



General Government

Section C

Board of Supervisors members (from left) James Gallagher, Larry Montna, Jim Whiteaker, Larry Munger and Stan Cleveland during a special outreach meeting at the Sutter High School gymnasium

Auditor-Controller

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: ROBERT E STARK | UNIT: AUDITOR-CONTROLLER | | FUND: GENERAL | | | 0001 1-201 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 915,469 | 767,196 | 995,856 | 1,156,156 | 1,156,156 | 16.1 | |
| SERVICES AND SUPPLIES | 47,197 | 29,104 | 38,040 | 557,210 | 57,210 | 50.4 | |
| OTHER CHARGES | 337,801 | 111,464 | 343,125 | 604,626 | 604,626 | 76.2 | |
| * GROSS BUDGET | 1,300,467 | 907,764 | 1,377,021 | 2,317,992 | 1,817,992 | 32.0 | |
| INTRAFUND TRANSFERS | 18,196 | 13,431 | 19,766 | 16,254 | 16,254 | 17.8- | |
| * NET BUDGET | 1,318,663 | 921,195 | 1,396,787 | 2,334,246 | 1,834,246 | 31.3 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 2,648 | 4,336 | 3,300 | 2,500 | 2,500 | 24.2- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 2,648 | 4,336 | 3,300 | 2,500 | 2,500 | 24.2- | |
| * UNREIMBURSED COSTS | 1,316,015 | 916,859 | 1,393,487 | 2,331,746 | 1,831,746 | 31.5 | |
| ALLOCATED POSITIONS | 12.00 | 13.00 | 12.00 | 13.00 | 13.00 | 8.3 | |

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 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

- \$58,151 General salary and benefits adjustments.
- \$63,303 Addition of limited-term Accountant II to assist with the implementation of the new Sungard Personnel-Payroll system.
- \$30,000 Increase in overtime expenses for Sungard implementation.
- \$5,000 Increase in extra help.

Services & Supplies

- \$12,000 Increase in Professional & Specialized services to convert six years of payroll and tax roll records to a modern PDF-searchable document.
- \$7,700 Increase in training and travel expenses for Sungard training.

Other Charges

- \$211,589 Increase in Information Technology charges for purchase and implementation of Payroll module of Sungard system.
- \$50,987 Increase in Information Technology charges.

Program Discussion & Summary Budget Request

Types of Services

Administration - Management

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

Secretary

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

Accounts Payable

Total Staffing: 2.8 FTE - 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 FTE - 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 FTE - 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 FTE - 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 \$3.0 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. This has been incorrectly mischaracterized during past budget hearings as solely for the reimbursement of legal costs of the Auditor-Controller and the Assistant Auditor-Controller. 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.

Microfiche Conversion Project

The department has microfiche payroll and tax records which are currently not accessible in the office due to a broken and obsolete microfiche reader printer. An increase in appropriations of \$12,000 is included in the Proposed Budget for the conversion of the microfiche to a modern PDF-searchable document which can be stored on the department's network.

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 scheduled to be implemented by early 2010; the Budget module and some peripheral components will be implemented in late 2010. The Proposed Budget for the Auditor's Office includes \$93,303 for overtime and one limited-term Accountant II to assist permanent staff during the implementation of the Payroll module, and \$211,589 for the payroll-related costs of purchasing and implementing the new system. 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 and New Position Request

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 contractors hired by the County Administrator. The County does not have an audit committee or 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."

In view of the foregoing explanation of internal auditing and the requirements of State law, in order to assist the Board of Supervisors in carrying out its management responsibilities, an internal audit position, at the former classification level of Accounting Systems Manager MGT43, is requested.

(Per CAO direction, this amount of \$74,441 is not formally included in the requested budgeted appropriations). This position is being requested to comply with the outside auditor's recommendation to ensure that staff is in compliance with Statement on Auditing Standards (SAS) 112 and to provide services to management (the Board of Supervisors) to meet its responsibility to design internal controls to reasonably prevent, detect, and mitigate fraud. An internal audit position is the appropriate resource for the Auditor-Controller's office to assess the effectiveness of what management has implemented. This position would 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.

New Auditing Standards

In May 2006, the American Institute of Certified Public Accountants, the national professional organization for certified public accountants, issued Statement on Auditing Standards (SAS) No. 112, *Communicating Internal Control Related Matters Identified in an Audit*. SAS No. 112 establishes standards, responsibilities and guidance for auditors during a financial statement audit engagement for identifying and evaluating a client's internal control over financial reporting. This new standard requires the auditor to report *in writing* to management and the governing body any control deficiencies found during the audit that are considered significant deficiencies and/or material weaknesses.

In the past, the County could contract out the preparation of financial statements to a

certified public accountant. SAS 112, however, requires the Auditor-Controller's Office to be responsible for and to have controls over the preparation of the financial statements, including the footnote disclosures. The Auditor-Controller's professional accounting staff will compile the statements annually and obtain the necessary documentary evidence from all County departments so the County complies with SAS 112.

Office Space Needs

The facilities at 463 Second Street are inadequate to house existing staff. The addition of a professional internal auditor would require a new office if all employees are to work at the same location, which is preferred, or leasing of professional office space.

Accomplishments

Over the last year, the Auditor's Office has: (1) published and distributed the first annual Citizens' Report to County residents; (2) received the State Controller's Award for Achieving Excellence in Financial Reporting in 2004, 2006, 2007; (3) 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; (4) presented the first annual year-end closing procedures training workshops; (5) completed written policies and procedures for four major areas in the Auditor-Controller's office; (6) the State Controller's Office found "no reportable finding" during a recently completed audit of Sutter County property tax apportionments for the period July 1, 2002 through June 30, 2008; (7) produced a standardized rate calculation worksheet for applicable internal service departments; (8)

is on track to produce the 2008 Citizens' Report; and (9) made video of Board of Supervisors meetings available to Auditor-Controller staff, other departments, and the general public on the Auditor-Controller's external website, www.suttercountyauditor.org.

FY 2009-10 Objectives

The goals of the Auditor-Controller's Office for FY 2009-10 are (1) to implement the new SunGard payroll system; (2) to complete publication of the Auditor-Controller's policies and procedures manual; (3) to produce the 2009 Citizens' Report; (4) to schedule 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; (5) 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; (6) to streamline the journal entry process; and (7) to establish a migration and implementation plan for conversion of the Fixed Asset Access

Database to the Capital Asset SunGard application.

CAO Recommendation

The Recommended Budget differs from the Auditor-Controller's budget in two material respects. First, funding for the requested Accounting Systems Manager position has not been included. Due to the fiscal uncertainties related to the State's budget crisis, no new positions are being recommended at this time. In addition, the requested \$500,000 for legal fees and legal representation has also 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 State's fiscal crisis, new expenses such as this are not being recommended at this time.

The Auditor-Controller does not agree with this recommendation.

| Activity Indicators | | | | | |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Expenditure Report</i> | 2007/08 | 2006/07 | 2005/06 | 2004/05 | 2003/04 |
| Governmental Funds | \$ 195,761,983.00 | \$ 168,546,017.00 | \$ 157,902,147.00 | \$ 155,975,459.00 | \$ 144,554,916.00 |
| ISF & Enterprise Funds | 7,604,716 | 7,674,988 | 8,033,003 | 8,147,265 | 7,062,635 |
| Other | 12,308,053 | 10,777,849 | 4,300,563 | 9,129,203 | 7,062,652 |
| Total | \$ 215,674,752.00 | \$ 186,998,854.00 | \$ 170,235,713.00 | \$ 173,251,927.00 | \$ 158,680,203.00 |
| <i>General Ledger</i> | | | | | |
| Journal Entries | 3,568 | 3,501 | 3,490 | 3,743 | 3,979 |
| Budget Amendments | 65 | 69 | 21 | 68 | 94 |
| Encumbrances | 22 | 29 | 25 | 52 | 50 |
| Treasury Deposit Receipts | 5,706 | 5,747 | 5,748 | 5,705 | 5,727 |
| <i>Capital Assets</i> | | | | | |
| Number of assets | 827 | 827 | 781 | 766 | 750 |
| Equipment, Buildings & Land | \$ 58,466,682.00 | \$ 58,268,167.00 | \$ 54,603,342.00 | \$ 52,808,772.00 | \$ 51,486,351.00 |
| Infrastructure | \$ 88,514,599.00 | \$ 88,856,409.00 | \$ 87,686,542.00 | | |
| <i>Court Distribution</i> | | | | | |
| Jalan Collections | \$ 4,497,507.00 | \$ 4,451,163.00 | \$ 3,827,977.00 | \$ 3,948,090.00 | \$ 3,828,602.00 |
| ORC Collections | 292,512 | 256,394 | 253,966 | 212,122 | 142,163 |
| Total Court Distribution | \$ 4,790,019.00 | \$ 4,707,557.00 | \$ 4,081,943.00 | \$ 4,160,212.00 | \$ 3,970,765.00 |
| <i>Payroll</i> | | | | | |
| Number of payroll warrants | 4,157 | 4,540 | 4,993 | 5,370 | |
| Payroll warrants | \$ 4,207,229.00 | \$ 4,203,541.00 | \$ 4,481,899.00 | \$ 4,748,477.00 | |
| Number of direct deposits | 22,658 | 21,358 | 21,336 | 20,077 | |
| Payroll direct deposits | \$ 44,118,706.00 | \$ 39,492,280.00 | \$ 37,866,641.00 | \$ 34,662,140.00 | |
| % of direct deposits vs. warrants | 84% | 82% | 81% | 79% | |
| Number of W-2's issued | 1,173 | 1,199 | 1,161 | 1,149 | |
| <i>Direct Assessments</i> | | | | | |
| Assessments Processed | 131,689 | 129,913 | 127,575 | | |
| Total Accounts | 62 | 66 | 68 | | |
| Total Amount | \$ 11,781,894.00 | \$ 11,822,583.00 | \$ 10,936,182.00 | | |
| <i>Apportionments</i> | | | | | |
| Total Amount | \$ 85,866,117.00 | \$ 83,447,152.00 | \$ 74,506,534.00 | \$ 61,600,706.00 | \$ 68,086,344.00 |
| <i>Parcels</i> | | | | | |
| Total Parcels | 34,532.00 | 34,278.00 | 34,469.00 | 32,712.00 | 30,118.00 |
| Total TRA's | 537 | 541 | 554 | 525 | 505 |
| <i>School Bonds</i> | | | | | |
| Value of bonds | \$ 258,718,367.00 | \$ 66,718,825.00 | \$ 36,949,370.00 | \$ 6,301,525.00 | \$ 2,001,525.00 |
| Number of bonds | 9 | 8 | 7 | 5 | 3 |

Assessor

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: MICHAEL V. STRONG | UNIT: ASSESSOR | | FUND: GENERAL | | | 0001 1-203 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,912,858 | 1,532,259 | 2,067,518 | 2,185,110 | 2,185,110 | 5.7 | |
| SERVICES AND SUPPLIES | 73,721 | 56,369 | 75,355 | 57,455 | 57,455 | 23.8- | |
| OTHER CHARGES | 159,490 | 72,689 | 253,550 | 286,806 | 286,806 | 13.1 | |
| * GROSS BUDGET | 2,146,069 | 1,661,317 | 2,396,423 | 2,529,371 | 2,529,371 | 5.5 | |
| INTRAFUND TRANSFERS | 37,822 | 34,862 | 44,137 | 41,670 | 41,670 | 5.6- | |
| * NET BUDGET | 2,183,891 | 1,696,179 | 2,440,560 | 2,571,041 | 2,571,041 | 5.3 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 13,950 | 7,534 | 32,000 | 34,500 | 34,500 | 7.8 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 13,950 | 7,534 | 32,000 | 34,500 | 34,500 | 7.8 | |
| * UNREIMBURSED COSTS | 2,169,941 | 1,688,645 | 2,408,560 | 2,536,541 | 2,536,541 | 5.3 | |
| 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.

Major Budget changes

Salaries & Benefits

- \$14,500 Increase extra-help costs to establish property characteristics database.
- \$103,092 General salary and benefits adjustments.

Services & Supplies

- (\$15,000) Decrease in Special Department Expense expenditures. The Special Department Expense line item is used to enhance the efficiency of the office as determined by the Assessor and is financed through Special Revenue Fund #0181.
- (\$2,900) Decrease in Transportation & Travel expenditures.

Other Charges

- \$36,113 Increase in Information Technology charges.

Revenues

- \$2,500 Increase in Interfund Trans-in Special Revenue funds, due to the net result of decreasing expenditures of AutoCAD

mapping system development and the increase in the cost for extra help to establish property characteristics database.

Program Discussion & Summary Budget Request

As noted above, the primary function of the Assessor is to set values of all taxable property within the County, in accordance with applicable tax laws, excepting those properties whose values are established by the State Board of Equalization (BOE). Valuations established by the Assessor and the BOE form the basis for property taxes, which provide essential revenue to the state and the County.

Although secondary to establishing property values, another important function of the Assessor is to provide public service to the citizens and to other County departments by providing general information, answering property-related questions, researching ownership, assisting property owners with concerns regarding assessments, and a host of other duties as required.

Presently, in order to provide such assistance to homeowners and in accordance with the provisions of Proposition 8 of 1978 (California Revenue & Taxation Code Section 51), the department is focused on addressing value declines resulting from the collapse of the housing market – primarily affecting a multitude of single family residential properties countywide. During the current fiscal period, this effort has placed severe demands on staff appraisers, due to the extremely high volume of property reviews and adjustments being added to the regular work flow. Consequently, for the second year running, it will be necessary to request approval from the BOE for a 30-day extension to complete the annual assessment roll.

It is ironic that this increased level of workload ultimately will bring about a decreased level of property tax revenue, to the extent that we anticipate either zero or negative roll growth upon completion of the assessment roll for FY 2009-10.

On a more optimistic note, in concert with our focus on public service and to further augment a potential but heretofore unrealized revenue source, this department has engaged, over the past year, in development of a comprehensive property characteristics database. Formerly, structural property characteristics (age, square footage, construction details, etc.) could be obtained only by individually accessing each appraisal file and culling data from the building records contained therein – a tedious and time-consuming process. However, beginning with all single family residential properties, this data is being extracted from the files and formatted for access from the Assessor's property system electronic database.

Facilitation of access to such data will be helpful to property owners, as well as to certain other County departments. Also, as a variety of outside agencies such as realtors are desirous of obtaining such information, it is a marketable product, capable of generating additional departmental revenue. Thus, the additional cost of development (primarily, the use of a full-time extra-help employee) is considered more than justified by future receipts anticipated from sales of such data. In addition, the cost of the extra-help employee is offset by revenue from the State-County Property Tax Program, Special Revenue Fund #0181.

The department additionally has made great strides in conversion of its antiquated mapping system into an electronic digitized format by means of AutoCAD software mapping programs. All County Assessor's parcel maps, previously hand-drawn in ink

on mylar sheets, now are generated and archived within a computer. Likewise, changes to existing parcel configurations, including lot-line adjustments and creation of new subdivision maps, can be incorporated into our system and archived electronically through use of the new equipment and software. The electronic format also is expected to facilitate updating of the County's GIS base-map in the Community Services Department. This much-needed modernization of our mapping processes was enabled and will be sustained, as necessary, by utilization of Property Tax Administration (PTAP) carry-over funds remaining in a special revenue account.

Ultimately, we look forward to electronic conversion and archiving of all paper documents and appraisal files in similar fashion, which will provide numerous benefits, including ease of access, expediency in tracking and updating, and insurance against damage or loss.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended as requested.

The Assessor concurs with the recommended budget.

Board of Supervisors

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------|-------------|---------------|------------|-----------|------------|--|
| DEPT HEAD: | UNIT: BOARD OF SUPERVISORS | | FUND: GENERAL | | | 0001 1-101 | |
| | ACTUAL | ACTUAL | ADOPTED | DEPARTMENT | CAO | % CHANGE | |
| | EXPENDITURE | EXPENDITURE | BUDGET | REQUEST | RECOMMEND | OVER | |
| | 2007-08 | 4-30-09 | 2008-09 | 2009-10 | 2009-10 | 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 266,465 | 205,346 | 267,072 | 260,824 | 260,824 | 2.3- | |
| SERVICES AND SUPPLIES | 61,045 | 40,546 | 63,200 | 63,200 | 63,200 | .0 | |
| OTHER CHARGES | 71,782 | 92,316 | 94,697 | 66,836 | 66,836 | 29.4- | |
| * GROSS BUDGET | 399,292 | 338,208 | 424,969 | 390,860 | 390,860 | 8.0- | |
| INTRAFUND TRANSFERS | 6,840 | 5,086 | 8,253 | 4,347 | 4,347 | 47.3- | |
| * NET BUDGET | 406,132 | 343,294 | 433,222 | 395,207 | 395,207 | 8.8- | |
| 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 | 406,132 | 343,294 | 433,222 | 395,207 | 395,207 | 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.

Major Budget Changes

There are no major budget changes for FY 2009-10.

Program Discussion & Summary Budget Request

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 2008-09 the Board of Supervisors implemented innovative Community programs to facilitate the citizens of Sutter County which include the following:

- In Spring 2008, the Board of Supervisors initiated an outreach program to hold Board meetings at the local high schools and involve youth in civic activities. Board meetings have been held at River Valley, Yuba City, Faith Christian, and Sutter High Schools. During FY 2009-10, the Board plans to work with the East Nicolaus and Live Oak High Schools to set up additional on-campus meetings.
- Due to increasing gang activity in the community, the Board of Supervisors committed \$568,000 in October 2008 to create a new multi-jurisdictional Gang Task Force. This program added seven new positions to the

Sheriff's Office, the District Attorney's Office, and Probation to augment efforts towards preventing and reducing gang crime. The Gang Task Force works cooperatively with the Yuba City Police Department, which also added a new gang-related Police Officer.

- The Sutter County Animal Shelter, constructed in the early 1980s, suffers from infrastructure problems, was built of materials that cannot withstand the hard uses demanded of an animal shelter, and is undersized to meet current and future population needs. In April 2009, the Board of Supervisors approved a contract with Swatt/Miers Architects to design a new Animal Shelter. Design work is expected to be completed during FY 2009-10. Construction costs are currently estimated at approximately \$3.0 million.
- The Board of Supervisors established the multi-jurisdictional Sutter-Butte Flood Control Agency, and is committed to the success of flood control securing funds for levee protection.
- During FY 2008-09, a subcommittee of the Board of Supervisors (Supervisors Jim Whiteaker and Larry Munger) has been working with the Community of Robbins for solutions to their aging water and wastewater systems. It is anticipated that Golden State Water Company will be authorized to take over operation of the Robbins water system sometime during FY 2009-10, and discussions are continuing regarding the wastewater system.

- The Board held a joint study session with the City Council of the City of Yuba City in March 2009 to discuss long-term planning issues to be incorporated into the County's General Plan Update, and possible expansion of the City's sphere of influence. The General Plan Update is scheduled to be completed in 2010.

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-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 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 149,581 | 122,040 | 168,095 | 165,736 | 165,736 | 1.4- |
| SERVICES AND SUPPLIES | 5,260 | 3,979 | 7,060 | 6,700 | 6,700 | 5.1- |
| OTHER CHARGES | 7,065 | 2,808 | 9,418 | 10,655 | 10,655 | 13.1 |
| * GROSS BUDGET | 161,906 | 128,827 | 184,573 | 183,091 | 183,091 | .8- |
| INTRAFUND TRANSFERS | 1,299 | 885 | 1,305 | 681 | 681 | 47.8- |
| * NET BUDGET | 163,205 | 129,712 | 185,878 | 183,772 | 183,772 | 1.1- |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 3,067 | 1,855 | 3,400 | 3,400 | 3,400 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 3,067 | 1,855 | 3,400 | 3,400 | 3,400 | .0 |
| * UNREIMBURSED COSTS | 160,138 | 127,857 | 182,478 | 180,372 | 180,372 | 1.2- |
| ALLOCATED POSITIONS | 2.10 | 2.10 | 2.10 | 2.10 | 2.10 | .0 |

Purpose

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

Major Budget Changes

Salaries & Benefits

- (\$3,400) Decrease in extra-help expenses.
- \$5,759 General salary and benefit adjustments.

Other Charges

- \$1,335 Increase in information technology charges.

Program Discussion & Summary Budget Request

The recommended budget for FY 2009-10 totals \$183,772, a slight decrease of \$2,106 from FY 2008-09. It includes funding for two Deputy Board Clerks and a portion of the County Clerk-Recorder's time for oversight of the office.

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

For FY 2009-10, 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 as requested.

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 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 396,647 | 320,761 | 400,416 | 392,987 | 392,987 | 1.9- | |
| SERVICES AND SUPPLIES | 466,241 | 228,265 | 325,640 | 465,505 | 465,505 | 43.0 | |
| OTHER CHARGES | 45,755 | 20,232 | 44,171 | 50,192 | 50,192 | 13.6 | |
| FIXED ASSETS | 91,855 | 0 | 0 | 0 | 0 | .0 | |
| * GROSS BUDGET | 1,000,498 | 569,258 | 770,227 | 908,684 | 908,684 | 18.0 | |
| INTRAFUND TRANSFERS | 12,664 | 11,083 | 10,973 | 18,251 | 18,251 | 66.3 | |
| * NET BUDGET | 1,013,162 | 580,341 | 781,200 | 926,935 | 926,935 | 18.7 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 54,370 | 7,952 | 143,700 | 68,500 | 68,500 | 52.3- | |
| GOVERNMENTAL REVENUES | 1,763 | 1,547 | 1,100 | 27,745 | 27,745 | 2,422.3 | |
| TOTAL OTHER REVENUES | 56,133 | 9,499 | 144,800 | 96,245 | 96,245 | 33.5- | |
| * UNREIMBURSED COSTS | 957,029 | 570,842 | 636,400 | 830,690 | 830,690 | 30.5 | |
| ALLOCATED POSITIONS | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 | .0 | |

Purpose

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

Major Budget Changes

Salaries & Benefits

- \$20,043 General salary and benefits adjustments.

- (\$9,000) Decrease in overtime expenses due to utilizing Clerk and Recorder staff as available.
- (\$22,000) Decrease in extra help charges due to utilizing Clerk and Recorder staff as available.

Services & Supplies

- \$139,865 Increase in Services and Supplies due to additional costs associated with the June gubernatorial primary election and two uniform district election law elections (UDEL).

Other Charges

- \$6,021 Increase in Information Technology charges.

Revenues

- (\$80,000) Decrease in elections services revenue due to fewer fees eligible for reimbursement for elections held in FY 2009-10 as compared to FY 2008-09.
- \$11,300 Increase in candidate filing fee revenue.
- \$25,945 Increase due to VOTE Grant awarded to Sutter County for improved accessibility for disabled individuals.

Program Discussion & Summary Budget Request

This budget funds the elections that the county is responsible for administering, as well as elections which are administered on behalf of other entities such as the Cities of Yuba City and Live Oak and various school districts and other special districts. Elections that are administered for these entities are consolidated with other countywide elections, and the county is reimbursed for the other jurisdictions' proportionate share of the costs. The County's expectation for the State reimbursement of the approximate \$200,000 cost for the Special Election held in May 2009 is looking bleaker as the State's budget crisis continues.

Elections anticipated for this fiscal year are two uniform district election law elections (landowner elections) and a gubernatorial primary.

Goals for FY 2009-10, in addition to conducting elections, include the VoteCal project, which is an online voter registration verification system. Sutter County will be a test county for this statewide project.

Sutter County Elections competed for, and was awarded a \$25,945 VOTE grant for improving accessibility to and participation in the elections process for individuals with disabilities.

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.

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 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 392,039 | 328,798 | 479,641 | 489,193 | 489,193 | 2.0 |
| SERVICES AND SUPPLIES | 79,306 | 52,225 | 128,885 | 94,440 | 94,440 | 26.7- |
| OTHER CHARGES | 35,734 | 18,382 | 47,280 | 53,625 | 53,625 | 13.4 |
| FIXED ASSETS | 8,328 | 0 | 0 | 0 | 0 | .0 |
| * GROSS BUDGET | 515,407 | 399,405 | 655,806 | 637,258 | 637,258 | 2.8- |
| INTRAFUND TRANSFERS | 15,060 | 11,482 | 16,104 | 15,515 | 15,515 | 3.7- |
| * NET BUDGET | 530,467 | 410,887 | 671,910 | 652,773 | 652,773 | 2.8- |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 530,485 | 138,983 | 671,910 | 652,773 | 652,773 | 2.8- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 530,485 | 138,983 | 671,910 | 652,773 | 652,773 | 2.8- |
| * UNREIMBURSED COSTS | 18- | 271,904 | 0 | 0 | 0 | .0 |
| ALLOCATED POSITIONS | 6.80 | 6.80 | 6.80 | 6.65 | 6.65 | 2.2- |

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

- \$16,752 General salary and benefits adjustments.

- (\$7,200) Decrease in extra-help expenses due to adjusting staff costs between the County Clerk (#2710) and Recorder budgets to more closely reflect actual duties performed by staff.

Services & Supplies

- (\$27,770) Decrease in Special Departmental Expense due to deferring the digitization of micro-filmed documents.
- (\$4,000) Decrease in Professional and Special Services due to fewer documents requiring micro-filming.

Other Charges

- \$6,345 Increase in Information Technology charges.

Revenues

- (\$44,912) Decrease in recording fee revenue due to a drop in real estate transactions.
- \$41,528 Increase in transfer-in from four Special Revenue Funds used to support the function of the Recorder’s office (County Recorder Upgrading Fees #0-232, Micrographic Fees-Recorder #0-237, Social Security Truncation Program #0-280 and Vital Statistics Trust Recorder (VRIP) #0-288). The transfer-in from these funds make up for lost recording fee revenue due to an anticipated lower number of recordings for fiscal year 2009-10.
- (\$10,000) Decrease in Other Revenue due to a reevaluation of the anticipated revenue for the Records Query Program.

Program Discussion & Summary Budget Request

This budget funds the Recorder operation, which is 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, which funds the cost of converting document storage system to micrographics, 2) the Upgrade Fund, which funds the

support, maintenance, improvement and provides for the full operation for modernized creation, retention, and retrieval of information in the County’s recorded document system, 3) the Vital Statistics Fund, which funds the modernization of vital records operations, and 4) the Social Security Truncation Fund, which funds the redaction of social security numbers of recorded documents.

Salaries and benefits have been adjusted between the Clerk and Recorder functions to more closely reflect actual duties performed by staff.

As the trend in document recordings are 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 2009-10.

| Fiscal Year | Deeds | Deed of Trust | Notice of Default | Notice of Trustee Sale | Trustee Deed | Total |
|-------------|-------|---------------|-------------------|------------------------|--------------|-------|
| 2008-09 | 3132 | 2319 | 1163 | 947 | 682 | 19886 |
| 2007-08 | 3484 | 3988 | 1313 | 856 | 614 | 25019 |
| 2006-07 | 4507 | 7246 | 586 | 298 | 182 | 32590 |
| 2005-06 | 5933 | 10318 | 265 | 87 | 17 | 41244 |
| 2004-05 | 7062 | 11198 | 168 | 63 | 5 | 44013 |

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: DONNA JOHNSTON | UNIT: COUNTY CLERK | | FUND: GENERAL | | | 0001 2-710 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 209,387 | 168,029 | 216,706 | 218,795 | 218,795 | 1.0 | |
| SERVICES AND SUPPLIES | 7,187 | 4,604 | 6,430 | 8,210 | 8,210 | 27.7 | |
| OTHER CHARGES | 3,927 | 2,825 | 5,072 | 5,427 | 5,427 | 7.0 | |
| * GROSS BUDGET | 220,501 | 175,458 | 228,208 | 232,432 | 232,432 | 1.9 | |
| INTRAFUND TRANSFERS | 3,207 | 1,837 | 3,727 | 2,210 | 2,210 | 40.7- | |
| * NET BUDGET | 223,708 | 177,295 | 231,935 | 234,642 | 234,642 | 1.2 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 138,545 | 87,029 | 138,000 | 103,000 | 103,000 | 25.4- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 138,545 | 87,029 | 138,000 | 103,000 | 103,000 | 25.4- | |
| * UNREIMBURSED COSTS | 85,163 | 90,266 | 93,935 | 131,642 | 131,642 | 40.1 | |
| ALLOCATED POSITIONS | 2.30 | 2.30 | 2.30 | 2.45 | 2.45 | 6.5 | |

Purpose

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

Major Budget Changes

Salaries & Benefits

- \$2,089 General salary and benefit adjustments.

Services & Supplies

- \$1,500 Increase in office expenses.

Other Charges

- (\$1,527) Decrease in intrafund postage costs.

Revenues

- (\$35,000) Decrease in Passport fees and Fictitious Business Name Statement fees based on recent historical experience.

Program Discussion & Summary Budget Request

This budget funds the County Clerk operation, which include the acceptance of passport applications, Fictitious Business Name Statements, marriage licenses and marriage ceremonies. Vital records such as

birth certificates are also available for purchase.

The U.S. Department of State sets the execution fee for passports. A recent reduction in this fee is reflected in the decreased revenue for this budget unit. The department processes an average of 2,400 passports annually. However, the department is now offering passport photo services, which should increase the number of passports processed and offset some of the decline in revenue.

Fictitious Name Statement revenue has begun to decline over the past few years. The number of filings are shown below:

| | |
|----------------------|-----|
| FY 2005-06 | 767 |
| FY 2006-07 | 853 |
| FY 2007-08 | 755 |
| FY 2008-09 estimated | 618 |

Salaries and Benefits have been adjusted between the Clerk and Recorder functions to more closely reflect actual duties performed by staff. This change resulted in a minimal \$2,089 change overall.

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

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.

Contingencies

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMBS | UNIT: CONTINGENCY | | FUND: GENERAL | | 0001 9-900 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 0 | 0 | 0 | 0 | 0 | .0 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 705,580 | 750,000 | 750,000 | 6.3 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 0 | 0 | 705,580 | 750,000 | 750,000 | 6.3 |
| 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 | 705,580 | 750,000 | 750,000 | 6.3 |
| 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 need that may occur during the course of the fiscal year. While state statutes provide that up to 15% of the total of all other appropriations can be placed in reserve, the amount historically reserved for the County’s budget has been at a much lower level. The recommended amount of \$750,000 represents approximately 1% of recommended total General Fund expenditures.

The zeroes shown in the “Actual” columns for prior years can appear misleading. To avoid double-counting of expenditures within the General Fund, the Auditor-Controller’s Office reduces the budgeted amount in the Contingency Reserve and adds to the budgeted amount in the new budget unit when a transfer is made. For example, the originally-budgeted amount for FY 2008-09 was \$705,580. However, as of April 30, 2009, transfers totaling \$71,941 have been approved for various projects approved during the year,

Contingency (9-900)

Larry T. Combs, County Administrator

following the approval of the FY 2008-09 Final Budget. These transfers have therefore reduced the adjusted budget to \$645,357 for FY 2008-09. The same procedure will be used for FY 2009-10.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Administrator's Office

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMES | UNIT: COUNTY ADMINISTRATOR | | FUND: GENERAL | | 0001 1-102 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 908,525 | 865,170 | 1,146,202 | 1,229,192 | 1,229,192 | 7.2 |
| SERVICES AND SUPPLIES | 75,959 | 36,630 | 52,300 | 58,600 | 58,600 | 12.0 |
| OTHER CHARGES | 28,343 | 12,590 | 35,855 | 64,869 | 64,869 | 80.9 |
| * GROSS BUDGET | 1,012,827 | 914,390 | 1,234,357 | 1,352,661 | 1,352,661 | 9.6 |
| INTRAFUND TRANSFERS | 2,326 | 2,857 | 2,652 | 2,124 | 2,124 | 19.9- |
| * NET BUDGET | 1,015,153 | 917,247 | 1,237,009 | 1,354,785 | 1,354,785 | 9.5 |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 3,866 | 6,814 | 3,900 | 8,900 | 8,900 | 128.2 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 3,866 | 6,814 | 3,900 | 8,900 | 8,900 | 128.2 |
| * UNREIMBURSED COSTS | 1,011,287 | 910,433 | 1,233,109 | 1,345,885 | 1,345,885 | 9.1 |
| ALLOCATED POSITIONS | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | .0 |

Purpose

The County Administrative Officer (CAO) provides staff support to the Board of Supervisors. The duties of the CAO and his staff include attending all Board meetings; providing policy recommendations for matters being considered by the Board; preparing and submitting the annual 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

- \$82,990 General salary and benefits adjustments.

Services and Supplies

- \$6,500 Increase in Employment Training due to staff employment training for the new budget system and tuition costs for fully-reimbursed Executive Institute seminar.

Other Charges

- \$24,489 Increase in Interfund charges for the implementation of the new budget system.

Revenue

- \$5,000 Increase in Other Revenue: scholarship for staff member to attend Executive Institute seminar.

Program Discussion & Summary Budget Request/ CAO Recommendation

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, 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 (#1103), 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.

The County Administrative Office staff is continuing the process, begun in 2008, of updating the County's outdated (1980s-vintage) Administrative Policies and Procedures Manual.

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 early 2010; the Budget module and some peripheral components will be implemented in 2010. A contract with Steve Leckey Consulting, Inc was approved to oversee the implementation of the new system. The Personnel, Payroll, and Purchasing modules are scheduled to be implemented by early 2010. The CAO's budget includes \$24,489 for this department's share of cost related to the Personnel/Payroll system. The Proposed Budget includes \$30,000 for one extra-help position to assist regular staff during the implementation of the budget module and \$1,300 for staff training. However, the extra-help budget for FY 2008-09 already included \$31,706 for a staff intern to assist with updating the Administrative Policies Manual, so there is actually a net decrease in budgeted extra-help expenses of \$1,706. The CAO's office is represented on the Project Steering Committee.

Through the Public Information Officer, in coordination with the Water Resources Division of Public Works, the County earned a National Association of Counties Achievement Award in June 2009 for the "Mandatory Flood Insurance Deadline Outreach" program the County implemented

in 2008 to warn south county residents of the Federal Emergency Management Agency's decision to place them in a mandatory flood insurance area.

The Public Information Officer also conducted the County's first-ever Media Relations Training workshops.

During the first half of 2009, CAO staff revised the Proposed Budget Book format to make budget information more understandable and user-friendly, to provide more information about departmental operations, and provide more detail about policy, legislative, and State/federal budget changes that impact County finances.

County Administrative Office goals for FY 2009-10 include assisting in the successful implementation of the new Sungard Personnel-Payroll-Purchasing System by Spring 2010, to begin implementation of the Budget module, and to complete the update of the Administrative Manual.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

Non-Departmental Expenses (1-103) *Larry T. Combs, County Administrator*

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: LARRY T COMBS | UNIT: NON-DEPARTMENTAL EXPENSES | | FUND: GENERAL | | 0001 1-103 | | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 0 | 0 | 42,000 | 42,000 | 42,000 | .0 | |
| SERVICES AND SUPPLIES | 387,774 | 283,174 | 576,000 | 548,300 | 548,300 | 4.8- | |
| OTHER CHARGES | 81,172 | 11,140 | 123,400 | 0 | 0 | 100.0- | |
| * GROSS BUDGET | 468,946 | 294,314 | 741,400 | 590,300 | 590,300 | 20.4- | |
| INTRAFUND TRANSFERS | 0 | 0 | 4,980- | 5,000- | 5,000- | .4 | |
| RESIDUAL EQUITY TRANS-CUT | 0 | 0 | 0 | 141,464 | 141,464 | *** | |
| * NET BUDGET | 468,946 | 294,314 | 736,420 | 726,764 | 726,764 | 1.3- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | 0 | .0 | |
| INCREASE IN DESIGNATIONS | 0 | 0 | 0 | 806,534 | 806,534 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 97,991 | 0 | 0 | 100.0- | |
| * TOTAL BUDGET | 468,946 | 294,314 | 834,411 | 1,533,298 | 1,533,298 | 83.8 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 39,244 | 0 | 44,209 | 98,400 | 98,400 | 122.6 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 39,244 | 0 | 44,209 | 98,400 | 98,400 | 122.6 | |
| * UNREIMBURSED COSTS | 429,702 | 294,314 | 790,202 | 1,434,898 | 1,434,898 | 81.6 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .00 | .0 | |

Purpose

This budget unit finances certain general service costs of County government, which are not readily allocated to any specific department. Typical costs include professional services for legislative advocacy and conducting the annual independent audit of County government finances.

Major Budget Changes

Services and Supplies

- (\$27,700) Decrease in Professional & Specialized Services and Legislative Advocacy due to adjustments in budgeting costs

between the Non-Departmental Expenses budget unit and the Flood Control budget unit (1-923).

Other Charges

- (\$123,400) Decrease in Long-Term Debt payments as the payments on the energy retrofit project have been completed.

Revenues

- \$39,761 Increase in Interfund Audit Expense payments from non-General Fund departments based on increase in total cost

Non-Departmental Expenses (1-103) *Larry T. Combs, County Administrator*

for the annual County fiscal audit.

- (\$17,070) Decrease in Interfund Energy Project share of cost payment from non-General Fund departments as the payments on the energy retrofit project have been completed.
- \$31,500 Increase in Contribution from Other Agency for reimbursement payments from the City of Yuba City to reflect the share of cost of a joint legislative advocacy contract.

Program Discussion & Summary Budget Request/ CAO Recommendation

The Requested/Recommended Budget is \$1,533,298.

Within the Salaries and Benefits object level, the only account budgeted is Unemployment Insurance, which each year provides for anticipated Unemployment Insurance payments for General Fund Departments.

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

A Residual Equity Transfer-Out to the Information Technology Department fund (4-581) is recommended at \$141,464 to offset costs in that budget unit.

Revenues include the Interfund Transfer-In from the County Exhibit Trust Special Revenue Fund to fund expenditures related to

the County's exhibit at the annual California State Fair and Interfund revenue 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 \$806,534:

- \$466,647 is recommended to transfer General Fund vehicle replacement monies from the closing of the Vehicle Replacement Fund to the Designation for Future Vehicle Purchases. These funds were recorded as Other Revenue in the General Revenues budget unit for FY 2008-09 and are included in the FY 2009-10 Fund Balance Available.
- \$25,000 is recommended to continue to fund the Telephone System Equipment Replacement reserve (account 37316) over time.
- \$47,583 is recommended to transfer actual net revenues from FY 2007-08 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.
- \$262,304 is recommended from actual revenue received in FY 2007-08 for

Non-Departmental Expenses (1-103) *Larry T. Combs, County Administrator*

Williamson Act subventions, to be placed in the Designation for Williamson Act Subvention (account 37338). This designation has been established to be used to offset the lost revenue due to any future decrease in or elimination of the Williamson Act Subvention.

County Counsel

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: RCN ERICKSON | UNIT: COUNTY COUNSEL | | FUND: GENERAL | | | 0001 1-301 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 914,815 | 778,591 | 970,019 | 1,056,234 | 1,056,234 | 8.9 | |
| SERVICES AND SUPPLIES | 106,642 | 75,810 | 158,675 | 160,220 | 160,220 | 1.0 | |
| OTHER CHARGES | 11,534 | 7,262 | 16,555 | 18,109 | 18,109 | 9.4 | |
| * GROSS BUDGET | 1,032,991 | 861,663 | 1,145,249 | 1,234,563 | 1,234,563 | 7.8 | |
| INTRAFUND TRANSFERS | 26,863- | 36,511- | 3,576 | 27,432- | 27,432- | 867.1- | |
| * NET BUDGET | 1,006,128 | 825,152 | 1,148,825 | 1,207,131 | 1,207,131 | 5.1 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 39,520 | 24,341 | 40,000 | 38,000 | 38,000 | 5.0- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 39,520 | 24,341 | 40,000 | 38,000 | 38,000 | 5.0- | |
| * UNREIMBURSED COSTS | 966,608 | 800,811 | 1,108,825 | 1,169,131 | 1,169,131 | 5.4 | |
| 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.

Major Budget Changes

Salaries & Benefits

- \$86,215 General salaries and benefits adjustments.

Program Discussion & Summary Budget Request

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. In the last fiscal year, County Counsel obtained the sum of \$38,000 in bail bond forfeitures and attorney's fees on behalf of the County.
- 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 fiscal year 2009-10 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 as requested.

County Counsel concurs with the recommended budget.

County Share Budgets

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

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMBS | UNIT: TRIAL COURTS-GENERAL | | FUND: TRIAL COURT | | 0014 2-110 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| 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 | 3,066,962 | 3,150,000 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 35,766- | 18,025- | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 3,031,196 | 3,131,975 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| * UNREIMBURSED COSTS | 3,031,196- | 3,131,975- | 3,505,247- | 3,746,883- | 3,746,883- | 6.9 |
| 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

- \$241,636 Increase in Interfund General Fund cost.

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund Contribution is \$3,746,883, which is an increase of \$241,636 (6.9%) compared to the FY 2008-09 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)

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMES | UNIT: TRIAL COURT-COUNTY SHARE | | FUND: GENERAL | | 0001 2-114 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 3,066,962 | 3,150,000 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| * GROSS BUDGET | 3,066,962 | 3,150,000 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 3,066,962 | 3,150,000 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| 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 | 3,066,962 | 3,150,000 | 3,505,247 | 3,746,883 | 3,746,883 | 6.9 |
| 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).

Major Budget Changes

Other Charges

- \$241,636 Increase in Interfund Trial Court cost.

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund contribution is \$3,746,883, which is \$241,636 (6.9%) higher than the FY 2008-09 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.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMBS | UNIT: PUBLIC SAFETY-GENERAL | | FUND: PUBLIC SAFETY | | 0015 2-210 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| 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 | 19,228,621 | 14,319,739 | 21,680,087 | 22,554,362 | 22,554,362 | 4.0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 141,313- | 58,391- | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 19,087,308 | 14,261,348 | 21,680,087 | 22,554,362 | 22,554,362 | 4.0 |
| * UNREIMBURSED COSTS | 19,087,308- | 14,261,348- | 21,680,087- | 22,554,362- | 22,554,362- | 4.0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .00 | .0 |

Purpose

This budget unit, which is prepared by the County Administrative Office, was created by the Board of Supervisors in 1993. It shows both the revenue derived from the ½ percent sales tax increase the State's voters approved when they passed Proposition 172 in November 1993, and the contribution from the County General Fund necessary to finance public safety costs. The General Fund contribution is budgeted in the Public Safety - County Share budget unit #2-215.

Major Budget Changes

Other Charges

- \$874,275 Increase in Interfund General Fund Costs.

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The Revenue of this budget is recommended at \$22,554,362, which is \$874,275 (4.0%) more than the FY 2008-09 Adopted Budget. The recommended General Fund contribution is \$16,554,362, which is \$1,374,275 more than the FY 2008-09 Adopted Budget. The revenue is comprised of the requested Unreimbursed Cost of all the other budget units in the Public Safety Fund of \$16,554,362, plus an estimate that \$6,000,000 in Proposition 172 revenue will be received in FY 2009-10. The Proposition 172 revenue estimate assumes a decrease of \$500,000 from the prior fiscal year.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Public Safety (2-215)

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMBS | UNIT: PUBLIC SAFETY-COUNTY SHARE | | FUND: GENERAL | | 0001 2-215 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 12,382,866 | 9,825,000 | 15,180,087 | 16,554,362 | 16,554,362 | 9.1 |
| * GROSS BUDGET | 12,382,866 | 9,825,000 | 15,180,087 | 16,554,362 | 16,554,362 | 9.1 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 12,382,866 | 9,825,000 | 15,180,087 | 16,554,362 | 16,554,362 | 9.1 |
| 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 | 12,382,866 | 9,825,000 | 15,180,087 | 16,554,362 | 16,554,362 | 9.1 |
| 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 a revenue in the Public Safety - General budget unit (Budget 2-210), which is located in the Public Safety Fund.

Major Budget Changes

Other Charges

- \$1,374,275 Increase in Interfund Public Safety Costs.

Program Discussion & Summary Budget Request/ CAO Budget Recommendation

The recommended General Fund contribution is \$16,554,362, which is \$1,374,275 (9.1%) more than the FY 2008-09 Adopted Budget. The General Fund contribution to the Public Safety Fund #2-210 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)

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: LARRY T COMBS | UNIT: MENTAL HEALTH-COUNTY SHARE | | FUND: GENERAL | | 0001 4-107 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 1,877,989 | 1,288,112 | 1,830,963 | 1,650,000 | 1,650,000 | 9.9- |
| * GROSS BUDGET | 1,877,989 | 1,288,112 | 1,830,963 | 1,650,000 | 1,650,000 | 9.9- |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 1,877,989 | 1,288,112 | 1,830,963 | 1,650,000 | 1,650,000 | 9.9- |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 1,877,989 | 1,288,112 | 1,830,963 | 1,650,000 | 1,650,000 | 9.9- |
| TOTAL OTHER REVENUES | 1,877,989 | 1,288,112 | 1,830,963 | 1,650,000 | 1,650,000 | 9.9- |
| * UNREIMBURSED COSTS | 0 | 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 Administrative Officer.

Major Budget Changes

- (\$180,963) Decrease in Motor Vehicle In-Lieu (MVIL) Realignment revenue based on current economic trends.

Program Discussion & Summary Budget Request/ CAO Recommendation

The MVIL portion of Mental Health Realignment revenues for FY 2009-10 is recommended at \$1,650,000. The recommended budget for MVIL revenue reflects an approximately 10% decrease over the prior year “annual base” amount, which is the minimum guaranteed amount of MVIL revenue that the County would receive (assuming the State receives anticipated MVIL revenues). This amount is set each year by the State Controller’s Office. Based on current economic conditions, it is anticipated that this revenue will decrease in both FY 2008-09 and FY 2009-10. 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.

County Share Budgets Mental Health Fund (4-107)

Larry T. Combs, County Administrator

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | | |
|-------------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: LARRY T COMBS | UNIT: HEALTH CARE-GENERAL | | FUND: HEALTH | | 0012 4-110 | | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| OTHER CHARGES | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | .0 | |
| * GROSS BUDGET | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | .0 | |
| * NET BUDGET | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | 2,996,118 | .0 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | 0 | .0 | |
| INCREASE IN DESIGNATIONS | 0 | 0 | 152,209 | 0 | 0 | 100.0- | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 2,996,118 | 2,996,118 | 3,148,327 | 2,996,118 | 2,996,118 | 4.8- | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 9,053,814 | 7,230,580 | 9,785,927 | 9,692,661 | 9,692,661 | 1.0- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 47,254- | 10,241- | 0 | 0 | 0 | .0 | |
| CANCELLATION OF PRIOR YEAR RESERVES | 0 | 0 | 152,209 | 0 | 0 | 100.0- | |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 9,006,560 | 7,220,339 | 9,938,136 | 9,692,661 | 9,692,661 | 2.5- | |
| * UNREIMBURSED COSTS | 6,010,442- | 4,224,221- | 6,789,809- | 6,696,543- | 6,696,543- | 1.4- | |
| 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

- (\$515,901) Decrease in MVIL Realignment revenue based on current economic trends.

County Share Budgets

Health Care - General (4-110)

Larry T. Combs, County Administrator

- (\$157,658) Decrease in Sales Tax Realignment revenue based on current economic trends.
- \$580,293 Increase in General Fund share of cost for the Health Fund.

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended revenue is \$9,692,661, which is a decrease of \$245,475 (2.5%) over the FY 2008-09 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 2008-09 Adopted Budget.

The recommended budget for the MVIL portion of Health Realignment revenue is recommended at \$4,634,000, reflecting a 10% decrease over the prior year “annual base” amount. The “annual base” is the minimum guaranteed amount of MVIL revenue that the County would receive (assuming the State received anticipated revenues). 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 0-248), is recommended at \$1,418,920. It is anticipated that Sales Tax

revenues in FY 2009-10 will also decrease by approximately 10% over the prior year “annual base” 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 both FY 2008-09 and FY 2009-10. 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 2009-10.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

County Share Budgets Health Fund (4-112)

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: LARRY T COMBS | UNIT: HEALTH-COUNTY SHARE | | FUND: GENERAL | | | 0001 4-112 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| OTHER CHARGES | 7,505,669 | 6,315,466 | 8,209,349 | 8,273,741 | 8,273,741 | .8 | |
| * GROSS BUDGET | 7,505,669 | 6,315,466 | 8,209,349 | 8,273,741 | 8,273,741 | .8 | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 7,505,669 | 6,315,466 | 8,209,349 | 8,273,741 | 8,273,741 | .8 | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 5,220,369 | 3,515,466 | 5,149,901 | 4,634,000 | 4,634,000 | 10.0- | |
| TOTAL OTHER REVENUES | 5,220,369 | 3,515,466 | 5,149,901 | 4,634,000 | 4,634,000 | 10.0- | |
| * UNREIMBURSED COSTS | 2,285,300 | 2,800,000 | 3,059,448 | 3,639,741 | 3,639,741 | 19.0 | |
| 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

- (\$515,901) Decrease in MVIL Realignment revenue based on current economic trends.
- \$580,293 Increase in General Fund share of cost for the Health Fund.

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended budget is \$8,273,741. This is an increase of \$64,392 over the FY 2008-09 Adopted Budget.

County Share Budgets Health Fund (4-112)

Larry T. Combs, County Administrator

MVIL Realignment revenues are recommended at \$4,634,000, representing a decrease of 10% over the prior year “base” MVIL Realignment revenue amount.

The General Fund share of cost is recommended at \$3,639,741, which is \$580,293 more than the FY 2008-09 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)

Larry T. Combs, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: LARRY T COMBS

UNIT: WELFARE/SOCIAL SERVICES-GENRL FUND: WELFARE/SOCIAL SERVICES

0013 5-110

| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
|-----------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| 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 | 2,590,172 | 3,204,639 | 4,974,040 | 5,187,320 | 5,187,320 | 4.3 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 28,122- | 11,960 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 2,562,050 | 3,216,599 | 4,974,040 | 5,187,320 | 5,187,320 | 4.3 |
| * UNREIMBURSED COSTS | 2,562,050- | 3,216,599- | 4,974,040- | 5,187,320- | 5,187,320- | 4.3 |
| 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

- (\$20,942) Decrease in Interfund Motor Vehicle In-Lieu (MVIL) Realignment revenue based on current economic conditions.
- \$1,200,000 Transfer-in from the Welfare/Social Services Realignment Trust Fund.
- (\$965,778) Decrease in General Fund share of cost for the Welfare/Social Services Fund.

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended revenue is \$5,187,320, which is an increase of \$213,280 (4.3%) over the FY 2008-09 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 \$4,200,000. It is anticipated that Sales Tax revenues in FY 2009-10 will decrease by approximately 10% over the prior year “annual base” amount. The “annual base” is the minimum guaranteed amount of revenue that the County would receive (assuming the State received anticipated revenues). The recommended budget for the Sales Tax portion of the SSRR reflects the use of approximately \$1,200,000 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 \$3,000,000.

The recommended budget for the MVIL portion of the SSRR is \$188,480, reflecting a 10% decrease over the prior year “annual base” 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 both FY 2008-09 and FY 2009-10. 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 2009-10. However, in the event that Realignment Revenues do not meet the budgeted amount (due to a decrease in statewide sales tax collections) there are ample reserve funds available in the Welfare/Social Services Realignment Fund to support the FY 2009-10 recommended budget.

The recommended General Fund share of cost for the Welfare/Social Services Fund is \$798,840, which is \$965,778 (54.7%) lower than in FY 2008-09. The decrease in the General Fund cost is due to the recommendation to use approximately \$1,200,000 from the Welfare/Social Services Realignment Trust to offset the cost of the Welfare Fund.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

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

Larry T. Combs, County Administrator

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: LARRY T COMBS | UNIT: WELFARE-COUNTY SHARE | | FUND: GENERAL | | | 0001 5-113 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| OTHER CHARGES | 1,719,576 | 142,957 | 1,974,040 | 987,320 | 987,320 | 50.0- | |
| * GROSS BUDGET | 1,719,576 | 142,957 | 1,974,040 | 987,320 | 987,320 | 50.0- | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 1,719,576 | 142,957 | 1,974,040 | 987,320 | 987,320 | 50.0- | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 216,857 | 142,957 | 209,422 | 188,480 | 188,480 | 10.0- | |
| TOTAL OTHER REVENUES | 216,857 | 142,957 | 209,422 | 188,480 | 188,480 | 10.0- | |
| * UNREIMBURSED COSTS | 1,502,719 | 0 | 1,764,618 | 798,840 | 798,840 | 54.7- | |
| 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

- (\$20,942) Decrease in MVIL Realignment revenue based on current economic trends.
- (\$965,778) Decrease in General Fund share of cost for the Welfare/Social Services Fund.

Program Discussion & Summary Budget Request/ CAO Recommendation

The recommended budget is \$798,840. This is a decrease of \$986,720 (50.0%) over the FY 2008-09 Adopted Budget.

MVIL Realignment revenues are recommended at \$188,480, representing a

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

Larry T. Combs, County Administrator

decrease of 10% over the prior year “base” MVIL Realignment amount.

The General Fund contribution is recommended at \$798,840, which is \$965,778 lower 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 \$1.2 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.

Domestic Violence Centers

**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 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 20,765 | 17,417 | 21,000 | 21,000 | 21,000 | .0 |
| * GROSS BUDGET | 20,765 | 17,417 | 21,000 | 21,000 | 21,000 | .0 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 20,765 | 17,417 | 21,000 | 21,000 | 21,000 | .0 |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 20,765 | 17,417 | 21,000 | 21,000 | 21,000 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 20,765 | 17,417 | 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 act as a collection account of monies from the issuance of marriage licenses for distribution to domestic violence programs. 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.

as well as counseling services for victims of domestic violence. The statistics of Marriage licenses for the past few years are as follows:

| Fiscal Year | Number of Marriages |
|-------------|---------------------|
| 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 Board of Supervisors distributes the collected funds locally to Casa de Esperanza for domestic violence programs. Casa de Esperanza provides a safe house for victims,

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.

General Revenues

General Revenues (1-209)

Larry T. Combs, County Administrator

EXECUTIVE SUMMARY

DEPT HEAD: LARRY T COMBS

UNIT: GENERAL REVENUES

FUND: GENERAL

0001 1-209

| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
|-------------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | | |
| INTRAFUND TRANSFERS | 263,498- | 11,486- | 32,475- | 12,160- | 12,160- | 62.6- |
| * GROSS BUDGET | 263,498- | 11,486- | 32,475- | 12,160- | 12,160- | 62.6- |
| * NET BUDGET | 263,498- | 11,486- | 32,475- | 12,160- | 12,160- | 62.6- |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | 0 | .0 |
| INCREASE IN DESIGNATIONS | 0 | 0 | 4,000,651 | 0 | 0 | 100.0- |
| INCREASES IN RESERVES | 0 | 0 | 200,000 | 0 | 0 | 100.0- |
| * TOTAL BUDGET | 263,498- | 11,486- | 4,168,176 | 12,160- | 12,160- | 100.3- |
| OTHER REVENUES | | | | | | |
| GENERAL REVENUES | 38,847,036 | 22,787,137 | 35,864,342 | 34,667,467 | 34,667,467 | 3.3- |
| OTHER FINANCING SOURCES | 61,869 | 4,145 | 0 | 0 | 0 | .0 |
| CANCELLATION P/Y DESIGNATIONS | 0 | 0 | 0 | 6,585,514 | 6,585,514 | *** |
| CANCELLATION OF PRIOR YEAR RESERVES | 0 | 0 | 2,330,533 | 0 | 0 | 100.0- |
| UNDESIGNATED FUND BALANCE 7/1 | 9,546,774 | 8,317,341 | 11,532,905 | 7,300,000 | 7,300,000 | 36.7- |
| TOTAL OTHER REVENUES | 48,455,679 | 31,108,623 | 49,727,780 | 48,552,981 | 48,552,981 | 2.4- |

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 Proposed 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

- (\$1,099,888) Projected decrease in property tax revenues.
- \$10,000 Projected increase in transient occupancy tax revenue.
- (\$564,450) Projected decrease of in-lieu local sales and use taxes.
- \$400,000 Increase in franchise fee revenue based on recent historical experience.
- (\$400,000) Decrease in projected interest earnings.

- \$150,000 Projected increase in tobacco settlement revenue, based on recent historical experience.
- \$100,000 Projected increase in property tax administration fees, based upon actual costs and recent historical experience.
- \$215,203 Increase in A-87 cost reimbursements, based upon cost plan prepared by Auditor-Controller.

Program Discussion & Summary Budget Request/ CAO Recommendation

The estimate for the General Revenue category is \$34,667,467, which is a decrease of \$1,196,875 (3.3%) compared to the FY 2008-09 Adopted Budget.

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 implementation of 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.

Due to the voter approved Proposition 1A (Protection of Local Government Revenues Act of November 2004), motor vehicle in-lieu revenues have been "swapped" for property tax, and are now budgeted in the Property Tax In-Lieu – Vehicle License Fee account. The proposition is intended 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 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. It should also be noted that the provisions of this proposition may be suspended if the Governor declares a fiscal emergency and two-thirds of the Legislature approve the suspension. In that case, the State may borrow up to 8% of local government's share of property tax funding. Although the Governor's May Revise for FY 2009-10 proposed borrowing \$2 billion from local governments under the provisions of Proposition 1A, the Legislative Budget Conference Committee has (at least for now) rejected the Governor's proposal. If the Governor's proposal had been adopted, it would have resulted in a \$2.0 million loss in property taxes to Sutter County.

With this Proposed Budget, property tax revenues (including secured, unsecured, and property tax in lieu of Motor Vehicle License Fees) are projected to be approximately \$22.6 million. This is a decrease of \$1.1 million. The County Administrator and the Assessor estimate that property tax revenue will decline by 5% from FY 2008-09 levels.

Sales tax revenue is projected to remain flat at \$3.0 million. However, this represents a decrease of approximately \$400,000 as compared to the actual revenue amount the County anticipates receiving in FY 2008-09. In-Lieu Local Sales and Use Tax revenues are projected to decrease by \$564,450 (53.0%) 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 estimated Fund Balance Available from FY 2008-09 is \$7.3 million and is recommended to be available for current year budgeting purposes. This 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.

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. The total Fund Balance Available most likely will change once the financial books are formally closed. 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 \$1,621,405 of the Designation for Capital Projects be liquidated in FY 2009-10 to fund projects in the Plant Acquisition budget and other one-time costs. This represents a decrease of \$783,331 from the amount used in the FY 2008-09 Adopted Budget for Plant Acquisition projects and other one-time costs.

It is recommended that \$4,964,109 of the Designation for Capital Projects be liquidated in the FY 2009-10 Proposed Budget to meet total financing requirements.

The total Cancellation of Prior Year Designations is recommended at \$6,585,514.

Treasurer-Tax Collector

Treasurer - Tax Collector Tax Collector (1-202)

Jim Stevens, Treasurer-Tax Collector

| EXECUTIVE SUMMARY | | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: JIM STEVENS | UNIT: TREASURER-TAX COLLECTOR | | FUND: GENERAL | | 0001 1-202 | | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 | |
| EXPENDITURES | | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 579,017 | 422,014 | 648,395 | 635,633 | 635,633 | 2.0- | |
| SERVICES AND SUPPLIES | 33,347 | 22,025 | 45,235 | 52,178 | 52,178 | 15.3 | |
| OTHER CHARGES | 83,866 | 41,974 | 126,564 | 144,631 | 144,631 | 14.3 | |
| * GROSS BUDGET | 696,230 | 486,013 | 820,194 | 832,442 | 832,442 | 1.5 | |
| INTRAFUND TRANSFERS | 22,693 | 21,759 | 39,364 | 23,660 | 23,660 | 39.9- | |
| * NET BUDGET | 718,923 | 507,772 | 859,558 | 856,102 | 856,102 | .4- | |
| OTHER REVENUES | | | | | | | |
| USER PAY REVENUES | 218,375 | 171,143 | 228,770 | 241,370 | 241,370 | 5.5 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 218,375 | 171,143 | 228,770 | 241,370 | 241,370 | 5.5 | |
| * UNREIMBURSED COSTS | 500,548 | 336,629 | 630,788 | 614,732 | 614,732 | 2.5- | |
| ALLOCATED POSITIONS | 8.00 | 8.00 | 8.00 | 7.66 | 7.66 | 4.3- | |

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 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

Since the Assistant Treasurer-Tax Collector supervises the Office of Revenue Collections, budget unit #1-204, beginning in FY 2009-10, 33% of the Assistant's salary and benefits were allocated to this budget.

Salaries & Benefits

- \$26,261 Increase due to general salary and benefits adjustments.
- (\$39,023) Decrease due to transfer of 33% of the Assistant Treasurer-Tax Collector's salary to Office of Revenue Collections (#1-204) budget.

Treasurer - Tax Collector Tax Collector (1-202)

Jim Stevens, Treasurer-Tax Collector

Services & Supplies

- \$6,943 Increase due to publication of default notices.

Revenues

- \$10,720 Anticipated increase in Treasury fees.

Program Discussion & Summary Budget Request

This department 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.

Major projects and policy issues for this budget unit in the upcoming year include the development and implementation of internet property tax payments. This project is to continue the efforts in applying modern technology necessary to stay current with the rapid growth of property development and subsequent property tax billings and collections and for the convenience of our citizens.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended as requested.

The Treasurer-Tax Collector concurs with the recommended budget.

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

Jim Stevens, Treasurer-Tax Collector

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|------------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: JIM STEVENS | UNIT: OFFICE OF REVENUE COLLECTION | | FUND: GENERAL | | 0001 1-204 | |
| | ACTUAL EXPENDITURE 2007-08 | ACTUAL EXPENDITURE 4-30-09 | ADOPTED BUDGET 2008-09 | DEPARTMENT REQUEST 2009-10 | CAO RECOMMEND 2009-10 | % CHANGE OVER 2008-09 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 173,820 | 146,820 | 188,910 | 228,630 | 228,630 | 21.0 |
| SERVICES AND SUPPLIES | 13,015 | 15,098 | 17,590 | 20,390 | 20,390 | 15.9 |
| OTHER CHARGES | 5,989 | 4,605 | 8,990 | 10,094 | 10,094 | 12.3 |
| * GROSS BUDGET | 192,824 | 166,523 | 215,490 | 259,114 | 259,114 | 20.2 |
| INTRAFUND TRANSFERS | 9,553 | 8,088 | 11,644 | 11,801 | 11,801 | 1.3 |
| * NET BUDGET | 202,377 | 174,611 | 227,134 | 270,915 | 270,915 | 19.3 |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 66,528 | 54,713 | 75,406 | 74,135 | 74,135 | 1.7- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 66,528 | 54,713 | 75,406 | 74,135 | 74,135 | 1.7- |
| * UNREIMBURSED COSTS | 135,849 | 119,898 | 151,728 | 196,780 | 196,780 | 29.7 |
| ALLOCATED POSITIONS | 3.00 | 3.00 | 3.00 | 3.33 | 3.33 | 11.0 |

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 Collections 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

Major projects and policy issues for this budget unit in the upcoming year is to continue the cross training of duties with the

Treasurer-Tax Collector’s division. Since the Assistant Treasurer-Tax Collector supervises this budget unit, beginning in FY 2009-10, 33% of the Assistant Treasurer-Tax Collector’s salary and benefits will be included in this budget.

There is a decrease in revenue due to the economical status. Our goal is to continue to pursue aggressive collections to the best of our ability.

Salaries & Benefits

- \$ 697 Increase due to general salary and benefits adjustments.
- \$39,023 Increase due to allocation of 33% of the Assistant Treasurer-Tax Collector’s salary to this budget.

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

Jim Stevens, Treasurer-Tax Collector

Services & Supplies

- \$2,800 Increase in software license & maintenance for a new server.

Revenues

- (\$1,271) Decrease due to the reduction in court collections which is based on declining economic conditions.

Use of Reserves/Designations

This budget unit does not include any reserves or designations.

CAO Recommendation

This budget is recommended as requested.

The Treasurer-Tax Collector concurs with the recommended budget.

Program Discussion & Summary Budget Request

In FY 2007-08 over \$891,000 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 \$870,000 will be realized in FY 2008-09, and the goal for FY 2009-10 is \$880,000.

Approximately 28% to 30% of all collections generated are general fund revenues and stay with the county. Court restitution collections recovered by this office apply to the maintenance of effort requirement for trial court funding. Additionally, the State of California rebates 10% of restitution collections to the Office of Revenue Collections for collection enhancements.