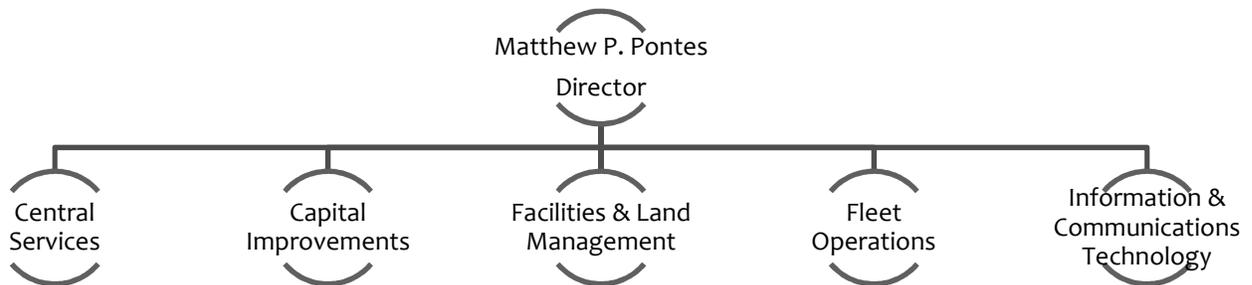


# General Services



## **BUDGET & FULL-TIME EQUIVALENTS SUMMARY & BUDGET PROGRAMS CHART**

Operating	\$ 43,736,846
Capital	\$ 8,953,666
FTEs	117.0



# General Services

## Department

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### ***MISSION STATEMENT***

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

### ***DEPARTMENT DESCRIPTION***

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The General Services Department delivers an array of support services to the other County departments. The Department's vision is to provide excellent customer service and exceptional value in supporting the delivery of County services. These are the keystones to the Department's business culture. These services include the following:

#### Central Services

Central Services provides financial and administrative services within the Department, including accounting, personnel, and payroll operations. It also includes the Purchasing Division.

#### Capital Improvements

Capital Improvements provides full service planning, design, and construction of new County facilities, including remodels and related projects for all County departments.

#### Facilities & Land Management

Facilities & Land Management promotes a safe and healthy environment for County employees and visitors.

#### Fleet Operations

Fleet Operations meets all of the transportation needs of County departments including fire trucks, sheriff vehicles, and heavy and light duty vehicles.

#### Information & Communications Technology

Information & Communications Technology enables County departments to provide effective services to citizens through innovative technology solutions.

### ***HIGHLIGHTS OF 2015-17 OBJECTIVES***

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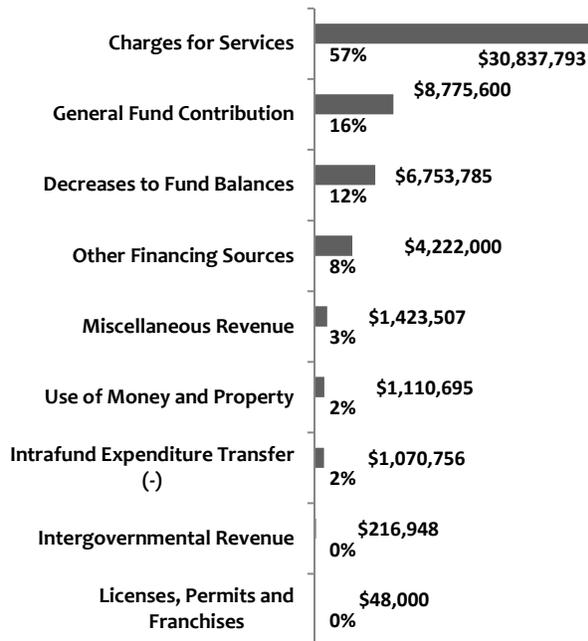
- Northern Branch Jail (AB900) and STAR (SB1022) facility - continue to meet all State and County milestones.
- Successfully integrate the Facilities Condition Index Report from the consultant into deferred maintenance and capital project planning.
- Complete the Countywide IT strategic plan update.
- Complete a five year Countywide strategic plan for the public safety microwave radio communication network.

# General Services

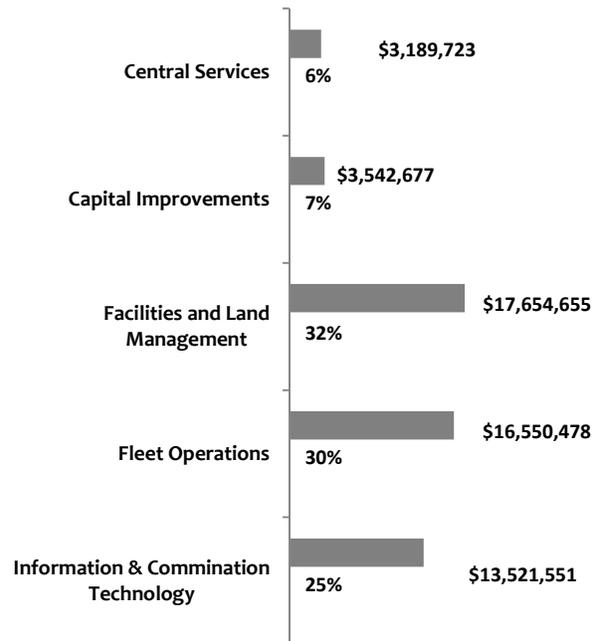
## Department

### RECOMMENDED SOURCES & USES OF FUNDS

#### Source of Funds - \$54,459,084

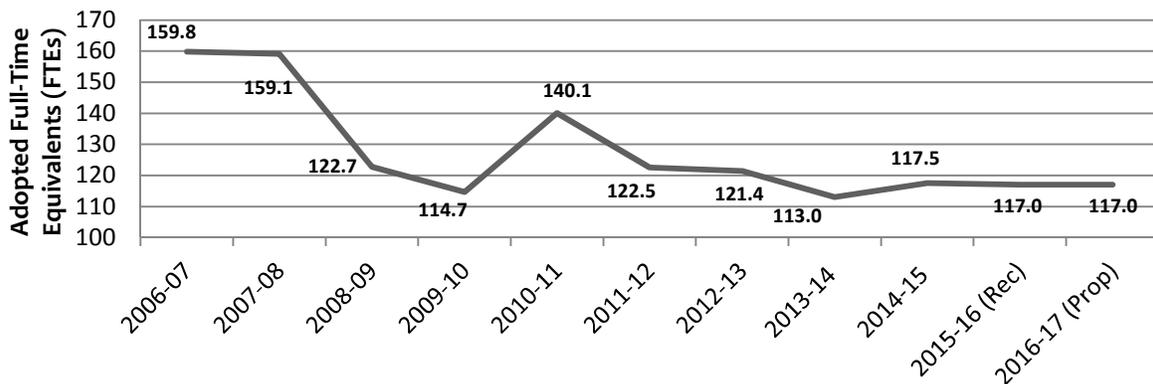


#### Use of Funds - \$54,459,084



### STAFFING TREND

The staffing trend values will differ from prior year budget books in order to show amounts without the impact of any vacancy factors.



# General Services

## Department

### BUDGET OVERVIEW

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Central Services	16.94	19.00	-	19.00	19.00
Capital Improvements	5.61	7.00	-	7.00	7.00
Facilities & Land Management	36.59	38.80	(1.00)	37.80	37.80
Fleet Operations	19.21	19.70	0.50	20.20	20.20
Information & Communications Technology	31.64	33.00	-	33.00	33.00
Total	109.99	117.50	(0.50)	117.00	117.00
<hr/>					
<b>Budget By Budget Program</b>					
Central Services	\$ 2,503,776	\$ 2,895,314	\$ 29,066	\$ 2,924,380	\$ 3,064,762
Capital Improvements	895,436	1,030,509	19,649	1,050,158	1,068,952
Facilities & Land Management	14,718,504	17,495,804	(1,299,703)	16,196,101	17,333,410
Fleet Operations	10,435,327	11,368,276	935,202	12,303,478	12,346,106
Information & Communications Technology	9,373,316	10,632,295	630,434	11,262,729	11,597,708
Unallocated	20,098	-	-	-	-
Total	\$ 37,946,457	\$ 43,422,198	\$ 314,648	\$ 43,736,846	\$ 45,410,938
<hr/>					
<b>Budget By Categories of Expenditures</b>					
Salaries and Employee Benefits	\$ 13,627,170	\$ 14,905,902	\$ 788,847	\$ 15,694,749	\$ 15,814,070
Services and Supplies	17,585,795	21,226,137	(1,185,019)	20,041,118	21,335,759
Other Charges	6,733,493	7,290,159	710,820	8,000,979	8,261,109
Total Operating Expenditures	37,946,457	43,422,198	314,648	43,736,846	45,410,938
Capital Assets	9,318,617	10,716,232	(1,762,566)	8,953,666	7,859,822
Other Financing Uses	1,131,142	2,080,684	(1,407,672)	673,012	677,175
Intrafund Expenditure Transfers (+)	740,128	831,122	222,938	1,054,060	1,085,477
Increases to Fund Balances	2,105,169	192,756	(151,256)	41,500	41,500
Fund Balance Impact (+)	921,496	-	-	-	-
Total	\$ 52,163,009	\$ 57,242,992	\$ (2,783,908)	\$ 54,459,084	\$ 55,074,912
<hr/>					
<b>Budget By Categories of Revenues</b>					
Licenses, Permits and Franchises	\$ 43,448	\$ 37,500	\$ 10,500	\$ 48,000	\$ 48,000
Use of Money and Property	1,128,414	1,056,583	54,112	1,110,695	1,129,121
Intergovernmental Revenue	375,439	821,553	(604,605)	216,948	121,138
Charges for Services	27,706,642	29,492,765	1,345,028	30,837,793	31,980,215
Miscellaneous Revenue	1,908,372	2,455,269	(1,031,762)	1,423,507	1,041,671
Total Operating Revenues	31,162,314	33,863,670	(226,727)	33,636,943	34,320,145
Other Financing Sources	1,696,646	2,001,245	2,220,755	4,222,000	3,360,000
Intrafund Expenditure Transfers (-)	850,302	842,722	228,034	1,070,756	1,097,077
Decreases to Fund Balances	9,133,269	11,893,055	(5,139,270)	6,753,785	6,373,468
General Fund Contribution	8,166,200	8,642,300	133,300	8,775,600	8,854,800
Fund Balance Impact (-)	1,154,278	-	-	-	1,069,422
Total	\$ 52,163,009	\$ 57,242,992	\$ (2,783,908)	\$ 54,459,084	\$ 55,074,912

# General Services

## Department

### ***CHANGES & OPERATIONAL IMPACT: 2014-15 ADOPTED TO 2015-16 RECOMMENDED***

#### Staffing

- There is a 0.5 FTE reduction in staffing. This is a result of reorganization within the Fleet and Facilities divisions.

#### Expenditures

- Net operating expenditure increase of \$315,000:
  - \$789,000 increase in Salaries and Employee Benefits primarily due to negotiated labor agreements, and an add in IT for network security and an AOP in Vehicles.
  - \$1,185,000 decrease in Services and Supplies primarily due to one time funding received for the preventative maintenance teams.
  - \$711,000 increase in Other Charges primarily reflects increases in depreciation due to the replacement of fully depreciated assets.
- Net non-operating expenditure decrease of \$2,469,000:
  - \$1,763,000 decrease in Capital Assets is attributable to review by insurance in support of the claim for the New Cuyama Pool replacement project.
  - \$1,408,000 decrease in Other Financing Uses is attributable to the Main Jail Sewer and Kitchen Improvement Project nearing completion.
  - \$223,000 increase in Intrafund Expenditure Transfers (+) reflects increases in the pool of costs for administrative allocation.

These changes result in recommended operating expenditures of \$43,737,000, non-operating expenditures of \$10,722,000, resulting in total expenditures of \$54,459,000. Non-operating expenditures primarily include capital assets, transfers, and increases to fund balances.

# General Services

## Department

### **CHANGES & OPERATIONAL IMPACT: 2014-15 ADOPTED TO 2015-16 RECOMMENDED (CONT'D)**

#### Revenues

- Net operating revenue decrease of \$227,000 primarily due to:
  - \$11,000 increase in Licenses, Permits and Franchises reflects increases for oil and gas franchises.
  - \$54,000 increase in Use of Money and Property reflects increases for rental of buildings.
  - \$605,000 decrease in Intergovernmental Revenue reflects federal receipt of funding in FY 2014-15 for capital improvements at the Santa Ynez Airport that are anticipated to be completed in FY 2015-16.
  - \$1,345,000 increase in Charges for Services primarily due to:
    - \$649,000 increase in Assigned Vehicle Charges primarily due to the replacement of fully depreciated vehicles.
    - \$487,000 increase in Information Technology charges primarily due to the replacement of fully depreciated equipment.
  - \$1,032,000 decrease in Miscellaneous Revenue reflects the receipt of insurance proceeds for the New Cuyama Pool project due to a one time event in a prior year.
- Net non-operating revenue decrease of \$2,557,000 due to:
  - \$2,221,000 increase in Other Financing Sources reflects transfers in from Fire for Communications equipment, vehicles, and capital projects.
  - \$228,000 increase in Intrafund Expenditure Transfers (-) reflects increases in the administrative rates.
  - \$5,139,000 decrease to Fund Balances reflects:
    - \$1,638,000 decrease in project funding from Certificate of Participation (COP) proceeds; primarily due to the nearing completion of the Main Jail Kitchen project.
    - \$1,400,000 decrease in preventative maintenance due to one time funding.
    - \$1,511,000 decrease in use of Retained Earnings to balance the Internal Service Funds Net Financial Impact to zero.
  - \$133,000 increase in General Fund Contribution (GFC) to partially offset increases in Salaries and Employee Benefits.

These changes result in recommended operating revenues of \$33,637,000, non-operating revenues of \$20,822,000 resulting in total revenues of \$54,459,000. Non-operating revenues primarily include General Fund Contribution, transfers, and decreases to fund balances.

# General Services

## Department

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### ***CHANGES & OPERATIONAL IMPACT: 2015-16 RECOMMENDED TO 2016-17 PROPOSED***

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There is no change budgeted for staffing in FY 2016-17. It is anticipated that operating expenditures will increase by \$1,674,000 and operating revenues will increase by \$683,000. The budget for planned deferred maintenance projects was reduced in FY 2015-16 because of the need to fund continuing emergency repairs. During the FY 2016-17 budget cycle, we are budgeting deferred maintenance at levels consistent with FY 2014-15.

With the exclusion of Internal Service Funds, there is a budget gap of \$1,069,000 in FY 2016-17, to maintain FY 2015-16 levels of service. An additional source of funding would need to be identified to prevent the need for service level reductions.

### ***RELATED LINKS***

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For more information on the General Services' Office, refer to the Web site at <http://www.countyofsb.org/gs>

# General Services

## Department

### PERFORMANCE MEASURES

Description	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Estimated Actual	FY 2015-16 Recommend	FY 2016-17 Proposed
<b>Central Services</b>					
Percentage of customers who are satisfied or highly satisfied with services provided by the Department	92% (466/507)	92% (466/507)	92% (466/507)	92% (466/507)	92% (466/507)
Percentage of dollars spent annually with County of Santa Barbara local vendors for County services and supplies	61% (\$96M/\$157M)	62% (\$106M/\$171M)	62% (\$106M/\$171M)	60% (\$103M/\$171M)	60% (\$103M/\$171M)
Percentage of formal bids (40) awarded within 60 days of requisition receipt for purchases in excess of \$25,000	95%	100%	100%	100%	100%
<b>Capital Improvements</b>					
Percentage of available staff hours billed to projects for Capital Improvements	n/a	n/a	65% (6,936/10,671)	70% (7,470/10,671)	70% (7,470/10,671)
<b>Facilities and Land Management</b>					
Percentage of customers who rate facility repair service as satisfactory or higher for completed work orders (survey of two percent of completed work orders)	n/a	n/a	95% (482/507)	95% (482/507)	95% (482/507)

# General Services

## Department

### **PERFORMANCE MEASURES (CONT'D)**

Description	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Estimated Actual	FY 2015-16 Recommend	FY 2016-17 Proposed
<b>Fleet Operations</b>					
Assigned vehicle availability	n/a	97.67%	97.67%	97.67%	97.67%
<b>Information and Communications Technology</b>					
Network outages (computer, telephone, microwave, radio, or Internet defined as outages affecting three or more individuals)	159	172	142	150	150
Percentage of uptime for Countyofsb.org website	n/a	99.15%	99.45%	99.90%	99.90%
Percentage of Countywide telephone system service repair calls resolved within one business day	99.9% (352/352)	100% (352/352)	80% (282/352)	80% (282/352)	80% (282/352)
EPR completion	n/a	n/a	n/a	100%	100%

# General Services

## Program

### **CENTRAL SERVICES**

Central Services provides financial and administrative services within the Department, including accounting, personnel, and payroll operations. It also includes the Purchasing Division which provides centralized procurement services for all Santa Barbara County departments. The program also provides mail services and disposition of surplus property.

### Staffing

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
DIRECTOR	1.00	1.00	-	1.00	1.00
ASST DIRECTOR	1.69	2.00	-	2.00	2.00
EDP SYS & PROG ANLST SR	1.00	1.00	-	1.00	1.00
BUSINESS MANAGER	1.00	1.00	-	1.00	1.00
PROGRAM MANAGER	1.00	1.00	(1.00)	-	1.00
PROGRAM/BUS LDR-GEN	-	1.00	(1.00)	-	1.00
PURCHASING MANAGER	-	-	1.00	1.00	-
ADMIN OFFICE PRO	1.00	1.00	-	1.00	-
FINANCIAL OFFICE PRO	1.08	1.00	(1.00)	-	-
COST ANALYST	-	1.00	-	1.00	1.00
ACCOUNTANT	1.08	1.00	-	1.00	1.00
COMPUTER SYSTEMS SPEC	1.00	1.00	-	1.00	1.00
DEPT BUS SPEC	-	-	1.00	1.00	-
EXECUTIVE SECRETARY	1.00	1.00	-	1.00	1.00
FINANCIAL OFFICE PRO SR	-	-	1.00	1.00	1.00
ADMN OFFICE PRO SR	-	-	-	-	1.00
BUYER	3.00	3.00	-	3.00	3.00
MAIL CENTER SUPERVISOR	1.00	1.00	-	1.00	1.00
MAIL CENTER WORKER	2.00	2.00	-	2.00	2.00
EXTRA HELP	0.10	-	-	-	-
Total	16.94	19.00	-	19.00	19.00

# General Services

## Program

### CENTRAL SERVICES (CONT'D)

#### Revenue & Expenditures

Budget By Categories of Expenditures	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Salaries and Employee Benefits	\$ 2,224,319	\$ 2,585,382	\$ 8,675	\$ 2,594,057	\$ 2,726,251
Services and Supplies	111,248	127,362	7,558	134,920	130,120
Other Charges	168,209	182,570	12,833	195,403	208,391
Total Operating Expenditures	2,503,776	2,895,314	29,066	2,924,380	3,064,762
Capital Assets	-	100,000	-	100,000	-
Intrafund Expenditure Transfers (+)	106,822	119,956	45,387	165,343	170,272
Increases to Fund Balances	100,000	-	-	-	-
Total Expenditures	\$ 2,710,598	\$ 3,115,270	\$ 74,453	\$ 3,189,723	\$ 3,235,034
<b>Budget By Categories of Revenues</b>					
Charges for Services	817,790	919,334	203,374	1,122,708	1,156,592
Miscellaneous Revenue	69	-	-	-	-
Total Operating Revenues	817,859	919,334	203,374	1,122,708	1,156,592
Other Financing Sources	10	-	-	-	-
Intrafund Expenditure Transfers (-)	840,128	831,122	222,938	1,054,060	1,085,477
Decreases to Fund Balances	250,575	228,750	160,667	389,417	135,154
General Fund Contribution	955,019	143,200	480,338	623,538	-
Total Revenues	\$ 2,863,591	\$ 2,122,406	\$ 1,067,317	\$ 3,189,723	\$ 2,377,223

\* Please note that departments are not required to balance their budget at the program level.

#### 2014-15 Anticipated Accomplishments

- Processed 2,500 contracts that comply with regulatory statutes, codes and ordinances, and processed 100% of all contracts within seven working days of receipt of the requisition.
- Continued promotion of the Local Vendor Outreach Program and increased local vendor participation rates in County procurement solicitations. The Local Vendor Outreach Program has an established goal of spending 60% of discretionary dollars with local vendors on a Countywide basis and offers a 6% preference incentive to local vendors for formal bids on tangible goods. The Local Vendor Outreach Program achieved a 62% expenditure rate during 2014.

#### 2015-17 Objectives

- In an effort to expand the Local Vendor Outreach Program and increase local vendor participation rates, we will increase efforts to target local vendors for bidding opportunities and educate them on how to do business with the County.
- The Department will continue to focus on strategic planning, team building, performance management, and succession planning to ensure that County and Departmental goals are achieved.
- Continue to analyze and evaluate Countywide purchasing system upgrade ensuring integration with County's financial system and reporting requirements.

# General Services

## Program

### **CAPITAL IMPROVEMENTS**

Capital Improvements provides full service planning, design, and construction of new County facilities, including remodels and related projects for all County departments. Services include: feasibility and cost studies for proposed projects, architectural and operational programming, and assisting with development of the County's Capital Improvement Plan. Capital Improvements also includes the Office of the County Architect which provides services related to space planning and utilization in addition to management of historical projects.

### Staffing

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
PROJECT MANAGER	(0.24)	2.00	-	2.00	2.00
PURCHASING MANAGER	0.19	-	1.00	1.00	1.00
DIVISION MANAGER	0.04	-	-	-	-
PROGRAM MANAGER	0.81	1.00	(1.00)	-	-
ARCHITECT	1.00	1.00	-	1.00	1.00
FINANCIAL OFFICE PRO	1.00	1.00	(1.00)	-	-
CAPITAL PROJECTS COORD	-	1.00	1.00	2.00	2.00
FINANCIAL OFFICE PRO SR	-	-	1.00	1.00	1.00
ENGINEERING TECH	1.00	1.00	(1.00)	-	-
CONTRACTOR	1.81	-	-	-	-
Total	5.61	7.00	-	7.00	7.00

# General Services

## Program

### **CAPITAL IMPROVEMENTS (CONT'D)**

#### Revenue & Expenditures

Budget By Categories of Expenditures	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Salaries and Employee Benefits	\$ 821,886	\$ 981,266	\$ 5,548	\$ 986,814	\$ 1,016,752
Services and Supplies	55,901	25,543	12,868	38,411	26,750
Other Charges	17,649	23,700	1,233	24,933	25,450
Total Operating Expenditures	895,436	1,030,509	19,649	1,050,158	1,068,952
Capital Assets	2,500,796	4,585,480	(2,237,636)	2,347,844	2,500,000
Other Financing Uses	254,741	1,263,092	(1,263,092)	-	-
Intrafund Expenditure Transfers (+)	106,823	119,956	24,719	144,675	148,986
Increases to Fund Balances	1,974,158	-	-	-	-
Total Expenditures	\$ 5,731,953	\$ 6,999,037	\$ (3,456,360)	\$ 3,542,677	\$ 3,717,938
<b>Budget By Categories of Revenues</b>					
Use of Money and Property	15,168	-	-	-	-
Intergovernmental Revenue	233,306	680,696	(593,935)	86,761	1,700
Charges for Services	777,891	903,500	(124,189)	779,311	750,000
Miscellaneous Revenue	939,986	1,510,000	(1,130,467)	379,533	-
Total Operating Revenues	1,966,352	3,094,196	(1,848,591)	1,245,605	751,700
Other Financing Sources	1,097,684	1,484,242	215,758	1,700,000	2,500,000
Decreases to Fund Balances	1,601,386	2,174,027	(2,019,027)	155,000	-
General Fund Contribution	254,998	-	442,072	442,072	-
Total Revenues	\$ 4,920,420	\$ 6,752,465	\$ (3,209,788)	\$ 3,542,677	\$ 3,251,700

\* Please note that departments are not required to balance their budget at the program level.

#### 2014-15 Anticipated Accomplishments

- The Northern Branch Jail Project (AB900) milestones included: completing the contract negotiations and finalizing agreements with the State and County, Board execution of four professional service agreements, facilitating several design workshops with multiple stakeholders, and State acceptance of the schematic designs.
- Provided assistance with the SB1022 application including project alignment with AB900 funded facility.
- Completed the Engineering Building alterations for the Community Services Department. This project remodeled a portion of the County Engineering Building's second floor including tenant improvements and replacement or upgrades to deteriorated and inefficient building systems. Green elements of the project include higher efficiency lighting and HVAC, an open space plan enhancing the use of natural lighting, and addressing deferred maintenance items.
- Completed the design of the Cuyama Pool reconstruction and will proceed to bid upon Board of Supervisors' approval.

# General Services

## Program

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### ***CAPITAL IMPROVEMENTS (CONT'D)***

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#### **2015-17 Objectives**

- Northern Branch Jail (AB900 & SB1022) –Establish accounting frameworks for billing and continue to meet all State and County milestones. We will bid out and begin construction of the facilities.
- Complete the design of and build the Cuyama Pool to appropriate specifications, with an anticipated completion date in the fall winter of 2016.
- Successfully integrate the Facilities Condition Index Report from the consultant into maintenance and capital project planning.

# General Services

## Program

### **FACILITIES & LAND MANAGEMENT**

Facilities & Land Management promotes a safe and healthy environment for County employees and visitors. It provides a full range of maintenance services and coordinates contracts for custodial and landscaping services for County-owned structures. Staff maintains over 1.8 million square feet of space in approximately 400 County-owned buildings. The Real Property Division provides professional real estate services to meet the needs of County departments and also prepares and negotiates real property transactions including leases, sales, and acquisitions. This function also includes Energy Management efforts to improve the efficiency of the County's utilities and facilities.

### Staffing

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
PROJECT MANAGER	2.82	1.00	-	1.00	1.00
ENERGY MANAGER	1.00	1.00	-	1.00	1.00
FACILITIES MANAGER	2.00	2.00	-	2.00	2.00
DIVISION MANAGER	0.42	1.00	-	1.00	1.00
ADMIN OFFICE PRO	3.00	5.50	(4.00)	1.50	2.50
ACCOUNTANT	0.92	0.80	-	0.80	0.80
DEPT BUS SPEC	-	1.00	1.00	2.00	2.00
REAL PROPERTY AGENT	2.08	2.00	1.00	3.00	3.00
CAPITAL PROJECTS COORD	1.00	1.00	(1.00)	-	-
ADMN OFFICE PRO SR	-	-	2.00	2.00	1.00
BUILDING MAINT SUPV	3.00	3.00	4.00	7.00	5.00
MAINT ELECTRICIAN	1.00	1.00	-	1.00	1.00
FACILITIES SUPERVISOR	-	1.00	-	1.00	1.00
HVAC SPECIALIST	3.00	3.00	(1.00)	2.00	3.00
MAINTENANCE PLUMBER	3.00	3.00	(1.00)	2.00	2.00
MAINTENANCE CARPENTER	1.00	1.00	-	1.00	1.00
BUILDING MAINT WORKER	11.27	11.00	(2.00)	9.00	10.00
CUSTODIAN	-	-	0.50	0.50	0.50
EXTRA HELP	1.08	0.50	(0.50)	-	-
Total	36.59	38.80	(1.00)	37.80	37.80

# General Services

## Program

### ***FACILITIES & LAND MANAGEMENT (CONT'D)***

#### Revenue & Expenditures

Budget By Categories of Expenditures	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Salaries and Employee Benefits	\$ 3,702,329	\$ 4,077,316	\$ 334,480	\$ 4,411,796	\$ 4,339,190
Services and Supplies	8,947,636	11,235,689	(1,730,676)	9,505,013	10,690,508
Other Charges	2,068,539	2,182,799	96,493	2,279,292	2,303,712
Total Operating Expenditures	14,718,504	17,495,804	(1,299,703)	16,196,101	17,333,410
Capital Assets	27,950	-	-	-	-
Other Financing Uses	697,505	757,592	(84,580)	673,012	677,175
Intrafund Expenditure Transfers (+)	526,483	591,210	152,832	744,042	766,219
Increases to Fund Balances	31,011	32,000	9,500	41,500	41,500
Total Expenditures	<u>\$ 16,001,453</u>	<u>\$ 18,876,606</u>	<u>\$ (1,221,951)</u>	<u>\$ 17,654,655</u>	<u>\$ 18,818,304</u>
<b>Budget By Categories of Revenues</b>					
Licenses, Permits and Franchises	43,448	37,500	10,500	48,000	48,000
Use of Money and Property	757,124	804,300	64,045	868,345	886,771
Intergovernmental Revenue	142,133	140,857	(10,670)	130,187	119,438
Charges for Services	5,501,962	6,312,096	124,460	6,436,556	6,701,556
Miscellaneous Revenue	787,773	835,870	4,883	840,753	838,450
Total Operating Revenues	7,232,440	8,130,623	193,218	8,323,841	8,594,215
Other Financing Sources	-	130,000	(130,000)	-	-
Intrafund Expenditure Transfers (-)	10,174	11,600	5,096	16,696	11,600
Decreases to Fund Balances	1,337,036	3,371,277	(1,767,149)	1,604,128	1,639,509
General Fund Contribution	6,956,183	8,499,100	(789,110)	7,709,990	8,854,800
Total Revenues	<u>\$ 15,535,833</u>	<u>\$ 20,142,600</u>	<u>\$ (2,487,945)</u>	<u>\$ 17,654,655</u>	<u>\$ 19,100,124</u>

\* Please note that departments are not required to balance their budget at the program level.

#### 2014-15 Anticipated Accomplishments

- Assumed maintenance and management responsibilities for the Santa Barbara Veterans' Memorial Building.
- Assumed maintenance, leasing and management responsibility for the Isla Vista Solar Parking Lot, the Isla Vista Clinic Building, and the Isla Vista Church Building.

#### 2015-17 Objectives

- Successfully integrate the Facilities Condition Assessment Report from the County consultant into deferred maintenance and capital project planning.
- Complete reclassification of several departmental positions to improve customer service and provide opportunities for employee growth within the department.
- Continue to work on improvements to the Real Property software to improve customer service and facilitate improved tracking of leases and agreements.
- Evaluate the facilities work order automation system.

# General Services

## Program

### FLEET OPERATIONS

Fleet Operations meets all of the transportation needs of County departments including fire trucks, sheriff vehicles, and heavy and light duty vehicles. Fleet Operations provides the following services: vehicle and equipment maintenance and repair services, administering fuel operations, acquiring and preparing new vehicles and equipment, and operating a County motor pool.

#### Staffing

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
FLEET MANAGER	1.00	1.00	-	1.00	1.00
ADMIN OFFICE PRO	1.00	1.00	(1.00)	-	-
ACCOUNTANT	-	0.20	-	0.20	0.20
DEPT BUS SPEC	1.81	2.00	-	2.00	2.00
ADMN OFFICE PRO SR	-	-	1.00	1.00	1.00
EQUIPMENT MECHANIC	5.00	5.00	-	5.00	5.00
AUTOMOTIVE MECHANIC	7.73	8.00	2.00	10.00	10.00
SHOP SUPERVISOR	0.19	-	-	-	-
MOTOR POOL DISPATCH	2.37	2.50	(1.50)	1.00	1.00
EXTRA HELP	0.11	-	-	-	-
Total	19.21	19.70	0.50	20.20	20.20

#### Revenue & Expenditures

Budget By Categories of Expenditures	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Salaries and Employee Benefits	\$ 2,005,315	\$ 2,063,470	\$ 250,359	\$ 2,313,829	\$ 2,291,933
Services and Supplies	5,532,709	6,392,554	339,183	6,731,737	6,773,321
Other Charges	2,897,304	2,912,252	345,660	3,257,912	3,280,852
Total Operating Expenditures	10,435,327	11,368,276	935,202	12,303,478	12,346,106
Capital Assets	3,635,370	2,406,000	1,841,000	4,247,000	3,101,000
Other Financing Uses	148,896	-	-	-	-
Increases to Fund Balances	-	160,756	(160,756)	-	-
Total Expenditures	\$ 14,219,594	\$ 13,935,032	\$ 2,615,446	\$ 16,550,478	\$ 15,447,106
<b>Budget By Categories of Revenues</b>					
Use of Money and Property	115,659	55,593	(7,293)	48,300	48,300
Charges for Services	10,468,588	11,005,579	649,043	11,654,622	12,004,261
Miscellaneous Revenue	151,156	109,299	20,701	130,000	130,000
Total Operating Revenues	10,735,403	11,170,471	662,451	11,832,922	12,182,561
Other Financing Sources	543,567	387,003	1,618,997	2,006,000	860,000
Decreases to Fund Balances	3,110,492	2,351,000	360,556	2,711,556	2,377,352
Total Revenues	\$ 14,389,463	\$ 13,908,474	\$ 2,642,004	\$ 16,550,478	\$ 15,419,913

\* Please note that departments are not required to balance their budget at the program level.

# General Services

## Program

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### ***FLEET OPERATIONS (CONT'D)***

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#### **2014-15 Anticipated Accomplishments**

- Anti-idling technology installed on the Sheriff patrol vehicles.
- Research and select a GPS vehicle tracking system vendor. Expand vehicle Operations services to include GPS tracking for the division's client departments.

#### **2015-17 Objectives**

- Continue efforts towards "Right sizing" the County's vehicle fleet, right sizing the total number of vehicles operated by the County and always procuring the most efficient vehicle possible for the vehicle's intended use.

# General Services

## Program

### **INFORMATION & COMMUNICATIONS TECHNOLOGY**

Information & Communications Technology enables County departments to provide effective services to citizens through innovative technology solutions. This Division delivers reliable information technology, telephone, and public safety radio network systems. Services include: Windows infrastructure and email services, web hosting and network security services, portable, mobile and dispatch console radio, microwave communications, security systems, and Countywide audio video systems. These services are used by Santa Barbara County employees and partners.

#### Staffing

Staffing Detail By Budget Program	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
ASST DIRECTOR	1.00	1.00	-	1.00	1.00
PROJECT MANAGER	1.00	1.00	-	1.00	1.00
EDP OFFICE AUTO SPEC	11.38	12.00	-	12.00	12.00
EDP SYS & PROG ANLST SR	1.00	1.00	-	1.00	1.00
COMMUNICATIONS MANAGER	1.00	1.00	-	1.00	1.00
DIVISION MANAGER	1.00	1.00	-	1.00	1.00
FINANCIAL OFFICE PRO	0.92	1.00	(1.00)	-	-
EDP NETWORK TECH	5.85	6.00	-	6.00	6.00
EDP SYS & PROG ANLST	1.00	1.00	-	1.00	1.00
COMM SYSTEMS SUPV	1.00	1.00	-	1.00	1.00
COMM EQUIP TECH SR	2.00	3.00	-	3.00	3.00
EDP OFFICE AUTO COORD	1.00	1.00	-	1.00	1.00
COMM EQUIP TECH	2.00	2.00	-	2.00	2.00
ELECTRONICS SYSTEMS TECH	1.00	1.00	-	1.00	1.00
FINANCIAL OFFICE PRO SR	-	-	1.00	1.00	1.00
EXTRA HELP	0.49	-	-	-	-
Total	31.64	33.00	-	33.00	33.00

# General Services

## Program

### INFORMATION & COMMUNICATIONS TECHNOLOGY (CONT'D)

#### Revenue & Expenditures

Budget By Categories of Expenditures	2013-14 Actual	2014-15 Adopted	Change from FY14-15 Ado to FY15-16 Rec	2015-16 Recommended	2016-17 Proposed
Salaries and Employee Benefits	\$ 4,853,223	\$ 5,198,468	\$ 189,785	\$ 5,388,253	\$ 5,439,944
Services and Supplies	2,938,301	3,444,989	186,048	3,631,037	3,715,060
Other Charges	1,581,792	1,988,838	254,601	2,243,439	2,442,704
Total Operating Expenditures	9,373,316	10,632,295	630,434	11,262,729	11,597,708
Capital Assets	3,154,502	3,624,752	(1,365,930)	2,258,822	2,258,822
Other Financing Uses	30,000	60,000	(60,000)	-	-
Total Expenditures	\$ 12,557,818	\$ 14,317,047	\$ (795,496)	\$ 13,521,551	\$ 13,856,530
<b>Budget By Categories of Revenues</b>					
Use of Money and Property	240,462	196,690	(2,640)	194,050	194,050
Charges for Services	10,140,411	10,352,256	492,340	10,844,596	11,367,806
Miscellaneous Revenue	29,387	100	73,121	73,221	73,221
Total Operating Revenues	10,410,260	10,549,046	562,821	11,111,867	11,635,077
Other Financing Sources	55,385	-	516,000	516,000	-
Decreases to Fund Balances	2,833,780	3,768,001	(1,874,317)	1,893,684	2,221,453
Total Revenues	\$ 13,299,425	\$ 14,317,047	\$ (795,496)	\$ 13,521,551	\$ 13,856,530

\* Please note that departments are not required to balance their budget at the program level.

#### 2014-15 Anticipated Accomplishments

- Replaced the Octel voice mail system with high availability clustered NEC UM8700 voicemail servers. The replacement will provide high availability and disaster recovery.
- Redesigned the Countyofsb.org internet site to provide enhanced mobile device support.
- Completed the replacement of our antiquated core computer infrastructure addressing storage, server, and data center network components.
- Completed the relocation of the North County Computer room.
- Completed the first Point to Point microwave installation to provide low cost remote office communication services.
- Developed the ICT security framework to address security policy updates conforming to the National Institute of Science and Technology security controls.

#### 2015-17 Objectives

- Complete the Countywide Information Technology Strategic Plan update including new technology coordination policies.
- Complete a five year Countywide strategic plan for the public safety microwave radio communication network.
- Develop support for wireless devices including printers, cameras and environmental monitoring devices on the County network.
- Upgrade environmental controls and power supplies for the North County Computer Room to support additional computing infrastructure.