

Internal Service Funds

SUPPORT SERVICES-FLEET MANAGEMENT DIVISION

Fund 201 Fleet Management, Budget Unit 940

Michelle Schafer, Director, Support Services

	ACTUAL	ADJUSTED	ACTUAL	BUDGET	CAO	ADOPTED
STATE CONTROLLER	EXP/REV	BUDGET	EXP/REV	REQUESTS	RECOMMENDS	BY THE
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	BOS
						2008-09
REVENUE FROM MONEY & PROPERTY	\$146,539	\$115,000	\$146,466	\$107,377	\$107,377	\$107,377
CHARGES FOR SERVICES	\$2,869,736	\$2,777,271	\$2,886,165	\$3,068,810	\$3,068,810	\$3,068,810
MISCELLANEOUS REVENUES	\$90,492	\$158,778	\$143,303	\$130,082	\$130,082	\$130,082
OTHR FINANCING SOURCES TRAN IN	\$182,751	\$75,526	\$112,895	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$14,065	\$39,695	\$8,875	\$65,825	\$65,825	\$65,825
TOTAL REVENUES*****	\$3,303,583	\$3,166,270	\$3,297,704	\$3,372,094	\$3,372,094	\$3,372,094
SALARIES AND BENEFITS	\$471,545	\$524,054	\$475,867	\$531,094	\$531,094	\$531,094
SERVICES AND SUPPLIES	\$1,506,643	\$1,806,659	\$1,661,659	\$1,944,031	\$1,944,031	\$1,944,031
OTHER CHARGES	\$610,025	\$630,510	\$711,882	\$695,860	\$695,860	\$695,860
INTRAFUND TRANSFERS	(\$30,764)	\$0	(\$54,535)	\$0	\$0	\$0
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000
TOTAL EXPENSES*****	\$2,557,449	\$2,961,223	\$2,794,872	\$3,176,985	\$3,176,985	\$3,176,985
EXCESS INCOME OVER/UNDER EXP	\$746,134	\$205,047	\$502,832	\$195,109	\$195,109	\$195,109

FIXED ASSETS	\$607,995	\$1,057,255	\$871,407	\$87,939	\$1,119,866	\$1,119,866
TOTAL EXPENSES*****	\$607,995	\$1,057,255	\$871,407	\$87,939	\$1,119,866	\$1,119,866
EXCESS INCOME OVER/UNDER EXP	(\$607,994)	(\$1,057,255)	(\$871,407)	(\$87,939)	(\$1,119,866)	(\$1,119,866)

PROGRAM DESCRIPTION

Fleet Management is an internal service fund responsible for the management of the County's light vehicle fleet, with the exception of those vehicles assigned to the Public Works Department. Fleet Management pays for all costs for the acquisition, maintenance, and operation of vehicles. Individual departments are charged monthly rates to cover the cost of purchasing and maintaining their vehicles. The program is funded by user fees and requires no direct County General Fund allocation.

The mission of Fleet Management is to "provide Shasta County employees with safe, reliable and economical vehicles by maintaining, replacing and supporting the fleet in a professional, cost effective and responsive manner."

BUDGET REQUESTS

Fleet found that the replacement fund deficit recovery was no longer needed; this alleviated some costs to other County departments. It is anticipated that revenues will slightly exceed expenditures for this budget year. Cost-cutting strategies have been applied; however, purchasing parts for older vehicles is a safety necessity and the price of fuel and oil-related products has increased.

Revenues for Fiscal Year 2008-09 are expected to exceed expenditures by \$107,170.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is as requested by the department head; one minor account code change was recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

Considering the increased staff, the number of fleet vehicles, rental vehicles, and the need for renting off-site storage, Fleet Management has outgrown its current site. This situation will continue until there is resolution of new courthouse and jail sites in Shasta County.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The budget amendment includes appropriations to purchase 40 replacement vehicles and one rental vehicle; the offsetting revenue was included in the proposed budget.

POSITION ALLOCATION

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
Fleet Management Supervisor	1.00	1.00	1.00	0.00
Account Clerk I/II	1.00	1.00	1.00	0.00
Agency Staff Services Analyst I/II	1.00	1.00	1.00	0.00
Fleet Mechanic	3.00	3.00	3.00	0.00
Senior Account Clerk	1.00	1.00	1.00	0.00
Total	7.00	7.00	7.00	0.00

SUPPORT SERVICES-RISK MANAGEMENT

Fund 202 Risk Management, Budget Unit 950

Michelle Schafer, Director, Support Services

	ACTUAL EXP/REV 2006-07	ADJUSTED BUDGET 2007-08	ACTUAL EXP/REV 2007-08	BUDGET REQUESTS 2008-09	CAO RECOMMENDS 2008-09	ADOPTED BY BOS 2008-09
STATE CONTROLLER COUNTY BUDGET ACT (1985)						
REVENUE FROM MONEY & PROPERTY	\$1,385,908	\$805,000	\$1,392,790	\$350,000	\$350,000	\$350,000
CHARGES FOR SERVICES	\$10,962,551	\$10,100,227	(\$786,953)	\$9,916,850	\$9,916,850	\$9,916,850
MISCELLANEOUS REVENUES	\$877,774	\$431,600	\$466,914	\$448,890	\$448,890	\$448,890
TOTAL REVENUES*****	\$13,226,233	\$11,336,827	\$1,072,751	\$10,715,740	\$10,715,740	\$10,715,740
SALARIES AND BENEFITS	\$728,785	\$812,707	\$1,297,149	\$877,250	\$877,250	\$877,250
SERVICES AND SUPPLIES	\$2,291,988	\$3,047,988	\$1,224,325	\$2,670,739	\$2,670,623	\$2,670,623
OTHER CHARGES	\$6,545,619	\$7,058,284	\$4,632,049	\$7,474,719	\$7,474,719	\$7,474,719
INTRAFUND TRANSFERS	(\$1,024,514)	(\$1,239,242)	\$0	(\$1,492,323)	(\$1,817,925)	(\$1,817,925)
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$1,496	\$1,496	\$1,496
TOTAL EXPENSES*****	\$8,541,878	\$9,679,737	\$7,153,522	\$9,531,881	\$9,206,163	\$9,206,163
EXCESS INCOME OVER/UNDER EXP	\$4,684,355	\$1,657,090	(\$6,080,771)	\$1,183,859	\$1,509,577	\$1,509,577
FIXED ASSETS	\$0	\$6,366	\$5,792	\$0	\$0	\$0
TOTAL EXPENSES*****	\$0	\$6,366	\$5,792	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	\$0	(\$6,366)	(\$5,791)	\$0	\$0	\$0

PROGRAM DESCRIPTION

The Risk Management Division of Support Services is an internal services fund (ISF) that manages the County's insured and self-insured workers' compensation, liability, vision, malpractice, and a variety of other insured programs. The Division's mission is to "responsively safeguard the assets and human resources of the County by providing insurance programs which are equitable, affordable, and delivered in a compassionate, responsive manner to employees and citizens of Shasta County." The program is funded by user fees and requires no direct General Fund support.

BUDGET REQUESTS

There will be an overall growth in Salaries and Benefits due to classification advances and scheduled labor unit increases.

In Services and Supplies there is a decrease of approximately \$377,000 from last fiscal year due to decreasing professional legal services, professional rehabilitation services, rents and leases, and transportation. These decreases were made after evaluating the previous three years of expenses and changing the philosophy of how to budget for these services. The decrease in these services compensate for the increase in housekeeping and other building maintenance-related charges.

Overall revenues decreased by \$621,087; this is due to a large reserve and the ability to lower the division's revenue requirement for FY 2008-09.

SUMMARY OF RECOMMENDATIONS

The recommendation is as requested by the department head with some updates due to recalculating liability and administrative cost applied expenses.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget.

POSITION ALLOCATION

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
Account Clerk I/II	1.00	1.00	1.00	0.00
Accountant Auditor III-Confidential	1.00	1.00	1.00	0.00
Human Resources Analyst I/II/III	1.00	1.00	1.00	0.00
Human Resources Assistant-Confidential or Human Resources Technician I/II-Confidential	4.00	4.00	4.00	0.00
Typist Clerk I/II	1.00	1.00	1.00	0.00
Workers' Compensation Analyst I/II/III	3.00	3.00	3.00	0.00
Total	11.00	11.00	11.00	0.00

INFORMATION TECHNOLOGY DEPARTMENT

Fund 203 IT Administration, Budget Unit 925

Charles Haase, Chief Technology Officer

	ACTUAL EXP/REV	ADJUSTED BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
REVENUE FROM MONEY & PROPERTY	\$61,314	\$25,000	\$57,589	\$40,000	\$40,000	\$40,000
CHARGES FOR SERVICES	\$6,376,957	\$7,762,376	\$5,578,058	\$6,434,646	\$6,434,646	\$6,434,646
MISCELLANEOUS REVENUES	\$3,340	\$0	\$2,265	\$105,000	\$105,000	\$105,000
OTHR FINANCING SOURCES TRAN IN	\$398,064	\$765,069	\$758,510	\$1,241,873	\$1,242,239	\$1,242,239
OTHER FINANCING SRCS SALE F/A	\$186	\$0	\$0	\$0	\$0	\$0
CAPITAL CONTRIBUTIONS	\$0	\$0	\$5,086	\$0	\$0	\$0
TOTAL REVENUES*****	\$6,839,861	\$8,552,445	\$6,401,507	\$7,821,519	\$7,821,885	\$7,821,885
SALARIES AND BENEFITS	\$3,504,106	\$4,177,493	\$3,828,974	\$4,176,774	\$4,203,624	\$4,203,624
SERVICES AND SUPPLIES	\$2,414,357	\$2,999,491	\$1,490,751	\$2,149,089	\$2,149,089	\$2,149,089
OTHER CHARGES	\$714,802	\$1,133,244	\$1,108,111	\$1,625,777	\$1,625,777	\$1,625,777
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$69,879	\$69,879	\$69,879
TOTAL EXPENSES*****	\$6,633,266	\$8,310,228	\$6,427,835	\$8,021,519	\$8,048,369	\$8,048,369
EXCESS INCOME OVER/UNDER EXP	\$206,595	\$242,217	(\$26,328)	(\$200,000)	(\$226,484)	(\$226,484)
FIXED ASSETS	\$206,571	\$485,423	\$229,232	\$0	\$246,000	\$246,000
TOTAL EXPENSES*****	\$206,571	\$485,423	\$229,232	\$0	\$246,000	\$246,000
EXCESS INCOME OVER/UNDER EXP	(\$206,571)	(\$485,423)	(\$229,232)	\$0	(\$246,000)	(\$246,000)

PROGRAM DESCRIPTION

The Information Technology (I.T.) Department is an Internal Service Fund (ISF), which provides computer technology support and direction to County departments including: systems development, programming, computer operations, network management, systems maintenance, personal computer support, and telecommunications support, including telephone systems. The I.T. operations fund receives no direct General Fund support. Rather, the operation is financed through charges for service to user departments.

BUDGET REQUESTS

The total IT budget appropriation request for FY 2008-09 is \$8.04 million compared to \$8.79 million for the FY 2007-08 Adjusted Budget. Anticipated revenues total \$7.82 million with a projected deficit of \$226,484. The deficit will be applied toward reducing the IT department's working capital reserve. Total anticipated expenditures for FY 2008-09 are approximately \$747,000 less than the budget for the previous fiscal year.

Several cuts were made to Services and Supplies with anticipated expenses \$850,000 below the previous year's budget. Fewer outside projects are expected, the network infrastructure upgrade has been postponed, and the department is anticipating substantially fewer equipment purchases by customer departments due to the declining economy's effect on all County departments.

Salaries and Benefits are expected to remain at the same cost as the projected costs for the previous fiscal year with the addition of an OPEB allocation. Although salaries and benefits continue to increase through COLAs, step increases, and health insurance increases, several reductions make it possible to remain flat. The department is leaving a position vacant, reducing overtime, and reducing termination/special pay from the previous fiscal year as there are no anticipated retirements.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is as requested by the department head with the addition of the allocation for OPEB and revised Central Services A-87 expense.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The budget amendment increases appropriations to replace several aging assets as the maintenance agreements will expire during FY 2008-09.

POSITION ALLOCATION

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
Chief Technology Officer	1.00	1.00	1.00	0.00
Account Clerk I/II	1.00	1.00	1.00	0.00
Accounting Technician	1.00	1.00	1.00	0.00
Computer Systems Specialist	2.00	2.00	2.00	0.00
Deputy Director Information Technology	2.00	2.00	2.00	0.00
Executive Assistant-Confidential	1.00	1.00	1.00	0.00
Information Technology Cabling Technician	2.00	2.00	2.00	0.00
Information Technology Network Architect	1.00	1.00	1.00	0.00
Information Technology Network Engineer I/II	2.00	2.00	2.00	0.00
Information Technology Supervisor	5.00	5.00	5.00	0.00
Information Technology Tech	11.00	11.00	11.00	0.00
Information Technology Web/Graphics Designer	1.00	1.00	1.00	0.00
Senior Information Technology Analyst or Associate Information Technology Analyst or Assistant Information Technology Analyst	9.00	9.00	9.00	0.00
Senior Programmer Analyst or Associate Programmer Analyst or Assistant Programmer Analyst	7.00	7.00	7.00	0.00
Senior Programmer Analyst-Confidential	1.00	1.00	1.00	0.00
Telephone Communications Technician	2.00	2.00	2.00	0.00
Total	49.00	49.00	49.00	0.00

DEPARTMENT OF PUBLIC WORKS-FACILITIES MANAGEMENT

Fund 204 Facilities Admin, Budget Unit 955

Patrick J. Minturn, Director of Public Works

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2006-07	ADJUSTED BUDGET 2007-08	ACTUAL EXP/REV 2007-08	BUDGET REQUESTS 2008-09	CAO RECOMMENDS 2008-09	ADOPTED BY BOS 2008-09
REVENUE FROM MONEY & PROPERTY	(\$7,941)	\$3,600	\$7,085	\$2,100	\$2,100	\$2,100
CHARGES FOR SERVICES	\$4,264,292	\$5,935,674	\$3,948,458	\$4,315,767	\$5,918,540	\$5,918,540
MISCELLANEOUS REVENUES	\$765	\$0	\$610	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$5,434	\$12,184	\$0	\$0	\$19,695	\$19,695
OTHER FINANCING SRCS SALE F/A	\$0	\$0	\$70	\$0	\$0	\$0
TOTAL REVENUES*****	\$4,262,550	\$5,951,458	\$3,956,224	\$4,317,867	\$5,940,335	\$5,940,335
SALARIES AND BENEFITS	\$2,273,307	\$2,759,946	\$2,352,751	\$2,788,437	\$2,788,437	\$2,788,437
SERVICES AND SUPPLIES	\$2,027,196	\$3,115,500	\$1,367,119	\$1,317,994	\$2,926,388	\$2,926,388
OTHER CHARGES	\$103,792	\$107,091	\$100,152	\$203,931	\$203,931	\$203,931
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$7,505	\$21,579	\$21,579
OTHER FINANCING USES	\$32,042	\$4,500	\$3,918	\$0	\$0	\$0
TOTAL EXPENSES*****	\$4,436,337	\$5,987,037	\$3,823,939	\$4,317,867	\$5,940,335	\$5,940,335
EXCESS INCOME OVER/UNDER EXP	(\$173,787)	(\$35,579)	\$132,285	\$0	\$0	\$0

FIXED ASSETS	\$12,375	\$8,155	\$8,109	\$0	\$0	\$0
TOTAL EXPENSES*****	\$12,375	\$8,155	\$8,109	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	(\$12,374)	(\$8,155)	(\$8,109)	\$0	\$0	\$0

PROGRAM DESCRIPTION

Facilities Management is responsible for maintaining the County's investment in buildings and grounds. Currently, the department maintains over one million square feet of building space (County owned and leased) and 1.7 million square feet of grounds. Services provided include janitorial, general building maintenance, and grounds maintenance. The Facilities Management division of the Department of Public Works receives no direct General Fund support. Rather, the operation is financed through charges for service to user departments.

BUDGET REQUESTS

The FY 2008-09 requested budget includes revenues in the amount of \$4.3 million and expenditures in the amount of \$4.3 million. FY 2008-09 revenues decreased by \$1.6 million and expenditures decreased by \$1.67 million as compared to FY 2007-08 adjusted budget. The decrease is a direct result of the reduction in department project requests in FY 2007-08 and a known status quo County budget for FY 2008-09.

As part of the County's ADA Transition Plan, \$200,000 has been requested for ADA barrier removal projects.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget includes an increase to revenues in the amount of \$14,074. Also included is an increase to expenditures in the amount of \$14,074 for appropriation for contingency salary.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. All supplemental adjustments pertain to department improvements, unidentified projects, land, building and improvement projects, jail projects, and various other departmental projects for a total increase of \$1,608,394. In addition, amendments for the receipt of CDBG grant dollars and County Match dollars were included. All appropriation adjustments are offset by revenue adjustments.

POSITION ALLOCATION

Title	As of Aug 08	08/09 Request	08/09 Rec	Change
Account Clerk I/II	1.00	1.00	1.00	0.00
Accountant Auditor I/II	1.00	1.00	1.00	0.00
Accounting Technician	1.00	1.00	1.00	0.00
Administrative Secretary I	1.00	1.00	1.00	0.00
Custodial Supervisor	1.00	1.00	1.00	0.00
Custodian I/II	13.00	13.00	13.00	0.00
Facilities Manager	1.00	1.00	1.00	0.00
Grounds Maintenance Worker I/II	3.00	3.00	3.00	0.00
Lead Grounds Maintenance Worker	1.00	1.00	1.00	0.00
Mechanical Crafts Worker I/II	12.00	12.00	12.00	0.00
Senior Account Clerk	1.00	1.00	1.00	0.00
Structural Crafts Worker	2.00	2.00	2.00	0.00
Supervising Crafts Worker	2.00	2.00	2.00	0.00
Total	40.00	40.00	40.00	0.00

DEPARTMENT OF PUBLIC WORKS-SHASTA COUNTY UTILITIES ADMINISTRATION

Fund 205 Shasta County Utilities Admin
 Patrick J. Minturn, Director of Public Works

	ACTUAL REV - EXP 2006-07	ACTUAL BUDGET 2007-08	ACTUAL REV - EXP 2007-08	BUDGET REQUESTS 2008-09	CAO RECOMMENDS 2008-09	ADOPTED BY BOS 2008-09
STATE CONTROLLER COUNTY BUDGET ACT (1985)						
REVENUE FROM MONEY & PROPERTY	(\$7,730)	(\$6,039)	\$248	(\$6,648)	(\$6,648)	(\$6,648)
CHARGES FOR SERVICES	\$1,606,792	\$2,086,445	\$1,731,848	\$2,158,431	\$2,161,231	\$2,161,231
TOTAL REVENUES*****	\$1,599,063	\$2,080,406	\$1,732,096	\$2,151,783	\$2,154,583	\$2,154,583
SERVICES AND SUPPLIES	\$1,310,846	\$1,799,135	\$1,446,247	\$1,870,513	\$1,873,313	\$1,873,313
OTHER FINANCING USES	\$281,271	\$281,271	\$281,271	\$281,271	\$281,271	\$281,271
TOTAL EXPENSES*****	\$1,592,117	\$2,080,406	\$1,727,518	\$2,151,784	\$2,154,584	\$2,154,584
EXCESS INCOME OVER/UNDER EXP	\$6,946	\$0	\$4,579	(\$1)	(\$1)	(\$1)

PROGRAM DESCRIPTION

This Internal Service Fund was designed to pay utility charges and the lease payments due on the funds borrowed to install energy efficient lighting and equipment in County buildings. The savings generated by use of more efficient equipment is used to pay the lease costs.

BUDGET REQUESTS

The FY 2008-09 requested budget includes revenues in the amount of \$2.1 million and expenditures in the amount of \$2.1 million. The proposed budget for FY 2008-09 considers anticipated utility rate increases from Redding Electric Utility and PG&E of five percent.

SUMMARY OF RECOMMENDATIONS

The CAO concurs with the requested budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

None

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The Supplemental Budget included an increase to appropriations in the amount of \$2,800 for the

replacement of a Facilities Automated System (FAS) laptop which controls all heating and air systems on the system. The appropriation adjustment is offset by a revenue adjustment.

POSITION ALLOCATION

There are no positions associated with this fund.