

# ENTERPRISE FUND & INTERNAL SERVICES INDEX

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General Liability Insurance (BU 0713).....	477
Health Insurance (BU 0715) .....	481
Information Technology Replacement Fund (BU 0717) .....	489
Retirement Health Administration (BU 0716) .....	481
Unemployment Insurance Program (BU 0712) .....	475
Vehicle Replacement Fund (BU 0711) .....	473
Workers' Compensation Insurance (BU 0714).....	481

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# 0711 – VEHICLE REPLACEMENT FUND

## Kristin McMenemy, Interim Director

### MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Vehicle Replacement Fund is replenished throughout the fiscal year from per-mile charges for the use of virtually all vehicles maintained by the General Services Department. Mileage costs are based on vehicle category, and are intended to generate sufficient funds to replace vehicles at 100,000 miles. Replacement costs are estimated on the basis of the current year State contract pricing, less the salvage value of the vehicle being replaced.

Decisions regarding prioritization of vehicles for replacement are made by the Garage Manager and the General Services Director, and approved by the County Executive Officer prior to vehicles being purchased. In Fiscal Year 2006-07 replacement costs will be charged to all vehicle categories.

The recommended rates for Fiscal Year 2006-07 are as follows:

Category	Description	Replacement Cost /Mile
1	Compact sedan	\$0.11
2	Compact wagon	\$0.13
3	Full-size sedan/wagon	\$0.19
4	Patrol car (Sheriff)	\$0.26
5	Non-patrol car (Sheriff)	\$0.18
6	2WD compact pickup	\$0.11
7	4WD compact pickup	\$0.15
8	2WD full-size pickup	\$0.13
9	4WD full-size pickup	\$0.19
10	2WD utility	\$0.20
11	4WD utility	\$0.22
12	Minivan	\$0.16
13	Full-size van	\$0.20
14	1-ton truck or larger	\$0.23
15	4WD utility (Sheriff)	\$0.28
16	4WD utility, full-size (Sheriff)	\$0.32
17	2WD full-size pickup, ¾ ton	\$0.15

### FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Vehicle Replacement Fund.

# 0711 – VEHICLE REPLACEMENT FUND

## Kristin McMenemy, Interim Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:  
FUNCTION: 0  
ACTIVITY: 0

BUDGET UNIT: 0711 VEHICLE REPLACEMENT  
FUND: 7110 VEHICLE REPLACEMENT

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES & SUPPLIES							
862120 MAINTENANCE-EQUIPMENT	10,000	0	10,000	0	30,000	30,000	30,000
TOTAL SERVICES & SUPPLIES	10,000	0	10,000	0	30,000	30,000	30,000
FIXED ASSETS							
864370 EQUIPMENT	384,000	569,191	440,000	324,883	500,000	500,000	500,000
TOTAL FIXED ASSETS	384,000	569,191	440,000	324,883	500,000	500,000	500,000
TOTAL NET APPROPRIATIONS	394,000	569,191	450,000	324,883	530,000	530,000	530,000
=====							
LESS: REVENUES							
824100 INTEREST	0	4,946	0	5,788	0	0	0
826401 I.S.F. SERVICES	394,000	134,676	450,000	107,112	530,000	530,000	530,000
826406 SHERIFF VEH REPL	0	280,816	0	307,358	0	0	0
826408 SOC SVCS VEH REPL	0	6,213	0	0	0	0	0
826410 DOT VEH REPL	0	0	0	11,763	0	0	0
826411 PH VEH REPL	0	21,775	0	21,006	0	0	0
827500 SALE OF FIXED ASSETS	0	22,360	0	34,509	0	0	0
TOTAL REVENUES	394,000	470,786	450,000	487,536	530,000	530,000	530,000
=====							
TOTAL FUND BALANCE CONTRIBUTION	0	98,405	0	-162,653	0	0	0
=====							

**0712 – UNEMPLOYMENT INSURANCE PROGRAM**  
**Dennis Huey, Auditor - Controller**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The County is self-insured for unemployment insurance.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

It is anticipated that the amount of funding set aside in the Recommended budget for Fiscal Year 2006-07 is sufficient to pay expenditures for the fiscal year and at the same time maintain or enhance the fund balance reserve amount.

**FINAL BUDGET ACTION:**

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Unemployment Insurance Program.

# 0712 – UNEMPLOYMENT INSURANCE PROGRAM

## Dennis Huey, Auditor - Controller

STATE CONTROLLER  
 COUNTY BUDGET ACT  
 (1985)

COUNTY OF MENDOCINO  
 STATE OF CALIFORNIA  
 BUDGET UNIT FINANCING USES DETAIL  
 FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM  
 SCHEDULE 9

CLASSIFICATION:  
 FUNCTION: 0  
 ACTIVITY: 0

BUDGET UNIT: 0712 UNEMPLOYMENT INSURANCE  
 FUND: 7120 UNEMPLOYMENT INSURANCE

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES & SUPPLIES							
862103 INSURANCE-UNEMPLOYMENT	450,000	282,009	400,000	177,931	400,000	400,000	400,000
862189 PROF & SPEC SVCS-OTHR	1,500	1,057	1,500	1,110	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	451,500	283,066	401,500	179,041	401,500	401,500	401,500
TOTAL NET APPROPRIATIONS	451,500	283,066	401,500	179,041	401,500	401,500	401,500
=====							
LESS: REVENUES							
824100 INTEREST	0	2,855	3,000	12,610	3,000	3,000	3,000
826401 I.S.F. SERVICES	700,000	681,220	400,000	412,188	400,000	400,000	400,000
TOTAL REVENUES	700,000	684,075	403,000	424,798	403,000	403,000	403,000
=====							
TOTAL FUND BALANCE CONTRIBUTION	-248,500	-401,009	-1,500	-245,757	-1,500	-1,500	-1,500
=====							

# **0713 – GENERAL LIABILITY INSURANCE**

## **Albert Beltrami, Interim Chief Executive Officer**

### **MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Risk Management function within the County of Mendocino Executive Office shall identify and measure all risks (uncertainty of loss) of the County of Mendocino by developing and implementing appropriate techniques for assessing and resolving these exposures via risk assumption, risk reduction, risk retention, risk transfer or the purchase of insurance.

**GENERAL LIABILITY:** The County of Mendocino is self-insured for liability insurance. Included in this Budget Unit are insurance requirements for all liability, property (including fire, flood and selected buildings for earthquake), medical malpractice, and crime and bond. The County has purchased stop-loss coverage for general liability from CSAC-Excess Insurance Authority (EIA) since 1979. The current Self Insured Retention, per claim is \$150,000 as of August 21, 2003.

The County is self administered for the general liability program. Both the County Executive Office and County Counsel participate in all aspects of analysis, review, tracking and payments under this program. Current Board policy allows County Counsel and the County Executive Office to settle claims under \$20,000. Above that amount, staff must seek Board approval. The County must also seek CSAC-EIA's guidance and approval for any amount that may involve EIA funds.

The County's Safety Officers are responsible for all inspections of County buildings, Cal OSHA required safety trainings, evaluation of Departmental safety programs, investigation of accidents for cause and recommend remediation, evaluate the County's level of compliance with Cal OSHA regulations, and recommending changes in the County's Safety Manual.

The County Executive Office also staffs the Safety Council as required by the County's Injury and Illness Prevention Program. This Group meets quarterly and reviews accident reports and recommends changes to the County's safety program to the Board of Supervisors.

### **MAJOR ACCOMPLISHMENTS:**

#### General Liability

- ❖ Changed the liability update procedures with County Counsel.
- ❖ Created a new Risk Website creating an employee access to MSDS.
- ❖ Continue to aggressively pursue settlement of all claims against the County in conjunction with County Counsel.
- ❖ Inspection of all County and leased facilities for hazards and follow up procedures.

### **GOALS AND OBJECTIVES:**

- ❖ Continue to inspect all County facilities for safety compliance.
- ❖ Re-vamp the Inmate Utilization Program.
- ❖ Continue to evaluate Departmental safety programs.
- ❖ Continue to assist departments in providing training to all employees to comply with Cal OSHA.
- ❖ Continue to be an active member of the Board of Directors of the County's Excess Insurance Authority to protect the interests of the County.
- ❖ Continue to work with all departments on required training programs and provide resources for training sessions.
- ❖ Continue the development of loss prevention reports for each department and suggest training accordingly.
- ❖ Continue to aggressively pursue settlement and/or dismissal of all claims.

**0713 – GENERAL LIABILITY INSURANCE**  
**Albert Beltrami, Interim Chief Executive Officer**

- ❖ Continue to work with Buildings and Grounds to make sure all County facilities are insured, OSHA compliant and properly valued.
- ❖ Examine all County insurance programs cost effectiveness and exposure control.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for General Liability.

**AUTHORIZED POSITIONS:**

	<u>Funded 2004-2005</u>	<u>Funded 2005-2006</u>
TOTAL:	1.75	3.75

**COUNTY EXECUTIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for 3.75 positions.

**SERVICES & SUPPLIES**

Acct. 2101 Provides for insurance premiums.

**REVENUES**

Acct. 6401 Revenue from all departments for insurance services.

# 0713 – GENERAL LIABILITY INSURANCE

## Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:  
FUNCTION: 0  
ACTIVITY: 0

BUDGET UNIT: 0713 GENERAL LIABILITY INSURANCE  
FUND: 7130 GENERAL LIABILITY INSURANCE

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	66,780	61,384	91,743	61,287	100,611	100,611	100,611
861012 EXTRA HELP	0	9,695	0	7,133	0	0	0
861021 CO CONT TO RETIREMENT	6,416	7,876	10,065	7,863	16,837	16,837	16,837
861022 CO CONT TO OASDI	3,088	3,287	4,696	2,865	8,659	8,659	8,659
861023 CO CONT TO OASDI-MEDIC	969	1,038	1,330	916	1,669	1,669	1,669
861024 CO CONT TO RET INCREMENT	3,168	3,891	4,968	3,331	7,594	7,594	7,594
861030 CO CONT TO EMPLOYEE INSUR	10,171	10,300	8,472	8,505	14,767	14,767	14,767
861031 CO CONT UNEMPLOYMENT INSU	572	7,851	572	3,709	572	1,158	1,158
861035 CO CONT WORKERS COMPENSAT	121	17,508	121	18,138	121	121	121
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>91,285</b>	<b>122,830</b>	<b>121,967</b>	<b>113,747</b>	<b>150,830</b>	<b>151,416</b>	<b>151,416</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	933	1,383	1,000	1,507	1,000	1,000	1,000
862101 INSURANCE-GENERAL	609,340	581,256	590,164	589,974	723,500	723,500	723,500
862120 MAINTENANCE-EQUIPMENT	500	0	500	0	500	500	500
862150 MEMBERSHIPS	850	780	1,625	465	1,625	1,625	1,625
862170 OFFICE EXPENSE	4,000	3,388	6,000	8,639	6,000	6,000	6,000
862183 LEGAL FEES	165,000	164,237	175,000	175,000	185,000	185,000	185,000
862189 PROF & SPEC SVCS-OTHR	8,000	2,125	8,000	6,310	8,000	8,000	8,000
862233 VEHICLE COLLISION REP	40,000	67,655	40,000	41,435	45,000	45,000	45,000
862239 SPEC DEPT EXP	0	-54,084	0	0	0	0	0
862250 TRNSPRTATION & TRAVEL	2,000	695	2,000	643	2,000	2,000	2,000
862253 TRAVEL & TRSP OUT OF COUN	0	539	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>830,623</b>	<b>767,974</b>	<b>824,289</b>	<b>823,973</b>	<b>972,625</b>	<b>972,625</b>	<b>972,625</b>
<b>OTHER CHARGES</b>							
863320 JUDGEMENTS & DAMAGES	600,000	544,834	643,692	337,943	643,692	643,692	643,692
<b>TOTAL OTHER CHARGES</b>	<b>600,000</b>	<b>544,834</b>	<b>643,692</b>	<b>337,943</b>	<b>643,692</b>	<b>643,692</b>	<b>643,692</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	0	0	0	2,300	2,300	2,300
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	2,500	0	0	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>1,521,908</b>	<b>1,438,138</b>	<b>1,589,948</b>	<b>1,275,663</b>	<b>1,769,447</b>	<b>1,770,033</b>	<b>1,770,033</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	1,060	0	20,221	0	0	0
826401 I.S.F. SERVICES	1,521,908	1,520,573	1,827,948	1,826,441	1,769,447	1,769,447	1,769,447
827700 OTHER	0	0	0	5,000	0	0	0
<b>TOTAL REVENUES</b>	<b>1,521,908</b>	<b>1,521,633</b>	<b>1,827,948</b>	<b>1,851,662</b>	<b>1,769,447</b>	<b>1,769,447</b>	<b>1,769,447</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>-83,495</b>	<b>-238,000</b>	<b>-575,999</b>	<b>0</b>	<b>586</b>	<b>586</b>

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