

# DEPARTMENT of PUBLIC WORKS

County of Lassen



LARRY MILLAR, Director  
Public Works/Road/Transportation  
County Engineer  
B-1  
2017/151

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May 9, 2017

TO: Board of Supervisors

FROM: Larry Millar, Director

SUBJECT: Lassen County's Fiscal Year 2017/18 Budget Request to Lassen County Transportation Commission.

**RECOMMENDATION:** 1) Approve FY 2017/18 Budget request to the Lassen County Transportation Commission 2) Authorize Public Works Director to submit Budget Request to the Lassen County Transportation Commission.

**DISCUSSION:** At the April 25, 2017 Board of Supervisors Meeting the Board of Supervisors received correspondence from the Lassen County Transportation Commission (LCTC) that they were accepting budget requests from agency's for the fiscal year 2017/18 LCTC Budget. These requests were to include any identified needs from the OWP, PPM and RSTP funding sources. Budget requests are to be submitted by May 12, 2017.

Lassen County has an agreement with the Lassen Transit Service Agency (LTSA) to provide administrative/staffing for the LTSA. The proposed budget for this activity is under the LTSA Administration Budget 128-5701. The staffing for this is included under the Public Works Department. The proposed budget request for Fund 128-5701 for FY 2017/18 is \$142,729. See attached. Revenue for this comes through the LCTC. In the past this has been OWP and LTF funding sources.

In addition, the Road Department would like to request \$25,000 from PPM funds for the activities of STIP management, Pavement Management System management, and County Road planning activities.

The Road Department would also like to request the entire allocation of RSTP funding (estimated to be approximately \$129,000 for FY 2017/18) for County Street and Road purposes. This funding is proposed for the completion of rehabilitation and asphalt concrete overlay on some damaged sections of Center Road, County Road 215.

The Road Department will be working on a listing of projects for the 2016 STIP including the completion of Janesville Main Street, Center Road Rehabilitation and Standish Buntingville Road Rehabilitation as well as adding a couple of new rehabilitation projects. These will be ready for submission to the LCTC once are accepting STIP projects, usually later in the summer.

**ALTERNATIVES:** Not approve or approve alternative budget request

**FINANCIAL IMPACT:** Total budget request (revenue) from the LCTC of \$296,729 (\$142,729 for LTSA Admin. Fund 128-5701 and \$154,000 to Road Fund 122-1221).

OTHER AGENCY INVOLVEMENT: Lassen County Transportation Commission

DEPARTMENT APPROVAL: \_\_\_\_\_

REVIEWED FOR AGENDA: \_\_\_\_\_

**FISCAL YEAR 2017-2018 ESTIMATED****Summary**

**Fund:** 128  
**Department :** LOCAL TRANSPORTATION  
**Budget Unit Name:** LTSA ADMINISTRATION  
**Budget Unit Number:** 5701

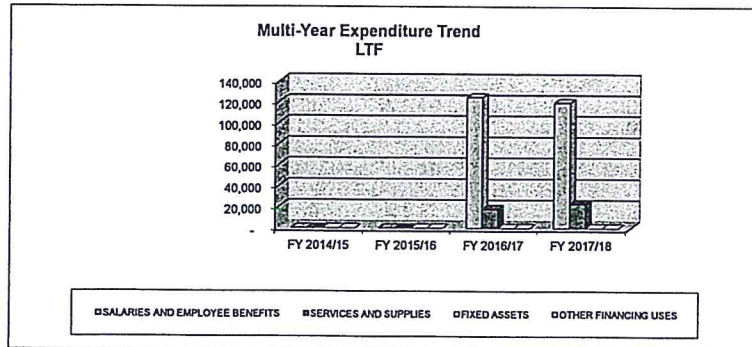
| <b>Account Name</b>                 | <b>FY 2016/17<br/>Budgeted</b> | <b>FY 2017/18<br/>Preliminary</b> | <b>Expansion/<br/>(Reduction)</b> |
|-------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| <b>Total FTE Employees</b>          | <b>1.62</b>                    | <b>1.57</b>                       | <b>(0.05)</b>                     |
| <b>Salaries &amp; Benefits</b>      | <b>\$ 124,593</b>              | <b>\$ 119,564</b>                 | <b>(5,029)</b>                    |
| <b>Services &amp; Supplies</b>      | <b>\$ 18,253</b>               | <b>\$ 23,165</b>                  | <b>4,912</b>                      |
| <b>Other Charges</b>                |                                |                                   | <b>0</b>                          |
| <b>Capital Outlay</b>               | <b>\$ -</b>                    | <b>\$ -</b>                       | <b>0</b>                          |
| <b>Other Financing Uses</b>         |                                |                                   | <b>0</b>                          |
| <b>TOTAL BUDGET REQUEST</b>         | <b>\$ 142,846</b>              | <b>\$ 142,729</b>                 | <b>(117)</b>                      |
| <b>Revenues Available</b>           | <b>\$ 146,545</b>              | <b>\$ 142,729</b>                 | <b>(3,816)</b>                    |
| <b>Fund Balance (if applicable)</b> | <b>\$ -</b>                    | <b>\$ -</b>                       | <b>0</b>                          |
| <b>TOTAL REVENUES AVAILABLE</b>     | <b>\$ 146,545</b>              | <b>\$ 142,729</b>                 | <b>(3,816)</b>                    |
| <b>NET GENERAL FUND REQUIRED</b>    | <b>\$ (3,699)</b>              | <b>\$ 0</b>                       | <b>3,699</b>                      |

Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_



|              |         | FY 2014/15                         | FY 2015/16 | FY 2016/17   | FY 2017/18 |         |
|--------------|---------|------------------------------------|------------|--------------|------------|---------|
| ACCOUNT-NAME |         | ACTUAL                             | ACTUAL     | FINAL BUDGET | REQUEST    |         |
| FUND         | 128     | LOCAL TRANSPORTATION               |            |              |            |         |
| BUDGET-UNIT  | 5701    | LTSA ADMINISTRATION                |            |              |            |         |
| COST-CENTER  |         |                                    |            |              |            |         |
| ACCOUNT      |         |                                    |            |              |            |         |
|              | 3000100 | SALARIES AND WAGES                 |            | 85,798       | 81,940     |         |
|              | 3000110 | OVERTIME                           |            |              |            |         |
|              | 3000130 | EXTRA HELP                         |            |              |            |         |
|              | 3000160 | FURLOUGH SAVINGS                   |            |              |            |         |
|              | 3000161 | VACANCY SAVINGS                    |            |              |            |         |
|              | 3000200 | RETIREMENT                         |            | 12,513       | 6,618      |         |
|              | 3000202 | MEDICARE                           |            | 1,244        | 1,188      |         |
|              | 3000205 | PERS UNFUNDED RETIREMENT LIABILITY |            |              | 6,128      |         |
|              | 3000210 | SOCIAL SECURITY                    |            | 5,319        | 5,080      |         |
|              | 3000300 | GROUP INSURANCE - HEALTH           |            | 6,568        | 3,724      |         |
|              | 3000310 | GROUP INSURANCE - CAFETERIA        |            | 12,034       | 11,672     |         |
|              | 3000320 | GROUP INSURANCE - DENTAL           |            |              | 46         |         |
|              | 3000330 | GROUP INSURANCE- LIFE              |            | 284          | 275        |         |
|              | 3000400 | WORKERS COMPENSATION INSURANCE     |            |              | 2,020      |         |
|              | 3000501 | OTHER POST EMPLOYMENT BENEFITS     |            | 833          | 874        |         |
|              | 3000520 | OPEB LIABILITY - PAYBACK           |            |              |            |         |
|              | 3000750 | YE SALARIES AND EMPLOYEE BENEFITS  |            |              |            |         |
|              | 3000760 | CHANGE IN COMPENSATED ABSENCES     |            |              |            |         |
|              |         | SALARIES AND EMPLOYEE BENEFITS     | -          | -            | 124,593    | 119,564 |
|              | 3001200 | COMMUNICATIONS                     |            | 400          | 150        |         |
|              | 3001500 | INSURANCE                          |            | 2,633        | 5,400      |         |
|              | 3001700 | MAINTENANCE - OFFICE EQUIP         |            |              | 100        |         |
|              | 3001701 | MAINTENANCE-COUNTY VEHICLES        |            |              | 100        |         |
|              | 3002000 | MEMBERSHIPS                        |            |              | 500        |         |
|              | 3002200 | OFFICE EXPENSE                     |            |              | 3,000      |         |
|              | 3002201 | POSTAGE                            |            | 250          | 250        |         |
|              | 3002300 | PROFESSIONAL & SPECIALIZED SV      |            | 8,000        | 7,500      |         |
|              | 3002302 | IT DIRECT BILL                     |            | 2,170        | 2,165      |         |
|              | 3002400 | PUBLICATIONS AND LEGAL NOTICES     |            | 250          | 100        |         |
|              | 3002600 | RENTS & LEASES-BLDGS & IMPROVEMTS  |            | 3,050        | 3,150      |         |
|              | 3002701 | NON-CAPITAL EQUIPMENT              |            | 500          | -          |         |
|              | 3002800 | SPECIAL DEPARTMENT EXPENSE-LRB     |            |              |            |         |
|              | 3002801 | SPECIAL DEPARTMENTAL EXPENSE A-87  |            |              |            |         |
|              | 3002900 | TRANSPORTATION AND TRAVEL          |            | 500          | 250        |         |
|              | 3002901 | CONFERENCES & TRAINING             |            | 500          | 500        |         |
|              |         | SERVICES AND SUPPLIES              | -          | -            | 18,253     | 23,165  |
|              | 3004900 | DEPRECIATION                       |            |              |            |         |
|              | 3006200 | EQUIPMENT                          | -          | -            | -          | -       |
|              | 3006260 | EQUIPMENT NON CAPITALIZED          | -          | -            | -          | -       |
|              |         | FIXED ASSETS                       | -          | -            | -          | -       |
|              | 3007000 | OPERATING TRANSFER OUT             |            |              |            |         |
|              |         | OTHER FINANCING USES               | -          | -            | -          | -       |
|              |         | TOTAL LTF                          | 0          | 0            | 142,846    | 142,729 |
|              |         | FTEs                               | -          | -            | 1.62       | 1.57    |



# REVENUES

Budget Unit: LTSA ADMINISTRATION  
Fund: 128  
Budget Unit # 5701

Add description of all State and Federal revenues and  
Operating Transfers In. Add lines if needed.

| Account | Account Name  | Description | FY 2014/15<br>ACTUAL | FY 2015/16<br>ACTUAL | FY 2016/17<br>FINAL<br>BUDGET | FY 2017/18<br>REQUEST |
|---------|---------------|-------------|----------------------|----------------------|-------------------------------|-----------------------|
| 2003000 | INTEREST      |             | N/A                  | N/A                  | 0                             |                       |
| 2006200 | STATE-OTHER   | LTF         | N/A                  | N/A                  | 146,545                       | 142,729               |
| 2012100 | MISCELLANEOUS |             | N/A                  | N/A                  | 0                             |                       |

|       |  |  |   |   |         |         |
|-------|--|--|---|---|---------|---------|
| TOTAL |  |  | 0 | 0 | 146,545 | 142,729 |
|-------|--|--|---|---|---------|---------|