

GENERAL SERVICES AGENCY

VEHICLE REPLACEMENT FUND0711

CARMEL J. ANGELO, Chief Executive Officer ~ KRISTIN MCMENOMEY, Director /

GENERAL SERVICES AGENCY'S BUDGET UNITS

Vehicle Replacement0711
General Liability Insurance/Risk Management0713

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 ACCOUNT

This program remains suspended under the CEO's recommended budget, and departments will not be charged for vehicle replacement resulting in general fund savings of approximately \$407,000.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

GENERAL SERVICES AGENCY

VEHICLE REPLACEMENT FUND0711

CARMEL J. ANGELO, Chief Executive Officer ~ KRISTIN MCMENOMEY, Director /

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 0
Activity: 0

Budget Unit: 0711 Vehicle Replacement
Fund: 7110 Vehicle Replacement

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Services & Supplies							
862120 Maint - Equip	30,000	21,501	0	0	55,644	55,644	
Total Services & Supplies	30,000	21,501	0	0	55,644	55,644	0
Fixed Assets							
864370 Equipment	0	490,803	106,000	78,462	0	0	
Total Fixed Assets	0	490,803	106,000	78,462	0	0	0
Total Net Appropriations	30,000	512,304	106,000	78,462	55,644	55,644	0
Less: Revenues							
823310 Asset Forfeiture	0	0	0	11,610	0	0	
824100 Interest	0	9,873	0	416	0	0	
826401 I.S.F. Services	30,000	0	0	0	0	0	
826406 Sheriff Veh Repl	0	25,934	0	20,536	0	0	
826410 DOT Veh Repl	0	0	0	0	0	0	
826411 PH Veh Repl	0	0	0	0	0	0	
827500 Sale of Fixed Assets	0	34,674	0	0	0	0	
827700 Other	0	20,201	0	418	0	0	
Total Revenues	30,000	90,680	0	32,980	0	0	0
Total Fund Balance Contribution	0	421,624	106,000	45,482	55,644	55,644	0

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 2009-10

Programs: Completed the County's Annual Risk Management report which the Board of Supervisors adopted in January 2010. Completed County Insurance Renewals.

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

Practices: Continued the implementation of Safety Campaigns 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 emergency evacuation plans. Investigated and assisted in resolution of all County safety matters. Introduced, adopted and training provided for two new safety policies – Heat Illness

Prevention and Hazard Communication Policies, as required by OSHA.

People: Completed annual emergency evacuation drills. Completed 112 Facility Inspections, including the Department of Transportation yards. Trained 55 employees with the on-line web based safety training program. Developed tailgate Department of Transportation safety trainings. Completed recertification of Traffic Flagger training for Department of Transportation road crews. Provided safety training for County Departments. Provided Workplace Violence Prevention training to all HHS branches.

GOALS/OBJECTIVES FOR F/Y 2010-11

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.

CURRENT STAFFING

To view staffing levels for this budget unit, see the Position Allocation Table located in this document under the tab *L. Position Allocation Table*.

GENERAL SERVICES AGENCY

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

KRISTIN MCMENOMEY, Director

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.

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

KRISTIN MCMENOMEY, Director

State Controller
County Budget Act
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County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 0
Activity: 0

Budget Unit: 0713 General Liability Insurance
Fund: 7130 General Liability Insurance

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Salaries & Employee Benefits							
861011 Regular Employees	115,090	108,673	115,913	96,387	121,041	121,041	
861012 Extra Help	0	0	0	0	0	0	
861013 Overtime Reg Emp	0	102	0	0	0	0	
861021 Co Cont Retirement	18,414	16,130	15,981	13,487	17,418	17,418	
861022 Co Cont OASDI	7,136	6,482	6,897	5,743	7,505	7,505	
861023 Co Cont Medicare	1,669	1,516	1,641	1,343	1,755	1,755	
861024 Co Cont Retire Incr	7,596	6,842	5,863	4,922	7,807	7,807	
861030 Co Cont Health Ins	6,795	7,504	9,800	7,259	8,978	8,978	
861031 Co Cont Unemp Ins	1,039	1,039	120	120	297	297	
861035 Co Cont Workers Comp	0	0	0	0	0	0	
Total Salaries & Employee Benefits	157,739	148,286	156,215	129,261	164,801	164,801	0
Services & Supplies							
862060 Communications	1,000	764	1,000	653	1,500	1,500	
862101 Insurance - General	854,333	775,969	899,837	865,231	915,629	915,629	
862120 Maint - Equip	10,000	4,941	0	0	0	0	
862150 Memberships	800	895	800	545	800	800	
862170 Office Expense	4,000	8,005	5,000	3,791	5,742	5,742	
862183 Legal Fees	239,700	239,700	239,700	239,700	263,700	263,700	
862187 Education & Training	3,000	1,167	3,000	835	3,000	3,000	
862189 Prof/Spec Svcs - Other	5,000	2,113	5,000	1,045	5,000	5,000	
862230 Info Tech Equip	0	0	0	0	0	0	
862233 Vehicle Collision Repair	40,000	35,588	40,000	(5,967)	40,000	40,000	
862250 Trans/Travel	2,500	678	1,000	434	1,000	1,000	
862253 Travel Out of County	1,500	0	1,200	149	1,200	1,200	
Total Services & Supplies	1,161,833	1,069,820	1,196,537	1,106,416	1,237,571	1,237,571	0
Other Charges							
863320 Judgement/Damages	643,692	202,359	350,000	338,338	450,000	450,000	
Total Other Charges	643,692	202,359	350,000	338,338	450,000	450,000	0
Fixed Assets							
864370 Equipment	0	0	0	0	0	0	
Total Fixed Assets	0	0	0	0	0	0	0
Total Net Appropriations	1,963,264	1,420,465	1,702,752	1,574,016	1,852,372	1,852,372	0
Less: Revenues							
824100 Interest	0	41,022	70,000	6,187	20,000	20,000	
826401 I.S.F. Services	1,911,060	1,911,060	1,639,758	1,606,801	1,832,372	1,832,372	
827700 Other	53,000	0	0	0	0	0	
Total Revenues	1,964,060	1,952,082	1,709,758	1,612,988	1,852,372	1,852,372	0
Total Fund Balance Contribution	(796)	(531,617)	(7,006)	(38,973)	0	0	0

County of Mendocino

2010-11

RECOMMENDED BUDGET

