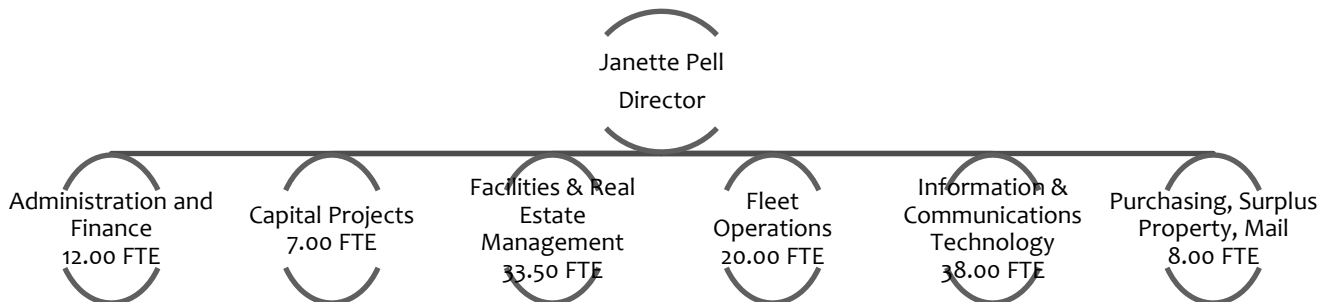


General Services



RECOMMENDED BUDGET & STAFFING SUMMARY & BUDGET PROGRAMS CHART

| | |
|-----------|---------------|
| Operating | \$ 52,492,100 |
| Capital | \$ 27,384,400 |
| FTEs | 118.5 |



General Services

MISSION STATEMENT

Provide vital, cost-effective, sustainable, and innovative services to ensure that the County accomplishes its goals and objectives for the public good.

DEPARTMENT DESCRIPTION

The General Services Department delivers an array of support services to the other County departments. The Department's vision is to be *The Premier Resource for First Class Service*. These services include the following:

Administration and Finance

Administration and Finance provides the fiscal and administrative support and oversight for the Department.

Capital Projects

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

Facilities & Real Estate Management

Facilities & Real Estate Management provides safe and healthy facilities for County employees and visitors, as well as professional real estate services.

Fleet Operations

Fleet Operations meets all of the transportation needs of County departments by procuring, maintaining and disposing of all light, medium and heavy duty vehicles and equipment.

Information & Communications Technology

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

Purchasing, Surplus Property, Mail

Purchasing provides centralized procurement, disposal of County commodities and supplies, and mailing and courier services.

HIGHLIGHTS OF 2019-20 OBJECTIVES

- Centralize fiscal support of all General Service funds and programs to allow for cross training, responsiveness, and accountability.
- Improve internal process for tracking and reviewing Board letters (Renew '22).
- Complete construction of the Northern Branch Jail.
- Implement the County's commissioning program and energy efficiency standards and continue to work with Departments and stakeholders in improving the County's sustainability initiatives.
- Identify the most critical deferred maintenance projects and complete within the fiscal year.
- Continually work to provide General Services database improvements crucial to Real Property Billing.
- Increase the number of alternatively fueled and ALL-Electric vehicles into the Fleet.
- Expand radio coverage with microwave tower infrastructure at Santa Ynez Peak, Figueroa and Mt. Abel (Phase 3).
- Re-design County website to improve resiliency through the use of cloud-based platforms and insure ADA compliance.
- Increase vendor participation in all bid and procurement opportunities to maximize spend, value and quality of goods and services.
- Transition to conducting postage metering services in-house for accountability and efficiency.

General Services

HIGHLIGHTED RENEW '22 INITIATIVES

Already Underway

- Board Letter Process – Paperless Technology for Contracts and Board Letters
 - Use existing Granicus Legistar System to streamline department board letter development and agenda production
- Breaking down Silos
 - Working to improve communication and minimize barriers within the department and when working interdepartmentally.
- Call Center
 - In March 2018, General Services launched a Call Center (ext. 2600) available to all County employees M-F 7:30 am to 5:00 pm, as a customer service initiative with the goal to provide departments on central phone number to call for assistance.
 - Callers are now better able to reach a live person quickly to assist them with any service related need.
- Capital Improvement Five Year Plan
 - Streamlining the Capital Improvement Plan (CIP) development and review process.
 - Weighting criteria has been established for prioritization
 - The plan will be prepared prior to finalizing the budget to ensure some CIPs are considered for each fiscal year based on available funding.
- Conduct Department Management Performance Reviews
 - Department performance reviews based on a four-year plan to be developed by the CEO's Office
 - Bids were conducted and review of next steps is ongoing
- Countywide Information Technologies Standards Policy
 - IT Governance Program- to ensure the effective and efficient use of IT to enable County departments to achieve their goals, IT Governance will allow for the evaluation, selection, prioritization, and funding of competing IT investments. IT initiatives will be evaluated from a County-wide perspective by clearly understanding the issues and strategic importance of information technology, enabling the County to sustain its operations and implement the strategies required to extend its activities into the future.
- Courier Services
 - Improvements have already been made to the mail center operations by better managing surplus property and disposal; reviewing the postage metering process to bring back in-house; reorganized the Mail Center Office in the basement of the admin building for self-service drop offs and ease of movement.
- Local Vendor Preference
 - Updated the local vendor preference to a 6% match on tangible goods to increase vendor participation and continue to stimulate local business.
- Paperless Workflow
 - As a broad goal to further digitize and reduce paper, the Finance Division implemented an improved paperless workflow for the receipt of digital invoices from vendors coupled with local scanning of some invoices into a central shared file. As a result, excessive printing activity and costs have declined, turnaround time on claim and payment processing has improved, the potential for lost invoices is less than it had been, and staff time spent on filing paper can be focused on other areas.
- Project Management Office
 - This new office would prioritize project requests from all departments and accept projects based on feasibility and return on investment.

General Services

HIGHLIGHTED RENEW '22 INITIATIVES (CONT'D)

Already Underway (cont'd)

- Voluntary Early Separation Incentive Program
 - The County initiated an early retirement program as an incentive to facilitate cost savings in salaries and pensions. The General Services Department supported the initiative and managed to accept 3 early retirements out of the County's 10 total participants.

Implementation in FY 2019-20

- Cloud migration
 - Reviewing for email, data storage, website content management and beyond
 - Future state of Microsoft Office 365 and Redesign of the County Website Platform
- Create Coordinated Geographic Information Systems (GIS)
 - This is a web-based service management platform that includes many relevant functions to inform decision making ability and to re-prioritize resources based on customer demand. This would require an investment.
- Develop Energy Efficiency Master Plan
 - This would create a master plan for the many efficiency upgrades the County embarks on such as LED lighting, pumps and motors, and HVAC systems. This would require an investment.
- Instituting handhelds
 - Where applicable, to make work more efficient and to save costs of paper, toner & staff time.
- Refine Countywide IT Strategic Plan
 - The refinement of the countywide information technology strategic plan that assesses current systems and structures and explores new initiatives that could move the County forward is being developed by an internal County Community of Interest.
- Service Now Platform
 - Implementation for IT Incident Management
 - This is a web-based service management platform that includes many relevant functions to inform decision making ability and to re-prioritize resources based on customer demand. This would require an investment.
- Sharing LAN Administration to boost productivity
 - GS and CEO have combined resources to provide backup support. The goal is to expand this program to other departments within the County.
- Travel Booking
 - Reviewing how best to streamline the travel booking, reimbursement, and reporting process. Improved processes will allow the County to maximize its spend and analyze the data.

Future Year Implementation

- Centralize Information Systems in General Services
 - Streamlining the organization steering IT procurement and system development towards the shared use of common systems, shared resources, and the reduction of redundant systems.
 - Overarching goals of high operational efficiencies within the departments and adherence to best practices.
- Centralize Purchasing - Countywide Procurement Analysis
 - Roadmap established on potential process improvements
 - Working to automate more functions, have implemented online bidding, and will continue to make improvement steps in workflow
 - Reviewing potential of future eProcurement or Enterprise Resource Planning systems.

General Services

HIGHLIGHTED RENEW '22 INITIATIVES (CONT'D)

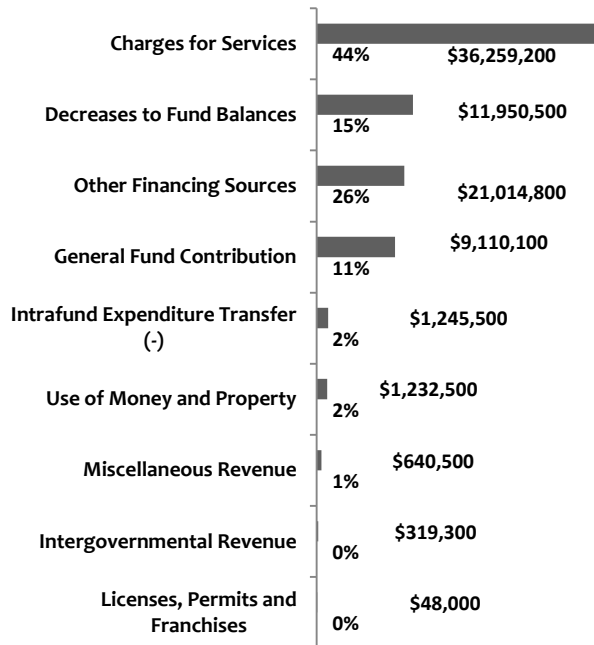
Future Year Implementation (cont'd)

- Consolidate or reduce Multiple Locations
 - Exploring ways to reduce the number of offices and/or using single offices to serve multiple departments reducing additional overhead costs and improve coordination and efficiencies.
- County Owned Property
 - Inventory and evaluate all County-owned property to ensure it is utilized at its highest and best uses and for potential revenue-generating potential.
 - Staff will continue to look for opportunities as appropriate to revisit existing franchises and land agreements to see if there is potential to seek more favorable terms
- Countywide Best Use of Resources for Facility Maintenance and Capital Projects
 - Coordination, prioritization and potentially centralization of facility and capital projects through one department for accountability and oversight.
- Employee Parking Downtown
 - Reviewing opportunities to help employees commute to work by finding parking solutions. There are a very limited amount of spaces available compared to the amount of employees working downtown.
- Enterprise Resources Planning (ERP) System
 - Pursuit of a singular integrated system to handle financials, human resource functions, payroll, purchasing, and other essential county activities.
- Leverage Workspaces
 - Initiative designed to optimize existing office space and reduce the County's physical footprint and overhead costs.
 - Optimizing leases is one approach that includes the review and analysis of current leases to determine their value and/or housing in county owned workspaces. This will be accomplished through the use of lower-cost rental areas with hoteling spaces. This arrangement also benefits the "Retain" component of Renew 22 as it allows more flexibility in terms of work location for employees, relieving people from long commutes.
- Video Arraignment
 - Integrating case information across departments that have a role in the criminal justice system including the Courts, Sheriff, District Attorney, Probation, and Public Defender.
 - Reduce the need to transport prisoners from the Jail to be arraigned.

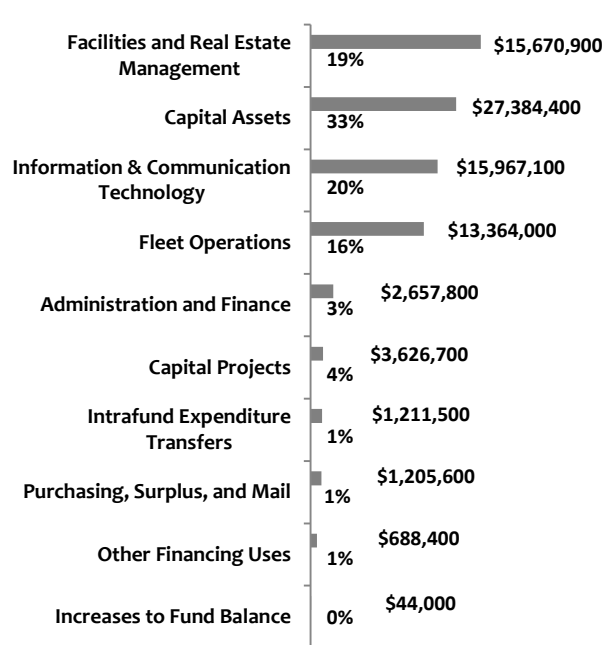
General Services

RECOMMENDED SOURCES & USES OF FUNDS

Source of Funds - \$81,820,400

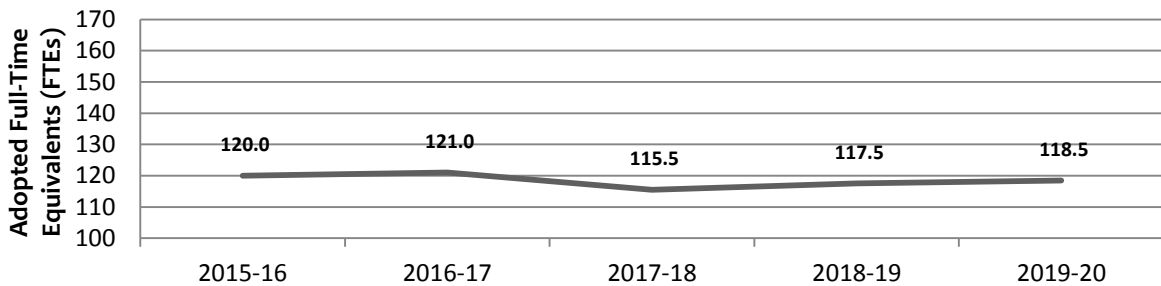


Use of Funds - \$81,820,400



STAFFING TREND

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.



General Services

BUDGET OVERVIEW

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|----------------------|----------------------|--------------------------------|------------------------|--|
| Administration and Finance | 11.50 | 12.00 | 12.00 | 12.00 | - |
| Capital Projects | 5.96 | 7.00 | 7.00 | 7.00 | - |
| Facilities and Real Estate Management | 28.82 | 33.50 | 33.50 | 33.50 | - |
| Fleet Operations | 17.92 | 20.00 | 20.00 | 20.00 | - |
| Information and Communications Technolo | 33.38 | 37.00 | 37.00 | 38.00 | 1.00 |
| Purchasing, Surplus and Mail | 6.35 | 8.00 | 8.00 | 8.00 | - |
| Total | 103.92 | 117.50 | 117.50 | 118.50 | 1.00 |
| Budget By Budget Program | | | | | |
| Administration and Finance | \$ 2,328,724 | \$ 2,440,100 | \$ 2,091,500 | \$ 2,657,800 | \$ 217,700 |
| Capital Projects | 1,217,411 | 1,318,300 | 1,167,200 | 3,626,700 | 2,308,400 |
| Facilities and Real Estate Management | 16,941,036 | 18,661,600 | 17,693,500 | 15,670,900 | (2,990,700) |
| Fleet Operations | 11,074,529 | 12,154,400 | 11,412,000 | 13,364,000 | 1,209,600 |
| Information and Communications Technolo | 12,787,140 | 13,736,900 | 13,008,300 | 15,967,100 | 2,230,200 |
| Purchasing, Surplus and Mail | 969,617 | 1,171,000 | 1,169,800 | 1,205,600 | 34,600 |
| Total | \$ 45,318,457 | \$ 49,482,300 | \$ 46,542,300 | \$ 52,492,100 | \$ 3,009,800 |
| Budget By Categories of Expenditures | | | | | |
| Salaries and Employee Benefits | \$ 15,518,620 | \$ 16,639,600 | \$ 14,845,000 | \$ 17,340,400 | \$ 700,800 |
| Services and Supplies | 20,746,001 | 23,217,600 | 22,542,700 | 25,137,800 | 1,920,200 |
| Other Charges | 9,053,836 | 9,625,100 | 9,154,600 | 10,013,900 | 388,800 |
| Total Operating Expenditures | 45,318,457 | 49,482,300 | 46,542,300 | 52,492,100 | 3,009,800 |
| Capital Assets | 9,673,875 | 15,664,500 | 12,216,700 | 27,384,400 | 11,719,900 |
| Other Financing Uses | 1,041,327 | 683,300 | 716,700 | 688,400 | 5,100 |
| Intrafund Expenditure Transfers (+) | 1,145,848 | 1,211,100 | 1,211,100 | 1,211,500 | 400 |
| Increases to Fund Balances | 1,443,413 | 45,900 | 2,777,800 | 44,000 | (1,900) |
| Fund Balance Impact (+) | 2,341,416 | - | 209,200 | - | - |
| Total | \$ 60,964,336 | \$ 67,087,100 | \$ 63,673,800 | \$ 81,820,400 | \$ 14,733,300 |
| Budget By Categories of Revenues | | | | | |
| Licenses, Permits and Franchises | \$ 49,317 | \$ 50,600 | \$ 50,000 | \$ 48,000 | \$ (2,600) |
| Use of Money and Property | 1,255,575 | 1,151,900 | 1,416,000 | 1,232,500 | 80,600 |
| Intergovernmental Revenue | 2,413,833 | 183,600 | 804,600 | 319,300 | 135,700 |
| Charges for Services | 32,975,159 | 34,632,300 | 34,253,400 | 36,259,200 | 1,626,900 |
| Miscellaneous Revenue | 778,130 | 506,500 | 684,200 | 640,500 | 134,000 |
| Total Operating Revenues | 37,472,014 | 36,524,900 | 37,208,200 | 38,499,500 | 1,974,600 |
| Other Financing Sources | 5,122,600 | 9,690,800 | 2,843,200 | 21,014,800 | 11,324,000 |
| Intrafund Expenditure Transfers (-) | 1,173,284 | 1,246,300 | 1,210,700 | 1,245,500 | (800) |
| Decreases to Fund Balances | 7,501,043 | 11,003,300 | 13,789,900 | 11,950,500 | 947,200 |
| General Fund Contribution | 8,621,800 | 8,621,800 | 8,621,800 | 9,110,100 | 488,300 |
| Fund Balance Impact (-) | 1,073,595 | - | - | - | - |
| Total | \$ 60,964,336 | \$ 67,087,100 | \$ 63,673,800 | \$ 81,820,400 | \$ 14,733,300 |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

General Services

CHANGES & OPERATIONAL IMPACT: 2018-19 ADOPTED TO 2019-20 RECOMMENDED

Staffing

General Services staffing increased by 1.0 FTE from FY 2018-19 to FY 2019-20 to 118.5 FTEs due to the addition of the Physical Security Specialist, responsible for overseeing physical security, managing security personnel and investigating security breaches.

Expenditures

Net operating expenditure increase of \$3,009,800 due to:

- +\$700,800 increase in Salaries and Employee Benefits primarily due to negotiated increases.
- +\$1,920,200 increase in Services and Supplies primarily due an increase in Fuel of \$500,000, cloud based web services of \$500,000, IT security audit of \$500,000 and construction management services of \$275,000.
- +\$388,800 increase in Other Charges primarily reflects increases in depreciation due to the replacement of fully depreciated assets.

Net non-operating expenditure increase of \$11,723,500 primarily due to:

- +\$11,719,900 increase in Capital Assets primarily due to funding for: Public Safety Radio Tower Enhancements Phase 3 at \$2.1M, Calle Real Water System Replacement at \$2.0M, SB Courthouse Roof Replacement at \$3.1M and Renewable Energy and Energy Efficiency Upgrades at \$4.8M.

These changes resulted in Recommended operating expenditures of \$52,492,100, non-operating expenditures of \$29,328,300, resulting in total expenditures of \$81,820,400. Non-operating expenditures primarily include capital assets.

Revenues

Net operating revenue increase of \$1,974,600 primarily due to:

- +\$1,626,900 increase in Charges for Services primarily due to the anticipated increases for Internal Service Funds (ICT, Fleet, and Utilities).
- +\$135,700 increase in intergovernmental Revenues primarily driven by the start of the Santa Ynez Valley Airport Authority AIP-17 Environmental Assessment project as compared to the prior year.
- +\$134,000 increase in Miscellaneous Revenue due to higher anticipated Utilities revenue.

Net non-operating revenue increase of \$12,758,700 primarily due to:

- +\$11,324,000 increase in Other Financing Sources primarily due to the increase in funding for: Public Safety Radio Tower Enhancements Phase 3 at \$2.1M, Calle Real Water System Replacement at \$2.0M, SB Courthouse Roof Replacement at \$3.1M and Renewable Energy and Energy Efficiency Upgrades at \$4.8M.
- +\$488,300 increase to General Fund Contribution.

These changes result in Recommended operating revenues of \$38,499,500, non-operating revenues of \$43,320,900 resulting in total revenues of \$81,820,400. Non-operating revenues primarily include Operating Transfers (In) and General Fund Contribution.

RELATED LINKS

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

General Services

PERFORMANCE MEASURES

| Description | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated Actual | FY 2019-20 Recommend |
|--|--------------------------------|--------------------------------|-----------------------------------|---------------------------------|
| Administration and Finance | | | | |
| Percentage of customers who are satisfied or highly satisfied with services provided by the Department. (Target = 100%) | 87% 650/750 | 92% 496/539 | 90% 540/600 | 91% 546/600 |
| Percent of Departmental Employee Performance Reviews (EPR's) Completed by the due date. (Target = 100%) | 100% 121/121 | 100% 115/115 | 100% 103/103 | 100% 117.5/117.5 |
| Capital Projects | | | | |
| Percentage of projects that are completed within expected time and budget estimates and according to project customer expectations. (Target = 100%) | 100% 8/8 | 100% 5/5 | 100% 6/6 | 100% 6/6 |
| Facilities and Real Estate Management | | | | |
| Percentage of customers who rate real property services as satisfactory or better for large and complex completed transactions. (Target = 95%) | 97% 29/30 | 90% 9/10 | 90% 14/15 | 90% 14/15 |
| Percentage of customers who rate janitorial services satisfactory or better based on random inspections with building tenant and vendor (Target = 95%) | n/a | 95% 34/36 | 97% 35/36 | 95% 34/36 |
| Preventative Work Orders completed within 30 days of assigned due date (Target = 95%) | n/a | 91.7% 1,834/2,000 | 95% 2,535/2,707 | 95% 2,850/3,000 |
| Percent of Real Property Projects completed on time. (Target = 100%) | n/a | 93% 15/16 | 90% 18/20 | 90% 18/20 |
| Percent of County electricity (mWh) use from Solar. (Target = 20% by 2020, 100% by 2030) | 10% 1,700mWh/ 17,000 mWh | 10% 1,700mWh/ 17,000 mWh | 10% 1,700 mWh/ 17,000 mWh | 13% 2,200 mWh/ 17,000 mWh |
| Fleet Operations | | | | |
| Assigned Fleet Availability. (Target = 100%; Weighted Average) | 97.83% | 97.85% | 96.00% | 97.00% |
| Percentage of new vehicles purchased that are hybrid or alternatively fueled. (Target = 10%) | 12.5% 13/104 | 10.7% 6/56 | 10.7% 9/84 | 10% 8/80 |
| New vehicle in-service time: Length of time from delivery to in-service (Assigned and Motor Pool) target measured by vehicle class type (Target = 95%) | n/a | 67.4% 31/46 | 96.1% 74/77 | 95% 76/80 |
| Surplus vehicle disposal time: Length of time from a vehicle's retirement date to sold at auction within 90 days. (Target = 95%) | n/a | 76.7% 66/86 | 89.5% 77/86 | 95% 85/89 |

General Services

PERFORMANCE MEASURES (CONT'D)

| Description | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated Actual | FY 2019-20 Recommend |
|---|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Information and Communications Technology | | | | |
| Percentage of customers surveyed who rate the ICT Operations Center incident handling process as "Satisfactory" or better. (Target = 100%) | 97% 152/157 | 98% 147/150 | 97% 116/120 | 100% 150/150 |
| Percentage of uptime for Countyofsb.org website. (Target = 100%) | 99.50% 523k/525.9k minutes | 99.50% 523k/525.9k minutes | 99.90% 525k/525.9k minutes | 99.92% 368.3K/368.6K minutes |
| Percentage of Countywide telephone system service repair calls resolved within one business day. (Target = 100%) | 99% 1166/1174 | 99% 513/516 | 100% 743/743 | 99.66% 292/293 |
| Purchasing, Surplus Property, Mail | | | | |
| Percentage of dollars spent annually Countywide with County of Santa Barbara local vendors for County services and supplies. (Target = 60%) | 60% \$98M/\$163M | 60% \$87M/\$146M | 59% \$97M/\$165M | 58% \$96M/\$165M |
| Percentage of formal bids awarded within 60 days of requisition receipt for purchases in excess of \$25,000. (Target = 100%) | 100% 31/31 | 100% 32/32 | 100% 40/40 | 100% 35/35 |

General Services

ADMINISTRATION AND FINANCE BUDGET PROGRAM

Administration and Finance Services provides financial and administrative support within the Department and for the Countywide Internal Service Funds, including accounting, budgeting, financial reporting, accounts payable, accounts receivable, grant management, human resources support and payroll operations.

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|-----------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| DIRECTOR | 1.00 | 1.00 | 1.00 | 1.00 | - |
| PROGRAM/BUS LDR-GEN | 0.27 | - | - | - | - |
| ASST DIRECTOR | 2.84 | 3.00 | 3.00 | 3.00 | - |
| BUSINESS MANAGER | 0.73 | 1.00 | 1.00 | 1.00 | - |
| EDP SYS & PROG ANLST SR | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COST ANALYST | 1.00 | 1.00 | 1.00 | 1.00 | - |
| FINANCIAL OFFICE PRO | 0.58 | 1.00 | 1.00 | 1.00 | - |
| ACCOUNTANT | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COMPUTER SYSTEMS SPEC | 1.00 | 1.00 | 1.00 | 1.00 | - |
| CAPITAL PROJECTS COORD | 0.04 | - | - | - | - |
| EXECUTIVE SECRETARY | 1.04 | 1.00 | 1.00 | 1.00 | - |
| FINANCIAL OFFICE PRO SR | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Total | 11.50 | 12.00 | 12.00 | 12.00 | - |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

General Services

ADMINISTRATION AND FINANCE BUDGET PROGRAM (CONT'D)

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 2,042,901 | \$ 2,143,500 | \$ 1,776,000 | \$ 2,153,400 | \$ 9,900 |
| Services and Supplies | 136,576 | 110,500 | 129,700 | 303,200 | 192,700 |
| Other Charges | 149,247 | 186,100 | 185,800 | 201,200 | 15,100 |
| Total Operating Expenditures | 2,328,724 | 2,440,100 | 2,091,500 | 2,657,800 | 217,700 |
| Total Expenditures | \$ 2,328,724 | \$ 2,440,100 | \$ 2,091,500 | \$ 2,657,800 | \$ 217,700 |
| Budget By Categories of Revenues | | | | | |
| Charges for Services | 1,001,007 | 1,067,800 | 1,067,800 | 1,145,100 | 77,300 |
| Miscellaneous Revenue | 961 | - | - | - | - |
| Total Operating Revenues | 1,001,968 | 1,067,800 | 1,067,800 | 1,145,100 | 77,300 |
| Intrafund Expenditure Transfers (-) | 1,145,138 | 1,209,700 | 1,209,700 | 1,208,900 | (800) |
| Decreases to Fund Balances | 146,421 | 155,400 | 16,000 | 175,000 | 19,600 |
| General Fund Contribution | 55,124 | 7,200 | 7,200 | 128,800 | 121,600 |
| Total Revenues | \$ 2,348,651 | \$ 2,440,100 | \$ 2,300,700 | \$ 2,657,800 | \$ 217,700 |

2018-19 Anticipated Accomplishments

- Processed nearly 36,000 claims, invoices, and transactions for the Department and Countywide Internal Service Funds.
- Processed over \$29 million in expenses on behalf of the Northern Branch Jail Project.
- Robust support of the County's Renew '22 efforts.
- Increased paperless invoice and billing documents.
- Provided an annual fiscal training to department staff to increase fiscal efficacy and awareness.
- Revamped the County's Capital Improvement Program to better align with the Budget Process.
- Instituted an internal Annual Policy Checklist so that General Services' staff understand expectations and act with the highest level of integrity and ethical conduct.

2019-20 Objectives

- Centralize fiscal support of all General Service funds and programs to allow for cross training, responsiveness, and accountability.
- Move to cloud based utility billings.
- Conduct the Northern Branch Jail Final Audit upon completion of the project.
- Pilot Improved internal process for tracking and reviewing Board letters (Renew '22).
- Increase department wide trainings on leadership, conduct, and operations.

General Services

CAPITAL PROJECTS BUDGET PROGRAM

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

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|-----------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| PROJECT MANAGER | 3.00 | 3.00 | 3.00 | 3.00 | - |
| ARCHITECT | 1.00 | 1.00 | 1.00 | 1.00 | - |
| CAPITAL PROJECTS COORD | 1.96 | 2.00 | 2.00 | 2.00 | - |
| FINANCIAL OFFICE PRO SR | - | 1.00 | 1.00 | 1.00 | - |
| Total | 5.96 | 7.00 | 7.00 | 7.00 | - |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

General Services

CAPITAL PROJECTS BUDGET PROGRAM (CONT'D)

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 896,442 | \$ 1,037,500 | \$ 845,000 | \$ 1,060,700 | \$ 23,200 |
| Services and Supplies | 26,869 | 30,400 | 74,800 | 2,487,400 | 2,457,000 |
| Other Charges | 294,100 | 250,400 | 247,400 | 78,600 | (171,800) |
| Total Operating Expenditures | 1,217,411 | 1,318,300 | 1,167,200 | 3,626,700 | 2,308,400 |
| Capital Assets | 3,689,279 | 8,410,000 | 3,771,100 | 19,681,300 | 11,271,300 |
| Intrafund Expenditure Transfers (+) | 259,722 | 256,800 | 256,800 | 264,000 | 7,200 |
| Increases to Fund Balances | 1,050,520 | 1,900 | 60,700 | - | (1,900) |
| Total Expenditures | \$ 6,216,932 | \$ 9,987,000 | \$ 5,255,800 | \$ 23,572,000 | \$ 13,585,000 |
| Budget By Categories of Revenues | | | | | |
| Use of Money and Property | 6,883 | - | - | - | - |
| Intergovernmental Revenue | 2,210,408 | 50,000 | 695,400 | 195,000 | 145,000 |
| Charges for Services | 817,456 | 632,000 | 690,000 | 582,000 | (50,000) |
| Miscellaneous Revenue | 1,527 | - | - | - | - |
| Total Operating Revenues | 3,036,274 | 682,000 | 1,385,400 | 777,000 | 95,000 |
| Other Financing Sources | 2,029,717 | 8,360,000 | 1,110,000 | 19,420,000 | 11,060,000 |
| Decreases to Fund Balances | 1,201,141 | - | 2,035,700 | 2,362,400 | 2,362,400 |
| General Fund Contribution | - | 945,000 | 724,700 | 1,012,600 | 67,600 |
| Total Revenues | \$ 6,267,132 | \$ 9,987,000 | \$ 5,255,800 | \$ 23,572,000 | \$ 13,585,000 |

2018-19 Anticipated Accomplishments

- Achieved Northern Branch Jail Project (AB900) construction milestones including 90%+ completion of the facility and 100% completion of the offsite utilities work.
- Received AB900 reimbursements from the State consistently ahead of anticipated timeframes.
- Completed, and closed out the offsite Bid Package 2 of the Northern Branch Jail Project.
- Completed the Agnes Street Residential Crisis Unit for Behavioral Wellness.
- Completed Phase II of the Isla Vista Community Center.
- Completed the Main Jail Deferred Maintenance Implementation Plan.
- Completed the airfield safety grading, and airfield electrical improvements at the Santa Ynez Airport.
- Completed the Jalama Waterline replacement.

General Services

CAPITAL PROJECTS BUDGET PROGRAM (CONT'D)

2019-20 Objectives

- Continue to successfully manage the construction of the Northern Branch Jail including expedited receipt of State reimbursement grant funds.
- Complete construction of the Northern Branch Jail.
- Continue to successfully manage the construction of the Northern Branch Jail including expedited receipt of State reimbursement grant funds.
- Design and construct Behavioral Wellness projects in support of the County's mental health initiatives.
- Complete the Franklin Clinic generator project and additional projects in accordance with Public Health's strategic plans.
- Integrate facilities condition consultant reports into maintenance and capital project planning.
- Prioritize and integrate sustainable design principles into project planning, design, and construction.
- Continue streamlined project delivery utilizing the Job Order contracting (JOC) program.
- Proceed with projects for the main jail to be implemented in a 3 to 5 year program in accordance with the implementation plan.
- Implement the County's commissioning program and energy efficiency standards and continue to work with Departments and stakeholders in improving the County's sustainability initiatives.
- Develop projects resulting from the approved 2019 Capital Project list.

General Services

FACILITIES & REAL ESTATE MANAGEMENT BUDGET PROGRAM

Facilities & Real Estate Management provides safe and healthy facilities for County employees and visitors. It provides a full range of maintenance services and coordinates contracts for custodial and landscaping services for County-owned structures. Staff maintains over 2.3 million square feet of space in approximately 430 County-owned buildings. The Real Property Division provides professional real estate services to meet the needs of all County Departments. Those services include negotiating and preparing documents for all types of real estate transactions, and maintaining a database of all active and historic real estate related projects and transactions. The Division also maintains an inventory of all County-owned properties. This function also includes Energy Management efforts to improve the efficiency of the County's utilities and facilities.

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|-----------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| ASST DIRECTOR | 0.16 | - | - | - | - |
| DIVISION MANAGER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| FACILITIES MANAGER | 2.08 | 3.00 | 3.00 | 2.00 | (1.00) |
| PROJECT MANAGER | 1.73 | 2.00 | 2.00 | 2.00 | - |
| ENERGY MANAGER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COST ANALYST | 1.00 | 1.00 | 1.00 | 1.00 | - |
| ADMN OFFICE PRO | 1.00 | 1.50 | 1.50 | 1.50 | - |
| DEPT BUS SPEC | 1.00 | 1.00 | 1.00 | 1.00 | - |
| REAL PROPERTY AGENT | 1.42 | 2.00 | 2.00 | 2.00 | - |
| FACILITIES SUPERVISOR | 0.15 | - | - | 1.00 | 1.00 |
| HVAC SPECIALIST | 1.00 | 3.00 | 3.00 | 2.00 | (1.00) |
| BUILDING MAINT SUPV | 1.85 | 2.00 | 2.00 | 2.00 | - |
| MAINTENANCE PLUMBER | 3.00 | 3.00 | 3.00 | 3.00 | - |
| ADMN OFFICE PRO SR | 0.96 | 1.00 | 1.00 | 1.00 | - |
| BUILDING MAINT WORKER | 11.46 | 12.00 | 12.00 | 13.00 | 1.00 |
| Total | <u>28.82</u> | <u>33.50</u> | <u>33.50</u> | <u>33.50</u> | - |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

General Services

FACILITIES & REAL ESTATE MANAGEMENT BUDGET PROGRAM (CONT'D)

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 3,881,254 | \$ 3,852,300 | \$ 3,621,000 | \$ 4,110,700 | \$ 258,400 |
| Services and Supplies | 10,950,058 | 12,450,100 | 11,794,400 | 9,136,000 | (3,314,100) |
| Other Charges | 2,109,724 | 2,359,200 | 2,278,100 | 2,424,200 | 65,000 |
| Total Operating Expenditures | 16,941,036 | 18,661,600 | 17,693,500 | 15,670,900 | (2,990,700) |
| Capital Assets | 19,980 | - | 35,000 | - | - |
| Other Financing Uses | 982,642 | 683,300 | 683,300 | 688,400 | 5,100 |
| Intrafund Expenditure Transfers (+) | 732,620 | 779,500 | 780,900 | 772,100 | (7,400) |
| Increases to Fund Balances | 392,893 | 44,000 | 97,300 | 44,000 | - |
| Total Expenditures | \$ 19,069,171 | \$ 20,168,400 | \$ 19,290,000 | \$ 17,175,400 | \$ (2,993,000) |
| Budget By Categories of Revenues | | | | | |
| Licenses, Permits and Franchises | 49,317 | 50,600 | 50,000 | 48,000 | (2,600) |
| Use of Money and Property | 938,976 | 851,900 | 859,000 | 857,500 | 5,600 |
| Intergovernmental Revenue | 146,022 | 133,600 | 135,400 | 124,300 | (9,300) |
| Charges for Services | 6,243,772 | 7,632,200 | 6,536,200 | 6,546,000 | (1,086,200) |
| Miscellaneous Revenue | 543,731 | 404,900 | 531,300 | 540,500 | 135,600 |
| Total Operating Revenues | 7,921,818 | 9,073,200 | 8,111,900 | 8,116,300 | (956,900) |
| Other Financing Sources | 332,436 | - | 22,400 | - | - |
| Intrafund Expenditure Transfers (-) | 28,146 | 36,600 | 1,000 | 36,600 | - |
| Decreases to Fund Balances | 2,999,004 | 4,734,800 | 4,606,000 | 2,413,600 | (2,321,200) |
| General Fund Contribution | 7,326,920 | 6,323,800 | 6,548,700 | 6,608,900 | 285,100 |
| Total Revenues | \$ 18,608,324 | \$ 20,168,400 | \$ 19,290,000 | \$ 17,175,400 | \$ (2,993,000) |

2018-19 Anticipated Accomplishments

- Responded to \$1.3M, or 300 work orders, of emergency unplanned deferred maintenance projects for broken water lines, HVAC failures, vandalism, sewer back-ups, broken windows, and roof leaks.
- Implement Security enhancements to County Facilities per the recommendations of the Security Assessment as funds allowed.
- Completed Water Savings projects through the County, replacing high flow toilets, faucets, and irrigation systems.
- Completed \$1.8M of planned deferred maintenance projects.
- Implement a handheld device to become paperless for responding to 10,000 work requests.
- Continued to meet our performance measure by delivering excellent customer services within targeted timeframes. Met FY budget projected budget revenues in the Real Property Program.
- Continued to train and utilize our 5th group of interns to update the Yardi database.
- Implemented Real Property expenditure tracking in FIN.

General Services

FACILITIES & REAL ESTATE MANAGEMENT BUDGET PROGRAM (CONT'D)

2019-20 Objectives

- Continue efforts towards merging the three deferred maintenance reports (Jorgensen, Marx Okubo, and the County Deferred Maintenance) into the County Maintenance Connection Program to fully understand the impact of the \$64,000,000 back log of deferred maintenance.
 - Identify the most critical deferred maintenance projects and complete within the fiscal year.
 - Identify potential emergencies prior to failure to reduce emergency project costs and disruption to staff and clients.
 - Continue Phase 2 Yardi Real Property data implementation: Add closed agreements, inventory, report fine tuning, critical dates, provisions, and tasks to the database, and continued efforts of improvement of implementation.
 - Continue success with Real Property evaluation survey return rate and high satisfaction.
 - Meet FY budget projected budget revenue for the Real Property Program.
 - Continually work to provide General Services database improvements crucial to Real Property Billing.
- Continue to evaluate and provide appropriate staffing levels to address short-term needs and long-term goals.

General Services

FLEET OPERATIONS BUDGET PROGRAM

Fleet Operations meets all of the transportation needs of the County procuring, maintaining and disposing of all light, medium and heavy duty vehicles and equipment, administration of the motor pool, and the fuel station operations.

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|-----------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| PROGRAM/BUS LDR-GEN | 0.46 | - | - | - | - |
| FLEET MANAGER | 0.54 | 1.00 | 1.00 | 1.00 | - |
| ACCOUNTANT | 1.00 | 1.00 | 1.00 | 1.00 | - |
| DEPT BUS SPEC | 1.96 | 3.00 | 3.00 | 2.00 | (1.00) |
| LEAD MECHANIC | 2.65 | 3.00 | 3.00 | 3.00 | - |
| EQUIPMENT MECHANIC | 2.00 | 2.00 | 2.00 | 2.00 | - |
| AUTOMOTIVE MECHANIC | 8.62 | 8.00 | 8.00 | 9.00 | 1.00 |
| MOTOR POOL DISPATCH | 0.35 | 1.00 | 1.00 | 1.00 | - |
| STOREKEEPER | 0.35 | 1.00 | 1.00 | 1.00 | - |
| Total | 17.92 | 20.00 | 20.00 | 20.00 | - |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 2,055,818 | \$ 2,306,800 | \$ 1,997,000 | \$ 2,440,700 | \$ 133,900 |
| Services and Supplies | 5,027,645 | 5,784,200 | 5,315,800 | 6,623,900 | 839,700 |
| Other Charges | 3,991,066 | 4,063,400 | 4,099,200 | 4,299,400 | 236,000 |
| Total Operating Expenditures | 11,074,529 | 12,154,400 | 11,412,000 | 13,364,000 | 1,209,600 |
| Capital Assets | 3,598,099 | 2,440,800 | 2,560,600 | 4,354,800 | 1,914,000 |
| Other Financing Uses | 58,685 | - | 33,400 | - | - |
| Increases to Fund Balances | - | - | 1,486,400 | - | - |
| Total Expenditures | \$ 14,731,313 | \$ 14,595,200 | \$ 15,492,400 | \$ 17,718,800 | \$ 3,123,600 |
| Budget By Categories of Revenues | | | | | |
| Use of Money and Property | 93,701 | 125,000 | 206,000 | 200,000 | 75,000 |
| Intergovernmental Revenue | 13,601 | - | (13,700) | - | - |
| Charges for Services | 12,374,182 | 11,927,800 | 12,541,800 | 13,124,000 | 1,196,200 |
| Miscellaneous Revenue | 208,236 | 101,600 | 150,900 | 100,000 | (1,600) |
| Total Operating Revenues | 12,689,720 | 12,154,400 | 12,885,000 | 13,424,000 | 1,269,600 |
| Other Financing Sources | 1,459,012 | 89,800 | 274,800 | 794,800 | 705,000 |
| Decreases to Fund Balances | 1,896,845 | 2,351,000 | 2,332,600 | 3,500,000 | 1,149,000 |
| Total Revenues | \$ 16,045,577 | \$ 14,595,200 | \$ 15,492,400 | \$ 17,718,800 | \$ 3,123,600 |

General Services

FLEET OPERATIONS BUDGET PROGRAM (CONT'D)

2018-19 Anticipated Accomplishments

- Made continued progress in right sizing the County Fleet. Replaced 3 Assigned Gas powered vehicles with Hybrid and eliminated\downsized multiple large class vehicles.
- During FY2018-19 the efficiency of the fleet continued to grow as more miles traveled continued to increase over fuel use of Assigned vehicles.
- Implemented enhanced process by which emergency vehicle readiness status is communicated to our customers when equipment is out of service.

2019-20 Objectives

- Continue efforts towards right sizing the County's vehicle fleet (Recurring).
- Continue to work with all County Departments to establish fossil fuel reduction goals (total fuel gallons used annually), provide reporting data and monitor progress.
- Ensure all new Fire Mechanics meet level one certification through CFMA.
- Increase the number of alternatively fueled and ALL-Electric vehicles into the Fleet.

General Services

INFORMATION & COMMUNICATIONS TECHNOLOGY BUDGET PROGRAM

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

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|--------------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| ASST DIRECTOR | 0.96 | 1.00 | 1.00 | 1.00 | - |
| DIVISION MANAGER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| PROJECT MANAGER | 1.00 | 1.00 | 1.00 | 2.00 | 1.00 |
| EDP OFFICE AUTO SPEC | 12.73 | 15.00 | 15.00 | 15.00 | - |
| EDP SYS & PROG ANLST SR | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COMMUNICATIONS MANAGER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| ADMN OFFICE PRO | 0.73 | 1.00 | 1.00 | 1.00 | - |
| RADIO COMMUNICATION SYSTEMS ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| EDP NETWORK TECH | 5.77 | 6.00 | 6.00 | 6.00 | - |
| EDP SYS & PROG ANLST | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COMM SYSTEMS SUPV | 1.00 | 1.00 | 1.00 | 1.00 | - |
| COMM EQUIP TECH SR | 2.00 | 2.00 | 2.00 | 2.00 | - |
| EDP OFFICE AUTO COORD | 1.00 | 1.00 | 1.00 | 1.00 | - |
| ELECTRONICS SYSTEMS TECH | 1.65 | 2.00 | 2.00 | 2.00 | - |
| COMM EQUIP TECH | 1.54 | 2.00 | 2.00 | 2.00 | - |
| Total | <u>33.38</u> | <u>37.00</u> | <u>37.00</u> | <u>38.00</u> | <u>1.00</u> |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

General Services

INFORMATION & COMMUNICATIONS TECHNOLOGY BUDGET PROGRAM (CONT'D)

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 5,849,796 | \$ 6,282,800 | \$ 5,651,000 | \$ 6,532,200 | \$ 249,400 |
| Services and Supplies | 4,530,690 | 4,808,800 | 5,113,300 | 6,553,200 | 1,744,400 |
| Other Charges | 2,406,655 | 2,645,300 | 2,244,000 | 2,881,700 | 236,400 |
| Total Operating Expenditures | 12,787,140 | 13,736,900 | 13,008,300 | 15,967,100 | 2,230,200 |
| Capital Assets | 2,366,517 | 4,813,700 | 5,850,000 | 3,348,300 | (1,465,400) |
| Increases to Fund Balances | - | - | 1,133,400 | - | - |
| Total Expenditures | \$ 15,153,657 | \$ 18,550,600 | \$ 19,991,700 | \$ 19,315,400 | \$ 764,800 |
| Budget By Categories of Revenues | | | | | |
| Use of Money and Property | 216,016 | 175,000 | 351,000 | 175,000 | - |
| Intergovernmental Revenue | 43,802 | - | (12,500) | - | - |
| Charges for Services | 12,538,741 | 13,372,500 | 13,417,600 | 14,862,100 | 1,489,600 |
| Miscellaneous Revenue | 22,625 | - | - | - | - |
| Total Operating Revenues | 12,821,184 | 13,547,500 | 13,756,100 | 15,037,100 | 1,489,600 |
| Other Financing Sources | 1,301,435 | 1,241,000 | 1,436,000 | 800,000 | (441,000) |
| Decreases to Fund Balances | 1,257,632 | 3,762,100 | 4,799,600 | 3,478,300 | (283,800) |
| Total Revenues | \$ 15,380,251 | \$ 18,550,600 | \$ 19,991,700 | \$ 19,315,400 | \$ 764,800 |

2018-19 Anticipated Accomplishments

- Established an IT Governance Program supported by a multi-department council and committees.
- Established a formal ICT Project Management Office staffed with a full-time project manager.
- Completed deployment of new firewall security appliances on the County network.
- Completed Phase 1 (Assessment) and Phase 2 (Recommendation) of the Public Safety Radio Upgrade Project.
- Completed opening ICT satellite offices in Santa Maria and Carpinteria. Enrolled all County employees in Cyber Security Awareness Training.
- Replaced Administration building battery system and optimized building electrical wiring.
- Deployed the ServiceNow platform to consolidate IT incident management and reporting.
- Managed the IT Inventory Assessment of all county IT resources to provide recommendations for improvement initiatives.

2019-20 Objectives

- Complete Phases 3 & 4 (Design) and Phase 5 (Procurement/Implementation) of the Public Safety Radio Upgrade Project.
- Launch a pilot centralized Tier-1 call center, providing intake, triage and tracking of technical support calls.
- Expand radio coverage with microwave tower infrastructure at Santa Ynez Peak, Figueroa and Mt. Abel (Phase 3).
- Perform an upgrade assessment of the County's telephone infrastructure.
- Re-design County website to improve resiliency through the use of cloud-based platforms and insure ADA compliance.
- Perform GIS needs assessment to determine enterprise GIS mapping needs across all County departments.

General Services

PURCHASING, SURPLUS AND MAIL BUDGET PROGRAM

Purchasing provides centralized procurement of County commodities and supplies. Surplus Property provides for standards of disposal for the County's surplus property. Mail services include mail delivery to departments throughout the County.

Staffing

| Staffing Detail By Budget Program | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|-----------------------------------|-------------------|--------------------|--------------------------------|------------------------|--|
| PROGRAM/BUS LDR-GEN | 0.15 | - | - | - | - |
| ENTERPRISE LDR-GEN | - | 1.00 | 1.00 | 1.00 | - |
| PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 1.00 | - |
| DEPT BUS SPEC | 0.04 | - | - | 1.00 | 1.00 |
| BUYER | 2.77 | 3.00 | 3.00 | 2.00 | (1.00) |
| MAIL CENTER SUPERVISOR | 0.96 | 1.00 | 1.00 | 1.00 | - |
| MAIL CENTER WORKER | 1.42 | 2.00 | 2.00 | 2.00 | - |
| Total | 6.35 | 8.00 | 8.00 | 8.00 | - |

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

Revenue & Expenditures

| Budget By Categories of Expenditures | 2017-18 Actual | 2018-19 Adopted | 2018-19 Estimated Actual | 2019-20 Recommended | Change From FY18-19 Ado to FY19-20 Rec |
|---|-------------------|--------------------|--------------------------------|------------------------|--|
| Salaries and Employee Benefits | \$ 792,409 | \$ 1,016,700 | \$ 955,000 | \$ 1,042,700 | \$ 26,000 |
| Services and Supplies | 74,165 | 33,600 | 114,700 | 34,100 | 500 |
| Other Charges | 103,044 | 120,700 | 100,100 | 128,800 | 8,100 |
| Total Operating Expenditures | 969,617 | 1,171,000 | 1,169,800 | 1,205,600 | 34,600 |
| Intrafund Expenditure Transfers (+) | 153,506 | 174,800 | 173,400 | 175,400 | 600 |
| Total Expenditures | \$ 1,123,123 | \$ 1,345,800 | \$ 1,343,200 | \$ 1,381,000 | \$ 35,200 |
| Budget By Categories of Revenues | | | | | |
| Miscellaneous Revenue | 1,051 | - | 2,000 | - | - |
| Total Operating Revenues | 1,051 | - | 2,000 | - | - |
| Decreases to Fund Balances | - | - | - | 21,200 | 21,200 |
| General Fund Contribution | 1,239,756 | 1,345,800 | 1,341,200 | 1,359,800 | 14,000 |
| Total Revenues | \$ 1,240,807 | \$ 1,345,800 | \$ 1,343,200 | \$ 1,381,000 | \$ 35,200 |

General Services

PURCHASING, SURPLUS AND MAIL BUDGET PROGRAM (CONT'D)

2018-19 Anticipated Accomplishments

- Completed 40 RFPs on behalf of the County.
- Updated the Local Vendor Preference on tangible goods to allow for a 6% match of the lowest bid.
- Implemented an online digital bid process and increased vendor registration.
- Improved the contracting process for services with vendors that aggregate above \$200k.
- Initiated an Amazon Business account for countywide use by departments that will improve tracking and data analysis of spend for purchases made through Amazon.
- Streamlined the Surplus Property process to increase re-use and revenue from sales, and minimize disposal.

2019-20 Objectives

- Increase vendor participation in all bid and procurement opportunities to maximize spend, value and quality of goods and services.
- Transition to conducting postage metering services in-house for accountability and efficiency.
- Finalize all required contracts to support the opening and operation of the Northern Branch Jail.
- Continue to pursue implementation of the Countywide Procurement Analysis (Renew '22) recommendations.
- Update the County's Procurement Manual to better guide Departments on best practices.