

Education and Recreation

LIBRARY
Budget Unit 610

Carolyn Chambers

Library Director

PROGRAM DESCRIPTION

The Library is a center for lifelong learning, and preserves and provides free access to information and library materials for all citizens of Shasta County through a main library in Redding and branches in Anderson and Burney.

BUDGET REQUESTS

The Salaries and Benefits category is expected to increase by \$45,000 due to negotiated raises and the increases in health insurance, retirement and workers compensation, as well as the request to reclassify two Librarian II positions to Supervising Librarian positions to better reflect the supervisory duties and responsibilities associated with these two positions.

The Services and Supplies category, as requested, is \$27,400 less than the FY 2003-2004 adjusted budget. The difference is spread among many accounts in this category with emphasis on the "Books & Periodicals" account. A-87 Central Services charges are scheduled to increase \$30,154 (43 percent) for the year. The Library ADA ramp financed with Accumulated Capital Outlay funds is the only fixed asset requested by the department. In total, requested appropriations of \$1.5 million represent an increase of \$47,000 (3 percent) over the prior year, net of the Library ADA ramp capital project.

Projected revenue for the department reflects reductions in State Library Foundation Grant (\$75,000), Children & Families First contract (\$62,000), and donations (\$57,000) funding. The General Fund contribution request for FY 2004-2005 increased from \$555,339 to \$936,744, an increase of \$381,405 from the previous year. The department also anticipates utilization of \$126,519 of their departmental fund balance during FY 2004-2005.

The department requests additional General Fund support in the amount of \$448,293 to fund "mission critical" deficiencies for FY 2004-2005.

SUMMARY OF RECOMMENDATIONS

The Board of Supervisors authorized \$100,000 of the \$448,293 in additional County General Fund support requested by the department during the May 4, 2004, Board meeting. It was also determined that the fund balance available was \$54,000 less than the \$126,519 estimated by the department. The CAO Recommended Budget reduces appropriations by \$375,000 to offset the loss of funding resources. Salaries and Benefits are reduced by \$273,000 including staff layoffs, voluntary time off, retirements and reduced work schedules. Almost all of the Services and Supplies accounts have been reduced in an aggregate amount of \$100,000. The department will be reducing service hours to the

public in an effort to contain costs.

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY 2004-2005 budget will utilize the remaining undesignated fund balance available for the Library. The Library will be reducing the number of hours historically provided, due to budgetary constraints.

While the Library was successful in receiving approximately \$11 million from the Library Bond Act for the design and construction of a new facility, funding for the operation and maintenance of the facility has not been secured. Supporters of the project are exploring available funding options.

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. In order to meet existing budget constraints, the department eliminated a Library Assistant position due to loss of grant funding, reduced two Supervising Librarian positions by 10 percent and left a Library Clerk position vacant for FY 2004-2005. Utilities charges were reduced by \$7,000 per revised estimates from Facilities Management, the book and periodical budget has been augmented commensurate with additional revenue and the remaining portion of the Library ADA access ramp capital project has been re-budgeted. Increased appropriations totaling \$82,070 were offset by an increased City of Redding contribution (\$24,167), a donation from the Friends of Shasta County Libraries (\$10,000) and a transfer from Accumulated Capital Outlay (\$47,960) for completion of the ADA ramp.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
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UNIT TITLE: 610 COUNTY LIBRARY						
FUNCTION: EDUCATION						
ACTIVITY: LIBRARY SERVICES						
FUND:0110 LIBRARY						
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SALARIES AND BENEFITS	807662	905269	841,000	952,390	718,063	718,063
SERVICES AND SUPPLIES	408939	454627	364,320	427,227	323,289	323,289
OTHER CHARGES	70048	68792	68,792	98,946	98,946	98,946
FIXED ASSETS	20427	0	0	30,000	77,960	77,960
INTRAFUND TRANSFERS	-350	-6000	-6,000	-4,000	-4,000	-4,000
APPROP FOR CONTINGENCY	0	10000	0	5,000	2,500	2,500
OTHER FINANCING USES	0	90000	12,816	0	0	0
TOTAL EXPENDITURES*****	\$1306726	\$1522688	\$1,280,927	\$1,509,563	\$1,216,758	\$1,216,758
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REVENUE FROM MONEY & PROPERTY	-3770	10000	1,791	3,100	3,100	3,100
INTERGOVERNMENTAL REVENUES	408614	399333	330,893	352,000	353,000	353,000
CHARGES FOR SERVICES	103899	105248	86,246	50,200	50,200	50,200
MISCELLANEOUS REVENUES	75193	68283	66,213	11,000	35,305	35,305
OTHR FINANCING SOURCES TRAN IN	600000	645339	568,155	966,744	733,299	733,299
OTHER FINANCING SRCS SALE F/A	918	200	35	0	0	0
TOTAL REVENUES*****	\$1184854	\$1228403	\$1,053,333	\$1,383,044	\$1,174,904	\$1,174,904
COUNTY LIBRARY EXP OVER (UNDER) REV	\$121873	\$294285	\$227,595	\$126,519	\$41,854	\$41,854
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...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
61000 011000	BASE SALARIES & BENEFITS					707,342
61000 011000	DELETE	1	1.00	LIBRARY ASSISTANT	26	-24,863
Account Total 011000						682,479
61000 018100	BASE SALARIES & BENEFITS					57,945
61000 018100	DELETE	1	1.00	LIBRARY ASSISTANT	26	-1,902
Account Total 018100						56,043
61000 018201	BASE SALARIES & BENEFITS					71,588
61000 018201	DELETE	1	1.00	LIBRARY ASSISTANT	26	-1,529
Account Total 018201						70,059
61000 018300	BASE SALARIES & BENEFITS					134,841
61000 018300	DELETE	1	1.00	LIBRARY ASSISTANT	26	-8,168
Account Total 018300						126,673
61000 018400	BASE SALARIES & BENEFITS					5,680
61000 018400	DELETE	1	1.00	LIBRARY ASSISTANT	26	-186
Account Total 018400						5,494
61000 018500	BASE SALARIES & BENEFITS					16,044
61000 018500	DELETE	1	1.00	LIBRARY ASSISTANT	26	-530
Account Total 018500						15,514

**FARM ADVISOR
COOPERATIVE EXTENSION SERVICE
Budget Unit 620**

Larry Forero

Farm Advisor

PROGRAM DESCRIPTION

The Farm Advisor is an off-campus education program conducted by the University of California (UC), in cooperation with Shasta County, which provides agricultural education and information within the County. The program facilitates a link to the UC Division of Agriculture and Natural Resources whereby their services can be made available through locally oriented problem solving, research activities, meetings, tours, publications, and individual contact. The department also administers the 4-H youth program in Shasta County.

The University directly funds the academic and administrator's salaries and provides continuous training and a wide variety of resources. The County funds the operating expenses such as office facilities, transportation, clerical staff, and supplies.

BUDGET REQUESTS

The FY 2004-2005 proposed budget seeks General Fund support of \$141,037, which is \$15,945 more than the FY 2003-2004 Adjusted Budget. This is primarily due to increases in Liability Insurance Experience due to damages from the December 2002 storm. However increases in Central Service (A-87) in Other Charges and Salaries and Benefits also contributed to the increased appropriation. Services and Supplies were decreased by over \$5,000.

SUMMARY OF RECOMMENDATIONS

The department's proposed budget was submitted without any Extra Help appropriations. Because the department only has two clerical positions in the Redding Office and historically expends approximately \$4,000 in Extra Help throughout the year, to ensure office coverage, the CAO recommends \$2,000 be restored for Extra Help expenditures in the 2004-2005 fiscal year.

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.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
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UNIT TITLE: 620 AGRIC EXT SERVICE FARM ADVISOR						
FUNCTION: EDUCATION						
ACTIVITY: AGRICULTURE EDUCATION						
FUND:0060 GENERAL						
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SALARIES AND BENEFITS	59842	63843	63,844	82,119	84,011	84,011
SERVICES AND SUPPLIES	47010	55018	49,376	50,642	50,642	50,642
OTHER CHARGES	7290	6231	6,231	8,276	8,276	8,276
TOTAL EXPENDITURES*****	\$114143	\$125092	\$119,451	\$141,037	\$142,929	\$142,929
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MISCELLANEOUS REVENUES	0	0	1,454	1,142	1,142	1,142
OTHER FINANCING SRCS SALE F/A	0	0	95	39	39	39
TOTAL REVENUES*****	\$0	\$0	\$1,548	\$1,181	\$1,181	\$1,181
AGRIC EXT SERVICE FARM ADVISOR EXP OVER (UNDER) REV	\$114143	\$125092	\$117,902	\$139,856	\$141,748	\$141,748
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**FARM ADVISOR
COOPERATIVE EXTENSION - JOINT LASSEN/SHASTA
Budget Unit 621**

Larry Forero

Farm Advisor

PROGRAM DESCRIPTION

The Joint Lassen/Shasta Farm Advisor is a branch of the Cooperative Extension Service in Redding conducted by the University of California (UC) in cooperation with Shasta County (see budget unit 620). This office is located at the Inter-Mountain Fairgrounds in McArthur and provides local problem solving, research, and teaching programs in various plant sciences to eastern Shasta County and northwestern Lassen County.

The UC directly funds the professional staff member in McArthur. Operating expenses such as office facilities, operating expenses and support staff are shared by Shasta County (60 percent) and Lassen County (40 percent).

BUDGET REQUESTS

The FY 2004-2005 requested budget is nearly 7 percent higher than the FY 2003-2004 Adjusted Budget. Even though the Department was able to realize a small savings in most Services and Supplies categories, increased costs in Salaries and Benefits, Rents & Leases of Structures, Vehicle Maintenance Services and Central Service (A-87) charges have caused a total increase in FY 2004-2005 requested appropriations by \$2,862, from \$41,193 to \$44,055. Lassen County will be charged for 40 percent of these overall appropriations, or \$17,622. Therefore the General Fund support requested in FY 2004-2005 has increased by \$1,717, from \$24,716 to \$26,433, or 6.9 percent.

SUMMARY OF RECOMMENDATIONS

The CAO's recommended budget is identical to the department's 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.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
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UNIT TITLE: 621 FARM ADVISOR JT LASSEN SHASTA						
FUNCTION: EDUCATION						
ACTIVITY: AGRICULTURE EDUCATION						
FUND:0060 GENERAL						
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SALARIES AND BENEFITS	22107	23786	23,429	27,122	27,122	27,122
SERVICES AND SUPPLIES	17852	16758	15,182	14,898	14,898	14,898
OTHER CHARGES	-30	649	649	2,035	2,035	2,035
TOTAL EXPENDITURES*****	\$39929	\$41193	\$39,260	\$44,055	\$44,055	\$44,055
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CHARGES FOR SERVICES	16651	16477	16,477	17,024	17,622	17,622
TOTAL REVENUES*****	\$16651	\$16477	\$16,477	\$17,024	\$17,622	\$17,622
FARM ADVISOR JT LASSEN SHASTA EXP OVER (UNDER) REV	\$23278	\$24716	\$22,783	\$27,031	\$26,433	\$26,433
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**FARM ADVISOR
COOPERATIVE EXTENSION - FORESTRY PROGRAM
Budget Unit 622**

Larry Forero

Farm Advisor

PROGRAM DESCRIPTION

The Forestry Program is a branch of the Cooperative Extension Service in Redding conducted by the University of California (UC) in cooperation with Shasta County (see budget unit 620). The program provides forestry education and research activities to private foresters and Cooperative Extension advisors in the northern counties.

The academic and secretarial salaries are paid directly by the UC and all office expenses are reimbursed to Shasta County.

BUDGET REQUESTS

The modest decrease in expenditures in the proposed FY 2004-2005 budget is attributable to slightly lower office expense appropriations. The requested budget reflects status quo program operations. No General Funds are requested to support the program.

SUMMARY OF RECOMMENDATIONS

No modifications to the department's request are recommended.

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.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
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UNIT TITLE: 622 COOPERATIVE EXTENSION FORESTRY						
FUNCTION: EDUCATION						
ACTIVITY: AGRICULTURE EDUCATION						
FUND:0060 GENERAL						
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SERVICES AND SUPPLIES	3005	9083	2,525	8,259	8,259	8,259
OTHER CHARGES	-353	165	165	630	630	630
TOTAL EXPENDITURES*****	\$2651	\$9248	\$2,690	\$8,889	\$8,889	\$8,889
INTERGOVERNMENTAL REVENUES	2678	9248	2,658	8,889	8,889	8,889
TOTAL REVENUES*****	\$2678	\$9248	\$2,658	\$8,889	\$8,889	\$8,889
COOPERATIVE EXTENSION FORESTRY EXP OVER (UNDER) REV	\$-26	\$0	\$33	\$0	\$0	\$0
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**PUBLIC WORKS
RECREATION AND PARKS
Budget Unit 701**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

This budget unit finances the maintenance of five County parks that are maintained by a combination of volunteers and County employees.

BUDGET REQUESTS

The requested budget maintains existing levels of service throughout the year. The net County cost for FY 2004-2005 is \$27,801, or approximately \$2,120 lower than the FY 2003-2004 Adjusted Budget.

SUMMARY OF RECOMMENDATIONS

The CAO's 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 and as amended in the Supplemental Budget. \$23,239 was rebudgeted from FY 2003-2004 to complete projects from the prior year. This was revenue identified and appropriated pursuant to Board Resolution 2003-216. Also, \$28,600 was rebudgeted from FY 2003-2004 from State Parks Grant funding that had not yet expended. Additionally, Opportunity Center custodial expenses for the Boggs Community Center was moved from the Maintenance of Structures-Boggs account to the Household Expense-Boggs expenditure account.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
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UNIT TITLE: 701 RECREATION & PARK DEVELOPMENT						
FUNCTION: RECREATION						
ACTIVITY: RECREATION FACILITIES						
FUND:0060 GENERAL						
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SERVICES AND SUPPLIES	69923	85240	60,880	27,619	56,194	56,194
OTHER CHARGES	37652	75502	52,501	70,182	70,182	70,182
TOTAL EXPENDITURES*****	\$107576	\$160742	\$113,382	\$97,801	\$126,376	\$126,376
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REVENUE FROM MONEY & PROPERTY	0	500	0	0	0	0
INTERGOVERNMENTAL REVENUES	103000	77712	0	70,000	98,600	98,600
MISCELLANEOUS REVENUES	0	53239	53,239	0	0	0
TOTAL REVENUES*****	\$103000	\$131451	\$53,239	\$70,000	\$98,600	\$98,600
RECREATION & PARK DEVELOPMENT EXP OVER (UNDER) REV	\$4576	\$29291	\$60,143	\$27,801	\$27,776	\$27,776
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**DEPARTMENT OF PUBLIC WORKS
VETERANS HALLS DIVISION
Budget Unit 710**

Patrick J. Minturn

Director of Public Works

PROGRAM DESCRIPTION

This budget unit accounts for expenditures associated with the operation of the four Veterans Halls in Shasta County. Agreements have been reached in Anderson (written), Burney (written), and Fall River Mills (verbal) whereby the veterans groups utilize and maintain the facilities out of the revenues generated from beverage sales and/or bingo games. There is no such agreement for the Redding Hall, and the expenditures in this budget unit are almost entirely attributable to the operation and maintenance costs associated with that facility. The General Fund supports expenses within this budget.

The Redding facility is available for rental by the general public and provides a small revenue stream to offset a portion of operating expenses.

BUDGET REQUESTS

The FY 2004-2005 Proposed Budget includes \$97,950 in General Fund support, a slight decrease of \$59 from the FY 2003-2004 Adjusted Budget. This is primarily due to a slight increase in projected revenue from Rents and Leases in 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.

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 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
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UNIT TITLE: 710 VETERANS HALLS						
FUNCTION: RECREATION						
ACTIVITY: VETERANS MEMORIAL BUILDINGS						
FUND:0060 GENERAL						
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SERVICES AND SUPPLIES	98189	93512	93,512	123,500	91,200	91,200
OTHER CHARGES	7215	7429	7,429	8,750	8,750	8,750
TOTAL EXPENDITURES*****	\$105403	\$100941	\$100,941	\$132,250	\$99,950	\$99,950
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REVENUE FROM MONEY & PROPERTY	1338	1971	2,381	2,000	2,000	2,000
CHARGES FOR SERVICES	95	0	0	0	0	0
MISCELLANEOUS REVENUES	985	500	90	0	0	0
TOTAL REVENUES*****	\$2418	\$2471	\$2,471	\$2,000	\$2,000	\$2,000
VETERANS HALLS EXP OVER (UNDER) REV	\$102985	\$98470	\$98,470	\$130,250	\$97,950	\$97,950
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