

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 total General Fund contribution to the Library for FY 2003-2004 is requested at \$600,000.

The Salaries and Benefits category is expected to increase by \$46,976 due to negotiated raises and the increases in health insurance and workers compensation, as well as the request to reclassify two Librarian I/II positions to Librarian III to better reflect the supervisory duties and responsibilities of these two positions compared with the other three Librarian positions. Also, included is \$32,046 for Extra Help services that is used for substitute workers for vacation and leave absences.

The Services and Supplies category, as requested, is \$8,700 less than FY 2002-2003. The difference is spread among many accounts in this category with emphasis on the "Small Tools" account.

A-87 Central Services charges are scheduled to go down slightly (\$1,256) for the year, and the department head is requesting no fixed assets.

An appropriation for contingency is requested at \$10,000 to cover unanticipated expenses that may occur during the budget year.

SUMMARY OF RECOMMENDATIONS

The budget is recommended as requested by the Department Head.

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY 2003-2004 budget will utilize the remaining undesignated fund balance available for the Library. This will keep the Library operating at the number of hours currently provided. It will, however, require planning in advance of the 2004-2005 fiscal year to ensure that adequate funds are available for this level of service.

For historical reference it should be noted that the County has applied for state funding to share the cost of construction of a new Library building. After not being selected for first -

round funding, the County, City of Redding, and New Library Now! determined to proceed with a second-round application. Selection of second-round funding choices will not occur until September 2003. If successful, the County will receive approximately \$11 million from the Library Bond Act proceeds as the state's two-thirds share of the cost of design and construction of a new facility.

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 this budget unit include a capital outlay of \$90,000 to fund a disabled access ramp for the library.

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 |
|-------------------------------------|-------------------|------------------|-------------------|--------------------|-------------------|------------------------|
| | 2001-2002 | 2002-2003 | 2002-2003 | 2003-2004 | 2003-2004 | 2003-2004 |
| STATE CONTROLLER | | | | | | |
| <u>COUNTY BUDGET ACT (1985)</u> | | | | | | |
| TITLE: 610 COUNTY LIBRARY | | | | | | |
| FUNCTION: EDUCATION | | | | | | |
| ACTIVITY: LIBRARY SERVICES | | | | | | |
| FUND:0110 LIBRARY | | | | | | |
| SALARIES AND BENEFITS | 762489 | 890,556 | 807,662 | 937,561 | 949,746 | 949,746 |
| SERVICES AND SUPPLIES | 420634 | 460,554 | 408,939 | 451,846 | 454,811 | 454,811 |
| OTHER CHARGES | 75233 | 70,048 | 70,048 | 68,792 | 68,792 | 68,792 |
| FIXED ASSETS | \$4,153 | \$20,427 | \$20,427 | \$0 | \$90,000 | \$90,000 |
| INTRAFUND TRANSFERS | 0 | 0 | -350 | 0 | -6,000 | -6,000 |
| APPROP FOR CONTINGENCY | 0 | 10,000 | 0 | 10,000 | 10,000 | 10,000 |
| TOTAL EXPENDITURES***** | \$1,262,508 | 1,451,585 | 1,306,726 | 1,468,199 | 1,567,349 | 1,567,349 |
| REVENUE FROM MONEY & PROPERTY | 45031 | 30,000 | -3,770 | 10,000 | 10,000 | 10,000 |
| INTERGOVERNMENTAL REVENUES | 507312 | 397,547 | 408,614 | 397,833 | 399,333 | 399,333 |
| CHARGES FOR SERVICES | \$67,118 | \$101,371 | \$103,899 | \$105,248 | \$105,248 | \$105,248 |
| MISCELLANEOUS REVENUES | \$68,990 | \$269,433 | \$75,193 | \$66,283 | \$68,283 | \$68,283 |
| OTHR FINANCING SOURCES TRAN IN | 490333 | 600,000 | 600,000 | 600,000 | 690,000 | 690,000 |
| OTHER FINANCING SRCS SALE F/A | 842 | 700 | 918 | 200 | 200 | 200 |
| TOTAL REVENUES***** | \$1,179,626 | \$1,399,051 | \$1,184,854 | \$1,179,564 | \$1,273,064 | \$1,273,064 |
| COUNTY LIBRARY EXP OVER (UNDER) REV | \$82,882 | \$52,534 | \$121,873 | \$288,635 | \$294,285 | \$294,285 |

**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 2003-2004 budget seeks General Fund support of \$132,293, which is \$3,520 less than the FY 2002-2003 Adjusted Budget. This is primarily due to slight decreases in health care insurance utilization by staff in Salaries and Benefits, utilities and maintenance of structures in Services and Supplies, and Central Service (A-87) in Other Charges. Even though the Department was able to realize some savings in operating expenses, and thus General Fund support, in FY 2003-2004, the Department plans to increase the delivery of the Food Stamp Nutrition Education Program that was implemented in FY 2002-2003.

SUMMARY OF RECOMMENDATIONS

The CAO's 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.

COUNTY OF SHASTA SCHEDULE 9

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

| | ACTUAL | ACTUAL | ACTUAL | BUDGET | CAO | ADOPTED |
|---|-----------|-----------|-----------|-----------|------------|-------------|
| STATE CONTROLLER | EXP/REV | BUDGET | EXP/REV | REQUESTS | RECOMMENDS | BY TH B O S |
| COUNTY BUDGET ACT (1985) | 2001-2002 | 2002-2003 | 2002-2003 | 2003-2004 | 2003-2004 | 2003-2004 |
| UNIT TITLE: 620 AGRIC EXT SERVICE FARM ADVISOR | | | | | | |
| FUNCTION: EDUCATION | | | | | | |
| ACTIVITY: AGRICULTURE EDUCATION | | | | | | |
| FUND:0060 GENERAL | | | | | | |
| SALARIES AND BENEFITS | 62319 | 76,332 | 59,842 | 74,666 | 74,666 | 74,666 |
| SERVICES AND SUPPLIES | 41790 | 52,190 | 47,010 | 51,309 | 51,396 | 51,396 |
| OTHER CHARGES | 7687 | 7,291 | 7,290 | 6,231 | 6,231 | 6,231 |
| TOTAL EXPENDITURES***** | \$111,796 | \$135,813 | \$114,143 | \$132,206 | \$132,293 | \$132,293 |
| AGRIC EXT SERVICE FARM ADVISOR EXP OVER (UNDER) REV | \$111,796 | \$135,813 | \$114,143 | \$132,206 | \$132,293 | \$132,293 |

**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 2003-2004 requested budget is nearly 3 percent higher than the FY 2002-2003 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 2003-2004 requested appropriations by \$1,221, from \$39,972 to \$41,193. Lassen County will be charged for 40 percent of these overall appropriations, or \$16,477. Therefore the General Fund support requested in FY 2003-2004 has increased by \$1,395, from \$23,321 to \$24,716, or 5.9 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 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: 621 FARM ADVISOR JT LASSEN SHASTA | | | | | | |
| FUNCTION: EDUCATION | | | | | | |
| ACTIVITY: AGRICULTURE EDUCATION | | | | | | |
| FUND:0060 GENERAL | | | | | | |
| SALARIES AND BENEFITS | 20360 | 22,151 | 22,107 | 23,786 | 23,786 | 23,786 |
| SERVICES AND SUPPLIES | 18031 | 17,852 | 17,852 | 16,758 | 16,758 | 16,758 |
| OTHER CHARGES | 2501 | -31 | -30 | 649 | 649 | 649 |
| TOTAL EXPENDITURES***** | \$40,892 | \$39,972 | \$39,929 | \$41,193 | \$41,193 | \$41,193 |
| CHARGES FOR SERVICES | 14773 | 16,651 | 16,651 | 16,079 | 16,477 | 16,477 |
| TOTAL REVENUES***** | \$14,773 | \$16,651 | \$16,651 | \$16,079 | \$16,477 | \$16,477 |
| FARM ADVISOR JT LASSEN SHASTA EXP OVER (UNDER) REV | \$26,119 | \$23,321 | \$23,278 | \$25,114 | \$24,716 | \$24,716 |

**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 increase in expenditures in the proposed FY 2003-2004 budget is attributable to slightly higher office expense appropriations and Central Service (A-87) charges. 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 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: 622 COOPERATIVE EXTENSION FORESTRY | | | | | | |
| FUNCTION: EDUCATION | | | | | | |
| ACTIVITY: AGRICULTURE EDUCATION | | | | | | |
| FUND:0060 GENERAL | | | | | | |
| SERVICES AND SUPPLIES | 2965 | 9,081 | 3,005 | 9,083 | 9,083 | 9,083 |
| OTHER CHARGES | 929 | -354 | -353 | 165 | 165 | 165 |
| TOTAL EXPENDITURES***** | \$3,894 | \$8,727 | \$2,651 | \$9,248 | \$9,248 | \$9,248 |
| INTERGOVERNMENTAL REVENUES | 3891 | 8,727 | 2,678 | 9,228 | 9,248 | 9,248 |
| TOTAL REVENUES***** | \$3,891 | \$8,727 | \$2,678 | \$9,228 | \$9,248 | \$9,248 |
| COOPERATIVE EXTENSION FORESTRY EXP OVER (UNDER) REV | \$3 | \$0 | (\$26) | \$20 | \$0 | \$0 |

**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 2003-2004 is \$26,860, or approximately \$19,924 higher than the FY 2002-2003 Adjusted Budget. Additionally, in FY 2002-2003 several upgrades were made at three County parks: French Gulch, Hat Creek and Balls Ferry. Having prepared these facilities for public use, the Department would like to continue with the level of maintenance and custodial service currently being provided. Hence the requested increase in County cost for FY 2003-2004.

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. This budget was amended to reflect an increase in the following appropriations: Maintenance of Structures \$3,959, Professional and Special Services \$753, and Contribution Non-County Agency \$3,000. Revenues were increased for County TE \$3,000 and the State Parks and Recreation Grant \$4,712. The \$4,712 represents the last of the Parks grant, which will be utilized to complete work at the Balls Ferry boat ramp that could not be finished due to high water levels. Once the water recedes the work will be accomplished.

COUNTY OF SHASTA SCHEDULE 9

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

| | ACTUAL | ACTUAL | ACTUAL | BUDGET | CAO | ADOPTED |
|--|-----------|-----------|-----------|-----------|------------|-------------|
| STATE CONTROLLER | EXP/REV | BUDGET | EXP/REV | REQUESTS | RECOMMENDS | BY TH B O S |
| COUNTY BUDGET ACT (1985) | 2001-2002 | 2002-2003 | 2002-2003 | 2003-2004 | 2003-2004 | 2003-2004 |
| UNIT TITLE: 701 RECREATION & PARK DEVELOPMENT | | | | | | |
| FUNCTION: RECREATION | | | | | | |
| ACTIVITY: RECREATION FACILITIES | | | | | | |
| FUND:0060 GENERAL | | | | | | |
| SERVICES AND SUPPLIES | 35041 | 77,853 | 69,923 | 26,789 | 31,501 | 31,501 |
| OTHER CHARGES | 117 | 110,083 | 37,652 | 70,071 | 73,071 | 73,071 |
| TOTAL EXPENDITURES***** | \$35,158 | \$187,936 | \$107,576 | \$96,860 | \$104,572 | \$104,572 |
| INTERGOVERNMENTAL REVENUES | 0 | 181,000 | 103,000 | 70,000 | 77,712 | 77,712 |
| TOTAL REVENUES***** | \$0 | \$181,000 | \$103,000 | \$70,000 | \$77,712 | \$77,712 |
| RECREATION & PARK DEVELOPMENT EXP OVER (UNDER) REV | \$35,158 | \$6,936 | \$4,576 | \$26,860 | \$26,860 | \$26,860 |

**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 2003-2004 Proposed Budget includes \$98,009 in General Fund support, a decrease of \$12,737 from the FY 2002-2003 Adjusted Budget. This is primarily due to the completion of the Anderson Vet's Hall roofing project being completed in FY 2002-2003.

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

| | ACTUAL | ACTUAL | ACTUAL | BUDGET | CAO | ADOPTED |
|---------------------------------------|-----------|-----------|-----------|-----------|------------|-------------|
| STATE CONTROLLER | EXP/REV | BUDGET | EXP/REV | REQUESTS | RECOMMENDS | BY TH B O S |
| COUNTY BUDGET ACT (1985) | 2001-2002 | 2002-2003 | 2002-2003 | 2003-2004 | 2003-2004 | 2003-2004 |
| UNIT TITLE: 710 VETERANS HALLS | | | | | | |
| FUNCTION: RECREATION | | | | | | |
| ACTIVITY: VETERANS MEMORIAL BUILDINGS | | | | | | |
| FUND:0060 GENERAL | | | | | | |
| SERVICES AND SUPPLIES | 80732 | 104,800 | 98,189 | 91,771 | 91,771 | 91,771 |
| OTHER CHARGES | 8969 | 7,946 | 7,215 | 7,738 | 7,738 | 7,738 |
| TOTAL EXPENDITURES***** | \$89,701 | \$112,746 | \$105,403 | \$99,509 | \$99,509 | \$99,509 |
| REVENUE FROM MONEY & PROPERTY | 3471 | 1,000 | 1,338 | 1,000 | 1,000 | 1,000 |
| CHARGES FOR SERVICES | 0 | 0 | 95 | 0 | 0 | 0 |
| MISCELLANEOUS REVENUES | 2725 | 1,000 | 985 | 500 | 500 | 500 |
| TOTAL REVENUES***** | \$6,196 | \$2,000 | \$2,418 | \$1,500 | \$1,500 | \$1,500 |
| VETERANS HALLS EXP OVER (UNDER) REV | \$83,505 | \$110,746 | \$102,985 | \$98,009 | \$98,009 | \$98,009 |

