

GENERAL SERVICES

GENERAL SERVICES AGENCY 1160

KRISTIN MCMENOMEY, Director

GENERAL SERVICES AGENCY’S BUDGET UNITS

General Services Agency.....	1160
Buildings and Grounds	1610
Garage	1620
Information Services Division	1960

PROGRAM DISCUSSION

Programs: The General Services Agency (GSA) assists in providing the foundation upon which County Government is built. The Central Services Division’s primary responsibility is the cost-effective acquisition of materials and equipment on behalf of County Departments. Aside from Purchasing, the services provided to County departments include processing formal bids and requests for proposal/qualifications, printing, mail courier, telecommunications, fixed asset tracking, real property acquisition and management, and surplus equipment disposal.

Public Trust: The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace the public’s input on the Agency’s policies and procedures.

Practices: The General Services Agency encourages input from other Departments and/or members of the public so as to continue improving the services provided.

People: The General Services Agency, as an internal support agency, is committed to improve upon customer service and to involve those who are served when making changes to programs or procedures.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Created a Real Estate Section with the General Services Agency (GSA), Central Services Division. Finalized the liquidation of the County’s warehouse in preparation for a future use.

Public Trust: Reviewed and processed more than 200 Exception to Bidding requests and more than 740 County contracts (all dollar amounts and signatory authorities). Completed the development of GSA’s long-range records management and retention program.

Practices: Reviewed direct service billing methods, criteria, and processes (charges to County departments and/or agencies for internal support provided from GSA); developed measurable systems by which to determine billing formulas. Reviewed all revenue processes and procedures and developed efficient and effective ways of tracking by functional area/or operation.

People: Continued to develop and expand the General Services Agency Intranet and Internet sites including the Contractor Database between GSA and Department of Transportation. GSA is in the final stages of developing and releasing the on-line Purchasing Resource Guides. Issued more than 100 Requests for Quotes, Bids and/or proposals.

GOALS/OBJECTIVES FOR F/Y 2009-10

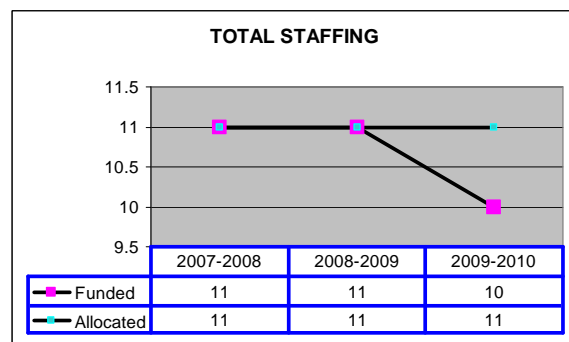
Programs: Continue to streamline workflow so as to improve the way it does business as well as keeping up with industry trends. Develop and implement a Sustainable Practices Policy for the County. Complete the Printshop/copy center analysis for review and consideration.

Public Trust: Continue to assist Board of Supervisor members and project participants with Proposition 40 project applications and project management (contingent upon receiving State Prop 40 funds).

Practices: Develop an internal Needs Assessment in order to benchmark the standing of the Agency. Take responses and develop a work plan for the Agency. Review all of GSA’s policies and procedures/codes for potential improvements. Standardize business cards for County employees.

People: Utilize ideas provided by employees in the Needs Assessment to enhance and enrich the Agency’s programs, policies and procedures. Expand the GSA website to include online bid posting and online vendor registration.

STAFFING CHART

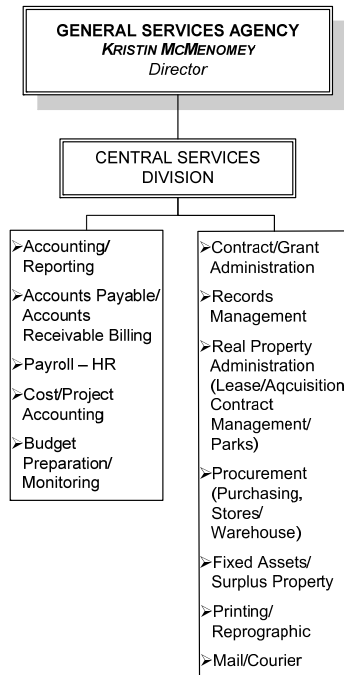


GENERAL SERVICES

GENERAL SERVICES AGENCY 1160

KRISTIN MCMENOMEY, Director

PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides funding for 10 full time positions. A portion of staff salaries and benefits are charged to Facilities and Fleet (BU 1610 and BU 1620), Risk Management (BU 0713), and Information Services (BU 1960).

Services & Supplies

- ◇ Acct. 2188 Provides for Print Shop supplies.
- ◇ Acct. 2201 Provides for copier leases.
- ◇ Acct. 2239 Provides for Environmental Health HAZMAT Business Plan, shredder bags, mail machine supplies, Stores inventory computer supplies.

Expenditure Transfer & Reimbursement

- ◇ Acct. 5380 Provides for transfers from departments for charges for purchasing, copying, printing, mail, typewriter maintenance and UPS/Federal Express.

Revenues

- ◇ Acct. 6190 Provides for purchasing service fees.
- ◇ Acct. 6274 Provides for interfund revenue for printing. No increase from prior year.
- ◇ Acct. 6275 Provides for interfund revenue for Xerox.
- ◇ Acct. 6390 Provides for UPS/Federal Express, mail service, typewriter maintenance from non-General Fund accounts.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget anticipates increases to print shop charges to departments for associated costs increases. 1 Stores Coordinator position was recommended for layoff and GSA recommended to un-fund 1 vacant Staff Assistant II position and delegate duties among the agency to meet recommended Phase I, II and III cuts.

FINAL BUDGET COMMENTS

During the Final Budget Deliberations, the Board of Supervisors approved the CEO Recommended Budget including any adjustments from Bargaining Unit negotiation agreements applied (if applicable) to this budget.

GENERAL SERVICES

GENERAL SERVICES AGENCY 1160

KRISTIN MCMENOMEY, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Final Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1160 General Services

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 6/30/09

Salaries & Employee Benefits

861011 Regular Employees	318,428	343,291	375,222	349,855	367,712	367,712	339,115
861012 Extra Help	13,000	883	0	0	0	0	0
861013 Overtime Reg Emp	0	219	0	0	0	0	0
861021 Co Cont Retirement	55,495	46,042	51,850	50,670	46,937	46,937	46,937
861022 Co Cont OASDI	21,505	20,493	22,517	20,959	21,728	21,728	20,671
861023 Co Cont Medicare	5,030	4,806	5,272	4,901	5,109	5,109	4,860
861024 Co Cont Retire Incr	22,892	18,565	22,029	21,509	17,288	17,288	17,288
861030 Co Cont Health Ins	47,948	43,831	48,794	48,942	53,758	53,758	53,758
861031 Co Cont Unemp Ins	701	701	424	424	424	659	659
861035 Co Cont Workers Comp	15,365	15,365	15,521	15,521	15,521	13,430	13,430
Total Salaries & Employee Benefits	500,364	494,197	541,629	512,780	528,477	526,621	496,718

Services & Supplies

862060 Communications	3,500	4,733	4,000	3,866	3,000	4,000	4,000
862063 Cellular Comm	0	0	0	0	0	0	0
862090 Household Expense	0	0	0	0	0	0	0
862101 Insurance - General	11,026	11,026	12,629	12,629	12,629	11,006	11,006
862120 Maint - Equip	15,000	29,160	7,718	1,141	6,550	7,718	7,718
862121 Maint Equip Microwave	0	0	0	0	0	0	0
862122 Maint - Typewriter	5,000	0	0	0	0	0	0
862150 Memberships	500	670	0	150	650	650	650
862170 Office Expense	12,000	10,104	12,000	6,606	10,000	12,000	12,000
862171 Paper Supplies	0	0	0	0	0	0	0
862172 Office Exp - Fedex/UPS	15,000	13,647	15,000	12,305	15,000	15,000	15,000
862187 Education & Training	1,000	244	1,000	96	0	0	0
862188 Printing	40,000	52,718	106,965	102,916	101,151	102,330	102,330
862189 Prof/Spec Svcs - Other	5,000	20,795	0	0	0	0	0
862190 Publ/Legal Notice	1,000	614	1,000	0	0	1,000	1,000
862200 Rent/Lease Equip	25,500	23,234	10,144	8,936	9,180	9,180	9,180
862201 Rent/Lease - Copiers	160,000	179,219	250,000	254,091	292,000	292,000	292,000
862239 Spec Dept Expense	0	3,623	500	239	0	500	500
862250 Trans/Travel	6,500	4,978	5,089	3,414	4,326	5,089	5,089
862253 Travel Out of County	4,000	5,723	4,000	386	0	3,043	3,043
Total Services & Supplies	305,026	360,487	430,045	406,773	454,486	463,516	463,516

Fixed Assets

864360 Structure/Improvement	0	0	0	0	0	0	0
864370 Equipment	0	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0	0

GENERAL SERVICES

GENERAL SERVICES AGENCY 1160

KRISTIN MCMENOMEY, Director

Financing Uses Classification (1)	2007-08 Budget (2)	2007-08 Actuals (3)	2008-09 Budget (4)	2008-09 Actuals (5)	2009-10 Request (6)	2009-10 Recommend (7)	2009-10 Adopted (8)
as of 6/30/09							
Expend Transfer & Reimb							
865380 Intrafund Transfers	(359,331)	(322,651)	(441,107)	(490,114)	(494,344)	(537,195)	(537,195)
Total Expend Transfer & Reimb	(359,331)	(322,651)	(441,107)	(490,114)	(494,344)	(537,195)	(537,195)
Total Net Appropriations	446,059	532,032	530,567	429,439	488,619	452,942	423,039
Less: Revenues							
824200 Rent/Concession	0	0	0	0	0	0	0
825398 SB90 Reimb	0	0	0	0	0	0	0
825490 State Other	0	0	0	0	0	0	0
826190 Purchasing Fee	110,000	104,161	110,000	64,562	84,130	84,130	84,130
826274 Interfund - Printing	23,796	19,076	23,796	15,554	21,416	27,712	27,712
826275 Interfund - Xerox	28,896	23,070	38,688	8,601	23,508	27,755	27,755
826390 Other Charges	15,792	14,665	16,558	13,456	17,235	17,235	17,235
827500 Sale of Fixed Assets	1,300	0	0	1,547	0	0	0
827600 Other Sales	30,052	38,980	32,176	25,393	32,981	35,748	35,748
827700 Other	0	0	0	0	0	0	0
827713 Vending Machine	6,000	8,163	6,000	8,698	6,000	6,000	6,000
Total Revenues	215,836	208,116	227,218	137,810	185,270	198,580	198,580
Total Net County Cost	230,223	323,917	303,349	291,629	303,349	254,362	224,459

GENERAL SERVICES

BUILDING AND GROUNDS1610

KRISTIN MCMENOMEY, Director

PROGRAM DISCUSSION

Programs: This Budget Unit is charged with routine and responsive maintenance, custodial, and grounds-keeping responsibilities for all County owned and many leased facilities. Included in this responsibility is the operation and maintenance of all County owned parks and recreation areas. The Building and Grounds Budget Unit is located within the Facilities and Fleet Division, which maintains these public recreational facilities and more than 100 buildings, comprising approximately 700,000 square feet, and their adjacent grounds and parking facilities throughout the County, using its skilled crew of building maintenance mechanics, experienced grounds maintenance technicians, and custodians, augmented, when necessary and cost effective, by outside contractors and trades people.

Public Trust: The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace the public's input on the Agency's policies and procedures.

Practices: The General Services Agency encourages input from other Departments and/or members of the public so as to continue improving the services provided.

People: The General Services Agency, as an internal support agency, is committed to improve upon customer service and to involve those who are served when making changes to programs or procedures.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Completed upgrades to improve energy efficiency as follows: Implemented a pilot program to track energy usage within the HVAC systems, implemented a reduction of water usage by County facilities (within the city limits of Ukiah) to reduce the impact on the County's sewer district fees, as well as helping to reduce the impacts during the current water crisis, installed new energy efficient furnace at Point Arena Veterans Hall, installed energy efficient cooling towers at the Ukiah Courthouse, and upgraded shop lighting at the County Garage. Completed projects funded by the Prop 40 Park Bond Funding Program as follows: Laytonville Tin Gym Restroom.

Public Trust: Completed ADA Upgrades as follows: Restroom remodel at the Willits Veterans Hall, restroom remodel at the DOT in Ukiah, office remodel and interior painting at the Willits Veterans Hall. Re-roofed the Community Room at Bower Park.

Practices: Implemented reduction of custodial services as a result of staffing shortages.

People: Implemented and improved procedural and project management practices associated with public and maintenance construction projects. Installed new flooring and remodeled the Mendocino County Jail booking breakroom to provide a better workplace environment. Provided and installed a security door at the County Tax Collector's Office's front counter area. Installed two new Emergency Generators for HHS Social Services Branch in Ukiah. Installed a new emergency generator at the Mendocino County Jail. Prepared quarterly reports regarding updates on utility usage/costs, vehicle use, maintenance work orders, department billings, project tracking, building cost accounting, procurement card use, and waste costs.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs: Continue to streamline workflow so as to improve the way business is done as well as keeping up with industry trends. Work with the Sustainable Practices Committee on revising the County's Energy Policy.

Public Trust: Revamp the General Services Agency website to be user friendly and transparent to members of the public.

Practices: Develop an internal Needs Assessment in order to benchmark the standing of the Agency after the integration, take the responses and develop a work plan as the Agency moves forward. Create an automated Facility Condition Report System. Work with the Sustainable Practices Committee on revising the County's Recycling Policy.

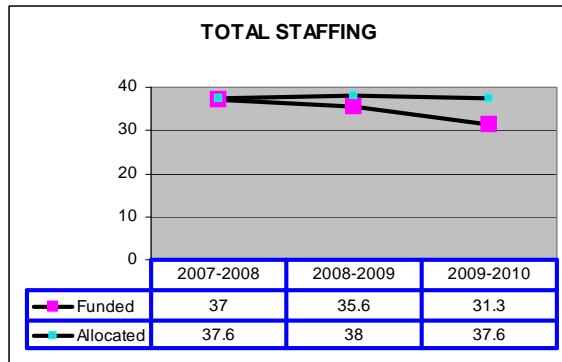
People: Utilize ideas provided by employees in the Needs Assessment to enhance and enrich the Agency's programs, policies and procedures. Complete year six of a ten year ADA retrofitting of County facilities according to the Board of Supervisors adopted transition plan.

GENERAL SERVICES

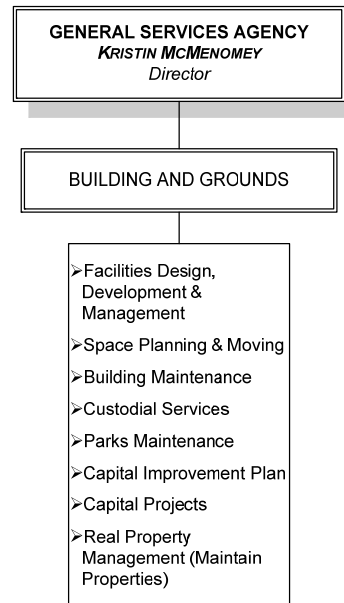
BUILDING AND GROUNDS1610

KRISTIN MCMENOMEY, Director

STAFFING CHART



PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1101 Provides funding for 31.3 full time positions and for portions of staff salaries and benefits charged to Central Services (BU 1160-General Services Agency) and Facilities and Fleet (BU 1620-Garage).

Services & Supplies

- ◇ Acct. 2090 Provides for garbage collection and janitorial supplies for all County buildings and parks.
- ◇ Acct. 2130 Provides for unanticipated, emergency and routine maintenance for County buildings and parks.
- ◇ Acct. 2210 Provides for radio repeater site leases and lease payment for various County facilities.
- ◇ Acct. 2260 Provides for utility costs of County buildings and parks.

Expenditure Transfer & Reimbursement

- ◇ Acct. 5380 Provides for reimbursements from General Fund Departments for janitorial and maintenance services.

Revenues

- ◇ Acct. 6277 Provides for reimbursements from Non-General Fund Departments for janitorial and maintenance services.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget provides funding for 31.3 positions and anticipates 6 vacant positions and laying off 1 FTE Building Mechanic, 1 FTE Custodian, and 1 FTE Assistant Facilities Manager. Groundskeeper position will be left vacant due to attrition, and reducing travel and maintenance line items to meet recommended Phase I, II and III cuts.

FINAL BUDGET COMMENTS

During the Final Budget Deliberations, the Board of Supervisors approved the CEO Recommended Budget including any adjustments from Bargaining Unit negotiation agreements applied (if applicable) to this budget.

GENERAL SERVICES

BUILDING AND GROUNDS1610

KRISTIN MCMENOMEY, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Final Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1610 Buildings & Grounds

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 6/30/09

Salaries & Employee Benefits

861011 Regular Employees	1,320,092	1,279,013	1,328,520	1,241,654	1,367,276	1,222,086	1,138,694
861012 Extra Help	24,004	57,530	0	13,821	0	12,774	12,774
861013 Overtime Reg Emp	6,200	36,806	0	14,557	0	0	0
861021 Co Cont Retirement	186,916	170,169	225,335	179,391	170,939	155,324	154,702
861022 Co Cont OASDI	77,327	76,392	87,410	72,445	77,859	70,693	66,659
861023 Co Cont Medicare	18,085	19,149	20,443	17,476	18,516	16,831	15,881
861024 Co Cont Retire Incr	76,050	68,654	92,943	76,131	64,149	58,418	58,191
861030 Co Cont Health Ins	192,315	220,000	262,576	229,433	250,636	231,601	236,227
861031 Co Cont Unemp Ins	5,295	5,295	3,724	3,724	3,724	5,813	5,813
861035 Co Cont Workers Comp	108,516	108,516	129,142	129,142	129,142	159,168	159,168
Total Salaries & Employee Benefits	2,014,800	2,041,524	2,150,093	1,977,774	2,082,241	1,932,708	1,848,109

Services & Supplies

862050 Clothing/Pers Items	3,800	4,965	0	38	1,000	1,000	1,000
862060 Communications	13,000	17,760	12,000	15,102	14,000	14,000	14,000
862090 Household Expense	140,000	158,817	140,000	158,917	148,925	148,925	148,925
862101 Insurance - General	20,811	20,811	22,175	22,175	22,175	42,321	42,321
862120 Maint - Equip	4,000	2,893	4,000	1,648	4,000	4,000	4,000
862130 Maint - Strc/Impr/Grnds	350,000	448,182	340,000	331,279	390,000	385,000	385,000
862131 Maint Projects	25,000	1,975	0	0	0	0	0
862132 Preventive Maint	0	8,749	0	0	0	0	0
862140 Med Dntl & Lab Suppl	350	84	350	0	200	200	200
862150 Memberships	500	190	500	281	500	500	500
862170 Office Expense	6,000	8,315	6,000	5,452	6,000	6,000	6,000
862185 Medical/Dental Svcs	500	1,173	500	333	500	500	500
862187 Education & Training	2,000	1,107	1,000	1,787	1,000	1,000	1,000
862190 Publ/Legal Notice	500	916	500	577	500	500	500
862200 Rent/Lease Equip	6,000	9,568	4,000	2,006	4,000	4,000	4,000
862210 Rent/Lease - Bldg Grnds	14,735	12,805	1,200	600	1,200	1,200	1,200
862220 Small Tool/Instrument	10,000	12,012	7,000	5,503	7,000	7,000	7,000
862239 Spec Dept Expense	5,000	5,567	5,000	2,574	3,000	3,000	3,000
862250 Trans/Travel	45,000	68,807	29,516	46,641	40,000	35,000	35,000
862253 Travel Out of County	2,000	1,998	2,000	157	0	0	0
862260 Utilities	980,000	961,114	979,798	975,625	1,077,778	1,035,538	1,035,538
Total Services & Supplies	1,629,196	1,747,807	1,555,539	1,570,695	1,721,778	1,689,684	1,689,684

Fixed Assets

864360 Structure/Improvement	0	50	0	0	0	0	0
864370 Equipment	4,000	3,179	0	0	0	0	0
Total Fixed Assets	4,000	3,229	0	0	0	0	0

Expend Transfer & Reimb

865380 Intrafund Transfers	(957,271)	(752,629)	(961,149)	(787,752)	(894,581)	(921,315)	(907,344)
Total Expend Transfer & Reimb	(957,271)	(752,629)	(961,149)	(787,752)	(894,581)	(921,315)	(907,344)

GENERAL SERVICES

BUILDING AND GROUNDS1610

KRISTIN MCMENOMEY, Director

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
as of 6/30/09							
Total Net Appropriations	2,690,725	3,039,931	2,744,483	2,760,717	2,909,438	2,701,077	2,630,449
Less: Revenues							
823310 Asset Forfeiture	0	0	0	4,500	0	0	0
824200 Rent/Concession	0	1,309	0	1,205	1,000	1,000	1,000
825490 State Other	4,800	2,487	0	2,674	0	0	0
826277 Interfund - Janitor	132,000	265,902	94,000	189,917	161,075	161,075	161,075
826375 Parks & Rec Fee	7,000	8,857	10,100	11,070	9,000	9,000	9,000
827600 Other Sales	0	0	0	24	0	0	0
827700 Other	0	0	0	0	0	0	0
827705 Pay Telephone	0	0	0	0	0	0	0
827713 Vending Machine	0	475	0	0	0	0	0
Total Revenues	143,800	279,030	104,100	209,390	171,075	171,075	171,075
Total Net County Cost	2,546,925	2,760,901	2,640,383	2,551,326	2,738,363	2,530,002	2,459,374

GENERAL SERVICES

GARAGE1620

KRISTIN MCMENOMEY, Director

PROGRAM DISCUSSION

Programs: This budget unit is responsible for the maintenance, repair and in-town fueling of more than 300 vehicles in the County fleet. The fleet is comprised of Sheriff's patrol vehicles, four-wheel drive utility vehicles, light trucks, vans, and passenger sedans. Included among these are 35 "pool" vehicles that are available for use by all County departments. In the aggregate, Garage maintained vehicles travel nearly three million miles per year. Garage budget unit is funded through a per-mile operating cost to user departments, and is located within the Facilities and Fleet Division.

Public Trust: The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace the public's input on the Agency's policies and procedures.

Practices: The General Services Agency encourages input from other Departments and/or members of the public so as to continue improving the services provided.

People: The General Services Agency, as an internal support agency, is committed to improve upon customer service and to involve those who are served when making changes to programs or procedures.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Implemented a water reduction program by cleaning vehicles with wet towels instead of hose stream.

Public Trust: Maximized the use of used parts from surplused vehicles where applicable and cost-effective. Implemented the use of bulk car cleaning supplies with set metering to ensure proper mix and to eliminate waste. Benchmarked vendor services and parts suppliers to ensure value and competitiveness. .

Practices: Improved work order system to ensure the information is timely regarding repairing vehicles. Improved shop scheduling and efficient workflow. A mechanics' work log was created to keep track of workload per mechanic in shop. Implemented auction procedures and spreadsheet for tracking and processing cars quickly and efficiently.

People: Increased productivity by expanding capabilities of transmission repairs and body work. Implemented skills training and safety training to improve staff efficiency and effectiveness. Provided service call buttons in office and at gas island, allowing customers quicker access to service.

GOALS/OBJECTIVES FOR F/Y 2009-10

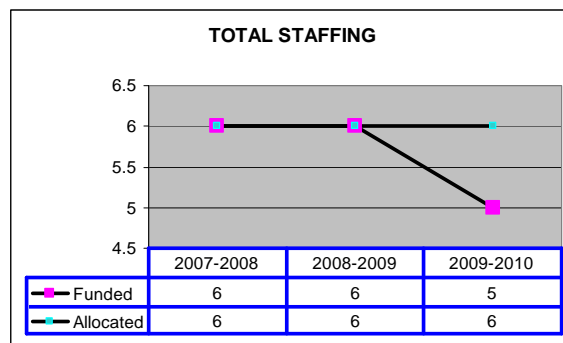
Programs: Continue to streamline workflow so as to improve the way business is done as well as keeping up with industry trends.

Public Trust: Revamp the General Services Agency website to be user friendly and transparent to members of the public.

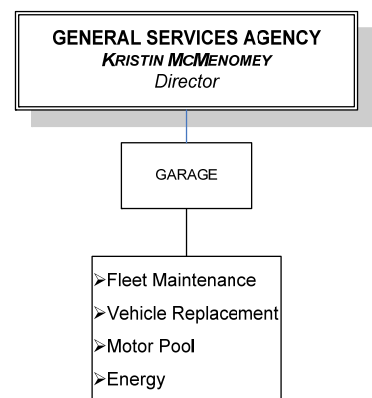
Practices: Develop an internal Needs Assessment in order to benchmark the standing of the Agency after the integration, take the responses and develop a work plan as the Agency moves forward. Complete an on-line care reservation system for County pool care use.

People: Utilize ideas provided by employees in the Needs Assessment to enhance and enrich the Agency's programs, policies and procedures.

STAFFING CHART



PROGRAM CHART



GENERAL SERVICES

GARAGE1620

KRISTIN MCMENOMEY, Director

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides funding for 5 full time positions and a portion of Central Services (BU 1160-General Services Agency) and Facilities and Fleet (BU 1610-Garage) as follows: Director (14%), Administrative Services Manager II (10%), Staff Assistant II (10%), Administrative Assistant (10%), and Account Specialist II (10)

Services & Supplies

- ◇ Acct. 2176 Provides for fuel expense.
- ◇ Acct. 2239 Provides for maintenance and repair parts, supplies (except fuel), and outsourced repairs.

Expenditure Transfer & Reimbursement

- ◇ Acct. 5380 Provides for reimbursement for vehicle maintenance and operation per mile. This year the charge to departments was increased to 42 cents per mile.

Revenues

- ◇ Acct. 6276 Provides for reimbursements from non-General Fund departments.
- ◇ Acct. 7600 Provides for reimbursements from grant funds.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget anticipates funding for 5 FTE positions leaving 1 Mechanic position vacant to meet recommended Phase I, II and III cuts. The total increase to the negative Net County Cost which offsets general fund contribution is \$(58,343). This savings is mostly due to the increase in charges to departments for garage vehicle maintenance and mileage to 42 cents per mile.

FINAL BUDGET COMMENTS

During the Final Budget Deliberations, the Board of Supervisors approved the CEO Recommended Budget including any adjustments from Bargaining Unit negotiation agreements applied (if applicable) to this budget.

GENERAL SERVICES

GARAGE1620

KRISTIN MCMENOMEY, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Final Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1620 County Garage

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
as of 6/30/09							
Salaries & Employee Benefits							
861011 Regular Employees	185,677	173,849	270,030	229,966	253,253	227,379	241,956
861012 Extra Help	0	36,031	0	3,026	0	0	0
861013 Overtime Reg Emp	0	5,824	0	579	0	0	0
861021 Co Cont Retirement	43,721	25,027	43,223	33,975	29,363	29,363	29,363
861022 Co Cont OASDI	16,942	11,915	16,806	13,760	15,132	15,132	14,452
861023 Co Cont Medicare	3,962	3,061	3,931	3,262	3,593	3,593	3,432
861024 Co Cont Retire Incr	18,035	10,099	17,828	14,418	12,240	12,240	12,240
861030 Co Cont Health Ins	28,403	18,187	24,872	25,766	35,525	35,525	35,525
861031 Co Cont Unemp Ins	2,496	2,496	1,657	1,657	1,657	2,633	2,633
861035 Co Cont Workers Comp	19,937	19,937	10,165	10,165	10,165	10,441	10,441
Total Salaries & Employee Benefits	319,173	306,427	388,512	336,574	360,928	336,306	350,042
Services & Supplies							
862060 Communications	700	944	800	736	600	600	600
862090 Household Expense	5,000	6,745	7,000	4,678	7,000	7,000	7,000
862101 Insurance - General	7,136	7,136	7,898	7,898	7,898	7,961	7,961
862120 Maint - Equip	3,000	5,480	5,000	1,268	3,000	3,000	3,000
862150 Memberships	1,000	0	1,000	0	500	500	500
862170 Office Expense	3,000	5,135	4,000	3,608	5,000	5,000	5,000
862176 Fuel Expense	527,000	625,221	765,000	513,253	425,000	425,000	425,000
862185 Medical/Dental Svcs	0	606	0	0	0	0	0
862187 Education & Training	2,000	1,647	1,500	0	0	0	0
862220 Small Tool/Instrument	1,000	3,516	3,000	2,620	4,000	4,000	4,000
862233 Vehicle Collision Rep	0	0	0	3,983	0	0	0
862239 Spec Dept Expense	120,000	190,487	135,000	174,816	170,000	170,000	170,000
862250 Trans/Travel	1,000	1,092	2,000	5,063	2,000	2,000	2,000
862253 Travel Out of County	500	0	1,000	0	1,000	1,000	1,000
Total Services & Supplies	671,336	848,010	933,198	717,923	625,998	626,061	626,061
Fixed Assets							
864370 Equipment	4,000	0	4,000	0	0	0	0
Total Fixed Assets	4,000	0	4,000	0	0	0	0
Expend Transfer & Reimb							
865380 Intrafund Transfers	(957,295)	(1,019,215)	(1,267,759)	(1,164,512)	(878,364)	(995,020)	(995,020)
Total Expend Transfer & Reimb	(957,295)	(1,019,215)	(1,267,759)	(1,164,512)	(878,364)	(995,020)	(995,020)
Total Net Appropriations	37,214	135,221	57,951	(110,015)	108,562	(32,653)	(18,917)
Less: Revenues							
826276 Interfund - Garage	85,057	132,174	112,841	68,415	69,085	78,260	78,260
827600 Other Sales	30,032	45,532	42,400	32,563	39,477	44,720	44,720
827700 Other	0	0	0	160	0	0	0
Total Revenues	115,089	177,705	155,241	101,137	108,562	122,980	122,980
Total Net County Cost	(77,875)	(42,484)	(97,290)	(211,152)	0	(155,633)	(141,897)

GENERAL SERVICES

INFORMATION SERVICES DIVISION.....1960

KRISTIN MCMENOMEY, Director

PROGRAM DISCUSSION

Programs: The Information Services Division's responsibility is to define, understand, and meet the constantly evolving information technology needs of Mendocino County by implementing current technologies and exploring innovative ways to increase the efficiency and effectiveness of the County. Using progressive management techniques, the Information Services Division will evaluate the on-going improvements in the technological base used by the County to meet the demands of the public as well as our in-house needs in a timely and cost-effective manner. Organizational and programmatic efforts will provide technical training and support personnel and end-user training to promote the most efficient use of computer technology on the widest possible scale. Information Services serves as the "umbrella organization" for information technologies (IT) for the County and is charged with delivery of on-going information technology services for all County departments.

Public Trust: The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace the public's input on the Agency's policies and procedures.

Practices: The General Services Agency encourages input from other Departments and/or members of the public so as to continue improving the services provided.

People: The General Services Agency, as an internal support agency, is committed to improve upon customer service and to involve those who are served when making changes to programs or procedures.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs:

- GIS: Installed updated versions of selected GIS layers on the County's Intranet map server. Completed a law enforcement data layer.
- Servers: Upgraded the Eagle Recorder System, which provides for more modern interface and improves workflow.
- Application Support: RS6K Migration – All components were migrated, removed, replaced, and/or eliminated; CRW-Trackit – GSA assisted Planning and Building Services to adopt this system for permitting; and Munis – Migration to version 7.1 and then version 7.2 completed successfully.
- Applications Development: Integrated Fraud Detection Application – A web-enabled application for

Social Services fraud detection unit, replacing a printed method.

Public Trust:

- GIS: Completed 50% of the updates to the County's GIS parcel layer. Completed updates to the private roads layer. Completed a review, update and corrections to all Water District, Sewer District and Community Service District boundary layers. Completed initial phase of a tsunami warning sites data layer for the County OES. Provided public outreach and services for GIS and GPS technology and data.
- Network: Migrated Fort Bragg and Willits Justice Centers computer systems to the microwave. The offices include the following: District Attorney, Probation, and Public Defender.
- Servers: New CD-Data server was installed to provide faster access to parcel data; and Elections system was upgraded and installed new elections software and server updates.
- Applications Development: Completed the upgrade to the County's website; and Completed the Retirement website.

Practices:

- GIS: Participated in a tsunami warning drill held by County OES. Completed work with the Arc Server Team to load and test the AGS and SDE server software on the newly built virtual server. Completed a Snow Load Elevation Map.
- Applications Development: FMLA – Family Leave Medical Act web-enabled application was completed.

People:

- GIS: Created and installed a new interactive map application on the County's Intranet Map Server. Converted selected GIS data layers into KML files to be used in the Economic Development Website's mash-up with Google Maps. Completed the PSAP boundary layer for the Sheriff's Office and completed current update to the boundary layer based on changes to City boundaries.
- Network: Email bandwidth was upgraded and added much needed bandwidth for the County's email system; and CalWORKS fiber network connection. Connected a Gigabit fiber network to the CalWORKS building in Ukiah.
- Servers: Virtual server upgrades, Vmotion, which allows failsafe and resilient system for all servers hosted on the virtual platform.
- Applications Support: CRW Trackit project for Planning and Building Services was completed.

GENERAL SERVICES

INFORMATION SERVICES DIVISION.....1960

KRISTIN MCMENOMEY, Director

GOALS/OBJECTIVES FOR F/Y 2009-10

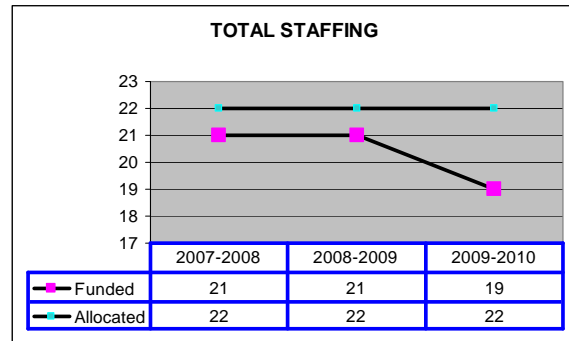
Programs: Continue to streamline workflow so as to improve the way business is done as well as keeping up with industry trends. Work with the Executive Office and Health and Human Services Agency on resolving network issues between County Central IS Division and the Social Services Branch IT Unit. Upgrade the virtual server system to allow for needed growth and performance. Complete the selection of the replacement of the County’s Criminal Justice System software.

Public Trust: Complete the Microwave wireless build-out project for data purposes in Willits and Fort Bragg (County Central IS Network only). Configure the wireless build-out to the County’s Microwave system in order to reduce costs on leased lines. Replace the existing hardware that the County’s website resides on a more robust hardware.

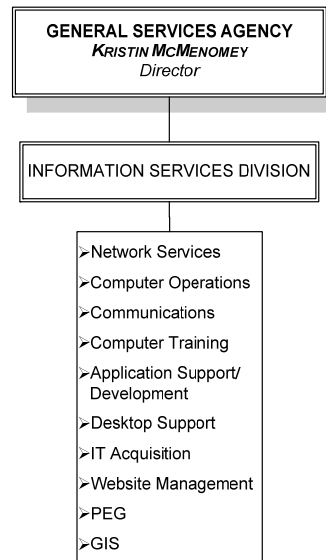
Practices: Develop an internal Needs Assessment in order to benchmark the standing of the Agency. Take responses and develop a work plan as the Agency moves forward. Develop a Catastrophic Disaster Recovery Plan including data replication and a remote data center. Develop a refresh of network appliances plan for large campuses and core data facilities. Increase security on County desktops with improved standards and deploy that security model to all computers countywide.

People: Utilize ideas provided by employees in the Needs Assessment to enhance and enrich the Agency’s programs, policies and procedures. Install a more robust web filtering system. Replace the backup system for the County.

STAFFING CHART



PROGRAM CHART



GENERAL SERVICES

INFORMATION SERVICES DIVISION.....1960

KRISTIN MCMENOMEY, Director

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides funding for 19 full time positions and portions of funding from Central Services (BU 1160-General Services Agency) as follows: Director (17%), Staff Assistant II (10%), Account Specialist II (10%) and Administrative Assistant (10%).

Services & Supplies

- ◇ Acct. 2120 Provides for maintenance agreements and software support.
- ◇ Acct. 2239 Provides for software licenses and software purchases, AS/400 software subscriptions for IS and Sheriff, miscellaneous items for fiber and internet connectivity.

Fixed Assets

- ◇ Acct. 4370 Provides for funding for network security and sundry hardware.

Expenditure Transfer & Reimbursement

- ◇ Acct. 5380 Provides for reimbursement for services provided to Social Services and for data communication charges incurred by other departments.

Revenues

- ◇ Acct. 6392 Provides funding from title company system access, Willits Police Department for IT services, and LAFCO for GIS services.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget includes Criminal Justice Improvement Fund (CJIF) funding for maintenance and support on the JALAN computer system \$15,619. This budget was reduced to meet recommended Phase I, II and III cuts by reducing maintenance, eliminating the professional services contract for Oracle DBA, maintenance equipment, education and training and out of county travel. The Developer II position which is currently vacant will remain vacant this year, and this budget anticipates 1 FTE lay off IS Technician position.

FINAL BUDGET COMMENTS

During the Final Budget Deliberations, the Board of Supervisors approved the CEO Recommended Budget including any adjustments from Bargaining Unit negotiation agreements applied (if applicable) to this budget.

GENERAL SERVICES

INFORMATION SERVICES DIVISION.....1960

KRISTIN MCMENOMEY, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Final Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1960 Information Services

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 6/30/09

Salaries & Employee Benefits							
861011 Regular Employees	1,105,715	1,037,382	1,168,507	1,071,389	1,223,812	1,121,378	1,052,718
861012 Extra Help	22,000	27,332	22,000	20,827	0	0	0
861013 Overtime Reg Emp	33,000	35,554	0	12,472	0	0	0
861021 Co Cont Retirement	201,720	141,614	214,460	152,875	154,830	141,197	141,197
861022 Co Cont OASDI	78,166	63,809	83,354	63,716	72,645	66,761	63,551
861023 Co Cont Medicare	18,281	15,319	19,494	15,206	17,018	15,642	14,890
861024 Co Cont Retire Incr	83,209	57,073	88,424	64,894	57,055	52,054	52,054
861030 Co Cont Health Ins	142,594	116,585	130,172	139,055	170,966	148,398	148,398
861031 Co Cont Unemp Ins	16,188	16,188	11,657	11,657	11,657	19,536	19,536
861035 Co Cont Workers Comp	13,379	13,379	39,218	39,218	39,218	38,587	38,587
Total Salaries & Employee Benefits	1,714,252	1,524,235	1,777,286	1,591,310	1,747,201	1,603,553	1,530,931
Services & Supplies							
862060 Communications	16,300	14,926	18,100	10,004	15,160	10,000	10,660
862061 Comm Lease	194,906	160,308	187,144	196,119	204,421	204,421	203,761
862062 Comm Microwave	34,000	36,118	11,000	11,986	11,800	11,800	11,800
862101 Insurance - General	5,227	5,227	5,011	5,011	5,011	6,373	6,373
862120 Maint - Equip	308,983	360,178	348,498	318,438	434,918	414,617	414,617
862170 Office Expense	17,250	23,095	14,250	18,188	15,400	15,400	15,400
862171 Paper Supplies	2,500	498	2,500	3,085	0	0	0
862187 Education & Training	38,500	16,559	38,500	4,410	1,500	1,500	1,500
862189 Prof/Spec Svcs - Other	25,600	79,439	78,600	37,221	38,000	3,000	3,000
862200 Rent/Lease Equip	54,500	80,895	26,500	0	26,500	26,500	26,500
862220 Small Tool/Instrument	12,000	5,311	0	1,922	24,404	7,243	7,243
862230 Info Tech Equip	1,999	(1,872)	0	23	0	0	0
862239 Spec Dept Expense	69,125	65,412	11,500	18,953	32,000	32,000	32,000
862250 Trans/Travel	5,500	3,945	5,205	4,006	4,500	4,500	4,500
862253 Travel Out of County	8,000	12,336	8,000	1,599	1,500	0	0
Total Services & Supplies	794,390	862,377	754,808	630,966	815,114	737,354	737,354
Fixed Assets							
864370 Equipment	29,500	43,260	25,200	30,052	0	0	0
Total Fixed Assets	29,500	43,260	25,200	30,052	0	0	0
Expend Transfer & Reimb							
865380 Intrafund Transfers	(305,142)	(141,982)	(129,710)	(97,750)	(95,500)	(140,326)	(125,500)
Total Expend Transfer & Reimb	(305,142)	(141,982)	(129,710)	(97,750)	(95,500)	(140,326)	(125,500)
Total Net Appropriations	2,233,000	2,287,890	2,427,584	2,154,577	2,466,815	2,200,581	2,142,785
Less: Revenues							
823110 Crim Just Const Fund	14,350	14,350	15,619	15,619	15,619	15,619	15,619
826390 Other Charges	12,350	21,080	0	5,880	0	0	0
826392 Data Processing Svc	24,080	90,795	29,288	54,894	40,969	60,969	60,969
827600 Other Sales	6,650	2,607	0	0	0	0	0
Total Revenues	57,430	128,833	44,907	76,393	56,588	76,588	76,588
Total Net County Cost	2,175,570	2,159,057	2,382,677	2,078,184	2,410,227	2,123,993	2,066,197

County of Mendocino

2009-10

FINAL BUDGET

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