

Internal Service Funds

SUPPORT SERVICES-FLEET MANAGEMENT DIVISION

Fund 201 Fleet Management, Budget Unit 940

Michelle Schafer, Director, Support Services

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ADJUSTED BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
REV FROM MONEY & PROP	146,466	107,377	84,257	107,377	107,377	107,377
CHARGES FOR SERVICES	2,886,165	3,068,810	2,632,415	3,142,138	3,142,138	3,142,138
MISCELLANEOUS REVENUES	143,303	130,082	79,122	127,490	127,490	127,490
OTHR FINANCE SRCS TRAN IN	112,895	7,035	13,150	0	0	0
OTHR FINANCE SRCS SALE F/A	8,875	65,825	43,194	37,694	37,694	37,694
CAPITAL CONTRIBUTIONS	0	0	5,513	0	0	0
TOTAL REVENUES*****	\$3,297,704	\$3,379,129	\$2,857,652	\$3,414,699	\$3,414,699	\$3,414,699
SALARIES AND BENEFITS	475,867	531,094	499,262	528,097	528,097	528,097
SERVICES AND SUPPLIES	1,661,659	1,771,814	1,397,582	1,758,235	1,758,235	1,758,235
OTHER CHARGES	711,882	868,077	868,077	861,169	861,169	861,169
INTRAFUND TRANSFERS	(54,535)	0	(90,069)	(60,000)	(60,000)	(60,000)
APPROP FOR CONTINGENCY	0	6,000	0	0	0	0
OTHER FINANCING USES	0	5,513	5,513	0	0	0
TOTAL EXPENSES*****	\$2,794,872	\$3,182,498	\$2,680,366	\$3,087,501	\$3,087,501	\$3,087,501
EXCESS INCOME OVER/UNDER EXP	\$502,832	\$196,631	\$177,286	\$327,198	\$327,198	\$327,198
FIXED ASSETS	871,407	1,177,341	709,307	561,691	561,691	561,691
TOTAL EXPENSES*****	\$871,407	\$1,177,341	\$709,307	\$561,691	\$561,691	\$561,691
EXCESS INCOME OVER/UNDER EXP	(\$871,407)	(\$1,177,341)	(\$709,307)	(\$561,691)	(\$561,691)	(\$561,691)

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

Expenditures for FY 2009-10 have decreased \$710,647, or 16.3 percent, primarily due to department's reductions in the number of vehicles to be replaced in FY 2009-10 (17) compared to FY 2008-09 (39).

Revenues for Fiscal Year 2009-10 are status quo and are expected to be less than expenditures by \$234,493. However, use of fund balance for FY 2009-10 and the FY 2008-09 Projected Budget, together are less than the use in fund balance for the FY 2008-09 Adjusted Budget.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is as requested by the department head.

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.

POSITION ALLOCATION

Title	As of June 09	09/10 Request	09/10 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

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ADJUSTED BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
REV FROM MONEY & PROP CHARGES FOR SERVICES	1,392,790	350,000	583,509	400,000	400,000	400,000
MISCELLANEOUS REVENUES	(786,953)	9,916,850	10,131,168	9,043,937	9,043,937	9,043,937
TOTAL REVENUES*****	466,914	448,890	369,190	286,100	286,100	286,100
	\$1,072,751	\$10,715,740	\$11,083,866	\$9,730,037	\$9,730,037	\$9,730,037
SALARIES AND BENEFITS	1,297,149	877,250	809,712	874,709	874,709	874,709
SERVICES AND SUPPLIES	1,224,325	2,670,750	2,424,042	2,687,191	2,687,191	2,687,191
OTHER CHARGES	4,632,049	7,474,719	5,937,382	7,199,311	7,199,311	7,199,311
INTRAFUND TRANSFERS	0	(1,817,925)	(1,339,950)	(1,341,191)	(1,341,191)	(1,341,191)
APPROP FOR CONTINGENCY	0	1,496	0	0	0	0
TOTAL EXPENSES*****	\$7,153,522	\$9,206,290	\$7,831,185	\$9,420,020	\$9,420,020	\$9,420,020
EXCESS INCOME OVER/UNDER EXP	(\$6,080,771)	\$1,509,450	\$3,252,681	\$310,017	\$310,017	\$310,017
FIXED ASSETS	5,792	0	0	0	0	0
TOTAL EXPENSES*****	\$5,792	\$0	\$0	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	(\$5,791)	\$0	\$0	\$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

In FY 2009-10 total expenditures have increased by \$213,730 primarily due to decreases in cost applied expenditures (26.2 percent). Both Salaries and Benefits (0.3 percent) and Services and Supplies (0.6 percent) have decreased slightly, and Other Charges has decreased \$275,408, or 3.7 percent. There is one position held vacant for FY 2009-10.

Overall revenues will decrease by \$985,703, or 9.2 percent; this is due to decreases in Charges for Services (8.8 percent) and Insurance Loss and Refund revenue (35.8 percent).

Revenue exceeds expenditures by \$310,017; down 79.5 percent from the FY 2008-09 Adjusted Budget.

SUMMARY OF RECOMMENDATIONS

The recommendation is as requested by the department head.

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 June 09	09-10 Request	09-10 Rec	Change
Accountant Auditor III-Confidential	1.00	1.00	1.00	0.00
Risk Management Analyst I/II/III	1.00	1.00	1.00	0.00
Risk Management Assistant-Confidential or Risk Management Technician I/II-Confidential	1.00	1.00	1.00	0.00
Workers' Compensation Analyst I/II/III	3.00	3.00	3.00	0.00
Workers' Compensation Assistant-Confidential or Workers' Compensation Technician I/II-Confidential	3.00	3.00	3.00	0.00
Workers' Compensation Clerk-Confidential	1.00	1.00	1.00	0.00
Workers' Compensation Technician I-Confidential	1.00	1.00	1.00	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

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ADJUSTED BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
REV FROM MONEY & PROP	57,589	40,000	22,666	25,000	25,000	25,000
CHARGES FOR SERVICES	5,578,058	6,434,646	5,381,511	5,933,386	5,933,386	5,933,386
MISCELLANEOUS REVENUES	2,265	105,000	105,171	0	0	0
OTHR FINANCE SRCS TRAN IN	758,510	1,381,762	1,375,174	683,144	683,144	683,144
OTHR FINANCE SRCS SALE F/A	0	0	147	0	0	0
CAPITAL CONTRIBUTIONS	5,086	0	0	0	0	0
TOTAL REVENUES*****	\$6,401,507	\$7,961,408	\$6,884,670	\$6,641,530	\$6,641,530	\$6,641,530
SALARIES AND BENEFITS	3,828,974	4,203,624	3,837,879	3,913,236	3,913,236	3,913,236
SERVICES AND SUPPLIES	1,490,751	2,224,311	1,321,473	1,839,231	1,839,231	1,839,231
OTHER CHARGES	1,108,111	1,629,135	1,629,135	889,063	889,063	889,063
APPROP FOR CONTINGENCY	0	69,879	0	0	0	0
TOTAL EXPENSES*****	\$6,427,835	\$8,126,949	\$6,788,487	\$6,641,530	\$6,641,530	\$6,641,530
EXCESS INCOME OVER/UNDER EXP	(\$26,328)	(\$165,541)	\$96,182	\$0	\$0	\$0
FIXED ASSETS	229,232	385,523	343,518	136,000	136,000	136,000
TOTAL EXPENSES*****	\$229,232	\$385,523	\$343,518	\$136,000	\$136,000	\$136,000
EXCESS INCOME OVER/UNDER EXP	(\$229,232)	(\$385,523)	(\$343,518)	(\$136,000)	(\$136,000)	(\$136,000)

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, Web development, Web-hosting services, GIS services, database support, 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 2009-10 is \$6.77 million compared to \$8.42 million for the FY 2008-09 Adjusted Budget. Anticipated revenues total \$6.64 million, which is down 15.64% from the FY 2008-09 Adjusted Budget, with a projected deficit of \$136,000. The deficit will be applied toward reducing the IT department's working capital reserve. Several factors contribute to the revenue reduction, such as the central services A-87 being reduced by 45.3%, reduced charges for services due to limited IT activity for County departments, and lower interest revenue.

Total anticipated expenditures for FY 2009-10 have been reduced by 19.5% from the FY 2008-09 Adjusted Budget. Reductions in overtime and extra help, one layoff to be held vacant, one position held vacant after a pending retirement, and three more positions to be held vacant help to reduce Salaries/Benefits by 6.9% despite increases due to COLAs, step advances, and health insurance rates. I.T. will watch County department needs during the fiscal year and will respond by making staffing reductions as applicable.

Several cuts were made to Services and Supplies with anticipated expenses 17.4% below the previous year's budget. Fewer outside projects are expected, software purchases are kept to a minimum, anticipation of fewer equipment purchases and dedicated network connections by customer department, eliminating several low usage phone lines and many department cell phones, and providing only critical training. Fixed Asset requests are being held to only replacement of equipment that will reach end of life during the fiscal year and does not provide for expansion of services.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is as requested by the department head.

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 June 09	09-10 Request	09-10 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
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 Computer Systems Specialist	2.00	2.00	2.00	0.00
Information Technology Database Support Specialist	1.00	1.00	1.00	0.00
Information Technology Datacenter Support Specialist	1.00	1.00	1.00	0.00
Information Technology GIS Analyst	1.00	1.00	1.00	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	10.00	10.00	10.00	0.00
Information Technology Web/Graphics Designer	1.00	1.00	1.00	0.00
Senior Information Technology Analyst or Associate	9.00	9.00	9.00	0.00
Information Technology Analyst or Assistant				
Information Technology Analyst				
Senior Programmer Analyst or Associate Programmer	5.00	5.00	5.00	0.00
Analyst or Assistant Programmer Analyst				
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

	ACTUAL EXP/REV 2007-08	ADJUSTED BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
STATE CONTROLLER COUNTY BUDGET ACT (1985)						
REV FROM MONEY & PROP CHARGES FOR SERVICES	7,085 3,948,458	2,100 5,918,540	6,289 4,065,046	1,750 4,093,272	1,750 4,093,272	1,750 4,093,272
MISCELLANEOUS REVENUES	610	0	60,282	0	0	0
OTHR FINANCE SRCS TRAN IN	0	19,695	19,695	19,793	19,793	19,793
OTHR FINANCE SRCS SALE F/A	70	0	0	0	0	0
TOTAL REVENUES*****	\$3,956,224	\$5,940,335	\$4,151,312	\$4,114,815	\$4,114,815	\$4,114,815
SALARIES AND BENEFITS	2,352,751	2,788,437	2,447,337	2,610,277	2,610,277	2,610,277
SERVICES AND SUPPLIES	1,367,119	3,083,752	1,209,195	1,292,657	1,292,657	1,292,657
OTHER CHARGES	100,152	203,931	198,370	205,972	205,972	205,972
APPROP FOR CONTINGENCY	0	21,579	0	5,909	5,909	5,909
OTHER FINANCING USES	3,918	0	0	0	0	0
TOTAL EXPENSES*****	\$3,823,939	\$6,097,699	\$3,854,902	\$4,114,815	\$4,114,815	\$4,114,815
EXCESS INCOME OVER/UNDER EXP	\$132,285	(\$157,364)	\$296,410	\$0	\$0	\$0
FIXED ASSETS	8,109	6,712	6,040	0	0	0
TOTAL EXPENSES*****	\$8,109	\$6,712	\$6,040	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	(\$8,109)	(\$6,712)	(\$6,040)	\$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 2009-10 requested budget includes revenues in the amount of \$4.1 million and expenditures in the amount of \$4.1 million. FY 2009-10 revenues decreased by \$1.8 million and expenditures decreased by \$2.0 million as compared to FY 2008-09 adjusted budget. The decrease is a direct result of the reduction in department project requests in FY 2009-10.

As part of the County's ADA Transition Plan, \$50,000 has been requested for ADA barrier removal projects.

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.

POSITION ALLOCATION

Title	As of June 09	09-10 Request	09-10 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 II	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

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2007-08	ACTUAL BUDGET 2008-09	ACTUAL REV - EXP 2008-09	ESTIMATES REQUESTED 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
REV FROM MONEY & PROP	248	(6,648)	(3,070)	(5,741)	(5,741)	(5,741)
CHARGES FOR SERVICES	1,731,848	2,161,231	1,652,439	1,758,281	1,758,281	1,758,281
TOTAL REVENUES*****	\$1,732,096	\$2,154,583	\$1,649,368	\$1,752,540	\$1,752,540	\$1,752,540
SERVICES AND SUPPLIES	1,446,247	1,873,313	1,369,770	1,471,269	1,471,269	1,471,269
OTHER FINANCING USES	281,271	281,271	281,271	281,271	281,271	281,271
TOTAL EXPENSES*****	\$1,727,518	\$2,154,584	\$1,651,041	\$1,752,540	\$1,752,540	\$1,752,540
EXCESS INCOME OVER/UNDER EXP	\$4,579	(\$1)	(\$1,672)	\$0	\$0	\$0

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 2009-10 requested budget includes revenues in the amount of \$1.75 million and expenditures in the amount of \$1.75 million. The requested budget for FY 2009-10 considers anticipated utility rate fluctuations from Redding Electric Utility and PG&E.

Transfer of the Shasta County Courthouse to the Administrative Office of the Courts on January 5, 2009 included the maintenance and payment of utilities. Excluding the Energy Retrofit Debt payment, the Courthouse share of utilities for FY 2007-08 was 16.5%.

SUMMARY OF RECOMMENDATIONS

The CAO made an account number change which had no impact to the budget request.

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

There are no positions associated with this fund.