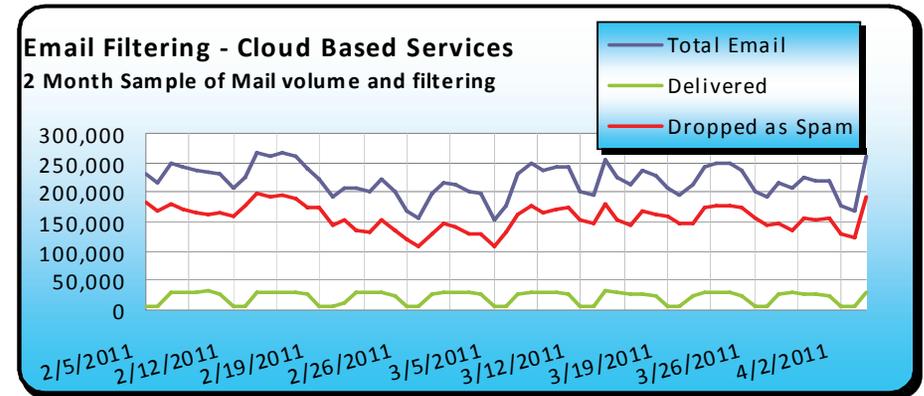
Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Interest	\$ 45,273	\$ 60,000	\$ 31,200	\$ --
Communications	2,275,952	--	--	--
Information Technology Services	3,639,039	6,060,000	5,960,400	6,079,966
Other Charges for Services	445,203	89,880	33,500	--
Miscellaneous Revenue	14,198	--	--	--
Revenue Sub-Total	6,419,665	6,209,880	6,025,100	6,079,966
Less: Intra-County Revenues	--	--	(5,960,400)	(6,079,966)
Revenue Total	6,419,665	6,209,880	64,700	--
<i>Other Financing Sources</i>				
Operating Transfers	--	--	189,388	--
Sale of Property	(84,865)	--	--	--
Use of Prior Fund Balances	1,719,976	1,371,365	1,120,779	1,311,719
Division Total	\$ 8,054,776	\$ 7,581,245	\$ 1,374,867	\$ 1,311,719

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12				
Pos.	FTE	Pos.	FTE	Pos.	FTE			
Technical Support	15.0	14.3	11.0	10.0	11.0	10.4	1.0	--
Network Design & Support	8.0	7.2	8.0	7.0	8.0	7.7	1.0	--
Enterprise Applications	10.0	7.0	11.0	9.0	11.0	9.7	1.0	--
Foundation	--	--	--	--	--	--	19.0	19.0
LAN Admin	--	--	--	--	--	--	1.0	0.8
Hosting	--	--	--	--	--	--	3.0	3.2
Total Permanent	33.0	28.5	30.0	26.0	30.0	27.7	26.0	23.0
<i>Non-Permanent</i>								
Extra Help	--	1.4	--	--	--	1.3	--	--
Total Positions	33.0	29.9	30.0	26.0	30.0	29.0	26.0	23.0

Position Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Permanent</i>				
Technical Support	15.0	14.3	11.0	10.0
Network Design & Support	8.0	7.2	8.0	7.0
Enterprise Applications	10.0	7.0	11.0	9.0
Foundation	--	--	--	--
LAN Admin	--	--	--	--
Hosting	--	--	--	--
Total Permanent	33.0	28.5	30.0	26.0
<i>Non-Permanent</i>				
Extra Help	--	1.4	--	1.3
Total Positions	33.0	29.9	30.0	26.0



SERVICE DESCRIPTION

The Information Technology Division delivers Windows Infrastructure, Email, Web, SQL database hosting, SharePoint, Wide Area and Local Area Networks (WAN and LAN), Internet services, Network Security Services, and Mobile/Remote Computing and Telecommuting support.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The Fiscal Year 2010-11 Estimated Actual operating expenditures decreased by \$435,000 to \$6,379,000 from the Fiscal Year 2010-11 Adopted Budget of \$6,814,000. The 6.4% decrease is due to:

- -\$424,000 of Administration Fees due to combining the IT department with the General Services department.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The Fiscal Year 2011-12 Recommended operating expenditures will decrease by \$329,000 to \$5,898,000 from the Fiscal Year 2010-11 Estimated Budget of \$6,379,000. The 5.6 % decrease is due to:

- -\$234,000 of Depreciation expenses.

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
--	--------------------	---------------------	-------------------------	-------------------------

Recurring Performance Measures

Enterprise Applications

To promote an accessible, open and citizen friendly government, ensure that 24 County departments use the standard County look and feel by the end of 2012.

		71%	67%	71%
	--	17	16	17
	--	24	24	24

To ensure a high level of customer satisfaction with the County internet site, website users responding to online customer satisfaction survey evaluate the County website as satisfactory or better.

		70%	70%	70%
	--	560	560	560
	--	800	800	800

GENERAL SERVICES

Information Technology Services (cont'd)

	Actual FY 09-10 Pos.	Adopted FY 10-11 Pos.	Est. Actual FY 10-11 Pos.	Recommended FY 11-12 Pos.
Position Detail				
Technical Support				
Division Manager	--	1.0	1.0	--
EDP Office Auto Spec I/II	13.0	10.0	10.0	1.0
EDP Support Manager	2.0	--	--	--
Sub-Division Total	15.0	11.0	11.0	1.0
Network Design & Support				
EDP Network Tech I/II/III	7.0	7.0	7.0	1.0
EDP Office Auto Spec I/II	1.0	1.0	1.0	--
Sub-Division Total	8.0	8.0	8.0	1.0
Enterprise Applications				
Division Manager	--	1.0	1.0	--
EDP Office Auto Spec I/II	--	3.0	3.0	--
EDP Sys & Prog Analyst I/II/Sr	5.0	4.0	4.0	1.0
Mapping/GIS Analyst	1.0	1.0	1.0	--
Project Manager	4.0	2.0	2.0	--
Sub-Division Total	10.0	11.0	11.0	1.0
Foundation				
Division Manager	--	--	--	2.0
EDP Network Tech I/II/III	--	--	--	6.0
EDP Office Auto Spec I/II	--	--	--	9.0
EDP Sys & Prog Analyst I/II/Sr	--	--	--	2.0
Sub-Division Total	--	--	--	19.0
LAN Admin				
EDP Office Auto Spec I/II	--	--	--	1.0
Sub-Division Total	--	--	--	1.0
Hosting				
EDP Office Auto Spec I/II	--	--	--	2.0
Project Manager	--	--	--	1.0
Sub-Division Total	--	--	--	3.0
Division Total	33.0	30.0	30.0	26.0

GENERAL SERVICES

Communications

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Radio	\$ 1,794,587	\$ 1,921,222	\$ 1,722,439	\$ 1,721,285
Telephone	2,275,369	2,045,223	1,900,031	2,078,962
Operating Sub-Total	4,069,956	3,966,445	3,622,470	3,800,247
Less: Intra-County Revenues	--	--	(3,108,026)	(2,878,458)
Operating Total	4,069,956	3,966,445	514,444	921,789
<i>Non-Operating Expenditures</i>				
Capital Assets	161,321	620,000	404,879	525,000
Expenditure Total	4,231,277	4,586,445	919,323	1,446,789
<i>Other Financing Uses</i>				
Operating Transfers	955,010	--	--	--
Designated for Future Uses	88,316	31,060	--	--
Division Total	\$ 5,274,603	\$ 4,617,505	\$ 919,323	\$ 1,446,789

Character of Expenditures

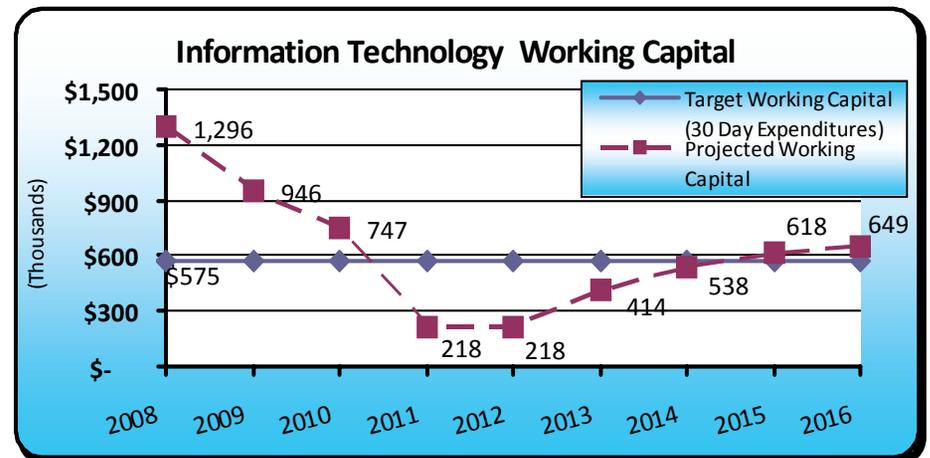
<i>Operating Expenditures</i>				
Regular Salaries	824,043	763,888	731,235	755,779
Overtime	10,622	22,660	5,129	18,720
Extra Help	64	7,462	--	2,000
Benefits	679,617	326,160	363,674	387,078
Salaries & Benefits Sub-Total	1,514,346	1,120,170	1,100,038	1,163,577
Services & Supplies	1,995,805	2,305,568	1,995,011	2,106,620
Depreciation Expense	558,479	539,277	525,991	530,000
Principal & Interest	1,326	1,430	1,430	50
Operating Sub-Total	4,069,956	3,966,445	3,622,470	3,800,247
Less: Intra-County Revenues	--	--	(3,108,026)	(2,878,458)
Operating Total	4,069,956	3,966,445	514,444	921,789
<i>Non-Operating Expenditures</i>				
Capital Assets	161,321	620,000	404,879	525,000
Expenditure Total	\$ 4,231,277	\$ 4,586,445	\$ 919,323	\$ 1,446,789

In July 2010 the Information Technology Department merged into the General Services Department becoming the Information Technology Division of General Services (GS-ITD). The General Fund Contribution to Information Technology, \$787,000, was eliminated at that time. GS-ITD is an Internal Service Fund (ISF) funded by charging County departments for services provided. FY 10-11 ISF rates were maintained, but service levels did not change. This created deficit spending. The department implemented cost cutting measures to minimize deficit spending to approximately \$530,000 in FY 10-11. Working capital funded this shortfall. The FY 2011-12 budget will eliminate deficit spending and an effort to build back working capital will ensue in the following years.

Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Interest	\$ 98,069	\$ 114,000	\$ 101,000	\$ --
Communications	3,380,075	3,271,940	3,212,940	2,978,065
Other Charges for Services	403,438	55,300	--	12,000
Miscellaneous Revenue	112,955	129,593	133,993	132,200
Revenue Sub-Total	3,994,537	3,570,833	3,447,933	3,122,265
Less: Intra-County Revenues	--	--	(3,108,026)	(2,878,458)
Revenue Total	3,994,537	3,570,833	339,907	243,807
<i>Other Financing Sources</i>				
Operating Transfers	270,217	--	304,879	--
Use of Prior Fund Balances	1,009,849	1,046,672	274,537	1,202,982
Division Total	\$ 5,274,603	\$ 4,617,505	\$ 919,323	\$ 1,446,789

	Actual FY 09-10		Adopted FY 10-11		Est. Actual FY 10-11		Recommended FY 11-12	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
Radio	8.0	7.7	9.0	8.0	9.0	8.1	7.0	7.2
Telephone	2.0	1.7	2.0	1.0	2.0	1.5	2.0	1.8
Total Positions	10.0	9.4	11.0	9.0	11.0	9.5	9.0	9.0



SERVICE DESCRIPTION

Communications- Provides countywide telephone, two-way radio and high capacity microwave services

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Communications Services

Operating Expenditures

The Fiscal Year 2010-11 Estimated Actual operating expenditures decreased by \$344,000 to \$3,622,000 from the Fiscal Year 2010-11 Adopted Budget of \$3,966,000. The 8.7% decrease is due to:

- -\$279,000 of Administration Fees due to combining the IT department with the General Services department.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The Fiscal Year 2011-12 Recommended operating expenditures will increase by \$178,000 to \$3,800,000 from the Fiscal Year 2010-11 Estimated Budget of \$3,622,000. The 4.9 % increase is primarily due to:

- +\$50,000 of Salaries and Benefits and +\$43,000 in services and supplies primarily due to liability insurance.

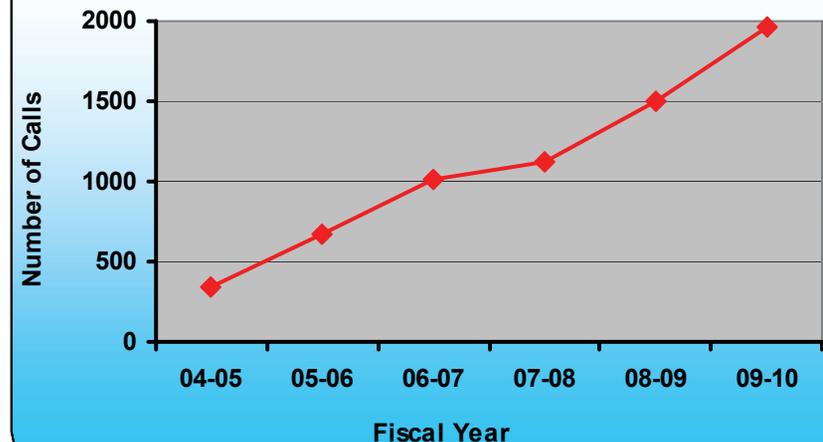
	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Radio				
Comm Equip Tech II	2.0	2.0	2.0	2.0
Comm Equip Tech Sr	3.0	3.0	3.0	3.0
Comm Systems Supv	1.0	1.0	1.0	1.0
Division Manager	--	1.0	1.0	--
EDP Support Manager	1.0	1.0	1.0	--
Electronic Systems Tech	1.0	1.0	1.0	1.0
Sub-Division Total	8.0	9.0	9.0	7.0
Telephone				
Communications Manager	1.0	1.0	1.0	1.0
EDP Office Automation Coordinator	1.0	1.0	1.0	1.0
Sub-Division Total	2.0	2.0	2.0	2.0
Division Total	10.0	11.0	11.0	9.0

GENERAL SERVICES

Communications (cont'd)

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Recurring Performance Measures				
Radio				
Complete radio repairs without rework after initial completion.	--	95%	95%	100%
	--	475	475	500
	--	500	500	500
Telephone				
Complete telephone move, add and change requests by the agreed due date.	--	90%	90%	90%
	--	540	540	540
	--	600	600	600
Resolve telephone service repair calls within one business day.	--	80%	80%	85%
	--	560	560	595
	--	700	700	700

Conference Calls Consortium Annual Usage



Consortium is a powerful conferencing server that can support multiple types of conference calls. The server has 48 audio ports with web access and 24/7/365 availability to departments Countywide. Use of the server has skyrocketed over the years, resulting in significant financial savings to the County and increased efficiency to the various departments.

GENERAL SERVICES
Facilities Management

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
Use of Funds Summary				
<i>Operating Expenditures</i>				
Facilities Administration	\$ 522,057	\$ 549,225	\$ 496,766	\$ 307,759
Court Costs	1,167,944	1,126,941	1,056,716	1,055,722
Energy & Utilities	5,557,982	6,757,471	6,114,876	6,874,657
South County Maintenance	3,779,090	2,687,359	3,468,334	2,671,982
Maintenance Contracts	987,671	926,985	944,300	971,865
North County Maintenance	2,152,880	1,543,315	1,901,859	1,563,150
Capital Maintenance	1,104,231	1,579,487	1,592,060	1,500,000
Operating Sub-Total	15,271,855	15,170,783	15,574,911	14,945,135
Less: Intra-County Revenues	(8,411,080)	(6,515,164)	(7,227,127)	(8,310,347)
Operating Total	6,860,775	8,655,619	8,347,784	6,634,788
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	--	25,140
Expenditure Total	6,860,775	8,655,619	8,347,784	6,659,928
<i>Other Financing Uses</i>				
Operating Transfers	28,135	--	--	--
Designated for Future Uses	30,146	7,190	--	--
Division Total	\$ 6,919,056	\$ 8,662,809	\$ 8,347,784	\$ 6,659,928
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	2,435,001	1,986,305	2,494,510	2,061,748
Overtime	48,938	46,000	106,896	52,000
Extra Help	78,358	13,815	40,623	14,416
Benefits	1,118,825	941,100	1,168,257	1,115,482
Salaries & Benefits Sub-Total	3,681,122	2,987,220	3,810,286	3,243,646
Services & Supplies	10,829,189	11,407,886	10,988,948	10,912,315
Contributions	761,544	775,677	775,677	784,984
Depreciation Expense	--	--	--	4,190
Operating Sub-Total	15,271,855	15,170,783	15,574,911	14,945,135
Less: Intra-County Revenues	(8,411,080)	(6,515,164)	(7,227,127)	(8,310,347)
Operating Total	6,860,775	8,655,619	8,347,784	6,634,788
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	--	25,140
Expenditure Total	\$ 6,860,775	\$ 8,655,619	\$ 8,347,784	\$ 6,659,928

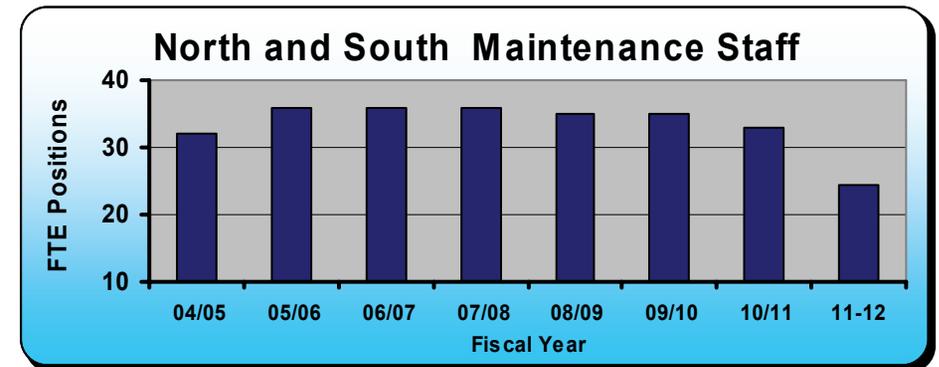
Source of Funds Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
<i>Departmental Revenues</i>				
Interest	\$ 1,046	\$ 700	\$ --	\$ --
Utilities	5,344,028	6,520,654	5,754,000	6,240,000
Cost Allocation Revenue	2,593,104	1,473,127	1,473,127	2,073,713
Other Charges for Services	345,894	270,000	331,029	280,000
Miscellaneous Revenue	707,871	278,325	512,645	691,796
Revenue Sub-Total	8,991,943	8,542,806	8,070,801	9,285,509
Less: Intra-County Revenues	(8,411,080)	(6,515,164)	(7,227,127)	(8,310,347)
Revenue Total	580,863	2,027,642	843,674	975,162
<i>General Fund Contribution</i>				
	5,348,231	5,132,167	5,242,804	4,184,766
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	989,962	1,503,000	2,261,306	1,500,000
Division Total	\$ 6,919,056	\$ 8,662,809	\$ 8,347,784	\$ 6,659,928

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	FTE	Pos.	FTE

Position Summary

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	FTE	Pos.	FTE
<i>Permanent</i>				
Facilities Administration	3.0	3.0	3.0	3.0
Energy & Utilities	1.0	0.7	1.0	1.0
South County Maintenance	23.0	21.7	22.0	17.0
North County Maintenance	13.0	12.5	12.5	8.5
Capital Maintenance	--	--	--	--
Total Permanent	40.0	37.9	38.5	29.5
<i>Non-Permanent</i>				
Contract	--	1.0	--	1.0
Extra Help	--	1.8	--	0.4
Total Positions	40.0	40.7	38.5	30.9



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 1.82 million square feet of space in 389 County structures. In addition, Utility ISF costs are included in this division, along with energy management services.

Significant Changes (FY 2010-11 Adopted to FY 2010-11 Estimated Actual)

Operating Expenditures

The FY 2010-11 Estimated Actual operating expenditures increased by \$404,000 to \$15,575,000 from the FY 2010-11 Adopted Budget of \$15,171,000. The 2.7% increase is due to:

- +\$400,000 primarily due to increased salary and benefits due to labor agreements.

Significant Changes (FY 2010-11 Estimated Actual to FY 2011-12 Recommended)

Operating Expenditures

The FY 2011-12 Recommended operating expenditures will decrease by \$736,000 to \$14,945,000 from the FY 2010-11 Estimated Budget of \$15,575,000. The 4.7% decrease is primarily due to:

- -\$668,000 reduced net salary and benefits costs by unfunding 10.0 FTEs.

	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
--	--------------------	---------------------	-------------------------	-------------------------

Recurring Performance Measures

Percentage of emergency calls responded to within 1 hour.	100%	100%	100%	100%
	100	100	100	100
	100	100	100	100
Percentage of all repair work orders completed by assigned completion date.			101%	100%
	--	--	94	93
	--	--	93	93



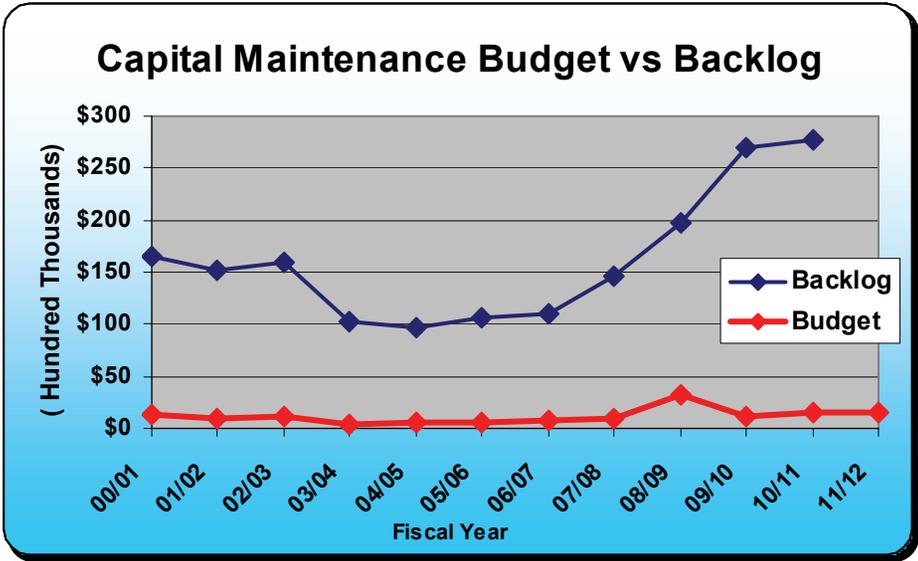
GENERAL SERVICES

Facilities Management (cont'd)

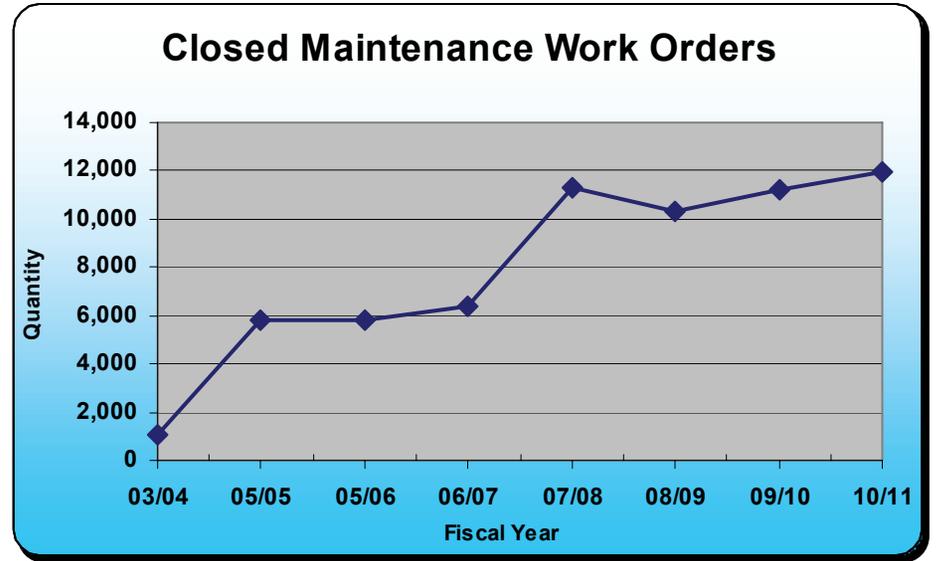
	Actual FY 09-10	Adopted FY 10-11	Est. Actual FY 10-11	Recommended FY 11-12
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Facilities Administration				
Admin Office Pro	2.0	2.0	2.0	1.5
Facilities Manager	1.0	1.0	1.0	--
Sub-Division Total	3.0	3.0	3.0	1.5
Energy & Utilities				
Energy Manager	1.0	--	--	--
Project Manager	--	1.0	1.0	1.0
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	10.0	10.0	6.0
Dept Bus Spec II	--	1.0	1.0	1.0
Facilities Supervisor	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	1.0
Maintenance Plumber	2.0	2.0	2.0	2.0
Sub-Division Total	23.0	22.0	22.0	17.0
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	5.5	5.5	3.0
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	--
Maintenance Electrician	1.0	1.0	1.0	1.0
Maintenance Plumber	1.0	1.0	1.0	1.0
Sub-Division Total	13.0	12.5	12.5	9.0
Capital Maintenance				
Building Maintenance Worker	--	--	--	2.0
Facilities Manager	--	--	--	1.0
Sub-Division Total	--	--	--	3.0
Division Total	40.0	38.5	38.5	31.5

Facilities Maintenance Worker doing daily preventative maintenance on the County Public Health Center Boiler, which provides heat to the building.

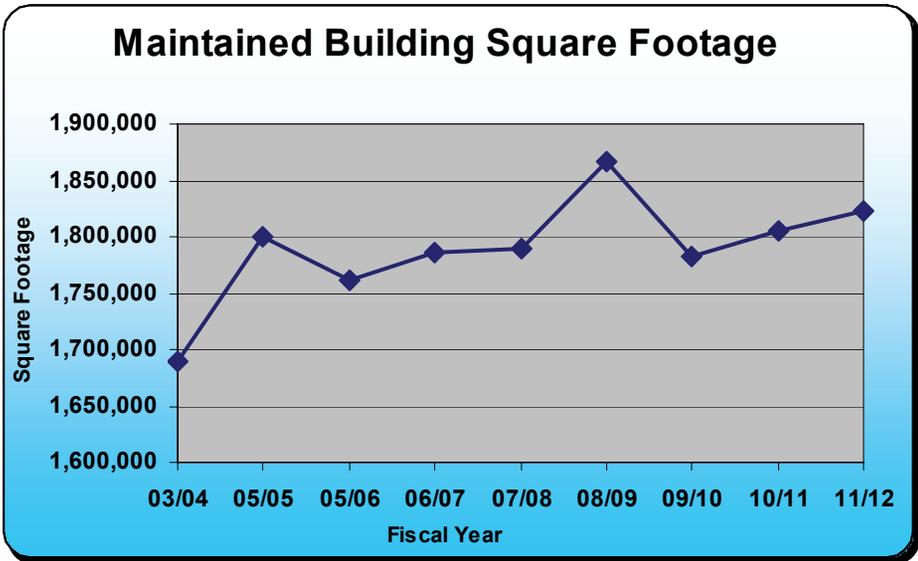
GENERAL SERVICES
Facilities Management (cont'd)



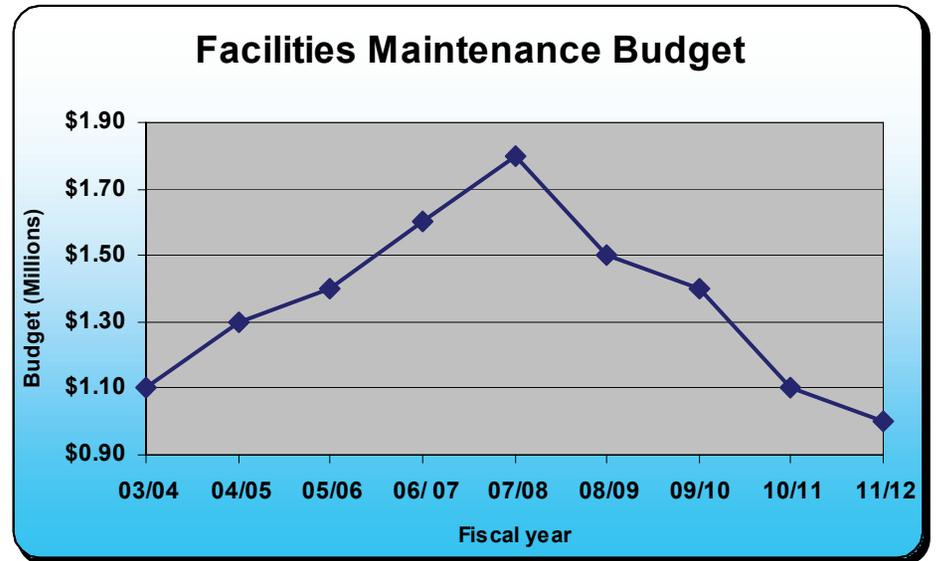
The Facilities Maintenance Backlog continues to increase.



The number of Maintenance Work Orders keeps growing yearly.



The amount of the County building square footage maintained is at the second highest level in history. New structures are coming on line, but older structures are not being decommissioned and General Services is undertaking analysis to reduce this amount via the five year space utilization plan.



The Facilities Maintenance Budget is at the lowest level in 14 years.