

INFORMATION TECHNOLOGY DEPARTMENT
Fund 203 IT Administration, Budget Unit 925
Thomas Schreiber, Chief Information Officer

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 - These have increased by \$251,033 from the FY 2014-15 adjusted budget. This increase is partly due to negotiated salary increases, anticipated retirements, additional Extra-Help dollars for more temporary projects, and two position requests. One position is an IT Supervisor to provide project management for additional Privacy and Security efforts, and lead the IT team members assigned to Health and Human Services Agency responsibilities. The second position request is for a new classification of IT Application Support Analyst. This position will absorb the Megabyte application support duties for the Treasurer - Tax Collector, Assessor-Recorder, and Auditor-Controller. The position will support vendor applications in other County departments as well.

Services and Supplies - Overall, expenses in the Services and Supplies category will be \$377,990 greater than the adjusted budget for FY 2014-15. Anticipated projects include replacing the dated audio/visual equipment in the Board Chambers and connecting Redding Police Department and Sheriff's Office Integrated Public Safety System (IPSS) back to the County network once both entities have moved out of their current downtown locations.

Other Charges - This category is anticipated to decrease by \$602,862 from the adjusted budget for FY 2014-15 and is primarily attributable to a decrease in Building & Equipment Use A-87 charges.

Capital Assets - Capital Assets expense for FY 2015-16 has decreased by \$92,000 as most FY 2015-16 projects require minor equipment instead of capital assets.

The total budget appropriation request for FY 2015-16 is \$7 million which is flat compared to the FY 2014-15 Adjusted Budget. Anticipated revenues total \$6.3 million, resulting in a projected deficit of \$658,457. The deficit will be applied toward reducing the 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.

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

Operating Detail	2013-14 Actuals	2014-15	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>		
1	2	3	4	5
Operating Revenues				
Category: 600 CHARGES FOR SERVICES				
693001 CHARGES FOR SERVICES	\$5,406,179	\$5,561,047	\$6,298,262	\$6,298,262
CHARGES FOR SERVICES	\$5,406,179	\$5,561,047	\$6,298,262	\$6,298,262
Total Operating Revenues:	\$5,406,179	\$5,561,047	\$6,298,262	\$6,298,262
Operating Expenses				
Category: 010 SALARIES AND BENEFITS				
011000 REGULAR SALARIES	\$2,253,132	\$2,420,549	\$2,767,608	\$2,767,608
011200 TERMINATION/SPECIAL PAY	\$26,397	\$38,503	\$50,000	\$50,000
017000 EXTRA HELP	\$17,407	\$53,731	\$31,433	\$31,433
017502 OVERTIME PAY	\$16,915	\$42,738	\$18,000	\$18,000
017503 SHIFT DIFFERENTIAL	\$1,098	\$1,081	\$1,200	\$1,200
017509 HOLIDAY OVERTIME PAY	\$359	\$108	\$200	\$200
017517 CELL/PDA COMM ALLOWANCE PROG	\$1,445	\$1,390	\$1,451	\$1,451
018100 EMPLOYER SHARE OASDI	\$161,151	\$175,427	\$219,356	\$219,356
018201 EMPLOYER SHARE RETIREMENT	\$306,799	\$354,570	\$437,285	\$437,285
018204 EMPLOYER SHARE DEFERRED COMP	\$0	\$0	\$2,500	\$2,500
018300 EMPLOYER SHARE HEALTH INSUR	\$563,187	\$555,712	\$608,401	\$608,401
018307 EMPLOYER SHR OTHER POST EMP BEN	\$45,057	\$203,161	\$83,029	\$83,029
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$21,053	\$18,394	\$16,066	\$16,066
018500 WORKERS COMP EXPOSURE	\$20,227	\$22,808	\$36,178	\$36,178
018501 WORKERS COMP EXPERIENCE	\$4,080	\$5,592	\$19,255	\$19,255
SALARIES AND BENEFITS	\$3,438,315	\$3,893,769	\$4,291,962	\$4,291,962
Category: 030 SERVICES AND SUPPLIES				
032300 CLOTHING/PERSONAL SUPPLIES XP	\$2,626	\$1,538	\$1,550	\$1,550
032500 COMMUNICATIONS EXPENSE	\$265,582	\$246,917	\$288,458	\$288,458
032590 CHGS FAC MGMT COMM	\$595	\$529	\$600	\$600
032597 ISF COMM XP OTHER DEPT CHGS	\$0	\$1,390	\$0	\$0
032700 FOOD EXPENSE	\$114	\$0	\$0	\$0
032900 HOUSEHOLD EXPENSE	\$13	\$37	\$100	\$100
032992 CHGS FAC MGMT HSHLD XP	\$41,801	\$42,256	\$44,500	\$44,500
033102 INSUR XP LIABILITY EXPOSURE	\$2,152	\$2,709	\$10,911	\$10,911
033103 INSUR XP MISCELLANEOUS	\$6,972	\$8,556	\$7,296	\$7,296
033105 INSUR XP LIABILITY EXPERIENCE	\$12	\$228	\$811	\$811
033500 MAINTENANCE OF EQUIPMENT	\$92,506	\$72,231	\$87,666	\$87,666
033528 MNT EQP SOFTWARE	\$150,517	\$175,113	\$207,784	\$207,784
033597 ISF MNT EQP OTHER DEPT CHGS	\$217,725	\$203,305	\$355,165	\$355,165
033791 CHGS FAC MGMT MAINT STR	\$63,785	\$64,841	\$59,000	\$59,000
034100 MEMBERSHIPS	\$90	\$40	\$90	\$90

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
034500 OFFICE EXPENSE	\$9,274	\$10,929	\$14,390	\$14,390	
034590 CHGS OC PHOTOCOPY SVS	\$14	\$0	\$0	\$0	
034591 CHGS OC POSTAGE SVS	\$26	\$35	\$100	\$100	
034592 CHGS OC OTHER MAIL SVS	\$5,605	\$5,385	\$5,520	\$5,520	
034800 PROF & SPECIAL SERVICES	\$75,091	\$56,936	\$238,650	\$238,650	
034837 PROF PREEMPLOYMENT SVS	\$6,002	\$6,486	\$8,000	\$8,000	
034890 CHGS FAC MGMT PROF SVS	\$429	\$1,436	\$3,000	\$3,000	
034897 ISF PRF SVS OTHER DEPT CHGS	\$7,952	\$840	\$60,000	\$60,000	
034900 PUBLICATIONS & LEGAL NOTICES	\$42	\$38	\$0	\$0	
035500 MINOR EQUIPMENT	\$152,945	\$152,991	\$165,900	\$165,900	
035528 MINOR EQP SOFTWARE	\$67,950	\$71,310	\$99,760	\$99,760	
035597 ISF MNR EQP OTHER DEPTS CHGS	\$96,242	\$34,769	\$167,000	\$167,000	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$25,704	\$31,910	\$30,258	\$30,258	
035900 TRANSPORTATION & TRAVEL	\$18,061	\$8,123	\$48,900	\$48,900	
035940 TRANS/TRVL FUEL	\$2,364	\$4,648	\$7,200	\$7,200	
035990 CHGS FLEET TRANS/TRVL	\$15,332	\$11,125	\$24,768	\$24,768	
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$0	\$7	\$0	\$0	
036100 UTILITIES	\$89,277	\$91,624	\$117,000	\$117,000	
SERVICES AND SUPPLIES	\$1,416,811	\$1,308,297	\$2,054,377	\$2,054,377	
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST A-87	\$225,498	\$210,943	\$112,838	\$112,838	
050003 BUILDING & EQUIPMENT USE A-87	\$602,358	\$689,298	\$199,542	\$199,542	
050900 DEPRECIATION EXPENSE	\$208,944	\$190,117	\$200,000	\$200,000	
OTHER CHARGES	\$1,036,801	\$1,090,359	\$512,380	\$512,380	
Total Operating Expenses:	\$5,891,927	\$6,292,425	\$6,858,719	\$6,858,719	
Operating Income (Loss)	(\$485,747)	(\$731,378)	(\$560,457)	(\$560,457)	
Non-Operating Revenues (Expenses)					
Category: 050 OTHER CHARGES					
051400 LOSS ON DISPOSAL CAPITL ASSET	\$0	(\$1,605)	(\$2,000)	(\$2,000)	
OTHER CHARGES	\$0	(\$1,605)	(\$2,000)	(\$2,000)	
Category: 400 REVENUE FROM MONEY & PROPERTY					
420000 INTEREST	\$8,420	\$9,893	\$6,000	\$6,000	
REVENUE FROM MONEY & PROPERTY	\$8,420	\$9,893	\$6,000	\$6,000	
Category: 700 MISCELLANEOUS REVENUES					
799300 MISCELLANEOUS REVENUE	\$327	\$721	\$0	\$0	
799390 PRIOR PERIOD EXP ADJUSTMENT	\$4,958	\$57,244	\$0	\$0	

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
MISCELLANEOUS REVENUES	\$5,285	\$57,965		\$0	\$0
Category: 802 OTHER FINANCING SRCS SALE C/A					
896101 SALE OF SURPLUS PROPERTY	\$0	\$3,841		\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$0	\$3,841		\$0	\$0
Total Non-Operating Revenues (Expenses):	\$13,705	\$70,094		\$4,000	\$4,000
Income Before Captial Contributions and Transfers:	(\$472,042)	(\$661,283)		(\$556,457)	(\$556,457)
Category: 800 OTHR FINANCING SOURCES TRAN IN					
800110 TRANS IN AUDITOR CONTROLLER	\$28,621	\$0		\$0	\$0
800199 TRANS IN CENTRAL SVS A87	\$540,780	\$480,695		\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$569,401	\$480,695		\$0	\$0
Change in Net Assets	\$97,359	(\$180,588)		(\$556,457)	(\$556,457)
Net Assets - Beginning Balance	\$2,457,409	\$2,554,769		\$2,374,181	\$2,374,181
Net Assets - Ending Balance	\$2,554,769	\$2,374,181		\$1,817,724	\$1,817,724

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Additional Appropriations					
Object: 0650 CAP ASSETS-EQUIPMENT					
065267 I/T 6 ROUTER/FIREWALLS/SW FY14	\$49,764	\$0	\$0	\$0	\$0
065268 I/T 8 SERVERS FY14	\$66,266	\$0	\$0	\$0	\$0
065269 2 NETWORK STORAGE DEVICES	\$95,807	\$0	\$0	\$0	\$0
065285 I/T 7 SERVERS FY 15	\$0	\$31,754	\$0	\$0	\$0
065286 I/T 9 SWTCH/RTR/FRWALL FY15	\$0	\$112,668	\$0	\$0	\$0
065318 I/T 7 SERVERS FY16	\$0	\$0	\$90,000	\$90,000	\$90,000
065319 I/T 2 SWTCH/RTR/FRWALL FY16	\$0	\$0	\$12,000	\$12,000	\$12,000
CAP ASSETS-EQUIPMENT	\$211,838	\$144,422	\$102,000	\$102,000	\$102,000
Total Additional Appropriations:	\$211,838	\$144,422	\$102,000	\$102,000	\$102,000
Total Change in Net Assets:	(\$114,478)	(\$325,011)	(\$658,457)	(\$658,457)	(\$658,457)

PUBLIC WORKS-FLEET MANAGEMENT DIVISION
Fund 201 Fleet Management, Budget Unit 940
Patrick J. Minturn, Director of Public Works

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

The department's 2015-16 Requested Budget includes expenditures in the amount of \$3.2 million and revenues in the amount of \$1.7 million. Expenditures exceed revenues by \$1.6 million and will be covered by fund balance. Expenses are decreasing by \$925,877 and revenues are increasing by \$343,102 compared to the FY 2014-15 Adjusted Budget.

There are 27 replacement vehicles requested in the FY 2015-16 requested budget. Although 27 vehicles are scheduled for replacement; depending on department needs, this number may be reduced.

SUMMARY OF RECOMMENDATIONS

One change is recommended by the CEO: an increase of \$20 in Taxes & Assessments for mosquito assessments.

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.

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Operating Revenues					
Category: 600 CHARGES FOR SERVICES					
692950	REPLACEMENT FUND CHARGES	\$551,279	\$582,771	\$852,000	\$852,000
693001	CHARGES FOR SERVICES	\$915,615	\$588,104	\$474,000	\$474,000
693033	CHGS FOR VEH COLLISION REPAIR	\$44,305	\$87,558	\$50,000	\$50,000
693034	CHGS FOR SVS MISC VEH PARTS	\$12,500	\$12,612	\$0	\$0
693036	CHARGES FOR SVS ADMIN FEES	\$234,482	\$233,900	\$279,000	\$279,000
CHARGES FOR SERVICES		\$1,758,182	\$1,504,946	\$1,655,000	\$1,655,000
Total Operating Revenues:		\$1,758,182	\$1,504,946	\$1,655,000	\$1,655,000
Operating Expenses					
Category: 010 SALARIES AND BENEFITS					
011000	REGULAR SALARIES	\$246,280	\$273,231	\$283,894	\$283,894
011200	TERMINATION/SPECIAL PAY	\$321	(\$3,096)	\$0	\$0
017000	EXTRA HELP	\$8,552	\$7,590	\$8,000	\$8,000
018100	EMPLOYER SHARE OASDI	\$18,731	\$20,858	\$22,125	\$22,125
018201	EMPLOYER SHARE RETIREMENT	\$33,398	\$40,243	\$55,474	\$55,474
018300	EMPLOYER SHARE HEALTH INSUR	\$60,162	\$68,425	\$58,866	\$58,866
018307	EMPLYR SHR OTHER POST EMP BEN	\$4,923	\$23,944	\$8,517	\$8,517
018400	EMPLOYER SHR UNEMPLOYMENT INS	\$2,343	\$2,043	\$1,664	\$1,664
018500	WORKERS COMP EXPOSURE	\$2,280	\$2,560	\$3,726	\$3,726
018501	WORKERS COMP EXPERIENCE	\$39,504	\$97,464	\$66,656	\$66,656
SALARIES AND BENEFITS		\$416,499	\$533,265	\$508,922	\$508,922
Category: 030 SERVICES AND SUPPLIES					
032300	CLOTHING/PERSONAL SUPPLIES XP	\$5,574	\$5,512	\$3,800	\$3,800
032500	COMMUNICATIONS EXPENSE	\$902	\$777	\$800	\$800
032591	CHGS IT COMM	\$591	\$581	\$604	\$604
032700	FOOD EXPENSE	\$50	\$15	\$0	\$0
032900	HOUSEHOLD EXPENSE	\$1,350	\$1,403	\$1,400	\$1,400
032992	CHGS FAC MGMT HSHLD XP	\$3,995	\$3,830	\$4,494	\$4,494
033102	INSUR XP LIABILITY EXPOSURE	\$242	\$304	\$1,124	\$1,124
033103	INSUR XP MISCELLANEOUS	\$276	\$468	\$344	\$344
033105	INSUR XP LIABILITY EXPERIENCE	\$384	\$420	\$1,508	\$1,508
033500	MAINTENANCE OF EQUIPMENT	\$1,559	\$535	\$5,000	\$5,000
033526	MNT EQP VEHICLES	\$73,624	\$76,793	\$50,000	\$50,000
033528	MNT EQP SOFTWARE	\$22,000	\$2,734	\$5,000	\$5,000
033534	MNT EQP PARTS & SUPPLIES	\$95,484	\$105,444	\$100,000	\$100,000
033544	MNT EQP VH TIRES	\$104,600	\$101,285	\$100,000	\$100,000
033545	MNT EQP VH OUTSIDE REPAIR SVS	\$152,704	\$103,501	\$150,000	\$150,000
033546	MNT EQP VH SHOP/OPER SPLY	\$18,314	\$21,085	\$20,000	\$20,000

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033592 CHGS IT MNT HARD/SOFTWARE	\$623	\$661	\$725	\$725	
033596 ISF MNT EQP OUTSIDE FUEL	\$490,219	\$0	\$0	\$0	
033598 ISF MNT EQP BULK FUEL	\$807	\$0	\$0	\$0	
033599 ISF MNT EQP FUEL REIMBURSEMENT	\$681	\$0	\$0	\$0	
033791 CHGS FAC MGMT MAINT STR	\$57,739	\$10,622	\$15,272	\$15,272	
034100 MEMBERSHIPS	\$50	\$50	\$0	\$0	
034500 OFFICE EXPENSE	\$1,724	\$14,229	\$2,000	\$2,000	
034591 CHGS OC POSTAGE SVS	\$4	\$3	\$0	\$0	
034592 CHGS OC OTHER MAIL SVS	\$338	\$361	\$345	\$345	
034800 PROF & SPECIAL SERVICES	\$45,074	\$6,039	\$5,000	\$5,000	
034802 PROF ADMIN SVS	\$22,133	\$9,040	\$10,000	\$10,000	
034837 PROF PREEMPLOYMENT SVS	\$305	\$0	\$0	\$0	
034864 PROF CAPITL ASSET DISPOSAL SVS	\$0	\$0	\$5,000	\$5,000	
034890 CHGS FAC MGMT PROF SVS	\$0	\$696	\$0	\$0	
034892 CHGS IT PROFESSIONAL SVS	\$14,753	\$17,954	\$17,148	\$17,148	
035100 RENTS & LEASES OF EQUIPMENT	\$1,084	\$10	\$0	\$0	
035300 RENTS & LEASES OF STRUCTURES	\$2,520	\$2,520	\$3,000	\$3,000	
035500 MINOR EQUIPMENT	\$1,735	\$4,622	\$5,000	\$5,000	
035528 MINOR EQP SOFTWARE	\$1,612	\$2,506	\$2,000	\$2,000	
035591 CHGS IT HARDWARE EQP	\$838	\$2,100	\$5,000	\$5,000	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$1,229	\$0	\$0	\$0	
035753 SP DEPT XP RECYCLING CONTAINER	\$1,704	\$50	\$2,000	\$2,000	
035900 TRANSPORTATION & TRAVEL	\$0	\$1,184	\$3,000	\$3,000	
035940 TRANS/TRVL FUEL	\$685	\$2,133	\$2,500	\$2,500	
035990 CHGS FLEET TRANS/TRVL	\$340	\$0	\$0	\$0	
036100 UTILITIES	\$6,860	\$6,723	\$7,294	\$7,294	
SERVICES AND SUPPLIES	\$1,134,719	\$506,206	\$529,358	\$529,358	
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST A-87	\$71,590	\$72,767	\$94,091	\$94,091	
050003 BUILDING & EQUIPMENT USE A-87	\$81	\$0	(\$41)	(\$41)	
050800 TAXES & ASSESSMENTS	\$0	\$0	\$20	\$20	
050902 DEPR XP BUILDINGS	\$1,828	\$2,753	\$905	\$905	
050903 DEPR XP VEHICLES	\$441,136	\$441,230	\$600,000	\$600,000	
OTHER CHARGES	\$514,635	\$516,750	\$694,975	\$694,975	
Category: 080 INTRAFUND TRANSFERS					
088000 COST APPLIED VARIOUS	(\$33,399)	(\$51,538)	(\$50,000)	(\$50,000)	
INTRAFUND TRANSFERS	(\$33,399)	(\$51,538)	(\$50,000)	(\$50,000)	
Total Operating Expenses:	\$2,032,454	\$1,504,684	\$1,683,255	\$1,683,255	

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

Operating Detail	2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Income (Loss)	(\$274,272)	\$262	(\$28,255)	(\$28,255)
Non-Operating Revenues (Expenses)				
Category: 030 SERVICES AND SUPPLIES				
034310 MISC XP PRIOR PERIOD EXP ADJ	(\$10,465)	\$0	\$0	\$0
SERVICES AND SUPPLIES	(\$10,465)	\$0	\$0	\$0
Category: 050 OTHER CHARGES				
051400 LOSS ON DISPOSAL CAPITL ASSET	(\$156,900)	(\$47,034)	\$0	\$0
OTHER CHARGES	(\$156,900)	(\$47,034)	\$0	\$0
Category: 400 REVENUE FROM MONEY & PROPERTY				
420000 INTEREST	\$19,110	\$21,302	\$20,000	\$20,000
REVENUE FROM MONEY & PROPERTY	\$19,110	\$21,302	\$20,000	\$20,000
Category: 700 MISCELLANEOUS REVENUES				
795000 AUDITOR VOID/STALE DATED CHECK	\$98	\$0	\$0	\$0
799300 MISCELLANEOUS REVENUE	\$1,000	\$773	\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$437	\$57,898	\$0	\$0
MISCELLANEOUS REVENUES	\$1,535	\$58,671	\$0	\$0
Category: 802 OTHER FINANCING SRCS SALE C/A				
896102 GAIN ON SALE OF CAPITAL ASSETS	\$38,972	\$49,184	\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$38,972	\$49,184	\$0	\$0
Total Non-Operating Revenues (Expenses):	(\$107,746)	\$82,124	\$20,000	\$20,000
Income Before Captial Contrlbutions and Transfers:	(\$382,019)	\$82,386	(\$8,255)	(\$8,255)
Category: 800 OTHR FINANCING SOURCES TRAN IN				
800235 TRANS IN SHERIFF	\$0	\$36,000	\$0	\$0
800280 TRANS IN AG COMM	\$27,570	\$28,869	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$27,570	\$64,869	\$0	\$0
Change in Net Assets	(\$354,448)	\$147,255	(\$8,255)	(\$8,255)
Net Assets - Beginning Balance	\$6,816,301	\$6,462,661	\$6,609,917	\$6,609,917
Net Assets - Ending Balance	\$6,461,853	\$6,609,917	\$6,601,662	\$6,601,662

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Additional Appropriations					
Object: 0650 CAP ASSETS-EQUIPMENT					
065263 FLEET 24 VEH RPLCMT FY13	\$200,864	\$0	\$0	\$0	\$0
065275 FLEET 31 VEH RPLCMT FY14	\$463,001	\$217,834	\$0	\$0	\$0
065287 1 LATHE	\$0	\$0	\$15,000	\$15,000	\$15,000
065288 1 CHARGING SYSTEM	\$0	\$5,235	\$0	\$0	\$0
065289 FLEET 65 VEH RPLCMT FY15	\$0	\$472,778	\$500,000	\$500,000	\$500,000
065320 FLEET 27 VEH RPLCMT FY16	\$0	\$0	\$1,032,210	\$1,032,210	\$1,032,210
CAP ASSETS-EQUIPMENT	\$663,865	\$695,848	\$1,547,210	\$1,547,210	\$1,547,210
Total Additional Appropriations:	\$663,865	\$695,848	\$1,547,210	\$1,547,210	\$1,547,210
Total Change in Net Assets:	(\$1,018,313)	(\$548,592)	(\$1,555,465)	(\$1,555,465)	(\$1,555,465)

SUPPORT SERVICES-RISK MANAGEMENT

Fund 202 Risk Management, Budget Unit 950

Angela Davis, Director of Support Services

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 2015-16 total expenditures will decrease by over \$9.7 million, or 54.1 percent compared to the FY 2014-15 Adjusted Budget. Salaries and Benefits are status quo at \$942,469. Services and Supplies will decrease by over \$9 million, or 79.3 percent, due to the FY 2014-15 one-time Miscellaneous Prior Period Revenue Adjustment. Other Charges, comprised of Central Services A-87 charges, insurance premium charges for employees, fire & building, and excess insurance, is decreasing, 4.5 percent (\$286,597) compared to the FY 2014-15 Adjusted Budget.

In FY 2015-16 revenues will exceed expenditures by \$910,602. The FY 2014-15 projected use of fund balance is decreased by \$2.8 million.

SUMMARY OF RECOMMENDATIONS

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

PENDING ISSUES AND POLICY CONSIDERATIONS

On March 11, 2014 the Board of Supervisors adopted a resolution that raises the County's self-insured Liability and Worker's Compensation risk management confidence level to 80 to 90 percent. Annually, in compliance with requirements to participate in California State Association of Counties-Excess Insurance Authority (CSAC-EIA) excess insurance programs, Risk Management contracts for an actuarial study of reserves in the Self-Insured Programs. Insurance rates have been adjusted annually to strive to maintain the eighty percent confidence level; however, due to many fluctuations in utilization the fund remains in excess of eighty percent. The Auditor-Controller met with the department head to discuss rate setting and a plan to return the reserves to an acceptable confidence level. Concurrent with the FY 2014-15 Recommended Budget the excess reserves was reduced and offset by an additional contribution to the OPEB Irrevocable Trusts. In addition, rate setting will be structured to maintain the fund within a confidence level between 80 to 90 percent. The Auditor-Controller will meet at least annually with Risk Management to review the reserve level.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Operating Revenues					
Category: 600 CHARGES FOR SERVICES					
693000	CHGS FOR SVS REGULAR EMPLOYEES	\$5,200,514	\$5,291,449	\$8,730,450	\$8,730,450
693100	CHGS FOR SVS RETIREES	\$106,557	\$108,781	\$105,000	\$105,000
693120	CHGS FOR SVS COBRA	\$1,584	\$2,023	\$2,000	\$2,000
693130	CHGS FOR SVS DEPENDENTS	\$84,904	\$84,614	\$85,800	\$85,800
693160	CHGS FOR SVS OPTIONAL LIFE INS	\$15,670	\$15,182	\$16,443	\$16,443
693161	CHGS FOR SVS MED MALPRACTICE	\$49,124	\$48,857	\$56,213	\$56,213
693162	CHGS FOR SVS INSUR PREMIUMS	\$21,603	\$21,599	\$24,040	\$24,040
CHARGES FOR SERVICES		\$5,479,958	\$5,572,508	\$9,019,946	\$9,019,946
Total Operating Revenues:		\$5,479,958	\$5,572,508	\$9,019,946	\$9,019,946
Operating Expenses					
Category: 010 SALARIES AND BENEFITS					
011000	REGULAR SALARIES	\$541,479	\$570,060	\$609,077	\$609,077
011200	TERMINATION/SPECIAL PAY	\$4,083	\$8,086	\$0	\$0
017000	EXTRA HELP	\$8,145	\$14,286	\$13,888	\$13,888
017517	CELL/PDA COMM ALLOWANCE PROG	\$274	\$274	\$276	\$276
018100	EMPLOYER SHARE OASDI	\$39,764	\$42,232	\$46,584	\$46,584
018201	EMPLOYER SHARE RETIREMENT	\$73,216	\$83,093	\$95,407	\$95,407
018204	EMPLOYER SHARE DEFERRED COMP	\$0	\$0	\$1,710	\$1,710
018300	EMPLOYER SHARE HEALTH INSUR	\$105,305	\$100,727	\$114,169	\$114,169
018307	EMPLYR SHR OTHER POST EMP BEN	\$10,828	\$46,517	\$18,272	\$18,272
018400	EMPLOYER SHR UNEMPLOYMENT INS	\$5,055	\$4,284	\$3,551	\$3,551
018500	WORKERS COMP EXPOSURE	\$4,853	\$5,301	\$7,853	\$7,853
018501	WORKERS COMP EXPERIENCE	\$17,772	\$21,828	\$31,682	\$31,682
SALARIES AND BENEFITS		\$810,778	\$896,692	\$942,469	\$942,469
Category: 030 SERVICES AND SUPPLIES					
032300	CLOTHING/PERSONAL SUPPLIES XP	\$73	\$16	\$75	\$75
032500	COMMUNICATIONS EXPENSE	\$2,147	\$1,991	\$2,400	\$2,400
032590	CHGS FAC MGMT COMM	\$147	\$131	\$200	\$200
032591	CHGS IT COMM	\$1,554	\$1,529	\$1,589	\$1,589
032900	HOUSEHOLD EXPENSE	\$0	\$49	\$11	\$11
032992	CHGS FAC MGMT HSHLD XP	\$11,157	\$10,657	\$14,000	\$14,000
033100	INSURANCE EXPENSE	\$33	\$23	\$33	\$33
033102	INSUR XP LIABILITY EXPOSURE	\$515	\$626	\$2,368	\$2,368
033103	INSUR XP MISCELLANEOUS	\$1,620	\$1,997	\$1,720	\$1,720
033105	INSUR XP LIABILITY EXPERIENCE	\$360	\$3,192	\$104	\$104
033500	MAINTENANCE OF EQUIPMENT	\$0	\$0	\$1,000	\$1,000
033528	MNT EQP SOFTWARE	\$20,000	\$20,000	\$20,000	\$20,000

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033592 CHGS IT MNT HARD/SOFTWARE	\$1,260	\$1,397	\$1,639	\$1,639	\$1,639
033791 CHGS FAC MGMT MAINT STR	\$13,995	\$11,149	\$16,024	\$16,024	\$16,024
033900 MEDICAL/DENTAL/LAB SUPPLIES	\$3,793	\$4,962	\$5,600	\$5,600	\$5,600
034100 MEMBERSHIPS	\$14,625	\$16,824	\$15,950	\$15,950	\$15,950
034500 OFFICE EXPENSE	\$9,115	\$9,611	\$13,882	\$13,882	\$13,882
034591 CHGS OC POSTAGE SVS	\$4,185	\$5,590	\$5,700	\$5,700	\$5,700
034592 CHGS OC OTHER MAIL SVS	\$2,035	\$2,419	\$2,625	\$2,625	\$2,625
034800 PROF & SPECIAL SERVICES	\$276,040	\$138,448	\$192,800	\$192,800	\$192,800
034802 PROF ADMIN SVS	\$1,153,853	\$1,233,669	\$1,259,295	\$1,259,295	\$1,259,295
034807 PROF BANK SVS	\$857	\$887	\$1,200	\$1,200	\$1,200
034817 PROF DRUG TESTING SVS	\$7,392	\$7,345	\$7,500	\$7,500	\$7,500
034828 PROF LEGAL SVS	\$642,925	\$606,824	\$750,000	\$750,000	\$750,000
034837 PROF PREEMPLOYMENT SVS	\$0	\$73	\$0	\$0	\$0
034842 PROF REHAB SVS	\$2,896	\$8,913	\$10,000	\$10,000	\$10,000
034851 PROF TRAINING SVS	\$7,839	\$7,635	\$13,400	\$13,400	\$13,400
034860 PROF BENEFITS ADMIN SVS	\$52,914	\$46,209	\$60,000	\$60,000	\$60,000
034890 CHGS FAC MGMT PROF SVS	\$106	\$359	\$552	\$552	\$552
034892 CHGS IT PROFESSIONAL SVS	\$35,020	\$34,157	\$39,000	\$39,000	\$39,000
035100 RENTS & LEASES OF EQUIPMENT	\$5,851	\$5,867	\$6,352	\$6,352	\$6,352
035500 MINOR EQUIPMENT	\$21	\$247	\$550	\$550	\$550
035528 MINOR EQP SOFTWARE	\$0	\$0	\$550	\$550	\$550
035590 CHGS IT SOFTWARE EQP	\$156	\$238	\$1,619	\$1,619	\$1,619
035591 CHGS IT HARDWARE EQP	\$1,729	\$2,750	\$3,000	\$3,000	\$3,000
035700 SPECIAL DEPARTMENTAL EXPENSE	\$16	\$462	\$1,580	\$1,580	\$1,580
035900 TRANSPORTATION & TRAVEL	\$9,519	\$6,805	\$17,000	\$17,000	\$17,000
035940 TRANS/TRVL FUEL	\$277	\$121	\$500	\$500	\$500
035990 CHGS FLEET TRANS/TRVL	\$165	\$0	\$0	\$0	\$0
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$54	\$0	\$300	\$300	\$300
036100 UTILITIES	\$22,190	\$23,237	\$30,740	\$30,740	\$30,740
SERVICES AND SUPPLIES	\$2,306,451	\$2,216,422	\$2,500,858	\$2,500,858	\$2,500,858
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST A-87	\$38,486	\$36,177	\$83,571	\$83,571	\$83,571
050003 BUILDING & EQUIPMENT USE A-87	\$155,745	\$174,981	\$47,779	\$47,779	\$47,779
050800 TAXES & ASSESSMENTS	\$56,470	\$49,810	\$54,791	\$54,791	\$54,791
050900 DEPRECIATION EXPENSE	\$643	\$0	\$0	\$0	\$0
056010 RM INS PREM MANAGEMENT	\$19,827	\$20,411	\$24,000	\$24,000	\$24,000
056011 RM INS PREM EMPLOYEES	\$93,661	\$135,453	\$99,700	\$99,700	\$99,700
056012 RM INS PREM INLAND MARINE	\$29,134	\$29,000	\$29,717	\$29,717	\$29,717
056013 RM INS PREM FIRE BLDG	\$109,627	\$113,196	\$122,600	\$122,600	\$122,600
056019 RM INS POLLUTION LIAB	\$5,722	\$5,722	\$5,734	\$5,734	\$5,734
056020 RM INS MGMT DISABILITY	\$0	\$19,905	\$20,400	\$20,400	\$20,400

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

Operating Detail		2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1		2	3	4	5
056021	RM INS PREM EXCESS	\$1,093,612	\$1,258,578	\$1,470,925	\$1,470,925
056025	RM INSU PREM MONEY/SECURITY	\$16,024	\$16,024	\$16,100	\$16,100
056028	RM INS PREM AVIATION	\$7,335	\$7,335	\$7,800	\$7,800
056031	RM INS PREM MALPRACTICE	\$42,249	\$43,933	\$47,000	\$47,000
056033	RM INS PREM ACDNT MEDI CS VOL	\$18,110	\$18,735	\$18,735	\$18,735
056035	RM INS PREM ADDITIONAL LIFE	\$15,899	\$14,137	\$18,000	\$18,000
056041	RM INS PREM WATERCRAFTS	\$3,839	\$3,601	\$4,000	\$4,000
056510	RM PAID CLAIMS MEDICAL	\$2,258,493	\$2,537,143	\$2,000,000	\$2,000,000
056511	RM PAID CLAIMS INDEMNITY	\$646,212	\$2,054,718	\$1,250,000	\$1,250,000
056516	RM PAID CLAIMS REG EMPLOYEE	\$317,195	\$310,449	\$306,000	\$306,000
056525	CLAIMS ADJUSTMENT ACTUARIAL	\$6,000	\$138,000	\$357,600	\$357,600
056530	RM PD CLM JUDGEMENTS/DAMAGE	\$39,281	\$67,714	\$75,000	\$75,000
OTHER CHARGES		\$4,973,570	\$7,055,026	\$6,059,452	\$6,059,452
Category: 080 INTRAFUND TRANSFERS					
088002	C/A ADMIN	(\$1,153,853)	(\$1,233,669)	(\$1,259,296)	(\$1,259,296)
INTRAFUND TRANSFERS		(\$1,153,853)	(\$1,233,669)	(\$1,259,296)	(\$1,259,296)
Total Operating Expenses:		\$6,936,946	\$8,934,472	\$8,243,483	\$8,243,483
Operating Income (Loss)		(\$1,456,987)	(\$3,361,964)	\$776,463	\$776,463
Non-Operating Revenues (Expenses)					
Category: 030 SERVICES AND SUPPLIES					
034309	MISC XP PRIOR PERIOD REV ADJ	\$0	(\$9,244,724)	\$0	\$0
SERVICES AND SUPPLIES		\$0	(\$9,244,724)	\$0	\$0
Category: 400 REVENUE FROM MONEY & PROPERTY					
420000	INTEREST	\$127,152	\$111,816	\$80,000	\$80,000
REVENUE FROM MONEY & PROPERTY		\$127,152	\$111,816	\$80,000	\$80,000
Category: 700 MISCELLANEOUS REVENUES					
795000	AUDITOR VOID/STALE DATED CHECK	\$0	\$328	\$0	\$0
799300	MISCELLANEOUS REVENUE	\$1,369	\$405	\$1,120	\$1,120
799311	LITIGATION SETTLEMENT	\$0	\$1,307,594	\$0	\$0
799390	PRIOR PERIOD EXP ADJUSTMENT	\$11,400	\$38,824	\$0	\$0
799391	PRIOR PERIOD REV ADJUSTMENT	\$0	\$362,709	\$0	\$0
799600	INSURANCE LOSS & REFUNDS	\$325,918	\$1,213,059	\$105,000	\$105,000
MISCELLANEOUS REVENUES		\$338,687	\$2,922,921	\$106,120	\$106,120
Total Non-Operating Revenues (Expenses):		\$465,840	(\$6,209,985)	\$186,120	\$186,120

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

Operating Detail	2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5
Income Before Captial Contributions and Transfers:	(\$991,147)	(\$9,571,949)	\$962,583	\$962,583
Category: 095 OTHER FINANCING USES				
095235 TRAN OUT SHERIFF	\$0	\$0	(\$30,000)	(\$30,000)
095287 TRAN OUT CORONER	\$0	\$0	(\$21,981)	(\$21,981)
OTHER FINANCING USES	\$0	\$0	(\$51,981)	(\$51,981)
Change in Net Assets	(\$991,147)	(\$9,571,949)	\$910,602	\$910,602
Net Assets - Beginning Balance	\$9,235,684	\$8,244,537	(\$1,327,412)	(\$1,327,412)
Net Assets - Ending Balance	\$8,244,537	(\$1,327,412)	(\$416,810)	(\$416,810)

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

Operating Detail	2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 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:	(\$991,147)	(\$9,571,949)	\$910,602	\$910,602

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

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 2015-16 requested budget includes revenues in the amount of \$3.8 million and expenditures in the amount of \$4.3 million. Expenditures exceed revenues by \$464,000 and will be covered by fund balance. The division is requesting the deletion of a vacant Senior Account Clerk and the transfer of an Accounting Technician from Roads (301) to the Facilities Management budget unit. The department requests two capital asset pickup trucks and the replacement of their asphalt shingle roof with a new metal roof for their building.

SUMMARY OF RECOMMENDATIONS

The CEO recommends a change to remove the transfer out of \$45,000 to Land, Buildings and Improvements.

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.

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Operating Revenues					
Category: 600 CHARGES FOR SERVICES					
684970 SALE OF RECYCLE MATERIALS	\$820	\$1,693	\$0	\$0	
693001 CHARGES FOR SERVICES	\$3,364,412	\$3,208,778	\$3,577,994	\$3,577,994	
693016 CHARGES FOR ITEMIZED MAINT	\$162,918	\$73,421	\$229,443	\$229,443	
CHARGES FOR SERVICES	\$3,528,151	\$3,283,893	\$3,807,437	\$3,807,437	
Total Operating Revenues:	\$3,528,151	\$3,283,893	\$3,807,437	\$3,807,437	
Operating Expenses					
Category: 010 SALARIES AND BENEFITS					
011000 REGULAR SALARIES	\$1,307,069	\$1,348,985	\$1,548,273	\$1,548,273	
011200 TERMINATION/SPECIAL PAY	\$11,191	\$18,072	\$0	\$0	
017000 EXTRA HELP	\$29,253	\$28,899	\$46,916	\$46,916	
017502 OVERTIME PAY	\$13,254	\$8,559	\$15,000	\$15,000	
017503 SHIFT DIFFERENTIAL	\$511	\$273	\$1,500	\$1,500	
017505 STANDBY PAY	\$16,170	\$16,360	\$16,315	\$16,315	
017509 HOLIDAY OVERTIME PAY	\$179	\$411	\$300	\$300	
018100 EMPLOYER SHARE OASDI	\$99,361	\$103,281	\$121,804	\$121,804	
018201 EMPLOYER SHARE RETIREMENT	\$179,606	\$199,880	\$248,121	\$248,121	
018300 EMPLOYER SHARE HEALTH INSUR	\$419,962	\$443,062	\$479,700	\$479,700	
018301 EMPLOYER SHARE HEALTH INS PERS	(\$248)	\$0	\$0	\$0	
018307 EMPLOYER SHR OTHER POST EMP BEN	\$26,134	\$117,190	\$46,449	\$46,449	
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$12,569	\$10,206	\$9,283	\$9,283	
018500 WORKERS COMP EXPOSURE	\$12,211	\$12,839	\$20,745	\$20,745	
018501 WORKERS COMP EXPERIENCE	\$106,188	\$79,716	\$95,735	\$95,735	
SALARIES AND BENEFITS	\$2,233,415	\$2,387,738	\$2,650,141	\$2,650,141	
Category: 030 SERVICES AND SUPPLIES					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$22,211	\$25,708	\$25,000	\$25,000	
032397 ISF CLTHG/PERS OTHER DEPT CHGS	\$393	\$272	\$1,000	\$1,000	
032500 COMMUNICATIONS EXPENSE	\$9,630	\$9,599	\$10,000	\$10,000	
032591 CHGS IT COMM	\$6,244	\$5,994	\$6,088	\$6,088	
032597 ISF COMM XP OTHER DEPT CHGS	\$5,612	\$5,505	\$6,100	\$6,100	
032700 FOOD EXPENSE	\$1,616	\$290	\$250	\$250	
032900 HOUSEHOLD EXPENSE	\$2,074	\$3,420	\$2,100	\$2,100	
032997 ISF HSHLD XP OTHER DEPT CHGS	\$71,354	\$65,476	\$80,000	\$80,000	
033102 INSUR XP LIABILITY EXPOSURE	\$1,297	\$1,525	\$6,257	\$6,257	
033103 INSUR XP MISCELLANEOUS	\$10,224	\$12,204	\$11,725	\$11,725	
033105 INSUR XP LIABILITY EXPERIENCE	\$6,720	\$15,900	\$51,810	\$51,810	
033500 MAINTENANCE OF EQUIPMENT	\$1,229	\$6,503	\$6,000	\$6,000	
033547 MAINT EQP TRUCKS	\$29,126	\$39,300	\$50,000	\$50,000	

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033592	CHGS IT MNT HARD/SOFTWARE	\$2,061	\$1,323	\$1,450	\$1,450
033597	ISF MNT EQP OTHER DEPT CHGS	\$16,297	\$14,243	\$15,000	\$15,000
033700	MAINTENANCE OF STRUCTURES	\$0	\$202	\$7,500	\$7,500
033727	MNT STR ADA	\$46,505	\$2,291	\$100,000	\$100,000
033728	MNT STR REMODELS	\$10,159	\$9,916	\$0	\$0
033729	MNT STR FAC MGMT APRV	\$0	\$16	\$0	\$0
033731	MNT STR COOL/HEAT SYSTEMS	\$60,879	\$71,894	\$50,000	\$50,000
033734	MNT STR ITEMIZED MAINT	\$67,845	\$18,974	\$229,443	\$229,443
033797	ISF MNT STR OTHER DEPT CHGS	\$366,863	\$376,394	\$352,000	\$352,000
033798	ISF MNT SVS CTRCT OTHER DEPT	\$86,646	\$99,946	\$100,000	\$100,000
033900	MEDICAL/DENTAL/LAB SUPPLIES	\$1,333	\$1,329	\$2,100	\$2,100
034100	MEMBERSHIPS	\$0	\$150	\$0	\$0
034500	OFFICE EXPENSE	\$0	\$0	\$4,000	\$4,000
034528	OFFICE XP SUPPLIES	\$8,423	\$3,205	\$0	\$0
034590	CHGS OC PHOTOCOPY SVS	\$52	\$0	\$0	\$0
034591	CHGS OC POSTAGE SVS	\$319	\$272	\$280	\$280
034592	CHGS OC OTHER MAIL SVS	\$1,191	\$1,248	\$1,236	\$1,236
034597	ISF OFFC XP OTHER DEPTS CHGS	\$45	\$464	\$500	\$500
034800	PROF & SPECIAL SERVICES	\$7,845	\$7,540	\$15,100	\$15,100
034802	PROF ADMIN SVS	\$18,734	\$25,939	\$10,000	\$10,000
034831	PROF MEDICAL SVS	\$1,619	\$1,752	\$3,000	\$3,000
034837	PROF PREEMPLOYMENT SVS	\$1,947	\$3,988	\$4,000	\$4,000
034851	PROF TRAINING SVS	\$4,644	\$4,230	\$6,000	\$6,000
034892	CHGS IT PROFESSIONAL SVS	\$38,791	\$41,898	\$40,263	\$40,263
034897	ISF PRF SVS OTHER DEPT CHGS	\$16,564	\$5,037	\$25,000	\$25,000
035100	RENTS & LEASES OF EQUIPMENT	\$1,711	\$4,096	\$3,500	\$3,500
035197	ISF R/L EQP OTHER DEPT CHGS	\$25,271	\$23,344	\$19,000	\$19,000
035500	MINOR EQUIPMENT	\$0	\$569	\$13,000	\$13,000
035590	CHGS IT SOFTWARE EQP	\$0	\$245	\$0	\$0
035591	CHGS IT HARDWARE EQP	\$6,693	\$1,890	\$5,850	\$5,850
035592	CHGS IT TELECOMM EQP	\$28	\$42	\$250	\$250
035597	ISF MNR EQP OTHER DEPTS CHGS	\$6,484	\$13,433	\$6,000	\$6,000
035598	SM TOOLS/EQUIP FACILITIES MGMT	\$15,550	\$10,232	\$0	\$0
035700	SPECIAL DEPARTMENTAL EXPENSE	\$588	\$938	\$1,500	\$1,500
035743	SP DEPT XP PERMITS/LICENSES	\$5,180	\$5,060	\$500	\$500
035753	SP DEPT XP RECYCLING CONTAINER	\$1,577	\$1,354	\$1,500	\$1,500
035900	TRANSPORTATION & TRAVEL	\$692	\$1,161	\$1,000	\$1,000
035940	TRANS/TRVL FUEL	\$32,756	\$22,412	\$30,000	\$30,000
035941	TRANS/TRVL MILEAGE	\$3,014	\$3,664	\$3,000	\$3,000
035942	TRANS/TRVL TRAINING	\$840	\$480	\$4,700	\$4,700
035943	TRANS/TRVL CONFERENCES	\$6,804	\$4,221	\$6,502	\$6,502
035999	TRN/TRV PY EE 1 DAY MEAL REIMB	\$293	\$356	\$250	\$250

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
036100 UTILITIES	\$0	\$113	\$0	\$0	\$0
036125 UTIL ELECTRIC	\$9,803	\$4,545	\$6,200	\$6,200	\$6,200
036126 UTIL GAS	\$8,108	\$894	\$1,500	\$1,500	\$1,500
036127 UTIL WATER	\$4,607	\$1,858	\$2,200	\$2,200	\$2,200
036128 UTIL SEPTIC	\$200	\$50	\$200	\$200	\$200
036129 UTIL STORM DRAINS	\$360	\$0	\$0	\$0	\$0
036130 UTIL WASTE WATER	\$1,259	\$668	\$600	\$600	\$600
036131 UTIL MISC UTILITIES	\$159	\$685	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,058,495	\$986,282	\$1,330,454	\$1,330,454	\$1,330,454
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST A-87	\$137,521	\$140,293	\$111,842	\$111,842	\$111,842
050800 TAXES & ASSESSMENTS	\$0	\$0	\$20	\$20	\$20
050900 DEPRECIATION EXPENSE	\$21,966	\$25,409	\$25,000	\$25,000	\$25,000
OTHER CHARGES	\$159,488	\$165,703	\$136,862	\$136,862	\$136,862
Total Operating Expenses:	\$3,451,399	\$3,539,723	\$4,117,457	\$4,117,457	\$4,117,457
Operating Income (Loss)	\$76,751	(\$255,830)	(\$310,020)	(\$310,020)	(\$310,020)
Non-Operating Revenues (Expenses)					
Category: 400 REVENUE FROM MONEY & PROPERTY					
420000 INTEREST	\$2,077	\$3,447	\$1,000	\$1,000	\$1,000
421800 VENDING MACHINES	\$83	\$67	\$0	\$0	\$0
REVENUE FROM MONEY & PROPERTY	\$2,161	\$3,515	\$1,000	\$1,000	\$1,000
Category: 700 MISCELLANEOUS REVENUES					
799300 MISCELLANEOUS REVENUE	\$10	\$0	\$0	\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$3,128	\$245,825	\$0	\$0	\$0
799600 INSURANCE LOSS & REFUNDS	\$33,278	\$0	\$0	\$0	\$0
MISCELLANEOUS REVENUES	\$36,416	\$245,825	\$0	\$0	\$0
Category: 802 OTHER FINANCING SRCS SALE C/A					
896102 GAIN ON SALE OF CAPITAL ASSETS	\$0	\$3,825	\$0	\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$0	\$3,825	\$0	\$0	\$0
Total Non-Operating Revenues (Expenses):	\$38,578	\$253,165	\$1,000	\$1,000	\$1,000
Income Before Captial Contributions and Transfers:	\$115,329	(\$2,664)	(\$309,020)	(\$309,020)	(\$309,020)
Category: 095 OTHER FINANCING USES					
095166 TRANS OUT CAPITAL PROJECTS	\$0	(\$43,727)	\$0	\$0	\$0

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

Operating Detail	2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
1	2	3	4	5
OTHER FINANCING USES	\$0	(\$43,727)	\$0	\$0
Category: 800				
800199 OTHR FINANCING SOURCES TRAN IN TRANS IN CENTRAL SVS A87	\$10,656	\$5,328	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$10,656	\$5,328	\$0	\$0
Change in Net Assets	\$125,986	(\$41,063)	(\$309,020)	(\$309,020)
Net Assets - Beginning Balance	\$898,301	\$1,024,287	\$983,223	\$983,223
Net Assets - Ending Balance	\$1,024,287	\$983,223	\$674,203	\$674,203

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Additional Appropriations					
Object: 0610 CAP ASSETS-BLDG & IMPROVEMENTS					
061081 FAC MGMNT 1958 PLACER ROOF	\$0	\$0		\$45,000	\$45,000
CAP ASSETS-BLDG & IMPROVEMENTS	\$0	\$0		\$45,000	\$45,000
Object: 0650 CAP ASSETS-EQUIPMENT					
065051 1 MOWER W ATTACHMENTS	\$9,621	\$0		\$0	\$0
065140 3 TRUCKS W/ACCESSORIES	\$0	\$100,235		\$0	\$0
065175 2 TRUCKS W/ ACCESSORIES	\$0	\$0		\$65,000	\$65,000
CAP ASSETS-EQUIPMENT	\$9,621	\$100,235		\$65,000	\$65,000
Total Additional Appropriations:	\$9,621	\$100,235		\$110,000	\$110,000
Total Change in Net Assets:	\$116,365	(\$141,299)		(\$419,020)	(\$419,020)

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

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 2015-16 requested budget includes revenues and expenditures in the amount of \$1.79 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 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.

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

Operating Detail	2013-14 Actuals	2014-15	2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>		
1	2	3	4	5
Operating Revenues				
Category: 600 CHARGES FOR SERVICES				
693001 CHARGES FOR SERVICES	\$1,718,700	\$1,566,009	\$1,791,963	\$1,791,963
CHARGES FOR SERVICES	\$1,718,700	\$1,566,009	\$1,791,963	\$1,791,963
Total Operating Revenues:	\$1,718,700	\$1,566,009	\$1,791,963	\$1,791,963
Operating Expenses				
Category: 030 SERVICES AND SUPPLIES				
032591 CHGS IT COMM	\$31	\$36	\$49	\$49
032997 ISF HSHLD XP OTHER DEPT CHGS	\$45,817	\$44,723	\$41,537	\$41,537
033592 CHGS IT MNT HARD/SOFTWARE	\$979	\$850	\$932	\$932
034892 CHGS IT PROFESSIONAL SVS	\$11,635	\$12,817	\$13,195	\$13,195
035591 CHGS IT HARDWARE EQP	\$1,566	\$0	\$2,000	\$2,000
036125 UTIL ELECTRIC	\$983,201	\$1,058,535	\$1,444,909	\$1,444,909
036126 UTIL GAS	\$121,885	\$124,918	\$97,166	\$97,166
036127 UTIL WATER	\$58,550	\$67,952	\$77,864	\$77,864
036128 UTIL SEPTIC	\$7,220	\$4,580	\$12,347	\$12,347
036129 UTIL STORM DRAINS	\$7,097	\$154	\$0	\$0
036130 UTIL WASTE WATER	\$46,563	\$29,167	\$51,180	\$51,180
036131 UTIL MISC UTILITIES	\$4,907	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$1,289,457	\$1,343,736	\$1,741,179	\$1,741,179
Total Operating Expenses:	\$1,289,457	\$1,343,736	\$1,741,179	\$1,741,179
Operating Income (Loss)	\$429,243	\$222,273	\$50,784	\$50,784
Non-Operating Revenues (Expenses)				
Category: 400 REVENUE FROM MONEY & PROPERTY				
420000 INTEREST	\$995	\$1,659	\$1,000	\$1,000
REVENUE FROM MONEY & PROPERTY	\$995	\$1,659	\$1,000	\$1,000
Total Non-Operating Revenues (Expenses):	\$995	\$1,659	\$1,000	\$1,000
Income Before Captial Contributions and Transfers:	\$430,239	\$223,932	\$51,784	\$51,784
Category: 095 OTHER FINANCING USES				
095806 TRAN OUT ENERGY RETROFIT	(\$333,054)	(\$192,418)	(\$51,784)	(\$51,784)
OTHER FINANCING USES	(\$333,054)	(\$192,418)	(\$51,784)	(\$51,784)

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

Operating Detail	2013-14 Actuals	2014-15		2015-16 Recommended	2015-16 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Change in Net Assets	\$97,185	\$31,514	\$0	\$0	
Net Assets - Beginning Balance	\$352,325	\$449,510	\$481,024	\$481,024	
Net Assets - Ending Balance	\$449,510	\$481,024	\$481,024	\$481,024	

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

Operating Detail	2013-14 Actuals	2014-15 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2015-16 Recommended	2015-16 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:	\$97,185	\$31,514	\$0	\$0