

SUPPORT SERVICES-FLEET MANAGEMENT DIVISION
Fund 201 Fleet Management, Budget Unit 940
Michelle Schafer, Director, Support Services

State Controller Schedules
 County Budget Act
 January 2010

County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2011-12

Schedule 10

Department: 940 - FLEET MANAGEMENT (FUND 0201)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$2,429,098	\$2,402,089	\$2,775,934	\$2,775,934
MISCELLANEOUS REVENUES	\$80,567	\$15,100	\$15,000	\$15,000
Total Operating Revenues:	\$2,509,666	\$2,417,189	\$2,790,934	\$2,790,934
Operating Expenses				
SALARIES AND BENEFITS	\$455,254	\$479,001	\$500,716	\$500,716
SERVICES AND SUPPLIES	\$1,254,995	\$1,246,457	\$1,577,611	\$1,577,611
OTHER CHARGES	\$804,631	\$730,581	\$769,078	\$769,078
INTRAFUND TRANSFERS	(\$70,375)	(\$41,573)	(\$20,758)	(\$20,758)
Total Operating Expenses:	\$2,444,506	\$2,414,467	\$2,826,647	\$2,826,647
Operating Income (Loss)	\$65,159	\$2,722	(\$35,713)	(\$35,713)
Non-Operating Revenues (Expenses)				
OTHER CHARGES	(\$24,348)	(\$7,980)	(\$22,000)	(\$22,000)
REVENUE FROM MONEY & PROPERTY	\$28,449	\$33,224	\$40,000	\$40,000
MISCELLANEOUS REVENUES	\$0	\$7,429	\$5,000	\$5,000
OTHER FINANCING SRCS SALE C/A	\$42,189	\$20,817	\$26,400	\$26,400
Total Non-Operating Revenues (Expenses):	\$46,291	\$53,490	\$49,400	\$49,400
Income Before Capital Contributions and Transfers:	\$111,451	\$56,212	\$13,687	\$13,687
OTHER CHARGES	(\$55,765)	\$0	\$0	\$0
OTHER FINANCING USES	(\$126,450)	\$0	\$0	\$0
OTHER FINANCING SOURCES TRANS IN	\$49,212	\$0	\$0	\$0
Change in Net Assets	(\$21,551)	\$56,212	\$13,687	\$13,687
Net Assets - Beginning Balance	\$6,425,978	\$6,404,426	\$6,460,639	\$6,460,639
Net Assets - Ending Balance	\$6,404,426	\$6,460,639	\$6,474,326	\$6,474,326

Department: 940 - FLEET MANAGEMENT (FUND 0201)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
CAP ASSETS-EQUIPMENT	\$474,042	\$553,349	\$628,637	\$628,637
Total Additional Appropriations:	\$474,042	\$553,349	\$628,637	\$628,637
Total Change in Net Assets:	(\$495,594)	(\$497,136)	(\$614,950)	(\$614,950)

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 2011-12 have decreased by \$350,668, or 9.2 percent, compared to the FY 2010-11 Adjusted Budget. Salaries and Benefits will be reduced by \$29,735, or 5.6 percent, and Services and Supplies will be reduced by \$78,332, or 4.7 percent. There are 13 replacement vehicles Capital Assets requested in the FY 2011-12 Proposed Budget, compared to 23 in FY 2010-11. This is under the four-year average of approximately 25 vehicles per fiscal year.

Revenues for FY 2011-12 are anticipated to decrease by \$220,014, or 7.1 percent. Charges for Services to the departments equates to 97 percent of all total Fleet Management revenue and is based on the department's actual activity during the fiscal year.

Expenses are \$614,950 over revenues; the difference will come from fund balance. The Replacement Fund will remain viable at the end of FY 2011-12. The economy has had a significant impact on replacement vehicle costs. The vehicle market is volatile and changing on a weekly basis. This volatility has caused the cost of some classes of vehicles to increase several thousand dollars and has decreased the availability of low-cost, high-quality used vehicles.

SUMMARY OF RECOMMENDATIONS

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

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

SUPPORT SERVICES-RISK MANAGEMENT
Fund 202 Risk Management, Budget Unit 950
Michelle Schafer, Director, Support Services

State Controller Schedules
 County Budget Act
 January 2010

County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2011-12

Schedule 10

Department: 950 - RISK MANAGEMENT (FUND 0202)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$8,784,082	\$6,737,210	\$6,252,509	\$6,252,509
Total Operating Revenues:	\$8,784,082	\$6,737,210	\$6,252,509	\$6,252,509
Operating Expenses				
SALARIES AND BENEFITS	\$737,643	\$809,596	\$902,142	\$902,142
SERVICES AND SUPPLIES	\$2,441,662	\$2,395,225	\$2,731,371	\$2,731,371
OTHER CHARGES	\$5,154,771	\$4,127,485	\$6,301,385	\$6,301,385
INTRAFUND TRANSFERS	(\$1,139,694)	(\$1,230,664)	(\$1,274,136)	(\$1,274,136)
Total Operating Expenses:	\$7,194,383	\$6,101,642	\$8,660,762	\$8,660,762
Operating Income (Loss)	\$1,589,698	\$635,567	(\$2,408,253)	(\$2,408,253)
Non-Operating Revenues (Expenses)				
REVENUE FROM MONEY & PROPERTY	\$232,128	\$249,109	\$254,000	\$254,000
MISCELLANEOUS REVENUES	\$467,364	\$339,847	\$105,000	\$105,000
Total Non-Operating Revenues (Expenses):	\$699,492	\$588,957	\$359,000	\$359,000
Income Before Capital Contributions and Transfers:	\$2,289,191	\$1,224,525	(\$2,049,253)	(\$2,049,253)
Change in Net Assets	\$2,289,191	\$1,224,525	(\$2,049,253)	(\$2,049,253)
Net Assets - Beginning Balance	\$11,566,368	\$13,855,559	\$15,080,085	\$15,080,085
Net Assets - Ending Balance	\$13,855,559	\$15,080,085	\$13,030,832	\$13,030,832

Department: 950 - RISK MANAGEMENT (FUND 0202)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
Total Additional Appropriations:	\$0	\$0	\$0	\$0
Total Change in Net Assets:	\$2,289,191	\$1,224,525	(\$2,049,253)	(\$2,049,253)

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 2011-12 total expenditures have decreased by \$861,595, or 9 percent compared to the FY 2010-11 Adjusted Budget. Charges for Services to departments will decrease by \$525,115, or 7.7 percent compared to the FY 2010-11 Adjusted Budget. Overall revenues will decrease by \$676,115, or 9.3 percent, primarily due to the decreases in Charges for Services.

Expenditures exceed revenues by just over \$2 million, which will come from fund balance. The Risk Management fund will remain viable at the end of FY 2011-12.

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.

INFORMATION TECHNOLOGY DEPARTMENT
Fund 203 IT Administration, Budget Unit 925
Charles Haase, Chief Technology Officer

State Controller Schedules
 County Budget Act
 January 2010

County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2011-12

Schedule 10

Department: 925 - IT ADMINISTRATION (FUND 0203)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$5,213,572	\$4,997,563	\$5,314,314	\$5,314,314
Total Operating Revenues:	\$5,213,572	\$4,997,563	\$5,314,314	\$5,314,314
Operating Expenses				
SALARIES AND BENEFITS	\$3,675,968	\$3,502,822	\$3,630,360	\$3,630,360
SERVICES AND SUPPLIES	\$1,088,710	\$1,151,384	\$1,506,199	\$1,506,199
OTHER CHARGES	\$898,632	\$803,533	\$911,710	\$911,710
INTRAFUND TRANSFERS	(\$40)	\$0	(\$25,000)	(\$25,000)
Total Operating Expenses:	\$5,663,271	\$5,457,740	\$6,023,269	\$6,023,269
Operating Income (Loss)	(\$449,699)	(\$460,177)	(\$708,955)	(\$708,955)
Non-Operating Revenues (Expenses)				
OTHER CHARGES	\$0	(\$728)	(\$2,000)	(\$2,000)
REVENUE FROM MONEY & PROPERTY	\$9,870	\$12,994	\$15,000	\$15,000
MISCELLANEOUS REVENUES	\$32	\$0	\$0	\$0
Total Non-Operating Revenues (Expenses):	\$9,903	\$12,265	\$13,000	\$13,000
Income Before Capital Contributions and Transfers:	(\$439,795)	(\$447,912)	(\$695,955)	(\$695,955)
OTHER FINANCING SOURCES TRANSFERRED IN	\$683,144	\$778,715	\$660,955	\$660,955
CAPITAL CONTRIBUTIONS	\$2,180	\$815	\$0	\$0
Change in Net Assets	\$245,529	\$331,618	(\$35,000)	(\$35,000)
Net Assets - Beginning Balance	\$1,580,976	\$1,826,505	\$2,158,124	\$2,158,124
Net Assets - Ending Balance	\$1,826,505	\$2,158,124	\$2,123,124	\$2,123,124

Department: 925 - IT ADMINISTRATION (FUND 0203)
 Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
CAP ASSETS-EQUIPMENT	\$123,122	\$211,886	\$242,000	\$242,000
Total Additional Appropriations:	\$123,122	\$211,886	\$242,000	\$242,000
Total Change in Net Assets:	\$122,406	\$119,732	(\$277,000)	(\$277,000)

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, software application hosting, 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

Salaries and Benefits are reduced by 5.7 percent for FY 2011-12 due to a net staff reduction of one full-time equivalent (FTE), reductions in retirement contributions, and workers compensation. Services and Supplies will be reduced by 8.4 percent as fewer projects require outside services and departments have to reduce equipment replacement costs. Several capital assets are requested to replace critical pieces of equipment that have exceeded their normal end of life.

IT has requested addition of a new job classification and position for an IT Desktop Support Engineer in exchange for deleting two vacant IT Technician positions. The desktop environment has become more complex; this classification will have the expertise to respond to the changing technology. The net savings are approximately \$25,000.

The total IT budget appropriation request for FY 2011-12 is \$6.2 million compared to \$6.4 million for the FY 2010-11 Adjusted Budget. Anticipated revenues total \$6 million, which is down 3.5 percent from the FY 2010-11 Adjusted Budget, with a projected deficit of \$277,000. The deficit will be applied toward reducing the IT department's working capital reserve.

SUMMARY OF RECOMMENDATIONS

After the budget was submitted to the CAO, it was determined that an additional capital asset request to accommodate network connectivity due to the anticipated demolition of the Court Street public safety building would be needed. The CAO recommends the inclusion of this request and an offsetting Trans In from the Trial Courts 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.

DEPARTMENT OF PUBLIC WORKS-FACILITIES MANAGEMENT
Fund 204 Facilities Admin, Budget Unit 955
Patrick J. Minturn, Director of Public Works

State Controller Schedules
County Budget Act
January 2010

County of Shasta
Operation of Internal Service Fund
Fiscal Year 2011-12

Schedule 10

Department: 955 - FACILITIES ADMIN (FUND 0204)
Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$3,562,593	\$3,867,192	\$3,954,112	\$3,954,112
Total Operating Revenues:	\$3,562,593	\$3,867,192	\$3,954,112	\$3,954,112
Operating Expenses				
SALARIES AND BENEFITS	\$2,344,469	\$2,350,271	\$2,490,245	\$2,490,245
SERVICES AND SUPPLIES	\$1,018,889	\$1,247,625	\$1,295,727	\$1,295,727
OTHER CHARGES	\$233,236	\$238,235	\$146,153	\$146,153
Total Operating Expenses:	\$3,596,595	\$3,836,132	\$3,932,125	\$3,932,125
Operating Income (Loss)	(\$34,002)	\$31,060	\$21,987	\$21,987
Non-Operating Revenues (Expenses)				
REVENUE FROM MONEY & PROPERTY	\$1,891	\$4,509	\$1,600	\$1,600
MISCELLANEOUS REVENUES	\$7,751	\$5,350	\$100	\$100
Total Non-Operating Revenues (Expenses):	\$9,643	\$9,859	\$1,700	\$1,700
Income Before Capital Contributions and Transfers:	(\$24,359)	\$40,919	\$23,687	\$23,687
OTHR FINANCING SOURCES TRAN IN	\$146,243	\$26,370	\$21,313	\$21,313
Change in Net Assets	\$121,883	\$67,289	\$45,000	\$45,000
Net Assets - Beginning Balance	\$540,836	\$662,720	\$730,009	\$730,009
Net Assets - Ending Balance	\$662,720	\$730,009	\$775,009	\$775,009

Department: 955 - FACILITIES ADMIN (FUND 0204)
Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
CAP ASSETS-EQUIPMENT	\$0	\$0	\$45,000	\$45,000
Total Additional Appropriations:	\$0	\$0	\$45,000	\$45,000
Total Change in Net Assets:	\$121,883	\$67,289	\$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 2011-12 requested budget includes revenues in the amount of \$3.9 million and expenditures in the amount of \$3.9 million. FY 2011-12 revenues decreased by \$537,281 and expenditures decreased by \$567,583 as compared to the FY 2010-11 adjusted budget. The decrease in revenue is a direct result of the reduction in department project and service requests while operational costs continue to increase. Reductions to controllable overhead and reduction to staffing levels will be utilized to offset the cost increases. The requested budget meets the status quo requirement.

SUMMARY OF RECOMMENDATIONS

The CAO concurs with the requested budget. The requested budget meets the status quo requirement.

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.

**DEPARTMENT OF PUBLIC WORKS-SHASTA COUNTY UTILITIES
ADMINISTRATION**
Fund 205 Shasta County Utilities Admin
Patrick J. Minturn, Director of Public Works

State Controller Schedules
County Budget Act
January 2010

County of Shasta
Operation of Internal Service Fund
Fiscal Year 2011-12

Schedule 10

Department: W18 - SHASTA CNTY UTILITIES ADMIN WF (FU)
Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$1,429,670	\$1,466,502	\$1,897,381	\$1,897,381
Total Operating Revenues:	\$1,429,670	\$1,466,502	\$1,897,381	\$1,897,381
Operating Expenses				
SERVICES AND SUPPLIES	\$1,231,547	\$1,044,619	\$1,613,109	\$1,613,109
Total Operating Expenses:	\$1,231,547	\$1,044,619	\$1,613,109	\$1,613,109
Operating Income (Loss)	\$198,123	\$421,882	\$284,272	\$284,272
Non-Operating Revenues (Expenses)				
REVENUE FROM MONEY & PROPERTY	(\$1,293)	\$483	(\$3,000)	(\$3,000)
Total Non-Operating Revenues (Expenses):	(\$1,293)	\$483	(\$3,000)	(\$3,000)
Income Before Capital Contributions and Transfers:	\$196,830	\$422,366	\$281,272	\$281,272
OTHER FINANCING USES	(\$281,270)	(\$281,270)	(\$281,272)	(\$281,272)
Change in Net Assets	(\$84,440)	\$141,095	\$0	\$0
Net Assets - Beginning Balance	\$148,259	\$63,819	\$204,914	\$204,914
Net Assets - Ending Balance	\$63,819	\$204,914	\$204,914	\$204,914

Department: W18 - SHASTA CNTY UTILITIES ADMIN WF (FU)
Activity: 000 - N/A

Operating Detail	2009-10 Actuals	2010-11 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2011-12 Recommended	2011-12 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
Total Additional Appropriations:	\$0	\$0	\$0	\$0
Total Change in Net Assets:	(\$84,440)	\$141,095	\$0	\$0

PROGRAM DESCRIPTION

This Internal Service Fund was designed to pay utility charges, the energy retrofit debt payment and associated Facilities Automated System expenses, landfill, sewage fees and septic tank pumping costs.

BUDGET REQUESTS

The FY 2011-12 requested budget includes revenues and expenditures in the amount of \$1.89 million. This amount is reflective of a status quo budget and is facilitated by a utilization of mechanical and engineer controls, electronic systems monitoring and replacement of aged equipment through various grants and low interest loans.

SUMMARY OF RECOMMENDATIONS

The CAO recommended changes to the requested budget include an increase to Charges For Services and an increase to Transfer Out Energy Retrofit which results in a \$1 increase to the overall 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.