

# GENERAL SERVICES AGENCY

VEHICLE REPLACEMENT FUND .....0711

*TOM MITCHELL, Chief Executive Officer / KRISTIN MCMENOMEY, Director*

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## GENERAL SERVICES AGENCY'S BUDGET UNITS

Vehicle Replacement .....0711  
General Liability Insurance/Risk Management .....0713

## PROGRAM DISCUSSION

**Programs:** The Vehicle Replacement Fund is replenished throughout the fiscal year from per mile charges for the use of virtually all vehicles maintained by the General Services Agency. Mileage costs are based on vehicle category and are intended to generate sufficient funds to replace vehicles. Replacement costs are estimated on the basis of the current year State contract pricing, less the salvage

value of the vehicle being replaced. Decisions regarding prioritization of vehicles for replacement are made by the Facilities and Fleet Division Manager and the General Services Agency Director, and approved by the Chief Executive Officer prior to vehicles being purchased. In the future, replacement costs will be charged to all vehicle categories.

## SUMMARY OF MAJOR BUDGET ACCOUNTS

This program is suspended for this fiscal year and departments will not be charged for vehicle replacement resulting in general fund savings is approximately \$407,000.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

## FINAL BUDGET COMMENTS

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

This budget has approximately \$106,000 in fund balance carryover of which a portion of this balance is designated towards the purchase of a vehicle for the Probation Department and approximately \$27,000 for emergency vehicle maintenance. Emergency vehicle maintenance is also budgeted in the Garage budget unit.

# GENERAL SERVICES AGENCY

**VEHICLE REPLACEMENT FUND .....0711**

*TOM MITCHELL, Chief Executive Officer / 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: 0

Budget Unit: 0711 Vehicle Replacement

Activity: 0

Fund: 7110 Vehicle Replacement

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

Services & Supplies							
862120 Maint - Equip	30,000	0	30,000	21,501	0	0	0
Total Services & Supplies	30,000	0	30,000	21,501	0	0	0
Fixed Assets							
864370 Equipment	500,000	521,956	0	490,803	106,000	106,000	106,000
Total Fixed Assets	500,000	521,956	0	490,803	106,000	106,000	106,000
Total Net Appropriations	<u>530,000</u>	<u>521,956</u>	<u>30,000</u>	<u>512,304</u>	<u>106,000</u>	<u>106,000</u>	<u>106,000</u>
Less: Revenues							
824100 Interest	0	20,800	0	9,873	0	0	0
826401 L.S.F. Services	530,000	138,022	30,000	0	0	0	0
826406 Sheriff Veh Repl	0	341,202	0	25,934	0	0	0
826410 DOT Veh Repl	0	6,120	0	0	0	0	0
826411 PH Veh Repl	0	30,612	0	0	0	0	0
827500 Sale of Fixed Assets	0	50,387	0	34,674	0	0	0
827700 Other	0	0	0	20,201	0	0	0
Total Revenues	<u>530,000</u>	<u>587,142</u>	<u>30,000</u>	<u>90,680</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fund Balance Contribution	<u>0</u>	<u>(65,186)</u>	<u>0</u>	<u>421,624</u>	<u>106,000</u>	<u>106,000</u>	<u>106,000</u>

# GENERAL SERVICES AGENCY

GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713

*KRISTIN MCMENOMEY, Director*

## PROGRAM DISCUSSION

**Programs:** The Risk Management Division of the General Services Agency identifies and measures all risks (uncertainty of loss) of the County of Mendocino by developing and implementing appropriate techniques for assessing and resolving these exposures via risk assumption, risk reduction, risk retention, risk transfer or the purchase of insurance. The County of Mendocino is self insured for liability insurance. Included in this Budget Unit are insurance requirements for all liability, property (including fire, flood and select buildings for earthquake), medical malpractice, and crime and bond. The County's Safety Officer is responsible for all inspections of County buildings, Cal OSHA required safety trainings, evaluation of Departmental safety programs, investigation of accidents for cause and recommended remediation, evaluation of the County's level of compliance with Cal OSHA regulations, and recommending changes in the County's Safety Manual.

**Public Trust:** The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace public 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 the County's first Annual Risk Management report which the Board of Supervisors adopted in February 2009.

**Public Trust:** Subrogation of vehicle accidents wherein the County was not at fault. Administered Claims against the County.

**Practices:** Implemented a Safety Campaign to reduce various types of incidents and identified hazards related to the campaign. Conducted Semi-Annual Meetings on Safety (SAMS) with all Departments related to Fire Extinguisher Training. Investigated and assisted in resolution of all County safety matters.

**People:** Completed annual emergency evacuation drills. Completed 96 Facility Inspections including the Department of Transportation yards. Created and

implemented an on-line web based safety training program for all departments. Developed tail gate Department of Transportation safety trainings. Provided safety training for County Departments.

## GOALS/OBJECTIVES FOR F/Y 2009-10

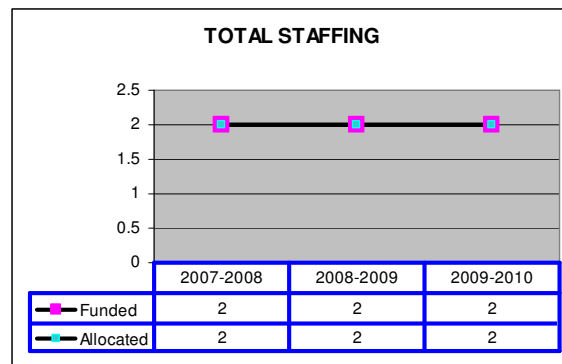
**Programs:** Continue to streamline workflow so as to improve the way business is done as well as keeping up with industry trends.

**Public Trust:** Revamp the Agency's 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. Take the responses and develop a work plan as the Agency moves forward.

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

## STAFFING CHART



# GENERAL SERVICES AGENCY

GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713

*KRISTIN MCMENOMEY, Director*

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## SUMMARY OF MAJOR BUDGET ACCOUNTS

### *Salaries & Employee Benefits*

- ✧ Acct. 1011 Provides funding for 2 full time positions and portions of staff salaries and benefits from the General Services Agency accordingly: Staff Assistant II (15%), Staff Assistant II (10%), Administrative Assistant (10%), Account Specialist II (5%) and GSA Director (35%).

### *Services & Supplies*

- ✧ Acct. 2101 Provides for insurance premiums.

### *Revenues*

- ✧ Acct. 6401 Revenue from all departments for insurance services.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

## FINAL BUDGET COMMENTS

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

# GENERAL SERVICES AGENCY

## GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713

*KRISTIN MCMENOMEY, Director*

State Controller  
County Budget Act  
(1985)

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Schedule 9

Classification:

Function: 0

Budget Unit: 0713 General Liability Insurance

Activity: 0

Fund: 7130 General Liability Insurance

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	108,086	112,894	115,090	108,673	121,575	121,575	115,913
861012 Extra Help	0	0	0	0	0	0	0
861013 Overtime Reg Emp	0	156	0	102	0	0	0
861021 Co Cont Retirement	17,293	15,709	18,414	16,130	15,981	15,981	15,981
861022 Co Cont OASDI	6,701	6,732	7,136	6,482	7,242	7,242	6,897
861023 Co Cont Medicare	1,568	1,574	1,669	1,516	1,721	1,721	1,641
861024 Co Cont Retire Incr	7,133	6,339	7,596	6,842	5,863	5,863	5,863
861030 Co Cont Health Ins	8,925	9,279	6,795	7,504	9,800	9,800	9,800
861031 Co Cont Unemp Ins	1,650	1,650	1,039	1,039	1,039	120	120
861035 Co Cont Workers Comp	0	0	0	0	0	0	0
Total Salaries & Employee Benefits	151,356	154,334	157,739	148,286	163,221	162,302	156,215

Services & Supplies

862060 Communications	1,000	736	1,000	764	1,000	1,000	1,000
862101 Insurance - General	876,579	705,117	854,333	775,969	946,837	946,837	899,837
862120 Maint - Equip	0	0	10,000	4,941	0	0	0
862150 Memberships	1,900	750	800	895	800	800	800
862170 Office Expense	6,000	10,958	4,000	8,005	5,000	5,000	5,000
862183 Legal Fees	212,481	212,481	239,700	239,700	239,700	239,700	239,700
862187 Education & Training	3,000	716	3,000	1,167	3,000	3,000	3,000
862189 Prof/Spec Svcs - Other	5,000	2,270	5,000	2,113	5,000	5,000	5,000
862230 Info Tech Equip	850	525	0	0	0	0	0
862233 Veh Collision Repair	40,000	26,012	40,000	35,588	40,000	40,000	40,000
862250 Trans/Travel	2,000	2,200	2,500	678	1,000	1,000	1,000
862253 Travel Out of County	1,000	689	1,500	0	1,200	1,200	1,200
Total Services & Supplies	1,149,810	962,454	1,161,833	1,069,820	1,243,537	1,243,537	1,196,537

Other Charges

863320 Judgement/Damages	643,692	175,471	643,692	202,359	350,000	350,000	350,000
Total Other Charges	643,692	175,471	643,692	202,359	350,000	350,000	350,000

Fixed Assets

864370 Equipment	0	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0	0

Total Net Appropriations

Total Net Appropriations	1,944,858	1,292,259	1,963,264	1,420,465	1,756,758	1,755,839	1,702,752
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Less: Revenues

824100 Interest	0	69,348	0	41,022	70,000	70,000	70,000
826401 I.S.F. Services	1,944,487	1,944,491	1,911,060	1,911,060	1,639,758	1,639,758	1,639,758
827700 Other	0	0	53,000	0	47,000	47,000	0
Total Revenues	1,944,487	2,013,839	1,964,060	1,952,082	1,756,758	1,756,758	1,709,758

Total Fund Balance Contribution

Total Fund Balance Contribution	371	(721,581)	(796)	(531,617)	0	(919)	(7,006)
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# **County of Mendocino**

**2009-10**

*FINAL BUDGET*

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