

**Internal Service
Funds**

**SUPPORT SERVICES
FLEET MANAGEMENT DIVISION
Fund 201 (BU 940)**

Joann Davis

Director, Support Services

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 FY 2005-06 requested budget includes \$485,832 for 16 replacement vehicles plus \$14,000 for one rental vehicle. These are either high mileage law enforcement vehicles or very high mileage non-law enforcement vehicles. Fixed assets also include \$10,000 in roll forward to complete work (painting, decals, radios, light bars) on FY 2004-05 replacement vehicles.

Fleet has increased the budgeted amount for bulk as well as outside fuel by over \$180,000. The direct billing of fuel to departments has resulted in increased reconciliation efforts by staff, and methods to charge back these services appropriately continue to be developed. The department has also included \$30,000 to upgrade the Fleet's fuel pumps.

The county vehicle replacement fund is at approximately 40 percent deficit. A deficit recovery plan has been implemented to address this deficiency under the revision of Administrative Policy 8-103 Fleet Management Program during FY 2003-04.

SUMMARY OF RECOMMENDATIONS

This budget is recommended as requested by the department head.

PENDING ISSUES AND POLICY CONSIDERATIONS

Fleet will meet with affected departments prior to final budget and review all vehicles. After final budget, Fleet will assess if there is a need and if there are funds to propose replacement of other high mileage vehicles. The department will bring forward a second fixed asset request, if appropriate. Departments have been informed that they may have to

contribute funds in order to replace a vehicle when the useful life is less than the time necessary to complete the payment schedule.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental adjustments include a technical adjustment (\$7,500) within the Fleet Management fuel division to address service station fuel pump maintenance issues and the re-budgeting of prior year replacement vehicle costs (\$13,745).

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2003-04	ADJUSTED BUDGET 2004-05	ACTUAL EXP/REV 2004-05	BUDGET REQUESTS 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE BOS 2005-06
DEPT: 940 FLEET MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$10,380	\$19,550	\$36,008	\$16,500	\$16,500	\$16,500
CHARGES FOR SERVICES	\$2,007,926	\$2,249,219	\$2,427,906	\$2,733,488	\$2,733,488	\$2,733,488
MISCELLANEOUS REVENUES	\$83,422	\$136,379	\$99,622	\$181,457	\$181,457	\$181,457
OTHR FINANCING SOURCES TRAN IN	\$54,858	\$96,182	\$81,888	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$26,263	\$41,200	\$20,072	\$32,685	\$32,685	\$32,685
CAPITAL CONTRIBUTIONS	\$15,095	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES*****	\$2,197,944	\$2,542,530	\$2,665,496	\$2,964,130	\$2,964,130	\$2,964,130
SALARIES AND BENEFITS	\$323,823	\$396,737	\$378,046	\$417,634	\$417,634	\$417,634
SERVICES AND SUPPLIES	\$1,031,449	\$1,194,185	\$1,138,860	\$1,529,541	\$1,522,041	\$1,522,041
OTHER CHARGES	\$643,080	\$676,635	\$676,635	\$591,850	\$591,850	\$591,850
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$2,024	\$2,024	\$2,024
TOTAL EXPENSES*****	\$1,998,352	\$2,267,557	\$2,193,541	\$2,541,049	\$2,533,549	\$2,533,549
EXCESS INCOME OVER/UNDER EXP	\$199,592	\$274,973	\$471,955	\$423,081	\$430,581	\$430,581

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2003-04	ADJUSTED BUDGET 2004-05	ACTUAL EXP/REV 2004-05	BUDGET REQUESTS 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE BOS 2005-06
DEPT: 940 FLEET MANAGEMENT						
FIXED ASSETS	\$513,634	\$637,199	\$387,822	\$509,832	\$531,077	\$531,077
TOTAL EXPENSES*****	\$513,634	\$637,199	\$387,822	\$509,832	\$531,077	\$531,077
EXCESS INCOME OVER/UNDER EXP	\$-513,634	\$-637,199	\$-387,822	\$-509,832	\$-531,077	\$-531,077

RXBUF10T AD CAO DEPT SUM TOT

**SUPPORT SERVICES
RISK MANAGEMENT
Fund 202 (BU 950)**

Joann Davis

Director, 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 County general fund support.

BUDGET REQUESTS

Salaries and Benefits have increased \$64,000 (8 percent) over FY 2004-05 due to Board approved increases and retirement, health and workers compensation rate adjustments. All aspects of this program have increased. The increases are in response to the current insurance market across the entire country, and California in particular. There continues to be increases to medical costs, settlement costs, and attorney fees. The requested budget for the Other Charges category of the budget request reflects an increase of \$400,000 from the prior year due to increased insurance premiums (\$230,000), paid medical claims (\$250,000), and paid judgment and damages claims (\$25,000).

The most significant increase is due to the workers' compensation program. The workers' compensation reserve is still under funded due to the no-interest loan provided to the General Fund during the Teeter program "buy-out" coupled with the recent low interest earnings. In addition, there is a deficit in the Excess Insurance Authority (EIA) funding pool that the County belongs to with other public entities resulting from the undervalued cost of medical services in the "shared risk pool". A number of recovery strategies have been implemented including dedication of all Risk Management interest and the reclassification of excess liability reserves to the workers' compensation program, and Board approval of a \$500,000 General Fund contribution during the FY 2005-06 preliminary budget workshop.

In total, the requested budget projects \$11.8 million in revenues and \$10.9 million in appropriations providing approximately \$950,000 in funds by year end to assist with the reserve issue.

SUMMARY OF RECOMMENDATIONS

The recommendation is as requested by the Department Head with one technical adjustment on the classification of Building and Equipment Use.

PENDING ISSUES AND POLICY CONSIDERATIONS

Legislative impacts from workers' compensation reform measures pose the greatest challenge for the department. One of the recent cost containment measures, Utilization Review (UR) will most likely cost the County more to administer than it saves for the program. Under this system, every medical service granted by claims examiners must be reviewed by Risk Management to protect the insurer from physicians who order unlimited services and injured workers from unscrupulous insurers. This legislative action greatly increases the workload of a department that is already experiencing workload capacity issues. Even with the addition of one regular claims adjuster and extra help support staff, the department is still struggling with the timelines and customer interactions required of the new law.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2003-04	ADJUSTED BUDGET 2004-05	ACTUAL EXP/REV 2004-05	BUDGET REQUESTS 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE BOS 2005-06
DEPT: 950 RISK MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$164,075	\$100,000	\$347,497	\$176,330	\$176,330	\$176,330
CHARGES FOR SERVICES	\$8,908,593	\$10,751,155	\$10,523,393	\$11,096,599	\$11,096,599	\$11,096,599
MISCELLANEOUS REVENUES	\$153,733	\$27,000	\$1,253,152	\$86,100	\$86,100	\$86,100
OTHR FINANCING SOURCES TRAN IN	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000
TOTAL REVENUES*****	\$9,226,401	\$10,878,155	\$12,124,042	\$11,859,029	\$11,859,029	\$11,859,029
SALARIES AND BENEFITS	\$557,750	\$753,857	\$709,286	\$818,099	\$818,099	\$818,099
SERVICES AND SUPPLIES	\$2,205,814	\$2,886,444	\$2,417,993	\$3,069,456	\$3,069,456	\$3,069,456
OTHER CHARGES	\$8,011,047	\$7,879,867	\$6,920,141	\$8,265,772	\$8,265,772	\$8,265,772
INTRAFUND TRANSFERS	\$-725,887	\$-989,549	\$-896,797	\$-1,241,528	\$-1,241,528	\$-1,241,528
OTHER FINANCING USES	\$2,000	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES*****	\$10,050,724	\$10,530,619	\$9,150,624	\$10,911,799	\$10,911,799	\$10,911,799
EXCESS INCOME OVER/UNDER EXP	\$-824,323	\$347,536	\$2,973,418	\$947,230	\$947,230	\$947,230

RXBUF10T AD CAO DEPT SUM TOT

INFORMATION TECHNOLOGY DEPARTMENT
Fund 203

Charles Haase

Chief Technology Officer

PROGRAM DESCRIPTION

The Information Technology Department is an Internal Service Fund (ISF), which provides computer technology support and direction to County departments including: systems development, programming, operations, network management, systems maintenance, personal computer support, and telecommunication support. The Information Technology (I.T.) operations fund receives no direct General Fund support. Rather, the operation is financed through charges for service to user departments. If departments choose a reduced level of I.T. support, then corresponding reductions can be made in this budget.

BUDGET REQUESTS

The total I.T. budget appropriation request for FY 2005-06 is \$8.6 million compared to \$8.4 million for the FY 2004-05 Adjusted Budget. This increase is due to increases in Salary & Benefits costs as well as costs related to residing in the new Shasta County Administration Center. Anticipated charge-backs total approximately \$8.6 million.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is identical to 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.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2003-04	ACTUAL BUDGET 2004-05	ACTUAL REV - EXP 2004-05	ESTIMATES REQUESTED 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE B O S 2005-06
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FUND: INFORMATION TECHNOLOGY ADMIN 0203						
REVENUE FROM MONEY & PROPERTY	\$4,954	\$15,000	\$10,816	\$7,972	\$7,972	\$7,972
CHARGES FOR SERVICES	\$5,011,904	\$7,496,843	\$5,330,995	\$7,975,073	\$7,975,073	\$7,975,073
MISCELLANEOUS REVENUES	\$759	\$800	\$0	\$750	\$750	\$750
OTHR FINANCING SOURCES TRAN IN	\$2,000	\$19,600	\$17,172	\$621,803	\$621,803	\$621,803
OTHER FINANCING SRCS SALE F/A	\$1,282	\$1,500	\$849	\$1,500	\$1,500	\$1,500
CAPITAL CONTRIBUTIONS	\$7,366	\$5,500	\$3,733	\$5,500	\$5,500	\$5,500
TOTAL REVENUES*****	\$5,028,266	\$7,539,243	\$5,363,565	\$8,612,598	\$8,612,598	\$8,612,598
SALARIES AND BENEFITS	\$2,920,027	\$3,400,084	\$3,063,362	\$3,525,223	\$3,525,223	\$3,525,223
SERVICES AND SUPPLIES	\$2,070,943	\$4,284,868	\$2,070,108	\$3,869,210	\$3,869,210	\$3,869,210
OTHER CHARGES	\$296,093	\$310,725	\$310,725	\$924,043	\$924,043	\$924,043
APPROP FOR CONTINGENCY	\$0	\$200,000	\$0	\$208,585	\$208,585	\$208,585
TOTAL EXPENSES*****	\$5,287,063	\$8,195,677	\$5,444,195	\$8,527,061	\$8,527,061	\$8,527,061
EXCESS INCOME OVER/UNDER EXP	\$-258,798	\$-656,434	\$-80,631	\$85,537	\$85,537	\$85,537
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COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2003-04	ACTUAL BUDGET 2004-05	ACTUAL REV - EXP 2004-05	ESTIMATES REQUESTED 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE B O S 2005-06
FUND: INFORMATION TECHNOLOGY ADMIN 0203						
FIXED ASSETS	\$194,995	\$193,986	\$155,627	\$87,400	\$87,400	\$87,400
TOTAL EXPENSES*****	\$194,995	\$193,986	\$155,627	\$87,400	\$87,400	\$87,400
EXCESS INCOME OVER/UNDER EXP	\$-194,995	\$-193,986	\$-155,627	\$-87,400	\$-87,400	\$-87,400

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
00203 011000	BASE SALARIES & BENEFITS					2,436,219
00203 011000	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-15,781
00203 011000	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-22,754
Account Total 011000						2,397,684
00203 018100	BASE SALARIES & BENEFITS					197,879
00203 018100	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-1,207
00203 018100	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-1,741
Account Total 018100						194,931
00203 018201	BASE SALARIES & BENEFITS					355,026
00203 018201	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-1,582
00203 018201	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-2,281
Account Total 018201						351,163
00203 018300	BASE SALARIES & BENEFITS					432,426
00203 018300	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-8,319
00203 018300	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-8,319
Account Total 018300						415,788
00203 018400	BASE SALARIES & BENEFITS					19,527
00203 018400	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-118
00203 018400	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-171
Account Total 018400						19,238
00203 018500	BASE SALARIES & BENEFITS					58,066
00203 018500	DELETE	1	0.50	INFORMATION TECHNOLOGY TECHNIC	26	-352
00203 018500	DELETE	1	0.50	SR OFFICE AUTOMATION CONSULTNT	26	-507
Account Total 018500						57,207

**DEPARTMENT OF PUBLIC WORKS
FACILITIES MANAGEMENT DIVISION
Fund 204**

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. If departments choose a reduced level of service, then corresponding reductions can be made in this budget.

BUDGET REQUESTS

The requested FY 2005-06 Proposed Budget reflects increased appropriations in the amount of \$4.3 million from the FY 2004-05 Adjusted Budget of \$3.7 million (14 percent). This is primarily due to increases in Salaries & Benefits and Services & Supplies. Correspondingly, projected FY 2005-06 revenues of \$4.3 million are increased (14 percent) from the FY 2004-05 Adjusted Budget of \$3.7 million. The department is requesting one replacement fixed asset, a utility bed for an existing pick-up, in the amount of \$10,000.

The County has continued to increase staff-occupied office space for which custodial services are provided by the Facilities Management division. Custodian services will be provided in 781,941 square feet of space for FY 2005-06, up from 705,845 square feet in FY 2004-05, a 10.8 percent net increase. This additional office space is primarily due to the completion of the new Shasta County Administration Center (SCAC) and the expansion of the Public Health Laboratory. These new facilities along with the Boggs Community Center have also increased grounds coverage by 267,000 square feet in FY 2005-06. Due to the increase in maintained grounds square footage the department is requesting to add one full-time Grounds Worker II position.

Additionally, Facilities Management experienced new administrative duties in FY 2004-05 such as administering Americans with Disabilities Act project software, coordination of rentals for the Boggs Community Center now located on the Breslauer Complex, administration of the SCAC and Public Health Lab's automated maintenance systems, and the SCAC's card key system. Due to these increased administrative duties, Facilities Management is requesting one full-time Typist Clerk II. This would be the only true clerical position in Facilities Management, as all the current office staff are in the accounting series. The addition of a Typist Clerk II will enable fiscal staff to focus on fiscal duties, primarily monthly Journal Entries to charge departments for services, and will also allow for a corresponding decrease in extra-help expenditures in this Budget Unit.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is identical to 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 and as amended in the Supplemental Budget.

Both expenditures and revenue was increased by \$231,675 for no net increase in expenditures. Salaries & Benefits were increased by \$5,288 to more accurately reflect two new positions approved by the Board (Administrative Secretary I and Grounds Worker II). Related to the new Grounds Worker II, Clothing and Personal Supplies was increased by \$4,800. Maintenance Dept Itemized and ADA & Special Projects were increased by a total of \$205,587 to budget for several ongoing (Jail kitchen floor replacement, Jail chiller rebuild, Courthouse chiller replacement, and new Library construction) and new ADA (Placer office building restrooms) projects. Additionally, two new fixed assets were added at Supplemental Budget, one riding mower (\$6,000) and one truck tool box (\$10,000). Revenue accounts, Charges for Services (\$51,088) and Itemized Maintenance (\$180,587) were also increased in the total amount of \$231,675 to cover increased expenditures.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2003-04	ACTUAL BUDGET 2004-05	ACTUAL REV - EXP 2004-05	ESTIMATES REQUESTED 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE B O S 2005-06
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FUND: FACILITIES MANAGEMENT ADMIN 0204						
REVENUE FROM MONEY & PROPERTY	\$1,290	\$-800	\$2,506	\$860	\$860	\$860
CHARGES FOR SERVICES	\$2,850,493	\$3,731,401	\$3,091,187	\$4,215,076	\$4,520,484	\$4,520,484
MISCELLANEOUS REVENUES	\$472	\$0	\$1,514	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$0	\$63,998	\$63,997	\$22,517	\$22,517	\$22,517
CAPITAL CONTRIBUTIONS	\$0	\$0	\$869	\$0	\$0	\$0
TOTAL REVENUES*****	\$2,852,255	\$3,794,599	\$3,160,072	\$4,238,453	\$4,543,861	\$4,543,861
SALARIES AND BENEFITS	\$1,713,912	\$2,150,206	\$1,969,093	\$2,415,108	\$2,420,396	\$2,420,396
SERVICES AND SUPPLIES	\$947,254	\$1,541,194	\$1,047,515	\$1,712,518	\$1,947,905	\$1,947,905
OTHER CHARGES	\$84,083	\$100,685	\$93,148	\$118,830	\$118,830	\$118,830
APPROP FOR CONTINGENCY	\$0	\$0	\$0	\$15,365	\$30,730	\$30,730
TOTAL EXPENSES*****	\$2,745,249	\$3,792,085	\$3,109,756	\$4,261,821	\$4,517,861	\$4,517,861
EXCESS INCOME OVER/UNDER EXP	\$107,006	\$2,514	\$50,316	\$-23,368	\$26,000	\$26,000
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COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2003-04	ACTUAL BUDGET 2004-05	ACTUAL REV - EXP 2004-05	ESTIMATES REQUESTED 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE B O S 2005-06
FUND: FACILITIES MANAGEMENT ADMIN 0204						
FIXED ASSETS	\$7,300	\$0	\$0	\$10,000	\$26,000	\$26,000
TOTAL EXPENSES*****	\$7,300	\$0	\$0	\$10,000	\$26,000	\$26,000
EXCESS INCOME OVER/UNDER EXP	\$-7,300	\$0	\$0	\$-10,000	\$-26,000	\$-26,000

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
00204 011000	BASE SALARIES & BENEFITS					1,362,052
00204 011000	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	24,047
00204 011000	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	17,924
Account Total 011000						1,404,023
00204 018100	BASE SALARIES & BENEFITS					114,476
00204 018100	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	1,840
00204 018100	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	1,371
Account Total 018100						117,687
00204 018201	BASE SALARIES & BENEFITS					190,092
00204 018201	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	2,457
00204 018201	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	1,831
Account Total 018201						194,380
00204 018300	BASE SALARIES & BENEFITS					340,663
00204 018300	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	6,749
00204 018300	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	6,749
Account Total 018300						354,161
00204 018400	BASE SALARIES & BENEFITS					11,223
00204 018400	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	181
00204 018400	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	134
Account Total 018400						11,538
00204 018500	BASE SALARIES & BENEFITS					33,373
00204 018500	ADD	1	1.00	ADMINISTRATIVE SECRETARY I	19	536
00204 018500	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	400
Account Total 018500						34,309

**DEPARTMENT OF PUBLIC WORKS
SHASTA COUNTY UTILITIES ADMINISTRATION
Fund 205**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

This Internal Service Fund was designed to pay utility charges and the lease payments due on the funds borrowed to install energy efficient lighting and equipment in County buildings. The savings generated by use of more efficient equipment is used to pay the lease costs.

BUDGET REQUESTS

The requested budget for FY 2005-06 indicates a 16 percent increase in total expenditures from the FY 2004-05 Adjusted Budget due to increased costs of utilities. There is a corresponding increase in anticipated charges for services for FY 2005-06.

SUMMARY OF RECOMMENDATIONS

The recommended budget is identical to 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.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA
 OPERATIONS OF INTERNAL SERVICE FUND
 OPERATIONAL STATEMENT FOR THE F/Y 2005 - 2006

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2003-04	ACTUAL BUDGET 2004-05	ACTUAL REV - EXP 2004-05	ESTIMATES REQUESTED 2005-06	CAO RECOMMENDS 2005-06	ADOPTED BY THE B O S 2005-06
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FUND: SHASTA COUNTY UTILITIES ADMIN 0205						
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REVENUE FROM MONEY & PROPERTY	\$869	\$-500	\$-2,306	\$0	\$0	\$0
CHARGES FOR SERVICES	\$1,161,178	\$1,641,140	\$1,284,107	\$1,898,465	\$1,898,465	\$1,898,465
TOTAL REVENUES*****	\$1,162,047	\$1,640,640	\$1,281,802	\$1,898,465	\$1,898,465	\$1,898,465
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SERVICES AND SUPPLIES	\$879,945	\$1,359,869	\$1,004,678	\$1,617,194	\$1,617,194	\$1,617,194
OTHER FINANCING USES	\$281,271	\$281,271	\$281,271	\$281,271	\$281,271	\$281,271
TOTAL EXPENSES*****	\$1,161,216	\$1,641,140	\$1,285,948	\$1,898,465	\$1,898,465	\$1,898,465
EXCESS INCOME OVER/UNDER EXP	\$831	\$-500	\$-4,146	\$0	\$0	\$0
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