

**SUPPORT SERVICES-FLEET MANAGEMENT DIVISION**  
Fund 201 Fleet Management, Budget Unit 940  
Angela Davis, Interim Director of Support Services

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**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**

To increase operational efficiencies and combine both vehicle fleets, the Board of Supervisors voted on February 26, 2013 and April 16, 2013 to transfer administration of the County's Fleet Management program to the Public Works Department effective July 1, 2013.

Expenditures for FY 2013-14 have increased by \$557,090, or 15.2 percent, compared to the FY 2012-13 Adjusted Budget. Salaries and Benefits will be reduced by \$13,927, or 3 percent, and Services and Supplies will increase by \$200,571, or 12.6 percent. There are 31 replacement vehicles Capital Assets requested in the FY 2013-14 Proposed Budget, compared to 24 in FY 2012-13; some are rebudgeted from FY 2012-13 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. This delay to replace vehicles has also contributed to higher costs for replacement parts and supplies.

Revenues for FY 2013-14 are anticipated to decrease less than one percent by \$8,424. Charges for Services to the departments equates to 96.3 percent of all total Fleet Management revenue and is based on the department's actual activity during the fiscal year.

Expenses are \$1.36 million over revenues and the difference will come from fund balance. The budgeted use of the fund balance in FY 2012-13 is projected to decrease by \$315,165, partially offsetting the requested increase in FY 2013-14. The Replacement Fund will remain viable at the end of FY 2013-14. 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**

With one technical change to one account number, the CEO recommended budget is as requested by the department head.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

STATE OF CALIFORNIA  
OPERATIONS OF INTERNAL SERVICE FUND  
OPERATIONAL STATEMENT FOR THE FY 2013-2014

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2011-12	ADJUSTED BUDGET 2012-13	ESTIMATED EXP/REV 2012-13	BUDGET REQUESTS 2013-14	BUDGET RECOMMENDED 2013-14	DIFFERENCE REC 13-14 RQST 13-14
DEPT: 940 FLEET MANAGEMENT						
REVENUE FROM MONEY & PROPERTY						
940 420000 INTEREST	30,893	35,000	25,363	25,000	25,000	0
940 420001 CHNG IN FAIR VALUE INVESTMENTS	-3,005	0	0	0	0	0
<b>TOTAL REVENUE FROM MONEY &amp; PROPERTY</b>	<b>\$27,888</b>	<b>\$35,000</b>	<b>\$25,363</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>
CHARGES FOR SERVICES						
940 692950 REPLACEMENT FUND CHARGES	568,836	720,000	621,624	625,596	625,596	0
940 693001 CHARGES FOR SERVICES	1,395,007	1,627,723	1,649,144	1,787,414	1,787,414	0
940 693033 CHGS FOR VEH COLLISION REPAIR	87,205	77,500	25,884	77,500	77,500	0
940 693034 CHGS FOR SVS MISC VEH PARTS	5,788	7,500	11,572	7,500	7,500	0
940 693035 CHGS FOR SVS VEH RENTALS	31,388	20,000	14,018	0	0	0
940 693036 CHARGES FOR SVS ADMIN FEES	270,471	258,360	252,300	257,688	257,688	0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$2,358,695</b>	<b>\$2,711,083</b>	<b>\$2,574,542</b>	<b>\$2,755,698</b>	<b>\$2,755,698</b>	<b>\$0</b>
MISCELLANEOUS REVENUES						
940 795100 PRIOR YEAR VOIDED WRTS/CHECKS	28	0	0	0	0	0
940 799300 MISCELLANEOUS REVENUE	378	0	400	300	300	0
940 799601 INSURANCE PROCEEDS C/A	0	2,000	0	2,000	2,000	0
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$406</b>	<b>\$2,000</b>	<b>\$400</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$0</b>
OTHR FINANCING SOURCES TRAN IN						
940 800235 TRANS IN SHERIFF	23,000	0	0	0	0	0
940 800280 TRANS IN AG COMM	0	54,000	49,786	0	0	0
940 800299 TRANS IN PUBLIC ADMINISTRATOR	0	2,409	2,409	0	0	0
940 800501 TRANS IN SOCIAL SERVICES	7,050	15,960	15,960	0	0	0
940 800502 TRANS IN HHSA	0	13,620	13,620	0	0	0
<b>TOTAL OTHR FINANCING SOURCES TRAN IN</b>	<b>\$30,050</b>	<b>\$85,989</b>	<b>\$81,775</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
OTHER FINANCING SRCS SALE C/A						
940 896100 SALE OF CAPITAL ASSETS	0	35,000	35,000	77,500	77,500	0
940 896101 SALE OF SURPLUS PROPERTY	531	0	132	150	150	0
940 896102 GAIN ON SALE OF CAPITAL ASSETS	51,120	0	0	0	0	0

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TOTAL OTHER FINANCING SRCS SALE C/A	\$51,651	\$35,000	\$35,132	\$77,650	\$77,650	\$0
<b>CAPITAL CONTRIBUTIONS</b>						
940 899000 CAPITAL CONTRIBUTIONS C/A	345	0	0	0	0	0
TOTAL CAPITAL CONTRIBUTIONS	\$345	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES*****	\$2,469,036	\$2,869,072	\$2,717,212	\$2,860,648	\$2,860,648	\$0
<b>SALARIES AND BENEFITS</b>						
940 011000 REGULAR SALARIES	260,133	275,468	263,342	270,072	270,072	0
940 011200 TERMINATION/SPECIAL PAY	-7,366	0	0	0	0	0
940 017000 EXTRA HELP	4,909	11,020	7,675	8,816	8,816	0
940 017517 CELL/PDA COMM ALLOWANCE PROG	34	72	68	1	1	0
940 018100 EMPLOYER SHARE OASDI	19,142	22,246	20,244	21,079	21,079	0
940 018201 EMPLOYER SHARE RETIREMENT	36,242	37,207	35,595	37,117	37,117	0
940 018204 EMPLOYER SHARE DEFERRED COMP	0	425	213	0	0	0
940 018300 EMPLOYER SHARE HEALTH INSUR	72,612	85,659	71,794	66,671	66,671	0
940 018307 EMPLOYR SHR OTHER POST EMP BEN	2,600	2,755	2,634	5,402	5,402	0
940 018400 EMPLOYER SHR UNEMPLOYMENT INS	1,682	2,493	2,209	2,566	2,566	0
940 018500 WORKERS COMP EXPOSURE	2,862	2,561	2,539	2,494	2,494	0
940 018501 WORKERS COMP EXPERIENCE	18,386	27,739	27,744	39,500	39,500	0
TOTAL SALARIES AND BENEFITS	\$411,236	\$467,645	\$434,057	\$453,718	\$453,718	\$0
<b>SERVICES AND SUPPLIES</b>						
940 032300 CLOTHING/PERSONAL SUPPLIES XP	4,357	6,360	5,183	6,860	6,860	0
940 032500 COMMUNICATIONS EXPENSE	910	1,000	886	1,000	1,000	0
940 032591 CHGS IT COMM	584	613	594	613	613	0
940 032900 HOUSEHOLD EXPENSE	1,091	1,200	1,266	1,432	1,432	0
940 032992 CHGS FAC MGMT HSHLD XP	2,363	2,118	2,543	3,865	3,865	0
940 033102 INSUR XP LIABILITY EXPOSURE	255	273	259	266	266	0
940 033103 INSUR XP MISCELLANEOUS	264	299	300	274	274	0
940 033105 INSUR XP LIABILITY EXPERIENCE	52	156	156	388	388	0
940 033500 MAINTENANCE OF EQUIPMENT	913	3,300	2,963	3,300	3,300	0
940 033526 MNT EQP VEHICLES	80,681	77,500	77,500	77,500	77,500	0
940 033528 MNT EQP SOFTWARE	12,605	16,000	13,000	16,000	16,000	0
940 033534 MNT EQP PARTS & SUPPLIES	77,419	86,000	121,195	134,407	134,407	0
940 033538 MNT EQP SAFETY EQP	-5,094	20,000	0	0	0	0

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940 033544 MNT EQP VH TIRES	99,961	125,000	118,505	129,263	129,263	0
940 033545 MNT EQP VH OUTSIDE REPAIR SVS	150,531	133,000	105,381	133,000	133,000	0
940 033546 MNT EQP VH SHOP/OPER SPLY	7,938	19,800	19,145	20,000	20,000	0
940 033592 CHGS IT MNT HARD/SOFTWARE	678	724	724	703	703	0
940 033596 ISF MNT EQP OUTSIDE FUEL	891,208	1,000,587	951,369	1,125,100	1,125,100	0
940 033598 ISF MNT EQP BULK FUEL	3,227	0	1,600	0	0	0
940 033599 ISF MNT EQP FUEL REIMBURSEMENT	1,077	875	1,024	1,000	1,000	0
940 033700 MAINTENANCE OF STRUCTURES	4	25,000	0	25,000	25,000	0
940 033791 CHGS FAC MGMT MAINT STR	5,961	10,569	17,700	53,624	53,624	0
940 034100 MEMBERSHIPS	50	0	199	0	0	0
940 034500 OFFICE EXPENSE	742	1,500	1,500	1,500	1,500	0
940 034590 CHGS OC PHOTOCOPY SVS	0	200	0	200	200	0
940 034591 CHGS OC POSTAGE SVS	13	11	11	11	11	0
940 034592 CHGS OC OTHER MAIL SVS	358	410	339	410	410	0
940 034594 CHGS IT OFFICE EXP	28	0	0	0	0	0
940 034800 PROF & SPECIAL SERVICES	0	1,000	0	1,000	1,000	0
940 034837 PROF PREEMPLOYMENT SVS	391	0	0	0	0	0
940 034864 PROF CAPITL ASSET DISPOSAL SVS	813	5,000	5,000	5,000	5,000	0
940 034892 CHGS IT PROFESSIONAL SVS	14,770	17,553	13,782	16,033	16,033	0
940 035100 RENTS & LEASES OF EQUIPMENT	1,618	2,000	1,736	2,000	2,000	0
940 035300 RENTS & LEASES OF STRUCTURES	2,520	2,520	2,520	2,520	2,520	0
940 035500 MINOR EQUIPMENT	724	2,500	2,500	2,500	2,500	0
940 035528 MINOR EQP SOFTWARE	2,019	3,000	2,109	3,000	3,000	0
940 035590 CHGS IT SOFTWARE EQP	0	1,509	755	1,509	1,509	0
940 035591 CHGS IT HARDWARE EQP	3,712	3,700	3,700	3,000	3,000	0
940 035592 CHGS IT TELECOMM EQP	30	500	150	525	525	0
940 035700 SPECIAL DEPARTMENTAL EXPENSE	2,784	3,500	6,800	3,500	3,500	0
940 035750 SP DEPT XP BULK OIL	7,945	0	0	0	0	0
940 035753 SP DEPT XP RECYCLING CONTAINER	1,747	600	600	600	600	0
940 035900 TRANSPORTATION & TRAVEL	2,208	3,000	3,000	3,000	3,000	0
940 036100 UTILITIES	7,458	7,599	6,579	7,144	7,144	0
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$1,386,916</b>	<b>\$1,586,476</b>	<b>\$1,440,073</b>	<b>\$1,787,047</b>	<b>\$1,787,047</b>	<b>\$0</b>
<b>OTHER CHARGES</b>						
940 050001 CENTRAL SERVICE COST A-87	27,386	34,495	34,495	71,590	71,590	0
940 050003 BUILDING & EQUIPMENT USE A-87	0	0	0	0	81	81
940 050900 DEPRECIATION EXPENSE	0	0	0	81	0	-81
940 050902 DEPR XP BUILDINGS	6,333	6,333	6,333	6,333	6,333	0
940 050903 DEPR XP VEHICLES	531,732	600,000	575,000	580,000	580,000	0
940 050904 DEPR XP EQUIPMENT	1,100	0	0	0	0	0
940 050905 DEPR XP RENTAL VEHICLES	10,847	20,000	0	0	0	0
940 051400 LOSS ON DISPOSAL CAPITL ASSET	1,063	20,000	10,000	10,000	10,000	0

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940 051420 INTERFUND TRANSFER CAPTL ASSET	9,759	0	0	0	0	0
<b>TOTAL OTHER CHARGES</b>	<b>\$588,221</b>	<b>\$680,828</b>	<b>\$625,828</b>	<b>\$668,004</b>	<b>\$668,004</b>	<b>\$0</b>
<b>CAPITAL ASSETS</b>						
940 065047 1 LIFT	0	7,034	0	7,034	7,034	0
940 065191 FLEET 18 VEH RPLCMT FY10	10,811	0	0	0	0	0
940 065220 FLEET 23 VEH RPLCMT FY11	96,029	0	0	0	0	0
940 065240 FLEET 13 VEH RPLCMT FY12	224,897	215,000	215,000	0	0	0
940 065263 FLEET 24 VEH RPLCMT FY13	0	742,219	542,219	200,000	200,000	0
940 065275 FLEET 31 VEH RPLCMT FY14	0	0	0	1,175,489	1,175,489	0
<b>TOTAL CAPITAL ASSETS</b>	<b>\$331,738</b>	<b>\$964,253</b>	<b>\$757,219</b>	<b>\$1,382,523</b>	<b>\$1,382,523</b>	<b>\$0</b>
<b>INTRAFUND TRANSFERS</b>						
940 088000 COST APPLIED VARIOUS	-41,289	-35,000	-60,000	-70,000	-70,000	0
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>\$-41,289</b>	<b>\$-35,000</b>	<b>\$-60,000</b>	<b>\$-70,000</b>	<b>\$-70,000</b>	<b>\$0</b>
<b>TOTAL EXPENSES*****</b>	<b>\$2,676,822</b>	<b>\$3,664,202</b>	<b>\$3,197,177</b>	<b>\$4,221,292</b>	<b>\$4,221,292</b>	<b>\$0</b>
<b>EXCESS INCOME OVER/UNDER EXP</b>	<b>\$-207,786</b>	<b>\$-795,130</b>	<b>\$-479,965</b>	<b>\$-1,360,644</b>	<b>\$-1,360,644</b>	<b>\$0</b>

**SUPPORT SERVICES-RISK MANAGEMENT**  
Fund 202 Risk Management, Budget Unit 950  
Angela Davis, Interim Director of Support Services

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**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 2013-14 total expenditures will increase by \$680,246, or 7.6 percent compared to the FY 2012-13 Adjusted Budget. Charges for Services to departments will increase by \$32,699, or 0.6 percent compared to the FY 2012-13 Adjusted Budget. Overall revenues will also increase by \$32,699, or 0.6 percent, due solely to the decrease in Charges for Services. Risk Management will operate by using revenue from rate charges to departments 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 \$3.818 million, which will come from fund balance. FY 2012-13 projected use of fund balance is decreased by a little more than \$1.623 million. The Risk Management fund will remain viable at the end of FY 2013-14.

**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.

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DEPT: 950 RISK MANAGEMENT						
REVENUE FROM MONEY & PROPERTY						
950 420000 INTEREST	223,195	200,000	154,066	200,000	200,000	0
950 420001 CHNG IN FAIR VALUE INVESTMENTS	-24,582	0	0	0	0	0
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TOTAL REVENUE FROM MONEY & PROPERTY	\$198,614	\$200,000	\$154,066	\$200,000	\$200,000	\$0
CHARGES FOR SERVICES						
950 693000 CHGS FOR SVS REGULAR EMPLOYEES	4,656,168	5,194,213	5,271,060	5,214,548	5,214,548	0
950 693100 CHGS FOR SVS RETIREES	92,341	85,000	110,292	85,000	85,000	0
950 693120 CHGS FOR SVS COBRA	1,217	2,000	1,154	2,000	2,000	0
950 693130 CHGS FOR SVS DEPENDENTS	80,158	78,000	80,388	86,130	86,130	0
950 693160 CHGS FOR SVS OPTIONAL LIFE INS	15,218	15,600	15,610	16,182	16,182	0
950 693161 CHGS FOR SVS MED MALPRACTICE	36,859	53,943	50,237	60,691	60,691	0
950 693162 CHGS FOR SVS INSUR PREMIUMS	24,930	26,880	24,499	23,784	23,784	0
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TOTAL CHARGES FOR SERVICES	\$4,906,891	\$5,455,636	\$5,553,240	\$5,488,335	\$5,488,335	\$0
MISCELLANEOUS REVENUES						
950 795100 PRIOR YEAR VOIDED WRTS/CHECKS	139	0	0	0	0	0
950 799300 MISCELLANEOUS REVENUE	37	0	242	0	0	0
950 799600 INSURANCE LOSS & REFUNDS	613,776	105,000	345,000	105,000	105,000	0
950 799605 CLAIMS ADJ ACTUARIAL	0	0	314,000	0	0	0
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TOTAL MISCELLANEOUS REVENUES	\$613,952	\$105,000	\$659,242	\$105,000	\$105,000	\$0
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TOTAL REVENUES*****	\$5,719,457	\$5,760,636	\$6,366,548	\$5,793,335	\$5,793,335	\$0
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SALARIES AND BENEFITS						
950 011000 REGULAR SALARIES	521,793	523,856	514,815	562,613	562,613	0
950 011200 TERMINATION/SPECIAL PAY	2,571	0	0	0	0	0
950 017000 EXTRA HELP	24,568	29,813	20,708	15,104	15,104	0
950 017517 CELL/PDA COMM ALLOWANCE PROG	107	231	222	268	268	0
950 018100 EMPLOYER SHARE OASDI	38,354	42,478	39,817	43,404	43,404	0
950 018201 EMPLOYER SHARE RETIREMENT	80,691	69,794	68,026	77,033	77,033	0
950 018204 EMPLOYER SHARE DEFERRED COMP	0	1,360	680	1,619	1,619	0
950 018300 EMPLOYER SHARE HEALTH INSUR	98,757	109,638	101,798	114,754	114,754	0

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950 018307 EMPLOYR SHR OTHER POST EMP BEN	5,217	5,239	5,148	11,253	11,253	0
950 018400 EMPLOYER SHR UNEMPLOYMENT INS	3,468	4,819	4,385	5,318	5,318	0
950 018500 WORKERS COMP EXPOSURE	5,823	4,886	4,939	5,098	5,098	0
950 018501 WORKERS COMP EXPERIENCE	9,288	14,735	14,736	17,774	17,774	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$790,636</b>	<b>\$806,849</b>	<b>\$775,274</b>	<b>\$854,238</b>	<b>\$854,238</b>	<b>\$0</b>
<b>SERVICES AND SUPPLIES</b>						
950 032300 CLOTHING/PERSONAL SUPPLIES XP	0	12	12	12	12	0
950 032500 COMMUNICATIONS EXPENSE	2,097	2,400	2,031	2,400	2,400	0
950 032590 CHGS FAC MGMT COMM	151	200	130	200	200	0
950 032591 CHGS IT COMM	1,640	1,688	1,562	1,554	1,554	0
950 032900 HOUSEHOLD EXPENSE	0	11	6	11	11	0
950 032992 CHGS FAC MGMT HSHLD XP	12,478	14,000	12,450	14,000	14,000	0
950 033102 INSUR XP LIABILITY EXPOSURE	518	521	505	544	544	0
950 033103 INSUR XP MISCELLANEOUS	1,356	1,472	1,476	1,618	1,618	0
950 033105 INSUR XP LIABILITY EXPERIENCE	101	347	348	359	359	0
950 033500 MAINTENANCE OF EQUIPMENT	0	1,000	500	1,000	1,000	0
950 033528 MNT EQP SOFTWARE	0	0	20,000	20,000	20,000	0
950 033592 CHGS IT MNT HARD/SOFTWARE	1,582	1,689	1,689	1,288	1,288	0
950 033791 CHGS FAC MGMT MAINT STR	14,592	18,271	12,489	17,925	17,925	0
950 033900 MEDICAL/DENTAL/LAB SUPPLIES	10,197	5,600	2,298	5,600	5,600	0
950 034100 MEMBERSHIPS	13,840	18,087	14,429	18,212	18,212	0
950 034309 MISC XP PRIOR PERIOD REV ADJ	500	0	31	0	0	0
950 034500 OFFICE EXPENSE	8,251	17,947	16,330	19,047	19,047	0
950 034536 OFFICE XP OFFICE FURNITURE	615	0	0	0	0	0
950 034590 CHGS OC PHOTOCOPY SVS	0	1,000	1,000	1,000	1,000	0
950 034591 CHGS OC POSTAGE SVS	4,895	5,250	4,823	4,817	4,817	0
950 034592 CHGS OC OTHER MAIL SVS	1,698	2,619	2,287	2,824	2,824	0
950 034800 PROF & SPECIAL SERVICES	478,435	523,600	546,690	528,800	528,800	0
950 034802 PROF ADMIN SVS	1,226,627	1,222,987	1,145,255	1,231,227	1,231,227	0
950 034807 PROF BANK SVS	938	1,000	1,113	1,200	1,200	0
950 034817 PROF DRUG TESTING SVS	7,648	6,000	6,903	7,500	7,500	0
950 034828 PROF LEGAL SVS	592,883	605,000	755,329	785,000	785,000	0
950 034837 PROF PREEMPLOYMENT SVS	1,093	0	1,000	0	0	0
950 034842 PROF REHAB SVS	255	0	0	0	0	0
950 034851 PROF TRAINING SVS	13,927	16,000	5,824	16,000	16,000	0
950 034860 PROF BENEFITS ADMIN SVS	48,144	60,000	49,149	60,000	60,000	0
950 034890 CHGS FAC MGMT PROF SVS	134	154	154	82	82	0
950 034892 CHGS IT PROFESSIONAL SVS	40,578	40,500	38,825	39,000	39,000	0
950 035100 RENTS & LEASES OF EQUIPMENT	5,878	6,838	5,832	6,852	6,852	0
950 035500 MINOR EQUIPMENT	4	550	80	550	550	0
950 035528 MINOR EQP SOFTWARE	0	550	550	550	550	0



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950 035590 CHGS IT SOFTWARE EQP	72,349	35,000	994	1,500	1,500	0
950 035591 CHGS IT HARDWARE EQP	2,095	3,000	3,000	3,000	3,000	0
950 035700 SPECIAL DEPARTMENTAL EXPENSE	870	1,500	1,100	1,500	1,500	0
950 035900 TRANSPORTATION & TRAVEL	6,735	10,000	7,890	10,000	10,000	0
950 035990 CHGS FLEET TRANS/TRVL	1,947	1,000	1,000	1,000	1,000	0
950 035999 TRN/TRV PY EE 1 DAY MEAL REIMB	136	0	162	300	300	0
950 036100 UTILITIES	21,093	23,204	18,678	21,558	21,558	0
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$2,596,276</b>	<b>\$2,648,997</b>	<b>\$2,683,924</b>	<b>\$2,828,030</b>	<b>\$2,828,030</b>	<b>\$0</b>
<b>OTHER CHARGES</b>						
950 050001 CENTRAL SERVICE COST A-87	17,133	44,110	44,110	38,487	38,487	0
950 050003 BUILDING & EQUIPMENT USE A-87	161,039	158,457	158,457	155,746	155,746	0
950 050800 TAXES & ASSESSMENTS	43,489	78,404	85,346	105,477	105,477	0
950 050900 DEPRECIATION EXPENSE	965	1,148	965	965	965	0
950 056010 RM INS PREM MANAGEMENT	17,614	24,000	19,727	24,000	24,000	0
950 056011 RM INS PREM EMPLOYEES	85,707	88,623	88,545	91,698	91,698	0
950 056012 RM INS PREM INLAND MARINE	17,789	17,789	27,539	27,539	27,539	0
950 056013 RM INS PREM FIRE BLDG	101,524	135,000	114,400	123,500	123,500	0
950 056019 RM INS POLLUTION LIAB	8,201	8,733	5,722	5,722	5,722	0
950 056021 RM INS PREM EXCESS	998,051	1,362,723	1,211,713	1,189,690	1,189,690	0
950 056025 RM INSU PREM MONEY/SECURITY	12,276	12,900	15,268	17,600	17,600	0
950 056028 RM INS PREM AVIATION	7,335	9,000	7,335	7,800	7,800	0
950 056031 RM INS PREM MALPRACTICE	27,654	55,000	48,755	56,000	56,000	0
950 056033 RM INS PREM ACDNT MEDI CS VOL	16,645	19,473	19,000	19,000	19,000	0
950 056035 RM INS PREM ADDITIONAL LIFE	15,398	18,000	16,198	18,000	18,000	0
950 056041 RM INS PREM WATERCRAFTS	3,202	4,200	3,709	4,400	4,400	0
950 056510 RM PAID CLAIMS MEDICAL	1,499,933	1,600,000	2,033,411	1,800,000	1,800,000	0
950 056511 RM PAID CLAIMS INDEMNITY	1,386,007	1,200,000	1,359,358	1,500,000	1,500,000	0
950 056516 RM PAID CLAIMS REG EMPLOYEE	308,489	336,000	270,431	300,000	300,000	0
950 056525 CLAIMS ADJUSTMENT ACTUARIAL	3,067,000	1,450,000	0	1,600,000	1,600,000	0
950 056530 RM PD CLM JUDGEMENTS/DAMAGE	51,965	75,000	70,000	75,000	75,000	0
<b>TOTAL OTHER CHARGES</b>	<b>\$7,847,417</b>	<b>\$6,698,560</b>	<b>\$5,599,989</b>	<b>\$7,160,624</b>	<b>\$7,160,624</b>	<b>\$0</b>
<b>INTRAFUND TRANSFERS</b>						
950 088002 C/A ADMIN	-1,226,627	-1,222,987	-1,145,255	-1,231,227	-1,231,227	0
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>\$-1,226,627</b>	<b>\$-1,222,987</b>	<b>\$-1,145,255</b>	<b>\$-1,231,227</b>	<b>\$-1,231,227</b>	<b>\$0</b>

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TOTAL EXPENSES*****	\$10,007,702	\$8,931,419	\$7,913,932	\$9,611,665	\$9,611,665	\$0
EXCESS INCOME OVER/UNDER EXP	\$-4,288,244	\$-3,170,783	\$-1,547,384	\$-3,818,330	\$-3,818,330	\$0

# INFORMATION TECHNOLOGY DEPARTMENT

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

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## 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

Services and Supplies are slightly higher than the FY 2012-13 Adjusted Budget as the Capital Asset limit is now \$5,000, which moves expenses to the equipment accounts. Communications costs have increased by \$15,696 and are directly related to various departments needing faster data communications between their offices and the IT data center. Services charges (A-87) are up by \$40,000 and the General Fund contribution is being reduced by \$100,000. It is to help offset the IT center costs of being located in the Administration building.

The total I.T. budget appropriation request for FY 2013-14 is \$6.7 million compared to \$6.6 million for the FY 2012-13 Adjusted Budget. Anticipated revenues total \$6.3 million, resulting in a projected deficit of \$380,420. The deficit will be applied toward reducing the I.T. department's working capital reserve.

## SUMMARY OF RECOMMENDATIONS

A net zero adjustment is necessary to move \$25,000 to another account for an anticipated hardware purchase.

## PENDING ISSUES AND POLICY CONSIDERATIONS

None.

## DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

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DEPT: 925 IT ADMINISTRATION						
REVENUE FROM MONEY & PROPERTY						
925 420000 INTEREST	11,445	15,000	9,814	12,000	12,000	0
925 420001 CHNG IN FAIR VALUE INVESTMENTS	-1,389	0	0	0	0	0
TOTAL REVENUE FROM MONEY & PROPERTY	\$10,056	\$15,000	\$9,814	\$12,000	\$12,000	\$0
CHARGES FOR SERVICES						
925 693001 CHARGES FOR SERVICES	5,113,958	5,771,305	5,396,402	5,769,222	5,769,222	0
TOTAL CHARGES FOR SERVICES	\$5,113,958	\$5,771,305	\$5,396,402	\$5,769,222	\$5,769,222	\$0
MISCELLANEOUS REVENUES						
925 799300 MISCELLANEOUS REVENUE	4,843	0	0	0	0	0
925 799311 LITIGATION SETTLEMENT	0	0	2,951	0	0	0
925 799390 PRIOR PERIOD EXP ADJUSTMENT	64	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUES	\$4,907	\$0	\$2,951	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN						
925 800199 TRANS IN CENTRAL SVS A67	660,955	600,868	600,868	540,781	540,781	0
925 800404 TRANS IN M HLTH SERVICES ACT	24,588	0	0	0	0	0
925 800501 TRANS IN SOCIAL SERVICES	22,434	0	0	0	0	0
TOTAL OTHR FINANCING SOURCES TRAN IN	\$707,977	\$600,868	\$600,868	\$540,781	\$540,781	\$0
TOTAL REVENUES*****	\$5,836,897	\$6,387,173	\$6,010,035	\$6,322,003	\$6,322,003	\$0
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SALARIES AND BENEFITS						
925 011000 REGULAR SALARIES	2,352,805	2,404,983	2,220,701	2,489,655	2,489,655	0
925 011200 TERMINATION/SPECIAL PAY	31,842	5,000	13,811	5,000	5,000	0
925 017000 EXTRA HELP	67,049	35,380	36,858	10,137	10,137	0
925 017502 OVERTIME PAY	30,659	20,000	20,000	20,000	20,000	0
925 017503 SHIFT DIFFERENTIAL	1,153	1,200	1,040	1,200	1,200	0
925 017505 STANDBY PAY	13	0	0	0	0	0
925 017509 HOLIDAY OVERTIME PAY	1,143	200	337	200	200	0

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925 017517 CELL/PDA COMM ALLOWANCE PROG	1,445	1,440	978	1,440	1,440	0
925 018100 EMPLOYER SHARE OASDI	170,746	195,224	165,529	192,729	192,729	0
925 018201 EMPLOYER SHARE RETIREMENT	318,049	333,498	294,309	337,454	337,454	0
925 018204 EMPLOYER SHARE DEFERRED COMP	8,416	8,500	2,942	0	0	0
925 018300 EMPLOYER SHARE HEALTH INSUR	530,131	622,260	544,952	652,508	652,508	0
925 018307 EMPLOYER SHR OTHER POST EMP BEN	23,523	25,294	22,205	49,794	49,794	0
925 018400 EMPLOYER SHR UNEMPLOYMENT INS	15,572	22,501	18,540	23,183	23,183	0
925 018500 WORKERS COMP EXPOSURE	26,552	22,879	21,234	22,293	22,293	0
925 018501 WORKERS COMP EXPERIENCE	-2,537	3,300	3,300	4,084	4,084	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$3,576,559</b>	<b>\$3,701,659</b>	<b>\$3,366,736</b>	<b>\$3,809,677</b>	<b>\$3,809,677</b>	<b>\$0</b>
<b>SERVICES AND SUPPLIES</b>						
925 032300 CLOTHING/PERSONAL SUPPLIES XP	1,394	1,550	1,550	1,550	1,550	0
925 032500 COMMUNICATIONS EXPENSE	225,161	272,584	272,584	288,280	288,280	0
925 032590 CHGS PAC MGMT COMM	611	600	600	500	500	0
925 032900 HOUSEHOLD EXPENSE	30	200	200	100	100	0
925 032992 CHGS PAC MGMT HSHLD XP	46,542	50,114	50,114	46,000	46,000	0
925 033102 INSUR XP LIABILITY EXPOSURE	2,364	2,439	2,166	2,376	2,376	0
925 033103 INSUR XP MISCELLANEOUS	5,664	6,138	6,138	6,974	6,974	0
925 033105 INSUR XP LIABILITY EXPERIENCE	132	100	100	12	12	0
925 033500 MAINTENANCE OF EQUIPMENT	89,724	128,611	128,596	132,887	132,887	0
925 033528 MNT EQP SOFTWARE	139,619	161,503	165,754	182,587	182,587	0
925 033597 ISF MNT EQP OTHER DEPT CHGS	266,720	276,723	261,470	283,909	283,909	0
925 033791 CHGS PAC MGMT MAINT STR	63,306	79,959	79,959	62,000	62,000	0
925 033797 ISF MNT STR OTHER DEPT CHGS	35	0	0	0	0	0
925 034100 MEMBERSHIPS	0	240	239	40	40	0
925 034310 MISC XP PRIOR PERIOD EXP ADJ	191	0	0	0	0	0
925 034500 OFFICE EXPENSE	6,942	11,500	12,965	14,200	14,200	0
925 034590 CHGS OC PHOTOCOPY SVS	0	0	11	0	0	0
925 034591 CHGS OC POSTAGE SVS	112	150	150	100	100	0
925 034592 CHGS OC OTHER MAIL SVS	5,552	5,800	5,800	5,720	5,720	0
925 034597 ISF OFFC XP OTHER DEPTS CHGS	161	550	661	0	0	0
925 034800 PROF & SPECIAL SERVICES	40,811	30,865	65,666	33,950	33,950	0
925 034837 PROF PREEMPLOYMENT SVS	7,452	1,600	8,103	8,000	8,000	0
925 034890 CHGS PAC MGMT PROF SVS	926	1,390	632	330	330	0
925 034892 CHGS IT PROFESSIONAL SVS	0	0	180	0	0	0
925 034897 ISF PRF SVS OTHER DEPT CHGS	3,385	91,500	91,046	58,300	58,300	0
925 034900 PUBLICATIONS & LEGAL NOTICES	35	0	33	0	0	0
925 035500 MINOR EQUIPMENT	49,655	176,318	196,139	103,525	103,525	0
925 035528 MINOR EQP SOFTWARE	102,120	92,385	93,008	121,150	121,150	0
925 035591 CHGS IT HARDWARE EQP	0	0	54	0	0	0
925 035597 ISF MNR EQP OTHER DEPTS CHGS	41,699	162,000	92,214	130,300	130,300	0

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925 035700 SPECIAL DEPARTMENTAL EXPENSE	11,106	5,750	14,756	16,700	16,700	0
925 035900 TRANSPORTATION & TRAVEL	33,148	72,250	64,915	65,700	65,700	0
925 035990 CHGS FLEET TRANS/TRVL	22,766	26,900	26,900	23,200	23,200	0
925 035999 TRN/TRV PY EE 1 DAY MEAL REIMB	54	0	26	0	0	0
925 036100 UTILITIES	84,861	82,957	82,957	82,000	82,000	0
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$1,252,276</b>	<b>\$1,742,676</b>	<b>\$1,725,686</b>	<b>\$1,670,390</b>	<b>\$1,670,390</b>	<b>\$0</b>
<b>OTHER CHARGES</b>						
925 050001 CENTRAL SERVICE COST A-87	85,289	184,261	184,261	225,498	225,498	0
925 050003 BUILDING & EQUIPMENT USE A-87	623,456	612,943	612,943	602,358	602,358	0
925 050900 DEPRECIATION EXPENSE	216,566	187,538	186,000	205,000	205,000	0
925 051400 LOSS ON DISPOSAL CAPITL ASSET	5,959	2,000	2,000	2,000	2,000	0
<b>TOTAL OTHER CHARGES</b>	<b>\$931,269</b>	<b>\$986,742</b>	<b>\$985,204</b>	<b>\$1,034,856</b>	<b>\$1,034,856</b>	<b>\$0</b>
<b>CAPITAL ASSETS</b>						
925 065052 1 NETWORK OPERATIONS DEVICE	0	7,000	0	0	0	0
925 065053 1 NETWORK STORAGE DEVICE	28,977	54,000	54,000	0	0	0
925 065196 1 WIRELESS BRIDGE SYSTEM	0	25,000	0	25,000	25,000	0
925 065234 1 WIRELESS CONTROLLER	17,069	0	0	0	0	0
925 065235 2 BACKUP STORAGE DEVICE	68,804	0	0	0	0	0
925 065236 I/T 17 SWTCH/RTR/FRWALL FY12	69,206	0	0	0	0	0
925 065237 I/T 10 SERVERS FY12	79,111	0	0	0	0	0
925 065259 I/T 10 SERVERS FY13	0	82,061	89,000	0	0	0
925 065260 I/T 13 SWTCH/RTR/FRWALL FY13	0	30,325	40,000	0	0	0
925 065262 1 KEYBOARD VIDEO MONITOR DEVIC	0	2,510	4,990	0	0	0
925 065267 I/T 6 ROUTER/FIREWALLS/SW FY14	0	0	0	50,000	50,000	0
925 065268 I/T 7 SERVERS FY14	0	0	0	47,500	47,500	0
925 065269 2 NETWORK STORAGE DEVICES	0	0	0	90,000	90,000	0
<b>TOTAL CAPITAL ASSETS</b>	<b>\$263,167</b>	<b>\$200,896</b>	<b>\$187,990</b>	<b>\$212,500</b>	<b>\$212,500</b>	<b>\$0</b>
<b>INTRAFUND TRANSFERS</b>						
925 088000 COST APPLIED VARIOUS	0	-25,000	0	-25,000	0	25,000
925 088999 COST APPLIED BUDGET (T/I)	0	0	0	0	-25,000	-25,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>\$0</b>	<b>\$-25,000</b>	<b>\$0</b>	<b>\$-25,000</b>	<b>\$-25,000</b>	<b>\$0</b>

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TOTAL EXPENSES*****	\$6,023,271	\$6,606,973	\$6,265,616	\$6,702,423	\$6,702,423	\$0
EXCESS INCOME OVER/UNDER EXP	\$-186,374	\$-219,800	\$-255,581	\$-380,420	\$-380,420	\$0

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

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**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 2013-14 requested budget includes revenues in the amount of \$4.3 million and expenditures in the amount of \$4.3 million. FY 2013-14 revenues and expenditures increased by \$511,936 as compared to the FY 2012-13 adjusted budget. The increase in revenues is a direct result of the increase in department projects and service requests along with the increase in county maintained square footage. The division is requesting the addition of a Custodian II due to the increased square footage of county facilities. Due to the economic downturn, Facilities Management has been operating at minimum staffing levels and several custodians have maxed out on their vacation time due to difficulty covering shifts when employees take time off.

**SUMMARY OF RECOMMENDATIONS**

The CEO recommends a change to correct the A-87 offset.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.



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DEPT: 955 FACILITIES ADMIN						
REVENUE FROM MONEY & PROPERTY						
955 420000 INTEREST	3,472	1,500	2,734	1,500	1,500	0
955 420001 CHNG IN FAIR VALUE INVESTMENTS	-1,291	0	0	0	0	0
955 421800 VENDING MACHINES	132	100	226	100	100	0
<b>TOTAL REVENUE FROM MONEY &amp; PROPERTY</b>	<b>\$2,313</b>	<b>\$1,600</b>	<b>\$2,960</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$0</b>
CHARGES FOR SERVICES						
955 684970 SALE OF RECYCLE MATERIALS	180	0	0	0	0	0
955 693001 CHARGES FOR SERVICES	3,468,917	3,473,490	3,009,791	3,985,426	3,985,426	0
955 693015 UNIDENTIFIED PROJECTS REVENUE	0	150,000	0	55,136	60,464	5,328
955 693016 CHARGES FOR ITEMIZED MAINT	40,910	100,000	143,845	194,864	194,864	0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$3,510,007</b>	<b>\$3,723,490</b>	<b>\$3,153,636</b>	<b>\$4,235,426</b>	<b>\$4,240,754</b>	<b>\$5,328</b>
MISCELLANEOUS REVENUES						
955 795100 PRIOR YEAR VOIDED WRTS/CHECKS	74	0	0	0	0	0
955 799300 MISCELLANEOUS REVENUE	0	0	5	0	0	0
955 799390 PRIOR PERIOD EXP ADJUSTMENT	4,729	0	0	0	0	0
955 799600 INSURANCE LOSS & REFUNDS	1,978	0	0	0	0	0
955 799610 RESTITUTION DAMAGE PAYMENTS	345	100	100	100	100	0
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$7,126</b>	<b>\$100</b>	<b>\$105</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>
OTHR FINANCING SOURCES TRAN IN						
955 800199 TRANS IN CENTRAL SVS A87	21,313	15,985	15,985	15,985	10,657	-5,328
<b>TOTAL OTHR FINANCING SOURCES TRAN IN</b>	<b>\$21,313</b>	<b>\$15,985</b>	<b>\$15,985</b>	<b>\$15,985</b>	<b>\$10,657</b>	<b>\$-5,328</b>
OTHER FINANCING SRCS SALE C/A						
955 896102 GAIN ON SALE OF CAPITAL ASSETS	1,483	0	0	0	0	0
<b>TOTAL OTHER FINANCING SRCS SALE C/A</b>	<b>\$1,483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUES*****</b>	<b>\$3,542,241</b>	<b>\$3,741,175</b>	<b>\$3,172,686</b>	<b>\$4,253,111</b>	<b>\$4,253,111</b>	<b>\$0</b>

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<b>SALARIES AND BENEFITS</b>						
955 011000 REGULAR SALARIES	1,323,957	1,338,639	1,293,395	1,377,312	1,377,312	0
955 011200 TERMINATION/SPECIAL PAY	9,282	0	742	0	0	0
955 017000 EXTRA HELP	32,439	50,030	48,768	50,961	50,961	0
955 017502 OVERTIME PAY	9,836	10,000	18,256	15,000	15,000	0
955 017503 SHIFT DIFFERENTIAL	794	1,000	296	1,000	1,000	0
955 017505 STANDBY PAY	0	0	12,944	16,315	16,315	0
955 017509 HOLIDAY OVERTIME PAY	0	300	0	300	300	0
955 018100 EMPLOYER SHARE CASDI	97,115	105,289	99,692	109,964	109,964	0
955 018201 EMPLOYER SHARE RETIREMENT	183,649	178,980	172,616	189,411	189,411	0
955 018300 EMPLOYER SHARE HEALTH INSUR	459,418	508,999	465,979	456,956	456,956	0
955 018307 EMPLOYR SHR OTHER POST EMP BEN	13,235	13,387	12,931	27,547	27,547	0
955 018400 EMPLOYER SHR UNEMPLOYMENT INS	8,678	12,182	11,224	13,443	13,443	0
955 018500 WORKERS COMP EXPOSURE	14,779	12,497	12,896	13,043	13,043	0
955 018501 WORKERS COMP EXPERIENCE	98,666	114,156	114,156	106,184	106,184	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$2,251,847</b>	<b>\$2,345,459</b>	<b>\$2,263,895</b>	<b>\$2,377,436</b>	<b>\$2,377,436</b>	<b>\$0</b>
<b>SERVICES AND SUPPLIES</b>						
955 032300 CLOTHING/PERSONAL SUPPLIES XP	19,898	25,000	22,263	25,000	25,000	0
955 032397 ISF CLTHG/PERS OTHER DEPT CHGS	633	4,000	870	1,000	1,000	0
955 032500 COMMUNICATIONS EXPENSE	8,158	9,000	7,599	9,000	9,000	0
955 032591 CHGS IT COMM	5,925	5,760	5,759	6,258	6,258	0
955 032597 ISF COMM XP OTHER DEPT CHGS	5,311	6,500	4,248	6,092	6,092	0
955 032700 FOOD EXPENSE	555	1,000	1,717	1,300	1,300	0
955 032900 HOUSEHOLD EXPENSE	1,891	3,800	2,453	3,800	3,800	0
955 032997 ISF HSHLD XP OTHER DEPT CHGS	82,339	92,000	93,976	92,000	92,000	0
955 033102 INSUR XP LIABILITY EXPOSURE	1,314	1,332	1,202	1,389	1,389	0
955 033103 INSUR XP MISCELLANEOUS	10,212	10,562	10,560	10,221	10,221	0
955 033105 INSUR XP LIABILITY EXPERIENCE	909	5,278	5,280	6,715	6,715	0
955 033500 MAINTENANCE OF EQUIPMENT	3,424	9,000	7,457	9,000	9,000	0
955 033547 MAINT EQP TRUCKS	49,577	60,000	50,054	60,000	60,000	0
955 033592 CHGS IT MNT HARD/SOFTWARE	1,921	2,051	3,177	1,874	1,874	0
955 033597 ISF MNT EQP OTHER DEPT CHGS	9,630	12,000	9,427	1,500	1,500	0
955 033727 MNT STR ADA	111	100,000	90,197	100,000	100,000	0
955 033728 MNT STR REMODELS	52,582	10,000	11,316	25,060	25,060	0
955 033731 MNT STR COOL/HEAT SYSTEMS	44,167	100,000	68,058	85,000	85,000	0
955 033734 MNT STR ITEMIZED MAINT	28,969	100,000	73,888	194,864	194,864	0
955 033797 ISF MNT STR OTHER DEPT CHGS	406,177	432,660	328,728	642,593	642,593	0
955 033798 ISF MNT SVS CTRCT OTHER DEPT	68,067	17,200	85,172	100,000	100,000	0
955 033900 MEDICAL/DENTAL/LAB SUPPLIES	891	2,100	1,398	2,100	2,100	0
955 034100 MEMBERSHIPS	0	500	0	500	500	0
955 034310 MISC XP PRIOR PERIOD EXP ADJ	85	0	0	0	0	0

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955 034528 OFFICE XP SUPPLIES	3,408	2,000	4,236	4,200	4,200	0
955 034590 CHGS OC PHOTOCOPY SVS	0	2,000	0	1,000	1,000	0
955 034591 CHGS OC POSTAGE SVS	291	326	174	167	167	0
955 034592 CHGS OC OTHER MAIL SVS	1,243	1,229	1,193	1,182	1,182	0
955 034597 ISF OPFC XP OTHER DEPTS CHGS	335	1,200	718	1,000	1,000	0
955 034800 PROF & SPECIAL SERVICES	7,313	10,000	12,889	15,000	15,000	0
955 034802 PROF ADMIN SVS	11,857	11,000	9,755	15,000	15,000	0
955 034831 PROF MEDICAL SVS	1,287	3,000	1,728	3,000	3,000	0
955 034837 PROF PREEMPLOYMENT SVS	806	2,500	3,244	5,000	5,000	0
955 034851 PROF TRAINING SVS	4,000	6,000	7,234	6,000	6,000	0
955 034892 CHGS IT PROFESSIONAL SVS	39,823	43,312	41,984	39,955	39,955	0
955 034897 ISF PRF SVS OTHER DEPT CHGS	34,646	25,000	66,034	75,000	75,000	0
955 035100 RENTS & LEASES OF EQUIPMENT	2,301	3,500	2,277	2,500	2,500	0
955 035197 ISF R/L EQP OTHER DEPT CHGS	20,605	33,000	18,557	30,000	30,000	0
955 035590 CHGS IT SOFTWARE EQP	2,679	500	335	8,800	8,800	0
955 035591 CHGS IT HARDWARE EQP	33	500	37	10,000	10,000	0
955 035592 CHGS IT TELECOMM EQP	30	500	52	250	250	0
955 035597 ISF MNR EQP OTHER DEPTS CHGS	15,656	10,000	3,937	6,000	6,000	0
955 035598 SM TOOLS/EQUIP FACILITIES MGMT	10,467	10,500	10,376	15,000	15,000	0
955 035700 SPECIAL DEPARTMENTAL EXPENSE	3,486	4,500	459	1,000	1,000	0
955 035743 SP DEPT XP PERMITS/LICENSES	231	400	0	900	900	0
955 035753 SP DEPT XP RECYCLING CONTAINER	3,330	3,500	110	3,500	3,500	0
955 035900 TRANSPORTATION & TRAVEL	4,968	5,000	4,312	1,000	1,000	0
955 035940 TRANS/TRVL FUEL	33,100	47,000	26,020	47,000	47,000	0
955 035941 TRANS/TRVL MILEAGE	0	0	0	4,575	4,575	0
955 035942 TRANS/TRVL TRAINING	0	0	0	6,600	6,600	0
955 035943 TRANS/TRVL CONFERENCES	0	0	0	6,114	6,114	0
955 035999 TRN/TRV PY EE 1 DAY MEAL REIMB	162	250	154	250	250	0
955 036125 UTIL ELECTRIC	4,668	4,500	4,943	6,262	6,262	0
955 036126 UTIL GAS	930	1,500	793	1,500	1,500	0
955 036127 UTIL WATER	1,430	2,000	1,514	2,000	2,000	0
955 036129 UTIL STORM DRAINS	94	400	80	120	120	0
955 036130 UTIL WASTE WATER	488	2,500	421	512	512	0
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$1,012,412</b>	<b>\$1,247,360</b>	<b>\$1,108,365</b>	<b>\$1,705,653</b>	<b>\$1,705,653</b>	<b>\$0</b>
<b>OTHER CHARGES</b>						
955 050001 CENTRAL SERVICE COST A-87	141,299	106,502	106,502	137,522	137,522	0
955 050003 BUILDING & EQUIPMENT USE A-87	-146	-146	-146	0	0	0
955 050900 DEPRECIATION EXPENSE	24,787	22,000	22,000	22,000	22,000	0
<b>TOTAL OTHER CHARGES</b>	<b>\$165,939</b>	<b>\$128,356</b>	<b>\$128,356</b>	<b>\$159,522</b>	<b>\$159,522</b>	<b>\$0</b>

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<b>CAPITAL ASSETS</b>						
955 065024 1 DUMP TRUCK WITH ACCESSORIES	42,498	0	0	0	0	0
955 065051 1 MOWER W ATTACHMENTS	0	0	0	10,500	10,500	0
955 065074 1 SHREDDER	0	20,000	19,887	0	0	0
<b>TOTAL CAPITAL ASSETS</b>	<b>\$42,498</b>	<b>\$20,000</b>	<b>\$19,887</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$0</b>
<b>INTRAFUND TRANSFERS</b>						
955 088000 COST APPLIED VARIOUS	0	0	-1,900	0	0	0
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$-1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES*****</b>	<b>\$3,472,696</b>	<b>\$3,741,175</b>	<b>\$3,518,603</b>	<b>\$4,253,111</b>	<b>\$4,253,111</b>	<b>\$0</b>
<b>EXCESS INCOME OVER/UNDER EXP</b>	<b>\$69,545</b>	<b>\$0</b>	<b>\$-345,917</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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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**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 2013-14 requested budget includes revenues and expenditures in the amount of \$1.72 million. The FY 2013-14 requested budget is reflective of the upcoming scheduled (March 2013 and March 2014) utilities cost increases. 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.

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DEPT: W18 SHASTA CNTY UTILITIES ADMIN WF						
REVENUE FROM MONEY & PROPERTY						
W18 420000 INTEREST	643	-1,000	652	-1,000	-1,000	0
W18 420001 CHNG IN FAIR VALUE INVESTMENTS	-36	0	0	0	0	0
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TOTAL REVENUE FROM MONEY & PROPERTY	\$607	\$-1,000	\$652	\$-1,000	\$-1,000	\$0
CHARGES FOR SERVICES						
W18 693001 CHARGES FOR SERVICES	1,595,958	1,714,344	1,673,881	1,720,102	1,720,102	0
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TOTAL CHARGES FOR SERVICES	\$1,595,958	\$1,714,344	\$1,673,881	\$1,720,102	\$1,720,102	\$0
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TOTAL REVENUES*****	\$1,596,565	\$1,713,344	\$1,674,533	\$1,719,102	\$1,719,102	\$0
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SERVICES AND SUPPLIES						
W18 032591 CHGS IT COMM	44	36	36	36	36	0
W18 032997 ISF HSHLD XP OTHER DEPT CHGS	42,983	47,717	48,704	48,704	48,704	0
W18 033592 CHGS IT MNT HARD/SOFTWARE	904	965	1,588	2,591	2,591	0
W18 034892 CHGS IT PROFESSIONAL SVS	10,280	11,632	11,632	12,062	12,062	0
W18 035591 CHGS IT HARDWARE EQP	0	2,000	0	2,000	2,000	0
W18 036125 UTIL ELECTRIC	945,615	992,372	1,084,882	1,121,044	1,121,044	0
W18 036126 UTIL GAS	130,307	151,721	78,323	79,323	79,323	0
W18 036127 UTIL WATER	50,013	60,056	63,033	65,555	65,555	0
W18 036128 UTIL SEPTIC	8,756	12,643	5,122	5,327	5,327	0
W18 036129 UTIL STORM DRAINS	7,204	12,643	6,987	7,267	7,267	0
W18 036130 UTIL WASTE WATER	35,322	75,860	35,057	36,459	36,459	0
W18 036131 UTIL MISC UTILITIES	5,742	12,643	5,463	5,681	5,681	0
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TOTAL SERVICES AND SUPPLIES	\$1,237,171	\$1,380,288	\$1,340,827	\$1,386,049	\$1,386,049	\$0
OTHER FINANCING USES						
W18 095806 TRAN OUT ENERGY RETROPIT	281,271	333,054	333,054	333,054	333,054	0
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TOTAL OTHER FINANCING USES	\$281,271	\$333,054	\$333,054	\$333,054	\$333,054	\$0
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TOTAL EXPENSES*****	\$1,518,442	\$1,713,342	\$1,673,881	\$1,719,103	\$1,719,103	\$0
EXCESS INCOME OVER/UNDER EXP	\$78,123	\$2	\$652	\$-1	\$-1	\$0

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