



General Government

Section C

The Sutter County Board of Supervisors conducts its regular meetings at the Hall of Records on Second Street in Yuba City. The building was constructed in 1881.

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | Dept: 1203 | |
| Unit Title: ASSESSOR | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,864,546 | 1,334,825 | 1,797,751 | 1,695,350 | -5.7 |
| SERVICES AND SUPPLIES | 231,233 | 214,742 | 370,953 | 262,724 | -29.2 |
| OTHER CHARGES | 253 | 16 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 8,839 | 0 | 393,976 | 0 | -100.0 |
| INTRAFUND TRANSFERS | 988 | 1,404 | 1,873 | 1,312 | -30.0 |
| OTHER FINANCING USES | 19,905 | 0 | 54,035 | 415,327 | 668.6 |
| NET BUDGET | 2,125,764 | 1,550,987 | 2,618,588 | 2,374,713 | -9.3 |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 27,139 | 18,724 | 12,000 | 16,000 | 33.3 |
| MISCELLANEOUS REVENUES | 5,290 | 5,500 | 8,000 | 5,500 | -31.2 |
| TOTAL OTHER REVENUE | 32,429 | 24,224 | 20,000 | 21,500 | 7.5 |
| UNREIMBURSED COSTS | 2,093,335 | 1,526,763 | 2,598,588 | 2,353,213 | -9.4 |
| ALLOCATED POSITIONS | 18.00 | 17.00 | 17.00 | 17.00 | 0.0 |

Program Discussion

Property Tax Value estimates are established by the Assessor and the State Board of Equalization (BOE). These estimates form the basis for property taxes; providing revenue to the County, cities, the 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.

Throughout the past several fiscal years, the primary focus of this department has been 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 in order to review nearly every property in the County to determine actual value. This workload for the Assessor’s staff will continue, although the number of properties on Prop 8 has declined as the local economy has improved over the past few years. All properties placed on Prop. 8 are being reviewed annually.

As the Assessor’s Office staff have processed the tax roll this year, staff has seen an increase in the market value of most of the single-family homes in Sutter County, along with Commercial, Industrial and Professional Office, which will reflect positively upon the roll. With continued improvement of the real estate market in the area, it is now more important than ever 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 Assessor's Office faced some challenges in recent years with five longtime staff members retiring, new staff training, and development. The department is pleased to inform the Board and the community that new staff has been working diligently to learn and develop the skills necessary to complete the work of the Assessor's Office. The Assessor's Office continues to work toward becoming paperless as the department makes the transition to the new Property Tax System. The Office is proud to announce once again that it will complete the roll on time this year. Therefore, the FY 2019-20 roll will be delivered to the County Auditor on or before of July 1, 2019.

Although insufficient data is available at this time to derive a reliable forecast, it is anticipated the roll will increase for FY 2019-20 by as much as three to four percent.

Major Budget Changes

Salary & Benefits

- (\$52,433) Decrease due to 3% position vacancy factor applied to departments with greater than 5% average annual vacancy
- (\$49,968) Decrease due to recent retirement of longstanding employees within the Assessor's Office and the budgeting of those positions at lower steps

Other Charges

- (\$108,229) Decrease due to the reduction of IT Services Provided ISF charges

Capital Assets

- (\$393,976) Decrease due to the Property Tax System project being budgeted as a transfer out to the capital projects fund rather than a capital asset purchase in FY 2019-20

Other Financing Uses

- \$361,292 Increase due to the Property Tax System project being budgeted as a transfer out to the capital projects fund rather than a capital asset purchase in FY 2019-20

Program Discussion

As part of the 2016-17 Budget, the Board of Supervisors approved the contract with Thomson Reuters to provide Sutter County with a new fully integrated Property Tax System for the Assessor, Tax Collector and Auditor. The IT department will continue to work with Thomson Reuter in implementing this new system over the next several years. The Assessor's Office believes this system is critical to keep pace with current and future demands placed upon all three offices.

The Assessor intends to advance one Assessment Technician I position to an Assessment Technician II and advance four Real Property Appraiser I's to Real Property Appraiser II. The Assessor's Office has a goal of striving to provide public service in a courteous and professional manner.

Recommended Budget

This budget is recommended at \$2,374,713, which is a decrease of \$243,875 (9.3%) over FY 2018-19. The General Fund provides 99% of the financing for the Department and is decreased by \$245,375 (9.4%) compared to FY 2018-19.

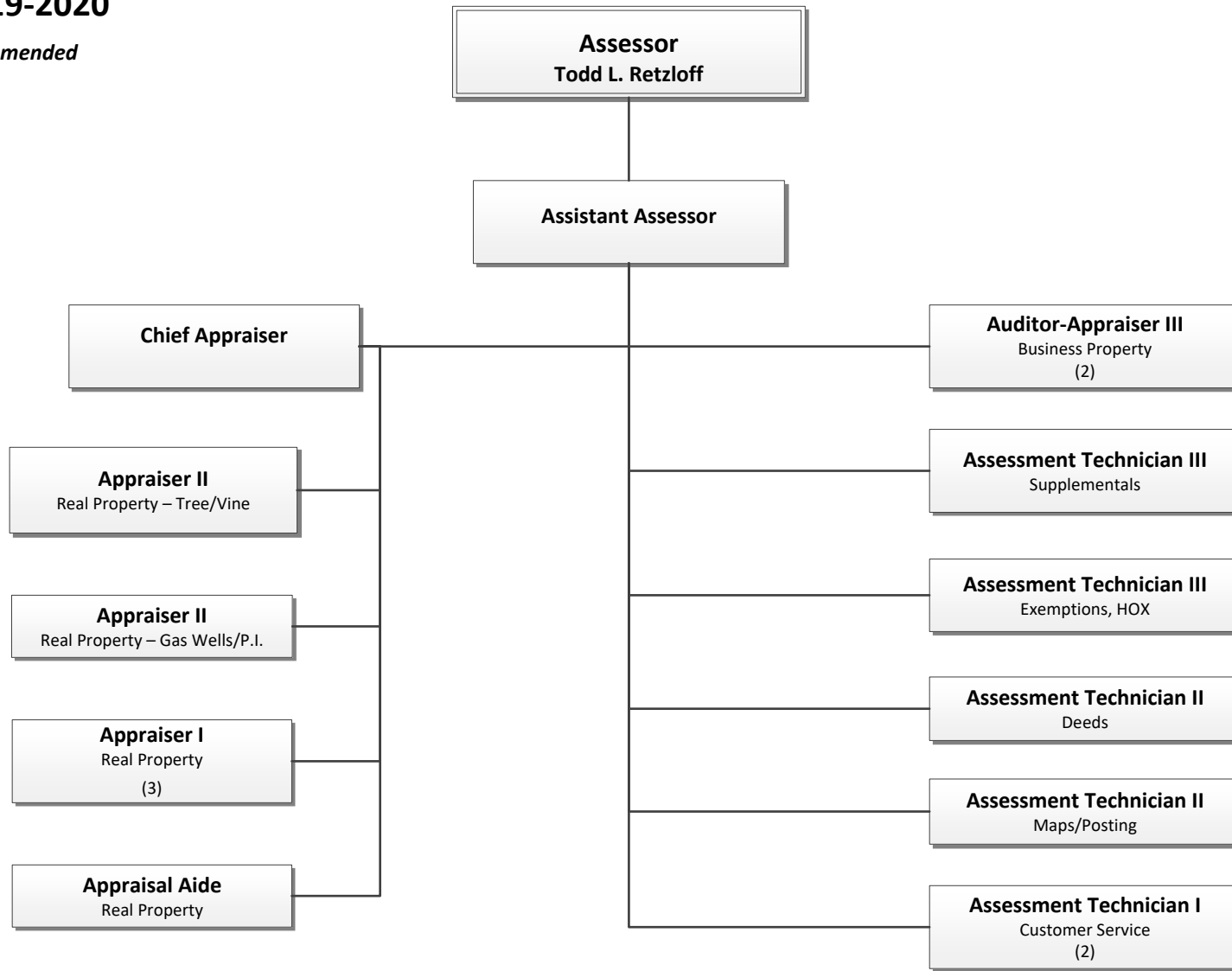
Use of Fund Balance

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 2019-2020**

Recommended



| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: AUDITOR-CONTROLLER | | | | Dept: 1201 | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/11/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,336,859 | 1,191,241 | 1,380,441 | 1,455,583 | 5.4 |
| SERVICES AND SUPPLIES | 369,033 | 267,151 | 376,366 | 467,228 | 24.1 |
| OTHER CHARGES | 103 | 203 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 0 | 0 | 131,325 | 0 | -100.0 |
| INTRAFUND TRANSFERS | 377 | 493 | 657 | 500 | -23.9 |
| OTHER FINANCING USES | 1,248 | 0 | 19,396 | 131,561 | 578.3 |
| NET BUDGET | 1,707,620 | 1,459,088 | 1,908,185 | 2,054,872 | 7.7 |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 62,722 | 63,244 | 62,784 | 60,900 | -3.0 |
| TOTAL OTHER REVENUE | 62,722 | 63,244 | 62,784 | 60,900 | -3.0 |
| UNREIMBURSED COSTS | 1,644,898 | 1,395,844 | 1,845,401 | 1,993,972 | 8.1 |
| 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 cost plan as the “chief accounting officer for the county, normally the county auditor (or auditor-controller), 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

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.

Fiscal Stewardship

- Accounting
- Auditing
- Budgeting
- Financial Reporting

Independent

Independently ensure objectivity, accuracy, and full disclosure of material information in all aspects of communicating financial and management information.

Management Information

Provide management information, which leads to increased awareness of and improvements in economy, efficiency, and effectiveness of operations.

Major Budget Changes

Salaries & Benefits

- \$51,895 General increase due to negotiated Salaries and Benefits
- \$23,247 Increase in anticipated accrued leave payouts

Service and Supplies

- (\$10,000) Decrease in Software and Maintenance due to one-time set up costs in FY 2018-19 for Cognos Business Intelligence software
- \$35,000 Increase in Professional and Specialized Services due to additional needs for consulting services for One Solution program

- \$58,863 Increase in ISF IT Services charges including upgrades, as provided by the General Services Department

Capital Assets

- (\$131,325) Decrease due to re-budget of integrated Property Tax System project in Other Finance Uses object level

Other Finance Uses

- \$131,325 Increase due to re-budget of integrated Property Tax System project as Transfer-Out to Capital Project budget unit 1-813

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
- 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 2017-18, paid over 40,000 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
- 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:

- Prepare 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; Government Code 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

The department manages the \$896,000 Certificate of Participation financing on the Health building.

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. 75

Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions

Effective for fiscal year end June 30, 2018 and after.

Revises and establishes new financial reporting requirements for state and local governments that provide their employees with post-employment benefits other than pension benefits. The statement establishes standards for recognizing and measuring liabilities, deferred outflows and inflows of resources, and expenses.

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 capitals 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.

Office Space Needs

The facilities at 463 Second Street are inadequate to house existing staff with a lot of deferred maintenance needs which greatly reduces our ability to oblige new requests. With the completion of improvements to the County's building located at 1160 Civic Center Boulevard during FY 2019-20, the Auditor-Controller's office will move into new space that will be adequate to house existing staff and provide more efficient use of space.

Accomplishments

The Auditor's Office received the State Controller's Award for Achieving Excellence in Financial Reporting in 2018. Additionally, over the last year, the Auditor-Controller's Office has:

- (1) published for the first time for Sutter County, a Comprehensive Annual Financial Report (CAFR) dated June 30, 2018;
- (2) published the Sutter County Citizens' Report, which provides in laymen's terms where County revenues came from and how they were spent;
- (3) reconciled and maintain the Personnel Benefits trust fund;
- (4) updated the Sutter County policy for the accounting for Capital Assets;
- (5) revised the forms and procedures to streamline the processing and recording of capital assets to increase efficiency and effectiveness;
- (6) continued to utilize functionality within One Solution to increase operational efficiency and effectiveness in areas such as accounts payable and capital assets
- (7) 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;
- (8) continued to train employees on Employee Online software;

FY 2019-20 Objectives

The goals of the Auditor-Controller's Office for FY 2019-20 are:

- (1) 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. This is intended to increase efficiency and reduce workload by providing authoritative information at the outset of the process;
- (2) continue to increase payroll efficiency;
- (3) streamline the journal entry process and other processes through digitization and automation;
- (4) increasingly show the value of Auditor's review of staff reports that go before the Board;
- (5) continue to increase efficiencies following the conversion of the Fixed Asset Access Database to the Capital Asset Superior application;
- (6) continue a Tax Rate Area consolidation process to provide efficiencies in the County property tax system;

- (7) 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;
- (8) provide a Citizen's Report to the taxpayers of Sutter County;
- (9) eliminate green bar reports and increase use of electronic files and eliminate paper copies;
- (10) reorganize Chart of Accounts, revamp CDD reports in IBM COGNOS business analytics, complete workflow once live in One Solution
- (11) utilize COGNOS report writing for rate calculations;
- (12) complete rate approval for all departments;
- (13) properly account for all interfund/intrafund activity; and
- (14) update Capital Asset Policy and Travel Policy

Recommended Budget

This budget is recommended at \$2,054,872, which is an increase of \$146,687 (7.7%) over FY 2018-19. The General Fund provides 97.0% of financing for this budget unit, which is increased by \$148,571 (8.1%) over FY 2018-19. As a support department, the Auditor-Controller's Office provides services to all County departments. A portion of the cost for this budget are recouped through Cost Plan (OMB Super-Circular) revenue that is budgeted within the General Revenues budget unit (1-209).

The Capital project related to re-budget of integrated Property Tax System for the Offices of Assessor, Auditor-Controller and Treasurer-Tax Collector, has been budgeted in the Capital Project budget unit 1-813. The total budget for the project in FY 2019-20 is \$875,501. The Auditor's share of cost is \$131,325.

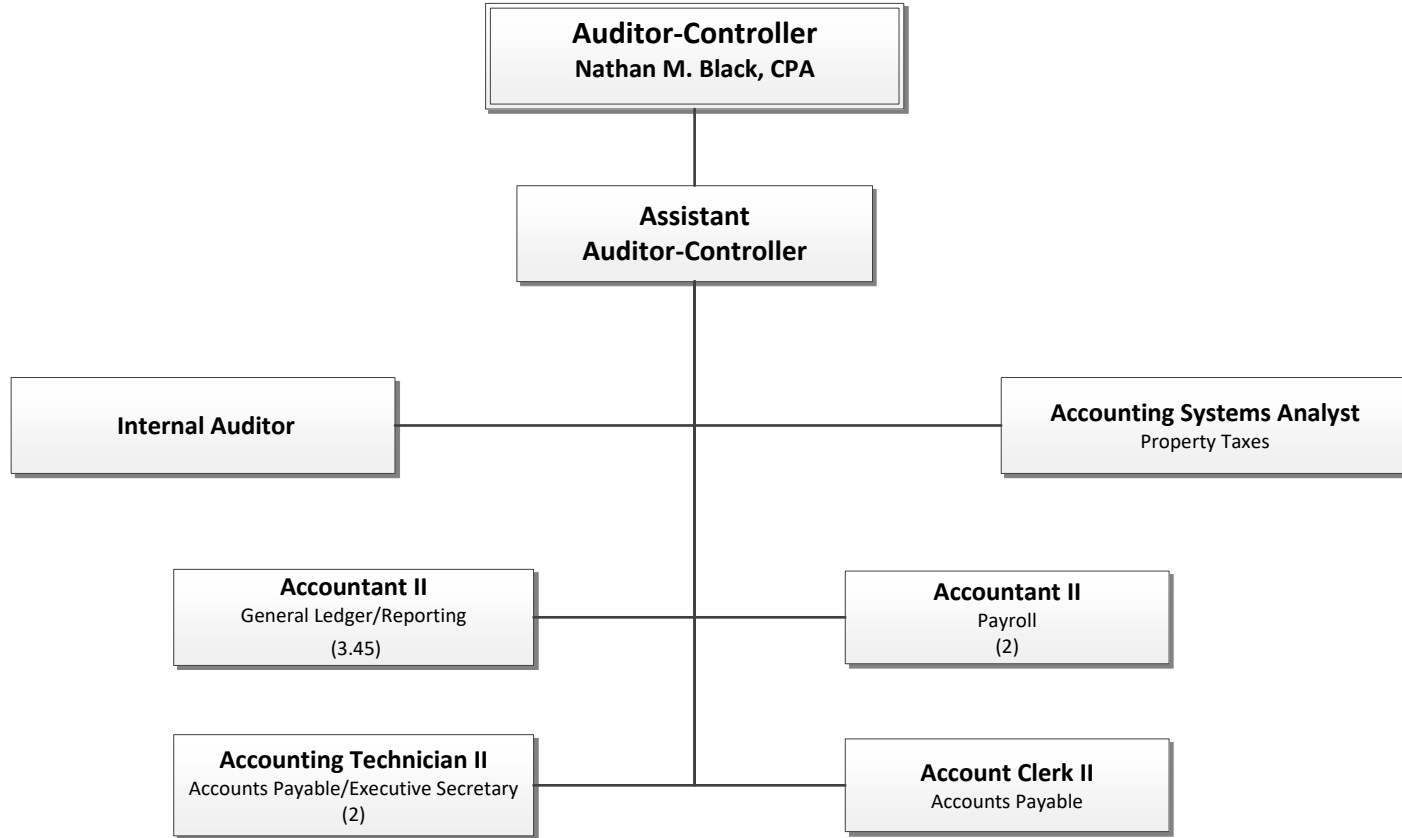
During FY 2018-19, the County purchased the building and property at 1190 Civic Center Boulevard in Yuba City. The new building and property purchase supports the County's effort to relocate the Assessor's Office to 1190 Civic Center Boulevard and move the Auditor-Controller's Office and the Treasurer-Tax 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 2019-20 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.

Auditor-Controller FY 2019-2020

Recommended



Board of Supervisors (1-101)

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: BOARD OF SUPERVISORS | | | | | Dept: 1101 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 348,198 | 354,226 | 381,989 | 418,280 | 9.5 |
| SERVICES AND SUPPLIES | 112,215 | 138,445 | 167,672 | 221,132 | 31.9 |
| INTRAFUND TRANSFERS | 624 | 867 | 1,157 | 840 | -27.4 |
| OTHER FINANCING USES | 7,679 | 0 | 13,909 | 8,042 | -42.2 |
| NET BUDGET | 468,716 | 493,538 | 564,727 | 648,294 | 14.8 |
| UNREIMBURSED COSTS | 468,716 | 493,538 | 564,727 | 648,294 | 14.8 |
| ALLOCATED POSITIONS | 6.00 | 6.00 | 6.00 | 6.00 | 0.0 |

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

- \$36,291 Increased 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.
- \$23,460 Increased Services and Supplies appropriations due to increases in IT services, liability insurance costs, and anticipated travel expenses.

Program Discussion

This budget includes the five Supervisor positions and the costs necessary to support the Board's office, including one (1.0 FTE) Staff Analyst 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, 2018 through May 26, 2019, Supervisors acted on approximately 550 agenda items.

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. During

Board of Supervisors (1-101)

the high-water event of 2017, the work performed to date on the levee system performed remarkably well.

The Sutter Forward Committee, formed in 2013 to focus on economic development, continued its work in FY 2018-19. 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 2018-19, the Board:

- Continued efforts to address homelessness consistent with the Long-term Homeless Management Plan by applying for and receiving Homeless Emergency Aid Program grant funds, and formally approving location of an emergency homeless shelter at 1965 Live Oak Boulevard. The Board participated with the Yuba City Council in a joint workshop to discuss the extent of the homeless problem and the scope of steps necessary to address the problem
- Purchased an existing office building at 1190 Civic Center Boulevard to relocate the Assessor's Office. The Tax Collector and Auditor's Offices will migrate from Second Street to 1160 Civic Center Boulevard, in the space currently occupied by the Assessor's Office
- Approved a Tentative Road Work Plan for FY 2018-19 of \$7.7 million, including \$3.3 million in road work projects paid for via SB1 Gas Tax adjustments
- Purchased a Code Red emergency mass notification subscription to improve communication with the public in a disaster/emergency situation
- Approved additional funding for an environmental contractor to remove additional hazardous material from the former commercial building at 850 Gray Avenue, in advance of the completion of the architectural design for reconstruction of the building to consolidate many of the programs and services provided by Health and Human Services
- Declined to impose a moratorium on the growing of industrial hemp in Sutter County
- Continued a Commercial Trucking Ad-Hoc Committee of residents, truck industry representatives, and Board members to address neighborhood concerns about safety and noise associated with commercial truck parking and repair operations
- Appointed Steve Smith as Interim County Administrative Officer to fill a vacancy created in January
- Approved the purchase of a new voting system after the County's existing system, like most systems in California, were decertified by the State of California

Board of Supervisors (1-101)

Recommended Budget

Appropriations in this budget are recommended at \$648,294, an increase of \$83,567 (14.8%) over the FY 2018-19 Adjusted 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 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: COUNTY ADMINISTRATOR | | | | | Dept: 1102 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,029,796 | 1,060,412 | 1,165,038 | 1,198,609 | 2.9 |
| SERVICES AND SUPPLIES | 137,472 | 104,009 | 160,948 | 161,953 | 0.6 |
| OTHER CHARGES | 0 | 91 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 0 | 0 | 35,000 | 0 | -100.0 |
| INTRAFUND TRANSFERS | 302 | 399 | 532 | 394 | -25.9 |
| OTHER FINANCING USES | 6,221 | 0 | 16,272 | 6,589 | -59.5 |
| NET BUDGET | <u>1,173,791</u> | <u>1,164,911</u> | <u>1,377,790</u> | <u>1,367,545</u> | <u>-0.7</u> |
| UNREIMBURSED COSTS | 1,173,791 | 1,164,911 | 1,377,790 | 1,367,545 | -0.7 |
| ALLOCATED POSITIONS | 5.80 | 5.80 | 5.80 | 5.80 | 0.0 |

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

- \$33,571 General increase due to negotiated salaries and benefits, including increases for the employer share of retirement and health insurance costs, offset by a reduction in Other Pay

Capital Assets

- (\$35,000) Decrease due to a vehicle purchase that was planned for FY 2018-19, although was not purchased and will not be re-budgeted in FY 2019-20

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.

Major projects in FY 2018-19 included:

- Further focused the County's priorities into top five areas 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
- Approved recommendation by Sutter County Citizen's Advisory Committee on Homelessness to construct emergency homeless shelter at 1965 Live Oak Boulevard property
- Increased internal communications with initiation of weekly update to Board of Supervisors and Department Heads
- Implemented and tested Code Red emergency notification system, covering all communities in Sutter County, in partnership with Yuba County

The County Administrative Office goals for FY 2019-20 include:

- Construct emergency homeless shelter at 1965 Live Oak Boulevard and begin operating in September 2019
- Secure financing and begin remodel of 850 Gray Avenue facility for consolidation of many Health and Human Services Department programs

- Complete remodel of 1190 Civic Center Boulevard property and relocate Assessor's Office to the property
- Begin remodel of 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
- Continue to refine and develop County policies to ensure efficient local government operations and provision of services
- 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 \$1,367,545, which is a decrease of \$10,245 (0.7%) over FY 2018-19.

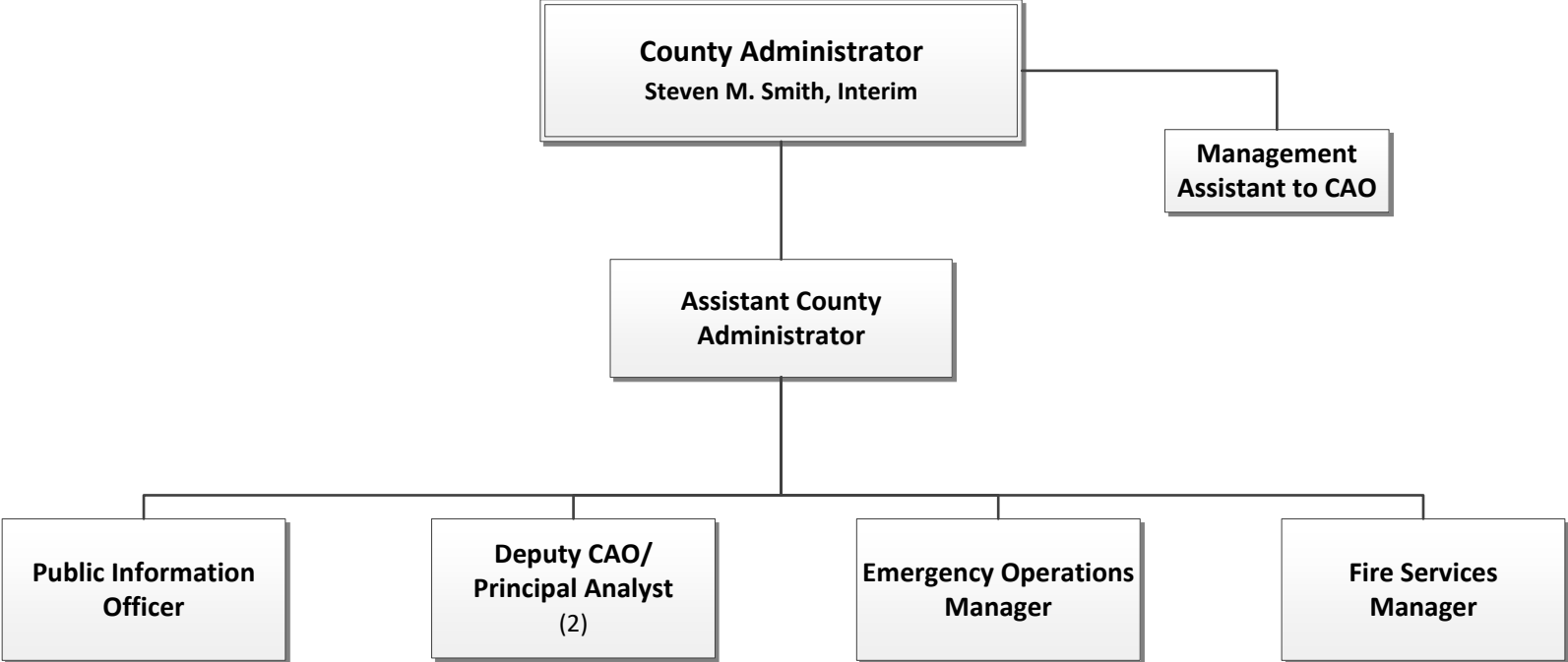
Use of Fund Balance

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 2019-2020**

Recommended



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

*Steven M. Smith,
Interim County Administrator*

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | Dept: 1103 | |
| Unit Title: NON-DEPARTMENTAL EXPENSES | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 277,375 | 294,081 | 653,312 | 652,813 | -0.1 |
| OTHER CHARGES | 333,359 | 1,076,064 | 1,107,000 | 1,110,000 | 0.3 |
| CAPITAL ASSETS | 0 | 1,104,682 | 0 | 0 | 0.0 |
| INTRAFUND TRANSFERS | -4,000 | 0 | -5,000 | -5,000 | 0.0 |
| INCREASES IN RESERVES | 0 | 0 | 5,000 | 5,000 | 0.0 |
| OTHER FINANCING USES | 625,349 | 0 | 164 | 178 | 8.5 |
| NET BUDGET | 1,232,083 | 2,474,827 | 1,760,476 | 1,762,991 | 0.1 |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 35,403 | 0 | 39,861 | 37,561 | -5.8 |
| OTHER FINANCING SOURCES | 0 | 1,129,716 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | 35,403 | 1,129,716 | 39,861 | 37,561 | -5.8 |
| UNREIMBURSED COSTS | 1,196,680 | 1,345,111 | 1,720,615 | 1,725,430 | 0.3 |
| 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

There are no major changes to this budget.

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.

This budget includes transfer of \$1,000,000 to the County’s Pension Prefunding Trust with PARS as the County’s ongoing effort to address long term pension costs.

This budget unit includes \$10,000 for an annual employee appreciation event and the Activities Committee. Funding for the event was reinstated in FY 2013-14.

County Administrative Office

Non-Departmental Expenses (1-103)

Steven M. Smith,
Interim County Administrator

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.

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

Recommended Budget

This budget is recommended at \$1,762,991, which is an increase of \$2,515 (0.1%) compared to FY 2018-19. The General Fund provides 97.9% of the financing for this budget unit, but cost are allocated, where appropriate, to County programs through the A-87 Cost Plan.

Audit Fees are recommended at \$75,000 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 is in the process of negotiating an agreement with another firm that will perform the FY 2018-19 and subsequent years' audits. The cost is anticipated to be the same as FY 2018-19.

The Professional and Specialized Services account is recommended at \$430,500 and 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 \$26,000, an increase of \$3,000 from FY 2018-19. 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.

The Contribution to Other Agencies account includes \$1,000,000 anticipated to be invested with Public Agency Retirement Services (PARS). In FY 2016-17, \$1,000,000 was deposited with PARS, \$250,000 was deposited in FY 2017-18, and \$1,000,000 in FY 2018-19. PARS enables the County to establish a Pension Benefits Trust Fund and an Other Post-Employment Benefits (OPEB) Trust Fund in order to pre-fund a portion of the County's unfunded pension and OPEB actuarial liabilities. 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, 2019 was \$2,437,256, including investment earnings of \$187,256 (net of expenses), an 8.3% return.

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.

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

Steven M. Smith,
Interim County Administrator

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL Unit Title: GENERAL REVENUES | | | | | Dept: 1209 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 84,929 | 16,482 | 71,502 | 32,740 | -54.2 |
| INTRAFUND TRANSFERS | -643,743 | -473,556 | -473,583 | -723,314 | 52.7 |
| INCREASES IN RESERVES | 0 | 0 | 3,150,976 | 0 | -100.0 |
| OTHER FINANCING USES | 4,059,219 | 3,910,000 | 1,196,719 | 2,284,876 | 90.9 |
| NET BUDGET | 3,500,405 | 3,452,926 | 3,945,614 | 1,594,302 | -59.6 |
| REVENUE | | | | | |
| FINES, FORFEITURES, PENALTIES | 42,803,177 | 38,266,899 | 41,315,785 | 46,684,091 | 13.0 |
| CANCELLATION OF OBLIGATED FB | 0 | 0 | 5,837,121 | 2,353,543 | -59.7 |
| UNDESIGNATED FUND BALANCE | 14,504,566 | 16,673,378 | 11,585,245 | 6,167,793 | -46.8 |
| TOTAL OTHER REVENUE | 57,307,743 | 54,940,277 | 58,738,151 | 55,205,427 | -6.0 |
| UNREIMBURSED COSTS | -53,807,338 | -51,487,351 | -54,792,537 | -53,611,125 | -2.2 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

Purpose

The General Revenues budget unit accounts for the general 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.

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

Major Budget Changes

Other Charges

- (\$38,762) Decrease in Interest Expense and Treasury Fee and elimination of the Interfund Cost Plan charge

Intrafund Transfers

- (\$249,731) Increase in Intrafund Overhead (A-87) charges (shown as a negative expenditure)

County Administrative Office General Revenues (1-209)

Steven M. Smith,
Interim County Administrator

Other Financing Uses

- \$1,088,157 Increase due to General Fund cost of capital planned projects and purchases

Revenues

- \$1,025,000 Increase in secured property tax
- \$25,000 Increase in supplemental property tax
- \$25,000 Increase in current unsecured property tax
- \$240,000 Increase in Delinquent Property Taxes and associated interest and penalties
- \$613,200 Increase in property tax in-lieu vehicle license fee
- \$689,000 Increase in sales and use tax
- (\$92,457) Decrease in interest apportioned
- \$37,488 Increase in Interfund Jail Medical
- \$1,292,675 Increase 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 \$5.6 million (13.0%) compared to the FY 2018-19 Adopted Budget.

The increase is attributed to three main funding areas: (1) an overall increase in property, sales and other tax revenue of \$2.7 million; (2) an increase in overhead (A-87) charges of \$2.2 million, and (3) \$600,000 in retention/reimbursement funds for two capital projects that will be completed in FY 2018-19 or early 2019-20.

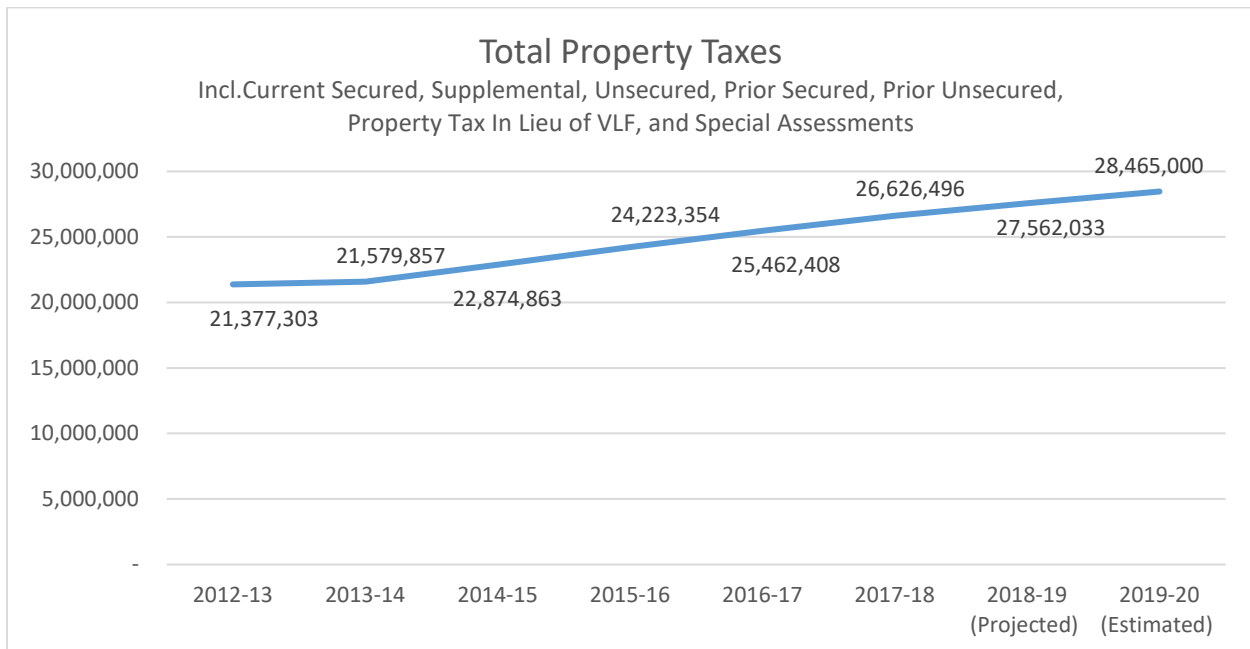
Historically, the County's major sources of General Fund revenue have traditionally been property tax and sales and use tax. In FY 2004-05, significant changes occurred in the way the major revenue streams are received from the State. Prior to 2004, a primary source of revenue for California counties 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

County Administrative Office General Revenues (1-209)

*Steven M. Smith,
Interim County Administrator*

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.

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 \$28.5 million. This represents a combined increase of \$1.7 million, or 6.3%, from the FY 2017-18 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, the Assessor and Auditor-Controller’s Offices and the County’s consultant for property and sales tax, Hinderliter, de Llamas & Associates, LLC (HdL). While it appears that revenues are increasing, estimates for improvements in property tax revenues remain comparatively conservative.

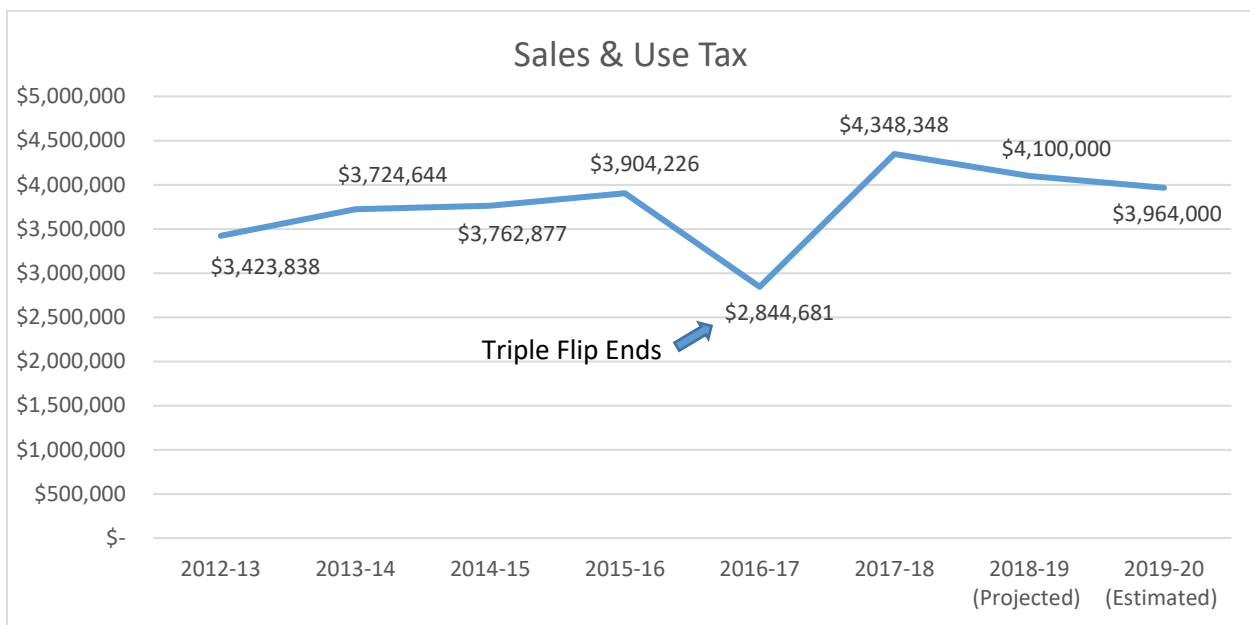


Sutter County uses a Teeter Plan, which allows the County to distribute property taxes to schools and other tax-receiving agencies as though there were no delinquent taxes due. The County then retains any penalty and interest revenue as the delinquent taxes are collected. Penalties and interest from delinquent taxes are projected at \$1,050,000 in the budget year, an increase of \$240,000 (29.6%) from the FY 2018-19 Adopted Budget but consistent with current receipts.

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, but not until after the FY 2018-19 budget was developed. Therefore, the FY 2018-19 sales tax revenue was conservatively estimated that year at \$3.3 million. However, current receipts indicate that actual revenue will be approximately \$4.1 million. The County’s consultant for sales tax projections, HdL, forecasts a slight tapering off of sales tax revenue for the budget year. Therefore, \$3.96 million is included in the FY 2019-20 budget, an increase of \$689,000 (21.0%) over the FY 2018-19 adopted budget, but a \$136,000 decrease from the estimated actual 2018-19 revenue.



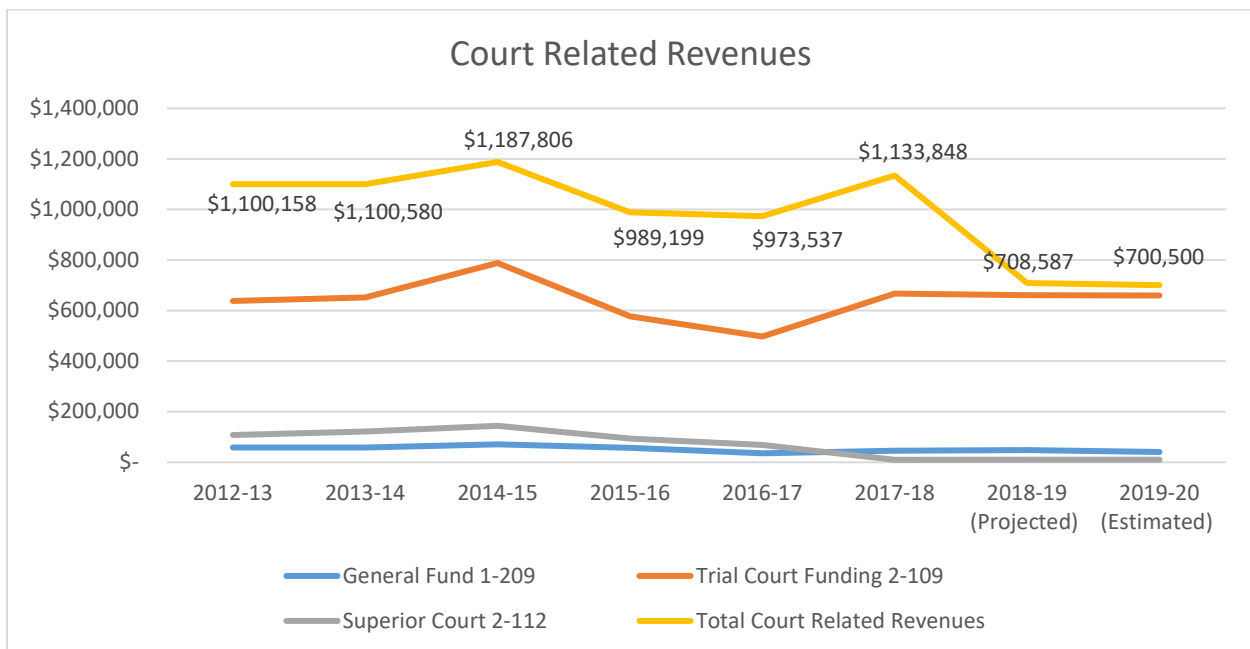
The County receives Franchise Fee revenue from three sources: PG&E, Recology Yuba-Sutter, and Comcast, with the majority of the fee revenue coming from PG&E. Because the PG&E franchise fee is tied to electric and gas use, this revenue source fluctuates from year to year. However, overall, Franchise Fee 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 2018-19.

In June 2016, the Sutter County Superior Court implemented a new software system, Tyler Odyssey, switching from the prior Jalan system. Since that time, the County’s court-related revenue has decreased significantly. For example, in the Superior Court (2-112) budget unit, actual revenue received decreased by nearly \$135,000 from FY 2014-15 to FY 2017-18. The court-related revenue in the Trial Court (2-109) budget unit decreased by more than \$120,000 during the same period. Within the General Fund, court-related revenues are recorded in the General

County Administrative Office General Revenues (1-209)

Steven M. Smith,
Interim County Administrator

Revenues, providing discretionary revenue that is used to support county operations, including the maintenance of effort (MOE) contribution to the courts. From FY 2014-15 to FY 2017-18, the revenues fell by nearly \$25,000 per year. While the majority of court-related revenues appear in these three budget units, there are additional budget units, including special revenue funds, which are impacted by this decrease in revenue. This was discussed with the Superior Court, and both the County Administrator’s Office and Auditor-Controller’s Office have reviewed the issue and determined that the Tyler Odyssey system is correctly allocating revenue and that the decrease is due in part to corrections made within the system versus the prior system and also due to a decline in court-related collections that is being experienced throughout the state. Overall, court-related revenues are projected at \$700,500 in the budget year in the three budget units, consistent with FY 2018-19 projected revenues, but nearly \$490,000 less than the actual monies received in FY 2014-15.



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 are expected to be completed in or before FY 2019-20, so the retention funds held by the state for the jail project and the insurance reimbursement for the Casa project should be released to the County in the budget year.

Appropriations in this budget include Transfers-Out for the General Fund share of various projects. These costs total \$2,284,876, and include the following:

- \$80,000 General Fund cost of a fire truck for CSA – F
- \$585,876 Constructing/paving for parking on Veterans’ Circle
- \$1,000,000 ADA and other construction for County buildings located at 1130, 1160 and 1190 Civic Center Boulevard

County Administrative Office General Revenues (1-209)

Steven M. Smith,
Interim County Administrator

- \$150,000 Foundation repairs for County buildings located at 1130 and 1160 Civic Center Boulevard
- \$22,000 Library parking lot paving
- \$147,000 Various roofing projects
- \$300,000 County Facilities Master Plan

Use of Fund Balance

The estimated available unassigned Fund Balance for the budget year is \$6.2 million. This represents carry-forward monies generated from on-going County operations in FY 2018-19, which is used to fund on-going County expenditures in FY 2019-20. This represents a decrease of approximately \$2.3 million from the amount that was budgeted to be available in the FY 2018-19 Recommended Budget.

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, 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.

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 2018-19 the Adopted Budget included cancellation of \$51,150, leaving available committed fund balance of \$51,133 available in FY 2019-20. It is recommended that the remaining balance in the Committed Fund Balance for Williamson Act Subvention account (#31217) be cancelled in FY 2019-20. For future years, any Williamson Act contract that the County enters into will be fully supported by discretionary General Fund revenues unless a new revenue source is determined to support these contracts.

It is recommended that \$2,257,410 held in the General Fund's Committed Fund Balance Designated for Capital Projects account (#31265) be cancelled to fund the estimated cost of capital projects appropriated in FY 2018-19 but not anticipated to be complete until FY 2019-20, and new projects appropriated in FY 2019-20.

It is recommended that \$45,000 held in the General Fund's Committed Fund Balance for Farm Advisor/Ag Building (#31205) be cancelled to support the cost of building improvements to the Farm Advisor/Ag Building.

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL Unit Title: CONTINGENCY | | | | | Dept: 9900 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| PROVISIONS FOR CONTINGENCIES | 0 | 0 | 686,416 | 800,000 | 16.5 |
| NET BUDGET | 0 | 0 | 686,416 | 800,000 | 16.5 |
| UNREIMBURSED COSTS | 0 | 0 | 686,416 | 800,000 | 16.5 |
| 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 1.16% of recommended total General Fund expenditures (excluding the Contingency), which is reasonable given historical use of the Contingency appropriation.

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.

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.

County Administrative Office Contingency (9-900)

*Steven M. Smith,
Interim County Administrator*

As of June 7, 2019, the FY 2018-19 Adjusted Budget for Contingency shows \$518,637 available of the \$686,416 originally recommended for that fiscal year.

Recommended Budget

The recommended FY 2019-20 appropriation for Contingency is \$800,000 an increase of \$113,584 (16.5%) when compared to FY 2018-19.

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 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0015 - PUBLIC SAFETY | | | | Dept: 2401 | |
| Unit Title: EMERGENCY SERVICES | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 97,687 | 151,912 | 196,763 | 183,210 | -6.9 |
| SERVICES AND SUPPLIES | 116,888 | 167,599 | 180,660 | 1,042,230 | 476.9 |
| OTHER CHARGES | 120,832 | 140,182 | 163,458 | 192,182 | 17.6 |
| CAPITAL ASSETS | 0 | 49,314 | 0 | 30,000 | 100.0 |
| INTRAFUND TRANSFERS | 39,312 | 0 | 47,660 | 70,660 | 48.3 |
| OTHER FINANCING USES | 21,560 | 3,523 | 103,678 | 115,778 | 11.7 |
| NET BUDGET | 396,279 | 512,530 | 692,219 | 1,634,060 | 136.1 |
| REVENUE | | | | | |
| INTERGOVERNMENTAL REVENUES | 256,931 | 178,116 | 489,462 | 1,336,967 | 173.2 |
| TOTAL OTHER REVENUE | 256,931 | 178,116 | 489,462 | 1,336,967 | 173.2 |
| UNREIMBURSED COSTS | 139,348 | 334,414 | 202,757 | 297,093 | 46.5 |
| ALLOCATED POSITIONS | 1.20 | 1.20 | 1.20 | 1.20 | 0.0 |

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

- (\$5,666) Decrease due to 3% position vacancy factor applied to small departments with greater than 10% average annual vacancy

Other Charges

- \$84,000 Increase due to addition of a new emergency management consultant
- (\$23,500) Decrease due to reduction in employment training expenses

Other Charges

- \$28,724 Increase due to higher administrative cost to the emergency services function (the Development Services Admin Intrafund)

Services and Supplies

- \$890,000 Increase due to Professional/Specialized services for the Department of Water Resources Grant

Capital Assets

- \$30,000 Replacement of outdated handheld radios

Interfund Transfers

- \$23,000 Increase due to the transfer of Homeland Security grant funding to the Sheriff's Office

Other Financing Uses

- \$12,100 Increase due to the transfer of Homeland Security grant funding to Public Health

Intergovernmental Revenues

- \$847,505 Increase due primarily to increases in Federal Homeland Security and State Department of Water Resources grant funding

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.

During FY 2017-18, the Board of Supervisors authorized the hiring of a fulltime (1.0 FTE) Emergency Operations Manager position that was successfully filled in January of 2018. Since that time, the Emergency Operations Manager has given notice of resignation. On May 28, 2019,

the Board authorized an execution of a contract for an emergency services planner, which will be funded in part by CalOES grant money. The contract will provide for emergency management and planning services and support a new Emergency Operations Manager, once hired. Additionally, 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 \$800,000 planning grant from the Department of Water Resources. Funding has been included in the FY 2019-20 Recommended Budget to support the cost of the contract, not to exceed \$114,000 over two fiscal years at a rate of \$75 per hour. The General Fund impact is estimated not to exceed \$20,000 for the life of the contract. Additionally, \$806,750 has been included in the budget for the DWR planning 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
- Dissemination 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 utilized to offset the cost of this contract as hours will be billed to specific grants as appropriate.

Recommended Budget

This budget is recommended at \$1,634,060, which is an increase of \$941,841 (136.1%) over FY 2018-19. The General Fund provides 18.2% of the financing for this budget unit, and is increased by \$94,336 (46.5%) for FY 2018-19. This increase 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 \$30,000 due to 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 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0015 - PUBLIC SAFETY | | | | | Dept: 2402 |
| Unit Title: FIRE SERVICES ADMINISTRATION | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/28/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 197,097 | 206,741 | 209,667 | 217,960 | 4.0 |
| SERVICES AND SUPPLIES | 17,097 | 21,647 | 33,340 | 35,811 | 7.4 |
| OTHER CHARGES | 7,606 | 8,062 | 4,494 | 26,212 | 483.3 |
| CAPITAL ASSETS | 62,232 | 0 | 0 | 0 | 0.0 |
| OTHER FINANCING USES | 479 | 0 | 2,935 | 418 | -85.8 |
| NET BUDGET | <u>284,511</u> | <u>236,450</u> | <u>250,436</u> | <u>280,401</u> | <u>12.0</u> |
| REVENUE | | | | | |
| LICENSES, PERMITS, FRANCHISES | 1,042 | 0 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 9,228 | 25,728 | 12,102 | 5,600 | -53.7 |
| MISCELLANEOUS REVENUES | 175 | 0 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | <u>10,445</u> | <u>25,728</u> | <u>12,102</u> | <u>5,600</u> | <u>-53.7</u> |
| UNREIMBURSED COSTS | 274,066 | 210,722 | 238,334 | 274,801 | 15.3 |
| 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

- \$21,718 Increase in Intrafund 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.

Recommended Budget

This budget is recommended at \$280,401 which is an increase of \$29,965 (12%) over FY 2018-19. The General Fund provides 98% of the financing for Fire Services Administration and is increased by \$36467 (15.3%) for FY 2019-20.

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.

****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 department.

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

Opterra Energy Efficiency Project 1-803

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 February 27th through 2029. During the course of construction of the project, debt services payment 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.

A budget Amendment was made during FY 2018-19 to move the budget in the amount of \$711,794 from the Capital Project Fund to the Debt Services Fund to reflect the debt service obligation and payment. As a result there is no budget request for this project in 1803.

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 2018-19, the County hired Governmental Financial Strategies to assist with these financing mechanisms. Significant progress will be made on this financing in FY 2019-20.

This budget is recommended at \$1,372,487 for FY 2019-20; which includes rents/leases, special departmental expense, professional/specialized services, and utilities. These expenditures are funded by a cancellation of fund balance in Fund 0016 that is reserved specifically for this project. As of July 1, 2019, approximately \$1,812,000 is available. Once project costs are established and funding strategies identified, staff will present recommended budget amendments to the Board of Supervisors for consideration.

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. This is a major construction project, which has spanned several years. The scope of the project is to expand the capacity of the facility by 42 beds, and is made feasible due to a grant of \$9.7 million in lease-revenue bond-financing from the State.

This budget for FY 2019-20 is recommended at \$887,050. This includes Professional and Specialized Services and transfers out to partially offset the General Fund cost of the project. These costs will close out the project for FY 2019-20, as the project is complete.

Total project costs were estimated at \$15,448,766. This includes \$9,741,000 in State bond financing, \$3,358,109 from the General Fund, and \$2,349,657 from the Criminal Justice Development Impact Fee Fund (0-102) for the County's cash match, in-kind match and other costs. Since then, the following budget adjustments have been approved:

- January 2018: \$3,358,109 was transferred from the General Fund Committed Capital Projects (#31265) to the Capital Project Fund 0016-1807 Jail Expansion Project. Additionally \$149,000 was transferred from the Criminal Justice Development Impact Fee Fund (0102) to the Committed Capital Project-Jail Expansion account (#31269).
- September 11, 2018: \$310,000 was transferred from the General Fund Committed Capital Projects (#31265) to the Capital Project Fund 0016-1807 Jail Expansion Project
- December 4, 2018: \$1,100,000 was transferred from the General Fund Committed Capital Projects (#31265) to the Capital Project Fund 0016-1807 Jail Expansion Project
- February 12, 2019: \$2,500,000 was transferred from the General Fund Committed Capital Projects (#31265) to the Capital Project Fund 0016-1807 Jail Expansion Project
- June 11, 2019: \$750,000 was transferred from the Criminal Justice Facilities Fund (0102) and \$730,000 was transferred from the Criminal Justice Development Impact Fee fund (0102); totaling \$1,480,000 being transferred into the General Fund Committed Capital Projects (#31265) and further offsetting the cost of the project to the General Fund

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.

This project consists of the design and construction of a new facility and related site work. The facility is a stand-alone single-story juvenile rehabilitation facility located at 938 14th Street in Marysville. The project includes approximately 21,590 square feet to house and provide treatment and program space for 48 male and female juveniles on approximately three acres of vacant land across the street from the existing juvenile hall. The total design-build estimate for the Project is approximately \$16,200,000. Construction began in July of 2017 and is projected to end in March of 2019.

The FY 2019-20 budget includes Sutter County's \$590,000 contribution for the year. This was funded by a transfer in from YOBG special revenue fund balances (fund 0176) in FY 2018-19.

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 funds are recommended in the FY 2019-20 budget for this project (apart from \$9,996 in time spent on the project by Development Services), however, as the architect's report and other project elements are finalized, financing solutions will be presented as recommended budget amendments for consideration of the Board of Supervisors.

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. Subsequently, the structure has been visited by County personnel from General Services and Development Services as well as the County's insurance agent, Trindel Insurance Fund. Additionally, architects and engineers visited the site to assess its condition and suitability for rehabilitation.

Currently \$552,300 is budgeted for this project in FY 2019-20. This includes professional & specialized services, IF engineering, and costs for the construction. Now that the architectural and engineering assessments are complete, staff will return before the Board seeking the approval to begin the construction and any associated Budget Amendment. This project, though covered through the County's self-insurance program, has indirect General Fund costs due to related increases in insurance premiums.

680 North Walton Project 1-811

The Health and Human Services Department relocated a portion of its Welfare and Social Services staff to the building located at 680 North Walton in Yuba City. The 17,004 square foot facility required modifications to the building's interior including electrical, telecommunications, and plumbing systems improvements to meet their needs. The Development Services Department managed the project with assistance from General Services. Currently no funds are recommended in the FY 2019-20 budget for this project as it is now complete.

Microwave Network Project 1-812

The County utilizes 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 will lose the right to use this dedicated dark fiber network.

The most reliable and cost-effective way to provide countywide network connectivity is through 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 future facility, 850 Gray Ave, and to also migrate connections from the existing main County datacenter at 463 2nd St. Continued use of the dark fiber network provides the County with many benefits including a lower overall cost than alternate technologies, the elimination of one information technology position, and a reliable infrastructure that is easily upgradeable. The Comcast agreement is for a ten-year contract term which will ensure the County has a stable network with a predictable price.

In FY 2017-18, the County was notified that its existing INET fiber network agreement would terminate on July 13th, 2019. County IT staff worked to develop potential solutions to this issue. At the time, the best option was to pursue County owned and operated microwave network infrastructure. This was budgeted in project 1812 and incorporated into the FY 2018-19 budget.

In addition to developing the proposal for a microwave network, staff continued negotiations with Comcast on a usage agreement for the fiber network. An initial agreement was presented by Comcast in August of 2018 and, after lengthy negotiations and analysis, staff concluded that the most reliable and cost-effective way to provide countywide network connectivity is through the proposal from Comcast. As a result, no costs are budgeted for this project in FY 2019-20.

Property Tax Software 1-813

FY 2019-20 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. This is a rebudget of the same project for the last several fiscal years.

1965 Live Oak Boulevard Homeless Shelter 1-814

The Board of Supervisors, on September 11, 2018, 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. Initial site preparation work will need to be done that may include perimeter fencing, leveling of ground, and minimal site design work depending upon the location of structures and improvements.

Sutter County has been awarded \$300,000 in Homeless Emergency Aid Program (HEAP) funds and \$100,000 over two years in California Emergency Solutions and Housing (CESH) funds for construction and operation of a shelter. Staff will return to the Board with further budget recommendations for use of these funding sources.

Currently, \$300,000 is budgeted in FY 2019-20 to purchase the necessary equipment and supplies for the project, and associated professional services. This expenditure is to be funded by contributions from other agencies.

1190 Civic Center Boulevard, Yuba City 1-815

In FY 2018-19, the Board approved the purchase of the building and property at 1190 Civic Center Boulevard in Yuba City. The negotiated sale price of this property was \$1,129,816. Funds from the County's Development Impact Fee – County General Government Fund (0-101) were utilized to complete the purchase.

The proposed building and property purchase support the County's effort to relocate the Assessor's Office to 1190 Civic Center Boulevard and 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 grouping of the three departments in a centralized area, within walking distance, increases convenience for citizens and improves the efficiency of County operations.

Currently, \$500,000 in Professional/Specialized Services is budgeted in FY 2019-20 for the remodeling of the facilities. This is funded by a transfer in from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265).

Use of Fund Balances

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

- Project 1806, Human Services Building: the FY 2019-20 expenditures are funded by a cancellation of fund balance in Fund 0016 that is reserved specifically for this project (#31268)
- Project 1808, Tri County Juvenile Hall Construction: Fund 0176 (YOBG) transferred \$590,000 into this project to fund the County's FY 2019-20 contribution
- Project 1815, 1190 Civic Center Boulevard: \$500,000 was transferred from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265)

County Administrative Office
 Capital Projects Fund (0016)

Steven M. Smith,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | | |
| Unit Title: CHEVRON SOLAR | | | | | Dept: 1803 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 0 | 2 | 0 | 0 | 0.0 |
| OTHER CHARGES | 683,267 | 0 | 716,000 | 0 | -100.0 |
| OTHER FINANCING USES | 0 | 36,622 | 0 | 0 | 0.0 |
| NET BUDGET | 683,267 | 36,624 | 716,000 | 0 | -100.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -73,385 | 0 | 4,184 | 0 | -100.0 |
| OTHER FINANCING SOURCES | 668,538 | 0 | 711,816 | 0 | -100.0 |
| TOTAL OTHER REVENUE | 595,153 | 0 | 716,000 | 0 | -100.0 |
| UNREIMBURSED COSTS | 88,114 | 36,624 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | Dept: 1806 | |
| Unit Title: HUMAN SERVICES BUILDING | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 317,548 | 703,758 | 324,500 | 1,256,100 | 287.1 |
| OTHER CHARGES | 3,582 | 88,197 | 0 | 116,387 | 100.0 |
| CAPITAL ASSETS | 1,162,788 | 0 | 0 | 0 | 0.0 |
| NET BUDGET | <u>1,483,918</u> | <u>791,955</u> | <u>324,500</u> | <u>1,372,487</u> | <u>323.0</u> |
| REVENUE | | | | | |
| OTHER FINANCING SOURCES | 836,375 | 0 | 324,500 | 0 | -100.0 |
| CANCELLATION OF OBLIGATED FB | 0 | 0 | 0 | 1,372,487 | 100.0 |
| TOTAL OTHER REVENUE | <u>836,375</u> | <u>0</u> | <u>324,500</u> | <u>1,372,487</u> | <u>323.0</u> |
| UNREIMBURSED COSTS | 647,543 | 791,955 | 0 | 0 | 0.0 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | | |
| Unit Title: JAIL EXPANSION | | Dept: 1807 | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 9,383,003 | 5,342,064 | 4,134,481 | 521,879 | -87.4 |
| OTHER CHARGES | 73,274 | 37,643 | 80,000 | 15,171 | -81.0 |
| OTHER FINANCING USES | 0 | 0 | 0 | 350,000 | 100.0 |
| NET BUDGET | 9,456,277 | 5,379,707 | 4,214,481 | 887,050 | -79.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | 60,422 | 46,838 | 0 | 0 | 0.0 |
| INTERGOVERNMENTAL REVENUES | 6,293,942 | 2,260,121 | 3,683,834 | 487,050 | -86.8 |
| OTHER FINANCING SOURCES | 3,507,109 | 3,910,000 | 0 | 0 | 0.0 |
| CANCELLATION OF OBLIGATED FB | 0 | 0 | 530,647 | 400,000 | -24.6 |
| TOTAL OTHER REVENUE | 9,861,473 | 6,216,959 | 4,214,481 | 887,050 | -79.0 |
| UNREIMBURSED COSTS | -405,196 | -837,252 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | | |
| Unit Title: TRI CO JUVENILE HALL CONSTRUCT | | | | | Dept: 1808 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 0 | 39,903 | 800,000 | 590,000 | -26.2 |
| NET BUDGET | 0 | 39,903 | 800,000 | 590,000 | -26.2 |
| REVENUE | | | | | |
| CANCELLATION OF OBLIGATED FB | 0 | 0 | 800,000 | 590,000 | -26.2 |
| TOTAL OTHER REVENUE | 0 | 0 | 800,000 | 590,000 | -26.2 |
| UNREIMBURSED COSTS | 0 | 39,903 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | | |
| Unit Title: DA-OFFICE RELOCATION PROJECT | | | | | |
| | | | | | Dept: 1809 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 145,790 | 291,664 | 0 | 100 | 100.0 |
| OTHER CHARGES | 0 | 0 | 0 | 9,896 | 100.0 |
| INCREASES IN RESERVES | 0 | 0 | 923 | 0 | -100.0 |
| NET BUDGET | <u>145,790</u> | <u>291,664</u> | <u>923</u> | <u>9,996</u> | <u>983.0</u> |
| REVENUE | | | | | |
| OTHER FINANCING SOURCES | <u>376,808</u> | 0 | 923 | 9,996 | 983.0 |
| TOTAL OTHER REVENUE | <u>376,808</u> | <u>0</u> | <u>923</u> | <u>9,996</u> | <u>983.0</u> |
| UNREIMBURSED COSTS | -231,018 | 291,664 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | | Dept: 1810 | |
| Unit Title: BUILDING-CASA DE ESPERANZA | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 145,275 | 881 | 0 | 100,100 | 100.0 |
| OTHER CHARGES | 0 | 0 | 0 | 42,304 | 100.0 |
| CAPITAL ASSETS | 21,093 | 161,924 | 0 | 409,896 | 100.0 |
| NET BUDGET | <u>166,368</u> | <u>162,805</u> | <u>0</u> | <u>552,300</u> | <u>100.0</u> |
| REVENUE | | | | | |
| MISCELLANEOUS REVENUES | 525,698 | 0 | 0 | 0 | 0.0 |
| OTHER FINANCING SOURCES | 324,302 | 0 | 0 | 0 | 0.0 |
| CANCELLATION OF OBLIGATED FB | 0 | 0 | 0 | 552,300 | 100.0 |
| TOTAL OTHER REVENUE | <u>850,000</u> | <u>0</u> | <u>0</u> | <u>552,300</u> | <u>100.0</u> |
| UNREIMBURSED COSTS | -683,632 | 162,805 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | Dept: 1811 | | |
| Unit Title: 680 NORTH WALTON PRJ 1811 | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 635,417 | 1,522 | 0 | 0 | 0.0 |
| OTHER CHARGES | 9,734 | 0 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 642,605 | 14,815 | 0 | 0 | 0.0 |
| NET BUDGET | <u>1,287,756</u> | <u>16,337</u> | <u>0</u> | <u>0</u> | <u>0.0</u> |
| REVENUE | | | | | |
| OTHER FINANCING SOURCES | <u>1,361,170</u> | 0 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | <u>1,361,170</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.0</u> |
| UNREIMBURSED COSTS | -73,414 | 16,337 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | Dept: 1812 | | |
| Unit Title: COUNTYWIDE MICROWAVE PROJECT | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 0 | 0 | 1,500,005 | 0 | -100.0 |
| NET BUDGET | 0 | 0 | 1,500,005 | 0 | -100.0 |
| REVENUE | | | | | |
| MISCELLANEOUS REVENUES | 0 | 0 | 5,072 | 0 | -100.0 |
| OTHER FINANCING SOURCES | 0 | 0 | 1,494,933 | 0 | -100.0 |
| TOTAL OTHER REVENUE | 0 | 0 | 1,500,005 | 0 | -100.0 |
| UNREIMBURSED COSTS | 0 | 0 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | Dept: 1813 | | |
| Unit Title: PROPERTY TAX SOFTWARE | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| CAPITAL ASSETS | 0 | 0 | 0 | 875,501 | 100.0 |
| NET BUDGET | <u>0</u> | <u>0</u> | <u>0</u> | <u>875,501</u> | <u>100.0</u> |
| REVENUE | | | | | |
| OTHER FINANCING SOURCES | 0 | 0 | 0 | 875,501 | 100.0 |
| TOTAL OTHER REVENUE | <u>0</u> | <u>0</u> | <u>0</u> | <u>875,501</u> | <u>100.0</u> |
| UNREIMBURSED COSTS | 0 | 0 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | Dept: 1814 | | |
| Unit Title: 1965 LIVE OAK BLVD-HOMELESS SH | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 0 | 0 | 0 | 300,000 | 100.0 |
| NET BUDGET | <u>0</u> | <u>0</u> | <u>0</u> | <u>300,000</u> | <u>100.0</u> |
| REVENUE | | | | | |
| INTERGOVERNMENTAL REVENUES | 0 | 0 | 0 | 300,000 | 100.0 |
| TOTAL OTHER REVENUE | <u>0</u> | <u>0</u> | <u>0</u> | <u>300,000</u> | <u>100.0</u> |
| UNREIMBURSED COSTS | 0 | 0 | 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,
 Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0016 - CAPITAL PROJECTS | | | Dept: 1815 | | |
| Unit Title: 1190 CIVIC CENTER BLVD-YC | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 0 | 0 | 0 | 500,000 | 100.0 |
| NET BUDGET | <u>0</u> | <u>0</u> | <u>0</u> | <u>500,000</u> | <u>100.0</u> |
| REVENUE | | | | | |
| OTHER FINANCING SOURCES | 0 | 0 | 0 | 500,000 | 100.0 |
| TOTAL OTHER REVENUE | <u>0</u> | <u>0</u> | <u>0</u> | <u>500,000</u> | <u>100.0</u> |
| UNREIMBURSED COSTS | 0 | 0 | 0 | 0 | 0.0 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

Debt Services Kyocera Debt Service (1-210)

Steven M. Smith,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0020 - DEBT SERVICES Unit Title: KYOCERA DEBT SERVICE | | | Dept: 1210 | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 1,712 | 0 | 0 | 0 | 0.0 |
| OTHER CHARGES | 93,177 | 29,327 | 22,617 | 5,214 | -76.9 |
| INCREASES IN RESERVES | 0 | 0 | 19,090 | 0 | -100.0 |
| NET BUDGET | 94,889 | 29,327 | 41,707 | 5,214 | -87.5 |
| REVENUE | | | | | |
| MISCELLANEOUS REVENUES | 0 | 0 | 796 | 0 | -100.0 |
| OTHER FINANCING SOURCES | 75,910 | 0 | 40,911 | 5,214 | -87.3 |
| TOTAL OTHER REVENUE | 75,910 | 0 | 41,707 | 5,214 | -87.5 |
| UNREIMBURSED COSTS | 18,979 | 29,327 | 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

- (\$17,403) Decrease in Retire Long-Term Debt and Interest Expense due to lease term ended in October 2018

Program Discussion

Per the Auditor-Controller, beginning in FY 2015-16, copier lease charges were moved from Rents and Leases Equipment to principle and interest accounts to comply with capital lease accounting requirements. 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. Three copiers remain on the lease and payment will be made to US Bank through this budget.

Recommended Budget

This budget is recommended at \$5,214 for three copiers remaining on the lease.

Debt Services
Kyocera Debt Service (1-210)

Steven M. Smith,
Interim County Administrator

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0020 - DEBT SERVICES | | | | | Dept: 1211 |
| Unit Title: CHEVRON DEBT SERVICE | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/08/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | -15 | 711,782 | 0 | 740,924 | 100.0 |
| NET BUDGET | -15 | 711,782 | 0 | 740,924 | 100.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -51 | -151 | 0 | 0 | 0.0 |
| OTHER FINANCING SOURCES | 0 | 748,418 | 0 | 740,924 | 100.0 |
| TOTAL OTHER REVENUE | -51 | 748,267 | 0 | 740,924 | 100.0 |
| UNREIMBURSED COSTS | 36 | -36,485 | 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.

A budget Amendment during FY 2018-19 transferred the budget of \$711,794 from the Capital Project Fund to the Debt Services Fund to reflect the debt service obligation and payment.

Recommended Budget

This budget is recommended at \$740,924.

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0020 - DEBT SERVICES | | | | | Dept: 1212 |
| Unit Title: COMCAST DEBT SERVICE | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/11/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 0 | 0 | 0 | 21,176 | 100.0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 28 | 100.0 |
| NET BUDGET | 0 | 0 | 0 | 21,204 | 100.0 |
| REVENUE | | | | | |
| MISCELLANEOUS REVENUES | 0 | 0 | 0 | 68 | 100.0 |
| OTHER FINANCING SOURCES | 0 | 0 | 0 | 21,136 | 100.0 |
| TOTAL OTHER REVENUE | 0 | 0 | 0 | 21,204 | 100.0 |
| 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 will lose the right to use this dedicated dark fiber network.

The County entered 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 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 contract 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, 850 Gray Ave, and to migrate connections from the existing main County datacenter at 463 2nd Street is estimated at \$290,354.90. Service charges for 850 Gray Ave 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 \$1,001,724.74 and will be funded by a proportional countywide distribution of costs.

Debt Services
Comcast Debt Service (1-212)

Steven M. Smith,
Interim County Administrator

Recommended Budget

This budget is recommended at \$21,204, which includes \$20,589 in principal payment, \$587 in interest payments and \$28 in increased Obligated Fund Balance.

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0014 - TRIAL COURT | | | | | |
| Unit Title: TRIAL COURTS-GENERAL | | | | | Dept: 2110 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 0 | -1 | 0 | 0 | 0.0 |
| OTHER CHARGES | -448 | 148 | 0 | 0 | 0.0 |
| NET BUDGET | -448 | 147 | 0 | 0 | 0.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -18,324 | 1,751 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 4,159,638 | 4,848,561 | 4,848,561 | 4,540,129 | -6.4 |
| TOTAL OTHER REVENUE | 4,141,314 | 4,850,312 | 4,848,561 | 4,540,129 | -6.4 |
| UNREIMBURSED COSTS | -4,141,762 | -4,850,165 | -4,848,561 | -4,540,129 | -6.4 |
| 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

Revenue

- (\$308,432) Decrease in Interfund General Fund cost

Program Discussion/ Recommended Budget

The recommended General Fund Contribution is \$4,540,129, which is a decrease of \$308,432 (6.4%) over FY 2018-19. As noted, this Unreimbursed 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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: TRIAL COURT-COUNTY SHARE | | | | | Dept: 2114 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/28/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 4,159,638 | 4,848,561 | 4,848,561 | 4,540,129 | -6.4 |
| NET BUDGET | <u>4,159,638</u> | <u>4,848,561</u> | <u>4,848,561</u> | <u>4,540,129</u> | <u>-6.4</u> |
| UNREIMBURSED COSTS | 4,159,638 | 4,848,561 | 4,848,561 | 4,540,129 | -6.4 |
| 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

Other Charges

- (\$308,432) Decrease in Interfund Trial Court Cost

Program Discussion/ Recommended Budget

The recommended General Fund contribution is \$4,540,129, which is a decrease of \$308,432 (6.4%) from FY 2018-19.

The recommended amount equals the revenue that is required to meet the Unreimbursed 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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0015 - PUBLIC SAFETY | | | | | |
| Unit Title: PUBLIC SAFETY-GENERAL | | | | | Dept: 2210 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | -1,975 | -975 | 0 | 0 | 0.0 |
| INCREASES IN RESERVES | 0 | 0 | 2,717,054 | 0 | -100.0 |
| NET BUDGET | -1,975 | -975 | 2,717,054 | 0 | -100.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -27,656 | -9,849 | 2 | 0 | -100.0 |
| CHARGES FOR SERVICES | 21,779,352 | 17,885,906 | 22,852,260 | 21,268,257 | -6.9 |
| OTHER FINANCING SOURCES | 0 | 3,415,565 | 8,250,000 | 8,777,000 | 6.4 |
| TOTAL OTHER REVENUE | 21,751,696 | 21,291,622 | 31,102,262 | 30,045,257 | -3.4 |
| UNREIMBURSED COSTS | -21,753,671 | -21,292,597 | -28,385,208 | -30,045,257 | 5.8 |
| 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 ½ percent 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

- (\$7,286) Decrease in Interfund General Fund Cost
- \$527,000 Increase in Operating Transfer from the Public Safety Augmentation Fund (0-282)

Program Discussion/ Recommended Budget

The Revenue for this budget is recommended at \$30,045,257, which is an increase of \$1,660,049 (5.8%) over FY 2018-19. The recommended General Fund contribution is \$21,268,257, which is a decrease of \$7,286 (0.03%) over FY 2018-19.

County Share Budgets

Public Safety - General (2-210)

*Steven M. Smith,
Interim 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 \$8.78 million for FY 2019-20. The full amount received is to be transferred from the Public Safety Augmentation Fund (0-282) to the Public Safety Fund (0-015) in FY 2019-20.

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | Dept: 2215 |
| Unit Title: PUBLIC SAFETY-COUNTY SHARE | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/06/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 14,900,000 | 14,000,000 | 21,275,543 | 21,268,257 | 0.0 |
| NET BUDGET | 14,900,000 | 14,000,000 | 21,275,543 | 21,268,257 | 0.0 |
| UNREIMBURSED COSTS | 14,900,000 | 14,000,000 | 21,275,543 | 21,268,257 | 0.0 |
| 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

- (\$7,286) Decrease in Interfund Public Safety Costs

Program Discussion/ Recommended Budget

This budget is recommended at \$21,268,257, which is a decrease of \$7,286 (0.03%) over FY 2018-19. 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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0012 - HEALTH | | | | Dept: 4110 | |
| Unit Title: HEALTH CARE-GENERAL | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/30/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 287,645 | -23 | 0 | 0 | 0.0 |
| INCREASES IN RESERVES | 0 | 0 | 48,652 | 0 | -100.0 |
| NET BUDGET | <u>287,645</u> | <u>-23</u> | <u>48,652</u> | <u>0</u> | <u>-100.0</u> |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -5,800 | 2,523 | 2 | 1,000 | 49,900.0 |
| CHARGES FOR SERVICES | 7,488,223 | 5,662,207 | 7,942,199 | 3,858,127 | -51.4 |
| OTHER FINANCING SOURCES | 0 | 0 | 0 | 4,025,000 | 100.0 |
| TOTAL OTHER REVENUE | <u>7,482,423</u> | <u>5,664,730</u> | <u>7,942,201</u> | <u>7,884,127</u> | <u>-0.7</u> |
| UNREIMBURSED COSTS | -7,194,778 | -5,664,753 | -7,893,549 | -7,884,127 | -0.1 |
| 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

- \$125,000 Increase in Realignment Transfer
- (\$184,072) Decrease in Interfund General Fund Cost (transfer of General Fund dollars to the Health Fund)

Program Discussion/ Recommended Budget

This revenue-only budget reflects anticipated funding of \$7,884,127, which supports appropriations throughout the Health Fund (Fund 0012).

The County General Fund's contribution to the Health Fund is recommended at \$3,858,127. 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; however, no SB910 revenue is budgeted in FY 2018-19 and FY 2019-20. The Health and Human Services Department continues efforts to pursue MAA and Targeted Case Management TCM funding. As the department delves further into this funding stream, more information will be brought before the Board.

MVIL Realignment revenues for health are recommended at \$4,025,000, which is an increase of \$125,000 (3.2%) over FY 2018-19.

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.

This budget also includes \$1,000 in anticipated apportioned interest revenue, which is available to support services within the Health fund.

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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL Unit Title: HEALTH-COUNTY SHARE | | | | Dept: 4112 | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/05/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 7,234,749 | 5,372,415 | 7,942,199 | 3,858,127 | -51.4 |
| OTHER FINANCING USES | 0 | 0 | 0 | 4,025,000 | 100.0 |
| NET BUDGET | <u>7,234,749</u> | <u>5,372,415</u> | <u>7,942,199</u> | <u>7,883,127</u> | <u>-0.7</u> |
| REVENUE | | | | | |
| INTERGOVERNMENTAL REVENUES | 3,741,291 | 2,872,415 | 3,900,000 | 4,025,000 | 3.2 |
| TOTAL OTHER REVENUE | <u>3,741,291</u> | <u>2,872,415</u> | <u>3,900,000</u> | <u>4,025,000</u> | <u>3.2</u> |
| UNREIMBURSED COSTS | 3,493,458 | 2,500,000 | 4,042,199 | 3,858,127 | -4.6 |
| 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 Charges

- (\$3,900,000) Decrease in Interfund Realignment Motor Vehicle In-Lieu (MVIL) revenue due to reclassification of Interfund to Operating Transfer

Other Financing Uses

- \$4,025,000 Increase in Interfund Realignment Motor Vehicle In-Lieu (MVIL) revenue due to reclassification of Interfund to Operating Transfer and anticipated revenue growth

Program Discussion/ Recommended Budget

This budget is recommended at \$7,883,127.

The County's General Fund contribution to the Health Fund is recommended at \$3,858,127, a decrease of \$184,072 (4.6%) compared to FY 2018-19. 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 \$4,025,000 which is an increase of \$125,000 (3.2%) over FY 2018-19. 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. The budget does not include the use of any specific fund balance.

County Share Budgets

Welfare/Social Services General (5-110)

Steven M. Smith,

Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0013 - WELFARE/SOCIAL SERVICES | | | | Dept: 5110 | |
| Unit Title: WELFARE/SOCIAL SERVICES-GENRL | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/10/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | -4,334 | 3,095 | 0 | 0 | 0.0 |
| NET BUDGET | -4,334 | 3,095 | 0 | 0 | 0.0 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -96,994 | 43,403 | 1 | 10,000 | 999,900.0 |
| CHARGES FOR SERVICES | 4,900,807 | 775,881 | 449,000 | 449,000 | 0.0 |
| OTHER FINANCING SOURCES | 1,500,000 | 5,479,470 | 6,124,093 | 9,463,217 | 54.5 |
| TOTAL OTHER REVENUE | 6,303,813 | 6,298,754 | 6,573,094 | 9,922,217 | 51.0 |
| UNREIMBURSED COSTS | -6,308,147 | -6,295,659 | -6,573,094 | -9,922,217 | 51.0 |
| 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 that is 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

- \$3,339,124 Increase in Operating Transfer In due to increase of Realignment revenues and cancellation of restricted fund balance transferred from the SSRR fund

Program Discussion/ Recommended Budget

The anticipated revenue is \$9,922,217 which is an increase of \$3,349,123 (51.0%) over FY 2018-19. This increase is due to additional funds anticipated to be transferred from the Social Services

County Share Budgets

Welfare/Social Services General (5-110)

Steven M. Smith,

Interim County Administrator

Realignment Revenue Fund (0-248) during FY 2019-20.

The recommended amount for the sales tax and sales tax growth portion from the SSRR is \$6,205,890. This is an increase of \$1,449,890 over FY 2018-19, which represents a normal increase in sales tax collected plus sales tax growth allocation that wasn't previously budgeted. The recommended budget also includes Cancellation of Fund Balance in the amount of \$5,560,647, which is an increase of \$1,885,340 compared to FY 2018-19. 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.

The recommended budget for the MVIL portion of the SSRR is \$497,500 which is an increase of \$147,500 compared to FY 2018-19. 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,
Interim County Administrator

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: WELFARE-COUNTY SHARE | | | | | Dept: 5113 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/30/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 781,819 | 104,375 | 449,000 | 449,000 | 0.0 |
| OTHER FINANCING USES | 0 | 296,678 | 350,000 | 497,500 | 42.1 |
| NET BUDGET | <u>781,819</u> | <u>401,053</u> | <u>799,000</u> | <u>946,500</u> | <u>18.5</u> |
| REVENUE | | | | | |
| INTERGOVERNMENTAL REVENUES | <u>332,819</u> | <u>401,053</u> | <u>350,000</u> | <u>497,500</u> | <u>42.1</u> |
| TOTAL OTHER REVENUE | <u>332,819</u> | <u>401,053</u> | <u>350,000</u> | <u>497,500</u> | <u>42.1</u> |
| UNREIMBURSED COSTS | 449,000 | 0 | 449,000 | 449,000 | 0.0 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

Purpose

The Welfare/Social Services Fund – County Share budget unit includes the County’s share of the cost of the budget units and 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 (5-110) budget unit. 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

Revenues

- \$147,500 Increase in MVIL portion of the SSRR FY 2018-19

Program Discussion/ Recommended Budget

The recommended budget is \$946,500 which is an increase of \$147,500 (18.5%) over FY 2018-19. The Unreimbursed Cost of this budget unit represents the County share of all recommended budgets in the Welfare/Social Services Fund and is \$449,000, the same as FY 2018-19.

Use of Fund Balance

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

Clerk-Recorder Clerk of the Board (1-105)

Donna M. Johnston, Clerk-Recorder

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | Dept: 1105 | |
| Unit Title: CLERK OF THE BOARD | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 187,088 | 144,980 | 207,761 | 194,942 | -6.2 |
| SERVICES AND SUPPLIES | 19,169 | 29,586 | 34,115 | 40,600 | 19.0 |
| OTHER CHARGES | 0 | 50 | 0 | 0 | 0.0 |
| INTRAFUND TRANSFERS | 52 | 64 | 86 | 66 | -23.3 |
| OTHER FINANCING USES | 1,297 | 0 | 3,632 | 1,119 | -69.2 |
| NET BUDGET | <u>207,606</u> | <u>174,680</u> | <u>245,594</u> | <u>236,727</u> | <u>-3.6</u> |
| REVENUE | | | | | |
| FINES, FORFEITURES, PENALTIES | 750 | 600 | 750 | 800 | 6.7 |
| CHARGES FOR SERVICES | 0 | 200 | 50 | 50 | 0.0 |
| MISCELLANEOUS REVENUES | 25 | 0 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | <u>775</u> | <u>800</u> | <u>800</u> | <u>850</u> | <u>6.2</u> |
| UNREIMBURSED COSTS | 206,831 | 173,880 | 244,794 | 235,877 | -3.6 |
| ALLOCATED POSITIONS | 1.95 | 1.95 | 1.95 | 1.95 | 0.0 |

Purpose

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 which 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

- \$ 12,819 General decrease due to new staff hired at lower rate than prior incumbent

Services & Supplies

- \$4,300 Increase due to increase cost for software license and maintenance

Clerk-Recorder Clerk of the Board (1-105)

Donna M. Johnston, Clerk-Recorder

Program Discussion

The Clerk of the Board budget includes funding for 1.75 FTE Deputy Board Clerks, a .05 FTE portion of the Accountant I and a .15 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.

Recommended Budget

This budget is recommended at \$236,727, which is a decrease of \$8,867 (3.6%) over FY 2018-19. The General Fund provides 99.6% of the financing for this budget, and General Fund support has decreased \$8,917 (3.6%) over FY 2018-19.

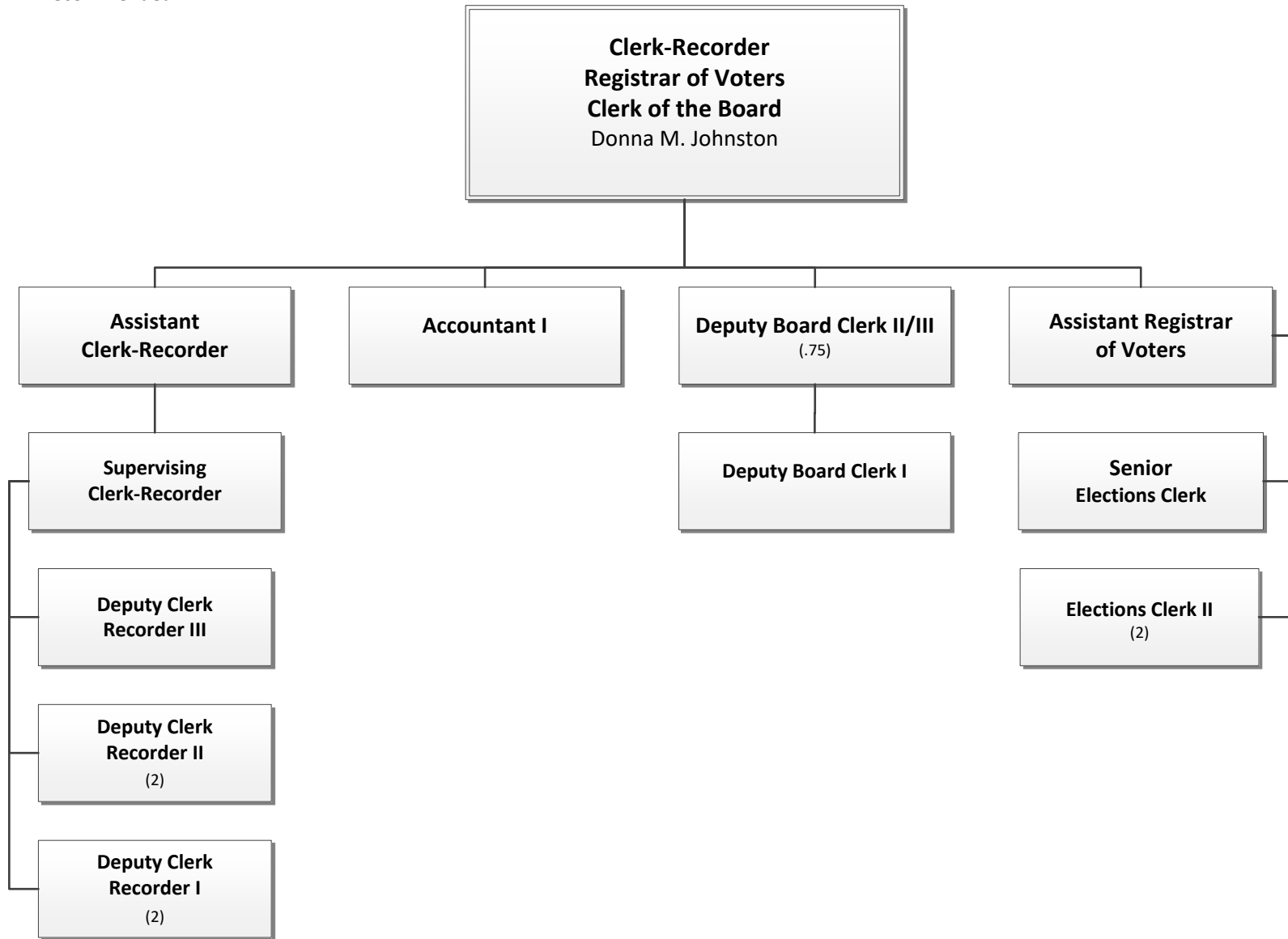
It is recommended that a flexibly-staffed Board Clerk position be promoted from a Board Clerk II to a Board Clerk III, to be effective with budget adoption. The current Board Clerk II is performing some duties at the Board Clerk III level. The additional cost, \$2,588, is offset by the decrease due to new staff hired at lower rate than incumbent.

Use of Fund Balance

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

**County Clerk-Recorder/Registrar
of Voters/Clerk of the Board
FY 2019-2020**

Recommended



| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: ELECTIONS | | | | | Dept: 1502 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 488,735 | 489,526 | 521,241 | 543,101 | 4.2 |
| SERVICES AND SUPPLIES | 314,679 | 310,759 | 553,318 | 445,125 | -19.6 |
| OTHER CHARGES | 33 | 8 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 0 | 0 | 0 | 140,000 | 100.0 |
| INTRAFUND TRANSFERS | 1,063 | 1,480 | 1,973 | 1,419 | -28.1 |
| OTHER FINANCING USES | 8,390 | 0 | 29,572 | 8,691 | -70.6 |
| NET BUDGET | 812,900 | 801,773 | 1,106,104 | 1,138,336 | 2.9 |
| REVENUE | | | | | |
| INTERGOVERNMENTAL REVENUES | 870 | 5,269 | 111,625 | 134,000 | 20.0 |
| CHARGES FOR SERVICES | 54,465 | 92,895 | 58,600 | 60,600 | 3.4 |
| MISCELLANEOUS REVENUES | 1,484 | 875 | 2,000 | 2,000 | 0.0 |
| TOTAL OTHER REVENUE | 56,819 | 99,039 | 172,225 | 196,600 | 14.2 |
| UNREIMBURSED COSTS | 756,081 | 702,734 | 933,879 | 941,736 | 0.8 |
| ALLOCATED POSITIONS | 4.85 | 4.85 | 4.85 | 4.85 | 0.0 |

Purpose

This budget unit is administered by the County Clerk-Recorder and conducts Federal, State and County elections, as well as city, school and special district elections in the County. The department administers voter registration and outreach programs; maintains the master voter file, master office and incumbent file; processes ballots; performs the layout and proofing of all sample ballot, official ballot, and voter information materials; establishes precinct boundaries and polling place locations; recruits and trains precinct workers; maintains, tests and distributes voting equipment to all polling places; tabulates all voted ballots; and conducts the official election canvass.

Major Budget Changes

Salaries & Benefits

- \$21,860 Increase due to negotiated salaries and benefits

Services & Supplies

- \$108,193 Decrease primarily due to purchase of new voting equipment

Capital Assets

- \$120,000 Final installment of new voting equipment purchase

- \$20,000 Replacement of Elections phone system

Revenues

- \$ 20,575 Increase in revenue from additional state funding for the new voting equipment purchase

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 FY 2019-20, which is the March Presidential Primary Election.

Goals for FY 2019-20 include:

- conducting the election (primary goal)
- purchasing and implementing updated voting equipment
- increasing voter registration and mandated voter services

Recommended Budget

This budget is recommended at \$1,138,336, which is an increase of \$32,232 (2.9%) over FY 2018-19. The General Fund provides 82.7% of the financing for this budget unit and is increased by \$7,857 (0.8%) from FY 2018-19.

Capital Assets are recommended at \$140,000 for the purchase of the following, effective July 1, 2019:

- \$120,000 Final installment of new voting equipment purchase
- \$20,000 Replacement of Elections phone system

Previous budgets have included funding for smaller, less frequent landowner and utility district elections (UDEL). The recommended 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 use any specific fund balance.

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: RECORDER | | | | | Dept: 2706 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/04/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 358,427 | 370,793 | 397,866 | 402,449 | 1.2 |
| SERVICES AND SUPPLIES | 148,979 | 97,826 | 302,954 | 158,997 | -47.5 |
| OTHER CHARGES | 33 | 8 | 25 | 0 | -100.0 |
| CAPITAL ASSETS | 0 | 0 | 0 | 195,000 | 100.0 |
| INTRAFUND TRANSFERS | 344 | 461 | 615 | 450 | -26.8 |
| OTHER FINANCING USES | 9,351 | 0 | 31,525 | 9,192 | -70.8 |
| NET BUDGET | 517,134 | 469,088 | 732,985 | 766,088 | 4.5 |
| REVENUE | | | | | |
| LICENSES, PERMITS, FRANCHISES | 116 | 0 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 357,722 | 304,075 | 667,690 | 736,190 | 10.3 |
| TOTAL OTHER REVENUE | 357,838 | 304,075 | 667,690 | 736,190 | 10.3 |
| UNREIMBURSED COSTS | 159,296 | 165,013 | 65,295 | 29,898 | -54.2 |
| ALLOCATED POSITIONS | 4.60 | 4.55 | 4.55 | 4.30 | -5.5 |

Purpose

The County Recorder is responsible for recording and filing documents which 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

- \$ 4,583 Increase primarily due to negotiated salaries and benefits

Services & Supplies

- (\$150,000) Decrease due to suspension of imaging project during implementation of a new software system in FY 2019-20

Capital Assets

- \$165,000 Increase due to purchase of a new Clerk and Recorder software system – Recorder's portion is funded by Special Revenue Funds

- \$30,000 Purchase of a new Clerk-Recorder imaging storage server

Revenues

- \$108,500 Increase from Special Revenue Funds Transfer in for purchase of new software system

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.

A major project for this fiscal year is the purchase and implementation of a new Clerk and Recorder software system to improve efficiency and online access to citizens.

Recommended Budget

This budget is recommended at \$766,088, which is an increase of \$33,103 (4.5%) over FY 2018-19. The General Fund provides 3.9% of the financing for this budget unit and is decreased by \$35,397 (54.2%) compared to FY 2018-19.

The following Capital Assets are recommended:

- \$165,000 Purchase of new Clerk and Recorder software (Recorder's share)
- \$30,000 Purchase of a new Clerk-Recorder imaging storage server

It is recommended that a flexibly-staffed Deputy Clerk-Recorder position be promoted from a Deputy Clerk-Recorder I to II, to be effective with budget adoption. The current Deputy Clerk-Recorder I is performing some duties at the Deputy Clerk-Recorder II level. The additional cost,

Clerk-Recorder County Recorder (2-706)

Donna M. Johnston, Clerk-Recorder

\$3,245, is split between the Clerk budget unit 2-710 and Recorder budget unit 2-706. The Recorder's share of \$1,785 increase is offset by the increase of special revenue from the SB2 Affordable Housing and Jobs Act.

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 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: COUNTY CLERK | | | | | Dept: 2710 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/04/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 258,261 | 237,792 | 299,525 | 338,398 | 13.0 |
| SERVICES AND SUPPLIES | 29,075 | 36,634 | 57,983 | 62,637 | 8.0 |
| CAPITAL ASSETS | 0 | 0 | 0 | 135,000 | 100.0 |
| INTRAFUND TRANSFERS | 137 | 183 | 244 | 183 | -25.0 |
| OTHER FINANCING USES | 2,568 | 0 | 5,272 | 3,020 | -42.7 |
| NET BUDGET | 290,041 | 274,609 | 363,024 | 539,238 | 48.5 |
| REVENUE | | | | | |
| LICENSES, PERMITS, FRANCHISES | 18,452 | 17,623 | 20,000 | 20,000 | 0.0 |
| CHARGES FOR SERVICES | 221,847 | 247,834 | 235,050 | 255,000 | 8.5 |
| TOTAL OTHER REVENUE | 240,299 | 265,457 | 255,050 | 275,000 | 7.8 |
| UNREIMBURSED COSTS | 49,742 | 9,152 | 107,974 | 264,238 | 144.7 |
| ALLOCATED POSITIONS | 3.35 | 3.40 | 3.40 | 3.65 | 7.4 |

Purpose

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

Major Budget Changes

Salaries & Benefits

- \$18,599 Increase primarily due to negotiated salaries and benefits
- \$20,274 Increase due to update percentage split with Recorder (40/60 split in FY 2018-19 and 45/55 split in FY 2019-20)

Capital Assets

- \$135,000 Increase related to purchase of a new Clerk and Recorder software system – Clerk’s portion

Revenues

- \$20,000 Increase of Passport Revenue

Program Discussion

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

As the local post offices ceased processing passports, and surrounding county clerk offices do not process passports or require appointments, demand has increased substantially for this service. As a result, more staff time has been dedicated to providing passport services, which changes the split of staff time with Recorder from 40/60 to 45/55 split in FY 2019-20.

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

A major project for this fiscal year is the purchase and implementation of a new Clerk and Recorder software system to improve efficiency and online access to citizens.

Recommended Budget

This budget is recommended at \$539,238, which is an increase of \$176,214 (48.5%) over FY 2018-19. Of this increase, \$135,000 is due to the capital software purchase and \$38,873 is due to negotiated salaries and benefits and update percentage split with Recorder. The General Fund provides 51.0% of the financing for this budget unit, and General Fund support has increased by \$156,264 (144.7%) over FY 2018-19.

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.

It is recommended that a flexibly-staffed Deputy Clerk-Recorder position be promoted from a Deputy Clerk-Recorder I to II, to be effective with budget adoption. The current Deputy Clerk-Recorder I is performing some duties at the Deputy Clerk-Recorder II level. The additional cost, \$3,245, is split between the Clerk budget unit 2-710 and Recorder budget unit 2-706. The Clerk's share of \$1,460 increase is offset by the increase of Passport revenue.

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 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | Dept: 2711 | |
| Unit Title: DOMESTIC VIOLENCE CENTERS | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 22,616 | 0 | 25,000 | 25,000 | 0.0 |
| NET BUDGET | 22,616 | 0 | 25,000 | 25,000 | 0.0 |
| REVENUE | | | | | |
| LICENSES, PERMITS, FRANCHISES | 22,616 | 9,342 | 25,000 | 25,000 | 0.0 |
| TOTAL OTHER REVENUE | 22,616 | 9,342 | 25,000 | 25,000 | 0.0 |
| UNREIMBURSED COSTS | 0 | -9,342 | 0 | 0 | 0.0 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

Purpose

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 2019-20.

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

This budget is recommended at \$25,000, the same as FY 2018-19. 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 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | Dept: 1301 | |
| Unit Title: COUNTY COUNSEL | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/27/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,007,103 | 784,196 | 1,069,941 | 982,622 | -8.2 |
| SERVICES AND SUPPLIES | 228,772 | 271,599 | 225,222 | 301,088 | 33.7 |
| OTHER CHARGES | 0 | 100 | 0 | 0 | 0.0 |
| INTRAFUND TRANSFERS | 297 | 393 | 524 | 384 | -26.7 |
| OTHER FINANCING USES | 6,612 | 0 | 13,514 | 6,094 | -54.9 |
| NET BUDGET | 1,242,784 | 1,056,288 | 1,309,201 | 1,290,188 | -1.5 |
| REVENUE | | | | | |
| LICENSES, PERMITS, FRANCHISES | 16 | 0 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 16,342 | 19,725 | 10,000 | 16,500 | 65.0 |
| MISCELLANEOUS REVENUES | 0 | 100 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | 16,358 | 19,825 | 10,000 | 16,500 | 65.0 |
| UNREIMBURSED COSTS | 1,226,426 | 1,036,463 | 1,299,201 | 1,273,688 | -2.0 |
| ALLOCATED POSITIONS | 6.00 | 5.50 | 6.50 | 5.50 | -15.4 |

Purpose

The County Counsel serves as the chief civil legal officer for the County of Sutter, providing legal advice to County officials and officers and prosecuting and defending lawsuits on behalf of the County.

Major Budget Changes

Salaries & Benefits

- \$33,318 Increase due to negotiated Salaries and Benefits
- (\$163,637) Decrease related to elimination of one Deputy County Counsel position and addition of one contract attorney for juvenile dependency cases during FY 2018-19
- \$50,000 Increase in Extra Help Attorney

Services & Supplies

- \$72,000 Increase in Professional/Specialized Services related to hiring a contract attorney for juvenile dependency cases

Program Discussion

The County Counsel budget provides funds for the office to perform duties prescribed by state statute, local ordinance, and as assigned by the Board of Supervisors. As part of the County Counsel's function, an attorney from the office attends meetings of the Board of Supervisors, the County Planning Commission, and the Assessment Appeals Board. County Counsel also attends meetings of the Gilsizer County Drainage District and the Feather River Air Quality Management District; both independent special districts. Pursuant to contract, the County advises the Local Agency Formation Commission and attends its meetings. Additionally, County Counsel provides advice to 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.
- Coordinating with the Risk Manager and the County's insurance adjuster with regard to tort litigation and the selection of counsel.
- 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 Counsel's goal for FY 2019-20 is to 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. County Counsel is committed to providing creative solutions and viable alternatives to support the delivery of County services. Legal services are performed

maintaining the highest professional and ethical standards while fostering high morale and productivity, through collaborative efforts dedicated to continuous improvement.

Recommended Budget

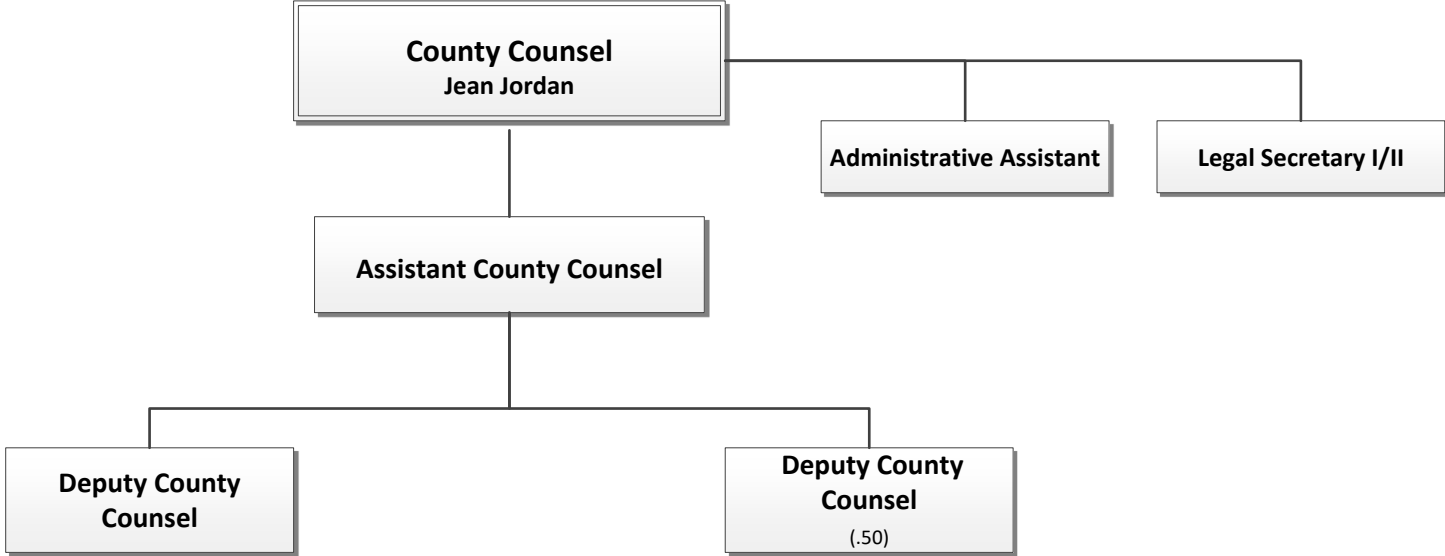
This budget is recommended at \$1,290,188, which is a decrease of \$19,013 (1.5%) compared to FY 2018-19. The General Fund provides 98.7% of the financing for this budget unit, which decreased by \$25,513 (2.0%) compared to FY 2018-19. A portion of the cost for this budget unit is recouped from outside and subvented funds through Cost Plan (OMB Super-Circular) revenue that is budgeted within the General Revenues budget unit (1-209).

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 Counsel
FY 2019-2020**

Recommended



| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | Dept: 1401 | |
| Unit Title: HUMAN RESOURCES | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/29/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 601,108 | 668,471 | 738,548 | 776,717 | 5.2 |
| SERVICES AND SUPPLIES | 242,256 | 236,122 | 277,977 | 268,931 | -3.3 |
| OTHER CHARGES | 75 | 112 | 50 | 35 | -30.0 |
| CAPITAL ASSETS | 6,636 | 0 | 0 | 0 | 0.0 |
| INTRAFUND TRANSFERS | 221 | 284 | 379 | 275 | -27.4 |
| OTHER FINANCING USES | 4,635 | 0 | 19,253 | 4,234 | -78.0 |
| NET BUDGET | <u>854,931</u> | <u>904,989</u> | <u>1,036,207</u> | <u>1,050,192</u> | <u>1.3</u> |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 10,456 | 7,540 | 11,500 | 128,618 | 1,018.4 |
| MISCELLANEOUS REVENUES | 88 | 15 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | <u>10,544</u> | <u>7,555</u> | <u>11,500</u> | <u>128,618</u> | <u>1,018.4</u> |
| UNREIMBURSED COSTS | 844,387 | 897,434 | 1,024,707 | 921,574 | -10.1 |
| ALLOCATED POSITIONS | 5.90 | 6.65 | 5.90 | 5.80 | -1.7 |

Purpose

The Human Resources Department 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, risk management and labor relations.

The Sutter County Human Resources Department is committed to providing outstanding service and individual attention to all prospective, current and past employees from their first inquiry about job opportunities through retirement.

Major Budget Changes

Salaries & Benefits

- \$36,841 General increase due to negotiated Salaries and Benefits
- \$13,160 Increase related to changing one Human Resources Assistant position to a flexibly staffed Human Resources Assistant/Analyst I position, and funding at the Analyst I level

Human Resources (1-401)

Gina Rowland, Director

- (\$128,950) Decrease related to reallocating one Senior Human Resources Analyst position to Workers Compensation and Liability Budget Units
- \$117,118 Increase related to the addition of one (1.0 FTE) HR Analyst II position that is charged to Health and Human Services (HHS) Administration budget unit 4-120

Services & Supplies

- (\$20,000) Decrease in Professional/Specialized Services due to performing professional services in-house
- (\$11,500) Decrease in Software and Computer Hardware expenditures
- (\$6,000) Decrease in Employment Training, as Countywide training is available through Trindel, the County's risk management insurance authority
- \$31,634 Increase in IT charges as provided by General Services Department

Revenues

- \$117,118 Increase in Interfund revenue related to the addition of one (1.0 FTE) HR Analyst II position that is charged to HHS Administration budget unit 4-120

Program Discussion

The FY 2019-20 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

The risk management, liability and loss prevention management functions of Human Resources are contained in the Workers Compensation and Liability Insurance budget units. Costs related to Employee Wellness Services are contained in the Wellness ISF budget.

For FY 2019-20, the Human Resources Department has submitted a Budget that reallocates its existing resources in order to implement exciting new initiatives for County employees, departments and the community it serves.

The department is reducing its use of outside consultants and performing professional services in-house, including compensation surveys, position reviews and labor negotiations. Human Resources has transitioned from the Cal Jobs online application software system to Neogov which will better assist the County in branding itself as an employer of choice in the region, provide an improved online website user and applicant experience, and create efficiencies in the recruitment process. Human Resources will also implement a Countywide Training Program with a focus on employee development and the implementation of a learning management software system that can be used by multiple County departments.

The Budget also includes two position changes. The first is a request to reclassify an existing Human Resources Assistant position to a flexibly staffed Human Resources Assistant/Analyst I. This allows the department to conduct compensation surveys and position reviews in-house to improve the quality of recommendations, ensure the recommendations are appropriate for the Sutter County organization, and achieve cost savings by reducing the need for outside consultants. The second change is to add a Human Resources Analyst II position to provide professional human resources support for the Health and Human Services Department. This position will be physically located in the Sutter County Human Resources Department, with satellite office space at the department, and fully paid for by the Health and Human Services Department.

Recommended Budget

This budget is recommended at \$1,050,192, which is an increase of \$13,985 (1.3%) over FY 2018-19. The General Fund provides 87.8% of financing for this budget unit, which is decreased by \$103,133 (10.1%) compared to FY 2018-19. 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).

The following changed positions are recommended to be effective with budget adoption:

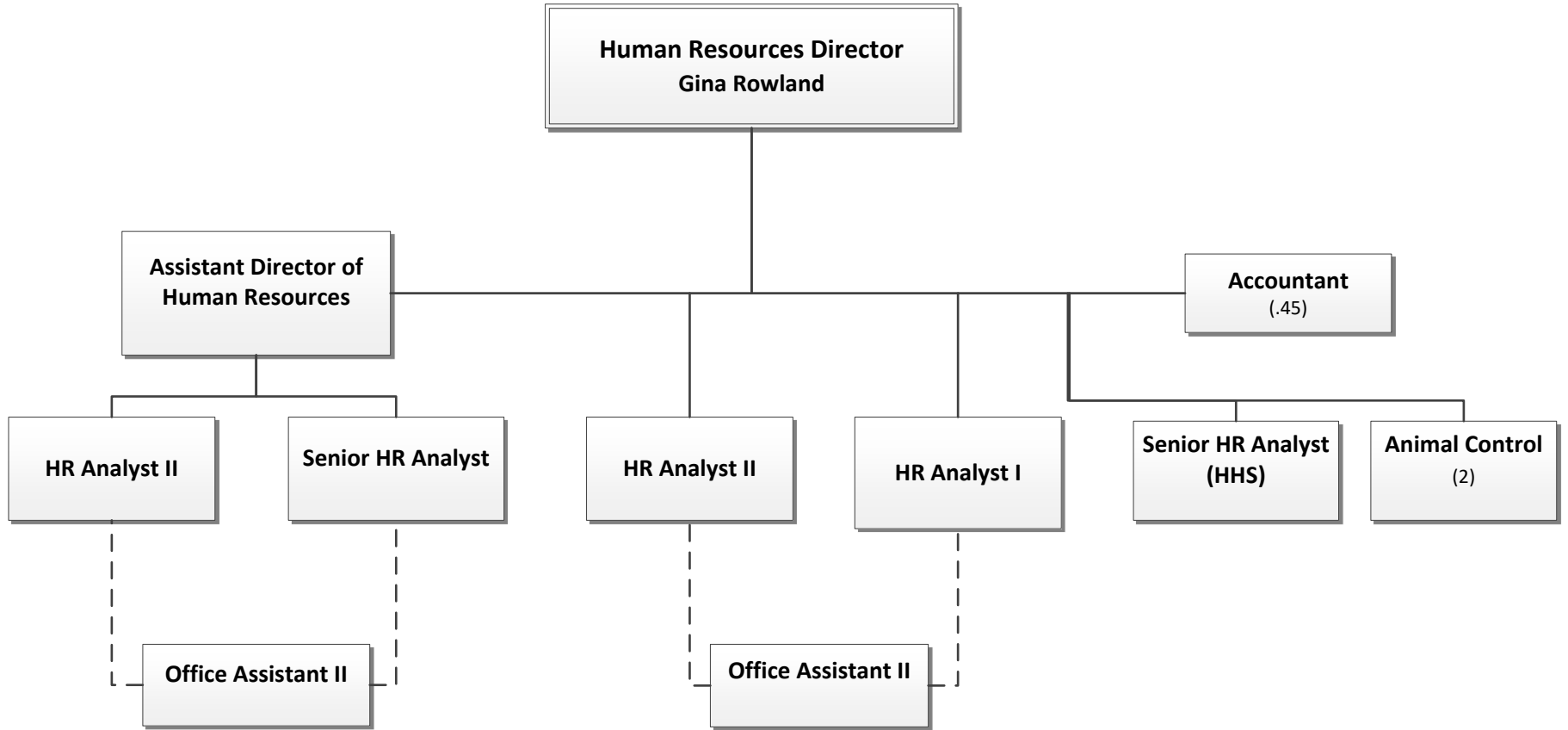
- Reclass a Human Resources Assistant position to a flexibly Human Resources Assistant/Human Resource Analyst I position
- Addition of one (1.0 FTE) Human Resource Analyst II position

Use of Fund Balance

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

Human Resources FY 2019-2020

Recommended



Human Resources

General Insurance & Bonds (1-911)

Gina Rowland, Director

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: GENERAL INSURANCE & BONDS | | | | | Dept: 1911 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/28/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 112,315 | 250,862 | 250,862 | 161,885 | -35.5 |
| INTRAFUND TRANSFERS | -24,073 | -36,073 | -48,111 | -32,491 | -32.5 |
| NET BUDGET | 88,242 | 214,789 | 202,751 | 129,394 | -36.2 |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 83,597 | 145,515 | 194,038 | 123,093 | -36.6 |
| MISCELLANEOUS REVENUES | 0 | 0 | 3,074 | 2,354 | -23.4 |
| TOTAL OTHER REVENUE | 83,597 | 145,515 | 197,112 | 125,447 | -36.4 |
| UNREIMBURSED COSTS | 4,645 | 69,274 | 5,639 | 3,947 | -30.0 |
| 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

- (\$88,977) Decrease in Insurance Premiums

Intrafund Transfer

- \$15,620 Decrease in Intrafund revenue from allocation of Insurance Premiums, shown as an increase in expenditure

Revenues

- (\$71,665) Decreased revenue from allocation of 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 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. A recent actuarial evaluation performed by Bickmore Risk Services found the County's self-insurance reserves, through Trindel Insurance Fund, to be adequately funded.

For FY 2019-20, the General Insurance and Bonds budget decreased primarily due to the decrease in property insurance premiums. However, Sutter County has experienced an increase in property insurance claims in the current fiscal year, which will have a negative impact on future premiums. Some of these claims include vehicular accidents, vandalism and stolen property, loss of a K-9, and a structure fire at Casa De Esperanza.

Recommended Budget

This budget is recommended at \$129,394. This results in a decrease of \$73,357 (36.2%) compared to FY 2018-19.

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.

Use of Fund Balance

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

Human Resources Animal Control (2-726)

Gina Rowland, Director

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: ANIMAL CONTROL | | | | | Dept: 2726 |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/28/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 134,158 | 128,584 | 139,002 | 143,049 | 2.9 |
| SERVICES AND SUPPLIES | 39,596 | 33,708 | 43,127 | 46,120 | 6.9 |
| OTHER CHARGES | 225,217 | 200,619 | 265,900 | 286,229 | 7.6 |
| INTRAFUND TRANSFERS | -26,919 | 6,414 | 6,419 | 2,807 | -56.3 |
| NET BUDGET | 372,052 | 369,325 | 454,448 | 478,205 | 5.2 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | 3,512 | 1,490 | 5,400 | 0 | -100.0 |
| INTERGOVERNMENTAL REVENUES | 135,521 | 100,283 | 139,002 | 143,049 | 2.9 |
| CHARGES FOR SERVICES | 116 | 96 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | 139,149 | 101,869 | 144,402 | 143,049 | -0.9 |
| UNREIMBURSED COSTS | 232,903 | 267,456 | 310,046 | 335,156 | 8.1 |
| ALLOCATED POSITIONS | 2.00 | 2.00 | 2.00 | 2.00 | 0.0 |

Purpose

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.

The Animal Shelter cares for sick and injured animals, shelters animals no longer in the care of their owners, returns impounded animals to their owners, secludes potentially sick or dangerous animals from other animals for quarantined periods of time and adopts out animals to new families.

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

Salaries & Benefits

- \$4,047 General increase due to negotiated salaries and benefits

Other Charges

- \$20,329 Increase contribution of the County's proportionate share of the SASA costs

Intrafund Transfers

- (\$3,612) Decrease in Intrafund Cost Plan charges as calculated 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 2019-20 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 Services, 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.

Recommended Budget

This budget is recommended at \$478,205 which is an increase of \$23,757 (5.2%) over FY 2018-19. The General Fund provides 70.1% of the financing for this budget unit and is increased by \$25,110 (8.1%) over FY 2018-19.

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 (\$41,239 for FY 2019-20) 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 2019-20 is based on population and has been reduced from 25% in prior years.
- The residual Intrafund Overhead Cost Plan charge of \$2,788, 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, \$143,049 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. The budget does not include the use of any specific fund balance.

Human Resources Liability Insurance (4-590)

Gina Rowland, Director

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|---|---|---|---|--|--|
| Fund: 4590 - LIABILITY INSURANCE ISF | | | Dept: 4590 | | |
| Unit Title: LIABILITY INSURANCE ISF | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/05/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 45,796 | 40,477 | 102,693 | 226,055 | 120.1 |
| SERVICES AND SUPPLIES | 775,984 | 1,183,304 | 948,030 | 1,544,714 | 62.9 |
| OTHER CHARGES | 11,951 | 13,463 | 16,553 | 47,635 | 187.8 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 14,659 | 100.0 |
| NET BUDGET | 833,731 | 1,237,244 | 1,067,276 | 1,833,063 | 71.8 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -2,326 | 969 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 817,583 | 755,857 | 1,004,817 | 1,786,131 | 77.8 |
| MISCELLANEOUS REVENUES | 103,001 | 36,400 | 61,131 | 46,932 | -23.2 |
| UNDESIGNATED FUND BALANCE | -478,778 | -7,599 | 56,662 | 0 | -100.0 |
| TOTAL OTHER REVENUE | 439,480 | 785,627 | 1,122,610 | 1,833,063 | 63.3 |
| UNREIMBURSED COSTS | 394,251 | 451,617 | -55,334 | 0 | -100.0 |
| ALLOCATED POSITIONS | 0.80 | 0.80 | 0.80 | 1.80 | 125.0 |

Purpose

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

- \$123,362 Increase primarily due to the additional 1.0 FTE dedicated to monitor the risk

Services & Supplies

- \$593,472 Increase in Insurance Premiums

Other Charges

- \$31,266 Increase in Cost Plan charges as provided by the Auditor-Controller's Office

Human Resources

Liability Insurance (4-590)

Gina Rowland, Director

Revenues

- \$781,314 Increase in revenue from liability insurance program charges to County departments and agencies
- (\$15,000) 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. It was 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. Human Resources has dedicated an additional 1.0 FTE by shifting staff from Human Resources, to monitor the County's risk. With additional oversight, Human Resources plans to mitigate the high increases in premiums effecting each department's annual budget.

Recommended Budget

This budget is recommended at \$1,833,063, which is an increase of \$765,787 (71.8%) 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. The most significant portion of the increase is due to a \$593,472 (63.0%) in insurance premiums.

Charges for Services is recommended at \$1,786,131, which is an increase of \$781,314 (77.8%) in the Liability Insurance ISF premium charges to County Departments as compared to FY 2018-19. 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 amount that has been increased in County department budgets for FY 2019-20.

Use of Fund Balance

The fund contained Net Assets of \$56,662 as of July 1, 2018. Net Assets are estimated to equal \$41,566 as of June 30, 2019.

Human Resources Workers' Compensation (4-591)

Gina Rowland, Director

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 4591 - WORKERS' COMP INSURANCE ISF | | | Dept: 4591 | | |
| Unit Title: WORKERS' COMP INSURANCE ISF | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/29/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 151,951 | 160,381 | 226,744 | 222,566 | -1.8 |
| SERVICES AND SUPPLIES | 2,207,214 | 2,435,426 | 2,447,627 | 2,882,295 | 17.8 |
| OTHER CHARGES | 19,613 | 7,955 | 11,203 | 57,158 | 410.2 |
| CAPITAL ASSETS | 352 | 0 | 0 | 0 | 0.0 |
| OTHER FINANCING USES | 293 | 0 | 3,893 | 51 | -98.7 |
| NET BUDGET | <u>2,379,423</u> | <u>2,603,762</u> | <u>2,689,467</u> | <u>3,162,070</u> | <u>17.6</u> |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -7,290 | -1,203 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 2,470,429 | 2,014,393 | 2,685,857 | 3,066,188 | 14.2 |
| MISCELLANEOUS REVENUES | 5,396 | 0 | 412 | 637 | 54.6 |
| UNDESIGNATED FUND BALANCE | -520 | -105,547 | 111,076 | 95,245 | -14.3 |
| TOTAL OTHER REVENUE | <u>2,468,015</u> | <u>1,907,643</u> | <u>2,797,345</u> | <u>3,162,070</u> | <u>13.0</u> |
| UNREIMBURSED COSTS | -88,592 | 696,119 | -107,878 | 0 | -100.0 |
| ALLOCATED POSITIONS | 1.75 | 2.00 | 1.75 | 1.85 | 5.7 |

Purpose

The Human Resources Department 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

Services & Supplies

- \$439,625 Increase in Insurance Premiums (18.1%)

Other Charges

- \$46,138 Increase in Cost Plan charges as calculated by the Auditor-Controller's Office

Revenues

- \$380,331 Increase in revenue from Workers' Compensation program charges to County departments

Human Resources

Workers' Compensation (4-591)

Gina Rowland, Director

Program Discussion

The Human Resources Department is responsible for the administration and management of the Workers' Compensation program, which includes claims management, third party claims administration, safety, accident prevention programs, work-related accidents and injuries, and development of corresponding reports.

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 - 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 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. A recent actuarial evaluation performed by Bickmore Risk Services found the County's self-insurance reserves, through Trindel Insurance Fund, to be adequately funded.

Recommended Budget

This budget is recommended at \$3,162,070, which is an increase of \$472,603 (17.6%) over FY 2018-19. The budget increase is primarily due to an increase of \$439,625 in insurance premium. Over 90% of the cost of the County's Workers' Compensation program for FY 2019-20 is driven by insurance premium costs. A small portion of the budget increase is due to shifting 0.10 FTE staff resource from Human Resources to this budget unit, to provide additional oversight of Workers' Compensation related risk.

The Workers' Compensation budget unit operates as an Internal Service Fund and balances revenues and expenses within the fund over time.

Charges for Services is recommended at \$3,066,188, which is an increase of \$380,331 (14.2%) compared to FY 2018-19. The charges are allocated to all County operating departments, including General Fund departments. Therefore, the increase in this account equals the amount that has been increased in County department budgets for FY 2019-20.

Human Resources Workers' Compensation (4-591)

Gina Rowland, Director

Use of Fund Balance

The fund contained Net Assets of \$109,667 as of July 1, 2018. Net Assets are estimated to equal \$154,880 as of June 30, 2019. Net Assets in the amount of \$95,245 are used to fund the FY 2019-20 budget.

Human Resources

Employee Wellness Services (4-595)

Gina Rowland, Director

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 4595 - EMPLOYEE WELLNESS SERVICES | | | | | |
| Unit Title: EMPLOYEE WELLNESS SERVICES | | | | Dept: 4595 | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 05/28/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 702,462 | 655,374 | 857,364 | 110,000 | -87.2 |
| OTHER CHARGES | 33,647 | 1,998 | 2,093 | -13,140 | -727.8 |
| NET BUDGET | 736,109 | 657,372 | 859,457 | 96,860 | -88.7 |
| REVENUE | | | | | |
| REVENUE USE MONEY PROPERTY | -7 | -1,360 | 0 | 0 | 0.0 |
| CHARGES FOR SERVICES | 673,830 | 603,502 | 921,851 | 96,695 | -89.5 |
| MISCELLANEOUS REVENUES | 1,093 | 1,450 | 1,579 | 165 | -89.6 |
| UNDESIGNATED FUND BALANCE | -2,787 | -63,973 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | 672,129 | 539,619 | 923,430 | 96,860 | -89.5 |
| UNREIMBURSED COSTS | 63,980 | 117,753 | -63,973 | 0 | -100.0 |
| ALLOCATED POSITIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

Purpose

This budget identifies the annual expenses for the administration, management, and operation, of Employee Wellness Services, which is established as an Internal Service Fund (ISF). The costs for operation of this budget are allocated to the departments' operating budgets of the County.

Major Budget Changes

Services & Supplies

- (\$747,364) Decrease primarily due to elimination of Employee Wellness Clinic funding

Other Charges

- (\$15,233) Decrease in Cost Plan charges as calculated by the Auditor-Controller's Office

Revenues

- (\$826,570) Decrease in revenue from Employee Wellness Services program charges to County departments due to elimination of the Employee Wellness Clinic funding

Program Discussion

In prior years, this budget unit funded the Employee Wellness Clinic contract with Medcor, 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 using a standard methodology. Therefore, a portion (approximately half the total cost) of the clinic is recouped from State and Federally funded programs. The General Fund pays for the remaining cost.

This fiscal year, the recommended budget submitted to the Board of Supervisors by the County Administrator does not include an appropriation for the Employee Wellness Clinic. This is one of several actions that are necessary for the County to produce a balance recommended budget for FY 2019-20 that does not reduce service levels.

The budget for Wellness Services includes funds for the Employee Assistance Program and approximately \$75,000 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.

The Employer-Employee Benefits Advisory Committee was convened in April 2019 to review and assess the Medcor contract and services provided through the clinic. Human Resources will return to the Board with the Committee's recommendations for whether to continue the Employee Wellness Clinic, including a request for increased appropriations if applicable, prior to adoption of the final budget for FY 2019-20.

Recommended Budget

This budget is recommended at \$96,860, which is a decrease of \$762,597 (88.7%) compared to FY 2018-19. The budget for the Employee Wellness Clinic is not recommended at this time.

Use of Fund Balance

The fund contained Net Assets of \$0 as of July 1, 2018. Net Assets are estimated to equal \$0 as of June 30, 2019.

| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | |
| Unit Title: TREASURER-TAX COLLECTOR | | | | Dept: 1202 | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/05/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 650,470 | 626,356 | 690,317 | 699,254 | 1.3 |
| SERVICES AND SUPPLIES | 280,983 | 182,797 | 311,962 | 344,264 | 10.4 |
| OTHER CHARGES | 6 | 12 | 0 | 0 | 0.0 |
| CAPITAL ASSETS | 0 | 0 | 350,200 | 0 | -100.0 |
| INTRAFUND TRANSFERS | 341 | 436 | 582 | 432 | -25.8 |
| OTHER FINANCING USES | 0 | 0 | 12,680 | 350,386 | 2,663.3 |
| NET BUDGET | <u>931,800</u> | <u>809,601</u> | <u>1,365,741</u> | <u>1,394,336</u> | <u>2.1</u> |
| REVENUE | | | | | |
| FINES, FORFEITURES, PENALTIES | 22,670 | 4,300 | 20,000 | 417 | -97.9 |
| CHARGES FOR SERVICES | 349,352 | 285,845 | 380,050 | 391,150 | 2.9 |
| MISCELLANEOUS REVENUES | 3,391 | 2,860 | 3,400 | 3,500 | 2.9 |
| TOTAL OTHER REVENUE | <u>375,413</u> | <u>293,005</u> | <u>403,450</u> | <u>395,067</u> | <u>-2.1</u> |
| UNREIMBURSED COSTS | 556,387 | 516,596 | 962,291 | 999,269 | 3.8 |
| ALLOCATED POSITIONS | 6.67 | 6.67 | 6.67 | 6.37 | -4.5 |

Purpose

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

- \$33,344 Increase in ISF IT Services charges as provided by the General Services Department

Capital Assets

- (\$350,200) Decrease due to Re-budget of integrated Property Tax System project in Other Finance Uses object level

Other Finance Uses

- \$350,200 Increase due to Re-budget of integrated Property Tax System project as Transfer-Out to Capital Project budget unit 1-813

Revenues

- \$10,000 Increase in Treasury Fees revenue related to implementing an 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_2019.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 (a total of 5,385 deposit permits were processed at the department's counter last year) and pays anywhere from 12,000 to 15,000 county and school warrants also representing \$71 million in monthly disbursements.

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 \$122 million in tax payments with a combined collection rate of 99.2% for the Secured tax roll and 98.7% for the Unsecured tax roll. The Department staff serves over 11,000 individual county taxpayers in person over the Department's counter annually.

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

Major projects and policy issues for this budget unit in FY 2019-20 will include:

- 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.
- The Office will once again submit a Plant Acquisition/Facilities Project Request for the purpose of bringing the department into ADA Compliance and modernizing the office space to provide a better work environment to the Office's employees and to better serve the public, who visit the department.

Recommended Budget

This budget is recommended at \$1,394,336, which is an increase of \$28,595 (2.1%) over FY 2018-19. The General Fund provides 71.7% of financing for this budget unit, which is increased by \$36,978 (3.8%) over FY 2018-19. 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).

The Capital project to re-budget the Integrated Property Tax System for the Offices of Assessor, Auditor-Controller and Treasurer-Tax Collector, has been included in the Capital Project budget unit 1-813. The total budget for the project in FY 2019-20 is \$875,501. The Treasurer-Tax Collector's share of cost is \$350,200.

During FY 2018-19, the County purchased the building and property at 1190 Civic Center Boulevard in Yuba City. The new building and property purchase support the County's effort to relocate the Assessor's Office to 1190 Civic Center Boulevard and 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 2019-20 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.

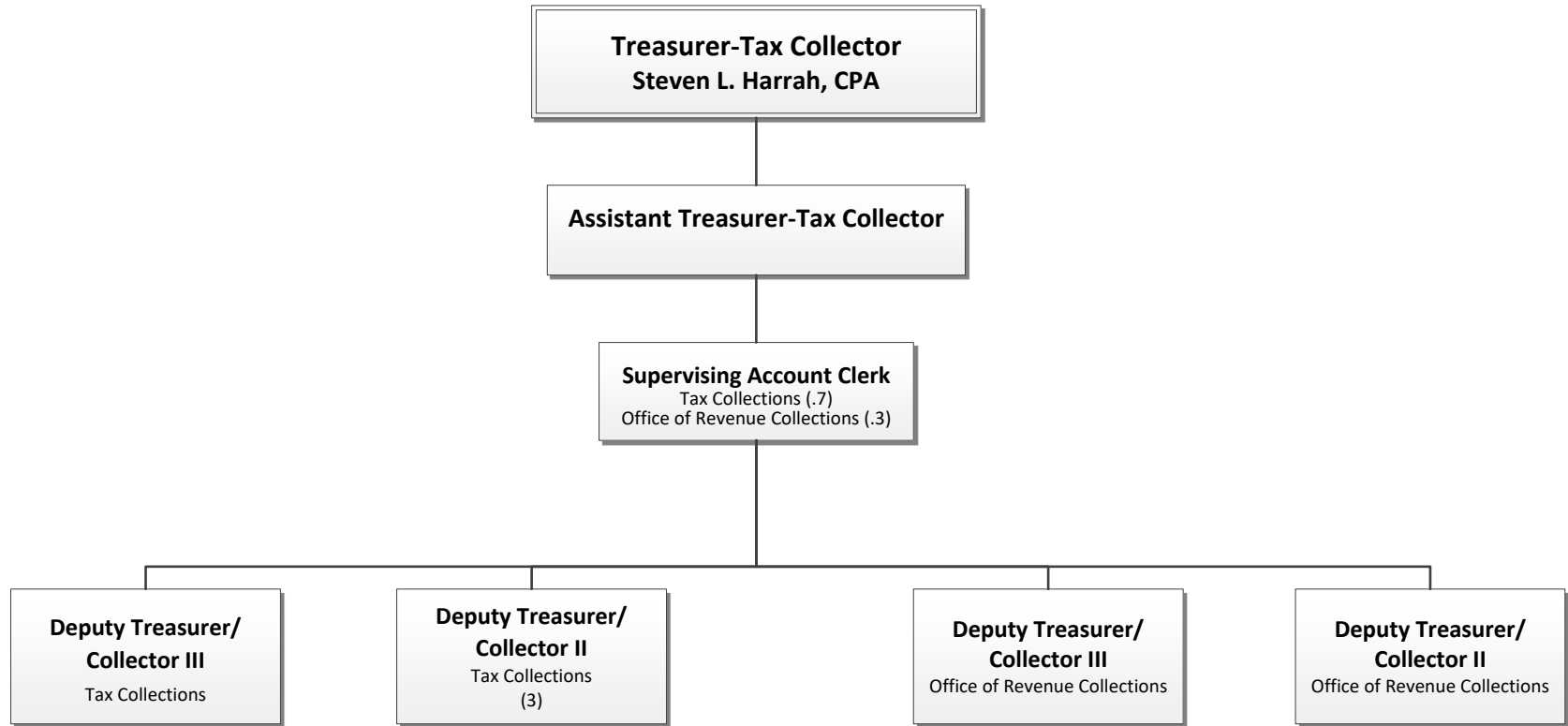
Treasurer/Tax Collector FY 2019-2020

Recommended

County of Sutter

C-107

2019-20 Budget Recommended



| COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020 | | | | | |
|--|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|-------------------------------|
| Fund: 0001 - GENERAL | | | | | Dept: 1204 |
| Unit Title: OFFICE OF REVENUE COLLECTION | | | | | |
| | 2017-2018 Actual Expenditure | 2018-2019 YTD as of 06/05/2019 | 2018-2019 Adopted Budget | 2019-2020 CAO Recommended | 2018-2019 % Change Over |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 167,158 | 176,550 | 202,830 | 235,455 | 16.1 |
| SERVICES AND SUPPLIES | 41,567 | 34,003 | 45,696 | 59,220 | 29.6 |
| OTHER CHARGES | 6 | 0 | 0 | 0 | 0.0 |
| INTRAFUND TRANSFERS | 48 | 50 | 67 | 54 | -19.4 |
| OTHER FINANCING USES | 740 | 0 | 4,027 | 51 | -98.7 |
| NET BUDGET | 209,519 | 210,603 | 252,620 | 294,780 | 16.7 |
| REVENUE | | | | | |
| CHARGES FOR SERVICES | 30,940 | 29,387 | 38,600 | 34,664 | -10.2 |
| MISCELLANEOUS REVENUES | 0 | 40 | 0 | 0 | 0.0 |
| TOTAL OTHER REVENUE | 30,940 | 29,427 | 38,600 | 34,664 | -10.2 |
| UNREIMBURSED COSTS | 178,579 | 181,176 | 214,020 | 260,116 | 21.5 |
| ALLOCATED POSITIONS | 2.33 | 2.33 | 2.33 | 2.63 | 12.9 |

Purpose

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 17,000 accounts. There are 13,605 County department accounts and 3,601 Superior Court accounts logged into the system's inventory. The combined unpaid balances for those accounts exceed \$10 million with County departments totaling \$9.8 million and Superior Court totaling \$1.1 million.

Major Budget Changes

Salaries & Benefits

- \$9,445 General increase due to negotiated salaries and benefits
- \$30,462 Increase due to splitting the Supervising Account Clerk salary: 70% to the Treasurer-Tax Collector budget (1-202) and 30% to this budget unit (1-204) to enhance the overall collection process for both budget units
- (\$7,282) Decrease due to 3% position vacancy factor applied to departments with less than 15 positions but greater than 10% average annual vacancy

Services & Supplies

- \$10,079 Increase in ISF IT Services charges as provided by the General Services Department

Program Discussion

In FY 2017-18, over \$266,000 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 2018-19 recovered delinquent debt projection is approximately \$270,000. In FY 2019-20, the recovered delinquent debt estimate is approximately \$275,000.

Recommended Budget

This budget is recommended at \$294,780, which is an increase of \$42,160 (16.7%) over FY 2018-19. The General Fund provides 84.7% of the financing for this budget, which is an increase of \$46,096 (21.5%) over FY 2018-19. The ORC Collection special revenue in the amount of \$2,664 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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