

**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 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 2004-2005 requested budget includes \$221,465 for eight replacement vehicles. These are either high mileage law enforcement vehicles or very high mileage non-law enforcement vehicles. Fixed assets also include \$50,000 in roll forward to complete work (painting, decals, radios, light bars) on FY 2003-2004 replacement vehicles.

Fleet has increased the budgeted amount for bulk as well as outside fuel. 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 county vehicle damage claims continue to rise. We expect to be fully compensated for those expenditures by the departments who pay a modest deductible and for the balance, which is paid by Risk Management. Fleet has maintained the budgeted amount of \$95,687 for a second year based on the most recent trend of expected accident costs.

The rate structure and status of the replacement fund is still in transition based on recommendations by the Auditor-Controller. The rental rates increased as of March 1, 2004 to better reflect actual costs. The Board approved a new deficit recovery program under the revision of Administrative Policy 8-103 Fleet Management Program during FY 2003-2004. It is anticipated that significant progress will be made under these policy decisions during FY 2004-2005.

**SUMMARY OF RECOMMENDATIONS**

This budget is recommended as requested by the department head with the exception of a small technical adjustment to deferred compensation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are up to forty vehicles that should be considered for replacement, however the fund cannot support that expenditure. Some customers may turn in vehicles as part of a budget reduction effort. If so, Fleet will assess whether any of the vehicles can be reassigned to another department. After final budget, Fleet will reassess other high mileage vehicles and prepare a separate fixed asset request for Board approval. The department continues to work closely with the Auditor-Controller on Rental Fleet and Replacement Fund issues.

**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 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ADJUSTED BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE BOS 2004-2005
DEPT: 940 FLEET MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$21,019	\$16,540	\$10,380	\$19,550	\$19,550	\$19,550
CHARGES FOR SERVICES	\$1,938,431	\$2,239,245	\$2,007,926	\$2,249,219	\$2,249,219	\$2,249,219
MISCELLANEOUS REVENUES	\$82,371	\$119,010	\$83,422	\$116,895	\$116,895	\$116,895
OTHR FINANCING SOURCES TRAN IN	\$75,835	\$57,971	\$54,858	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$15,889	\$26,700	\$26,263	\$41,200	\$41,200	\$41,200
CAPITAL CONTRIBUTIONS	\$31,307	\$0	\$15,095	\$0	\$0	\$0
TOTAL REVENUES*****	\$2,164,852	\$2,459,466	\$2,197,944	\$2,426,864	\$2,426,864	\$2,426,864
SALARIES AND BENEFITS	\$268,152	\$352,440	\$323,823	\$397,087	\$396,737	\$396,737
SERVICES AND SUPPLIES	\$968,236	\$1,101,668	\$1,031,449	\$1,230,271	\$1,230,271	\$1,230,271
OTHER CHARGES	\$709,998	\$714,683	\$643,080	\$633,728	\$633,728	\$633,728
TOTAL EXPENSES*****	\$1,946,385	\$2,168,791	\$1,998,352	\$2,261,086	\$2,260,736	\$2,260,736
EXCESS INCOME OVER/UNDER EXP	\$218,467	\$290,675	\$199,592	\$165,778	\$166,128	\$166,128

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ADJUSTED BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE BOS 2004-2005
DEPT: 940 FLEET MANAGEMENT						
FIXED ASSETS	\$427,824	\$692,537	\$513,634	\$292,465	\$292,465	\$292,465
TOTAL EXPENSES*****	\$427,824	\$692,537	\$513,634	\$292,465	\$292,465	\$292,465
EXCESS INCOME OVER/UNDER EXP	\$-427,823	\$-692,537	\$-513,634	\$-292,465	\$-292,465	\$-292,465

**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**

Salaries and Benefits have increased \$63,000 (11%) over FY 2003-2004 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 \$1.1 million (16%) from the prior year due to increased insurance premiums (\$120,000), malpractice insurance premiums (\$70,000), paid medical claims (\$180,000), and paid indemnity claims (\$700,000).

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". This deficit, estimated at \$133,000 was not included in the FY 2004-2005 rates charged to county departments.

In total, the requested budget projects \$10.8 million in revenues and \$10.4 million in appropriations providing approximately \$450,000 in funds by year end to assist with the reserve issue.

**SUMMARY OF RECOMMENDATIONS**

The recommendation is as requested by the Department Head.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

The Risk Management budget unit reflects an increase in its own "experience" rate for liability coverage due to recent claims from the Anderson Vets Hall and the Law Library. Risk Management is working with the County Administrative Office to determine the appropriate cost recovery mechanism for these claims.

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. The department will be bringing a separate report to the Board to discuss the ramifications of the new workers' compensation legislation and request additional staffing.

## **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. Risk Management appropriations were augmented by \$112,000 for additional Worker's Compensation Program staff approved by the Board on June 29, 2004 to address increased workload issues associated with the passage of worker's compensation reform legislation. It is anticipated that there will be sufficient worker's compensation exposure revenue and excess retained liability reserves to finance the increased costs during FY 2004-2005. The department also transferred \$20,000 in collections to a new sub-department within Risk Management to pay for a proposed employee assistance program.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ADJUSTED BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE BOS 2004-2005
DEPT: 950 RISK MANAGEMENT						
REVENUE FROM MONEY & PROPERTY	\$203,658	\$417,673	\$164,075	\$100,000	\$100,000	\$100,000
CHARGES FOR SERVICES	\$7,390,980	\$9,090,212	\$8,908,593	\$10,751,155	\$10,751,155	\$10,751,155
MISCELLANEOUS REVENUES	\$295,520	\$189,854	\$153,733	\$27,000	\$27,000	\$27,000
TOTAL REVENUES*****	\$7,890,158	\$9,697,739	\$9,226,401	\$10,878,155	\$10,878,155	\$10,878,155
SALARIES AND BENEFITS	\$521,172	\$557,750	\$557,750	\$642,496	\$753,857	\$753,857
SERVICES AND SUPPLIES	\$2,368,032	\$2,205,814	\$2,205,814	\$2,774,417	\$2,886,444	\$2,886,444
OTHER CHARGES	\$8,681,319	\$8,011,047	\$8,011,047	\$7,879,867	\$7,879,867	\$7,879,867
INTRAFUND TRANSFERS	\$-705,302	\$-760,950	\$-725,887	\$-877,855	\$-989,549	\$-989,549
OTHER FINANCING USES	\$0	\$2,000	\$2,000	\$0	\$0	\$0
TOTAL EXPENSES*****	\$10,865,221	\$10,015,661	\$10,050,724	\$10,418,925	\$10,530,619	\$10,530,619
EXCESS INCOME OVER/UNDER EXP	\$-2,975,063	\$-317,922	\$-824,323	\$459,230	\$347,536	\$347,536

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COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ADJUSTED BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE BOS 2004-2005
DEPT: 950 RISK MANAGEMENT						
FIXED ASSETS	\$2,309	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES*****	\$2,309	\$0	\$0	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	\$-2,309	\$0	\$0	\$0	\$0	\$0

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**INFORMATION TECHNOLOGY DEPARTMENT  
Fund 203**

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**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 2004-2005 is \$8.21 million compared to \$7.52 million for the FY 2003-2004 Adjusted Budget. This increase is due to increases in Salary & Benefit costs as well as costs related to establishing the necessary network and telephone infrastructure and connectivity in the new Shasta County Administration Center. Anticipated charge-backs total approximately \$7.52 million. The Department's current fund balance of \$1.4 million will absorb the deficit of approximately \$694,253 for FY 2004-2005.

**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.

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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 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL REV - EXP 2003-2004	ESTIMATES REQUESTED 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
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FUND: INFORMATION TECHNOLOGY ADMIN 0203						
REVENUE FROM MONEY & PROPERTY	\$14,842	\$39,150	\$4,954	\$15,000	\$15,000	\$15,000
CHARGES FOR SERVICES	\$5,388,458	\$6,663,233	\$5,011,904	\$7,496,843	\$7,496,843	\$7,496,843
MISCELLANEOUS REVENUES	\$0	\$0	\$759	\$800	\$800	\$800
OTHR FINANCING SOURCES TRAN IN	\$34,216	\$23,592	\$2,000	\$0	\$0	\$0
OTHER FINANCING SRCS SALE F/A	\$291	\$2,000	\$1,282	\$1,500	\$1,500	\$1,500
CAPITAL CONTRIBUTIONS	\$2,532	\$0	\$7,366	\$5,500	\$5,500	\$5,500
TOTAL REVENUES*****	\$5,440,338	\$6,727,975	\$5,028,266	\$7,519,643	\$7,519,643	\$7,519,643
SALARIES AND BENEFITS	\$2,843,762	\$3,176,897	\$2,920,027	\$3,407,250	\$3,411,102	\$3,411,102
SERVICES AND SUPPLIES	\$2,406,456	\$3,585,434	\$2,070,943	\$4,155,539	\$4,151,687	\$4,151,687
OTHER CHARGES	\$255,467	\$318,100	\$296,093	\$299,707	\$299,707	\$299,707
APPROP FOR CONTINGENCY	\$0	\$200,000	\$0	\$0	\$200,000	\$200,000
TOTAL EXPENSES*****	\$5,505,686	\$7,280,431	\$5,287,063	\$7,862,496	\$8,062,496	\$8,062,496
EXCESS INCOME OVER/UNDER EXP	\$-65,347	\$-552,456	\$-258,798	\$-342,853	\$-542,853	\$-542,853
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COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL REV - EXP 2003-2004	ESTIMATES REQUESTED 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
FUND: INFORMATION TECHNOLOGY ADMIN 0203						
FIXED ASSETS	\$189,897	\$244,531	\$194,995	\$151,400	\$151,400	\$151,400
TOTAL EXPENSES*****	\$189,897	\$244,531	\$194,995	\$151,400	\$151,400	\$151,400
EXCESS INCOME OVER/UNDER EXP	\$-189,897	\$-244,531	\$-194,995	\$-151,400	\$-151,400	\$-151,400

**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 860,000 square feet of building space and 10.5 acres 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 2004-2005 Proposed Budget reflects increased appropriations in the amount of \$3.7 million, from the FY 2003-2004 Adjusted Budget of \$2.9 million (27 percent). This is primarily due to increases in Salaries & Benefits and Services & Supplies. Correspondingly, projected FY 2004-2005 revenues of \$3.7 million are increased (27 percent) from the FY 2003-2004 Adjusted Budget of \$2.9 million.

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 705,845 square feet of space for FY 2004-2005, up from 615,923 square feet in FY 2003-2004, a 14.5 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. Facilities Management will also be increasing grounds coverage by 109,200 square feet in FY 2004-2005. Due to the increase in maintained square footage it is requested to add three full-time Custodian II positions, one of which will be absorbed from a laid off Custodian II at the Shasta County Psychiatric Health Facility.

Additionally, Facilities Management is experiencing new administrative duties in FY 2004-2005 such as administering Americans with Disabilities Act project software, maintenance of 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 Account Clerk II.

**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.

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**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Revenue in the amount of \$63,998 was transferred to Facilities Management from LB&I to reimburse Facilities Management for costs to refurbish a building on the Breslauer Campus.

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL REV - EXP 2003-2004	ESTIMATES REQUESTED 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
FUND: FACILITIES MANAGEMENT ADMIN 0204						
REVENUE FROM MONEY & PROPERTY	\$-1,322	\$-1,800	\$1,290	\$-800	\$-800	\$-800
CHARGES FOR SERVICES	\$2,918,002	\$2,946,479	\$2,850,493	\$3,731,401	\$3,731,401	\$3,731,401
MISCELLANEOUS REVENUES	\$935	\$0	\$472	\$0	\$0	\$0
OTHR FINANCING SOURCES TRAN IN	\$0	\$0	\$0	\$0	\$63,998	\$63,998
TOTAL REVENUES*****	\$2,917,614	\$2,944,679	\$2,852,255	\$3,730,601	\$3,794,599	\$3,794,599
SALARIES AND BENEFITS	\$1,480,197	\$1,808,098	\$1,713,912	\$2,150,206	\$2,150,206	\$2,150,206
SERVICES AND SUPPLIES	\$1,250,170	\$1,046,444	\$947,254	\$1,479,710	\$1,479,710	\$1,479,710
OTHER CHARGES	\$65,258	\$91,658	\$84,083	\$100,685	\$100,685	\$100,685
TOTAL EXPENSES*****	\$2,795,626	\$2,946,200	\$2,745,249	\$3,730,601	\$3,730,601	\$3,730,601
EXCESS INCOME OVER/UNDER EXP	\$121,989	\$-1,521	\$107,006	\$0	\$63,998	\$63,998

COUNTY OF SHASTA SCHEDULE 10

STATE OF CALIFORNIA  
 OPERATIONS OF INTERNAL SERVICE FUND  
 OPERATIONAL STATEMENT FOR THE F/Y 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL REV - EXP 2003-2004	ESTIMATES REQUESTED 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
FUND: FACILITIES MANAGEMENT ADMIN 0204						
FIXED ASSETS	\$0	\$7,300	\$7,300	\$0	\$0	\$0
TOTAL EXPENSES*****	\$0	\$7,300	\$7,300	\$0	\$0	\$0
EXCESS INCOME OVER/UNDER EXP	\$0	\$-7,300	\$-7,300	\$0	\$0	\$0

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
00204 011000	BASE SALARIES & BENEFITS					1,270,693
00204 011000	ADD	1	1.00	ACCOUNT CLERK II	19	16,343
00204 011000	ADD	2	2.00	CUSTODIAN II	19	31,650
Account Total 011000						1,318,686
00204 018100	BASE SALARIES & BENEFITS					104,401
00204 018100	ADD	1	1.00	ACCOUNT CLERK II	19	1,250
00204 018100	ADD	2	2.00	CUSTODIAN II	19	2,422
Account Total 018100						108,073
00204 018201	BASE SALARIES & BENEFITS					130,174
00204 018201	ADD	1	1.00	ACCOUNT CLERK II	19	1,015
00204 018201	ADD	2	2.00	CUSTODIAN II	19	1,966
Account Total 018201						133,155
00204 018300	BASE SALARIES & BENEFITS					282,725
00204 018300	ADD	1	1.00	ACCOUNT CLERK II	19	5,249
00204 018300	ADD	2	2.00	CUSTODIAN II	19	10,498
Account Total 018300						298,472
00204 018400	BASE SALARIES & BENEFITS					10,236
00204 018400	ADD	1	1.00	ACCOUNT CLERK II	19	123
00204 018400	ADD	2	2.00	CUSTODIAN II	19	238
Account Total 018400						10,597
00204 018500	BASE SALARIES & BENEFITS					29,100
00204 018500	ADD	1	1.00	ACCOUNT CLERK II	19	348
00204 018500	ADD	2	2.00	CUSTODIAN II	19	675
Account Total 018500						30,123

**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 2004-2005 indicates a slight increase in total expenses from the Adjusted Budget for FY 2003-2004 due to anticipated increased costs of utilities. There is a corresponding increase in anticipated charges for services for FY 2004-2005.

**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 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL REV - EXP 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL REV - EXP 2003-2004	ESTIMATES REQUESTED 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
FUND: SHASTA COUNTY UTILITIES ADMIN 0205						
REVENUE FROM MONEY & PROPERTY CHARGES FOR SERVICES	\$-629 \$1,164,517	\$-1,000 \$1,244,211	\$869 \$1,161,178	\$-500 \$1,641,140	\$-500 \$1,641,140	\$-500 \$1,641,140
TOTAL REVENUES*****	\$1,163,888	\$1,243,211	\$1,162,047	\$1,640,640	\$1,640,640	\$1,640,640
SERVICES AND SUPPLIES OTHER FINANCING USES	\$872,052 \$281,271	\$962,940 \$281,271	\$879,945 \$281,271	\$1,359,869 \$281,271	\$1,359,869 \$281,271	\$1,359,869 \$281,271
TOTAL EXPENSES*****	\$1,153,322	\$1,244,211	\$1,161,216	\$1,641,140	\$1,641,140	\$1,641,140
EXCESS INCOME OVER/UNDER EXP	\$10,565	\$-1,000	\$831	\$-500	\$-500	\$-500