

**INTERMOUNTAIN FAIR
Budget Unit 159**

Dennis Hoffman

Intermountain Fair Manager

PROGRAM DESCRIPTION

The Intermountain Fair is a County fair located in the town of McArthur, in eastern Shasta County. Funding for the Fair comes from State subvention, pari-mutuel funds, gate admission fees, concession fees, and building rental fees. The Fair Manager is a County department head operating under the guidance of a local Fair Board, which is appointed by the Board of Supervisors. All regular staff members are County employees.

BUDGET REQUESTS

The total requested budget for FY 2003-2004 is \$614,378, or \$210,753 less (25.5 percent) than the FY 2002-2003 adjusted budget. The budget provides funding for three full-time positions as well as numerous part-time and extra-help positions required during the Fair event.

Revenue from Fair gate receipts as well as State subvention for county fairs has remained relatively stable over the past several years. The difference in budget amounts from year to year is mainly due to funding received from the State for special projects, usually major maintenance or capital improvement. Projected revenues are \$208,496 less than adjusted revenues, a decrease of 25.3 percent, but will not exceed expenditures.

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 the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. This budget unit was increased \$20,000 to cover the cost of a new well and pump for the mint farm. Additional revenue will be received to offset the cost.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 159 INTERMOUNTAIN FAIR						
FUNCTION: GENERAL - PROMOTION						
ACTIVITY: PROMOTION						
FUND:0100 INTERMOUNTAIN FAIR						
SALARIES AND BENEFITS	217708	251,990	243,079	269,248	269,248	269,248
SERVICES AND SUPPLIES	354942	565,358	364,981	330,453	330,453	330,453
OTHER CHARGES	10845	7,783	7,783	14,677	14,677	14,677
FIXED ASSETS	0	0	0	0	20,000	20,000
TOTAL EXPENDITURES*****	\$583,495	\$825,131	\$615,843	\$614,378	\$634,378	\$634,378
REVENUE FROM MONEY & PROPERTY	294594	301,500	293,245	300,500	300,500	300,500
INTERGOVERNMENTAL REVENUES	253213	521,496	306,889	260,000	280,000	280,000
CHARGES FOR SERVICES	577	500	494	500	500	500
MISCELLANEOUS REVENUES	24000	0	0	54,000	54,000	54,000
TOTAL REVENUES*****	\$572,385	\$823,496	\$600,628	\$615,000	\$635,000	\$635,000
INTERMOUNTAIN FAIR EXP OVER (UNDER) REV	\$11,110	\$1,635	\$15,215	(\$622)	(\$622)	(\$622)

**GENERAL RESERVE
Budget Unit 160**

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

The General Reserve budget unit is used for the designation of funds to be held in reserve for future needs and cash flow purposes.

BUDGET REQUEST

The requested budget for the General Reserve includes \$25,000 of anticipated interest revenue for FY 2003-2004. The interest generation is low due to current market conditions. The County's money is invested in very conservative securities that consequently produce low earnings.

SUMMARY OF RECOMMENDATIONS

The current balance of the General Reserve is approximately \$2.8 million. This is a very conservative reserve considering the County's \$300+ million budget.

The General Reserve fund is used as a resource for "dry period" financing for special districts under the Board of Supervisors as well as districts and/or agencies in the county. Requests for loans from General Reserve are reviewed by staff and presented to the Board of Supervisors for approval.

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 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 160 GENERAL RESERVES						
FUNCTION: GENERAL						
ACTIVITY: FINANCE						
FUND:0170 GENERAL RESERVES						
REVENUE FROM MONEY & PROPERTY	59723	100,000	44,509	25,000	25,000	25,000
OTHR FINANCING SOURCES TRAN IN	645450	62,357	62,357	0	0	0
TOTAL REVENUES*****	\$705,173	\$162,357	\$106,866	\$25,000	\$25,000	\$25,000
GENERAL RESERVES EXP OVER (UNDER) REV	(\$705,173)	(\$162,357)	(\$106,866)	(\$25,000)	(\$25,000)	(\$25,000)

ACCUMULATED CAPITAL OUTLAY
Budget Unit 161

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

The Accumulated Capital Outlay (ACO) budget unit is established for the designation of funds to be held in reserve for a future capital project. Specifically, allocations reserved will accumulate until sufficient funds are available to build a new County administration building, or for another purpose designated by the Board of Supervisors. The goal is to relocate all remaining non-court related operations from the Courthouse facility. This will allow for court expansion and it will provide more appropriate space for County central operating departments.

BUDGET REQUEST

The FY 2003-2004 request includes \$18,000 in interest earnings for this fund. The current balance of the fund is approximately \$1.75 million. This money has been set aside for use in the County's plan for capital improvements.

SUMMARY OF RECOMMENDATIONS

This budget is recommended as requested.

PENDING ISSUES AND POLICY CONSIDERATIONS

Money in the ACO fund can be identified and used for County infrastructure upgrades and additions when no other source of funding is available.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

This budget was prepared by, and is recommended by, the County Administrative Office.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Appropriations are increased by \$90,000 to finance required disabled access improvements at the Main Library.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 161 ACCUMULATED CAPITAL OUTLAY						
FUNCTION: GENERAL - CAPITAL PROJECTS						
ACTIVITY: PLANT ACQUISITION						
FUND:0040 ACCUMULATIVE CAPITAL OUTLAY						
OTHER FINANCING USES	0	112,648	112,648	0	190,000	190,000
TOTAL EXPENDITURES*****	\$0	\$112,648	\$112,648	\$0	\$190,000	\$190,000
REVENUE FROM MONEY & PROPERTY	13565	25,000	36,303	18,000	18,000	18,000
OTHR FINANCING SOURCES TRAN IN	1267415	0	0	0	0	0
TOTAL REVENUES*****	\$1,280,980	\$25,000	\$36,303	\$18,000	\$18,000	\$18,000
ACCUMULATED CAPITAL OUTLAY EXP OVER (UNDER) REV	(\$1,280,980)	\$87,648	\$76,345	(\$18,000)	\$172,000	\$172,000

**PUBLIC WORKS
COURTHOUSE REMODEL
Budget Unit 163**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

This budget unit was created to account for the revenues and expenses associated with the remodel of the Courthouse. The revenues represent the proceeds from the sales of Certificates of Participation and interest earnings. Expenses represent the costs incurred to make the various improvements.

BUDGET REQUESTS

No budget requested for FY 2003-2004.

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 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 163 COURTHOUSE REMODEL						
FUNCTION: GENERAL - CAPITAL PROJECTS						
ACTIVITY: PLANT ACQUISITION						
FUND:0041 CAPITAL PROJ CRTHOUSE REMODEL						
OTHER FINANCING USES	5233	7,412	7,412	0	0	0
TOTAL EXPENDITURES*****	\$5,233	\$7,412	\$7,412	\$0	\$0	\$0
REVENUE FROM MONEY & PROPERTY	12737	6,360	6,360	0	0	0
OTHR FINANCING SOURCES TRAN IN	107313	0	0	0	0	0
TOTAL REVENUES*****	\$120,050	\$6,360	\$6,360	\$0	\$0	\$0
COURTHOUSE REMODEL EXP OVER (UNDER) REV	(\$114,816)	\$1,052	\$1,052	\$0	\$0	\$0

**ECONOMIC DEVELOPMENT
Budget Unit 165**

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget unit accounts for expenditures for participation in business attraction and retention programs, advertising, tourism, trade enhancement, and other economic development activities, pursuant to policy direction of the Board of Supervisors.

BUDGET REQUESTS

The total General Fund appropriation requested for this budget unit for FY 2003-2004 is \$81,180, which is \$13,120 less than the FY 2002-2003 Adjusted Budget. The FY 2003-2004 Proposed Budget is allocated as follows:

\$9,000 to the Superior California Economic Development District (SCEDD) as the County's proportionate contribution to the local match funding of the Federal Economic Development Administration Annual Economic Development Planning Grant;

\$20,745 to the Economic Development Corporation of Shasta County (EDC) for Enterprise Zone Administration services;

\$33,435 to EDC for General Marketing services; and

\$18,000 to the Shasta-Cascade Wonderland Association for tourism promotion and continued support of the Welcome Center.

SUMMARY OF RECOMMENDATIONS

The FY 2003-2004 Proposed Budget is \$13,120 less than the FY 2002-2003 Adjusted Budget due to cessation of certain one-time costs and a ten percent reduction across the board in economic development programs. Due to current budgetary constraints related to the State's historic \$26 to \$35 billion dollar budget deficit, the County is recommending a decrease in discretionary expenditures where possible.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The County Administrative Officer is the department head for this budget unit.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. This budget was amended to include a minor increase of \$96 to reflect the Joint Powers Agreement requirements for the Superior California Economic Development District. Additionally, \$500 was restored to the Shasta Cascade Wonderland Association agreement.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 165 ECONOMIC DEVELOPMENT						
FUNCTION: GENERAL						
ACTIVITY: PROMOTION						
FUND:0060 GENERAL						
SERVICES AND SUPPLIES	90493	94,300	93,119	81,180	81,776	81,776
TOTAL EXPENDITURES*****	\$90,493	\$94,300	\$93,119	\$81,180	\$81,776	\$81,776
ECONOMIC DEVELOPMENT EXP OVER (UNDER) REV	\$90,493	\$94,300	\$93,119	\$81,180	\$81,776	\$81,776

**PUBLIC WORKS
LAND, BUILDINGS AND IMPROVEMENTS
Budget Unit 166**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

The purpose of this budget unit is to comply with State law that requires that all major construction and improvement projects be compiled in one location within the overall County budget document. Generally, projects that are requested and funded by departments are included in both this budget as well as in the respective sponsoring departmental budget. Project costs are reflected in this unit and are charged back to the sponsoring department by way of the cost applied line.

BUDGET REQUESTS

The following table illustrates the requested projects included in the Land, Buildings, and Improvements budget unit.

Project Name	Estimated Cost	Funding Source
PH Laboratory Renovation	\$600,000	Public Health
Shingletown Runway	2,500,000	Shingletown Airport
Vets' Cemetery – Water/Power	290,000	General Fund
Juvenile Hall Security Improve.	100,000	Public Safety
Jail Pigeon Abatement	62,000	Public Safety
Jail Fire Alarm System	600,000	Public Safety Trust
Total	\$4,152,000	

This budget unit also funds the costs of professional services provided by Public Works personnel that are not directly attributable to a listed project. Those costs are estimated at \$50,000 for FY 2003-2004. Also, included is the cost associated with the administration of real property owned by the county, estimated to be \$27,000 for the year.

The Cost Applied amount of \$3,862,000 is the sum of the requested projects budgeted in the originating departments. Appropriations in this unit allow the Public Works department to accumulate all projects in one place for tracking purposes. The remaining \$359,537 is a transfer-in from the General Fund to support activities not specific to a department.

SUMMARY OF RECOMMENDATIONS

The recommended budget includes funding for six projects totaling \$4,152,000. These projects include the Public Health Laboratory Renovation, the Shingletown Airport Runway, the Veterans' Cemetery Water/Power, Juvenile Hall security improvements, and the Jail pigeon abatement project.

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. Additions to this budget unit include \$785,000 for the Resource Management Lobby Addition; \$90,000 Library ADA requirements; and \$3,489 for the Jail fire alarm system. All to be offset with an increase in cost applied – moneys received from other budget units.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 – 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 166 LAND BUILDINGS & IMPROVEMENTS						
FUNCTION: GENERAL - CAPITAL PROJECTS						
ACTIVITY: PLANT ACQUISITION						
FUND:0062 GENERAL - CAPITAL PROJECTS						
SERVICES AND SUPPLIES	156331	227,000	182,646	77,000	77,000	77,000
OTHER CHARGES	9599	-6,115	-6,115	-7,463	-7,463	-7,463
FIXED ASSETS	334265	3,535,158	557,205	3,552,000	5,030,489	5,030,489
INTRAFUND TRANSFERS	-44328	-150,000	-103,441	-3,262,000	-4,740,489	-4,740,489
OTHER FINANCING USES	0	96,019	0	0	0	0
TOTAL EXPENDITURES*****	\$455,866	\$3,702,062	\$630,295	\$359,537	\$359,537	\$359,537
REVENUE FROM MONEY & PROPERTY	2010	0	880	0	0	0
OTHR FINANCING SOURCES TRAN IN	368703	3,440,885	2,259,884	359,537	359,537	359,537
TOTAL REVENUES*****	\$370,714	\$3,440,885	\$2,260,764	\$359,537	\$359,537	\$359,537
LAND BUILDINGS & IMPROVEMENTS EXP OVER (UNDER) REV	\$85,152	\$261,177	(\$1,630,468)	\$0	\$0	\$0

LIBRARY BUILDING CONSTRUCTION
Budget Unit 167

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget is established for the purpose of performing the initial work necessary to build a new Shasta County Main Library. The County joined with the City of Redding and a citizens group called "New Library Now!" to apply to the State for bond money available for new library construction.

BUDGET REQUEST

Appropriations and revenue in the amount of \$3 million is requested for FY 2003-2004 for use in the "start-up" phase of construction of a new Library. The total anticipated cost of the new Library would be approximately \$20 million and would be funded by a State Library Bond Act grant, with matching funds from the County, City of Redding and New Library Now!, a local non-profit organization.

SUMMARY OF RECOMMENDATIONS

This budget is recommended as requested. The County's application for second round grant funds is pending. The second round funding distribution will be made in September 2003. If unsuccessful in the second round, there will be one final grant distribution.

PENDING ISSUES AND POLICY CONSIDERATIONS

Second round funding decisions will be made in the fall of 2003.

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 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 167 LIBRARY BUILDING CONSTRUCTION						
FUNCTION: GENERAL - CAPITAL PROJECTS						
ACTIVITY: PLANT ACQUISITION						
FUND:0043 CAPITAL PROJ LIBRARY BUILDING						
FIXED ASSETS	196758	4,072,788	9,512	3,000,000	3,000,000	3,000,000
TOTAL EXPENDITURES*****	\$196,758	\$4,072,788	\$9,512	\$3,000,000	\$3,000,000	\$3,000,000
REVENUE FROM MONEY & PROPERTY	90	0	25,789	0	0	0
INTERGOVERNMENTAL REVENUES	1070757	3,000,000	501	3,000,000	3,000,000	3,000,000
OTHR FINANCING SOURCES TRAN IN	198753	0	0	0	0	0
TOTAL REVENUES*****	\$1,269,599	\$3,000,000	\$26,290	\$3,000,000	\$3,000,000	\$3,000,000
LIBRARY BUILDING CONSTRUCTION EXP OVER (UNDER) REV	(\$1,072,842)	\$1,072,788	(\$16,778)	\$0	\$0	\$0

ADMINISTRATION CENTER CONSTRUCTION
Budget Unit 169

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget is established for the purpose of performing the initial work necessary to build a new Shasta County Administration Center. The complex will house all of the administrative offices including: Assessor-Recorder, Treasurer-Tax Collector, Auditor-Controller, Support Services, County Counsel, Board of Supervisors, Administrative Office, Information Systems, and Housing.

This will allow the Assessor-Recorder, Treasurer-Tax Collector, and Auditor-Controller to move out of the Courthouse to make room for Court expansion. All of the remaining offices moving to the new complex are currently in leased space in various locations.

BUDGET REQUEST

The requested budget reflects an initial effort to capture the costs associated with the Shasta County Administrative Center project. The requested budget totals \$27.4 million but that does not include all project costs.

SUMMARY OF RECOMMENDATIONS

The Recommended FY 2003-2004 budget appropriates \$33.7 million. This includes administration, design, and construction of the new building complex as well as costs related to parking and the relocation of activities formerly housed on the building site.

The Board of Supervisors in FY 2002-2003 approved financing of the project. The debt repayment will be a combination of 75 percent of the Tobacco Settlement receipts and General Fund dollars. The General Fund dollars, in part, will be shifted from those spent on space rental for many departments that will be relocated into the new facility. Debt repayment does not begin until the County has use of the facility.

PENDING ISSUES AND POLICY CONSIDERATIONS

The project is currently on schedule with ground breaking to take place in June 2003. The target completion date is January 2005.

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 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 169 ADMINISTRATION BLDG CONSTRUCT						
FUNCTION: GENERAL - CAPITAL PROJECTS						
ACTIVITY: PLANT ACQUISITION						
FUND:0044 CAPITAL PROJ ADMIN BUILDING						
SERVICES AND SUPPLIES	0	1,833,273	1,833,274	450,000	170,000	170,000
FIXED ASSETS	65452	33,168,906	2,698,980	26,950,000	33,610,000	33,610,000
INTRAFUND TRANSFERS	0	0	0	0	-90,000	-90,000
TOTAL EXPENDITURES*****	\$65,452	\$35,002,179	\$4,532,253	\$27,400,000	\$33,690,000	\$33,690,000
REVENUE FROM MONEY & PROPERTY	0	0	111,497	0	0	0
OTHR FINANCING SOURCES TRAN IN	61315	45,000	45,000	0	0	0
OTH FINANCE SRCS L/T DEBT PRCD	0	34,961,315	44,002,021	0	0	0
TOTAL REVENUES*****	\$61,315	\$35,006,315	\$44,158,518	\$0	\$0	\$0
ADMINISTRATION BLDG CONSTRUCT EXP OVER (UNDER) REV	\$4,137	(\$4,136)	(\$39,626,265)	\$27,400,000	\$33,690,000	\$33,690,000

**PUBLIC WORKS
SURVEYOR
Budget Unit 172**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

The office of the County Surveyor checks records of survey, parcel and subdivision maps, and levies fees for those services. It also provides map service for County departments; i.e., the County Clerk. The Road Fund finances the labor necessary to perform these services. The fees charged for these services and contributions from the General Fund are used to offset costs.

BUDGET REQUESTS

The FY 2003-2004 requested budget reflects status quo program operations.

SUMMARY OF RECOMMENDATIONS

The CAO recommended budget is the same as 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 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL	ACTUAL	ACTUAL	BUDGET	CAO	ADOPTED
COUNTY BUDGET ACT (1985)	EXP/REV	BUDGET	EXP/REV	REQUESTS	RECOMMENDS	BY TH B O S
UNIT TITLE: 172 SURVEYOR	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0060 GENERAL						
SERVICES AND SUPPLIES	17493	17,000	13,041	16,307	16,307	16,307
OTHER CHARGES	48	34	34	103	103	103
TOTAL EXPENDITURES*****	\$17,541	\$17,034	\$13,074	\$16,410	\$16,410	\$16,410
CHARGES FOR SERVICES	11245	12,000	9,288	11,306	11,306	11,306
TOTAL REVENUES*****	\$11,245	\$12,000	\$9,288	\$11,306	\$11,306	\$11,306
SURVEYOR EXP OVER (UNDER) REV	\$6,296	\$5,034	\$3,786	\$5,104	\$5,104	\$5,104

**MISCELLANEOUS GENERAL
Budget Unit 173**

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget unit finances miscellaneous expenditures, which are not routinely allocable to departments. Ultimately, nearly all costs are charged back to applicable departments under the central service (A-87) Cost Plan.

BUDGET REQUEST

The FY 2003-2004 budget request reflects a net cost of \$577,086 a decrease of \$39,528 from the FY 2002-2003

The Services and Supplies area of this budget funds expenses of the annual county financial audit, expenses associated with the assessment appeals board and code enforcement officer, as well as some minor miscellaneous items.

Under "Other Charges" is an annual county contribution to the Women's Refuge, and an allocation for the court ordered tax back-fill to the City of Shasta Lake.

SUMMARY OF RECOMMENDATIONS

In addition to the requested items discussed above, it is recommended that an appropriation in the amount of \$10,000 be added to offset the cost of burn permits in the unincorporated area of the County. The permits are issued through the Air Quality Management District, and require a General Fund funding source.

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 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL	ACTUAL	ACTUAL	BUDGET	CAO	ADOPTED
COUNTY BUDGET ACT (1985)	EXP/REV	BUDGET	EXP/REV	REQUESTS	RECOMMENDS	BY TH B O S
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 173 MISCELLANEOUS GENERAL 1						
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0060 GENERAL						
SALARIES AND BENEFITS	0	0	0	0	40,000	40,000
SERVICES AND SUPPLIES	85501	280,630	126,207	266,000	236,000	236,000
OTHER CHARGES	366098	370,000	231,239	330,000	330,000	330,000
INTRAFUND TRANSFERS	-49608	-33,113	-54,383	-19,333	-19,333	-19,333
TOTAL EXPENDITURES*****	\$401,991	\$617,517	\$303,063	\$576,667	\$586,667	\$586,667
CHARGES FOR SERVICES	859	0	1,068	0	0	0
MISCELLANEOUS REVENUES	9236	903	4,507	-419	-419	-419
TOTAL REVENUES*****	\$10,095	\$903	\$5,575	(\$419)	(\$419)	(\$419)
MISCELLANEOUS GENERAL 1 EXP OVER (UNDER) REV	\$391,895	\$616,614	\$297,488	\$577,086	\$587,086	\$587,086

TOBACCO SETTLEMENT GRANTS
Budget Unit 174

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget unit is established to provide a mechanism for disbursement of tobacco litigation settlement funds.

BUDGET REQUEST

The FY 2003-2004 budget request reflects a net cost of \$375,000. In FY 2000-2001 the Board of Supervisors stated its intent to provide ten percent of the annual receipts of the tobacco litigation settlement receipts to the Shasta Community Health Center. The FY 2003-2004 allocation for this purpose is \$175,000. In addition, an allocation of \$200,000 is requested to fund grants deemed worthy by the Board of Supervisors. These grants can be requested by non-profit agencies or governmental agencies for one-time projects that require special funding.

SUMMARY OF RECOMMENDATIONS

This budget is recommended as requested.

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. Increases to the budget include \$50,000 for Shasta Community Health Center for charges not paid in FY 2002-2003; and anticipated revenues of \$1.7 million transferred from General Revenue (BU 100).

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 174 TOBACCO SETTLEMENT GRANTS						
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0060 GENERAL						
SERVICES AND SUPPLIES	213494	0	0	0	0	0
OTHER CHARGES	211211	200,829	200,830	375,000	425,000	425,000
OTHER FINANCING USES	260068	0	0	0	0	0
TOTAL EXPENDITURES*****	\$684,773	\$200,829	\$200,830	\$375,000	\$425,000	\$425,000
INTERGOVERNMENTAL REVENUES	0	24,505	24,505	0	0	0
MISCELLANEOUS REVENUES	0	0	0	0	1,700,000	1,700,000
TOTAL REVENUES*****	\$0	\$24,505	\$24,505	\$0	\$1,700,000	\$1,700,000
TOBACCO SETTLEMENT GRANTS EXP OVER (UNDER) REV	\$684,773	\$176,324	\$176,324	\$375,000	(\$1,275,000)	(\$1,275,000)

**PUBLIC WORKS
CSA ADMINISTRATION
Budget Unit 175**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

This budget reflects the fiscal activity of the "umbrella" organization, which provides operational and administrative support to thirteen active County Service Areas (CSA). To a much lesser degree, this unit is also used for the administration of four special street lighting districts, and twenty-nine subsidiary Permanent Road Divisions. More than 3,500 County residents currently benefit from the services provided by CSAs. Responsibility for management of this unit, and provision of CSA services, is within the Department of Public Works. Personnel directly assigned to CSA Administration include one clerical position, four field technicians, and seven extra-help technicians.

BUDGET REQUESTS

The budget submitted is fully supported by a combination of administrative fees levied in the benefiting CSAs. There is no General Fund support for this budget. Projected revenue indicates an increase of \$81,698, for a total of \$520,785 for the FY 2003-2004 Proposed Budget. This is primarily due to increases in Salaries and Benefits, Workers' Compensation, Liability Insurance and Central Service (A-87) charges.

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. This budget was amended to include an increase of \$2,831 due to an increase in health insurance coverage.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 175 CSA ADMINISTRATION						
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0060 GENERAL						
SALARIES AND BENEFITS	303323	353,131	312,340	409,993	412,824	412,824
SERVICES AND SUPPLIES	55963	64,057	64,057	68,702	68,702	68,702
OTHER CHARGES	11491	21,899	21,899	42,090	42,090	42,090
TOTAL EXPENDITURES*****	\$370,777	\$439,087	\$398,296	\$520,785	\$523,616	\$523,616
CHARGES FOR SERVICES	382994	439,087	395,433	520,785	523,616	523,616
TOTAL REVENUES*****	\$382,994	\$439,087	\$395,433	\$520,785	\$523,616	\$523,616
CSA ADMINISTRATION EXP OVER (UNDER) REV	(\$12,217)	\$0	\$2,862	\$0	\$0	\$0

**PUBLIC WORKS
SECURE RURAL SCHOOLS & COMMUNITY SELF-DETERMINATION ACT-TITLE III
ADMINISTRATION
Budget Unit 176**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

The Secure Rural Schools and Community Self-Determination Act of 2000 increased timber receipts for local schools roads. It also set aside 15 percent for projects in the woods and/or to reimburse county departments for expenses incurred on federal lands. The remaining 15 percent may be used for forest-related projects. These may be projects in the wood (Title II) and/or reimbursements to County departments for expenses incurred on federal lands or for fire education programs (Title III).

BUDGET REQUESTS

This budget unit was created during the FY 2003-2004 Supplemental Budget Process. At the County's discretion, the County has historically allocated all Title II/Title III funds to Title II projects only. FY 2003-2004 was the first year in which Title III funds were allocated.

SUMMARY OF RECOMMENDATIONS

This budget unit was created during the FY 2003-2004 Supplemental Budget Process.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

This budget unit was created during the FY 2003-2004 Supplemental Budget Process.

FINAL BOARD ACTION

This budget unit was created during the FY 2003-2004 Supplemental Budget Process. Title III Grants were allocated as follows: \$174, 472 to purchase three search and rescue vehicles for Hat Creek, Old Station and Platina Volunteer Fire Companies, awarded to the Shasta County Fire Department; and \$140,667 to the Western Shasta Resource Conservation District for the Fire Safe Council Education Program. Total FY 2003-2004 Title III allocations are in the amount of \$315,139, from the \$583,796 available for Title II/Title III funding. Title III expenditures as listed above will leave approximately \$268,657 available for Title II projects in FY 2003-2004.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 176 TITLE III PROJECTS						
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0065 GENERAL FED FOREST TITLE III						
OTHER FINANCING USES	0	0	0	0	315,139	315,139
TOTAL EXPENDITURES*****	\$0	\$0	\$0	\$0	\$315,139	\$315,139
INTERGOVERNMENTAL REVENUES	0	0	0	0	315,139	315,139
TOTAL REVENUES*****	\$0	\$0	\$0	\$0	\$315,139	\$315,139
TITLE III PROJECTS EXP OVER (UNDER) REV	\$0	\$0	\$0	\$0	\$0	\$0

PRODUCTIVITY IMPROVEMENT PROGRAM
Budget Unit 177

H. Douglas Latimer

County Administrative Officer

PROGRAM DESCRIPTION

This budget unit was established to provide for the financial transactions associated with the Productivity Improvement Program of Shasta County. The program provides a revolving loan fund for the financing of one-time costs that will result in enhanced service and on-going savings to the County or a program.

BUDGET REQUESTS

There are no requested appropriations for the budget year. Should a worthy project emerge, it will be brought to the Board for consideration and authorization of an appropriate budget amendment.

Estimated revenue for FY 2003-2004 totals \$3,500 that accrues from interest earnings for funds on deposit in the treasury.

SUMMARY OF RECOMMENDATIONS

Recommended as requested by the Department Head.

PENDING ISSUES AND POLICY CONSIDERATIONS

The amount available for loan from the Productivity Improvement Fund is approximately \$250,000. Loan requests may be submitted to the CAO for analysis and referral to the Board of Supervisors.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

This budget was prepared by, and is recommended by, the County Administrative Office.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2003 – 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 177 PRODUCTIVITY IMPROVEMENT PROG						
FUNCTION: GENERAL - PRODUCTIVITY IMPROVE						
ACTIVITY: OTHER GENERAL						
FUND:0063 GENERAL - PRODUCTIVITY IMPROVE						
OTHER FINANCING USES	0	150,000	0	0	0	0
TOTAL EXPENDITURES*****	\$0	\$150,000	\$0	\$0	\$0	\$0
REVENUE FROM MONEY & PROPERTY	8749	10,000	3,637	3,500	3,500	3,500
TOTAL REVENUES*****	\$8,749	\$10,000	\$3,637	\$3,500	\$3,500	\$3,500
PRODUCTIVITY IMPROVEMENT PROG EXP OVER (UNDER) REV	(\$8,749)	\$140,000	(\$3,637)	(\$3,500)	(\$3,500)	(\$3,500)

**CENTRAL SERVICE COSTS (A-87)
Budget Unit 199**

Rick Graham

Auditor - Controller

PROGRAM DESCRIPTION

This budget unit is considered a "contra" budget unit, which means it is used to offset operating expenses of general County operations. The main purpose is to charge for services, equipment, and building occupancy by departments and agencies. This is allowable in the Countywide cost allocation plan regulations.

BUDGET REQUESTS

This budget unit reflects expense offsets and revenue from that portion of the countywide cost allocation plan (A-87) charged to departments and agencies outside the County's general operating funds. The cost offsets reflected in this budget unit total \$425,955 for FY 2003-2004 as calculated by the Auditor-Controller's office.

SUMMARY OF RECOMMENDATIONS

The recommended budget utilizes the offset number as prepared by the Auditor-Controller and approved by the State.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The County Administrative Officer and the County Auditor-Controller concur with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 199 CENTRAL SERVICE COST A-87						
FUNCTION: GENERAL						
ACTIVITY: OTHER GENERAL						
FUND:0060 GENERAL						
INTRAFUND TRANSFERS	-629879	-470,568	-397,153	-416,983	-416,983	-416,983
TOTAL EXPENDITURES*****	(\$629,879)	(\$470,568)	(\$397,153)	(\$416,983)	(\$416,983)	(\$416,983)
MISCELLANEOUS REVENUES	75647	8,069	74,787	8,972	8,972	8,972
TOTAL REVENUES*****	\$75,647	\$8,069	\$74,787	\$8,972	\$8,972	\$8,972
CENTRAL SERVICE COST A-87 EXP OVER (UNDER) REV	(\$705,526)	(\$478,637)	(\$471,940)	(\$425,955)	(\$425,955)	(\$425,955)