

SUPPORT SERVICES-PURCHASING DIVISION
Fund 0060 General, Budget Unit 113
Angela Davis, Director of Support Services

PROGRAM DESCRIPTION

The mission of the Purchasing Division of Support Services is "to secure quality materials and services at the lowest cost, to exemplify professionalism and integrity, and merit the trust and confidence of the employees, business community and citizens of Shasta County in a manner that complies with applicable policies and regulations." The division provides professional expertise and support for all County departments in the areas of acquisition of equipment and professional services, disposal of surplus property, and solicitation of proposals for personal service contracts.

BUDGET REQUESTS

The department has an overall cost savings of \$108,033. The department's A-87 reimbursement increased by \$150,347 compared to FY 2016-17. The department plans to end FY 2016-17 under budget by \$85,486.

SUMMARY OF RECOMMENDATIONS

The CEO recommended budget is as requested by the department head.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

Budget Unit: 113 - PURCHASING (FUND 0060)

Function: GENERAL

Activity: FINANCE

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Category: 700 MISCELLANEOUS REVENUES					
799300 MISCELLANEOUS REVENUE	\$15	\$0		\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$652	\$711		\$0	\$0
MISCELLANEOUS REVENUES	\$667	\$711		\$0	\$0
Category: 802 OTHER FINANCING SRCS SALE C/A					
896101 SALE OF SURPLUS PROPERTY	\$420	\$4,367		\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$420	\$4,367		\$0	\$0
Total Revenues:	\$1,088	\$5,079		\$0	\$0
Category: 010 SALARIES AND BENEFITS					
011000 REGULAR SALARIES	\$99,689	\$102,998		\$123,140	\$123,140
017517 CELL/PDA COMM ALLOWANCE PROG	\$86	\$80		\$87	\$87
018100 EMPLOYER SHARE FICA	\$7,266	\$7,448		\$9,365	\$9,365
018201 EMPLOYER SHARE RETIREMENT	\$15,844	\$17,487		\$22,069	\$22,069
018204 EMPLOYER SHARE DEFERRED COMP	\$0	\$405		\$541	\$541
018300 EMPLOYER SHARE HEALTH INSUR	\$31,582	\$34,618		\$38,578	\$38,578
018307 EMPLOYR SHR OTHER POST EMP BEN	\$2,990	\$3,089		\$3,695	\$3,695
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$560	\$430		\$395	\$395
018500 WORKERS COMP EXPOSURE	\$1,264	\$1,414		\$1,552	\$1,552
018501 WORKERS COMP EXPERIENCE	\$7,368	\$8,555		\$7,521	\$7,521
SALARIES AND BENEFITS	\$166,654	\$176,528		\$206,943	\$206,943
Category: 030 SERVICES AND SUPPLIES					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$19	\$13		\$35	\$35
032500 COMMUNICATIONS EXPENSE	\$847	\$767		\$900	\$900
032590 CHGS FAC MGMT COMM	\$69	\$64		\$70	\$70
032591 CHGS IT COMM	\$445	\$475		\$518	\$518
032900 HOUSEHOLD EXPENSE	\$0	\$0		\$300	\$300
032992 CHGS FAC MGMT HSHLD XP	\$5,287	\$5,295		\$6,501	\$6,501
033102 INSUR XP LIABILITY EXPOSURE	\$380	\$419		\$450	\$450
033103 INSUR XP MISCELLANEOUS	\$672	\$701		\$650	\$650
033592 CHGS IT MNT HARD/SOFTWARE	\$149	\$467		\$1,191	\$1,191
033791 CHGS FAC MGMT MAINT STR	\$5,282	\$6,031		\$8,540	\$8,540
034100 MEMBERSHIPS	\$260	\$320		\$450	\$450
034500 OFFICE EXPENSE	\$440	\$254		\$1,200	\$1,200
034590 CHGS OC PHOTOCOPY SVS	\$0	\$0		\$100	\$100
034591 CHGS OC POSTAGE SVS	\$213	\$202		\$385	\$385
034592 CHGS OC OTHER MAIL SVS	\$971	\$1,175		\$1,692	\$1,692

Budget Unit: 113 - PURCHASING (FUND 0060)

Function: GENERAL

Activity: FINANCE

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
034800 PROF & SPECIAL SERVICES	\$28	\$117	\$0	\$0	
034890 CHGS FAC MGMT PROF SVS	\$287	\$267	\$161	\$161	
034892 CHGS IT PROFESSIONAL SVS	\$5,795	\$5,819	\$5,518	\$5,518	
034900 PUBLICATIONS & LEGAL NOTICES	\$0	\$0	\$500	\$500	
035500 MINOR EQUIPMENT	\$36	\$20	\$200	\$200	
035590 CHGS IT SOFTWARE EQP	\$0	\$539	\$0	\$0	
035591 CHGS IT HARDWARE EQP	\$0	\$0	\$1,300	\$1,300	
035592 CHGS IT TELECOMM EQP	\$155	\$0	\$0	\$0	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$439	\$0	\$1,500	\$1,500	
035900 TRANSPORTATION & TRAVEL	\$3,615	\$1,635	\$4,000	\$4,000	
036100 UTILITIES	\$9,488	\$10,362	\$12,130	\$12,130	
SERVICES AND SUPPLIES	\$34,886	\$34,951	\$48,291	\$48,291	
Category: 050 OTHER CHARGES					
050800 TAXES & ASSESSMENTS	\$12	\$12	\$14	\$14	
OTHER CHARGES	\$12	\$12	\$14	\$14	
Category: 080 INTRAFUND TRANSFERS					
088001 C/A COST PLAN CHARGES	(\$91,536)	(\$212,933)	(\$363,281)	(\$363,281)	
INTRAFUND TRANSFERS	(\$91,536)	(\$212,933)	(\$363,281)	(\$363,281)	
Total Expenditures/Appropriations:	\$110,016	(\$1,442)	(\$108,033)	(\$108,033)	
Net Cost:	\$108,928	(\$6,521)	(\$108,033)	(\$108,033)	

COUNTY COUNSEL
Fund 0060 General, Budget Unit 120
Rubin E. Cruse, Jr., County Counsel

PROGRAM DESCRIPTION

The County Counsel's Office provides a full range of legal services required by County officers, agencies, and departments including the handling or managing of civil litigation (except workers' compensation cases); attendance at Board of Supervisors and Planning Commission meetings; legal research and counseling; and the review of ordinances, contracts, and other legal documents. The County Counsel's Office also provides some limited legal services to other local public entities upon request.

BUDGET REQUESTS

The net County cost for the FY 2017-18 Requested Budget of \$255,637 is \$36,144 over the target; however, there are sufficient "savings" from FY 2016-17 to cover the difference and County Counsel respectfully requests to utilize these "savings". The overage is primarily due to standard salaries and benefits increases. The remaining budget activity is flat compared to the FY 2016-17 Adjusted Budget. This budget does receive A-87 cost-applied offsets annually. The net County cost is \$255,637, which is covered by the General Fund.

SUMMARY OF RECOMMENDATIONS

The CEO recommends a net zero adjustment for data entry correction.

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.

Budget Unit: 120 - COUNTY COUNSEL (FUND 0060)

Function: GENERAL

Activity: COUNSEL

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	

Category: 600 CHARGES FOR SERVICES					
669000	LEGAL SERVICES	\$1,360	\$1,700	\$500	\$500
676600	PUBLIC ADMINISTRATOR FEES	\$12,359	\$30,487	\$4,000	\$4,000
693111	CHARGES FOR SERVICES COST PLAN	(\$1,890)	\$4,144	\$0	\$0
CHARGES FOR SERVICES		\$11,829	\$36,332	\$4,500	\$4,500

Category: 700 MISCELLANEOUS REVENUES					
799390	PRIOR PERIOD EXP ADJUSTMENT	\$1,372	\$3,092	\$0	\$0
MISCELLANEOUS REVENUES		\$1,372	\$3,092	\$0	\$0

Total Revenues:		\$13,201	\$39,424	\$4,500	\$4,500
------------------------	--	----------	----------	---------	---------

Category: 010 SALARIES AND BENEFITS					
011000	REGULAR SALARIES	\$1,062,518	\$1,134,988	\$1,195,974	\$1,195,974
011200	TERMINATION/SPECIAL PAY	\$34,418	\$0	\$30,000	\$30,000
017000	EXTRA HELP	\$1,940	\$402	\$5,000	\$5,000
017502	OVERTIME PAY	\$15	\$0	\$0	\$0
017517	CELL/PDA COMM ALLOWANCE PROG	\$1,450	\$1,406	\$1,440	\$1,440
018100	EMPLOYER SHARE FICA	\$75,536	\$77,886	\$90,858	\$90,858
018201	EMPLOYER SHARE RETIREMENT	\$167,473	\$190,159	\$212,162	\$212,162
018204	EMPLOYER SHARE DEFERRED COMP	\$9,069	\$9,034	\$9,000	\$9,000
018300	EMPLOYER SHARE HEALTH INSUR	\$144,193	\$173,489	\$191,236	\$191,236
018307	EMPLYR SHR OTHER POST EMP BEN	\$31,874	\$34,048	\$35,880	\$35,880
018400	EMPLOYER SHR UNEMPLOYMENT INS	\$5,983	\$4,757	\$3,845	\$3,845
018500	WORKERS COMP EXPOSURE	\$13,933	\$15,611	\$15,522	\$15,522
018501	WORKERS COMP EXPERIENCE	\$3,048	\$3,516	\$1,337	\$1,337
SALARIES AND BENEFITS		\$1,551,457	\$1,645,300	\$1,792,254	\$1,792,254

Category: 030 SERVICES AND SUPPLIES					
032300	CLOTHING/PERSONAL SUPPLIES XP	\$0	\$0	\$50	\$50
032500	COMMUNICATIONS EXPENSE	\$4,229	\$4,293	\$4,440	\$4,440
032590	CHGS FAC MGMT COMM	\$145	\$136	\$150	\$150
032591	CHGS IT COMM	\$1,715	\$1,865	\$2,150	\$2,150
032700	FOOD EXPENSE	\$0	\$0	\$100	\$100
032900	HOUSEHOLD EXPENSE	\$139	\$0	\$155	\$155
032992	CHGS FAC MGMT HSHLD XP	\$11,120	\$11,136	\$13,000	\$13,000
033102	INSUR XP LIABILITY EXPOSURE	\$4,197	\$4,630	\$4,364	\$4,364
033103	INSUR XP MISCELLANEOUS	\$1,788	\$1,805	\$1,676	\$1,676
033500	MAINTENANCE OF EQUIPMENT	\$220	\$0	\$515	\$515
033592	CHGS IT MNT HARD/SOFTWARE	\$867	\$2,417	\$1,500	\$1,500
033791	CHGS FAC MGMT MAINT STR	\$11,262	\$12,408	\$13,000	\$13,000

Budget Unit: 120 - COUNTY COUNSEL (FUND 0060)

Function: GENERAL

Activity: COUNSEL

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
034100 MEMBERSHIPS	\$10,457	\$10,409	\$13,000	\$13,000	
034309 MISC XP PRIOR PERIOD REV ADJ	\$800	\$0	\$0	\$0	
034500 OFFICE EXPENSE	\$11,905	\$8,033	\$15,000	\$15,000	
034529 OFFICE XP PUBLICATIONS	\$16,546	\$17,836	\$28,500	\$28,500	
034536 OFFICE XP OFFICE FURNITURE	\$0	\$0	\$1,000	\$1,000	
034591 CHGS OC POSTAGE SVS	\$883	\$623	\$1,200	\$1,200	
034592 CHGS OC OTHER MAIL SVS	\$1,052	\$1,640	\$1,400	\$1,400	
034800 PROF & SPECIAL SERVICES	\$2,094	\$1,207	\$10,000	\$10,000	
034837 PROF PREEMPLOYMENT SVS	\$435	\$0	\$1,500	\$1,500	
034890 CHGS FAC MGMT PROF SVS	\$605	\$563	\$1,000	\$1,000	
034892 CHGS IT PROFESSIONAL SVS	\$36,110	\$29,042	\$25,000	\$25,000	
035100 RENTS & LEASES OF EQUIPMENT	\$2,142	\$2,727	\$6,100	\$6,100	
035300 RENTS & LEASES OF STRUCTURES	\$2,523	\$2,585	\$2,800	\$2,800	
035500 MINOR EQUIPMENT	\$1,084	\$999	\$1,000	\$1,000	
035590 CHGS IT SOFTWARE EQP	\$760	\$2,979	\$31,750	\$31,750	
035591 CHGS IT HARDWARE EQP	\$2,426	\$9,827	\$6,000	\$6,000	
035592 CHGS IT TELECOMM EQP	\$783	\$0	\$4,000	\$4,000	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$259	\$824	\$1,000	\$1,000	
035754 SP DEPT XP ONLINE DATA SUBSCR	\$27,446	\$22,970	\$35,169	\$35,169	
035900 TRANSPORTATION & TRAVEL	\$416	\$385	\$2,473	\$2,473	
035943 TRANS/TRVL CONFERENCES	\$21,826	\$20,946	\$32,000	\$32,000	
035990 CHGS FLEET TRANS/TRVL	\$1,215	\$587	\$1,500	\$1,500	
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$440	\$844	\$1,000	\$1,000	
036100 UTILITIES	\$19,952	\$21,790	\$25,200	\$25,200	
SERVICES AND SUPPLIES	\$197,854	\$195,516	\$288,692	\$288,692	
Category: 050 OTHER CHARGES					
050800 TAXES & ASSESSMENTS	\$25	\$25	\$31	\$31	
OTHER CHARGES	\$25	\$25	\$31	\$31	
Category: 080 INTRAFUND TRANSFERS					
088001 C/A COST PLAN CHARGES	(\$1,331,835)	(\$1,333,899)	(\$1,325,754)	(\$1,325,754)	
088501 C/A SOCIAL SERVICES	(\$439,981)	(\$470,595)	(\$495,086)	(\$495,086)	
INTRAFUND TRANSFERS	(\$1,771,816)	(\$1,804,494)	(\$1,820,840)	(\$1,820,840)	
Total Expenditures/Appropriations:	(\$22,478)	\$36,348	\$260,137	\$260,137	
Net Cost:	(\$35,680)	(\$3,076)	\$255,637	\$255,637	

SUPPORT SERVICES-PERSONNEL DIVISION
Budget Unit 130
Angela Davis, Director of Support Services

PROGRAM DESCRIPTION

The mission of the Personnel Division of Support Services is to "recruit and retain competent, committed staff, and to provide professional personnel support to all departments in order to maximize the return on investment in human resources for the citizens of Shasta County." Personnel hosts many County programs including the contract for Labor Relations, the recruitment website, a private investigator contract used for countywide discrimination complaints and disciplinary investigations, the County employee recognition and longevity programs, and the management training fund provided for in the Personnel Rules and labor union agreements.

BUDGET REQUESTS

The department's FY 2017-18 requested budget has an overall cost savings of \$57,381. This savings is caused by an increase in A-87 cost reimbursement of \$806,462 over FY16/17. Salaries and Benefits are increasing by \$74,846 and Services and Supplies are increasing by \$98,507 compared to the FY 2016-17 adjusted budget. This cost center overall Proposed FY 17/18 Budget of \$57,381 and the FY16/17 projected savings in the amount of \$41,859 will revert to the General Fund.

SUMMARY OF RECOMMENDATIONS

The CEO recommended budget is as requested by the department head.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

Budget Unit: 130 - PERSONNEL (FUND 0060)

Function: GENERAL

Activity: PERSONNEL

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Category: 600 CHARGES FOR SERVICES					
692100 PHOTOCOPIES	\$0	\$75	\$0	\$0	\$0
CHARGES FOR SERVICES	\$0	\$75	\$0	\$0	\$0
Category: 700 MISCELLANEOUS REVENUES					
799300 MISCELLANEOUS REVENUE	\$90	\$0	\$0	\$0	\$0
799390 PRIOR PERIOD EXP ADJUSTMENT	\$1,585	\$5,794	\$0	\$0	\$0
MISCELLANEOUS REVENUES	\$1,675	\$5,794	\$0	\$0	\$0
Category: 802 OTHER FINANCING SRCS SALE C/A					
896101 SALE OF SURPLUS PROPERTY	\$10	\$16	\$0	\$0	\$0
OTHER FINANCING SRCS SALE C/A	\$10	\$16	\$0	\$0	\$0
Total Revenues:	\$1,685	\$5,885	\$0	\$0	\$0
Category: 010 SALARIES AND BENEFITS					
011000 REGULAR SALARIES	\$595,163	\$673,819	\$740,482	\$740,482	\$740,482
011200 TERMINATION/SPECIAL PAY	\$10,308	\$2,346	\$0	\$0	\$0
017502 OVERTIME PAY	\$9,099	\$6,503	\$6,998	\$6,998	\$6,998
017517 CELL/PDA COMM ALLOWANCE PROG	\$1,088	\$1,107	\$1,080	\$1,080	\$1,080
018100 EMPLOYER SHARE FICA	\$42,787	\$47,804	\$56,484	\$56,484	\$56,484
018201 EMPLOYER SHARE RETIREMENT	\$93,666	\$112,659	\$131,422	\$131,422	\$131,422
018204 EMPLOYER SHARE DEFERRED COMP	\$0	\$10,843	\$6,750	\$6,750	\$6,750
018300 EMPLOYER SHARE HEALTH INSUR	\$152,369	\$182,825	\$216,549	\$216,549	\$216,549
018307 EMPLOYR SHR OTHER POST EMP BEN	\$17,853	\$20,213	\$22,215	\$22,215	\$22,215
018400 EMPLOYER SHR UNEMPLOYMENT INS	\$3,395	\$2,851	\$2,393	\$2,393	\$2,393
018500 WORKERS COMP EXPOSURE	\$7,794	\$9,390	\$9,425	\$9,425	\$9,425
018501 WORKERS COMP EXPERIENCE	\$39,984	\$43,829	\$36,155	\$36,155	\$36,155
SALARIES AND BENEFITS	\$973,511	\$1,114,195	\$1,229,953	\$1,229,953	\$1,229,953
Category: 030 SERVICES AND SUPPLIES					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$19	\$13	\$20	\$20	\$20
032500 COMMUNICATIONS EXPENSE	\$4,760	\$4,396	\$5,200	\$5,200	\$5,200
032590 CHGS FAC MGMT COMM	\$149	\$140	\$200	\$200	\$200
032591 CHGS IT COMM	\$2,055	\$2,445	\$2,741	\$2,741	\$2,741
032700 FOOD EXPENSE	\$8,457	\$9,867	\$9,000	\$9,000	\$9,000
032900 HOUSEHOLD EXPENSE	\$0	\$2	\$0	\$0	\$0
032992 CHGS FAC MGMT HSHLD XP	\$12,190	\$11,841	\$13,653	\$13,653	\$13,653
033102 INSUR XP LIABILITY EXPOSURE	\$2,347	\$2,784	\$2,725	\$2,725	\$2,725
033103 INSUR XP MISCELLANEOUS	\$1,704	\$1,801	\$1,675	\$1,675	\$1,675
033500 MAINTENANCE OF EQUIPMENT	\$0	\$0	\$200	\$200	\$200

Budget Unit: 130 - PERSONNEL (FUND 0060)

Function: GENERAL

Activity: PERSONNEL

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
033592 CHGS IT MNT HARD/SOFTWARE	\$1,197	\$3,504	\$3,671	\$3,671	
033791 CHGS FAC MGMT MAINT STR	\$20,165	\$14,195	\$23,762	\$23,762	
034100 MEMBERSHIPS	\$3,633	\$2,549	\$4,548	\$4,548	
034310 MISC XP PRIOR PERIOD EXP ADJ	\$0	\$1,111	\$0	\$0	
034500 OFFICE EXPENSE	\$11,186	\$11,377	\$14,359	\$14,359	
034590 CHGS OC PHOTOCOPY SVS	\$0	\$30	\$700	\$700	
034591 CHGS OC POSTAGE SVS	\$1,572	\$1,184	\$2,400	\$2,400	
034592 CHGS OC OTHER MAIL SVS	\$966	\$1,176	\$1,203	\$1,203	
034800 PROF & SPECIAL SERVICES	\$1,835	\$15,042	\$83,090	\$83,090	
034827 PROF LABOR MGMT SVS	\$144,057	\$113,118	\$199,500	\$199,500	
034837 PROF PREEMPLOYMENT SVS	\$116,284	\$91,461	\$120,000	\$120,000	
034850 PROF TESTING SVS	\$16,005	\$14,712	\$20,000	\$20,000	
034851 PROF TRAINING SVS	\$0	\$0	\$2,000	\$2,000	
034855 PROF INVESTIGATION SVS	\$600	\$304	\$8,000	\$8,000	
034858 PROF FINGERPRINTING SVS	\$42,010	\$34,016	\$48,484	\$48,484	
034890 CHGS FAC MGMT PROF SVS	\$622	\$579	\$347	\$347	
034892 CHGS IT PROFESSIONAL SVS	\$45,698	\$45,851	\$50,703	\$50,703	
034900 PUBLICATIONS & LEGAL NOTICES	\$26,126	\$12,742	\$50,000	\$50,000	
035100 RENTS & LEASES OF EQUIPMENT	\$6,865	\$4,822	\$4,842	\$4,842	
035300 RENTS & LEASES OF STRUCTURES	\$3,792	\$4,355	\$6,500	\$6,500	
035500 MINOR EQUIPMENT	\$555	\$576	\$1,000	\$1,000	
035590 CHGS IT SOFTWARE EQP	\$606	\$1,668	\$6,300	\$6,300	
035591 CHGS IT HARDWARE EQP	\$5,683	\$3,588	\$3,200	\$3,200	
035592 CHGS IT TELECOMM EQP	\$187	\$0	\$0	\$0	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$22,082	\$23,245	\$71,215	\$71,215	
035900 TRANSPORTATION & TRAVEL	\$18,836	\$4,546	\$21,500	\$21,500	
035940 TRANS/TRVL FUEL	\$61	\$0	\$0	\$0	
036100 UTILITIES	\$20,514	\$22,404	\$24,982	\$24,982	
SERVICES AND SUPPLIES	\$542,832	\$461,458	\$807,720	\$807,720	
Category: 050 OTHER CHARGES					
050800 TAXES & ASSESSMENTS	\$26	\$26	\$35	\$35	
OTHER CHARGES	\$26	\$26	\$35	\$35	
Category: 080 INTRAFUND TRANSFERS					
088000 COST APPLIED VARIOUS	(\$198,360)	(\$152,398)	(\$238,484)	(\$238,484)	
088001 C/A COST PLAN CHARGES	(\$832,798)	(\$797,627)	(\$1,604,090)	(\$1,604,090)	
088502 C/A HEALTH & HUMAN SVS AGENCY	(\$158,969)	(\$176,130)	(\$252,515)	(\$252,515)	
INTRAFUND TRANSFERS	(\$1,190,129)	(\$1,126,156)	(\$2,095,089)	(\$2,095,089)	

Budget Unit: 130 - PERSONNEL (FUND 0060)
Function: GENERAL
Activity: PERSONNEL

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Total Expenditures/Appropriations:	\$326,240	\$449,523		(\$57,381)	(\$57,381)
Net Cost:	\$324,554	\$443,637		(\$57,381)	(\$57,381)

COUNTY CLERK/REGISTRAR OF VOTERS-ELECTIONS

Fund 0060 General, Budget Unit 140

Catherine Darling Allen, County Clerk/Registrar of Voters

PROGRAM DESCRIPTION

The Registrar of Voters maintains and updates voter registration records, checks petitions, and provides election-related information. In addition to conducting primary, general, school, and special elections, the Registrar of Voters prepares ballots, procures and equips polling places, and counts voted ballots.

In 2011, local elected boards received approval from the Board of Supervisors to completely eliminate the Shasta County odd-year election. This will result in a more even budget, with variation coming over a longer period of time.

BUDGET REQUEST

The FY 2017-18 requested budget includes expenditures in the amount of \$2.0 million and revenues in the amount of \$287,758 which results in a net county cost of almost \$1.8 million, a 15.8 percent increase compared to the FY 2017-18 adjusted budget. Requested expenditures have increased due to the regularly scheduled Gubernatorial Primary Election in June 2018. The department requests to enter in to a new equipment lease in FY 2017-18 to lease new voting machines. The current voting machines were purchased in 2003 and are now technologically obsolete. Leasing, rather than purchasing, new voting machines will allow for more flexibility and provide the opportunity to keep our voting machines technology up-to-date. Help America Vote Act (HAVA) federal funds will support the lease costs for the first two fiscal years (therefore it is a net zero budget impact in FY 2017-18); thereafter it will be a General Fund cost in the approximate annual amount of \$250,000. The department projects to end FY 2016-17 under budget by \$321,536. The department will process a budget amendment to move \$24,721 from the Elections budget to the County Clerk budget to satisfy projected FY 2016-17 overages, as is the annual process to better align actual work done during the fiscal year between the two budgets. The department requests the balance of the FY 2016-17 savings be applied to the FY 2017-18 requested overage in this budget in the amount of \$243,111 and in the County Clerk budget in the amount of \$53,104; together, the Elections and County Clerk budgets meet the FY 2017-18 budget target.

SUMMARY OF RECOMMENDATIONS

The CEO recommends, at the County Clerk/Registrar of Voters' request, increasing expenditures and revenue both in the amount of \$40,000 to account for the City of Shasta Lake's special election in August 2017.

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.

Budget Unit: 140 - ELECTION ADMIN & REGISTRATION (FUND 0060)

Function: GENERAL

Activity: ELECTIONS

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	

Category: 500	INTERGOVERNMENTAL REVENUES				
549047	STATE ELECTION REVENUE OTHER	\$91,719	\$0	\$0	\$0
560508	FED HELP AMERICA VOTE GRANT	\$0	\$0	\$245,158	\$245,158
560509	FED HAVA EAID	\$12,504	\$0	\$0	\$0
560516	FED HAVA VOTE CAL	\$7,569	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUES		\$111,792	\$0	\$245,158	\$245,158

Category: 600	CHARGES FOR SERVICES				
667000	ELECTION SERVICES	\$949	\$2,021	\$2,000	\$2,000
667100	CO CLERK SPECIAL ELECTION	\$6,487	\$476,737	\$60,000	\$60,000
667200	CANDIDATE FILING FEES	\$8,507	\$0	\$9,600	\$9,600
667300	STATEMENT FOR QUALIFICATIONS	\$9,104	\$9,056	\$6,000	\$6,000
692200	REIMBURSE TRAVEL	\$0	\$835	\$0	\$0
692700	REIMB MISC SERVICES	\$9,419	\$6,953	\$5,000	\$5,000
CHARGES FOR SERVICES		\$34,467	\$495,603	\$82,600	\$82,600

Category: 700	MISCELLANEOUS REVENUES				
792583	CONTRIB GRANT NON PROFIT	\$11,000	\$0	\$0	\$0
795000	AUDITOR VOID/STALE DATED CHECK	\$0	\$200	\$0	\$0
799390	PRIOR PERIOD EXP ADJUSTMENT	\$29,891	\$13,331	\$0	\$0
MISCELLANEOUS REVENUES		\$40,891	\$13,531	\$0	\$0

Category: 802	OTHER FINANCING SRCS SALE C/A				
896101	SALE OF SURPLUS PROPERTY	\$0	\$20	\$0	\$0
OTHER FINANCING SRCS SALE C/A		\$0	\$20	\$0	\$0

Total Revenues:		\$187,151	\$509,154	\$327,758	\$327,758
------------------------	--	-----------	-----------	-----------	-----------

Category: 010	SALARIES AND BENEFITS				
011000	REGULAR SALARIES	\$338,738	\$377,746	\$397,339	\$397,339
011200	TERMINATION/SPECIAL PAY	\$14,610	\$6,491	\$11,415	\$11,415
017000	EXTRA HELP	\$117,328	\$125,249	\$197,700	\$197,700
017502	OVERTIME PAY	\$14,236	\$7,192	\$13,720	\$13,720
017509	HOLIDAY OVERTIME PAY	\$0	\$1,596	\$0	\$0
017517	CELL/PDA COMM ALLOWANCE PROG	\$1,450	\$1,116	\$1,434	\$1,434
018100	EMPLOYER SHARE FICA	\$28,811	\$30,424	\$35,640	\$35,640
018201	EMPLOYER SHARE RETIREMENT	\$53,239	\$63,684	\$70,840	\$70,840
018204	EMPLOYER SHARE DEFERRED COMP	\$4,547	\$4,375	\$4,500	\$4,500
018300	EMPLOYER SHARE HEALTH INSUR	\$90,895	\$110,339	\$119,337	\$119,337
018307	EMPLYR SHR OTHER POST EMP BEN	\$10,161	\$11,331	\$11,921	\$11,921
018400	EMPLOYER SHR UNEMPLOYMENT INS	\$2,352	\$1,954	\$1,790	\$1,790
018500	WORKERS COMP EXPOSURE	\$6,219	\$7,177	\$7,827	\$7,827

Budget Unit: 140 - ELECTION ADMIN & REGISTRATION (FUND 0060)

Function: GENERAL

Activity: ELECTIONS

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
018501 WORKERS COMP EXPERIENCE	\$10,956	\$13,242	\$11,532	\$11,532	
SALARIES AND BENEFITS	\$693,549	\$761,921	\$884,995	\$884,995	
Category: 030 SERVICES AND SUPPLIES					
032300 CLOTHING/PERSONAL SUPPLIES XP	\$41	\$0	\$0	\$0	
032500 COMMUNICATIONS EXPENSE	\$5,205	\$5,889	\$6,800	\$6,800	
032591 CHGS IT COMM	\$2,926	\$3,071	\$3,800	\$3,800	
032700 FOOD EXPENSE	\$57	\$11	\$0	\$0	
032900 HOUSEHOLD EXPENSE	\$153	\$118	\$500	\$500	
032990 CHGS OC HSHLD SVS	\$0	\$1,350	\$0	\$0	
032992 CHGS FAC MGMT HSHLD XP	\$5,888	\$5,138	\$13,700	\$13,700	
033102 INSUR XP LIABILITY EXPOSURE	\$1,871	\$2,128	\$2,263	\$2,263	
033103 INSUR XP MISCELLANEOUS	\$5,136	\$4,629	\$4,392	\$4,392	
033105 INSUR XP LIABILITY EXPERIENCE	\$588	\$821	\$774	\$774	
033500 MAINTENANCE OF EQUIPMENT	\$135,086	\$154,501	\$101,000	\$101,000	
033592 CHGS IT MNT HARD/SOFTWARE	\$5,449	\$6,185	\$7,500	\$7,500	
033700 MAINTENANCE OF STRUCTURES	\$20	\$0	\$0	\$0	
033727 MNT STR ADA	\$0	\$0	\$1,500	\$1,500	
033791 CHGS FAC MGMT MAINT STR	\$3,576	\$4,717	\$6,000	\$6,000	
034100 MEMBERSHIPS	\$945	\$1,548	\$1,850	\$1,850	
034310 MISC XP PRIOR PERIOD EXP ADJ	\$0	\$80	\$0	\$0	
034500 OFFICE EXPENSE	\$44,628	\$31,995	\$62,984	\$62,984	
034526 OFFICE XP POSTAGE	\$25,227	\$48,118	\$51,872	\$51,872	
034527 OFFICE XP PRINTING	\$10,835	\$5,731	\$10,200	\$10,200	
034591 CHGS OC POSTAGE SVS	\$2,361	\$1,008	\$2,000	\$2,000	
034592 CHGS OC OTHER MAIL SVS	\$1,562	\$2,897	\$5,000	\$5,000	
034800 PROF & SPECIAL SERVICES	\$12,480	\$10,763	\$30,782	\$30,782	
034818 PROF ELECTION SVS	\$21,650	\$0	\$27,400	\$27,400	
034837 PROF PREEMPLOYMENT SVS	\$941	\$980	\$2,250	\$2,250	
034892 CHGS IT PROFESSIONAL SVS	\$72,962	\$72,228	\$74,663	\$74,663	
034900 PUBLICATIONS & LEGAL NOTICES	\$1,012	\$1,872	\$2,000	\$2,000	
035100 RENTS & LEASES OF EQUIPMENT	\$3,855	\$3,598	\$252,500	\$252,500	
035300 RENTS & LEASES OF STRUCTURES	\$111,876	\$115,836	\$120,305	\$120,305	
035500 MINOR EQUIPMENT	\$809	\$2,634	\$4,000	\$4,000	
035526 MNR EQP VOTING EQP	\$5,876	\$983	\$0	\$0	
035590 CHGS IT SOFTWARE EQP	\$3,077	\$798	\$6,000	\$6,000	
035591 CHGS IT HARDWARE EQP	\$4,076	\$6,180	\$16,000	\$16,000	
035592 CHGS IT TELECOMM EQP	\$55	\$0	\$1,000	\$1,000	
035700 SPECIAL DEPARTMENTAL EXPENSE	\$0	\$643	\$8,800	\$8,800	
035744 SP DEPT XP ELECTION EXPENSES	\$147,123	\$213,760	\$219,377	\$219,377	

Budget Unit: 140 - ELECTION ADMIN & REGISTRATION (FUND 0060)

Function: GENERAL

Activity: ELECTIONS

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
035745 SP DEPT XP ELECTION WORKER FEE	\$41,905	\$43,319	\$56,250	\$56,250	
035900 TRANSPORTATION & TRAVEL	\$20,100	\$22,570	\$26,770	\$26,770	
035940 TRANS/TRVL FUEL	\$437	\$437	\$1,150	\$1,150	
035941 TRANS/TRVL MILEAGE	\$21	\$625	\$2,950	\$2,950	
035999 TRN/TRV PY EE 1 DAY MEAL REIMB	\$65	\$422	\$400	\$400	
036100 UTILITIES	\$17,344	\$18,107	\$21,000	\$21,000	
SERVICES AND SUPPLIES	\$717,230	\$795,707	\$1,155,732	\$1,155,732	
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST PLAN CHGS	\$57,106	\$40,566	\$67,548	\$67,548	
050003 BUILDING & EQUIP COST PLAN CHG	(\$1,027)	\$0	\$0	\$0	
OTHER CHARGES	\$56,079	\$40,566	\$67,548	\$67,548	
Total Expenditures/Appropriations:	\$1,466,858	\$1,598,195	\$2,108,275	\$2,108,275	
Net Cost:	\$1,279,707	\$1,089,041	\$1,780,517	\$1,780,517	

IMPACT FEE ADMINISTRATION
Fund 0057 General, Budget Unit 157
Richard Simon, Director of Resource Management

PROGRAM DESCRIPTION

A public facilities impact fee schedule which sets public facility fees for all new development within the County, outside the incorporated areas, was approved and adopted by Ordinance by the Board of Supervisors on April 22, 2008. This budget unit was created to maintain the revenues and expenditures associated with the collection of impact fees.

BUDGET REQUESTS

The FY 2017-18 requested budget includes \$366,300 in revenue and \$8,200 in expenditures.

SUMMARY OF RECOMMENDATIONS

The CEO concurs with 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.

Budget Unit: 157 - IMPACT FEE ADMIN (FUND 0057)

Function: GENERAL

Activity: PROPERTY MANAGEMENT

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Category: 600 CHARGES FOR SERVICES					
693036 CHARGES FOR SVS ADMIN FEES	\$7,938	\$8,290	\$8,000	\$8,000	\$8,000
693056 IMPACT FEE TRAFFIC FACILITIES	\$73,246	\$54,703	\$50,000	\$50,000	\$50,000
693057 IMPACT FEE FIRE PROTECT FAC	\$69,864	\$78,574	\$70,000	\$70,000	\$70,000
693058 IMPACT FEE ANIMAL CONTROL FAC	\$9,942	\$12,136	\$10,300	\$10,300	\$10,300
693059 IMPACT FEE GENERAL GOVT FAC	\$63,477	\$68,587	\$63,000	\$63,000	\$63,000
693066 IMPACT FEE PUBLIC PROTECT FAC	\$89,405	\$96,911	\$75,000	\$75,000	\$75,000
693067 IMPACT FEE PUBLIC HEALTH FAC	\$33,966	\$41,505	\$40,000	\$40,000	\$40,000
693068 IMPACT FEE LIBRARY FACILITIES	\$6,027	\$7,368	\$7,000	\$7,000	\$7,000
693069 IMPACT FEE SHERIFF FACILITIES	\$43,004	\$46,441	\$43,000	\$43,000	\$43,000
CHARGES FOR SERVICES	\$396,874	\$414,520	\$366,300	\$366,300	\$366,300
Total Revenues:	\$396,874	\$414,520	\$366,300	\$366,300	\$366,300
Category: 030 SERVICES AND SUPPLIES					
034309 MISC XP PRIOR PERIOD REV ADJ	\$0	\$0	\$500	\$500	\$500
034800 PROF & SPECIAL SERVICES	\$6,415	\$6,598	\$7,100	\$7,100	\$7,100
034807 PROF BANK SVS	\$0	\$0	\$600	\$600	\$600
034900 PUBLICATIONS & LEGAL NOTICES	\$69	\$0	\$0	\$0	\$0
SERVICES AND SUPPLIES	\$6,484	\$6,598	\$8,200	\$8,200	\$8,200
Total Expenditures/Appropriations:	\$6,484	\$6,598	\$8,200	\$8,200	\$8,200
Net Cost:	(\$390,389)	(\$407,921)	(\$358,100)	(\$358,100)	(\$358,100)

INTERMOUNTAIN FAIR

Fund 0100 Intermountain Fair, Budget Unit 159

Lawrence G. Lees, County Executive Officer

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 gate admission fees, concession fees, and building rental fees.

In January 2014, the Board of Supervisors approved leasing the Intermountain Fairgrounds to the Heritage Foundation. The Heritage Foundation now manages the Intermountain Fairgrounds and the annual County Fair located in McArthur.

BUDGET REQUESTS

The FY 2017-18 requested budget includes revenues in the amount of \$200 and expenditures in the amount of \$18,078. This Cost Center has a budget deficit in the amount of \$17,878. Fund Balance will cover this deficit.

SUMMARY OF RECOMMENDATIONS

The CEO recommended budget is as requested by the department head.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

This budget was prepared by the County Administrative Office.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

Budget Unit: 159 - INTERMOUNTAIN FAIR (FUND 0100)

Function: GENERAL - PROMOTION

Activity: PROMOTION

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Category: 400 REVENUE FROM MONEY & PROPERTY					
420000 INTEREST	\$332	\$371	\$200	\$200	
421200 RENTS/LEASES OF BUILDINGS	\$0	\$3	\$0	\$0	
REVENUE FROM MONEY & PROPERTY	\$332	\$374	\$200	\$200	
Total Revenues:	\$332	\$374	\$200	\$200	
Category: 010 SALARIES AND BENEFITS					
018501 WORKERS COMP EXPERIENCE	\$884	\$5,332	\$6,796	\$6,796	
SALARIES AND BENEFITS	\$884	\$5,332	\$6,796	\$6,796	
Category: 030 SERVICES AND SUPPLIES					
033103 INSUR XP MISCELLANEOUS	\$6,192	\$6,234	\$5,221	\$5,221	
033105 INSUR XP LIABILITY EXPERIENCE	\$8,112	\$4,311	\$4,061	\$4,061	
033700 MAINTENANCE OF STRUCTURES	\$0	\$2,597	\$2,000	\$2,000	
SERVICES AND SUPPLIES	\$14,304	\$13,142	\$11,282	\$11,282	
Category: 050 OTHER CHARGES					
050001 CENTRAL SERVICE COST PLAN CHGS	\$13,214	\$0	\$0	\$0	
OTHER CHARGES	\$13,214	\$0	\$0	\$0	
Total Expenditures/Appropriations:	\$28,402	\$18,474	\$18,078	\$18,078	
Net Cost:	\$28,070	\$18,099	\$17,878	\$17,878	

GENERAL RESERVE

Fund 0170 General Reserves, Budget Unit 160

Lawrence G. Lees, County Executive Officer

PROGRAM DESCRIPTION

Governments should maintain a prudent level of financial resources to protect against reducing service levels or incurring debt because of temporary revenue shortfalls or unpredicted one-time expenditures. The General Reserve budget unit serves as the County's prudent reserve fund.

Administrative Policy 2-103, Budgetary Reserves, establishes a target balance of five percent of unrestricted General Fund resources. Each year, the County Executive Officer may recommend additions to or withdrawals from the Reserve in the County's Adopted Budget. The General Reserve shall not be used to support recurring operating expenditures, and is the last resort in balancing the County budget.

BUDGET REQUEST

The requested budget for General Reserve contains one revenue item; interest earnings (\$40,000). The current balance in the General Reserve is approximately \$10.6 million. This is 3.0 percent of total Government Funds appropriations (\$383.5).

SUMMARY OF RECOMMENDATIONS

The CEO recommended budget is as requested by the department head.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

This budget was prepared by the County Administrative Office.

FINAL BOARD ACTION

Adopted as presented in the proposed budget.

Budget Unit: 160 - GENERAL RESERVES (FUND 0170)
Function: GENERAL
Activity: FINANCE

Detail By Revenue Category and Expenditure Object	2015-16 Actuals	2016-17		2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
		Actual <input checked="" type="checkbox"/>	Estimated <input type="checkbox"/>		
1	2	3	4	5	
Category: 400 REVENUE FROM MONEY & PROPERTY					
420000 INTEREST	\$51,362	\$86,226	\$40,000	\$40,000	
REVENUE FROM MONEY & PROPERTY	\$51,362	\$86,226	\$40,000	\$40,000	
Total Revenues:	\$51,362	\$86,226	\$40,000	\$40,000	
Total Expenditures/Appropriations:	\$0	\$0	\$0	\$0	
Net Cost:	(\$51,362)	(\$86,226)	(\$40,000)	(\$40,000)	