

GENERAL SERVICES

PROPOSED BUDGET • FY 2019-20 & 2020-21

PROPOSED BUDGET

All Funds	FY 2018-19	FY 2019-20	Δ	FY 2020-21	Δ
Revenues	4,792,120	5,079,408	6.0%	5,123,200	0.9%
<i>General Fund</i>	1,801,104	2,079,615	15.5%	2,200,469	5.8%
<i>Other Funds</i>	(329,523)	(473,012)	43.5%	(490,666)	3.7%
Total Financing	6,263,701	6,686,011	6.7%	6,833,003	2.2%
Expenditures	6,263,701	6,686,011	6.7%	6,833,003	2.2%
Total Staffing	60.00	61.00	1.7%	58.00	-4.9%
<i>Unfunded Staffing</i>	(2.50)	0.00	-100.0%	0.00	0.0%
Funded Staffing	57.50	61.00	6.1%	58.00	-4.9%

FOCUS AREAS



Reliable
Transportation



Sustainable
Environment

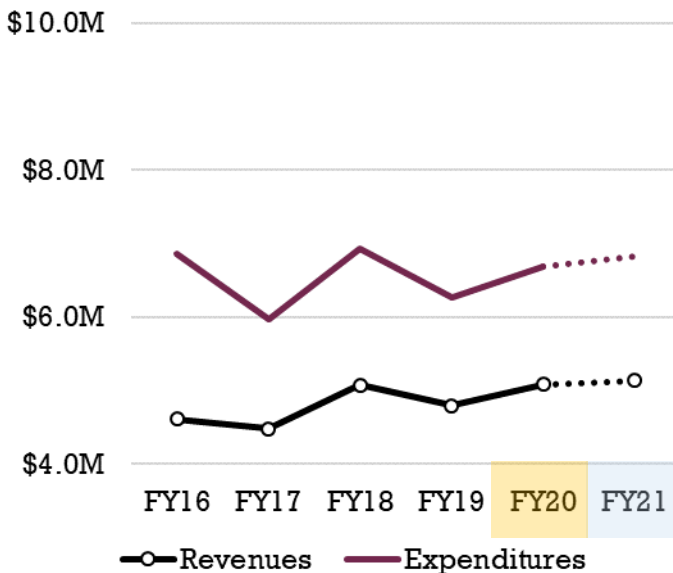


Operational
Excellence

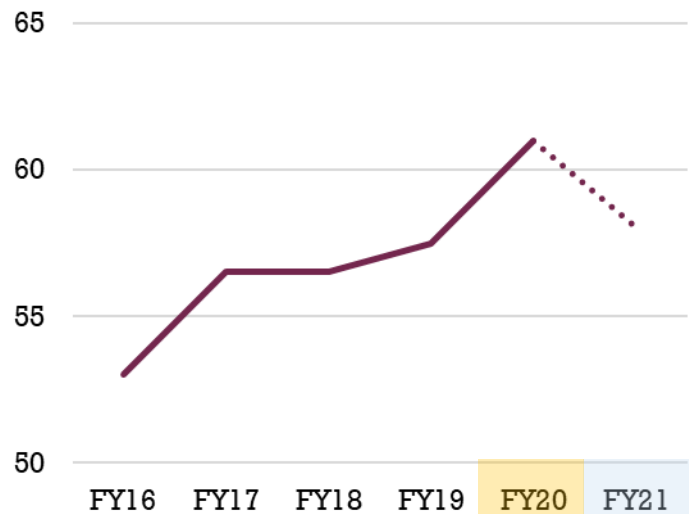
For Department Priorities:
[Operational Plan Section III](#)

BUDGET TRENDS

Revenues vs. Expenditures



Funded Staffing



The gap between revenue and expenditures is financed by a combination of General Fund contribution and fund balance.

In 2019-20, staffing changes include the funding of previously unfunded positions and the addition of a Maintenance Plumber in. In 2020-21, staffing reduces by three limited-term positions that expire on June 30, 2020.

OVERVIEW

Mission

To provide a wide variety of services to County departments, such as facilities maintenance and fleet services, that enable the work of the County.

General Services

Page 115

Fleet Services

Page 119

Administration

Facilities
Management

Purchasing

Capital Projects

GENERAL SERVICES

General Services is responsible for support for capital construction projects, the maintenance of County-owned and leased facilities, and the centralized purchasing program and warehouse management.

FLEET SERVICES

The Fleet Services Division is responsible for the repair and maintenance of all County vehicles except those assigned to the Public Works Department.

In 2019-20, the department will work on several initiatives, including a PRIMO project related to decreasing the backlog of facilities maintenance work orders, reviewing opportunities for cost-effective and efficient fleet replacement, increasing the number of electric vehicle charging stations, and increasing the number of participants in the Transportation Reduction Incentive Program (TRIP).

YEAR 1 BUDGET OVERVIEW

2019-20 RECOMMENDED BUDGET

The 2019-20 recommended budget provides for an increase of \$422,310 in expenditures, an increase of \$287,288 in revenues, and a reduction of \$143,489 in use of fund balance, resulting in a \$278,511 increase in General Fund contribution.

EXPENDITURES

The increase in expenditures of \$422,310 is primarily due to increases in Salaries and Benefits to supporting existing, previously funded, and new staff as well as increasing costs to maintain aging infrastructure.

FIXED ASSETS

The Fleet Services Division proposes to purchase 25 replacement vehicles for various departments. This includes two electric vehicles partially funded by the Monterey Bay Unified Air Pollution Control District.

REVENUES

The increase in revenues of \$287,288 is primarily due to increases in service center charges and charges to non-General Fund departments for services.

STAFFING

Staffing changes include funding a Custodian to provide services for the new Behavioral Health Clinic in Watsonville. Health Services Agency (HSA) is providing the funding for this position.

Other staffing additions include funding the Sr. Building Equipment Mechanic, and a new Maintenance Plumber to address a backlog of deferred maintenance items at HSA and Human Services Department (HSD). The majority of funding for the positions have been included in the building maintenance charges for HSA and HSD.

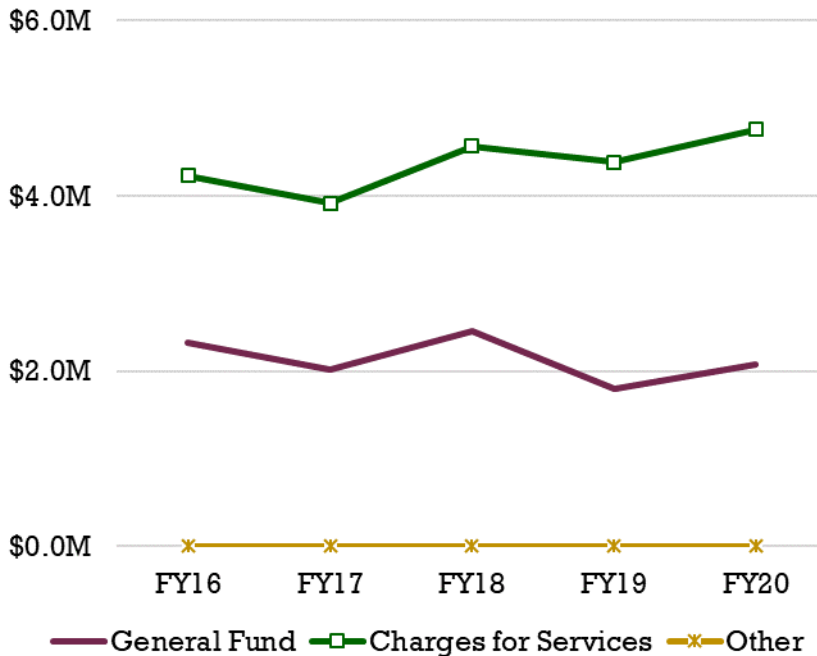
YEAR 1 BUDGET DETAIL

Budget Unit: 33

All Funds	Actual 2017-18	Adopted 2018-19	Estimated 2018-19	Recommended 2019-20	Change from 2018-19	
Revenues						
Use of Money	68,335	70,675	70,675	73,620	2,945	4.2%
Intergovernmental	515,000	0	427	0	0	0.0%
Charges for Services	4,639,556	4,387,542	4,425,504	4,757,165	369,623	8.4%
Miscellaneous	175,880	103,903	104,690	178,623	74,720	71.9%
Other Financing	514,149	230,000	340,675	70,000	(160,000)	-69.6%
Total Revenues	5,912,920	4,792,120	4,941,971	5,079,408	287,288	6.0%
<i>General Fund</i>	<i>2,032,183</i>	<i>1,801,104</i>	<i>1,847,111</i>	<i>2,079,615</i>	<i>278,511</i>	<i>15.5%</i>
<i>Other Funds</i>	<i>(333,074)</i>	<i>(329,523)</i>	<i>(634,505)</i>	<i>(473,012)</i>	<i>(143,489)</i>	<i>43.5%</i>
Total Financing	7,612,029	6,263,701	6,154,577	6,686,011	422,310	6.7%
Expenditures						
Salaries & Benefits	5,921,955	6,501,371	6,202,353	7,115,710	614,339	9.4%
Services & Supplies	6,451,291	5,943,539	6,068,259	5,888,392	(55,147)	-0.9%
Other Charges	1,702,144	1,431,433	1,431,915	1,334,386	(97,047)	-6.8%
Fixed Assets	9,483	0	0	0	0	0.0%
Subtotal	14,084,873	13,876,343	13,702,527	14,338,488	462,145	3.3%
<i>IntraFund Transfers</i>	<i>(6,472,844)</i>	<i>(7,612,642)</i>	<i>(7,547,950)</i>	<i>(7,652,477)</i>	<i>(39,835)</i>	<i>0.5%</i>
Total Expenditures	7,612,029	6,263,701	6,154,577	6,686,011	422,310	6.7%
Staffing						
General Services		55.00	55.00	56.00	1.00	1.8%
Fleet Services		5.00	5.00	5.00	0.00	0.0%
Total Staffing		60.00	60.00	61.00	1.00	1.7%
<i>Unfunded Staffing</i>		<i>(2.50)</i>	<i>(2.00)</i>	<i>0.00</i>	<i>2.50</i>	<i>-100.0%</i>
Funded Staffing		57.50	58.00	61.00	3.50	6.1%

FINANCING TRENDS

5-Year Financing by Sources



GENERAL FUND

Slightly more than one-third of the budget is funded by a General Fund contribution.

CHARGES FOR SERVICES

General Services charges other departments for building and equipment maintenance, custodial services, utilities, project management and operations at the Fleet Services.

OTHER

Various minor revenues.

OTHER FUNDS

Prior year fund balance from Fleet Services is utilized to replace the County fleet.

YEAR 1 FINANCING BY DIVISION

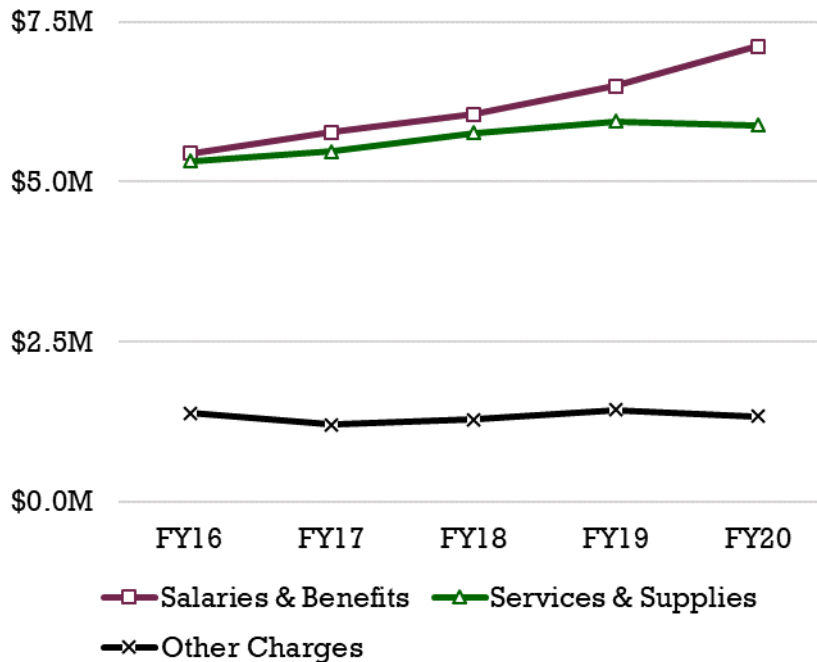
General Fund by Division	FY 2019-20 Financing			
	Charges for Services	Other*	General Fund	Total Financing
General Services	1,804,838	207,243	2,079,615	4,091,696
Total General Fund	1,804,838	207,243	2,079,615	4,091,696

Other Funds by Division	FY 2019-20 Financing			
	Charges for Services	Other*	Other Funds	Total Financing
Service Center	2,952,327	115,000	(473,012)	2,594,315
Total Other Funds	2,952,327	115,000	(473,012)	2,594,315
Total All Funds	4,757,165	322,243	1,606,603	6,686,011

*Other - Includes revenue from use of money, miscellaneous charges and other financing.

EXPENDITURE TRENDS

5-Year Expenditures
by Uses



SALARIES & BENEFITS

Approximately half of the General Services budget is spent on staff.

SERVICES & SUPPLIES

Includes costs for the fleet services and building maintenance.

OTHER CHARGES

Includes costs for interest and principle on copier leases, lease payments for the Government Center energy retro-fit project as well as depreciation charged by the Auditor's Office on Fleet vehicles and County Overhead billed to Fleet.

*Expenditures do not include IntraFund Transfers.

YEAR 1 EXPENDITURES BY DIVISION

FY 2019-20 Expenditures

General Fund by Division	Salaries & Benefits	Services & Supplies	Other Charges	IntraFund Transfers*	Total Expenditures
General Services	6,575,010	4,714,787	454,376	(7,652,477)	4,091,696
Total General Fund	6,575,010	4,714,787	454,376	(7,652,477)	4,091,696

FY 2019-20 Expenditures

Other Funds by Division	Salaries & Benefits	Services & Supplies	Other Charges	IntraFund Transfers*	Total Expenditures
Fleet Services	540,700	1,173,605	880,010	0	2,594,315
Total Other Funds	540,700	1,173,605	880,010	0	2,594,315
Total All Funds	7,115,710	5,888,392	1,334,386	(7,652,477)	6,686,011

*IntraFund Transfers represent reimbursements from other departments.

YEAR 2 PROJECTED BUDGET OVERVIEW

Budget Unit: 33

2020-21 PROJECTED BUDGET

The estimates included in the 2020-21 projected budget assume a status quo operation and reflect any known changes, resulting in increases of \$120,854 in General Fund contribution and \$17,654 in use of fund balance.

EXPENDITURES

Expenditures are projected to increase \$146,992 overall, primarily driven by a reduction of \$260,414 in IntraFund transfers, \$10,424 decrease in Salary and Benefits for existing staffing, and a decrease of \$102,998 in Services and Supplies.

REVENUES

The increase in revenues of \$43,792 is primarily related to an increase in Charges for Services for

non-General Fund departments, offset by a decrease in Other Financing.

FIXED ASSETS

Vehicle costs are capitalized over the lifespan of the fixed asset purchase and are not reflected in this projected budget.

STAFFING

Staffing changes include the deletion of three limited-term Maintenance Worker II positions that expired on June 30, 2020.

YEAR 2 PROJECTED BUDGET DETAIL

All Funds	Adopted 2018-19	Recommended 2019-20	Projected 2020-21	Change from 2019-20	
Revenues					
Use of Money	70,675	73,620	73,620	0	0.0%
Charges for Services	4,387,542	4,757,165	4,849,570	92,405	1.9%
Miscellaneous	103,903	178,623	185,010	6,387	3.6%
Other Financing	230,000	70,000	15,000	(55,000)	-78.6%
Total Revenues	4,792,120	5,079,408	5,123,200	43,792	0.9%
<i>General Fund</i>	<i>1,801,104</i>	<i>2,079,615</i>	<i>2,200,469</i>	<i>120,854</i>	<i>5.8%</i>
<i>Other Funds</i>	<i>(329,523)</i>	<i>(473,012)</i>	<i>(490,666)</i>	<i>(17,654)</i>	<i>3.7%</i>
Total Financing	6,263,701	6,686,011	6,833,003	146,992	2.2%
Expenditures					
Salaries & Benefits	6,501,371	7,115,710	7,105,286	(10,424)	-0.1%
Services & Supplies	5,943,539	5,888,392	5,785,394	(102,998)	-1.7%
Other Charges	1,431,433	1,334,386	1,334,386	0	0.0%
Subtotal	13,876,343	14,338,488	14,225,066	(113,422)	-0.8%
<i>IntraFund Transfers</i>	<i>(7,612,642)</i>	<i>(7,652,477)</i>	<i>(7,392,063)</i>	<i>260,414</i>	<i>-3.4%</i>
Total Expenditures	6,263,701	6,686,011	6,833,003	146,992	2.2%
Staffing					
General Services	55.00	56.00	53.00	(3.00)	-5.4%
Fleet Services	5.00	5.00	5.00	0.00	0.0%
Total Staffing	60.00	61.00	58.00	(3.00)	-4.9%
<i>Unfunded Staffing</i>	<i>(2.50)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.0%</i>
Funded Staffing	57.50	61.00	58.00	(3.00)	-4.9%

GENERAL SERVICES

ADMINISTRATION

General Services Administration staff is responsible for the overall management of the department, providing for planning, evaluation, program development, and the associated administrative responsibilities. The division provides support for capital construction projects, which includes the processing of formal construction bids.

PURCHASING & CENTRAL STORES UNIT

The Purchasing Division manages the centralized purchasing program and supervises the County warehouse central stores and record retention operations. Purchasing supports and trains departments in the procurement of goods and services. Staff also develop biddable specifications to meet program needs and seek competitive offers on goods or projects.

FACILITIES MANAGEMENT DIVISION

The division includes four sections.

The Building Maintenance Section is responsible for repair and maintenance of County-owned and leased facilities, maintenance of electrical systems and equipment, coordinating the abatement of hazardous materials, and inspecting fire alarm systems and other safety equipment.

The Building Equipment Maintenance Section is responsible for the repair and maintenance of mechanical equipment that provides heating, air conditioning, ventilation, refrigeration and plumbing.

The Custodial Services Section maintains almost 700,000 square feet of space in 34 County facilities and leased sites.

Lastly, the Safety Section is responsible for building and employee safety and security.

YEAR 1 BUDGET OVERVIEW: GENERAL SERVICES

2019-20 RECOMMENDED BUDGET

The 2019-20 recommended budget provides for an increase of \$425,798 in expenditures and an increase of \$147,287 in revenues, which results in a \$278,511 increase in General Fund contribution.

EXPENDITURES

The increase of \$681,589 in Salaries and Benefits is due to funding Sr. Building Equipment Mechanic, Custodial positions, and a Maintenance Plumber position and cost increases to support existing staff.

The decrease of \$220,036 in Services and Supplies is due utility savings, offset by an increase in building and equipment maintenance.

The remaining increases of \$4,080 in Other Charges and \$39,835 in IntraFund Transfers are due to the financing of a new copier and reduced

reimbursements from other departments, respectively.

REVENUES

The increase of \$147,287 in revenues is due to a increase in services provided to non-General Fund departments, parking fees from the parking lot expansion, and purchasing services to non-General Fund departments.

STAFFING

Staffing changes include funding of the Sr. Building Equipment Mechanic and Custodian positions, and the addition of a Maintenance Plumber.

YEAR 1 BUDGET DETAIL: GENERAL SERVICES

Division: 3310

All Funds	Actual 2017-18	Adopted 2018-19	Estimated 2018-19	Recommended 2019-20	Change from 2018-19	
Revenues						
Use of Money	68,335	70,675	70,675	73,620	2,945	4.2%
Intergovernmental	515,000	0	427	0	0	0.0%
Charges for Services	2,016,852	1,690,216	1,693,201	1,804,838	114,622	6.8%
Miscellaneous	100,832	103,903	103,890	133,623	29,720	28.6%
Total Revenues	2,701,019	1,864,794	1,868,193	2,012,081	147,287	7.9%
<i>General Fund</i>	<i>2,032,183</i>	<i>1,801,104</i>	<i>1,847,111</i>	<i>2,079,615</i>	<i>278,511</i>	<i>15.5%</i>
Total Financing	4,733,202	3,665,898	3,715,304	4,091,696	425,798	11.6%
Expenditures						
Salaries & Benefits	5,419,962	5,893,421	5,781,006	6,575,010	681,589	11.6%
Services & Supplies	5,296,763	4,934,823	5,031,952	4,714,787	(220,036)	-4.5%
Other Charges	489,321	450,296	450,296	454,376	4,080	0.9%
Subtotal	11,206,046	11,278,540	11,263,254	11,744,173	465,633	4.1%
<i>IntraFund Transfers</i>	<i>(6,472,844)</i>	<i>(7,612,642)</i>	<i>(7,547,950)</i>	<i>(7,652,477)</i>	<i>(39,835)</i>	<i>0.5%</i>
Total Expenditures	4,733,202	3,665,898	3,715,304	4,091,696	425,798	11.6%
Total Staffing		55.00	55.00	56.00	1.00	1.8%
<i>Unfunded Staffing</i>		<i>(2.50)</i>	<i>(2.00)</i>	<i>0.00</i>	<i>(2.50)</i>	<i>-100.0%</i>
Funded Staffing		52.50	53.00	56.00	3.50	6.7%

YEAR 1 FINANCING CHANGES: GENERAL SERVICES

Financing Sources	Description/ Impact	Increase/ (Decrease)
Use of Money	Increase in lease agreements.	2,945
Charges for Services	Increased parking fees and management charges to Fleet.	114,622
Miscellaneous	Increase charge to departments for Purchasing services.	29,720
General Fund	Increase in General Fund contribution.	278,511
Total		425,798

YEAR 1 EXPENDITURE CHANGES: GENERAL SERVICES

Financing Uses	Description/ Impact	Cost/ (Savings)
	Increase in costs to support existing staff.	345,662
Salaries & Benefits	Fund 1.5 Custodians for the Health Services Agency.	90,357
	Fund 1.0 Sr Building Equipment Mechanic for HSA and HSD.	149,064
	Add 1.0 Maintenance Plumber for HSA and HSD.	96,506
Services & Supplies	Decrease in building maintenance and utility expenditures.	(220,036)
Other Charges	Principal and interest on replacement copy machines.	4,080
IntraFund Transfers	Decrease in reimbursements from other departments.	(39,835)
Total		425,798

YEAR 1 PROGRAM DETAIL: GENERAL SERVICES

Program Financing	Adopted 2018-19	FY 2019-20 Financing				Δ
		Revenues	Other Funds	General Fund	Total Financing	
Administration	321,358	347,019	0	(3,407)	343,612	6.9%
Building Maintenance	(132,553)	474,458	0	(261,404)	213,054	260.7%
Custodial Service	903,302	520,228	0	447,209	967,437	7.1%
Building Equip Mtce	326,356	216,016	0	221,992	438,008	34.2%
Project Mgmt./Safety	579,077	237,869	0	226,055	463,924	-19.9%
Utilities	1,082,653	4,000	0	1,071,254	1,075,254	-0.7%
Parking & TRIP	192,504	111,600	0	95,491	207,091	7.6%
Cafeteria	18,550	18,550	0	0	18,550	0.0%
Purchasing	337,223	37,977	0	276,593	314,570	-6.7%
Warehouse—Central Stores	37,428	44,364	0	5,832	50,196	34.1%
Total Financing	3,665,898	2,012,081	0	2,079,615	4,091,696	11.6%

Program Expenditures	Adopted 2018-19	FY 2019-20 Financing			Total Expenditures	Δ
		Salaries & Benefits	Services & Supplies	Other		
Administration	321,358	1,524,472	58,561	(1,239,421)	343,612	6.9%
Building Maintenance	(132,553)	1,604,617	862,975	(2,254,538)	213,054	260.7%
Custodial Service	903,302	2,194,704	319,696	(1,546,963)	967,437	7.1%
Building Equip Mtce	326,356	524,579	475,365	(561,936)	438,008	34.2%
Project Mgmt./Safety	579,077	183,110	332,189	(51,375)	463,924	-19.9%
Utilities	1,082,653	0	2,287,300	(1,212,046)	1,075,254	-0.7%
Parking & TRIP	192,504	81,992	125,099	0	207,091	7.6%
Cafeteria	18,550	0	18,550	0	18,550	0.0%
Purchasing	337,223	249,721	150,948	(86,099)	314,570	-6.7%
Warehouse—Central Stores	37,428	211,815	84,104	(245,723)	50,196	34.1%
Total Expenditures	3,665,898	6,575,010	4,714,787	(7,198,101)	4,091,696	11.6%

ACCOMPLISHMENTS & ACCOUNTABILITY: GENERAL SERVICES

PRIOR YEAR GOALS

1. Support County departments by providing timely and efficient building, equipment and custodial services.
2. Pursue energy efficiency opportunities including additional LED lighting retrofits.
3. Continue development of vision and mission for General Services, as well as participate in continuous process improvement in all areas.

2018-19 ACCOMPLISHMENTS

1. Continued to provide building equipment and custodial services to departments and began investigation to streamline paper-driven work order process.
2. Completed installation of LED lighting at 1400 Emeline and Court House.
3. Participated in PRIMO Steering Committee for continuous process improvement and was selected to participate in Kaizen/Burst projects.

YEAR 2 PROJECTED BUDGET OVERVIEW: GENERAL SERVICES

2020-21 PROJECTED BUDGET

The estimates included in the 2020-21 projected budget assume a status quo operation and reflect any known changes, resulting in an increase in General Fund contribution of \$120,854.

EXPENDITURES

Expenditures are projected to increase \$139,647 overall, primarily driven by a reduction of \$260,414 in IntraFund Transfers, offset by a decrease of \$30,676 in Salaries and Benefits due to the deletion of three limited-term positions, and a \$90,091 decrease in Services and Supplies due to projected lower utility costs.

REVENUES

The increase in revenues of \$18,793 is primarily related to an increase in services provided to non-General Fund departments.

STAFFING

The change in staffing is due to three limited-term Maintenance Worker II positions that expire June 30, 2020.

YEAR 2 PROJECTED BUDGET DETAIL: GENERAL SERVICES

Division: 3310

	Adopted 2018-19	Recommended 2019-20	Projected 2020-21	Change from 2019-20	
All Funds					
Revenues					
Use of Money	70,675	73,620	73,620	0	0.0%
Charges for Services	1,690,216	1,804,838	1,817,244	12,406	0.7%
Miscellaneous	103,903	133,623	140,010	6,387	4.8%
Total Revenues	1,864,794	2,012,081	2,030,874	18,793	0.9%
<i>General Fund</i>	<i>1,801,104</i>	<i>2,079,615</i>	<i>2,200,469</i>	<i>120,854</i>	<i>5.8%</i>
Total Financing	3,665,898	4,091,696	4,231,343	139,647	3.4%
Expenditures					
Salaries & Benefits	5,893,421	6,575,010	6,544,334	(30,676)	-0.5%
Services & Supplies	4,934,823	4,714,787	4,624,696	(90,091)	-1.9%
Other Charges	450,296	454,376	454,376	0	0.0%
Subtotal	11,278,540	11,744,173	11,623,406	(120,767)	-1.0%
<i>IntraFund Transfers</i>	<i>(7,612,642)</i>	<i>(7,652,477)</i>	<i>(7,392,063)</i>	<i>260,414</i>	<i>-3.4%</i>
Total Expenditures	3,665,898	4,091,696	4,231,343	139,647	3.4%
Total Staffing	55.00	56.00	53.00	(3.00)	-5.4%
<i>Unfunded Staffing</i>	<i>(2.50)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.0%</i>
Funded Staffing	52.50	56.00	53.00	(3.00)	-5.4%

FLEET SERVICES

OVERVIEW

The Fleet Services Division is responsible for the repair and maintenance of all County vehicles except those assigned to the Public Works Department.

Fleet Services maintains a pool of vehicles for daily use by all County departments. The fleet vehicles range from subcompacts to heavy-duty maintenance trucks, and include vehicles for the Sheriff's Office.

PRIOR YEAR GOALS

1. Investigate opportunities to increase number of electric vehicle charging stations.
2. Provide timely and efficient vehicle repairs.
3. Continue to increase number of hybrid and electric vehicles in the inventory.

4. Continue to analyze fleet reserves and develop plan for continuous replacement of existing fleet.

2018-19 ACCOMPLISHMENTS

1. Installed two new electric vehicle charging stations: one at Simpkins Swim Center and the second at the Polo Grounds in Aptos.
2. Maintained 442 vehicles, including 23 pool vehicles for daily use as needed to all County departments. Completed 1,280 work orders, including 513 preventative maintenance checks (routine service calls), 468 repairs, and 399 other/non-routine services.
3. During 2018-19, the division increased its hybrid fleet by three vehicles, for a total of 75 alternative fuel vehicles.
4. Initiated discussions with Enterprise Rent-a-Car regarding purchase of Fleet vehicles.

YEAR 1 BUDGET OVERVIEW: FLEET SERVICES

2019-20 RECOMMENDED BUDGET

The 2019-20 recommended budget provides for an decrease of \$3,488 in expenditures and an increase of \$140,001 in revenues, offset by an decrease of \$143,489 in use of fund balance. This leaves \$1,077,543 available for future vehicle purchases, before adjustments for non-operating costs.

EXPENDITURES

The decrease of \$67,250 in Salaries and Benefits is due the reclassification of the Administrative Services Manager position.

The increase of \$164,889 in Services and Supplies is due to increases in oil and fuel charges, as well as management charge increases.

The decrease of \$101,127 in Other Charges is primarily due to a reduction in County overhead.

FIXED ASSETS

The budget request reflects the proposed purchase of 25 replacement vehicles for various departments.

REVENUES

The increase of \$255,001 in Charges for Services is due to increased maintenance charges, and the decrease of \$160,000 in Other Financing is due to a reduction of departments directly purchasing vehicles.

STAFFING

Staffing changes include the 2018-19 mid-year reclassification of the Administrative Services Manager position to an Assistant Departmental Administrative Analyst, resulting in lower salary and benefit costs.

YEAR 1 BUDGET DETAIL: FLEET SERVICES

Division: 3350

All Funds	Actual 2017-18	Adopted 2018-19	Estimated 2018-19	Recommended 2019-20	Change from 2018-19	
Charges for Services	2,622,704	2,697,326	2,732,303	2,952,327	255,001	9.5%
Miscellaneous	75,048	0	800	45,000	45,000	0.0%
Other Financing	514,149	230,000	340,675	70,000	(160,000)	-69.6%
Total Revenues	3,211,901	2,927,326	3,073,778	3,067,327	140,001	4.8%
<i>Other Funds</i>	<i>(333,074)</i>	<i>(329,523)</i>	<i>(634,505)</i>	<i>(473,012)</i>	<i>(143,489)</i>	<i>43.5%</i>
Total Financing	2,878,827	2,597,803	2,439,273	2,594,315	(3,488)	-0.1%
Expenditures						
Salaries & Benefits	501,993	607,950	421,347	540,700	(67,250)	-11.1%
Services & Supplies	1,154,528	1,008,716	1,036,307	1,173,605	164,889	16.3%
Other Charges	1,212,823	981,137	981,619	880,010	(101,127)	-10.3%
Fixed Assets*	9,483	0	0	0	0	0.0%
Total Expenditures	2,878,827	2,597,803	2,439,273	2,594,315	(3,488)	-0.1%
Funded Staffing		5.00	5.00	5.00	0.00	0.0%

*Fixed Asset purchases in the amount of \$1,235,500 are recommended in 2019-20. Fixed Assets are capitalized over the useful life of the item and are thus reflected as \$0 in the budget detail chart for Internal Service Funds. A full listing of Fixed Assets can be found in the Appendix.

YEAR 1 FINANCING CHANGES: FLEET SERVICES

Financing Sources	Description/ Impact	Increase/ (Decrease)
Charges for Services	Increase in maintenance charges billed to departments.	255,001
Miscellaneous	Grant for electric vehicles and insurance proceeds.	45,000
Other Financing	Decrease in operating transfers for vehicle purchases.	(160,000)
Other Funds	Decrease in use of prior year fund balance.	(143,489)
Total		(3,488)

YEAR 1 EXPENDITURE CHANGES: FLEET SERVICES

Financing Uses	Description/ Impact	Cost/ (Savings)
Salaries & Benefits	Reclassification of Administrative Services Manager to Assistant Departmental Administrative Analyst.	(67,250)
Services & Supplies	Increase in fuel, oil and management charges.	164,889
Other Charges	Decrease in County overhead.	(101,127)
Total		(3,488)

YEAR 2 PROJECTED BUDGET OVERVIEW: FLEET SERVICES

Division: 3350

2020-21 PROJECTED BUDGET

The estimates included in the 2020-21 projected budget assume a status quo operation and reflect any known changes, resulting in an increase of \$17,654 in use of fund balance.

EXPENDITURES

Expenditures are projected to increase \$7,345 overall, primarily driven by an increase of \$20,252 in Salaries and Benefits for existing staffing, offset by a decrease of \$12,907 in Services and Supplies.

REVENUES

The increase in revenues of \$24,999 is primarily related to an increase in Charges for Services to departments for vehicle maintenance, offset by a decrease in Other Financing from non-General Fund departments for vehicle purchases.

FIXED ASSETS

The projected budget reflects the proposed purchase of 21 replacement vehicles for various departments, leaving \$1,330,113 in fund balance available for future vehicle purchases.

YEAR 2 PROJECTED BUDGET DETAIL: FLEET SERVICES

All Funds	Adopted 2018-19	Recommended 2019-20	Projected 2020-21	Change from 2019-20	
Revenues					
Charges for Services	2,697,326	2,952,327	3,032,326	79,999	2.7%
Miscellaneous	0	45,000	45,000	0	0.0%
Other Financing	230,000	70,000	15,000	(55,000)	-78.6%
Total Revenues	2,927,326	3,067,327	3,092,326	24,999	0.8%
<i>Other Funds</i>	<i>(329,523)</i>	<i>(473,012)</i>	<i>(490,666)</i>	<i>(17,654)</i>	<i>3.7%</i>
Total Financing	2,597,803	2,594,315	2,601,660	7,345	0.3%
Expenditures					
Salaries & Benefits	607,950	540,700	560,952	20,252	3.7%
Services & Supplies	1,008,716	1,173,605	1,160,698	(12,907)	-1.1%
Other Charges	981,137	880,010	880,010	0	0.0%
Total Expenditures	2,597,803	2,594,315	2,601,660	7,345	0.3%
Funded Staffing	5.00	5.00	5.00	0.00	0.0%

