



General Government

Section C

The Sutter County Assessor's Office moved to 1190 Civic Center Boulevard, Yuba City, in 2020.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: ASSESSOR		Dept: 1203			
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,542,132	1,413,509	1,695,350	1,658,939	-2.1
SERVICES AND SUPPLIES	303,420	145,210	262,724	266,356	1.4
OTHER CHARGES	16	25	0	0	0.0
INTRAFUND TRANSFERS	1,872	984	1,312	1,050	-20.0
OTHER FINANCING USES	19,812	414,887	415,327	23,211	-94.4
NET BUDGET	<u>1,867,252</u>	<u>1,974,615</u>	<u>2,374,713</u>	<u>1,949,556</u>	<u>-17.9</u>
REVENUE					
CHARGES FOR SERVICES	20,520	13,333	16,000	17,000	6.2
MISCELLANEOUS REVENUES	5,500	5,242	5,500	5,500	0.0
TOTAL OTHER REVENUE	<u>26,020</u>	<u>18,575</u>	<u>21,500</u>	<u>22,500</u>	<u>4.7</u>
UNREIMBURSED COSTS	1,841,232	1,956,040	2,353,213	1,927,056	-18.1
ALLOCATED POSITIONS	17.00	17.00	17.00	17.00	0.0

Purpose

Property Tax Value estimates are established by the Assessor and State Board of Equalization (BOE). These estimates form the basis for property taxes; providing revenue to the county, cities, state, schools and local benefit assessment districts. Although secondary to establishing property values, the Assessor provides public service to the citizens, other County departments, outside agencies, and the cities by furnishing general information, answering property-related questions, researching ownership, assisting property owners with concerns regarding assessments, providing access to assessor’s maps and property characteristics data, and other related duties.

Major Budget Changes

Salary & Benefits

- (\$25,000) Reduction in extra help required to meet budget target. The primary extra help employee will not be returning in FY 2020-21

Other Financing Uses

- (\$393,976) Decrease due to the budgeting of the property tax system capital project in the Capital Projects fund in FY 2020-21

Program Discussion

With the COVID-19 pandemic in California, United States and throughout the world, the focus for the Assessor's Office will be to watch closely any changes or impact on the local real estate market. At this point and time, some retail businesses are still closed, and the effect of the pandemic on the local real estate market is yet to be determined. Although not the primary focus of this department, especially in the past few years with the increasing real estate values in Sutter County, the Assessor's Office has the responsibility to address declining property values pursuant to the provisions of Section 51 of the Revenue and Taxation Code (commonly referred to as "Prop 8"). Thousands of hours have been invested to review nearly every property in the County. The number of Prop 8 affected properties over the past few of years has been reduced and any remaining properties placed on Prop. 8 are being reviewed annually.

As of the January 1st lien date, while the Assessor's Office staff have been processing the roll, staff has seen an increase in the market value of many single-family homes in Sutter County, along with some of the Commercial, Industrial and Professional Office, which will reflect positively upon the roll for this year. Without knowing what the effect of the COVID-19 virus will have on the local real estate, regional and upon the California market, we must be cautious on trying to predict the outcome without the data to support it. As always, it is important for the office to work diligently to help the taxpayers understand the complicated tax assessment process. The Department's goal is to produce the annual property tax roll accurately and equitably for all Sutter County taxpayers.

The Sutter County Administration, Board of Supervisors, and all the County departments will face some challenges with the loss of revenue due to the COVID-19 pandemic. The Assessor's Office has been asked to reduce its budget and have done so from \$50,000 in salary savings, \$20,000 in extra help and \$10,000 between the professional service and the transportation and travel budget accounts. The Assessor's Office is pleased to inform the Board and the community that our office is still working toward becoming paperless as the transition to the new property tax system is made and all real and personal property files scanned. It is once again with great pleasure that the Assessor's Office will complete the tax roll on time again this year. Therefore, the FY 2020-21 roll will be delivered to the County Auditor on or before of July 01, 2020. Although insufficient data is available at this time to derive a reliable forecast, it is anticipated the roll will increase for FY 2020-21 by as much as 2-3 percent.

FY 2020-21 Goals

As part of the FY 2016-17 Budget, the Board of Supervisors approved the contract with Thomson Reuters (now Harris Computer) to provide Sutter County with a new, fully integrated Property Tax System (Aumentum) for the Assessor, Tax Collector and Auditor. The IT department will be working with Harris Computer in implementing this new system 2021. The Assessor's Office believes this system is critical to keep pace with current and future demands placed upon all three offices.

Recommended Budget

Recommended appropriations are \$1,949,556, which is a decrease of \$425,157 (17.9%) over the FY 2019-20 Adopted Budget. The General Fund provides 98.8% of the financing for this budget unit and is decreased by \$426,157 (18.1%) for FY 2020-21.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

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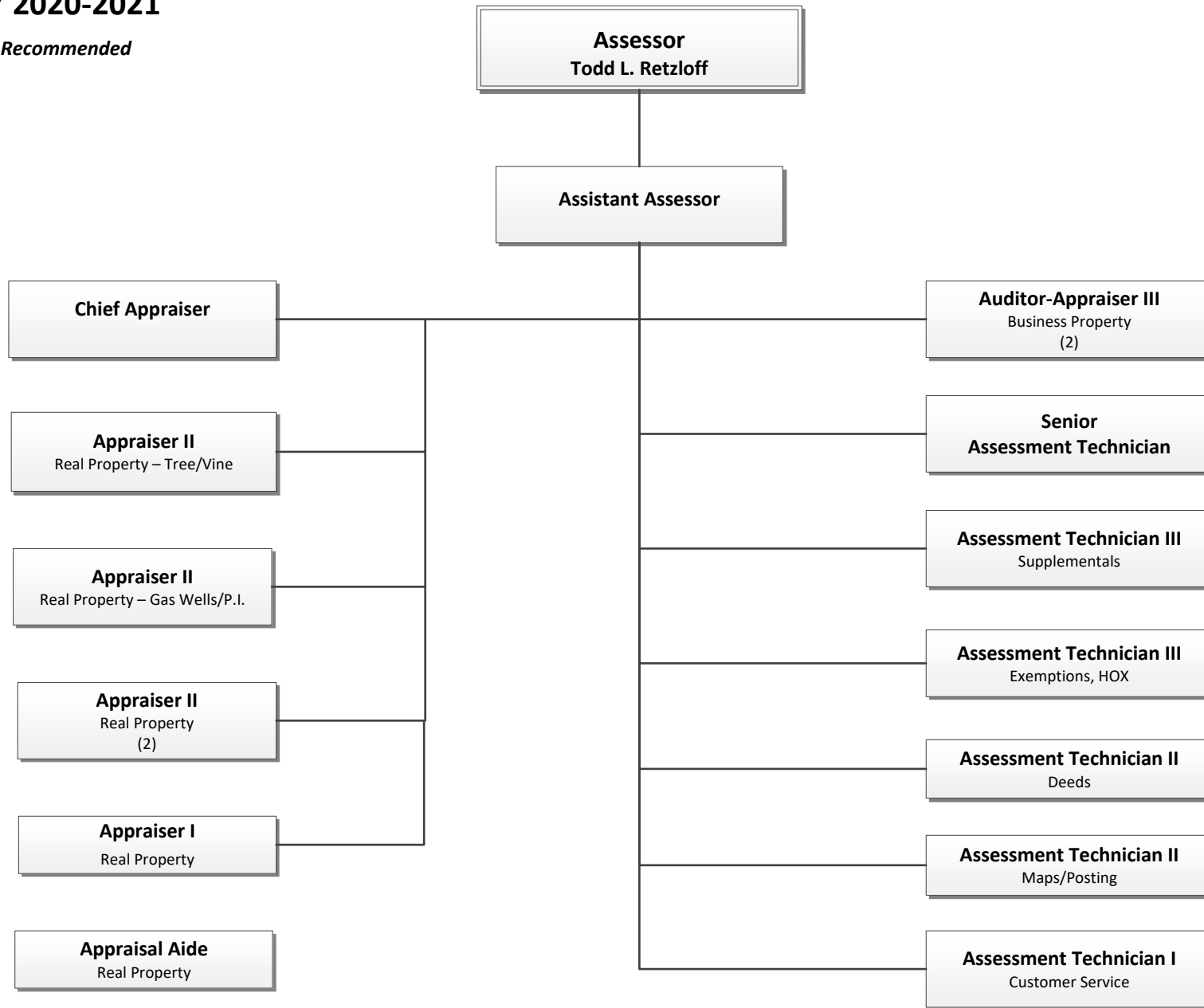
**Assessor
FY 2020-2021**

Recommended

County of Sutter

C-5

2020-21 Recommended Budget



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 1201	
Unit Title: AUDITOR-CONTROLLER					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,284,240	1,247,144	1,455,583	1,416,244	-2.7
SERVICES AND SUPPLIES	343,645	182,778	467,228	413,953	-11.4
OTHER CHARGES	211	50	0	0	0.0
INTRAFUND TRANSFERS	657	375	500	392	-21.6
OTHER FINANCING USES	375	131,325	131,561	738	-99.4
NET BUDGET	1,629,128	1,561,672	2,054,872	1,831,327	-10.9
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	0	22,393	100.0
CHARGES FOR SERVICES	64,308	68,833	60,900	51,100	-16.1
TOTAL OTHER REVENUE	64,308	68,833	60,900	73,493	20.7
UNREIMBURSED COSTS	1,564,820	1,492,839	1,993,972	1,757,834	-11.8
ALLOCATED POSITIONS	12.45	12.45	12.45	12.45	0.0

Purpose

The responsibility of the Auditor-Controller, an elected official, is specifically defined under Government Code Sections 26880 - 26886 and 26900 - 26922. Government Code Section 26881 mandates that “The county... auditor-controller shall be the chief accounting officer of the county. Upon order of the board of supervisors, the auditor or auditor-controller shall prescribe, and shall exercise general supervision, including the ability to review departmental and countywide internal controls, over the accounting forms and the method of keeping the accounts of all offices, departments and institutions under the control of the board of supervisors and of all districts whose funds are kept in the county treasury.”

Additional authority is conferred upon the Auditor-Controller with respect to working capital funds [internal service funds] by Government Code Section 25260, “The board of supervisors may by resolution create one or more working capital funds. The board may make available such amounts as are necessary to establish each fund and to maintain its solvency. At the beginning of any fiscal year the board may provide by resolution for the transfer of any or all of the moneys in any fund created pursuant to this section or for the abolishment of any such fund... All funds created pursuant to this section shall be accounted for as prescribed by the county auditor or controller.”

The State Controller’s Office requires the Auditor-Controller to sign the county’s annual cost plan as the “chief accounting officer for the county, normally the county auditor, or an authorized deputy” (Handbook of Cost Plan Procedures for California Counties, Section 1420).

The Auditor-Controller is a key part of the internal control process to ensure accurate compilation of the adopted budget, “It shall be the responsibility of the administrative officer or auditor to

revise the recommended budget to reflect the actions of the board pertaining thereto in developing the adopted budget document” (County Budget Act, Section 29083). Pursuant to Section 27131 and 27132(b), the Auditor-Controller may serve as a member of the Treasury Oversight Committee, known as the Sutter County Pooled Money Investment Board.

Mission Statement and Primary Objectives

The Auditor-Controller’s mission statement is to “provide excellent fiscal and management services to and on behalf of the people of Sutter County and county government (constituents, Board of Supervisors, county departments, and other local governmental entities), as authorized by the laws of the State of California and ordinances of the County of Sutter”.

The Auditor-Controller’s office:

- Exercises and promotes strong fiscal stewardship over accounting, auditing, budgeting, and financial reporting activities
- Independently ensures objectivity, accuracy, and full disclosure of material information in all aspects of communicating financial and management information
- Provides management information, which leads to increased awareness of and improvements in economy, efficiency, and effectiveness of operations

Major Budget Changes

Salaries & Benefits

- (\$39,339) Decrease due to former employee’s retirement

Service and Supplies

- (\$55,293) Decrease in IT services charge as provided by the General Services Department

Other Finance Uses

- (\$131,325) Decrease due to completion of operating transfer to the integrated Property Tax System Capital Project in FY 2019-20

Program Discussion

Types of Services

Administration - Management

Total Staffing: 3 FTE (Including 1 Accounting Technician II) - Executive management and supervision of the office. Responsibilities include:

- Update and distribute County Accounting Policies and Procedures. GC §26881

Auditor-Controller (1-201)

Nathan M. Black, CPA, Auditor-Controller

- Provide input and review of debt issuance decisions
- Furnish annually to the State Controller a report of all financial transactions of the local agency (LGFA), GC §53891
- File a copy of the adopted budget, in the format prescribed by the Controller, with the clerk of the board and Controller not later than Dec 1 each year, GC §29093
- General supervision over the forms and methods of accounting for all departments, GC §26881-26882
- Participate in the Sutter County Audit Committee
- Receive annual inventory of County departments, GC§24051, OMB Super-Circular.
- Create and maintain department employee personnel files and employee performance reviews. Sutter County Personnel Rules and Regulations Section 17.0
- Provide general administrative support for the department
- Process departmental mail
- Staff centralized reception
- Manage supplies for use throughout the department and County such as receipt books, earnings statements, 1099's and W-2's
- Act as department safety officer and conduct required safety training

Accounts Payable

Total Staffing: 2 FTE – The function of accounts payable in the Auditor-Controller's Office requires at least two full time equivalents to keep up with the workload and ensure the claim review to payment cycle stays within about a week. The County processes hundreds of millions of dollars per year through accounts payable and in FY 2018-19, paid over 42,000 claims. Account Payable responsibilities include:

- Audit and process all expenditure requests submitted by County departments and special districts for compliance with Board policy and Auditor-Controller accounting policies
- Distribute all adoption assistance, childcare assistance, and job search transportation assistance warrants on behalf of the County
- Audit and distribute expenditure requests on behalf of the Sutter County Court
- Monitor contract compliance requirements, appropriation controls, and maintain the County's financial reports
- Coordinate and manage the Cal-CARD program, provide training on reconciliation procedures to various departments and reconcile the County-wide statement
- Process all properly authorized vendor claims against the County. GC §29700-29710, 29740-29749
- Process claims for employee business expense
- Issue warrants for claims against County or agencies. §29800-29854
- Validate orders, withhold, and disburse vendor IRS tax levies
- Collect and remit Sales Tax as required and file a quarterly return with the State Board of Equalization. R&T §6001, 6051, 6201-6201.8

Cost Plan

Total Staffing: 1 FTE – Responsibilities include:

- Review the County's OMB Super-Circular Cost Plan
- Analyze County labor and equipment rates
- Perform payroll duties as assigned
- Cross-trained to perform general and subsidiary ledger accounting
- Coordinate special district audits
- Submit the Special Districts Financial Transaction Reports to the State Controller's Office, GC §53891
- Review new and increased fee proposals and other new revenue proposals
- Prepare County-Wide Cost Allocation Plan. OMB Super-Circular, The Handbook of Cost Plan Procedures for California Counties
- Coordinate offices' state-mandated cost claims. R&T §2201-2246.2, GC §17500-17630, State Const. Art. XIII B, Sect. 6
- Review estimates of department/agency revenues for recommended and adopted budgets (internal service funds)
- Review new and increased fee proposals and other new revenue proposals (internal service funds/ mitigation fees)

General Ledger/Revenue Reporting

Total Staffing: 2.45 FTE – This unit maintains and controls the appropriation, revenue and general accounting records of the County and those districts that deposit funds into the County Treasury and provides support and analysis on other projects. Responsibilities include:

- Supervise the accounting procedures, the accounting system, and the chart of accounts and conform to generally accepted accounting principles
- Establish and delete funds and agencies as authorized by the Board of Supervisors
- Review cash difference fund requests and request for replenishment of cash shortages and prepare related reports as required by the Board of Supervisors
- Transfer money between funds where the Board has authority over such funds and has provided for such transfer in the budget
- Process budget transfers and revisions, GC §29125, §25253
- Coordinate the annual Single Audit of County's federal programs and monitor compliance with sub-recipient audit requirements, and compile SEFA. Single Audit Act of 1984 and Amendments of 1996 OMB Super-Circular
- Maintain and provide financial reports
- Close the books at the end of every official accounting period
- Audit and process all journal entries submitted by the County departments, special districts and schools for compliance with Board policy and Auditor-Controller accounting policies
- Accept receipts and keep accounts current for deposits of money to the Treasurer, GC §26900-26906
- Distribute and report consolidated court revenue and asset forfeitures
- Collect and report Department of Justice DNA Database and Data Bank Program GC §76104.6(c)
- Monitor Capital Asset Expenditures to ensure compliance with budgetary controls
- Prepare department annual budget and monitor revenues and expenditures against department budget

- Review revenue accruals at year end, post revenue accruals, and reverse revenue accruals at the appropriate time
- Apportion the net operating expenses of the LAFCO commission Government Code §56381 of the Cortese Knox Hertzberg Act

Payroll

Total Staffing: 2 FTE - Provides timely and accurate payroll processing as well as analyzes, distributes and reports payroll to County departments and special districts to ensure accurate payroll warrants and deposits. Other responsibilities include:

- Perform Countywide biweekly payroll processing function, GC §28003
- Withhold, deposit, and report payroll taxes. Title 26: Internal Revenue §31.6302-1
- Withhold and transfer retirement contributions, report pensionable earnings to CalPERS, California Code of Regulations, Title 2 §565.1
- Withhold and transfer voluntary and mandatory deductions from pay (including County provided benefits, garnishments, union dues, etc.), GC §1151-1156
- Calculate and pay wage integration for SDI and Worker's Compensation. Unemployment Insurance Code §2656
- Calculate differential military pay. IRC §3401 (h); Heroes Earnings Assistance and Tax Relief Act, P.L. 110-245, §105(a)(1) & §105(b); Rev. Rul. 2009-11, 2009-18 IRB 896. & IRC §414(u)(12); IRS Notice 2010-15, 2010-6 IRB 390
- Generate supplementary government required reports:
 - Federal and State PR Tax returns
 - New Hires
 - SSN Verification 26 CFR 31.6011(B)-2
 - Multiple Worksite Report and various other mandated reports. Section 320.5 of the California Unemployment Insurance Code and Section 320.5-1 Title 22 of the California Code of Regulations, and is authorized by law, 29 U.S.C. 2

Taxes

Total Staffing: 1 FTE - Responsibilities include:

- Manage the County property tax apportionment system, accounting for various types of benefit assessments, special assessments and bonds, and manage the roll correction processes and procedures for the six property tax roll.
- Perform the AB 8 (Chapter 282, Statutes of 1979) property tax, Unitary tax, supplemental, and RDA formula calculations
- Report statutorily required data to the State Controller
- Prepare the annual Proposition 4 Gann Expenditure Limit Report, and the resolution submitted to the Board of Supervisors for approval
- Prepare the annual Homeowners' Property Tax claim to the state
- Verify property tax rolls account for jurisdictional changes and property tax exchange agreements

- Compile and analyze data to provide budget forecasts of property tax revenue to the CAO and other county agencies, special districts, and cities
- Manage debt service, and calculate annual tax rates which provide funding for repayment of long-term lease and bond payment obligations, as well as the associated costs for the administering trustee bank and for required annual disclosure statements

Internal Audit

Total Staffing: 1 FTE - Responsibilities include:

- Perform audits using independent and professional accounting judgement for the County and Special Districts in compliance with all applicable federal, state, and county rules, regulations and ordinances
- Review, investigate, and identify errors and inconsistencies in financial entries, transactions, documents, and reports. In addition, audit financial information system database, check and verify expenditures, billings, collections, journal entries, and fund balances as needed
- Research, audit and analyze technical transactions and use financial models to resolve questions and validate data; assure fiscal accountability and fund integrity for all transactions, allocations, distributions, and documentation
- Perform special projects that have an impact on financial accountability in the county
- Establish procedures for the internal audit program, including developing and implementing goals, objectives, policies, and priority for assigned programs in concurrence with management
- Develop an annual audit plan using an appropriate risk-based methodology in concurrence with management to mitigate risks and ensure adequate accountability of all county funds/departments/programs
- Participate in audit committee and other department and County meetings
- Apply Generally Accepted Auditing Standards
- Make recommendations to improve internal controls

New Accounting Standards

GASB Statement No. 87

Leases - Effective for fiscal year end June 30, 2021 and after.

This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources and outflows of resources based on the payment provision of the contract. It establishes a single model for lease accounting based on the foundation principle that leases are financings of the right to use an underlying asset.

GASB Statement No. 88

Certain Disclosures Related to Debt, Including Direct Borrowings, and Direct Placements - Effective for fiscal year end June 30, 2019 and after.

The statement provides for additional financial statement footnote disclosures in related to debt such as the amount of unused lines of credit, assets pledged as collateral for debt, and terms specified in debt agreements related to subjective acceleration clauses, and events of default or termination with finance-related consequences.

GASB Statement No. 89

Accounting for Interest Cost Incurred before the End of a Construction Period - Effective for fiscal year end June 30, 2020 and after.

The statement enhances the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and simplifies accounting for interest cost incurred before the end of the construction period.

GASB Statement No. 90

Accounting and Financial Reporting of Majority Equity Interests - Effective for fiscal year end June 30, 2020 and after.

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment.

Accomplishments

1. Received the State Controller's Award for Achieving Excellence in Financial Reporting in 2019;
2. Published for the first time for Sutter County, a Comprehensive Annual Financial Report (CAFR) dated June 30, 2018;
3. Published the Sutter County Citizens' Report, which provides in laymen's terms where County revenues came from and how they were spent;
4. Reconciled and maintain the Personnel Benefits trust fund;
5. Updated the Sutter County policy for the accounting for Capital Assets;
6. Prepared the County's first capital asset policy and procedure documentation to clarify accounting treatment for capital assets;
7. Revised the forms and procedures to streamline the processing and recording of capital assets to increase efficiency and effectiveness;
8. Continued to utilize functionality within One Solution to increase operational efficiency and effectiveness in areas such as accounts payable and capital assets
9. Continued to cross-train staff for full coverage of the office during absences due to illness and vacation, and to improve morale by increasing the potential for advancement; and
10. Began training financial personnel in other departments to raise the accounting methods used and to provide for consistent accounting processes throughout the County.

Goals in FY 2020-21

- Continue to hold (at least) annual meetings with service departments and others to increase general Cost Plan knowledge in the County and update them on procedures for developing rates and allocations;
- continue to increase payroll efficiency;
- streamline the journal entry and other processes through digitization and automation;
- increasingly show the value of Auditor's review of staff reports that go before the Board;
- create desk procedures for each area to reduce risks related to key employees departing;
- work with County departments to bring in additional revenue for the County related to OMB Super-Circular Cost reimbursement through fees, grants and reimbursements from the State and Federal Government and through the billing of the OMB Super-Circular Costs to Non-County Departments and Agencies;
- provide a Citizen's Report to the taxpayers of Sutter County;
- eliminate green bar reports and increase use of electronic files and eliminate paper copies;
- reorganize Chart of Accounts, revamp CDD reports in IBM COGNOS business analytics, complete workflow once live in One Solution;
- utilize COGNOS report writing for rate calculations;
- complete rate approval for all departments;
- properly account for all interfund/intrafund activity; and
- update the Travel Policy

Recommended Budget

Total appropriations are recommended at \$1,831,327, a decrease of \$223,545 (-10.9%) over the FY 2019-20 Adopted Budget. The General Fund provides 96.0% of financing for this budget unit, and Net County Cost decreased by \$236,138 (11.8%) compared to the FY 2019-20 Adopted Budget. As a support department, the Auditor-Controller's Office provides services to all County departments. A portion of the cost for this budget is recovered through Cost Plan (OMB Super-Circular) revenue that is budgeted within the General Revenues budget unit (1-209).

During FY 2019-20, \$131,525 was transferred from the Auditor-Controller's budget to Capital Project budget unit 1-813, for the Integrated Property Tax System. The total cost of \$875,501 for the project is shared by the Offices of Assessor, Auditor-Controller and Treasurer-Tax Collector. The project started in FY 2019-20 and will be completed in phases.

The county has been planning to move the Auditor-Controller's Office and the Treasurer-Tax Collector's Office from their current location at 463 2nd Street to 1160 Civic Center Boulevard. The building improvements project for the relocation is included in the FY 2020-21 Capital Project budget fund 0-016.

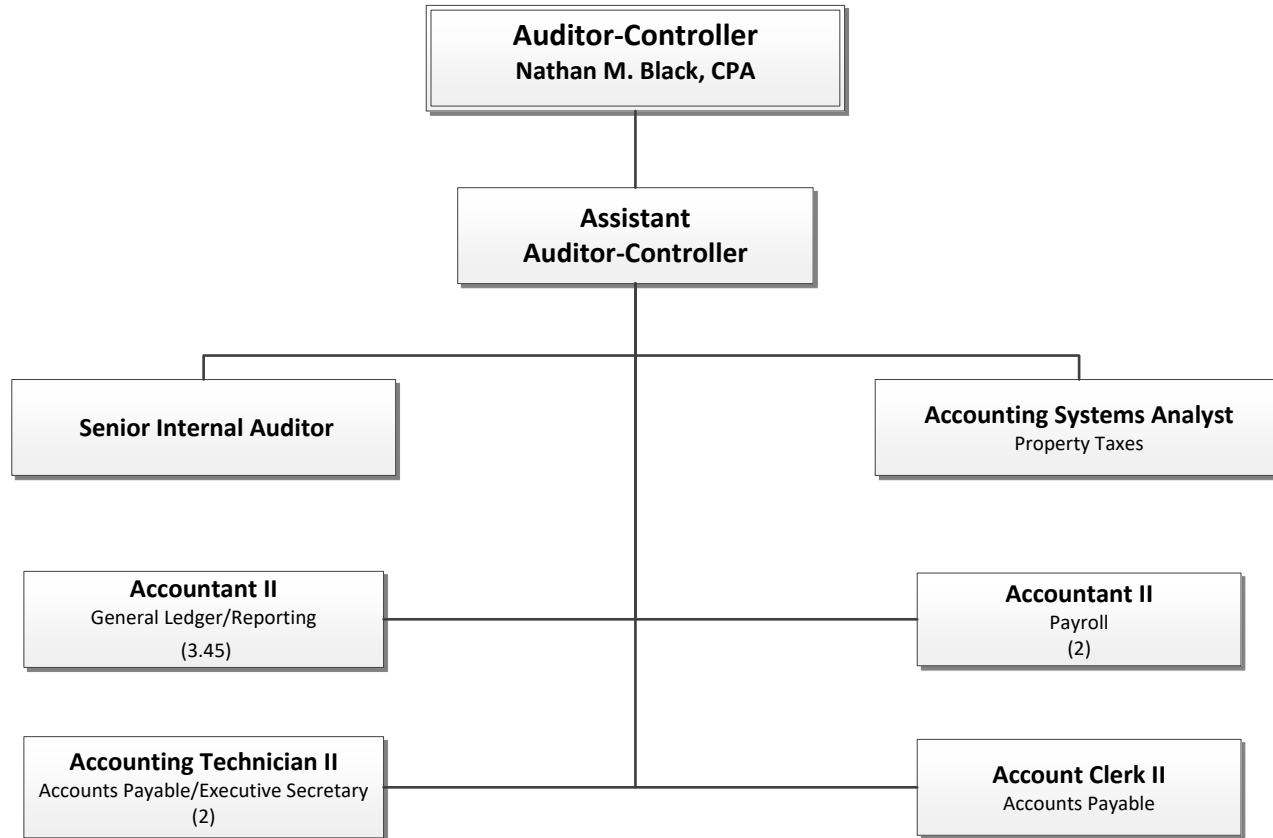
Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

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Auditor-Controller FY 2020-2021

Recommended



Board of Supervisors (1-101)

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 1101	
Unit Title: BOARD OF SUPERVISORS					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	407,141	360,086	418,280	443,524	6.0
SERVICES AND SUPPLIES	177,225	167,760	221,132	170,763	-22.8
OTHER CHARGES	0	25	0	0	0.0
INTRAFUND TRANSFERS	1,156	629	840	796	-5.2
OTHER FINANCING USES	7,538	7,908	8,042	8,557	6.4
NET BUDGET	593,060	536,408	648,294	623,640	-3.8
UNREIMBURSED COSTS	593,060	536,408	648,294	623,640	-3.8
ALLOCATED POSITIONS	6.00	6.00	6.00	6.00	0.0

Mission/Purpose

The Board of Supervisors is the governing and legislative body for Sutter County. As such, it provides policy direction for all branches of County government. The Board approves, pursuant to applicable Federal and State laws, the funding allocation for all County programs. The budget is prepared by the County Administrator's Office.

Major Budget Changes

- \$25,243 Increase in Salaries and Benefits, mainly due to increases in employer pension and health insurance costs as well as an increase in the contribution to health savings account
- (\$50,369) Decrease in Services and Supplies appropriations. This budget includes a \$35,000 decrease in transportation and travel as well as other smaller increases in other accounts. Information technology charges increased by \$4,747 and Liability Insurance allocation decreased by \$18,732

Program Discussion

This budget includes the five Supervisor positions and the costs necessary to support the Board's office, including one (1.0 FTE) Board of Supervisors Aide position.

In addition to receiving information and making decisions on hundreds of agenda items annually, members of the Board of Supervisors sit on a combined 40 committees dealing with issues ranging from regional transportation and flood protection to senior services and solid waste management. From July 1, 2019 through May 26, 2020, Supervisors acted on approximately 545 agenda items.

Board of Supervisors (1-101)

Public safety is a major focus for the Board of Supervisors. As a founding member of the Sutter Butte Flood Control Agency (SBFCA), two members of the Board of Supervisors sit on the SBFCA Board, which broke ground in June of 2013 on the first phase of a 44-mile levee rehabilitation project along the west bank of the Feather River. The effort is continuing.

The Sutter Forward Committee, formed in 2013 to focus on economic development, continued its work in FY 2019-20. Two Supervisors serve on the Committee, which continues to focus efforts on economic development in both northern and southern Sutter County, including the upcoming 7,500-acre Sutter Pointe Specific Plan development located just north of the Sacramento International airport.

Among the many actions taken in FY 2020-21, the Board:

- Appointed Steven M. Smith County Administrative Officer.
- Declared a local state of emergency to address the COVID-19 pandemic.
- Entered into an agreement with Yuba City Unified School District for the use of school facilities as the site of a surge hospital in the event of a spike in COVID-19 hospitalizations.
- Implemented a \$250,000 Small Business Emergency Economic Relief loan program to provide no-interest loans of up to \$20,000 each to local businesses affected by closures due to COVID-19 emergency actions.
- Committed \$20,000 to the United Way to assist the food bank, food pantries, and to purchase gift certificates from local restaurants impacted by COVID-19 closures for health care workers at assisted living facilities.
- Established six priority focus areas of leadership development, economic development, homelessness, budget and finance, facilities, and the development of Sutter Pointe in south Sutter County.
- Continued efforts to address homelessness consistent with the Long-term Homeless Management Plan. In addition to applying for a \$1.2 million Housing Healthy California grant, the Board accepted \$119,490 in California Emergency Solution and Housing Program grant funding from the Sutter Yuba Homeless Consortium to help fund the Better Way homeless shelter, and \$339,645 from the state's Bringing Families Home to assist homeless families involved in the child welfare system; committed a combined \$2.5 million in various state grant funding to the New Haven Court Permanent Supportive Housing Project on Garden Highway; the Bi-County Homeless Engagement and Resolution Team; met twice in special session with the Yuba City Council to discuss homelessness and potential housing solutions; and appointed an ad hoc committee of two Board members and two Yuba City Council members to identify locations of future homeless shelter activity.
- Adopted an ordinance prohibiting camping and the storing of personal property on public property, or on private property without permission.

Board of Supervisors (1-101)

- Appointed a Master Tax Exchange Agreement Ad Hoc Committee with the Yuba City Council to address future local tax funding agreements on newly incorporated property.
- Approved a Tentative Road Work Plan for 2020 of \$7.3 million.
- Committed \$707,311 over three years to acquire a federal grant of \$1.1 million to hire six new firefighters.
- Approved a \$1.4 million project to rebuild a county building used for 40 years to provide shelter and services to victims of domestic violence, which was badly damaged in a fire. The Board further donated the building outright to Casa de Esperanza for as long as it is used as a shelter for victims of domestic violence.
- Approved the hiring of one Public Health Officer for both Sutter County and Yuba County, allowing a savings to both counties while providing an opportunity to hire a more qualified candidate.
- Approved a new placarding program requiring restaurants and other retail food facilities to post at their entrances the results of their latest food facility inspection by Environmental Health.
- Approved a contract for the design of the Sutter County Main Library Innovation Center Project.
- Approved a sublease agreement between the Sutter Buttes Regional Aviation Association and AeroSTEM Academy allowing the school to open at the Sutter County Airport.
- Moved its regular meetings to the council chambers at Yuba City Hall as a money-saving measure.

Recommended Budget

Appropriations in this budget are recommended at \$623,640, a decrease of \$24,654 (-3.8%) over the FY 2019-20 Adopted Budget. The General Fund provides 100% of the funding for this budget unit.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 1102	
Unit Title: COUNTY ADMINISTRATOR					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,189,974	962,478	1,198,609	1,220,836	1.9
SERVICES AND SUPPLIES	134,341	82,143	161,953	127,965	-21.0
OTHER CHARGES	91	0	0	0	0.0
INTRAFUND TRANSFERS	531	295	394	294	-25.4
OTHER FINANCING USES	6,128	6,439	6,589	7,184	9.0
NET BUDGET	1,331,065	1,051,355	1,367,545	1,356,279	-0.8
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	0	37	100.0
TOTAL OTHER REVENUE	0	0	0	37	100.0
UNREIMBURSED COSTS	1,331,065	1,051,355	1,367,545	1,356,242	-0.8
ALLOCATED POSITIONS	5.80	5.80	5.80	5.80	0.0

Mission/Purpose

The County Administrative Officer (CAO) is appointed by the Board of Supervisors to manage the day-to-day operations of the County and to provide staff support to the Board of Supervisors. The duties of the CAO and staff include attending all Board meetings; providing policy recommendations for matters being considered by the Board; preparing and submitting the annual Recommended County Budget to the Board of Supervisors; and monitoring the fiscal condition of all County departments. Additionally, the CAO manages County operations to ensure overall effectiveness. This office is also responsible for representing the Board of Supervisors to other jurisdictions such as the Cities of Yuba City and Live Oak, neighboring counties, and the State of California.

Major Budget Changes

Salaries & Benefits

- \$22,227 General increase due mainly to an increase in health insurance cost and recognizing Other Pay and associated payroll taxes

Services & Supplies

- (\$33,988) Decrease in the budget for Transportation & Travel (\$7,000) as well as decreases in Professional Services (\$8,000), Worker's Compensation premium (\$7,639), and various other smaller reductions

Program Discussion

The County Administrative Office is the administrative arm of the Board of Supervisors. The CAO provides leadership and guidance needed to implement the policies of the Board of Supervisors and analyzes issues and makes recommendations to the Board regarding the administration and operation of County departments and programs. The CAO and staff coordinate and oversee the County budget and monitor the use of financial and human resources. The Public Information Officer, housed within the CAO's Office, provides public communications, media relations and related support to all departments and specialized public information assistance regarding emergency events.

The CAO's Office prepares and administers the budgets for Non-Departmental Expenses (1-103), General Revenues (1-209), Contingency (9-900), Grand Jury (2-104), three Court-related budgets (2-109, 2-110, and 2-112), the Board of Supervisors (1-101), Economic Development Block Grant funds, nine County Share budgets representing the County General Fund contributions to other funds, and other special revenue funds not specifically under the purview of another department.

The department expects to realize approximately \$118,947 (8.7%) in cost savings in FY 2019-20 when compared to the Adopted Budget. The savings is related to anticipated salary savings, reduced Transportation and Travel costs due to COVID-19 restrictions, and other cost savings measures to preserve General Fund dollars.

Major projects in FY 2019-20 included:

- Worked actively with Yuba County to recruit and hire a new Bi-County Health Officer, including obtaining approval from the California Department of Public Health to share a Health Officer between the two counties
- Responded to unprecedented restrictions, business closures, and revenue reductions in response to the COVID-19 public health emergency
- Updated the County's Goals, including leadership, budget/finance, facilities, homelessness, and Sutter Pointe Specific Plan
- Continued coordination with the Counties of Yuba and Colusa to plan and construct the new Tri-County Regional Juvenile Rehabilitation Facility, to replace the existing, aging Bi-County Juvenile Hall
- Completed construction on the Better Way homeless shelter at 1965 Live Oak Boulevard and began offering temporary housing for homeless individuals in September 2019
- Increased internal communications with initiation of weekly update to Board of Supervisors and Department Heads, which transitioned to a daily update during much of the COVID-19 emergency

- Implemented and tested Code Red emergency notification system, covering all communities in Sutter County, in partnership with Yuba County
- Completed remodel of a County-owned building at 1190 Civic Center Boulevard and relocated the Assessor's office into the new space

The County Administrative Office goals for FY 2020-21 include:

- Secure a long term location for parking recreational vehicles housing homeless individuals, thereby eliminating camping on public streets and other public land
- Develop a plan for relocating County services out of aging facilities and selling off vacant buildings in an organized and thoughtful manner
- Complete the remodel of the second level of 1160 Civic Center Boulevard for use by Auditor-Controller's Office and Treasurer-Tax Collector's Office, consolidating location of Sutter County government financial functions
- Continue to implement Long-term Homeless Management Plan and recommend amendments as appropriate
- Complete and begin implementing the County's Financial Strategic Plan and develop policies on debt issuance and financial reserve levels
- Work with Yolo and Colusa Counties on regionalization of Child Support Services operations
- Work with Yuba County, Live Oak, Marysville, Wheatland and Yuba City to positively impact homelessness within the bi-county area

Recommended Budget

Appropriations are recommended at \$1,356,242, a decrease of \$11,303 (0.8%) from the FY 2019-20 Adopted Budget.

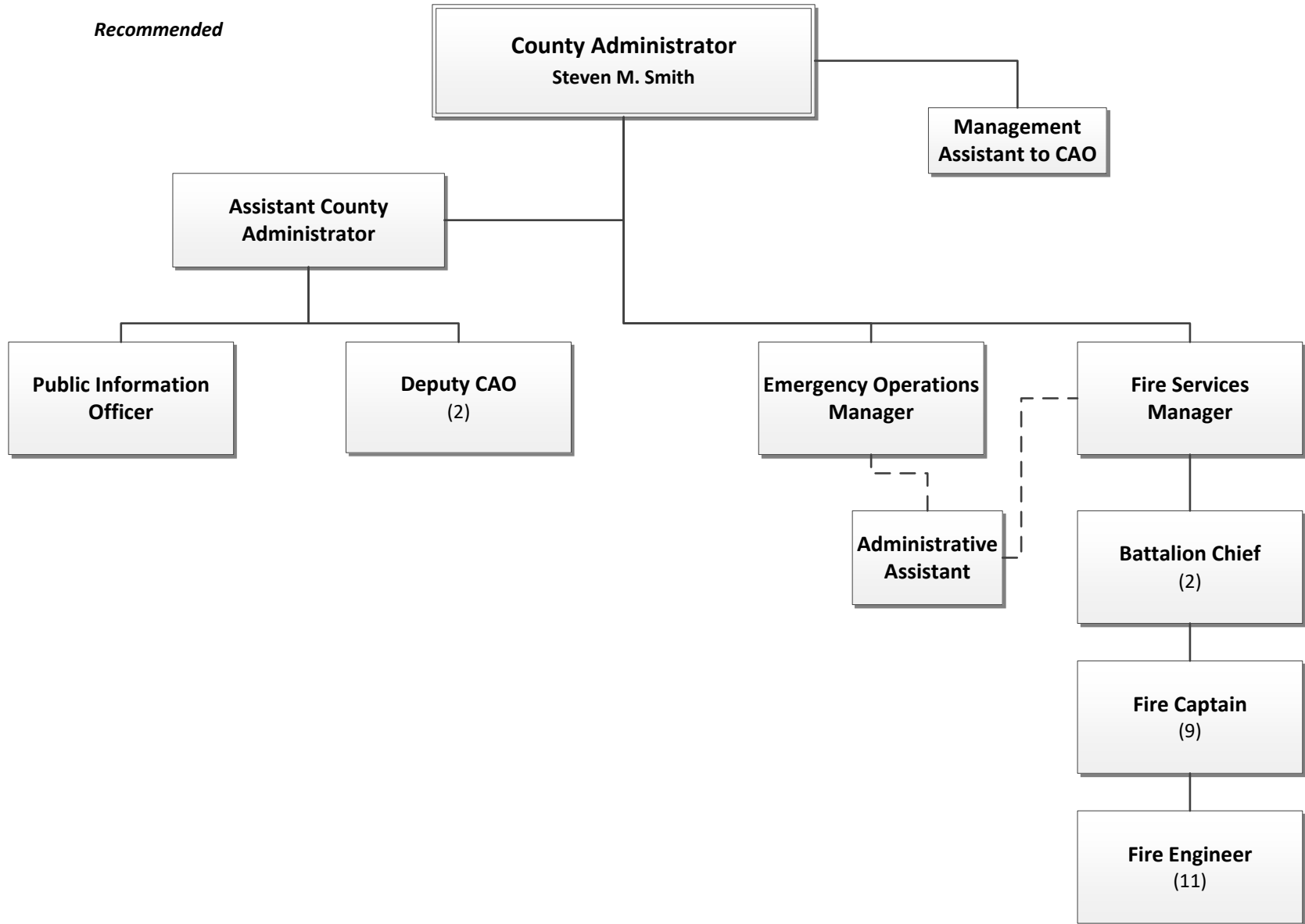
Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

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County Administrative Office FY 2020-2021

Recommended



County Administrative Office Non-Departmental Expenses (1-103)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					Dept: 1103
Unit Title: NON-DEPARTMENTAL EXPENSES					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	356,228	280,188	652,813	521,518	-20.1
OTHER CHARGES	-1,160,936	1,138,889	827,711	92,759	-88.8
INTRAFUND TRANSFERS	-5,000	-5,000	-5,000	-5,000	0.0
INCREASES IN RESERVES	0	0	5,000	5,000	0.0
OTHER FINANCING USES	166	180	178	188	5.6
NET BUDGET	-809,542	1,414,257	1,480,702	614,465	-58.5
REVENUE					
CHARGES FOR SERVICES	36,465	0	37,561	41,685	11.0
MISCELLANEOUS REVENUES	0	365	0	0	0.0
TOTAL OTHER REVENUE	36,465	365	37,561	41,685	11.0
UNREIMBURSED COSTS	-846,007	1,413,892	1,443,141	572,780	-60.3
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The Non-Departmental Expenses (NDE) budget unit finances certain general costs of County government, which are not readily allocated to any specific department. Typical costs include professional services for legislative advocacy and conducting the annual independent audit of County government finances.

Major Budget Changes

Services & Supplies

- (\$131,295) Decrease due to a reduction in Professional Specialized Services to more closely align to anticipated spending consistent with prior years' actual expenditures

Other Charges

- (\$984,952) Decrease due to elimination of payment for a judgment in the FY 2019-20 budget and suspension of the contribution to the County's pension prefunding account due to substantial revenue loss from COVID-19

Program Discussion

This budget unit finances certain general costs of County government that do not support specific departments or programs. Typical costs financed by this budget unit include professional services for legislative advocacy and conducting the annual independent audit of County government finances.

Normally, this budget includes a transfer to the County's Pension Prefunding Trust as the County's ongoing effort to address long-term pension costs. For FY 2020-21, payment to PARS has been suspended until the actual revenue loss from COVID-19 is known in the fall. If revenues materialize higher than anticipated, the funding will be restored.

This budget unit also includes \$11,841 to pay for a portion of the Yuba City Unified School District's annual assessment from the Sutter Butte Flood Control Agency, pursuant to a 2010 agreement, payment of \$52,000 to the Yuba-Sutter Economic Development Corporation, and \$28,759 to the Area 4 Agency on Aging.

Revenues include an Interfund transfer from non-General Fund departments to pay for their proportionate share of the annual County financial audit.

Recommended Budget

Recommended appropriations total \$614,465, a decrease of \$866,237 (58.5%) compared to the FY 2019-20 Adopted Budget. The General Fund provides 93.2% of the financing for this budget unit. Where appropriate, costs are allocated to County programs through the County's Annual Cost Plan.

Audit Fees are recommended at \$80,000 for annual Independent Audit costs. A request for proposals was issued during FY 2017-18, and a firm was selected to perform audits under a five-year agreement. That firm performed the FY 2016-17 and FY 2017-18 audits, but the contract was subsequently terminated. The County negotiated an agreement with another firm to perform the FY 2018-19 and subsequent years' audits. The cost is expected to rise slightly from \$78,000 in the current year to \$80,000 in FY 2020-21.

The Professional and Specialized Services account is recommended at \$300,000, a reduction of \$130,000 from the FY 2019-20 Adopted Budget. This line item includes \$10,000 for the Management Training program along with other general contract services currently in place or which may be required during the year.

The Contribution to Other Agencies account reflects the County's contribution to the Area 4 Agency on Aging (pursuant to a current Joint Powers Agreement) in the amount of \$28,759, an increase of \$2,279 from FY 2019-20. The Contribution to Other Agencies account also reflects the \$52,000 annual contribution to the Yuba Sutter Economic Development Corporation, which was moved to the NDE budget unit from the Subsidy Request (7-202) budget unit in FY 2013-14.

As stated earlier, the contribution to the County's Pension Benefits Trust Fund has been suspended

County Administrative Office Non-Departmental Expenses (1-103)

*Steven M. Smith,
County Administrator*

for FY 2020-21. Investment in PARS as a Section 115 Trust is enabled by Government Code 53216.1. The total value of the assets in the County's PARS account at April 30, 2020 was \$2,979,466, including investment earnings of \$149,755 (net of expenses), a 6.5% return. Between February 1 and March 31, 2020, the County's account lost \$413,016 in investment earnings as the markets responded to COVID-19. The markets, and by extension the County's investments, have recovered somewhat, but the final investment gain or loss for the year won't be known until after June 30. Over the three years that the County has been in the plan, it has averaged 4.20% in annual investment gains, which is consistent with the County's plan to address future pension liability.

Intrafund Transfers include a negative \$5,000 (essentially a revenue) in Intrafund Rents/Leases related to the Farm Advisor's building lease. This account is budgeted each year.

Use of Fund Balance

Increases in Obligated Fund Balance are recommended at \$5,000:

- \$5,000 is recommended to be placed in the Committed Fund Balance for Farm Advisor/Ag Building account (#31205). This designation will be used to offset costs for any future improvement to or replacement of the joint Agricultural Commissioner/Farm Advisor facility.

County Administrative Office
General Revenues (1-209)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: GENERAL REVENUES					Dept: 1209
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/08/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	31,019	16,739	32,740	8,888	-72.9
INTRAFUND TRANSFERS	-473,556	-723,314	-723,314	-728,597	0.7
INCREASES IN RESERVES	0	0	2,400,000	0	-100.0
OTHER FINANCING USES	4,076,887	965,390	2,344,446	250,000	-89.3
NET BUDGET	<u>3,634,350</u>	<u>258,815</u>	<u>4,053,872</u>	<u>-469,709</u>	<u>-111.6</u>
REVENUE					
TAXES	33,590,964	32,416,146	33,962,000	34,405,701	1.3
LICENSES, PERMITS, FRANCHISES	1,262,710	1,299,544	1,200,000	1,200,000	0.0
FINES, FORFEITURES, PENALTIES	47,692	39,643	41,000	40,250	-1.8
REVENUE USE MONEY PROPERTY	1,670,130	1,211,222	1,307,543	1,150,000	-12.0
INTERGOVERNMENTAL REVENUES	262,328	198,087	172,000	232,649	35.3
CHARGES FOR SERVICES	4,275,006	5,802,953	8,801,548	9,227,831	4.8
MISCELLANEOUS REVENUES	638,640	658,210	600,000	600,000	0.0
OTHER FINANCING SOURCES	4,433,373	0	600,000	0	-100.0
CANCELLATION OF OBLIGATED FB	0	0	1,227,789	1,466,000	19.4
UNDESIGNATED FUND BALANCE	11,776,376	6,866,235	9,824,421	3,861,171	-60.7
TOTAL OTHER REVENUE	<u>57,957,219</u>	<u>48,492,040</u>	<u>57,736,301</u>	<u>52,183,602</u>	<u>-9.6</u>
UNREIMBURSED COSTS	-54,322,869	-48,233,225	-53,682,429	-52,653,311	-1.9
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The General Revenues budget unit accounts for the non-department-specific revenues of the County's General Fund. General revenues include property taxes, fines, sales and use taxes, various revenues from the State, miscellaneous taxes, and other revenues, which are not accounted for in other budget units. In the Recommended Budget, the estimated unassigned fund balance expected to be available is included in the General Revenues budget and is used to balance the budget. These general revenues finance the "Unreimbursed Cost" of all other budget units within the General Fund, Health Fund, Trial Courts Fund, and Public Safety Fund.

This budget is prepared by the County Administrator's Office.

Major Budget Changes

Other Charges

- (\$23,852) Decrease in Interest Expense and Treasury Fee and elimination of the Interfund Cost Plan charge

County Administrative Office General Revenues (1-209)

Steven M. Smith,
County Administrator

Intrafund Transfers

- (\$5,283) Increase in Intrafund Overhead (A-87) charges (shown as a negative expenditure)

Other Financing Uses

- (\$2,094,446) Decrease due to reduction of General Fund planned capital projects

Revenues

- \$50,000 Increase in secured property tax
- \$50,000 Increase in supplemental property tax
- \$100,000 Increase in current unsecured property tax
- (\$240,000) Decrease in Delinquent Property Tax revenue and associated interest and penalties
- \$400,000 Increase in property tax in-lieu vehicle license fee
- \$6,701 Increase in sales and use tax
- (\$157,543) Decrease in interest apportioned
- \$20,000 Addition of federal CARES Act revenue
- \$47,649 Addition of State Mandated Cost Reimbursement
- \$403,422 Increase in Interfund Jail Medical
- (\$6,139) Decrease in A-87 Overhead Cost Plan reimbursement revenue from non-General Fund departments and agencies

Program Discussion & Recommended Budget

The estimate for the General Revenue category (including Intrafund revenue, but not including available fund balance) is \$46,684,091, which is an increase of \$2.5 million (5.5%) compared to the FY 2019-20 Adopted Budget.

The increase is attributed to three main funding areas: (1) a decrease of \$2.1 million in General Fund transfers-out expense for capital projects (2) an increase in property, sales and other taxes of \$444,732, and (3) an increase of \$426,283 in Charges for Services mainly caused by an increase in Interfund Jail Medical revenue that is passed through to the Health Fund.

County Administrative Office General Revenues (1-209)

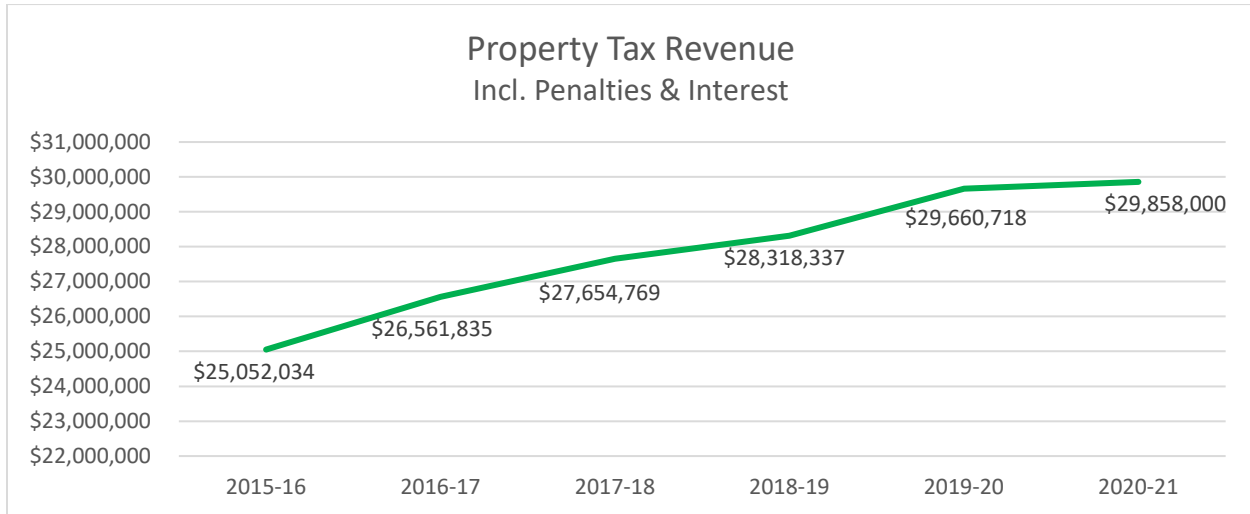
*Steven M. Smith,
County Administrator*

Historically, the County's major sources of General Fund revenue have been property tax and sales and use tax. In FY 2004-05, significant changes occurred in the way the major revenue streams are received from the State. Prior to 2004, a primary source of revenue for California counties was motor vehicle license fees. In 2004, newly elected Governor Schwarzenegger reduced the vehicle license fees dramatically, which would have caused a significant hardship for counties. Due to the voter-approved Proposition 1A (Protection of Local Government Revenues Act of November 2004), the State now receives the motor vehicle revenues and has “swapped” that revenue for property tax that would have been retained by the state. That revenue is budgeted in the Property Tax In-Lieu – Vehicle License Fee account. The intent of Prop 1A was to protect revenues collected by local governments (cities, counties, and special districts) from being transferred to the California state government for statewide use. This was a permanent change to the County-State relationship regarding these revenues, and the County will continue to receive Property Tax revenues in lieu of vehicle license fees. Property Tax In-Lieu - Vehicle License Fee revenues are calculated each year by a formula determined by the State Controller’s Office. It should be noted that these In-Lieu Property Tax revenues are not related to, nor should they in any way impact, the amount received in the Property Tax – Secured account.

Property Taxes

For FY 2019-20, property tax revenues (including current secured, current supplemental, current unsecured, prior unsecured and property tax in lieu of Motor Vehicle License Fees) are projected to be approximately \$29.0 million. This represents a combined increase of approximately \$600,000, or 2.1%, from the FY 2019-20 Adopted Budget. Estimates for property tax and related revenues have been developed based on projections received from the Auditor-Controller’s Office and developed jointly by the County Administrative Office, Assessor’s Office and Auditor-Controller’s Office. Property Tax revenues are improving only slightly, although estimates for improvements in property tax revenues remain comparatively conservative due to the unknown financial impact and predicted economic recession caused by the COVID-19 Emergency.

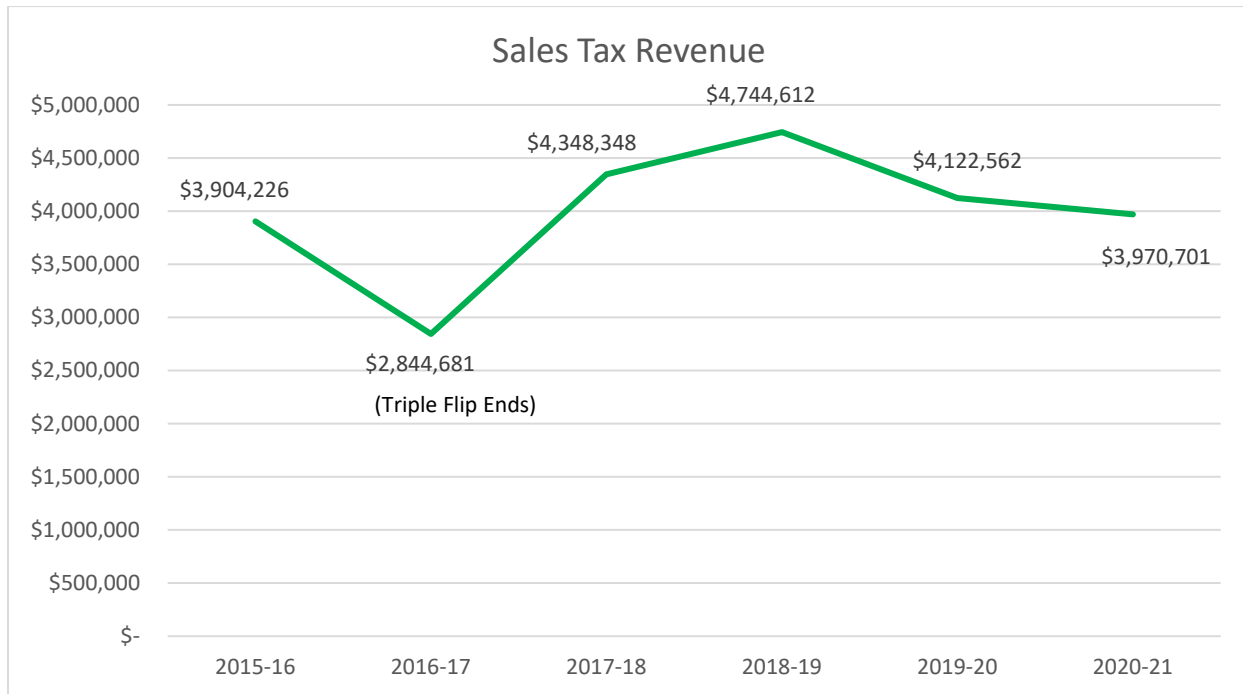
Sutter County uses a Teeter Plan, which allows the County to distribute property taxes to schools and other tax-receiving agencies as though there were no delinquent taxes due. The County then retains any penalty and interest revenue as the delinquent taxes are collected. Penalties and interest from delinquent taxes are projected at \$810,000 in the budget year, a decrease of \$240,000 (-22.9%) from the FY 2019-20 Adopted Budget due to additional predicted delinquencies and, therefore, the need to increase reserve levels in the Teeter Plan.



Sales and Use Tax

A second change in 2004, commonly referred to as the “Triple Flip,” allowed the state to divert one quarter of the 1% Bradley-Burns sales tax paid to counties and cities, replacing it with property taxes that would have gone to K-12 schools and community colleges. The schools and colleges were held harmless, as the state made up the loss of property taxes under the Proposition 98 guarantee of state funding. The additional sales tax revenue that went to the state was used to pay off Economic Recovery Bonds. When the bonds were fully paid in FY 2015-16, the Triple Flip was ended, and sales tax paid to the County was restored to the full 1% level. It was projected by the State and most local jurisdictions that the net effect upon cities and counties would be minimal.

For Sutter County however, the end of the Triple Flip resulted in a significant overall decrease in revenue in FY 2016-17. Sales Tax rebounded in FY 2017-18 and grew by \$396,264 (9.1%) from FY 2017-18 to FY 2018-19. In projecting Sales Tax Revenue for FY 2019-20 and FY 2020-21, the CAOs office relied on estimates the County’s sales tax consultant, Hinderliter de Llamas and Associates (HdL), which took into consideration the local and statewide economic impact of efforts to curb the spread of COVID-19. Prior to the statewide stay-at-home order, sales tax receipts were tracking about 11% above FY 2018-19. The financial impact of COVID-19 has resulted in a predicted 5.1% decrease in sales tax from the FY 2018-19 level and a further 8.9% decrease in FY 2020-21. The combined two-year loss equates to over \$700,000. Further, by Executive Order, the Governor shifted the responsibility to pay for April through June sales taxes for some businesses from FY 2019-20 to FY 2020-21. As a result, the County could forego as much as \$107,000 in the current year, to be received in FY 2020-21. While this does not have a significant budget effect, it does affect the County’s cash flow. The Master Tax Exchange Agreement payment from Yuba City (\$464,624 in FY 2019-20) is expected to be similarly affected.



Other Discretionary Revenues

The County receives a share of Court fines and penalties, which have declined significantly over the past several years. Total Fines and Penalties revenue for FY 2020-21 is projected at \$40,250.

Interest revenue has also decreased significantly over the past several years. In FY 2016-17, actual interest revenue was \$538,494. In FY 2018-19 and FY 2019-20, the County elected to prepay its annual CalPERS unfunded liability payment in advance, saving \$372,843 and \$420,289, respectively in those years. Prepayment, however, has a significant impact on cashflow, and interest revenue as a result. For FY 2020-21, the CAO Recommends not prepaying the PERS contribution in favor of preserving cash flow. Thus, interest revenue is expected to increase by approximately \$150,000 in the budget year.

The County receives Franchise Fee revenue from three sources: PG&E, Recology Yuba-Sutter, and Comcast, with the majority of the fee revenue coming from PG&E. Because the PG&E franchise fee is tied to electric and gas use, this revenue source fluctuates from year to year. However, overall, Franchise Fee revenue from PG&E has gradually declined over the past several years. Total franchise fee revenue is budgeted at \$1.2 million, the same as FY 2019-20.

With the statewide dissolution of Redevelopment Agencies in 2011, the County began receiving a portion of property taxes that were originally committed to the City of Yuba City for redevelopment projects. Revenues have been growing slightly over the past few years. For FY 2020-21, the County expects to receive approximately \$600,000 in revenue from this source.

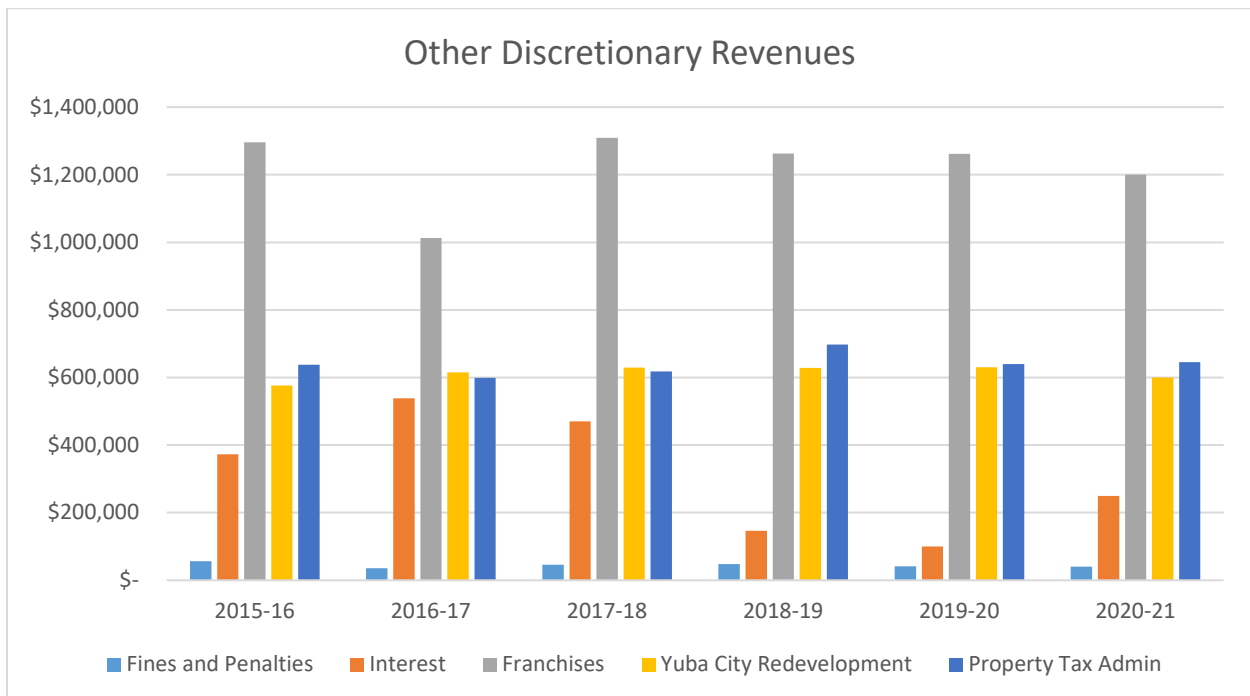
The County, as the assessing and collecting agency for property taxes receives revenue from the

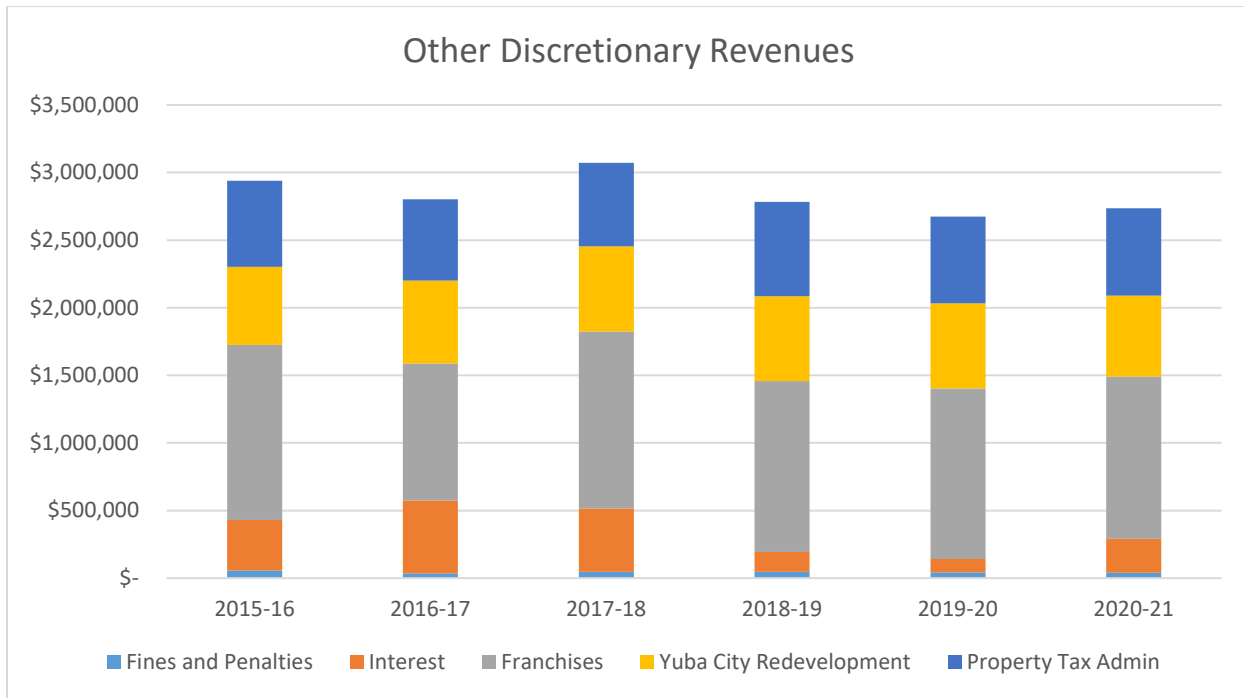
County Administrative Office General Revenues (1-209)

Steven M. Smith,
County Administrator

state for administration of the property tax programs. This revenue has remained relatively flat over the past five years, and is projected at \$645,000 in the budget year, approximately the same amount that was received in FY 2015-16.

Together, these revenue sources bring between \$2.7 to \$3.1 million in additional revenue to the County each year. Since FY 2018-19, revenue has been decreasing and is expected to increase only slightly in the budget year. The charts below show the changes in the individual revenue sources as well as the combined effect since FY 2015-16.





The General Revenues budget includes \$600,000 in one-time funds from the release of retention and reimbursement on two major capital projects: the Sutter County Jail Expansion and the reconstruction of the Casa De Esperanza domestic violence shelter after it was destroyed by fire in 2016. Both of these projects were completed in FY 2019-20, so the retention funds held by the state for the jail project and the insurance reimbursement for the Casa project (both originally projected in FY 2019-20) should be released to the County in FY 2020-21.

Appropriations in this budget include Transfers-Out for the General Fund share of various projects. These costs total 250,000, and include the following:

- \$250,000 ADA and other construction for the County building located at 1160 Civic Center Boulevard, which will allow for the move of the Auditor-Controller and Treasurer-Tax Collector out of 463 2nd Street. The total cost of this project is \$500,000, with \$250,000 coming from Developer Impact Fees – General Government (fund 0101)

Use of Fund Balance

The estimated available unassigned Fund Balance for the budget year is \$3.86 million. This represents carry-forward monies generated from on-going County operations in FY 2019-20, which is used to fund on-going County expenditures in FY 2020-21. This represents a decrease of approximately \$2.3 million from the amount that was budgeted to be available in the FY 2019-20 Recommended Budget.

The FY 2020-21 budget also includes cancellation of \$1,466,000 in committed fund balance for:

County Administrative Office General Revenues (1-209)

*Steven M. Smith,
County Administrator*

- Pension cost (\$750,000) – funds designated to offset the anticipated pension cost growth in FY 2020-21;
- Sheriff security fencing (\$400,000) – the project will be funded with Criminal Justice Facilities Funding (fund 0262);
- Courthouse Mitigation (\$316,000) used to offset the loss of 2011 Realignment revenue for Court Security, District Attorney, and Public Defender.

It is important to note that the actual estimated available Fund Balance will not be known until the financial books of the County are closed by the Auditor-Controller's Office, and it is likely that the actual fund balance will differ from what is included in this recommendation. At this time, it is anticipated that any change in Fund Balance available that results from the closing of the County books at year-end will be adjusted to increase Unassigned Fund Balance in the General Fund. If significantly less revenue is received than anticipated, staff will return to the Board of Supervisors with revised recommendations. If more revenue is received, restoration of certain items that were eliminated in the budget will be requested. These include increasing reserves by \$500,000, increasing the Appropriation for Contingencies by \$200,000, and payment of the County's Pension Prefunding Fund contribution, which was recommended to be suspended in FY 2020-21 (see the narrative for Budget Unit 1103).

The Board of Supervisors established the Designation for Williamson Act Subvention in 2004 as a means of accumulating and saving these State subvention revenues for the purpose of using the funds to offset any future decline or elimination of the subvention in the State budget. The subvention was effectively eliminated by the State in 2009. The County is no longer entering into new contracts but has renewed existing contracts with a nine (9) year term. In FY 2019-20 the Adopted Budget included cancellation of \$51,133 leaving no funding available to offset the revenue loss in FY 2020-21. For future years, any Williamson Act contract that the County enters into or continues will be fully supported by discretionary General Fund revenues unless a new revenue source is determined to support these contracts. The County foregoes approximately \$265,785 per year in discretionary funding to continue the Williamson Act contracts.

**County Administrative Office
Contingency (9-900)**

*Steven M. Smith,
County Administrator*

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					Dept: 9900
Unit Title: CONTINGENCY					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
PROVISIONS FOR CONTINGENCIES	0	0	1,133,264	800,000	-29.4
NET BUDGET	0	0	1,133,264	800,000	-29.4
UNREIMBURSED COSTS	0	0	1,133,264	800,000	-29.4
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

These funds are appropriated to be available for unanticipated expenses or unanticipated revenue shortfalls in the County General Fund. Transfers of funds from contingency accounts require approval by a 4/5th vote of the Board of Supervisors.

This budget is prepared by the County Administrator’s Office.

Program Discussion

The General Fund Contingency budget is used for unanticipated requirements occurring in all General Fund related County operations during the fiscal year. It acts as a hedge against unanticipated adverse state and federal budget actions, may fund mid-year employee salary and benefits adjustments, and provides funds for unanticipated needs that may occur during the course of the fiscal year. The recommended amount of \$800,000 represents approximately 1.2% of recommended total General Fund appropriations (excluding the Contingency). This is a reduction of \$333,264 over the FY 2019-20 Adopted Budget. For FY 2019-20, the County prepaid it’s PERS Unfunded Liability payment in advance, providing a savings of \$420,289, which was added to the planned contingency funds for that year. For FY 2020-21, the County needs to maintain its level of cash reserves due to the volatility of the economy and will not prepay the PERS obligation. Nevertheless, the \$800,000 is consistent with the Appropriation for Contingency adopted in the years prior to FY 2019-20.

The zeroes shown in the “Actual” columns for prior years can appear misleading. To avoid double-counting of expenditures within the General Fund, the Auditor-Controller’s Office reduces the budgeted amount in the Contingency Reserve and adds to the budgeted amount in the receiving budget unit when a transfer is made or, if unanticipated funding is received in a subsidiary fund of the General Fund, the Contingency Reserve is increased. For FY 2019-20, a total of \$300,000 is

County Administrative Office Contingency (9-900)

*Steven M. Smith,
County Administrator*

anticipated to be spent from contingency. This is due to a budgeted increase in appropriations to respond to COVID-19 (\$200,000) and \$100,000 for any other needs that arise prior to the end of the fiscal year.

Some actions during the year increase the Contingency, while others draw on, or reduce, the Contingency. Any funds not transferred out of Contingency during a given fiscal year remain in the General Fund and are available for appropriation in the following fiscal year.

As of June 4, 2020, the FY 2019-20 Adjusted Budget for Contingency shows \$942,166 available of the \$1,133,264 originally recommended for that fiscal year.

Recommended Budget

The FY 2020-21 Appropriation for Contingency is recommended at \$800,000, a decrease of \$333,264 (29.4%) when compared to the FY 2019-20 Adopted Budget.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0015 - PUBLIC SAFETY				Dept: 2401	
Unit Title: EMERGENCY SERVICES					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	164,939	194,781	183,210	297,946	62.6
SERVICES AND SUPPLIES	190,582	330,548	1,042,230	1,253,168	20.2
OTHER CHARGES	166,686	122,511	192,182	100,087	-47.9
CAPITAL ASSETS	49,314	93,236	30,000	20,000	-33.3
INTRAFUND TRANSFERS	0	17,097	70,660	-8,000	-111.3
OTHER FINANCING USES	44,694	10,114	115,778	35,660	-69.2
NET BUDGET	<u>616,215</u>	<u>768,287</u>	<u>1,634,060</u>	<u>1,698,861</u>	<u>4.0</u>
REVENUE					
INTERGOVERNMENTAL REVENUES	283,269	296,643	1,336,967	1,366,490	2.2
CHARGES FOR SERVICES	0	0	0	56,000	100.0
TOTAL OTHER REVENUE	<u>283,269</u>	<u>296,643</u>	<u>1,336,967</u>	<u>1,422,490</u>	<u>6.4</u>
UNREIMBURSED COSTS	332,946	471,644	297,093	276,371	-7.0
ALLOCATED POSITIONS	1.20	2.20	1.20	2.20	83.3

Purpose

The Office of Emergency Management (OEM) is responsible for administration of the County's comprehensive, all-hazard emergency management program. The program is responsible for identifying threats, developing response plans and protocols, recommending hazard mitigation strategies, conducting staff training and response exercises, managing the Emergency Operations Center (EOC), administering Emergency Management Performance grants (EMPG) and Homeland Security Grants (HSGP), providing preparedness information to the public, collaborating with allied agencies and coordinating the County's response to, and recovery from, major emergencies and disasters.

Major Budget Changes

Salary & Benefits

- \$122,791 General increase due to addition of one full-time Administrative Assistant position in FY 2019-20

Services and Supplies

- \$107,600 Increase to Professional/Specialized services for the Department of Water Resources Grant contract work
- \$189,771 Increase to Communication Equipment for replacement of outdated handheld radios in association with the Homeland Security Grant program (affecting the Communications Equipment, Office Equipment, and Capital Asset accounts)
- \$23,635 Increase in ISF Workers' Comp Premium

Other Charges

- \$107,600 Increase due consultant to perform work on DWR-Flood Emergency Response and CalOES Hazard Mitigation Grant
- (\$25,827) Decrease in IF DS Admin Services for the new Admin Assistant position
- \$81,484 Increase in IF Cost Plan as received from the Auditor-Controller's office

Capital Assets

- \$61,657 Replacement of outdated handheld radios

IntraFund Transfers

- (\$70,660) Decrease to Intrafund Other transfer as a result of the Homeland Security grant transfer to other County departments moving to Other Financing Uses

Other Financing Uses

- (\$80,118) Cumulative decrease to the transfer of Homeland Security grant funding to Public Health and Fire Department

Intergovernmental Revenues

- \$145,200 Increase due primarily to increases in Federal Homeland Security and State Department of Water Resources grant funding (coupled with a decrease of \$126,242 in related grant funding within the same category)

Charges for Services

- \$56,000 Increase due to administrative cost for the county service areas (CSA-F, CSA-C, CSA-D Interfund Admin)

Program Discussion

The OEM, a division of the County Administrator's Office, coordinates emergency management and response between the various public safety and service providers that serve the citizens within the County of Sutter. OEM operates in four areas of emergency management; Mitigation, Preparedness, Response, and Recovery. OEM provides planning, training and coordination to County departments and allied agencies including the Cities of Live Oak and Yuba City. OEM ensures the County is in compliance with state and federal mandates that relate to emergency management and the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as well as assisting allied agencies in these areas. OEM administers a variety of public safety grants for the County, providing pass-thru funds and project management assistance to eligible allied agencies. While each of these grant programs have a specific scope, the general focus is to increase the County's overall ability to prevent, respond to and recover from any type of emergency or disaster.

There are several special planning projects that 1.0 FTE Emergency Operations Manager staffing cannot support in addition to regular duties. This includes management of an \$806,750 planning grant from the Department of Water Resources. Funding has been included in the FY 2020-21 Recommended Budget to support the cost of the contract. Additionally, \$145,200 has been included in the FY 2020-21 budget for the CalOES Hazard Mitigation grant.

There are many active programs within the Office of Emergency Management and the major program areas are noted as follows:

- Overall administration, including fiscal accountability, staff development, records management, corporate communications and grant management
- Disseminates of disaster preparedness information to the public and allied agencies
- Ensures County response readiness through ongoing staff training, periodic exercises and resource management
- Conducts all-hazard risk assessments, actively monitors emerging threats, issues alerts and warnings and coordinates development of appropriate mitigation strategies for County government and outside entities
- Functions as the lead emergency management point of contact with local, State and Federal agencies, and community-based partners
- Maintains and supports the County's Emergency Operations Center (EOC), initiating alerts and warnings, coordinating integrated response operations and administering post-disaster recovery and assistance activities

The Office of Emergency Management receives funding in part from the Emergency Management Performance Grant, which is a 50/50 matching grant that has traditionally funded the office. Other grant funding will also be used to offset the cost of this contract as hours will be billed to specific grants as appropriate.

Recommended Budget

Recommended appropriations are \$1,698,861, which is an increase of \$64,801 (4%) over the FY 2019-20 Adopted Budget. The General Fund provides 16.3% of the financing for this budget unit and is decreased by \$20,722 (7%) from the FY 2019-20 Adopted Budget. This increase in appropriations and decrease in Net County Cost is primarily related to the addition of the contract and transfers out relating to the CalOES and DWR grant funds.

Capital assets are recommended at \$61,657 for the replacement of outdated radios.

Use of Fund Balance

The budget unit is within the Public Safety Fund. The budget does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 1925	
Unit Title: EMERGENCY MANAGEMENT					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	0	6,381	0	100,000	100.0
NET BUDGET	<u>0</u>	<u>6,381</u>	<u>0</u>	<u>100,000</u>	<u>100.0</u>
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	0	200,000	100.0
MISCELLANEOUS REVENUES	0	1,100	0	0	0.0
TOTAL OTHER REVENUE	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>200,000</u>	<u>100.0</u>
UNREIMBURSED COSTS	0	5,281	0	-100,000	100.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

In April 2020, the Sutter County Board of Supervisors approved a budget adjustment to establish a special Emergency Management budget unit within the General Fund for tracking of emergency-response related expenses.

Sutter County has incurred unanticipated costs resulting from responding to the introduction of COVID-19 into the Yuba-Sutter area. The County will be eligible to be reimbursed by Federal and State emergency management funds for these costs, but the costs need to be tracked separately. To fund this budget, the General Fund Appropriation for Contingencies was reduced by \$200,000 and Budget Unit 1-925 was established with \$200,000 in appropriations specific to expenditures necessary to address the COVID-19 emergency.

The new budget unit is managed by the County Administrator's Office and Emergency Services for the sole purpose of tracking emergency-response related costs. The budget unit will be used to emergency-response related expenses for other emergency incidents as needed in the future.

Major Budget Changes

Services & Supplies

- \$100,000 Decrease in Services and Supplies from the FY 2019-20 Adjusted Budget due to reductions in anticipated costs in FY 2020-21

Intergovernmental Revenues

- \$200,000 Increase in Intergovernmental Revenues from the Adjusted Budget due to expected payment for COVID-19 related costs in FY 2020-21

Program Discussion/Recommended Budget

When emergency incident happens, the County will incur unanticipated costs resulting from responding to an emergency in the County. The County will be eligible to be reimbursed for some of the emergency costs by Federal and State emergency management funds. However, the County needs to pay for the initial costs and track all the related expenses.

The new budget unit is established for the purpose of tracking emergency-response related costs once an emergency has been declared. It will be budgeted only as needed during the current emergency and for future emergencies as they occur.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0015 - PUBLIC SAFETY					
Unit Title: FIRE SERVICES ADMINISTRATION					
					Dept: 2402
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	228,058	188,639	217,960	220,800	1.3
SERVICES AND SUPPLIES	34,492	35,419	35,811	26,510	-26.0
OTHER CHARGES	11,335	23,839	26,212	37,155	41.7
INTRAFUND TRANSFERS	0	0	0	8,000	100.0
OTHER FINANCING USES	398	384	418	506	21.1
NET BUDGET	<u>274,283</u>	<u>248,281</u>	<u>280,401</u>	<u>292,971</u>	<u>4.5</u>
REVENUE					
INTERGOVERNMENTAL REVENUES	0	778	0	0	0.0
CHARGES FOR SERVICES	26,445	472	5,600	12,800	128.6
TOTAL OTHER REVENUE	<u>26,445</u>	<u>1,250</u>	<u>5,600</u>	<u>12,800</u>	<u>128.6</u>
UNREIMBURSED COSTS	247,838	247,031	274,801	280,171	2.0
ALLOCATED POSITIONS	1.00	1.00	1.00	1.00	0.0

Purpose

Fire Services Administration is responsible for coordinating and administering the County’s fire protection programs and the activities of four County Service Areas (CSAs) for which the Board of Supervisors is the governing board. CSAs provide fire protection from eight fire stations throughout the County. The Fire Services Manager/Fire Chief is the sole position in this budget unit.

The Fire Chief responds to emergencies, reviews and inspects all new commercial construction, exercises overall supervision of rescue, firefighting, and hazardous materials release operations in the CSAs. The Fire Chief is responsible for coordinating the annual budgets, serving as the County Fire Marshal who enforces the adopted fire codes and ordinances, preparing apparatus specifications for the CSAs, and representing the County Fire Services with other jurisdictions, emergency personnel, governing officials, and citizens.

The Fire Chief also serves as the Operational Area Coordinator of Sutter County for California Office of Emergency Services and remains committed to the state mutual aid system. This position organizes and does participates in strike team deployments throughout the State as a local government strike team leader or for California Office of Emergency Services as management support for disasters.

Major Budget Changes

Other Charges

- \$19,416 Increase in IF Cost Plan charges as calculated by the Auditor-Controller's Office

Program Discussion

The Fire Chief is responsible for coordinating the annual budgets, serving as the County Fire Marshal who enforces the adopted fire codes and ordinances, and preparing apparatus specifications for the CSAs. County Service Areas include CSA-C, CSA-D, CSA-F, and CSA-G.

CSA-C

This Service Area consists of the East Nicolaus Volunteer Fire Department operating out of two stations located in the communities of East Nicolaus and Rio Oso.

CSA-D

This Service Area consists of the Pleasant Grove Volunteer Fire Department operating out two fire stations.

CSA-F

This Service Area covers the largest portion of the County and includes the communities of Sutter, Live Oak, and Oswald/Tudor. Fire protection is provided to the City of Live Oak by contract.

CSA-G

The County contracts with the Yuba City Fire Department for fire protection in CSA-G, which is the area formerly protected by the Walton Fire Protection District. This budget unit is under Development Services Department.

Recommended Budget

Recommended appropriations for FY 2020-21 are \$292,971 which is an increase of \$12,570 (4.5%) over the FY 2019-20 Adopted Budget. The General Fund provides 95.6% of the financing for Fire Services Administration and is increased by \$5,370 (2%) over the FY 2019-20 Adopted Budget.

This budget unit is within the Public Safety fund; however, it is considered to be funded primarily by the General Fund.

Use of Fund Balance

The budget unit is within the Public Safety Fund. The budget does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0305 - COUNTY SERVICE AREA F				Dept: 0305	
Unit Title: COUNTY SERVICE AREA F					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,691,479	1,564,959	1,704,637	2,351,084	37.9
SERVICES AND SUPPLIES	780,110	686,665	872,759	968,740	11.0
OTHER CHARGES	173,248	172,035	192,383	152,021	-21.0
CAPITAL ASSETS	204,801	294,728	183,900	0	-100.0
OTHER FINANCING USES	24,159	26,218	26,424	28,057	6.2
NET BUDGET	2,873,797	2,744,605	2,980,103	3,499,902	17.4
REVENUE					
TAXES	1,839,234	1,833,723	1,841,700	1,881,880	2.2
LICENSES, PERMITS, FRANCHISES	4,767	0	0	0	0.0
FINES, FORFEITURES, PENALTIES	0	12,250	0	2,000	100.0
REVENUE USE MONEY PROPERTY	16,684	3,701	3,387	2,500	-26.2
INTERGOVERNMENTAL REVENUES	38,136	18,575	17,000	477,791	2,710.5
CHARGES FOR SERVICES	882,842	599,943	761,960	750,946	-1.4
MISCELLANEOUS REVENUES	8,347	21,816	0	0	0.0
OTHER FINANCING SOURCES	227,653	206,762	251,526	4,701	-98.1
CANCELLATION OF OBLIGATED FB	0	0	104,530	380,084	263.6
TOTAL OTHER REVENUE	3,017,663	2,696,770	2,980,103	3,499,902	17.4
UNREIMBURSED COSTS	-143,866	47,835	0	0	0.0
ALLOCATED POSITIONS	16.00	22.00	16.00	22.00	37.5

Purpose

Consistent with the mission and values of Sutter County Fire Services, County Service Area F is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within approximately 254 square miles of the County. This area includes the City of Live Oak, which is served under contract, the community of Sutter, and the unincorporated area from the Butte County line to the Nicolaus Bridge, excluding the Fire Protection Districts.

Major Budget Changes

Salaries & Benefits

- (\$187,500) Decrease in various salary and benefit accounts due to un-funding two (2.0 FTE) vacant Fire Engineer positions
- \$562,500 Increase in various salary and benefit accounts due to addition of six new Fire Engineer positions thru the SAFER Grant

Service & Supplies

- \$122,217 Increase related to ISF Workers' Compensation costs as calculated by the County Administrator's Office

Other Charges

- (\$33,000) Decrease due to administrative cost being moved out of Development Services
- (\$40,712) Decrease in Interfund OH Cost Plan charges as provided by the Auditor-Controller's Office
- \$42,000 Increase due to administrative cost to County Service Area F functions (Emergency Services Admin InterFund)

Capital Assets

- (\$183,900) Reduction in Capital Assets due to no planned capital purchases in FY 2020-21

Revenue

Intergovernmental Revenue

- \$461,291 Revenue from Fiscal Year 2018 SAFER grant for the hiring of six Fire Engineers

Other Financing Sources

- (\$251,526) Reduction in Operating Transfer-In from the General Fund

Program Discussion

This budget unit operates three fire stations and has an equipment inventory of twelve engines. Three structural firefighting engines (Type I), four wild-land engines (Type III), three water-tenders, one grass fire unit, and one heavy rescue/hazardous materials truck. Personnel include two Battalion Chiefs, nine Captains, five Engineers, six Engineers-SAFER and 27 volunteers. The 2010 Census report lists the population of CSA-F as 28,002, including the contracted City of Live Oak.

The Fire Department has been rated by the Insurance Services Office (ISO) as Class 4 in the Sutter Community Services District, Class 4 in the City of Live Oak and Class 5 in all non-hydranted areas within five miles of a fire station (one of only three fire departments in the State of California with this rating for non-hydranted areas). Areas located beyond five miles of a fire station are rated as Class 10. Each rating number represents a fire defense and physical condition measurement

relative to insurance risk. Lower values indicate less insurance risk and often equate to lower insurance costs for residents.

During 2019, the Department collectively responded to 2,297 calls for service. All career personnel are certified Emergency Medical Technicians with a defibrillator endorsement (EMT-1D) and are Hazardous Materials Technicians or Specialists. Some of the volunteer members are similarly certified. Training is an ongoing process for all personnel, and the Department has always been supportive of advanced training regardless of the firefighters' career or volunteer status. State regulations require personnel to undergo more specialized training. Personnel have been trained and certified in confined space rescue, high angle rope rescue, swift water rescue, and trench rescue techniques.

The Department conducts numerous fire inspections, fire hydrant testing, fire investigations, and assists other fire departments in the County with those duties. In addition, the Department conducts fire prevention programs at all elementary schools within its jurisdiction.

The Sutter County Fire Department maintains a strong commitment to the State Mutual Aid System. The Sutter County Fire Department has responded to Mutual Aid requests in Mendocino, Sonoma and Tehama Counties during the 2019 wildland fire season.

The Sutter County Fire Department is a signatory agency to the Yuba Sutter Hazardous Materials Response Team (YSHMRT). This team will provide hazardous materials emergency response within Sutter and Yuba Counties.

Recommended Budget

Appropriations in this budget are recommended at \$3,499,902, an increase of \$519,902 (17.4%) over the FY 2019-20 Adopted Budget.

All funding is provided through property taxes, special taxes, City of Live Oak contract revenues, and interest earnings. This budget unit does not routinely receive a funding allocation from the General Fund. The General Fund has, in the past, provided additional funding to assist in the purchase equipment, including a fire engine in FY 2019-20 and up to \$700,000 over three years FY 2019-20 to FY 2021-22) to provide matching funds for the SAFER grant, which funds six additional fire fighters.

Tax revenue, including the Special Fire Tax, is not adequately growing to cover the ongoing costs of the Fire Department. The Department has already begun experiencing a funding shortfall, where revenues do not completely cover expenses and fund balance reserves are needed to sustain service levels. County staff has engaged in discussions with a consultant to evaluate impacts of possible fire tax-related measures, however data gathered indicated a strong unwillingness by residents to increase revenues through raising assessments in the areas benefitting from CSA-F. Absent new revenue, the Department will have to examine ways to reduce expenses, which may include closing some fire stations. Closure of fire stations would increase response times and increase ISO ratings in the affected areas, thereby increasing the cost of home/property insurance in those areas.

The Department must continue to un-fund two vacant Fire Engineer positions as a requirement of the FY 2018 Staffing for Adequate Fire/Emergency Response (SAFER) grant that added six additional firefighters.

Use of Fund Balance

The CSA-F fund contains a Restricted Fund Balance in the amount of -\$36,126 as of July 1, 2019 (which does not include the outstanding loan from the General Fund for the construction of the Sutter Fire Station, with a remaining balance of approximately \$459,412). The recommended budget includes a cancellation of Obligated Fund Balance in the amount of \$380,084. This is budgeted as a placeholder for the required match of the SAFER Grant. Since there is not enough available fund balance to cancel the entire amount; this match will be required to come from the General Fund. Any use of General Fund resources will be calculated after the close of FY 2019-20 and staff will return to the Board of Supervisors to request additional funds, if necessary, to close the budget gap.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0309 - CNTY SERVICE AREA C-E NICOLAUS					
Unit Title: CNTY SERVICE AREA C-E NICOLAUS					
				Dept: 0309	
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	72,872	116,093	121,728	134,569	10.5
OTHER CHARGES	33,881	18,062	41,381	41,042	-0.8
CAPITAL ASSETS	0	12,030	350,000	12,150	-96.5
INCREASES IN RESERVES	0	0	0	57,739	100.0
NET BUDGET	106,753	146,185	513,109	245,500	-52.2
REVENUE					
TAXES	221,834	223,234	218,200	222,200	1.8
REVENUE USE MONEY PROPERTY	29,157	13,927	13,000	13,000	0.0
INTERGOVERNMENTAL REVENUES	2,653	1,258	2,500	2,300	-8.0
CHARGES FOR SERVICES	0	8	8,000	8,000	0.0
CANCELLATION OF OBLIGATED FB	0	0	271,409	0	-100.0
TOTAL OTHER REVENUE	253,644	238,427	513,109	245,500	-52.2
UNREIMBURSED COSTS	-146,891	-92,242	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The East Nicolaus Volunteer Fire Department (CSA-C) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area. The County Service Area C is managed by the Fire Services Manager.

Major Budget Changes

Capital Assets

- \$12,150 Capital Asset-Equipment request for Holmatro Rescue Tools
- (\$350,000) Reduction in Capital Assets due to no Water Tender Truck purchase in FY 2020-21

Revenues

Cancellation of Obligated Fund Balance

- (\$271,409) Reduction in Cancellation of Fund balance due to no Water Tender Truck being purchased in FY 2020-21

Program Discussion

This budget funds the East Nicolaus Volunteer Fire Department (CSA-C). The service area encompasses approximately 62 square miles. The 2010 Census Report lists the population at 1,571 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The East Nicolaus Volunteer Fire Department is comprised of two fire stations. The main station (Station 1) is located at 1988 Nicolaus Avenue in East Nicolaus and houses six pieces of fire equipment. The Sub-Station (Station 2) is located at 176 Pleasant Grove Road in Rio Oso and is currently not in use due to needed repairs.

The Department consists of one shared Volunteer Fire Chief with Pleasant Grove Volunteer Fire Department, one shared Extra-Help Fire Engineer with Pleasant Grove Volunteer Fire Department, and 11 Volunteer Fire Fighters. All personnel are trained in emergency care and cardiopulmonary resuscitation. The Department responded to 240 calls for service in 2019. The Department is committed to participation in the State Mutual Aid System and has responded to requests for assistance in Mendocino, Sonoma and Tehama Counties during the 2019 wildland fire season.

The East Nicolaus Volunteer Fire Department has automatic and mutual aid agreements with neighboring fire agencies.

Recommended Budget

Recommended appropriations are \$245,500, which is a decrease of \$267,609 (52.2%) over FY 2019-20. There is no Net County Cost in this budget unit. All funding is provided through property taxes and interest.

A Capital Asset-Equipment purchase of Holmatro Rescue Tools is recommended at an estimated cost of \$12,150.

Use of Fund Balance

The CSA-C fund contained a Restricted Fund Balance in the amount of \$951,314 as of July 1, 2019. It is estimated that the Restricted Fund Balance will remain the same at July 1, 2020. The recommended budget includes an Increase in Reserves in the amount of \$57,739.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0311 - CNTY SRVC AREA D-PLEASANT GROV					
Unit Title: CNTY SRVC AREA D-PLEASANT GROV					Dept: 0311
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	189,265	168,774	175,977	192,548	9.4
OTHER CHARGES	36,259	21,904	44,134	44,263	0.3
CAPITAL ASSETS	0	12,030	350,000	12,150	-96.5
INCREASES IN RESERVES	0	0	0	44,939	100.0
NET BUDGET	225,524	202,708	570,111	293,900	-48.4
REVENUE					
TAXES	268,289	275,745	264,800	268,900	1.5
REVENUE USE MONEY PROPERTY	33,235	15,986	14,500	14,000	-3.4
INTERGOVERNMENTAL REVENUES	3,043	1,559	3,000	3,000	0.0
CHARGES FOR SERVICES	95,292	51,528	8,000	8,000	0.0
CANCELLATION OF OBLIGATED FB	0	0	279,811	0	-100.0
TOTAL OTHER REVENUE	399,859	344,818	570,111	293,900	-48.4
UNREIMBURSED COSTS	-174,335	-142,110	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The Pleasant Grove Volunteer Fire Department (CSA-D) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area. The County Service Area D is managed by the Fire Services Manager.

Expenditures

Capital Assets

- \$12,150 Capital Asset-Equipment request for Holmatro Rescue Tools
- (\$350,000) Reduction in Capital Assets due to no Water Tender Truck being purchased in FY 2020-21

Revenues

Cancellation of Obligated Fund Balance

- (\$271,409) Reduction in Cancellation of Fund balance due to no Water Tender Truck being purchased in FY 2020-21

Program Discussion

This budget funds the Pleasant Grove Volunteer Fire Department (CSA-D). The service area encompasses approximately 71 square miles. The 2010 Census report lists the population at 980 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The Pleasant Grove Volunteer Fire Department is comprised of two fire stations. The main station (Station 1) is located at 3100 Howsley Road in Pleasant Grove, and houses four pieces of fire equipment. The Sub-Station (Station 2) is located at the intersection of Sankey Road and Pleasant Grove Road in Pleasant Grove, and houses three pieces of fire equipment.

The Department consists of one shared Volunteer Fire Chief with East Nicolaus Fire Department, one shared Extra Help Fire Engineer with East Nicolaus Volunteer Fire Department. Pleasant Grove Volunteer Fire Department currently has a total of 18 Volunteer Fire Fighters. All personnel are trained in emergency care and cardiopulmonary resuscitation. The Department responded to 227 calls for service in 2019. The Department is committed to participation in the State Mutual Aid System and has responded to requests for service in Mendocino, Sonoma and Tehama Counties during the 2019 wildland fire season.

The Pleasant Grove Volunteer Fire Department has automatic and mutual aid agreements with neighboring fire agencies.

Recommended Budget

Recommended appropriations are \$293,900, which is a decrease of \$276,211 (48.4%) over FY 2019-20. There is no Net County Cost in this budget unit. All funding is provided through property taxes and interest.

A Capital Asset-Equipment purchase of Holmatro Rescue Tools is recommended at an estimated cost of \$12,150.

Use of Fund Balance

The CSA-D fund contains a Restricted Fund Balance in the amount of \$1,069,104 as of July 1, 2019. It is estimated that the Restricted Fund Balance will equal \$789,293 at July 1, 2020 due to the capital asset water tender truck purchase.

The recommended budget includes an Increase in Reserves in the amount of \$44,939.

****INDIVIDUAL BUDGETS FOLLOW NARRATIVE****

Purpose

The Capital Projects Fund was established to enable improved tracking of large County building-related projects.

Capital Improvement projects are set at a threshold of \$150,000 or more and are budgeted within the Capital Asset expenditure accounts. Projects estimated to be completed within one year are budgeted in the Capital Improvement Projects budget unit (1-800). Projects estimated to cross multiple fiscal years and/or with multiple funding sources are budgeted in the Capital Projects Fund within its own budget unit.

General maintenance projects that are budgeted less than \$150,000, are included in the Building Maintenance budget unit (1-700).

Major Budget Changes & Program Discussions

Human Services Building Project 1-806

This budget unit is prepared jointly by multiple County departments including the County Administrative Office, Development Services, and the Health and Human Services Department.

This project involves relocating a significant portion of the Health and Human Services Department to a vacant commercial building, comprising approximately 84,000 square feet, located at 850 Gray Avenue in Yuba City. An initial step in this plan was to secure a long-term lease, authorized by the Board on June 27, 2017. Relocating Health and Human Services staff to this facility once renovations are complete would improve convenience to customers and enhance coordination of services by consolidating programs in a single site that is centrally located and close to public transportation routes. Substantial renovation to the building and site is necessary, however, to accommodate Health and Human Services use.

As the County moves forward with improvements, limited immediate financial resources will be available and competitive financing mechanisms will need to be secured. During FY 2019-20, the County hired KNN Public Finance to assist with the financing.

This budget is recommended at \$1,623,754 for FY 2020-21; which includes rents/leases, special departmental expense, professional/specialized services, and utilities. These expenditures are funded by Transfer-In from Behavioral Health Realignments funds.

Jail Expansion Project 1-807

This project, which is managed by the Development Services Department, reflects the Jail Expansion Project budget unit created to account for costs incurred for the Main Jail Expansion

project. The major construction project, which has spanned several years, was completed in FY 2019-20.

The entire project cost \$19,094,774. Complete project funding, including State funding of \$9,253,950, County development impact fees of \$3,850,212, and the total contribution of \$5,932,773 from the County's General Fund, totals \$19,523,985. The remaining \$487,050 is held as State retention to be returned to the County General Fund.

The Development Services Department is currently working with a Certified Public Account firm to conduct required final audit of the project. Once the audit is completed and certified, the \$487,050 project retention will be returned to the County. The final balance from this project will remain in Fund 0-016 and will be reclass to General Committee Fund Balance for future capital projects.

Tri-County Regional Juvenile Rehabilitation Facility Project 1-808

This budget unit, which is managed by the County Administrative Office and the Probation Department, reflects Sutter County's share of cost for the construction of the facility. This project is managed by Yuba County.

Plans for the construction of a new Tri-County Juvenile Rehabilitation Facility have continued through FY 2019-20. Colusa County was previously awarded an SB 81 Local Youthful Offender Rehabilitation Facilities Construction Grant through the Board of State and Community Corrections (BSCC). At the joint request of Yuba, Sutter and Colusa Counties, the grant was redirected by the BSCC to the proposed new tri-county facility, with Yuba County acting as the lead agency. In spring of 2015, Yuba County applied for a second round of funding through the SB 81 Local Youthful Offender Rehabilitation Facilities Construction Grant in the amount of \$9,600,000. The application was approved and, combined with the grant received by Colusa County, will be used to construct 32-bed facility in Yuba County. Originally, the plans were to build a new 48-bed facility, however, construction costs have risen by more than \$5 million since funding for the original project was approved, and the BSCC has since approved the scaled down construction plans. The project has received final approval and is currently in early stages of construction.

This budget unit currently contains a committed fund balance of \$1,824,327 for purposes of completing the construction of the project. This amount has been appropriated by the Board over the years from a variety of different special revenue and General Fund sources.

District Attorney Office Relocation Project 1-809

In early 2016, the new Courthouse became operational; however, office space for County legal support systems was not provided. A portion of the existing County Health and Human Services Building located at 1445 Veteran's Memorial Circle (formerly occupied by Peach Tree Clinic), offers an opportunity to relocate the District Attorney's office. Development Services has hired

an architectural firm to redesign the needed improvements for the District Attorney's new office space. Currently no appropriations are recommended in the FY 2020-21 budget for this project.

Casa de Esperanza Project 1-810

The County financially assists the operation of Casa de Esperanza, which supports women and children in our community. In 2016 the Casa de Esperanza structure, which the County owns, experienced a fire which destroyed a portion of the first floor, second floor and roof along the southwestern portion of the building. The damage was inspected and assessed by County personnel from General Services and Development Services as well as the County's insurance agent, Trindel Insurance Fund.

In FY 2019-20, the Board of Supervisors approved an Independent Contractor Agreement with Hilbers, Incorporated for the Casa de Esperanza Building Reconstruction Project. The project was completed in FY 2019-20.

The total cost of the project, including initial cleanup, architect design, Hilbers Contractor Agreement cost and other related expenses, is approximately \$1,831,562. The insurance reimbursement had paid \$525,698. The remaining cost of the project in the amount of \$1,305,864 had been advanced by the County and pending for insurance reimbursement. Once the remaining insurance reimbursement is received, the final balance from this project will remain in Fund 0-016 and will be reclass to General Committee Fund Balance for future capital projects. The County expects to receive full reimbursement for the cost. However, if the insurance settlement totals less than \$1,831,562, the remaining balance will have to come from the General Fund. No appropriation was included in the FY 2020-21 budget for this cost.

Property Tax Software 1-813

FY 2020-21 expenditures are recommended at \$875,501 for the re-budget of the integrated Property Tax System for the Offices of the Assessor, Treasurer-Tax Collector and Auditor Controller. In FY 2019-20, funding for the project (all General Fund cost) was transferred from the three departments for their shares of the project cost. The project will be completed in phases.

1965 Live Oak Boulevard Homeless Shelter 1-814

On September 11, 2018, the Board of Supervisors approved a location for an emergency homeless shelter and authorized staff to conduct due diligence efforts on the site at 1965 Live Oak Boulevard in Yuba City. The Shelter structures had been completed and the Shelter has been in operation since September 2019.

The County continues working on the Shelter's improvements. Sutter County has been awarded \$319,761.91 Homeless Housing Assistance Program (HHAP) grant. \$175,000 of this Grant is budgeted for in Maintenance Structures/Improvements as a onetime cost to provide existing shelter units with electrical, HVAC units, and additional grounds lighting.

Library Innovation Project 1-816

Sutter County operates a library system designed to benefit the entire region, and the main facility is located in Yuba City. This facility was built in 1971 when the population of Yuba City was 13,986 and the needs of the region were much different. In recent years, in addition to receiving feedback from the public, the Library has worked with the Aspen Institute to identify strategies to accommodate and provide access to new technology. It was identified that space for students and entrepreneurs to collaborate, share, and present ideas that further the educational and employment opportunities of residents would be very beneficial for the needs of the growing region and should be a critical priority of the Library should any expansion possibilities be considered. To this end, both the City of Yuba City and the County have brainstormed on how to improve the library in this manner. What resulted was a plan to design a new “Innovation Center”, which would significantly enhance and expand services to the community in the manner previously sought after. This Innovation Center would accomplish this by providing access to innovative educational opportunities which would benefit patrons in ways they could not have previously obtained and increase the square footage available for public use by approximately 5,500 square feet within the existing footprint of the structure.

The City has supported this project by providing \$1,163,000 in City Library Impact Fees to fund its construction costs. The County awarded a contract to architectural firm HGA to develop a design concept for the project. Activities on this contract have commenced and construction will likely begin in FY 2020-21. All funding for this project has been placed in a committed fund balance within fund 0016. At the time this narrative was written, \$196,000 in expenditures were appropriated. When the specific costs are known, staff will return to the Board with a budget amendment.

Use of Fund Balances

These budgets do not utilize any specific fund balances, except for the following:

- Project 1816, Library Innovation Center: \$1.4 million has been set aside for funding the construction costs of the project. This reserve will be accessed once construction begins.
- Project 1808, Tri County Juvenile Hall Construction: a \$1.8 million reserve exists that will cover Sutter County's share of the construction cost once construction begins. At that point, a budget amendment will be processed to appropriate funds.

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: HUMAN SERVICES BUILDING					
					Dept: 1806
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	893,094	1,481,454	698,325	1,467,145	110.1
OTHER CHARGES	104,251	72,660	116,387	156,609	34.6
NET BUDGET	997,345	1,554,114	814,712	1,623,754	99.3
REVENUE					
OTHER FINANCING SOURCES	0	556,759	0	1,623,754	100.0
CANCELLATION OF OBLIGATED FB	0	0	814,712	0	-100.0
TOTAL OTHER REVENUE	0	556,759	814,712	1,623,754	99.3
UNREIMBURSED COSTS	997,345	997,355	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: JAIL EXPANSION					
					Dept: 1807
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	7,131,561	457,148	120,602	0	-100.0
OTHER CHARGES	52,016	12,545	15,171	6,277	-58.6
INCREASES IN RESERVES	0	0	701,154	0	-100.0
OTHER FINANCING USES	0	0	350,000	0	-100.0
NET BUDGET	<u>7,183,577</u>	<u>469,693</u>	<u>1,186,927</u>	<u>6,277</u>	<u>-99.5</u>
REVENUE					
REVENUE USE MONEY PROPERTY	67,455	39,540	0	6,277	100.0
INTERGOVERNMENTAL REVENUES	2,260,121	699,887	1,186,927	0	-100.0
OTHER FINANCING SOURCES	3,910,000	0	0	0	0.0
TOTAL OTHER REVENUE	<u>6,237,576</u>	<u>739,427</u>	<u>1,186,927</u>	<u>6,277</u>	<u>-99.5</u>
UNREIMBURSED COSTS	946,001	-269,734	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: TRI CO JUVENILE HALL CONSTRUCT					Dept: 1808
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	47,411	25,321	590,000	0	-100.0
NET BUDGET	<u>47,411</u>	<u>25,321</u>	<u>590,000</u>	<u>0</u>	<u>-100.0</u>
REVENUE					
OTHER FINANCING SOURCES	597,677	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	590,000	0	-100.0
TOTAL OTHER REVENUE	<u>597,677</u>	<u>0</u>	<u>590,000</u>	<u>0</u>	<u>-100.0</u>
UNREIMBURSED COSTS	-550,266	25,321	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: DA-OFFICE RELOCATION PROJECT					Dept: 1809
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	300,484	44,100	100	0	-100.0
OTHER CHARGES	0	0	9,896	0	-100.0
NET BUDGET	300,484	44,100	9,996	0	-100.0
REVENUE					
OTHER FINANCING SOURCES	923	0	9,996	0	-100.0
TOTAL OTHER REVENUE	923	0	9,996	0	-100.0
UNREIMBURSED COSTS	299,561	44,100	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: BUILDING-CASA DE ESPERANZA					Dept: 1810
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	1,504	638	5,100	0	-100.0
OTHER CHARGES	2,278	3,344	42,304	0	-100.0
CAPITAL ASSETS	165,734	1,444,017	1,255,000	0	-100.0
OTHER FINANCING USES	0	0	250,000	0	-100.0
NET BUDGET	<u>169,516</u>	<u>1,447,999</u>	<u>1,552,404</u>	<u>0</u>	<u>-100.0</u>
REVENUE					
MISCELLANEOUS REVENUES	0	0	1,113,698	0	-100.0
CANCELLATION OF OBLIGATED FB	0	0	438,706	0	-100.0
TOTAL OTHER REVENUE	<u>0</u>	<u>0</u>	<u>1,552,404</u>	<u>0</u>	<u>-100.0</u>
UNREIMBURSED COSTS	169,516	1,447,999	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: PROPERTY TAX SOFTWARE					
					Dept: 1813
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
CAPITAL ASSETS	0	0	875,501	875,501	0.0
NET BUDGET	0	0	875,501	875,501	0.0
REVENUE					
OTHER FINANCING SOURCES	0	875,501	875,501	0	-100.0
CANCELLATION OF OBLIGATED FB	0	0	0	875,501	100.0
TOTAL OTHER REVENUE	0	875,501	875,501	875,501	0.0
UNREIMBURSED COSTS	0	-875,501	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: 1965 LIVE OAK BLVD-HOMELESS SH					Dept: 1814
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/09/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	0	353,411	300,000	175,000	-41.7
OTHER CHARGES	0	12,370	0	0	0.0
CAPITAL ASSETS	0	0	59,570	0	-100.0
NET BUDGET	0	365,781	359,570	175,000	-51.3
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	300,000	0	-100.0
MISCELLANEOUS REVENUES	0	301,500	0	175,000	100.0
OTHER FINANCING SOURCES	0	59,570	59,570	0	-100.0
TOTAL OTHER REVENUE	0	361,070	359,570	175,000	-51.3
UNREIMBURSED COSTS	0	4,711	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS					
Unit Title: LIBRARY INNOVATION PROJECT					Dept: 1816
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	0	57,130	0	0	0.0
OTHER CHARGES	0	5,719	0	59,591	100.0
NET BUDGET	0	62,849	0	59,591	100.0
REVENUE					
MISCELLANEOUS REVENUES	0	1,163,000	0	0	0.0
OTHER FINANCING SOURCES	0	0	0	196,000	100.0
TOTAL OTHER REVENUE	0	1,163,000	0	196,000	100.0
UNREIMBURSED COSTS	0	-1,100,151	0	-136,409	100.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Debt Services Kyocera Debt Service (1-210)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0020 - DEBT SERVICES Unit Title: KYOCERA DEBT SERVICE			Dept: 1210		
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/01/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	29,980	4,208	5,214	1,223	-76.5
NET BUDGET	29,980	4,208	5,214	1,223	-76.5
REVENUE					
INTERGOVERNMENTAL REVENUES	366	0	0	0	0.0
CHARGES FOR SERVICES	429	0	0	0	0.0
OTHER FINANCING SOURCES	29,185	4,208	5,214	1,223	-76.5
TOTAL OTHER REVENUE	29,980	4,208	5,214	1,223	-76.5
UNREIMBURSED COSTS	0	0	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit, is prepared by the County Administrator's Office, and managed by the Auditor-Controller's Office and the General Services Department.

Major Budget Changes

Other Charges

- (\$3,991) Decrease in Retire Long-Term Debt and Interest Expense due to only one copier remaining on the lease to November 2020

Program Discussion

Copier leases are directly billed to user departments, via Operating Transfer accounts, based on copier machine rental costs. The lease term for the majority of copiers ended in October 2018. One copier remains on the lease until November 2020 in this budget.

Recommended Budget

This budget is recommended at \$1,223 for one copier remaining on the lease.

Use of Fund Balance

This budget unit is within the Debt Services Fund. The budget does not include the use of any specific fund balance.

**Debt Services
Chevron Debt Service (1-211)**

*Steven M. Smith,
County Administrator*

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0020 - DEBT SERVICES					
Unit Title: CHEVRON DEBT SERVICE		Dept: 1211			
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/01/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	682,697	740,946	740,924	772,005	4.2
INCREASES IN RESERVES	0	0	0	27	100.0
NET BUDGET	<u>682,697</u>	<u>740,946</u>	<u>740,924</u>	<u>772,032</u>	<u>4.2</u>
REVENUE					
REVENUE USE MONEY PROPERTY	-377	452	0	0	0.0
OTHER FINANCING SOURCES	719,339	740,907	740,924	772,032	4.2
TOTAL OTHER REVENUE	<u>718,962</u>	<u>741,359</u>	<u>740,924</u>	<u>772,032</u>	<u>4.2</u>
UNREIMBURSED COSTS	-36,265	-413	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit, is prepared by the County Administrator’s Office, and managed by the Auditor-Controller’s Office and the General Services Department.

Program Discussion

In 2014, the Board of Supervisors approved a contract with Chevron Energy Solutions (CES) for an Energy Conservation Project. This is a 15-year contract and payments are due annually on February 27th, through 2029. During the course of construction of the project, debt services payments for the project were budgeted and paid from the Capital Project fund. After the construction was completed, budget unit 1-211 within Debt Services Fund, was established to make the lease payment based on lease payment schedule. Charges are allocated to benefited departments, via Operating Transfer accounts.

Recommended Budget

Recommended Appropriations total \$772,032, per the lease payment schedule.

Use of Fund Balance

This budget unit is within the Debt Services Fund. The budget does not include the use of any specific fund balance.

**Debt Services
Comcast Debt Service (1-212)**

*Steven M. Smith,
County Administrator*

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0020 - DEBT SERVICES				Dept: 1212	
Unit Title: COMCAST DEBT SERVICE					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/01/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	0	0	21,176	66,290	213.0
INCREASES IN RESERVES	0	0	28	25	-10.7
NET BUDGET	<u>0</u>	<u>0</u>	<u>21,204</u>	<u>66,315</u>	<u>212.7</u>
REVENUE					
MISCELLANEOUS REVENUES	0	0	68	211	210.3
OTHER FINANCING SOURCES	0	0	21,136	66,104	212.8
TOTAL OTHER REVENUE	<u>0</u>	<u>0</u>	<u>21,204</u>	<u>66,315</u>	<u>212.7</u>
UNREIMBURSED COSTS	0	0	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit is prepared by the County Administrator’s Office and managed by the General Services Department.

Program Discussion

The County uses a dedicated, dark fiber network to transmit data, voice and video communications. The dark fiber network serves as the County backbone that connects staff and facilities to datacenters, outside agencies and the internet. County facilities throughout the region, including Yuba City, Live Oak and Sutter, are serviced by the network. In addition, direct links are provided to Sutter County Superior Court, the City of Yuba City, and Yuba County.

With the expiration of the Comcast franchise agreement on July 13, 2019, the County entered into an agreement with Comcast for continued use of the dark fiber network. The agreement includes an optional construction provision that allows the County to connect a potential future facility, 850 Gray Ave, and to also migrate connections from the existing main County datacenter at 463 2nd Street. The Comcast agreement is for a ten-year term, which will ensure the County has a stable network with a predictable price.

The contract costs are \$21,176.04 for FY 2019-20, \$66,289.90 for FY 2020-21, and \$77,988.00 annually for FY 2021-22 through FY 2028-29. Optional construction to connect a future facility and to migrate connections from the existing main County datacenter at 463 2nd Street is estimated at \$290,355. Service charges for any future facility will not be incurred until fiber construction to the new facility has been completed. The total estimated cost of the ten-year agreement with the construction option is \$1,001,725 and will be funded by a proportional countywide distribution of costs. Costs are allocated to user departments, via Operating Transfer accounts.

Debt Services Comcast Debt Service (1-212)

*Steven M. Smith,
County Administrator*

Recommended Budget

Recommended appropriations are \$66,315, which includes \$66,290 for payment to Comcast (\$62,667 in principal and \$3,623 in interest) and \$25 in increased Obligated Fund Balance. All appropriations are financed through operating transfers to user departments. There is no Net County Cost in this budget.

Use of Fund Balance

This budget unit is within the Debt Services Fund. The budget does not include the use of any specific fund balance.

County Share Budgets Trial Courts - General (2-110)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0014 - TRIAL COURT				Dept: 2110	
Unit Title: TRIAL COURTS-GENERAL					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	-1	0	0	0	0.0
OTHER CHARGES	19	35	0	0	0.0
NET BUDGET	<u>18</u>	<u>35</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
REVENUE					
REVENUE USE MONEY PROPERTY	7,907	431	0	0	0.0
CHARGES FOR SERVICES	4,363,875	0	4,540,129	0	-100.0
OTHER FINANCING SOURCES	0	4,540,129	0	4,431,633	100.0
TOTAL OTHER REVENUE	<u>4,371,782</u>	<u>4,540,560</u>	<u>4,540,129</u>	<u>4,431,633</u>	<u>-2.4</u>
UNREIMBURSED COSTS	-4,371,764	-4,540,525	-4,540,129	-4,431,633	-2.4
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget, which is prepared by the County Administrator's Office, shows the contribution from the County General Fund necessary to balance the Trial Court Fund. The Trial Court Fund consists of the budgets for Probation, Sheriff's Court Bailiffs, the Public Defender, and the County General Fund contribution to operation of Superior Court and conflict indigent defense costs.

Major Budget Changes

There are no major budget changes for FY 2020-21.

Program Discussion/Recommended Budget

The recommended General Fund contribution is \$4,431,633, which is a decrease of \$108,496 (2.4%) from the FY 2019-20 Adopted Budget. As noted, this Net County Cost represents the County share of all recommended budgets in the Trial Court Fund (0-014).

Use of Fund Balance

This budget unit is within the Trial Court Fund. The budget does not include the use of any specific fund balance.

County Share Budgets Trial Court Funding (2-114)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 2114	
Unit Title: TRIAL COURT-COUNTY SHARE					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	4,363,875	0	4,540,129	0	-100.0
OTHER FINANCING USES	0	4,540,129	0	4,431,633	100.0
NET BUDGET	<u>4,363,875</u>	<u>4,540,129</u>	<u>4,540,129</u>	<u>4,431,633</u>	<u>-2.4</u>
UNREIMBURSED COSTS	4,363,875	4,540,129	4,540,129	4,431,633	-2.4
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit, which is prepared by the County Administrator's Office, reflects the General Fund cost of the Trial Court Fund. The amount appropriated is shown as revenue in the Trial Court General (2-110) budget.

Major Budget Changes

There are no major budget changes for FY 2020-21.

Program Discussion/Recommended Budget

The recommended General Fund contribution is \$4,431,633, which is a decrease of \$108,496 (2.4%) from the FY 2019-20 Adopted.

The recommended amount equals the revenue that is required to meet the Net County Costs of all the budget units within the Trial Court Fund (0-014), which include Sheriff's Court Bailiffs (2-103), Public Defender (2-106), Trial Court Funding (2-109), Superior Court (2-112) and Probation (2-304).

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

County Share Budgets Public Safety - General (2-210)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0015 - PUBLIC SAFETY				Dept: 2210	
Unit Title: PUBLIC SAFETY-GENERAL					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	-1,179	-137	0	0	0.0
NET BUDGET	-1,179	-137	0	0	0.0
REVENUE					
REVENUE USE MONEY PROPERTY	-11,381	-1,624	0	0	0.0
CHARGES FOR SERVICES	19,106,632	0	21,268,257	0	-100.0
OTHER FINANCING SOURCES	10,349,305	19,989,665	8,777,000	32,406,708	269.2
TOTAL OTHER REVENUE	29,444,556	19,988,041	30,045,257	32,406,708	7.9
UNREIMBURSED COSTS	-29,445,735	-19,988,178	-30,045,257	-32,406,708	7.9
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit is prepared by the County Administrator's Office. It shows both the revenue derived from the half-cent sales tax increase the State's voters approved when they passed Proposition 172 in November 1993 and the contribution from the County General Fund necessary to finance public safety costs. The General Fund contribution is budgeted in the Public Safety - County Share (2-215) budget unit.

Major Budget Changes

Revenues

- (\$21,268,257) Decrease in IF General Fund Cost due to moving the activity to Other Financing Sources
- \$23,629,708 Increase in Operating Transfers in due to reclassification from IF General Fund Cost

Program Discussion/Recommended Budget

The Revenue for this budget is recommended at \$32,406,708, which is an increase of \$2,361,451 (7.9%) over the FY 2019-20 Adopted Budget. The recommended General Fund contribution is the same.

County Share Budgets

Public Safety - General (2-210)

Steven M. Smith,
County Administrator

California voters enacted Proposition 172 in 1993, which established a permanent statewide half-cent sales tax for support of local public safety functions. Proposition 172 funding is budgeted at \$8.6 million for FY 2020-21, a loss of \$133,517 (1.5%) from the FY 2019-20 Adopted Budget. It is important to note that the estimated actual revenue for FY 2019-20 is \$7,395,941, a shortfall of nearly \$1.4 million (15.7%) from the FY 2019-20 Adopted Budget due to the loss of sales tax revenue in the statewide pool and the deferral of \$707,000 in payments that would otherwise have been received in the current year to next fiscal year, both due to COVID-19 response. This revenue loss places a significant burden on local financial resources to maintain the level of local public safety services.

All revenue will be transferred from the Public Safety Augmentation Fund (0-282) to the Public Safety Fund (0-015) in FY 2020-21.

Use of Fund Balance

This budget unit is within the Public Safety Fund. The budget does not include the use of any specific fund balance.

County Share Budgets Public Safety Funding (2-215)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: PUBLIC SAFETY-COUNTY SHARE					
					Dept: 2215
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	19,106,632	0	21,268,257	0	-100.0
OTHER FINANCING USES	0	14,000,000	0	23,763,225	100.0
NET BUDGET	19,106,632	14,000,000	21,268,257	23,763,225	11.7
UNREIMBURSED COSTS	19,106,632	14,000,000	21,268,257	23,763,225	11.7
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit, which is prepared by the County Administrator's Office, reflects the General Fund cost of the Public Safety Fund. The amount appropriated in this budget unit appears as revenue in the Public Safety – General (2-210) budget unit, which is located in the Public Safety Fund (0-015).

Major Budget Changes

Other Charges

- \$2,494,968 Increase in Interfund Public Safety Costs

Program Discussion/Recommended Budget

This budget is recommended at \$23,763,225, which is an increase of \$2,494,968 (11.7%) over the FY 2019-20 Adopted Budget. The General Fund contribution to the Public Safety Fund reflects the total of the recommended Unreimbursed Costs of all budgets within the Public Safety Fund.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

County Share Budgets

Health Care - General (4-110)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0012 - HEALTH					Dept: 4110
Unit Title: HEALTH CARE-GENERAL					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	-376	-1,439	0	0	0.0
NET BUDGET	-376	-1,439	0	0	0.0
REVENUE					
REVENUE USE MONEY PROPERTY	-3,199	-17,254	1,000	0	-100.0
CHARGES FOR SERVICES	6,584,631	0	3,858,127	0	-100.0
OTHER FINANCING SOURCES	173,706	4,353,206	4,025,000	7,939,698	97.3
TOTAL OTHER REVENUE	6,755,138	4,335,952	7,884,127	7,939,698	0.7
UNREIMBURSED COSTS	-6,755,514	-4,337,391	-7,884,127	-7,939,698	0.7
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The Health Care - General budget unit includes Health Realignment Revenue received by the County and a contribution from the County General Fund, which constitutes that fund's share of health costs. It should be noted that Health Realignment Revenue is transferred into the Health Fund from Special Revenue Fund (0-247) and consists of two components: Vehicle License Fee and Sales Tax Revenue.

In March 2014 AB-85 came into effect, which redirected how sales tax and vehicle license fees for health are distributed and ceased the pass-through of County Medical Services Program (CMSP) funds.

This budget unit is prepared by the County Administrator's Office.

Major Budget Changes

Revenues

- \$15,000 Increase in Operating Transfer-In from Realignment
- \$250,000 Increase in Operating Transfer-In from SB910 Medi-Cal Special Revenue Fund
- (\$208,429) Decrease in Operating Transfer-In from General Fund

Program Discussion/ Recommended Budget

This revenue-only budget reflects anticipated funding of \$7,939,698, which supports appropriations throughout the Health Fund (Fund 0012).

The County General Fund's contribution to the Health Fund is recommended at \$3,649,698. This contribution includes \$674,240 to satisfy the County's AB8 required match (which is interpreted to remain intact following the passage of AB85); and \$188,781 for the County's required CMSP Participation Fee, which, pursuant to Welfare and Institutions Code Section 16809.3(d), may not be paid with Health Realignment funds, and, pursuant to Welfare and Institutions Code Section 16990(e), may not be included in determining compliance with any other statutory Maintenance of Effort provisions.

The account for SB910 Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) revenue was moved to this budget unit from the Public Health (4-103) budget unit in FY 2017-18. For FY 2020-21, \$250,000 is transferred from SB910 Medi-Cal Special Revenue Fund in FY 2020-21 to support a portion of the increased cost for Jail Medical.

The Realignment revenue amounts are calculated each year by the State Controller's Office based on actual vehicle license fee and sales tax revenues. It should be noted that these budgeted figures are subject to change once actual revenue information becomes available from the State Controller's Office later in the year.

MVIL Realignment revenues for health are recommended at \$4,040,000, which is an increase of \$15,000 (0.3%) over the FY 2019-20 budget. Health realignment revenue is volatile due to the impact of COVID-19 on both sales tax and vehicle license fees. Fund Balance in the amount of \$490,000 in the health realignment fund (0-247) will be used to support the revenue transfer, but future revenue losses will impact the Health and Human Services – Public Health budget.

Use of Fund Balance

This budget unit is within the Health Fund. The budget does not include the use of any specific fund balance

County Share Budgets Health Fund (4-112)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 4112	
Unit Title: HEALTH-COUNTY SHARE					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	6,294,839	0	3,858,127	0	-100.0
OTHER FINANCING USES	173,706	4,353,206	4,025,000	7,199,698	78.9
NET BUDGET	<u>6,468,545</u>	<u>4,353,206</u>	<u>7,883,127</u>	<u>7,199,698</u>	<u>-8.7</u>
REVENUE					
INTERGOVERNMENTAL REVENUES	<u>3,362,221</u>	<u>3,090,542</u>	<u>4,025,000</u>	<u>3,550,000</u>	<u>-11.8</u>
TOTAL OTHER REVENUE	<u>3,362,221</u>	<u>3,090,542</u>	<u>4,025,000</u>	<u>3,550,000</u>	<u>-11.8</u>
UNREIMBURSED COSTS	3,106,324	1,262,664	3,858,127	3,649,698	-5.4
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The Health Fund – County Share budget unit includes the County’s share of the cost of the budget units and programs of the Health Services Fund (0-012). This budget unit also includes Health Realignment Motor Vehicle In-Lieu (MVIL) revenue. Health Realignment MVIL revenue is budgeted as a pass-through in this budget unit in order to meet the intent of State law, which requires that Realignment MVIL revenue be first placed in the General Fund and, upon receipt, be transferred to the Health Realignment Special Revenue Fund (0-247). While Realignment MVIL funds are constitutionally General Fund dollars, the intent of statute, in essence, is to require counties to deposit a like amount of funds to a county’s Health Fund. Sutter County accomplishes this by simply transferring all Realignment funds to the Health Fund.

This budget is prepared by the County Administrator's Office.

Major Budget Changes

Other Finance Uses

- (\$475,000) Decrease in Operating Transfer Out for Realignment Motor Vehicle In-Lieu (MVIL) revenue due to anticipated loss of revenue
- (\$208,429) Decrease in Operating Transfer Out due to decrease of Net County Cost

Revenues

- (\$475,000) Decrease in Realignment Motor Vehicle In-Lieu (MVIL) revenue due to anticipated loss of revenue

Program Discussion/Recommended Budget

This budget is recommended at \$7,199,698.

The County's General Fund contribution to the Health Fund is recommended at \$3,649,698, a decrease of \$208,429 compared to FY 2019-20. This contribution includes \$674,240 to satisfy the County's AB8 required match (which is interpreted to remain intact following the passage of AB85); and \$188,781 for the County's required County Medical Services Program (CMSP) Participation Fee, which pursuant to Welfare and Institutions Code Section 16809.3(d) may not be paid with Health Realignment funds and pursuant to Welfare and Institutions Code Section 16990(e) may not be included in determining compliance with any other statutory Maintenance of Effort provisions.

MVIL Realignment revenues are recommended at \$3,550,000, a decrease of \$475,000 over FY 2019-20 in anticipate revenues loss due to COVID-19 pandemic. In March of 2014, AB85 came into effect, which redirected how sales tax and MVIL will be distributed, as well as ceased the pass-through of realigned CMSP funds. MVIL Realignment revenues will continue to be monitored to see how that revenue stream may affect this budget unit throughout the coming fiscal year.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

County Share Budgets
Welfare/Social Services General (5-110)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0013 - WELFARE/SOCIAL SERVICES					
Unit Title: WELFARE/SOCIAL SERVICES-GENRL					Dept: 5110
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/30/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	2,804	-2,469	0	3,025	100.0
OTHER FINANCING USES	4,733,043	0	0	0	0.0
NET BUDGET	<u>4,735,847</u>	<u>-2,469</u>	<u>0</u>	<u>3,025</u>	<u>100.0</u>
REVENUE					
REVENUE USE MONEY PROPERTY	43,644	-29,442	10,000	0	-100.0
CHARGES FOR SERVICES	553,375	0	449,000	0	-100.0
OTHER FINANCING SOURCES	8,649,583	6,400,546	9,463,217	10,274,178	8.6
TOTAL OTHER REVENUE	<u>9,246,602</u>	<u>6,371,104</u>	<u>9,922,217</u>	<u>10,274,178</u>	<u>3.5</u>
UNREIMBURSED COSTS	-4,510,755	-6,373,573	-9,922,217	-10,271,153	3.5
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

The Welfare and Social Services General budget unit is a revenue-only budget unit used to balance the Welfare and Social Services Fund (0-013) to the total cost of all budget units within that fund. This budget unit contains revenue from the Social Services Realignment Revenue (SSRR) Fund (0-248) and a General Fund contribution. The latter constitutes the County's share of aggregate Welfare and Social Services net county costs, shown as a corresponding appropriation in the Welfare - County Share (5-113) budget unit. The revenue included in this budget unit equals the sum of the unreimbursed costs of all the other budget units in the Welfare and Social Services Fund.

This budget is prepared by the County Administrator's Office.

Major Budget Changes

Revenues

- \$351,961 Increase in Operating Transfer In due to increase of cancellation of restricted fund balance transferred from the SSRR fund

Program Discussion/Recommended Budget

The anticipated revenue is \$10,274,178, an increase of \$351,961 (3.5%) over FY 2019-20. This increase is due to additional funds anticipated to be transferred from the Social Services Realignment Revenue Fund (0-248) during FY 2020-21.

The recommended amount for the sales tax portion from the SSRR is \$4,876,258. This is a decrease of \$1,329,632 over FY 2019-20, which represents a negative impact in sales tax related to COVID-19 pandemic. There is no sales tax growth expected. The recommended budget also includes Cancellation of Fund Balance in the amount of \$8,360,287, an increase of \$2,799,640 compared to FY 2019-20. The increase is attributable to the increase in unreimbursed cost of the budget units within the Welfare and Social Services fund as well as AB85 and anticipated loss of Realignment revenue.

The recommended budget for the MVIL portion of the SSRR is \$468,717, a decrease of \$28,783 compared to FY 2019-20. The Motor Vehicle In-lieu (MVIL) portion of the SSRR is first deposited in the General Fund and is then transferred to this budget unit.

The SSRR amounts are set each year by the State Controller's Office. It should be noted these budgeted figures are subject to change once revenue estimate information becomes available from the State Controller's office later in the year.

Use of Fund Balance

This budget unit is within the Welfare and Social Services Fund.

County Share Budgets Welfare/Social Services Fund (5-113)

Steven M. Smith,
County Administrator

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: WELFARE-COUNTY SHARE					
					Dept: 5113
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	553,375	0	449,000	0	-100.0
OTHER FINANCING USES	384,350	934,753	497,500	917,717	84.5
NET BUDGET	<u>937,725</u>	<u>934,753</u>	<u>946,500</u>	<u>917,717</u>	<u>-3.0</u>
REVENUE					
INTERGOVERNMENTAL REVENUES	488,725	628,515	497,500	468,717	-5.8
TOTAL OTHER REVENUE	<u>488,725</u>	<u>628,515</u>	<u>497,500</u>	<u>468,717</u>	<u>-5.8</u>
UNREIMBURSED COSTS	449,000	306,238	449,000	449,000	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose/Mission

The Welfare/Social Services Fund – County Share budget unit includes the County’s share of the cost for programs included in the Welfare/Social Services Fund 0-013. The amount appropriated in this budget unit is shown as revenue in the Welfare/Social Services–General budget unit 5-110. The Motor Vehicle In-Lieu (MVIL) Realignment revenue shown in this budget unit is required by law to be first deposited in the County’s General Fund before being transferred to the Welfare/Social Services Realignment Special Revenue (SSRR) Fund 0-248.

This budget is prepared by the County Administrator’s Office.

Major Budget Changes

Other Charges

- (\$449,000) Decrease due to reclassification of Operating Transfer from the General Fund

Other Finance Uses

- \$449,000 Increase due to reclassification of Operating Transfer from the General Fund
- (\$28,783) Decrease due to MVIL portion of the SSRR revenue decrease

Revenues

- (\$28,783) Decrease in MVIL portion of the SSRR

Program Discussion/Recommended Budget

Total appropriations are recommended at \$917,717, a decrease of \$28,783 (3.0%) over FY 2019-20. The Net County Cost of \$449,000 in this budget unit represents the County share, or Maintenance of Efforts, required for all recommended budgets in the Welfare/Social Services Fund. It is the same as FY 2019-20.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL Unit Title: CLERK OF THE BOARD					Dept: 1105
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	168,869	146,892	194,942	207,289	6.3
SERVICES AND SUPPLIES	47,574	19,433	40,600	36,576	-9.9
OTHER CHARGES	50	25	0	0	0.0
INTRAFUND TRANSFERS	86	49	66	53	-19.7
OTHER FINANCING USES	1,098	1,070	1,119	1,274	13.9
NET BUDGET	217,677	167,469	236,727	245,192	3.6
REVENUE					
FINES, FORFEITURES, PENALTIES	600	450	800	750	-6.2
CHARGES FOR SERVICES	200	0	50	50	0.0
UNDESIGNATED FUND BALANCE	11,776,376	6,866,235	0	0	0.0
TOTAL OTHER REVENUE	11,777,176	6,866,685	850	800	-5.9
UNREIMBURSED COSTS	-11,559,499	-6,699,216	235,877	244,392	3.6
ALLOCATED POSITIONS	1.95	2.20	1.95	2.12	9.0

Purpose/Mission

The County Clerk is Ex-Officio Clerk of the Board of Supervisors. This office is charged with the responsibility of safekeeping all books, papers, and records that are deposited with this office, in accordance with State law. Staff attends all meetings, prepares agendas, and maintains all minutes and records of the Board of Supervisors, the Assessment Appeals Board, and other Board functions.

Major Budget Changes

Salaries & Benefits

- (\$ 24,411) Decrease due to allocate a portion of Clerk-Recorder's and Accountant's positions to the Recorder
- \$ 36,758 General increase primarily due to step increases and increases in benefits cost and a position reclassification during FY 2019-20

Program Discussion

The Clerk of the Board budget includes funding for 1.0 FTE Assistant Clerk of the Board; 1.0 FTE Deputy Board Clerk, a 0.025 FTE portion of an Accountant and a 0.1 FTE portion of the County Clerk-Recorder's time for oversight of the office.

Regular public Board meetings are held most alternating Tuesdays at 3:00 p.m.

Goal for FY2020-21

- To increase online resources for citizens and to streamline internal processes for Board and Commissions

Recommended Budget

Recommended appropriations total \$245,192, an increase of \$8,465 (3.6%) over FY 2019-20. The General Fund provides 99.7% of the cost for this budget, and Net County Cost has increased \$8,515 (3.6%) over FY 2019-20.

It is recommended that 0.05 FTE of Clerk-Recorder position and 0.025 FTE of Accountant position are transferred from Clerk of the Board to the Recorder's budget.

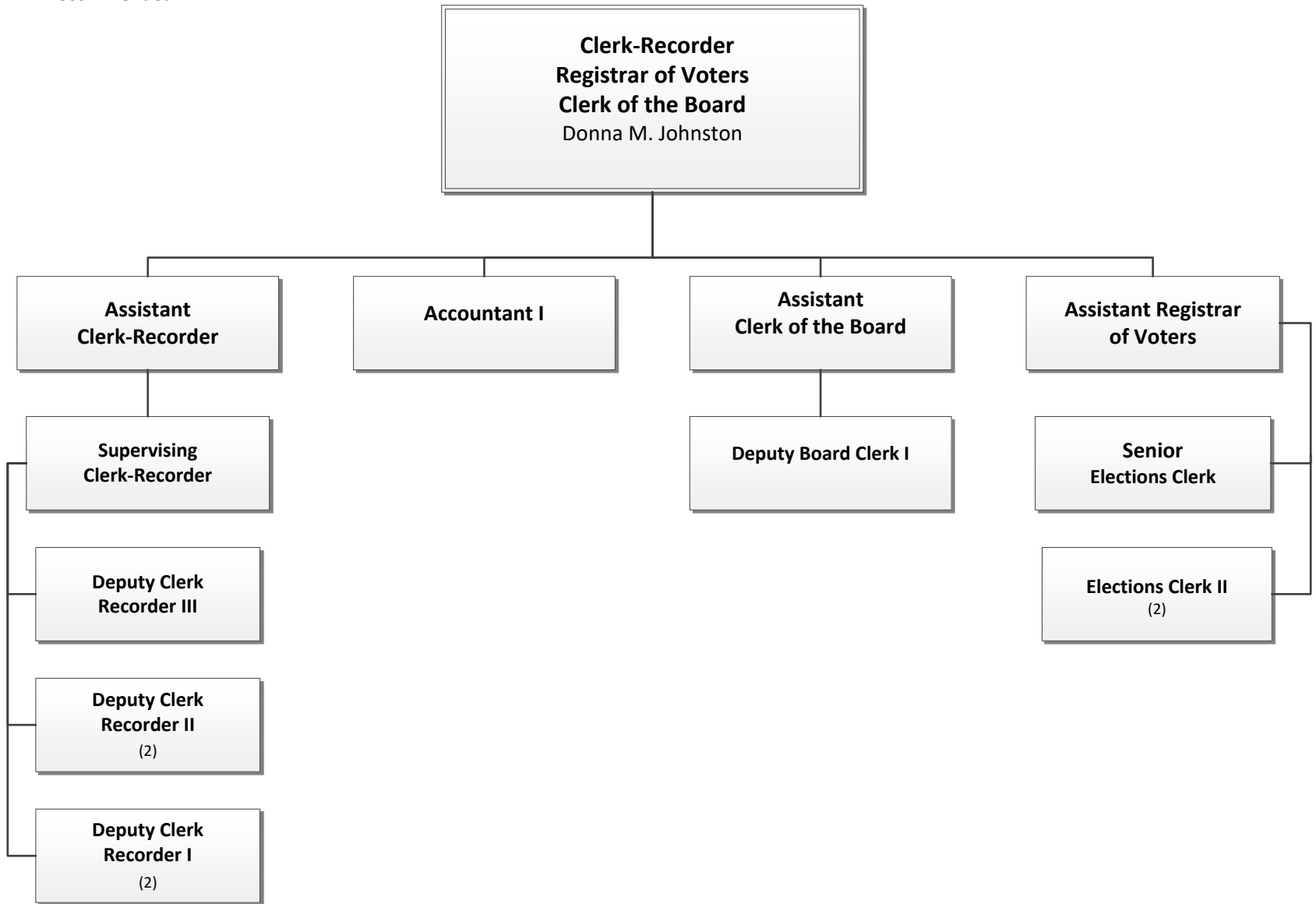
Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

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**County Clerk-Recorder/Registrar
of Voters/Clerk of the Board
FY 2020-2021**

Recommended



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: ELECTIONS					Dept: 1502
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	554,571	443,629	543,101	551,328	1.5
SERVICES AND SUPPLIES	333,981	250,762	445,125	483,667	8.7
OTHER CHARGES	66	50	0	0	0.0
CAPITAL ASSETS	170,020	19,433	140,000	0	-100.0
INTRAFUND TRANSFERS	1,973	1,064	1,419	1,000	-29.5
OTHER FINANCING USES	8,007	8,294	8,691	9,854	13.4
NET BUDGET	1,068,618	723,232	1,138,336	1,045,849	-8.1
REVENUE					
INTERGOVERNMENTAL REVENUES	6,493	181,298	134,000	85,000	-36.6
CHARGES FOR SERVICES	93,682	19,632	60,600	100,600	66.0
MISCELLANEOUS REVENUES	926	698	2,000	2,000	0.0
OTHER FINANCING SOURCES	0	0	0	20,000	100.0
TOTAL OTHER REVENUE	101,101	201,628	196,600	207,600	5.6
UNREIMBURSED COSTS	967,517	521,604	941,736	838,249	-11.0
ALLOCATED POSITIONS	4.85	4.85	4.85	4.85	0.0

Purpose/Mission

This budget unit is administered by the County Clerk-Recorder. The department conducts Federal, State and County elections, as well as City, School and Special District elections in the county. Staff are responsible to administer voter registration and outreach programs; maintain the master voter file, master office and incumbent file; process ballots; perform the layout and proofing of all sample ballot, official ballot, and voter information materials; establish precinct boundaries and polling place locations; recruit and train precinct workers; maintain, test and distribute voting equipment to all polling places; tabulate all voted ballots; and conduct the official election canvass.

Major Budget Changes

Services & Supplies

- \$ 36,855 Increase due to increased Special Department Expense for November Presidential General Election and increased postage cost

Capital Assets

- (\$140,000) Decrease due to no Capital Assets being requested in FY 2020-21

Revenues

- \$ 50,000 Increase in Elections service revenue for the November Presidential General Election

Program Discussion

The Elections Budget Unit funds the elections that the county administers, as well as elections administered on behalf of other entities such as the cities of Yuba City and Live Oak as well as various School Districts and other Special Districts. Elections that are administered for other entities are generally consolidated with countywide elections, and the County is reimbursed for the other jurisdictions' proportionate share of costs.

There is one election anticipated for this year, the November Presidential General Election.

Goals for FY2020-21

- To conduct the November Presidential General Election
- To increase voter registration, online services, and mandated voter service

Recommended Budget

Recommended appropriations total \$1,045,849, a decrease of \$92,487 (8.1%) over FY 2019-20. The decrease is primarily due to no Capital Assets requested in FY 2020-21. The General Fund provides 80.2% of the financing for this budget unit, and Net County Cost is decreased by \$103,487 (11.0%) from FY 2019-20.

Previous budgets have included funding for smaller, less frequent landowner and utility district elections (UDEL). This budget does not include funding for these elections. If such an election is requested by a local jurisdiction, the cost would be reimbursed by the entity requiring the election, and a budget amendment would be brought forward to the Board of Supervisors.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					Dept: 2706
Unit Title: RECORDER					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	392,774	399,245	402,449	422,496	5.0
SERVICES AND SUPPLIES	137,507	96,722	158,997	281,250	76.9
OTHER CHARGES	8	25	0	0	0.0
CAPITAL ASSETS	0	0	195,000	242,000	24.1
INTRAFUND TRANSFERS	615	337	450	328	-27.1
OTHER FINANCING USES	8,698	8,902	9,192	10,172	10.7
NET BUDGET	539,602	505,231	766,088	956,246	24.8
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	0	1,087	100.0
CHARGES FOR SERVICES	501,735	375,369	736,190	417,700	-43.3
OTHER FINANCING SOURCES	0	0	0	510,000	100.0
TOTAL OTHER REVENUE	501,735	375,369	736,190	928,787	26.2
UNREIMBURSED COSTS	37,867	129,862	29,898	27,459	-8.2
ALLOCATED POSITIONS	4.55	4.30	4.30	4.37	1.7

Purpose/Mission

The County Recorder is responsible for recording and filing documents that verify ownership, liens, or encumbrances, of all land in Sutter County. The Recorder's duties also include reproducing and indexing documents, papers, maps, and notices for which State law requires recording. Duties also include filing and maintaining birth, death, and marriage records for the County of Sutter.

Major Budget Changes

Salaries & Benefits

- \$ 24,411 Increase due to allocate additional portion of Clerk-Recorder's and Accountant's position to the Recorder

Services & Supplies

- \$121,000 Increase in Professional Services for imaging of older records. Cost offset by Special Revenue Fund

Capital Assets

- \$30,000 Purchase of two storage servers, funded by Special Revenue Funds, dedicated to DFM RiiMS application imaging
- \$30,000 Purchase of two storage servers, funded by Special Revenue Funds, for BMI Imaging Systems dedicated for Digital Reel Images
- \$17,000 Replace one end of life scanner funded using Special Revenue Funds
- \$165,000 Re-budget purchase of new Clerk and Recorder software system. Total cost for the system is \$300,000. The Recorder portion of the \$165,000 is funded by Special Revenue Funds

Revenues

- \$20,000 Increase in Recording Fees Revenue
- \$157,310 Increase from Special Revenue Funds Transfer in for purchase of new software system, servers and image conversion

Program Discussion

The Recorder Budget Unit funds the Recorder operations, which are funded by document recording fees. Document recording fees are regulated by Government Code and a specified portion of these fees are set aside into special revenue funds for specific recorder projects. These special revenue funds and their purposes are:

- 1) Micrographic Fund (0-237), which funds the cost of converting the document storage system to micrographics;
- 2) Clerk/Recorder Upgrade Fund (0-232), which funds the support, maintenance, improvement and provision of the Recorder operation for modernized creation, retention, and retrieval of information in the County's recorded document system;
- 3) Vital Statistics Fund (0-288), which funds the modernization of vital records operations,
- 4) Social Security Truncation Fund (0-280), which funds the redaction of social security numbers on recorded documents,
- 5) E-Recording which funds infrastructure for electronic recording of documents and
- 6) SB2 Affordable Housing and Jobs Act which funds the cost of administering this program.

A small portion of the budget is funded by the General Fund to cover the mandated no fee recordings on behalf of other governmental agencies and county departments.

Goals for FY2020-21

- To purchase and implement the new Clerk and Recorder software system to improve efficiency and online access to citizens
- Continue imaging of older records, further enhancing service to citizens

Recommended Budget

Total appropriations are recommended at \$956,246, an increase of \$190,158 (24.8%) over FY 2019-20. The General Fund provides 2.9% of the financing for this budget unit and, and Net County Cost is decreased by \$2,439 (8.2%) compared to FY 2019-20.

The following Capital Assets are recommended:

- \$165,000 Purchase of new Clerk and Recorder software (Recorder's share)
- \$60,000 Purchase of four new Clerk-Recorder imaging storage servers
- \$17,000 Replace one end of life scanner

It is recommended that 0.05 FTE of Clerk-Recorder position and 0.025 FTE of Accountant position is transferred from Clerk of the Board to the Recorder's budget. The increase of the cost is offset by the increase from Recorder's Special Revenue Funds.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specify fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL Unit Title: COUNTY CLERK					Dept: 2710
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	293,430	217,104	338,398	340,712	0.7
SERVICES AND SUPPLIES	53,465	33,972	62,637	63,192	0.9
CAPITAL ASSETS	0	0	135,000	135,000	0.0
INTRAFUND TRANSFERS	243	137	183	139	-24.0
OTHER FINANCING USES	2,734	2,967	3,020	3,250	7.6
NET BUDGET	349,872	254,180	539,238	542,293	0.6
REVENUE					
LICENSES, PERMITS, FRANCHISES	18,958	13,260	20,000	25,000	25.0
FINES, FORFEITURES, PENALTIES	0	500	0	0	0.0
INTERGOVERNMENTAL REVENUES	0	0	0	484	100.0
CHARGES FOR SERVICES	268,099	186,513	255,000	266,100	4.4
TOTAL OTHER REVENUE	287,057	200,273	275,000	291,584	6.0
UNREIMBURSED COSTS	62,815	53,907	264,238	250,709	-5.1
ALLOCATED POSITIONS	3.40	3.65	3.65	3.65	0.0

Purpose/Mission

The County Clerk is responsible for issuing marriage licenses, processing passport applications, filing fictitious business name statements, registering notaries, process servers and professional photocopyers, performing wedding ceremonies, and other related work.

Major Budget Changes

Capital Assets

- \$135,000 Re-budget purchase of new Clerk and Recorder software. Total cost for the system is \$300,000 split between Clerk and Recorder. Recorder Special Revenue Funds cover the Recorder's share of \$165,000 (55%)

Program Discussion

The County Clerk budget unit funds the County Clerk operations, which include the acceptance of Passport applications, Fictitious Business Name Statements, as well as marriage licenses and ceremonies.

As the local post offices ceased processing of passports, and surrounding county clerk offices do not process passports or require appointments, demand has increased substantially.

The Clerk's office prides itself on accuracy and continues to have no fraudulent passport applications as determined by the US Department of State.

Goals for FY2020-21

- To purchase and implement the new Clerk and Recorder software system to improve efficiency and online access to citizens
- To increase online resources to citizens

Recommended Budget

Appropriations are recommended at \$542,293, an increase of \$3,055 (0.6%) over FY 2019-20. The General Fund provides 46.2% of the financing for this budget unit, and Net County Cost has decreased by \$13,529 (5.1%) from the FY 2019-20 Adopted Budget.

Capital Assets are recommended at \$135,000 for the Clerk's share of the cost of new Clerk and Recorder software. The total cost of the software is \$300,000.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specify fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL				Dept: 2711	
Unit Title: DOMESTIC VIOLENCE CENTERS					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
OTHER CHARGES	16,323	19,244	25,000	25,000	0.0
NET BUDGET	16,323	19,244	25,000	25,000	0.0
REVENUE					
LICENSES, PERMITS, FRANCHISES	16,323	19,266	25,000	25,000	0.0
TOTAL OTHER REVENUE	16,323	19,266	25,000	25,000	0.0
UNREIMBURSED COSTS	0	-22	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose/Mission

The purpose of the Domestic Violence budget unit is to collect funds from fees generated by the issuance of marriage licenses and to distribute those funds to domestic violence programs, pursuant to Government Code §26840 and Welfare and Institutions Code §18305. The County may either forward these additional fees to the State for distribution to domestic violence centers, or it may distribute the funds to a local domestic violence center.

Major Budget Changes

There are no major budget changes for FY 2020-21.

Program Discussion

It is recommended that the Board of Supervisors continue to distribute the collected funds locally to Casa de Esperanza for local domestic violence programs. Casa de Esperanza provides a safe house as well as counseling services for victims of domestic violence.

Recommended Budget

Appropriations are recommended at \$25,000, the same as FY 2020-21. The General Fund does not provide any financing for this budget unit.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL			Dept: 1301		
Unit Title: COUNTY COUNSEL					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	909,676	743,713	982,622	827,534	-15.8
SERVICES AND SUPPLIES	302,280	259,508	301,088	293,178	-2.6
OTHER CHARGES	100	50	0	0	0.0
INTRAFUND TRANSFERS	524	288	384	286	-25.5
OTHER FINANCING USES	5,908	5,929	6,094	6,705	10.0
NET BUDGET	1,218,488	1,009,488	1,290,188	1,127,703	-12.6
REVENUE					
CHARGES FOR SERVICES	22,984	15,161	16,500	16,500	0.0
MISCELLANEOUS REVENUES	100	0	0	0	0.0
TOTAL OTHER REVENUE	23,084	15,161	16,500	16,500	0.0
UNREIMBURSED COSTS	1,195,404	994,327	1,273,688	1,111,203	-12.8
ALLOCATED POSITIONS	5.50	4.30	5.50	4.80	-12.7

Mission/Purpose

The Office of County Counsel serves the county, its treasury, and its governing body, by providing timely, responsive, high quality, cost-effective legal services designed to promote the public service objectives of the County of Sutter, while at the same time protecting the county from risk and loss.

Major Budget Changes

Salaries & Benefits

- \$80,385 Increase related to increase one part-time Deputy County Counsel position (0.5 FTE) to a full-time position (1 FTE)
- (\$43,000) Decrease in Extra Help budget
- (\$192,473) Decrease related to County Counsel assuming Risk Management functions and shifting personnel costs to the Risk Management budgets

Program Discussion

As part of the County Counsel's function, attorneys from the office attend meetings of the Board of Supervisors, the County Planning Commission, and the Assessment Appeals Board. County Counsel also attend meetings of the Gilsizer County Drainage District and the Feather River Air Quality Management District; both independent special districts. Additionally, County Counsel provide advice to the Sutter County Grand Jury and various independent special districts located in the County on an as-needed basis.

County Counsel's duties include, but are not limited to, the following:

- Rendering legal opinions in response to requests from the Board of Supervisors, the County Administrative Officer, County department heads, other management personnel and special districts.
- Providing litigation services involving lawsuits both by and against the County, including those relating to planning, zoning, California Environmental Quality Act, code enforcement, writs of mandate, bail bond forfeitures, tax matters, and other complex litigation.
- Representing the County Public Guardian in establishing and renewing conservatorships pursuant to the Probate Code and the Welfare and Institutions Code.
- Representing the Sutter-Yuba Mental Health facility before the Superior Court in writs of habeas corpus and informed consent proceedings.
- Representing the Child Protective Services division of the Welfare and Social Services Department in juvenile court proceedings.
- Advising County department heads and the Human Resources Department in employee disciplinary matters and litigating such matters from the initial procedures to arbitration to court proceedings.
- Drafting and reviewing contracts, ordinances, resolutions, and other legal documents.
- Analyzing risk management to ensure proactive steps are being taken by county departments, as well as subsequent remedial measures to ensure a significant reduction in settlements, judgments, and defense costs.
- From time to time, contracting with outside counsel in cases where County Counsel's office has a conflict of interest or where expertise in a specific legal area is required.

County Risk Management, which has three budget units including General Insurance & Bonds, Liability Insurance ISF and Workers' Comp Insurance ISF, was reorganized to be under the oversight from County Counsel starting on July 1, 2019. As a result, positions from HR and County Counsel are reallocated to Risk Management. County Counsel has allocated a total of 1.2 FTEs to Risk Management in addition to the Risk Management Administrator.

One part-time Deputy County Counsel position (0.5 FTE) is increased to a full-time position (1 FTE) to meet the legal needs in Risk Management, offset by a decrease in Extra Help.

Goals in FY 2020-21

- Serve and protect the County, its treasury, and its governing body, by providing timely, responsive, high quality legal services and aggressively representing the county in litigation;
- Provide creative solutions and viable alternatives to support the delivery of County services;
- Perform Legal services to maintain the highest professional and ethical standards while fostering high morale and productivity, through collaborative efforts dedicated to continuous improvement

Recommended Budget

Total appropriations are recommended at \$1,127,703, a decrease of \$162,485 (12.6%) over FY 2019-20. The decrease is mainly due to reorganization of Risk Management. The General Fund provides 98.5% of the financing for this budget unit, and Net County Cost is decreased by \$162,485 (12.8%) compared to FY 2019-20. Part of the decrease is offset by the increase of Net County Cost for Human Resources due to reorganization of the Risk Management.

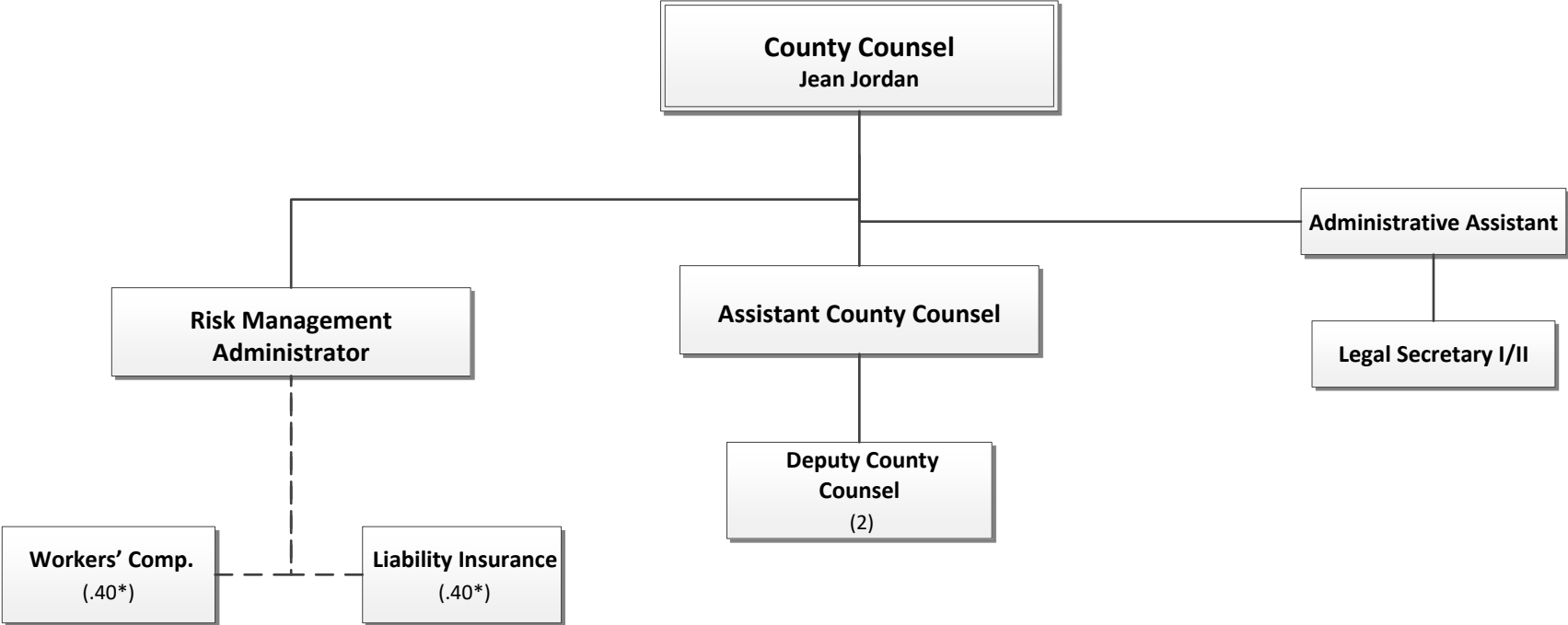
It is recommended to increase one part-time Deputy County Counsel Flex 1-4 position (0.5 FTE) to a full-time position (1 FTE). A decrease of one existing Office Assistant I/II-Confidential position from a full-time (1.0 FTE) to a part-time position (0.5 FTE) is recommended in the Human Resources budget, leaves no net position change between the two departments.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

County Council FY 2020-2021

Recommended



Notes:

*60% of each of these positions allocated to the Human Resources Department.

County Counsel

General Insurance & Bonds (1-911)

Jean Jordan, County Counsel

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: GENERAL INSURANCE & BONDS					
					Dept: 1911
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	250,862	150,476	161,885	132,723	-18.0
INTRAFUND TRANSFERS	-48,096	-24,356	-32,491	-24,915	-23.3
NET BUDGET	202,766	126,120	129,394	107,808	-16.7
REVENUE					
CHARGES FOR SERVICES	194,020	92,377	123,093	103,401	-16.0
MISCELLANEOUS REVENUES	0	0	2,354	1,642	-30.2
TOTAL OTHER REVENUE	194,020	92,377	125,447	105,043	-16.3
UNREIMBURSED COSTS	8,746	33,743	3,947	2,765	-29.9
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit finances miscellaneous insurance costs for the following areas: Property insurance, employee bond and crime insurance, automobile physical damage, construction equipment physical damage, watercraft physical damage and liability, and boiler and machinery physical damage.

Major Budget Changes

Services & Supplies

- (\$29,129) Decrease in Insurance Premiums

Intrafund Transfer

- \$7,576 Decrease in Intrafund revenue from allocation of Insurance Premiums due to decrease in Insurance Premiums, shown as an increase in expenditure

Revenues

- (\$19,692) Decreased revenue from allocation of Insurance Premiums due to decrease in Insurance Premiums

Program Discussion

This budget unit is used solely to finance miscellaneous general insurance costs. General insurance premium costs are charged to County departments using the Interfund and Intrafund General Insurance and Bonds accounts. The primary factor driving the General Insurance and Bonds budget is the cost of premiums.

The County of Sutter self-insures for Property Insurance through Trindel Insurance Fund up to \$5,000 per occurrence. Losses exceeding these limits are covered by an excess insurance policy purchased through Public Risk Innovation, Solutions, and Management (PRISM Risk), formerly known as the California State Association of Counties-Excess Insurance Authority (CSAC-EIA), by way of Trindel Insurance Fund. The County also has a \$10,000,000 Faithful Performance Bond, and a \$10,000,000 Money and Securities Bond, each with a \$25,000 deductible.

Recommended Budget

Total appropriations are recommended at \$107,808, a decrease of \$21,586 (16.7%) compared to FY 2019-20, due to insurance premiums decrease.

This budget unit reflects only the cost of insurance premiums that are provided to the County by the carrier; there is no practical ability for the County to affect budget reductions in this budget unit in the short-term. The Net County Cost of \$2,765 covers the insurance premiums allocated to county properties that are not used by specific department.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

County Counsel Liability Insurance (4-590)

Jean Jordan, County Counsel

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 4590 - LIABILITY INSURANCE ISF				Dept: 4590	
Unit Title: LIABILITY INSURANCE ISF					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/03/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	8,491	158,574	226,055	283,014	25.2
SERVICES AND SUPPLIES	1,404,498	1,541,603	1,547,114	1,711,792	10.6
OTHER CHARGES	16,395	45,094	47,635	10,933	-77.0
INCREASES IN RESERVES	0	0	23,568	106,810	353.2
NET BUDGET	1,429,384	1,745,271	1,844,372	2,112,549	14.5
REVENUE					
REVENUE USE MONEY PROPERTY	539	5,390	0	0	0.0
CHARGES FOR SERVICES	1,007,473	1,341,875	1,788,531	2,051,478	14.7
MISCELLANEOUS REVENUES	36,400	103,600	105,532	61,071	-42.1
UNDESIGNATED FUND BALANCE	-7,599	-391,880	0	0	0.0
TOTAL OTHER REVENUE	1,036,813	1,058,985	1,894,063	2,112,549	11.5
UNREIMBURSED COSTS	392,571	686,286	-49,691	0	-100.0
ALLOCATED POSITIONS	0.80	1.70	1.80	1.90	5.6

Purpose/Mission

This budget identifies the annual expenses for the operation of the Self-insured Liability program, which is established as an Internal Service Fund (ISF). The costs for operation of this budget are allocated to the other operating budgets of the County. This budget provides funds for the administration, adjustment, and defense of liability claims against the County and the purchase of excess insurance, should the County sustain a catastrophic loss.

Major Budget Changes

Salaries & benefits

- \$56,959 Increase due to more County Counsel staff resources needed for this budget

Services & Supplies

- \$164,249 Increase in Insurance Premiums

Other Charges

- (\$37,157) Decrease in Cost Plan charges as provided by the Auditor-Controller's Office

County Counsel

Liability Insurance (4-590)

Jean Jordan, County Counsel

Increase in Reserves

- \$106,810 Increase in Obligated Fund Balance to cover the negative Net Assets

Revenues

- \$264,145 Increase in revenue from liability insurance program charges to County departments and agencies
- (\$43,600) Decrease in Loss Control Subsidy Revenue

Program Discussion

The primary factor that drives this budget is the cost of maintaining the self-insured liability program and associated costs.

The County of Sutter self-insures for Liability Insurance through Trindel Insurance Fund. The County transitioned to Trindel during FY 2014-15. Due to the premium increase in FY 2019-20, Trindel Board members increased the Self-Insured Retention (SIR) to \$250,000, up from \$100,000, for all risk liability and \$10,000 for auto liability, per occurrence. Losses exceeding these limits are covered by excess insurance policies purchased through the California State Association of Counties-Excess Insurance Authority (CSAC-EIA), by way of Trindel Insurance Fund. The excess policies provide coverage for liability losses up to \$25 million. A recent actuarial evaluation performed by Bickmore Risk Services found the County's self-insurance reserves, through Trindel Insurance Fund, to be adequately funded.

The County has experienced a significant increase in insurance premiums. In FY 2019-20, Risk Management transitioned from the Human Resources department to County Counsel. The pairing of Risk Management and County Counsel will help mitigate the County's liability and better defend the County from claims and lawsuits.

In FY 2020-21, 1.5 FTEs apportioned from County Counsel along with 0.4 FTE position from Human Resources are dedicated to managing the Liability Insurance related risk management.

Recommended Budget

Total appropriations are recommended at \$2,112,549, an increase of \$268,177 (14.5%) over FY 2019-20. The Liability Insurance budget unit operates as an Internal Services Fund and balances revenues to expenses within the fund over time.

Charges for Services are recommended at \$2,051,478, which is an increase of \$261,947 (14.7%) in the Liability Insurance ISF premium and other service charged to County Departments as compared to FY 2019-20. The amount budgeted in the ISF Liability Insurance line item reflects the total charges made to County departments for liability insurance premiums, management of the liability fund, and loss prevention efforts. Therefore, the increase in this account equals the

County Counsel Liability Insurance (4-590)

Jean Jordan, County Counsel

amount that has been increased in County departments' budgets for FY 2020-21. There is no Net County Cost in this budget.

It is recommended that 1.5 FTEs from County Counsel and 0.4 FTE from HR are allocated to this budget in FY 2020-21.

Use of Fund Balance

During FY 2018-19, accounting adjustments were made to reflect the actual insurance cash deposit with others and claims reserve for the Liability Insurance per Trindel's Statement of Net Position as of June 30, 2019. The adjustment increases the County's Insurance Expense by \$456,582. The additional expense is primarily due to several large liability claims that were recognized and paid during FY 2017-18 and FY 2018-19.

As a result, Fund 4-590 has a negative Net Assets of \$265,454 at the end of FY 2018-19. Net Assets are estimated to equal to negative \$166,297 as of June 30, 2020. The negative Net Assets indicates a loss of the Liability Insurance ISF. The County plans to recover the loss in the next two years. \$100,000 of the loss is included in the program revenue that charged to the County departments in FY 2020-21. The remaining loss will be recovered through charges in FY 2021-22.

County Counsel Workers' Compensation (4-591)

Jean Jordan, County Counsel

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 4591 - WORKERS' COMP INSURANCE ISF				Dept: 4591	
Unit Title: WORKERS' COMP INSURANCE ISF					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/01/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	99,212	173,988	222,566	172,310	-22.6
SERVICES AND SUPPLIES	3,467,942	2,869,668	2,882,295	3,162,131	9.7
OTHER CHARGES	9,687	54,647	57,158	35,925	-37.1
CAPITAL ASSETS	704	0	0	0	0.0
INCREASES IN RESERVES	0	0	0	413,040	100.0
OTHER FINANCING USES	0	0	51	158	209.8
NET BUDGET	3,577,545	3,098,303	3,162,070	3,783,564	19.7
REVENUE					
REVENUE USE MONEY PROPERTY	878	5,921	0	0	0.0
CHARGES FOR SERVICES	2,685,857	2,299,641	3,066,188	3,782,649	23.4
MISCELLANEOUS REVENUES	0	0	637	915	43.6
UNDESIGNATED FUND BALANCE	-105,994	-999,534	95,245	0	-100.0
TOTAL OTHER REVENUE	2,580,741	1,306,028	3,162,070	3,783,564	19.7
UNREIMBURSED COSTS	996,804	1,792,275	0	0	0.0
ALLOCATED POSITIONS	2.00	1.70	1.85	1.10	-40.5

Purpose/Mission

County Counsel is responsible for the administration and management of the Workers' Compensation program. Elements of the Workers' Compensation program include: claims management, coordination of third-party claims administration, monitoring departmental safety and accident prevention programs, tracking job-related accidents and injuries and the maintenance of appropriate reports, records and statistics.

Major Budget Changes

Salaries & benefits

- (\$50,256) Decrease due to less staff resources allocated to this budget

Services & Supplies

- \$278,119 Increase in Insurance Premiums

Other Charges

- (\$21,565) Decrease in Cost Plan charges as provided by the Auditor-Controller's Office

County Counsel

Workers' Compensation (4-591)

Jean Jordan, County Counsel

Increase in Reserves

\$413,040 Increase in Obligated Fund Balance to cover the negative Net Assets

Revenues

- \$716,461 Increase in revenue from Workers' Compensation program charges to County departments

Program Discussion

This budget unit is an Internal Service Fund; therefore, all revenues and expenses are accumulated within the fund and net costs are allocated to individual County departments based on a standard allocation methodology.

The primary factors that impact the cost of this budget unit are salaries & benefits and workers' compensation insurance premiums. On a year-over-year basis, insurance premiums are subject to a number of economic stimuli and global market conditions, available insurance capacity by the underwriting community, claims loss history, and the overall state of the economy. As such, Sutter County can expect to experience an annual swing in premium rates dependent on any or all of the variables mentioned above.

On July 1, 2015, Sutter County transitioned from CSAC-EIA primary workers' compensation program to the Trindel Insurance Fund program. The County self-insures, through Trindel Insurance Fund, losses up to \$300,000 for Workers' Compensation. Losses exceeding these limits are covered by an excess insurance policy purchased through Public Risk Innovation, Solutions, and Management (PRISM Risk), formerly known as the California State Association of Counties-Excess Insurance Authority (CSAC-EIA), by way of Trindel Insurance Fund. The excess policy provides coverage for Workers' Compensation losses at the statutory limits.

In FY 2019-20, Risk Management transitioned from Human Resources to County Counsel. As a result, Workers' Compensation will have dual oversight that will positively impact the increasing number of claims. In FY 2020-21, 0.7 FTE position apportioned from County Counsel along with 0.4 FTE position from Human Resources are dedicated to managing the Workers' Compensation Insurance related risk management.

Recommended Budget

Total appropriations are recommended at \$3,783,564, an increase of \$621,494 (19.7%) over FY 2019-20. The budget increase is due to an increase in insurance premium as well as losses from prior years. The Workers' Compensation budget unit operates as an Internal Service Fund and balances revenues and expenses within the fund over time.

Charges for Services are recommended at \$3,782,649, an increase of \$716,461 (23.4%) compared to the FY 2019-20 Adopted Budget. The charges are allocated to all County operating departments;

County Counsel

Workers' Compensation (4-591)

Jean Jordan, County Counsel

therefore, the increase in this account equals the amount that has been increased in County departments' budgets for FY 2020-21. There is no Net County Cost in this budget.

It is recommended that 0.7 FTE from County Counsel and 0.4 FTE from HR are allocated to this budget in FY 2020-21.

Use of Fund Balance

At the end of FY 2018-19, an accounting adjustment was made to reflect the actual insurance cash deposit with others and claims reserve for the Workers Compensation Insurance per Trindel's Statement of Net Position as of June 30, 2019. The adjustment increases the County's Insurance Expense by \$1,027,384. The additional expense is primarily due to several large amounts of workers compensation claims that were confirmed during FY 2018-19. Some of these claims were paid in FY2018-19 and some were recognized as future Claims Liabilities by Trindel.

As a result, Fund 4-591 had negative Net Assets of \$830,186 at the end of FY 2018-19. Net Assets are estimated to equal to negative \$908,473 as of June 30, 2020. The negative Net Assets indicate a loss of the Workers' Compensation ISF. The County plans to recover the loss in the next three years. A total of \$400,000 of the loss is included in the program revenue that is charged to the County departments in FY 2020-21. The remaining loss will be recovered through charges in FY 2021-22 and FY 2022-23.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: HUMAN RESOURCES					Dept: 1401
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	741,637	706,432	776,717	937,187	20.7
SERVICES AND SUPPLIES	276,856	173,332	268,931	222,622	-17.2
OTHER CHARGES	112	25	35	25	-28.6
INTRAFUND TRANSFERS	379	206	275	208	-24.4
OTHER FINANCING USES	4,040	4,002	4,234	4,909	15.9
NET BUDGET	1,023,024	883,997	1,050,192	1,164,951	10.9
REVENUE					
INTERGOVERNMENTAL REVENUES	0	0	0	4,646	100.0
CHARGES FOR SERVICES	16,609	5,634	128,618	115,532	-10.2
MISCELLANEOUS REVENUES	15	0	0	0	0.0
TOTAL OTHER REVENUE	16,624	5,634	128,618	120,178	-6.6
UNREIMBURSED COSTS	1,006,400	878,363	921,574	1,044,773	13.4
ALLOCATED POSITIONS	6.65	7.25	5.80	7.15	23.3

Purpose/Mission

The Human Resources Department (HR) provides quality support to over 1,200 employees and retirees for all County departments. The department's mission is to improve Sutter County, one employee at a time. Through collaboration with other departments and community partners, Human Resources performs a full range of services including recruitment, benefits administration, employee development, safety and worker's compensation and labor relations.

Major Budget Changes

Salaries & Benefits

- \$173,376 Increase related to reorganization changes for Risk Management
- (\$13,766) Decrease related to change one full-time Office Assistant I/II – Confidential position to a part-time position (.50 FTE total, 60% is paid by this budget unit)

Services & Supplies

- (\$35,000) Decrease in Professional/Specialized Services due to decreased need for outside labor negotiator

- (\$13,340) Decrease in Publication Legal Notices due to decline in newspaper recruitment advertising and decrease in Transportation & Travel

Program Discussion

The FY 2020-21 budget reflects costs to provide the full range of centralized Human Resources services to all County departments.

- Recruitment, examination and certification for new hires and promotions
- Benefits administration including medical, dental, vision, deferred compensation, and voluntary insurances
- Classification and salary analysis
- Personnel rules and regulations administration
- County-wide Training Program
- Workplace investigations and consultation to supervisors and managers on employee performance management
- Labor relations
- Other compliance programs relating to personnel that are mandated by law

Costs related to Employee Wellness Services administered by Human Resources are contained in the Wellness ISF budget.

Accomplishments for FY 2019-20:

- Implemented of a new applicant tracking system, Neogov, to brand Sutter County as an employer of choice in the region, improve the applicant experience;
- Streamlined the recruitment process;
- Revamped and modernized the countywide Illness & Injury Prevention Program;
- Revised the worker's compensation process and eliminated Company Nurse contract for a savings to the County;
- Completed class studies and position reviews in-house saving the County more than \$30,000;
- Implemented online paperwork processing for new hires; and
- Implemented new leadership performance review process for the County Administrator and County Counsel.

The County Risk Management, which has three budget units including General Insurance & Bonds, Liability Insurance ISF and Workers' Comp Insurance ISF, had been responsible for the administration and management by the Human Resources Department prior to FY 2019-20. The recent practices show that elements of the Risk Management are more involved and managed by County Counsel. Effective July 1, 2019, the Risk Management was reorganized to be under the oversight from County Counsel. As a result, positions from HR and County Counsel are reallocated to the Risk Management. Two 0.4 FTEs from HR are continually allocated to Risk and

one existing Office Assistant I/II-Confidential position is decreased from full-time (1.0 FTE) to a part-time position (0.5 FTE).

For FY 2020-21, the Human Resources Department has submitted a Budget that continues to find creative ways to allocate existing resources to implement innovative strategies to build the culture of the County organization and engage employees, departments and the community it serves. In FY 2020-21 Human Resources will support the Board of Supervisors' commitment to the continued development of a strong leadership culture at all levels of the organization.

The FY 2020-21 Recommended Budget eliminates funding for an outside labor consultant and continues to reduce costs by performing other professional services in-house, including compensation surveys, position reviews and investigations.

Goals in FY2020-21

- Implement a leadership development program for future leaders;
- Create and promote activities that encourage employee engagement and wellness; and
- Support the organization to achieve the target goal of 90% of employee performance appraisals completed within 30 days of the due date

Recommended Budget

Total appropriations are recommended at \$1,164,951, an increase of \$114,759 (10.9%) over FY 2019-20. The increase is mainly due to reorganization of the Risk Management. The General Fund provides 89.7% of the financing for this budget unit, and Net County Cost is increased by \$123,199 (13.4%) compared to FY 2019-20. This increase is offset by the decrease of Net County Cost for County Counsel due to reorganization of the Risk Management.

As a support department, the Human Resources Department provides services to all County departments. A portion of the cost for this budget is recoup through Cost Plan (OMB Super-Circular) revenue that is budgeted within the General Revenues budget unit (1-209).

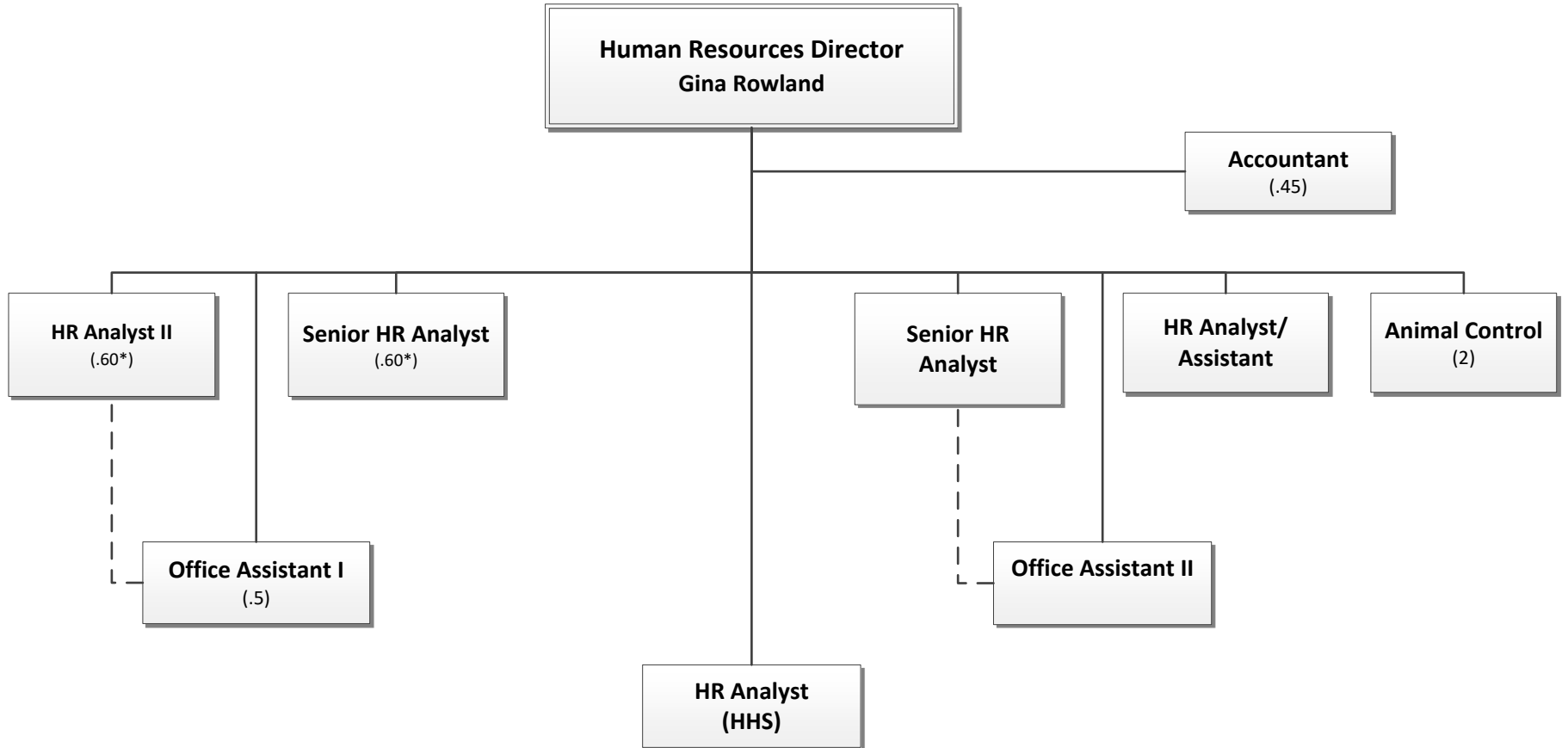
It is recommended to decrease one existing Office Assistant I/II-Confidential position from a full-time (1.0 FTE) to a part-time position (0.5 FTE). In FY2019-20, 0.6 FTE of the position is allocated in HR and 0.4 FTE is allocated to Risk. The decrease will reduce the position to 0.5FTE to HR and zero percent to Risk.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

Human Resources FY 2020-2021

Recommended



Notes:

*40% of each of these positions allocated to Risk Management in County Counsels Office.

Human Resources Animal Control (2-726)

Gina Rowland, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL Unit Title: ANIMAL CONTROL					Dept: 2726
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	142,944	125,487	143,049	143,513	0.3
SERVICES AND SUPPLIES	44,169	32,830	46,120	35,772	-22.4
OTHER CHARGES	263,661	210,901	306,558	306,558	0.0
INTRAFUND TRANSFERS	6,418	2,802	2,807	8,575	205.5
NET BUDGET	457,192	372,020	498,534	494,418	-0.8
REVENUE					
REVENUE USE MONEY PROPERTY	3,478	1,761	0	0	0.0
INTERGOVERNMENTAL REVENUES	142,081	70,699	143,049	143,513	0.3
CHARGES FOR SERVICES	113	87	0	0	0.0
TOTAL OTHER REVENUE	145,672	72,547	143,049	143,513	0.3
UNREIMBURSED COSTS	311,520	299,473	355,485	350,905	-1.3
ALLOCATED POSITIONS	2.00	2.00	2.00	2.00	0.0

Purpose/Mission

This budget represents the County's share of cost for the operation of the Sutter Animal Services Authority (SASA), a joint agency of the cities of Live Oak and Yuba City, and Sutter County, established for the purpose of providing efficient and cost effective animal control services.

SASA is responsible for enforcing local, state, and federal laws and regulations pertaining to animals and their care for all member jurisdictions. Providing for the health and welfare of animals (as well as the welfare of people in contact with animals) is accomplished by administering a mandated rabies control program, impounding stray or vicious/potentially dangerous animals, monitoring a quarantined animal program and responding to complaints of cruelty, neglect, and the inhumane treatment of animals.

In November 2011, Sutter County and the cities of Live Oak and Yuba City entered into a Joint Powers Agreement (JPA) to form the Sutter Animal Services Authority (SASA) with Sutter County designated as the lead agency for operations and Yuba City designated as the lead agency to construct a new facility. The agreement specified that, at the completion of construction, the County's historical management of Animal Services operations would transfer to Yuba City.

The City of Yuba City assumed lead agency responsibility in July 2013. The new facility was completed in August 2013.

Major Budget Changes

Services and Supplies

- (\$9,165) Decrease in ISF Worker's Comp

Intrafund Transfers

- \$5,767 Increase in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

Program Discussion

The recommended budget reflects the County's proportionate share of the SASA operating budget, along with residual County costs that will not be shared by the other jurisdictions.

By agreement, the three jurisdictions represented by the SASA Board will budget the responsibility of operational expenses for FY 2020-21 as follows:

City of Yuba City	69%
Sutter County	22%
City of Live Oak	9%

The County and City of Yuba City entered into an Employee Services Agreement in 2013 in order to retain existing County employees and allow them to continue to provide services to Animal Control, as the lead agency responsibilities transferred from Sutter County to the City of Yuba City. Therefore, SASA shelter and field services are staffed with a combination of Yuba City employees and Sutter County employees, pursuant to the Employee Services Agreement. There are currently two Sutter County employees under this Agreement. The number of employees under the Agreement will be reduced each time a Sutter County employee leaves service for any reason, and the position will change to a Yuba City position. The contracted employee costs are reimbursed to Sutter County by Yuba City.

It should be noted, as of the date this recommendation is made, SASA hasn't provided its FY 2020-21 budget. Budget appropriations from SASA's FY 2019-20 budget was used for the recommendation.

Recommended Budget

Total appropriations are recommended at \$494,418, a decrease of \$4,116 (0.8%) over FY 2019-20. General Fund provides 71.0% of the financing for this budget unit, and Net County Cost is decreased by \$4,580 (1.3%) compared to FY 2019-20.

Human Resources Animal Control (2-726)

Gina Rowland, Director

Yuba City provides Workers' Compensation benefits for all employees including the employees contracted from Sutter County. However, because Workers' Compensation costs are allocated to all Sutter County departments using a formula that includes a 10-year experience factor, there is a residual cost for the coverage provided in prior years by Sutter County while it acted as lead agency. This residual cost (\$32,074 for FY 2020-21) will be borne by Sutter County alone and is reflected in this recommended budget. Over time, the residual amount will decrease to \$0.

This budget consists of the following primary expenses and related revenues.

- Contribution to Other Agencies, recommended at \$286,229, reflecting Sutter County's 22% share of the SASA operating budget. Sutter County's share of cost for FY 2020-21
- The residual Intrafund Overhead Cost Plan charge of \$8,555, is not charged to other SASA jurisdictions and reflects overhead costs paid by Sutter County in the prior year. This item was removed from the shared SASA budget in FY 2011-12 and will eventually be reduced to \$0. The Yuba City Animal Control revenue line item, \$143,513 reflects the actual cost of employees contracted to Yuba City.

Eventually, the General Fund cost for this budget unit will decline each year to reflect the reduction of residual costs and any changes that may occur to the agreement for employee services with the City of Yuba City. At some time in the future, this budget unit will reflect only Sutter County's proportionate share of the approved SASA operating budget.

Use of Fund Balance

This budget unit is within the General Fund and does not include the use of any specific fund balance.

Human Resources

Employee Wellness Services (4-595)

Gina Rowland, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 4595 - EMPLOYEE WELLNESS SERVICES					
Unit Title: EMPLOYEE WELLNESS SERVICES					Dept: 4595
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/01/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	669,833	398,534	105,852	563,393	432.2
OTHER CHARGES	1,974	-13,322	-13,140	6,682	-150.9
NET BUDGET	671,807	385,212	92,712	570,075	514.9
REVENUE					
REVENUE USE MONEY PROPERTY	-1,701	-2,172	0	0	0.0
CHARGES FOR SERVICES	731,960	255,318	96,695	540,500	459.0
MISCELLANEOUS REVENUES	1,450	6,722	165	0	-100.0
UNDESIGNATED FUND BALANCE	-63,973	-4,144	0	29,575	100.0
TOTAL OTHER REVENUE	667,736	255,724	96,860	570,075	488.6
UNREIMBURSED COSTS	4,071	129,488	-4,148	0	-100.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose/Mission

This budget identifies the annual expenses for the administration, management, and operation, of the Employee Wellness Services program, which is established as an Internal Service Fund (ISF). Elements of the Employee Wellness Services program include the Employee Wellness Clinic, the Employee Assistance Program, Employee Wellness programs and activities, and all contracts and expenses associated to maintain these programs. The costs for operation of this budget are allocated to the departments' operating budgets of the County.

Major Budget Changes

Services & Supplies

- \$457,541 Increase due to continued funding of Employee Wellness Clinic

Other Charges

- \$19,822 Increase in Cost Plan charges as provide by the Auditor-Controller's Office

Revenues

- \$443,805 Increase in revenue from Employee Wellness Services program charges to County departments due to funding of the Employee Wellness Clinic

Program Discussion

This budget unit funds the Employee Wellness Clinic and all contracts and expenses associated to operate the clinic including building lease, phone, internet, utilities, janitorial services, hazardous waste disposal, prescriptions and medical supplies. This budget unit is an Internal Service Fund that allocates the cost of the Employee Wellness Clinic to all County Departments through a flat amount payroll contribution that is applied to employees who participate in County-sponsored medical insurance (excluding employees on the Anthem High Deductible Health Plan). Therefore, a portion (approximately half the total cost) of wellness services, including the clinic, is recouped through payroll costs from State and Federally funded programs. The General Fund pays for the remaining cost.

The recommended budget for FY 2019-20 did not include continued funding for the Employee Wellness Clinic in order to provide a balanced recommended budget to the Board. The Employer-Employee Benefits Advisory Committee was convened in April 2019 to review and assess the Employee Wellness Clinic contract with Medcor and services provided through the clinic. In October 2019, the Benefits Advisory Committee recommended the Board approve the continuation of an Employee Health and Wellness Clinic with a new vendor, Healthstat.

The budget for Wellness Services also includes funds for the Employee Assistance Program and approximately \$28,000 for other value-added Wellness Program initiatives, to be determined, that promote and encourage employee engagement and connection such as wellness events and activities, wellness assessments, wellness incentives, annual influenza immunizations, etc.

Recommended Budget

Total appropriations are recommended at \$570,075, an increase of \$477,363 over FY 2019-20 due to continue funding for the Employee Wellness Clinic. The Wellness ISF budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time. All appropriations are financed by charging County Departments through payroll contribution. There is no Net County Cost in this budget.

Use of Fund Balance

The Fund contains Net Assets of \$0 as of July 1, 2019. It is estimated the Net Assets balance will be \$0 as of July 1, 2020.

**Treasurer - Tax Collector
Tax Collector (1-202)**

*Steven L. Harrah, CPA,
Treasurer-Tax Collector*

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: TREASURER-TAX COLLECTOR					
					Dept: 1202
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	695,849	619,904	699,254	715,727	2.4
SERVICES AND SUPPLIES	239,190	135,214	344,264	283,874	-17.5
OTHER CHARGES	12	0	0	0	0.0
INTRAFUND TRANSFERS	581	323	432	323	-25.2
OTHER FINANCING USES	0	350,200	350,386	580	-99.8
NET BUDGET	935,632	1,105,641	1,394,336	1,000,504	-28.2
REVENUE					
FINES, FORFEITURES, PENALTIES	19,390	4,280	417	20,000	4,696.2
CHARGES FOR SERVICES	365,099	304,726	391,150	421,935	7.9
MISCELLANEOUS REVENUES	3,230	5,694	3,500	3,720	6.3
TOTAL OTHER REVENUE	387,719	314,700	395,067	445,655	12.8
UNREIMBURSED COSTS	547,913	790,941	999,269	554,849	-44.5
ALLOCATED POSITIONS	6.67	6.37	6.37	6.37	0.0

Purpose/Mission

The Treasurer-Tax Collector’s Office provides banking services to all County departments, school districts and special districts throughout the County. In addition, the Treasurer is the ex officio Treasurer for the various agencies and districts that are not under the control of the County’s Board of Supervisors and performs functions as required by the various California Codes.

The Treasurer is responsible for the management, safeguarding and investment of the Pooled Treasury, which includes monies of the County, school districts, and most of the special districts in Sutter County.

Tax collections are performed for all taxing agencies including the County, cities, school districts and various special districts.

Major Budget Changes

Services & Supplies

- \$22,405 Increase in Professional/Specialized Services related to implement a new Investment Portfolio Reporting software for Treasury, offset by Treasury Fee revenue

Treasurer - Tax Collector Tax Collector (1-202)

*Steven L. Harrah, CPA,
Treasurer-Tax Collector*

- (\$30,000) Decrease in Special Departmental Expense due to receiving a higher Earnings Credit Rate; therefore, reducing the quarterly bank cost
- (\$50,193) Decrease in ISF IT Services charges as provided by the General Services Department

Other Finance Uses

- (\$350,200) Decrease due to completion of the integrated Property Tax System Capital Project in FY 2019-20

Revenues

- \$30,000 Increase in Treasury Fees revenue related to implementing a new Investment Portfolio Reporting software for Treasury

Program Discussion

The Treasurer-Tax Collector's Office is accountable for three primary functions:

- 1) Banking/Treasury
- 2) Processing Property Tax Payments
- 3) Collection of Delinquent Debts in the Office of Revenue Collections (1-204)

As the County's banking depository, the Office provides pooled treasury services to County departments, schools and special districts. These services include receiving cash receipts and depositing them with the County's banking institution; paying warrants issued by the County Auditor or schools; and management of the Pool Treasury investment portfolio. The Treasurer's Investment Policy is available online at:

https://www.suttercounty.org/assets/pdf/ttc/Investment_Policy_2020.pdf

Cash balance in the County pooled treasury averages approximately \$270 million daily. Every month, the Office banks cash and checks representing \$71 million in receipts with an average of over 5,000 deposit permits processed at the department's counter and \$71 million in monthly disbursements that pay 12,000 to 15,000 county and school warrants.

The Treasurer-Tax Collector's Office administers the property tax collection functions for the County, cities, schools and special districts. Tax activities include mailing bills, recording payments and reconciling accounts with the Auditor-Controller for the secured, unsecured and supplemental property tax rolls. Annually, this office mails approximately 38,000 tax bills and collects and processes more than \$133 million in tax payments with a combined collection rate of 99.03% for the Secured tax roll and 97.58% for the Unsecured tax roll. The Department staff annually serves over 11,000 individual county taxpayers in person over the Department's counter.

Treasurer - Tax Collector

Tax Collector (1-202)

*Steven L. Harrah, CPA,
Treasurer-Tax Collector*

The Office of Revenue Collections is the third division located in the Treasurer-Tax Collector's Office. Budgetary details for this function appear within the narrative for budget unit 1-204.

Projects in FY2020-21

- Phase 0 for the new property tax management systems in conjunction with Assessor, Auditor-Controller, Clerk Recorder and Information Technology to replace the County's aging system with new and current software technology.
- The Office will continue in the coordination and rollout of the LexisNexis credit card acceptance services in other County departments and districts as they are requested, along with online payments.

Goals in FY2020-21

- To relocate the office to 1160 Civic Center Boulevard with more modern and efficient work space benefitting staff and customers
- To increase our Unsecured tax collection rate from 97.58% to 98.5% by utilizing our enhanced collection tools

Recommended Budget

Total appropriations are recommended at \$1,000,504, is a decrease of \$393,832 (28.2%) over the FY 2019-20 Adopted Budget. The General Fund provides 55.5% of financing for this budget unit. Net County Cost is decreased by \$444,420 (44.5%) over the FY 2019-20 Adopted Budget. As a support department, the Treasurer's Office provides services to all County departments. A portion of the costs for this budget are recouped through Cost Plan (OMB Super-Circular) revenue that is budgeted within the General Revenues budget unit (1-209).

During FY2019-20, \$350,200 was transferred from the Treasurer-Tax Collector to Capital Project budget unit 1-813, for the Integrated Property Tax System. The total cost of \$875,501 for the project is shared by the Offices of Assessor, Auditor-Controller and Treasurer-Tax Collector. The project started in FY2019-20 and will be completed in phases.

The county has been planning to move the Auditor-Controller's Office and the Treasurer-Tax Collector's Office from their current location at 463 2nd Street to 1160 Civic Center Boulevard. The building improvements project for the relocation is included in the FY 2020-21 Capital Project budget fund 0-016.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

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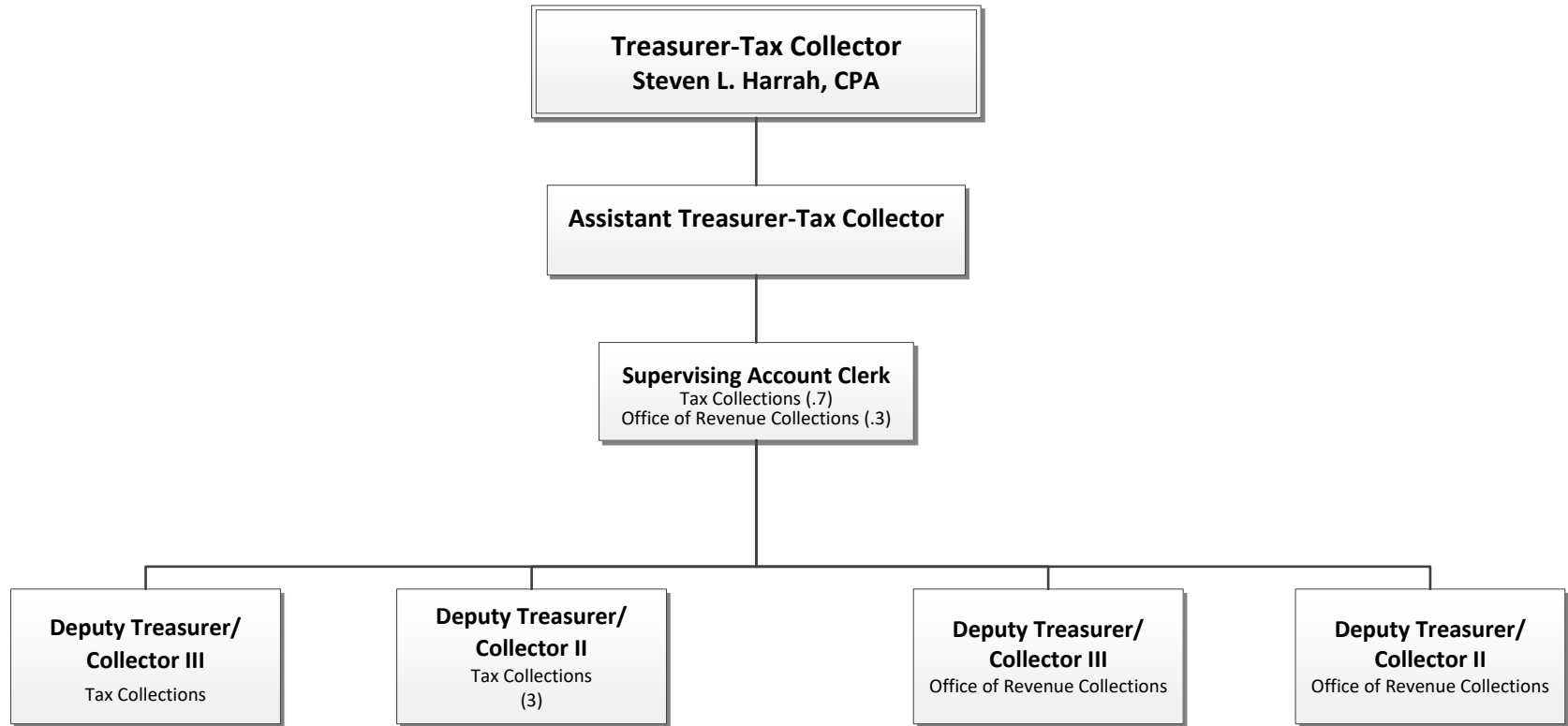
Treasurer/Tax Collector FY 2020-2021

Recommended

County of Sutter

C-119

2020-21 Recommended Budget



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: OFFICE OF REVENUE COLLECTION					Dept: 1204
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	197,075	199,914	235,455	252,377	7.2
SERVICES AND SUPPLIES	42,041	26,596	59,220	53,767	-9.2
INTRAFUND TRANSFERS	67	40	54	46	-14.8
OTHER FINANCING USES	223	0	51	158	209.8
NET BUDGET	239,406	226,550	294,780	306,348	3.9
REVENUE					
CHARGES FOR SERVICES	32,005	25,125	34,664	29,000	-16.3
MISCELLANEOUS REVENUES	40	-40	0	0	0.0
OTHER FINANCING SOURCES	0	0	0	17,174	100.0
TOTAL OTHER REVENUE	32,045	25,085	34,664	46,174	33.2
UNREIMBURSED COSTS	207,361	201,465	260,116	260,174	0.0
ALLOCATED POSITIONS	2.33	2.63	2.63	2.63	0.0

Purpose/Mission

The Office of Revenue Collections (ORC) is a division of the Treasurer-Tax Collector's Office. The Office acts as a collection agency, pursuing delinquent debts owed to the County departments and the Superior Court. Currently, the Office of Revenue Collections has in excess 16,000 accounts. There are 12,951 County department accounts and 3,519 Superior Court accounts logged into the system's inventory. The combined unpaid balances for those accounts exceed \$12 million, with County departments totaling \$11 million and Superior Court totaling \$1 million.

Major Budget Changes

Salaries & Benefits

- \$16,922 General increase due to salary step increases, pension cost and health insurance cost, and elimination of planned salary savings that was included in the FY 2019-20 Adopted Budget

Services & Supplies

- (\$9,811) Decrease in ISF IT Services charges as provided by the General Services Department

Revenue

- \$17,174 Increase in transfer from Collection Special Revenue Fund

Program Discussion

In FY 2018-19, over \$252,000 was recovered in delinquent debts owed to County departments and the Courts. County departments include: Agriculture Department, Auditor-Controller, Child Support, Clerk-Recorder, Community Services-Fire, District Attorney-Victim Services, Health and Human Services (Public Health, Behavioral Health, Social Services), Library, Juvenile Hall, Probation, Public Defender and Sheriff.

FY 2019-20 recovered delinquent debt projection is approximately \$260,000. In FY 2020-21, the recovered delinquent debt estimate is approximately \$270,000.

Goal in FY2020-21

- To reduce the county unpaid delinquent debt by using the Discharge of Accountability program

Recommended Budget

Recommended appropriations total \$306,348, an increase of \$11,568 (3.9%) over the FY 2019-20 Adopted Budget. The General Fund provides 84.9% of the financing for this budget, which is an increase of \$58 over FY 2019-20. The ORC Collection special revenue in the amount of \$17,714 will be used to offset General Fund costs in this budget unit.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

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