

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 Edition, revision #1

County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2012-13

Schedule 10

Fund Title: 940 - FLEET MANAGEMENT (FUND 0201)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12		2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Operating Revenues					
CHARGES FOR SERVICES	\$2,402,089	\$2,358,695	\$2,711,083	\$2,711,083	\$2,711,083
MISCELLANEOUS REVENUES	\$15,100	\$0	\$0	\$0	\$0
Total Operating Revenues:	\$2,417,189	\$2,358,695	\$2,711,083	\$2,711,083	\$2,711,083
Operating Expenses					
SALARIES AND BENEFITS	\$479,001	\$411,236	\$467,645	\$467,645	\$467,645
SERVICES AND SUPPLIES	\$1,246,457	\$1,386,915	\$1,586,476	\$1,586,476	\$1,586,476
OTHER CHARGES	\$730,581	\$577,398	\$660,828	\$660,828	\$660,828
INTRAFUND TRANSFERS	(\$41,573)	(\$41,288)	(\$35,000)	(\$35,000)	(\$35,000)
Total Operating Expenses:	\$2,414,467	\$2,334,261	\$2,679,949	\$2,679,949	\$2,679,949
Operating Income (Loss)	\$2,722	\$24,433	\$31,134	\$31,134	\$31,134
Non-Operating Revenues (Expenses)					
OTHER CHARGES	(\$7,980)	(\$1,063)	(\$20,000)	(\$20,000)	(\$20,000)
REVENUE FROM MONEY & PROPERTY	\$33,224	\$27,887	\$35,000	\$35,000	\$35,000
MISCELLANEOUS REVENUES	\$7,429	\$406	\$2,000	\$2,000	\$2,000
OTHER FINANCING SRCS SALE C/A	\$20,817	\$51,651	\$35,000	\$35,000	\$35,000
Total Non-Operating Revenues (Expenses):	\$53,490	\$78,882	\$52,000	\$52,000	\$52,000
Income Before Capital Contributions and Transfers:	\$56,212	\$103,315	\$83,134	\$83,134	\$83,134
OTHER CHARGES	\$0	(\$9,759)	\$0	\$0	\$0
OTHER FINANCING SOURCES TRAN IN	\$0	\$30,050	\$0	\$0	\$0
CAPITAL CONTRIBUTIONS	\$0	\$345	\$0	\$0	\$0
Change in Net Assets	\$56,212	\$123,951	\$83,134	\$83,134	\$83,134
Net Assets - Beginning Balance	\$6,404,426	\$6,460,639	\$6,584,591	\$6,584,591	\$6,584,591
Net Assets - Ending Balance	\$6,460,639	\$6,584,591	\$6,667,725	\$6,667,725	\$6,667,725

Fund Title: 940 - FLEET MANAGEMENT (FUND 0201)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12		2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Additional Appropriations					
CAP ASSETS-EQUIPMENT	\$553,349	\$331,737	\$964,253	\$964,253	\$964,253
Total Additional Appropriations:	\$553,349	\$331,737	\$964,253	\$964,253	\$964,253
Total Change in Net Assets:	(\$497,136)	(\$207,786)	(\$881,119)	(\$881,119)	(\$881,119)

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 2012-13 have increased by \$186,918, or 5.4 percent, compared to the FY 2011-12 Adjusted Budget. Salaries and Benefits will be reduced by \$33,071, or 6.6 percent, and Services and Supplies will increase very slightly by \$8,865, or 0.6 percent. There are 24 replacement vehicles Capital Assets requested in the FY 2012-13 Proposed Budget, compared to 13 in FY 2011-12; some are rebudgeted from FY 2011-12 and some of the increase is due to an accumulation in needed vehicles because departments have delayed replacing vehicles due to fiscal restraints over the past several years.

Revenues for FY 2012-13 are anticipated to decrease by \$102,251, or 3.5 percent. Charges for Services to the departments equates to 97.4 percent of all total Fleet Management revenue and is based on the department's actual activity during the fiscal year.

Expenses are \$881,119 over revenues; the difference will come from fund balance. The budgeted use of the fund balance in FY 2011-12 is projected to decrease by \$263,124, partially offsetting the requested increase in FY 2012-13. The Replacement Fund will remain viable at the end of FY 2012-13. 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 CEO 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

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County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2012-13

Schedule 10

Fund Title: 950 - RISK MANAGEMENT (FUND 0202)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$6,737,210	\$4,906,891	\$5,455,636	\$5,455,636
Total Operating Revenues:	\$6,737,210	\$4,906,891	\$5,455,636	\$5,455,636
Operating Expenses				
SALARIES AND BENEFITS	\$809,596	\$790,636	\$806,849	\$806,849
SERVICES AND SUPPLIES	\$2,395,225	\$2,595,775	\$2,648,997	\$2,648,997
OTHER CHARGES	\$4,127,485	\$4,492,416	\$6,698,560	\$6,698,560
INTRAFUND TRANSFERS	(\$1,230,664)	(\$1,226,627)	(\$1,222,987)	(\$1,222,987)
Total Operating Expenses:	\$6,101,642	\$6,652,201	\$8,931,419	\$8,931,419
Operating Income (Loss)	\$635,567	(\$1,745,310)	(\$3,475,783)	(\$3,475,783)
Non-Operating Revenues (Expenses)				
SERVICES AND SUPPLIES	\$0	(\$500)	\$0	\$0
REVENUE FROM MONEY & PROPERTY	\$249,109	\$198,613	\$200,000	\$200,000
MISCELLANEOUS REVENUES	\$339,847	\$613,952	\$105,000	\$105,000
Total Non-Operating Revenues (Expenses):	\$588,957	\$812,065	\$305,000	\$305,000
Income Before Capital Contributions and Transfers:	\$1,224,525	(\$933,244)	(\$3,170,783)	(\$3,170,783)
Change in Net Assets				
Net Assets - Beginning Balance	\$13,855,559	\$15,080,085	\$14,146,840	\$14,146,840
Net Assets - Ending Balance	\$15,080,085	\$14,146,840	\$10,976,057	\$10,976,057

Fund Title: 950 - RISK MANAGEMENT (FUND 0202)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 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:	\$1,224,525	(\$933,244)	(\$3,170,783)	(\$3,170,783)

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 responsibly 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 2012-13 total expenditures will increase slightly by \$154,137, or 1.8 percent compared to the FY 2011-12 Adjusted Budget. Charges for Services to departments will decrease by \$796,873, or 12.7 percent compared to the FY 2011-12 Adjusted Budget. Overall revenues will decrease by \$850,873, or 12.9 percent, primarily due to the decreases in Charges for Services. Risk Management will operate by using revenue from rate charges to departments (absorbing all premium increases in FY 2012-13) and fund balance in order to meet and maintain the 80% confidence level set by the Board in 2007.

Expenditures exceed revenues by just over \$3.17 million, which will come from fund balance. FY 2011-12 projected use of fund balance is decreased by a little more than \$1.15 million. The Risk Management fund will remain viable at the end of FY 2012-13.

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

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County of Shasta
 Operation of Internal Service Fund
 Fiscal Year 2012-13

Schedule 10

Fund Title: 925 - IT ADMINISTRATION (FUND 0203)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$4,997,563	\$5,113,957	\$5,771,305	\$5,771,305
Total Operating Revenues:	\$4,997,563	\$5,113,957	\$5,771,305	\$5,771,305
Operating Expenses				
SALARIES AND BENEFITS	\$3,502,822	\$3,576,559	\$3,826,045	\$3,826,045
SERVICES AND SUPPLIES	\$1,151,384	\$1,252,084	\$1,627,686	\$1,627,686
OTHER CHARGES	\$803,533	\$925,310	\$1,007,742	\$1,007,742
INTRAFUND TRANSFERS	\$0	\$0	(\$25,000)	(\$25,000)
Total Operating Expenses:	\$5,457,740	\$5,753,954	\$6,436,473	\$6,436,473
Operating Income (Loss)	(\$460,177)	(\$639,996)	(\$665,168)	(\$665,168)
Non-Operating Revenues (Expenses)				
SERVICES AND SUPPLIES	\$0	(\$191)	\$0	\$0
OTHER CHARGES	(\$728)	(\$5,958)	(\$2,000)	(\$2,000)
REVENUE FROM MONEY & PROPERTY	\$12,994	\$10,055	\$15,000	\$15,000
MISCELLANEOUS REVENUES	\$0	\$4,906	\$0	\$0
Total Non-Operating Revenues (Expenses):	\$12,265	\$8,812	\$13,000	\$13,000
Income Before Capital Contributions and Transfers:	(\$447,912)	(\$631,183)	(\$652,168)	(\$652,168)
OTHR FINANCING SOURCES TRAN IN	\$778,715	\$707,976	\$600,868	\$600,868
CAPITAL CONTRIBUTIONS	\$815	\$0	\$0	\$0
Change in Net Assets	\$331,618	\$76,792	(\$51,300)	(\$51,300)
Net Assets - Beginning Balance	\$1,826,505	\$2,158,124	\$2,234,917	\$2,234,917
Net Assets - Ending Balance	\$2,158,124	\$2,234,917	\$2,183,617	\$2,183,617

Fund Title: 925 - IT ADMINISTRATION (FUND 0203)
Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
CAP ASSETS-EQUIPMENT	\$211,886	\$263,166	\$168,500	\$168,500
Total Additional Appropriations:	\$211,886	\$263,166	\$168,500	\$168,500
Total Change in Net Assets:	\$119,732	(\$186,374)	(\$219,800)	(\$219,800)

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 have increased by 5.3 percent for FY 2012-13 primarily due to higher health insurance costs, and normal step increases. Services and Supplies have increased by eight percent reflecting costs associated with the need for departments to have faster data communications between their offices and the I.T. data center and an accounting software database conversion. Capital asset requests are included to replace critical pieces of equipment that have exceeded their normal end of life. The A-87 central services cost increase contributes to a ten percent increase in the Other Charges object level.

The total I.T. budget appropriation request for FY 2012-13 is \$6.6 million compared to \$6.3 million for the FY 2011-12 adjusted budget. Anticipated revenues total \$6.4 million, which reflects a six percent increase from the FY 2011-12 adjusted budget, resulting in a projected deficit of \$219,800. The deficit will be applied toward reducing the I.T. department's working capital reserve.

SUMMARY OF RECOMMENDATIONS

The CEO 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.

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

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Fund Title: 955 - FACILITIES ADMIN (FUND 0204)
 Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$3,867,192	\$3,510,006	\$3,723,490	\$3,723,490
Total Operating Revenues:	\$3,867,192	\$3,510,006	\$3,723,490	\$3,723,490
Operating Expenses				
SALARIES AND BENEFITS	\$2,350,271	\$2,251,847	\$2,345,459	\$2,345,459
SERVICES AND SUPPLIES	\$1,247,625	\$1,012,327	\$1,247,360	\$1,247,360
OTHER CHARGES	\$238,235	\$165,939	\$128,356	\$128,356
Total Operating Expenses:	\$3,836,132	\$3,430,113	\$3,721,175	\$3,721,175
Operating Income (Loss)	\$31,060	\$79,893	\$2,315	\$2,315
Non-Operating Revenues (Expenses)				
SERVICES AND SUPPLIES	\$0	(\$85)	\$0	\$0
REVENUE FROM MONEY & PROPERTY	\$4,509	\$2,312	\$1,600	\$1,600
MISCELLANEOUS REVENUES	\$5,350	\$7,126	\$100	\$100
OTHER FINANCING SRCS SALE C/A	\$0	\$1,482	\$0	\$0
Total Non-Operating Revenues (Expenses):	\$9,859	\$10,836	\$1,700	\$1,700
Income Before Capital Contributions and Transfers:	\$40,919	\$90,729	\$4,015	\$4,015
OTHR FINANCING SOURCES TRAN IN	\$26,370	\$21,312	\$15,985	\$15,985
Change in Net Assets	\$67,289	\$112,042	\$20,000	\$20,000
Net Assets - Beginning Balance	\$662,720	\$730,039	\$842,082	\$842,082
Net Assets - Ending Balance	\$730,009	\$842,082	\$862,082	\$862,082

Fund Title: 955 - FACILITIES ADMIN (FUND 0204)
 Service Activity: 000 - N/A

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Additional Appropriations				
CAP ASSETS-EQUIPMENT	\$0	\$42,497	\$20,000	\$20,000
Total Additional Appropriations:	\$0	\$42,497	\$20,000	\$20,000
Total Change in Net Assets:	\$67,289	\$69,545	\$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 2012-13 requested budget includes revenues in the amount of \$3.7 million and expenditures in the amount of \$3.7 million. FY 2012-13 revenues decreased by \$235,950 and expenditures decreased by \$236,188 as compared to the FY 2011-12 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 CEO 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

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Schedule 10

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

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
CHARGES FOR SERVICES	\$1,466,502	\$1,595,957	\$1,714,344	\$1,714,344
Total Operating Revenues:	\$1,466,502	\$1,595,957	\$1,714,344	\$1,714,344
Operating Expenses				
SERVICES AND SUPPLIES	\$1,044,619	\$1,237,171	\$1,380,288	\$1,380,288
Total Operating Expenses:	\$1,044,619	\$1,237,171	\$1,380,288	\$1,380,288
Operating Income (Loss)	\$421,882	\$358,786	\$334,056	\$334,056
Non-Operating Revenues (Expenses)				
REVENUE FROM MONEY & PROPERTY	\$483	\$607	(\$1,000)	(\$1,000)
Total Non-Operating Revenues (Expenses):	\$483	\$607	(\$1,000)	(\$1,000)
Income Before Capital Contributions and Transfers:	\$422,366	\$359,393	\$333,056	\$333,056
OTHER FINANCING USES	(\$281,270)	(\$281,270)	(\$333,054)	(\$333,054)
Change in Net Assets	\$141,095	\$78,122	\$2	\$2
Net Assets - Beginning Balance	\$63,819	\$204,914	\$283,037	\$283,037
Net Assets - Ending Balance	\$204,914	\$283,037	\$283,039	\$283,039

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

Operating Detail	2010-11 Actuals	2011-12 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2012-13 Recommended	2012-13 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:	\$141,095	\$78,122	\$2	\$2

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 2012-13 requested budget includes revenues and expenditures in the amount of \$1.71 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 CEO recommended changes to the requested budget include decrease to Transfer Out Energy Retrofit which results in a \$1 decrease 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.