

County of Lassen

ADMINISTRATIVE SERVICES

Memorandum

Date: September 12, 2017

To: Board of Supervisors

From: Richard Egan, CAO 

Subject: Fiscal Year 2017-2018 Budget Hearing and Budget Adoption

Fiscal Impact: Provide appropriations for the 2017-2018 Fiscal Year.

Action Requested:

1. Open public hearing on the fiscal year 2017-2018 Lassen County Budget; and
2. Either continue the public hearing or take action as follows: Adopt resolution establishing appropriations limit in the amount of \$32,717,745, for Fiscal Year 2017 – 2018 pursuant to California Constitution Article XIII-B and Government Code § 7910; approving the 2017 - 2018 Lassen County Budget and setting the 2017 – 2018 tax rate.

Discussion:

Consistent with County Code, the attached budget is hereby recommended by the County Administrative Officer. It includes projected revenues of \$100,073,422, and projected expenditures of \$109,919,974. Departments made requests for revenues in the amount of \$96,041,557, and expenditures in the amount of \$108,937,531. The budget recommendation is based on anticipated fund balances, prior to final Auditor closing.

The recommended budget includes salary increases for all employees of 3.0% and an increase in Flexible Benefits of \$50 per month for all public safety employees for ½ the year.

Included in your binders are the Fund Summary, Revenues, and Expenditures as well as supporting schedules found in Section 15. Also included is a schedule of fund balances by restricted, committed, assigned and unassigned.

The Budget Committee met several times and reviewed budget requests in great detail for all revenues and expenditures. Minutes from the meetings are included in Section 1.

Revenues and expenditures were reviewed by Administration on a line by line basis and compared to actuals. Some adjustments are recommended to reach a balanced budget.

Vacancy Factor

A vacancy factor has been included in a few General Fund departments, in the Public Safety Funds and in Probation Funds. The amounts are now included in the budget units expected to incur vacancies during the fiscal year. The amounts are considered to be a reasonable projection for fiscal year 17-18. This estimate is a total of \$467,252, for those three funds.

Position Changes

The recommended Allocated Position Schedule is found in section 15. The total FTE have decreased from 450.15 in fiscal year 16-17 to 449.30 FTE in fiscal year 17-18. Some increases and decreases occurred in the Animal Control function, as discussed in the following paragraph, the District Attorney-Victim Witness, Public Health, Mental Health, Tobacco Control/Education, Social Services Administration, Road, Transportation, District Attorney, Local Community Corrections, Probation, Juvenile Hall, Child Support, and Solid Waste resulting in a net decrease of .85 FTE.

9/12/17

Animal/Rabies Control

The Sheriff has a new Sheriff Animal Control budget unit and will be implementing this change during the coming fiscal year. The General Fund Rabies Control budget unit will no longer be used. There is an increase in the General Fund Animal Control Kennel budget unit of 1.1 FTE and a reduction of 2.1 FTE from the Animal Control Kennel budget unit. The new Sheriff budget unit is projecting 2 FTE for this effort.

Honey Lake Valley Recreation Authority

The recommended budget includes contributions in the amount of \$80,000, (Fund 100) in support of the pool, that amount to be transferred from Tobacco Settlement (Fund 169) to offset the expenditure.

Family Resource Centers

The recommended budget includes \$30,000, for the Family Resource Centers, (\$10,000 each), in the General Fund.

Other Criminal Justice Facilities Capital Projects

The recommended budget includes funding from Criminal Justice Facility Construction (Fund 126) in the amount of \$110,000, for Sheriff Support and Improvements. To facilitate these projects a transfer from Courthouse Construction (Fund 127) to Criminal Justice Facility Construction (Fund 126) is budgeted in the amount of \$110,000.

Probation

A uniform allowance in the amount of \$7,500, has been budgeted in the Probation Fund. Further action including bargaining agreement changes with affected units will be necessary to implement this expenditure.

9/12/17

Public Safety Information**Public Safety as a Percentage of General Fund and General Fund Contribution****Fund 130
9/12/2017**

	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Budget 2017-18
Total Expenditures General Fund (Fund 100)	\$ 15,360,794	\$ 16,228,254	\$ 18,100,532	\$ 19,254,867
Total Expenditures Public Safety (Fund 130)	\$ 10,024,268	\$ 10,768,976	\$ 11,939,030	\$ 13,296,315
Public Safety to GF Percentage	65.3%	66.4%	66.0%	69.1%

Public Safety Contribution from General Fund	\$ 5,678,822	\$ 6,287,556	\$ 7,234,051	\$ 7,651,143
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Public Safety Resource Analysis**Public Safety Analysis of Allocated Position Changes
2017-2018 Budget**

DEPARTMENT NAME	2014-15	2015-16	2016-17	2017-18
VICTIM WITNESS PROGRAM	1.41	1.80	2.60	2.05
TRIAL COURT FUNDING	7.00	7.00	8.00	8.00
PUBLIC DEFENDER	5.00	5.00	6.00	6.00
DISTRICT ATTORNEY	6.49	10.00	9.90	9.95
SHERIFF ANIMAL CONTROL	0.00	0.00	0.00	2.00
SHERIFF-CORONER	30.35	30.35	31.35	31.34
DISPATCH	8.40	8.40	8.10	8.10
JAIL	37.45	37.45	38.45	38.45
INMATE WELFARE	0.50	0.50	0.50	0.50
FLEET MAINTENANCE	1.60	1.60	1.60	1.60
LOCAL COMMUNITY CORRECTIONS	8.75	8.75	8.75	5.50
JAG-PREVENTION & EDUCATION	1.00	1.00	2.00	2.00

Other Financial Information

Funding is recommended from Accumulated Capital Outlay (Fund 119) for Capital Projects (Fund 150) in the amount of \$106,060, and to General Fund (Fund 100) in the amount of \$100,000, for support. Administration has compiled a list of General Fund Department requests for equipment from this fund totaling \$202,600.

Revenue for a return on funds from Trindel is budgeted in the amount of \$300,000, and a transfer from Teeter funds are recommended in the amount of \$600,000.

Budgeted from County Local Revenue Fund, Local Community Corrections (CCP/AB 109-Fund 138) is \$150,000, for Public Safety support (Fund 130).

A transfer from the Tobacco Settlement Fund (Fund 169) of \$200,000, and from General Fund (Fund 100) of \$130,000, to Debt Service (Fund 170) to provide for the current year's payment.

Funds are being transferred to the General Fund (Fund 100) from General Contracts (Fund 140) in the amount of \$27,500, to support General Fund operating costs.

Support of the Fair (Fund 175) from the General Fund (Fund 100) in the amount of \$114,935, is being recommended. This is the same contribution as the prior year.

A Contingency is budgeted in the General Reserve Budget in the amount of \$200,000, and will require a 4/5ths vote to expend.

The recommended budget is balanced without a fiscal year contribution from the General Reserve, which has a projected 17-18 ending balance of \$1,323,401.

RESOLUTION NO. 17-

ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018 PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B AND GOVERNMENT CODE SECTION 7910; APPROVING THE 2017-2018 LASSEN COUNTY BUDGET AND SETTING THE 2017-2018 TAX RATE.

WHEREAS, the People of the State of California adopted Proposition 4 at a statewide election held November 4, 1979 which added Article XIII-B to the California Constitution; and

WHEREAS, said Article XIII-B limits the appropriation of each local government entity to proceeds of taxes to the appropriation limit of the prior year, adjusted for changes in cost of living and population within the jurisdiction of such entity, except as otherwise approved by the electors of such entity; and

WHEREAS, the appropriations limit for fiscal year 2017-2018 is the total of the appropriations subject to limitation of each entity for that fiscal year; and

WHEREAS, it is necessary to establish by resolution the appropriations limit for the COUNTY OF LASSEN for each fiscal year subsequent to fiscal year 1978-79; and

WHEREAS, documentation of the information used in the determination of the appropriations limit established herein for said 2017-2018 fiscal year has been available to the public for more than 10 days prior to the date hereof as required by law; and

WHEREAS, pursuant to Sections 29080, 29081, and 29082 of the Government Code, the Board of Supervisors of the County of Lassen has heretofore duly met and heard all taxpayers, officers and heads of departments upon increase, decrease, omission and inclusion of additional items in the proposed budget of the County for the fiscal year 2017-2018 during which time all additions and deletions to the proposed budget for said fiscal year 2017-2018 were made; and

WHEREAS, said hearings have been terminated.

NOW THEREFORE BE IT RESOLVED, by the Board of Supervisors of Lassen County that the appropriations limit for the COUNTY OF LASSEN is determined to be \$32,717,745, being the previous year's limit adjusted by the growth factor of 1.0403.

BE IT FURTHER RESOLVED that in accordance with Sections 29089 of the Government Code, the Final Budget of the COUNTY OF LASSEN for the fiscal year 2017-2018 be and is hereby adopted, in the form and substance denoted "Final Budget by Fund of Lassen County for 2017-2018".

RESOLUTION NO. 17-

BE IT FURTHER RESOLVED that pursuant to Section 29125 of the Government Code this board hereby authorizes the County Administrative Officer and the County Auditor, by signature of both, to make changes, as needed, within a budget unit during the budget year provided overall appropriations of the budget unit are not increased.

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be monies derived from Revenue to Accrue, Fund Balance Available, Ad Valorem Taxes, and any Grant monies which have accrued or may become available, all as set forth in said "Final Budget by Fund of Lassen County for 2017-2018".

BE IT FURTHER RESOLVED that the General Tax Rate within Lassen County is \$1.00, pursuant to Revenue and Tax Code 96.8.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the _____ day of _____, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chairman of the Board of Supervisors
County of Lassen, State of California

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board
BY _____

Deputy Clerk of the Board

I, _____, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of _____, 2017.

Deputy Clerk of the County of Lassen Board of Supervisors