



General Government

Section C

Left to right: Fifth District Supervisor James Gallagher, First District Supervisor Larry Montna, Second District Supervisor and Board Chairman Stanley Cleveland Jr., Third District Supervisor Larry Munger, and Fourth District Supervisor Jim Whiteaker.

EXECUTIVE SUMMARY						
DEPT HEAD: MICHAEL V. STRONG	UNIT: ASSESSOR	FUND: GENERAL			0001 1-203	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,990,315	1,663,705	2,185,110	2,206,435	2,181,435	.2-
SERVICES AND SUPPLIES	64,177	51,061	57,455	49,855	47,855	16.7-
OTHER CHARGES	204,232	149,545	286,806	287,205	267,269	6.8-
* GROSS BUDGET	2,258,724	1,864,311	2,529,371	2,543,495	2,496,559	1.3-
INTRAFUND TRANSFERS	37,739	33,614	41,670	37,450	37,450	10.1-
* NET BUDGET	2,296,463	1,897,925	2,571,041	2,580,945	2,534,009	1.4-
OTHER REVENUES						
USER PAY REVENUES	7,830	28,099	34,500	14,000	140,450	307.1
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	7,830	28,099	34,500	14,000	140,450	307.1
* UNREIMBURSED COSTS	2,288,633	1,869,826	2,536,541	2,566,945	2,393,559	5.6-
ALLOCATED POSITIONS	24.00	24.00	24.00	24.00	24.00	.0

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.

- (\$25,000) General reduction for salary savings

Services & Supplies

- (\$9,600) General decrease in various services and supplies accounts

Major Budget changes

Other Charges

- (\$19,894) Decrease in Interfund Information Technology charges

Salaries & Benefits

Revenues

- (\$11,249) Decrease in use of Extra Help
- \$11,696 Increase in County Contribution to Group Insurance due primarily to increased Health Insurance premiums
- \$15,636 Increase in Workers' Compensation charges

- \$126,450 Increase in Interfund Transfer-in from the State-County Property Tax Program special revenue fund (0-181)

Program Discussion & Summary Budget Request

The Total Requested Budget is \$2,580,945.

As noted above, the primary function of the assessor and purpose for budgeted funds is to set values of all taxable property within the county in accordance with applicable tax laws excepting those values relating to the state-assessed utility roll, which are established by the State Board of Equalization (BOE). Valuations established by the assessor and BOE form the basis for property taxes, providing revenues to the County, cities, state, schools, and certain benefit assessment districts.

Although secondary to establishing property values, another important function of the assessor is to provide responsive public service to the citizens, other County departments, outside agencies, and the City 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 a host of other duties as required.

Last year's budget narrative contained discussion on an important project being undertaken and then in process by the department. That project entailed the development of a comprehensive property characteristics database in electronic format. Although further refinement, expansion, and maintenance of that database will be ongoing into the future, the project was sufficiently complete toward the end of 2009 to constitute a viable and marketable product. Access to such data is desirable and in demand by property owners, other County departments, real estate professionals, lenders, and a variety of other outside agencies.

Once again, as during the preceding two fiscal periods, the primary focus of this department in the current fiscal period 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 this effort over the course of these most recent fiscal periods. Even so, realizing the limitations of our own time and resources to readily identify all properties warranting review, the notices of assessed value issued last year were revised to draw attention to and place even greater emphasis on information which already was in the notices pertaining to Prop 8 assessment reductions and the assessment appeals process – encouraging recipients of value notices to contact the office with questions, for assistance, and to request property reviews.

Although the circumstances triggering value declines have affected nearly every type of property, the highest level of overall Prop 8 activity has involved single-family residential properties. Presently, single-family homes comprise roughly 82% of the cumulative total of 6,953 parcels that have thus far received assessment reductions. [This total is forecast to be well in excess of 7,000 by close of the roll.] In simple terms, more than one out of every four single-family homes, on average, has received a Prop 8 assessment reduction. But now, the ripple effect in the local economy is beginning to affect commercial/retail property values, as well. Already, a number of significant Prop 8 commercial property value reductions have been enrolled or are in process – and there is every reason to anticipate a greater number in the coming year.

Due to the extreme volume of property reviews and decline-in-value adjustments added to the regular work flow, severe

demands have been placed on the entire staff. But it has been particularly challenging for the six (6) appraisers and one (1) aide, who are charged with the responsibility of establishing all real property values. It will again be necessary, for the third year, to request BOE approval for a 30-day extension to complete the annual assessment roll. Therefore, the FY 2010-11 roll will not be delivered to the Auditor until the end of July 2010.

At close of last year's (FY 2009-10) assessment roll, the cumulative effect of the increased workload level and assessment reduction activity, for the first time in recent history, resulted in an overall loss in assessed value, countywide, exceeding \$167.5 million – reflecting a 1.62% decline in the annual assessment roll total. For FY 2010-11, another circumstance likely will compound the effect of continuing declines in assessed values – the Prop 13 inflationary adjustment (typically 2%) applied as of January 1, 2010, for FY 2010-11, is .9763, or a negative .0237%.

Accordingly, although insufficient data is yet available to derive a reliable forecast, it is anticipated that the roll decline for FY 2010-11 likely could more than double that of the prior year. In terms of dollars, this would equate to somewhere in the range of a further \$300 to \$400 million decrease in total assessed value.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$2,534,009.

The recommendation differs from the Assessors request in several respects.

A decrease of \$25,000 in Salaries and Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

A reduction of \$2,000 from the requested amount is also recommended in the Office Equipment line item.

Interfund Information Technology charges have been reduced by \$19,936 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

An Interfund Transfer-In of \$131,450 is recommended from the State-County Property Tax Program special revenue fund (0-181), which is \$126,450 higher than the Assessor's request of \$5,000. 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. However, because limited funds have been used to offset costs over the past three years, the balance in this fund is projected to reach approximately \$400,000 by July 1, 2010. In order to sustain present staffing, operational levels, and output, it is recommended for FY 2010-11 that approximately one-third of these funds (\$131,450) be used to offset the operations of the Assessor's office.

The Assessor concurs with the recommended budget.

EXECUTIVE SUMMARY							
DEPT HEAD: ROBERT E STARK	UNIT: AUDITOR-CONTROLLER		FUND: GENERAL			0001 1-201	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10	
EXPENDITURES							
SALARIES AND EMPLOYEE BENEFITS	987,482	909,908	1,135,089	1,273,546	1,126,536	.8-	
SERVICES AND SUPPLIES	41,136	52,674	90,210	558,795	40,800	54.8-	
OTHER CHARGES	327,075	461,878	662,508	431,669	335,363	49.4-	
* GROSS BUDGET	1,355,693	1,424,460	1,887,807	2,264,010	1,502,699	20.4-	
INTRAFUND TRANSFERS	17,774	12,486	16,254	16,410	16,410	1.0	
* NET BUDGET	1,373,467	1,436,946	1,904,061	2,280,420	1,519,109	20.2-	
OTHER REVENUES							
USER PAY REVENUES	4,336	2,619	2,500	2,500	2,500	.0	
GOVERNMENTAL REVENUES	0	0	0	0	0	.0	
TOTAL OTHER REVENUES	4,336	2,619	2,500	2,500	2,500	.0	
* UNREIMBURSED COSTS	1,369,131	1,434,327	1,901,561	2,277,920	1,516,609	20.2-	
ALLOCATED POSITIONS	13.00	13.00	13.00	13.00	13.00	.0	

Purpose

The responsibility of the Auditor-Controller, an elected official, is specifically defined under Government Code Sections 26880 - 26886 and 26900 - 26922. Government Code Section 26881 mandates that “the county auditor, or in counties that have the office of controller, the auditor-controller shall be the chief accounting officer of the county...” Additional authority is conferred upon the Auditor-Controller with respect to working capital funds [internal service funds] by Government Code Section 25260, “All funds created by this section shall be accounted for as prescribed by the county auditor or controller.” The State Controller’s Office requires the Auditor-Controller to sign the county’s cost plan as the “chief accounting officer for the county” (Handbook of Cost Plan Procedures for California Counties, Section 1420).

The Auditor-Controller is a key part of the internal control process to ensure the accurate compilation of the final budget, “It shall be the responsibility of the auditor to revise the proposed budget to reflect the actions of the board pertaining thereto in developing the final budget document” (County Budget Act, Section 29083).

The Auditor-Controller is required to be a member of the Treasury Oversight Committee (Government Code Section 27131).

Mission Statement

Provide excellent fiscal and management services to and on behalf of the people of Sutter County and county government (constituents, Board of Supervisors, county departments, and other local governmental entities), as authorized by the laws of the

State of California and ordinances of the County of Sutter.

Fiscal Stewardship

- Accounting
- Auditing
- Budgeting
- Financial Reporting

Independent

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

Management Information

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

Major Budget Changes

Salaries & Benefits

- (\$25,000) Decrease in overtime expenditures related to SunGard implementation expenses in FY 2009-10
- \$14,272 Increase in County Contribution to Group Insurance due to an increase in Health Insurance premiums
- (\$13,000) General reduction for salary savings

Services & Supplies

- (\$44,000) Decrease in Professional & Specialized Services related to Sungard implementation expenses in FY 2009-10
- \$5,225 Increase in Employment Training for Sungard training classes in FY 2010-11
- (\$8,950) Decrease in Transportation & Travel for Sungard travel expenses in FY 2009-10

Other Charges

- (\$75,992) Decrease in Information Technology charges
- (\$251,471) Decrease in Interfund Projects costs related to the purchase and implementation of the Sungard system in FY 2009-10

Program Discussion & Summary Budget Request

Types of Services

Administration - Management

Total Staffing: 2 FTEs - Executive management and supervision of the office.

Executive Secretary

Total Staffing 1 FTE - Secretarial support for executive management and office staff.

Accounts Payable

Total Staffing: 2.8 FTEs - Audits and processes all expenditure requests submitted

by County departments and special districts for compliance with Board policy and Auditor-Controller accounting policies. Distributes, upon direction from the State, all adoption assistance, childcare assistance, and job search transportation assistance warrants on behalf of the County. Audits and distributes expenditure requests on behalf of the Sutter County Courts. Monitors contract compliance requirements, appropriation controls, and maintains the County's financial reports.

Cost Plan

Total Staffing: 1 FTE - Preparation of the County's A-87 Cost Plan. Analyzes County labor and equipment rates. Performs payroll duties as assigned. Cross-trained to perform general and subsidiary ledger accounting. Coordination of special district audits.

General Ledger/Revenue Reporting

Total Staffing: 2 FTEs - Manages accounting records for general and subsidiary ledger accounting and control for the County, and those districts that deposit funds into the County Treasury. Manages countywide capital assets. Consolidated Court revenue and asset forfeiture distribution and reporting. County and Special District reporting.

Payroll

Total Staffing: 2 FTEs - Provides timely and accurate payroll processing as well as analyzes, distributes and reports payroll to County departments and special districts to ensure accurate paychecks.

Taxes

Total Staffing: 1.2 FTEs - Responsibilities 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. Manages the six property tax rolls. Manages AB 8 (Chapter 282, Statutes of 1979) property tax allocations and prepares tax reports, Unitary Tax formula, annual Proposition 4 Gann Expenditure Limit Report, and the resolution submitted to the Board of Supervisors for approval. Audits the collection of property taxes to ensure all taxes are properly collected by the Tax-Collector. Updates property tax rolls to account for jurisdictional changes and property tax exchange agreements. Provides budget forecasts of property tax revenue to CAO.

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. Includes ten school bonds totaling over \$265 million.

The department manages the \$1.73 million Certificate of Participation financing on the Health building.

Workload data for the department is shown at the end of this section.

Legal Fees

A significant request in this budget unit is the reimbursement of legal fees to the Auditor-Controller and Assistant Auditor-Controller (\$460,000) and for independent legal counsel (\$40,000). While the case for the Auditor-Controller is currently on the docket of the California Supreme Court, all charges against the Assistant Auditor-Controller were dropped in 2006, the Appellate Court concluding "the record is devoid of any evidence that reasonably

supports the accusation that Putman engaged in willful misconduct by transferring funds from the general fund's general reserve." The basis for this request then is (1) to provide funds for the reimbursement of approximately \$60,000 of legal costs to the Assistant Auditor-Controller incurred during the performance of her sworn duty, (2) to provide (or set aside) funds (estimate \$400,000) for the eventual reimbursement of the Auditor-Controller's legal expense incurred during the performance of his sworn duty and (3) to provide for legal counsel (estimate \$40,000) for the Auditor-Controller's Office for necessary legal services needed by the office to conduct business due to the Declaration of Conflict of Interest by County Counsel. This conflict leaves the Auditor-Controller's Office without legal counsel regarding accounting, financial, employment and constitutional issues important to the taxpayers. Authority for this request is found in Government Code Sections 26884, 27642, and 26523.

SunGard Personnel-Payroll System Implementation

On March 31, 2009, the Board of Supervisors approved a contract with Sungard Public Sector, Inc., to implement a new software system for Personnel, Payroll, Purchasing, and Budgeting. The Personnel, Payroll, and Purchasing modules are now scheduled to be implemented in July 2010; the Budget module and some peripheral components will be implemented in FY 2010-11. The requested budget for the Auditor's Office includes \$98,115 for overtime, training and travel and one full year of a limited-term Accountant II to assist permanent staff during the final phases of the implementation of the Payroll module. Much of these costs will be charged out to departments and will eventually be reimbursed through the A-87 cost plan.

Need for Internal Audits

The Sutter County Board of Supervisors has a fiduciary duty to ensure that internal controls are in place and functioning but no program has been in place to validate their functioning and effectiveness since the internal auditor was laid off August 25, 1991. The only audits conducted since then have been by outside consultants. The County now has an ad hoc internal audit committee (comprised of two Board members, the Auditor-Controller, and the County Administrative Officer) but does not have an internal audit policy that complies with generally accepted government auditing Standards (GAGAS). The State of California recognizes the importance of professional internal auditing as defined below in the Government Code 1236 and 1237 which states in part "All state and local agencies with an aggregate spending of \$50 million or more annually shall consider establishing an ongoing audit function." Internal audits support management efforts to establish a culture to embrace ethics, honesty, and integrity – assisting 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. Internal audits will be conducted this year by an outside firm recommended by the Ad Hoc Committee so no internal audit position is requested this year.

Accomplishments

Over the last year, the Auditor'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; and (2) presented the second annual year-end closing procedures training

workshops, including new information on A-87 Cost Plan.

FY 2010-11 Objectives

The goals of the Auditor-Controller's Office for FY 2010-11 are (1) to complete implementation of the new SunGard payroll system; (2) to complete publication of the Auditor-Controller's policies and procedures manual; (3) continue to hold annual meetings with service departments and others to increase general Cost Plan knowledge in the County and update them on procedures for developing rates and allocations. This is intended to increase efficiency and reduce workload by providing authoritative information at the outset of the process; (4) to increase payroll efficiency by encouraging more employees

to sign up for direct deposit. Based on the experience of other entities, 90% is a reasonable goal; (5) to streamline the journal entry process; (6) to continue to educate and inform departments on how to prepare a journal entry; (7) to establish a migration and implementation plan for conversion of the Fixed Asset Access Database to the Capital Asset SunGard application; and (8) to begin a Tax Rate Area consolidation process in order to provide efficiencies in the County property tax system.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

Activity Indicators						
<i>Expenditure Report</i>	2008/09	2007/08	2006/07	2005/06	2004/05	2003/04
Governmental Funds	\$ 205,255,163	\$ 195,761,983	\$ 168,546,017	\$ 157,902,147	\$ 155,975,459	\$ 144,554,916
ISF & Enterprise Funds	14,779,791	7,604,716	7,674,988	8,033,003	8,147,265	7,062,635
Other	8,036,916	12,308,053	10,777,849	4,300,563	9,129,203	7,062,652
Total	\$ 228,071,870	\$ 215,674,752	\$ 186,998,854	\$ 170,235,713	\$ 173,251,927	\$ 158,680,203
General Ledger						
Journal Entries	3,553	3,568	3,501	3,490	3,743	3,979
Budget Amendments	63	65	69	21	68	94
Encumbrances	23	22	29	25	52	50
Treasury Deposit Receipts	5,955	5,706	5,747	5,748	5,705	5,727
Capital Assets						
Number of assets	859	827	827	781	766	750
Equipment, Buildings & Land	\$ 60,315,629	\$ 58,466,682	\$ 58,268,167	\$ 54,603,342	\$ 52,808,772	\$ 51,486,351
Infrastructure	\$ 88,514,599	\$ 88,514,599	\$ 88,856,409	\$ 87,686,542		
Court Distribution						
Jalan Collections	\$ 4,349,740	\$ 4,497,507	\$ 4,451,163	\$ 3,827,977	\$ 3,948,090	\$ 3,828,602
ORC Collections	293,915	292,512	256,394	253,966	212,122	142,163
Total Court Distribution	\$ 4,643,655	\$ 4,790,019	\$ 4,707,557	\$ 4,081,943	\$ 4,160,212	\$ 3,970,765
Payroll						
Number of payroll warrants	4,216	4,152	4,540	4,987	5,370	
Payroll warrants	\$ 6,709,519	\$ 6,211,730	\$ 6,132,280	\$ 6,546,400	\$ 6,905,017	
Number of direct deposits	22,412	22,658	21,358	21,336	20,077	
Payroll direct deposits	\$ 47,808,523	\$ 44,120,659	\$ 39,492,280	\$ 37,866,641	\$ 34,662,140	
% of direct deposits vs. warrants	84%	85%	82%	81%	79%	
Number of W-2's issued	1,164	1,173	1,199	1,161	1,149	
Direct Assessments						
Assessments Processed	131,689	129,905	129,913	127,575		
Total Accounts	62	66	66	68		
Total Amount	\$ 11,781,894	\$ 11,748,470	\$ 11,822,583	\$ 10,936,182		
Apportionments						
Total Amount	\$ 88,425,907	\$ 85,866,117	\$ 83,447,152	\$ 74,506,534	\$ 61,600,706	\$ 68,086,344
Parcels						
Total Parcels	35,415	34,532	34,278	34,469	32,712	30,118
Total TRA's	612	537	541	554	525	505
School Bonds						
Value of bonds	\$ 265,018,368	\$ 258,718,367	\$ 66,718,825	\$ 36,949,370	\$ 6,301,525	\$ 2,001,525
Number of bonds	9	9	8	7	5	3

CAO Recommendation

This budget is recommended at \$1,519,109.

The recommended budget differs from the Auditor-Controller's budget request in several material respects.

First, funding for the requested equity adjustments for the Assistant Auditor-Controller, the Accounting Systems Analyst and the six (6) Accountant II positions has not been included. The Personnel Department submitted recommendations for reclassifications and equity adjustments for certain county positions, including those indicated above, in March 2010. The Board of Supervisors approved reclassification requests but not equity adjustments at that time. The Auditor-Controller included the costs for the recommended equity adjustments in his budget request. Due to the fiscal uncertainties related to the continued economic downturn and the State's budget crisis, no equity adjustments for existing positions are being recommended at this time. Therefore, a total of \$72,013 has been reduced from the Auditor-Controller's requested budget for salaries and related benefits.

Second, the requested \$500,000 for legal fees and legal representation has not been included. The Board has repeatedly turned down the Auditor's request for reimbursement of legal expenses (\$460,000) related to the defense of the Auditor-Controller and Assistant Auditor-Controller against their indictments. The remaining \$40,000 was intended for outside counsel to respond to business-related legal questions the Auditor may have. Again, due to the economic downturn and the State's fiscal crisis, new expenses such as this are not being recommended at this time. Therefore, \$500,000 has been reduced from the

Auditor-Controller's requested budget for Legal Fees.

Third, the Auditor-Controller has requested that the Limited Term Accountant II position remain fully funded for all of FY 2010-11. This position was approved in FY 2009-10 to assist permanent staff during the implementation of the new Sungard Personnel-Payroll system. The "go live" date for the new system is currently set for July 5, 2010; it is recommended that this position be funded through September 30, 2010, to provide continued support during the immediate post-implementation period. Therefore, a total of \$61,616 has been reduced from the Auditor-Controller's requested budget for salaries and related benefits.

Additionally, it is recommended that Extra Help be approved at \$13,845 to fund 875 hours of an Account Clerk III position. This recommendation is \$381 less than requested and reflects a change in the recommended use of those hours. This includes 325 hours for the Auditor-Controller's requested assistance during peak workload periods, such as year-end. It also includes 550 hours for data entry duties which have been previously performed by the Computer Operator in the Information Technology Department. Because the Computer Operator position is being defunded and will be held vacant, this recommendation reflects these duties being transferred to the Auditor-Controller's office with a respective increase in Extra Help hours. Interfund Information Technology charges also reflect a reduction of \$83,403 for amounts that would have been paid to the Information Technology Department for the estimated 550 hours of data entry service.

A decrease of \$13,000 in Salaries and Benefits is recommended to reflect

estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

A reduction of \$5,995 from the requested amount is also recommended in various Services & Supplies line items, based on a review of historic actual expenditures.

The Auditor-Controller has requested \$12,000 in Professional and Specialized Services for Sungard post-implementation refinement cost, however this is not recommended. Instead, funding to continue the implementation of the Sungard system is included in the Interfund Projects account. The Interfund Projects account has been

increased by \$18,000 to reflect a rebudget of Sungard implementation costs from FY 2009-10, to cover project components that will not be completed by June 30, 2010.

Interfund Information Technology charges have been further reduced by \$30,903 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Auditor-Controller does not agree with this recommendation.

EXECUTIVE SUMMARY						
UNIT: BOARD OF SUPERVISORS			FUND: GENERAL		0001 1-101	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	261,769	212,948	260,824	265,796	265,796	1.9
SERVICES AND SUPPLIES	52,166	41,427	63,200	60,700	60,700	4.0-
OTHER CHARGES	107,486	71,331	66,836	99,333	99,333	48.6
* GROSS BUDGET	421,421	325,706	390,860	425,829	425,829	8.9
INTRAFUND TRANSFERS	5,985	2,731	4,347	4,173	4,173	4.0-
* NET BUDGET	427,406	328,437	395,207	430,002	430,002	8.8
OTHER REVENUES						
USER PAY REVENUES	0	1,838	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	0	1,838	0	0	0	.0
* UNREIMBURSED COSTS	427,406	326,599	395,207	430,002	430,002	8.8
ALLOCATED POSITIONS	5.00	5.00	5.00	5.00	5.00	.0

Purpose

The Board of Supervisors serves as 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.

Other Charges

- \$32,497 General Increase in Information Technology and Liability Insurance Premium charges

Major Budget Changes

Services & Supplies

- (\$2,500) General decrease in Maintenance Equipment, Memberships, Office Expenses, Office Equipment and Transportation & Travel accounts

Program Discussion & Summary Budget Request

This budget is requested at \$430,002.

This budget includes only the five members of the Board of Supervisors and the costs necessary to support their office’s operation. The budget is prepared by the County Administrator's Office.

In FY 2009-10 the Board of Supervisors implemented innovative Community programs to facilitate the citizens of Sutter County which include the following:

- In 2009, the Board of Supervisors refinanced the debt on the County's Health Department Building, reducing the interest rate by 40 percent and saving the County approximately \$450,000 over the next 11 years.
- The Board of Supervisors adopted a Resolution supporting the Sutter-Butte Flood Control Agency's (SBFCA) assessment district. The new assessment will help fund levee improvements along a 44-mile stretch of the Feather River. SBFCA is a multi-jurisdictional agency established to restore the integrity of the levees to help remove burdensome flood insurance requirements and building restrictions.
- Members of the Board of Supervisors attended the dedication ceremony for the completion of the Starr Bend setback levee, a project under the jurisdiction of Levee District One. Sutter County contributed funding of \$2.9 million, which included \$1.3 million from the Calpine Levee and Flood Control Improvement Fund.
- The Board continued to hold joint study sessions with the City Councils of the City of Yuba City and the City of Live Oak to discuss long-term planning issues to be incorporated into the County's General Plan Update. The General Plan Update is scheduled to be completed in late 2010.
- In 2010, the Board conducted a series of budget briefings on County department programs and how these programs impact the budget, including a study session in May 2010 on the status and cost of the County employee pension program (CalPERS).
- In 2010, the Board of Supervisors conducted its first recruitment for a new County Administrative Officer following the resignation of Larry T. Combs, who accepted a similar position in Merced County.
- In May 2010, the Board began providing the public with an additional way to view its public meetings by "web-streaming" its meetings live online and by archiving its meetings online for future viewing. This move will allow interested members of the public, who are unable to attend meetings in person or who do not have access to cable television, to view Board meetings.

The FY 2010-11 Recommended Budget reflects a decrease in various Services & Supplies accounts, including Maintenance Equipment, Memberships, Office Expenses, Office Equipment and Transportation & Travel, as compared to the FY 2009-10 Adopted Budget.

The Interfund Information Technology and Interfund Liability Insurance Premium accounts reflect increases based on allocated costs provided by the respective departments.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended as requested.

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

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA JOHNSTON	UNIT: CLERK OF THE BOARD		FUND: GENERAL		0001 1-105	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	156,562	130,998	165,736	176,492	174,492	5.3
SERVICES AND SUPPLIES	5,042	4,725	6,700	7,025	7,025	4.9
OTHER CHARGES	5,351	3,551	10,655	7,806	7,271	31.8-
* GROSS BUDGET	166,955	139,274	183,091	191,323	188,788	3.1
INTRAFUND TRANSFERS	1,213	1,204	681	1,309	1,309	92.2
* NET BUDGET	168,168	140,478	183,772	192,632	190,097	3.4
OTHER REVENUES						
USER PAY REVENUES	2,205	623	3,400	100	100	97.1-
GOVERNMENTAL REVENUES	0	1,350	0	1,700	1,700	***
TOTAL OTHER REVENUES	2,205	1,973	3,400	1,800	1,800	47.1-
* UNREIMBURSED COSTS	165,963	138,505	180,372	190,832	188,297	4.4
ALLOCATED POSITIONS	2.10	2.10	2.10	2.15	2.15	2.4

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.

- (\$2,000) General reduction for salary savings

Program Discussion & Summary Budget Request

The requested budget is \$192,632.

The Clerk of the Board budget includes funding for two Deputy Board Clerks and a portion of the County Clerk-Recorder’s time for oversight of the office. A 5% position allocation of the Staff Analyst’s position to the Clerk of the Board budget unit is included in FY 2010-11 for a cost of \$5,220. This position performs the financial duties for the Clerk, Recorder, Elections and Clerk of the Board departments. The position allocation will be redistributed between these departments to more closely reflect the proportionate share of duties for the Staff Analyst.

Major Budget Changes

Salaries & Benefits

- \$5,220 Increase due to the addition of 5% share of Staff Analyst position (reduced in a related budget unit)

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

Donna M. Johnston, Clerk-Recorder

Regular public Board meetings are held most Tuesdays at 7:00 p.m.

For FY 2010-11, the Clerk of the Board staff will continue to focus on serving the citizens of Sutter County.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$190,097.

A decrease of \$2,000 in Salaries & Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$535 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Clerk-Recorder concurs with the recommended budget.

Clerk-Recorder County Elections (1-502)

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY

DEPT HEAD: DONNA JOHNSTON

UNIT: ELECTIONS

FUND: GENERAL

0001 1-502

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	409,347	304,705	392,987	441,325	436,325	11.0
SERVICES AND SUPPLIES	291,847	104,525	465,735	359,645	359,645	22.8-
OTHER CHARGES	43,463	22,423	50,192	56,384	52,433	4.5
* GROSS BUDGET	744,657	431,653	908,914	857,354	848,403	6.7-
INTRAFUND TRANSFERS	13,539	5,161	18,251	8,612	8,612	52.8-
* NET BUDGET	758,196	436,814	927,165	865,966	857,015	7.6-
OTHER REVENUES						
USER PAY REVENUES	73,541	25,533	68,500	233,500	233,500	240.9
GOVERNMENTAL REVENUES	1,547	895	27,745	17,745	17,745	36.0-
TOTAL OTHER REVENUES	75,088	26,428	96,245	251,245	251,245	161.0
* UNREIMBURSED COSTS	683,108	410,386	830,920	614,721	605,770	27.1-
ALLOCATED POSITIONS	4.80	4.80	4.80	5.00	5.00	4.2

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.

Major Budget Changes

Salaries & Benefits

- \$32,700 Increase in Salaries and Benefits due to the reallocation of the Clerk-Recorder position to this budget unit (reduced in a related budget unit)

- (\$5,000) General reduction for salary savings

Services & Supplies

- (\$111,000) Decrease in Special Department Expense due to single election for FY 2010-11 compared to multiple elections for FY 2009-10
- \$4,500 Increase in Office Equipment for one printer

Intrafund Transfers

- (\$8,164) Decrease in Intrafund Postage

Revenues

- \$173,500 Increase in Election Services revenue due to additional costs

eligible for reimbursement for FY 2010-11

- (\$12,000) Decrease in Candidate Filing Fee revenue due to fewer candidates required to pay filing fees
- (\$10,000) Decrease in VOTE Grant awarded to Sutter County in FY 2009-10 for improved accessibility for disabled to reflect \$10,000 received in FY 2009-10

Program Discussion & Summary Budget Request

The requested budget is \$865,966.

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.

The Clerk-Recorder's position allocation was increased from 30% to 50% in the Elections budget unit resulting in an increase in salaries and benefits of \$32,700. The Clerk-Recorder position is responsible for the oversight of the Clerk, Recorder, Elections and Clerk of the Board departments. In FY 2010-11, the position allocation will be redistributed between these departments to more closely reflect the proportionate share of duties for the Clerk-Recorder.

There is one election anticipated for this year - the November 2010 General Election.

Goals for FY 2010-11, in addition to conducting the election, include the implementation of the VoteCal project, which is an online voter registration verification system.

In FY 2009-10, Sutter County Elections was awarded grant funds for improving accessibility to, and participation in, the elections process for individuals with disabilities. A portion of the grant has been re-budgeted in FY 2010-11. Staff will continue to compete for additional available grant funding.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$857,015.

A decrease of \$5,000 in Salaries & Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$3,951 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Clerk-Recorder concurs with the recommended budget.

Clerk-Recorder County Recorder (2-706)

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA JOHNSTON	UNIT: RECORDER		FUND: GENERAL		0001 2-706	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	433,018	396,105	489,193	503,285	497,285	1.7
SERVICES AND SUPPLIES	62,973	47,027	94,440	54,847	54,847	41.9-
OTHER CHARGES	42,861	21,005	53,625	50,163	46,629	13.0-
* GROSS BUDGET	538,852	464,137	637,258	608,295	598,761	6.0-
INTRAFUND TRANSFERS	15,524	8,756	15,515	11,500	11,500	25.9-
* NET BUDGET	554,376	472,893	652,773	619,795	610,261	6.5-
OTHER REVENUES						
USER PAY REVENUES	554,135	174,346	652,773	495,480	495,480	24.1-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	554,135	174,346	652,773	495,480	495,480	24.1-
* UNREIMBURSED COSTS	241	298,547	0	124,315	114,781	***
ALLOCATED POSITIONS	6.80	6.65	6.65	6.70	6.70	.8

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

- \$2,240 Increase due primarily to the addition of a share of the Clerk-Recorder and Staff Analyst positions (reduced in a related budget unit)

- \$7,973 Increase in County Contribution Group Insurance due to increased Health Insurance premiums
- (\$6,000) General reduction for salary savings

Services & Supplies

- (\$11,258) Decrease in Software License and Maintenance representing a portion moved to the County Clerk budget unit (2-710)
- (\$10,260) Decrease in Special Departmental Expense due to the deferral of digitizing micro-filmed documents
- (\$8,900) Decrease in Special Departmental Expense based on the anticipated needs of the department

Other Charges

- (\$6,979) General decrease in Interfund Information Technology

Revenues

- \$102,253 Increase in Recording Fees reflecting an increased fee starting January 2010
- (\$263,584) Decrease in Interfund Transfers-in Special Revenue Funds due to revenues from reduced numbers of recordings

Program Discussion & Summary Budget Request

The requested budget is \$619,795.

The Recorder Budget Unit funds the Recorder operations, which are funded by document recording fees. Document recording fees are regulated by Government Code and a specified portion of these fees are set aside into special revenue funds for specific recorder projects. These special revenue funds and their purposes are: 1) 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 (0280), which funds the redaction of social security numbers on recorded documents.

Salaries and benefits have been reallocated between the County Clerk, Elections, Clerk of the Board, and Recorder budget units to more closely reflect actual duties performed by staff. Both the Clerk-Recorder and the Staff Analyst positions have been increased by 5% in this budget unit.

As the trend in document recordings is currently down (as shown in the following chart), the department will be able to focus on the improvement of the vital records system, conversion of documents to microfilm and the redaction of social security numbers of recorded documents for FY 2010-11.

Fiscal Year	Deeds	Deed of Trust	Notice of Default	Notice of Trustee Sale	Trustee Deed	Total All Types Recordings
Estimated 2009-10	3265	2382	1130	1108	715	21450
2008-09	3132	2319	1163	947	682	19886
2007-08	3484	3988	1313	856	614	25019
2006-07	4507	7246	586	298	182	32590

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$610,261.

A decrease of \$6,000 in Salaries & Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$3,534 from the requested amount to reflect reduced charges countywide, based on a recommended

**Clerk-Recorder
County Recorder (2-706)**

Donna M. Johnston, Clerk-Recorder

reduction in the Information Technology
Department budget.

The Clerk-Recorder concurs with the
recommended budget.

Clerk-Recorder County Clerk (2-710)

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA JOHNSTON	UNIT: COUNTY CLERK		FUND: GENERAL		0001 2-710	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	200,742	155,758	218,795	182,113	179,513	18.0-
SERVICES AND SUPPLIES	6,379	3,212	8,410	10,555	10,555	25.5
OTHER CHARGES	4,985	3,206	5,427	6,425	6,063	11.7
* GROSS BUDGET	212,106	162,176	232,632	199,093	196,131	15.7-
INTRAFUND TRANSFERS	2,460	2,079	2,210	4,061	4,061	83.8
* NET BUDGET	214,566	164,255	234,842	203,154	200,192	14.8-
OTHER REVENUES						
USER PAY REVENUES	105,151	89,757	103,000	101,200	101,200	1.7-
GOVERNMENTAL REVENUES	0	2,566	0	0	0	.0
TOTAL OTHER REVENUES	105,151	92,323	103,000	101,200	101,200	1.7-
* UNREIMBURSED COSTS	109,415	71,932	131,842	101,954	98,992	24.9-
ALLOCATED POSITIONS	2.30	2.45	2.45	2.15	2.15	12.2-

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

- (\$40,160) Decrease due to the reallocation of the Clerk-Recorder and Staff Analyst positions (increase shown in related budget units)
- (\$2,600) General reduction for salary savings

Services & Supplies

- \$4,200 Increase in Software License and Maintenance representing a portion of DFM software

Program Discussion & Summary Budget Request

The requested budget is \$203,154.

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.

The Clerk's office prides itself on accuracy and continues to have no fraudulent passport savings

Clerk-Recorder County Clerk (2-710)

Donna M. Johnston, Clerk-Recorder

applications as determined by the US Department of State.

Fictitious Name Statement revenue has slightly increased over the past year. The numbers of filings are shown below:

FY 2005-06	767
FY 2006-07	853
FY 2007-08	755
FY 2008-09	627
FY 2009-10 est.	664

The Clerk-Recorder's position allocation was decreased from 30% to 15% in the County Clerk budget unit for FY 2010-11. The Clerk-Recorder position is responsible for the oversight of the Clerk, Recorder, Elections and Clerk of the Board departments. The position allocation will be redistributed between these departments to more closely reflect the proportionate share of duties for the Clerk-Recorder.

The Staff Analyst position will be reduced from 25% to 10% in the County Clerk budget unit for FY 2010-11. This position performs the financial duties for the Clerk, Recorder, Elections and Clerk of the Board departments. The position allocation will be redistributed between these departments to more closely reflect the proportionate share of duties for the Staff Analyst.

The reallocation of these two positions reduces Salaries and Benefits by \$40,160.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$200,192.

A decrease of \$2,600 in Salaries & Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$362 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Clerk-Recorder concurs with the recommended budget.

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

Donna M. Johnston, Clerk-Recorder

EXECUTIVE SUMMARY						
DEPT HEAD: DONNA JOHNSTON	UNIT: DOMESTIC VIOLENCE CENTERS		FUND: GENERAL		0001 2-711	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	21,049	16,532	21,000	21,000	21,000	.0
* GROSS BUDGET	21,049	16,532	21,000	21,000	21,000	.0
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	21,049	16,532	21,000	21,000	21,000	.0
OTHER REVENUES						
USER PAY REVENUES	21,049	16,532	21,000	21,000	21,000	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	21,049	16,532	21,000	21,000	21,000	.0
* UNREIMBURSED COSTS	0	0	0	0	0	.0
ALLOCATED POSITIONS	.00	.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 (GC) §26840 and Welfare and Institutions Code (W&IC) §18305. The County may either forward these additional fees to the State for distribution to domestic violence centers, or it may distribute the funds to a local domestic violence center.

We recommend that the Board of Supervisors 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.

The statistics of Marriage licenses for the past few years are as follows:

<u>Fiscal Year</u>	<u>Number of Marriages</u>
2009	606
2008	578
2007	565
2006	538
2005	527
2004	535
2003	471
2002	442
2001	459
2000	437

Major Budget Changes

None

**Program Discussion &
Summary Budget Request**

The Requested Budget is \$21,000.

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

Donna M. Johnston, Clerk-Recorder

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended as requested.

The Clerk-Recorder concurs with the recommended budget.

EXECUTIVE SUMMARY						
DEPT HEAD: STEPHANIE J LARSEN	UNIT: CONTINGENCY		FUND: GENERAL		0001 9-900	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	0	.0
* NET BUDGET	0	0	0	0	0	.0
APPROPRIATION FOR CONTINGENCY	0	0	750,000	750,000	750,000	.0
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	0	0	750,000	750,000	750,000	.0
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	0	0	0	0	0	.0
* UNREIMBURSED COSTS	0	0	750,000	750,000	750,000	.0
ALLOCATED POSITIONS	.00	.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 contingencies require approval by a 4/5ths vote of the Board of Supervisors.

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

Program Discussion & Summary Budget Request

The Recommended Appropriation for Contingencies is \$750,000.

The Contingencies budget is used for unanticipated requirements occurring in all County operations during the fiscal year. It acts as a hedge against unanticipated adverse state and federal budget actions, funds 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 \$750,000 represents approximately 1.2% 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 new budget unit when a transfer is made. For example, the originally-budgeted amount for FY 2009-10 was \$750,000. However, as of April 30, 2010, transfers totaling \$381,500 have been approved for various projects during the year, following the approval of the FY 2009-10 Final Budget. These transfers have therefore reduced the adjusted budget to \$369,500 for

Contingency (9-900)

Stephanie J. Larsen, County Administrator

FY 2009-10. The same procedure will be used for FY 2010-11.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Administrator (1-102) *Stephanie J. Larsen, County Administrator*

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN UNIT: COUNTY ADMINISTRATOR FUND: GENERAL 0001 1-102

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,088,781	871,589	1,229,192	1,190,328	1,086,328	11.6-
SERVICES AND SUPPLIES	46,777	37,876	58,600	46,400	46,400	20.8-
OTHER CHARGES	39,194	34,423	71,084	70,876	67,569	4.9-
* GROSS BUDGET	1,174,752	943,888	1,358,876	1,307,604	1,200,297	11.7-
INTRAFUND TRANSFERS	3,493	1,145	2,124	2,043	2,043	3.8-
* NET BUDGET	1,178,245	945,033	1,361,000	1,309,647	1,202,340	11.7-
OTHER REVENUES						
USER PAY REVENUES	7,007	5,240	8,900	3,900	3,900	56.2-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	7,007	5,240	8,900	3,900	3,900	56.2-
* UNREIMBURSED COSTS	1,171,238	939,793	1,352,100	1,305,747	1,198,440	11.4-
ALLOCATED POSITIONS	8.00	8.00	8.00	8.00	8.00	.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 her staff include attending all Board meetings; providing policy recommendations for matters being considered by the Board; preparing and submitting the annual proposed 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 provides staff to the Local Agency Formation Commission (LAFCO).

Major Budget Changes

Salaries & Benefits

- (\$32,519) Decrease in salaries and benefits for employees that separated from County service in FY 2009-10 and the subsequent filling of the vacated positions at lower levels of the salary scale
- (\$12,345) Decrease in Other Pay related to payment of accrued leave balances for employees that left County service in FY 2009-10

- (\$90,000) Decrease related to holding one position vacant and unfunded for a portion of FY 2010-11
- (\$14,000) General reduction for salary savings
- \$6,000 Increase in Interfund Workers Compensation premium charges

Services & Supplies

- (\$1,800) Decrease in Memberships
- (\$3,000) Decrease in Special Department Expenses
- (\$3,500) Decrease in Employee Training
- (\$5,000) Decrease in Transportation and Travel

Other Charges

- \$3,789 Increase in Interfund Information Technology charges
- (\$7,704) Decrease in Interfund Projects charges, including a re-budget for the Budgeting module of the Sungard system

Revenue

- (\$5,000) Decrease in Other Revenue due to one-time scholarship for training in FY 2009-10

Program Discussion & Summary Budget Request/ CAO Recommendation

The Requested Budget is \$1,309,647.

The County Administrative Office (CAO) 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 coordinates and oversees the County budget and monitors the use of financial and human resources. The Public Information Officer, housed within the CAO’s office, provides media relations and related support to all departments.

The CAO’s office oversees the SB 90 state mandate reimbursement contract, and approves interdepartmental rates charged out to departments by the Information Technology and Fleet Services internal service funds.

The CAO also prepares and administers the budgets for Non-Departmental Expenses (1-103), General Revenues (1-209), Appropriation for Contingencies (9-900), Subsidy Requests (7-202), three Court-related budgets (2-109, 2-110, and 2-112), and the nine County Share budgets representing the County General Fund contributions to other funds.

Accomplishments in FY 2009-10 include:

- Provided oversight and budgetary management for the implementation of the County’s new Sungard software

system for Personnel, Payroll, Purchasing, and Budgeting

- Completed the first Countywide fee update study
- As a member of the Internal Audit Ad Hoc Committee, awarded a contract for a Management Audit
- Updated several sections of the County’s Administrative Policies and Procedures Manual

In 2010, the County, through the Public Information Officer, produced a video documentary of the 1955 Sutter County Flood. The project was an outgrowth of the County’s flood awareness outreach efforts, and helped the County’s Department of Water Resources earn a 6 rating from the Federal Emergency Management Agency’s Community Rating Service program—realizing a 20 percent reduction in flood insurance premiums for Sutter County properties mapped into the high risk flood zone.

The Public Information Officer also coordinated media relations training jointly with Yuba County for representatives of various area public agencies, and is coordinating joint emergency information training with Yuba City and other surrounding agencies.

The County Administrative Office goals for FY 2010-11 include:

- Continued oversight of the countywide Sungard project and implementation of the new budgeting module
- In conjunction with the Cities of Yuba City and Live Oak, as well as

Community Services and Public Works, to conduct a study of the most cost-effective ways to provide animal control services and replace the badly-aging animal shelter.

- To complete and update the countywide fee study begun in FY 2009-10.
- To conduct a study of fleet services to identify potential cost-savings.
- To identify other areas within County government where additional cost-efficiencies can be achieved.

The budget is recommended at \$1,202,340.

A decrease of \$32,519 is recommended in salaries and related benefits to reflect savings related to employees separating from County service in FY 2009-10 and the subsequent filling of the vacated positions at lower levels of the salary scale.

A savings of \$90,000 is expected due to one position being left vacant and unfunded for a portion of FY 2010-11.

A decrease of \$14,000 in salaries and benefits is also recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated county wide.

Interfund Information Technology charges have been reduced by \$3,307 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

This budget recommendation includes reductions to various services and supplies accounts in an effort to reduce costs in

recognition of reduced countywide financing.

On March 31, 2009, the Board of Supervisors approved a contract with Sungard Public Sector, Inc., to implement a new software system for Personnel, Payroll, Purchasing, and Budgeting. The Personnel, Payroll, and Purchasing modules are scheduled to be implemented by July 2010; the Budget module and some peripheral components are re-budgeted in FY 2010-11. The CAO's budget includes \$23,000 for this department's share of costs related to this project. The Recommended Budget also includes a re-budget of \$30,000 for one extra-help position to assist regular staff during the implementation of the budget module.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

EXECUTIVE SUMMARY						
DEPT HEAD: RON ERICKSON	UNIT: COUNTY COUNSEL		FUND: GENERAL		0001 1-301	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	1,001,225	815,056	1,056,234	955,913	941,913	10.8-
SERVICES AND SUPPLIES	112,050	88,548	160,220	249,790	187,790	17.2
OTHER CHARGES	17,072	8,819	18,109	16,999	15,872	12.4-
* GROSS BUDGET	1,130,347	912,423	1,234,563	1,222,702	1,145,575	7.2-
INTRAFUND TRANSFERS	68,680-	742-	27,432-	2,697	2,697	109.8-
* NET BUDGET	1,061,667	911,681	1,207,131	1,225,399	1,148,272	4.9-
OTHER REVENUES						
USER PAY REVENUES	33,424	25,994	38,000	36,000	36,000	5.3-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	33,424	25,994	38,000	36,000	36,000	5.3-
* UNREIMBURSED COSTS	1,028,243	885,687	1,169,131	1,189,399	1,112,272	4.9-
ALLOCATED POSITIONS	6.50	6.50	6.50	6.50	6.50	.0

Purpose

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

Services & Supplies

- \$89,570 Increase in Professional & Specialized Services for one position to be vacant for six months and back-filled with outside Counsel

Major Budget Changes

Salaries & Benefits

- (\$89,570) Decrease in Salaries & Benefits for one position to be vacant for six months and back-filled with outside Counsel
- (\$14,000) General reduction for salary savings

- (\$55,000) Decrease in Professional & Specialized Services to reflect renegotiated contracts and general reduction of law research services
- (\$2,000) General decrease in Transportation & Travel
- (\$5,000) General decrease in Subscriptions & Publications

Program Discussion & Summary Budget Request

The Requested Budget is \$1,225,399.

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. The primary duties of the County Counsel's office are as follows:

- Representing the Public Guardian in establishing and renewing conservatorships under the Probate Code and under the Welfare and Institutions Code.
- Representing the Mental Health facility before the Superior Court in writs of habeas corpus and informed consent proceedings.
- Representing the Child Protective Services division of the Welfare and Social Services Department in juvenile court proceedings.
- The office renders legal opinions in writing and orally in response to requests from the Board of Supervisors, the County Administrative Officer, County department

heads, other management employees and special districts.

- The County Counsel provides litigation services in lawsuits both by and against the County including those relating to planning, zoning, California Environmental Quality Act, code enforcement, writs of mandate, tax matters, and other complex litigation.
- Advising County department heads and the Personnel Department in employee disciplinary matters and litigating such matters from the initial procedures to arbitration to court proceedings.
- County Counsel has been very active in enforcing bail bond forfeitures and will continue this practice in FY 2010-11.
- County Counsel coordinates with the Risk Manager and the County's insurance adjuster with regard to tort litigation and the selection of counsel.
- From time to time, County Counsel contracts 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 2010-11 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.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$1,148,272.

A decrease of \$14,000 in Salaries and Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

The Professional & Specialized Services account has been reduced by \$55,000, as County Counsel been able to renegotiate and reduce current contracts for legal research services and for outside counsel services. Additionally, a reduction of \$7,000 is reflected in the Subscriptions & Publications and Transportation & Travel accounts. The reductions in Professional & Specialized Services and Subscriptions & Publications will reduce the legal research tools available to the department as well as the County's ability to retain outside counsel for legal expertise in areas not generally within the scope of County Counsel attorneys. Therefore, the impact of these reductions will need to be monitored during the year and potentially reevaluated for FY 2011-12.

Interfund Information Technology charges have been reduced by \$1,127 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

County Counsel concurs with the recommended budget.

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

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY						
DEPT HEAD: STEPHANIE J LARSEN	UNIT: TRIAL COURTS-GENERAL		FUND: TRIAL COURT		0014 2-110	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	0	.0
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	0	0	0	0	0	.0
OTHER REVENUES						
USER PAY REVENUES	3,689,712	4,150,000	3,880,345	4,537,768	4,537,768	16.9
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	17,772-	14,100-	0	0	0	.0
TOTAL OTHER REVENUES	3,671,940	4,135,900	3,880,345	4,537,768	4,537,768	16.9
* UNREIMBURSED COSTS	3,671,940-	4,135,900-	3,880,345-	4,537,768-	4,537,768-	16.9
ALLOCATED POSITIONS	.00	.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

- \$657,423 Increase in Interfund General Fund cost

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund Contribution is \$4,537,768, which is an increase of \$657,423 (17%) compared to the FY 2009-10 Adopted Budget. As noted, this Unreimbursed Cost represents the County share of all recommended budgets in the Trial Court Fund.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Trial Court Funding (2-114)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN	UNIT: TRIAL COURT-COUNTY SHARE	FUND: GENERAL	0001 2-114			
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	3,689,712	4,150,000	3,880,345	4,537,768	4,537,768	16.9
* GROSS BUDGET	3,689,712	4,150,000	3,880,345	4,537,768	4,537,768	16.9
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	3,689,712	4,150,000	3,880,345	4,537,768	4,537,768	16.9
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	0	0	0	0	0	.0
* UNREIMBURSED COSTS	3,689,712	4,150,000	3,880,345	4,537,768	4,537,768	16.9
ALLOCATED POSITIONS	.00	.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 a revenue in the Trial Court General Budget (Budget Unit 2-110).

\$657,423 (17%) higher than the FY 2009-10 Adopted Budget.

The recommended amount equals the revenue that is required to meet the Unreimbursed Costs of all the budget units within the Trial Court Fund, 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

- \$657,423 Increase in Interfund Trial Court cost

The increased County Contribution to this fund is primary due to increases in unreimbursed costs in the Trial Court Funding budget unit (an increase of \$341,480 over the FY 2009-10 Adopted Budget) and the Probation budget unit (and increase of \$207,941 over the FY 2009-10 Adopted Budget). There is also an increase of \$90,780 in the Superior Court budget unit. The bases for these changes are

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund contribution is \$4,537,768, which is

County Share Budgets Trial Court Funding (2-114)

Stephanie J. Larsen, County Administrator

discussed in the individual budget unit narratives.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN	UNIT: PUBLIC SAFETY-GENERAL	FUND: PUBLIC SAFETY	0015 2-210			
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	0	.0
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	0	0	0	0	0	.0
OTHER REVENUES						
USER PAY REVENUES	20,437,967	15,645,714	22,556,962	22,224,796	22,224,796	1.5-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	58,347-	50,005-	0	0	0	.0
TOTAL OTHER REVENUES	20,379,620	15,595,709	22,556,962	22,224,796	22,224,796	1.5-
* UNREIMBURSED COSTS	20,379,620-	15,595,709-	22,556,962-	22,224,796-	22,224,796-	1.5-
ALLOCATED POSITIONS	.00	.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).

- (\$750,000) Decrease in Interfund Transfer In-Special Revenue from the Public Safety Augmentation Fund (0-282)

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The Revenue for this budget is recommended at \$22,224,796, which is \$332,166 (1.5%) less than the FY 2009-10 Adopted Budget. The recommended General Fund contribution is \$16,974,796, which is \$417,834 more than the FY 2009-10 Adopted Budget.

Major Budget Changes

Revenues

- \$417,834 Increase in Interfund General Fund Cost

Proposition 172 revenue is estimated at \$5,250,000. This revenue estimate assumes a decrease of \$750,000 from the prior fiscal year. Based on current economic

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

Stephanie J. Larsen, County Administrator

conditions, it is anticipated this sales tax based revenue will decrease in FY 2009-10 and will remain constant, with no increase or decrease, in FY 2010-11.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Public Safety (2-215)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN UNIT: PUBLIC SAFETY-COUNTY SHARE FUND: GENERAL 0001 2-215

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	14,487,697	11,700,000	16,556,962	16,974,796	16,974,796	2.5
* GROSS BUDGET	14,487,697	11,700,000	16,556,962	16,974,796	16,974,796	2.5
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	14,487,697	11,700,000	16,556,962	16,974,796	16,974,796	2.5
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	0	0	0	0	0	.0
* UNREIMBURSED COSTS	14,487,697	11,700,000	16,556,962	16,974,796	16,974,796	2.5
ALLOCATED POSITIONS	.00	.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.

Major Budget Changes

Other Charges

- \$417,834 Increase in Interfund Public Safety Costs

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund contribution is \$16,974,796, which is \$417,834 (2.5%) more than the FY 2009-10 Adopted Budget. The General Fund contribution to the Public Safety Fund reflects the total of the recommended Unreimbursed Costs of all budgets within the Public Safety Fund.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Mental Health Fund (4-107)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY						
DEPT HEAD: STEPHANIE J LARSEN	UNIT: MENTAL HEALTH-COUNTY SHARE		FUND: GENERAL		0001 4-107	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	1,655,703	1,239,406	1,650,000	1,664,212	1,664,212	.9
* GROSS BUDGET	1,655,703	1,239,406	1,650,000	1,664,212	1,664,212	.9
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	1,655,703	1,239,406	1,650,000	1,664,212	1,664,212	.9
OTHER REVENUES						
USER PAY REVENUES	458	0	0	0	0	.0
GOVERNMENTAL REVENUES	1,655,703	1,239,406	1,650,000	1,664,212	1,664,212	.9
TOTAL OTHER REVENUES	1,656,161	1,239,406	1,650,000	1,664,212	1,664,212	.9
* UNREIMBURSED COSTS	458-	0	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.00	.0

Purpose

As required by State law, the Mental Health share of the Motor Vehicle In-Lieu Realignment revenues are first placed into this budget unit, then transferred to the Mental Health Realignment Special Revenue Fund, and subsequently transferred to the Mental Health operating budget (4-102).

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

Major Budget Changes

- \$14,212 Increase in Motor Vehicle In-Lieu (MVIL) Realignment revenue reflecting economic trends and lower budget estimates for FY 2009-10

Program Discussion & Summary Budget Request/ CAO Recommendation

The MVIL portion of Mental Health Realignment revenues for FY 2010-11 is recommended at \$1,664,212. The recommended budget for MVIL revenue reflects an approximately 1% increase over the prior year budgeted amount. There is no County Share contribution required for this budget unit. The Mental Health fund is self-contained and does not have an Unreimbursed County Cost.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Health Care - General (4-110)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY							
DEPT HEAD: STEPHANIE J LARSEN	UNIT: HEALTH CARE-GENERAL		FUND: HEALTH			0012 4-110	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10	
EXPENDITURES							
OTHER CHARGES	2,996,118	2,396,895	2,996,118	2,996,118	2,996,118	.0	
* GROSS BUDGET	2,996,118	2,396,895	2,996,118	2,996,118	2,996,118	.0	
INTRAFUND TRANSFERS	0	0	0	0	0	.0	
* NET BUDGET	2,996,118	2,396,895	2,996,118	2,996,118	2,996,118	.0	
OTHER REVENUES							
USER PAY REVENUES	8,532,582	7,614,749	9,788,519	9,375,407	9,375,407	4.2-	
GOVERNMENTAL REVENUES	0	0	0	0	0	.0	
GENERAL REVENUES	8,875-	6,331-	0	0	0	.0	
TOTAL OTHER REVENUES	8,523,707	7,608,418	9,788,519	9,375,407	9,375,407	4.2-	
* UNREIMBURSED COSTS	5,527,589-	5,211,523-	6,792,401-	6,379,289-	6,379,289-	6.1-	
ALLOCATED POSITIONS	.00	.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 0247 and consists of two components: Motor Vehicle In-Lieu Revenue (MVIL) and Sales Tax Revenue.

In addition, this budget unit contains an appropriation (\$2,996,118) that represents the portion of the County’s Health Realignment revenue that is transferred to the County Medical Services Program (CMSP). This amount was previously budgeted in the Non-County Providers budget, but was relocated to this budget unit

after the County Board of Supervisors agreed to allow the State Controller to make direct payments to CMSP (instead of the revenue being sent to the County, and the County making the payments).

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

Major Budget Changes

Revenues

- (\$234,000) Decrease in MVIL Realignment revenue based on current economic trends
- (\$118,920) Decrease in Sales Tax Realignment revenue based on current economic trends

County Share Budgets Health Care - General (4-110)

Stephanie J. Larsen, County Administrator

- (\$60,192) Decrease in General Fund share of cost for the Health Fund

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended revenue is \$9,375,407, which is a decrease of \$413,112 (4.2%) over the FY 2009-10 Adopted Budget.

Other Charges is recommended at \$2,996,118 to fund the County contribution to the County Medical Services Plan (CMSP) for indigent medical services. This amount is the same as the FY 2009-10 Adopted Budget.

The recommended budget for the MVIL portion of Health Realignment revenue is recommended at \$4,400,000, reflecting approximately a 5% decrease over the prior year actual amount. The Motor Vehicle In-lieu (MVIL) portion of the Health Realignment revenue is first deposited in the General Fund and is then transferred to this budget unit.

The recommended amount for the sales tax portion of the Health Realignment revenue, which, by statute, is first deposited to the Health Realignment Fund (Special Revenue Fund 0-247), is recommended at \$1,300,000. It is anticipated that Sales Tax revenues in FY 2009-10 will decrease by approximately 5% over the prior year actual amount

The Realignment revenue amounts are set each year by the State Controller's Office. Based on current economic conditions, it is anticipated that these revenues will decrease in FY 2009-10, and will remain constant,

with no increase or decrease, in FY 2010-11. 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. Staff believes that there is limited possibility that these numbers will further decrease in FY 2010-11.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Health Fund (4-112)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY						
DEPT HEAD: STEPHANIE J LARSEN	UNIT: HEALTH-COUNTY SHARE		FUND: GENERAL		0001 4-112	
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	7,185,750	6,768,822	8,369,599	8,075,407	8,075,407	3.5-
* GROSS BUDGET	7,185,750	6,768,822	8,369,599	8,075,407	8,075,407	3.5-
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	7,185,750	6,768,822	8,369,599	8,075,407	8,075,407	3.5-
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	4,622,223	3,368,822	4,634,000	4,400,000	4,400,000	5.0-
TOTAL OTHER REVENUES	4,622,223	3,368,822	4,634,000	4,400,000	4,400,000	5.0-
* UNREIMBURSED COSTS	2,563,527	3,400,000	3,735,599	3,675,407	3,675,407	1.6-
ALLOCATED POSITIONS	.00	.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 0012. 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 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 (Fund 0-247).

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

Major Budget Changes

Other Charges

- (\$234,000) Decrease in MVIL Realignment revenue based on current economic trends
- (\$60,192) Decrease in General Fund share of cost for the Health Fund

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended budget is \$8,075,407. This is a decrease of \$294,192 over the FY 2009-10 Adopted Budget.

County Share Budgets Health Fund (4-112)

Stephanie J. Larsen, County Administrator

MVIL Realignment revenues are recommended at \$4,400,000, representing a decrease of approximately 5% over the prior year actual MVIL Realignment revenue amount.

The General Fund share of cost is recommended at \$3,675,407, which is \$60,192 less than the FY 2009-10 Adopted Budget. The General Fund contribution to the Health Fund reflects the total of the recommended Unreimbursed Costs of all budget units within the Health Fund.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN UNIT: WELFARE/SOCIAL SERVICES-GENRL FUND: WELFARE/SOCIAL SERVICES 0013 5-110

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
* GROSS BUDGET	0	0	0	0	0	.0
INTRAFUND TRANSFERS	0	0	0	0	0	.0
* NET BUDGET	0	0	0	0	0	.0
OTHER REVENUES						
USER PAY REVENUES	2,157,737	694,938	4,271,099	4,462,746	4,462,746	4.5
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	23,267	950-	0	0	0	.0
TOTAL OTHER REVENUES	2,181,004	693,988	4,271,099	4,462,746	4,462,746	4.5
* UNREIMBURSED COSTS	2,181,004-	693,988-	4,271,099-	4,462,746-	4,462,746-	4.5
ALLOCATED POSITIONS	.00	.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 Fund to the total cost of all budget units within the Welfare 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 General Fund 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

Other Charges

- (\$13,480) Decrease in Interfund Motor Vehicle In-Lieu (MVIL) Realignment revenue based on current economic conditions
- \$152,746 Increase in from the Welfare/Social Services Realignment Trust Fund
- \$52,381 Increase in General Fund share of cost for the Welfare/Social Services Fund

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended revenue is \$4,462,746, which is an increase of \$191,647 (4.5%) over the FY 2009-10 Adopted Budget.

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 (Fund 0-248), is recommended at \$3,852,746. It is anticipated that Sales Tax receipts in FY 2009-10 will decrease by approximately 5% over the prior year actual amount, but will remain constant, with no increase or decrease, for FY 2010-11. The recommended budget for the Sales Tax portion of the SSRR reflects the use of approximately \$1,060,000 from the Welfare/Social Services Realignment Trust (Special Revenue Fund 0-248) Designation for Future Appropriations to offset the cost of the Welfare Fund, in addition to anticipated revenues of approximately \$2,800,000.

The recommended budget for the MVIL portion of the SSRR is \$175,000, reflecting a 7.2% decrease over the prior year actual amount. The Motor Vehicle In-lieu (MVIL) portion of the SSRR is first deposited in the General Fund and is then transferred to this budget unit.

The SSRR amounts are set each year by the State Controller's Office. Based on current economic conditions, it is anticipated that these revenues will decrease in FY 2009-10, and will remain constant, with no increase or decrease, in FY 2010-11. 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. Staff believes that there is limited possibility that these numbers will further decrease in FY 2010-11. However, in the event that Realignment Revenues do not meet the budgeted amount (due to a decrease in statewide sales tax collections) there are sufficient reserve funds available in the Welfare/Social Services Realignment Fund to support the FY 2010-11 recommended budget.

The recommended General Fund share of cost for the Welfare/Social Services Fund is \$435,000, which is \$52,381 higher than in FY 2009-10.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN	UNIT: WELFARE-COUNTY SHARE	FUND: GENERAL					0001 5-113
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10	
EXPENDITURES							
OTHER CHARGES	963,065	136,994	571,099	610,000	610,000	6.8	
* GROSS BUDGET	963,065	136,994	571,099	610,000	610,000	6.8	
INTRAFUND TRANSFERS	0	0	0	0	0	.0	
* NET BUDGET	963,065	136,994	571,099	610,000	610,000	6.8	
OTHER REVENUES							
USER PAY REVENUES	0	0	0	0	0	.0	
GOVERNMENTAL REVENUES	187,963	136,994	188,480	175,000	175,000	7.2-	
TOTAL OTHER REVENUES	187,963	136,994	188,480	175,000	175,000	7.2-	
* UNREIMBURSED COSTS	775,102	0	382,619	435,000	435,000	13.7	
ALLOCATED POSITIONS	.00	.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 (Fund 0013). The amount appropriated in this budget unit is shown as revenue in Budget Unit 5-110 (Welfare/Social Services - General). The Motor Vehicle In-Lieu (MVIL) Realignment revenue shown in this budget unit is required by law to first be deposited in the County's General Fund before being transferred to the Welfare/Social Services Realignment Special Revenue Fund (Fund 0-248).

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

Major Budget Changes

Other Charges

- \$52,381 Increase in General Fund share of cost for the Welfare/Social Services Fund

Revenues

- (\$13,480) Decrease in MVIL Realignment revenue based on current economic trends

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended budget is \$610,000. This is an increase of \$38,901 (6.8%) over the FY 2009-10 Adopted Budget.

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

Stephanie J. Larsen, County Administrator

MVIL Realignment revenues are recommended at \$175,000, representing a decrease of 7.2% over the prior year actual MVIL Realignment amount.

The General Fund contribution is recommended at \$435,000, which is \$52,381 higher than the prior year. The Unreimbursed Cost of this budget unit represents the County share of all recommended budgets in the Welfare/Social Services Fund. The decrease in the Unreimbursed Cost is due to the recommendation to use approximately \$1.1 million from the Welfare/Social Services Realignment Trust (Special Revenue Fund 0-248) Designation for Future Appropriations to offset the cost of the Welfare Fund. This recommendation is discussed in further detail in the Welfare/Social Services General budget unit (5-110).

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

General Revenues (1-209)

Stephanie J. Larsen, County Administrator

EXECUTIVE SUMMARY						
DEPT HEAD: STEPHANIE J LARSEN	UNIT: GENERAL REVENUES		FUND: GENERAL			0001 1-209
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	45,001	0	0	0	0	.0
* GROSS BUDGET	45,001	0	0	0	0	.0
INTRAFUND TRANSFERS	32,475-	6,969-	12,160-	411,225-	411,225-	3,281.8
OTHER FINANCING USES	1,935,000	0	0	0	0	.0
* NET BUDGET	1,947,526	6,969-	12,160-	411,225-	411,225-	3,281.8
APPROPRIATION FOR CONTINGENCY	0	0	0	0	0	.0
INCREASE IN DESIGNATIONS	0	0	0	2,455,554	2,455,554	***
INCREASES IN RESERVES	0	0	12,000	0	0	100.0-
* TOTAL BUDGET	1,947,526	6,969-	160-	2,044,329	2,044,329	277,805.6-
OTHER REVENUES						
GENERAL REVENUES	39,469,846	18,977,104	34,417,467	33,606,494	33,606,494	2.4-
OTHER FINANCING SOURCES	1,738,991	0	0	0	0	.0
CANCELLATION P/Y DESIGNATIONS	0	0	9,039,314	4,935,040	4,935,040	45.4-
UNDESIGNATED FUND BALANCE 7/1	5,881,178	8,173,122	5,208,935	10,950,000	10,950,000	110.2
TOTAL OTHER REVENUES	47,090,015	27,150,226	48,665,716	49,491,534	49,491,534	1.7

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.

Major Budget Changes

Revenues

- \$437,500 Budgeted increase in property tax revenues as compared to the FY 2009-10 Adopted Budget
- \$250,000 Budgeted increase in in-lieu of vehicle license fee revenue as compared to the FY 2009-10 Adopted Budget
- \$75,000 Budgeted increase in revenue from penalties and cost for delinquent tax as compared to the FY 2009-10 Adopted Budget

- (\$1,150,000) Budgeted decrease in local sales and use tax revenue as compared to the FY 2009-10 Adopted Budget
- (\$100,000) Budgeted decrease in in-lieu local sales and use taxes as compared to the FY 2009-10 Adopted Budget
- (\$100,000) Budgeted decrease in property transfer tax as compared to the FY 2009-10 Adopted Budget
- (\$489,215) Budgeted decrease in franchise fee revenue based on recent experience
- (\$250,000) Decrease in projected interest earnings based on reduced funds earning interest
- (\$50,000) Budgeted increase in tobacco settlement revenue, based on recent historical experience.
- (\$50,000) Budgeted decrease in supplemental roll admin cost based on recent experience
- \$707,881 Increase in A-87 cost reimbursements, based upon the cost plan prepared by the Auditor-Controller

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

Regarding sales tax, the voter approved Proposition 57 (2004), officially called The Economic Recovery Bond Act, 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 is to last until all of the revenue bonds issued by the State, pursuant to Proposition 57, are paid off.

Up until 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 is 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

Program Discussion & Summary Budget Request/ CAO Recommendation

The estimate for the General Revenue category is \$33,606,494, which is a decrease of \$810,973 (2.4%) compared to the FY 2009-10 Adopted Budget.

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.

In FY 2009-10, the State enacted a provision of Prop 1A that permitted the State to "borrow" 8% of local government's share of property tax funding. This action resulted in the transfer of approximately \$2.0 million of general purpose revenue from Sutter County to the State. However, because the State Legislature also adopted special provisions that allowed local governments to participate in a state-wide bond effort using the State as "guarantor of the loan," Sutter County, and other affected agencies, was able to receive a like amount of revenue back. In short, Sutter County was kept whole in terms of Property Tax revenues.

With this Recommended Budget, property tax revenues (including secured, unsecured, and property tax in lieu of Motor Vehicle License Fees) are projected to be approximately \$22.1 million. While this is an increase over the FY 2009-10 Adopted Budget, due to higher than anticipated property tax revenues projected to actually be received in FY 2009-10 this recommendation effectively represents a decrease of roughly \$1.3 million over FY 2009-10. The County Administrator and the Assessor estimate that property tax revenue will decline by 4.5% from FY 2009-10 levels.

The budget for sales and use tax revenue is recommended at \$1.85 million. Due to unanticipated changes to the actual amounts received for sales tax in FY 2007-08, FY 2008-09, and FY 2009-10, this figure represents a decrease of \$1,150,000 over the FY 2009-10 Adopted Budget. This is a dramatic departure from the budgeted amount

of \$3.0 million. While sales tax revenues were budgeted at \$3.0 million in FY 2009-10, the County is expected to receive only \$1.9 million. While all sales tax based revenues dropped in FY 2009-10, the County Administrative Office is projecting that, for the purposes of budgeting, all sales tax revenues will remain essentially flat in FY 2010-11.

In-Lieu Local Sales and Use Tax revenues are projected to decrease by \$100,000 from the prior year Adopted Budget. This figure is budgeted based on the prior year actual revenue received. As noted above, updated In-Lieu Local Sales and Use Tax amounts are provided each year by the State Controller's Office.

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. FY 2009-10 franchise fee revenue from PG&E came in lower than anticipated as compared to the FY 2009-10 Adopted Budget. Total franchise fee revenue is projected to be \$1.6 million for FY 2010-11.

The estimated Fund Balance Available from FY 2009-10 is \$10.95 million. Of this, \$8,494,446 represents carry-forward monies generated from on-going County operations which we estimate can be, and needs to be, used to fund on-going County expenditures. The balance of \$2,455,554 represents proceeds from the repayment of the Mental Health cash flow loan, which was transferred out of the General Fund in May of 2010. Because these funds were originally loaned from the Designation from Capital Projects, it is recommended that the \$2,455,554 be placed back into the Designation for Capital Projects

in FY 2010-11. This recommendation is also summarized below.

It should be noted that the actual estimated Fund Balance Available 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, we anticipate 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 Designations account, to be placed in the Designation for Capital Projects in the Final Budget.

Use of Reserves/Designations

It is recommended that \$511,250 of the Designation for Capital Projects (account 37312) be liquidated in FY 2010-11 to General Fund projects in the Plant Acquisition budget.

\$15,570 from the Designation for Wellness Program (account 37310) has been cancelled to offset costs of the County's Wellness Program. These costs are budgeted in the Public Health budget unit.

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 for existing contracts to terminate. Therefore, it is recommended that one-tenth of the Designation for Williamson

Act Subvention be cancelled in FY 2010-11 to offset the loss of that revenue source.

The Designation for Health Facility Debt Service (account 37313) and the Designation for Health Facility Issue Amortization (account 37314) have been cancelled and the balances returned to Fund Balance Available. Upon the 2009 refinancing of the 1991 Health Facility Certificates of Participation, these designations were no longer required to be maintained; however, the funds were not returned to fund balance at that time. The cancellation of these Designations returns \$340,051 to the General Fund.

The Designation for S.T.C. Equipment Replacement (account 37317) and the Designation for V.M.C. Equipment Replacement (account 37318) have been cancelled and the balances of \$10,143 and \$6,225, respectively, have been returned to Fund Balance Available. These designations were established in prior years. In total, the cancellation of these Designations returns \$16,368 to the General Fund.

It is recommended that \$4,000,651 held in the General Fund's Designation for Future Appropriations (account 37307) be liquidated to meet on-going financing requirements.

The total Cancellation of Prior Year Designations is recommended at \$4,935,040.

It is also recommended that \$2,455,554 of Undesignated Fund Balance, made available due to the transfer of the Mental Health cash flow loan out of the General Fund in May of 2010, be placed back into the Designation for Capital Projects in FY 2010-11.

Non-Departmental Expenses (1-103) *Stephanie J. Larsen, County Administrator*

EXECUTIVE SUMMARY

DEPT HEAD: STEPHANIE J LARSEN UNIT: NON-DEPARTMENTAL EXPENSES FUND: GENERAL 0001 1-103

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	0	0	42,000	40,000	40,000	4.8-
SERVICES AND SUPPLIES	307,483	340,855	580,900	626,500	626,500	7.8
* GROSS BUDGET	307,483	340,855	622,900	666,500	666,500	7.0
INTRAFUND TRANSFERS	0	0	5,000-	5,000-	5,000-	.0
* NET BUDGET	307,483	340,855	617,900	661,500	661,500	7.1
APPROPRIATION FOR CONTINGENCY	0	0	0	0	0	.0
INCREASE IN DESIGNATIONS	0	0	544,230	68,338	68,338	87.4-
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	307,483	340,855	1,162,130	729,838	729,838	37.2-
OTHER REVENUES						
USER PAY REVENUES	66,900	25,611	98,400	88,900	88,900	9.7-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	66,900	25,611	98,400	88,900	88,900	9.7-
* UNREIMBURSED COSTS	240,583	315,244	1,063,730	640,938	640,938	39.7-
ALLOCATED POSITIONS	.00	.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.

- (\$37,500) Decrease in Professional and Specialized Legal due to a decrease in Measure M (Golden State Water) legal fees

Revenues

- (\$8,000) Decrease in Revenue from the County Exhibit Trust

Major Budget Changes

Services and Supplies

- \$82,400 Increase in Auditing Fees due to the Management Audit contract approved in FY 2009-10

Program Discussion & Summary Budget Request/ CAO Recommendation

The Requested/Recommended Budget is \$729,838.

Within the Salaries and Benefits object level, the only account budgeted is Unemployment

Non-Departmental Expenses (1-103) *Stephanie J. Larsen, County Administrator*

Insurance, which each year serves as a “place-holder” for possible Unemployment Insurance payments for General Fund Departments. This year, several departments have budgeted anticipated amounts in their individual budget units; however, due to the increased length of eligibility for Unemployment Benefits, it is recommended that this place-holder amount be held at \$40,000.

In March 2010, the County entered into a contract for Management Audit services. The term of the contract covered the remainder of FY 2009-10 with the completion of work being in FY 2010-11. This budget includes \$75,000 for the completion of the current contract and \$25,000 for additional work which might be found necessary as the Audit is completed.

The Professional and Special Service – Legal line item is recommended at \$10,000 to cover residual legal issues related to the Measure M project and Golden State Water.

Intrafund Transfers include a negative \$5,000 (essentially a revenue) in Intrafund Rents/Leases related to the Farm Advisor’s building lease.

Revenues include an Interfund Transfer-In of \$2,000 from the County Exhibit Trust Special Revenue Fund (0-265) to fund expenditures related to the County’s exhibit at the annual California State Fair. Starting in FY 2010-11, revenue that in prior years was deposited to the special revenue fund and then transferred to the NDE budget unit will be deposited directly to the NDE budget unit. The special revenue fund will be closed and no longer used. The recommended \$2,000 transfer reflects the balance of funds in the County Exhibit Trust Special Revenue Fund.

Revenues also include an Interfund transfer from non-General Fund departments to pay

for their proportionate share of the annual County fiscal audit.

Use of Reserves/Designations

Increases in Designations are recommended at \$68,338:

- \$25,000 is recommended to continue to fund the Telephone System Equipment Replacement reserve (account 37316) over time.
- \$38,338 is recommended to transfer actual net revenues from FY 2008-09 Transient Occupancy Tax (TOT) payments (less subsidy requests funded by TOT) to the Designation for Transient Occupancy Tax (account 37339).
- \$5,000 is recommended to be placed in the Designation for Farm Advisor/Ag Building (account 37309). This designation will be used to offset costs for any future improvement to or replacement of the joint Agricultural Commissioner/Farm Advisor facility.

Boyd Ranch/Stonegate Improvement Reserve (0-388)

EXECUTIVE SUMMARY

DEPT HEAD: STEVEN L. HARRAH UNIT: BOYD RANCH/STONE IMPROVMT RES FUND: BOYD RANCH/STONE IMPROVMT RES 0388 0-388

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	0	107,000	0	0	0	.0
* GROSS BUDGET	0	107,000	0	0	0	.0
* NET BUDGET	0	107,000	0	0	0	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	42,489	42,489	***
INCREASE IN DESIGNATIONS	0	0	4,553	0	0	100.0-
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	0	107,000	4,553	42,489	42,489	833.2
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	5,754	3,155	5,800	1,000	1,000	82.8-
CANCELLATION P/Y DESIGNATIONS	0	0	0	43,289	43,289	***
UNDESIGNATED FUND BALANCE 7/1	7,001-	105,753	1,247-	1,800-	1,800-	44.3
TOTAL AVAILABLE FINANCING	1,247-	108,908	4,553	42,489	42,489	833.2
* UNREIMBURSED COSTS	1,247	1,908-	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.00	.0

Purpose

The primary purpose of this budget unit is to appropriate the interest revenue for the bond reserve fund for the Boyd Ranch Estates Improvement Project and Stonegate Sewer Improvement District 1997 Refunding Reassessment District bonds issued in the amount of \$814,000. This bond issuance was refunded in FY 2009-10.

Major Budget Changes

Revenues

- (\$4,800) General decrease in interest revenue based on decreased fund balance

Program Discussion & Summary Budget Request

The Requested Budget is \$42,489.

The Boyd Ranch/Stonegate Improvement area is located north of Highway 20, bounded to the north by Jefferson Avenue and to the south by Monroe Road, and includes parcels on Stonegate Drive and Granite Drive serving as the eastern and western boundaries.

The bond issuance was refunded by the County in FY 2009-10. The Treasurer-Tax Collector will bring a recommendation to the Board of Supervisors for consideration

during FY 2010-11 regarding the disposition of the remaining balance in the fund.

Use of Reserves/Designations

The Boyd Ranch/Stonegate Improvement Reserve fund contains a Designation for Future Appropriations as well as a Reserve for Bond Redemption. Cancellation of Prior Year Designations is recommended at \$4,600 for FY 2010-11, to be held in the Appropriation for Contingency line item.

CAO Recommendation

This budget is recommended as requested.

The Treasurer-Tax Collector concurs with the recommended budget.

**Treasurer Tax-Collector
Highland Estates Improvement Reserve (0-391)**

Steven L. Harrah, Treasurer Tax-Collector

EXECUTIVE SUMMARY

DEPT HEAD: STEVEN L. HARRAH UNIT: HIGHLAND ESTATE IMPRVMT RSRVE FUND: HIGHLAND ESTATE IMPRVMT RSRVE 0391 0-391

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
OTHER CHARGES	0	44,592	0	0	0	.0
* GROSS BUDGET	0	44,592	0	0	0	.0
* NET BUDGET	0	44,592	0	0	0	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	1,000	1,000	***
INCREASE IN DESIGNATIONS	0	0	2,006	0	0	100.0-
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	0	44,592	2,006	1,000	1,000	50.1-
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	2,706	1,404	2,800	1,000	1,000	64.3-
UNDESIGNATED FUND BALANCE 7/1	3,500-	794-	794-	0	0	100.0-
TOTAL AVAILABLE FINANCING	794-	610	2,006	1,000	1,000	50.1-
* UNREIMBURSED COSTS	794	43,982	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.00	.0

Purpose

The primary purpose of this budget unit is to appropriate the interest revenue for the reserve fund related to the Limited Obligation Improvement Bonds, Highland Estates Improvement Project bond issue of \$375,380, which matures on September 2, 2013.

Program Discussion & Summary Budget Request

The Requested Budget is \$1,000.

In FY 2009-10, \$44,592 was transferred from the Reserve Fund to the Bond Redemption Fund to bring the balance of the Reserve account to \$37,538, which is the amount required by the bond issuance.

Major Budget Changes

Revenues

- (\$1,800) General decrease in Interest revenue

Use of Reserves/Designations

The Highland Estates Improvement Reserve fund contains a Designation for Future Appropriations. No increase or decrease to the designation is recommended for FY 2010-11.

Treasurer Tax-Collector *Steven L. Harrah, Treasurer Tax-Collector*
Highland Estates Improvement Reserve (0-391)

CAO Recommendation

This budget is recommended as requested.

The Treasurer Tax-Collector concurs with the recommended budget.

Treasurer - Tax Collector Tax Collector (1-202)

Steven L. Harrah, Treasurer-Tax Collector

EXECUTIVE SUMMARY							
DEPT HEAD: JIM STEVENS	UNIT: TREASURER-TAX COLLECTOR		FUND: GENERAL		0001 1-202		
	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10	
EXPENDITURES							
SALARIES AND EMPLOYEE BENEFITS	534,265	475,576	640,453	635,547	628,547	1.9-	
SERVICES AND SUPPLIES	55,460	86,875	126,578	144,875	144,875	14.5	
OTHER CHARGES	83,290	65,869	144,631	129,577	120,338	16.8-	
* GROSS BUDGET	673,015	628,320	911,662	909,999	893,760	2.0-	
INTRAFUND TRANSFERS	23,708	23,975	23,660	26,237	26,237	10.9	
* NET BUDGET	696,723	652,295	935,322	936,236	919,997	1.6-	
OTHER REVENUES							
USER PAY REVENUES	226,943	232,757	311,370	325,940	325,940	4.7	
GOVERNMENTAL REVENUES	0	17,484	0	0	0	.0	
TOTAL OTHER REVENUES	226,943	250,241	311,370	325,940	325,940	4.7	
* UNREIMBURSED COSTS	469,780	402,054	623,952	610,296	594,057	4.8-	
ALLOCATED POSITIONS	8.00	7.67	7.66	7.67	7.67	.1	

Purpose

The Treasurer-Tax Collector's Office is accountable for three primary functions. 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 county warrants issued by the auditor or schools; and managing and investing funds. Cash balances in the county treasury average \$150 to \$200 million each day. Every month, the department banks approximately 15,000 checks in addition to cash and pays anywhere from 12,000 to 15,000 county and school warrants.

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 45,000 tax bills and collects and processes more than \$90 million in tax payments.

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

Major Budget Changes

Salaries & Benefits

- (\$10,406) General decrease due to staffing changes that occurred during FY 2009-10

Treasurer - Tax Collector Tax Collector (1-202)

Steven L. Harrah, Treasurer-Tax Collector

- (\$4,500) Decrease in Extra Help based on the needs of the department
- \$10,000 Increase in required Contribution to Unemployment Insurance
- (\$7,000) General reduction for salary savings

Services & Supplies

- \$15,000 Increase in Special Department Expense to reflect anticipated increase in Treasury Fees paid

Other Charges

- (\$24,311) Decrease in Interfund Information Technology charges based on the countywide allocation and due to recommended reductions in the Information Technology Department budget

Revenues

- \$15,000 Anticipated increase in Treasury Fee revenue collected

Program Discussion & Summary Budget Request

The Requested Budget is \$936,236.

Major projects and policy issues for this budget unit in the upcoming year continues to include the implementation of internet property tax payments. This project is to

continue the efforts in applying modern technology necessary to stay current with subsequent property tax billings and collections and for the convenience of our citizens.

The request reflects the transfer of one (1) staff member from the Office of Revenue Collections (ORC), budget unit 1-204, to the Treasurer-Tax Collector budget unit to fill a vacant Treasurer-Deputy Collector in the Tax Collectors office, beginning in FY 2010-11.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$919,997.

A decrease of \$7,000 in Salaries and Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$9,239 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Treasurer-Tax Collector concurs with the recommended budget.

EXECUTIVE SUMMARY

DEPT HEAD: JIM STEVENS

UNIT: OFFICE OF REVENUE COLLECTION FUND: GENERAL

0001 1-204

	ACTUAL EXPENDITURE 2008-09	ACTUAL EXPENDITURE 4-30-10	ADOPTED BUDGET 2009-10	DEPARTMENT REQUEST 2010-11	CAO RECOMMEND 2010-11	% CHANGE OVER 2009-10
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	176,588	155,534	228,630	231,120	176,770	22.7-
SERVICES AND SUPPLIES	15,793	17,952	22,115	18,950	18,950	14.3-
OTHER CHARGES	7,345	3,577	10,094	7,992	7,443	26.3-
* GROSS BUDGET	199,726	177,063	260,839	258,062	203,163	22.1-
INTRAFUND TRANSFERS	9,980	3,911	11,801	9,876	9,876	16.3-
* NET BUDGET	209,706	180,974	272,640	267,938	213,039	21.9-
OTHER REVENUES						
USER PAY REVENUES	72,020	46,627	75,860	82,500	82,500	8.8
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	72,020	46,627	75,860	82,500	82,500	8.8
* UNREIMBURSED COSTS	137,686	134,347	196,780	185,438	130,539	33.7-
ALLOCATED POSITIONS	3.00	3.33	3.33	3.33	3.33	.0

Purpose

The Office of Revenue Collection is a division of the Treasurer-Tax Collector’s Office. The office pursues payment of delinquent debts owed to the County and Superior Court. Currently, the Office of Revenue Collection has more than 18,000 accounts logged on the system with unpaid balances in excess of \$10 million.

The Office of Revenue Collections is the third division located in the Treasurer-Tax Collector’s Office.

Major Budget Changes

Salaries & Benefits

- (\$52,350) Decrease due to defunding of one vacant Treasurer Collector Deputy I/II position

- (\$2,000) General reduction for salary savings

Services & Supplies

- (\$2,895) Decrease in Transportation & Travel based on reduced travel for FY 2010-11

Other Charges

- (\$2,657) Decrease in Interfund Information Technology charges based on the countywide allocation and due to recommended reductions in the Information Technology Department budget

Treasurer - Tax Collector Office of Revenue Collections (1-204)

Steven L. Harrah, Treasurer-Tax Collector

Revenues

- \$6,640 Increase in Interfund Transfer In of revenues from the Office of Revenue Collections Special Revenue Fund (0-243)

Program Discussion & Summary Budget Request

The Requested Budget is \$267,938.

The request reflects the transfer of one (1) staff member from the Office of Revenue Collections (ORC) budget unit to the Treasurer-Tax Collector budget unit (1-202) to fill a vacant Treasurer-Deputy Collector in the Tax Collectors office, beginning in FY 2010-11. The position that is being vacated in the ORC budget unit will remain vacant in FY 2010-11 unless revenues increase to warrant filling.

In FY 2008-09 over \$930,000 was recovered in delinquent debts owed to the county departments and courts which includes: Agriculture Department; Auditor; Child Support; Clerk-Recorder; Community Services-Fire; District Attorney-Victim Witness; Human Services-Health, Mental Health and Welfare; Juvenile Hall; Library; Probation; Public Defender; Sheriff; and Tax Collector. It is projected that \$890,000 will be realized in FY 2009-10, and the goal for FY 2010-11 is \$900,000.

While revenue collections have decreased, our goal is to continue to pursue aggressive collections in areas that generate greater revenues.

Court restitution collections recovered by the Office of Revenue Collections apply to the maintenance of effort requirement for trial court funding.

Revenues include the Interfund Transfer-In from the Office of Revenue Collections Special Revenue Fund (0-243). The State of California rebates 10% of restitution collections to the Office of Revenue Collections for collection enhancements. Monies collected in this fund are transferred to the ORC budget unit and used to offset the cost of and enhance collections.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended at \$213,039.

It is recommended that the vacant Treasurer Collector Deputy I/II (1.0 FTE) position be defunded for the year. This results in a budget savings of \$52,350. This position will be reevaluated for FY 2011-12 based on the needs of the department and available financing.

A decrease of \$2,000 in Salaries and Benefits is recommended to reflect estimated salary savings that staff anticipates can be expected during the year. This recommendation is repeated countywide.

Interfund Information Technology charges have been reduced by \$549 from the requested amount to reflect reduced charges countywide, based on a recommended reduction in the Information Technology Department budget.

The Treasurer-Tax Collector concurs with the recommended budget.