

**Internal Service  
Funds**

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

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**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 mission of Fleet Management is to provide professional, competitive, and responsive vehicle maintenance and replacement services to assure that employees of Shasta County have safe, reliable, and economical transportation.

The program is funded by user fees and requires no direct County General Fund allocation.

**BUDGET REQUESTS**

The FY 2002-2003 requested budget includes \$454,396 for fifteen new and used replacement vehicles.

Because of new labor-intensive methods for data entry and collection, the department is requesting the addition of an Account Clerk II. Also, due to the complexity of funding, changing accounting procedures, and the level of on-going support from the Auditor's Office, the department finds it necessary to request a half-time Accountant Auditor III (half of a full-time position to be shared with Risk Management).

Requested budget revenue of \$658,255 will recover actual fuel costs. This figure includes an estimated proportional cost of operations that will reflect the overhead, or indirect costs, that will go into the administration of this portion of the program.

For FY 2002-2003, the department head is seeking to have an addition built onto the back of the building. Currently, the fourth service bay is used for storage and is unusable at this time. The additional area will free the existing service bay for its intended use. The fleet continues to grow each year and the space will help staff meet the expanding service requirements.

Gasoline/fuel costs are projected to continue to increase. The increasing size of the fleet as well as outside vendor fueling are driving the projected fuel expense account up considerably. As the fleet continues to increase, so does the demand for tires and the budget request reflects those estimated costs.

Total anticipated revenue is \$2,215,133, which is \$275,393 less than total requested appropriations. With the stabilization of the fleet program, it is recommended that the fund balance be lowered; therefore expenditures over revenue will produce the desired outcome.

**SUMMARY OF RECOMMENDATIONS**

This budget is recommended 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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**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 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2000-2001	ADJUSTED BUDGET 2001-2002	ACTUAL EXP/REV 2001-2002	BUDGET REQUESTS 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE BOS 2002-2003
=====						
DEPT: 940 FLEET MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$36,103	\$40,000	\$2,486	\$30,000	\$30,000	\$30,000
INTERGOVERNMENTAL REVENUES	\$8,000	\$0	\$0	\$0	\$0	\$0
CHARGES FOR SERVICES	\$1,707,829	\$1,592,544	\$1,687,821	\$2,067,999	\$2,067,999	\$2,067,999
MISCELLANEOUS REVENUES	\$106,161	\$108,605	\$77,880	\$117,134	\$117,134	\$117,134
OTHR FINANCING SOURCES TRAN IN	\$78,246	\$88,515	\$82,551	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$55,788	\$47,600	\$51,325	\$0	\$0	\$0
TOTAL REVENUES*****	\$1,992,127	\$1,877,264	\$1,902,064	\$2,215,133	\$2,215,133	\$2,215,133
	=====	=====	=====	=====	=====	=====
SALARIES AND BENEFITS	\$194,483	\$230,916	\$230,503	\$300,828	\$299,548	\$299,548
SERVICES AND SUPPLIES	\$941,487	\$1,002,467	\$837,431	\$1,100,705	\$1,100,705	\$1,100,705
OTHER CHARGES	\$687,318	\$743,125	\$573,083	\$635,877	\$635,877	\$635,877
SPECIAL ITEMS	\$2,333	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING USES	\$2,497	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES*****	\$1,828,118	\$1,976,508	\$1,641,016	\$2,037,410	\$2,036,130	\$2,036,130
	=====	=====	=====	=====	=====	=====
EXCESS INCOME OVER/UNDER EXP	\$164,009	\$-99,244	\$261,048	\$177,723	\$179,003	\$179,003
	=====	=====	=====	=====	=====	=====

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2000-2001	ADJUSTED BUDGET 2001-2002	ACTUAL EXP/REV 2001-2002	BUDGET REQUESTS 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE BOS 2002-2003
=====	=====	=====	=====	=====	=====	=====
DEPT: 940 FLEET MANAGEMENT						
FIXED ASSETS	\$1,075,407	\$852,627	\$679,532	\$454,396	\$454,396	\$454,396
TOTAL EXPENSES*****	\$1,075,407	\$852,627	\$679,532	\$454,396	\$454,396	\$454,396
	=====	=====	=====	=====	=====	=====
EXCESS INCOME OVER/UNDER EXP	\$-1,075,407	\$-852,627	\$-679,532	\$-454,396	\$-454,396	\$-454,396
	=====	=====	=====	=====	=====	=====

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
94000 011000	BASE SALARIES & BENEFITS					178,991
94000 011000	ADD	1	1.00	ACCOUNT CLERK II	19	15,540
94000 011000	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	17,210
Account Total 011000						211,741
94000 018100	BASE SALARIES & BENEFITS					13,890
94000 018100	ADD	1	1.00	ACCOUNT CLERK II	19	1,191
94000 018100	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	428
Account Total 018100						15,509
94000 018201	BASE SALARIES & BENEFITS					8,081
94000 018201	ADD	1	1.00	ACCOUNT CLERK II	19	1,086
94000 018201	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	392
Account Total 018201						9,559
94000 018300	BASE SALARIES & BENEFITS					25,432
94000 018300	ADD	1	1.00	ACCOUNT CLERK II	19	3,600
94000 018300	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	600
Account Total 018300						29,632
94000 018400	BASE SALARIES & BENEFITS					910
94000 018400	ADD	1	1.00	ACCOUNT CLERK II	19	78
94000 018400	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	29
Account Total 018400						1,017
94000 018500	BASE SALARIES & BENEFITS					2,746
94000 018500	ADD	1	1.00	ACCOUNT CLERK II	19	231
94000 018500	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	26	84
Account Total 018500						3,061

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

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**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**

The Risk Management budget has increased in all areas. Salaries and Benefits increased due to Board approved salary and benefit adjustments and promotions for alternatively staff positions. In addition, a half-time Accountant Auditor position is requested for this increasingly complex operation.

There are increases to all premiums paid for insurance because of market trends in California. There continues to be increases to medical costs, settlement costs, and attorney fees. The County is implementing a more extensive safety program and Risk Management staff has taken the lead on that project to assist departments, particularly as it relates to CalOSHA compliance.

Revenue for these operations is derived from charges to the "user" departments. Total requested revenue for FY 2002-2003 is nearly \$8 million, up from \$7 million for FY 2001-2002. All County departments participate in the Risk Management program and, therefore, pay a proportionate share of the expense.

**SUMMARY OF RECOMMENDATIONS**

The recommendation is as requested by the Department Head with slight adjustments to appropriations that result in a decrease of \$14,420.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

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**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 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2000-2001	ADJUSTED BUDGET 2001-2002	ACTUAL EXP/REV 2001-2002	BUDGET REQUESTS 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE BOS 2002-2003
=====						
DEPT: 950 RISK MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$286,704	\$460,000	\$266,716	\$455,073	\$455,073	\$455,073
CHARGES FOR SERVICES	\$5,596,959	\$6,524,989	\$6,615,441	\$7,267,330	\$7,267,330	\$7,267,330
MISCELLANEOUS REVENUES	\$21,278	\$22,250	\$125,082	\$181,000	\$181,000	\$181,000
OTHER FINANCING SRCS SALE F/A	\$10	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES*****	\$5,904,951	\$7,007,239	\$7,007,239	\$7,903,403	\$7,903,403	\$7,903,403
	=====	=====	=====	=====	=====	=====
SALARIES AND BENEFITS	\$364,595	\$446,177	\$446,177	\$542,046	\$534,126	\$534,126
SERVICES AND SUPPLIES	\$1,777,994	\$1,882,287	\$1,209,914	\$2,468,020	\$2,461,020	\$2,461,020
OTHER CHARGES	\$3,326,772	\$6,074,895	\$6,074,895	\$5,052,991	\$5,050,991	\$5,050,991
INTRAFUND TRANSFERS	\$-565,583	\$-671,073	\$0	\$-760,950	\$-760,950	\$-760,950
SPECIAL ITEMS	\$11,549	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES*****	\$4,915,328	\$7,732,286	\$7,730,986	\$7,302,107	\$7,285,187	\$7,285,187
	=====	=====	=====	=====	=====	=====
EXCESS INCOME OVER/UNDER EXP	\$989,623	\$-725,047	\$-723,746	\$601,296	\$618,216	\$618,216
	=====	=====	=====	=====	=====	=====

RXBUF10T AD CAO DEPT SUM TOT

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2000-2001	ADJUSTED BUDGET 2001-2002	ACTUAL EXP/REV 2001-2002	BUDGET REQUESTS 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE BOS 2002-2003
=====	=====	=====	=====	=====	=====	=====
DEPT: 950 RISK MANAGEMENT						
FIXED ASSETS	\$0	\$6,365	\$6,365	\$0	\$2,500	\$2,500
TOTAL EXPENSES*****	\$0	\$6,365	\$6,365	\$0	\$2,500	\$2,500
=====	=====	=====	=====	=====	=====	=====
EXCESS INCOME OVER/UNDER EXP	\$0	\$-6,365	\$-6,365	\$0	\$-2,500	\$-2,500
=====	=====	=====	=====	=====	=====	=====

RXBUF10T AD CAO DEPT SUM TOT

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
95000 011000	BASE SALARIES & BENEFITS					343,210
95000 011000	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	17,210
Account Total 011000						360,420
95000 018100	BASE SALARIES & BENEFITS					29,441
95000 018100	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	428
Account Total 018100						29,869
95000 018201	BASE SALARIES & BENEFITS					13,106
95000 018201	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	392
Account Total 018201						13,498
95000 018300	BASE SALARIES & BENEFITS					45,047
95000 018300	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	600
Account Total 018300						45,647
95000 018400	BASE SALARIES & BENEFITS					1,932
95000 018400	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	29
Account Total 018400						1,961
95000 018500	BASE SALARIES & BENEFITS					5,828
95000 018500	ADD	1	0.50	ACCOUNTANT AUDITOR III - CONF	19	84
Account Total 018500						5,912

**INFORMATION SYSTEMS DEPARTMENT**  
**Fund 203**

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**Charles Haase**

**Chief Technology Officer**

**PROGRAM DESCRIPTION**

The Information Systems 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 Systems (I.S.) 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.S. support, then corresponding reductions can be made in this budget.

**BUDGET REQUESTS**

The total I.S. budget appropriation request for FY 2002-2003 is \$8.34 million compared to \$8.34 million for the FY 2001-2002 Adjusted Budget. Anticipated charge-backs total approximately \$7.75 million. The current fund balance of approximately \$1.1 million will absorb the deficit of approximately \$587,464.

**SUMMARY OF RECOMMENDATIONS**

This department has experienced substantial expenditure decreases from the 02/03 Requested Budget in the overall amount of \$548,279. Some of the major areas that will be affected are as follows: Salaries & Benefits-\$393,400; Services and Supplies-\$96,379; and Fixed Assets-\$55,500. As part of these decreases, five permanent positions will be deleted, resulting in lay-offs. The CAO and the Department of Support Services worked to minimize the impact on permanent employees by evaluating vacancies in other County departments for possible placement of the affected employees. Four of the affected employees were offered other County permanent positions and one employee chose to retire.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

An Information Systems Advisory Committee was formed and first met on August 15, 2002. This advisory committee was formed at the direction of the CAO in order to give user departments an open forum to work with the IS Department to address information technology issues that affect the entire County.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

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**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget.

For the FY 02/03 Supplemental Budget, I.S. has reduced charges to user departments by \$445,113 directly related to the decrease in appropriations identified in the Recommended Budget. This \$445,113 is reflected as a reduction in revenue for I.S. The I.S. appropriations are projected to exceed revenue by \$484,298 causing a reduction of the I.S. fund balance by the same amount. A fund balance reduction is recommended by the Auditor-Controller to comply with suggested changes from the State Controller.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2000-2001	ACTUAL BUDGET 2001-2002	ACTUAL REV - EXP 2001-2002	ESTIMATES REQUESTED 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE B O S 2002-2003
=====						
FUND: INFORMATION SYSTEMS ADMIN 0203						
REVENUE FROM MONEY & PROPERTY	\$80,561	\$54,000	\$37,316	\$33,500	\$33,500	\$33,500
CHARGES FOR SERVICES	\$5,080,109	\$6,049,708	\$5,718,766	\$7,716,199	\$7,271,086	\$7,271,086
MISCELLANEOUS REVENUES	\$61	\$120	\$0	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$17,524	\$44,863	\$0	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$895	\$2,000	\$1,524	\$2,000	\$2,000	\$2,000
TOTAL REVENUES*****	\$5,179,149	\$6,150,691	\$5,757,606	\$7,751,699	\$7,306,586	\$7,306,586
SALARIES AND BENEFITS	\$2,576,193	\$3,066,206	\$2,995,811	\$3,394,464	\$3,001,064	\$3,001,064
SERVICIS AND SUPPLIES	\$1,956,679	\$3,483,626	\$3,078,784	\$4,235,240	\$4,138,861	\$4,138,861
OTHER CHARGES	\$238,167	\$560,383	\$239,386	\$291,459	\$288,459	\$288,459
APPROP FOR CONTINGENCY	\$0	\$200,000	\$0	\$200,000	\$200,000	\$200,000
SPECIAL ITEMS	\$716,255	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING USES	\$0	\$52,593	\$52,593	\$0	\$0	\$0
TOTAL EXPENSES*****	\$5,487,295	\$7,362,808	\$6,366,574	\$8,121,163	\$7,628,384	\$7,628,384
EXCESS INCOME OVER/UNDER EXP	\$-308,146	\$-1,212,117	\$-608,968	\$-369,464	\$-321,798	\$-321,798
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COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2000-2001	ACTUAL BUDGET 2001-2002	ACTUAL REV - EXP 2001-2002	ESTIMATES REQUESTED 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE B O S 2002-2003
=====						
FUND: INFORMATION SYSTEMS ADMIN 0203						
FIXED ASSETS	\$188,080	\$153,240	\$120,324	\$218,000	\$162,500	\$162,500
TOTAL EXPENSES*****	\$188,080	\$153,240	\$120,324	\$218,000	\$162,500	\$162,500
EXCESS INCOME OVER/UNDER EXP	\$-188,080	\$-153,240	\$-120,324	\$-218,000	\$-162,500	\$-162,500
	=====	=====	=====	=====	=====	=====

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
00203 011000	BASE SALARIES & BENEFITS					2,467,865
00203 011000	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-34,644
00203 011000	DELETE	1	1.00	PROJECT MANAGER	26	-58,277
00203 011000	DELETE	1	1.00	LEAD BUSINESS SYSTEMS ANALYST	26	-57,954
00203 011000	DELETE	1	1.00	ASSOCIATE PROGRAM ANALYST	26	-40,626
00203 011000	DELETE	1	1.00	SR OFFICE AUTOMATION CONSULT	26	-41,702
Account Total 011000						2,234,662
00203 018100	BASE SALARIES & BENEFITS					208,875
00203 018100	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-2,650
00203 018100	DELETE	1	1.00	PROJECT MANAGER	26	-4,458
00203 018100	DELETE	1	1.00	LEAD BUSINESS SYSTEMS ANALYST	26	-4,434
00203 018100	DELETE	1	1.00	ASSOCIATE PROGRAM ANALYST	26	-3,108
00203 018100	DELETE	1	1.00	SR OFFICE AUTOMATION CONSULT	26	-3,190
Account Total 018100						191,035
00203 018201	BASE SALARIES & BENEFITS					79,777
00203 018201	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-2,291
00203 018201	DELETE	1	1.00	PROJECT MANAGER	26	-3,885
Account Total 018201						73,601
00203 018300	BASE SALARIES & BENEFITS					319,339
00203 018300	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-4,509
00203 018300	DELETE	1	1.00	PROJECT MANAGER	26	-5,575
00203 018300	DELETE	1	1.00	LEAD BUSINESS SYSTEMS ANALYST	26	-6,603
00203 018300	DELETE	1	1.00	ASSOCIATE PROGRAM ANALYST	26	-4,340
00203 018300	DELETE	1	1.00	SR OFFICE AUTOMATION CONSULT	26	-5,888
Account Total 018300						292,424
00203 018400	BASE SALARIES & BENEFITS					13,713
00203 018400	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-173
00203 018400	DELETE	1	1.00	PROJECT MANAGER	26	-291
00203 018400	DELETE	1	1.00	LEAD BUSINESS SYSTEMS ANALYST	26	-290
00203 018400	DELETE	1	1.00	ASSOCIATE PROGRAM ANALYST	26	-203
00203 018400	DELETE	1	1.00	SR OFFICE AUTOMATION CONSULT	26	-209
Account Total 018400						12,547
00203 018500	BASE SALARIES & BENEFITS					41,387
00203 018500	DELETE	1	1.00	EXECUTIVE ASSISTANT - CONFDNTL	26	-523
00203 018500	DELETE	1	1.00	PROJECT MANAGER	26	-879
00203 018500	DELETE	1	1.00	LEAD BUSINESS SYSTEMS ANALYST	26	-875
00203 018500	DELETE	1	1.00	ASSOCIATE PROGRAM ANALYST	26	-613
00203 018500	DELETE	1	1.00	SR OFFICE AUTOMATION CONSULT	26	-629
Account Total 018500						37,868

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

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**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 700,000 square feet of building space and 10.5 acres of grounds. Services provided include janitorial, general building maintenance, and grounds maintenance.

**BUDGET REQUESTS**

The requested FY 2002-2003 budget reflects several changes from the FY 2001-2002 Adjusted Budget. Projected revenues of \$2,930,592 are up nominally (3.9 percent) from the adjusted budget while appropriations show a \$413,905 increase (14.1 percent), primarily due to the proposed construction of a Facilities Management building.

The requested budget includes \$300,000 for the construction of a new building in FY 2002-2003. This building will be funded with a combination of General Reserve and Facilities Management funding. Additionally, a Grounds Maintenance Worker II position is being added due to the loss in availability of inmate labor and a consistent reliance on extra-help staffing.

**SUMMARY OF RECOMMENDATIONS**

With the exception of some minor technical adjustments, 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.

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**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Facilities Management will increase the new building fund by \$96,019, for a total of \$396,019, offset by earned interest from the In-trust account for the energy retrofit project.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2000-2001	ACTUAL BUDGET 2001-2002	ACTUAL REV - EXP 2001-2002	ESTIMATES REQUESTED 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE B O S 2002-2003
=====						
FUND: FACILITIES MANAGEMENT ADMIN 0204						
REVENUE FROM MONEY & PROPERTY	\$1,461	\$1,150	\$-12,299	\$200	\$200	\$200
CHARGES FOR SERVICES	\$2,271,781	\$2,737,753	\$2,555,553	\$2,930,392	\$2,948,278	\$2,948,278
MISCELLANEOUS REVENUES	\$5,538	\$0	\$2,725	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$0	\$0	\$0	\$0	\$96,019	\$96,019
OTHER FINANCING SRCS SALE F/A	\$53	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES*****	\$2,278,832	\$2,738,903	\$2,545,979	\$2,930,592	\$3,044,497	\$3,044,497
SALARIES AND BENEFITS	\$1,339,985	\$1,530,109	\$1,417,413	\$1,668,704	\$1,686,590	\$1,686,590
SERVICES AND SUPPLIES	\$917,826	\$1,135,127	\$1,111,990	\$1,189,465	\$1,189,465	\$1,189,465
OTHER CHARGES	\$85,761	\$77,554	\$68,910	\$72,423	\$72,423	\$72,423
SPECIAL ITEMS	\$21,950	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES*****	\$2,365,523	\$2,742,790	\$2,598,313	\$2,930,592	\$2,948,478	\$2,948,478
EXCESS INCOME OVER/UNDER EXP	\$-86,691	\$-3,887	\$-52,334	\$0	\$96,019	\$96,019
	=====	=====	=====	=====	=====	=====

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2000-2001	ACTUAL BUDGET 2001-2002	ACTUAL REV - EXP 2001-2002	ESTIMATES REQUESTED 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE B O S 2002-2003
FUND: FACILITIES MANAGEMENT ADMIN 0204						
FIXED ASSETS	\$0	\$0	\$0	\$0	\$396,019	\$396,019
TOTAL EXPENSES*****	\$0	\$0	\$0	\$0	\$396,019	\$396,019
EXCESS INCOME OVER/UNDER EXP	\$0	\$0	\$0	\$0	\$-396,019	\$-396,019

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
00204 011000	BASE SALARIES & BENEFITS					1,058,558
00204 011000	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	16,669
Account Total 011000						1,075,227
00204 018100	BASE SALARIES & BENEFITS					92,426
00204 018100	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	1,275
Account Total 018100						93,701
00204 018201	BASE SALARIES & BENEFITS					46,162
Account Total 018201						46,162
00204 018300	BASE SALARIES & BENEFITS					177,029
00204 018300	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	3,800
Account Total 018300						180,829
00204 018400	BASE SALARIES & BENEFITS					6,040
00204 018400	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	83
Account Total 018400						6,123
00204 018500	BASE SALARIES & BENEFITS					18,234
00204 018500	ADD	1	1.00	GROUNDS MAINTENANCE WORKER II	19	252
Account Total 018500						18,486

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

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**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 2002-2003 indicates no increase in total expenses from the Adjusted Budget for FY 2001-2002.

**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.

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**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 2002 - 2003

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2000-2001	ACTUAL BUDGET 2001-2002	ACTUAL REV - EXP 2001-2002	ESTIMATES REQUESTED 2002-2003	CAO RECOMMENDS 2002-2003	ADOPTED BY THE B O S 2002-2003
=====						
FUND: SHASTA COUNTY UTILITIES ADMIN 0205						
REVENUE FROM MONEY & PROPERTY	\$-11,359	\$0	\$726	\$0	\$0	\$0
CHARGES FOR SERVICES	\$1,284,437	\$1,524,390	\$1,236,746	\$1,308,548	\$1,308,548	\$1,308,548
MISCELLANEOUS REVENUES	\$100	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES*****	\$1,273,178	\$1,524,390	\$1,237,471	\$1,308,548	\$1,308,548	\$1,308,548
SERVICES AND SUPPLIES	\$1,006,012	\$1,243,119	\$951,425	\$1,027,277	\$1,027,277	\$1,027,277
OTHER FINANCING USES	\$40,635	\$281,271	\$281,271	\$281,271	\$281,271	\$281,271
TOTAL EXPENSES*****	\$1,046,647	\$1,524,390	\$1,232,696	\$1,308,548	\$1,308,548	\$1,308,548
EXCESS INCOME OVER/UNDER EXP	\$226,532	\$0	\$4,775	\$0	\$0	\$0
	=====	=====	=====	=====	=====	=====