

# SUPPORT SERVICES

SECTION 0

EXECUTIVE SUMMARY

DEPT HEAD: JOHN D FORBERG

UNIT: INFORMATION TECHNOLOGY ISF

FUND: INFORMATION TECHNOLOGY ISF

4581 8-145

	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 4-30-08	ADOPTED BUDGET 2007-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	% CHANGE OVER 2007-08
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	1,749,731	1,604,093	2,099,273	2,206,321	2,206,321	5.1
SERVICES AND SUPPLIES	792,194	510,899	1,054,379	1,073,568	1,073,568	1.8
OTHER CHARGES	342,365	325,705	243,703	468,492	468,492	92.2
FIXED ASSETS	100,708	109,272	730,790	850,450	350,450	52.0-
* GROSS BUDGET	2,984,998	2,549,969	4,128,145	4,598,831	4,098,831	.7-
* NET BUDGET	2,984,998	2,549,969	4,128,145	4,598,831	4,098,831	.7-
APPROPRIATION FOR CONTINGENCY	0	0	617,495	639,353	587,809	4.8-
REPAY OF ADVANCE	0	0	1,727	0	0	100.0-
INCREASES IN RESERVES	0	0	0	205,865	205,865	***
* TOTAL BUDGET	2,984,998	2,549,969	4,747,367	5,444,049	4,892,505	3.1
<b>OTHER REVENUES</b>						
USER PAY REVENUES	3,363,531	1,768,239	3,564,872	3,992,087	3,940,543	10.5
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	2,906	22,704	4,000-	20,000	20,000	600.0-
RESIDUAL EQUITY TRANS-IN	0	0	400,000	500,000	0	100.0-
CANCELLATION OF PRIOR YEAR RESERVES	0	0	0	292,608	292,608	***
UNDESIGNATED FUND BALANCE 7/1	467,314	786,495	848,755	639,354	639,354	24.7-
TOTAL AVAILABLE FINANCING	3,833,751	2,577,438	4,809,627	5,444,049	4,892,505	1.7
* UNREIMBURSED COSTS	848,753-	27,469-	62,260-	0	0	100.0-
ALLOCATED POSITIONS	19.80	20.00	20.00	20.00	20.00	.0

**DESCRIPTION:** Budget Unit 8-145 Information Technology

The Department of Information Technology (IT) provides services to other County departments. As a centralized service, the IT department is able to efficiently and cost effectively handle the large volumes of systems and data that must be managed as part of the on-going and varied activities of the County. These services include such tasks as: the responsibility for management of computer hardware and software resources; the feasibility and evaluation studies necessary for acquisition of potential new applications; system development activities; computer room operations activities; coordination and application of web technologies to serve the County internally and externally; and other desktop/laptop computer related activities. The Director of Information Technology serves as an Assistant County Purchasing Agent and coordinates all hardware and software purchases.

To assist in guiding the day-to-day technology decisions that are presented to each staff member, the department developed the following internal mission statement.

The Sutter County Department of Information Technology customers can expect us to:

- ❖ Be knowledgeable, proficient, and progressive experts in the field of information technology
- ❖ Be pleasant, courteous, and available professionals who can be relied on for prompt and thorough support
- ❖ Provide proactive integration and maintenance of the Sutter County information infrastructure including hardware, connectivity and communication equipment
- ❖ Provide the backbone of the Sutter County information systems including software, training, and research and development support

The Department of Information Technology is a team of well-trained professional employees who strive to meet every expectation in a cost-effective manner within allocated resources.

The IT department is structured to address the computing needs of the County in five primary areas: Data Center Operations, Networking and Equipment, PC Support, Programming & Development Support, and Web/E-Government Support. Staff and associated expenses are assigned to each of these program areas throughout the course of the fiscal year. The costs are recouped from the other County departments through an interfund charge based on the amount of service being provided in each of the program areas.

#### DEPARTMENT REQUEST:

Requested Expenditures for FY 2008-09 total \$5,444,049. This is an increase of \$696,682 (14.7%) from the FY 2007-08 Adopted Budget. Departmental Revenues are requested to total \$5,444,049. This is an increase of \$634,422 (13.2%) from last year. Therefore, the requested Unreimbursed County Cost of this budget is \$0. As an internal service fund, the department must be financially balanced to operate within its own resources.

During the last budget cycle, IT reorganized their internal program billing methods for web maintenance. This involves charging between programs within the IT department. The proposed Expenditures and Revenues include this interprogram charge, which inflates both revenues and expenditures by \$322,141. When adjusted for this internal billing process, actual requested expenditures are \$5,121,908 (an increase of 7.9%), and actual requested revenues of \$5,121,098 (an increase of 6.5%).

Major projects and policy issues for this budget unit in the upcoming year include the implementation of virtual servers to replace obsolete equipment, and the relocation of major portions of the server farm to the Emergency Operations Center to provide us with redundant server capabilities in the event of a disaster.

Another project is the continued implementation of Microsoft SharePoint, a browser-style collaboration tool which improves workflow and increases productivity for county staff. This is achieved by saving files, such as a Word document, to a portal where other team members can access, edit, change, and chat to discuss the project.

The inventory of PCs continues to be improved throughout the county, and most desktops are using the Office 2003 application suite. We have initiated pilot implementation of Office 2007 on a limited basis. We have been continuing our efforts to improve our internal systems. Our response times to our customers have generally held steady this past year and we continue to use remote assistance tools when applicable, as well as automatically pushing out system and virus updates, saving the department the cost of having the technician travel to the location of the computer when assistance or upgrades are required.

IT will also be addressing many of the recommendations proposed in the Harvey M Rose management audit. IT will be working with the County Administrator to develop the plans and resource requirements necessary to implement the various recommendations as approved by the Board of Supervisors. This represents a major workload increase to the IT department, and it is unclear as to the cost of implementation and the impact that may result from these activities.

The request for Salaries and Benefits increases \$107,048 (5.1%) compared to the FY 2007-08 Adopted Budget. The primary reason for this change is normal salary adjustments.

The request for Services and Supplies increases by \$19,189 (1.8%) compared to the FY 2007-08 Adopted Budget. This is primarily due to increases in maintenance contracts located in the Software License & Maintenance account which covers all software and equipment maintenance and licensing countywide, and includes additional licenses for added computer workstations and agreements for specialized software entered into in prior years. Located within the Computer Hardware account totaling \$160,000 are items requested to provide for countywide PC Replacements and hardware replacements to county-owned equipment and replacement printers. Each of these items is also listed in the accompanying budget detail.

The request for Other Charges increases by \$224,789 (92.2%) compared to the FY 2007-08 Adopted Budget. This increase is primarily due to the Interprogram Labor Charge account, which tracks labor charges to different programs as a result of an increase in web maintenance needs and a decrease in department web development requests.

Requested Fixed Assets total \$850,450. VMware servers will replace aging servers and continue our migration to a virtualized environment. The Enterprise backup system will address the growing storage needs of the county due to the expanded storage of data. Network switches will replace aging equipment no longer supported by the vendors. The HR/Payroll system request is a re-budgeted item to implement an updated system for these functions. Fixed Assets also includes \$201,450 for depreciation of equipment.

An appropriation for contingency is shown at the amount of \$639,353 which represents our 60-day working capital requirement.

User pay departmental revenue available increases by \$427,215 (12%) compared to the FY 2007-08 Adopted Budget. This is primarily due to salary increases which results in higher charges to departments who use Information Technology services, as well as \$322,141 for web development charges. The increase also includes additional time budgeted for both the Auditor and Personnel for implementation of the new HR/Payroll system.

#### CAO RECOMMENDATION:

This budget is recommended at \$4,892,505, which is \$551,544 less than requested. Revenues are recommended at \$4,892,505, which is \$551,544 less than requested. The Unreimbursed Cost is zero. As an Internal Service Fund this budget is balanced to its own revenue.

This budget has been adjusted for the requested purchase of a new HR/Payroll system. When the Board of Supervisors approves the recommendation from the Steering Committee and authorizes the purchase of a new system, we will budget for system costs and implementation costs along with additional staffing costs in the departments implementing the new system.

Fixed Assets are recommended at \$350,450, which is \$500,000 less than requested. We are recommending three VMWare Servers for \$36,000, an enterprise backup system for \$25,000, Development VM Server for \$8,000, a portable generator for \$80,000 for backup and use in a County emergency, and depreciation expense. We are not recommending the rebudget for a new HR/Payroll system for \$500,000 until the Board of Supervisor's authorizes the new HR/Payroll system.

The Departmental charges have been reduced \$51,544 which results in a decrease in Interfund Information Technology revenue and the Residual Equity Transfer-In is not recommended at \$500,000 until, as stated above, the Board of Supervisors authorizes the purchase of a new HR/Payroll system. The system costs

and implementation costs along with additional staffing costs in the departments implementing the system will be budgeted at that time.

Appropriation for contingency has been reduced by \$51,544 to balance this budget. As an internal service fund, the department must be financially balanced to operate within its own resources.

The Director of Information Technology concurs with the recommended budget.

STATE CONTROLLER COUNTY OF SUTTER UNIT TITLE: INFORMATION TECHNOLOGY ISF DEPT 8-145  
 COUNTY BUDGET ACT STATE OF CALIFORNIA  
 (1985) BUDGET UNIT FINANCING USES DETAIL FUNCTION: GENERAL  
 SCHEDULE 9 FOR FISCAL YEAR 2008-09 ACTIVITY: OTHER GENERAL FUND 4581

FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
<b>SALARIES AND EMPLOYEE BENEFITS</b>						
51010 Permanent Salaries	1,102,065	1,046,368	1,372,839	1,372,839	1,472,131	1,472,131
51013 Special Pay	828	1,203	1,300	1,300	3,900	3,900
51014 Other Pay	36,310	8,389	11,400	11,400	12,800	12,800
51020 Extra Help	1,082					
51030 Overtime	31,326	7,294	18,950	18,950	24,763	24,763
51100 County Contribution FICA	83,517	77,956	103,730	103,730	111,951	111,951
51110 County Contribution Retirement	175,625	170,537	223,614	223,614	243,796	243,796
51111 Retirement Allowance	85,924	81,825	107,272	107,272	115,536	115,536
51120 Co Contribution-Group Insuranc	154,306	137,106	174,539	174,539	178,550	178,550
51130 Co Contrib Unemployment Insurc	496	116	5,000	5,000	5,000	5,000
51150 Interfund Workers Compensation	78,252	73,299	80,629	80,629	37,894	37,894
TOTAL SALARIES AND EMPLOYEE BENEFITS	* 1,749,731	1,604,093	2,099,273	2,099,273	2,206,321	2,206,321 *
<b>SERVICES AND SUPPLIES</b>						
52060 Communications	23,841	25,924	42,556	42,556	73,196	73,196
52120 Maintenance Equipment	72,515	60,255	102,160	102,160	87,360	87,360
52130 Maintenance Structure/Imprvmt		19				
52135 Software License & Maintenance	381,946	341,862	492,317	492,317	549,912	549,912
52136 Computer Hardware	233,174	37,156	215,449	215,449	229,249	229,249
52150 Memberships	595	375	1,800	1,800	1,800	1,800
52170 Office Expenses	4,373	3,013	3,751	3,751	4,251	4,251
52173 Subscription-Publication	631	187	1,500	1,500	1,500	1,500
52180 Professional/Specialized Svcs	22,918	4,170	73,645	73,645	26,500	26,500
52225 Office Equipment	3,453	1,154	7,750	7,750	3,000	3,000
52230 Special Departmental Expense	17,540	9,669	19,701	19,701	22,500	22,500
52232 Employment Training	26,116	20,923	85,500	85,500	66,000	66,000
52250 Transportation & Travel	5,092	6,192	8,250	8,250	8,300	8,300
TOTAL SERVICES AND SUPPLIES	* 792,194	510,899	1,054,379	1,054,379	1,073,568	1,073,568 *
<b>OTHER CHARGES</b>						
53123 Interprogram Labor Charges	175,867	230,366	104,000	104,000	322,141	322,141
53400 Interest Expense			472	472		
53601 Interfund Ins ISF Premium	1,256	3,837	3,837	3,837	3,986	3,986
53602 Interfund Gen Insurance & Bond	871	897	1,513	1,513	1,020	1,020
53610 Interfund Postage	393	302	522	522	630	630
53611 Interfund Printing			174	174		
53612 Interfund Copier Rental	2,458	1,834	2,689	2,689	2,691	2,691
53613 Interfund Fleet Admin	326	367	422	422	465	465
53615 Interfund Fuel & Oil	2,797	2,250	3,525	3,525	4,489	4,489
53616 Interfund Vehicle Maintenance	1,103	1,612	1,675	1,675	2,100	2,100
53623 Interfund Fingerprints	75		39	39	39	39
53625 Interfund Vehicle Lease	10,290		10,290	10,290		
53658 Interfund Paper & Supplies	545	317	541	541	446	446
53665 Interfund Audit Expense	1,400		1,456	1,456	1,514	1,514
53670 Interfund Overhead (A-87) Cost	144,207	83,890	111,853	111,853	128,866	128,866
53679 Interfund Admin Veh Repl Prog	520		487	487		
53687 Inter Special Dept Expense	25	33				
53689 Interfund Physical/Drug	136		208	208	105	105
53691 Interfund Background Check	96					

STATE CONTROLLER COUNTY BUDGET ACT (1985) SCHEDULE 9		C O U N T Y O F S U T T E R STATE OF CALIFORNIA BUDGET UNIT FINANCING USES DETAIL FOR FISCAL YEAR 2008-09		UNIT TITLE: INFORMATION TECHNOLOGY ISF (CONTINUED) FUNCTION: GENERAL ACTIVITY: OTHER GENERAL		DEPT 8-145 FUND 4581	
FINANCING USES CLASSIFICATION		ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
TOTAL OTHER CHARGES	*	342,365	325,705	243,703	243,703	468,492	468,492 *
FIXED ASSETS							
54300 Equipment			109,272	569,000	569,000		
54300 Development VM Server	1					8,000	8,000
54300 Enterprise Backup	2					25,000	25,000
54300 VMware Servers	3					36,000	36,000
54300 HR/PR System	4					500,000	
54300 Generator	5					80,000	80,000
54302 Depreciation Expense		100,708		161,790	161,790	201,450	201,450
TOTAL FIXED ASSETS	*	100,708	109,272	730,790	730,790	850,450	350,450 *
TOTAL GROSS BUDGET	**	2,984,998	2,549,969	4,128,145	4,128,145	4,598,831	4,098,831 *
TOTAL NET BUDGET	**	2,984,998	2,549,969	4,128,145	4,128,145	4,598,831	4,098,831 *
TOTAL APPROPRIATION FOR CONTINGENCY	*			617,495	617,495	639,353	587,809 *
TOTAL REPAY OF ADVANCE	*			1,727	1,727		*
TOTAL INCREASES IN RESERVES	+					205,865	205,865 *
TOTAL BUDGET	**	2,984,998	2,549,969	4,747,367	4,747,367	5,444,049	4,892,505 *
USER PAY REVENUES							
46123 Interprogram Labor Charges		175,867	230,366	104,000	104,000	322,141	322,141
46325 Data Processing Services		51,348	7,735	36,000	36,000		
46515 Interfd Information Technology		3,126,657	1,527,790	3,414,893	3,414,893	3,663,714	3,612,170
47500 Other Revenue		9,659	2,348	9,979	9,979	6,232	6,232
TOTAL USER PAY REVENUES	*	3,363,531	1,768,239	3,564,872	3,564,872	3,992,087	3,940,543 *
TOTAL GOVERNMENTAL REVENUES	*						*
GENERAL REVENUES							
44100 Interest Apportioned		2,906	22,704	4,000-	4,000-	20,000	20,000
TOTAL GENERAL REVENUES	*	2,906	22,704	4,000-	4,000-	20,000	20,000 *
RESIDUAL EQUITY TRANSFER-IN							
49100 Residual Equity Transfer In				400,000	400,000	500,000	
TOTAL RESIDUAL EQUITY TRANS-IN	*			400,000	400,000	500,000	*
TOTAL CANCELLATION OF PRIOR YR RESERVES	*					292,608	292,608 *
TOTAL UNDESIGNATED FUND BALANCE 7/1	*	467,314	786,495	848,755	848,755	639,354	639,354 *
TOTAL AVAILABLE FINANCING	**	3,833,751	2,577,438	4,809,627	4,809,627	5,444,049	4,892,505 *
UNREIMBURSED COSTS	**	848,753-	27,469-	62,260-	62,260-		*
ALLOCATED FCS. FINANCED BY THIS BUDGET UNIT							

STATE CONTROLLER COUNTY OF SUTTER UNIT TITLE: INFORMATION TECHNOLOGY ISF DEPT 8-145  
 COUNTY BUDGET ACT STATE OF CALIFORNIA (CONTINUED)  
 (1985) BUDGET UNIT FINANCING USES DETAIL FUNCTION: GENERAL  
 SCHEDULE 9 FOR FISCAL YEAR 2008-09 ACTIVITY: OTHER GENERAL FUND 4581

FINANCING USES CLASSIFICATION		ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
DIIT Dir of Information Technology	7877-9578 M	1.00	1.00	1.00	1.00	1.00	1.00
DDIT Deputy Dir Info Technology	6781-8270 M	1.00	1.00	1.00	1.00	1.00	1.00
ADSO Admin Services Officer	5277-6461 M	1.00	1.00	1.00	1.00	1.00	1.00
SYAS Systems Analyst Supervisor	6217-7556 S	2.00	2.00	2.00	2.00	2.00	2.00
NWAD Network Administrator	5109-6235 P	2.00	2.00	2.00	2.00	2.00	2.00
PRA3 Programming Analyst III	5619-6885 P	1.00	1.00	1.00	1.00	1.00	1.00
PRA3 Programming Analyst III	5619-6885 P	1.80	2.00	2.00	2.00	3.00	3.00
OR							
PRA2 Programming Analyst II	5109-6235 P						
PRA2 Programming Analyst II	5109-6235 P	1.00	1.00	1.00	1.00		
OR							
PRA1 Programming Analyst I	4592-5619 P						
ITS3 Info Tech Support Spclst III	4358-5346 P	3.00	3.00	3.00	3.00	3.00	3.00
ITS3 Info Tech Support Spclst III	4358-5346 P	1.00	1.00	1.00	1.00	1.00	1.00
OR							
ITS2 Info Tech Support Spclst II	3923-4852 P						
SYA2 Systems Administrator II	4358-5346 P	1.00	1.00	1.00	1.00		
SYA2 Systems Administrator II	4358-5346 P	1.00	1.00	1.00	1.00	2.00	2.00
OR							
SYA1 Systems Administrator I	4137-5109 P						
COM2 Computer Operator II	3291-4091 G	1.00	2.00	2.00	2.00	2.00	2.00
OR							
COM1 Computer Operator I	2952-3675 G						
COM1 Computer Operator I	2952-3675 G	1.00					
EXS1 Executive Secretary I	2869-3581 G	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL BUDGET UNIT POSITIONS	**	19.80	20.00	20.00	20.00	20.00	20.00 *



E X E C U T I V E   S U M M A R Y

DEPT HEAD: MARY LYNN CARLTON

UNIT: LIABILITY INSURANCE ISF

FUND: LIABILITY INSURANCE ISF

4590 4-590

	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 4-30-08	ADOPTED BUDGET 2007-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	% CHANGE OVER 2007-08
<b>EXPENDITURES</b>						
SERVICES AND SUPPLIES	418,277	504,908	622,393	625,750	625,750	.5
OTHER CHARGES	345,104	2,819	373,516	371,795	371,795	.5-
* GROSS BUDGET	763,381	507,727	995,909	997,545	997,545	.2
* NET BUDGET	763,381	507,727	995,909	997,545	997,545	.2
APPROPRIATION FOR CONTINGENCY	0	0	31,888	33,260	33,260	4.3
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	763,381	507,727	1,027,797	1,030,805	1,030,805	.3
<b>OTHER REVENUES</b>						
USER PAY REVENUES	255,182	795,027	795,027	847,466	847,466	6.6
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	49,881	40,318	27,308	35,000	35,000	28.2
CANCELLATION OF PRIOR YEAR RESERVES	0	0	125,003	0	0	100.0-
UNDESIGNATED FUND BALANCE 7/1	538,778	80,459	80,459	148,339	148,339	84.4
TOTAL AVAILABLE FINANCING	843,841	915,804	1,027,797	1,030,805	1,030,805	.3
* UNREIMBURSED COSTS	80,460-	408,077-	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.00	.0

**DEPARTMENT REQUEST:**      Budget Unit 4-590 Liability Insurance ISF

The self-insured liability program is managed by the Personnel Department. This budget identifies the annual expenditures for the operation of the self-insured liability program, which is established under an Internal Service Fund. The costs for operation of this budget are allocated to the other operating budgets of the County. This budget provides funds for the administration, adjustment and defense of liability claims against the County and the purchase of excess insurance, should the County sustain catastrophic loss.

Below is a review as of March 31, 2008, of liability claims filed against the County since July 1, 1985:

CLAIMS HISTORY	PRIOR YEARS	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Closed	827	20	22	19	1
Open	0	1	4	3	14
<b>TOTAL</b>	<b>827</b>	<b>21</b>	<b>26</b>	<b>22</b>	<b>15</b>

Requested Total Budget for FY 2008-09 is \$1,030,805. This is an increase of \$3,008 (0.3%) from the FY 2007-08 Adopted Budget. Departmental Revenues are requested to total \$1,030,805. This is an increase of \$3,008 (0.3%) from last year. Therefore, the requested Unreimbursed Cost of this budget is \$0, as this budget must balance to its own revenues.

There are no major projects or policy issues for this budget unit in the upcoming year.

The request for Services and Supplies increases by \$3,357 (0.5%) compared to the FY 2007-08 Adopted Budget. This is due to anticipated minor increases in insurance costs.

The request for Other Charges decreases by \$7,721 (0.5%) compared to the FY 2007-08 Adopted Budget. This is primarily due to a requested increase for Judgments and Damages, offset by a decrease in Interfund charges.

The Appropriation for Contingency is requested at \$33,260, which is \$1,372 (4.3%) higher than the FY 2007-08 Adopted Budget.

No Fixed Assets are requested.

Total departmental revenue available increases by \$3,008 (0.3%) compared to the FY 2007-08 Adopted Budget.

CAO RECOMMENDATION:

This budget is recommended as requested.

The Personnel Director concurs with the recommended budget.

STATE CONTROLLER	C O U N T Y O F S U T T E R	UNIT TITLE: LIABILITY INSURANCE ISF				DEPT 4-590	
COUNTY BUDGET ACT	STATE OF CALIFORNIA	FUNCTION: GENERAL					
(1985)	BUDGET UNIT FINANCING USES DETAIL	ACTIVITY: OTHER GENERAL				FUND 4590	
SCHEDULE 9	FOR FISCAL YEAR 2008-09						
FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	
SERVICES AND SUPPLIES							
52100 Insurance	400,248	491,384	585,143	585,143	588,500	588,500	
52180 Professional/Specialized Svcs	2,250	2,250	2,250	2,250	2,250	2,250	
52193 Prof & Spec Services Admin	15,779	11,274	35,000	35,000	35,000	35,000	
TOTAL SERVICES AND SUPPLIES	* 418,277	504,908	622,393	622,393	625,750	625,750	*
OTHER CHARGES							
53471 Judgment & Damages 06-07	228,143						
53472 Judgment & Damages 07-08		1,500	268,000	268,000	282,000	282,000	
53628 Interfund Admin - Misc Depts	106,111		102,358	102,358	88,139	88,139	
53665 Interfund Audit Expense	1,400		1,400	1,400	1,400	1,400	
53670 Interfund Overhead (A-87) Cost	9,450	1,319	1,758	1,758	256	256	
TOTAL OTHER CHARGES	* 345,104	2,819	373,516	373,516	371,795	371,795	*
TOTAL GROSS BUDGET	** 763,381	507,727	995,909	995,909	997,545	997,545	*
TOTAL NET BUDGET	** 763,381	507,727	995,909	995,909	997,545	997,545	*
TOTAL APPROPRIATION FOR CONTINGENCY	*		31,888	31,888	33,260	33,260	*
TOTAL INCREASES IN RESERVES	*						*
TOTAL BUDGET	** 763,381	507,727	1,027,797	1,027,797	1,030,805	1,030,805	*
USER PAY REVENUES							
46523 Interfund Ins ISF Premium	255,182	795,027	794,927	794,927	847,466	847,466	
47503 Contribution From Oth Agency			100	100			
TOTAL USER PAY REVENUES	* 255,182	795,027	795,027	795,027	847,466	847,466	*
TOTAL GOVERNMENTAL REVENUES	*						*
GENERAL REVENUES							
44100 Interest Apportioned	49,881	40,318	27,308	27,308	35,000	35,000	
TOTAL GENERAL REVENUES	* 49,881	40,318	27,308	27,308	35,000	35,000	*
TOTAL CANCELLATION OF PRIOR YR RESERVES	*		125,003	125,003			*
TOTAL UNDESIGNATED FUND BALANCE 7/1	* 538,778	80,459	80,459	80,459	148,339	148,339	*
TOTAL AVAILABLE FINANCING	** 843,841	915,804	1,027,797	1,027,797	1,030,805	1,030,805	*
UNREIMBURSED COSTS	** 80,460-	408,077-					*

EXECUTIVE SUMMARY

DEPT HEAD: MARY LYNN CARLTON      UNIT: WORKERS' COMP INSURANCE ISF      FUND: WORKERS' COMP INSURANCE ISF      4591 4-591

	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 4-30-08	ADOPTED BUDGET 2007-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	% CHANGE OVER 2007-08
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	242,675	205,252	328,913	321,661	321,661	2.2-
SERVICES AND SUPPLIES	1,905,186	1,415,966	2,211,618	1,721,600	1,721,600	22.2-
OTHER CHARGES	39,130	16,546	24,502	13,958	13,958	43.0-
* GROSS BUDGET	2,186,991	1,637,764	2,565,033	2,057,219	2,057,219	19.8-
* NET BUDGET	2,186,991	1,637,764	2,565,033	2,057,219	2,057,219	19.8-
APPROPRIATION FOR CONTINGENCY	0	0	35,409	49,059	49,059	38.5
INCREASES IN RESERVES	0	0	0	0	0	.0
* TOTAL BUDGET	2,186,991	1,637,764	2,600,442	2,106,278	2,106,278	19.0-
OTHER REVENUES						
USER PAY REVENUES	2,503,866	2,044,401	2,155,088	1,170,223	1,170,223	45.7-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
GENERAL REVENUES	21,685	28,491	3,000	30,000	30,000	900.0
UNDESIGNATED FUND BALANCE 7/1	103,793	442,802	442,354	906,055	906,055	104.8
TOTAL AVAILABLE FINANCING	2,629,344	2,515,694	2,600,442	2,106,278	2,106,278	19.0-
ALLOCATED POSITIONS	3.20	3.20	3.20	3.20	3.20	.0

**DESCRIPTION:**                      Budget Unit 4-591 Worker's Compensation ISF

The Personnel Department is responsible for the administration and management of the workers' compensation program. Elements of the program include claims management, coordination of third party claims administration, monitoring departmental safety and accident prevention programs, tracking job-related accidents and injuries and the maintenance of appropriate reports, records and statistics. The County's worker's compensation program is a pooled primary self-insured program.

Below is a review of the workers' compensation claims incurred by the County since July 1, 1988. This review is current as of March 31, 2008.

CLAIMS HISTORY	PRIOR YEARS	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08
Closed	1706	85	100	82	32
Open	62	7	8	14	33
<b>TOTAL</b>	<b>1768</b>	<b>92</b>	<b>108</b>	<b>96</b>	<b>65</b>

The requested Total Budget for FY 2008-09 is \$2,106,278. This is a decrease of \$494,164 (19.0%) from the FY 2007-08 Adopted Budget. Departmental Revenues are requested to total \$2,106,278. This is a decrease of \$494,164 (19.0%) from last year. Therefore, the requested Unreimbursed Cost of this budget is \$0, as this budget must balance to its own revenues.

There are no major projects or policy issues for this budget unit in the upcoming year.

The request for Salaries and Benefits decreases by \$7,252 (2.2%) compared to the FY 2007-08 Adopted Budget. This change is primarily due to a net decrease in salaries due to the retirement of staff. No new positions are requested.

The request for Services and Supplies decreases by \$490,018 (22.2%) compared to the FY 2007-08 Adopted Budget. This is primarily due to decreases in estimated FY 2008-09 insurance premiums.

The request for Other Charges decreases by \$10,544 (43.0%) compared to the FY 2007-08 Adopted Budget. This is due to a decrease in Interfund A-87 costs.

No Fixed Assets are requested.

Total departmental revenue available decreases by \$494,164 (19.0%) compared to the FY 2007-08 Adopted Budget. This reflects an increased fund balance compared to last year and an offsetting decrease in the Interfund Workers Comp Premium account, due to an anticipated decrease in premium costs.

CAO RECOMMENDATION:

This budget is recommended as requested.

The Personnel Director concurs with the recommended budget.

STATE CONTROLLER	C O U N T Y O F S U T T E R	UNIT TITLE: WORKERS' COMP INSURANCE ISF				DEPT 4-591	
COUNTY BUDGET ACT	STATE OF CALIFORNIA	FUNCTION: GENERAL					
(1985)	BUDGET UNIT FINANCING USES DETAIL	ACTIVITY: OTHER GENERAL				FUND 4591	
SCHEDULE 9	FOR FISCAL YEAR 2008-09						
	FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
SALARIES AND EMPLOYEE BENEFITS							
51010	Permanent Salaries	160,304	125,816	204,698	204,698	218,730	218,730
51014	Other Pay	11,945	23,540	26,603	26,603	5,000	5,000
51030	Overtime	108					
51100	County Contribution FICA	13,117	11,359	17,556	17,556	17,098	17,098
51110	County Contribution Retirement	25,245	20,413	33,311	33,311	36,110	36,110
51111	Retirement Allowance	12,377	9,770	15,966	15,966	17,246	17,246
51120	Co Contribution-Group Insuranc	19,579	14,354	29,954	29,954	27,477	27,477
51150	Interfund Workers Compensation			825	825		
	TOTAL SALARIES AND EMPLOYEE BENEFITS	* 242,675	205,252	328,913	328,913	321,661	321,661 *
SERVICES AND SUPPLIES							
52060	Communications	205	125	500	500	500	500
52100	Insurance	1,865,932	1,390,619	2,162,360	2,162,360	1,673,000	1,673,000
52150	Memberships	300	300	400	400	400	400
52170	Office Expenses	543	17	500	500	500	500
52173	Subscription-Publication	485	719	1,000	1,000	1,300	1,300
52180	Professional/Specialized Svcs	32,613	20,128	40,958	40,958	40,000	40,000
52200	Rents & Leases Equipment		488				
52210	Rents/Leases Structures/Ground	342	318	400	400	400	400
52230	Special Departmental Expense	2,020	1,250	2,000	2,000	2,000	2,000
52250	Transportation & Travel	2,746	2,002	3,500	3,500	3,500	3,500
	TOTAL SERVICES AND SUPPLIES	* 1,905,186	1,415,966	2,211,618	2,211,618	1,721,600	1,721,600 *
OTHER CHARGES							
53601	Interfund Ins ISF Premium	86	325	325	325	633	633
53602	Interfund Gen Insurance & Bond	24	25	26	26	26	26
53611	Interfund Printing	106					
53612	Interfund Copier Rental	913	662	1,003	1,003	1,122	1,122
53620	Interfd Information Technology	4,024	1,532	3,079	3,079	3,838	3,838
53623	Interfund Fingerprints	32				39	39
53665	Interfund Audit Expense	1,400		1,400	1,400	1,400	1,400
53670	Interfund Overhead (A-87) Cost	32,545	14,002	18,669	18,669	6,900	6,900
	TOTAL OTHER CHARGES	* 39,130	16,546	24,502	24,502	13,958	13,958 *
	TOTAL GROSS BUDGET	** 2,186,991	1,637,764	2,565,033	2,565,033	2,057,219	2,057,219 *
	TOTAL NET BUDGET	** 2,186,991	1,637,764	2,565,033	2,565,033	2,057,219	2,057,219 *
	TOTAL APPROPRIATION FOR CONTINGENCY	*		35,409	35,409	49,059	49,059 *
	TOTAL INCREASES IN RESERVES	*					*
	TOTAL BUDGET	** 2,186,991	1,637,764	2,600,442	2,600,442	2,106,278	2,106,278 *
USER PAY REVENUES							
46339	Interfund Workers Comp Premium	2,366,125	2,023,542	2,025,148	2,025,148	1,048,712	1,048,712
46575	Interfund Admin-Misc Depts	106,111		102,358	102,358	88,139	88,139
46610	Interfund Physical/Drug	30,045	20,044	27,082	27,082	32,965	32,965
47500	Other Revenue	1,585	815	500	500		

STATE CONTROLLER COUNTY OF SUTTER UNIT TITLE: WORKERS' COMP INSURANCE ISF DEPT 4-591  
 COUNTY BUDGET ACT STATE OF CALIFORNIA (CONTINUED)  
 (1985) BUDGET UNIT FINANCING USES DETAIL FUNCTION: GENERAL  
 SCHEDULE 9 FOR FISCAL YEAR 2008-09 ACTIVITY: OTHER GENERAL FUND 4591

FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
47503 Contribution From Oth Agency					407	407
TOTAL USER PAY REVENUES	* 2,503,866	2,044,401	2,155,088	2,155,088	1,170,223	1,170,223 *
TOTAL GOVERNMENTAL REVENUES	*					*
GENERAL REVENUES						
44100 Interest Apportioned	21,685	28,491	3,000	3,000	30,000	30,000
TOTAL GENERAL REVENUES	* 21,685	28,491	3,000	3,000	30,000	30,000 *
TOTAL UNDESIGNATED FUND BALANCE 7/1	* 103,793	442,802	442,354	442,354	906,055	906,055 *
TOTAL AVAILABLE FINANCING	** 2,629,344	2,515,694	2,600,442	2,600,442	2,106,278	2,106,278 *
UNREIMBURSED COSTS	** 442,353-	877,930-				*

ALLOCATED POS. FINANCED BY THIS BUDGET UNIT

PEDI Personnel Director	7877-9578 M	.20	.20	.20	.20	.20	.20
RIMA Risk Manager	6112-7488 M	1.00	1.00	1.00	1.00	1.00	1.00
PEA2 Personnel Analyst II	4498-5558 M	.50	.50	.50	.50	.50	.50
SACO Safety Coordinator	3718-4592 P	1.00	1.00	1.00	1.00	1.00	1.00
PEAS Personnel Assistant	3284-4038 C	.25	.25	.25	.25	.25	.25
QA2C Office Assistant II - C	2500-3104 C	.25	.25	.25	.25	.25	.25
TOTAL BUDGET UNIT POSITIONS	**	3.20	3.20	3.20	3.20	3.20	3.20 *

EXECUTIVE SUMMARY

DEPT HEAD: MARY LYNN CARLTON

UNIT: PERSONNEL

FUND: GENERAL

0001 1-401

	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 4-30-08	ADOPTED BUDGET 2007-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	% CHANGE OVER 2007-08
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	517,478	334,886	549,612	618,276	618,276	12.5
SERVICES AND SUPPLIES	105,559	67,917	168,526	290,600	290,600	72.4
OTHER CHARGES	70,339	20,838	59,054	91,347	91,347	54.7
* GROSS BUDGET	693,376	423,641	777,192	1,000,223	1,000,223	28.7
INTRAFUND TRANSFERS	12,458	6,017	15,530	9,858	9,858	36.5-
* NET BUDGET	705,834	429,658	792,722	1,010,081	1,010,081	27.4
OTHER REVENUES						
USER PAY REVENUES	16,278	7,898	16,251	13,596	13,596	16.3-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	16,278	7,898	16,251	13,596	13,596	16.3-
* UNREIMBURSED COSTS	689,556	421,760	776,471	996,485	996,485	28.3
ALLOCATED POSITIONS	6.80	6.80	6.80	6.80	6.80	.0

DESCRIPTION: Budget Unit 1-401 Personnel

The Personnel Department is a centralized merit systems agency providing the following services to County departments: Labor relations; recruitment and certification for selection; review of and compliance with non-discrimination laws; health insurance and benefit administration; classification and salary analysis; administration of personnel rules and regulations; County-wide training; deferred compensation administration; unemployment insurance administration; risk management; and a variety of other compliance programs relating to personnel which are mandated by law.

DEPARTMENT REQUEST:

Requested Net Expenditures for 2008-09 total \$1,010,081. This is an increase of \$217,359 (27.4%) from the FY 2007-08 Adopted Budget. Departmental Revenues are requested to total \$13,596. This is a decrease of \$2,655 (16.3%) from last year. Therefore, the requested Unreimbursed Cost of this budget is \$996,485, which is \$220,014 higher than the prior year.

The request for Salaries and Benefits increases by \$68,664 (12.5%) compared to the FY 2007-08 Adopted Budget. This increase is the result of salary range increases and scheduled merit increases. No new positions are being requested.

The request for Services and Supplies increases by \$122,074 (72.4%) compared to the FY 2007-08 Adopted Budget. This is primarily due to an increase in the Professional/Specialized Services account, reflecting consultant contracts for the following services: specialized recruitments, labor negotiation, and the comprehensive compensation study.

The request for Other Charges increases by \$32,293 (54.7%) compared to the FY 2007-08 Adopted Budget. This is primarily due to an increase in budgeted Interfund Information Technology charges.

The request for Intrafund Charges decreases by \$5,672 (36.5%) compared to the FY 2007-08 Adopted Budget due to decreases in Intrafund Printing and Postage.



No Fixed Assets are requested.

Revenues are requested at \$13,596 which is \$2,655 (16.3%) less than FY 2007-08 Adopted Budget.

CAO RECOMMENDATION:

This budget is recommended as requested.

The Personnel Director concurs with the recommended budget.

STATE CONTROLLER	C O U N T Y O F S U T T E R	UNIT TITLE: PERSONNEL				DEPT 1-401	
COUNTY BUDGET ACT	STATE OF CALIFORNIA	FUNCTION: GENERAL					
(1985)	BUDGET UNIT FINANCING USES DETAIL	ACTIVITY: PERSONNEL				FUND 0001	
SCHEDULE 9	FOR FISCAL YEAR 2008-09						
FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	
<b>SALARIES AND EMPLOYEE BENEFITS</b>							
51010 Permanent Salaries	310,333	205,345	351,521	351,521	396,116	396,116	
51013 Special Pay	4,904	4,037	6,161	6,161	6,929	6,929	
51014 Other Pay	33,420	5,125	11,778	11,778	13,916	13,916	
51020 Extra Help	7,197	8,012	2,400	2,400	6,000	6,000	
51100 County Contribution FICA	26,267	16,313	28,016	28,016	31,481	31,481	
51110 County Contribution Retirement	51,417	35,260	58,207	58,207	66,569	66,569	
51111 Retirement Allowance	24,974	16,698	28,066	28,066	31,747	31,747	
51120 Co Contribution-Group Insurance	57,159	42,614	61,981	61,981	64,742	64,742	
51150 Interfund Workers Compensation	1,807	1,482	1,482	1,482	776	776	
TOTAL SALARIES AND EMPLOYEE BENEFITS	* 517,478	334,886	549,612	549,612	618,276	618,276 *	
<b>SERVICES AND SUPPLIES</b>							
52060 Communications	2,527	1,710	2,800	2,800	2,800	2,800	
52120 Maintenance Equipment	335	1,204	800	800	800	800	
52136 Computer Hardware		1,151	1,000	1,000	1,500	1,500	
52150 Memberships	415	530	555	555	545	545	
52158 Printing Supplies		363			500	500	
52170 Office Expenses	3,453	2,900	2,800	2,800	3,500	3,500	
52173 Subscription-Publication	3,191	3,137	3,226	3,226	3,419	3,419	
52180 Professional/Specialized Svcs	17,244	11,740	27,080	27,080	145,000	145,000	
52190 Publication Legal Notice	42,815	28,649	57,000	57,000	57,000	57,000	
52210 Rents/Leases Structures/Ground	1,359	1,269	1,404	1,404	1,536	1,536	
52225 Office Equipment	269	408	500	500	2,000	2,000	
52230 Special Departmental Expense	26,626	10,269	38,200	38,200	38,500	38,500	
52232 Employment Training	5,992	3,645	25,000	25,000	25,000	25,000	
52250 Transportation & Travel	1,333	942	8,161	8,161	8,500	8,500	
TOTAL SERVICES AND SUPPLIES	* 105,559	67,917	168,526	168,526	290,600	290,600 *	
<b>OTHER CHARGES</b>							
53601 Interfund Ins ISF Premium	482	1,550	1,550	1,550	1,726	1,726	
53620 Interfd Information Technology	69,786	19,097	57,385	57,385	89,551	89,551	
53623 Interfund Fingerprints	25	75	50	50			
53685 Interfund Office Expense		13					
53687 Inter Special Dept Expense	12						
53689 Interfund Physical/Drug	34	103	69	69	70	70	
TOTAL OTHER CHARGES	* 70,339	20,838	59,054	59,054	91,347	91,347 *	
TOTAL GROSS BUDGET	** 693,376	423,641	777,192	777,192	1,000,223	1,000,223 *	
<b>INTRAFUND TRANSFERS</b>							
55201 Intrafund Copy Services	759		827	827	910	910	
55202 Intrafund Postage	7,904	3,952	9,072	9,072	6,289	6,289	
55203 Intrafund Printing	1,895	764	4,219	4,219	1,529	1,529	
55204 Intrafund Copier Rental	2,531	1,730	2,361	2,361	2,495	2,495	
55205 Intrafund Gen Insurance/Bonds	131	129	204	204	143	143	
55206 Intrafund Paper and Supplies	1,207	610	944	944	1,128	1,128	
55208 Intrafund Drug Testing	273-	195-	129-	129-	515-	515-	
55211 Intrafund Fingerprints	1,696-	640-	1,968-	1,968-	2,121-	2,121-	
55238 Intrafund Other		333-					

STATE CONTROLLER COUNTY BUDGET ACT (1985) SCHEDULE 9		COUNTY OF SUTTER STATE OF CALIFORNIA BUDGET UNIT FINANCING USES DETAIL FOR FISCAL YEAR 2008-09		UNIT TITLE: PERSONNEL (CONTINUED) FUNCTION: GENERAL ACTIVITY: PERSONNEL		DEPT 1-401 FUND 0001	
FINANCING USES CLASSIFICATION		ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
TOTAL INTRAFUND TRANSFERS	*	12,458	6,017	15,530	15,530	9,858	9,858 *
TOTAL NET BUDGET	**	705,834	429,658	792,722	792,722	1,010,081	1,010,081 *
USER PAY REVENUES							
46169 Fingerprint Fees		32	32				
46173 Miscellaneous		794	373	800	800	800	800
46320 Other Chgs Current Services		45	15	60	60	60	60
46324 Special Dist Hlth Ins Support		3,713	3,057	4,000	4,000	4,000	4,000
46338 Consulting Fees		998	1,438	1,000	1,000	1,000	1,000
46505 Interfund Fingerprints		4,848	1,422	5,331	5,331	4,427	4,427
46602 Interfund Drug Testing		3,339	1,561	5,060	5,060	3,309	3,309
47500 Other Revenue		2,509					
TOTAL USER PAY REVENUES	*	16,278	7,898	16,251	16,251	13,596	13,596 *
TOTAL GOVERNMENTAL REVENUES	*						*
TOTAL REVENUES	**	16,278	7,898	16,251	16,251	13,596	13,596 *
UNREIMBURSED COSTS	**	689,556	421,760	776,471	776,471	996,485	996,485 *
ALLOCATED POS. FINANCED BY THIS BUDGET UNIT							
PEDI Personnel Director	7877-9578 M	.80	.80	.80	.80	.80	.80
PEA3 Personnel Analyst III	4995-6112 M	1.00	1.00	1.00	1.00	1.00	1.00
OR							
PEA2 Personnel Analyst II	4498-5558 M						
OR							
PEA1 Personnel Analyst I	4041-4995 M						
PEA2 Personnel Analyst II	4498-5558 M	.50	.50	.50	.50	.50	.50
PEAS Personnel Assistant	3284-4038 C	2.00	2.00	2.00	2.00	2.00	2.00
PEAS Personnel Assistant	3284-4038 C	.75	.75	.75	.75	.75	.75
QA2C Office Assistant II - C	2500-3104 C	1.75	1.75	1.75	1.75	1.75	1.75
TOTAL BUDGET UNIT POSITIONS	**	6.80	6.80	6.80	6.80	6.80	6.80 *

E X E C U T I V E   S U M M A R Y

DEPT HEAD: MARY LYNN CARLTON

UNIT: GENERAL INSURANCE & BONDS

FUND: GENERAL

0001 1-911

	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 4-30-08	ADOPTED BUDGET 2007-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09	% CHANGE OVER 2007-08
EXPENDITURES						
SERVICES AND SUPPLIES	58,884	70,173	90,900	79,000	79,000	13.1-
* GROSS BUDGET	58,884	70,173	90,900	79,000	79,000	13.1-
INTRAFUND TRANSFERS	10,726-	13,506-	18,227-	15,417-	15,417-	15.4-
* NET BUDGET	48,158	56,667	72,673	63,583	63,583	12.5-
OTHER REVENUES						
USER PAY REVENUES	44,293	52,035	65,574	58,016	58,016	11.5-
GOVERNMENTAL REVENUES	0	0	0	0	0	.0
TOTAL OTHER REVENUES	44,293	52,035	65,574	58,016	58,016	11.5-
* UNREIMBURSED COSTS	3,865	4,632	7,099	5,567	5,567	21.6-
ALLOCATED POSITIONS	.00	.00	.00	.00	.00	.0

**DESCRIPTION:**            Budget Unit 1-911 General Insurance and Bonds

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

**DEPARTMENT REQUEST:**

Requested Net Expenditures for FY 2008-09 total \$63,583. This is a decrease of \$9,090 (12.5%) from the FY 2007-08 Adopted Budget. Departmental Revenues are requested to total \$58,016. This is a decrease of \$7,558 (11.5%) from last year. Therefore, the requested Unreimbursed Cost of this budget is \$5,567, which is \$1,532 lower than the prior year.

There are no major projects or policy issues for this budget unit in the upcoming year.

The request for Services and Supplies decreases by \$11,900 (13.1%) compared to the FY 2007-08 Adopted Budget. This is primarily due to anticipated decreases in insurance premium costs.

The request for Intrafund Charges decreases by \$2,810 (15.4%) compared to the FY 2007-08 Adopted Budget. This is due to a decrease in charges to General Fund departments for allocation of insurance premiums.

No Fixed Assets are requested.

Total departmental revenue available decreases by \$7,558 (11.5%) compared to the FY 2007-08 Adopted Budget. This is primarily due to an increase in charges to non-General Fund departments for allocation of insurance premiums through the Interfund General Insurance/Bonds account.

**CAO RECOMMENDATION:**

This budget is recommended as requested.

The Personnel Director concurs with the recommendation.

STATE CONTROLLER COUNTY BUDGET ACT (1985) SCHEDULE 9	C O U N T Y O F S U T T E R STATE OF CALIFORNIA BUDGET UNIT FINANCING USES DETAIL FOR FISCAL YEAR 2008-09	UNIT TITLE: GENERAL INSURANCE & BONDS FUNCTION: GENERAL ACTIVITY: OTHER GENERAL	DEPT 1-911 FUND 0001			
FINANCING USES CLASSIFICATION	ACTUAL EXPEND. 2006-07	ACTUAL EXPEND. 4-30-08	ADOPTED BUDGET 2007-08	ADJUSTED BUDGET 4-30-08	DEPARTMENT REQUEST 2008-09	CAO RECOMMEND 2008-09
SERVICES AND SUPPLIES						
52100 Insurance	57,884	70,173	89,900	89,900	79,000	79,000
52180 Professional/Specialized Svcs	1,000		1,000	1,000		
TOTAL SERVICES AND SUPPLIES	* 58,884	70,173	90,900	90,900	79,000	79,000 *
TOTAL GROSS BUDGET	** 58,884	70,173	90,900	90,900	79,000	79,000 *
INTRAFUND TRANSFERS						
55205 Intrafund Gen Insurance/Bonds	10,726-	13,506-	18,227-	18,227-	15,417-	15,417-
TOTAL INTRAFUND TRANSFERS	* 10,726-	13,506-	18,227-	18,227-	15,417-	15,417-*
TOTAL NET BUDGET	** 48,158	56,667	72,673	72,673	63,583	63,583 *
USER PAY REVENUES						
46525 Interfund Gen Insurance/Bonds	42,366	51,073	63,112	63,112	56,980	56,980
47500 Other Revenue	1,000		1,000	1,000		
47503 Contribution From Oth Agency	20	24	184	184	24	24
47509 Court Reimbursement	907	938	1,278	1,278	1,012	1,012
TOTAL USER PAY REVENUES	* 44,293	52,035	65,574	65,574	58,016	58,016 *
TOTAL GOVERNMENTAL REVENUES	*					*
TOTAL REVENUES	** 44,293	52,035	65,574	65,574	58,016	58,016 *
UNREIMBURSED COSTS	** 3,865	4,632	7,099	7,099	5,567	5,567 *