

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

---

**PROGRAM DESCRIPTION**

The Information Technology (IT) 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 IT operations fund receives no direct General Fund support. Rather, the operation is financed through charges for service to user departments.

**BUDGET REQUESTS**

The total IT budget appropriation request for FY 2017/18 is \$7.9 million compared to \$8.2 million for the FY 2016/17 Adjusted Budget. Anticipated revenues total \$7.3 million which is approximately \$430,000 higher than the previous fiscal year. However, IT projects a budget deficit of \$573,436 if all the anticipated projects are completed within the fiscal year.

Salaries and Benefits - Salaries and Benefits show an increase of \$276,499 from the previous fiscal year. This increase is due to the addition of one full time staff and negotiated salary increases with all associated costs. There are also additional expenses in the termination / special pay account, due to anticipated staff retirements.

Services and Supplies - Expenses in the Services and Supplies category will be \$570,007 less than the adjusted budget for FY 2016/17. New and replacement enterprise equipment has been included with maintenance costs. Microsoft made some changes to software licensing, resulting in additional licensing costs for many of the existing servers. Professional services are needed to assist the County with network security monitoring and analysis and a Voice Over IP (VOIP) project. Communications costs have increased with added data circuits for HHSA, AG, and Sheriff's department.

Other Charges - This category is anticipated to increase by \$202,816 over the adjusted budget for FY 2016/17 and is primarily attributable to an increase in Central Service A-87 charges.

Capital Assets - Capital Asset expenses for FY 2017/18 are anticipated to be \$253,200. This is a decrease of \$139,615 from expenses in this category for FY 2016/17.

**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	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
<b>Category: 600 CHARGES FOR SERVICES</b>				
693001 CHARGES FOR SERVICES	\$5,892,494	\$6,298,752	\$7,340,867	\$7,340,867
<b>CHARGES FOR SERVICES</b>	<b>\$5,892,494</b>	<b>\$6,298,752</b>	<b>\$7,340,867</b>	<b>\$7,340,867</b>
<b>Total Operating Revenues:</b>	<b>\$5,892,494</b>	<b>\$6,298,752</b>	<b>\$7,340,867</b>	<b>\$7,340,867</b>
<b>Operating Expenses</b>				
<b>Category: 010 SALARIES AND BENEFITS</b>				
011000 REGULAR SALARIES	\$2,541,788	\$2,628,948	\$3,109,324	\$3,109,324
011200 TERMINATION/SPECIAL PAY	\$70,337	\$25,992	\$40,000	\$40,000
017000 EXTRA HELP	\$45,119	\$84,600	\$25,000	\$25,000
017502 OVERTIME PAY	\$38,574	\$29,620	\$25,000	\$25,000
017503 SHIFT DIFFERENTIAL	\$1,019	\$1,100	\$1,200	\$1,200
017509 HOLIDAY OVERTIME PAY	\$520	\$0	\$200	\$200
017517 CELL/PDA COMM ALLOWANCE PROG	\$2,269	\$2,289	\$2,280	\$2,280
018100 EMPLOYER SHARE FICA	\$188,002	\$189,702	\$242,627	\$242,627
018201 EMPLOYER SHARE RETIREMENT	\$401,538	\$442,169	\$556,243	\$556,243
018205 EMPLOYER SHARE 401A	\$0	\$0	\$3,526	\$3,526
018300 EMPLOYER SHARE HEALTH INSUR	\$617,316	\$653,124	\$803,545	\$803,545
018307 EMPLOYR SHR OTHER POST EMP BEN	\$76,249	\$78,862	\$93,280	\$93,280
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$14,779	\$11,484	\$10,118	\$10,118
018500 WORKERS COMP EXPOSURE	\$34,275	\$37,728	\$40,347	\$40,347
018501 WORKERS COMP EXPERIENCE	\$19,260	\$26,367	\$36,489	\$36,489
<b>SALARIES AND BENEFITS</b>	<b>\$4,051,051</b>	<b>\$4,211,990</b>	<b>\$4,989,179</b>	<b>\$4,989,179</b>
<b>Category: 030 SERVICES AND SUPPLIES</b>				
032300 CLOTHING/PERSONAL SUPPLIES XP	\$1,594	\$2,102	\$1,850	\$1,850
032500 COMMUNICATIONS EXPENSE	\$236,457	\$238,877	\$299,474	\$299,474
032590 CHGS FAC MGMT COMM	\$535	\$502	\$600	\$600
032900 HOUSEHOLD EXPENSE	\$129	\$74	\$100	\$100
032992 CHGS FAC MGMT HSHLD XP	\$41,269	\$41,075	\$45,000	\$45,000
033102 INSUR XP LIABILITY EXPOSURE	\$10,324	\$11,187	\$11,665	\$11,665
033103 INSUR XP MISCELLANEOUS	\$7,296	\$7,480	\$6,584	\$6,584
033105 INSUR XP LIABILITY EXPERIENCE	\$816	\$7,304	\$2,242	\$2,242
033500 MAINTENANCE OF EQUIPMENT	\$109,604	\$135,442	\$77,040	\$77,040
033528 MNT EQP SOFTWARE	\$185,341	\$199,628	\$263,787	\$263,787
033597 ISF MNT EQP OTHER DEPT CHGS	\$343,601	\$366,503	\$378,148	\$378,148
033791 CHGS FAC MGMT MAINT STR	\$59,159	\$63,766	\$67,000	\$67,000
034100 MEMBERSHIPS	\$50	\$209	\$290	\$290
034300 MISCELLANEOUS EXPENSE	\$0	\$58,068	\$0	\$0
034500 OFFICE EXPENSE	\$11,567	\$17,407	\$15,400	\$15,400

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
034590 CHGS OC PHOTOCOPY SVS	\$21	\$0	\$0	\$0	\$0
034591 CHGS OC POSTAGE SVS	\$45	\$46	\$100	\$100	\$100
034592 CHGS OC OTHER MAIL SVS	\$5,606	\$5,784	\$5,836	\$5,836	\$5,836
034800 PROF & SPECIAL SERVICES	\$35,055	\$29,657	\$178,594	\$178,594	\$178,594
034837 PROF PREEMPLOYMENT SVS	\$8,987	\$3,890	\$8,000	\$8,000	\$8,000
034890 CHGS FAC MGMT PROF SVS	\$2,231	\$2,076	\$3,000	\$3,000	\$3,000
034892 CHGS IT PROFESSIONAL SVS	\$0	\$1,978	\$0	\$0	\$0
034897 ISF PRF SVS OTHER DEPT CHGS	\$345	\$7,700	\$53,333	\$53,333	\$53,333
034900 PUBLICATIONS & LEGAL NOTICES	\$76	\$34	\$100	\$100	\$100
035100 RENTS & LEASES OF EQUIPMENT	\$1,417	\$2,830	\$2,835	\$2,835	\$2,835
035500 MINOR EQUIPMENT	\$142,911	\$155,923	\$183,915	\$183,915	\$183,915
035528 MINOR EQP SOFTWARE	\$107,056	\$60,711	\$78,905	\$78,905	\$78,905
035591 CHGS IT HARDWARE EQP	\$0	\$1,613	\$0	\$0	\$0
035592 CHGS IT TELECOMM EQP	\$417	\$0	\$0	\$0	\$0
035597 ISF MNR EQP OTHER DEPTS CHGS	\$25,597	\$35,727	\$228,300	\$228,300	\$228,300
035700 SPECIAL DEPARTMENTAL EXPENSE	\$29,331	\$34,527	\$49,295	\$49,295	\$49,295
035900 TRANSPORTATION & TRAVEL	\$14,976	\$23,850	\$41,100	\$41,100	\$41,100
035940 TRANS/TRVL FUEL	\$3,302	\$4,240	\$5,000	\$5,000	\$5,000
035990 CHGS FLEET TRANS/TRVL	\$23,868	\$28,536	\$35,251	\$35,251	\$35,251
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$92	\$54	\$0	\$0	\$0
036100 UTILITIES	\$73,583	\$80,361	\$90,000	\$90,000	\$90,000
<b>SERVICES AND SUPPLIES</b>	<b>\$1,482,669</b>	<b>\$1,629,179</b>	<b>\$2,132,744</b>	<b>\$2,132,744</b>	<b>\$2,132,744</b>
<b>Category: 050 OTHER CHARGES</b>					
050001 CENTRAL SERVICE COST PLAN CHGS	\$112,838	\$54,369	\$121,605	\$121,605	\$121,605
050003 BUILDING & EQUIP COST PLAN CHG	\$199,541	\$123,884	\$271,465	\$271,465	\$271,465
050800 TAXES & ASSESSMENTS	\$94	\$94	\$110	\$110	\$110
050900 DEPRECIATION EXPENSE	\$173,143	\$167,380	\$170,000	\$170,000	\$170,000
<b>OTHER CHARGES</b>	<b>\$485,616</b>	<b>\$345,728</b>	<b>\$563,180</b>	<b>\$563,180</b>	<b>\$563,180</b>
<b>Total Operating Expenses:</b>	<b>\$6,019,337</b>	<b>\$6,186,897</b>	<b>\$7,685,103</b>	<b>\$7,685,103</b>	<b>\$7,685,103</b>
<b>Operating Income (Loss)</b>	<b>(\$126,842)</b>	<b>\$111,854</b>	<b>(\$344,236)</b>	<b>(\$344,236)</b>	<b>(\$344,236)</b>
<b>Non-Operating Revenues (Expenses)</b>					
<b>Category: 030 SERVICES AND SUPPLIES</b>					
034309 MISC XP PRIOR PERIOD REV ADJ	\$0	(\$720,000)	\$0	\$0	\$0
034310 MISC XP PRIOR PERIOD EXP ADJ	\$0	(\$1,752)	\$0	\$0	\$0
<b>SERVICES AND SUPPLIES</b>	<b>\$0</b>	<b>(\$721,752)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Category: 400 REVENUE FROM MONEY &amp; PROPERTY</b>					
420000 INTEREST	\$9,752	\$13,962	\$10,000	\$10,000	\$10,000

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>REVENUE FROM MONEY &amp; PROPERTY</b>	\$9,752	\$13,962	\$10,000	\$10,000
<b>Category: 700 MISCELLANEOUS REVENUES</b>				
799300 MISCELLANEOUS REVENUE	\$13	\$204	\$0	\$0
799311 LITIGATION SETTLEMENT	\$69,577	\$0	\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$5,060	\$51	\$0	\$0
799600 INSURANCE LOSS & REFUNDS	\$0	\$500	\$0	\$0
<b>MISCELLANEOUS REVENUES</b>	\$74,651	\$755	\$0	\$0
<b>Category: 802 OTHER FINANCING SRCS SALE C/A</b>				
896100 SALE OF CAPITAL ASSETS	\$0	(\$34)	\$0	\$0
896101 SALE OF SURPLUS PROPERTY	\$8,155	\$12,992	\$14,000	\$14,000
896102 GAIN ON SALE OF CAPITAL ASSETS	\$20	\$70	\$0	\$0
<b>OTHER FINANCING SRCS SALE C/A</b>	\$8,175	\$13,029	\$14,000	\$14,000
<b>Total Non-Operating Revenues (Expenses):</b>	\$92,579	(\$694,005)	\$24,000	\$24,000
<b>Income Before Capital Contributions and Transfers:</b>	(\$34,263)	(\$582,150)	(\$320,236)	(\$320,236)
<b>Category: 095 OTHER FINANCING USES</b>				
095940 TRAN OUT FLEET MGMT	\$0	(\$24,751)	\$0	\$0
<b>OTHER FINANCING USES</b>	\$0	(\$24,751)	\$0	\$0
<b>Change in Net Assets</b>	(\$34,263)	(\$606,902)	(\$320,236)	(\$320,236)
Net Assets - Beginning Balance	\$2,374,181	\$2,186,157	\$1,579,254	\$1,579,254
Net Assets - Ending Balance	\$2,339,918	\$1,579,254	\$1,259,018	\$1,259,018

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Additional Appropriations</b>					
<b>Object:</b> 0650 CAP ASSETS-EQUIPMENT					
065285 I/T 7 SERVERS FY 15	(\$5,751)		\$0	\$0	\$0
065318 I/T 7 SERVERS FY16	\$76,217		\$0	\$0	\$0
065328 I/T 1 SERVER FY17	\$0		\$15,380	\$0	\$0
065329 I/T 5 SWTCH/RTR/FRWALL FY17	\$0		\$30,397	\$0	\$0
065330 I/T 5 NETWORK STORAGE DVC FY17	\$0		\$119,283	\$0	\$0
065333 AUDIO-VIDEO EQUIP	\$153,761		\$0	\$0	\$0
065342 I/T 13 SERVERS FY18	\$0		\$0	\$95,000	\$95,000
065343 I/T 6 SWTCH/RTR/FRWALL FY18	\$0		\$0	\$68,200	\$68,200
065344 I/T 2 NETWORK STORAGE DVC FY18	\$0		\$0	\$90,000	\$90,000
<b>CAP ASSETS-EQUIPMENT</b>	<b>\$224,226</b>		<b>\$165,061</b>	<b>\$253,200</b>	<b>\$253,200</b>
<b>Total Additional Appropriations:</b>	<b>\$224,226</b>		<b>\$165,061</b>	<b>\$253,200</b>	<b>\$253,200</b>
<b>Total Change in Net Assets:</b>	<b>(\$258,489)</b>		<b>(\$771,964)</b>	<b>(\$573,436)</b>	<b>(\$573,436)</b>

## **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 2017-18 Requested Budget includes expenditures in the amount of \$2.9 million and revenues in the amount of \$1.8 million. Expenditures exceed revenues by \$1.1 million and will be covered by fund balance. Expenses are decreasing by \$102,796 and revenues are increasing by \$161,423 compared to the FY 2016-17 Adjusted Budget.

There are 25 replacement vehicles requested in the FY 2017-18 requested budget. Although 25 vehicles are scheduled for replacement; depending on department needs, this number may be reduced.

### **SUMMARY OF RECOMMENDATIONS**

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.

---

### **FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Operating Revenues</b>					
<b>Category: 600 CHARGES FOR SERVICES</b>					
692950 REPLACEMENT FUND CHARGES	\$788,245	\$781,431	\$765,228	\$765,228	
693001 CHARGES FOR SERVICES	\$565,979	\$536,436	\$539,111	\$539,111	
693033 CHGS FOR VEH COLLISION REPAIR	\$99,138	\$118,775	\$100,000	\$100,000	
693034 CHGS FOR SVS MISC VEH PARTS	\$14,593	\$16,440	\$15,000	\$15,000	
693036 CHARGES FOR SVS ADMIN FEES	\$286,914	\$321,300	\$348,084	\$348,084	
<b>CHARGES FOR SERVICES</b>	<b>\$1,754,870</b>	<b>\$1,774,383</b>	<b>\$1,767,423</b>	<b>\$1,767,423</b>	
<b>Total Operating Revenues:</b>	<b>\$1,754,870</b>	<b>\$1,774,383</b>	<b>\$1,767,423</b>	<b>\$1,767,423</b>	
<b>Operating Expenses</b>					
<b>Category: 010 SALARIES AND BENEFITS</b>					
011000 REGULAR SALARIES	\$285,234	\$278,554	\$288,738	\$288,738	
011200 TERMINATION/SPECIAL PAY	\$7,459	\$4,453	\$2,000	\$2,000	
017000 EXTRA HELP	\$9,204	\$3,626	\$15,000	\$15,000	
018100 EMPLOYER SHARE FICA	\$21,983	\$21,972	\$22,700	\$22,700	
018201 EMPLOYER SHARE RETIREMENT	\$45,490	\$47,421	\$52,248	\$52,248	
018205 EMPLOYER SHARE 401A	\$0	\$0	\$405	\$405	
018300 EMPLOYER SHARE HEALTH INSUR	\$73,797	\$75,390	\$86,508	\$86,508	
018307 EMPLOYR SHR OTHER POST EMP BEN	\$8,552	\$8,356	\$8,663	\$8,663	
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$1,654	\$1,195	\$972	\$972	
018500 WORKERS COMP EXPOSURE	\$3,776	\$4,061	\$3,889	\$3,889	
018501 WORKERS COMP EXPERIENCE	\$66,660	\$58,360	\$35,319	\$35,319	
<b>SALARIES AND BENEFITS</b>	<b>\$523,813</b>	<b>\$503,391</b>	<b>\$516,442</b>	<b>\$516,442</b>	
<b>Category: 030 SERVICES AND SUPPLIES</b>					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$5,216	\$5,049	\$5,000	\$5,000	
032500 COMMUNICATIONS EXPENSE	\$1,054	\$937	\$1,000	\$1,000	
032591 CHGS IT COMM	\$603	\$654	\$724	\$724	
032700 FOOD EXPENSE	\$72	\$36	\$0	\$0	
032900 HOUSEHOLD EXPENSE	\$1,373	\$1,394	\$1,500	\$1,500	
032992 CHGS FAC MGMT HSHLD XP	\$3,544	\$3,988	\$3,717	\$3,717	
033102 INSUR XP LIABILITY EXPOSURE	\$1,137	\$1,204	\$1,125	\$1,125	
033103 INSUR XP MISCELLANEOUS	\$348	\$352	\$307	\$307	
033105 INSUR XP LIABILITY EXPERIENCE	\$1,512	\$156	\$147	\$147	
033500 MAINTENANCE OF EQUIPMENT	\$17	\$1,138	\$5,000	\$5,000	
033526 MNT EQP VEHICLES	\$91,540	\$91,965	\$75,000	\$75,000	
033528 MNT EQP SOFTWARE	\$2,757	\$0	\$5,000	\$5,000	
033534 MNT EQP PARTS & SUPPLIES	\$87,762	\$128,887	\$150,000	\$150,000	
033544 MNT EQP VH TIRES	\$107,842	\$116,186	\$125,000	\$125,000	
033545 MNT EQP VH OUTSIDE REPAIR SVS	\$117,420	\$110,238	\$125,000	\$125,000	

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033546 MNT EQP VH SHOP/OPER SPLY	\$23,681	\$19,771	\$20,000	\$20,000	
033592 CHGS IT MNT HARD/SOFTWARE	\$523	\$654	\$578	\$578	
033791 CHGS FAC MGMT MAINT STR	\$6,519	\$13,136	\$41,818	\$41,818	
034100 MEMBERSHIPS	\$50	\$50	\$0	\$0	
034500 OFFICE EXPENSE	\$2,486	\$2,331	\$5,000	\$5,000	
034591 CHGS OC POSTAGE SVS	\$3	\$5	\$8	\$8	
034592 CHGS OC OTHER MAIL SVS	\$348	\$420	\$425	\$425	
034594 CHGS IT OFFICE EXP	\$0	\$279	\$0	\$0	
034800 PROF & SPECIAL SERVICES	\$8,877	\$6,833	\$10,000	\$10,000	
034802 PROF ADMIN SVS	\$9,755	\$9,938	\$10,000	\$10,000	
034831 PROF MEDICAL SVS	\$82	\$0	\$0	\$0	
034837 PROF PREEMPLOYMENT SVS	\$0	\$374	\$0	\$0	
034864 PROF CAPITL ASSET DISPOSAL SVS	(\$461)	\$45	\$5,000	\$5,000	
034890 CHGS FAC MGMT PROF SVS	\$0	\$35	\$0	\$0	
034892 CHGS IT PROFESSIONAL SVS	\$17,673	\$18,824	\$18,215	\$18,215	
035100 RENTS & LEASES OF EQUIPMENT	\$78	\$1,383	\$1,000	\$1,000	
035300 RENTS & LEASES OF STRUCTURES	\$2,730	\$2,310	\$3,000	\$3,000	
035500 MINOR EQUIPMENT	\$2,558	\$5,084	\$3,000	\$3,000	
035528 MINOR EQP SOFTWARE	\$2,468	\$4,390	\$3,000	\$3,000	
035591 CHGS IT HARDWARE EQP	\$806	\$6,290	\$5,000	\$5,000	
035592 CHGS IT TELECOMM EQP	\$54	\$21	\$0	\$0	
035753 SP DEPT XP RECYCLING CONTAINER	\$723	\$2,647	\$2,000	\$2,000	
035900 TRANSPORTATION & TRAVEL	\$698	\$363	\$1,000	\$1,000	
035940 TRANS/TRVL FUEL	\$1,567	\$1,259	\$2,000	\$2,000	
036100 UTILITIES	\$6,475	\$6,689	\$6,830	\$6,830	
<b>SERVICES AND SUPPLIES</b>	<b>\$509,905</b>	<b>\$565,331</b>	<b>\$636,394</b>	<b>\$636,394</b>	
<b>Category: 050 OTHER CHARGES</b>					
050001 CENTRAL SERVICE COST PLAN CHGS	\$94,091	\$79,395	\$58,764	\$58,764	
050003 BUILDING & EQUIP COST PLAN CHG	(\$40)	\$0	\$0	\$0	
050800 TAXES & ASSESSMENTS	\$103	\$294	\$500	\$500	
050902 DEPR XP BUILDINGS	\$1,829	\$1,829	\$905	\$905	
050903 DEPR XP VEHICLES	\$491,440	\$565,814	\$600,000	\$600,000	
<b>OTHER CHARGES</b>	<b>\$587,423</b>	<b>\$647,334</b>	<b>\$660,169</b>	<b>\$660,169</b>	
<b>Category: 080 INTRAFUND TRANSFERS</b>					
088000 COST APPLIED VARIOUS	(\$53,895)	(\$26,080)	(\$50,000)	(\$50,000)	
<b>INTRAFUND TRANSFERS</b>	<b>(\$53,895)</b>	<b>(\$26,080)</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>	
<b>Total Operating Expenses:</b>	<b>\$1,567,247</b>	<b>\$1,689,976</b>	<b>\$1,763,005</b>	<b>\$1,763,005</b>	
<b>Operating Income (Loss)</b>	<b>\$187,623</b>	<b>\$84,407</b>	<b>\$4,418</b>	<b>\$4,418</b>	

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Non-Operating Revenues (Expenses)</b>				
<b>Category: 050</b> OTHER CHARGES				
051400 LOSS ON DISPOSAL CAPITL ASSET	(\$26,709)	(\$44,836)	\$0	\$0
<b>OTHER CHARGES</b>	(\$26,709)	(\$44,836)	\$0	\$0
<b>Category: 400</b> REVENUE FROM MONEY & PROPERTY				
420000 INTEREST	\$21,881	\$37,808	\$25,000	\$25,000
<b>REVENUE FROM MONEY &amp; PROPERTY</b>	\$21,881	\$37,808	\$25,000	\$25,000
<b>Category: 700</b> MISCELLANEOUS REVENUES				
799300 MISCELLANEOUS REVENUE	\$811	\$2,007	\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$0	\$2,308	\$0	\$0
799600 INSURANCE LOSS & REFUNDS	\$3,249	\$0	\$0	\$0
799601 INSURANCE PROCEEDS C/A	\$20,948	\$28,131	\$0	\$0
<b>MISCELLANEOUS REVENUES</b>	\$25,008	\$32,446	\$0	\$0
<b>Category: 802</b> OTHER FINANCING SRCS SALE C/A				
896100 SALE OF CAPITAL ASSETS	(\$28,222)	\$900	\$0	\$0
896101 SALE OF SURPLUS PROPERTY	\$0	\$504	\$0	\$0
896102 GAIN ON SALE OF CAPITAL ASSETS	\$42,089	\$31,995	\$0	\$0
<b>OTHER FINANCING SRCS SALE C/A</b>	\$13,867	\$33,399	\$0	\$0
<b>Total Non-Operating Revenues (Expenses):</b>	\$34,048	\$58,817	\$25,000	\$25,000
<b>Income Before Captial Contributions and Transfers:</b>	\$221,671	\$143,224	\$29,418	\$29,418
<b>Category: 800</b> OTHR FINANCING SOURCES TRAN IN				
800925 TRANS IN INFO TECH DEPT	\$0	\$24,751	\$0	\$0
<b>OTHR FINANCING SOURCES TRAN IN</b>	\$0	\$24,751	\$0	\$0
<b>Change in Net Assets</b>	\$221,671	\$167,976	\$29,418	\$29,418
Net Assets - Beginning Balance	\$6,609,917	\$6,831,588	\$6,999,565	\$6,999,565
Net Assets - Ending Balance	\$6,831,588	\$6,999,565	\$7,028,983	\$7,028,983

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Additional Appropriations</b>					
<b>Object:</b> 0650 CAP ASSETS-EQUIPMENT					
065288 1 CHARGING SYSTEM	\$0	\$9,234		\$0	\$0
065289 FLEET 65 VEH RPLCMT FY15	\$62,056	\$0		\$0	\$0
065320 FLEET 27 VEH RPLCMT FY16	\$557,243	\$0		\$0	\$0
065332 FLEET 24 VEH RPLCMT FY17	\$0	\$786,363		\$0	\$0
065345 FLEET 25 VEH RPLCMT FY18	\$0	\$0		\$1,125,000	\$1,125,000
<b>CAP ASSETS-EQUIPMENT</b>	\$619,299	\$795,598		\$1,125,000	\$1,125,000
<b>Total Additional Appropriations:</b>	\$619,299	\$795,598		\$1,125,000	\$1,125,000
<b>Total Change in Net Assets:</b>	(\$397,627)	(\$627,621)		(\$1,095,582)	(\$1,095,582)

**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 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 2017-18 total expenditures will increase by \$285,881 and revenues will decrease by \$534,799 compared to the FY 2016-17 Adjusted Budget. FY 2016-17 expenditures will exceed revenues by \$675,792. The division anticipates a savings of \$695,539 in the current FY 2016-17 at year end.

**SUMMARY OF RECOMMENDATIONS**

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.

---

**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Operating Revenues</b>					
<b>Category: 600 CHARGES FOR SERVICES</b>					
693000	CHGS FOR SVS REGULAR EMPLOYEES	\$8,710,203	\$10,137,769	\$9,703,259	\$9,703,259
693100	CHGS FOR SVS RETIREES	\$129,755	\$116,614	\$132,000	\$132,000
693120	CHGS FOR SVS COBRA	\$2,095	\$1,345	\$3,000	\$3,000
693130	CHGS FOR SVS DEPENDENTS	\$84,514	\$86,310	\$91,000	\$91,000
693160	CHGS FOR SVS OPTIONAL LIFE INS	\$13,029	\$13,272	\$18,200	\$18,200
693161	CHGS FOR SVS MED MALPRACTICE	\$44,064	\$53,666	\$59,201	\$59,201
693162	CHGS FOR SVS INSUR PREMIUMS	\$20,832	\$21,930	\$21,419	\$21,419
<b>CHARGES FOR SERVICES</b>		<b>\$9,004,495</b>	<b>\$10,430,909</b>	<b>\$10,028,079</b>	<b>\$10,028,079</b>
<b>Total Operating Revenues:</b>		<b>\$9,004,495</b>	<b>\$10,430,909</b>	<b>\$10,028,079</b>	<b>\$10,028,079</b>
<b>Operating Expenses</b>					
<b>Category: 010 SALARIES AND BENEFITS</b>					
011000	REGULAR SALARIES	\$564,290	\$594,780	\$632,972	\$632,972
011200	TERMINATION/SPECIAL PAY	\$16,190	\$13,054	\$0	\$0
017000	EXTRA HELP	\$5,255	\$0	\$0	\$0
017517	CELL/PDA COMM ALLOWANCE PROG	\$275	\$257	\$274	\$274
018100	EMPLOYER SHARE FICA	\$41,938	\$43,644	\$48,140	\$48,140
018201	EMPLOYER SHARE RETIREMENT	\$88,732	\$99,546	\$112,567	\$112,567
018204	EMPLOYER SHARE DEFERRED COMP	\$0	\$1,308	\$1,710	\$1,710
018300	EMPLOYER SHARE HEALTH INSUR	\$105,538	\$125,735	\$142,140	\$142,140
018307	EMPLYR SHR OTHER POST EMP BEN	\$16,927	\$17,842	\$18,990	\$18,990
018400	EMPLOYER SHR UNEMPLOYMENT INS	\$3,203	\$2,491	\$2,026	\$2,026
018500	WORKERS COMP EXPOSURE	\$7,274	\$8,170	\$7,973	\$7,973
018501	WORKERS COMP EXPERIENCE	\$31,680	\$36,797	\$33,982	\$33,982
<b>SALARIES AND BENEFITS</b>		<b>\$881,307</b>	<b>\$943,628</b>	<b>\$1,000,774</b>	<b>\$1,000,774</b>
<b>Category: 030 SERVICES AND SUPPLIES</b>					
032300	CLOTHING/PERSONAL SUPPLIES XP	\$19	\$13	\$75	\$75
032500	COMMUNICATIONS EXPENSE	\$2,366	\$2,034	\$2,600	\$2,600
032590	CHGS FAC MGMT COMM	\$153	\$143	\$200	\$200
032591	CHGS IT COMM	\$1,493	\$1,587	\$2,000	\$2,000
032900	HOUSEHOLD EXPENSE	\$0	\$2	\$11	\$11
032992	CHGS FAC MGMT HSHLD XP	\$11,727	\$11,744	\$14,000	\$14,000
033100	INSURANCE EXPENSE	\$33	\$0	\$33	\$33
033102	INSUR XP LIABILITY EXPOSURE	\$2,191	\$2,423	\$2,306	\$2,306
033103	INSUR XP MISCELLANEOUS	\$1,716	\$1,732	\$1,602	\$1,602
033105	INSUR XP LIABILITY EXPERIENCE	\$108	\$0	\$0	\$0
033500	MAINTENANCE OF EQUIPMENT	\$0	\$0	\$1,000	\$1,000
033528	MNT EQP SOFTWARE	\$20,000	\$20,000	\$20,400	\$20,400

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 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	\$1,823	\$2,289	\$3,011	\$3,011	
033791 CHGS FAC MGMT MAINT STR	\$10,803	\$13,211	\$16,367	\$16,367	
033900 MEDICAL/DENTAL/LAB SUPPLIES	\$4,652	\$6,091	\$5,100	\$5,100	
034100 MEMBERSHIPS	\$16,919	\$17,189	\$17,800	\$17,800	
034500 OFFICE EXPENSE	\$9,108	\$6,483	\$11,827	\$11,827	
034590 CHGS OC PHOTOCOPY SVS	\$637	\$30	\$500	\$500	
034591 CHGS OC POSTAGE SVS	\$5,530	\$4,377	\$4,679	\$4,679	
034592 CHGS OC OTHER MAIL SVS	\$3,039	\$2,583	\$2,441	\$2,441	
034800 PROF & SPECIAL SERVICES	\$158,165	\$105,632	\$197,575	\$197,575	
034802 PROF ADMIN SVS	\$1,168,629	\$704,063	\$1,382,065	\$1,382,065	
034807 PROF BANK SVS	\$713	\$893	\$1,200	\$1,200	
034817 PROF DRUG TESTING SVS	\$14,650	\$9,750	\$17,000	\$17,000	
034828 PROF LEGAL SVS	\$617,896	\$557,221	\$750,000	\$750,000	
034837 PROF PREEMPLOYMENT SVS	\$338	\$107	\$0	\$0	
034842 PROF REHAB SVS	\$11,987	\$10,911	\$12,000	\$12,000	
034851 PROF TRAINING SVS	\$12,271	\$15,434	\$17,000	\$17,000	
034860 PROF BENEFITS ADMIN SVS	\$39,974	\$41,466	\$48,000	\$48,000	
034890 CHGS FAC MGMT PROF SVS	\$637	\$594	\$500	\$500	
034892 CHGS IT PROFESSIONAL SVS	\$42,934	\$36,768	\$43,744	\$43,744	
035100 RENTS & LEASES OF EQUIPMENT	\$5,624	\$4,184	\$4,689	\$4,689	
035500 MINOR EQUIPMENT	\$86	\$20	\$550	\$550	
035528 MINOR EQP SOFTWARE	\$0	\$0	\$550	\$550	
035590 CHGS IT SOFTWARE EQP	\$5,119	\$1,242	\$2,119	\$2,119	
035591 CHGS IT HARDWARE EQP	\$2,960	\$1,891	\$4,200	\$4,200	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$304	\$6,620	\$2,280	\$2,280	
035900 TRANSPORTATION & TRAVEL	\$7,416	\$12,762	\$17,500	\$17,500	
035940 TRANS/TRVL FUEL	\$37	\$0	\$0	\$0	
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$0	\$0	\$300	\$300	
036100 UTILITIES	\$21,039	\$22,977	\$24,663	\$24,663	
<b>SERVICES AND SUPPLIES</b>	<b>\$2,203,110</b>	<b>\$1,624,482</b>	<b>\$2,631,887</b>	<b>\$2,631,887</b>	
<b>Category: 050 OTHER CHARGES</b>					
050001 CENTRAL SERVICE COST PLAN CHGS	\$83,571	\$181,110	\$87,437	\$87,437	
050003 BUILDING & EQUIP COST PLAN CHG	\$47,779	\$33,328	\$95,064	\$95,064	
050800 TAXES & ASSESSMENTS	\$77,417	\$72,958	\$80,274	\$80,274	
056010 RM INS PREM MANAGEMENT	\$20,631	\$19,571	\$24,000	\$24,000	
056011 RM INS PREM EMPLOYEES	\$97,125	\$101,800	\$110,944	\$110,944	
056012 RM INS PREM INLAND MARINE	\$30,603	\$31,962	\$33,600	\$33,600	
056013 RM INS PREM FIRE BLDG	\$109,723	\$113,580	\$121,300	\$121,300	
056019 RM INS POLLUTION LIAB	\$3,565	\$3,565	\$3,566	\$3,566	
056020 RM INS MGMT DISABILITY	\$19,191	\$20,676	\$22,800	\$22,800	
056021 RM INS PREM EXCESS	\$1,525,509	\$1,556,018	\$1,633,297	\$1,633,297	

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

Operating Detail		2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1		2	3	4	5
056025	RM INSU PREM MONEY/SECURITY	\$16,383	\$16,383	\$17,500	\$17,500
056028	RM INS PREM AVIATION	\$7,335	\$7,335	\$7,800	\$7,800
056031	RM INS PREM MALPRACTICE	\$39,432	\$47,645	\$57,000	\$57,000
056033	RM INS PREM ACDNT MEDI CS VOL	\$16,100	\$17,395	\$17,710	\$17,710
056035	RM INS PREM ADDITIONAL LIFE	\$13,067	\$13,139	\$18,000	\$18,000
056041	RM INS PREM WATERCRAFTS	\$3,710	\$7,186	\$7,400	\$7,400
056510	RM PAID CLAIMS MEDICAL	\$3,014,892	\$1,828,100	\$3,000,000	\$3,000,000
056511	RM PAID CLAIMS INDEMNITY	\$945,878	\$687,623	\$1,250,000	\$1,250,000
056516	RM PAID CLAIMS REG EMPLOYEE	\$309,803	\$318,606	\$360,000	\$360,000
056525	CLAIMS ADJUSTMENT ACTUARIAL	(\$128,000)	(\$644,000)	\$640,000	\$640,000
056530	RM PD CLM JUDGEMENTS/DAMAGE	\$250,077	\$127,856	\$100,000	\$100,000
<b>OTHER CHARGES</b>		\$6,503,797	\$4,561,841	\$7,687,692	\$7,687,692
<b>Category: 080 INTRAFUND TRANSFERS</b>					
088002	C/A ADMIN	(\$1,168,629)	(\$704,063)	(\$1,382,066)	(\$1,382,066)
<b>INTRAFUND TRANSFERS</b>		(\$1,168,629)	(\$704,063)	(\$1,382,066)	(\$1,382,066)
<b>Total Operating Expenses:</b>		\$8,419,585	\$6,425,889	\$9,938,287	\$9,938,287
<b>Operating Income (Loss)</b>		\$584,909	\$4,005,020	\$89,792	\$89,792
<b>Non-Operating Revenues (Expenses)</b>					
<b>Category: 030 SERVICES AND SUPPLIES</b>					
034310	MISC XP PRIOR PERIOD EXP ADJ	(\$90)	(\$13,175)	\$0	\$0
<b>SERVICES AND SUPPLIES</b>		(\$90)	(\$13,175)	\$0	\$0
<b>Category: 050 OTHER CHARGES</b>					
051400	LOSS ON DISPOSAL CAPITL ASSET	(\$2)	\$0	\$0	\$0
<b>OTHER CHARGES</b>		(\$2)	\$0	\$0	\$0
<b>Category: 400 REVENUE FROM MONEY &amp; PROPERTY</b>					
420000	INTEREST	\$105,097	\$191,760	\$80,000	\$80,000
<b>REVENUE FROM MONEY &amp; PROPERTY</b>		\$105,097	\$191,760	\$80,000	\$80,000
<b>Category: 700 MISCELLANEOUS REVENUES</b>					
795000	AUDITOR VOID/STALE DATED CHECK	\$0	\$1,500	\$0	\$0
799300	MISCELLANEOUS REVENUE	\$298	\$540	\$1,000	\$1,000
799390	PRIOR PERIOD EXP ADJUSTMENT	\$1,446	\$5,109	\$0	\$0
799600	INSURANCE LOSS & REFUNDS	\$1,390,639	\$496,910	\$505,000	\$505,000
799601	INSURANCE PROCEEDS C/A	\$825	\$0	\$0	\$0
799606	MISCELLANOUES INSURANCE REBATE	\$30,000	\$0	\$0	\$0
799900	CASH OVER/SHORT	(\$1,680)	\$0	\$0	\$0

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>MISCELLANEOUS REVENUES</b>	\$1,421,529	\$504,059	\$506,000	\$506,000
<b>Category: 802</b> OTHER FINANCING SRCS SALE C/A				
896102 GAIN ON SALE OF CAPITAL ASSETS	\$33	\$0	\$0	\$0
<b>OTHER FINANCING SRCS SALE C/A</b>	<b>\$33</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Non-Operating Revenues (Expenses):</b>	<b>\$1,526,568</b>	<b>\$682,644</b>	<b>\$586,000</b>	<b>\$586,000</b>
<b>Income Before Captial Contributions and Transfers:</b>	<b>\$2,111,478</b>	<b>\$4,687,665</b>	<b>\$675,792</b>	<b>\$675,792</b>
<b>Category: 095</b> OTHER FINANCING USES				
095236 TRAN OUT BOATING SAFETY	(\$30,000)	\$0	\$0	\$0
095287 TRAN OUT CORONER	(\$21,556)	\$0	\$0	\$0
<b>OTHER FINANCING USES</b>	<b>(\$51,556)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Change in Net Assets</b>	<b>\$2,059,921</b>	<b>\$4,687,665</b>	<b>\$675,792</b>	<b>\$675,792</b>
Net Assets - Beginning Balance	(\$1,327,412)	\$732,509	\$5,420,174	\$5,420,174
Net Assets - Ending Balance	\$732,509	\$5,420,174	\$6,095,966	\$6,095,966

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Additional Appropriations</b>				
<b>Total Additional Appropriations:</b>	\$0	\$0	\$0	\$0
<b>Total Change in Net Assets:</b>	\$2,059,921	\$4,687,665	\$675,792	\$675,792

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 2017-18 requested budget includes revenues in the amount of \$5 million and expenditures in the amount of \$5.1 million. Expenditures exceed revenues by \$77,339. The deficit will be covered by fund balance. The department requests two capital asset pickup trucks and a new roof for the Facilities Management office.

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Operating Revenues</b>					
<b>Category: 600 CHARGES FOR SERVICES</b>					
684970 SALE OF RECYCLE MATERIALS	\$194	\$146	\$0	\$0	
693001 CHARGES FOR SERVICES	\$3,411,663	\$3,622,892	\$4,268,816	\$4,268,816	
693015 UNIDENTIFIED PROJECTS REVENUE	\$0	\$212,768	\$250,000	\$250,000	
693016 CHARGES FOR ITEMIZED MAINT	\$233,072	\$220,778	\$500,000	\$500,000	
<b>CHARGES FOR SERVICES</b>	<b>\$3,644,930</b>	<b>\$4,056,586</b>	<b>\$5,018,816</b>	<b>\$5,018,816</b>	
<b>Total Operating Revenues:</b>	<b>\$3,644,930</b>	<b>\$4,056,586</b>	<b>\$5,018,816</b>	<b>\$5,018,816</b>	
<b>Operating Expenses</b>					
<b>Category: 010 SALARIES AND BENEFITS</b>					
011000 REGULAR SALARIES	\$1,398,640	\$1,462,376	\$1,639,075	\$1,639,075	
011200 TERMINATION/SPECIAL PAY	\$9,591	\$13,478	\$0	\$0	
017000 EXTRA HELP	\$30,551	\$31,829	\$46,915	\$46,915	
017502 OVERTIME PAY	\$7,236	\$9,018	\$15,000	\$15,000	
017503 SHIFT DIFFERENTIAL	\$124	\$1,390	\$1,500	\$1,500	
017505 STANDBY PAY	\$16,291	\$16,094	\$18,045	\$18,045	
017509 HOLIDAY OVERTIME PAY	\$183	\$244	\$300	\$300	
018100 EMPLOYER SHARE FICA	\$108,177	\$114,995	\$130,250	\$130,250	
018201 EMPLOYER SHARE RETIREMENT	\$224,015	\$251,409	\$297,419	\$297,419	
018205 EMPLOYER SHARE 401A	\$0	\$0	\$654	\$654	
018300 EMPLOYER SHARE HEALTH INSUR	\$500,940	\$537,557	\$625,647	\$625,647	
018307 EMPLOYR SHR OTHER POST EMP BEN	\$41,948	\$43,866	\$49,173	\$49,173	
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$8,166	\$6,454	\$5,508	\$5,508	
018500 WORKERS COMP EXPOSURE	\$18,780	\$21,366	\$21,915	\$21,915	
018501 WORKERS COMP EXPERIENCE	\$95,736	\$126,622	\$120,553	\$120,553	
<b>SALARIES AND BENEFITS</b>	<b>\$2,460,386</b>	<b>\$2,636,706</b>	<b>\$2,971,954</b>	<b>\$2,971,954</b>	
<b>Category: 030 SERVICES AND SUPPLIES</b>					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$21,100	\$22,353	\$25,000	\$25,000	
032397 ISF CLTHG/PERS OTHER DEPT CHGS	\$311	\$230	\$500	\$500	
032500 COMMUNICATIONS EXPENSE	\$16,196	\$11,089	\$16,500	\$16,500	
032591 CHGS IT COMM	\$6,349	\$6,778	\$6,777	\$6,777	
032597 ISF COMM XP OTHER DEPT CHGS	\$6,699	\$7,013	\$7,000	\$7,000	
032700 FOOD EXPENSE	\$594	\$1,094	\$1,000	\$1,000	
032900 HOUSEHOLD EXPENSE	\$2,044	\$3,161	\$3,000	\$3,000	
032997 ISF HSHLD XP OTHER DEPT CHGS	\$73,890	\$69,515	\$75,000	\$75,000	
033102 INSUR XP LIABILITY EXPOSURE	\$5,655	\$6,337	\$6,474	\$6,474	
033103 INSUR XP MISCELLANEOUS	\$11,724	\$11,219	\$10,522	\$10,522	
033105 INSUR XP LIABILITY EXPERIENCE	\$51,804	\$20,595	\$8,680	\$8,680	
033500 MAINTENANCE OF EQUIPMENT	\$2,160	\$1,312	\$6,000	\$6,000	

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033547 MAINT EQP TRUCKS	\$53,437	\$29,039	\$50,000	\$50,000	
033592 CHGS IT MNT HARD/SOFTWARE	\$1,197	\$2,273	\$3,454	\$3,454	
033597 ISF MNT EQP OTHER DEPT CHGS	\$17,532	\$15,684	\$17,000	\$17,000	
033700 MAINTENANCE OF STRUCTURES	\$5,591	\$9,053	\$7,500	\$7,500	
033727 MNT STR ADA	\$3,384	\$22,861	\$100,000	\$100,000	
033731 MNT STR COOL/HEAT SYSTEMS	\$94,277	\$164,728	\$100,000	\$100,000	
033734 MNT STR ITEMIZED MAINT	\$8,973	\$133,672	\$452,000	\$452,000	
033797 ISF MNT STR OTHER DEPT CHGS	\$575,870	\$693,335	\$450,000	\$450,000	
033798 ISF MNT SVS CTRCT OTHER DEPT	\$112,767	\$148,133	\$150,000	\$150,000	
033900 MEDICAL/DENTAL/LAB SUPPLIES	\$916	\$1,310	\$1,700	\$1,700	
034100 MEMBERSHIPS	\$150	\$150	\$200	\$200	
034500 OFFICE EXPENSE	\$5,421	\$5,122	\$5,500	\$5,500	
034591 CHGS OC POSTAGE SVS	\$280	\$285	\$181	\$181	
034592 CHGS OC OTHER MAIL SVS	\$1,208	\$1,551	\$1,583	\$1,583	
034597 ISF OFFC XP OTHER DEPTS CHGS	\$6,160	\$5	\$500	\$500	
034800 PROF & SPECIAL SERVICES	\$9,366	\$16,144	\$17,000	\$17,000	
034802 PROF ADMIN SVS	\$11,806	\$2,842	\$10,000	\$10,000	
034831 PROF MEDICAL SVS	\$990	\$1,890	\$1,000	\$1,000	
034837 PROF PREEMPLOYMENT SVS	\$3,785	\$3,411	\$4,000	\$4,000	
034851 PROF TRAINING SVS	\$4,880	\$5,500	\$8,500	\$8,500	
034855 PROF INVESTIGATION SVS	\$0	\$18	\$300	\$300	
034892 CHGS IT PROFESSIONAL SVS	\$48,192	\$57,088	\$55,000	\$55,000	
034897 ISF PRF SVS OTHER DEPT CHGS	\$14,337	\$27,257	\$34,000	\$34,000	
035100 RENTS & LEASES OF EQUIPMENT	\$3,113	\$3,055	\$3,600	\$3,600	
035197 ISF R/L EQP OTHER DEPT CHGS	\$27,578	\$35,504	\$40,000	\$40,000	
035500 MINOR EQUIPMENT	\$9,488	\$11,222	\$13,000	\$13,000	
035528 MINOR EQP SOFTWARE	\$0	\$5,000	\$0	\$0	
035590 CHGS IT SOFTWARE EQP	\$716	\$0	\$0	\$0	
035591 CHGS IT HARDWARE EQP	\$1,248	\$2,204	\$2,600	\$2,600	
035592 CHGS IT TELECOMM EQP	\$136	\$506	\$1,000	\$1,000	
035597 ISF MNR EQP OTHER DEPTS CHGS	\$5,975	\$7,827	\$10,000	\$10,000	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$225	\$315	\$1,500	\$1,500	
035743 SP DEPT XP PERMITS/LICENSES	\$180	\$70	\$6,000	\$6,000	
035753 SP DEPT XP RECYCLING CONTAINER	\$1,460	\$767	\$1,500	\$1,500	
035900 TRANSPORTATION & TRAVEL	\$18,036	\$16,572	\$20,000	\$20,000	
035940 TRANS/TRVL FUEL	\$327	\$33	\$400	\$400	
035941 TRANS/TRVL MILEAGE	\$3,441	\$2,891	\$3,500	\$3,500	
035942 TRANS/TRVL TRAINING	\$800	\$560	\$3,000	\$3,000	
035943 TRANS/TRVL CONFERENCES	\$5,241	\$9,538	\$10,000	\$10,000	
035990 CHGS FLEET TRANS/TRVL	\$207	\$2,469	\$600	\$600	
035997 ISF TRANS/TRVL OTHR DEPTS CHGS	\$0	\$0	\$500	\$500	
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$285	\$276	\$350	\$350	

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
036125 UTIL ELECTRIC	\$5,279	\$4,962	\$7,000	\$7,000	
036126 UTIL GAS	\$1,175	\$1,201	\$1,000	\$1,000	
036127 UTIL WATER	\$1,610	\$1,716	\$2,500	\$2,500	
036128 UTIL SEPTIC	\$0	\$0	\$200	\$200	
036130 UTIL WASTE WATER	\$668	\$594	\$650	\$650	
036131 UTIL MISC UTILITIES	\$7,507	\$4,275	\$7,500	\$7,500	
<b>SERVICES AND SUPPLIES</b>	<b>\$1,273,763</b>	<b>\$1,613,628</b>	<b>\$1,772,271</b>	<b>\$1,772,271</b>	
<b>Category: 050 OTHER CHARGES</b>					
050001 CENTRAL SERVICE COST PLAN CHGS	\$111,842	\$104,690	\$159,078	\$159,078	
050003 BUILDING & EQUIP COST PLAN CHG	\$0	\$1,749	\$21,002	\$21,002	
050800 TAXES & ASSESSMENTS	\$93	\$93	\$125	\$125	
050900 DEPRECIATION EXPENSE	\$32,471	\$36,979	\$50,000	\$50,000	
<b>OTHER CHARGES</b>	<b>\$144,407</b>	<b>\$143,513</b>	<b>\$230,205</b>	<b>\$230,205</b>	
<b>Total Operating Expenses:</b>	<b>\$3,878,556</b>	<b>\$4,393,847</b>	<b>\$4,974,430</b>	<b>\$4,974,430</b>	
<b>Operating Income (Loss)</b>	<b>(\$233,626)</b>	<b>(\$337,261)</b>	<b>\$44,386</b>	<b>\$44,386</b>	
<b>Non-Operating Revenues (Expenses)</b>					
<b>Category: 400 REVENUE FROM MONEY &amp; PROPERTY</b>					
420000 INTEREST	\$2,349	\$2,005	\$1,000	\$1,000	
421800 VENDING MACHINES	\$0	\$111	\$50	\$50	
<b>REVENUE FROM MONEY &amp; PROPERTY</b>	<b>\$2,349</b>	<b>\$2,117</b>	<b>\$1,050</b>	<b>\$1,050</b>	
<b>Category: 700 MISCELLANEOUS REVENUES</b>					
799300 MISCELLANEOUS REVENUE	\$3	\$0	\$0	\$0	
799390 PRIOR PERIOD EXP ADJUSTMENT	\$0	\$6,540	\$0	\$0	
799610 RESTITUTION DAMAGE PAYMENTS	\$278	\$0	\$0	\$0	
<b>MISCELLANEOUS REVENUES</b>	<b>\$281</b>	<b>\$6,540</b>	<b>\$0</b>	<b>\$0</b>	
<b>Category: 802 OTHER FINANCING SRCS SALE C/A</b>					
896102 GAIN ON SALE OF CAPITAL ASSETS	\$5,300	\$10,083	\$0	\$0	
<b>OTHER FINANCING SRCS SALE C/A</b>	<b>\$5,300</b>	<b>\$10,083</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Non-Operating Revenues (Expenses):</b>	<b>\$7,930</b>	<b>\$18,740</b>	<b>\$1,050</b>	<b>\$1,050</b>	
<b>Income Before Captial Contributions and Transfers:</b>	<b>(\$225,696)</b>	<b>(\$318,521)</b>	<b>\$45,436</b>	<b>\$45,436</b>	
<b>Category: 095 OTHER FINANCING USES</b>					
095166 TRANS OUT CAPITAL PROJECTS	\$0	(\$14,940)	\$0	\$0	

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>OTHER FINANCING USES</b>	\$0	(\$14,940)	\$0	\$0

<b>Change in Net Assets</b>	(\$225,696)	(\$333,461)	\$45,436	\$45,436
Net Assets - Beginning Balance	\$983,223	\$757,527	\$424,066	\$424,066
Net Assets - Ending Balance	\$757,527	\$424,066	\$469,502	\$469,502

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
<b>Additional Appropriations</b>					
<b>Object:</b> 0610	CAP ASSETS-BLDG & IMPROVEMENTS				
061081	FAC MGMNT 1958 PLACER ROOF	\$0	\$0	\$45,000	\$45,000
	<b>CAP ASSETS-BLDG &amp; IMPROVEMENTS</b>	\$0	\$0	\$45,000	\$45,000
<b>Object:</b> 0650	CAP ASSETS-EQUIPMENT				
065175	2 TRUCKS W/ ACCESSORIES	\$58,551	\$64,995	\$77,775	\$77,775
	<b>CAP ASSETS-EQUIPMENT</b>	\$58,551	\$64,995	\$77,775	\$77,775
<b>Total Additional Appropriations:</b>		\$58,551	\$64,995	\$122,775	\$122,775
<b>Total Change in Net Assets:</b>		(\$284,247)	(\$398,456)	(\$77,339)	(\$77,339)

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 County utility charges, the energy retrofit debt payment, landfill, sewage fees and septic tank pumping costs. Departments reimburse the fund for actual expenditures.

**BUDGET REQUESTS**

The FY 2017-18 requested budget includes revenues and expenditures in the amount of \$1.5 million, which is a decrease of \$218,211 from the Adjusted Budget for FY 2016-17.

**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	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
<b>Category: 600 CHARGES FOR SERVICES</b>				
693001 CHARGES FOR SERVICES	\$1,387,796	\$1,519,512	\$1,496,427	\$1,496,427
<b>CHARGES FOR SERVICES</b>	<b>\$1,387,796</b>	<b>\$1,519,512</b>	<b>\$1,496,427</b>	<b>\$1,496,427</b>
<b>Total Operating Revenues:</b>	<b>\$1,387,796</b>	<b>\$1,519,512</b>	<b>\$1,496,427</b>	<b>\$1,496,427</b>
<b>Operating Expenses</b>				
<b>Category: 030 SERVICES AND SUPPLIES</b>				
032591 CHGS IT COMM	\$32	\$0	\$0	\$0
032997 ISF HSHLD XP OTHER DEPT CHGS	\$47,169	\$48,008	\$45,788	\$45,788
033592 CHGS IT MNT HARD/SOFTWARE	\$598	\$0	\$0	\$0
034892 CHGS IT PROFESSIONAL SVS	\$6,752	\$0	\$0	\$0
036125 UTIL ELECTRIC	\$1,068,267	\$1,163,495	\$1,150,000	\$1,150,000
036126 UTIL GAS	\$130,852	\$173,081	\$126,934	\$126,934
036127 UTIL WATER	\$61,793	\$62,941	\$79,421	\$79,421
036128 UTIL SEPTIC	\$5,521	\$830	\$8,000	\$8,000
036129 UTIL STORM DRAINS	\$1,281	\$640	\$0	\$0
036130 UTIL WASTE WATER	\$13,644	\$14,056	\$35,000	\$35,000
<b>SERVICES AND SUPPLIES</b>	<b>\$1,335,915</b>	<b>\$1,463,055</b>	<b>\$1,445,143</b>	<b>\$1,445,143</b>
<b>Total Operating Expenses:</b>	<b>\$1,335,915</b>	<b>\$1,463,055</b>	<b>\$1,445,143</b>	<b>\$1,445,143</b>
<b>Operating Income (Loss)</b>	<b>\$51,880</b>	<b>\$56,457</b>	<b>\$51,284</b>	<b>\$51,284</b>
<b>Non-Operating Revenues (Expenses)</b>				
<b>Category: 030 SERVICES AND SUPPLIES</b>				
034309 MISC XP PRIOR PERIOD REV ADJ	(\$211,207)	\$0	\$0	\$0
<b>SERVICES AND SUPPLIES</b>	<b>(\$211,207)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Category: 400 REVENUE FROM MONEY &amp; PROPERTY</b>				
420000 INTEREST	\$1,486	\$940	\$500	\$500
<b>REVENUE FROM MONEY &amp; PROPERTY</b>	<b>\$1,486</b>	<b>\$940</b>	<b>\$500</b>	<b>\$500</b>
<b>Category: 700 MISCELLANEOUS REVENUES</b>				
799390 PRIOR PERIOD EXP ADJUSTMENT	\$0	\$1,440	\$0	\$0
<b>MISCELLANEOUS REVENUES</b>	<b>\$0</b>	<b>\$1,440</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Non-Operating Revenues (Expenses):</b>	<b>(\$209,720)</b>	<b>\$2,381</b>	<b>\$500</b>	<b>\$500</b>
<b>Income Before Captial Contributions and Transfers:</b>	<b>(\$157,840)</b>	<b>\$58,838</b>	<b>\$51,784</b>	<b>\$51,784</b>

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

Operating Detail	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	

<b>Category:</b> 095	<b>OTHER FINANCING USES</b>				
095806	TRAN OUT ENERGY RETROFIT	(\$51,783)	(\$51,783)	(\$51,784)	(\$51,784)
<b>OTHER FINANCING USES</b>		(\$51,783)	(\$51,783)	(\$51,784)	(\$51,784)

<b>Change in Net Assets</b>	(\$209,623)	\$7,055	\$0	\$0
Net Assets - Beginning Balance	\$481,024	\$271,400	\$278,456	\$278,456
Net Assets - Ending Balance	\$271,400	\$278,456	\$278,456	\$278,456

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

Operating Detail	2015-16 Actuals	2016-17 Actual <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Additional Appropriations</b>				
<b>Total Additional Appropriations:</b>	\$0	\$0	\$0	\$0
<b>Total Change in Net Assets:</b>	(\$209,623)	\$7,055	\$0	\$0