



General Government

Section C

After several months of vacancy in District 5, Governor Jerry Brown appointed Barbara LeVake to fill the Board of Supervisors seat vacated by James Gallagher, who is now a member of the California Assembly. She joins (left to right) Fourth District Supervisor Jim Whiteaker, First District Supervisor Ron Sullenger, Second District Supervisor Dan Flores, and Third District Supervisor Larry Munger.

E X E C U T I V E S U M M A R Y						
DEPT HEAD: TODD RETZLOFF	UNIT: ASSESSOR	FUND: GENERAL			0001 1-203	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,857,996	1,500,063	1,930,477	1,834,926	4.9-	
SERVICES AND SUPPLIES	20,195	13,403	27,705	27,205	1.8-	
OTHER CHARGES	121,389	42,190	134,518	148,455	10.4	
CAPITAL ASSETS	0	22,019	46,500	0	100.0-	
* GROSS BUDGET	1,999,580	1,577,675	2,139,200	2,010,586	6.0-	
INTRAFUND TRANSFERS	17,933	12,586	19,749	19,995	1.2	
* NET BUDGET	2,017,513	1,590,261	2,158,949	2,030,581	5.9-	
OTHER REVENUES						
USER PAY REVENUES	144,513	14,376	24,750	19,500	21.2-	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	144,513	14,376	24,750	19,500	21.2-	
* UNREIMBURSED COSTS	1,873,000	1,575,885	2,134,199	2,011,081	5.8-	
ALLOCATED POSITIONS	22.00	22.00	22.00	23.00	4.5	

Purpose

The County Assessor is charged with the annual responsibility of preparing the assessment rolls from which local property taxes are derived. As required by the State Constitution, the Assessor must locate, inventory, and value all taxable property in Sutter County.

- (\$68,678) Decrease related to the elimination of one (1.0 FTE) vacant Appraiser I position
- \$62,650 Increase related to restoring funding for one (1.0 FTE) Assistant Assessor position effective January 1, 2016
- \$7,780 Increase related to the promotion of one Auditor-Appraiser I to Auditor-Appraiser II effective July 1, 2015

Major Budget changes

Salaries & Benefits

- \$29,192 General increase due to negotiated Salaries and Benefits
- (\$118,495) Decrease related to defunding and holding vacant one (1.0 FTE) Chief Appraiser position upon vacancy

- (\$8,000) Decrease in Extra Help

Other Charges

- \$14,147 Increase in Interfund Information Technology charges as provided by the General Services Department

Capital Assets

- (\$46,500) Decrease in Capital Assets as none are recommended this year

Revenues

- (\$5,500) Decrease in Interfund Transfer-in from the State-County Property Tax Program special revenue fund (0-181)

Program Discussion

Property Tax Value estimates are established by the Assessor and State Board of Equalization (BOE). These estimates form the basis for property taxes; providing revenue to counties, cities, state, schools, and local benefit assessment districts.

Although secondary to establishing property values, the Assessor provides public service to the citizens, other County departments, outside agencies, and the cities by furnishing general information, answering property-related questions, researching ownership, assisting property owners with concerns regarding assessments, providing access to assessor’s maps and property characteristics data, and other related duties.

Throughout the past six 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. This workload on the Assessor’s staff will continue until the real estate market rebounds significantly.

Through this year’s appraisal process, staff has observed an increase in the market value of most real property in Sutter County. Such increase will reflect positively upon the value of the following year’s tax roll. With the 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.

A large number of parcels are still being revalued annually, while still on Prop 8 status (temporary decline in value). During FY 2014-15, one Assessment Technician retired and another staff appraiser left for a higher position with another county. Despite the decrease in staffing, the Department has indicated that it will not request an extension to close the roll. Therefore, it is anticipated that the FY 2015-16 roll will be delivered to the County Auditor on or before July 1, 2015.

Looking Forward

Over the past couple of years, the appraisal staff has developed several excel spreadsheets that have streamlined processes and improved the efficiency of workflow. Despite ongoing efforts to increase efficiency, the Assessor strongly believes a transition to a computer processing system designed specifically for the assessment function is an essential step toward successfully handling the office’s future needs. This would best serve the County if the system was fully integrated and served the Assessor, Treasurer-Tax Collector, Auditor-Controller, and Clerk-Recorder. The Assessor’s Office will continue to investigate the options available. As the County moves forward, the Assessor’s

Office needs to have an improved data storage system, including updated software and hardware, to keep pace with current and future demands.

Positions & Impact

The Assessor continues to recognize that budgetary constraints across the County require reductions in the working staff of many of the County offices. The Assessor’s Office will be experiencing the retirement of its Chief Appraiser and believes that reinstating the Assistant Assessor as well as eliminating one vacant Appraiser I will have the least amount of impact upon the County, cities, and citizens of Sutter County while still maintaining a reduced workforce. The Assessor’s Office will do its best to continue providing service to the public in a courteous and professional manner.

Recommended Budget

This budget is recommended at \$2,030,581. The General Fund provides 99.0% of the financing for the Department, and is decreased by \$123,118 (5.8%) compared to FY 2014-15.

It is recommended that funding be restored for one Assistant Assessor effective January 1, 2016. To help offset the long-term costs of this addition, it is recommended that one Chief Appraiser position be defunded and held vacant following the anticipated retirement of the incumbent, effective August 1, 2015, and one vacant Appraiser I be eliminated.

One promotion within a flexibly-staffed position is recommended - one Auditor-Appraiser I to an Auditor-Appraiser II.

There was a significant increase in the Department’s unreimbursed cost during

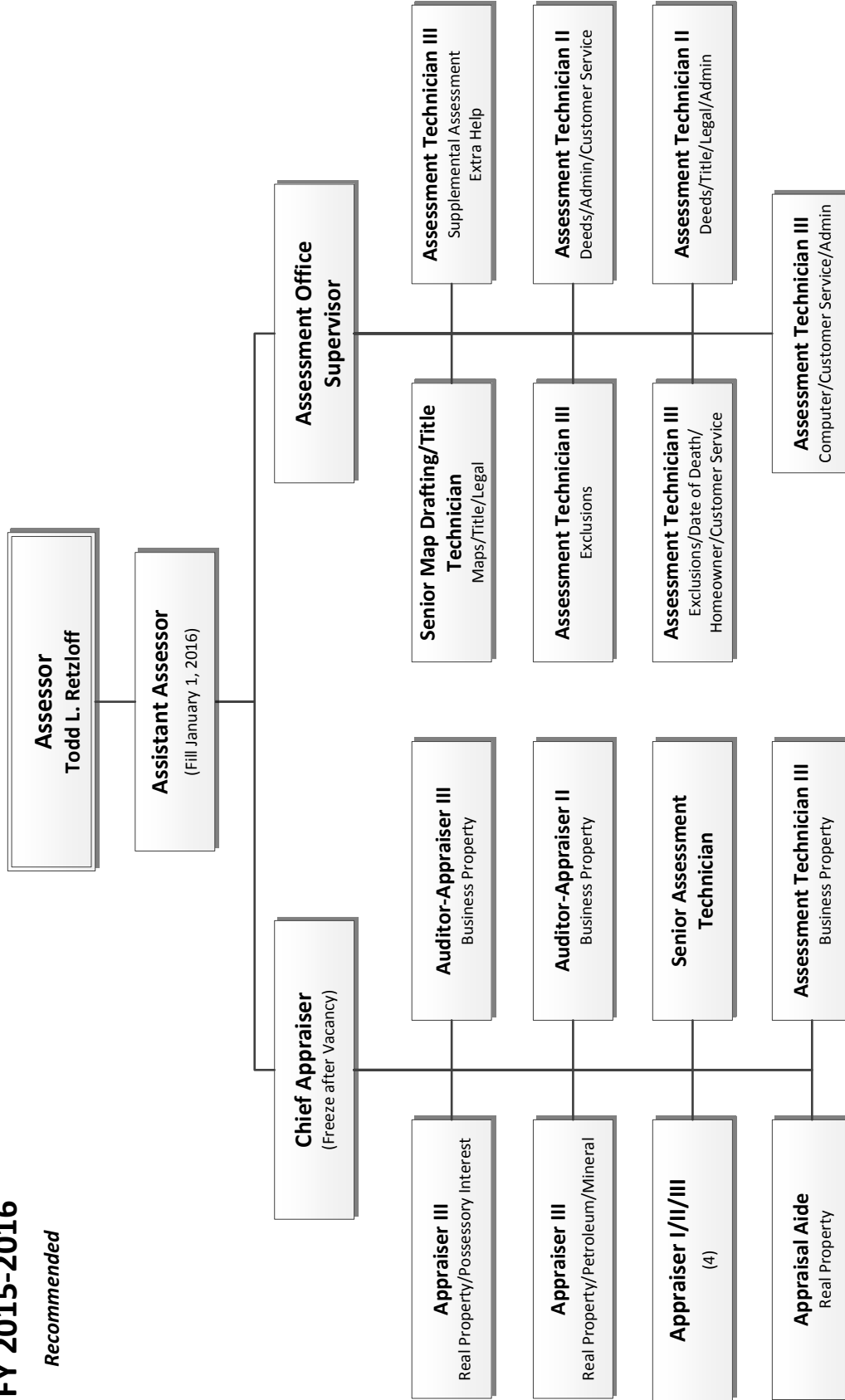
FY 2014-15 that was primarily due to the reduction in the Interfund Transfer-In from the State-County Property Tax Program special revenue fund (0-181). This was first budgeted in FY 2010-11 to offset staff costs, in an effort to avoid further budget reductions in the Assessor’s budget unit. With the FY 2014-15 budget, it was recommended that the Interfund Transfer-In be reduced to \$16,000. The FY 2015-16 budget recommends that the Interfund Transfer-In be reduced to \$10,500. The recommended \$10,500 will offset Extra Help and Overtime staff costs, which are also recommended at \$10,500. The funds in this special revenue fund reflect the remaining balance of funds received under the State’s former State-County Property Tax Administration Grant Program, which was eliminated by the State Legislature effectively in FY 2006-07. This funding source previously provided additional revenue to augment staffing and for acquisition of new equipment and technology, necessary to enhance staff proficiency and productivity and to eliminate backlogs. As indicated above, these funds have been used recently to offset regular staffing costs in the Assessor’s Office, but those funds are now virtually depleted. It is anticipated that the remaining balance in the fund will be approximately \$30,800 at July 1, 2015.

Use of Fund Balance

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

This Page Left Intentionally Blank

Assessor
FY 2015-2016
Recommended



EXECUTIVE SUMMARY						
DEPT HEAD: NATHAN BLACK	UNIT: AUDITOR-CONTROLLER		FUND: GENERAL		0001 1-201	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,059,504	875,607	1,052,821	1,071,630	1.8	
SERVICES AND SUPPLIES	43,889	52,925	74,560	44,420	40.4-	
OTHER CHARGES	279,760	153,048	266,753	431,054	61.6	
* GROSS BUDGET	1,383,153	1,081,580	1,394,134	1,547,104	11.0	
INTRAFUND TRANSFERS	14,949	11,723	17,151	16,191	5.6-	
* NET BUDGET	1,398,102	1,093,303	1,411,285	1,563,295	10.8	
OTHER REVENUES						
USER PAY REVENUES	2,741	2,654	2,500	2,500	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	2,741	2,654	2,500	2,500	.0	
* UNREIMBURSED COSTS	1,395,361	1,090,649	1,408,785	1,560,795	10.8	
ALLOCATED POSITIONS	10.00	10.00	10.00	10.00	.0	

Purpose

The authority for existence of the Auditor-Controller’s Office is California Government Code Sections 24000 and 26880. The Auditor-Controller is the chief accounting officer of the County. Government Code Section 26881 provides that the County Auditor-Controller, upon order of the Board of Supervisors, shall prescribe and shall exercise a general supervision over the accounting forms and the method of keeping the accounts of all departments under the control of the Board of Supervisors and of all districts whose funds are kept in the County treasury.

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).

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.

Major Budget Changes

Salaries & Benefits

- \$18,809 General increase due to negotiated Salaries and Benefits

Services & Supplies

- \$6,650 Increase in Transportation and Travel
- (\$38,400) Decrease in Professional/ Specialized Services due to the implementation of the SunGard HR/Payroll module

Other Charges

- \$88,598 Increase in Interfund Information Technology charges as provided by the General Services Department
- \$72,644 Increase in Interfund Projects (costs related to the implementation of the new IFAS system)

Program Discussion

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.

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.

Staffing

The current staffing of the Auditor-Controller's Office includes 2.0 FTE for executive management and supervision of the office, 2.0 FTE in the accounts payable section, 1.0 FTE to develop the County's

(A-87) cost plan, 2.0 FTE for general ledger and revenue reporting, 2.0 FTE for payroll processing, and 1.0 FTE in the Tax section.

The Accounts Payable section audits and processes all expenditure requests submitted by County departments and special districts for compliance with Board policy and Auditor - Controller accounting policies. Staff distributes, upon direction from the State, all adoption assistance, childcare assistance, and job search transportation assistance warrants on behalf of the County. Staff also audit and distribute expenditure requests on behalf of the Sutter County Courts. In addition, this section monitors certain contract compliance requirements, appropriation controls, and maintains the County's financial reports.

The General Ledger/Revenue Reporting section manages accounting records for general and subsidiary ledger accounting and control for the County, and those districts that deposit funds into the County Treasury. Staff tracks financial accounting for countywide capital assets, Consolidated Court revenue, and asset forfeiture distribution and reporting. The section also performs County and Special District reporting.

Responsibilities of the Tax section include calculation of property taxes due based on the assessment roll, apportionment of property taxes collected, and accounting for various types of benefit assessments, special assessments, and bonds. The section manages the six property tax rolls. Staff also manage AB 8 (Chapter 282, Statutes of 1979) property tax allocations and prepare tax reports, the Unitary Tax formula, the annual Proposition 4 Gann Expenditure Limit Report, and the resolution submitted to the Board of Supervisors for approval. Staff audits the collection of property taxes

to ensure all taxes are properly collected by the Tax-Collector and updates the property tax rolls to account for jurisdictional changes and property tax exchange agreements.

The Tax section also manages debt service, which provides 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. This includes eight school bonds totaling over \$229 million and the \$1.2 million Certificate of Participation financing on the Health building.

New Auditing Standards

GASB Statement No. 68

Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27 - Effective for fiscal year end June 30, 2015 and thereafter

Revises and establishes new financial reporting requirements for local governments that provide their employees with pension benefits. Statement 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits.¹

Accomplishments

The Auditor's Office has received the State Controller's Award for Achieving Excellence in Financial Reporting in 2004 and 2006-2013. Additionally, over the last

year, the Auditor-Controller's Office has (1) 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; (2) presented the seventh annual year-end closing procedures training workshops; (3) provided assistance and training to county departments and fire departments by providing them with Excel spreadsheets to increase efficiency and accuracy for rate calculations; (4) Trained and developed proficiency to process Payroll in the new SunGard system, but also, analyzed and built payroll codes to meet the County's MOU rules to remain in compliance with State, Federal, and CalPERS laws, while maintaining the integrity of the original build of the new IFAS Payroll-Human Resources system. (5) Set up majority of special districts with access to the financial system so they could run their own reports. (6) Recognized by the State as one of the first counties to comply with new super circular guidelines and changed from equipment use allowance to depreciation. (7) State Controller's office is using the Equipment Depreciation Reconciliation provided by our office as an example for other counties on how to prepare the reconciliation.

FY 2015-16 Objectives

The goals of the Auditor-Controller's Office for FY 2015-16 are (1) continue to hold (at least) annual meetings with departments 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) work with county departments to bring in additional revenue for the County related to (A-87) Cost Plan reimbursement through

¹ Pension Standards for State and Local Governments:
<http://www.gasb.org/jsp/GASB/Page/GASBSectionPage&cid=1176163528472>

fees, grants, and reimbursements from the State and Federal Government and through the billing of the A-87 Costs to Non-county Departments and Agencies; (3) to increase payroll efficiency by, for example, training employees on the soon to be implemented Employee Online software; (4) to streamline the journal entry process; (5) to provide auditor's review of staff reports that go before the Board; (6) to establish a migration and implementation plan for conversion of the Fixed Asset Access Database to the Capital Asset SunGard application; (7) to continue a Tax Rate Area consolidation process in order to provide efficiencies in the County property tax system; (8) Provide a Citizen's Report to the tax payers of Sutter County; and (9) Implement Employee Online for electronic access to individual W-4, banking, and check stub information.

Recommended Budget

This budget is recommended at \$1,563,295. The General Fund provides 99.8% of the financing for this budget unit and is increased by \$152,010 (10.8%) compared to FY 2014-15. A portion of the costs for this budget unit are recouped through the annual (A-87) Cost Plan.

Extra Help funding continues to include \$9,190 to fund approximately 624 hours of an Account Clerk I position to perform data entry duties which had been previously performed by the Computer Operator in the Information Technology Department. This change was first implemented in FY 2011-12.

The Sutter County Board of Supervisors has a fiduciary duty to ensure that internal controls are in place and functioning. The County had previously formed an ad hoc internal audit committee, but does not have an internal audit policy that complies with generally accepted government auditing standards (GAGAS). Internal audits would assist management with the evaluation of internal controls used to detect or mitigate fraud, evaluate the County's assessment of fraud risk, and be involved in any fraud investigations. The Auditor-Controller has requested that an Internal Auditor position be added to the Department in FY 2015-16. However, due to continued budget constraints, it is recommended that no position be added to this budget unit at this time.

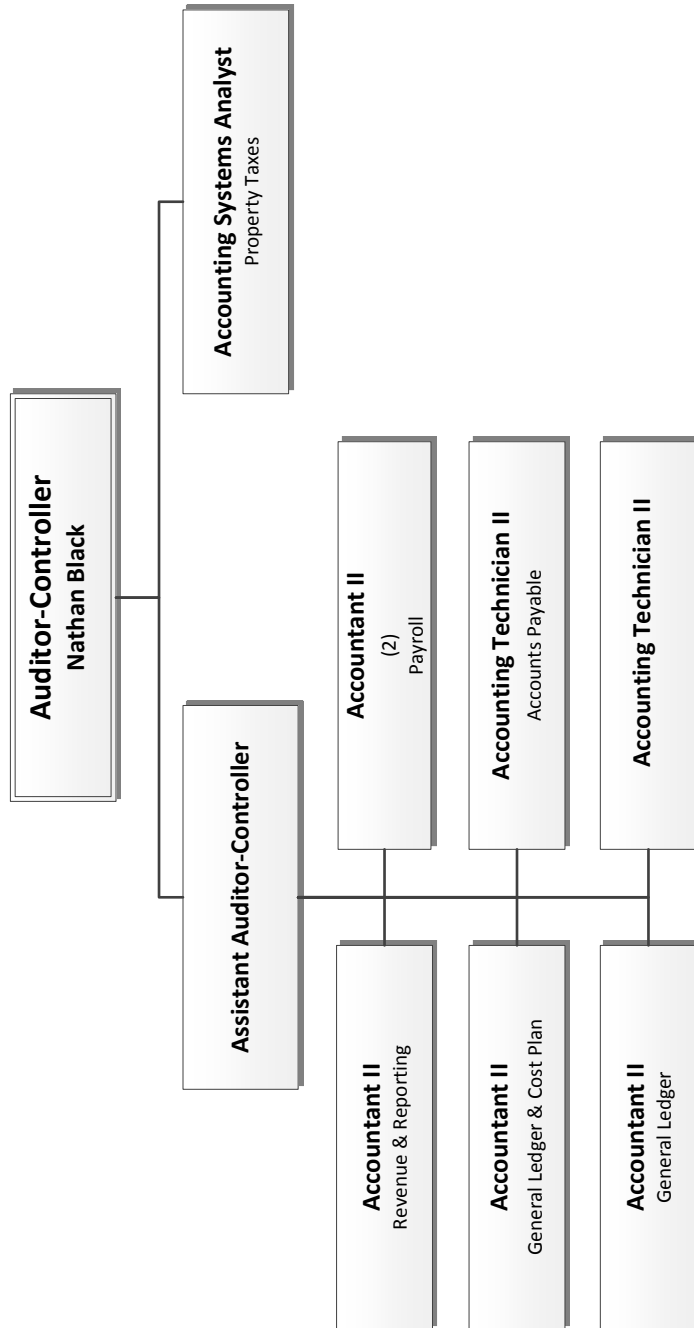
Use of Fund Balance

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

This Page Left Intentionally Blank

Auditor-Controller FY 2015-2016

Recommended



Board of Supervisors (1-101)

EXECUTIVE SUMMARY					
DEPT HEAD:	UNIT: BOARD OF SUPERVISORS	FUND: GENERAL			0001 1-101
	ACTUAL EXPENDITURE	ACTUAL EXPENDITURE	ADOPTED BUDGET	CAO RECOMMEND	% CHANGE OVER
	2013-14	4-30-15	2014-15	2015-16	2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	240,867	180,667	242,111	247,940	2.4
SERVICES AND SUPPLIES	33,564	33,938	44,600	50,250	12.7
OTHER CHARGES	36,652	38,782	34,951	24,824	29.0-
* GROSS BUDGET	311,083	253,387	321,662	323,014	.4
INTRAFUND TRANSFERS	4,155	2,085	4,346	4,438	2.1
* NET BUDGET	315,238	255,472	326,008	327,452	.4
OTHER REVENUES					
USER PAY REVENUES	85	230	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	85	230	0	0	.0
* UNREIMBURSED COSTS	315,153	255,242	326,008	327,452	.4
ALLOCATED POSITIONS	5.00	5.00	5.00	5.00	.0

Purpose

The Board of Supervisors is the legislative body for Sutter County and provides policy direction for all branches of County government. The Board of Supervisors determines, pursuant to applicable Federal and State laws, the funding allocation for all County programs.

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

Major Budget Changes

There are no major budget changes for FY 2015-16.

Program Discussion

This budget includes the five Board of Supervisors positions and the costs necessary to support their offices' operation.

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 through their first meeting in the month of May, Board members acted on more than 520 agenda items, and are likely to reach the 600 mark through the end of the fiscal year.

Public Safety is a major focus of the Board of Supervisors. As a founding member of the Sutter Butte Flood Control Agency, two members of the Board of Supervisors sit on the SBFCA Board, which broke ground in June 2013 on the first phase of a 44-mile levee rehabilitation project along the west bank of the Feather River. The effort is apparently on track for completion in 2016, although the construction work has disturbed several Native American burial sites and there have been some construction delays related to the determination of the proper disposition of the remains. SBFCA

Board of Supervisors (1-101)

will continue to work closely with the California Native American Heritage Commission and the U.S. Army Corps of Engineers in a good faith effort to resolve conflicting priorities, concerns, and laws.

Ribbon cutting ceremonies for new overcrossings at Highway 99/113 and Riego Road and Highway 99 marked continued efforts to improve the highway corridor. Recent improvements leave a four lane highway from Yuba City to Sacramento, improving safety and commute times.

The new Board Committee formed in 2013 to focus on economic development continued its work in 2014. Two Supervisors serve as the *Sutter Forward* committee, which is focusing its efforts on creating capacity for industrial development along Highway 99 between Yuba City and Live Oak as a priority economic development strategy.

It was another busy year for the Board:

- In July, the Board heard from several proponents of creating a new state out of the Northern counties. After much discussion, and much agreement the existing political structure in California favors population centers far from Sutter County, Board members adopted a resolution endorsing the concept, but reserving the right of Sutter County voters to decide the question themselves.
- In August, the Board approved a new ordinance regulating the possession and transportation of walnuts to processing plants at certain times of the year without proof of ownership. The ordinance is designed to deter theft of walnuts from orchards.

Walnuts are one of Sutter County's top export crops and have escalated in price in recent years, primarily because of their popularity in China.

- In November, the board voted to seek additional grant funds in a continuing attempt to fund construction of a new juvenile detention facility in partnership with Yuba and Colusa Counties.
- In January, the Board welcomed new member Dan Flores, who represents the Second District. In April, Governor Jerry Brown appointed Barbara LeVake to represent the Fifth District, which had been without a supervisor for four months with the election last fall of James Gallagher to the California Assembly.
- In early 2015, the Board approved two-year labor agreements with all employees, including represented and unrepresented groups.
- Also in the second half of the fiscal year, the Board of Supervisors filled the vacant County Counsel position with Jean Jordan, and the vacant Chief Probation Officer position with Donna Garcia.
- The Board held a series of joint meetings with the Sutter County Planning Commission to discuss proposed changes to the County's Land Use Ordinance to bring it into compliance with the new General Plan. Discussion areas included truck parking, signage in the rural area, small businesses, and the Highway 99 corridor between Yuba

Board of Supervisors (1-101)

City and Live Oak which is to be a focus of potential future industrial development.

- Throughout the year, the Board continued to renew its official declaration the County is in a state of local emergency as a result of the third year of drought. The Board asked residents and businesses to voluntarily cut water use by 20 percent. The statewide drought is in its fourth year and threatens to continue. This spring, Governor Brown ordered mandatory water restrictions, and new statewide groundwater monitoring regulations are being mandated. The Board heard a report about the new requirements during a study session in March.
- In April, for National County Government Month, the Board of Supervisors created and hosted a unique high school speech contest. The *Public Business from the Floor Speech Contest* required participants to speak for no longer than three minutes to the Board of Supervisors about topics of interest

to Sutter County. Twelve students from five high schools participated. Board members took up a collection amongst themselves to augment contributions from the Active 20-30 Clubs of Marysville-Yuba City and Feather River Valley, and \$800 was raised for prizes to the top speakers.

Recommended Budget

This budget is recommended at \$327,452, which is an increase of \$1,444 (0.4%) compared to FY 2014-15.

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

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA M. JOHNSTON	UNIT: CLERK OF THE BOARD	FUND: GENERAL			0001 1-105	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	174,970	102,472	171,751	141,625	17.5-	
SERVICES AND SUPPLIES	3,660	4,980	7,800	7,800	.0	
OTHER CHARGES	4,898	2,642	4,748	6,204	30.7	
* GROSS BUDGET	183,528	110,094	184,299	155,629	15.6-	
INTRAFUND TRANSFERS	1,238	1,046	1,921	1,745	9.2-	
* NET BUDGET	184,766	111,140	186,220	157,374	15.5-	
OTHER REVENUES						
USER PAY REVENUES	5	110	50	50	.0	
GOVERNMENTAL REVENUES	700	950	750	750	.0	
TOTAL OTHER REVENUES	705	1,060	800	800	.0	
* UNREIMBURSED COSTS	184,061	110,080	185,420	156,574	15.6-	
ALLOCATED POSITIONS	2.13	1.63	1.63	1.68	3.1	

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. This office attends all meetings, and maintains all minutes and records of the Board of Supervisors, the Assessment Appeals Board, and other Board functions.

Major Budget Changes

Salaries & Benefits

- (\$30,126) Decrease in Salaries and Benefits due primarily to reduction of one full-time Board Clerk position to a half-time position

Program Discussion

The Clerk of the Board budget includes funding for 1.5 FTE Deputy Board Clerks, 0.03 FTE Accountant, and 0.15 FTE share of the County Clerk-Recorder's time for oversight of the office. Regular public Board meetings are held most alternating Tuesdays at 6:00 p.m.

For FY 2015-16, the Clerk of the Board staff will continue to focus on serving the citizens of Sutter County. The Department is currently exploring options for implementing an automated Agenda Creation and Indexing system that will allow digital preparation of the agenda and indexing of meetings. Currently, the Department utilizes several older programs to prepare and index the Board of Supervisors meetings and minutes, none of which are interrelated. An integrated system would be more efficient and allow the public and County departments the ability to search

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

Donna M. Johnston, Clerk-Recorder

Board meeting detail. If not implemented before FY 2015-16, the Department may return to the Board of Supervisors with a request related to this system.

Recommended Budget

This budget is recommended at \$157,374, which is a decrease of \$28,846 (15.5%) compared to FY 2014-15. The General Fund provides 58.6% of the financing for the Clerk-Recorder's Department and is decreased in the Clerk of the Board budget unit by \$28,846 (15.6%) compared to FY 2014-15.

The Recommended Budget includes a recommendation to allocate an additional 0.05 FTE, totaling 0.15 FTE, of the County Clerk-Recorder's position allocation to this budget unit. The County Clerk-Recorder's position allocation is similarly reduced by 0.05 FTE in the Recorder budget unit (2-706).

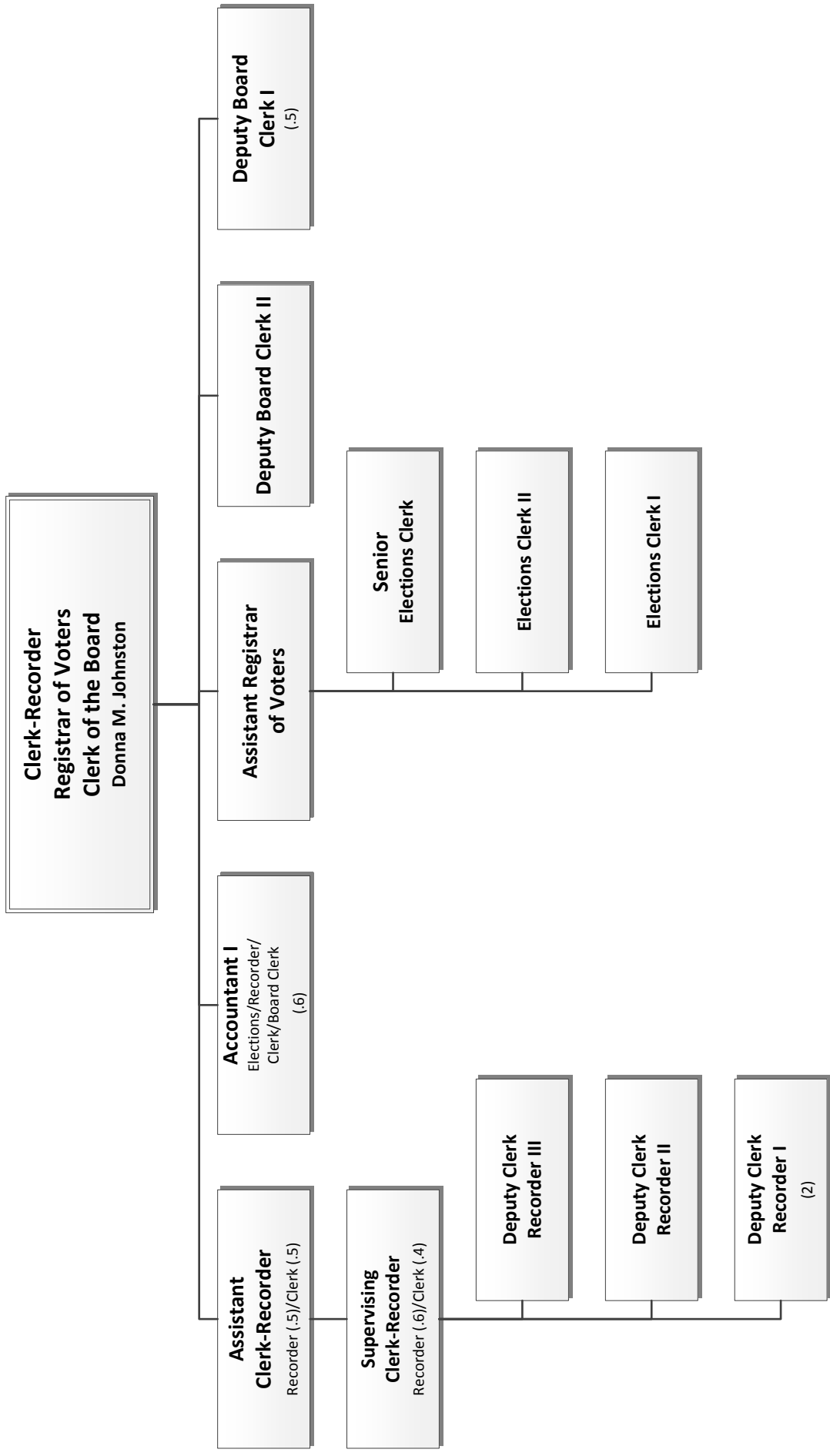
In FY 2014-15, the Recommended Budget included a Board Clerk position allocation of 2.0 FTE, however, one position was subsequently filled at a half-time (0.5 FTE). The FY 2014-15 position allocation schedule reflects the half-time allocation. The FY 2015-16 Recommended Budget formalizes this change, recommending 1.5 FTE Board Clerk positions to be allocated and funded.

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 2015-2016**

Recommended



Clerk-Recorder County Elections (1-502)

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA M. JOHNSTON	UNIT: ELECTIONS	FUND: GENERAL			0001 1-502	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	419,331	340,892	433,671	442,545	2.0	
SERVICES AND SUPPLIES	202,225	190,421	310,150	307,125	1.0-	
OTHER CHARGES	39,053	23,856	29,304	50,001	70.6	
* GROSS BUDGET	660,609	555,169	773,125	799,671	3.4	
INTRAFUND TRANSFERS	6,564	8,346	6,465	6,690	3.5	
* NET BUDGET	667,173	563,515	779,590	806,361	3.4	
OTHER REVENUES						
USER PAY REVENUES	29,018	44,490	76,600	47,500	38.0-	
GOVERNMENTAL REVENUES	325	26,500	7,200	22,200	208.3	
TOTAL OTHER REVENUES	29,343	70,990	83,800	69,700	16.8-	
* UNREIMBURSED COSTS	637,830	492,525	695,790	736,661	5.9	
ALLOCATED POSITIONS	4.83	4.83	4.83	4.83	.0	

Purpose

This budget unit is administered by the County Clerk-Recorder and funds all local elections for the Federal and State governments, as well as all County, City, school and Special District elections in Sutter County. This includes all aspects of registration, precincts and reporting, as well as voter registration maintenance.

- \$15,000 Increase in State Grant revenue to be utilized for election-related internet accessibility enhancements

Major Budget Changes

Revenues

- (\$55,000) Decrease in Election Services revenue due to few reimbursable expenses in primary elections
- \$20,000 Increase in Candidate Filing Fee revenue for candidates in primary election

Program Discussion

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

There is one election anticipated for this year, which is the June 2016 Presidential Primary Election.

Goals for FY 2015-16 in addition to the primary goal of conducting the election,

include increasing voter registration, and increasing online voter services.

Recommended Budget

This budget is recommended at \$806,361, which is an increase of \$26,771 (3.4%) compared to FY 2014-15. The General Fund provides 58.6% of the financing for the Clerk-Recorder's Department and is increased in the Elections budget unit by \$40,871 (5.9%) compared to FY 2014-15.

Previous budgets have included funding for smaller, less frequent landowner and utility district elections (UDEL). This budget does not include funding for these elections. In the event such an election is called, a budget amendment requiring Board action would be required and the County would be reimbursed by the entity requesting the election.

Use of Fund Balance

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

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA M. JOHNSTON	UNIT: RECORDER	FUND: GENERAL			0001 2-706	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	348,206	273,005	362,376	324,729	10.4-	
SERVICES AND SUPPLIES	49,886	44,001	128,616	185,640	44.3	
OTHER CHARGES	26,879	11,603	24,578	31,650	28.8	
* GROSS BUDGET	424,971	328,609	515,570	542,019	5.1	
INTRAFUND TRANSFERS	12,187	8,886	14,699	14,068	4.3-	
* NET BUDGET	437,158	337,495	530,269	556,087	4.9	
OTHER REVENUES						
USER PAY REVENUES	406,621	273,048	501,300	528,210	5.4	
GOVERNMENTAL REVENUES	550	0	0	0	.0	
TOTAL OTHER REVENUES	407,171	273,048	501,300	528,210	5.4	
* UNREIMBURSED COSTS	29,987	64,447	28,969	27,877	3.8-	
ALLOCATED POSITIONS	5.13	5.13	5.13	4.48	12.7-	

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

- (\$37,647) Decrease in Salaries and Benefits due primarily to the reallocation of staff between Clerk-Recorder budget units

Services & Supplies

- \$125,000 Professional and Specialized Services contracts for conversion of images to digital format, offset by transfer-in from Special Revenue Funds

Revenues

- \$188,800 Interfund Transfer-In from Special Revenue Funds to offset cost to convert images to digital format and related projects within the Recorder's office

Program Discussion

The Recorder Budget Unit funds the Recorder operations, which are primarily funded by document recording fees. Document recording fees are regulated by Government Code and a specified portion of

Clerk-Recorder County Recorder (2-706)

Donna M. Johnston, Clerk-Recorder

these fees are set aside into special revenue funds for specific recorder projects. These special revenue funds and their purposes are: 1) the Micrographic Fund (0-237), which funds the cost of converting the document storage system to micrographics; 2) the 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) the Vital Statistics Fund (0-288), which funds the modernization of vital records operations; and 4) the Social Security Truncation Fund (0-280), which funds the redaction of social security numbers on recorded documents.

Recommended Budget

This budget is recommended at \$556,087, which is an increase of \$25,818 (4.9%) compared to FY 2014-15. The General Fund provides 58.6% of the financing for the Clerk-Recorder's Department and is decreased in the Recorder budget unit by \$1,092 (3.8%) compared to FY 2014-15.

The recommended budget maintains one frozen and unfunded Deputy Clerk-Recorder position, which was defunded in FY 2011-12. The County Clerk-Recorder position allocation is recommended to be reduced in this budget unit by 0.05 FTE, totaling 0.20 FTE, and reallocated to the Clerk of the Board budget unit (1-105). The Supervising Deputy Clerk-Recorder position allocation is recommended to be reduced by

0.10 FTE, totaling 0.60 FTE, and reallocated to the County Clerk budget unit (2-710). The Deputy Clerk Recorder III position allocation is recommended to be reduced by 0.50 FTE, totaling 3.0 FTE, and reallocated to the County Clerk budget unit (2-710).

It is recommended that a special revenue fund to be used for funding electronic recording of documents be established. The E-Recording Fund (0-230), per Government Code §27397, authorizes the Recorder to collect \$1.00 per recorded document for the implementation of an Electronic Recording Delivery System. Participation in the program will enable the County to improve and modernize its systems of recording and handling Real Property instruments by permitting the electronic delivery, recording, and return of specified instruments. The fee collected will cover the cost of the County system and maintenance.

The Board of Supervisor's authorized this fee as part of the County-wide Fee Update conducted in March 2015. The appropriate budget schedules for Fund 0-230 have been included in the Recommended Budget. For FY 2015-16, the recommended budget for Fund 0-230 is \$16,800, which is to be placed into fund balance until such time the funds can be used to fund an Electronic Recording Delivery System.

Use of Fund Balance

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

E X E C U T I V E S U M M A R Y						
DEPT HEAD: DONNA M. JOHNSTON	UNIT: COUNTY CLERK	FUND: GENERAL			0001 2-710	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	193,898	169,447	192,650	231,671	20.3	
SERVICES AND SUPPLIES	9,983	7,364	11,265	11,350	.8	
OTHER CHARGES	5,600	2,293	5,738	6,806	18.6	
* GROSS BUDGET	209,481	179,104	209,653	249,827	19.2	
INTRAFUND TRANSFERS	4,321	2,974	3,493	3,634	4.0	
* NET BUDGET	213,802	182,078	213,146	253,461	18.9	
OTHER REVENUES						
USER PAY REVENUES	127,474	117,893	111,200	136,250	22.5	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	127,474	117,893	111,200	136,250	22.5	
* UNREIMBURSED COSTS	86,328	64,185	101,946	117,211	15.0	
ALLOCATED POSITIONS	2.51	2.51	2.53	3.11	22.9	

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

- \$39,021 Increase in Salaries and Benefits due to the reallocation of positions from other Clerk-Recorder budget units

Revenues

- \$25,000 Increase in Other Charges Current Services revenue based on recent experience

Program Discussion

The County Clerk budget unit funds the County Clerk operations, which include the acceptance of passport applications, Fictitious Business Name Statements, as well as marriage licenses and ceremonies. Vital records such as birth certificates are also available for purchase.

As citizen demand for Clerk services has increased, the salary and expense allocation between the Clerk and Recorder budget units has been changed for FY 2015-16.

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

Recommended Budget

This budget is recommended at \$253,461, which is an increase of \$40,315 (18.9%)

Clerk-Recorder County Clerk (2-710)

Donna M. Johnston, Clerk-Recorder

compared to FY 2014-15. The General Fund provides 58.6% of the financing for the Clerk-Recorder's Department and is increased in the County Clerk budget unit by \$15,265 (15.0%) compared to FY 2014-15.

The Supervising Deputy Clerk-Recorder position allocation is recommended to be increased in this budget unit by 0.10 FTE, totaling 0.40 FTE, and reduced in the Recorder budget unit (2-706). The Deputy

Clerk Recorder III position allocation is recommended to be increased by 0.50 FTE, totaling 2.0 FTE, and reduced in the Recorder budget unit (2-706).

Use of Fund Balance

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

**Clerk-Recorder
Domestic Violence (2-711)**

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA M. JOHNSTON	UNIT: DOMESTIC VIOLENCE CENTERS		FUND: GENERAL		0001 2-711	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
OTHER CHARGES	22,756	15,486	20,000	20,240	1.2	
* GROSS BUDGET	22,756	15,486	20,000	20,240	1.2	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	22,756	15,486	20,000	20,240	1.2	
OTHER REVENUES						
USER PAY REVENUES	22,756	15,486	20,000	22,000	10.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	22,756	15,486	20,000	22,000	10.0	
* UNREIMBURSED COSTS	0	0	0	1,760-	***	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

Purpose

The purpose of this budget 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. Either the County may 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 2015-16.

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 for victims, as well as counseling services for victims of domestic violence.

Recommended Budget

This budget is recommended at \$20,240, which is an increase of \$240 (1.2%) compared to FY 2014-15. The General Fund does not provide any financing for this budget unit.

An 8% Administration fee, allowed per Welfare and Institutions Code Section 18305, will be collected to cover the County cost to administer this program. This fee revenue is shown as a negative unreimbursed cost 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.

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: COUNTY ADMINISTRATOR	FUND: GENERAL			0001 1-102	
	ACTUAL EXPENDITURE	ACTUAL EXPENDITURE	ADOPTED BUDGET	CAO RECOMMEND	% CHANGE OVER	
	2013-14	4-30-15	2014-15	2015-16	2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	863,581	783,752	977,299	1,000,325	2.4	
SERVICES AND SUPPLIES	27,180	19,357	58,706	61,266	4.4	
OTHER CHARGES	30,794	12,615	57,756	34,615	40.1-	
* GROSS BUDGET	921,555	815,724	1,093,761	1,096,206	.2	
INTRAFUND TRANSFERS	1,594	1,242	1,654	1,735	4.9	
* NET BUDGET	923,149	816,966	1,095,415	1,097,941	.2	
OTHER REVENUES						
USER PAY REVENUES	390	3	3,500	4,000	14.3	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	390	3	3,500	4,000	14.3	
* UNREIMBURSED COSTS	922,759	816,963	1,091,915	1,093,941	.2	
ALLOCATED POSITIONS	6.80	6.70	6.70	6.70	.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 his 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 assists the Board in administering policy, including managing County operations to ensure overall effectiveness. This department 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. In addition, the CAO acts as Executive Officer to the Local Agency Formation Commission (LAFCO).

Major Budget Changes

There are no major budget changes for FY 2015-16.

Program Discussion

The County Administrative Office is the administrative arm of the Board of Supervisors. The CAO provides leadership and guidance in the implementation of the policies of the Board of Supervisors. The CAO analyzes issues and makes recommendations to the Board regarding the administration and operation of County departments and programs. The CAO and his 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 oversees the SB 90 state mandate reimbursement contract, and approves interdepartmental rates charged to departments by the Information Technology and Fleet Services internal service funds.

The CAO's office also prepares and administers the budgets for Non-Departmental Expenses (1-103), General Revenues (1-209), Contingency (9-900), Subsidy Requests (7-202), three Court-related budgets (2-109, 2-110, and 2-112), the Board of Supervisors (1-101), Economic Development Block Grant funds, the 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 2014-15 included:

- In conjunction with the Board of Supervisors and the Economic Development corporation, developed the *SutterForward!* campaign.
- Coordinated with the Counties of Yuba and Colusa to implement the new Tri-County Regional Juvenile Rehabilitation Facility, to replace the existing aging Bi-County Juvenile Hall. The new Joint Powers Agreement was negotiated and approved in FY 2013-14, allowing design and eventual construction to move forward.
- Worked jointly with the Counties of Yuba and Colusa to apply for and secure SB81 Round 2 funding for the proposed new Tri-County Juvenile Hall facility.

- For the fifth year in a row, guided the County through a challenging budget development process, while balancing the competing priorities of preserving public services, minimizing employee lay-offs, and minimizing reductions in reserves.
- It is anticipated that Chevron Energy Solutions Project (Opterra) will be fully implemented in the coming months, with the expectation that the County will save over \$18 million dollars over the life of this "green" project.
- The County is in the process of successfully transitioning to the San Joaquin Valley Insurance Authority Joint Powers Authority for the administration/provision health, dental, and vision insurance, saving the County well over \$1 million over prior year costs, and avoiding anticipated cost increases in FY 2015-16.
- Coordinated with Socrata to develop Open Budget website which is the County's next step towards transparency and greater public engagement.
- Established an online job announcement and application process with CalOpps.org to enhance the County's ability to advertise for job recruitments and allow for online applications.

The County Administrative Office goals for FY 2015-16 include:

- To continue collaboration with the EDC and our federal lobbyist to develop a strategic plan to move *Sutter Forward!*

- To continue collaboration with the Counties of Yuba and Colusa toward the design and construction of the Tri-County Regional Juvenile Rehabilitation Facility.
- To coordinate with the Information Technology Department on the implementation of the new budgeting module provided through the countywide SunGard project, and develop appropriate training for County staff that use the budget system. The implementation of a new countywide budgeting system will be a primary focus for County Administrative Office staff in FY 2015-16.

Recommended Budget

The budget is recommended at \$1,097,941. The General Fund provides 99.6% of the financing for this budget unit, and is increased by \$2,026 (0.2%) compared to FY 2014-15. A portion of the costs for this budget unit are recouped from the Local Agency Formation Commission for staff support, and through the annual A-87 Cost Plan.

The County Administrative Office assumed oversight responsibility for the Human Resources and Emergency Services functions of the County in FY 2014-15. As is discussed in the Human Resources budget, it had been anticipated that a lower-level Human Resources manager position would be added back to the budget once County revenues increased sufficiently. However, due to continued budget constraints and other needs within the County, it is recommended that no position be added back to this budget unit in this fiscal year. Therefore, it is recommended that the Human Resources function of the

County remain assigned to the County Administrative Office for FY 2015-16 with no additional staff within the Human Resources Department to augment the related functions. The County Administrative Office will also continue to oversee the Emergency Services budget unit in FY 2015-16, including oversight of the inter-related functions of Risk Management and Emergency Services. The Recommended Budget and Organization Chart reflect these assignments.

The budget continues to maintain the regular Senior Analyst position as vacant and unfunded. This position was first left vacant and unfunded in FY 2010-11.

The recommended budget includes a re-budget of \$30,000 for assistance with the implementation of the Budget module, which has been deferred for over four years pending completion of the Personnel and Payroll modules. It is anticipated that a budget module will be addressed in FY 2015-16, with primary funding provided through the County Administrative Office.

There are no other significant changes recommended for the County Administrative Office budget.

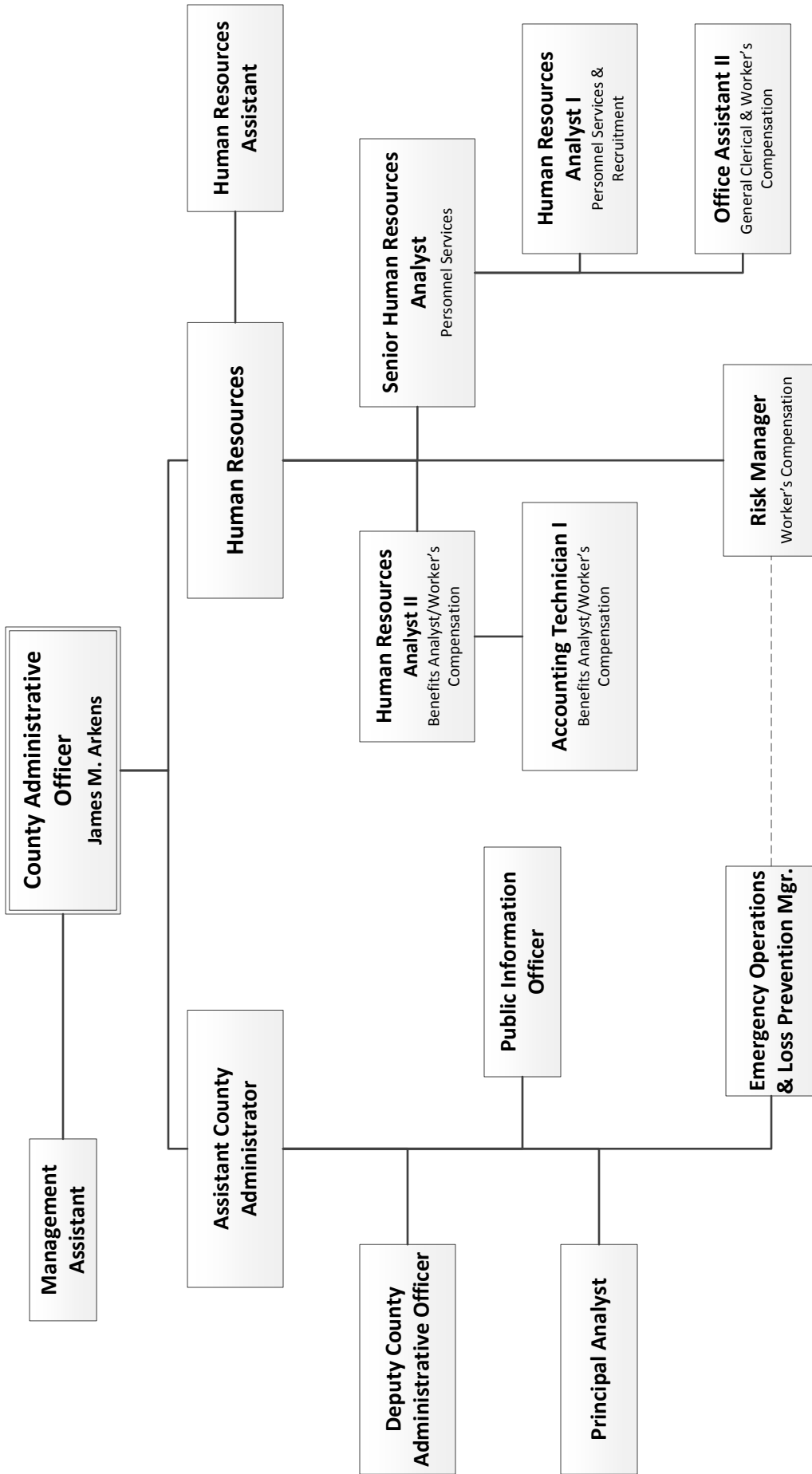
Use of Fund Balance

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

This Page Left Intentionally Blank

County Administrative Office FY 2015-2016

Recommended



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

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: NON-DEPARTMENTAL EXPENSES		FUND: GENERAL		0001 1-103	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SERVICES AND SUPPLIES	242,308	218,766	452,000	457,650	1.3	
OTHER CHARGES	745,512	63,841	182,050	108,052	40.6-	
* GROSS BUDGET	987,820	282,607	634,050	565,702	10.8-	
INTRAFUND TRANSFERS	5,000-	4,400-	5,000-	5,000-	.0	
* NET BUDGET	982,820	278,207	629,050	560,702	10.9-	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	114,058	126,826	11.2	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	982,820	278,207	743,108	687,528	7.5-	
OTHER REVENUES						
USER PAY REVENUES	30,548	0	39,861	39,861	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	1	0	0	0	.0	
TOTAL OTHER REVENUES	30,549	0	39,861	39,861	.0	
* UNREIMBURSED COSTS	952,271	278,207	703,247	647,667	7.9-	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

Purpose

The Non-Departmental Expenses (NDE) budget unit finances certain general service 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

Other Charges

- (\$104,050) Decrease reflecting a one-time Interfund Transfer of General Fund monies in FY 2014-15 to relieve a negative fund balance in the County Airport fund

- \$8,493 Interfund contribution to the County Airport fund for 40 hours of County staff costs not reimbursed by SBRAA, as agreed upon in the contract

Program Discussion

As indicated above, this budget unit finances certain general service costs of County government, which are not readily allocated to any specific department. 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 unit includes \$7,500 for an annual employee appreciation event. Funding for the event was reinstated in FY 2013-14. It is

County Administrative Office

Non-Departmental Expenses (1-103)

James M. Arkens

County Administrative Officer

anticipated that the event will be produced at minimal expense.

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 \$687,528. The General Fund provides approximately 94.2% of the financing for this budget unit and is decreased \$55,580 (7.9%) compared to FY 2014-15.

Audit Fees are recommended at \$85,000 for annual Independent Audit costs. This will be the second year of a three-year contract.

The Professional and Special Service – Legal line item is recommended at \$110,000. The recommended budget includes \$100,000 for one-time outside legal services related to anticipated, pending, and/or existing litigation against the County. Funding will only be used if pending or existing litigation requires the use of outside services. It is recommended that this one-time cost be offset with one-time monies through a cancellation of Obligated Fund Balance in the General Revenues budget unit (1-209). As in prior years, \$10,000 is recommended to cover residual legal issues related to the Golden State Water Company litigation.

The Professional and Specialized Services account is recommended at \$140,000, 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 continues to reflect the County's contribution to the Area 4 Agency on Aging (pursuant to a current Joint Powers Agreement).

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 budget unit (7-202) in FY 2013-14.

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

Use of Fund Balance

Increases in Obligated Fund Balance are recommended at \$126,826:

- \$19,408 is recommended to transfer actual net revenues from FY 2013-14 Transient Occupancy Tax (TOT) payments to the Committed Fund Balance for Transient Occupancy Tax account (#37339). This revenue has declined significantly in recent years.
- \$5,000 is recommended to be placed in the Committed Fund Balance for Farm Advisor/Ag Building account (#37309). This designation will be used to offset costs for any future improvement to or

County Administrative Office

Non-Departmental Expenses (1-103)

James M. Arkens

County Administrative Officer

- replacement of the joint Agricultural Commissioner/Farm Advisor facility.
- \$25,000 is recommended to continue to fund the Telephone System Equipment Replacement reserve account (#37316) over time. These funds are cancelled and used when General Fund departments require major phone system repair, replacement, or improvement.
 - \$77,418 is recommended to be placed in the Committed Fund Balance - OPEB account (#31227) as a reserve to reflect the annual amortized cost for OPEB costs. This funding mechanism was established in FY 2012-13.

**County Administrative Office
Personnel Transition Costs (1-104)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: PERSONNEL TRANSITION COSTS		FUND: GENERAL		0001 1-104	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	0	0	94,779	0	100.0-	
* GROSS BUDGET	0	0	94,779	0	100.0-	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	0	0	94,779	0	100.0-	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
CANCELLATION OF OBLIGATED F/B	0	0	94,779	0	100.0-	
TOTAL OTHER REVENUES	0	0	94,779	0	100.0-	
* UNREIMBURSED COSTS	0	0	0	0	.0	
ALLOCATED POSITIONS	.00	.00	4.00	.00	100.0-	

Purpose

The Personnel Transition Costs budget unit was created in FY 2011-12. This budget unit represents the County’s total anticipated Unemployment Insurance liabilities associated with the recommended elimination of filled positions. This budget unit would also include one month of funding and the position allocation for filled positions recommended to be eliminated in the budget year. All costs associated with this budget unit would be funded with a Cancellation of Obligated Fund Balance from the Committed Fund Balance Designated for Capital Projects account (#31265).

Major Budget Changes

There are no recommended eliminations of filled positions for FY 2015-16.

Recommended Budget

There are no recommended costs in this budget unit for FY 2015-16, as no filled positions are recommended for elimination.

**County Administrative Office
General Revenues (1-209)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY					
DEPT HEAD: JAMES M. ARKENS	UNIT: GENERAL REVENUES		FUND: GENERAL		0001 1-209
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
OTHER CHARGES	75,000	0	0	0	.0
* GROSS BUDGET	75,000	0	0	0	.0
INTRAFUND TRANSFERS	365,973-	243,657-	320,642-	659,991-	105.8
* NET BUDGET	290,973-	243,657-	320,642-	659,991-	105.8
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	3,734,034	0	100.0-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	290,973-	243,657-	3,413,392	659,991-	119.3-
OTHER REVENUES					
GENERAL REVENUES	33,725,631	20,601,732	32,465,847	35,875,475	10.5
CANCELLATION OF OBLIGATED F/B	0	0	1,474,044	747,585	49.3-
AVAILABLE FUND BALANCE 7/1	6,915,215	7,605,414	7,257,841	3,100,006	57.3-
TOTAL OTHER REVENUES	40,640,846	28,207,146	41,197,732	39,723,066	3.6-

Purpose

The General Revenues budget unit accounts for the general revenues of the County's General Fund. General revenues include property taxes; the undesignated fund balance; 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 undesignated fund balance expected to be available is included in the General Revenues 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.

- \$20,000 Budgeted increase in supplemental property tax
- \$55,000 Budgeted increase in current unsecured property tax
- \$31,000 Budgeted increase in prior year unsecured property tax
- \$350,000 Budgeted increase in property tax in-lieu vehicle license fee
- (\$50,000) Budgeted decrease in Property Tax Special Assessment revenue
- \$25,000 Budgeted increase in Penalty & Cost fees on Delinquent Taxes
- \$100,000 Budgeted increase in in-lieu local sales and use taxes
- \$100,000 Budgeted increase in franchise fee revenue

Major Budget Changes

Revenues

- \$545,000 Budgeted increase in property tax

County Administrative Office General Revenues (1-209)

James M. Arkens

County Administrative Officer

- (\$50,000) Budgeted decrease in interest revenue
- \$495,211 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) is \$36,535,466, which is an increase of \$3,748,977 (11.4%) compared to the FY 2014-15 Adopted Budget.

The increase is primarily due to increases in two primary sources of General Fund revenue: (1) an increase in the amount of (A-87) Cost Plan Overhead reimbursement revenue that the General Fund receives from non-General Fund departments (also referred to as subvented funds) and agencies; and (2) an increase in estimated Property Tax related revenues.

The County's three major General Revenues have traditionally been property tax, sales tax, and motor vehicle in-lieu payments from the State. However, significant changes occurred in FY 2004-05 regarding how two of these major revenue streams, sales tax and motor vehicle in-lieu (MVIL) payments, are received from the State.

The voter approved Proposition 57 (The Economic Recovery Bond Act, 2004), implemented a set of transactions, also known as the "Triple Flip," whereby a share of revenues that had previously appeared under the Sales and Use Taxes account are now shown in the related In-Lieu Local Sales and

Use Tax account. The amount that each county receives for In-Lieu Local Sales and Use Tax is provided each year by the State Controller's Office. This "temporary" shift of revenues by the State was to last until all revenue bonds issued by the State, pursuant to Proposition 57, were paid off. FY 2014-15 should mark the end of the Triple Flip. It is anticipated that the bonds will be paid off in July 2015 and, according to law, the full 1 percent Bradley-Burns local rate will return on January 1, 2016. Transitioning to the full 1 percent rate and payment schedule will continue, with payments on "true-up" amounts expected through 2016.

California counties are also anticipating the receipt of payment from the State on pre-2004 mandate reimbursements. The Governor committed to reimbursing counties for a portion of these pre-2004 mandate costs in FY 2014-15; Sutter County received \$102,597 toward repayment of General Fund costs already incurred in prior years, plus \$154,202 that reimbursed the Mental Health fund. The Governor's Budget for FY 2015-16 discusses repayment of the balance due to counties; however, this amount is technically included in the current year (FY 2014-15) budget due to trigger language that promised repayment should State revenues exceed projections, which they have. Payments are anticipated to go out in two installments -- one in June and one in August. While the Governor has included "intent language" in an attempt to guide how counties purpose these reimbursements, it should be kept in mind that it is unconstitutional to require that these mandate reimbursements be spent in any particular manner (Article XIII B, Section 6 of the State's Constitution). These monies are due to counties as a reimbursement for services already provided and paid for. In Sutter County, these funds are typically

County Administrative Office

General Revenues (1-209)

James M. Arkens

County Administrative Officer

returned to the General Fund to repay that fund for monies already contributed to those departments providing the mandated services. Mental Health reimbursement funds are returned to the Mental Health fund.

Prior to 2004, a primary source of revenue for California counties was the motor vehicle in-lieu. Due to the voter approved Proposition 1A (Protection of Local Government Revenues Act of November 2004), the State now receives the motor vehicle in-lieu revenues and have “swapped” that revenue for property tax. That revenue is budgeted in the Property Tax In-Lieu – Vehicle License Fee account. The intent of Prop 1A was to protect revenues collected by local governments (cities, counties, and special districts) from being transferred to the California state government for statewide use. This was a permanent change to the County-State relationship regarding these revenues, and the County will continue to receive Property Tax revenues in lieu of MVIL. 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 2015-16, property tax revenues (including secured, unsecured, and property tax in lieu of Motor Vehicle License Fees) are projected to be approximately \$22.6 million. This represents a combined increase of \$1,001,000, or 4.6%, from the FY 2014-15 Adopted Budget. Estimates for property tax and related revenues have been developed based on an evaluation of estimates and projections received from the Auditor-Controller’s Office and developed by the County Administrative Office. While it

appears that revenues are increasing, estimates for improvements in property tax revenues remain comparatively conservative. The County Administrative Officer and the Assessor estimate that secured property tax revenue will increase by 2% over FY 2014-15 actual receipts based on recent market activity. The Auditor-Controller’s Office has provided the County Administrative Office with estimates indicating that current supplemental property tax revenue, current unsecured property tax revenue, and other related revenues will increase for FY 2015-16. However, the recommended revenue amounts represent a slight reduction from those estimates based on recent and historic activity and in order to maintain the conservative nature of the County’s budgeting approach.

The budget for sales and use tax revenue, including in-lieu revenue, is recommended at \$3.2 million. Sales tax based revenues declined substantially in FY 2008-09 and FY 2009-10; however, the decline in sales tax revenues appears to have leveled off starting with FY 2011-12. The County Administrative Office is projecting that revenue from Sales and Use Tax currently shows no sign of increasing in Sutter County, and is budgeted to remain the same for FY 2015-16. Revenue for In-Lieu Local Sales and Use Tax is budgeted at \$100,000 higher than what was included in the FY 2014-15 Adopted Budget.

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 three years. Total franchise fee revenue is budgeted at \$1.3 million, an

County Administrative Office

General Revenues (1-209)

James M. Arkens
County Administrative Officer

increase of \$100,000 as compared to FY 2014-15.

Revenue from Interest earned on monies held by the General Fund in the pooled treasury has decreased substantially over the past five years. This decrease is primarily due to the combination of a decrease in the general fund balances held in the pooled treasury and a general decrease in the overall pooled treasury interest rate. Revenue from Interest is budgeted at \$50,000 less than the FY 2014-15 Adopted Budget.

The estimated available Fund Balance from FY 2014-15 is \$3.1 million. This represents carry-forward monies generated from on-going County operations which can be, and need to be, used to fund on-going County expenditures. This represents a reduction of approximately \$400,000 from the amount that was budgeted to be available in the FY 2014-15 Recommended Budget.

It should be noted that the actual estimated available Fund Balance will not be known until the financial books of the County are closed by the Auditor-Controller, typically in October of each year, 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 the Increases in Obligated Fund Balance account, to be placed in Obligated Fund Balance Designated for Capital Projects in the final Adopted Budget.

Use of Fund Balance

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 or renewing existing contracts. Due to the structure of Williamson Act contracts, it will take 10 years from the time the County ceased renewing contracts for the existing contracts to terminate. Therefore, it is recommended that \$51,150 of the Committed Fund Balance for Williamson Act Subvention account (#31217), be cancelled in FY 2015-16 to offset the loss of that revenue source.

It is recommended that \$228,000 held in the General Fund's Committed Fund Balance Designated for Capital Projects account (#31265) be liquidated to cover the cost of four (4) replacement vehicles for the Sheriff's Department. These vehicles have historically been purchased from current year revenues. In recent years, due to budget constraints, the Sheriff had also purchased a portion of the limited number of replacement vehicles using Special Revenue Fund monies.

It is recommended that \$100,000 held in the General Fund's Committed Fund Balance Designated for Capital Projects account (#31265) be liquidated to cover potential General Fund costs associated with anticipated, pending, or existing litigation. This expenditure is included in the Non-Departmental Expenses budget unit (1-103); funds are available for use only for the specified purposes.

It is recommended that \$45,000 held in the General Fund's Committed Fund Balance Designated for Capital Projects account (#31265) be liquidated to cover potential

County Administrative Office

General Revenues (1-209)

James M. Arkens

County Administrative Officer

General Fund costs associated with one-time expenses for development and water management related contracts. This expenditure is included in the Development Services Planning and Building budget unit (2-724); funds are available for use only for the specified purposes.

It is recommended that \$139,500 of Committed Fund Balance Designated for Capital Projects account (#31265) be liquidated in FY 2015-16 to fund the cost of General Fund projects in the Plant Acquisition budget unit (1-801).

It is recommended that \$100,935 held in the General Fund's Committed Fund Balance Designated for Future Pension Cost Increases be cancelled to offset the increase in required contributions to CalPERS for FY 2015-16. This fund was established by the Board of Supervisors in FY 2012-13 for the purpose of reducing the impact to the General Fund that would result from anticipated PERS Retirement plan cost increases resulting from recent actions by the CalPERS Board of Directors. The current balance of this account is \$373,625. The recommendation is a reduction compared to the prior year's recommendation of \$300,000, and allows the County to maintain sufficient funds available to help offset additional increases anticipated to impact counties and other public agencies in FY 2016-17 as a result of additional actions by the CalPERS Board.

It is recommended that \$56,500, held in the General Fund's Committed Fund Balance Designated for Future Vehicle Replacement, be used in FY 2015-16 to fund the purchase of vehicles for General Fund funded departments. These vehicle purchases are discussed in the individual budget units.

It is recommended that \$26,500 of Committed Fund Balance – Transient Occupancy Tax be cancelled in FY 2015-16 to fund the purchase one vehicle for the purpose of supporting facility rental activity and other in-town duties. This vehicle purchase is discussed in the General Services Administration budget unit (1-205).

This year, no Obligated Fund Balance monies are recommended to be liquidated to meet on-going financing requirements.

The total Cancellation of Obligated Fund Balance, from all accounts, in the General Revenues budget unit for FY 2015-16 is recommended at \$747,585.

**County Administrative Office
Emergency Services (2-401)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: EMERGENCY SERVICES	FUND: PUBLIC SAFETY			0015 2-401	
	ACTUAL EXPENDITURE	ACTUAL EXPENDITURE	ADOPTED BUDGET	CAO RECOMMEND	% CHANGE OVER	
	2013-14	4-30-15	2014-15	2015-16	2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	98,756	136,400	174,758	106,298	39.2-	
SERVICES AND SUPPLIES	46,503	9,818	27,101	26,475	2.3-	
OTHER CHARGES	131,807	80,344	126,114	130,785	3.7	
* GROSS BUDGET	277,066	226,562	327,973	263,558	19.6-	
INTRAFUND TRANSFERS	29,258	0	23,166	0	100.0-	
* NET BUDGET	306,324	226,562	351,139	263,558	24.9-	
OTHER REVENUES						
USER PAY REVENUES	0	0	28,964	0	100.0-	
GOVERNMENTAL REVENUES	322,110	170,017	225,594	192,806	14.5-	
TOTAL OTHER REVENUES	322,110	170,017	254,558	192,806	24.3-	
* UNREIMBURSED COSTS	15,786-	56,545	96,581	70,752	26.7-	
ALLOCATED POSITIONS	.70	1.20	1.20	.90	25.0-	

Purpose

Emergency Services is responsible for activities associated with the planning, response, and recovery from natural and man-made emergencies/disasters throughout the County, and for the coordination of those activities with other local agencies, the California Emergency Management Agency (CalEMA), and the Federal Emergency Management Agency (FEMA).

- (\$32,939) Decrease to reflect a portion (0.3 FTE) of the Emergency Operations and Loss Prevention Manager position allocated to the Liability Insurance ISF budget unit (4-590)

Major Budget Changes

Salaries & Benefits

- (\$29,648) Decrease related to the creation of the combined Emergency Operations and Loss Prevention Manager position

Other Charges

- \$20,097 Increase in Contribution to Other Agency Yuba City related to pass-through Homeland Security grant funding
- (\$32,511) Decrease in Interfund charges from the Development Services Administration budget unit

Revenues

- (\$28,964) Decrease in Refund related to transfer of 0.3 FTE portion of Emergency Operations and Loss Prevention Manager (revenue increased in Liability Insurance ISF budget unit 4-590)
- (\$37,928) Decrease in Federal Other Aid revenue related to decreased billing rate and transfer of 0.3 FTE portion of Emergency Operations and Loss Prevention Manager

Program Discussion

The Emergency Management Division is responsible for developing and maintaining plans in preparation for emergencies, assisting in the coordination of responses to emergencies, and pursuing assistance in the process of recovery from emergencies. This includes the incorporation of the National Incident Management System (NIMS), the National Response Framework (NRF) and the Standardized Emergency Management System into these plans. It acts as the primary liaison between the State and the County for general mutual aid purposes (law enforcement and fire having their own mutual aid systems), and administers related grant programs.

As the local Operational Area Coordinator, the Emergency Operations and Loss Prevention Manager (EOM) coordinates and/or provides training for first responders, emergency operations personnel, and disaster services workers to ensure preparedness. The Operational Area Coordinator assists the cities of Yuba City and Live Oak, Special Districts,

and Private/Non-Profit Organizations with emergency mitigation, preparedness, response, and recovery activities and planning.

The Emergency Operations and Loss Prevention Manager is also responsible for managing identified countywide safety efforts, which overlap with countywide emergency management and communication duties.

There are currently two active programs within the Emergency Management Division: Administration and Grants Management.

Administration

The Emergency Operations and Loss Prevention Manager coordinates training and operational exercises for County personnel, develops public awareness programs in conjunction with the County Public Information Officer, and develops the basis for cooperation with other jurisdictions in preparing for the response to emergency situations. Management of identified countywide safety efforts, which overlap with countywide emergency management and communication duties, was added to this program during FY 2014-15.

Grants Management

Grant programs are actively sought for funding to supplement County resources. Grants can often be used for the purchase of incident response equipment, preparedness assessment activities, public education programs and the training of personnel in response to a disaster.

County Administrative Office Emergency Services (2-401)

James M. Arkens
County Administrative Officer

Current grants include:

Emergency Management Performance Grant (EMPG) - Funds are used to offset the salary of the EOM and the expenses associated with the day-to-day operations of the Office of Emergency Management that contribute to the County's ability to prevent, prepare for, mitigate, respond to, and recover from emergencies and disasters.

2014 Homeland Security Grant – \$89,387 has been rebudgeted in FY 2015-16 for purchases to be made by the City of Yuba City and Sutter County Public Health.

The *2015 Homeland Security Grant* is in process. Staff will return to the Board of Supervisors with related recommendations as appropriate.

Each new Grant is budgeted in a separate Program within the Emergency Services budget unit. There are no related General Fund Costs.

Recommended Budget

This budget is recommended at \$263,558, which is a decrease of \$87,581 (24.9%) compared to FY 2014-15. This budget unit is within the Public Safety fund; however, it is

considered to be funded primarily by the General Fund, which provides 26.8% of the financing for this budget unit. This is a decrease of \$25,829 (26.7%) compared to FY 2014-15.

For FY 2015-16, the division is now staffed by an Emergency Operations and Loss Prevention Manager position allocated at 0.7 FTE in this budget unit and 0.3 FTE in the Liability Insurance ISF budget unit (4-590). The Public Information Officer position allocation is recommended to remain at 0.2 FTE in this budget unit.

The remaining thirty percent (0.3 FTE) of the Emergency Operations and Loss Prevention Manager's 1.0 FTE allocation for FY 2015-16 will be dedicated to managing identified countywide safety efforts, which overlap with countywide emergency management and communication duties. The County is eligible for reimbursement for these duties, and the associated revenue is reflected in the Refund account within the Liability Insurance ISF budget unit.

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 Administrative Office
Contingency (9-900)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: CONTINGENCY		FUND: GENERAL		0001 9-900	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	.0	
* NET BUDGET	0	0	0	0	.0	
APPROPRIATION FOR CONTINGENCY	0	0	571,164	550,000	3.7-	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	0	0	571,164	550,000	3.7-	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	0	0	0	0	.0	
* UNREIMBURSED COSTS	0	0	571,164	550,000	3.7-	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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 4/5ths 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 \$550,000

represents approximately 1% of recommended total General Fund expenditures.

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 additional funding comes into a fund other than the General Fund, the Contingency Reserve is increased.

As of March 31, 2015, the Adjusted Budget for FY 2014-15 shows \$555,107 available instead of the \$550,000 originally recommended for that fiscal year. Some actions during the year increase the Contingency fund, while other 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

County Administrative Office Contingency (9-900)

James M. Arkens
County Administrative Officer

following year.

Recommended Budget

The recommended Appropriation for Contingency is \$550,000. This is the same as FY 2014-15.

Use of Fund Balance

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

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: HUMAN RESOURCES		FUND: GENERAL		0001 1-401	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	636,217	430,040	509,615	511,457	.4	
SERVICES AND SUPPLIES	88,940	110,375	112,700	71,650	36.4-	
OTHER CHARGES	140,303	81,321	168,071	192,687	14.6	
* GROSS BUDGET	865,460	621,736	790,386	775,794	1.8-	
INTRAFUND TRANSFERS	3,836	2,940	4,515	3,456	23.5-	
* NET BUDGET	869,296	624,676	794,901	779,250	2.0-	
OTHER REVENUES						
USER PAY REVENUES	25,576	29,586	21,422	24,505	14.4	
GOVERNMENTAL REVENUES	0	22	0	0	.0	
TOTAL OTHER REVENUES	25,576	29,608	21,422	24,505	14.4	
* UNREIMBURSED COSTS	843,720	595,068	773,479	754,745	2.4-	
ALLOCATED POSITIONS	5.80	5.00	5.00	5.00	.0	

Purpose

The Human Resources Department is a centralized merit systems agency providing personnel and human resources management services to County departments.

- \$51,194 Increase related to the addition of one (75% funded in Human Resources and 25% funded in Workers' Compensation) Accounting Technician I position

Major Budget Changes

Salaries & Benefits

- \$24,438 General increase due to negotiated Salaries and Benefits
- (\$73,790) Decrease related to elimination of one vacant (75% funded in Human Resources and 25% funded in Workers' Compensation) Human Resource Analyst I position

Services & Supplies

- (\$25,000) Decrease in Professional and Specialized Services expenses due to labor negotiator contract cost
- (\$13,000) Decrease in Publication Legal Notice due to the reduction in recruitment advertising expenses related to transitioning to CalOpps.org

Other Charges

- (\$12,171) Decrease in Interfund Information Technology

charges as provided by the
General Services Department

- \$34,475 Increase in Interfund Projects costs related to the implementation of the new Personnel/Payroll system

Revenue

- \$10,000 Increase in HR Services revenue due to administration fees collected from Sutter Animal Services Authority (SASA)
- (\$8,100) Decrease in Contribution from Non-government Agency revenue (annual TCSIG subsidy)

Program Discussion

The FY 2015-16 budget reflects costs to provide the following centralized services to all County departments: labor relations; recruitment and certification for selection; review of and compliance with non-discrimination laws; health insurance and benefit administration; classification and salary analysis; administration of personnel rules and regulations; County-wide training; deferred compensation administration; unemployment insurance administration; and a variety of other compliance programs relating to personnel which are mandated by law. The risk management and loss prevention management functions of Human Resources are contained in the Workers Compensation and Liability budget units.

Costs related to specialized recruitments and classification and compensation studies are contained in the Professional/Specialized Services account.

Recommended Budget

This budget is recommended at \$779,250, which is a reduction of \$15,651 (2%) compared to FY 2014-15. A portion of the costs for this budget unit are recouped from outside and subvented funds through the annual (A-87) Cost Plan.

It is recommended that one vacant Human Resource Analyst I position be eliminated; this position is funded 75% in the Human Resources budget unit (1-401) and 25% in the Workers' Compensation budget unit (4-591). It is recommended that one Accounting Technician I position be added in its place; funded 75% in the Human Resources budget unit and 25% in the Workers Compensation budget unit.

This recommended budget reflects the continued elimination of the Human Resources Director position. The Human Resources function of the County was reassigned to the County Administrative Office for FY 2014-15. It had been anticipated that a lower-level Human Resources manager position would be added back to the budget once County revenues increased sufficiently. However, due to continued budget constraints and other needs within the County, it is recommended that no position be added back to this budget unit in this fiscal year. The Director position had historically been included in both the Human Resources (1-401) budget unit (80%) and the Workers' Compensation (4-591) budget unit (20%). There is no recommendation to allocate County Administrative staff to the Human Resources budget unit. However, 10% of the County Administrative Officer position has been included in the Workers' Compensation budget unit. The organizational structure of the department

County Administrative Office Human Resources (1-401)

James M. Arkens
County Administrative Officer

will continue to be evaluated during FY 2015-16.

It is recommended that the Extra Help budget remain defunded for FY 2015-16. The Department has been closed to the public during the noon hour (from 12:30 p.m. to 1:30 p.m.) due to the loss of extra-help front desk assistance in FY 2012-13.

The Department is reducing its Professional and Specialized Services expenses by \$25,000. This amount reflects the elimination of contract labor negotiator expenses for FY 2015-16. No contract negotiations will take place in FY 2015-16, as all represented County employee groups recently entered into two-year contracts.

The Department has experienced a continued need for outside investigative services related to employee relations issues. The Department anticipates that this trend will continue, and that those departments for whom the investigations are being conducted be required to fund the cost of the outside investigator.

Use of Fund Balance

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

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: GENERAL INSURANCE & BONDS		FUND: GENERAL		0001 1-911	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SERVICES AND SUPPLIES	70,357	73,342	74,310	100,434	35.2	
OTHER CHARGES	0	70-	0	0	.0	
* GROSS BUDGET	70,357	73,272	74,310	100,434	35.2	
INTRAFUND TRANSFERS	15,605-	18,066-	17,966-	23,039-	28.2	
* NET BUDGET	54,752	55,206	56,344	77,395	37.4	
OTHER REVENUES						
USER PAY REVENUES	52,233	59,500	56,196	77,026	37.1	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	52,233	59,500	56,196	77,026	37.1	
* UNREIMBURSED COSTS	2,519	4,294-	148	369	149.3	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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.

- \$10,846 Increase for Trindel Administrative Costs
- \$12,400 Increase for County's Loss Prevention and Loss Control subsidies, which are subject to return based on the County's efforts to maintain an effective Loss Prevention Program

Major Budget Changes

Services & Supplies

- (\$5,371) Decrease in Insurance Premiums due to the County's transition of these programs to Trindel Insurance Fund
- \$8,248 Increase in Self-Insurance Retention Layer paid to and maintained by Trindel

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 maintaining the various insurance programs together with the associated costs to

administer these programs in a cost effective and efficient manner.

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 with a \$25,000 deductible each. A recent actuarial evaluation performed by Bickmore Risk Services found the County's self-insurance reserves, through Trindel Insurance Fund, to be adequately funded.

In the case of the FY 2015-16 General Insurance and Bonds budget, with the move to Trindel Insurance Fund, the change in actual annual premiums is negligible, and for all intents and purposes is consistent with the FY 2014-15 Adopted Budget.

Recommended Budget

This budget is recommended at \$77,395 (when Intrafund revenue is included). This results in an increase of \$21,051 (37.4%) over FY 2014-15.

There are no other changes recommended in this budget unit. Because this budget unit reflects only the cost of insurance premiums which 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.

**County Administrative Office
Animal Control (2-726)**

*James M. Arkens
County Administrative Officer*

E X E C U T I V E S U M M A R Y						
DEPT HEAD: JAMES M. ARKENS	UNIT: ANIMAL CONTROL		FUND: GENERAL		0001 2-726	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	350,171	272,812	287,887	338,403	17.5	
SERVICES AND SUPPLIES	53,827-	600	0	1,000	***	
OTHER CHARGES	115,495	143,306	202,207	209,227	3.5	
* GROSS BUDGET	411,839	416,718	490,094	548,630	11.9	
INTRAFUND TRANSFERS	139,126	14,710	20,567	31,607-	253.7-	
* NET BUDGET	550,965	431,428	510,661	517,023	1.2	
OTHER REVENUES						
USER PAY REVENUES	1,002	1,622	0	0	.0	
GOVERNMENTAL REVENUES	301,008	166,799	190,418	203,853	7.1	
GENERAL REVENUES	592	0	0	0	.0	
OTHER FINANCING SOURCES	3,004	0	0	0	.0	
TOTAL OTHER REVENUES	305,606	168,421	190,418	203,853	7.1	
* UNREIMBURSED COSTS	245,359	263,007	320,243	313,170	2.2-	
ALLOCATED POSITIONS	5.00	5.00	3.00	3.00	.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

- \$12,000 Increase in Overtime for employees assigned to SASA (reimbursed by City of Yuba City)
- \$37,080 Increase in Workers' Compensation costs (paid by Sutter County)

Other Charges

- \$8,045 Increase in Contribution to Other Agencies based on Sutter County's share of the SASA budget

Intrafund Transfers

- (\$52,168) Net decrease in residual Intrafund Overhead (A-87) costs

Revenues

- \$13,435 Increase in reimbursement from the City of Yuba City due primarily to additional of Overtime costs

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 Board will budget the

responsibility of operational expenses for FY 2015-16 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 three 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 \$517,023. The FY 2015-16 General Fund cost for this budget unit is \$313,170, or 60.6% of the total budget. The General Fund's cost for this budget unit has decreased by \$7,073 (2.2%) as compared to FY 2014-15.

It is recommended that one vacant Animal Control Officer II position and one vacant Animal Control Officer I position be eliminated in FY 2015-16.

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 utilizing 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 (\$134,549 for FY 2015-16) will be borne by Sutter County alone and is reflected in this recommended budget. This residual amount should decrease each year for 10 years and will eventually reach zero.

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

- Contribution to Other Agencies, recommended at \$208,045, reflecting Sutter County's 22% share of the SASA operating budget. Sutter County's share of cost for FY 2015-16 is based on population, and has been reduced from 25% in prior years.
- The residual Intrafund Overhead (A-87) charge of \$31,634, not shared by the SASA jurisdictions, reflects an adjustment to credit 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 zero.
- The Yuba City Animal Control revenue line item, \$203,853, which reflects the actual cost of employees contracted to Yuba City.

The General Fund cost for this budget unit will reduce 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.

**County Administrative Office
Liability Insurance (4-590)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: LIABILITY INSURANCE ISF	FUND: LIABILITY INSURANCE ISF			4590 4-590	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	0	0	0	65,503	***	
SERVICES AND SUPPLIES	355,956	412,420	445,013	646,361	45.2	
OTHER CHARGES	233,630	250,859	62,763	11,268	82.0-	
* GROSS BUDGET	589,586	663,279	507,776	723,132	42.4	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	589,586	663,279	507,776	723,132	42.4	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	589,586	663,279	507,776	723,132	42.4	
OTHER REVENUES						
USER PAY REVENUES	250,813	572,619	332,200	723,132	117.7	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	7,259	2,748	15,000	0	100.0-	
CANCELLATION OF OBLIGATED F/B	0	0	188,280	0	100.0-	
AVAILABLE FUND BALANCE 7/1	224,945	18,343-	27,704-	0	100.0-	
TOTAL AVAILABLE FINANCING	483,017	557,024	507,776	723,132	42.4	
* UNREIMBURSED COSTS	106,569	106,255	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.50	***	

Purpose

This budget identifies the annual expenditures 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

Salary & Benefits

- \$30,947 Increase to reflect a portion (0.2 FTE) of the Risk Manager position attributed to Liability and Loss Prevention functions (reduced in budget unit 4-591)
- \$32,941 Increase to reflect a portion (0.3 FTE) of the Emergency Operations and Loss Prevention Manager position (reduced in budget unit 2-401)

Services & Supplies

- (\$5,198) Decrease in Insurance Premiums due to the County's transition of this program to Trindel Insurance Fund
- \$216,050 Increase for Self-Insurance Retention Layer paid to and maintained by Trindel
- \$10,846 Increase for Trindel Administrative Costs
- \$12,400 Increase for County's Loss Prevention and Loss Control subsidies, which are subject to return based on the County's efforts to maintain an effective Loss Prevention Program
- \$7,000 Increase for Leadership and Support Training paid to Trindel for Loss Prevention and Leadership training
- (\$40,000) Decrease in Professional and Specialized Services related to Third-Party Administrator costs; these costs are now paid by Trindel

Other Charges

- (\$56,000) Decrease Interfund Admin – Misc. Departments charges; costs are now recorded in Salaries & Benefits accounts

Program Discussion

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

The County of Sutter self-insures for Liability Insurance through Trindel Insurance Fund. The County self-insures, through Trindel Insurance Fund, losses up to \$100,000 for all risk liability and \$20,000 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 millions. 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 \$723,132. The County's Liability self-insurance was transitioned to Trindel during FY 2014-15 and, therefore, budget adjustments were approved mid-year in order for Trindel to assume responsibility for liability funds.

The Liability Insurance budget unit operates as an ISF and must balance revenues to expenditures within the fund. Recommended budget increases result in a \$124,024 (22%) increase in the Interfund Liability Insurance ISF premium charges to County Departments as compared to the mid-year adjusted charges for FY 2014-15. The amount budgeted in the Interfund Liability Insurance ISF line item reflects the total charges made to County departments for liability insurance premiums,

County Administrative Office Liability Insurance (4-590)

James M. Arkens
County Administrative Officer

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 2015-16.

Use of Fund Balance

The fund contained Net Assets of \$93,431 as of July 1, 2014. Net Assets are estimated to equal \$64,042 as of July 1, 2015.

**County Administrative Office
Workers' Compensation (4-591)**

*James M. Arkens
County Administrative Officer*

EXECUTIVE SUMMARY					
DEPT HEAD: JAMES M. ARKENS	UNIT: WORKERS' COMP INSURANCE ISF		FUND: WORKERS' COMP INSURANCE ISF		4591 4-591
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	331,555	220,842	274,560	242,748	11.6-
SERVICES AND SUPPLIES	1,837,719	2,008,819	2,060,281	2,368,113	14.9
OTHER CHARGES	24,203	19,240	29,842	29,832	.0
* GROSS BUDGET	2,193,477	2,248,901	2,364,683	2,640,693	11.7
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	2,193,477	2,248,901	2,364,683	2,640,693	11.7
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	2,193,477	2,248,901	2,364,683	2,640,693	11.7
OTHER REVENUES					
USER PAY REVENUES	2,068,586	2,354,588	2,378,203	2,641,002	11.1
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	2,841-	1,883-	0	309-	***
AVAILABLE FUND BALANCE 7/1	114,213	12,089-	13,520-	0	100.0-
TOTAL AVAILABLE FINANCING	2,179,958	2,340,616	2,364,683	2,640,693	11.7
* UNREIMBURSED COSTS	13,519	91,715-	0	0	.0
ALLOCATED POSITIONS	2.80	2.10	2.10	1.90	9.5-

Purpose

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

Major Budget Changes

Salaries & Benefits

- \$6,668 General increase due to negotiated Salaries and Benefits
- (\$30,947) Decrease related to moving a portion (0.2 FTE) of the Risk Manager position attributed to Liability and Loss Prevention functions into the Liability Fund (4-590)
- (\$24,597) Decrease due to elimination of one vacant (75% funded in Human Resources and 25% funded in Workers'

Compensation) Human
Resource Analyst I

- \$17,064 Increase due to the addition of one (75% funded in Human Resources and 25% funded in Workers' Compensation) Accounting Technician I

Services & Supplies

- \$219,292 Increase in Workers' Compensation Self-Insurance Retention Layer Premium
- \$45,200 Increase for County's Loss Prevention and Loss Control subsidies, which are subject to return based on the County's efforts to maintain an effective Loss Prevention Program
- \$41,538 Increase for Trindel Administrative Costs
- \$2,500 Increase for Loss Control Funds paid to Trindel for miscellaneous safety items
- \$2,000 Increase for Hearing Tests paid to Trindel

Revenues

- \$310,151 Increase in Interfund Workers' Compensation program charges to County departments

Program Discussion

The County Administrative Office is responsible for the administration and management of the Workers' Compensation program, which includes claims management, third party claims administration, safety, and 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 expenditures are accumulated within the fund and net costs are allocated to individual County departments based on a standard allocation methodology.

The primary factors that affect the cost of this budget unit are salaries and workers' compensation insurance premiums, both primary and excess workers' compensation.

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

County Administrative Office Workers' Compensation (4-591)

James M. Arkens
County Administrative Officer

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 \$2,640,693, which is an increase of \$276,010 (11.7%) compared to FY 2014-15.

It is recommended that one vacant Human Resource Analyst I position be eliminated, and that one Accounting Technician position be added in its place. The position is funded 75% in the Human Resources budget unit (1-401) and 25% in the Workers' Compensation budget unit (4-591). It is also recommended that 20% of the Risk Manager position be transferred to the Workers' Compensation budget unit (4-591) to reflect management of that fund and the oversight of the County's loss prevention

efforts. These staffing costs were previously recorded through an Interfund transfer (Interfund Administration – Misc. Departments).

Because the net costs of this fund are allocated to all County departments, including General Fund departments, a significant effort has been made to contain costs in the Workers' Compensation Fund.

Over 80% of the cost of the County's Workers' Compensation program is driven by insurance premium costs. Initial insurance premium estimates received from the carrier indicate an increase over the prior year budgeted amount, driven primarily by escalating workers' compensation insurance rates from the underwriting markets.

Use of Fund Balance

The fund contained Net Assets of negative \$13,969 as of July 1, 2014. Net Assets are estimated to equal \$24,992 as of July 1, 2015.

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

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: TRIAL COURTS-GENERAL		FUND: TRIAL COURT		0014 2-110	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	.0	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	0	0	0	0	.0	
OTHER REVENUES						
USER PAY REVENUES	3,688,493	3,805,433	3,805,433	3,843,515	1.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	649	1,216-	0	0	.0	
TOTAL OTHER REVENUES	3,689,142	3,804,217	3,805,433	3,843,515	1.0	
* UNREIMBURSED COSTS	3,689,142-	3,804,217-	3,805,433-	3,843,515-	1.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

Purpose

This budget, which is prepared by the County Administrative Officer, 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

Revenues

- \$38,082 Increase in Interfund General Fund cost

Program Discussion/ Recommended Budget

The recommended General Fund Contribution is \$3,843,515, which is an increase of \$38,082 (1.0%) compared to FY 2014-15. 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)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: TRIAL COURT-COUNTY SHARE		FUND: GENERAL		0001 2-114	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
OTHER CHARGES	3,688,493	3,805,433	3,805,433	3,843,515	1.0	
* GROSS BUDGET	3,688,493	3,805,433	3,805,433	3,843,515	1.0	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	3,688,493	3,805,433	3,805,433	3,843,515	1.0	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	0	0	0	0	.0	
* UNREIMBURSED COSTS	3,688,493	3,805,433	3,805,433	3,843,515	1.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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 Budget (2-110).

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).

Major Budget Changes

Other Charges

- \$38,082 Increase in Interfund Trial Court Cost

Use of Fund Balance

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

Program Discussion/ Recommended Budget

The recommended General Fund contribution is \$3,843,515, which is an increase of \$38,082 (1.0%) compared to FY 2014-15.

County Share Budgets

Public Safety - General (2-210)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY					
DEPT HEAD: JAMES M. ARKENS	UNIT: PUBLIC SAFETY-GENERAL		FUND: PUBLIC SAFETY		0015 2-210
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
* GROSS BUDGET	0	0	0	0	.0
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	0	0	0	0	.0
OTHER REVENUES					
USER PAY REVENUES	20,382,469	17,106,678	21,146,871	22,486,019	6.3
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	948-	5,493-	0	0	.0
TOTAL OTHER REVENUES	20,381,521	17,101,185	21,146,871	22,486,019	6.3
* UNREIMBURSED COSTS	20,381,521-	17,101,185-	21,146,871-	22,486,019-	6.3
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

This budget unit, which is prepared by the County Administrator's Office, was created by the Board of Supervisors in 1993. 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 budget unit (2-215).

Major Budget Changes

Revenues

- \$550,801 Increase in Interfund General Fund Cost
- \$788,347 Increase in Interfund Transfer In-Special Revenue from the Public Safety Augmentation Fund (0-282)

Program Discussion/ Recommended Budget

The Revenue for this budget is recommended at \$22,486,019, which is an increase of \$1,339,148 (6.3%) compared to FY 2014-15. The recommended General Fund contribution is \$14,797,672, which is an increase of \$550,801 (3.9%) compared to FY 2014-15.

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 nearly \$7.7 million for FY 2015-16, which includes \$588,377 that was received in FY 2014-15, but not transferred into the Public Safety Fund. 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 2015-16. Annual Proposition 172 revenue, not including the one-time transfer, is projected to equal \$7.1 million for FY 2015-16.

County Share Budgets

Public Safety - General (2-210)

James M. Arkens
County Administrative Officer

It should be noted that the increase in Prop 172 revenue is not sufficient to match the increase in costs in the Public Safety fund. In FY 2015-16, the General Fund is budgeted to contribute approximately \$14.8 million in funding to the Public Safety fund in excess of the Proposition 172 funding. The General Fund contribution to the Public Safety fund is recommended to increase by \$550,801.

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 (2-215)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY					
DEPT HEAD: JAMES M. ARKENS	UNIT: PUBLIC SAFETY-COUNTY SHARE		FUND: GENERAL		0001 2-215
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
OTHER CHARGES	13,855,166	11,500,000	14,246,871	14,797,672	3.9
* GROSS BUDGET	13,855,166	11,500,000	14,246,871	14,797,672	3.9
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	13,855,166	11,500,000	14,246,871	14,797,672	3.9
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	0	0	0	0	.0
* UNREIMBURSED COSTS	13,855,166	11,500,000	14,246,871	14,797,672	3.9
ALLOCATED POSITIONS	.00	.00	.00	.00	.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 budget unit (2-210), which is located in the Public Safety Fund (0-015).

Program Discussion/ Recommended Budget

This budget is recommended at \$14,797,672, which is an increase of \$550,801 (3.9%) compared to FY 2014-15. 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.

Major Budget Changes

Other Charges

- \$550,801 Increase in Interfund Public Safety Costs

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)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: HEALTH CARE-GENERAL		FUND: HEALTH		0012 4-110	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
OTHER CHARGES	1,198,447	0	0	0	.0	
* GROSS BUDGET	1,198,447	0	0	0	.0	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	1,198,447	0	0	0	.0	
OTHER REVENUES						
USER PAY REVENUES	4,170,957	3,733,457	3,580,259	5,968,118	66.7	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	2,409	2,403	0	2,409	***	
TOTAL OTHER REVENUES	4,173,366	3,735,860	3,580,259	5,970,527	66.8	
* UNREIMBURSED COSTS	2,974,919-	3,735,860-	3,580,259-	5,970,527-	66.8	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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: Motor Vehicle In-Lieu Revenue (MVIL) and Sales Tax Revenue.

In March 2014 AB-85 came into effect, which redirected how sales tax and MVIL will be distributed as well as ceased the pass-through of CMSP funds.

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

Major Budget Changes

Revenues

- \$2,008,127 Change to presentation of General Fund contribution to the Health Fund; Costs for Jail Medical now shown in the Health Care - General Budget Unit
- \$379,732 Increase in Interfund Health Realignment Motor Vehicle In-Lieu revenues

Program Discussion/ Recommended Budget

The recommended revenue is \$5,970,527. The increase of \$2,390,268 in this budget unit, as compared to FY 2014-15, is due to the recommended change to the method of transferring the General Fund contribution

County Share Budgets

Health Care - General (4-110)

James M. Arkens
County Administrative Officer

to the Health Fund, in that costs for Jail Medical are shown in the Health Care – General Budget Unit rather than being transferred directly to the Jail Medical budget unit. Likewise, there is a similar decrease in the County contribution to the Jail Medical budget (4-134).

The County’s contribution to the Health Fund is recommended at \$2,868,118. This contribution includes \$674,240 to satisfy the County’s AB 8 required match (which is interpreted to remain intact following the passage of AB 85); 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. After these deductions, the net General Fund contribution to the Health Fund equals \$2,005,097.

MVIL Realignment revenues are recommended at \$3,100,000, which is an increase of \$379,732 (13.9%) compared to

FY 2014-15. In March 2014, AB 85 came into effect, which redirected how sales tax and MVIL will be distributed, as well as ceased the pass-through of 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.

The Realignment revenue amounts are set each year by the State Controller’s Office. It should be noted that 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 Health Fund. The budget does not include the use of any specific fund balance.

County Share Budgets Health Fund (4-112)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: HEALTH-COUNTY SHARE		FUND: GENERAL		0001 4-112	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
OTHER CHARGES	3,159,168	3,446,569	3,580,259	5,968,118	66.7	
* GROSS BUDGET	3,159,168	3,446,569	3,580,259	5,968,118	66.7	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	3,159,168	3,446,569	3,580,259	5,968,118	66.7	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	3,857,813	2,706,569	2,720,268	3,100,000	14.0	
TOTAL OTHER REVENUES	3,857,813	2,706,569	2,720,268	3,100,000	14.0	
* UNREIMBURSED COSTS	698,645-	740,000	859,991	2,868,118	233.5	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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

- \$2,008,127 Change to presentation of General Fund contribution to the Health Fund; Costs for Jail Medical now shown in the Health Care – General Budget Unit instead of to the Jail Medical budget unit
- \$379,732 Increase in Health Realignment Motor Vehicle In-Lieu revenues

Program Discussion/ Recommended Budget

This budget is recommended at \$5,968,118.

The County’s contribution to the Health Fund is recommended at \$2,868,118. This contribution includes \$674,240 to satisfy the County’s AB 8 required match (which is interpreted to remain intact following the

County Share Budgets

Health Fund (4-112)

James M. Arkens
County Administrative Officer

passage of AB 85); 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. After these deductions, the net General Fund contribution to the Health Fund equals \$2,005,097.

MVIL Realignment revenues are recommended at \$3,100,000, which is an increase of \$379,732 (13.9%) compared to FY 2014-15. In March of 2014, AB 85 came into effect, which redirected how sales tax and MVIL will be distributed, as well as ceased the pass-through of 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.

A policy direction recommended for implementation during FY 2015-16, in

preparation for the production of the FY 2016-17 Recommended Budget, is to change the method for transferring the County's AB 8 Match contribution and the County required CMSP Participation Fee. It is recommended that a process be developed, in conjunction with the Auditor-Controller's Office and the Health Department, to transfer these General Fund contributions *first* through the Health Realignment Trust Special Revenue Fund (0-247) and then to the Health Fund (i.e., to the Health Care – General budget unit 4-110). These amounts are currently transferred from the General Fund directly to the Health Fund. The Human Services Director concurs with this recommendation.

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

James M. Arkens

Welfare/Social Services General (5-110) *County Administrative Officer*

EXECUTIVE SUMMARY					
DEPT HEAD: JAMES M. ARKENS	UNIT: WELFARE/SOCIAL SERVICES-GENRL FUND: WELFARE/SOCIAL SERVICES			0013 5-110	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
* GROSS BUDGET	0	0	0	0	.0
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	0	0	0	0	.0
OTHER REVENUES					
USER PAY REVENUES	2,329,366	3,526,191	4,152,586	4,706,007	13.3
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	5,371-	8,297-	0	0	.0
TOTAL OTHER REVENUES	2,323,995	3,517,894	4,152,586	4,706,007	13.3
* UNREIMBURSED COSTS	2,323,995-	3,517,894-	4,152,586-	4,706,007-	13.3
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

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

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

Major Budget Changes

Revenues

- \$553,421 Increase in required contribution from the Welfare/Social Services Realignment Fund

Program Discussion/ Recommended Budget

The recommended revenue is \$4,706,007, which is an increase of \$553,421 (13.3%) compared to FY 2014-15. This increase is due primarily to the unreimbursed cost increase from the Foster Care budget unit (5-207) in FY 2015-16.

The recommended amount for the sales tax portion of the Social Services Realignment Revenues (SSRR), which, by statute, is first deposited to the Welfare/Social Services Realignment Fund, is recommended at

County Share Budgets

James M. Arkens

Welfare/Social Services General (5-110) *County Administrative Officer*

\$1,219,917. This is an increase of \$432,901 (55.0%) over FY 2014-15 and is directly attributable to the increase in unreimbursed cost of the budget units within the Welfare/Social Services fund.

The recommended budget for the MVIL portion of the SSRR is \$3,037,090, which is an increase of \$120,520 (4.1%) over FY 2014-15. 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.

In March 2014 AB-85 came into effect, which redirected how sales tax and MVIL would be distributed. These revenues will continue to

be monitored to see how they may affect this budget unit throughout the coming fiscal year.

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/Social Services Fund. The budget does not include the use of any specific fund balance.

County Share Budgets

Welfare/Social Services Fund (5-113)

James M. Arkens
County Administrative Officer

EXECUTIVE SUMMARY						
DEPT HEAD: JAMES M. ARKENS	UNIT: WELFARE-COUNTY SHARE		FUND: GENERAL		0001 5-113	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
OTHER CHARGES	1,307,481	2,898,918	3,365,570	3,486,090	3.6	
* GROSS BUDGET	1,307,481	2,898,918	3,365,570	3,486,090	3.6	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	1,307,481	2,898,918	3,365,570	3,486,090	3.6	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	858,481	2,449,918	2,916,570	3,037,090	4.1	
TOTAL OTHER REVENUES	858,481	2,449,918	2,916,570	3,037,090	4.1	
* UNREIMBURSED COSTS	449,000	449,000	449,000	449,000	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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 budget unit (5-110). The Motor Vehicle In-Lieu (MVIL) Realignment revenue shown in this budget unit is required by law to be first deposited in the County’s General Fund before being transferred to the Welfare/Social Services Realignment Special Revenue Fund (0-248).

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

Major Budget Changes

Other Charges

- \$120,520 Increase in Interfund MVIL Transfer

Revenues

- \$120,520 Increase in St Aid Welfare Realignment MVIL

Program Discussion/ Recommended Budget

The recommended budget is \$3,037,090, which is an increase of \$120,520 (3.6%) over FY 2014-15. The Unreimbursed Cost of this budget unit represents the County share of all recommended budgets in the Welfare/Social Services Fund.

In March 2014 AB-85 came into effect, which redirected how sales tax and MVIL would be distributed. MVIL Realignment revenues will continue to be monitored to see how they may affect this budget unit throughout the coming fiscal year.

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

James M. Arkens
County Administrative Officer

Use of Fund Balance

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

EXECUTIVE SUMMARY						
DEPT HEAD: JEAN JORDAN	UNIT: COUNTY COUNSEL		FUND: GENERAL		0001 1-301	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,069,044	835,672	1,041,274	1,045,261	.4	
SERVICES AND SUPPLIES	120,241	43,251	57,920	62,220	7.4	
OTHER CHARGES	14,784	6,004	13,255	17,182	29.6	
* GROSS BUDGET	1,204,069	884,927	1,112,449	1,124,663	1.1	
INTRAFUND TRANSFERS	2,658	2,584	3,632	3,669	1.0	
* NET BUDGET	1,206,727	887,511	1,116,081	1,128,332	1.1	
OTHER REVENUES						
USER PAY REVENUES	34,523	23,675	32,000	32,000	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	34,523	23,675	32,000	32,000	.0	
* UNREIMBURSED COSTS	1,172,204	863,836	1,084,081	1,096,332	1.1	
ALLOCATED POSITIONS	6.50	6.00	6.00	6.00	.0	

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.

new County Counsel at a lower step of the salary range during FY 2014-15

- (\$11,330) Decrease related to the retirement of the Administrative Assistant to County Counsel and the hiring of a new Administrative Assistant at a lower step of the salary range during FY 2014-15

Major Budget Changes

Salaries & Benefits

- \$28,963 General increase due to negotiated Salaries and Benefits
- \$5,871 Increase related to the promotion of one Deputy County Counsel I to Deputy County Counsel II effective July 1, 2015
- (\$16,645) Decrease related to the retirement of the County Counsel and the hiring of a

Services & Supplies

- \$4,000 Increase in Employment Training and Transportation and Travel in order to allow continuing education hours to meet each attorney’s State Bar requirements

Other Charges

- \$3,291 Increase in Interfund Information Technology charges as provided by the General Services Department

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 of legal opinions in response to requests from the Board of Supervisors, the County Administrative Officer, County department heads, other management personnel and special districts.
- Provision of 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.

- Representation of the County Public Guardian in establishing and renewing conservatorships pursuant to the Probate Code and the Welfare and Institutions Code.
- Representation of the Sutter-Yuba Mental Health facility before the Superior Court in writs of habeas corpus and informed consent proceedings.
- Representation of 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 2015-16 is to continue to provide timely and quality legal services to the County, to vigorously defend and prosecute lawsuits on behalf of the County, and to provide well-researched and reasoned advice to County officers and departments.

Recommended Budget

This budget is recommended at \$1,128,332 which is an increase of \$12,251 (1.1%) compared to FY 2014-15. The General Fund provides 97.2% of the financing for this budget unit. A portion of the costs for this budget unit are recouped from outside and subvented funds through the annual (A-87) Cost Plan.

One promotion within a flexibly-staffed position is recommended - Deputy County Counsel I to Deputy County Counsel II based on current job performance and the ability to take on more duties within the office.

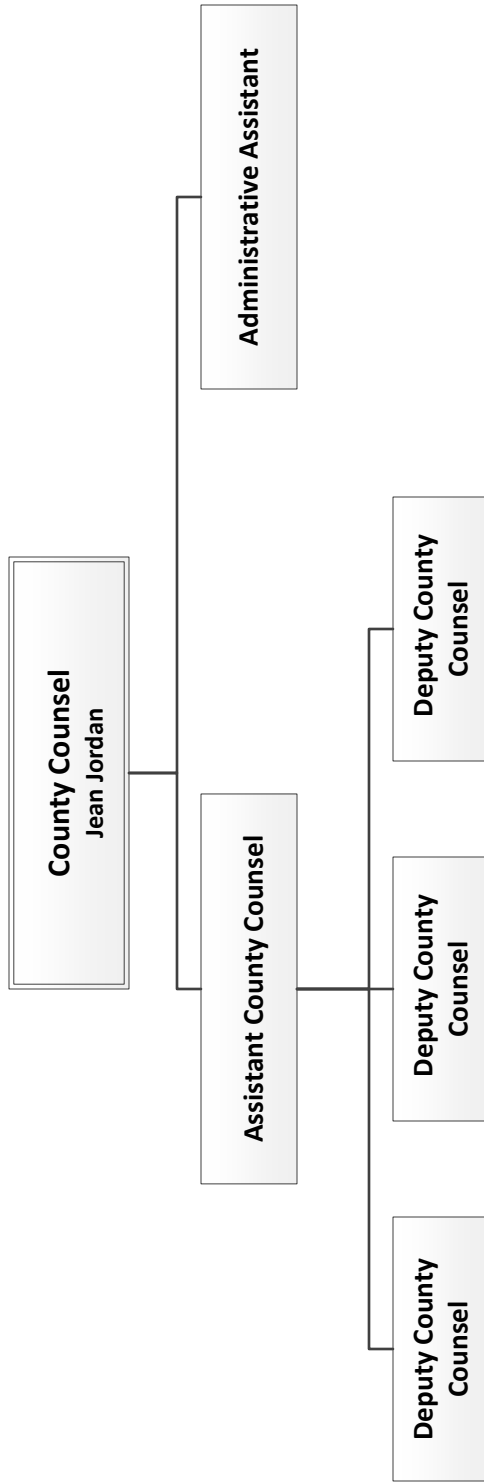
Use of Fund Balance

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

This Page Left Intentionally Blank

**County Counsel
FY 2015-2016**

Recommended



Treasurer - Tax Collector Tax Collector (1-202)

Steven L. Harrah, CPA, Treasurer-Tax Collector

EXECUTIVE SUMMARY						
DEPT HEAD: STEVEN L. HARRAH	UNIT: TREASURER-TAX COLLECTOR		FUND: GENERAL		0001 1-202	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	578,967	519,672	605,625	550,529	9.1-	
SERVICES AND SUPPLIES	96,331	69,383	112,605	115,305	2.4	
OTHER CHARGES	242,965	89,415	238,502	302,599	26.9	
* GROSS BUDGET	918,263	678,470	956,732	968,433	1.2	
INTRAFUND TRANSFERS	23,601	22,676	29,966	30,382	1.4	
* NET BUDGET	941,864	701,146	986,698	998,815	1.2	
OTHER REVENUES						
USER PAY REVENUES	333,300	283,862	378,610	375,900	.7-	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	333,300	283,862	378,610	375,900	.7-	
* UNREIMBURSED COSTS	608,564	417,284	608,088	622,915	2.4	
ALLOCATED POSITIONS	7.17	7.17	7.17	7.17	.0	

Purpose

The Treasurer-Tax Collector's Office provides services to other County departments and performs functions for several local government agencies not under the control of the County Board of Supervisors. Tax collections are performed for all taxing agencies including the County, cities, school districts and various special districts. The Treasurer also safeguards and invests the monies for the County, school districts, and most of the special districts in Sutter County as part of its Treasury function.

Major Budget Changes

Salaries & Benefits

- (\$55,096) Decrease reflecting current vacancies and anticipated staffing turnover

Other Charges

- \$53,914 Increase in Interfund Information Technology charges as provided by the General Services Department

Program Discussion

The Treasurer-Tax Collector's Office is accountable for three primary functions - banking/treasury, processing property tax payments, and collection of delinquent debts through the Office of Revenue Collections (1-204).

As the County's banking depository, the Department 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

Treasurer - Tax Collector Tax Collector (1-202)

Steven L. Harrah, CPA, Treasurer-Tax Collector

auditor or schools; and management of the Pool Treasury investment portfolio.

Cash balances in the County treasury average approximately \$183 million each day. Every month, the Department banks checks along with cash, representing \$52 million in receipts and pays anywhere from 12,000 to 15,000 County and school warrants also representing \$52 million in monthly disbursements.

The Treasurer-Tax Collector's Office administers the property tax collection function 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 \$101 million in tax payments with a combined collection rate of 98%.

The Office of Revenue Collections (1-204) is the third division located in the Treasurer-Tax Collector's Office. Budgetary details for this function are detailed in a separate narrative.

Major projects and policy issues for this budget unit in FY 2015-16 will include:

The investigation into new property tax management systems in conjunction with Assessor, Auditor-Controller, Clerk Recorder and Information Technology Division to replace the County's current aging system with new and current software technology.

Continuing the coordination of the rollout of LexisNexis credit card acceptance services in other County departments as needed.

Recommended Budget

This budget is recommended at \$998,815, which is an increase of \$12,117 (1.2%) as compared to FY 2014-15. The General Fund provides 62.4% of the financing for the Department and is increased by \$14,827 (2.4%) compared to FY 2014-15.

This recommendation reflects the decision to underfill the vacant Assistant Treasurer Tax Collector position for one year with a Staff Analyst. This change will give the Treasurer-Tax Collector time throughout FY 2015-16 to evaluate the staffing requirements of his office.

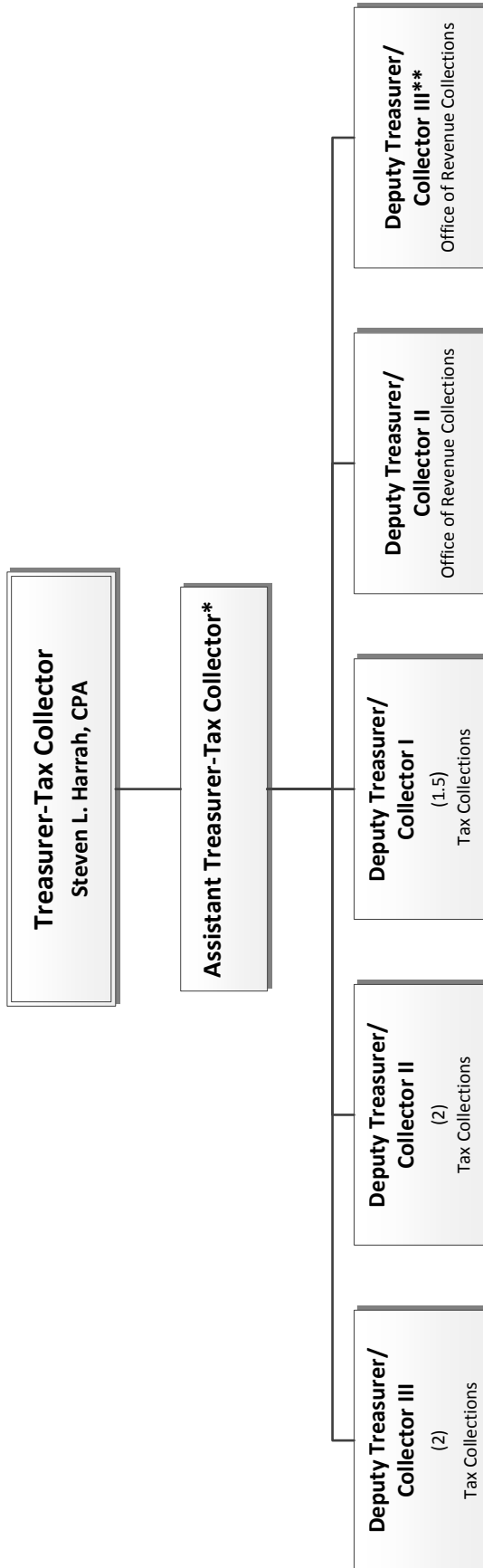
Use of Fund Balance

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

This Page Left Intentionally Blank

Treasurer/Tax Collector FY 2015-2016

Recommended



Notes:
 * Under-fill position as a Staff Analyst.
 ** This position is currently under-filled as a Deputy Treasurer/Collector II.

Office of Revenue Collections (1-204)

EXECUTIVE SUMMARY					
DEPT HEAD: STEVEN L. HARRAH	UNIT: OFFICE OF REVENUE COLLECTION			FUND: GENERAL	0001 1-204
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	179,868	127,112	178,602	173,277	3.0-
SERVICES AND SUPPLIES	16,009	14,099	27,775	19,494	29.8-
OTHER CHARGES	6,603	2,911	7,532	8,727	15.9
* GROSS BUDGET	202,480	144,122	213,909	201,498	5.8-
INTRAFUND TRANSFERS	3,509	2,167	5,026	3,999	20.4-
* NET BUDGET	205,989	146,289	218,935	205,497	6.1-
OTHER REVENUES					
USER PAY REVENUES	87,004	43,271	82,681	58,500	29.2-
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	87,004	43,271	82,681	58,500	29.2-
* UNREIMBURSED COSTS	118,985	103,018	136,254	146,997	7.9
ALLOCATED POSITIONS	3.33	3.33	3.33	3.33	.0

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 departments of the County and the Superior Court. Currently, the Office of Revenue Collections has in excess of 19,000 accounts, 6,000 County and 13,000 Superior Court, logged into the system’s inventory with unpaid balances exceeding \$9 million, \$1.8 million County and \$7.3 million Superior Court.

Program Discussion

It is projected that \$442,000 will be recovered in delinquent debts owed to County departments and the courts during FY 2014-15 including: Agriculture Department; Auditor; Child Support; Clerk-Recorder; Development Services; District Attorney-Victim Witness; Human Services-Health, Mental Health and Welfare; Juvenile Hall; Library; Probation; Public Defender; and Sheriff.

Major Budget Changes

Revenues

- (\$21,181) Decrease in Interfund Transfer-in ORC Collections special revenue fund (0-243)

Recommended Budget

This budget is recommended at \$205,497, which is a decrease of \$13,438 (6.1%) as compared to FY 2014-15. The General Fund provides 71.5% of the financing for the Department and is increased by \$10,743 (7.9%) compared to FY 2014-15.

Treasurer - Tax Collector *Steven L. Harrah, CPA, Treasurer-Tax Collector* Office of Revenue Collections (1-204)

This recommendation reflects the continued decision to hold vacant and unfunded one Treasurer-Deputy Collector position that was initially frozen and unfunded in FY 2009-10.

The General Fund cost for this budget unit has increased due to the depletion of Special Revenue Funds from the Treasurer's ORC Collections Fund (0-243). In prior years, these funds were transferred into the ORC

budget unit to cover the cost of one position in the office. For FY 2015-16, \$12,000 is budgeted to be transferred to offset a portion of the General Fund cost of one 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.

This Page Left Intentionally Blank