

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, Geographical Information 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 department's budget includes expenditures in the amount of \$7.5 million and revenues in the amount of \$6.9 million. Expenditures exceed revenues by \$539,641 and will be funded by the department's working capital reserve. The department is requesting the addition of three new positions: one Desktop Support Assistant and two I.T. Technicians. One of the I.T. Technicians will be dedicated to work with the Health and Human Services Agency. The second I.T. Technician requested will provide additional support for Child Support Services. The Desktop Support Assistant will assist with department moves and deployment of workstations.

The department has requested three new capital assets, and the rebudget of the Board of Supervisors (BOS) Chambers Audio/Visual System capital asset approved by the BOS in March 2016. The three new capital assets requested are five storage devices, five network communication devices and one I.T. server.

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 requested.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

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

Operating Detail	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$5,561,047	\$5,892,494	\$6,921,769	\$6,921,769	\$6,921,769
Total Operating Revenues:	\$5,561,047	\$5,892,494	\$6,921,769	\$6,921,769	\$6,921,769
Operating Expenses					
SALARIES AND BENEFITS	\$3,893,769	\$4,051,051	\$4,712,680	\$4,712,680	\$4,712,680
SERVICES AND SUPPLIES	\$1,308,297	\$1,482,669	\$1,982,751	\$1,982,751	\$1,982,751
OTHER CHARGES	\$1,090,359	\$485,616	\$358,364	\$358,364	\$358,364
Total Operating Expenses:	\$6,292,425	\$6,019,337	\$7,053,795	\$7,053,795	\$7,053,795
Operating Income (Loss)	(\$731,378)	(\$126,842)	(\$132,026)	(\$132,026)	(\$132,026)
Non-Operating Revenues (Expenses)					
OTHER CHARGES	(\$1,605)	\$0	(\$2,000)	(\$2,000)	(\$2,000)
REVENUE FROM MONEY & PROPERTY	\$9,893	\$9,752	\$6,000	\$6,000	\$6,000
MISCELLANEOUS REVENUES	\$57,965	\$74,651	\$0	\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$3,841	\$8,175	\$7,200	\$7,200	\$7,200
Total Non-Operating Revenues (Expenses):	\$70,094	\$92,579	\$11,200	\$11,200	\$11,200
Income Before Captial Contributions and Transfers:	(\$661,283)	(\$34,263)	(\$120,826)	(\$120,826)	(\$120,826)
OTHER FINANCING USES	\$0	\$0	(\$26,000)	(\$26,000)	(\$26,000)
OTHR FINANCING SOURCES TRAN IN	\$480,695	\$0	\$0	\$0	\$0
Change in Net Assets	(\$180,588)	(\$34,263)	(\$146,826)	(\$146,826)	(\$146,826)
Net Assets - Beginning Balance	\$0	\$0	(\$34,263)	(\$34,263)	(\$34,263)
Net Assets - Ending Balance	(\$180,588)	(\$34,263)	(\$181,089)	(\$181,089)	(\$181,089)

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

Operating Detail	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$144,422	\$224,226	\$392,815	\$392,815	\$392,815
Total Additional Appropriations:	\$144,422	\$224,226	\$392,815	\$392,815	\$392,815
Total Change in Net Assets:	(\$325,011)	(\$258,489)	(\$539,641)	(\$539,641)	(\$539,641)

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 2016-17 Requested Budget includes expenditures in the amount of \$3.0 million and revenues in the amount of \$1.6 million. Expenditures exceed revenues by \$1.4 million and will be covered by fund balance. Expenses are decreasing by \$254,664 and revenues are decreasing by \$70,000 compared to the FY 2015-16 Adjusted Budget.

There are 24 replacement vehicles requested in the FY 2016-17 requested budget. Although 24 vehicles are scheduled for replacement; depending on department needs, this number may be reduced.

SUMMARY OF RECOMMENDATIONS

Two changes are recommended by the CEO: an increase of \$15,000 to Professional and Special Services and the addition of \$26,000 to Tran In Information Technology.

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	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$1,504,946	\$1,754,870	\$1,585,000	\$1,585,000	\$1,585,000
Total Operating Revenues:	\$1,504,946	\$1,754,870	\$1,585,000	\$1,585,000	\$1,585,000
Operating Expenses					
SALARIES AND BENEFITS	\$533,265	\$523,813	\$526,531	\$526,531	\$526,531
SERVICES AND SUPPLIES	\$506,206	\$509,905	\$558,769	\$558,769	\$558,769
OTHER CHARGES	\$516,750	\$587,423	\$680,501	\$680,501	\$680,501
INTRAFUND TRANSFERS	(\$51,538)	(\$53,895)	(\$50,000)	(\$50,000)	(\$50,000)
Total Operating Expenses:	\$1,504,684	\$1,567,247	\$1,715,801	\$1,715,801	\$1,715,801
Operating Income (Loss)	\$262	\$187,623	(\$130,801)	(\$130,801)	(\$130,801)
Non-Operating Revenues (Expenses)					
OTHER CHARGES	(\$47,034)	(\$26,709)	\$0	\$0	\$0
REVENUE FROM MONEY & PROPERTY	\$21,302	\$21,881	\$20,000	\$20,000	\$20,000
MISCELLANEOUS REVENUES	\$58,671	\$25,008	\$0	\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$49,184	\$13,867	\$0	\$0	\$0
Total Non-Operating Revenues (Expenses):	\$82,124	\$34,048	\$20,000	\$20,000	\$20,000
Income Before Captial Contributions and Transfers:	\$82,386	\$221,671	(\$110,801)	(\$110,801)	(\$110,801)
OTHR FINANCING SOURCES TRAN IN	\$64,869	\$0	\$26,000	\$26,000	\$26,000
Change in Net Assets	\$147,255	\$221,671	(\$84,801)	(\$84,801)	(\$84,801)
Net Assets - Beginning Balance	\$0	\$0	\$221,671	\$221,671	\$221,671
Net Assets - Ending Balance	\$147,255	\$221,671	\$136,870	\$136,870	\$136,870

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

Operating Detail	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$695,848	\$619,299	\$1,275,000	\$1,275,000	\$1,275,000
Total Additional Appropriations:	\$695,848	\$619,299	\$1,275,000	\$1,275,000	\$1,275,000
Total Change in Net Assets:	(\$548,592)	(\$397,627)	(\$1,359,801)	(\$1,359,801)	(\$1,359,801)

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 2016-17 total expenditures will decrease by over \$1.5 million and revenues will increase by \$342,812 compared to the FY 2015-16 Adjusted Budget. FY 2016-17 revenues will exceed expenditures by \$1,496,472.

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	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$5,572,508	\$9,004,495	\$10,562,758	\$10,562,758	
Total Operating Revenues:	\$5,572,508	\$9,004,495	\$10,562,758	\$10,562,758	
Operating Expenses					
SALARIES AND BENEFITS	\$896,692	\$881,307	\$947,298	\$947,298	
SERVICES AND SUPPLIES	\$2,216,422	\$2,203,110	\$2,590,808	\$2,590,808	
OTHER CHARGES	\$7,055,026	\$6,503,797	\$7,470,532	\$7,470,532	
INTRAFUND TRANSFERS	(\$1,233,669)	(\$1,168,629)	(\$1,356,232)	(\$1,356,232)	
Total Operating Expenses:	\$8,934,472	\$8,419,585	\$9,652,406	\$9,652,406	
Operating Income (Loss)	(\$3,361,964)	\$584,909	\$910,352	\$910,352	
Non-Operating Revenues (Expenses)					
SERVICES AND SUPPLIES	(\$9,244,724)	(\$90)	\$0	\$0	
OTHER CHARGES	\$0	(\$2)	\$0	\$0	
REVENUE FROM MONEY & PROPERTY	\$111,816	\$105,097	\$80,000	\$80,000	
MISCELLANEOUS REVENUES	\$2,922,921	\$1,421,529	\$506,120	\$506,120	
OTHER FINANCING SRCS SALE C/A	\$0	\$33	\$0	\$0	
Total Non-Operating Revenues (Expenses):	(\$6,209,985)	\$1,526,568	\$586,120	\$586,120	
Income Before Captial Contributions and Transfers:	(\$9,571,949)	\$2,111,478	\$1,496,472	\$1,496,472	
OTHER FINANCING USES	\$0	(\$51,556)	\$0	\$0	
Change in Net Assets	(\$9,571,949)	\$2,059,921	\$1,496,472	\$1,496,472	
Net Assets - Beginning Balance	\$56,984	\$56,984	\$2,116,905	\$2,116,905	
Net Assets - Ending Balance	(\$9,514,965)	\$2,116,905	\$3,613,377	\$3,613,377	

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

Operating Detail	2014-15 Actuals	2015-16 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2016-17 Recommended	2016-17 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:	(\$9,571,949)	\$2,059,921	\$1,496,472	\$1,496,472

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 2016-17 requested budget includes revenues in the amount of \$4.9 million and expenditures in the amount of \$4.9 million. Expenditures exceed revenues by \$20,685 and will be covered by fund balance. The department requests two capital asset pickup trucks and the remodel of the Facilities Management office.

SUMMARY OF RECOMMENDATIONS

The CEO recommends the correction to an account number of a requested capital asset.

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	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$3,283,893	\$3,644,930	\$4,860,316	\$4,860,316	
Total Operating Revenues:	\$3,283,893	\$3,644,930	\$4,860,316	\$4,860,316	
Operating Expenses					
SALARIES AND BENEFITS	\$2,387,738	\$2,460,386	\$2,822,484	\$2,822,484	
SERVICES AND SUPPLIES	\$986,282	\$1,273,763	\$1,792,857	\$1,792,857	
OTHER CHARGES	\$165,703	\$144,407	\$156,660	\$156,660	
Total Operating Expenses:	\$3,539,723	\$3,878,556	\$4,772,001	\$4,772,001	
Operating Income (Loss)	(\$255,830)	(\$233,626)	\$88,315	\$88,315	
Non-Operating Revenues (Expenses)					
REVENUE FROM MONEY & PROPERTY	\$3,515	\$2,349	\$1,000	\$1,000	
MISCELLANEOUS REVENUES	\$245,825	\$281	\$0	\$0	
OTHER FINANCING SRCS SALE C/A	\$3,825	\$5,300	\$0	\$0	
Total Non-Operating Revenues (Expenses):	\$253,165	\$7,930	\$1,000	\$1,000	
Income Before Captial Contributions and Transfers:	(\$2,664)	(\$225,696)	\$89,315	\$89,315	
OTHER FINANCING USES	(\$43,727)	\$0	\$0	\$0	
OTHR FINANCING SOURCES TRAN IN	\$5,328	\$0	\$0	\$0	
Change in Net Assets	(\$41,063)	(\$225,696)	\$89,315	\$89,315	
Net Assets - Beginning Balance	\$44,992	\$44,992	(\$180,703)	(\$180,703)	
Net Assets - Ending Balance	\$3,928	(\$180,703)	(\$91,388)	(\$91,388)	

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

Operating Detail	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Additional Appropriations					
CAP ASSETS-BLDG & IMPROVEMENTS	\$0	\$0	\$45,000	\$45,000	
CAP ASSETS-EQUIPMENT	\$100,235	\$58,551	\$65,000	\$65,000	
Total Additional Appropriations:	\$100,235	\$58,551	\$110,000	\$110,000	
Total Change in Net Assets:	(\$141,299)	(\$284,247)	(\$20,685)	(\$20,685)	

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, landfill, sewage fees and septic tank pumping costs.

BUDGET REQUESTS

The FY 2016-17 requested budget includes revenues and expenditures in the amount of \$1.7 million.

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	2014-15 Actuals	2015-16		2016-17 Recommended	2016-17 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	\$1,566,009	\$1,387,796	\$1,714,638	\$1,714,638	\$1,714,638
Total Operating Revenues:	\$1,566,009	\$1,387,796	\$1,714,638	\$1,714,638	\$1,714,638
Operating Expenses					
SERVICES AND SUPPLIES	\$1,343,736	\$1,335,915	\$1,663,354	\$1,663,354	\$1,663,354
Total Operating Expenses:	\$1,343,736	\$1,335,915	\$1,663,354	\$1,663,354	\$1,663,354
Operating Income (Loss)	\$222,273	\$51,880	\$51,284	\$51,284	\$51,284
Non-Operating Revenues (Expenses)					
SERVICES AND SUPPLIES	\$0	(\$211,207)	\$0	\$0	\$0
REVENUE FROM MONEY & PROPERTY	\$1,659	\$1,486	\$500	\$500	\$500
Total Non-Operating Revenues (Expenses):	\$1,659	(\$209,720)	\$500	\$500	\$500
Income Before Captial Contributions and Transfers:	\$223,932	(\$157,840)	\$51,784	\$51,784	\$51,784
OTHER FINANCING USES	(\$192,418)	(\$51,783)	(\$51,784)	(\$51,784)	(\$51,784)
Change in Net Assets	\$31,514	(\$209,623)	\$0	\$0	\$0
Net Assets - Beginning Balance	\$0	\$0	(\$209,623)	(\$209,623)	(\$209,623)
Net Assets - Ending Balance	\$31,514	(\$209,623)	(\$209,623)	(\$209,623)	(\$209,623)

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

Operating Detail	2014-15 Actuals	2015-16 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2016-17 Recommended	2016-17 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:	\$31,514	(\$209,623)	\$0	\$0

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