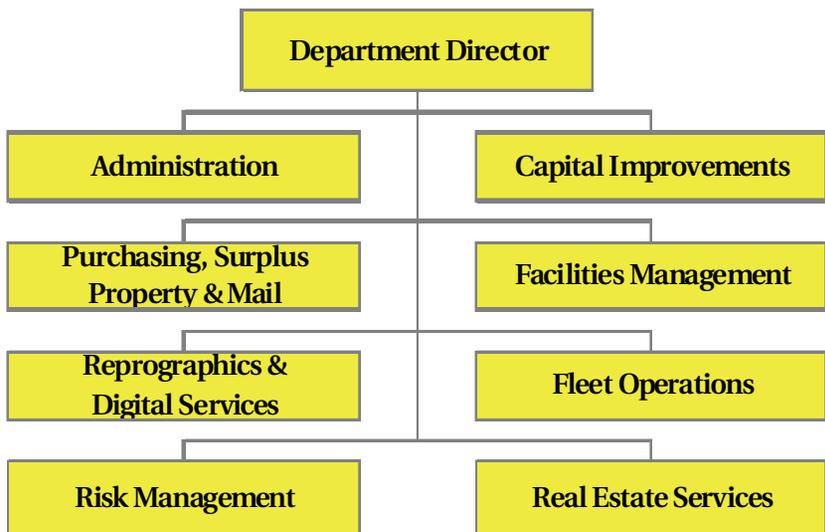
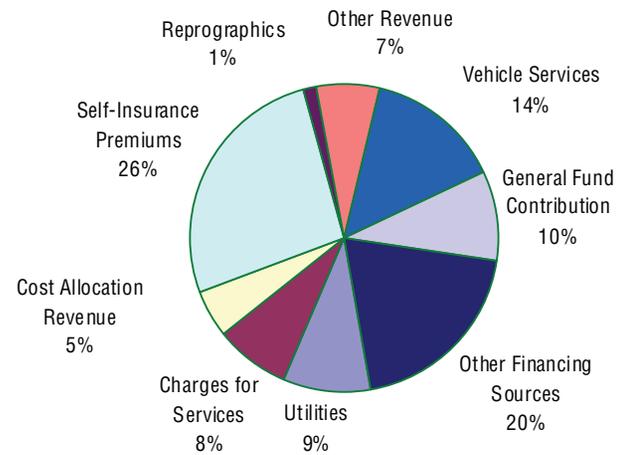


# GENERAL SERVICES

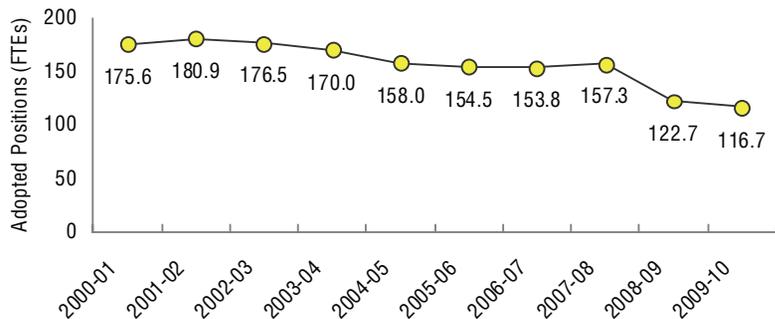
Budget & Positions (FTEs)	
Operating \$	14,082,188
Capital	11,407,660
Positions	116.7 FTEs



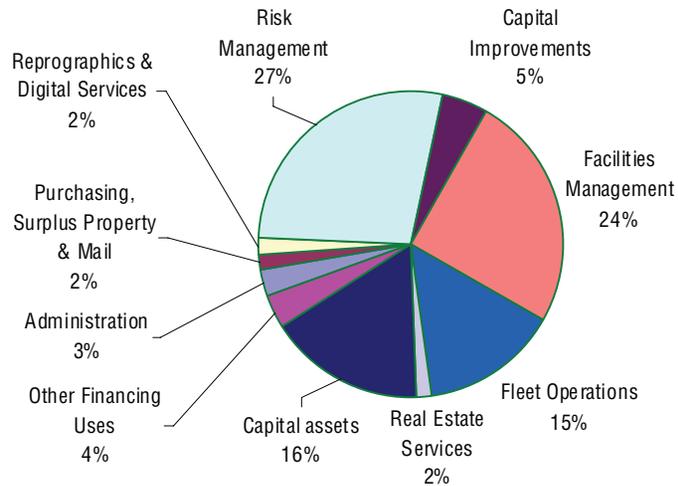
## SOURCE OF FUNDS



## STAFFING TREND



## USE OF FUNDS



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

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Administration	\$ 2,597,766	\$ 2,079,197	\$ 2,016,033	\$ 2,008,230
Purchasing, Surplus Property & Mail	1,004,202	1,063,594	1,035,549	1,058,035
Reprographics & Digital Services	1,256,520	1,133,011	1,220,195	1,196,470
Risk Management	23,260,377	21,438,584	19,325,260	19,387,638
Capital Improvements	2,143,396	998,991	1,417,243	3,412,606
Facilities Management	14,856,014	15,884,965	17,445,843	17,360,085
Fleet Operations	9,355,937	9,866,818	9,663,919	10,159,925
Real Estate Services	837,015	1,032,960	1,002,199	1,099,883
Technical	10,196,790	--	--	--
Operating Sub-Total	65,508,017	53,498,120	53,126,241	55,682,872
Less: Intra-County Revenues	(59,110,837)	(41,865,303)	(42,093,850)	(41,600,684)
Operating Total	6,397,180	11,632,817	11,032,391	14,082,188
<i>Non-Operating Expenditures</i>				
Capital Assets	13,258,671	9,110,255	7,008,820	11,407,660
Expenditure Total	19,655,851	20,743,072	18,041,211	25,489,848
<i>Other Financing Uses</i>				
Operating Transfers	1,996,804	3,594,076	4,065,336	670,387
Designated for Future Uses	15,869,897	4,053,236	11,706,478	1,887,079
Department Total	\$ 37,522,552	\$ 28,390,384	\$ 33,813,025	\$ 28,047,314
<b>Character of Expenditures</b>				
<i>Operating Expenditures</i>				
Regular Salaries	\$ 10,402,671	\$ 7,953,166	\$ 7,595,762	\$ 7,954,179
Overtime	274,592	96,000	111,567	64,000
Extra Help	307,515	150,961	248,690	108,567
Benefits	4,133,644	3,447,832	3,172,589	3,458,671
Salaries & Benefits Sub-Total	15,118,422	11,647,959	11,128,608	11,585,417
Services & Supplies	45,824,511	37,965,814	38,337,148	39,701,771
Contributions	59,815	214,393	399,331	794,830
Depreciation Expense	3,549,878	2,564,842	2,345,842	2,508,300
Damages & Losses	884,712	1,040,000	850,200	1,025,000
Principal & Interest	70,679	65,112	65,112	67,554
Operating Sub-Total	65,508,017	53,498,120	53,126,241	55,682,872
Less: Intra-County Revenues	(59,110,837)	(41,865,303)	(42,093,850)	(41,600,684)
Operating Total	6,397,180	11,632,817	11,032,391	14,082,188
<i>Non-Operating Expenditures</i>				
Capital Assets	13,258,671	9,110,255	7,008,820	11,407,660
Expenditure Total	\$ 19,655,851	\$ 20,743,072	\$ 18,041,211	\$ 25,489,848

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10				
<b>Source of Funds Summary</b>								
<i>Departmental Revenues</i>								
Reprographics	\$ 1,177,675	\$ 1,015,000	\$ 950,000	\$ 950,000				
Vehicles Services	9,075,038	9,739,970	10,034,799	9,855,065				
Interest	2,738,365	2,362,400	1,690,791	1,681,800				
Utilities	5,520,529	5,859,400	5,971,521	6,290,000				
Cost Allocation Revenue	2,241,660	2,552,907	2,552,907	3,386,443				
Other Charges for Services	14,945,481	3,790,480	3,250,710	5,526,795				
Self Insurance Premiums	22,855,197	22,653,743	22,655,543	18,577,400				
Miscellaneous Revenue	4,628,203	2,894,044	5,450,150	3,010,179				
Revenue Sub-Total	63,182,148	50,867,944	52,556,421	49,277,682				
Less: Intra-County Revenues	(59,110,837)	(41,865,303)	(42,093,850)	(41,600,684)				
Revenue Total	4,071,311	9,002,641	10,462,571	7,676,998				
<i>General Fund Contribution</i>	7,527,115	7,393,647	7,146,759	6,728,100				
<i>Other Financing Sources</i>								
Operating Transfers	7,173,747	4,616,590	5,672,379	2,992,500				
Sale of Property	(8,582)	15,000	26,500	15,000				
Use of Prior Fund Balances	18,758,961	7,362,506	10,504,816	10,634,716				
Department Total	\$ 37,522,552	\$ 28,390,384	\$ 33,813,025	\$ 28,047,314				
	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10				
	Pos. FTE	Pos. FTE	Pos. FTE	Pos. FTE				
<b>Position Summary</b>								
<i>Permanent</i>								
Administration	21.0	18.7	17.0	15.0	17.0	15.4	17.0	14.0
Purchasing, Surplus Property & Mail	9.5	8.4	9.5	8.5	9.5	8.6	10.0	9.0
Reprographics & Digital Services	6.5	5.5	6.5	6.5	6.5	5.7	6.5	6.5
Risk Management	16.0	16.0	16.0	16.0	16.0	13.7	15.5	12.0
Capital Improvements	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Facilities Management	39.0	38.4	40.0	40.0	40.0	38.6	40.0	40.0
Fleet Operations	18.0	17.6	22.0	22.0	22.0	21.8	22.0	22.0
Real Estate Services	3.0	3.1	5.6	5.6	5.6	5.6	5.6	5.6
Total Permanent	118.0	112.7	121.6	118.6	121.6	114.3	121.6	114.1
<i>Non-Permanent</i>								
Contract	--	1.5	--	2.0	--	1.9	--	2.0
Extra Help	--	6.6	--	2.1	--	6.3	--	0.6
Total Positions	118.0	120.8	121.6	122.7	121.6	122.5	121.6	116.7

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

Note: Presentation of the individual program amounts for fiscal years 2007-08 and 2008-09 have been adjusted to provide a consistent level of detail with the fiscal year 2009-10 budget, however, the totals for 2007-08 and 2008-09 have not been changed.

## MISSION STATEMENT

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

### Budget Organization:

The General Services Department reorganized into eight Divisions for fiscal year (FY) 2009-10 to provide a comprehensive picture of departmental services. This restructure allows General Services to more easily track funding sources and offer more transparency into operations and reporting data. Each Division will provide information on its operations including visuals of projects (current and planned) as well as documentation of our accomplishments. The department has 116.7 FTE's who provide internal support services Countywide and facilities maintenance for over 320 County Structures totaling 1.87 million square feet.

Beginning in FY 2008-09, General Services reviewed its organizational structure following the reorganization of Information Technology and Communication Services to a new independent department. The General Services Department was then allocated an Energy Manager's position under Facilities Management. This position supports General Services' Vision "to be the trusted partner for exceptional service and innovative business solutions" as the department takes the lead on sustainability, conservation of resources and reduction of the County's carbon footprint. This position is funded within the Utilities Internal Service Funds (ISF). General Services has six ISFs, a Capital Fund and the Santa Ynez Airport Special Revenue Fund.

General Services (ISFs) account for services furnished to the County and various other governmental agencies. They are designed to be financially self-sufficient with rates paid by users paying for the services provided. Their major source of revenue consists of charges to user departments for services rendered. These charges are based upon standard rates calculated on an estimated cost recovery basis.

### General Services ISFs include:

- **Reprographics and Digital Services** – Provides services to all County Departments for Digital Imaging, Offset Printing, Copying, Binding and related printing services.
- **Workers' Compensation Self-Insurance** – Provides workers' compensation claims administration, monitors costs. Other services include Disability Management and Countywide Safety Programs.
- **General Liability** – Administers Countywide liability, general and automobile, earthquake, property, bonding, aviation insurance and other compliance programs.
- **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.

General Services other Countywide business functions include facility/space planning, construction, building maintenance, real estate services, purchasing and mail services.

## GENERAL SERVICES

### Department Summary (cont'd)

#### Significant Changes (FY 2008-09 Adopted to FY 2008-09 Estimated Actual)

##### Operating Expenditures

The FY 2008-09 Estimated Actual operating expenditures decreased by \$372,000 to \$53,126,000 from the FY 2008-09 Adopted Budget of \$53,498,000. The 0.7% decrease is due to:

- -\$372,000 is the net of all divisions, however, results primarily from salary savings resulting from vacancies in Risk Management.

##### Operating Revenue

The FY 2008-09 Estimated Actual revenues increased by \$1,688,000 to \$52,556,000 from the FY 2008-09 Adopted Budget of \$50,868,000. The 3.2% increase is due to:

- +\$1,580,000 of Miscellaneous Revenue primarily due to insurance proceeds and recovery (+\$793,000), workers compensation claims (+\$575,000) and other donations for the Lompoc Veterans memorial building (+\$275,000).

##### Capital Expenditures

The FY 2008-09 Estimated Actual capital expenditures decreased by \$2,101,000 to \$7,009,000 from the FY2008-09 Adopted Budget of \$9,110,000. The 30.0% decrease is due to:

- -\$2,101,000 due to delays in Capital projects primarily at the Santa Barbara Courthouse Seismic project (-\$1,497,000) and the Emergency Operations Center (-\$620,000).

#### Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)

##### Operating Expenditures

The FY 2009-10 Recommended Budget will increase by \$2,557,000 to \$55,683,000 from the FY 2008-09 Estimated Actual of \$53,126,000. The 4.8% increase is due to:

- +\$1,994,000 in the Capital Improvements division primarily due to a transfer from the Santa Barbara Deficiencies Program to the Santa Maria Court Clerks Build/Backfill.

##### Operating Revenue

The FY 2009-10 Recommended Budget will decrease \$3,279,000 to \$49,278,000 from the FY 2008-09 Estimated Actual of \$52,556,000. This 6.2% decrease is due to:

- -\$4,078,000 of decreased premiums charged for Workers' Compensation.
- +\$850,000 increases in other donations for the Lompoc Veteran's Building Renovation

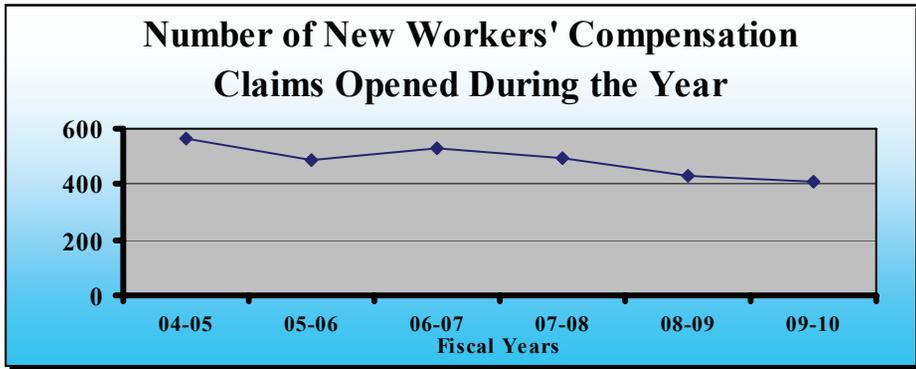
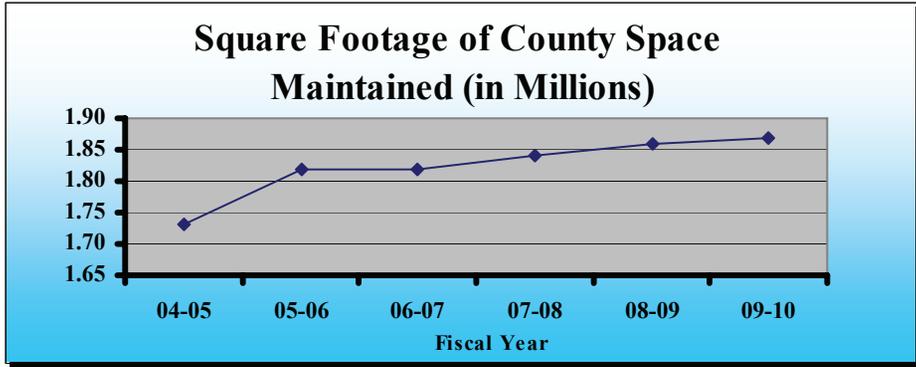
##### Capital Expenditures

The FY 2009-10 Recommended Budget for capital will increase \$4,399,000 to \$11,408,000 from the FY 2008-09 Estimated Actual of \$7,009,000. This 38.60% increase is due to:

- +\$4,399,000 due to Capital Projects that are nearing completion primarily at the Santa Maria Court Clerks Build/Backfill project (+\$2,202,000), the Lompoc Veterans Memorial Building Renovation project (+\$1,360,000) and the Fire Operations Center at Los Alamos (+\$1,075,000).

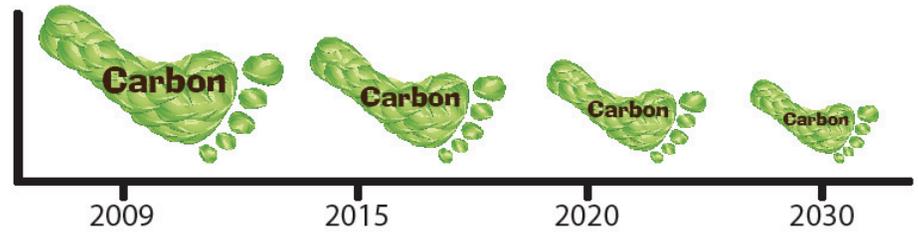
**GENERAL SERVICES**  
Department Summary (cont'd)

**Activity Indicators:**



General Services aligns its internal Focus Areas with County Goals. Its recently revised Strategic Plan uses the Balanced Scorecard Methodology using four perspectives: Customer, Financial, Process and Learning and Growth. General Services Organizational Strategy is to provide Outstanding Customer Satisfaction on or ahead of schedule in each of our 8 Divisions. Our annual Customer Satisfaction Survey results demonstrated the progress we've made with nearly a 90% satisfaction level throughout the Department. In FY 2009-10, we plan to raise the awareness of each Division's services in alignment with the County's Values (ACE), Accountability, Customer Focus and Efficient government.

A highlight of the department's organizational restructure is the opportunity to fully develop the role of the department's Energy Manager to effectively manage utility usage (electricity, gas and water) and reduce the organization's carbon footprint, which is the calculated amount of greenhouse gases emitted. This position supports the management of the Board's responsibilities to reduce greenhouse gases (the County's carbon footprint) by 20% throughout the County by 2030.



**Focus Area 1: Customer-Focus: Customer expectations are consistently met or exceeded**

Current Year (FY 08-09) Accomplishments:

- Distributed and reported on Countywide Customer Satisfaction Survey.
- Assess General Services' customer impacts through Cost Center Managers reports at alternate monthly department meetings.
- Completed east wing renovations at the Lompoc Veteran's Building.

Proposed Strategic Actions:

- Develop targeted communication throughout the County to highlight services.
- Develop a near and long term prioritized Facilities Road Map that covers facility maintenance items to ensure a continued, acceptable and viable County infrastructure.

Proposed Key Projects:

- Replace the existing Computer-Aided Facilities' Maintenance software (CAFM), with an application that will serve several other departments (Information Technology Department, Auditor Controller and General Services) with an asset management tool.

**Focus Area 2: Financial: General Services is known for being fiscally responsible**

Current Year (FY 08-09) Accomplishments:

- Eliminated deficit in Workers' Compensation Fund (4 years ahead of the FY 2002-03 ten year plan) and General Liability Fund (1 year ahead of the seven year plan).
- Created Disability Management Program by combining the back to work and alternative work program saving consultant's fees.
- Reorganized Risk Management funds by shifting and consolidating responsibilities in order to reduce staffing from 16 to 12 FTEs, a 25% reduction.
- Eliminated fees paid to a third party administrator by bringing all claims in-house to be administered completely by existing staff.

Proposed Strategic Actions

- Focus on injury prevention and early claim management to prevent workers' compensation claims and lost time hours.
- Identify and implement energy projects that generate ongoing savings in utility bills.

Proposed Key Projects

- Implement a department cost savings suggestion program to encourage staff participation in the identification of departmental and county savings opportunities.
- Analyze Self Insurance Retention and property insurance levels to determine the optimal level to achieve overall lowest program costs while effectively managing risk.

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

Current Year (FY 08-09) Accomplishments:

- Completed major retrofit of County Administration’s building boilers and chillers and received increased customer satisfaction ratings as a result.
- Refined the Contract Insurance tracking process within the Purchasing Database to facilitate department’s identification of vendor insurance status for contracts.
- Purchased Energy CAP Software to monitor and automate utility billing process.
- Completed County wide 24/7 remote access to fleet vehicles (all locations).

Proposed Strategic Actions:

- Re-activate sale of surplus property to external customers for revenue generation for all departments.
- Develop a Long Term Space Plan to evaluate all County work space and emphasizes long term cost savings for the County by reviewing and reducing leased space.

Proposed Key Projects:

- Create a Sustainability Action Plan for County Operations to identify energy efficiency opportunities in the 50 largest buildings and the County’s transportation fleet.
- Lead the Sustainability and Conservation team to work with all departments to ensure they maximize identified energy efficiencies.
- Emphasize and market the Mail Tracking System to improve efficiency of County mail services.

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

Current Year (FY 08-09) Accomplishments:

- Ensure each employee annually attends Customer Service Training with internal follow-up for Division’s application of its plan.
- Provide 3 internal ‘All Hands’ meetings annually with employees to receive updates on department Accomplishments, Strategic Actions and Key Projects.
- Recognize employees for outstanding service through the Employee Recognition Task Force.

Proposed Strategic Actions:

- Remain focused on Customer Satisfaction and utilize responses to Annual Survey.
- Develop opportunities for coaching supervisors and support succession planning.

Proposed Key Projects:

- Host the Statewide General Services Academy, which provides training for General Services’ employees and provides a forum to highlight innovative General Services’ programs and services for FY 2009-10.
- Develop Divisional workshops focused on implementation of Customer Satisfaction.

**GENERAL SERVICES  
Department Summary (cont'd)**

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

Current Year (FY 08-09) Accomplishments:

- Met or exceeded lost time expectations and decreased safety violations.
- Reduced Workers’ Compensation Claims.
- Completed update of Department Emergency Plan.

Proposed Strategic Actions:

- Continue regular safety letter updates from Risk Management.
- Increase visibility of Disability Management Program.
- Continue bi-monthly meetings with Departments on workers’ compensation updates.

Proposed Key Projects:

- Continue to develop Occupational Safety and Health Administration compliant certificate training in conjunction with the Employees’ University for all County Departments.

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Department-wide Effectiveness Measures</b>				
As an efficient and responsive government, the General Services Department will maintain a productive workforce through a County wide Lost Time Rate of 3.7% or less when measuring lost hours to total budgeted hours.	3.6% 8,304 228,191	3.8% 9,011 237,120	3.7% 8,510 230,000	3.7% 7,770 210,000
As an efficient and responsive government, General Services will reduce or maintain the number of Workers' Compensation claims filed from the previous year's actual claims filed.	100% 12 12	100% 12 12	100% 8 8	88% 7 8
As an efficient and responsive government, the County will maintain a quality workforce through completing 95 -100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.	98% 139 142	100% 122 122	98% 120 122	100% 118 118
As an efficient and responsive government, General Services will reduce or maintain the number of General Liability claims filed from the previous year's actual claims filed.	133% 4 3	100% 4 4	100% 4 4	100% 4 4

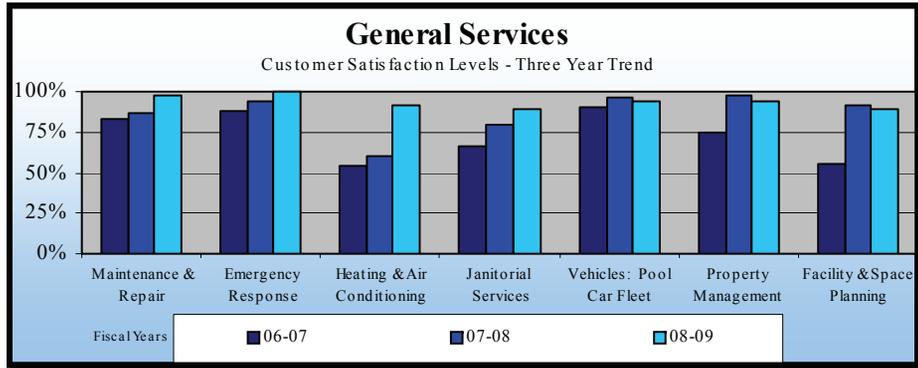
**GENERAL SERVICES**

**Administration**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Office of the Director	611,732	641,848	591,146	534,178
Financial Management	\$ 1,384,052	\$ 972,171	\$ 904,088	\$ 842,226
Systems Maintenance & Development	601,982	465,178	520,799	631,826
Operating Sub-Total	2,597,766	2,079,197	2,016,033	2,008,230
Less: Intra-County Revenues	(2,581,449)	(1,190,566)	(1,190,566)	(1,170,241)
Expenditure Total	16,317	888,631	825,467	837,989
<i>Other Financing Uses</i>				
Operating Transfers	1,688	1,734	1,735	1,735
Designated for Future Uses	3,951	--	--	--
Division Total	\$ 21,956	\$ 890,365	\$ 827,202	\$ 839,724

**Character of Expenditures**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Operating Expenditures</i>				
Regular Salaries	1,554,171	1,346,090	1,317,594	1,301,704
Overtime	56,058	--	21,788	--
Extra Help	4,237	10,624	20,000	2,938
Benefits	570,369	516,019	484,112	508,854
Salaries & Benefits Sub-Total	2,184,835	1,872,733	1,843,494	1,813,496
Services & Supplies	393,645	206,464	172,539	194,734
Public Assistance Payments	19,286	--	--	--
Operating Sub-Total	2,597,766	2,079,197	2,016,033	2,008,230
Less: Intra-County Revenues	(2,581,449)	(1,190,566)	(1,190,566)	(1,170,241)
Expenditure Total	\$ 16,317	\$ 888,631	\$ 825,467	\$ 837,989



**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Other Charges for Services	\$ 2,580,294	\$ 2,079,620	\$ 2,079,620	\$ 1,980,965
Miscellaneous Revenue	29,218	--	17,639	--
Revenue Sub-Total	2,609,512	2,079,620	2,097,259	1,980,965
Less: Intra-County Revenues	(2,581,449)	(1,190,566)	(1,190,566)	(1,170,241)
Revenue Total	28,063	889,054	906,693	810,724
<i>General Fund Contribution</i>	(126,135)	1,311	(89,003)	29,000
<i>Other Financing Sources</i>				
Operating Transfers	5,083	--	--	--
Use of Prior Fund Balances	114,471	--	9,512	--
Division Total	\$ 21,482	\$ 890,365	\$ 827,202	\$ 839,724

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

**Position Summary**

<i>Permanent</i>								
Office of the Director	5.0	5.0	5.0	5.0	5.0	4.8	5.0	4.0
Financial Management	11.0	10.2	8.0	7.0	8.0	7.4	7.0	6.0
Systems Maintenance & Development	5.0	3.6	4.0	3.0	4.0	3.1	5.0	4.0
Total Permanent	21.0	18.7	17.0	15.0	17.0	15.4	17.0	14.0
<i>Non-Permanent</i>								
Extra Help	--	0.2	--	0.1	--	0.5	--	0.1
Total Positions	21.0	18.9	17.0	15.1	17.0	15.9	17.0	14.1

General Services strives to deliver quality service on or ahead of time, monitor its budget and responds promptly to requests for service. It continues to meet and exceed its Customer Satisfaction goals with nearly a 90% rating for all divisions.

**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 2008-09 Adopted to FY 2008-09 Estimated Actual)**

**Operating Expenditures**

The FY 2008-09 Estimated Actual operating expenditures decreased by \$63,000 to \$2,016,000 from the FY 2008-09 Adopted Budget of \$2,079,000. The 3.0% decrease is due to:

- -\$29,000 of Salaries and Benefits primarily in the area of furlough
- -\$35,000 of Services and Supplies primarily in the area of electricity

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

**Operating Expenditures**

The FY 2009-10 Recommended operating expenditures will decrease by \$8,000 to \$2,008,000 from the FY 2008-09 Estimated Budget of \$2,016,000. The .4% decrease is due to:

- -\$7,000 of Salaries and Benefits primarily in the area of overtime and extra help

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
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**Recurring Performance Measures**

**Office of the Director**

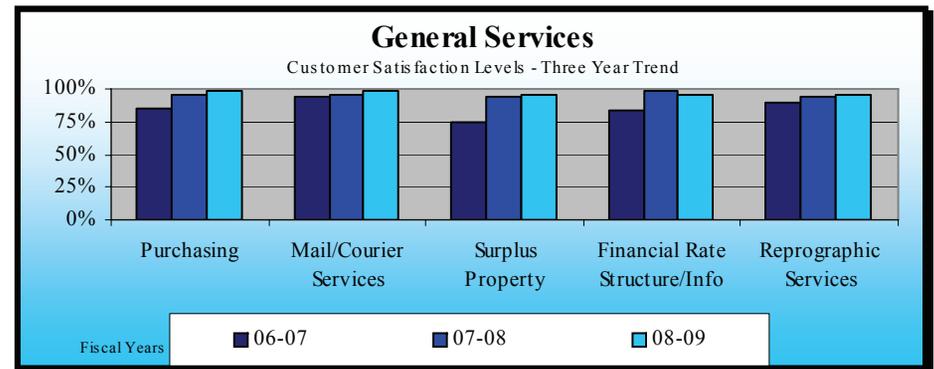
100% of GS staff will attend Customer Satisfaction training.	100%	100%	100%	100%
	122	122	116	116
	122	122	116	116



**GENERAL SERVICES**

**Administration (cont'd)**

	Actual FY 07-08 Pos.	Adopted FY 08-09 Pos.	Est. Actual FY 08-09 Pos.	Recommended FY 09-10 Pos.
<b>Position Detail</b>				
<b>Office of the Director</b>				
Admin Office Pro	--	--	--	3.0
Clerk	1.0	1.0	1.0	--
Director	1.0	1.0	1.0	1.0
Executive Secretary	1.0	1.0	1.0	1.0
Human Resources Mgr Dept	1.0	--	--	--
Human Resources Tech	1.0	1.0	1.0	--
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	5.0	5.0	5.0	5.0
<b>Financial Management</b>				
Accountant	4.0	3.0	3.0	3.0
Accounting Assistant Senior	2.0	1.0	1.0	--
Assistant Director	3.0	2.0	2.0	2.0
Business Manager	1.0	--	--	1.0
Financial Office Pro	--	--	--	1.0
PM-Pross Improve	1.0	1.0	1.0	--
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	11.0	8.0	8.0	7.0
<b>Systems Maintenance &amp; Development</b>				
Data Processing Specialist	1.0	1.0	1.0	1.0
Project Manager	--	--	--	2.0
Project Manager PRS/e-Gov	1.0	--	--	--
Enterprise Ldr General	--	1.0	1.0	--
Systems & Programming Analyst	3.0	2.0	2.0	2.0
Sub-Division Total	5.0	4.0	4.0	5.0
Division Total	21.0	17.0	17.0	17.0



**GENERAL SERVICES**

**Purchasing, Surplus Property & Mail**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Purchasing & Surplus Property	\$ 574,170	\$ 628,142	\$ 610,872	\$ 622,094
Mail Services	430,032	435,452	424,677	435,941
Operating Sub-Total	1,004,202	1,063,594	1,035,549	1,058,035
Less: Intra-County Revenues	(451,857)	(488,509)	(539,888)	(666,591)
Operating Total	552,345	575,085	495,661	391,444
<i>Non-Operating Expenditures</i>				
Capital Assets	37,426	--	--	--
Expenditure Total	589,771	575,085	495,661	391,444
<i>Other Financing Uses</i>				
Operating Transfers	1,618	1,734	1,735	1,735
Division Total	\$ 591,389	\$ 576,819	\$ 497,396	\$ 393,179

**Character of Expenditures**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Operating Expenditures</i>				
Regular Salaries	455,543	491,718	468,075	510,454
Overtime	12,061	2,000	2,500	--
Extra Help	19,036	17,527	27,000	--
Benefits	182,771	234,609	213,198	239,987
Salaries & Benefits Sub-Total	669,411	745,854	710,773	750,441
Services & Supplies	334,791	317,740	324,776	307,594
Operating Sub-Total	1,004,202	1,063,594	1,035,549	1,058,035
Less: Intra-County Revenues	(451,857)	(488,509)	(539,888)	(666,591)
Operating Total	552,345	575,085	495,661	391,444
<i>Non-Operating Expenditures</i>				
Capital Assets	37,426	--	--	--
Expenditure Total	\$ 589,771	\$ 575,085	\$ 495,661	\$ 391,444

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Cost Allocation Revenue	\$ 451,856	\$ 539,888	\$ 539,888	\$ 678,266
Miscellaneous Revenue	4,587	--	--	--
Revenue Sub-Total	456,443	539,888	539,888	678,266
Less: Intra-County Revenues	(451,857)	(488,509)	(539,888)	(666,591)
Revenue Total	4,586	51,379	--	11,675
General Fund Contribution	583,572	525,440	496,896	381,504
<i>Other Financing Sources</i>				
Operating Transfers	2,394	--	--	--
Sale of Property	837	--	500	--
Division Total	\$ 591,389	\$ 576,819	\$ 497,396	\$ 393,179

**Position Summary**

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<i>Permanent</i>								
Purchasing & Surplus Property	6.0	5.0	6.0	5.0	6.0	5.0	6.0	5.0
Mail Services	3.5	3.4	3.5	3.5	3.5	3.6	4.0	4.0
Total Permanent	9.5	8.4	9.5	8.5	9.5	8.6	10.0	9.0
<i>Non-Permanent</i>								
Extra Help	--	0.6	--	0.5	--	0.7	--	--
Total Positions	9.5	9.0	9.5	9.0	9.5	9.3	10.0	9.0

**SERVICE DESCRIPTION**

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

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

**Significant Changes (FY 2008-09 Adopted to FY 2008-09 Estimated Actual)**

**Operating Expenditures**

The FY 2008-09 Estimated Actual operating expenditures decreased by \$28,000 to \$1,036,000 from the FY 2008-09 Adopted Budget of \$1,064,000. The 2.6% decrease is due to:

- -\$26,000 of Salaries and Benefits primarily due to the County-wide furlough.

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

**Operating Expenditures**

The FY 2009-10 Recommended operating expenditures will increase by \$22,000 to \$1,058,000 from the FY 2008-09 Estimated Budget of \$1,036,000. The 2.2% increase is due to:

- +\$20,000 of Salaries and Benefits primarily due to the furlough because none are anticipated next year so this shows an “increase” from the prior year.

**Recurring Performance Measures**

**Purchasing & Surplus Property**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Spend at least 60% of the County's budget for services and supplies with local vendors.	57%	60%	58%	60%
	91,629,286	78,000,000	87,000,000	90,000,000
	159,459,757	130,000,000	150,000,000	150,000,000

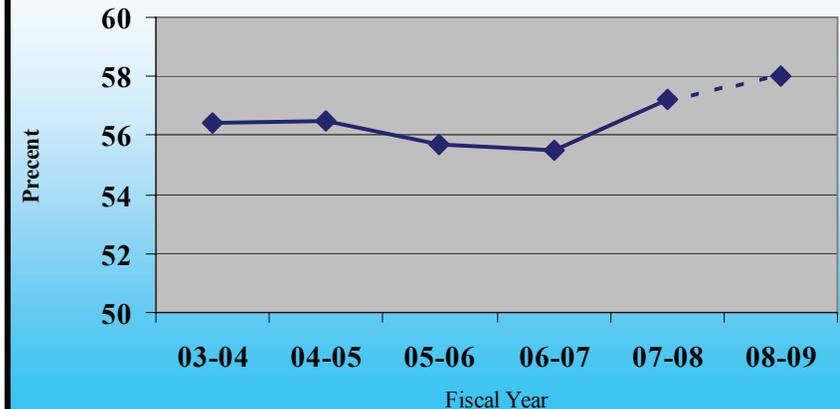
	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Award 90% of an estimated 60 formal bids for purchases over \$25,000 within 60 days of receipt of requisition.	93%	90%	92%	90%
	41	54	55	54
	44	60	60	60

**GENERAL SERVICES**

**Purchasing, Surplus Property & Mail (cont'd)**

	Actual FY 07-08 <u>Pos.</u>	Adopted FY 08-09 <u>Pos.</u>	Est. Actual FY 08-09 <u>Pos.</u>	Recommended FY 09-10 <u>Pos.</u>
<b>Position Detail</b>				
<b>Purchasing &amp; Surplus Property</b>				
Buyer	4.0	4.0	4.0	5.0
Buyer's Assistant	1.0	1.0	1.0	--
Purchasing Manager	1.0	--	--	1.0
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
<b>Mail Services</b>				
Mail Center Supervisor	1.0	1.0	1.0	1.0
Mail Center Worker	2.5	2.5	2.5	3.0
Sub-Division Total	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>4.0</u>
Division Total	<u>9.5</u>	<u>9.5</u>	<u>9.5</u>	<u>10.0</u>

**Local Vendor Expenditures 5 Year Tread**



**GENERAL SERVICES**  
**Reprographics & Digital Services**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Reprographics & Scanning Services	\$ 1,256,520	\$ 1,133,011	\$ 919,635	\$ 832,574
Graphic Design & Image Setting	--	--	300,560	363,896
Operating Sub-Total	1,256,520	1,133,011	1,220,195	1,196,470
Less: Intra-County Revenues	(1,177,701)	(1,015,000)	(950,000)	(950,000)
Operating Total	78,819	118,011	270,195	246,470
<i>Non-Operating Expenditures</i>				
Capital Assets	84,750	72,000	72,000	--
Expenditure Total	163,569	190,011	342,195	246,470
<i>Other Financing Uses</i>				
Designated for Future Uses	--	--	517,472	--
Division Total	\$ 163,569	\$ 190,011	\$ 859,667	\$ 246,470

**Character of Expenditures**

<i>Operating Expenditures</i>				
Regular Salaries	253,498	319,794	307,292	354,378
Overtime	20,421	5,000	14,400	--
Extra Help	114,733	49,939	97,000	20,191
Benefits	122,329	146,643	124,838	152,126
Salaries & Benefits Sub-Total	510,981	521,376	543,530	526,695
Services & Supplies	607,230	474,428	539,458	525,467
Depreciation Expense	75,103	74,000	74,000	81,100
Principal & Interest	63,206	63,207	63,207	63,208
Operating Sub-Total	1,256,520	1,133,011	1,220,195	1,196,470
Less: Intra-County Revenues	(1,177,701)	(1,015,000)	(950,000)	(950,000)
Operating Total	78,819	118,011	270,195	246,470
<i>Non-Operating Expenditures</i>				
Capital Assets	84,750	72,000	72,000	--
Expenditure Total	\$ 163,569	\$ 190,011	\$ 342,195	\$ 246,470

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Reprographics	\$ 1,177,675	\$ 1,015,000	\$ 950,000	\$ 950,000
Interest	17,910	18,000	10,000	9,000
Other Charges for Services	100,857	80,000	54,000	54,000
Miscellaneous Revenue	4	100	--	--
Revenue Sub-Total	1,296,446	1,113,100	1,014,000	1,013,000
Less: Intra-County Revenues	(1,177,701)	(1,015,000)	(950,000)	(950,000)
Revenue Total	118,745	98,100	64,000	63,000
<i>Other Financing Sources</i>				
Operating Transfers	--	--	596,889	--
Sale of Property	12,125	--	--	--
Use of Prior Fund Balances	32,699	91,911	198,778	183,470
Division Total	\$ 163,569	\$ 190,011	\$ 859,667	\$ 246,470

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>Position Summary</b>								
<i>Permanent</i>								
Reprographics & Scanning Services	6.5	5.5	6.5	6.5	6.5	5.6	5.5	5.5
Graphic Design & Image Setting	--	--	--	--	--	0.2	1.0	1.0
Total Permanent	6.5	5.5	6.5	6.5	6.5	5.7	6.5	6.5
<i>Non-Permanent</i>								
Extra Help	--	3.5	--	0.5	--	3.3	--	0.5
Total Positions	6.5	9.0	6.5	7.0	6.5	9.1	6.5	7.0

**SERVICE DESCRIPTION**

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

**Significant Changes (FY 2008-09 Adopted to FY 2008-09 Estimated Actual)**

**Operating Expenditures**

The FY 2008-09 Estimated Actual operating expenditures increased by \$87,000 to \$1,220,000 from the FY 2008-09 Adopted Budget of \$1,133,000. The 7.7% increase is due to:

- +\$23,000 of salaries and benefits primarily due to the use of extra help.
- +\$62,000 of services and supplies primarily for a one time copier equipment 2.5 year click meter adjustment.

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

**Operating Expenditures**

The FY 2009-10 Recommended operating expenditures will decrease by \$24,000 to \$1,196,000 from the FY 2008-09 Estimated Budget of \$1,220,000. The 1.9% decrease is due to:

- - \$24,000 due to the reduced use of extra help.

**Recurring Performance Measures**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Complete 98% of Print Shop jobs by requested delivery date.	87%	98%	90%	98%
	634	657	400	430
	726	670	445	440
Complete 98% of all Quick Copy jobs by the requested delivery date.	98%	98%	94%	98%
	3,004	2,940	3,000	3,430
	3,078	3,000	3,200	3,500



Reprographics is doing its part to reduce the County's carbon footprint by installing devices that completely cut power to the devices plugged into it when they're not in use, thus saving the power that devices would otherwise have consumed in Standby Mode. This is a new way to save energy, carbon emissions and money.

**GENERAL SERVICES**

**Reprographics & Digital Services (cont'd)**

	Actual FY 07-08 <u>Pos.</u>	Adopted FY 08-09 <u>Pos.</u>	Est. Actual FY 08-09 <u>Pos.</u>	Recommended FY 09-10 <u>Pos.</u>
<b>Position Detail</b>				
<b>Reprographics &amp; Scanning Services</b>				
Admin Office Pro	--	--	--	1.0
Offset Equipment Operator	3.5	3.5	3.5	2.5
Publication Assistant	2.0	2.0	2.0	--
Reprographics Supervisor	1.0	1.0	1.0	1.0
Admin Ldr General	--	--	--	1.0
Sub-Division Total	<u>6.5</u>	<u>6.5</u>	<u>6.5</u>	<u>5.5</u>
<b>Graphic Design &amp; Image Setting</b>				
Admin Office Pro	--	--	--	1.0
Sub-Division Total	<u>--</u>	<u>--</u>	<u>--</u>	<u>1.0</u>
Division Total	<u>6.5</u>	<u>6.5</u>	<u>6.5</u>	<u>6.5</u>



This equipment prints plates and exposes them using a red laser. Chemicals are then applied to the surface of the plate in a thin film. This process demonstrated a tremendous savings in electricity and chemicals.

**GENERAL SERVICES**

**Risk Management**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Workers' Compensation	\$ 15,908,792	\$ 13,655,132	\$ 12,615,583	\$ 12,584,234
Liability & Property	7,351,585	7,783,452	6,709,677	6,803,404
Operating Sub-Total	23,260,377	21,438,584	19,325,260	19,387,638
Less: Intra-County Revenues	(23,008,797)	(22,653,743)	(22,655,543)	(18,577,400)
Operating Total	251,580	(1,215,159)	(3,330,283)	810,238
<i>Non-Operating Expenditures</i>				
Capital Assets	8,154	--	--	--
Expenditure Total	259,734	(1,215,159)	(3,330,283)	810,238
<i>Other Financing Uses</i>				
Designated for Future Uses	5,804,357	3,649,223	6,551,011	1,398,098
Division Total	\$ 6,064,091	\$ 2,434,064	\$ 3,220,728	\$ 2,208,336

**Character of Expenditures**

<i>Operating Expenditures</i>				
Regular Salaries	1,141,613	1,209,019	965,879	927,445
Overtime	7,741	4,000	4,000	3,000
Extra Help	8,629	--	8,000	--
Benefits	451,474	490,201	378,461	384,457
Salaries & Benefits Sub-Total	1,609,457	1,703,220	1,356,340	1,314,902
Services & Supplies	20,758,264	18,687,259	17,110,615	17,037,190
Depreciation Expense	6,112	6,200	6,200	6,200
Damages & Losses	884,712	1,040,000	850,200	1,025,000
Principal & Interest	1,832	1,905	1,905	4,346
Operating Sub-Total	23,260,377	21,438,584	19,325,260	19,387,638
Less: Intra-County Revenues	(23,008,797)	(22,653,743)	(22,655,543)	(18,577,400)
Operating Total	251,580	(1,215,159)	(3,330,283)	810,238
<i>Non-Operating Expenditures</i>				
Capital Assets	8,154	--	--	--
Expenditure Total	\$ 259,734	(1,215,159)	(3,330,283)	\$ 810,238

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Interest	\$ 1,289,898	\$ 1,481,400	\$ 1,066,000	\$ 1,080,000
Other Charges for Services	153,600	166,560	58,839	22,000
Self Insurance Premiums	22,855,197	22,653,743	22,655,543	18,577,400
Miscellaneous Revenue	1,946,245	500,500	1,870,754	622,600
Revenue Sub-Total	26,244,940	24,802,203	25,651,136	20,302,000
Less: Intra-County Revenues	(23,008,797)	(22,653,743)	(22,655,543)	(18,577,400)
Revenue Total	3,236,143	2,148,460	2,995,593	1,724,600
<i>Other Financing Sources</i>				
Operating Transfers	9,422	--	--	--
Use of Prior Fund Balances	2,819,000	285,604	225,135	483,736
Division Total	\$ 6,064,565	\$ 2,434,064	\$ 3,220,728	\$ 2,208,336

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>Position Summary</b>								
<i>Permanent</i>								
Workers' Compensation	12.0	13.0	13.0	13.0	13.0	10.7	12.5	10.0
Liability & Property	4.0	3.0	3.0	3.0	3.0	3.0	3.0	2.0
Total Permanent	16.0	16.0	16.0	16.0	16.0	13.7	15.5	12.0
<i>Non-Permanent</i>								
Extra Help	--	0.0	--	--	--	--	--	--
Total Positions	16.0	16.0	16.0	16.0	16.0	13.7	15.5	12.0

**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 2008-09 Adopted to FY 2008-09 Estimated Actual)**

**Operating Expenditures**

The FY 2008-09 Estimated Actual operating expenditures decreased by \$2,113,000 to \$19,325,000 from the FY 2008-09 Adopted Budget of \$21,439,000. The 9.9% decrease is due to:

- -\$500,000 lower workers' compensation indemnity and rehabilitation expenses
- -\$359,000 unanticipated savings in excess self-insured retention insurance costs
- -\$347,000 savings achieved in salaries & benefits from increased efficiencies in caseload assignments allowing 3.0 FTE positions to remain vacant
- -\$343,000 lower general liability paid losses and related outside legal costs
- -\$320,000 lower County Counsel fees due to continued decline in litigated claims
- -\$151,000 lower than anticipated investigations and court related costs
- -\$93,000 savings resulted from mid-year cancellation of the third party administrator's (TPA) contract, bringing all claims in house to become fully self administered

**Operating Revenue**

The FY 2008-09 Estimated Actual revenues increased by \$849,000 to \$25,651,000 from the FY 2008-09 Adopted Budget of \$24,802,000. The 3.0% increase is due to:

- +\$738,000 reimbursement from CSAC under excess self-insurance retention policy
- +\$736,000 resolution of the Superior Court workers' compensation tail claims dispute plus successful negotiation of penalties recovery from a prior TPA
- -\$625,000 lower interest earnings plus lower Section 4850 and other reimbursements

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

**Operating Expenditures**

The FY 2009-10 Recommended operating expenditures will increase by \$62,000 to \$19,388,000 from the FY 2008-09 Estimated Actual of \$19,325,000. This slight increase is due to savings in salaries & benefits from eliminating 1.0 FTE, offset by the elimination of furlough savings and increased retirement benefit costs.

**Operating Revenue**

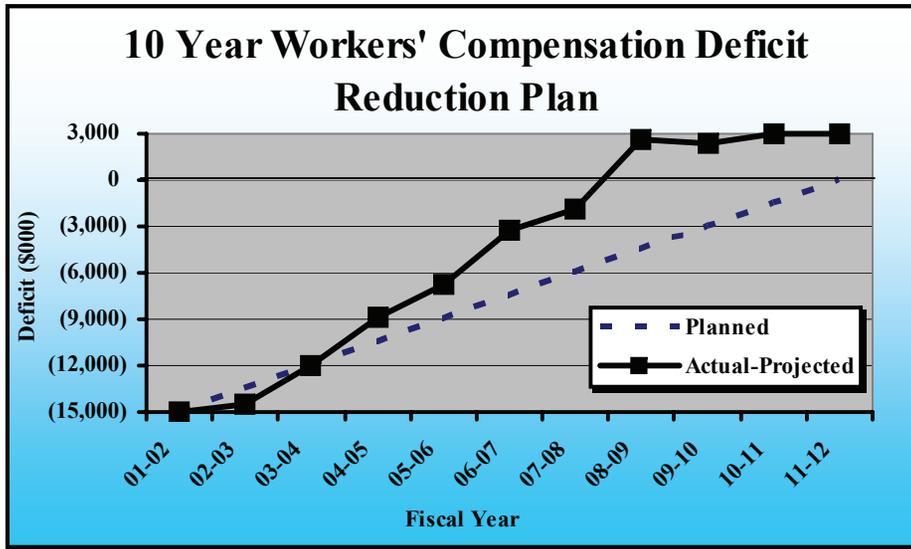
The FY 2009-10 Recommended Budget will decrease by \$5,349,000 to \$20,302,000 from the FY 2008-09 Estimated Actual of \$25,651,000. The 20.5% decrease is due to the significant reductions achieved in the workers' compensation premiums allocated to departments made possible by a reduction in administrative costs and elimination of the deficit 4 years earlier than planned.

**GENERAL SERVICES**

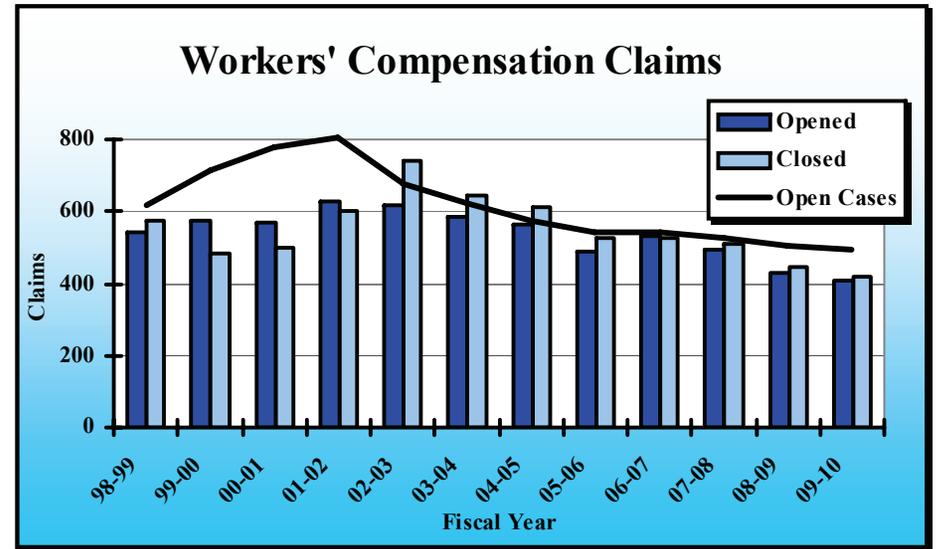
**Risk Management (cont'd)**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Recurring Performance Measures</b>				
<b>Liability &amp; Property</b>				
File 100% of General Liability CSAC-EIA claims for reimbursement of losses no later than 30 days of each quarter end.	100%	100%	100%	100%
	4	4	4	4
	4	4	4	4
Maintain departments' awareness of current litigation status by the coordination of 5 meetings per quarter.	100%	100%	95%	100%
	20	20	19	20
	20	20	20	20
<b>Workers' Compensation</b>				
Place 100% of medically eligible employees in the Back to Work program within 2 working days of eligibility.	91%	100%	100%	100%
	80	100	113	100
	88	100	113	100
Conduct quarterly meetings with 6 individual Departmental Safety Representatives.	117%	100%	83%	100%
	28	24	20	24
	24	24	24	24
Ensure that 100% of all new Workers' Compensation claims are reported to the State within 2 days.	89%	100%	94%	100%
	464	476	400	384
	524	476	426	384

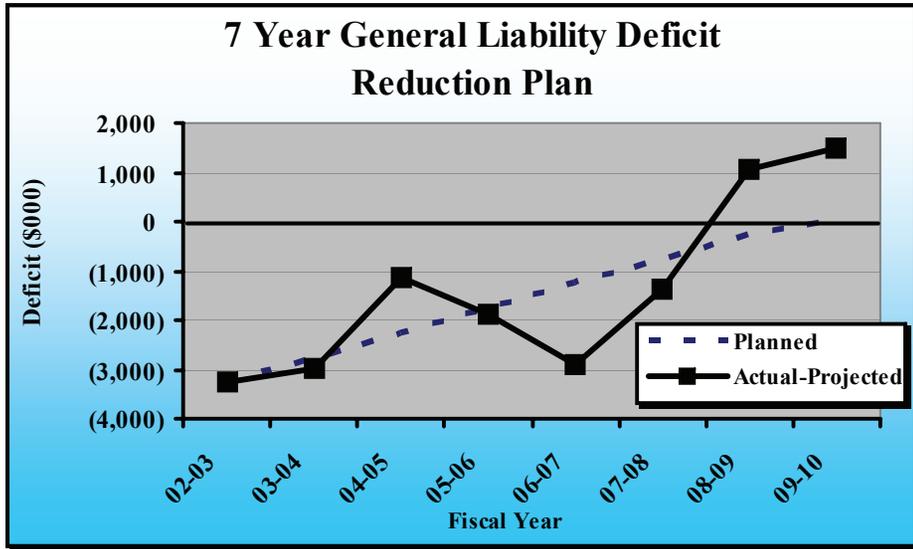
	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
	Pos.	Pos.	Pos.	Pos.
<b>Position Detail</b>				
<b>Workers' Compensation</b>				
Accountant	1.0	1.0	1.0	1.0
Admin Office Pro	1.0	1.0	1.0	1.0
Claims Assistant	3.0	4.0	4.0	3.5
Risk Analyst	3.0	3.0	3.0	3.0
Risk Fiscal Admin	1.0	1.0	1.0	1.0
Risk Program Admin	1.0	1.0	1.0	1.0
Safety Officer	1.0	1.0	1.0	1.0
Disability Manager	1.0	1.0	1.0	1.0
Sub-Division Total	12.0	13.0	13.0	12.5
<b>Liability &amp; Property</b>				
Claims Assistant	1.0	--	--	--
Risk Analyst	1.0	1.0	1.0	1.0
Risk Program Admin	1.0	1.0	1.0	1.0
Admin Leader	1.0	1.0	1.0	1.0
Sub-Division Total	4.0	3.0	3.0	3.0
Division Total	16.0	16.0	16.0	15.5



At 6-30-2002, the Workers' Compensation Fund reached its lowest fund balance at a deficit of \$15.3 million. Recognizing its need to bring costs under control and restore the fund balance, the County embarked on a ten year deficit reduction plan of adding an additional \$1.5 million each year in rates charged to departments. In 2004, favorable legislation changes were passed that helped curtail the costs of claims throughout California. After an extensive Countywide ergonomic study initiated by Risk Management and approved by the BOS in 2004, the County transitioned safety from a priority item to a core value ingrained into the County's culture. This philosophical change successfully resulted in the County departments focusing on injury prevention as the primary means of reducing claims. In addition, Risk Management instituted a more pro-active approach to claims management and also shifted resources toward disability management to prevent reinjury while accommodating workers' in the County's successful back to work program. The synergetic effect of these changes culminated in the elimination of the deficit in February 2009, 4 years ahead of schedule, and an aggregate rate reduction in FY 2009-10 to departments of \$3.7 million, or 25% less as compared to FY 2008-09.

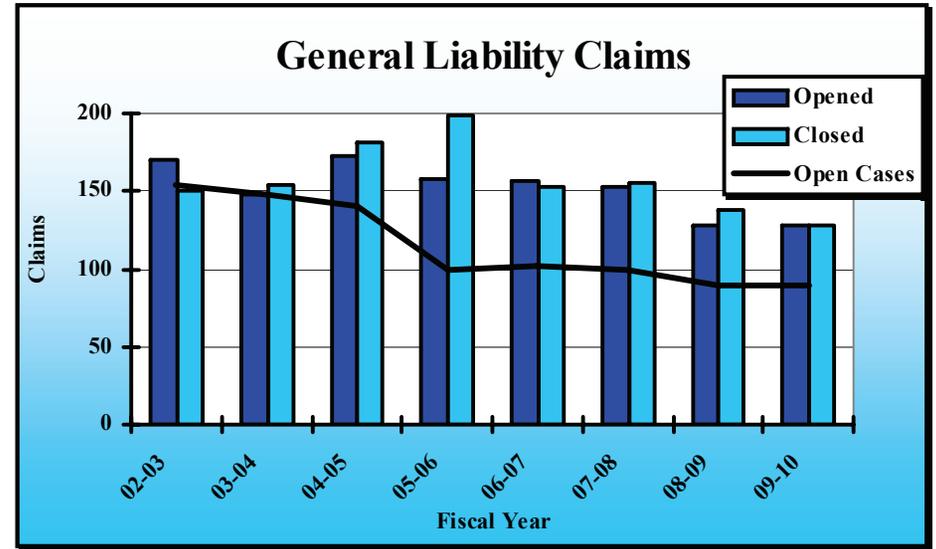


When claims reached an all time high of 922 in March 2002, the decision was made to outsource approximately 35% of the claims to a third party administrator (TPA). By the end of that year, open claims had been reduced to 803, still far higher than in previous years. With reduced claim loads, County staff could concentrate on successfully closing claims and therefore were able to close a significant number of claims during FY 2002-03. With existing claims under control, Risk Management could then shift its focus toward a more pro-active approach to claims management, and began looking for ways to assist the departments in claims prevention techniques such as ergonomic evaluations and the avoidance of reinjuries through disability management when employees returned to work. With the favorable legislative changes that began in 2004, outside and inside forces came together resulting in a steady decline in the number of open claims and we predict that by the end of FY 2009-10 that the County will be below 500 open claims. It is noteworthy as well that litigated claims are down from a high of 220 claims at 6-30-05 to a projected 85 claims at the end of FY 2009-10, thanks to the good work of County Counsel, particularly this year for implementing a "Settlement Day" approach with applicants' attorneys to efficiently bring claims to a successful resolution.



At 6-30-2003, the General Liability Fund had a deficit of over \$3 million, prompting the County to put a 7 year deficit recovery plan in place to restore the fund balance. However, insurance market conditions, such as the catastrophic hurricanes of 2005, drove up the insurance costs. In addition, adverse claim development during FY 2004-05 caused the deficit at the end of FY 2006-07 to reach nearly the same level as when the recovery plan began. At that time, rates to the departments were again increased to get the deficit reduction plan back on track. Recognizing that one key to cost containment was to be found in reducing the losses paid out, Risk Management began a more pro-active approach to claims management, meeting with departments and County Counsel regularly in an effort to resolve claims early. In addition, a Countywide performance metric to maintain or reduce claims helped departments focus on ways to prevent claims from being filed. As a result, the deficit has been fully restored as of February 2009, one year ahead of schedule.

## GENERAL SERVICES Risk Management (cont'd)



General liability claims include a variety of claim types, such as personal injury or property damage, errors and omissions, vehicle accidents, employment practices matters, and medical malpractice. End of year open claims generally hovered around 150 until FY 2005-06. During that year, we took a comprehensive look at all open claims and identified claims that could be closed. In addition, we began a commitment toward early claims resolution and set a goal of a closing rate of 1.0, aggressive by industry standards, which meant for each claim we opened we had a goal to close one. We have been very successful in achieving that goal. Our pro-active approach to claims management and the departments' efforts in preventing claims have resulted in a reduced number of open claims estimated for FY 2008-09 and a corresponding aggregate 4.4% rate reduction to departments in FY 2009-10.

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

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Facilities Capital Projects	\$ 2,108,098	\$ 982,991	\$ 1,401,243	\$ 3,396,606
Aviation	35,298	16,000	16,000	16,000
Operating Sub-Total	2,143,396	998,991	1,417,243	3,412,606
Less: Intra-County Revenues	(1,894,163)	(96,080)	(151,076)	(2,421,443)
Operating Total	249,233	902,911	1,266,167	991,163
<i>Non-Operating Expenditures</i>				
Capital Assets	9,837,427	7,298,255	5,832,820	9,193,170
Expenditure Total	10,086,660	8,201,166	7,098,987	10,184,333
<i>Other Financing Uses</i>				
Operating Transfers	601,020	2,932,990	3,291,655	--
Designated for Future Uses	7,759,135	248,561	3,484,509	44,343
Division Total	\$ 18,446,815	\$ 11,382,717	\$ 13,875,151	\$ 10,228,676

**Character of Expenditures**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Operating Expenditures</i>				
Regular Salaries	491,799	520,918	495,808	528,010
Overtime	247	--	--	--
Extra Help	23,723	14,997	50,690	60,438
Benefits	165,566	193,449	186,376	203,140
Salaries & Benefits Sub-Total	681,335	729,364	732,874	791,588
Services & Supplies	1,462,061	269,627	684,369	2,621,018
Operating Sub-Total	2,143,396	998,991	1,417,243	3,412,606
Less: Intra-County Revenues	(1,894,163)	(96,080)	(151,076)	(2,421,443)
Operating Total	249,233	902,911	1,266,167	991,163
<i>Non-Operating Expenditures</i>				
Capital Assets	9,837,427	7,298,255	5,832,820	9,193,170
Expenditure Total	\$ 10,086,660	\$ 8,201,166	\$ 7,098,987	\$ 10,184,333

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Interest	\$ 414,871	\$ 368,000	\$ 212,991	\$ 156,000
Cost Allocation Revenue	38,800	(4,594)	(4,594)	(24,637)
Other Charges for Services	1,882,595	825,080	651,076	3,096,080
Miscellaneous Revenue	1,110,088	1,458,145	2,443,519	1,135,000
Revenue Sub-Total	3,446,354	2,646,631	3,302,992	4,362,443
Less: Intra-County Revenues	(1,894,163)	(96,080)	(151,076)	(2,421,443)
Revenue Total	1,552,191	2,550,551	3,151,916	1,941,000
<i>General Fund Contribution</i>				
	286,237	353,585	434,543	331,243
<i>Other Financing Sources</i>				
Operating Transfers	6,457,390	4,258,590	4,717,490	2,897,500
Use of Prior Fund Balances	10,150,997	4,219,991	5,571,202	5,058,933
Division Total	\$ 18,446,815	\$ 11,382,717	\$ 13,875,151	\$ 10,228,676

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>Position Summary</b>								
<i>Permanent</i>								
Facilities Capital Projects	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Total Permanent	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
<i>Non-Permanent</i>								
Contract	--	1.0	--	1.0	--	1.0	--	1.0
Extra Help	--	0.5	--	--	--	0.8	--	--
Total Positions	5.0	6.5	5.0	6.0	5.0	6.7	5.0	6.0

## SERVICE DESCRIPTION

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

### Significant Changes (FY 2008-09 Adopted to FY 2008-09 Estimated Actual)

#### Operating Expenditures

The FY 2008-09 Estimated Actual operating expenditures increased by \$418,000 to \$1,417,000 from the FY 2008-09 Adopted Budget of \$999,000. The 41.9% increase is due to:

- + \$415,000 of services and supplies primarily due to a transfer back to the Sheriff's department for funding of the Main Jail/Sheriff's Headquarters Expansion project (this transfer was not anticipated when the Adopted budget was set).

### Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)

#### Operating Expenditures

The FY 2009-10 Recommended operating expenditures will increase by \$1,995,000 to \$3,413,000 from the FY 2008-09 Estimated Budget of \$1,417,000. The 140.8% increase is due to:

- + \$1,935,000 of services and supplies primarily due to a transfer from the Santa Barbara 1732 Deficiencies Program to the Santa Maria Court Clerks Build/Backfill project.

### Recurring Performance Measures

#### Facilities Capital Projects

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Ensure that 70% of total available hours are billed to projects.	81%	76%	76%	70%
	6,257	5,882	5,882	5,425
	7,750	7,750	7,750	7,750

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

<b>General Services' funded capital improvements per CIP</b>	<b>\$ 7,888,000</b>
Santa Maria Court Clerks Building not in CIP	2,350,000
Funding for Fire Operations Complex in General Services but reported under Fire department in CIP	1,075,000
Underground Storage Tank (UST) cleanup improvements, not in CIP	451,500
Net of several timing differences for several projects such as Archive & Forest Service Buildings	194,670
Capital Improvements division - several small projects not reported in CIP	164,000
Nonprofits such as Legacy Foundation & CASA remodel reported under General Services in CIP	(680,000)
Deferred Maintenance in CIP, but included in Facilities Management division's services & supplies	(2,250,000)
<b>Total Capital Assets - Capital Improvements division</b>	<b>\$ 9,193,170</b>
Fleet Operations division - vehicle purchases, not in CIP	2,101,065
Facilities Maintenance division - utility equipment purchases, not in CIP	113,425
<b>Total Capital Assets - General Services department</b>	<b>\$ 11,407,660</b>

## GENERAL SERVICES

### Capital Improvements (cont'd)

	Actual FY 07-08 Pos.	Adopted FY 08-09 Pos.	Est. Actual FY 08-09 Pos.	Recommended FY 09-10 Pos.
<b>Position Detail</b>				
<b>Facilities Capital Projects</b>				
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
PM Capital Improvement	1.0	--	--	--
Project Manager	--	--	--	1.0
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	5.0	5.0	5.0	5.0
Division Total	5.0	5.0	5.0	5.0



Capital Projects is progressing with the design of a 2 story addition to Sheriff's Headquarters as well as the conversion of an existing conference room, within the basement of the jail, to a 50 bed facility to help ease overcrowding.

**GENERAL SERVICES**  
**Facilities Management**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Facilities Administration	\$ 594,148	\$ 533,087	\$ 639,121	\$ 577,807
Court Costs	706,717	976,015	1,112,867	1,159,603
Energy & Utilities	5,584,463	6,079,768	6,134,608	6,502,385
South County Maintenance	3,551,413	3,388,649	3,341,432	3,473,222
Maintenance Contracts	1,200,473	1,161,660	1,050,340	1,024,509
North County Maintenance	2,150,794	2,115,339	2,077,922	2,100,902
Capital Maintenance	1,068,006	1,630,447	3,089,553	2,521,657
Operating Sub-Total	14,856,014	15,884,965	17,445,843	17,360,085
Less: Intra-County Revenues	(12,049,898)	(7,498,335)	(7,610,456)	(8,875,582)
Operating Total	2,806,116	8,386,630	9,835,387	8,484,503
<i>Non-Operating Expenditures</i>				
Capital Assets	--	100,000	75,000	113,425
Expenditure Total	2,806,116	8,486,630	9,910,387	8,597,928
<i>Other Financing Uses</i>				
Designated for Future Uses	1,621,478	--	4,536	400,000
Division Total	\$ 4,427,594	\$ 8,486,630	\$ 9,914,923	\$ 8,997,928

**Character of Expenditures**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Operating Expenditures</i>				
Regular Salaries	2,253,686	2,370,863	2,307,413	2,511,998
Overtime	58,301	70,000	55,595	48,000
Extra Help	52,084	5,000	44,000	18,000
Benefits	878,997	1,092,231	1,040,490	1,128,483
Salaries & Benefits Sub-Total	3,243,068	3,538,094	3,447,498	3,706,481
Services & Supplies	11,581,378	12,132,478	13,599,014	12,858,774
Contributions	31,568	214,393	399,331	794,830
Operating Sub-Total	14,856,014	15,884,965	17,445,843	17,360,085
Less: Intra-County Revenues	(12,049,898)	(7,498,335)	(7,610,456)	(8,875,582)
Operating Total	2,806,116	8,386,630	9,835,387	8,484,503
<i>Non-Operating Expenditures</i>				
Capital Assets	--	100,000	75,000	113,425
Expenditure Total	\$ 2,806,116	\$ 8,486,630	\$ 9,910,387	\$ 8,597,928

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Interest	\$ 471	\$ --	\$ 1,800	\$ 1,800
Utilities	5,520,529	5,859,400	5,971,521	6,290,000
Cost Allocation Revenue	1,518,252	1,805,182	1,805,182	2,593,104
Other Charges for Services	334,086	277,400	298,000	269,000
Miscellaneous Revenue	96,347	167,477	240,147	448,179
Revenue Sub-Total	7,469,685	8,109,459	8,316,650	9,602,083
Less: Intra-County Revenues	(12,049,898)	(7,498,335)	(7,610,456)	(8,875,582)
Revenue Total	(4,580,213)	611,124	706,194	726,501
<i>General Fund Contribution</i>	6,358,009	6,352,506	6,229,980	5,456,427
<i>Other Financing Sources</i>				
Operating Transfers	194,683	--	--	--
Use of Prior Fund Balances	2,455,115	1,523,000	2,978,749	2,815,000
Division Total	\$ 4,427,594	\$ 8,486,630	\$ 9,914,923	\$ 8,997,928

**Position Summary**

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<i>Permanent</i>								
Facilities Administration	3.0	3.7	3.0	3.0	3.0	3.0	3.0	3.0
Energy & Utilities	--	0.2	1.0	1.0	1.0	1.0	1.0	1.0
South County Maintenance	24.0	22.6	23.0	23.0	23.0	21.7	23.0	23.0
North County Maintenance	12.0	11.8	13.0	13.0	13.0	12.9	13.0	13.0
Total Permanent	39.0	38.4	40.0	40.0	40.0	38.6	40.0	40.0
<i>Non-Permanent</i>								
Contract	--	0.5	--	1.0	--	0.9	--	1.0
Extra Help	--	0.4	--	--	--	0.9	--	--
Total Positions	39.0	39.4	40.0	41.0	40.0	40.4	40.0	41.0

**SERVICE DESCRIPTION**

The Division of Facilities Management promotes a safe, healthy environment for County employees and visitors. It provides a full range of maintenance and custodial services for County owned buildings. Staff takes care of over 1.87 million square feet of space in 320 County structures. Services are provided through scheduled maintenance programs and reimbursable projects.

**Significant Changes (FY 2008-09 Adopted to FY 2008-09 Estimated Actual)**

**Operating Expenditures**

The FY 2008-09 Estimated Actual operating expenditures increased by \$1,561,000 to \$17,446,000 from the FY 2008-09 Adopted Budget of \$15,885,000. The 9.8% increase is due to:

- +\$1,460,000 of prior years deferred maintenance projects carry forward.

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

**Operating Expenditures**

The FY 2009-10 Recommended operating expenditures will decrease by \$86,000 to \$17,360,000 from the FY 2008-09 Estimated Budget of \$17,446,000. The .5% decrease is due to:

- -\$73,000 is the net of several increases and decreases resulting in a less than one percent decrease.

**Recurring Performance Measures**

**County Maintenance**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
County responders will be on site (if required) to 100% of an estimated 156 after hours	100%	100%	100%	100%
emergency calls within 60 minutes from receipt of call	206	176	176	156



Lompoc's Historic Veteran's Memorial Building (East Wing). From the Life master 2000 (eco-friendly) interior paint to the restored hardwood floors and baseboards, the East Wing received a makeover delivered and managed by General Services' North County Division.

**GENERAL SERVICES**

**Facilities Management (cont'd)**

	Actual FY 07-08 Pos.	Adopted FY 08-09 Pos.	Est. Actual FY 08-09 Pos.	Recommended FY 09-10 Pos.
<b>Position Detail</b>				
<b>Facilities Administration</b>				
Admin Office Pro	--	--	--	2.0
Administrative Secretary	1.0	1.0	1.0	--
Departmental Assistant	1.0	1.0	1.0	--
Facilities Manager	1.0	--	--	1.0
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	3.0	3.0	3.0	3.0
<b>Energy &amp; Utilities</b>				
Energy Manager	--	1.0	1.0	1.0
Sub-Division Total	--	1.0	1.0	1.0
<b>South County Maintenance</b>				
Admin Office Pro	--	--	--	1.0
Building Maintenance Supervisor	2.0	2.0	2.0	2.0
Building Maintenance Worker	11.0	11.0	11.0	11.0
Departmental Assistant	1.0	1.0	1.0	--
Facilities Supervisor	1.0	1.0	1.0	1.0
HVAC Specialist	2.0	2.0	2.0	2.0
Maintenance Carpenter	2.0	2.0	2.0	2.0
Maintenance Electrician	3.0	2.0	2.0	2.0
Maintenance Plumber	2.0	2.0	2.0	2.0
Sub-Division Total	24.0	23.0	23.0	23.0
<b>North County Maintenance</b>				
Admin Office Pro	--	--	--	1.0
Building Maintenance Supervisor	1.0	1.0	1.0	1.0
Building Maintenance Worker	5.0	6.0	6.0	6.0
Departmental Assistant	--	1.0	1.0	--
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	1.0
Maintenance Electrician	1.0	1.0	1.0	1.0
Maintenance Plumber	2.0	1.0	1.0	1.0
Sub-Division Total	12.0	13.0	13.0	13.0
Division Total	39.0	40.0	40.0	40.0

**GENERAL SERVICES**

**Fleet Operations**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Fleet Administration	\$ 1,100,678	\$ 1,259,576	\$ 1,351,155	\$ 1,400,882
Fleet Dispatch	434,003	457,681	421,117	526,342
Fleet Maintenance	2,200,081	2,723,507	2,613,002	2,617,525
Fleet Operations	5,621,175	5,426,054	5,278,645	5,615,176
Operating Sub-Total	9,355,937	9,866,818	9,663,919	10,159,925
Less: Intra-County Revenues	(8,122,454)	(8,906,070)	(8,975,221)	(8,781,717)
Operating Total	1,233,483	960,748	688,698	1,378,208
<i>Non-Operating Expenditures</i>				
Capital Assets	2,172,102	1,640,000	1,029,000	2,101,065
Expenditure Total	3,405,585	2,600,748	1,717,698	3,479,273
<i>Other Financing Uses</i>				
Operating Transfers	307,447	278,300	395,904	288,052
Designated for Future Uses	3,574	109,052	1,109,872	--
Division Total	\$ 3,716,606	\$ 2,988,100	\$ 3,223,474	\$ 3,767,325
<b>Character of Expenditures</b>				
<i>Operating Expenditures</i>				
Regular Salaries	986,892	1,247,791	1,300,955	1,358,124
Overtime	10,762	10,000	10,000	10,000
Extra Help	34,415	52,874	2,000	7,000
Benefits	467,885	601,249	583,791	659,025
Salaries & Benefits Sub-Total	1,499,954	1,911,914	1,896,746	2,034,149
Services & Supplies	5,489,251	5,470,262	5,501,531	5,704,776
Depreciation Expense	2,366,732	2,484,642	2,265,642	2,421,000
Operating Sub-Total	9,355,937	9,866,818	9,663,919	10,159,925
Less: Intra-County Revenues	(8,122,454)	(8,906,070)	(8,975,221)	(8,781,717)
Operating Total	1,233,483	960,748	688,698	1,378,208
<i>Non-Operating Expenditures</i>				
Capital Assets	2,172,102	1,640,000	1,029,000	2,101,065
Expenditure Total	\$ 3,405,585	\$ 2,600,748	\$ 1,717,698	\$ 3,479,273

**Source of Funds Summary**

*Departmental Revenues*

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Vehicles Services	\$ 9,075,038	\$ 9,739,970	\$ 10,034,799	\$ 9,855,065
Interest	539,878	495,000	400,000	435,000
Other Charges for Services	750	--	--	--
Miscellaneous Revenue	149,484	44,200	137,896	55,400
Revenue Sub-Total	9,765,150	10,279,170	10,572,695	10,345,465
Less: Intra-County Revenues	(8,122,454)	(8,906,070)	(8,975,221)	(8,781,717)
Revenue Total	1,642,696	1,373,100	1,597,474	1,563,748

*Other Financing Sources*

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Operating Transfers	439,442	358,000	358,000	95,000
Sale of Property	(17,862)	15,000	26,000	15,000
Use of Prior Fund Balances	1,652,330	1,242,000	1,242,000	2,093,577
Division Total	\$ 3,716,606	\$ 2,988,100	\$ 3,223,474	\$ 3,767,325

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10	
Pos.	FTE	Pos.	FTE	Pos.	FTE

**Position Summary**

*Permanent*

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10		
Pos.	FTE	Pos.	FTE	Pos.	FTE	
Fleet Administration	2.0	2.1	2.0	2.1	2.0	2.1
Fleet Dispatch	4.0	4.0	4.0	4.0	4.0	4.0
Fleet Maintenance	11.0	10.5	15.0	14.9	15.0	14.8
Fleet Operations	1.0	1.0	1.0	1.0	1.0	1.0
Total Permanent	18.0	17.6	22.0	22.0	22.0	21.8

*Non-Permanent*

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10		
Pos.	FTE	Pos.	FTE	Pos.	FTE	
Extra Help	--	--	--	1.0	--	--
Total Positions	18.0	17.6	22.0	23.0	22.0	22.0



General Services Vehicle Operations is proud to be an ASE “Blue Seal of Excellence” repair facility.

## 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 2008-09 Adopted to FY 2008-09 Estimated Actual)

#### Operating Expenditures

The FY 2008-09 Estimated Actual operating expenditures decreased by \$203,000 to \$9,664,000 from the FY 2008-09 Adopted Budget of \$9,867,000. The 2.1% decrease is due to:

- -\$219,000 of lower depreciation expenses due to fewer vehicle purchases.

### Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)

#### Operating Expenditures

The FY 2009-10 Recommended operating expenditures will increase by \$496,000 to \$10,160,000 from the FY 2008-09 Estimated Budget of \$9,664,000. The 5.1% increase is due to:

- +\$156,000 increases in fuel, +\$155,000 in depreciation expenses and +\$136,000 of salaries and benefits.

### Recurring Performance Measures

#### Fleet Administration

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Ensure that Motor Pool Vehicles are immediately available 98% of the time for the estimated 20,000 customer request annually.	98%	98%	98%	98%
	18,608	18,500	18,500	18,500
	18,845	18,800	18,800	18,800

#### Fleet Maintenance

Ensure that at least 85% of county's "Pool" vehicles are current on their service schedule.	78%	85%	85%	85%
	1,145	1,275	1,275	1,275
	1,464	1,500	1,500	1,500
Ensure that at least 83% of county's assigned vehicles are current on their service schedule.	68%	83%	83%	83%
	5,823	7,050	7,050	7,050
	8,520	8,500	8,500	8,500

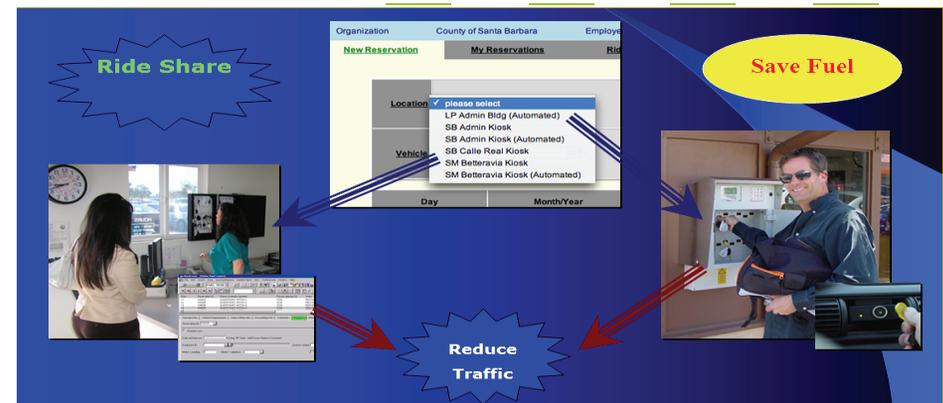
#### Fleet Operations

Maintain a 95% utilization rate of the 348 parking spaces available at the two County parking lots: SB Admin and Garden Street.	89.70%	95%	95%	95%
	3,746.00	3,950	3,950	3,950
	4,176.00	4,176	4,176	4,176

## GENERAL SERVICES

### Fleet Operations (cont'd)

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
	Pos.	Pos.	Pos.	Pos.
<b>Position Detail</b>				
<b>Fleet Administration</b>				
Admin Office Pro	--	--	--	1.0
Departmental Assistant	1.0	1.0	1.0	--
Fleet Manager	1.0	--	--	1.0
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	2.0	2.0	2.0	2.0
<b>Fleet Dispatch</b>				
Motor Pool Dispatcher	4.0	4.0	4.0	4.0
Sub-Division Total	4.0	4.0	4.0	4.0
<b>Fleet Maintenance</b>				
Automotive Mechanic	7.0	7.0	7.0	7.0
Equip Service Worker	--	1.0	1.0	--
Equipment Mechanic	2.0	5.0	5.0	5.0
Shop Supervisor	2.0	2.0	2.0	2.0
Dept Bus Spec II	--	--	--	1.0
Sub-Division Total	11.0	15.0	15.0	15.0
<b>Fleet Operations</b>				
Automotive Mechanic	1.0	1.0	1.0	1.0
Sub-Division Total	1.0	1.0	1.0	1.0
Division Total	18.0	22.0	22.0	22.0



The County of Santa Barbara operates California's first and largest fully automated motor pool "Car Share" system. Motor pool vehicles are made available to County employees 24-7 through this fully automated car share system. The reservation system makes it convenient for County employees to "Ride Share" when traveling to a common destination

**GENERAL SERVICES**

**Real Estate Services**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<b>Use of Funds Summary</b>				
<i>Operating Expenditures</i>				
Property Management	\$ 366,767	\$ 282,702	\$ 269,478	\$ 296,041
Real Property Services	470,248	750,258	732,721	803,842
Operating Sub-Total	837,015	1,032,960	1,002,199	1,099,883
Less: Intra-County Revenues	(306,279)	(17,000)	(21,100)	(157,710)
Operating Total	530,736	1,015,960	981,099	942,173
<i>Non-Operating Expenditures</i>				
Capital Assets	11,024	--	--	--
Expenditure Total	541,760	1,015,960	981,099	942,173
<i>Other Financing Uses</i>				
Operating Transfers	368,559	379,318	374,307	378,865
Designated for Future Uses	75,373	46,400	44,638	44,638
Division Total	\$ 985,692	\$ 1,441,678	\$ 1,400,044	\$ 1,365,676

**Character of Expenditures**

<i>Operating Expenditures</i>				
Regular Salaries	242,667	446,973	432,746	462,066
Overtime	8,727	5,000	3,284	3,000
Benefits	86,619	173,431	161,323	182,599
Salaries & Benefits Sub-Total	338,013	625,404	597,353	647,665
Services & Supplies	490,041	407,556	404,846	452,218
Contributions	8,961	--	--	--
Operating Sub-Total	837,015	1,032,960	1,002,199	1,099,883
Less: Intra-County Revenues	(306,279)	(17,000)	(21,100)	(157,710)
Operating Total	530,736	1,015,960	981,099	942,173
<i>Non-Operating Expenditures</i>				
Capital Assets	11,024	--	--	--
Expenditure Total	\$ 541,760	\$ 1,015,960	\$ 981,099	\$ 942,173

**Source of Funds Summary**

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
<i>Departmental Revenues</i>				
Cost Allocation Revenue	\$ 232,752	\$ 212,431	\$ 212,431	\$ 139,710
Other Charges for Services	90,880	361,820	109,175	104,750
Miscellaneous Revenue	920,636	723,622	740,195	749,000
Revenue Sub-Total	1,244,268	1,297,873	1,061,801	993,460
Less: Intra-County Revenues	(306,279)	(17,000)	(21,100)	(157,710)
Revenue Total	937,989	1,280,873	1,040,701	835,750
<i>General Fund Contribution</i>	(3,272)	160,805	74,343	529,926
<i>Other Financing Sources</i>				
Operating Transfers	975	--	--	--
Use of Prior Fund Balances	50,000	--	285,000	--
Division Total	\$ 985,692	\$ 1,441,678	\$ 1,400,044	\$ 1,365,676

	Actual FY 07-08		Adopted FY 08-09		Est. Actual FY 08-09		Recommended FY 09-10	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>Position Summary</b>								
<i>Permanent</i>								
Property Management	--	0.2	--	--	--	0.1	--	--
Real Property Services	3.0	3.0	5.6	5.6	5.6	5.5	5.6	5.6
Total Permanent	3.0	3.1	5.6	5.6	5.6	5.6	5.6	5.6
<i>Non-Permanent</i>								
Extra Help	--	0.0	--	--	--	--	--	--
Total Positions	3.0	3.1	5.6	5.6	5.6	5.6	5.6	5.6

**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 2008-09 Adopted to FY 2008-09 Estimated Actual)**

Operating Expenditures

The FY 2008-09 Estimated Actual operating expenditures decreased by \$31,000 to \$1,002,000 from the FY 2008-09 Adopted Budget of \$1,033,000. The 3.0% decrease is due to:

- -\$27,000 of Salaries and Benefits primarily due to the furlough

**Significant Changes (FY 2008-09 Estimated Actual to FY 2009-10 Recommended)**

Operating Expenditures

The FY 2009-10 Recommended operating expenditures will increase by \$98,000 to \$1,100,000 from the FY 2008-09 Estimated Budget of \$1,002,000. The 9.8 % increase is due to:

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

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
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**Recurring Performance Measures**

**Real Property Services**

Ensure that the average turn around time on Real Estate Services documents are executed by appropriate county staff within 10 days from initiating the routing of such documents.	100%	100%	100%	100%
	12	12	12	12
	12	12	12	12

	Actual FY 07-08	Adopted FY 08-09	Est. Actual FY 08-09	Recommended FY 09-10
Pos.	Pos.	Pos.	Pos.	

**Position Detail**

**Real Property Services**

Division Manager	--	--	--	1.0
Real Property Agent	2.0	4.6	4.6	4.6
Real Property Division Manager	1.0	--	--	--
Program/Bus Ldr-Gen	--	1.0	1.0	--
Sub-Division Total	3.0	5.6	5.6	5.6
Division Total	3.0	5.6	5.6	5.6

**GENERAL SERVICES**

**Real Estate Services (cont'd)**



In 2008-09, the County of Santa Barbara’s General Services Real Estate Services took the lead to acquire approximately 560 acres of land at Point Sal adjacent to Vandenberg Air Force Base which includes the above pictured Paradise Beach. By utilizing funds from the “California Wildlife, Coastal and Park Conservation Act of 1988” (Proposition 70), the State Coastal Conservancy and the County of Santa Barbara took the opportunity to preserve, protect and manage the unique resources between Point Sal and Mussel Point. California State Parks and the US Bureau of Land Management collectively own another 40 acres that, combined with the County’s 560 acres, provides the nucleus of the proposed 800 acre Point Sal Reserve. County Parks and General Services are coordinating efforts for citizen access and management of the Point Sal Reserve.



## MISSION

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

## VISION

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

## CORE VALUES

General Services values:

- INTEGRITY
- RESPECT FOR OUR CUSTOMERS AND EACH OTHER
- A STRONG WORK ETHIC
- A SAFE ENVIRONMENT