LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration	Dispatch	Civil	Adult Detention Facility
Phone: (530) 251-8013	Phone: (530) 257-6121	Phone: (530) 251-8014	Phone: (530) 251-5245
Fax: (530) 251-2884	Fax: (530) 257-9363	Fax: (530) 251-2884	Fax: (530) 251-5243

Dean F. Growdon
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Dean F. Growdon

Agenda Date: July 23, 2019

Subject: Fiscal Year 2019-2020 Budget Adoption for identified Sheriff's Office Budgets

Recommendation:

That the Board of Supervisors Adopts Fiscal Year 2019-2020 Sheriff's Budgets for the following fund and budget units in the identified amounts:

- $282,591 for Equipment Depreciation- 185-0540.
- $1,574,771 for Lassen County Motor-pool 135-0352
- $215,630 for Sheriff Contracts- Boat Patrol 111-0520

Discussion:

Equipment Depreciation: The budget adoption is necessary to continue making purchases with funds from The State Homeland Security Grant Program (SHSGP) through the Equipment Depreciation budget. SHSGP requires purchases be made at certain "milestones" to demonstrate how grant funded projects are progressing throughout the term of the grant. Additionally, a large portion of these funds have been allocated to communications projects that have to be completed during the summer months. It is necessary to continue purchasing without delay while waiting for a final county budget.

Motor-pool: The Sheriff's Office ordered replacement patrol vehicles in the fall of 2018. The manufacturer was unable to deliver the vehicles. The Sheriff's Office needs to order replacement vehicles as soon as possible. Additionally, there are number of vehicles currently on order. The funds for the purchase need to be encumbered, and we need the ability to pay after delivery of the vehicles. Adoption of the budget at this time will also

Sheriff Contracts- Boat Patrol: The boat patrol program is currently in the middle of the season. There are purchases and repairs that need to be completed before the adoption of the full county budget.

Fiscal Impact:

No General Fund impact- The funds expended from the Sheriff's Equipment Replacement Fund 185-0540, will be reimbursed through the SHSGP Program. Motor-pool expenditures will be drawn from the existing fund balance and will have no impact on the general fund. The funds expended from the Sheriff Contract Fund will draw against existing fund balance and the majority of costs will be reimbursed by Boating and Waterways.

FISCAL YEAR 2019-2020 ESTIMATED Summary					
Fund:	111				
Department :	Contracts				
Budget Unit Name:	Sheriff- Contract Patrol				
Budget Unit Number:	0520				
Account Name	**FY 2016/17 Actual**	**FY 2017/18 Actual**	**FY 2018/19 Adopted**	**FY 2019/20 Requested**	**Expansion/ (Reduction)**
Total FTE Employees					
Salaries & Benefits	$ 28,172	$ 31,320	$ 44,300	$ 35,660	(8,640)
Services & Supplies	$ 21,903	$ 22,070	$ 73,250	$ 54,970	(18,280)
Other Charges	$ -	$ -	$ -	$ 100,000	
Capital Outlay	$ 9,902	$ 35,395	$ 25,000	$ 25,000	
TOTAL BUDGET REQUEST	$ 59,977	$ 88,786	$ 142,550	$ 215,630	73,080
Revenues Available	$ 94,027	$ 119,713	$ 140,037	$ 108,626	(31,411)
Fund Balance (if applicable)	$ 100,000	$ 123,451	$ 120,000	$ 200,000	80,000
TOTAL REVENUES AVAILABLE	$ 194,027	$ 243,164	$ 260,037	$ 308,626	48,589
					0
NET GENERAL FUND REQUIRED	$ (134,050)	$ (154,378)	$ (117,487)	$ (92,996)	61,381

Department Head Signature ______________________________________

Date: __________________

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 Requested

111 SHERIFF-CONTRACTS
0520 BOAT PATROL - SHERIFF

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 Requested
3000100	SALARIES & WAGES				
3000102	UNIFORM ALLOWANCE				
3000105	CELL PHONE ALLOWANCE				
3000110	OVERTIME				
3000130	EXTRA HELP	24,578	28,231	38,962	30,936
3000200	RETIREMENT				
3000202	MEDICARE	356	409	565	449
3000204	PERS MEMBER				
3000210	SOCIAL SECURITY	1,524	1,750	2,416	1,918
3000300	GROUP INSURANCE - HEALTH				
3000310	FLEX PLAN / CAFETERIA PLAN				
3000320	GROUP INSURANCE - DENTAL				
3000330	GROUP INSURANCE - LIFE				
3000400	WORKERS COMPENSATION INSURANCE		2,357	2,357	2,357
3000401	WORKERS COMP EXPERIENCE LOSS				
3000501	OTHER POST EMPLOYMENT BENEFITS				
3000510	UNEMPLOYMENT				
3000160	FURLOUGH SAVINGS				
3000161	VACANCY SAVINGS				
3000750	YE SALARIES AND EMPLOYEE BENEFITS	1,714	(1,428)		
	SALARIES AND EMPLOYEE BENEFITS	**28,172**	**31,320**	**44,300**	**35,660**
3001100	CLOTHING & PERSONAL	302	1,400		
3001500	INSURANCE	1,983	6,916	1,882	1,777
3001700	MAINTENANCE - EQUIPMENT	210	25	10,000	5,000
3001701	MAINTENANCE - VEHICLES	2,196	4,617	15,000	15,000
3001800	MAINTENANCE - BUILDING & IMPROVEMENTS		387		
3002300	PROFESSIONAL& SPECIALIZED SERVICES	4,691			
3002302	IT DIRECT BILL				
3002701	NON-CAPITALIZED EQUIPMENT	4,504	1,657	15,000	15,000
3002800	SPECIAL DEPARTMENTAL EXPENSE	1,014	1,727	10,000	2,000
3002801	SPECIAL DEPARTMENTAL EXPENSE - A87	1,385	1,002	1,368	4,193
3002900	TRAVEL AND TRANSPORTATION	3,408	3,230	8,000	5,000
3002901	CONFERENCES AND TRAINING	1,598	526	10,000	5,000
3003000	UTILITIES				
3003010	UTILITIES - LIGHTS	613	583	2,000	2,000
3004500	INTEREST ON				
	SERVICES AND SUPPLIES	**21,903**	**22,070**	**73,250**	**54,970**
3006100	Building and Improvement				
3006200	EQUIPMENT	9,901	35,395	25,000	25,000
	FIXED ASSETS	**9,902**	**35,395**	**25,000**	**25,000**
3007000	OPERATING TRANSFER OUT	0	**0**		**100,000**
	OPERATING TRANSFERS OUT	**0**	**0**		**100,000**
	Sheriff - Contract Patrol	**59,977**	**88,786**	**142,550**	**215,630**
	FTEs	**1.75**	**2.13**	**2.66**	**1.40**

REVENUES

Budget Unit Name: Contracts
Fund: 111
Budget Unit #: 520

Account	Account Name	Description	Actual FY 2015/16	Actual FY 2016/17	Actual FY 2017/18	Adopted FY 2018/19	Requested FY 2019/20
2000200	BOAT TAX REVENUE		7,597	7,913	7,986	7,986	7,986
2000500	PENALTIES & Cost Delinq Tax		690	724			
2003000	INTEREST		699	1,227	1,643		
2006200	STATE- OTHER OHV		13,456	35,518	41,242	48,956	50,000
2006212	STATE-BOATING LAW ENFORCEMENT		44,939	39,317	47,494	45,640	45,640
2006212	STATE-BOATING LAW ENFORCEMEN	New Boat Funds					
2006212	STATE-BOATING LAW ENFORCEMENT						
2007220	FEDERAL PATROL SERVICES		23,353	9,329	20,964	22,000	5,000
2011200	MISCELLANEOUS		1,329		383	15,455	
TOTAL			**92,063**	**94,027**	**119,713**	**140,037**	**108,626**

POS NO.	NAME	POSITION TITLE	Review Date	Month of Step Increase	BU	RG	CODE	STEP	MO	NEW STEP	MO	COST OF NEW STEP	LGV	FTE	LGVI POST	1st MON SAL	2nd MON SAL	YRLY SAL 3000100	RETIRE-MENT 3000200	PERS PLAN NO.	UNIF ALLOW 3000102	SAFETY 1 MISC 2	SOC SEC 3000210	MEDI-CARE 3000202	TOTAL S&B
	111	**Contracts**																							
	0520	**Sheriff Contracts Patrols**																							
	Extra Help	Deputy			DSA	19	DSA19	C	5	C	0	0	0.000	0.40		4,305	4,305	8,611		0		2	534	125	9,270
	Extra Help	Deputy			DSA	19	DSA19	C	5	C	0	0	0.000	0.50		4,305	4,305	10,764		0		2	667	156	11,587
	Extra Help	Deputy			DSA	19	DSA19	C	0	C	0	0	0.000	0.00		4,305	4,305	0		0		2	0	0	0
	Extra Help	Deputy			DSA	19	DSA19	C	0	C	0	0	0.000	0.00		4,305	4,305	0		0		2	0	0	0
	Extra Help	Boating Officer non Sworn			POA	17	POA17	C	6	C	0	0	0.000	0.50		3,854	3,854	11,561		0		2	717	168	12,446
														1.40		**21,076**	**21,076**	**30,938**	**0**	**0**	**0**		**1,918**	**449**	**33,303**

FISCAL YEAR 2019-2020 ESTIMATED Summary					
Fund:135 **Department :0352** **Budget Unit Name:Motorpool** **Budget Unit Number:0352**					
Account Name	**FY 2016/17 Actual**	**FY 2017/18 Actual**	**FY 2018/19 Adopted**	**FY 2019/20 Requested**	**Expansion/ (Reduction)**
Total FTE Employees	1.60	1.60	2.60	2.60	1.00
Salaries & Benefits	$ 181,165	$ 165,816	$ 183,011	$ 251,872	68,861
Services & Supplies	$ 432,719	$ 487,992	$ 229,594	$ 222,899	(6,695)
Other Charges					
Capital Outlay		$ 800,000	$ 800,000	$ 1,100,000	300,000
TOTAL BUDGET REQUEST	$ 613,884	$ 1,453,808	$ 1,212,605	$ 1,574,771	362,166
Revenues Available	$ 754,776	$ 707,867	$ 646,892	$ 625,000	(21,892)
Fund Balance (if applicable)	$ 900,000	$ 900,000	$ 900,000	$ 1,492,930	592,930
TOTAL REVENUES AVAILABLE	$ 1,654,776	$ 1,525,000	$ 1,546,892	$ 2,117,930	571,038
NET GENERAL FUND REQUIRED	$ (1,040,892)	$ (71,192)	$ (334,287)	$ (543,159)	$ (208,872)

Department Head Signature ______________________________

Date: ____________________

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 REQUEST

135 MOTORPOOL
0352

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 REQUEST
3000100	SALARIES & WAGES	68,040	70,630	116,706	117,651
3000102	UNIFORM ALLOWANCE	360	400	672	672
3000105	CELL PHONE ALLOWANCE	0		60	60
3000110	OVERTIME	1,444	1,145	2,500	2,500
3000130	EXTRA HELP				
3000160	FURLOUGH SAVINGS				
3000161	VACANCY SAVINGS				
3000200	RETIREMENT	69,135	14,295	10,648	11,351
3000202	MEDICARE	1,028	1,120	1,692	1,706
3000204	PERS MEMBER				
3000205	PERS UNFUNDED LIABILITY		15,849	6,441	31,244
3000210	SOCIAL SECURITY	2,940	4,234	6,617	6,769
3000300	GROUP INSURANCE - HEALTH	6,558	5,635	14,422	14,690
3000310	FLEX PLAN / CAFETERIA PLAN	3,231	5,317	17,828	19,285
3000320	GROUP INSURANCE - DENTAL	445	239	1,248	1,266
3000330	GROUP INSURANCE - LIFE	165	158	279	279
3000340	GROUP INSURANCE-VISION	53	40		
3000400	WORKERS COMPENSATION INSURANCE	26,054	48,050	2,442	41,083
3000401	WORKERS COMP EXPERIENCE LOSS				
3000501	OTHER POST EMPLOYMENT BENEFITS	1,336	(1,340)	1,456	3,315
3000510	UNEMPLOYMENT	67			
3000520	OPEB				
3000750	YE SALARIES AND EMPLOYEE BENEFITS	310	43		
	SALARIES AND EMPLOYEE BENEFITS	**181,165**	**165,816**	**183,011**	**251,872**
3001201	COMMUNICATIONS	689	687	600	600
3001500	INSURANCE	2,786	470	420	284
3001701	MAINTENANCE - VEHICLES	52,361	69,141	75,000	80,000
3001800	MAINTENANCE - BUILDING & IMPROVEMENTS	94	7,112	30,000	30,000
3002200	OFFICE EXPENSE	49	696	2,000	2,000
3002203	CIVIL EXPENSE	6,634			
3002302	IT DIRECT BILL	4,330	4,122	4,000	2,000
3002400	PUBLICATIONS AND LEGAL NOTICES	55		50	50
3002701	NON-CAPITALIZED EQUIPMENT	1,379	5,791	30,000	30,000
3002800	SPECIAL DEPARTMENTAL EXPENSE	1,910	2,438	3,000	3,000
3002801	SPECIAL DEPT A-87	13,445	4,902	2,524	23,965
3002900	FUEL AND OIL	16,029	17,003	30,000	30,000
3003000	UTILITIES	3,563	3,420	10,000	10,000
3003010	UTILITIES - LIGHTS	6,671	7,155	8,000	8,000
3003020	UTILITIES - WATER	1,939	1,247	2,000	2,000
3003030	UTILITIES - SEWER	513	615	1,000	1,000
3004900	DEPRECIATION	320,271	363,191		
3007050	OPERATING TRANSFER OUT			31,000	
	SERVICES AND SUPPLIES	**432,719**	**487,992**	**229,594**	**222,899**
3006200	EQUIPMENT		800,000	800,000	1,100,000
	FIXED ASSETS		**800,000**	**800,000**	**1,100,000**
3004900	DEPRECIATION				
	LOSS		**0**	**0**	**0**
	0	**613,884**	**1,453,808**	**1,212,605**	**1,574,771**
	FTEs	**1.60**	**1.60**	**2.60**	**2.60**

POS NO.	NAME	POSITION TITLE	Review Date	Month of Step Increase	BU	RG	CODE	STEP	MO	NEW STEP	MO	COST OF NEW STEP	LGV	FTE	LGVI POST	1st MON SAL	2nd MON SAL	YRLY SAL 3000100	RETIRE-MENT 3000206	PERS PLAN NO.	UNIF ALLOW 3000102	SAFETY 1 MISC 2	SOC SEC 3000210	MEDI-CARE 3000202	HLTH PLAN NO.	INSURANCE HLTH 3000300	INSURANCE FLEX 3000310	INSURANCE DNTL 3000320	INSURANCE LIFE 3000330	OPEB HEALTH 3000501	CELL PHONE ALLOW 3000105	OTHER	TOTAL S&B
	135	**Sheriff**																															
	0352	**Motorpool**																															
2710	Cruz,Alyssa	Correctional Tech I			POA	12	POA12	B	11	C	1	68	0.000	0.50		2,931	3,067	17,654	1,535	5	120	2	1,095	256	10	1,278	3,714	240	54	638			26,583
9301	McGarva,John	Lieutenant			POAMU	25	POA25	D	12	D	0	0	0.100	0.10	0.095	5,858	5,858	8,468	1,857	2	72	1	0	123	18	524	715	66	11	126	60		12,083
9382	Haskins,Kyle	Automotive Tech Coord			POA		POA18	D	5	E	7	1,403	0.000	1.00		4,226	4,427	52,121	4,532	5	240	2	3,232	756	12	6,444	7,428	480	107	1,275	0		76,615
	Vacant/ NEW	Fleet worker			POA		POA15	A	6	B	6	897	0.000	1.00		3,209	3,359	39,408	3,427	5	240	2	2,443	571	12	6,444	7,428	480	107	1,275	0		61,823
														2.60		**16,225**	**16,711**	**117,651**	**11,351**	**17**	**672**		**6,769**	**1,706**		**14,690**	**19,285**	**1,266**	**279**	**3,315**	**60**	**0**	**177,105**

REVENUES

Budget Unit Name: Motorpool
Fund:135
Budget Unit #:0352

Account	Account Name	Actual FY 2015/16	Actual FY 2016/17	Actual FY 2017/18	Adopted FY 2018/19	Estimated FY 2019/20
2003000	INTEREST	1,293	10,102	15,813	10,000	10,000
2009000	CIVIL PROCESS SERVICES	6,941	5,598	5,364		
2010610	ADMINISTRATIVE FEE					
2010611	OTHER FEES FOR SERVICES	6,432	5,160	2,448		
2010701	A-87 COST PLAN					
2010705	MOTOR POOL RMB	646,203	236,258	265,680	300,000	300,000
2010707	REPLACEMENT COST	10,903	95,115	43,077	15,000	15,000
2010708	DEPRECIATION	268,320	347,615	346,944	300,000	300,000
2011200	MISCELLANEOUS	28,782	54,693	5,913	21,892	
2011201	PRIOR YEAR CANCELLED WAR		235	197		
2012100	SALE OF FIXED ASSETS	22,084		22,430		
2012200	OPERATING TRANSFERS IN					
2012201	GASB 34 IMPLEMENTATION					
TOTAL		**990,959**	**754,776**	**707,867**	**646,892**	**625,000**

FISCAL YEAR 2019-2020 ESTIMATED Summary									
Fund:185 **Department : Public Safety** **Budget Unit Name: Equip Depreciation/ HSGP** **Budget Unit Number:0540**									
Account Name		**FY 2016/17 Actual**		**FY 2017/18 Actual**		**FY 2018/19 Adopted**		**FY 2019/20 Requested**	**Expansion/ (Reduction)**
Total FTE Employees		0.00		0.00		0.00		0.00	0.00
Salaries & Benefits	$	-	$	-	$	-	$	-	
Services & Supplies	$	15,713	$	87,344	$	179,732	$	178,586	178,586
Other Charges									
Capital Outlay	$	14,191	$	38,665	$	104,005	$	104,005	104,005
TOTAL BUDGET REQUEST	$	29,904	$	126,008	$	283,737	$	282,591	282,591
Revenues Available	$	14,361	$	138,771	$	283,737	$	282,591	282,591
Fund Balance (if applicable)									
TOTAL REVENUES AVAILABLE	$	14,361	$	138,771	$	283,737	$	282,591	282,591
NET GENERAL FUND REQUIRED	$	15,543	$	(12,763)	$	-	$	-	0

Department Head Signature ______________________________

Date: ________________

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 Requested

185 PUBLIC SAFETY
0540 Homeland Security

ACCOUNT	ACCOUNT NAME	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2019/20 Requested
3001700	MAINTENANCE - EQUIPMENT		4,725		
3001701	MAINTENANCE OF COUNTY EQUIP				
3001800	MAINT OF BUILDING				
3002300	PROFESSIONAL	12,458	36,751		
3002701	NON CAPITALIZED EQUIPMENT	2,347	45,868	180,000	176,506
3002800	SPECIAL DEPARTMENT EXPENSE	162			
3002801	A-87	746		(268)	2,080
3006100	BUILDING AND IMPROVEMENTS				
	SERVICES AND SUPPLIES	**15,713**	**87,344**	**179,732**	**178,586**
3006200	EQUIPMENT	14,191	38,665	104,005	104,005
	FIXED ASSETS	**14,191**	**38,665**	**104,005**	**104,005**
3007000	OPERATING TRANSFER OUT				
	OPERATING TRANSFERS OUT				
		29,904	**126,008**	**283,737**	**282,591**

REVENUES

Budget Unit Name: EQUIPMENT
Fund: 185
Budget Unit #: 540

Account	Account Name	Description	Actual FY 2016/17	Actual FY 2017/18	Adopted FY 2018/19	Estimated FY 2019/20
2003000	Interest					
2006200	State Other	SHSGP 09-10				
2006200	State Other	SHSGP 10-11				
2006200	State Other	SHSGP11-12				
2006200	State Other	SHSGP12-13				
2012200	Operating Transfer In					
2006200	State Other	SHSGP13				
2006200	State Other	SHSGP14	14,361			
2006200	State Other	SHSGP15		138,771		
2006200	State Other	SHSGP16			107,737	
2006200	State Other	SHSGP17			71,000	70,123
2006200	State Other	SHSGP18			105,000	105,665
2006200	State Other	SHSGP19				106,803
TOTAL			**14,361**	**138,771**	**283,737**	**282,591**