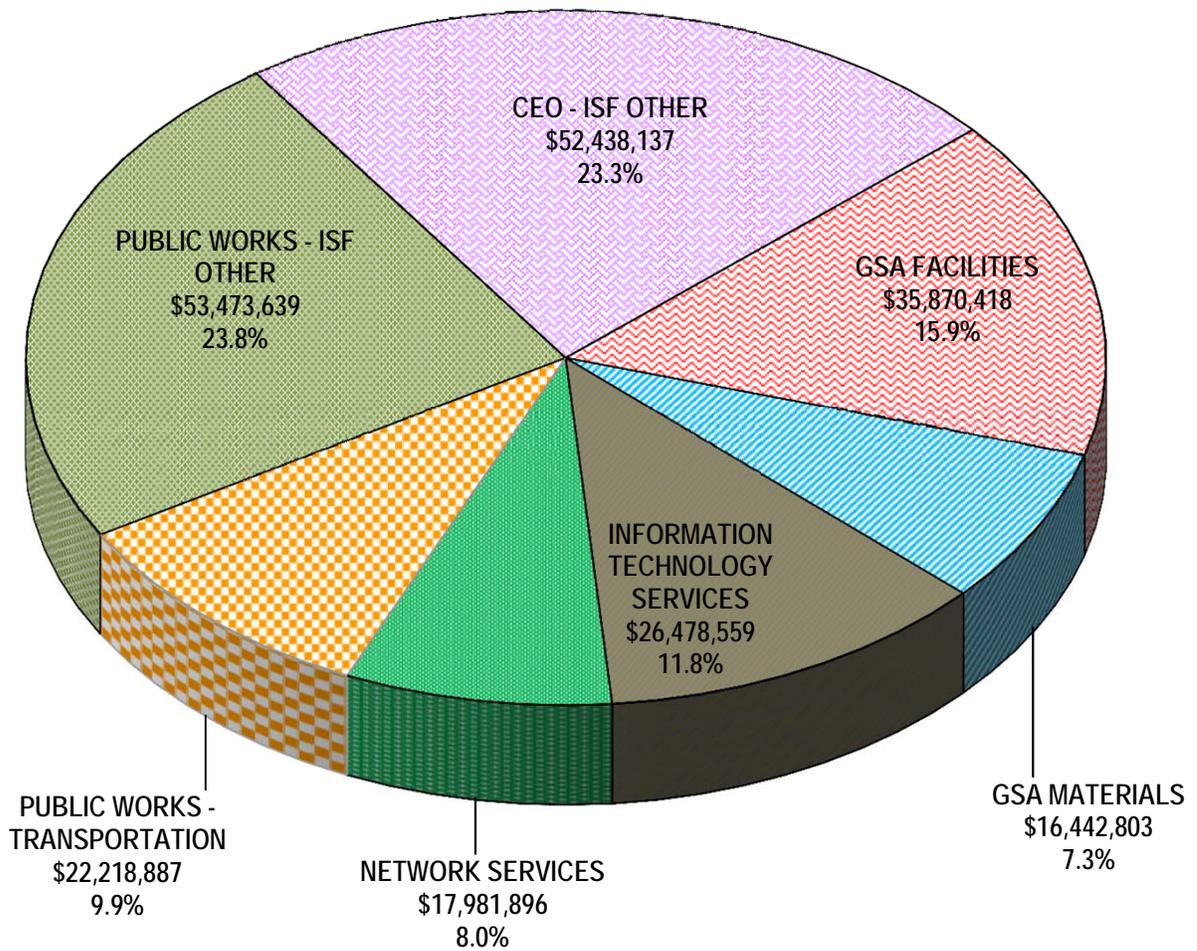


**INTERNAL SERVICE FUNDS**  
**County of Ventura – State of California**



**COUNTY OF VENTURA**  
**SUMMARY OF BUDGET REQUIREMENTS (USES)**  
**INTERNAL SERVICE FUNDS**  
**FISCAL YEAR 2011-12**

**\$224,904,339**



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3000 PUBLIC WORKS SERVICES - ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**PUBLIC WORKS SERVICES-ISF - 6500**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	39,030,611	35,716,843	38,647,600	38,506,664	38,591,964
TOTAL REVENUES	<u>36,580,900</u>	<u>36,569,622</u>	<u>35,490,200</u>	<u>35,490,200</u>	<u>35,825,500</u>
NET COUNTY COST	2,449,711	(852,779)	3,157,400	3,016,464	2,766,464
AUTH POSITIONS			333	333	333
FTE POSITIONS			333	333	333

BUDGET UNIT DESCRIPTION:

Public Works Services-Internal Service Fund provides labor and overhead support for its customers. Expenses are incurred and then reimbursed by the service area or department. Central Services directs the activities of the Agency and provides fiscal, real estate, and support services to other Public Works departments. Engineering Services provides subdivision engineering and inspection services, surveyor, project management, consultant and construction contract processing services. Watershed Protection provides planning, design, construction, compliance and monitoring of the National Pollution Discharge Elimination permit, and maintenance of the Watershed Protection District channels, levees, dams, and basins. The Watershed Protection department also provides management and support services to the Groundwater Management Agency and the County's Floodplain Management Program. The Transportation department provides administrative services related to project planning, construction, traffic engineering, transportation planning (including transit) services, and maintains the County road system.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3000 PUBLIC WORKS SERVICES - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6500 PUBLIC WORKS SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
FRANCHISES 8761	0	0	0	0
TOTAL LICENSES, PERMITS & FRANCHISES	0	0	0	0
RENTS AND CONCESSIONS 8931	272,248	285,876	293,600	293,600
TOTAL REV- USE OF MONEY & PROPERTY	272,248	285,876	293,600	293,600
PLANNING/ENG SERV - FEES 9481	1,487,053	1,374,372	904,500	904,500
PLANNING/ENG SERV - CONT 9482	3,131,756	2,714,615	2,732,000	2,732,000
PUBLIC WORKS SERVICES 9483	31,673,128	31,988,948	31,396,300	31,731,600
TOTAL CHARGES FOR SERVICES	36,291,937	36,077,935	35,032,800	35,368,100
OTHER SALES 9761	51,440	48,651	25,000	25,000
OTHER REVENUE - MISC 9772	22,118	7,242	400	400
TOTAL MISCELLANEOUS REVENUES	73,559	55,893	25,400	25,400
<b>TOTAL OPERATING INCOME</b>	<b>36,637,744</b>	<b>36,419,704</b>	<b>35,351,800</b>	<b>35,687,100</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES 1101	19,453,083	19,411,228	20,683,700	20,769,000
EXTRA HELP 1102	349,284	329,333	349,700	349,700
OVERTIME 1105	168,908	243,637	457,600	457,600
SUPPLEMENTAL PAYMENTS 1106	483,556	493,336	547,900	547,900
TERMINATIONS/BUYDOWNS 1107	696,911	648,929	819,700	819,700
CALL BACK STAFFING 1108	120,252	254,436	75,000	75,000
RETIREMENT CONTRIBUTION 1121	3,809,336	3,249,213	3,979,600	3,979,600
OASDI CONTRIBUTION 1122	1,228,351	1,229,400	1,373,100	1,373,100
FICA-MEDICARE 1123	296,983	302,531	332,400	332,400
SAFE HARBOR 1124	8,516	17,154	17,200	17,200
RETIREE HLTH PYMT 1099 1128	88,823	71,538	65,900	65,900
GROUP INSURANCE 1141	2,212,493	2,197,587	2,256,000	2,256,000
LIFE INS/DEPT HEADS & MGT 1142	4,304	4,497	6,000	6,000
STATE UNEMPLOYMENT INS 1143	0	66,213	45,600	45,600
MANAGEMENT DISABILITY INS 1144	55,131	56,429	59,700	59,700
WORKERS' COMPENSATION INS 1165	493,335	421,306	536,000	536,000
401K PLAN 1171	325,040	323,085	359,400	359,400
TOTAL SALARIES AND EMPLOYEE BENEFIT:	29,794,304	29,319,852	31,964,500	32,049,800
MISC. CLOTH & PERSONAL SU 2021	0	0	1,500	1,500

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3000 PUBLIC WORKS SERVICES - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6500 PUBLIC WORKS SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
UNIFORM ALLOWANCE 2022	34,732	12,384	44,000	44,000
SAFETY CLOTH & SUPPLIES 2023	37,165	35,048	43,800	43,800
TELEPHONE CHGS - NON ISF 2032	72,427	78,389	89,200	89,200
VOICE/DATA - ISF 2033	240,778	238,679	230,919	230,919
RADIO COMMUNICATIONS - ISF 2034	65,512	54,781	46,442	46,442
FOOD 2041	378	1,584	2,500	2,500
REFUSE DISPOSAL 2056	3,118	3,118	5,000	5,000
HAZ MAT DISPOSAL - ISF 2058	15,976	8,304	7,000	7,000
HOUSEKPG/GRNDS-ISF CHARGS 2059	626	169	0	0
GENERAL INSUR ALLOCATION - ISF 2071	76,100	67,860	75,800	75,800
OFFICE EQUIP. MAINTENANCE 2102	26,436	19,116	60,700	60,700
COMM. EQUIP. MAINTENANCE 2103	0	0	1,000	1,000
OTHER EQUIP. MAINTENANCE 2105	8,322	1,850	33,800	33,800
HYDROLOGY SUPPLIES 2106	0	394	0	0
MAINTENANCE SUPPLIES 2107	102,172	103,982	37,500	37,500
MAINTENANCE CONTRACTS 2108	403	37,533	5,000	5,000
TRAFFIC SAFETY SUPPLIES 2109	9,438	19,623	12,500	12,500
BUILDING MAINTENANCE 2121	626	0	7,000	7,000
BUILDING EQUIP. MAINTENAN 2122	2,688	1,881	0	0
IMPROVEMENTS-MAINTENANCE 2123	1,595	0	0	0
FACIL/MATLS SQ FT ALLOC-ISF 2125	1,023,979	1,015,026	973,670	973,670
OFFICE CONSTRUCTION - ISF 2127	428	0	34,300	34,300
OTHER MAINTENANCE - ISF 2128	115,433	86,817	5,000	5,000
MEDICAL SUPPLIES & EXPENS 2132	0	0	2,000	2,000
MEDICAL CLAIMS ISF 2136	6,770	7,573	4,000	4,000
MEMBERSHIPS & DUES 2141	28,156	29,592	30,900	30,900
CASH SHORTAGE 2151	0	(3)	0	0
EDUCATION ALLOWANCE 2154	4,141	8,809	28,700	28,700
INDIRECT COST RECOVERY 2158	1,410,983	1,423,812	919,800	919,800
MISC. PAYMENTS 2159	49	213	0	0
PRINTING/BINDING-NOT ISF 2171	68,770	57,553	62,700	62,700
BOOKS & PUBLICATIONS 2172	21,015	25,639	46,100	46,100
OFFICE SUPPLIES 2173	141,529	143,349	257,000	257,000
MAIL CENTER - ISF 2174	23,893	31,578	34,500	34,500
PURCHASING CHARGES - ISF 2176	23,335	20,636	21,900	21,900
GRAPHICS CHARGES - ISF 2177	12,070	13,056	17,500	17,500

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3000 PUBLIC WORKS SERVICES - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6500 PUBLIC WORKS SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
COPY MACHINE CHGS - ISF	2178	27,933	27,360	27,900
MISC. OFFICE EXPENSE	2179	269	488	5,500
SPECIAL OFFICE EXPENSE	2180	10,272	8,288	15,200
STORES - ISF	2181	35,522	17,051	18,100
INFORMATION TECHNOLOGY- ISF	2192	733,940	779,872	501,521
ENGR. & TECH. SURVEYS	2194	20,975	327,187	150,000
COMPUTER SERVICES NON ISF	2195	127,895	233,784	358,400
PUBLIC WORKS - CHARGES	2197	212	2,840	0
OTHER PROF & SPEC SERVICE	2199	44,895	168,583	399,700
TEMPORARY HELP	2200	70,954	32,410	39,800
ATTORNEY SERVICES	2202	29,970	59,748	21,500
SPECIAL SERVICES - ISF	2205	11,103	7,388	1,600
EMPLOYEE HEALTH SERVICES	2211	53,002	48,669	48,000
COUNTY GIS EXPENSE	2214	127,892	213,050	217,800
PUBLIC AND LEGAL NOTICES	2261	3,314	5,366	17,100
RENT/LEASES EQUIP-NOT ISF	2271	30,955	41,535	20,000
HEAVY EQUIPMENT - ISF	2274	(1,693)	33,648	0
BUILD LEASES & RENTALS	2281	24,513	25,661	24,900
GROUND FACILITY LEASE&RNT	2282	60,269	60,269	63,300
STORAGE CHARGES	2283	1,866	3,672	7,200
SMALL TOOLS & INSTRUMENTS	2291	6,053	9,288	19,500
MINOR EQUIPMENT-OTHER	2292	11,619	7,375	50,200
COMPUTER EQUIP <5000	2293	34,722	85,150	162,800
FURNITURE/FIXTURES <5000	2294	13,783	14,526	53,700
INSTALLS-ELEC EQUIP ISF	2295	0	0	16,300
SPECIAL DEPT. EXP. - 01	2301	2,208	7,060	0
SPECIAL DEPT. EXP. - 07	2307	35,115	8,037	65,000
SPECIAL DEPT. EXP. - 08	2308	(12,008)	(10,998)	22,000
SPECIAL DEPT. EXP. - 10	2310	0	0	4,500
TRANS. CHARGES - ISF	2521	308,347	271,280	244,112
PRIVATE VEHICLE MILEAGE	2522	7,069	13,939	15,500
CONF. & SEMINARS EXPENSE	2523	108,080	135,384	215,000
GAS/DIESEL FUEL	2525	76,172	85,726	96,900
CONFER & SEMINAR EXPENSE ISF	2526	9,434	17,565	26,700
MOTORPOOL-ISF	2528	0	0	15,500

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3000 PUBLIC WORKS SERVICES - ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 6500 PUBLIC WORKS SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
MISC. TRANS. & TRAVEL	2529	39	88	0
UTILITIES - OTHER	2541	25,043	30,024	35,700
PW CHGS SELLER	2998	(1,417,140)	(1,000,723)	0
PW CHGS BUYER	2999	1,417,140	1,000,723	0
TOTAL SERVICES AND SUPPLIES	5,618,780	6,319,661	6,122,664	6,122,664
DEPRECIATION EXPENSE	3611	74,682	77,330	72,300
TOTAL OTHER CHARGES	74,682	77,330	72,300	72,300
<b>TOTAL OPERATING EXPENSE</b>	<b>35,487,765</b>	<b>35,716,843</b>	<b>38,159,464</b>	<b>38,244,764</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,149,979</b>	<b>702,861</b>	<b>(2,807,664)</b>	<b>(2,557,664)</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST L/T TECP	3412	0	0	(8,900)
TOTAL OTHER CHARGES	0	0	(8,900)	(8,900)
INTEREST EARNINGS	8911	299,806	149,918	138,400
TOTAL REV- USE OF MONEY & PROPERTY	299,806	149,918	138,400	138,400
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>299,806</b>	<b>149,918</b>	<b>129,500</b>	<b>129,500</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>1,449,785</b>	<b>852,779</b>	<b>(2,678,164)</b>	<b>(2,428,164)</b>

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR	5121	(1,420,700)	(1,311,300)	(1,563,300)
INTRAFUND COST ALLOC DECR	5122	1,420,700	1,311,300	1,563,300
TOTAL OTHER FINANCING USES	0	0	0	0
CONTRIB.-ISF	5512	0	0	(40,000)
TOTAL RESIDUAL EQUITY TRANSFERS	0	0	(40,000)	(40,000)
CONTRIB FROM OTHER FUNDS	9831	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0
<b>TOTAL OPERATING TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>(40,000)</b>	<b>(40,000)</b>

<b>CHANGE IN NET ASSETS</b>	<b>1,449,785</b>	<b>852,779</b>	<b>(2,718,164)</b>	<b>(2,468,164)</b>
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NET ASSETS - BEGINNING BALANCE  
 NET ASSETS - ENDING BALANCE

**RETIREMENT OF LONG TERM DEBT**

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3000 PUBLIC WORKS SERVICES - ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 6500 PUBLIC WORKS SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5

<b>RETIREMENT OF LONG TERM DEBT</b>				
OTHER LOAN PAYMENTS-PRINC	3312	0	0	55,300
TOTAL OTHER CHARGES		0	0	55,300
<b>TOTAL RETIREMENT OF LONG TERM DEBT</b>		0	0	55,300

<b>FIXED ASSETS</b>				
COMPUTER EQUIPMENT	4862	0	6,091	88,000
COMPUTER SOFTWARE	4863	0	17,438	155,000
OTHER EQUIPMENT	4889	0	7,953	0
EQUIPMENT CONTRA ACCT.	4993	0	(31,481)	0
TOTAL FIXED ASSETS		0	0	243,000
<b>TOTAL FIXED ASSETS</b>		0	0	243,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3010 WATERWORKS OPERATION - ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**WATER & SANITATION OP-ISF - 6550**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	7,170,108	6,418,925	7,269,000	7,260,009	7,260,009
TOTAL REVENUES	<u>6,962,000</u>	<u>6,588,312</u>	<u>6,936,800</u>	<u>6,936,800</u>	<u>6,936,800</u>
NET COUNTY COST	208,108	(169,387)	332,200	323,209	323,209
AUTH POSITIONS			57	57	57
FTE POSITIONS			57	57	57

BUDGET UNIT DESCRIPTION:

Public Works Agency's Utility Operation provides labor and overhead support for planning, design, construction, billing, customer service, and operation and maintenance of Waterworks Districts #1 (Moorpark), #16 (Piru), #17 (Bell Canyon), and #19 (Somis), Lake Sherwood Community Services District, Todd Road Jail Wastewater Treatment Plant, County Service Area #30 (Nyeland Acres), County Service Area #34 (El Rio), and Camarillo Airport Utility Enterprise. Operation and maintenance for CSA #29 (North Coast) is provided through a contract with Ventura Regional Sanitation District.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3010 WATERWORKS OPERATION - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6550 WATER & SANITATION OP-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
PLANNING/ENG SERV - FEES	9481	55,729	45,483	43,100
PUBLIC WORKS SERVICES	9483	6,584,165	6,492,954	6,304,200
<b>TOTAL CHARGES FOR SERVICES</b>		<u>6,639,895</u>	<u>6,538,437</u>	<u>6,347,300</u>
OTHER SALES	9761	659	31,511	2,000
OTHER REVENUE - MISC	9772	130	2,753	500
<b>TOTAL MISCELLANEOUS REVENUES</b>		<u>789</u>	<u>34,264</u>	<u>2,500</u>
<b>TOTAL OPERATING INCOME</b>		<u>6,640,684</u>	<u>6,572,701</u>	<u>6,349,800</u>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	3,200,543	3,155,713	3,342,200
EXTRA HELP	1102	43,706	15,911	21,000
OVERTIME	1105	178,896	154,953	175,700
SUPPLEMENTAL PAYMENTS	1106	122,592	118,100	77,800
TERMINATIONS/BUYDOWNS	1107	127,695	129,460	71,000
RETIREMENT CONTRIBUTION	1121	699,331	548,757	651,900
OASDI CONTRIBUTION	1122	211,582	206,129	223,300
FICA-MEDICARE	1123	52,579	51,064	53,600
SAFE HARBOR	1124	1,818	2,347	4,000
RETIREE HLTH PYMT 1099	1128	2,905	12,487	14,500
GROUP INSURANCE	1141	389,112	381,182	402,600
LIFE INS/DEPT HEADS & MGT	1142	684	640	900
STATE UNEMPLOYMENT INS	1143	0	11,101	7,400
MANAGEMENT DISABILITY INS	1144	6,959	6,703	8,500
WORKERS' COMPENSATION INS	1165	98,298	76,944	98,800
401K PLAN	1171	45,935	44,034	45,300
<b>TOTAL SALARIES AND EMPLOYEE BENEFIT:</b>		<u>5,182,633</u>	<u>4,915,524</u>	<u>5,198,500</u>
UNIFORM ALLOWANCE	2022	7,293	7,436	10,000
SAFETY CLOTH & SUPPLIES	2023	11,457	11,320	9,000
TELEPHONE CHGS - NON ISF	2032	19,333	23,132	23,700
VOICE/DATA - ISF	2033	35,274	39,273	38,666
RADIO COMMUNICATIONS - ISF	2034	13,989	10,805	12,200
FOOD	2041	146	107	500
REFUSE DISPOSAL	2056	3,146	5,687	5,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3010 WATERWORKS OPERATION - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6550 WATER & SANITATION OP-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
HAZ MAT DISPOSAL - ISF	2058	0	74	1,600
GENERAL INSUR ALLOCATION - ISF	2071	105,588	109,167	0
AUTOMOTIVE EQUIP. MAINTEN	2101	0	0	500
OFFICE EQUIP. MAINTENANCE	2102	1,569	2,488	4,800
OTHER EQUIP. MAINTENANCE	2105	6,405	6,142	11,000
MAINTENANCE SUPPLIES	2107	2,845	32,705	9,500
MAINTENANCE CONTRACTS	2108	4,384	2,589	5,000
TRAFFIC SAFETY SUPPLIES	2109	587	558	1,000
BUILDING MAINTENANCE	2121	26,912	27,964	28,000
IMPROVEMENTS-MAINTENANCE	2123	182	0	2,000
GROUNDS-MAINTENANCE	2124	8,405	12,738	15,500
FACIL/MATLS SQ FT ALLOC-ISF	2125	24,472	24,727	25,230
OTHER MAINTENANCE - ISF	2128	2,900	5,418	0
MEDICAL SUPPLIES & EXPENS	2132	0	0	500
LAB SUPPLIES & EXPENSE	2134	0	2,024	2,000
MEDICAL CLAIMS ISF	2136	360	519	300
MEMBERSHIPS & DUES	2141	9,835	9,068	10,000
EDUCATION ALLOWANCE	2154	1,306	403	4,000
INDIRECT COST RECOVERY	2158	149,569	161,483	124,500
MISC. PAYMENTS	2159	564	808	1,000
PRINTING/BINDING-NOT ISF	2171	3,507	5,276	14,400
BOOKS & PUBLICATIONS	2172	610	209	1,000
OFFICE SUPPLIES	2173	18,487	20,178	28,600
MAIL CENTER - ISF	2174	1,769	10,657	5,600
PURCHASING CHARGES - ISF	2176	2,626	3,862	3,900
GRAPHICS CHARGES - ISF	2177	827	4,030	3,500
COPY MACHINE CHGS - ISF	2178	6,420	3,094	6,400
MISC. OFFICE EXPENSE	2179	0	0	500
SPECIAL OFFICE EXPENSE	2180	473	1,490	1,000
STORES - ISF	2181	3,213	618	3,000
INFORMATION TECHNOLOGY- ISF	2192	81,716	89,368	85,627
MANAGEMENT & ADMIN SURVEY	2193	266,300	266,200	268,400
ENGR. & TECH. SURVEYS	2194	0	0	9,000
COMPUTER SERVICES NON ISF	2195	2,431	1,374	3,700
OTHER PROF & SPEC SERVICE	2199	14,954	17,804	73,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3010 WATERWORKS OPERATION - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6550 WATER & SANITATION OP-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
TEMPORARY HELP 2200	0	11,433	10,000	10,000
ATTORNEY SERVICES 2202	0	0	2,000	2,000
SPECIAL SERVICES - ISF 2205	320	281	1,000	1,000
EMPLOYEE HEALTH SERVICES 2211	10,743	6,200	22,500	22,500
COUNTY GIS EXPENSE 2214	5,712	6,790	6,900	6,900
PUBLIC AND LEGAL NOTICES 2261	0	0	2,000	2,000
RENT/LEASES EQUIP-NOT ISF 2271	1,412	2,352	2,000	2,000
SMALL TOOLS & INSTRUMENTS 2291	0	0	3,000	3,000
MINOR EQUIPMENT-OTHER 2292	0	2,262	2,000	2,000
COMPUTER EQUIP <5000 2293	21,011	9,328	12,000	12,000
FURNITURE/FIXTURES <5000 2294	1,182	0	2,000	2,000
INSTALLS-ELEC EQUIP ISF 2295	0	0	2,800	2,800
SPECIAL DEPT. EXP. - 01 2301	6,869	2,151	5,000	5,000
SPECIAL DEPT. EXP. - 10 2310	0	0	5,000	5,000
MATERIALS & SUPPLIES 2494	0	0	500	500
TRANS. CHARGES - ISF 2521	364,372	381,227	377,886	377,886
PRIVATE VEHICLE MILEAGE 2522	208	98	500	500
CONF. & SEMINARS EXPENSE 2523	6,920	4,488	5,000	5,000
GAS/DIESEL FUEL 2525	98,468	119,358	126,100	126,100
CONFER & SEMINAR EXPENSE ISF 2526	134	541	0	0
MISC. TRANS. & TRAVEL 2529	24	0	0	0
UTILITIES - OTHER 2541	24,934	25,261	35,500	35,500
TOTAL SERVICES AND SUPPLIES	1,382,162	1,492,567	1,476,809	1,476,809
DEPRECIATION EXPENSE 3611	9,651	9,652	9,700	9,700
TOTAL OTHER CHARGES	9,651	9,652	9,700	9,700
<b>TOTAL OPERATING EXPENSE</b>	<b>6,574,446</b>	<b>6,417,743</b>	<b>6,685,009</b>	<b>6,685,009</b>
<b>OPERATING INCOME (LOSS)</b>	<b>66,238</b>	<b>154,958</b>	<b>(335,209)</b>	<b>(335,209)</b>

**NON-OPERATING REVENUE(EXPENSE)**

INTEREST EARNINGS 8911	18,436	11,171	12,000	12,000
TOTAL REV- USE OF MONEY & PROPERTY	18,436	11,171	12,000	12,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3010 WATERWORKS OPERATION - ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6550 WATER & SANITATION OP-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
CY CASH PROCEEDS FA SALE 9821	0	4,440	0	0
TOTAL OTHER FINANCING SOURCES	0	4,440	0	0
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	18,436	15,611	12,000	12,000
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	84,674	170,569	(323,209)	(323,209)

<b>OPERATING TRANSFERS</b>				
CONTRIB FROM OTHER FUNDS 9831	0	0	575,000	575,000
TOTAL OTHER FINANCING SOURCES	0	0	575,000	575,000
<b>TOTAL OPERATING TRANSFERS</b>	0	0	575,000	575,000

<b>CHANGE IN NET ASSETS</b>	84,674	170,569	251,791	251,791
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

<b>FIXED ASSETS</b>				
ALTERATION & IMPROVEMENT 1099 4033	0	0	50,000	50,000
COMPUTER SOFTWARE 4863	0	1,182	525,000	525,000
TOTAL FIXED ASSETS	0	1,182	575,000	575,000
<b>TOTAL FIXED ASSETS</b>	0	1,182	575,000	575,000



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3050 HEAVY EQUIPMENT ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**GSA-HEAVY EQUIPMENT - 6990**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	6,930,866	4,048,922	7,169,929	7,166,566	7,166,566
TOTAL REVENUES	<u>4,927,633</u>	<u>4,136,274</u>	<u>5,479,678</u>	<u>5,479,678</u>	<u>5,479,678</u>
NET COUNTY COST	2,003,233	(87,353)	1,690,251	1,686,888	1,686,888
AUTH POSITIONS			13	13	13
FTE POSITIONS			13	13	13

BUDGET UNIT DESCRIPTION:

The Heavy Equipment-ISF is part of the General Services Agency's (GSA) Fleet Services Department, Heavy Equipment Division. It provides central administrative control over the acquisition and maintenance of heavy construction and maintenance equipment. Services include the maintenance and repair of heavy construction equipment and vehicles over one ton (except Fire Protection Equipment). In addition, the Heavy Equipment-ISF provides transport services and maintains the majority of the County's emergency generators. The Heavy Equipment-ISF also provides maintenance and repair services for non-County local municipal agencies and special districts for vehicles and/or equipment weighing one ton or more.

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**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3050 HEAVY EQUIPMENT ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6990 GSA-HEAVY EQUIPMENT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
DIRECT CHARGE REVENUE	9413	289,917	315,328	290,000
TRANSPORTATION DIVISION	9709	3,953,623	3,608,933	4,203,027
CONTRACT REVENUE	9714	35,066	10,607	35,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,278,607</b>	<b>3,934,868</b>	<b>4,528,027</b>	<b>4,528,027</b>
OTHER SALES	9761	2,483	390	2,400
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>2,483</b>	<b>390</b>	<b>2,400</b>	<b>2,400</b>
<b>TOTAL OPERATING INCOME</b>	<b>4,281,090</b>	<b>3,935,258</b>	<b>4,530,427</b>	<b>4,530,427</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	615,658	532,110	661,709
OVERTIME	1105	137	468	2,000
SUPPLEMENTAL PAYMENTS	1106	17,653	15,940	16,176
TERMINATIONS/BUYDOWNS	1107	11,757	25,226	20,609
CALL BACK STAFFING	1108	0	3,037	0
RETIREMENT CONTRIBUTION	1121	91,156	89,997	128,284
OASDI CONTRIBUTION	1122	39,577	35,868	42,120
FICA-MEDICARE	1123	9,256	8,389	9,918
GROUP INSURANCE	1141	91,207	81,510	92,352
STATE UNEMPLOYMENT INS	1143	0	1,836	1,192
MANAGEMENT DISABILITY INS	1144	547	558	564
WORKERS' COMPENSATION INS	1165	25,351	18,507	24,078
401K PLAN	1171	8,495	7,374	9,528
<b>TOTAL SALARIES AND EMPLOYEE BENEFIT:</b>	<b>910,794</b>	<b>820,820</b>	<b>1,008,530</b>	<b>1,008,530</b>
MISC. CLOTH & PERSONAL SU	2021	3,354	2,831	4,500
SAFETY CLOTH & SUPPLIES	2023	1,616	1,692	1,840
VOICE/DATA - ISF	2033	846	1,718	1,594
RADIO COMMUNICATIONS - ISF	2034	15,878	11,131	14,800
HAZ MAT DISPOSAL - ISF	2058	0	12,594	2,000
GENERAL INSUR ALLOCATION - ISF	2071	270,404	40,446	39,535
AUTOMOTIVE EQUIP. MAINTEN	2101	1,463	93	11,000
MAINTENANCE CONTRACTS	2108	0	0	4,000
BUILDING MAINTENANCE	2121	0	0	5,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	73,176	74,050	69,515

**COUNTY OF VENTURA**  
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OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3050 HEAVY EQUIPMENT ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6990 GSA-HEAVY EQUIPMENT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
OTHER MAINTENANCE - ISF	2128	624	79	10,500	10,500
MEDICAL CLAIMS ISF	2136	690	722	715	715
MEMBERSHIPS & DUES	2141	0	282	0	0
EDUCATION ALLOWANCE	2154	0	0	1,300	1,300
INDIRECT COST RECOVERY	2158	55,711	43,229	22,154	22,154
MISC. PAYMENTS	2159	110	491	1,259	1,259
BOOKS & PUBLICATIONS	2172	0	866	3,500	3,500
PURCHASING CHARGES - ISF	2176	5,918	10,145	8,220	8,220
GRAPHICS CHARGES - ISF	2177	4,293	4,673	4,500	4,500
INFORMATION TECHNOLOGY- ISF	2192	1,081	700	1,200	1,200
OTHER PROF & SPEC SERVICE	2199	6,890	0	21,108	21,108
SPECIAL SERVICES - ISF	2205	0	0	1,000	1,000
EMPLOYEE HEALTH SERVICES	2211	2,787	0	2,000	2,000
SMALL TOOLS & INSTRUMENTS	2291	9,308	1,547	15,346	15,346
MINOR EQUIPMENT-OTHER	2292	0	3,325	0	0
COMPUTER EQUIP <5000	2293	0	7,275	0	0
INSTALLS-ELEC EQUIP ISF	2295	0	0	4,449	4,449
SPECIAL DEPT. EXP. - 01	2301	385,775	693,840	715,509	715,509
SPECIAL DEPT. EXP. - 02	2302	87,972	180,585	101,774	101,774
SPECIAL DEPT. EXP. - 04	2304	10,868	11,022	20,000	20,000
SPECIAL DEPT. EXP. - 05	2305	17,191	15,507	13,000	13,000
SPECIAL DEPT. EXP. - 07	2307	29	0	0	0
SPECIAL DEPT. EXP. - 08	2308	278,747	358,582	320,000	320,000
SPECIAL DEPT. EXP. - 10	2310	33,870	85,167	58,005	58,005
TRANS. CHARGES - ISF	2521	442,260	139,304	95,000	95,000
CONF. & SEMINARS EXPENSE	2523	906	0	3,000	3,000
CONFER & SEMINAR EXPENSE ISF	2526	784	424	0	0
TOTAL SERVICES AND SUPPLIES	1,712,551	1,702,321	1,577,323	1,577,323	1,577,323
DEPRECIATION EXPENSE	3611	955,251	991,310	1,196,932	1,196,932
INTERFUND EXP - ADMIN	3902	549,926	534,470	803,781	803,781
TOTAL OTHER CHARGES	1,505,177	1,525,781	2,000,713	2,000,713	2,000,713
<b>TOTAL OPERATING EXPENSE</b>	<b>4,128,522</b>	<b>4,048,922</b>	<b>4,586,566</b>	<b>4,586,566</b>	<b>4,586,566</b>
<b>OPERATING INCOME (LOSS)</b>	<b>152,568</b>	<b>(113,663)</b>	<b>(56,139)</b>	<b>(56,139)</b>	<b>(56,139)</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3050 HEAVY EQUIPMENT ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 6990 GSA-HEAVY EQUIPMENT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS 8911	30,130	21,321	30,000	30,000
TOTAL REV- USE OF MONEY & PROPERTY	30,130	21,321	30,000	30,000
CY CASH PROCEEDS FA SALE 9821	73,330	69,057	0	0
GAIN/LOSS DISP FIXED ASST 9822	(15,062)	24,544	0	0
FA SYSTEM SALE PROCEEDS 9823	(72,292)	(87,114)	0	0
TOTAL OTHER FINANCING SOURCES	(14,024)	6,486	0	0
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>16,105</b>	<b>27,807</b>	<b>30,000</b>	<b>30,000</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>168,673</b>	<b>(85,856)</b>	<b>(26,139)</b>	<b>(26,139)</b>
<b>OPERATING TRANSFERS</b>				
INSURANCE PROCEEDS 9851	29,689	15,723	29,500	29,500
TOTAL OTHER FINANCING SOURCES	29,689	15,723	29,500	29,500
RESIDUAL EQUITY TRANS IN 9911	700,756	157,486	889,751	889,751
TOTAL RESIDUAL EQUITY TRANSFERS	700,756	157,486	889,751	889,751
<b>TOTAL OPERATING TRANSFERS</b>	<b>730,446</b>	<b>173,209</b>	<b>919,251</b>	<b>919,251</b>
<b>CHANGE IN NET ASSETS</b>	<b>899,119</b>	<b>87,353</b>	<b>893,112</b>	<b>893,112</b>
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				
<b>FIXED ASSETS</b>				
ALTERATION & IMPROVEMENT 1099 4033	197,467	0	0	0
REPLACE EQUIP.-AUTOMOTIVE 4819	90,601	0	0	0
CONSTRUCTION EQUIPMENT 4820	220,450	95,687	300,000	300,000
REPLACE CONSTR. EQUIPMENT 4829	751,062	419,516	2,200,000	2,200,000
SHOP & MAINT. EQUIPMENT 4830	11,640	0	80,000	80,000
EQUIPMENT CONTRA ACCT. 4993	(1,271,221)	(515,204)	0	0
TOTAL FIXED ASSETS	0	0	2,580,000	2,580,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>2,580,000</b>	<b>2,580,000</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3060 TRANSPORTATIONS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**GSA-TRANSPORTATION - 7020**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	21,705,731	12,843,433	22,229,763	22,218,887	22,218,887
TOTAL REVENUES	<u>14,175,897</u>	<u>13,373,127</u>	<u>15,187,534</u>	<u>14,625,024</u>	<u>14,625,024</u>
NET COUNTY COST	7,529,834	(529,694)	7,042,229	7,593,863	7,593,863
AUTH POSITIONS			34	34	34
FTE POSITIONS			34	34	34

BUDGET UNIT DESCRIPTION:

The Transportation Internal Service Fund (ISF) is part of the General Services Agency's (GSA) Fleet Services Department. It provides central administrative control over the purchase and maintenance of County vehicles and light trucks except those owned by the Fire Protection District. Other services provided by the Transportation ISF include management of the Central Motor Pool at the Government Center, gasoline and diesel fuel dispensing at County fuel sites, parts and tire inventories for its garages, and a full service paint and body shop at the main repair facility in Saticoy. In addition, the Transportation ISF provides maintenance, repairs, parts, fuel, and body shop services to non-County local municipal agencies and special districts, and body and paint repairs to the Fire Protection District.

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OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3060 TRANSPORTATIONS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7020 GSA-TRANSPORTATION

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
OTHER INTERFUND CHARGES 9412	389,888	359,961	607,831	607,831
DIRECT CHARGE REVENUE 9413	139,005	510,156	469,159	469,159
TRANSPORTATION DIVISION 9709	3,143,175	3,075,678	2,661,825	2,661,825
SPECIAL SERVICES - ISF 9712	131,340	130,354	263,417	263,417
CONTRACT REVENUE 9714	57,001	53,361	57,000	57,000
DEPRECIATION RECOVERY-ISF 9720	3,625,560	3,228,317	3,740,640	3,740,640
OTHER COST RECOVERY-ISF 9721	935,435	923,920	892,883	892,883
TOTAL CHARGES FOR SERVICES	8,421,405	8,281,745	8,692,755	8,692,755
OTHER SALES 9761	137,236	199,271	135,000	135,000
SALE-DIESEL AND WASTE OIL 9762	3,249,071	3,919,635	4,674,679	4,674,679
OTHER REVENUE - MISC 9772	581,848	700,566	754,343	754,343
TOTAL MISCELLANEOUS REVENUES	3,968,155	4,819,472	5,564,022	5,564,022
<b>TOTAL OPERATING INCOME</b>	<b>12,389,560</b>	<b>13,101,217</b>	<b>14,256,777</b>	<b>14,256,777</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES 1101	1,604,573	1,675,398	1,779,629	1,779,629
EXTRA HELP 1102	0	27,167	0	0
OVERTIME 1105	437	410	1,000	1,000
SUPPLEMENTAL PAYMENTS 1106	23,650	26,775	27,139	27,139
TERMINATIONS/BUYDOWNS 1107	24,963	50,441	35,346	35,346
RETIREMENT CONTRIBUTION 1121	317,443	296,742	338,365	338,365
OASDI CONTRIBUTION 1122	97,193	101,937	110,998	110,998
FICA-MEDICARE 1123	23,080	24,566	26,129	26,129
SAFE HARBOR 1124	0	1,769	0	0
RETIREE HLTH PYMT 1099 1128	6,833	4,090	0	0
GROUP INSURANCE 1141	227,542	234,970	234,432	234,432
LIFE INS/DEPT HEADS & MGT 1142	180	180	192	192
STATE UNEMPLOYMENT INS 1143	0	5,416	3,689	3,689
MANAGEMENT DISABILITY INS 1144	2,084	2,128	2,202	2,202
WORKERS' COMPENSATION INS 1165	58,043	51,019	56,693	56,693
401K PLAN 1171	26,779	27,213	29,369	29,369
TOTAL SALARIES AND EMPLOYEE BENEFIT:	2,412,800	2,530,219	2,645,183	2,645,183
MISC. CLOTH & PERSONAL SU 2021	14,657	16,396	23,000	23,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3060      TRANSPORTATIONS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7020      GSA-TRANSPORTATION

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
SAFETY CLOTH & SUPPLIES	2023	3,966	4,394	4,000
TELEPHONE CHGS - NON ISF	2032	4,271	4,186	5,500
VOICE/DATA - ISF	2033	43,573	52,440	42,280
RADIO COMMUNICATIONS - ISF	2034	22,764	12,445	4,976
HAZ MAT DISPOSAL - ISF	2058	31,916	17,899	35,000
HOUSEKPG/GRNDS-ISF CHARGS	2059	501	265	0
GENERAL INSUR ALLOCATION - ISF	2071	66,478	55,566	53,713
AUTOMOTIVE EQUIP. MAINTEN	2101	14,410	21,672	25,000
BUILDING MAINTENANCE	2121	0	0	5,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	260,724	295,213	282,266
LUFT PROJECTS	2126	138,149	109,485	250,000
OTHER MAINTENANCE - ISF	2128	687	2,851	5,000
MEMBERSHIPS & DUES	2141	1,662	666	1,000
EDUCATIONAL MATERIALS	2152	0	0	1,000
EDUCATION ALLOWANCE	2154	144	0	1,000
INDIRECT COST RECOVERY	2158	419,464	381,760	300,124
MISC. PAYMENTS	2159	0	538	4,266
BOOKS & PUBLICATIONS	2172	9,986	7,667	12,000
OFFICE SUPPLIES	2173	4,486	5,349	6,250
MAIL CENTER - ISF	2174	1,773	4,432	4,070
PURCHASING CHARGES - ISF	2176	55,950	70,988	60,000
GRAPHICS CHARGES - ISF	2177	648	1,655	2,500
COPY MACHINE CHGS - ISF	2178	1,784	2,084	2,537
MISC. OFFICE EXPENSE	2179	0	700	0
STORES - ISF	2181	2,856	430	3,000
INFORMATION TECHNOLOGY- ISF	2192	2,872	3,057	3,000
COMPUTER SERVICES NON ISF	2195	9,876	37,473	30,072
OTHER PROF & SPEC SERVICE	2199	183,677	191,733	200,000
TEMPORARY HELP	2200	3,669	33,555	0
ATTORNEY SERVICES	2202	285	2,444	2,500
SPECIAL SERVICES - ISF	2205	4,462	5,446	4,710
EMPLOYEE HEALTH SERVICES	2211	652	0	7,500
HEAVY EQUIPMENT - ISF	2274	142,374	182,789	150,000
STORAGE CHARGES	2283	0	0	500
SMALL TOOLS & INSTRUMENTS	2291	15,307	12,254	24,000

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OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3060 TRANSPORTATIONS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7020 GSA-TRANSPORTATION

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
MINOR EQUIPMENT-OTHER	2292	0	2,629	92,366
COMPUTER EQUIP <5000	2293	9,985	6,492	16,109
FURNITURE/FIXTURES <5000	2294	435	0	0
INSTALLS-ELEC EQUIP ISF	2295	0	0	21,218
SPECIAL DEPT. EXP. - 01	2301	3,029,338	3,633,229	4,162,602
SPECIAL DEPT. EXP. - 02	2302	343,135	388,701	268,191
SPECIAL DEPT. EXP. - 03	2303	77,525	74,387	89,000
SPECIAL DEPT. EXP. - 04	2304	22,284	31,708	44,200
SPECIAL DEPT. EXP. - 05	2305	37,595	39,582	42,000
SPECIAL DEPT. EXP. - 06	2306	26,703	27,823	33,000
SPECIAL DEPT. EXP. - 07	2307	53,614	45,898	55,000
SPECIAL DEPT. EXP. - 08	2308	724,043	714,602	816,706
SPECIAL DEPT. EXP. - 09	2309	10,172	12,921	19,600
SPECIAL DEPT. EXP. - 10	2310	119,398	159,609	120,000
SPECIAL DEPT. EXP. - 13	2313	0	132,667	236,000
SPECIAL DEPT. EXP. - 14	2314	2,695	2,379	2,067
TRANS. CHARGES - ISF	2521	36,646	30	0
PRIVATE VEHICLE MILEAGE	2522	0	91	0
CONF. & SEMINARS EXPENSE	2523	5,110	3,616	6,000
GAS/DIESEL FUEL	2525	51,586	65,615	75,725
CONFER & SEMINAR EXPENSE ISF	2526	2,107	4,061	0
MOTORPOOL-ISF	2528	0	0	739
MISC. TRANS. & TRAVEL	2529	4,896	5,298	5,300
TOTAL SERVICES AND SUPPLIES	6,021,289	6,889,166	7,661,587	7,661,587
DEPRECIATION EXPENSE	3611	2,933,484	2,999,717	3,782,980
INTERFUND EXP - ADMIN	3902	387,450	423,481	464,471
TOTAL OTHER CHARGES	3,320,934	3,423,199	4,247,451	4,247,451
<b>TOTAL OPERATING EXPENSE</b>	<b>11,755,023</b>	<b>12,842,584</b>	<b>14,554,221</b>	<b>14,554,221</b>
<b>OPERATING INCOME (LOSS)</b>	<b>634,538</b>	<b>258,633</b>	<b>(297,444)</b>	<b>(297,444)</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST L/T TECP	3412	(830)	(19,606)	(11,275)
TOTAL OTHER CHARGES		(830)	(19,606)	(11,275)





**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3100 HAZARDOUS MATERIALS ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**HAZARDOUS MATERIALS ISF - 7000**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	638,100	453,463	455,100	455,100	455,100
TOTAL REVENUES	<u>638,100</u>	<u>425,648</u>	<u>493,800</u>	<u>493,800</u>	<u>493,800</u>
NET COUNTY COST	0	27,815	(38,700)	(38,700)	(38,700)

AUTH POSITIONS  
 FTE POSITIONS

BUDGET UNIT DESCRIPTION:

The Hazardous Materials Abatement Program (HM AP) network is administered by the Health, Safety & Loss Prevention Section of Risk Management. This program is responsible for providing centralized management of hazardous materials and waste disposal for County departments and other governmental entities in the network. Through this network, County departments and select external public agencies can benefit from the County's bargaining power to contract for hazardous waste disposal and recycling, to gain assistance in complying with regulatory requirements, reduce costs, and have access to quality service providers. HMAP services include consultative assistance for waste handling, coordination of waste disposal, waste audits, employee information and training, hazardous materials and waste record-keeping and preparation of reports to meet State and Federal regulatory requirements.

**COUNTY OF VENTURA**  
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FUND 3100 HAZARDOUS MATERIALS ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7000 HAZARDOUS MATERIALS ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
HAZ MAT COLLECTIONS	9620	455,984	422,746	493,100
TOTAL CHARGES FOR SERVICES		455,984	422,746	493,100
OTHER SALES	9761	0	0	0
OTHER REVENUE - MISC	9772	245	2,148	0
TOTAL MISCELLANEOUS REVENUES		245	2,148	0
<b>TOTAL OPERATING INCOME</b>		456,229	424,894	493,100
<b>OPERATING EXPENSE</b>				
INDIRECT COST RECOVERY	2158	6,871	5,918	8,700
MISC. PAYMENTS	2159	3,480	3,982	3,500
SPECIAL DEPT. EXP. - 01	2301	276,919	255,435	297,900
TOTAL SERVICES AND SUPPLIES		287,270	265,336	310,100
TAXES AND ASSESSMENTS	3571	11,468	700	11,500
DEPRECIATION EXPENSE	3611	972	0	0
INTERFUND EXP - ADMIN	3902	154,078	187,426	133,500
TOTAL OTHER CHARGES		166,517	188,127	145,000
<b>TOTAL OPERATING EXPENSE</b>		453,787	453,463	455,100
<b>OPERATING INCOME (LOSS)</b>		2,442	(28,568)	38,000
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	1,419	754	700
TOTAL REV- USE OF MONEY & PROPERTY		1,419	754	700
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		1,419	754	700
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		3,862	(27,815)	38,700
<b>CHANGE IN NET ASSETS</b>		3,862	(27,815)	38,700
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

**COUNTY OF VENTURA  
 STATE OF CALIFORNIA  
 BUDGET UNIT FINANCING USES DETAIL  
 FOR FISCAL YEAR 2011-2012**

FUND 3110 LIABILITY/PPTY INS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**CEO-LIABILITY INSURANCE - 7010**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	13,016,900	10,784,128	12,943,100	12,943,100	12,943,100
TOTAL REVENUES	<u>13,245,800</u>	<u>12,568,512</u>	<u>12,673,500</u>	<u>12,673,500</u>	<u>12,673,500</u>
NET COUNTY COST	(228,900)	(1,784,384)	269,600	269,600	269,600

AUTH POSITIONS  
 FTE POSITIONS

BUDGET UNIT DESCRIPTION:

The General Liability Section of Risk Management administers the Liability program for all County departments including the Health Care Agency and its medical malpractice coverage. This section is responsible for claims administration and litigation management, working with County Counsel and outside defense counsel. The section facilitates insurance quotes to evaluate as a means of providing financial protection for the County's assets and submits data for actuarial analysis to establish rates and evaluate self-insured retention levels. The section also administers the Personal Property Program and Automobile Damage Program for the Vehicle Fleet, and the third party Subrogation Program.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3110      LIABILITY/PPTY INS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7010      CEO-LIABILITY INSURANCE

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
LIABILITY INSURANCE                      9705	12,668,026	11,862,593	12,337,500	12,337,500
TOTAL CHARGES FOR SERVICES	12,668,026	11,862,593	12,337,500	12,337,500
<b>TOTAL OPERATING INCOME</b>	<b>12,668,026</b>	<b>11,862,593</b>	<b>12,337,500</b>	<b>12,337,500</b>
<b>OPERATING EXPENSE</b>				
INSURANCE PREMIUMS                      2072	4,187,606	4,380,430	4,459,600	4,459,600
GEN LIAB ULT LOSS EXP 1099              2073	2,617,657	3,641,933	6,629,000	6,629,000
MALPRACTICE                                  2076	160,434	413,101	640,000	640,000
GEN LIAB ULT LOSS EXP                      2083	1,689,136	870,724	0	0
GEN LIAB ATTY/CLIENT 1099              2084	968,492	447,235	0	0
INDIRECT COST RECOVERY                  2158	65,508	31,518	20,500	20,500
GRAPHICS CHARGES - ISF                      2177	0	75	0	0
OTHER PROF & SPEC SERVICE              2199	20,555	33,496	50,000	50,000
SPECIAL DEPT. EXP. - 01                      2301	88,989	101,630	100,000	100,000
TRANS. CHARGES - ISF                          2521	0	0	0	0
TOTAL SERVICES AND SUPPLIES	9,798,376	9,920,142	11,899,100	11,899,100
JUDGEMENTS AND DAMAGES                  3511	851	1,227	5,000	5,000
INTERFUND EXP - ADMIN                      3902	879,461	862,759	1,039,000	1,039,000
TOTAL OTHER CHARGES	880,312	863,986	1,044,000	1,044,000
<b>TOTAL OPERATING EXPENSE</b>	<b>10,678,688</b>	<b>10,784,128</b>	<b>12,943,100</b>	<b>12,943,100</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,989,338</b>	<b>1,078,465</b>	<b>(605,600)</b>	<b>(605,600)</b>
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS                          8911	574,219	342,767	336,000	336,000
TOTAL REV- USE OF MONEY & PROPERTY	574,219	342,767	336,000	336,000
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>574,219</b>	<b>342,767</b>	<b>336,000</b>	<b>336,000</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>2,563,557</b>	<b>1,421,232</b>	<b>(269,600)</b>	<b>(269,600)</b>
<b>OPERATING TRANSFERS</b>				

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
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FUND 3110      LIABILITY/PPTY INS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7010      CEO-LIABILITY INSURANCE

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING TRANSFERS</b>				
INSURANCE PROCEEDS                      9851	572,068	363,152	0	0
TOTAL OTHER FINANCING SOURCES	572,068	363,152	0	0
<b>TOTAL OPERATING TRANSFERS</b>	572,068	363,152	0	0
<b>CHANGE IN NET ASSETS</b>				
	3,135,626	1,784,384	(269,600)	(269,600)
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				



**COUNTY OF VENTURA  
 STATE OF CALIFORNIA  
 BUDGET UNIT FINANCING USES DETAIL  
 FOR FISCAL YEAR 2011-2012**

FUND 3120 WORKERS COMP-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**CEO WORKERS COMP - 7030**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	25,522,361	20,120,322	27,973,000	27,973,000	27,973,000
TOTAL REVENUES	<u>23,326,900</u>	<u>23,752,533</u>	<u>24,129,200</u>	<u>24,129,200</u>	<u>24,129,200</u>
NET COUNTY COST	2,195,461	(3,632,211)	3,843,800	3,843,800	3,843,800

AUTH POSITIONS  
 FTE POSITIONS

**BUDGET UNIT DESCRIPTION:**

The Workers' Compensation Section of Risk Management oversees the delivery of Workers' Compensation benefits through a self-funded program and oversight of administration of benefits under prior insured programs. It is the Divisions goal to ensure timely delivery of appropriate benefits as required by the California Labor Code. This includes medical treatment for injured employees and provision of state mandated salary replacement benefits in a cost effective manner. This section also reviews and evaluates disability retirement applications to formulate recommendations for acceptance or denial to the Retirement Board.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
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 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3120 WORKERS COMP-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7030 CEO WORKERS COMP

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
STATE AID - SB 90	9246	94,038	0	0
TOTAL INTERGOVERNMENTAL REVENUE		94,038	0	0
WORKERS COMP INS	9706	20,988,898	21,756,101	22,941,600
TOTAL CHARGES FOR SERVICES		20,988,898	21,756,101	22,941,600
<b>TOTAL OPERATING INCOME</b>		21,082,936	21,756,101	22,941,600

<b>OPERATING EXPENSE</b>				
VOICE/DATA - ISF	2033	0	0	0
WORKER COMP ULT LOSS EXP	2074	16,914,360	16,574,976	24,160,800
INDIRECT COST RECOVERY	2158	8,669	9,587	9,600
OTHER PROF & SPEC SERVICE	2199	2,268,178	2,228,474	2,268,200
SPECIAL DEPT. EXP. - 03	2303	398,562	363,574	438,500
TOTAL SERVICES AND SUPPLIES		19,589,769	19,176,611	26,877,100
<b>TOTAL OPERATING EXPENSE</b>		19,589,769	19,176,611	26,877,100
<b>OPERATING INCOME (LOSS)</b>		1,493,167	2,579,490	(3,935,500)

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	2,085,650	1,163,324	1,187,600
TOTAL REV- USE OF MONEY & PROPERTY		2,085,650	1,163,324	1,187,600
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		2,085,650	1,163,324	1,187,600
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		3,578,817	3,742,814	(2,747,900)

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR	5121	(931,738)	(943,711)	(1,095,900)
TOTAL OTHER FINANCING USES		(931,738)	(943,711)	(1,095,900)

**COUNTY OF VENTURA**  
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 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3120 WORKERS COMP-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7030 CEO WORKERS COMP

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING TRANSFERS</b>				
INSURANCE PROCEEDS	9851	0	833,108	0
TOTAL OTHER FINANCING SOURCES	0	0	833,108	0
<b>TOTAL OPERATING TRANSFERS</b>	<b>(931,738)</b>	<b>(110,603)</b>	<b>(1,095,900)</b>	<b>(1,095,900)</b>
<b>CHANGE IN NET ASSETS</b>				
NET ASSETS - BEGINNING BALANCE	2,647,080	3,632,211	(3,843,800)	(3,843,800)
NET ASSETS - ENDING BALANCE				



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3120 WORKERS COMP-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**CEO RISK MGMT ADMIN - 7050**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	1,235,796	1,078,673	1,263,200	1,260,710	1,260,710
TOTAL REVENUES	<u>1,234,745</u>	<u>1,074,629</u>	<u>1,263,200</u>	<u>1,263,200</u>	<u>1,263,200</u>
NET COUNTY COST	1,051	4,043	0	(2,490)	(2,490)
AUTH POSITIONS			13	13	13
FTE POSITIONS			13	13	13

**BUDGET UNIT DESCRIPTION:**

The Risk Management Department is responsible for risk identification, assessment and management, by various means. The Department is organized into three general sections: 1) Health, Safety & Loss Prevention Section, which provides a variety of health, safety, loss prevention, environmental health, and hazardous materials management services to County agencies and special districts; 2) Liability Claims Section, which manages first party claims (claims by the County to its own insurance carriers), and third party claims made against the County; pursues subrogation claims against third parties that cause financial loss to the County; and manages the County employee personal property reimbursement program; and 3) the Workers' Compensation Section, which manages the County's Workers' Compensation program (both insured and self-funded claims) and represents the County's interest in applications for disability retirement to the Retirement Board. Risk Management evaluates and implements various methods of managing the County's exposure to financial loss, including risk avoidance, loss prevention and mitigation, commercial insurance, participation in risk pooling arrangements, self-funding, and contractual risk transfer. Risk Management plans and budgets for the cost of anticipated claims through rates set in collaboration with actuarial experts, CEO Fiscal and Administrative Services, and the County's Auditor Controller's Office. Reserves are established to quantify the anticipated future costs for reported claims, the County's insurers and/or third party administrators. The claims units within Risk Management investigate and manage claims made by County employees or the public.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3120 WORKERS COMP-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7050 CEO RISK MGMT ADMIN

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
OTHER INTERFUND CHARGES 9412	1,033,539	1,050,185	1,172,500	1,172,500
TOTAL CHARGES FOR SERVICES	1,033,539	1,050,185	1,172,500	1,172,500
OTHER SALES 9761	4,215	0	0	0
OTHER REVENUE - MISC 9772	37,855	24,444	90,700	90,700
TOTAL MISCELLANEOUS REVENUES	42,070	24,444	90,700	90,700
<b>TOTAL OPERATING INCOME</b>	<b>1,075,609</b>	<b>1,074,629</b>	<b>1,263,200</b>	<b>1,263,200</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES 1101	870,528	899,676	1,002,600	1,002,600
EXTRA HELP 1102	5,195	21,487	0	0
SUPPLEMENTAL PAYMENTS 1106	19,194	19,734	22,500	22,500
TERMINATIONS/BUYDOWNS 1107	72,611	28,952	70,000	70,000
RETIREMENT CONTRIBUTION 1121	150,193	142,594	210,400	210,400
OASDI CONTRIBUTION 1122	57,954	53,475	63,500	63,500
FICA-MEDICARE 1123	14,043	13,417	14,800	14,800
SAFE HARBOR 1124	168	1,399	0	0
RETIREE HLTH PYMT 1099 1128	6,833	7,115	1,200	1,200
GROUP INSURANCE 1141	85,438	83,396	92,300	92,300
LIFE INS/DEPT HEADS & MGT 1142	1,080	1,054	1,200	1,200
STATE UNEMPLOYMENT INS 1143	0	2,916	2,000	2,000
MANAGEMENT DISABILITY INS 1144	6,300	6,232	7,700	7,700
WORKERS' COMPENSATION INS 1165	11,145	8,590	8,300	8,300
401K PLAN 1171	21,817	20,155	30,700	30,700
TOTAL SALARIES AND EMPLOYEE BENEFIT:	1,322,499	1,310,192	1,527,200	1,527,200
MEDICAL REIMBURSEMENT 2026	0	775	800	800
TELEPHONE CHGS - NON ISF 2032	2,289	2,538	2,400	2,400
VOICE/DATA - ISF 2033	26,696	26,243	28,432	28,432
RADIO COMMUNICATIONS - ISF 2034	0	1,406	0	0
GENERAL INSUR ALLOCATION - ISF 2071	86,792	85,936	81,700	81,700
FACIL/MATLS SQ FT ALLOC-ISF 2125	32,011	26,478	24,927	24,927
OTHER MAINTENANCE - ISF 2128	518	1,245	500	500
MEMBERSHIPS & DUES 2141	710	910	700	700
EDUCATION ALLOWANCE 2154	545	0	500	500

**COUNTY OF VENTURA**  
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OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3120      WORKERS COMP-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7050      CEO RISK MGMT ADMIN

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
INDIRECT COST RECOVERY	2158	53,406	50,132	29,500
MISC. PAYMENTS	2159	0	0	1,700
PRINTING/BINDING-NOT ISF	2171	385	297	400
BOOKS & PUBLICATIONS	2172	3,959	4,694	4,000
OFFICE SUPPLIES	2173	4,488	5,708	6,600
MAIL CENTER - ISF	2174	2,485	1,045	2,900
PURCHASING CHARGES - ISF	2176	18,287	24,877	25,300
GRAPHICS CHARGES - ISF	2177	869	776	900
COPY MACHINE CHGS - ISF	2178	482	583	500
MISC. OFFICE EXPENSE	2179	420	418	400
STORES - ISF	2181	999	1,132	1,000
INFORMATION TECHNOLOGY- ISF	2192	105,546	117,352	137,751
COMPUTER SERVICES NON ISF	2195	27,974	21,557	28,000
OTHER PROF & SPEC SERVICE	2199	29,308	4,191	41,200
SPECIAL SERVICES - ISF	2205	3,513	171	3,500
EMPLOYEE HEALTH SERVICES	2211	0	1,353	0
STORAGE CHARGES	2283	3,098	3,436	3,300
MINOR EQUIPMENT-OTHER	2292	135	27	0
COMPUTER EQUIP <5000	2293	4,386	526	15,000
FURNITURE/FIXTURES <5000	2294	0	599	5,000
SPECIAL DEPT. EXP. - 01	2301	35,554	21,825	81,000
TRANS. CHARGES - ISF	2521	1,792	1,138	1,800
PRIVATE VEHICLE MILEAGE	2522	458	254	1,800
CONF. & SEMINARS EXPENSE	2523	4,736	6,559	10,200
CONFER & SEMINAR EXPENSE ISF	2526	1,548	840	300
TOTAL SERVICES AND SUPPLIES	453,390	415,022	542,010	542,010
DEPRECIATION EXPENSE	3611	5,125	5,125	5,300
INTERFUND EXP - ADMIN	3902	288,339	292,045	282,100
TOTAL OTHER CHARGES	293,464	297,170	287,400	287,400
<b>TOTAL OPERATING EXPENSE</b>	<b>2,069,353</b>	<b>2,022,384</b>	<b>2,356,610</b>	<b>2,356,610</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(993,743)</b>	<b>(947,755)</b>	<b>(1,093,410)</b>	<b>(1,093,410)</b>

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FUND 3120 WORKERS COMP-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7050 CEO RISK MGMT ADMIN

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
PRIOR YR REVENUE	9799	7,609	0	0
TOTAL MISCELLANEOUS REVENUES		<u>7,609</u>	<u>0</u>	<u>0</u>
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		7,609	0	0
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		(986,134)	(947,755)	(1,093,410)
<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC DECR	5122	931,738	943,711	1,095,900
TOTAL OTHER FINANCING USES		<u>931,738</u>	<u>943,711</u>	<u>1,095,900</u>
<b>TOTAL OPERATING TRANSFERS</b>		931,738	943,711	1,095,900
<b>CHANGE IN NET ASSETS</b>		(54,397)	(4,043)	2,490
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**BUSINESS SUPPORT - 7060**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	6,442,537	5,973,925	6,105,347	6,099,190	6,099,190
TOTAL REVENUES	<u>6,344,767</u>	<u>5,946,591</u>	<u>6,104,110</u>	<u>6,104,110</u>	<u>6,104,110</u>
NET COUNTY COST	97,770	27,334	1,237	(4,920)	(4,920)
AUTH POSITIONS			26	26	26
FTE POSITIONS			26	26	26

BUDGET UNIT DESCRIPTION:

Business Support Services administers and staffs a county wide business solution program through the use of leveraged County volume, centralized expertise, and strategic partnering. This program qualifies the County for discounts and overall labor savings in the areas of Mail Processing, Document Publishing, and Warehouse and Distribution Services. Business Support Services defines business solutions which eliminate duplicate investment throughout the County in office hardware/software related to mail/print processing and digital document access. In addition, Business Support Services minimizes office space devoted to inactive records/documents through its records program and reduces the cost of distribution and material handling with a countywide courier service and warehouse program. Business Support Services provides and administers web-based access to a variety of its business solutions as well as supporting a customer service program to meet on-demand business needs.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7060 BUSINESS SUPPORT

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING INCOME</b>					
GRAPHICS SERVICES - ISF	9702	1,472,276	1,894,173	1,824,783	1,824,783
TOTAL CHARGES FOR SERVICES		1,472,276	1,894,173	1,824,783	1,824,783
OTHER SALES	9761	31,128	67,772	32,000	32,000
OTHER REVENUE - MISC	9772	3,858,186	3,981,022	4,241,754	4,241,754
TOTAL MISCELLANEOUS REVENUES		3,889,314	4,048,793	4,273,754	4,273,754
<b>TOTAL OPERATING INCOME</b>		<b>5,361,590</b>	<b>5,942,966</b>	<b>6,098,537</b>	<b>6,098,537</b>
<b>OPERATING EXPENSE</b>					
REGULAR SALARIES	1101	1,082,825	1,081,123	1,122,845	1,122,845
EXTRA HELP	1102	18,061	35,845	15,218	15,218
OVERTIME	1105	23,659	14,798	18,650	18,650
SUPPLEMENTAL PAYMENTS	1106	12,461	12,349	12,360	12,360
TERMINATIONS/BUYDOWNS	1107	35,932	39,351	25,281	25,281
CALL BACK STAFFING	1108	5,106	5,245	2,250	2,250
RETIREMENT CONTRIBUTION	1121	271,676	203,742	229,458	229,458
OASDI CONTRIBUTION	1122	70,490	69,672	74,145	74,145
FICA-MEDICARE	1123	16,753	16,968	17,364	17,364
SAFE HARBOR	1124	680	2,334	0	0
RETIREE HLTH PYMT 1099	1128	6,833	7,115	5,444	5,444
GROUP INSURANCE	1141	176,320	177,312	177,600	177,600
LIFE INS/DEPT HEADS & MGT	1142	180	250	288	288
STATE UNEMPLOYMENT INS	1143	0	3,682	2,362	2,362
MANAGEMENT DISABILITY INS	1144	1,336	1,663	1,824	1,824
WORKERS' COMPENSATION INS	1165	22,707	23,355	20,510	20,510
401K PLAN	1171	15,741	15,594	16,650	16,650
S & EB CURR YEAR ADJ INCREASE	1991	422,406	505,326	376,132	376,132
S & EB CURR YEAR ADJ DECREASE	1992	(422,406)	(505,326)	(376,132)	(376,132)
TOTAL SALARIES AND EMPLOYEE BENEFIT:		1,760,760	1,710,399	1,742,249	1,742,249
UNIFORM ALLOWANCE	2022	3,549	2,726	3,050	3,050
SAFETY CLOTH & SUPPLIES	2023	2,640	1,729	3,100	3,100
TELEPHONE CHGS - NON ISF	2032	4,197	5,322	4,500	4,500
VOICE/DATA - ISF	2033	28,564	23,318	20,758	20,758
RADIO COMMUNICATIONS - ISF	2034	1,771	218	0	0

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7060 BUSINESS SUPPORT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
GENERAL INSUR ALLOCATION - ISF	2071	108,244	105,713	97,953
OFFICE EQUIP. MAINTENANCE	2102	36,151	12,959	42,852
OTHER EQUIP. MAINTENANCE	2105	18,265	8,674	15,551
MAINTENANCE SUPPLIES	2107	35	0	575
MAINTENANCE CONTRACTS	2108	59,279	109,322	102,284
BUILDING MAINTENANCE	2121	248	0	0
FACIL/MATLS SQ FT ALLOC-ISF	2125	198,606	198,547	195,659
OTHER MAINTENANCE - ISF	2128	72,370	12,939	0
MEMBERSHIPS & DUES	2141	1,222	278	2,050
CASH SHORTAGE	2151	2	0	0
EDUCATION ALLOWANCE	2154	3,052	300	3,250
INDIRECT COST RECOVERY	2158	372,747	420,173	338,017
MISC. PAYMENTS	2159	30	7,333	1,850
PRINTING/BINDING-NOT ISF	2171	13,271	35,372	15,500
BOOKS & PUBLICATIONS	2172	1,711	1,156	2,550
OFFICE SUPPLIES	2173	12,655	14,222	11,625
MAIL CENTER - ISF	2174	5,435	437	11,175
PURCHASING CHARGES - ISF	2176	15,525	24,551	15,359
GRAPHICS CHARGES - ISF	2177	27,177	55,489	20,450
COPY MACHINE CHGS - ISF	2178	1,982	2,107	4,618
MISC. OFFICE EXPENSE	2179	0	119	0
STORES - ISF	2181	57,771	38,599	34,100
INFORMATION TECHNOLOGY- ISF	2192	24,217	42,212	32,345
COMPUTER SERVICES NON ISF	2195	2,570	24,051	10,000
OTHER PROF & SPEC SERVICE	2199	71,639	94,866	74,025
TEMPORARY HELP	2200	0	6,909	3,000
SPECIAL SERVICES - ISF	2205	5,293	1,907	3,800
EMPLOYEE HEALTH SERVICES	2211	3,009	0	2,750
PUBLIC AND LEGAL NOTICES	2261	35	0	0
RENT/LEASES EQUIP-NOT ISF	2271	341,157	315,292	250,321
STORAGE CHARGES	2283	239	233	346
MINOR EQUIPMENT-OTHER	2292	10,866	17,753	7,250
COMPUTER EQUIP <5000	2293	16,273	20,252	11,000
FURNITURE/FIXTURES <5000	2294	46,783	0	0
INSTALLS-ELEC EQUIP ISF	2295	0	0	1,501
SPECIAL DEPT. EXP. - 01	2301	2,091,751	2,122,021	2,510,425

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7060 BUSINESS SUPPORT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
SPECIAL DEPT. EXP. - 02	2302	264,671	226,434	187,500
TRANS. CHARGES - ISF	2521	53,468	52,266	52,316
PRIVATE VEHICLE MILEAGE	2522	0	65	0
CONF. & SEMINARS EXPENSE	2523	1,440	1,496	3,575
GAS/DIESEL FUEL	2525	18,186	21,588	19,989
CONFER & SEMINAR EXPENSE ISF	2526	1,325	1,998	0
TOTAL SERVICES AND SUPPLIES		<u>3,999,422</u>	<u>4,030,944</u>	<u>4,116,969</u>
DEPRECIATION EXPENSE	3611	107,764	112,831	112,158
INTERFUND EXP - ADMIN	3902	99,837	128,144	126,399
TOTAL OTHER CHARGES		<u>207,601</u>	<u>240,975</u>	<u>238,557</u>
<b>TOTAL OPERATING EXPENSE</b>		<b>5,967,783</b>	<b>5,982,318</b>	<b>6,097,775</b>
<b>OPERATING INCOME (LOSS)</b>		<b>(606,193)</b>	<b>(39,352)</b>	<b>762</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	9,221	7,279	5,573
TOTAL REV- USE OF MONEY & PROPERTY		<u>9,221</u>	<u>7,279</u>	<u>5,573</u>
CY CASH PROCEEDS FA SALE	9821	3,867	0	0
GAIN/LOSS DISP FIXED ASST	9822	(8,578)	(3,655)	0
FA SYSTEM SALE PROCEEDS	9823	(3,900)	0	0
TOTAL OTHER FINANCING SOURCES		<u>(8,611)</u>	<u>(3,655)</u>	<u>0</u>
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		<b>610</b>	<b>3,624</b>	<b>5,573</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		<b>(605,583)</b>	<b>(35,727)</b>	<b>6,335</b>

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR	5121	(153,671)	(162,792)	(171,142)
INTRAFUND COST ALLOC DECR	5122	168,166	171,186	169,727
TOTAL OTHER FINANCING USES		<u>14,495</u>	<u>8,394</u>	<u>(1,415)</u>
<b>TOTAL OPERATING TRANSFERS</b>		<b>14,495</b>	<b>8,394</b>	<b>(1,415)</b>

<b>CHANGE IN NET ASSETS</b>		<b>(591,088)</b>	<b>(27,334)</b>	<b>4,920</b>
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

<b>FIXED ASSETS</b>				
FURNITURE & FIXTURES	4850	0	0	0

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7060 BUSINESS SUPPORT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>FIXED ASSETS</b>				
OFFICE MACHINES	4860	0	20,459	0
COMPUTER SOFTWARE	4863	0	21,250	0
REPLACE OFFICE MACHINES	4869	21,593	56,276	0
OTHER EQUIPMENT	4889	0	12,009	0
EQUIPMENT CONTRA ACCT.	4993	(21,593)	(109,995)	0
TOTAL FIXED ASSETS	0	0	(0)	0
<b>TOTAL FIXED ASSETS</b>	0	0	(0)	0



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**PURCHASING - 7070**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	3,224,724	3,176,463	3,067,171	3,065,067	3,065,067
TOTAL REVENUES	<u>3,206,379</u>	<u>3,354,382</u>	<u>3,121,645</u>	<u>3,121,645</u>	<u>3,121,645</u>
NET COUNTY COST	18,345	(177,919)	(54,474)	(56,578)	(56,578)
AUTH POSITIONS			13	13	13
FTE POSITIONS			13	13	13

BUDGET UNIT DESCRIPTION:

Procurement is managed by GSA-Administration. Procurement purchases goods and services through the issuance and evaluation of written bids, proposals and quotations, disposes of surplus property and administers the Convenience Copier program. Procurement provides contract management services including negotiation, review and contract administration. It manages the competitive bid process (RFB's) and prepares requests for proposals (RFPs), including development, analysis, and evaluation. Procurement also provides financial data research service, ensures certificate of insurance compliance, researches e-commerce applications, issues purchase orders and manages procurement credit cards.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7070 PURCHASING

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
MATERIALS - ISF	9492	1,457,358	1,758,289	1,635,180
COPY MACHINE CHARGS - ISF	9708	1,464,421	1,579,394	1,465,615
TOTAL CHARGES FOR SERVICES		2,921,778	3,337,684	3,100,795
OTHER REVENUE - MISC	9772	12,001	12,707	15,000
TOTAL MISCELLANEOUS REVENUES		12,001	12,707	15,000
<b>TOTAL OPERATING INCOME</b>		2,933,780	3,350,391	3,115,795
<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	702,958	761,164	760,087
EXTRA HELP	1102	23,831	11,378	14,800
OVERTIME	1105	4,850	4,801	8,397
SUPPLEMENTAL PAYMENTS	1106	18,462	18,812	20,544
TERMINATIONS/BUYDOWNS	1107	13,938	13,840	18,563
CALL BACK STAFFING	1108	0	921	0
RETIREMENT CONTRIBUTION	1121	129,602	121,359	171,786
OASDI CONTRIBUTION	1122	44,592	47,053	50,346
FICA-MEDICARE	1123	10,894	11,381	11,915
SAFE HARBOR	1124	902	742	0
GROUP INSURANCE	1141	85,790	92,522	92,352
LIFE INS/DEPT HEADS & MGT	1142	180	180	192
STATE UNEMPLOYMENT INS	1143	0	2,535	1,649
MANAGEMENT DISABILITY INS	1144	1,389	1,426	1,476
WORKERS' COMPENSATION INS	1165	15,179	15,676	12,320
401K PLAN	1171	12,293	12,764	13,419
TOTAL SALARIES AND EMPLOYEE BENEFIT:		1,064,861	1,116,556	1,177,846
TELEPHONE CHGS - NON ISF	2032	26	19	620
VOICE/DATA - ISF	2033	12,195	12,202	12,762
GENERAL INSUR ALLOCATION - ISF	2071	19,146	32,945	7,984
OFFICE EQUIP. MAINTENANCE	2102	518	526	700
FACIL/MATLS SQ FT ALLOC-ISF	2125	52,178	51,123	48,107
OTHER MAINTENANCE - ISF	2128	39	24	500
MEMBERSHIPS & DUES	2141	2,060	2,177	2,100
EDUCATION ALLOWANCE	2154	0	0	3,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7070 PURCHASING

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
INDIRECT COST RECOVERY	2158	170,890	146,017	70,525	70,525
MISC. PAYMENTS	2159	20	0	0	0
PRINTING/BINDING-NOT ISF	2171	910	598	549	549
BOOKS & PUBLICATIONS	2172	5,008	13,181	7,100	7,100
OFFICE SUPPLIES	2173	1,824	1,658	6,600	6,600
MAIL CENTER - ISF	2174	7,471	12,858	11,754	11,754
PURCHASING CHARGES - ISF	2176	1,806	1,872	2,021	2,021
GRAPHICS CHARGES - ISF	2177	2,140	1,289	2,500	2,500
COPY MACHINE CHGS - ISF	2178	4,210	4,119	4,500	4,500
STORES - ISF	2181	5,692	1,142	6,000	6,000
INFORMATION TECHNOLOGY- ISF	2192	38,373	41,185	42,205	42,205
OTHER PROF & SPEC SERVICE	2199	5,000	20,400	10,600	10,600
TEMPORARY HELP	2200	13,738	6,329	12,960	12,960
ATTORNEY SERVICES	2202	15,343	32,564	16,000	16,000
SPECIAL SERVICES - ISF	2205	415	527	500	500
EMPLOYEE HEALTH SERVICES	2211	1,223	0	6,000	6,000
PUBLIC AND LEGAL NOTICES	2261	0	386	300	300
RENT/LEASES EQUIP-NOT ISF	2271	1,248,666	1,345,011	1,250,377	1,250,377
STORAGE CHARGES	2283	1,162	1,349	1,235	1,235
COMPUTER EQUIP <5000	2293	11,974	4,582	10,000	10,000
FURNITURE/FIXTURES <5000	2294	1,696	0	1,500	1,500
TRANS. CHARGES - ISF	2521	916	503	460	460
PRIVATE VEHICLE MILEAGE	2522	120	0	606	606
CONF. & SEMINARS EXPENSE	2523	4,183	3,429	10,000	10,000
CONFER & SEMINAR EXPENSE ISF	2526	645	479	0	0
MOTORPOOL-ISF	2528	0	0	1,694	1,694
TOTAL SERVICES AND SUPPLIES	1,629,586	1,738,494	1,551,759	1,551,759	1,551,759
DEPRECIATION EXPENSE	3611	1,644	1,644	1,645	1,645
TOTAL OTHER CHARGES	1,644	1,644	1,644	1,645	1,645
<b>TOTAL OPERATING EXPENSE</b>	<b>2,696,091</b>	<b>2,856,694</b>	<b>2,731,250</b>	<b>2,731,250</b>	<b>2,731,250</b>
<b>OPERATING INCOME (LOSS)</b>	<b>237,689</b>	<b>493,697</b>	<b>384,545</b>	<b>384,545</b>	<b>384,545</b>

**NON-OPERATING REVENUE(EXPENSE)**

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7070 PURCHASING

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS 8911	5,884	3,991	5,850	5,850
TOTAL REV- USE OF MONEY & PROPERTY	5,884	3,991	5,850	5,850
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	5,884	3,991	5,850	5,850
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	243,572	497,688	390,395	390,395

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR 5121	(314,266)	(319,769)	(333,817)	(333,817)
INTRAFUND COST ALLOC DECR 5122	0	0	0	0
TOTAL OTHER FINANCING USES	(314,266)	(319,769)	(333,817)	(333,817)
<b>TOTAL OPERATING TRANSFERS</b>	(314,266)	(319,769)	(333,817)	(333,817)

<b>CHANGE IN NET ASSETS</b>	(70,693)	177,919	56,578	56,578
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**SPECIAL SERVICES - 7080**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	4,633,043	4,073,247	4,593,452	4,590,436	4,590,436
TOTAL REVENUES	<u>4,338,610</u>	<u>4,290,820</u>	<u>4,350,698</u>	<u>4,350,698</u>	<u>4,350,698</u>
NET COUNTY COST	294,433	(217,573)	242,754	239,738	239,738
AUTH POSITIONS			5	5	5
FTE POSITIONS			5	5	5

**BUDGET UNIT DESCRIPTION:**

Special Services is managed by General Services Agency's Facilities and Materials Department. This Division administers the County's security contract and monitors security guard performance. Other security services include providing security awareness training for employees; coordinating security improvements to facilities, including the placement of security devices and the 24 hour monitoring of fire/life/safety systems and other alarms; responding to requests for assistance; reporting and investigating incidents; providing escorts for contractor employees performing work and for public tours; and issuing identification badges, access cards, and parking and carpool permits, emergency preparedness training and administrative support to departments. This Division also coordinates audiovisual equipment requests, conference room reservations and special events held at County facilities or on the grounds, and monitors the Countywide vending machine contracts.

**SITE SECURITY/ID BADGES:** Maintains a 24-hour Security Command Center for monitoring alarms and provides emergency dispatch. Provides guards at larger sites, and also reports and investigates incidents. Patrols parking lots and provides escort for tours and contract labor. Coordinates evacuation drills and the maintenance of fire/life/safety systems. Administers security and Countywide vending machine contracts. Coordinates security improvements, issues/controls parking and carpool permits, parking citations, access cards and County ID badges. Costs recovered through square footage billing/direct charges.

**SPECIAL EVENTS AND ROOM RESERVATIONS:** Coordinates special events held on County property, provides support services and equipment as required. Arranges escorted tours of Government Center for students and community groups. Maintains master calendar for special events and conference rooms available to departments and community groups, and coordinates audio-visual service requests.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7080 SPECIAL SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
VEHICLE CODE FINES	8811	87,318	67,196	87,000
FORFEITURES AND PENALTIES	8831	25	0	0
TOTAL FINES, FORFEITURES & PENALTY		87,343	67,196	87,000
RENTS AND CONCESSIONS	8931	11,530	10,896	11,530
TOTAL REV- USE OF MONEY & PROPERTY		11,530	10,896	11,530
OTHER INTERFUND CHARGES	9412	152,426	157,994	158,573
SPECIAL SERVICES - ISF	9712	3,412,288	3,521,846	3,515,255
TOTAL CHARGES FOR SERVICES		3,564,714	3,679,840	3,673,828
OTHER SALES	9761	38,826	44,849	50,089
OTHER REVENUE - MISC	9772	477,063	482,371	521,251
TOTAL MISCELLANEOUS REVENUES		515,889	527,221	571,340
<b>TOTAL OPERATING INCOME</b>		<b>4,179,477</b>	<b>4,285,153</b>	<b>4,343,698</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	243,837	369,870	359,700
EXTRA HELP	1102	13,092	32,649	36,000
OVERTIME	1105	40	476	2,000
SUPPLEMENTAL PAYMENTS	1106	6,260	9,451	9,408
TERMINATIONS/BUYDOWNS	1107	14,102	20,131	21,567
RETIREMENT CONTRIBUTION	1121	38,550	58,423	66,916
OASDI CONTRIBUTION	1122	15,234	22,845	25,106
FICA-MEDICARE	1123	4,028	6,087	5,915
SAFE HARBOR	1124	420	115	0
GROUP INSURANCE	1141	24,442	35,665	35,520
LIFE INS/DEPT HEADS & MGT	1142	90	181	192
STATE UNEMPLOYMENT INS	1143	0	1,299	823
MANAGEMENT DISABILITY INS	1144	738	1,342	1,404
WORKERS' COMPENSATION INS	1165	5,614	8,345	5,002
401K PLAN	1171	5,297	8,016	7,831
TOTAL SALARIES AND EMPLOYEE BENEFIT:		371,742	574,893	577,384
SAFETY CLOTH & SUPPLIES	2023	2,662	0	2,000
TELEPHONE CHGS - NON ISF	2032	3,865	3,399	4,243
VOICE/DATA - ISF	2033	68,156	65,880	67,687

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7080 SPECIAL SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
RADIO COMMUNICATIONS - ISF	2034	1,074	1,477	1,200	1,200
GENERAL INSUR ALLOCATION - ISF	2071	15,644	12,827	39,716	39,716
BUILDING MAINTENANCE	2121	108	0	2,000	2,000
BUILDING EQUIP. MAINTENAN	2122	0	3,420	3,000	3,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	28,159	30,076	29,072	29,072
OTHER MAINTENANCE - ISF	2128	2,259	20,799	205,000	205,000
BUILDING EQUIPMENT SUPPLIES	2129	2,133	4,842	8,500	8,500
MEMBERSHIPS & DUES	2141	2,031	1,342	2,733	2,733
CASH SHORTAGE	2151	40	0	0	0
INDIRECT COST RECOVERY	2158	121,712	100,055	63,741	63,741
MISC. PAYMENTS	2159	(73)	35,596	0	0
PRINTING/BINDING-NOT ISF	2171	1,934	4,048	2,500	2,500
BOOKS & PUBLICATIONS	2172	3,408	3,149	5,051	5,051
OFFICE SUPPLIES	2173	9,206	9,571	11,330	11,330
MAIL CENTER - ISF	2174	1,115	5,420	4,818	4,818
PURCHASING CHARGES - ISF	2176	3,885	5,430	6,736	6,736
GRAPHICS CHARGES - ISF	2177	6,746	11,925	7,000	7,000
COPY MACHINE CHGS - ISF	2178	4,690	4,206	5,000	5,000
MISC. OFFICE EXPENSE	2179	35	1,921	200	200
STORES - ISF	2181	8,669	5,282	9,000	9,000
INFORMATION TECHNOLOGY- ISF	2192	1,634	1,711	1,976	1,976
COMPUTER SERVICES NON ISF	2195	2,878	25,260	33,650	33,650
OTHER PROF & SPEC SERVICE	2199	64,520	21,228	89,000	89,000
TEMPORARY HELP	2200	27,880	0	0	0
ATTORNEY SERVICES	2202	0	470	0	0
SPECIAL SERVICES - ISF	2205	13,433	1,451	1,764	1,764
EMPLOYEE HEALTH SERVICES	2211	726	0	0	0
COUNTY GIS EXPENSE	2214	5,223	3,555	23,000	23,000
RENT/LEASES EQUIP-NOT ISF	2271	3,900	2,190	5,000	5,000
STORAGE CHARGES	2283	12	12	13	13
SMALL TOOLS & INSTRUMENTS	2291	0	0	500	500
MINOR EQUIPMENT-OTHER	2292	1,711	20,691	20,000	20,000
COMPUTER EQUIP <5000	2293	6,949	3,678	5,000	5,000
FURNITURE/FIXTURES <5000	2294	0	1,215	5,000	5,000
INSTALLS-ELEC EQUIP ISF	2295	0	0	372	372
SPECIAL DEPT. EXP. - 01	2301	1,700,224	1,699,899	1,677,387	1,677,387

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7080 SPECIAL SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
SPECIAL DEPT. EXP. - 02	2302	802,618	832,899	837,990
SPECIAL DEPT. EXP. - 04	2304	6,637	3,987	28,000
SPECIAL DEPT. EXP. - 05	2305	118,375	147,524	126,530
SPECIAL DEPT. EXP. - 14	2314	13,657	11,005	14,000
TRANS. CHARGES - ISF	2521	2,125	2,588	2,228
PRIVATE VEHICLE MILEAGE	2522	0	0	400
CONF. & SEMINARS EXPENSE	2523	124	1,021	10,000
GAS/DIESEL FUEL	2525	170	444	250
CONFER & SEMINAR EXPENSE ISF	2526	0	40	0
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>3,060,255</b>	<b>3,111,533</b>	<b>3,362,587</b>	<b>3,362,587</b>
DEPRECIATION EXPENSE	3611	130,435	124,135	132,281
INTERFUND EXP - ADMIN	3902	135,192	169,272	167,517
<b>TOTAL OTHER CHARGES</b>	<b>265,627</b>	<b>293,407</b>	<b>299,798</b>	<b>299,798</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>3,697,624</b>	<b>3,979,833</b>	<b>4,239,769</b>	<b>4,239,769</b>
<b>OPERATING INCOME (LOSS)</b>	<b>481,853</b>	<b>305,320</b>	<b>103,929</b>	<b>103,929</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	7,175	5,667	7,000
<b>TOTAL REV- USE OF MONEY &amp; PROPERTY</b>		<b>7,175</b>	<b>5,667</b>	<b>7,000</b>
GAIN/LOSS DISP FIXED ASST	9822	(11,863)	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>(11,863)</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		<b>(4,688)</b>	<b>5,667</b>	<b>7,000</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		<b>477,165</b>	<b>310,988</b>	<b>110,929</b>

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR	5121	(90,770)	(93,414)	(100,667)
<b>TOTAL OTHER FINANCING USES</b>		<b>(90,770)</b>	<b>(93,414)</b>	<b>(100,667)</b>
<b>TOTAL OPERATING TRANSFERS</b>		<b>(90,770)</b>	<b>(93,414)</b>	<b>(100,667)</b>

<b>CHANGE IN NET ASSETS</b>	<b>386,395</b>	<b>217,573</b>	<b>10,262</b>	<b>10,262</b>
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7080 SPECIAL SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>FIXED ASSETS</b>				
COMPUTER SOFTWARE	4863	6,869	0	0
OTHER EQUIPMENT	4889	15,778	250,000	250,000
EQUIPMENT CONTRA ACCT.	4993	(22,646)	0	0
TOTAL FIXED ASSETS	0	0	250,000	250,000
<b>TOTAL FIXED ASSETS</b>	0	0	250,000	250,000



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**GSA ADMINISTRATION - 7095**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	2,210,044	2,048,648	2,692,807	2,688,110	2,688,110
TOTAL REVENUES	<u>2,209,638</u>	<u>2,048,962</u>	<u>2,292,807</u>	<u>2,292,807</u>	<u>2,292,807</u>
NET COUNTY COST	406	(314)	400,000	395,303	395,303
AUTH POSITIONS			21	21	21
FTE POSITIONS			21	21	21

BUDGET UNIT DESCRIPTION:

The General Services Agency (GSA) is comprised of four departments: Administrative Services, Fleet Services, Parks, Facilities and Materials.

GSA Administration provides overall management and technical support services to all operating units of the agency. The Administrative Services department includes Procurement, Personnel and Payroll, Budgeting and Accounting, Information Technology, Management Analysis and Auditing. This budget unit also administers the Central Motor Pool (CMP) and Parking Citation Program functions in the Hall of Administration.

Costs of operations are allocated to all departments of the agency based on pre-determined criteria (e.g., employee count, documents processed, direct labor hours, etc.). Administrative costs are assessed to the operating departments and incorporated into their ISF charges and rates.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7095 GSA ADMINISTRATION

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING INCOME</b>					
VEHICLE CODE FINES	8811	32,956	31,449	30,000	30,000
FORFEITURES AND PENALTIES	8831	25	0	0	0
<b>TOTAL FINES, FORFEITURES &amp; PENALTY</b>		<u>32,981</u>	<u>31,449</u>	<u>30,000</u>	<u>30,000</u>
OTHER INTERFUND CHARGES	9412	1,898,280	2,017,478	2,262,807	2,262,807
<b>TOTAL CHARGES FOR SERVICES</b>		<u>1,898,280</u>	<u>2,017,478</u>	<u>2,262,807</u>	<u>2,262,807</u>
OTHER REVENUE - MISC	9772	0	35	0	0
<b>TOTAL MISCELLANEOUS REVENUES</b>		<u>0</u>	<u>35</u>	<u>0</u>	<u>0</u>
<b>TOTAL OPERATING INCOME</b>		<u>1,931,262</u>	<u>2,048,962</u>	<u>2,292,807</u>	<u>2,292,807</u>
<b>OPERATING EXPENSE</b>					
REGULAR SALARIES	1101	1,211,541	1,317,154	1,500,606	1,500,606
EXTRA HELP	1102	6,564	10,087	25,000	25,000
OVERTIME	1105	1,703	2,806	5,000	5,000
SUPPLEMENTAL PAYMENTS	1106	39,734	42,526	43,914	43,914
TERMINATIONS/BUYDOWNS	1107	55,722	22,741	43,855	43,855
RETIREMENT CONTRIBUTION	1121	273,640	219,795	274,967	274,967
OASDI CONTRIBUTION	1122	72,397	78,499	92,269	92,269
FICA-MEDICARE	1123	18,869	19,760	22,793	22,793
SAFE HARBOR	1124	251	660	0	0
RETIREE HLTH PYMT 1099	1128	4,601	7,115	7,259	7,259
GROUP INSURANCE	1141	138,769	148,253	163,392	163,392
LIFE INS/DEPT HEADS & MGT	1142	495	540	576	576
STATE UNEMPLOYMENT INS	1143	0	4,351	2,919	2,919
MANAGEMENT DISABILITY INS	1144	3,753	4,004	4,877	4,877
WORKERS' COMPENSATION INS	1165	26,216	27,428	21,934	21,934
401K PLAN	1171	25,953	27,422	30,894	30,894
<b>TOTAL SALARIES AND EMPLOYEE BENEFIT:</b>		<u>1,880,207</u>	<u>1,933,141</u>	<u>2,240,255</u>	<u>2,240,255</u>
TELEPHONE CHGS - NON ISF	2032	367	259	500	500
VOICE/DATA - ISF	2033	26,364	28,864	35,272	35,272
RADIO COMMUNICATIONS - ISF	2034	0	10,220	0	0
GENERAL INSUR ALLOCATION - ISF	2071	16,900	15,726	16,961	16,961
OFFICE EQUIP. MAINTENANCE	2102	0	0	500	500
FACIL/MATLS SQ FT ALLOC-ISF	2125	145,843	126,368	115,901	115,901

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7095 GSA ADMINISTRATION

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
OTHER MAINTENANCE - ISF	2128	5,301	80,257	5,000	5,000
MEMBERSHIPS & DUES	2141	700	351	1,400	1,400
EDUCATION ALLOWANCE	2154	1,592	924	2,000	2,000
INDIRECT COST RECOVERY	2158	91,361	125,275	66,107	66,107
MISC. PAYMENTS	2159	1,577	1,208	8,000	8,000
BOOKS & PUBLICATIONS	2172	1,818	2,411	3,000	3,000
OFFICE SUPPLIES	2173	5,516	5,397	10,000	10,000
MAIL CENTER - ISF	2174	2,911	7,009	6,708	6,708
PURCHASING CHARGES - ISF	2176	729	1,789	971	971
GRAPHICS CHARGES - ISF	2177	115	1,986	1,000	1,000
COPY MACHINE CHGS - ISF	2178	5,321	5,071	5,321	5,321
MISC. OFFICE EXPENSE	2179	6,205	5,635	8,000	8,000
STORES - ISF	2181	4,475	528	5,500	5,500
INFORMATION TECHNOLOGY- ISF	2192	72,370	15,749	54,710	54,710
ENGR. & TECH. SURVEYS	2194	495	0	0	0
COMPUTER SERVICES NON ISF	2195	15,319	13,599	46,700	46,700
OTHER PROF & SPEC SERVICE	2199	11,658	11,184	26,000	26,000
TEMPORARY HELP	2200	0	31,560	20,000	20,000
ATTORNEY SERVICES	2202	1,758	1,457	4,500	4,500
SPECIAL SERVICES - ISF	2205	650	2,451	1,000	1,000
EMPLOYEE HEALTH SERVICES	2211	1,223	0	4,000	4,000
STORAGE CHARGES	2283	3,760	4,151	3,725	3,725
MINOR EQUIPMENT-OTHER	2292	0	209	0	0
COMPUTER EQUIP <5000	2293	3,755	9,134	10,000	10,000
FURNITURE/FIXTURES <5000	2294	1,790	0	2,500	2,500
TRANS. CHARGES - ISF	2521	713	1,060	1,000	1,000
PRIVATE VEHICLE MILEAGE	2522	4,952	4,125	5,500	5,500
CONF. & SEMINARS EXPENSE	2523	5,098	4,404	8,000	8,000
CONFER & SEMINAR EXPENSE ISF	2526	762	1,730	2,000	2,000
MOTORPOOL-ISF	2528	0	0	1,479	1,479
MISC. TRANS. & TRAVEL	2529	198	22	500	500
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>441,595</b>	<b>520,116</b>	<b>483,755</b>	<b>483,755</b>	<b>483,755</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3160 MATERIALS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7095 GSA ADMINISTRATION

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
DEPRECIATION EXPENSE 3611	0	180	0	0
TOTAL OTHER CHARGES	0	180	0	0
<b>TOTAL OPERATING EXPENSE</b>	<b>2,321,802</b>	<b>2,453,438</b>	<b>2,724,010</b>	<b>2,724,010</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(390,540)</b>	<b>(404,476)</b>	<b>(431,203)</b>	<b>(431,203)</b>

<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC DECR 5122	390,540	404,790	435,900	435,900
TOTAL OTHER FINANCING USES	390,540	404,790	435,900	435,900
<b>TOTAL OPERATING TRANSFERS</b>	<b>390,540</b>	<b>404,790</b>	<b>435,900</b>	<b>435,900</b>

<b>CHANGE IN NET ASSETS</b>	314	4,697	4,697
NET ASSETS - BEGINNING BALANCE			
NET ASSETS - ENDING BALANCE			

<b>FIXED ASSETS</b>				
COMPUTER EQUIPMENT 4862	0	9,411	0	0
COMPUTER SOFTWARE 4863	0	0	400,000	400,000
EQUIPMENT CONTRA ACCT. 4993	0	(9,411)	0	0
TOTAL FIXED ASSETS	0	0	400,000	400,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3170 FACILITIES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**GSA-FACILITIES - 7100**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	24,520,636	22,781,545	22,510,622	22,496,580	22,496,580
TOTAL REVENUES	<u>22,620,589</u>	<u>22,044,710</u>	<u>22,112,226</u>	<u>21,260,105</u>	<u>21,260,105</u>
NET COUNTY COST	1,900,047	736,835	398,396	1,236,475	1,236,475
AUTH POSITIONS			75	75	75
FTE POSITIONS			75	75	75

BUDGET UNIT DESCRIPTION:

Facilities are managed by General Services Agency's Facilities and Materials Department. It includes Facilities and Materials Administration, Maintenance, and Utilities. The Administration unit provides overall management of ten ISF budget units and one General Fund budget unit (Required Maintenance). The Maintenance Division manages ongoing routine preventive and corrective maintenance for most County facilities. Other entities not part of the Facilities-ISF customer base (such as VCMC, Parks, Harbor, Libraries, and Airports) may request services for their facilities on a time and materials basis. Maintenance is responsible for vendor performance oversight for repair and maintenance work as well as other outsourced contract work on building infrastructure equipment and systems. The Utilities Division monitors the Interruptible Power Program and interacts with the utility companies to obtain best possible service rates and coordinates with the Ventura County Regional Energy Authority to obtain cash incentives for energy efficiency and conservation improvements. It is responsible for evaluating changes in the out-sourced energy market, following the California Energy Commission decisions and making recommendations on power deregulation issues. The Utilities Division also manages GSA's energy efficiency conservation programs.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7100 GSA-FACILITIES

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING INCOME</b>					
RENTS AND CONCESSIONS	8931	91,802	56,120	56,120	56,120
TOTAL REV- USE OF MONEY & PROPERTY		91,802	56,120	56,120	56,120
OTHER INTERFUND CHARGES	9412	254,985	295,009	291,191	291,191
DIRECT CHARGE REVENUE	9413	98,183	82,794	77,112	77,112
FACILITIES - ISF	9707	21,164,923	21,152,411	20,418,182	20,418,182
TOTAL CHARGES FOR SERVICES		21,518,090	21,530,214	20,786,485	20,786,485
OTHER REVENUE - MISC	9772	665,621	402,782	335,000	335,000
TOTAL MISCELLANEOUS REVENUES		665,621	402,782	335,000	335,000
<b>TOTAL OPERATING INCOME</b>		<b>22,275,513</b>	<b>21,989,116</b>	<b>21,177,605</b>	<b>21,177,605</b>

<b>OPERATING EXPENSE</b>					
REGULAR SALARIES	1101	4,295,634	4,304,684	4,509,977	4,509,977
EXTRA HELP	1102	43,796	57,195	0	0
OVERTIME	1105	101,563	84,509	155,300	155,300
SUPPLEMENTAL PAYMENTS	1106	128,725	139,185	84,983	84,983
TERMINATIONS/BUYDOWNS	1107	125,231	107,193	129,820	129,820
CALL BACK STAFFING	1108	152,091	167,958	152,000	152,000
RETIREMENT CONTRIBUTION	1121	691,310	722,767	917,875	917,875
OASDI CONTRIBUTION	1122	289,815	286,800	307,116	307,116
FICA-MEDICARE	1123	69,599	69,027	72,567	72,567
SAFE HARBOR	1124	1,680	3,725	0	0
RETIREE HLTH PYMT 1099	1128	2,905	7,115	0	0
GROUP INSURANCE	1141	545,314	536,677	518,592	518,592
LIFE INS/DEPT HEADS & MGT	1142	485	540	576	576
STATE UNEMPLOYMENT INS	1143	0	15,229	9,988	9,988
MANAGEMENT DISABILITY INS	1144	7,817	8,286	8,613	8,613
WORKERS' COMPENSATION INS	1165	174,865	140,508	154,185	154,185
401K PLAN	1171	69,607	69,834	79,252	79,252
S & EB CURR YEAR ADJ INCREASE	1991	47,281	48,256	48,312	48,312
S & EB CURR YEAR ADJ DECREASE	1992	(72,980)	(75,193)	(76,804)	(76,804)
TOTAL SALARIES AND EMPLOYEE BENEFIT:		6,674,738	6,694,294	7,072,352	7,072,352
MISC. CLOTH & PERSONAL SU	2021	12,587	13,340	13,200	13,200
UNIFORM ALLOWANCE	2022	85	0	6,000	6,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170      FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7100        GSA-FACILITIES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
SAFETY CLOTH & SUPPLIES	2023	10,057	10,326	2,000	2,000
TELEPHONE CHGS - NON ISF	2032	14,700	12,453	17,300	17,300
VOICE/DATA - ISF	2033	100,259	100,755	98,643	98,643
RADIO COMMUNICATIONS - ISF	2034	13,061	8,878	14,084	14,084
CURTAINS/DRAPES/RUGS	2057	0	667	0	0
HAZ MAT DISPOSAL - ISF	2058	25,191	20,634	30,000	30,000
HOUSEKPG/GRNDS-ISF CHARGS	2059	4,410	7,937	4,500	4,500
GENERAL INSUR ALLOCATION - ISF	2071	187,742	186,391	111,975	111,975
MAINTENANCE SUPPLIES	2107	74,826	64,480	80,000	80,000
MAINTENANCE CONTRACTS	2108	554,028	561,857	550,673	550,673
BUILDING SUPPLIES	2120	143,126	142,243	312,000	312,000
BUILDING MAINTENANCE	2121	43,118	29,882	50,500	50,500
BUILDING EQUIP. MAINTENAN	2122	175,559	199,649	225,000	225,000
IMPROVEMENTS-MAINTENANCE	2123	3,760	2,354	10,000	10,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	259,934	257,127	245,071	245,071
OTHER MAINTENANCE - ISF	2128	584,782	2,319,267	124,342	124,342
BUILDING EQUIPMENT SUPPLIES	2129	516,587	543,352	572,500	572,500
MEDICAL SUPPLIES & EXPENS	2132	913	0	0	0
MEMBERSHIPS & DUES	2141	4,636	5,148	6,500	6,500
EDUCATIONAL MATERIALS	2152	2,901	1,148	2,000	2,000
EDUCATION ALLOWANCE	2154	2,478	4,293	4,000	4,000
INDIRECT COST RECOVERY	2158	398,472	539,299	446,657	446,657
MISC. PAYMENTS	2159	42,086	30,123	47,450	47,450
BOOKS & PUBLICATIONS	2172	1,107	1,457	2,000	2,000
OFFICE SUPPLIES	2173	12,300	9,323	14,000	14,000
MAIL CENTER - ISF	2174	3,036	10,646	9,561	9,561
PURCHASING CHARGES - ISF	2176	44,083	69,218	45,180	45,180
GRAPHICS CHARGES - ISF	2177	4,145	6,052	6,600	6,600
COPY MACHINE CHGS - ISF	2178	3,661	2,732	3,661	3,661
MISC. OFFICE EXPENSE	2179	1,475	1,447	3,000	3,000
STORES - ISF	2181	10,861	1,734	12,500	12,500
INFORMATION TECHNOLOGY- ISF	2192	42,442	49,312	143,302	143,302
COMPUTER SERVICES NON ISF	2195	18,575	74,765	18,770	18,770
OTHER PROF & SPEC SERVICE	2199	2,617,305	2,636,477	2,831,638	2,831,638
TEMPORARY HELP	2200	55,387	15,665	0	0

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170      FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7100        GSA-FACILITIES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
ATTORNEY SERVICES 2202	6,175	5,123	26,750	26,750
SPECIAL SERVICES - ISF 2205	50,735	55,488	56,150	56,150
EMPLOYEE HEALTH SERVICES 2211	4,340	16	6,700	6,700
COUNTY GIS EXPENSE 2214	14,292	17,168	23,804	23,804
RENT/LEASES EQUIP-NOT ISF 2271	25,029	13,972	10,800	10,800
STORAGE CHARGES 2283	31	31	34	34
SMALL TOOLS & INSTRUMENTS 2291	10,797	9,960	17,000	17,000
MINOR EQUIPMENT-OTHER 2292	47,010	56,407	45,000	45,000
COMPUTER EQUIP <5000 2293	19,970	7,248	25,000	25,000
FURNITURE/FIXTURES <5000 2294	1,229	6,385	7,000	7,000
INSTALLS-ELEC EQUIP ISF 2295	0	0	3,688	3,688
SPECIAL DEPT. EXP. - 01 2301	820,572	502,385	600,000	600,000
SPECIAL DEPT. EXP. - 02 2302	10,636	0	0	0
OUTSIDE LABORATORY 2481	8,458	8,760	13,366	13,366
TRANS. CHARGES - ISF 2521	205,893	200,698	201,275	201,275
PRIVATE VEHICLE MILEAGE 2522	284	722	1,100	1,100
CONF. & SEMINARS EXPENSE 2523	12,422	10,743	24,500	24,500
GAS/DIESEL FUEL 2525	52,148	63,481	66,139	66,139
CONFER & SEMINAR EXPENSE ISF 2526	763	3,555	0	0
MOTORPOOL-ISF 2528	0	0	49	49
MISC. TRANS. & TRAVEL 2529	0	13	0	0
UTILITIES - OTHER 2541	6,409,619	6,378,490	6,877,750	6,877,750
SEWAGE TREATMENT COSTS 2545	194,124	173,464	308,586	308,586
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>13,884,203</b>	<b>15,454,539</b>	<b>14,379,298</b>	<b>14,379,298</b>
DEPRECIATION EXPENSE 3611	235,999	230,163	230,939	230,939
INTERFUND EXP - ADMIN 3902	681,924	681,793	772,058	772,058
<b>TOTAL OTHER CHARGES</b>	<b>917,923</b>	<b>911,956</b>	<b>1,002,997</b>	<b>1,002,997</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>21,476,864</b>	<b>23,060,789</b>	<b>22,454,647</b>	<b>22,454,647</b>
<b>OPERATING INCOME (LOSS)</b>	<b>798,649</b>	<b>(1,071,674)</b>	<b>(1,277,042)</b>	<b>(1,277,042)</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INT ON LEASE PURCHASE PAY 3453	(116,016)	(76,712)	(66,376)	(66,376)
<b>TOTAL OTHER CHARGES</b>	<b>(116,016)</b>	<b>(76,712)</b>	<b>(66,376)</b>	<b>(66,376)</b>





**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3170 FACILITIES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**HOUSEKEEPING / GROUNDS - 7110**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	6,222,827	5,510,621	6,398,705	6,395,412	6,395,412
TOTAL REVENUES	<u>6,109,092</u>	<u>6,076,053</u>	<u>6,198,793</u>	<u>6,198,793</u>	<u>6,198,793</u>
NET COUNTY COST	113,735	(565,432)	199,912	196,619	196,619
AUTH POSITIONS			49	49	50
FTE POSITIONS			49	49	50

**BUDGET UNIT DESCRIPTION:**

Housekeeping/Grounds Department is an Internal Service Fund (ISF) managed by General Services Agency's Facilities and Materials Department. It provides housekeeping and landscaping services for most County facilities through the ISF Square Footage charge. Other entities such as VCMC, Parks, Harbor, Libraries, and Fire Stations may request service for their facilities on a time and materials basis. Services include routine daily and weekly trash removal, vacuuming, mopping, dusting, restroom sanitation, periodic carpet shampooing and spot removal, hard floor stripping and refinishing, window washing, blind and vent dusting, wall washing, trash recycling, pest and rodent control, and other services as needed. The Grounds division provides landscape services at the Government Center and other sites. These tasks are accomplished through a combination of in-house staff and contract services.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7110 HOUSEKPG/GROUNDS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
OTHER INTERFUND CHARGES 9412	24,262	26,889	27,075	27,075
HOUSEKPG/GROUNDS - ISF 9710	5,663,511	5,997,259	6,091,527	6,091,527
TOTAL CHARGES FOR SERVICES	5,687,773	6,024,148	6,118,602	6,118,602
OTHER REVENUE - MISC 9772	39,291	37,401	58,991	58,991
TOTAL MISCELLANEOUS REVENUES	39,291	37,401	58,991	58,991
<b>TOTAL OPERATING INCOME</b>	<b>5,727,064</b>	<b>6,061,549</b>	<b>6,177,593</b>	<b>6,177,593</b>

**OPERATING EXPENSE**

REGULAR SALARIES 1101	1,523,204	1,400,425	1,642,320	1,642,320
EXTRA HELP 1102	13,761	7,637	38,000	38,000
OVERTIME 1105	3,321	7,527	4,600	4,600
SUPPLEMENTAL PAYMENTS 1106	73,132	63,226	57,183	57,183
TERMINATIONS/BUYDOWNS 1107	29,137	18,403	12,329	12,329
CALL BACK STAFFING 1108	331	591	1,350	1,350
RETIREMENT CONTRIBUTION 1121	262,458	224,849	321,339	321,339
OASDI CONTRIBUTION 1122	99,276	91,379	108,816	108,816
FICA-MEDICARE 1123	23,598	21,482	25,449	25,449
SAFE HARBOR 1124	718	497	0	0
GROUP INSURANCE 1141	315,306	303,048	308,886	308,886
LIFE INS/DEPT HEADS & MGT 1142	90	(1)	114	114
STATE UNEMPLOYMENT INS 1143	0	4,790	3,413	3,413
MANAGEMENT DISABILITY INS 1144	598	(7)	456	456
WORKERS' COMPENSATION INS 1165	61,710	46,292	60,127	60,127
401K PLAN 1171	16,138	14,366	19,201	19,201
S & EB CURR YEAR ADJ INCREASE 1991	170,370	176,295	162,405	162,405
S & EB CURR YEAR ADJ DECREASE 1992	(144,671)	(149,358)	(133,913)	(133,913)
TOTAL SALARIES AND EMPLOYEE BENEFIT:	2,448,476	2,231,441	2,632,075	2,632,075
WEED CONTROL SUPPLIES 2012	3,771	1,723	6,000	6,000
MISC. CLOTH & PERSONAL SU 2021	5,624	5,903	6,576	6,576
SAFETY CLOTH & SUPPLIES 2023	1,097	2,250	3,955	3,955
TELEPHONE CHGS - NON ISF 2032	7,082	8,575	9,233	9,233
VOICE/DATA - ISF 2033	8,846	8,437	8,779	8,779
RADIO COMMUNICATIONS - ISF 2034	706	777	777	777

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7110 HOUSEKPG/GROUNDS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
JANITORIAL SUPPLIES	2053	232,939	230,370	239,630
REFUSE DISPOSAL	2056	432,151	480,730	502,657
HAZ MAT DISPOSAL - ISF	2058	0	0	2,291
HOUSEKPG/GRNDS-ISF CHARGS	2059	344	296	0
GENERAL INSUR ALLOCATION - ISF	2071	34,906	31,962	32,413
OTHER EQUIP. MAINTENANCE	2105	5,768	5,814	9,400
MAINTENANCE SUPPLIES	2107	609	454	3,400
BUILDING MAINTENANCE	2121	42	0	0
GROUNDS-MAINTENANCE	2124	42,939	41,160	67,390
FACIL/MATLS SQ FT ALLOC-ISF	2125	90,158	86,087	83,359
OTHER MAINTENANCE - ISF	2128	6,826	15,313	0
GROUNDS-MAINTENANCE SUPPLIES	2138	3,871	3,649	4,550
MEMBERSHIPS & DUES	2141	1,075	790	666
EDUCATION ALLOWANCE	2154	0	0	500
INDIRECT COST RECOVERY	2158	284,547	250,494	187,828
MISC. PAYMENTS	2159	172	211	400
PRINTING/BINDING-NOT ISF	2171	0	0	250
BOOKS & PUBLICATIONS	2172	392	0	1,800
OFFICE SUPPLIES	2173	4,097	4,669	6,855
MAIL CENTER - ISF	2174	0	5,257	4,678
PURCHASING CHARGES - ISF	2176	12,441	19,384	15,362
GRAPHICS CHARGES - ISF	2177	99	1,163	600
COPY MACHINE CHGS - ISF	2178	309	213	309
MISC. OFFICE EXPENSE	2179	0	356	0
STORES - ISF	2181	5,134	1,019	1,500
INFORMATION TECHNOLOGY- ISF	2192	4,022	4,500	4,500
COMPUTER SERVICES NON ISF	2195	0	0	5,000
OTHER PROF & SPEC SERVICE	2199	37,493	51,017	202,500
TEMPORARY HELP	2200	133,173	160,406	168,064
SPECIAL SERVICES - ISF	2205	1,552	2,495	1,952
EMPLOYEE HEALTH SERVICES	2211	8,533	0	6,000
COUNTY GIS EXPENSE	2214	911	0	6,000
RENT/LEASES EQUIP-NOT ISF	2271	421	565	2,600
SMALL TOOLS & INSTRUMENTS	2291	76	0	6,300
MINOR EQUIPMENT-OTHER	2292	183	25,500	25,910
COMPUTER EQUIP <5000	2293	1,795	4,096	4,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7110 HOUSEKPG/GROUNDS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
FURNITURE/FIXTURES <5000	2294	0	190	14,500
SPECIAL DEPT. EXP. - 01	2301	1,047,577	1,057,618	1,157,039
SPECIAL DEPT. EXP. - 02	2302	129,983	138,376	133,790
SPECIAL DEPT. EXP. - 05	2305	13,096	25,153	49,360
TRANS. CHARGES - ISF	2521	58,713	52,504	62,331
PRIVATE VEHICLE MILEAGE	2522	76	0	0
CONF. & SEMINARS EXPENSE	2523	589	165	5,500
GAS/DIESEL FUEL	2525	11,482	11,272	14,067
CONFER & SEMINAR EXPENSE ISF	2526	452	0	0
MOTORPOOL-ISF	2528	0	0	1,197
TOTAL SERVICES AND SUPPLIES	2,636,071	2,740,913	3,071,768	3,071,768
DEPRECIATION EXPENSE	3611	22,731	24,165	29,929
INTERFUND EXP - ADMIN	3902	358,651	371,719	430,198
TOTAL OTHER CHARGES	381,382	395,884	460,127	460,127
<b>TOTAL OPERATING EXPENSE</b>	<b>5,465,930</b>	<b>5,368,238</b>	<b>6,163,970</b>	<b>6,163,970</b>
<b>OPERATING INCOME (LOSS)</b>	<b>261,134</b>	<b>693,311</b>	<b>13,623</b>	<b>13,623</b>
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	22,074	14,503	21,200
TOTAL REV- USE OF MONEY & PROPERTY	22,074	14,503	21,200	21,200
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>22,074</b>	<b>14,503</b>	<b>21,200</b>	<b>21,200</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>283,208</b>	<b>707,815</b>	<b>34,823</b>	<b>34,823</b>
<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR	5121	(110,930)	(142,383)	(140,442)
TOTAL OTHER FINANCING USES	(110,930)	(142,383)	(140,442)	(140,442)
<b>TOTAL OPERATING TRANSFERS</b>	<b>(110,930)</b>	<b>(142,383)</b>	<b>(140,442)</b>	<b>(140,442)</b>
<b>CHANGE IN NET ASSETS</b>	<b>172,278</b>	<b>565,432</b>	<b>(105,619)</b>	<b>(105,619)</b>
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				
<b>FIXED ASSETS</b>				
COMPUTER SOFTWARE	4863	0	0	30,000

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7110 HOUSEKPG/GROUNDS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>FIXED ASSETS</b>				
OTHER EQUIPMENT	4889	0	123,868	61,000
EQUIPMENT CONTRA ACCT.	4993	0	(123,868)	0
TOTAL FIXED ASSETS	0	0	91,000	91,000
<b>TOTAL FIXED ASSETS</b>	0	0	91,000	91,000



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3170 FACILITIES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**FACILITIES PROJECTS - 7112**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	9,129,903	3,740,714	6,980,027	6,978,426	6,978,426
TOTAL REVENUES	<u>8,826,627</u>	<u>3,748,436</u>	<u>6,868,291</u>	<u>6,868,291</u>	<u>6,868,291</u>
NET COUNTY COST	303,276	(7,722)	111,736	110,135	110,135
AUTH POSITIONS			9	9	9
FTE POSITIONS			9	9	9

**BUDGET UNIT DESCRIPTION:**

Facilities Projects is an Internal Service Fund (ISF) managed by the General Services Agency's GSA Projects Group as a pass-through mechanism for performing facilities repair, maintenance, tenant improvements, and remodeling projects with costs charged back to the Client. GSA Projects Group provides project management, Client liaison, contract award, and oversight services for design, construction, and Interiors remodeling. Approximately 60% of contracted construction work performed is accomplished through Job Order Contracts (JOC). The balance of construction, design, and interiors installations work is performed using purchase order contracts including BPO's and G12 process PO's. Because workload is influenced by a multitude of Clients, the budget can fluctuate significantly. Clients serviced by this unit include GSA Required Maintenance, HSA, Sheriff, Courts, Probation, HCA, GSA Fleet and most other County agencies and departments

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7112 FACILITIES PROJECTS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
FACILITIES - ISF	9707	517,681	537,172	219,698
FACILITIES PROJECTS - ISF	9719	1,845,038	1,550,732	1,625,000
TOTAL CHARGES FOR SERVICES		2,362,719	2,087,904	1,844,698
OTHER REVENUE - MISC	9772	1,387,495	1,651,034	5,000,000
TOTAL MISCELLANEOUS REVENUES		1,387,495	1,651,034	5,000,000
<b>TOTAL OPERATING INCOME</b>		<b>3,750,215</b>	<b>3,738,937</b>	<b>6,844,698</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	657,551	663,007	674,878
EXTRA HELP	1102	0	19,256	0
OVERTIME	1105	0	5	1,500
SUPPLEMENTAL PAYMENTS	1106	34,882	36,223	34,111
TERMINATIONS/BUYDOWNS	1107	22,434	37,311	18,339
RETIREMENT CONTRIBUTION	1121	95,338	111,618	124,383
OASDI CONTRIBUTION	1122	41,140	42,270	44,710
FICA-MEDICARE	1123	9,947	10,480	10,565
SAFE HARBOR	1124	0	1,254	0
GROUP INSURANCE	1141	61,757	61,734	61,620
LIFE INS/DEPT HEADS & MGT	1142	90	90	96
STATE UNEMPLOYMENT INS	1143	0	2,254	1,480
MANAGEMENT DISABILITY INS	1144	3,258	3,320	3,504
WORKERS' COMPENSATION INS	1165	15,466	15,690	9,937
401K PLAN	1171	11,071	11,390	12,023
TOTAL SALARIES AND EMPLOYEE BENEFIT:		952,935	1,015,902	997,146
UNIFORM ALLOWANCE	2022	227	214	300
SAFETY CLOTH & SUPPLIES	2023	586	745	1,320
TELEPHONE CHGS - NON ISF	2032	4,049	4,125	4,200
VOICE/DATA - ISF	2033	5,383	8,920	7,158
RADIO COMMUNICATIONS - ISF	2034	19	274	0
GENERAL INSUR ALLOCATION - ISF	2071	6,442	5,764	5,815
MAINTENANCE CONTRACTS	2108	120,115	127,331	180,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	27,552	28,073	26,783
OTHER MAINTENANCE - ISF	2128	4,673	0	0

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7112 FACILITIES PROJECTS

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING EXPENSE</b>					
INDIRECT COST RECOVERY	2158	95,667	51,730	45,556	45,556
MISC. PAYMENTS	2159	0	176	0	0
OFFICE SUPPLIES	2173	3,469	1,578	3,500	3,500
MAIL CENTER - ISF	2174	1,075	3,597	3,402	3,402
PURCHASING CHARGES - ISF	2176	45,384	36,784	49,993	49,993
GRAPHICS CHARGES - ISF	2177	657	1,722	1,000	1,000
COPY MACHINE CHGS - ISF	2178	1,611	1,258	1,258	1,258
STORES - ISF	2181	4,791	1,121	600	600
INFORMATION TECHNOLOGY- ISF	2192	808	641	266	266
ATTORNEY SERVICES	2202	0	188	0	0
SPECIAL SERVICES - ISF	2205	1,061	898	1,200	1,200
EMPLOYEE HEALTH SERVICES	2211	0	0	500	500
SMALL TOOLS & INSTRUMENTS	2291	1,618	1,137	1,600	1,600
MINOR EQUIPMENT-OTHER	2292	32	0	0	0
COMPUTER EQUIP <5000	2293	11,840	4,999	9,000	9,000
FURNITURE/FIXTURES <5000	2294	586	0	3,000	3,000
SPECIAL DEPT. EXP. - 01	2301	30,913	0	0	0
SPECIAL DEPT. EXP. - 02	2302	1,810,271	2,001,800	5,000,000	5,000,000
SPECIAL DEPT. EXP. - 03	2303	30,772	44,390	32,652	32,652
SPECIAL DEPT. EXP. - 04	2304	25	1,663	60,000	60,000
TRANS. CHARGES - ISF	2521	45,464	19,032	27,335	27,335
PRIVATE VEHICLE MILEAGE	2522	0	0	1,000	1,000
CONF. & SEMINARS EXPENSE	2523	150	0	500	500
GAS/DIESEL FUEL	2525	5,423	3,832	6,700	6,700
MOTORPOOL-ISF	2528	0	0	1,500	1,500
TOTAL SERVICES AND SUPPLIES		2,260,662	2,351,991	5,476,138	5,476,138
DEPRECIATION EXPENSE	3611	0	0	8,000	8,000
INTERFUND EXP - ADMIN	3902	166,365	159,248	206,479	206,479
TOTAL OTHER CHARGES		166,365	159,248	214,479	214,479
<b>TOTAL OPERATING EXPENSE</b>		<b>3,379,962</b>	<b>3,527,140</b>	<b>6,687,763</b>	<b>6,687,763</b>
<b>OPERATING INCOME (LOSS)</b>		<b>370,252</b>	<b>211,797</b>	<b>156,935</b>	<b>156,935</b>

**NON-OPERATING REVENUE(EXPENSE)**

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3170 FACILITIES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7112 FACILITIES PROJECTS

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS 8911	15,019	9,499	23,593	23,593
TOTAL REV- USE OF MONEY & PROPERTY	15,019	9,499	23,593	23,593
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>15,019</b>	<b>9,499</b>	<b>23,593</b>	<b>23,593</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>385,272</b>	<b>221,296</b>	<b>180,528</b>	<b>180,528</b>
<b>OPERATING TRANSFERS</b>				
INTRAFUND COST ALLOC INCR 5121	(166,395)	(213,574)	(210,663)	(210,663)
TOTAL OTHER FINANCING USES	(166,395)	(213,574)	(210,663)	(210,663)
<b>TOTAL OPERATING TRANSFERS</b>	<b>(166,395)</b>	<b>(213,574)</b>	<b>(210,663)</b>	<b>(210,663)</b>
<b>CHANGE IN NET ASSETS</b>	<b>218,876</b>	<b>7,722</b>	<b>(30,135)</b>	<b>(30,135)</b>
NET ASSETS - BEGINNING BALANCE				
NET ASSETS - ENDING BALANCE				
<b>FIXED ASSETS</b>				
COMPUTER SOFTWARE 4863	0	0	80,000	80,000
TOTAL FIXED ASSETS	0	0	80,000	80,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>80,000</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3200 PERSONNEL SERVICES-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**PERSONNEL SERVICES ISF - 2520**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	1,160,962	875,104	980,683	980,310	980,310
TOTAL REVENUES	<u>1,014,835</u>	<u>835,195</u>	<u>900,683</u>	<u>900,683</u>	<u>900,683</u>
NET COUNTY COST	146,127	39,909	80,000	79,627	79,627
AUTH POSITIONS			3	3	3
FTE POSITIONS			3	3	3

BUDGET UNIT DESCRIPTION:

The County Executive Office - Human Resources Division administers the Personnel Services ISF, which offers required, optional and enhanced services of training, the administration of the Deferred Compensation Program, and the Department of Transportation mandate of alcohol and drug testing. Training services include assessment and consultation regarding training needs; delivery of required courses on Sexual Harassment/Non-Discrimination and Security Awareness in order to comply with state and federal guidelines and reduce County liability; and other collaborative efforts with County departments. The Deferred Compensation Program includes administration of the Section 457 Plan and the 401(k) Shared Savings Plan. Service fees for the administration of the Training and Deferred Compensation Programs are assessed to class attendees and plan participants, County departments and outside entities for full cost recovery. The Transportation Program includes administration of contract services that provide drug and alcohol testing, as required by the Department of Transportation. County Departments are charged their portion of actual contract cost based on the services provided.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3200 PERSONNEL SERVICES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2520 PERSONNEL SERVICES ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
OTHER INTERFUND CHARGES	9412	8,697	70,600	157,234
PERSONNEL SERVICES	9471	610,288	760,692	737,449
TOTAL CHARGES FOR SERVICES	618,985	831,292	894,683	894,683
<b>TOTAL OPERATING INCOME</b>	618,985	831,292	894,683	894,683

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES	1101	200,038	180,718	245,850
EXTRA HELP	1102	(127)	6,207	0
SUPPLEMENTAL PAYMENTS	1106	6,544	7,231	10,235
TERMINATIONS/BUYDOWNS	1107	25,489	6,410	16,904
RETIREMENT CONTRIBUTION	1121	37,151	31,002	46,242
OASDI CONTRIBUTION	1122	14,697	11,731	15,183
FICA-MEDICARE	1123	3,435	2,834	3,552
SAFE HARBOR	1124	(2)	404	0
GROUP INSURANCE	1141	19,038	18,315	21,312
LIFE INS/DEPT HEADS & MGT	1142	270	270	288
STATE UNEMPLOYMENT INS	1143	0	619	492
MANAGEMENT DISABILITY INS	1144	1,503	1,297	1,746
WORKERS' COMPENSATION INS	1165	2,767	1,841	2,034
401K PLAN	1171	4,885	3,841	7,344
TOTAL SALARIES AND EMPLOYEE BENEFIT:	315,688	272,719	371,182	371,182
VOICE/DATA - ISF	2033	3,661	3,338	3,829
RADIO COMMUNICATIONS - ISF	2034	0	348	0
GENERAL INSUR ALLOCATION - ISF	2071	1,912	1,712	1,581
FACIL/MATLS SQ FT ALLOC-ISF	2125	13,405	6,306	5,927
OTHER MAINTENANCE - ISF	2128	0	244	0
MEMBERSHIPS & DUES	2141	1,718	922	2,000
INDIRECT COST RECOVERY	2158	92,548	217,023	14,261
PRINTING/BINDING-NOT ISF	2171	37	37	2,000
BOOKS & PUBLICATIONS	2172	1,521	1,141	1,000
OFFICE SUPPLIES	2173	648	1,198	800
MAIL CENTER - ISF	2174	4,681	21	4,079
PURCHASING CHARGES - ISF	2176	2,352	1,078	2,847

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3200 PERSONNEL SERVICES-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2520 PERSONNEL SERVICES ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
GRAPHICS CHARGES - ISF	2177	6,851	8,564	4,500
COPY MACHINE CHGS - ISF	2178	623	282	718
MISC. OFFICE EXPENSE	2179	0	24	300
STORES - ISF	2181	264	398	100
INFORMATION TECHNOLOGY- ISF	2192	21,864	23,540	36,958
OTHER PROF & SPEC SERVICE	2199	221,561	239,182	387,000
SPECIAL SERVICES - ISF	2205	567	476	1,100
COMPUTER EQUIP <5000	2293	1,537	1,270	1,500
PRIVATE VEHICLE MILEAGE	2522	133	75	500
CONF. & SEMINARS EXPENSE	2523	3,286	3,619	4,500
CONFER & SEMINAR EXPENSE ISF	2526	129	0	0
TOTAL SERVICES AND SUPPLIES	379,297	510,799	475,500	475,500
INTERFUND EXP - ADMIN	3902	86,337	91,586	133,628
TOTAL OTHER CHARGES	86,337	91,586	133,628	133,628
<b>TOTAL OPERATING EXPENSE</b>	<b>781,322</b>	<b>875,104</b>	<b>980,310</b>	<b>980,310</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(162,337)</b>	<b>(43,812)</b>	<b>(85,627)</b>	<b>(85,627)</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	9,950	3,904	5,000
INTEREST EARNINGS-INDIRECT REV	8915	0	0	1,000
TOTAL REV- USE OF MONEY & PROPERTY	9,950	3,904	6,000	6,000
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>9,950</b>	<b>3,904</b>	<b>6,000</b>	<b>6,000</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>(152,387)</b>	<b>(39,909)</b>	<b>(79,627)</b>	<b>(79,627)</b>
<b>CHANGE IN NET ASSETS</b>	<b>(152,387)</b>	<b>(39,909)</b>	<b>(79,627)</b>	<b>(79,627)</b>

NET ASSETS - BEGINNING BALANCE  
NET ASSETS - ENDING BALANCE



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3230 UNEMPLOYMENT INS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**UNEMPLOYMENT INSURANCE - 2540**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	1,621,360	921,325	1,215,615	1,215,615	1,215,615
TOTAL REVENUES	<u>1,770,325</u>	<u>1,832,877</u>	<u>1,139,300</u>	<u>1,139,300</u>	<u>1,139,300</u>
NET COUNTY COST	(148,965)	(911,551)	76,315	76,315	76,315

AUTH POSITIONS  
 FTE POSITIONS

**BUDGET UNIT DESCRIPTION:**

The County Executive Office - Human Resources Division administers the County's Unemployment Insurance Benefits (UIB) program. In this capacity, it works to minimize the County's costs for unemployment insurance by providing training to departments on the latest unemployment policies and procedures, reviewing and monitoring all claims filed by terminated County employees, and working closely with the County's contract administrator in challenging questionable claims. Reimbursement is made to the State for unemployment insurance claims paid. Premiums are charged to departments' payroll. On December 17, 2006, the UIB rate was suspended. But due to the current increased UIB claim activities and the projected available Unrestricted Net Assets, the UIB rate will be re-instated in FY 2010-2011. Rate will continue to be reviewed for effectiveness and full cost recovery.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3230 UNEMPLOYMENT INS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 2540 UNEMPLOYMENT INSURANCE

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
INDIRECT COST RECOVERY 9411	0	25	0	0
UNEMPLOYMENT INS 9713	0	1,823,202	1,129,300	1,129,300
TOTAL CHARGES FOR SERVICES	0	1,823,227	1,129,300	1,129,300
<b>TOTAL OPERATING INCOME</b>	0	1,823,227	1,129,300	1,129,300

<b>OPERATING EXPENSE</b>				
OTHER INSURANCE 2079	1,122,552	907,089	1,200,000	1,200,000
INDIRECT COST RECOVERY 2158	89	0	271	271
PURCHASING CHARGES - ISF 2176	52	34	100	100
OTHER PROF & SPEC SERVICE 2199	5,043	6,461	6,800	6,800
TOTAL SERVICES AND SUPPLIES	1,127,736	913,583	1,207,171	1,207,171
INTERFUND EXP - ADMIN 3902	7,653	7,742	8,444	8,444
TOTAL OTHER CHARGES	7,653	7,742	8,444	8,444
<b>TOTAL OPERATING EXPENSE</b>	1,135,389	921,325	1,215,615	1,215,615
<b>OPERATING INCOME (LOSS)</b>	(1,135,389)	901,901	(86,315)	(86,315)

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS 8911	20,584	9,650	10,000	10,000
TOTAL REV- USE OF MONEY & PROPERTY	20,584	9,650	10,000	10,000
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	20,584	9,650	10,000	10,000
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	(1,114,805)	911,551	(76,315)	(76,315)
<b>CHANGE IN NET ASSETS</b>	(1,114,805)	911,551	(76,315)	(76,315)

NET ASSETS - BEGINNING BALANCE  
 NET ASSETS - ENDING BALANCE

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3240 MEDICAL INSURANCE-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**MEDICAL INSURANCE - 2550**

BUDGET OVERVIEW:

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	7,751,946	7,207,569	7,980,400	7,979,108	7,979,108
TOTAL REVENUES	<u>7,542,224</u>	<u>7,082,423</u>	<u>7,855,844</u>	<u>7,855,844</u>	<u>7,855,844</u>
NET COUNTY COST	209,722	125,146	124,556	123,264	123,264
AUTH POSITIONS			17	17	17
FTE POSITIONS			17	17	17

BUDGET UNIT DESCRIPTION:

The County Executive Office - Human Resources Division administers the Medical Insurance ISF, which includes Benefits Administration, the Employee Assistance Program (EAP), the Wellness Program, and the Work Life Program. The ISF staff serves as the County's liaison to insurance representatives, brokers, service organizations and employee associations regarding benefit programs in general.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3240 MEDICAL INSURANCE-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2550 MEDICAL INSURANCE

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING INCOME</b>					
FORFEITURES AND PENALTIES	8831	99,178	54,317	65,525	65,525
TOTAL FINES, FORFEITURES & PENALTY		99,178	54,317	65,525	65,525
FEDERAL AID-ARRA	9357	81,365	28,087	0	0
TOTAL INTERGOVERNMENTAL REVENUE		81,365	28,087	0	0
OTHER INTERFUND CHARGES	9412	117,464	117,150	152,236	152,236
PERSONNEL SERVICES	9471	82,620	81,599	82,600	82,600
TOTAL CHARGES FOR SERVICES		200,084	198,749	234,836	234,836
OTHER REVENUE - MISC	9772	6,230,130	6,758,091	7,490,483	7,490,483
CASH OVERAGE	9797	19	18	0	0
TOTAL MISCELLANEOUS REVENUES		6,230,149	6,758,110	7,490,483	7,490,483
<b>TOTAL OPERATING INCOME</b>		<b>6,610,776</b>	<b>7,039,262</b>	<b>7,790,844</b>	<b>7,790,844</b>

<b>OPERATING EXPENSE</b>					
REGULAR SALARIES	1101	1,109,474	1,033,622	1,263,028	1,263,028
EXTRA HELP	1102	4,115	5,715	6,000	6,000
SUPPLEMENTAL PAYMENTS	1106	37,380	35,401	43,000	43,000
TERMINATIONS/BUYDOWNS	1107	105,884	79,636	117,449	117,449
RETIREMENT CONTRIBUTION	1121	196,683	178,863	245,104	245,104
OASDI CONTRIBUTION	1122	73,375	66,816	78,060	78,060
FICA-MEDICARE	1123	18,037	16,313	18,712	18,712
SAFE HARBOR	1124	154	372	0	0
RETIREE HLTH PYMT 1099	1128	10,761	5,953	8,000	8,000
GROUP INSURANCE	1141	113,917	107,034	120,768	120,768
LIFE INS/DEPT HEADS & MGT	1142	1,440	1,366	1,584	1,584
STATE UNEMPLOYMENT INS	1143	0	3,415	2,582	2,582
MANAGEMENT DISABILITY INS	1144	7,784	7,403	9,193	9,193
WORKERS' COMPENSATION INS	1165	14,540	10,562	10,790	10,790
401K PLAN	1171	30,637	29,438	34,458	34,458
S & EB CURR YEAR ADJ INCREASE	1991	0	110,839	111,599	111,599
S & EB CURR YEAR ADJ DECREASE	1992	0	(110,839)	(111,599)	(111,599)
TOTAL SALARIES AND EMPLOYEE BENEFIT:		1,724,181	1,581,910	1,958,728	1,958,728
MEDICAL REIMBURSEMENT	2026	0	325	3,700	3,700
TELEPHONE CHGS - NON ISF	2032	401	398	700	700

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3240 MEDICAL INSURANCE-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2550 MEDICAL INSURANCE

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
VOICE/DATA - ISF 2033	14,876	14,184	15,596	15,596
RADIO COMMUNICATIONS - ISF 2034	0	268	0	0
GENERAL INSUR ALLOCATION - ISF 2071	10,962	9,807	9,283	9,283
OFFICE EQUIP. MAINTENANCE 2102	0	0	1,000	1,000
MAINTENANCE CONTRACTS 2108	590	0	600	600
FACIL/MATLS SQ FT ALLOC-ISF 2125	43,620	29,264	27,535	27,535
OTHER MAINTENANCE - ISF 2128	1,238	768	1,500	1,500
MEMBERSHIPS & DUES 2141	1,790	1,210	2,250	2,250
CASH SHORTAGE 2151	6	3	0	0
EDUCATION ALLOWANCE 2154	3,243	3,000	4,000	4,000
INDIRECT COST RECOVERY 2158	102,905	109,468	61,191	61,191
MISC. PAYMENTS 2159	483	287	1,100	1,100
PRINTING/BINDING-NOT ISF 2171	15,695	9,004	23,500	23,500
BOOKS & PUBLICATIONS 2172	2,452	3,492	6,900	6,900
OFFICE SUPPLIES 2173	6,383	6,973	14,300	14,300
MAIL CENTER - ISF 2174	10,024	14,354	15,288	15,288
PURCHASING CHARGES - ISF 2176	2,019	5,693	6,750	6,750
GRAPHICS CHARGES - ISF 2177	40,764	48,604	48,000	48,000
COPY MACHINE CHGS - ISF 2178	5,115	3,513	5,872	5,872
MISC. OFFICE EXPENSE 2179	1,257	1,372	2,100	2,100
STORES - ISF 2181	2,731	296	3,000	3,000
INFORMATION TECHNOLOGY- ISF 2192	131,343	198,311	153,856	153,856
OTHER PROF & SPEC SERVICE 2199	226,175	216,796	341,200	341,200
SPECIAL SERVICES - ISF 2205	7,222	4,512	4,300	4,300
EMPLOYEE HEALTH SERVICES 2211	4,402	15,890	17,500	17,500
BUILD LEASES & RENTALS 2281	33,087	34,741	36,626	36,626
STORAGE CHARGES 2283	1,476	1,447	1,800	1,800
MINOR EQUIPMENT-OTHER 2292	0	345	4,000	4,000
COMPUTER EQUIP <5000 2293	5,884	4,542	21,000	21,000
FURNITURE/FIXTURES <5000 2294	4,664	158	4,000	4,000
SPECIAL DEPT. EXP. - 01 2301	4,230,697	4,523,939	4,800,000	4,800,000
SPECIAL DEPT. EXP. - 35 2335	81,365	28,087	0	0
PRIVATE VEHICLE MILEAGE 2522	652	906	1,200	1,200
CONF. & SEMINARS EXPENSE 2523	2,840	8,596	11,000	11,000
CONFER & SEMINAR EXPENSE ISF 2526	2,419	527	3,500	3,500

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3240 MEDICAL INSURANCE-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2550 MEDICAL INSURANCE

OPERATING DETAIL		2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1		2	3	4	5
<b>OPERATING EXPENSE</b>					
CAPITALIZED SVCS & SUPP INCREASE	2993	(13,468)	(67,175)	0	0
TOTAL SERVICES AND SUPPLIES		4,985,311	5,233,904	5,654,147	5,654,147
DEPRECIATION EXPENSE	3611	28,489	28,527	28,507	28,507
INTERFUND EXP - ADMIN	3902	371,600	363,228	337,726	337,726
TOTAL OTHER CHARGES		400,089	391,755	366,233	366,233
<b>TOTAL OPERATING EXPENSE</b>		<b>7,109,581</b>	<b>7,207,569</b>	<b>7,979,108</b>	<b>7,979,108</b>
<b>OPERATING INCOME (LOSS)</b>		<b>(498,805)</b>	<b>(168,307)</b>	<b>(188,264)</b>	<b>(188,264)</b>
<b>NON-OPERATING REVENUE(EXPENSE)</b>					
INTEREST EARNINGS	8911	35,242	14,005	35,000	35,000
TOTAL REV- USE OF MONEY & PROPERTY		35,242	14,005	35,000	35,000
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		<b>35,242</b>	<b>14,005</b>	<b>35,000</b>	<b>35,000</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		<b>(463,563)</b>	<b>(154,301)</b>	<b>(153,264)</b>	<b>(153,264)</b>
<b>OPERATING TRANSFERS</b>					
CONTRIB FROM OTHER FUNDS	9831	29,705	29,156	30,000	30,000
TOTAL OTHER FINANCING SOURCES		29,705	29,156	30,000	30,000
<b>TOTAL OPERATING TRANSFERS</b>		<b>29,705</b>	<b>29,156</b>	<b>30,000</b>	<b>30,000</b>
<b>CHANGE IN NET ASSETS</b>		<b>(433,858)</b>	<b>(125,146)</b>	<b>(123,264)</b>	<b>(123,264)</b>
NET ASSETS - BEGINNING BALANCE					
NET ASSETS - ENDING BALANCE					
<b>FIXED ASSETS</b>					
REPLACE OFFICE MACHINES	4869	0	7,964	0	0
EQUIPMENT CONTRA ACCT.	4993	0	(7,964)	0	0
TOTAL FIXED ASSETS		0	0	0	0
<b>TOTAL FIXED ASSETS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3250 EMPLOYEE BENEFITS MISC IS  
 SERVICE ACTIVITY: UNCLASSIFIED

**WAGE SUPPLEMENT - 2590**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	91,104	55,534	86,294	86,294	86,294
TOTAL REVENUES	<u>57,000</u>	<u>53,068</u>	<u>57,000</u>	<u>57,000</u>	<u>57,000</u>
NET COUNTY COST	34,104	2,466	29,294	29,294	29,294

AUTH POSITIONS  
 FTE POSITIONS

**BUDGET UNIT DESCRIPTION:**

The Wage Supplement Plan (WSP) is part of the Employee Benefits Fund. It is administered by the Benefits Unit of the Human Resources Division. The plan provides supplemental income to participating employees in the event of hospitalization or illness exceeding seven days. The Wage Supplement Plan is an optional benefit program which employees may elect during a limited enrollment period. The employee paid plan currently offers two levels of short-term coverage with funding paid in full by participating employees.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3250 EMPLOYEE BENEFITS MISC IS  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 2590 WAGE SUPPLEMENT

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5

<b>OPERATING INCOME</b>				
WAGE SUPPLEMENT PLAN PREM	9742	54,695	52,340	55,000
TOTAL MISCELLANEOUS REVENUES		54,695	52,340	55,000
<b>TOTAL OPERATING INCOME</b>		54,695	52,340	55,000

<b>OPERATING EXPENSE</b>				
PYMTS-WAGE SUPPLEMNT PLAN	2081	40,786	34,430	70,000
INDIRECT COST RECOVERY	2158	3,740	3,903	3,561
TOTAL SERVICES AND SUPPLIES		44,526	38,333	73,561
INTERFUND EXP - ADMIN	3902	16,340	17,201	12,733
TOTAL OTHER CHARGES		16,340	17,201	12,733
<b>TOTAL OPERATING EXPENSE</b>		60,866	55,534	86,294
<b>OPERATING INCOME (LOSS)</b>		(6,171)	(3,194)	(31,294)

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST EARNINGS	8911	1,544	728	2,000
TOTAL REV- USE OF MONEY & PROPERTY		1,544	728	2,000
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		1,544	728	2,000
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		(4,626)	(2,466)	(29,294)
<b>CHANGE IN NET ASSETS</b>		(4,626)	(2,466)	(29,294)

NET ASSETS - BEGINNING BALANCE  
NET ASSETS - ENDING BALANCE

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3280 NETWORK SERVICES ISF  
 SERVICE ACTIVITY: UNCLASSIFIED

**NETWORK SERVICES-ISF - 7230**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	19,491,932	13,990,019	18,079,086	17,981,896	17,981,896
TOTAL REVENUES	<u>16,646,665</u>	<u>16,725,013</u>	<u>16,014,000</u>	<u>15,543,554</u>	<u>15,543,554</u>
NET COUNTY COST	2,845,267	(2,734,993)	2,065,086	2,438,342	2,438,342
AUTH POSITIONS			39	39	39
FTE POSITIONS			39	37	37

**BUDGET UNIT DESCRIPTION:**

The Network Services Internal Service Fund (ISF) is administered by the Information Technology Services Department (ITSD). The mission of the Network Services ISF is to provide reliable, responsive, cost effective and relevant technology services and counsel to County departments, agencies, and leaders. Network Services is responsible for the design, implementation and maintenance of the County data network for all on-line systems and applications. The Data Network supports over 13,000 devices. Network Services also maintains the countywide telephone system consisting of over 8,000 devices. In addition Network Services also provides design, implementation and support services for the countywide microwave system and Public Safety radio equipment. Network Services also provides the Countywide Network Security Services Function, responsible for insuring availability and confidentiality of data, as well as protection against computer viruses, network intrusions, and denial of service attacks.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3280 NETWORK SERVICES ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7230 NETWORK SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
RADIO - ISF 9441	3,700,713	3,718,820	3,581,009	3,581,009
TELEPHONE/DATA COMM - ISF 9442	11,585,044	12,277,790	11,136,382	11,136,382
EDP CHARGES - ISF 9703	0	0	0	0
TOTAL CHARGES FOR SERVICES	<u>15,285,757</u>	<u>15,996,611</u>	<u>14,717,391</u>	<u>14,717,391</u>
OTHER REVENUE - MISC 9772	701,796	660,997	521,163	521,163
TOTAL MISCELLANEOUS REVENUES	<u>701,796</u>	<u>660,997</u>	<u>521,163</u>	<u>521,163</u>
<b>TOTAL OPERATING INCOME</b>	<b>15,987,553</b>	<b>16,657,608</b>	<b>15,238,554</b>	<b>15,238,554</b>

<b>OPERATING EXPENSE</b>				
REGULAR SALARIES 1101	2,960,972	2,596,356	3,004,871	3,004,871
EXTRA HELP 1102	14,608	9,139	15,000	15,000
OVERTIME 1105	94,856	123,938	97,000	97,000
SUPPLEMENTAL PAYMENTS 1106	149,889	143,715	152,478	152,478
TERMINATIONS/BUYDOWNS 1107	122,687	130,121	130,107	130,107
RETIREMENT CONTRIBUTION 1121	600,792	479,374	581,799	581,799
OASDI CONTRIBUTION 1122	194,746	174,385	180,762	180,762
FICA-MEDICARE 1123	47,603	42,756	43,136	43,136
RETIREE HLTH PYMT 1099 1128	4,043	7,115	6,971	6,971
GROUP INSURANCE 1141	318,078	273,201	277,056	277,056
LIFE INS/DEPT HEADS & MGT 1142	986	988	1,056	1,056
STATE UNEMPLOYMENT INS 1143	0	9,258	9,239	9,239
MANAGEMENT DISABILITY INS 1144	7,773	7,758	8,398	8,398
WORKERS' COMPENSATION INS 1165	46,939	32,442	35,310	35,310
401K PLAN 1171	51,374	43,098	44,277	44,277
S & EB CURR YEAR ADJ DECREASE 1992	<u>(126,746)</u>	<u>(304,726)</u>	<u>(30,758)</u>	<u>(30,758)</u>
TOTAL SALARIES AND EMPLOYEE BENEFIT:	<u>4,488,602</u>	<u>3,768,917</u>	<u>4,556,702</u>	<u>4,556,702</u>
MISC. CLOTH & PERSONAL SU 2021	0	0	2,200	2,200
SAFETY CLOTH & SUPPLIES 2023	1,798	2,982	2,600	2,600
TELEPHONE CHGS - NON ISF 2032	2,995,998	2,866,487	3,200,300	3,200,300
VOICE/DATA - ISF 2033	(98)	112	0	0
RADIO COMMUNICATIONS - ISF 2034	954	700	0	0
HOUSEKPG/GRNDS-ISF CHARGS 2059	0	318	0	0
GENERAL INSUR ALLOCATION - ISF 2071	33,208	24,654	28,068	28,068

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3280 NETWORK SERVICES ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7230 NETWORK SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
COMM. EQUIP. MAINTENANCE	2103	49,669	38,905	225,000	225,000
MAINTENANCE CONTRACTS	2108	212,727	257,935	280,000	280,000
BUILDING MAINTENANCE	2121	9,294	13,661	4,000	4,000
FACIL/MATLS SQ FT ALLOC-ISF	2125	204,511	190,863	187,994	187,994
OTHER MAINTENANCE - ISF	2128	5,079	12,327	6,000	6,000
MEMBERSHIPS & DUES	2141	0	465	500	500
EDUCATION ALLOWANCE	2154	0	0	1,500	1,500
INDIRECT COST RECOVERY	2158	325,828	284,025	199,632	199,632
MISC. PAYMENTS	2159	0	1,521	0	0
OFFICE SUPPLIES	2173	913	0	1,400	1,400
MAIL CENTER - ISF	2174	986	2,691	7,983	7,983
PURCHASING CHARGES - ISF	2176	38,811	38,485	38,136	38,136
GRAPHICS CHARGES - ISF	2177	0	160	100	100
COPY MACHINE CHGS - ISF	2178	2,240	3,170	2,898	2,898
MISC. OFFICE EXPENSE	2179	980	1,217	1,000	1,000
STORES - ISF	2181	5,522	14,250	6,000	6,000
INFORMATION TECHNOLOGY- ISF	2192	805,148	1,064,468	644,935	644,935
COMPUTER SERVICES NON ISF	2195	669,497	678,470	898,650	898,650
OTHER PROF & SPEC SERVICE	2199	152,773	117,384	217,950	217,950
ATTORNEY SERVICES	2202	380	846	6,000	6,000
SPECIAL SERVICES - ISF	2205	225	1,519	5,000	5,000
COUNTY GIS EXPENSE	2214	125	269	0	0
PUBLIC AND LEGAL NOTICES	2261	5,273	0	0	0
RENT/LEASES EQUIP-NOT ISF	2271	271	77	0	0
BUILD LEASES & RENTALS	2281	191,646	271,887	325,029	325,029
STORAGE CHARGES	2283	937	1,734	1,036	1,036
SMALL TOOLS & INSTRUMENTS	2291	2,944	465	2,800	2,800
MINOR EQUIPMENT-OTHER	2292	1,321,840	1,516,177	1,252,104	1,252,104
COMPUTER EQUIP <5000	2293	46,051	27,552	9,500	9,500
FURNITURE/FIXTURES <5000	2294	0	175,549	0	0
TRANS. CHARGES - ISF	2521	102,863	109,615	106,182	106,182
PRIVATE VEHICLE MILEAGE	2522	657	1,002	0	0
CONF. & SEMINARS EXPENSE	2523	1,142	2,116	17,500	17,500
FREIGHT & EXPENSE	2524	0	0	1,300	1,300
GAS/DIESEL FUEL	2525	47,580	48,549	54,000	54,000
CONFER & SEMINAR EXPENSE ISF	2526	1,223	768	1,100	1,100

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3280 NETWORK SERVICES ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7230 NETWORK SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
MISC. TRANS. & TRAVEL	2529	30	0	0
CAPITALIZED SVCS & SUPP DECREASE	2994	(54,289)	(194,399)	0
TOTAL SERVICES AND SUPPLIES		7,184,738	7,578,974	7,738,397
DEPRECIATION EXPENSE	3611	891,317	1,248,318	1,688,190
INTERFUND EXP - ADMIN	3902	1,595,393	1,363,248	1,499,577
TOTAL OTHER CHARGES		2,486,710	2,611,566	3,187,767
<b>TOTAL OPERATING EXPENSE</b>		14,160,050	13,959,457	15,482,866
<b>OPERATING INCOME (LOSS)</b>		1,827,503	2,698,151	(244,312)

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST L/T TECP	3412	(20,730)	(29,293)	(175,284)
TOTAL OTHER CHARGES		(20,730)	(29,293)	(175,284)
INTEREST EARNINGS	8911	79,870	69,874	50,000
TOTAL REV- USE OF MONEY & PROPERTY		79,870	69,874	50,000
GAIN/LOSS DISP FIXED ASST	9822	(112)	(2,469)	0
FA SYSTEM SALE PROCEEDS	9823	0	(1)	0
TOTAL OTHER FINANCING SOURCES		(112)	(2,470)	0
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>		59,027	38,112	(125,284)
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		1,886,530	2,736,262	(369,596)

<b>OPERATING TRANSFERS</b>				
PROCEEDS OF LT DEBT	9843	0	0	255,000
TOTAL OTHER FINANCING SOURCES		0	0	255,000
<b>TOTAL OPERATING TRANSFERS</b>		0	0	255,000

<b>CHANGE IN NET ASSETS</b>		1,886,530	2,736,262	(114,596)
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NET ASSETS - BEGINNING BALANCE  
NET ASSETS - ENDING BALANCE

<b>RETIREMENT OF LONG TERM DEBT</b>				
OTHER LOAN PAYMENTS-PRINC	3312	369,952	609,663	831,488

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3280 NETWORK SERVICES ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7230 NETWORK SERVICES-ISF

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5

<b>RETIREMENT OF LONG TERM DEBT</b>					
DEBT CONTRA	3992	(369,952)	(609,663)	0	0
TOTAL OTHER CHARGES	0	0	831,488	831,488	831,488
<b>TOTAL RETIREMENT OF LONG TERM DEBT</b>	<b>0</b>	<b>0</b>	<b>831,488</b>	<b>831,488</b>	<b>831,488</b>

<b>FIXED ASSETS</b>					
COMPUTER EQUIPMENT	4862	0	22,787	50,000	50,000
COMPUTER SOFTWARE	4863	105,731	15,120	0	0
COMMUNICATION EQUIPMENT	4870	3,408,320	1,701,431	1,442,258	1,442,258
EQUIPMENT CONTRA ACCT.	4993	(3,571,523)	(1,738,069)	0	0
TOTAL FIXED ASSETS	(57,471)	1,269	1,492,258	1,492,258	1,492,258
<b>TOTAL FIXED ASSETS</b>	<b>(57,471)</b>	<b>1,269</b>	<b>1,492,258</b>	<b>1,492,258</b>	<b>1,492,258</b>



**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**BUDGET UNIT FINANCING USES DETAIL**  
 FOR FISCAL YEAR 2011-2012

FUND 3290 INFORMATION TECHNOLOGY SV  
 SERVICE ACTIVITY: UNCLASSIFIED

**INFORMATION TECHNOLOGY SERVICES DEPT - 7240**

**BUDGET OVERVIEW:**

	FINAL BUDGET FY 2010-11	ACTUAL PRIOR YEAR FY 2010-11	REQUESTED BUDGET FY 2011-12	RECOMMENDED BUDGET FY 2011-12	ADOPTED BUDGET FY 2011-12
TOTAL APPROPRIATIONS	28,894,241	23,459,746	26,467,067	26,478,559	26,478,559
TOTAL REVENUES	<u>25,974,519</u>	<u>24,647,614</u>	<u>24,497,599</u>	<u>24,178,222</u>	<u>24,178,222</u>
NET COUNTY COST	2,919,722	(1,187,868)	1,969,468	2,300,337	2,300,337
AUTH POSITIONS			157	159	158
FTE POSITIONS			157	155	155

**BUDGET UNIT DESCRIPTION:**

The Information Technology Services Department (ITSD) Information Systems Internal Service Fund (ISF) is comprised of four divisions: Administrative and Fiscal Services, Application Services, Technical Services and Geographic Information Services (GIS). The Mission of IT Services is to provide reliable, responsive, cost-effective and relevant technology services and counsel to County departments, agencies, and leaders.

The primary functions of Information Systems ISF are to plan, analyze, develop, operate and maintain computer-assisted systems to support the information processing requirements for the County. Information Systems ISF can provide requesting agencies with short-term and long-term planning assistance and with general business systems, acquisition and development guidelines. The GIS Division provides County agencies with up-to-date digital maps of parcels, street centerlines and hundreds of other data layers, along with the mapping tools needed to display and analyze this data. GIS also partners with external agencies to provide some of these services to the public.

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3290 INFORMATION TECHNOLOGY SVCS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7240 INFORMATION TECHNOLOGY SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING INCOME</b>				
STATE AID - SB 90	9246	0	177	0
TOTAL INTERGOVERNMENTAL REVENUE	0	0	177	0
OTHER INTERFUND CHARGES	9412	1,595,393	1,363,248	1,499,575
EDP CHARGES - ISF	9703	18,527,372	21,592,136	21,100,449
TOTAL CHARGES FOR SERVICES	20,122,765	22,955,384	22,600,024	22,600,024
OTHER REVENUE - MISC	9772	1,021,656	960,330	925,198
TOTAL MISCELLANEOUS REVENUES	1,021,656	960,330	925,198	925,198
<b>TOTAL OPERATING INCOME</b>	<b>21,144,421</b>	<b>23,915,892</b>	<b>23,525,222</b>	<b>23,525,222</b>

<b>OPERATING EXPENSE</b>					
REGULAR SALARIES	1101	10,463,372	11,218,935	12,565,639	12,565,639
EXTRA HELP	1102	46,291	101,990	32,573	32,573
OVERTIME	1105	163,830	141,314	131,000	131,000
SUPPLEMENTAL PAYMENTS	1106	371,483	409,180	492,674	492,674
TERMINATIONS/BUYDOWNS	1107	358,495	372,972	370,478	370,478
RETIREMENT CONTRIBUTION	1121	1,628,732	1,720,017	2,413,591	2,413,591
OASDI CONTRIBUTION	1122	651,154	700,397	769,786	769,786
FICA-MEDICARE	1123	162,514	175,053	186,516	186,516
SAFE HARBOR	1124	185	6,824	3,720	3,720
RETIREE HLTH PYMT 1099	1128	30,189	29,670	31,369	31,369
GROUP INSURANCE	1141	888,816	947,771	1,022,976	1,022,976
LIFE INS/DEPT HEADS & MGT	1142	2,952	3,067	3,456	3,456
STATE UNEMPLOYMENT INS	1143	0	38,028	39,544	39,544
MANAGEMENT DISABILITY INS	1144	26,630	27,167	30,580	30,580
WORKERS' COMPENSATION INS	1165	105,992	99,832	113,775	113,775
401K PLAN	1171	175,101	177,583	198,020	198,020
CAPITALIZED LABOR DECREASE	1994	(981,459)	(119,087)	(100,000)	(100,000)
TOTAL SALARIES AND EMPLOYEE BENEFIT:		14,094,278	16,050,710	18,305,697	18,305,697
SAFETY CLOTH & SUPPLIES	2023	790	0	1,000	1,000
TELEPHONE CHGS - NON ISF	2032	1,404	0	1,000	1,000
VOICE/DATA - ISF	2033	251,865	219,926	245,792	245,792
RADIO COMMUNICATIONS - ISF	2034	3,895	12,089	2,000	2,000
GENERAL INSUR ALLOCATION - ISF	2071	91,456	82,924	85,600	85,600

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3290 INFORMATION TECHNOLOGY SVCS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7240 INFORMATION TECHNOLOGY SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS	
1	2	3	4	5	
<b>OPERATING EXPENSE</b>					
OFFICE EQUIP. MAINTENANCE	2102	0	0	1,000	1,000
MAINTENANCE CONTRACTS	2108	145,590	447,956	441,826	441,826
BUILDING MAINTENANCE	2121	334	56	400	400
FACIL/MATLS SQ FT ALLOC-ISF	2125	611,406	607,009	553,887	553,887
OTHER MAINTENANCE - ISF	2128	4,535	5,521	7,500	7,500
MEMBERSHIPS & DUES	2141	160	100	950	950
EDUCATION ALLOWANCE	2154	4,700	5,800	8,000	8,000
INDIRECT COST RECOVERY	2158	440,460	594,179	445,955	445,955
MISC. PAYMENTS	2159	1,475	229	2,000	2,000
PRINTING/BINDING-NOT ISF	2171	31,135	29,692	50,000	50,000
BOOKS & PUBLICATIONS	2172	(3,568)	14,294	14,614	14,614
OFFICE SUPPLIES	2173	13,368	16,515	15,500	15,500
MAIL CENTER - ISF	2174	3,459	5,920	6,900	6,900
PURCHASING CHARGES - ISF	2176	38,728	34,610	47,500	47,500
GRAPHICS CHARGES - ISF	2177	212	77	1,250	1,250
COPY MACHINE CHGS - ISF	2178	14,339	4,355	17,600	17,600
MISC. OFFICE EXPENSE	2179	16,328	14,904	20,600	20,600
STORES - ISF	2181	8,839	970	9,800	9,800
COMPUTER SERVICES NON ISF	2195	3,119,358	4,061,330	3,155,525	3,155,525
OTHER PROF & SPEC SERVICE	2199	2,653,111	240,707	613,900	613,900
TEMPORARY HELP	2200	374	0	0	0
ATTORNEY SERVICES	2202	2,565	11,280	6,000	6,000
SPECIAL SERVICES - ISF	2205	11,055	5,870	11,550	11,550
EMPLOYEE HEALTH SERVICES	2211	3,670	13,051	6,200	6,200
PUBLIC AND LEGAL NOTICES	2261	6,698	0	5,000	5,000
RENT/LEASES EQUIP-NOT ISF	2271	5,215	1,344	6,200	6,200
BUILD LEASES & RENTALS	2281	104,788	93,730	110,490	110,490
STORAGE CHARGES	2283	1,475	2,985	1,700	1,700
SMALL TOOLS & INSTRUMENTS	2291	0	39	0	0
MINOR EQUIPMENT-OTHER	2292	16,636	25,439	20,000	20,000
COMPUTER EQUIP <5000	2293	54,730	30,497	50,500	50,500
FURNITURE/FIXTURES <5000	2294	175	93,496	55,000	55,000
TRANS. CHARGES - ISF	2521	3,025	2,056	5,000	5,000
PRIVATE VEHICLE MILEAGE	2522	8,915	8,399	10,700	10,700
CONF. & SEMINARS EXPENSE	2523	14,028	54,731	132,116	132,116

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3290 INFORMATION TECHNOLOGY SVCS-ISF  
SERVICE ACTIVITY: UNCLASSIFIED  
UNIT 7240 INFORMATION TECHNOLOGY SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5
<b>OPERATING EXPENSE</b>				
CONFER & SEMINAR EXPENSE ISF            2526	1,381	4,293	4,845	4,845
MISC. TRANS. & TRAVEL                    2529	56	18	1,000	1,000
UTILITIES - OTHER                            2541	1,279	473	1,500	1,500
CAPITALIZED SVCS & SUPP INCREASE    2993	0	(9,228)	0	0
CAPITALIZED SVCS & SUPP DECREASE   2994	0	(17,565)	0	0
TOTAL SERVICES AND SUPPLIES	<u>7,689,441</u>	<u>6,720,069</u>	<u>6,177,900</u>	<u>6,177,900</u>
DEPRECIATION EXPENSE                    3611	597,349	688,063	892,633	892,633
TOTAL OTHER CHARGES	<u>597,349</u>	<u>688,063</u>	<u>892,633</u>	<u>892,633</u>
<b>TOTAL OPERATING EXPENSE</b>	<b>22,381,068</b>	<b>23,458,843</b>	<b>25,376,230</b>	<b>25,376,230</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(1,236,647)</b>	<b>457,049</b>	<b>(1,851,008)</b>	<b>(1,851,008)</b>

<b>NON-OPERATING REVENUE(EXPENSE)</b>				
INTEREST L/T TECP                            3412	(1,099)	(903)	0	0
INT ON LEASE PURCHASE PAY                3453	0	0	(3,002)	(3,002)
TOTAL OTHER CHARGES	<u>(1,099)</u>	<u>(903)</u>	<u>(3,002)</u>	<u>(3,002)</u>
INTEREST EARNINGS                            8911	68,684	33,206	40,000	40,000
TOTAL REV- USE OF MONEY & PROPERTY	<u>68,684</u>	<u>33,206</u>	<u>40,000</u>	<u>40,000</u>
GAIN/LOSS DISP FIXED ASST                9822	0	(14,483)	0	0
TOTAL OTHER FINANCING SOURCES	<u>0</u>	<u>(14,483)</u>	<u>0</u>	<u>0</u>
<b>TOTAL NON-OPERATING REVENUE(EXPENSE)</b>	<b>67,585</b>	<b>17,819</b>	<b>36,998</b>	<b>36,998</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>(1,169,062)</b>	<b>474,868</b>	<b>(1,814,010)</b>	<b>(1,814,010)</b>

<b>OPERATING TRANSFERS</b>				
CONTRIB FROM OTHER FUNDS                9831	733,000	713,000	613,000	613,000
TOTAL OTHER FINANCING SOURCES	<u>733,000</u>	<u>713,000</u>	<u>613,000</u>	<u>613,000</u>
<b>TOTAL OPERATING TRANSFERS</b>	<b>733,000</b>	<b>713,000</b>	<b>613,000</b>	<b>613,000</b>

<b>CHANGE IN NET ASSETS</b>	<b>(436,062)</b>	<b>1,187,868</b>	<b>(1,201,010)</b>	<b>(1,201,010)</b>
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NET ASSETS - BEGINNING BALANCE  
NET ASSETS - ENDING BALANCE

<b>RETIREMENT OF LONG TERM DEBT</b>				
OTHER LOAN PAYMENTS-PRINC                3312	98,786	99,034	99,327	99,327

**COUNTY OF VENTURA**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
 OPERATIONAL STATEMENT FOR FISCAL YEAR 2011-12

FUND 3290 INFORMATION TECHNOLOGY SVCS-ISF  
 SERVICE ACTIVITY: UNCLASSIFIED  
 UNIT 7240 INFORMATION TECHNOLOGY SERVICES

OPERATING DETAIL	2009-10 ACTUAL	2010-11 ACTUAL ESTIMATED	2011-12 RECOMMENDED	2011-12 ADOPTED BY THE BOARD OF SUPERVISORS
1	2	3	4	5

**RETIREMENT OF LONG TERM DEBT**

DEBT CONTRA	3992	(98,786)	(99,034)	0	0
TOTAL OTHER CHARGES		0	0	99,327	99,327
<b>TOTAL RETIREMENT OF LONG TERM DEBT</b>		0	0	99,327	99,327

**FIXED ASSETS**

FURNITURE & FIXTURES	4850	0	0	0	0
COMPUTER EQUIPMENT	4862	895,390	373,659	441,000	441,000
COMPUTER SOFTWARE	4863	1,286,479	338,003	559,000	559,000
COMMUNICATION EQUIPMENT	4870	0	30,000	0	0
EQUIPMENT CONTRA ACCT.	4993	(1,841,221)	(741,662)	0	0
TOTAL FIXED ASSETS		340,649	0	1,000,000	1,000,000
<b>TOTAL FIXED ASSETS</b>		340,649	0	1,000,000	1,000,000