



# Development Services

*Section B*

# Development Services Department Administration (2-721)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>DEVELOPMENT SERVICES ADMIN</b>					
					Dept: <b>2721</b>
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	998,344	976,440	1,384,047	1,226,444	-11.4
SERVICES AND SUPPLIES	120,013	130,039	147,390	309,961	110.3
OTHER CHARGES	31	83	0	25	100.0
CAPITAL ASSETS	22,437	0	0	0	0.0
INTRAFUND TRANSFERS	-389,663	-379,089	-801,269	-775,739	-3.2
OTHER FINANCING USES	5,511	0	25,260	5,283	-79.1
<b>NET BUDGET</b>	<b>756,673</b>	<b>727,473</b>	<b>755,428</b>	<b>765,974</b>	<b>1.4</b>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	5	8	5	5	0.0
CHARGES FOR SERVICES	465,035	305,786	508,800	553,067	8.7
MISCELLANEOUS REVENUES	49,841	29,670	64,100	72,944	13.8
OTHER FINANCING SOURCES	4,844	0	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>519,725</b>	<b>335,464</b>	<b>572,905</b>	<b>626,016</b>	<b>9.3</b>
<b>UNREIMBURSED COSTS</b>	<b>236,948</b>	<b>392,009</b>	<b>182,523</b>	<b>139,958</b>	<b>-23.3</b>
<b>ALLOCATED POSITIONS</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>0.0</b>

## Purpose

The Development Services Department directly serves the public by providing a one-stop development center and is responsible for the following functions:

- Road Maintenance
- Engineering Services
- Planning & Building
- Code Enforcement
- Environmental Health & CUPA
- Fire Services
- Water Resources
- Special Districts
- Airport
- Capital Project Management

The Development Services Administration budget unit is comprised of the Development Services Director, Assistant Director, Administration & Finance Manager, administrative support staff, and finance staff.

## Major Budget Changes

### Salaries & Benefits

- (\$43,807) Decrease due to 3% position vacancy factor applied to departments with greater than 5% average annual vacancy

# Development Services Department Administration (2-721)

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*Neal Hay, Director*

- (\$194,197) Decrease due to the unfunding of the vacant Assistant Director of Development Services position

## Services & Supplies

- \$49,800 Increase to Professional/Specialized Services due to request for reception counter redesign design and construction
- \$99,000 Increase to Office Equipment due to request for cubicle upgrades for the entire Department

## Intrafund Transfers

- (\$25,530) Increase in Intrafund Administration Services (shown as a negative expense)
- \$119,135 Increase in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

## Revenues

- \$44,267 Increase in Interfund Development Services Admin – Road reimbursement from the Road Fund

## Program Discussion

The major functions of the Development Services Administration Division are:

- Complete budget development and financial management of Divisions within the Department
- Grants administration
- Personnel, payroll, accounts receivable, accounts payable, and records management
- Support staff for counter services for incoming permits for Building, Planning, Code Enforcement, Environmental Health, CUPA, Road, Water Resources, and Engineering.

Development Services Administration Division support staff processes invoices, directs incoming telephone inquiries from the public, and maintains time-and-materials financial accounts for project applications. The finance section prepares all required journal entries and handles vendor inquiries. In addition, the finance section maintains a cost accounting management computer system for the Road Fund. The Division supports and responds to a number of audits and inquiries each year.

Administrative staff also provide monthly support to the Planning Commission, the Public Works Support Service Committee, and the Gilsizer County Drainage District.

The division works with the Regional Housing Authority of Sutter, Nevada, Yuba and Colusa Counties to coordinate Community Development Block Grant (CDBG) applications overseen by the Housing Authority.

## Development Services Department Projects

Current projects overseen by the Director of Development Services and Department staff in all Divisions include:

- Wastewater and water development for Sutter Pointe
- Groundwater Management Plan-Sustainable Groundwater Management Act (SGMA)
- Developing collaboration with the numerous water entities in Sutter County
- Inter-jurisdictional Roadway project (Placer County)
- Robbins – water/wastewater, water meters grant, arsenic treatment plant plan, rates, etc.
- 200-yr Natomas Basin internal drainage
- Northern Sacramento Valley Integrated Regional Water Management Plan (IRWMP)
- NPDES (National Pollution Discharge Elimination System)
- Habitat conservation plans (Butte, Placer, Yolo)
- Community Development Block Grant (CDBG)
- Natomas Basin Conservation Plan
- Greenbriar Development Project
- Natomas Vision Plan
- Ordinance updates
- Drought issues as it relates to Habitat Plans and coordination with the wildlife agencies

## Recommended Budget

This budget is recommended at \$765,974, which is an increase of \$10,546 (1.4%) compared to FY 2018-19. The General Fund provides 18% of the financing for this budget unit and is decreased by \$42,565 (23.3%) compared to FY 2018-19.

The budget includes the unfunding of the vacant Assistant Director of Development Services position. This measure was taken in an effort to reduce costs to balance the FY 2019-20 Recommended Budget.

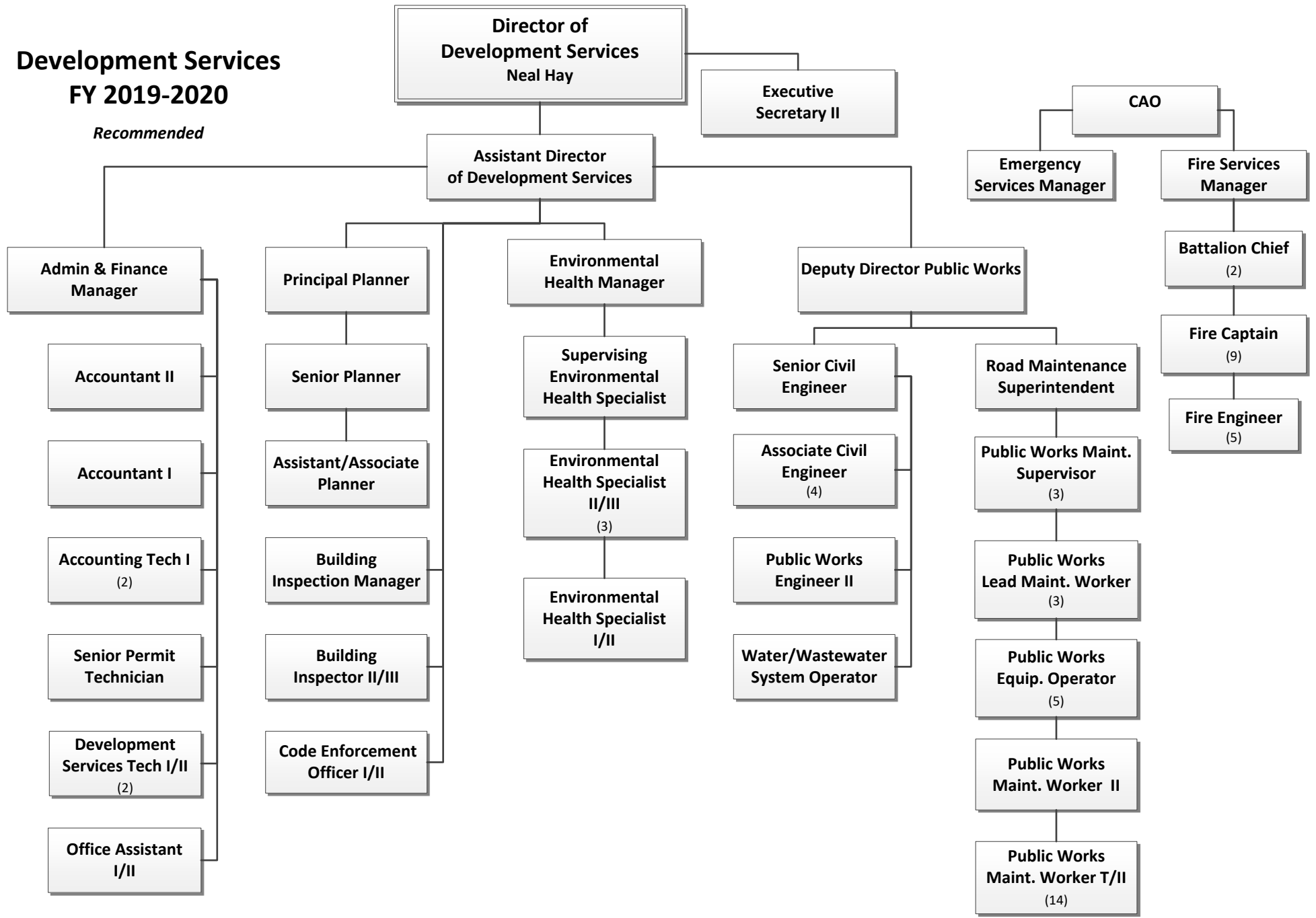
## Use of Fund Balance

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

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# Development Services FY 2019-2020

*Recommended*



# Development Services Department Capital Improvement Projects (1-800)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0016 - CAPITAL PROJECTS</b>					
Unit Title: <b>PLANT ACQUISITION</b>					Dept: <b>1800</b>
	2017-2018 Actual Expenditure	2018-2019 YTD as of 06/08/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	0	1,070	0	300,000	100.0
OTHER CHARGES	0	0	0	37,891	100.0
CAPITAL ASSETS	0	206,196	1,616,205	2,328,870	44.1
<b>NET BUDGET</b>	<b>0</b>	<b>207,266</b>	<b>1,616,205</b>	<b>2,666,761</b>	<b>65.0</b>
<b>REVENUE</b>					
OTHER FINANCING SOURCES	0	0	1,616,205	2,666,761	65.0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>1,616,205</b>	<b>2,666,761</b>	<b>65.0</b>
<b>UNREIMBURSED COSTS</b>	<b>0</b>	<b>207,266</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>ALLOCATED POSITIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>

## Purpose

This budget was previously known as Plant Acquisition and was in the General Fund (fund 0001), budget unit 1801. Beginning in FY 2018-19, these Capital Improvement Projects moved to the Capital Project Fund (0016), Capital Improvement Projects budget unit (1-800).

This budget unit, which is managed by the Development Services Department, reflects all major County capital improvement and maintenance projects. The budget is prepared jointly by the County Administrator's Office, the Development Services Department, and the General Services Department.

## Program Discussion

Capital improvement projects are funded by a variety of funding sources, including State grants, Special Revenue funds, and the County General Fund. Now that these projects are not in the General Fund, each project has transfer-in funding that offsets the expenditures. The project ledgers will show the corresponding revenues and clearly demonstrate when a project has been fully reimbursed.

Capital Improvement projects are currently set at a threshold of \$150,000 or more, subject to change based on updated policies, and are budgeted within the Capital Asset expenditure accounts. If the project is anticipated to be completed within one year, it is budgeted in this budget unit. If the project is anticipated to cross multiple fiscal years it is budgeted in a separate budget unit within the Capital Projects Fund. Further details of these projects are presented in the narrative for the Capital Projects Fund within the General Government section of the FY 2019-20 Recommended Budget.

## Recommended Budget

This budget is recommended at \$2,666,761. The recommendation includes continuation of six projects:

- **Project C181800003 (1802):**  
Construct/Pave Asphalt Parking Lot at Veterans' Memorial Circle (\$585,876; funded by the General Fund)
- **Project C181800004 (1804):**  
Construct/Pave Asphalt Parking Lots at Behavioral Health (\$524,313; funded by Behavioral Health, Welfare/SS, and the General Fund)
- **Project C181800005 (1805):**  
Behavioral Health Fire Sprinklers and Window Replacement at Inpatient Unit (\$226,326; funded by Behavioral Health)
- **Project C191800001:**  
1160 ADA Phase II/1130 1<sup>st</sup> Floor Restroom ADA (\$500,000; funded by General Fund)
- **Project C191800002:**  
1130 and 1160 Foundation Repairs (\$150,000; funded by General Fund)
- **Project C191800003:**  
Facilities Master Plan (\$300,000; allocated across operating departments)

These projects were authorized under the FY 2018-19 budget and are continuing in FY 2019-20.

Additionally, three new projects for FY 2019-20 are also recommended:

- **Project C201800001:**  
County Parking Lot projects for the Library (\$22,000; funded by General Fund)
- **Project C201800002:**  
County Roof Projects (\$147,000; funded General Fund)
- **Project C201800003:**  
County Parking Lot projects for the Agricultural Commissioner (\$211,246; funded by State Gas Tax revenue and General Fund)

Since 2011, Sutter County has been making ongoing improvements to its facilities to ensure compliance with the Americans with Disabilities Act. For FY 2019-20, the County will continue these improvements, if approved, including ADA upgrades recommended at 1130, 1160, and 1190 Civic Center (the costs for 1190 Civic Center are included in project 1815).



# Development Services Department Capital Improvement Projects (1-800)

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*Neal Hay, Director*

It is recommended that authorization be given, effective July 1, 2019, to continue work on the prior year projects and that both Development Services and General Services departments commence work on the new projects, while waiting for the adoption of the final budget resolution.

Both the Development Services and General Services departments concur with this recommendation.

The total of the newly requested projects for FY 2019-20 is \$380,246 and is estimated to be paid for by the Agricultural Commissioner and General Fund.

## Use of Fund Balance

It is recommended that \$1,704,876 of this budget be funded from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265). This amount includes the parking lot for Veteran's Circle, the 1130/1160 project, the Library parking lot, General Fund roof projects, the Facility Master Plan project, and the 1130/1160 Foundation Repairs projects. This one-time revenue is included in the Cancellation of Obligated Fund Balance account (#49995) in the General Revenues (1-209) budget unit.

The remaining projects (Behavioral Health/Welfare parking lot, fire sprinklers, and the Agricultural parking lot) will be funded by operating transfers-in from the respective departments.

**Development Services Department  
County Airport (3-200)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0005 - COUNTY AIRPORT</b>					
Unit Title: <b>COUNTY AIRPORT</b>		Dept: <b>3200</b>			
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	26	150	150	0.0
OTHER CHARGES	24,773	42,386	71,831	25,871	-64.0
INCREASES IN RESERVES	0	0	0	16,573	100.0
OTHER FINANCING USES	0	0	14,955	0	-100.0
<b>NET BUDGET</b>	<b>24,774</b>	<b>42,412</b>	<b>86,936</b>	<b>42,594</b>	<b>-51.0</b>
<b>REVENUE</b>					
TAXES	10,430	10,486	17,500	14,000	-20.0
REVENUE USE MONEY PROPERTY	17,232	18,061	17,844	18,594	4.2
INTERGOVERNMENTAL REVENUES	10,000	0	10,000	10,000	0.0
CHARGES FOR SERVICES	26,518	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	41,592	0	-100.0
<b>TOTAL OTHER REVENUE</b>	<b>64,180</b>	<b>28,547</b>	<b>86,936</b>	<b>42,594</b>	<b>-51.0</b>
<b>UNREIMBURSED COSTS</b>	<b>-39,406</b>	<b>13,865</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>ALLOCATED POSITIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>

**Purpose**

The County Airport is a class A-II airport, established in 1947. The airport’s single paved runway is 3,040 feet long and 75 feet wide. The runway has edge lighting, runway end lights, a lighted segmented circle and a visual approach slope indicator for the northern approach. The airport is limited to visual flight operations.

The airport has 19 hangar buildings with 58 hangar spaces and five commercial tenants. The asphalt concrete apron contains 113 total tie-down spaces - 85 rentals and 28 transients. Services available at the airport include aircraft repair and fuel sales.

On April 22, 2014, the Board of Supervisors approved a Facilities Management Agreement with the Sutter Buttes Regional Aviation Association (SBRAA) for management services at the Sutter County Airport for a period of 10 years from July 1, 2014 through June 30, 2024, with the budget managed by the Development Services Department.

The State of California Department of Transportation Division of Aeronautics (CalTrans) and the Federal Aviation Administration (FAA) certify the Sutter County Airport as a General Aviation airport. The Airport is eligible for FAA and CalTrans grants to improve the existing facilities to FAA standards.

## Major Budget Changes

### Other Charges

- (\$28,900) Decrease in Interfund Miscellaneous Transfer
- (\$9,995) Decrease in Interfund DS Admin Services

### Other Financing Uses

- (\$14,955) Decrease in Other Retirement of L/T Debt as loan is paid off

## Program Discussion

The Board of Supervisors approval of the Facilities Management Agreement with SBRAA effectively transferred responsibility for the day-to-day operation and management of the County Airport to SBRAA.

The Agreement includes the following provisions:

- The property to be leased to SBRAA for management includes everything inside the airport perimeter fencing
- The County will remain the owner of record and is responsible for the safe and efficient operation of the Sutter County Airport and for compliance with all Federal regulations and obligations
- SBRAA agrees to manage the airport within all Federal, State, and local regulations
- Any future building must be approved by the Sutter County Board of Supervisors
- SBRAA agrees to provide all day-to-day operations including, but not limited to:
  - Billing
  - Setting rental rates
  - Maintenance and repairs
  - Fiscal management and reporting
  - Inspections
- SBRAA is to provide the required insurances

One County Engineer is designated as the Airport Manager. Per the agreement with SBRAA, each year 40 hours of management time is dedicated to the County Airport and is considered the Sutter County contribution to the Airport. The County is also responsible for annual (A-87) Cost Plan charges.

## **Recommended Budget**

This budget is recommended at \$42,594 which is a decrease of \$44,342 (51%) over FY 2018-19. This budget unit does not receive any funding from the General Fund. Funding for this program now comes from the non-airport use entities land lease payments.

## **Use of Fund Balance**

This fund contains a Committed Fund Balance in the amount of \$73,990, as of July 1, 2018. It is estimated the Committed Fund Balance will equal \$44,198 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an Increase in Committed Fund Balance in the amount of \$16,573.

# Development Services Department Engineering Services (1-920)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1920</b>	
Unit Title: <b>ENGINEERING SERVICES</b>					
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	917,128	812,779	1,135,687	1,003,362	-11.7
SERVICES AND SUPPLIES	81,098	86,703	71,443	76,880	7.6
CAPITAL ASSETS	37,466	0	0	0	0.0
INTRAFUND TRANSFERS	-244,573	-111,972	-199,184	-64,331	-67.7
OTHER FINANCING USES	8,472	0	19,665	8,796	-55.3
NET BUDGET	799,591	787,510	1,027,611	1,024,707	-0.3
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	0	1,808	0	2,260	100.0
CHARGES FOR SERVICES	650,742	441,536	661,177	745,240	12.7
MISCELLANEOUS REVENUES	46,588	77,395	96,363	235,802	144.7
TOTAL OTHER REVENUE	697,330	520,739	757,540	983,302	29.8
<b>UNREIMBURSED COSTS</b>	102,261	266,771	270,071	41,405	-84.7
<b>ALLOCATED POSITIONS</b>	8.00	7.00	7.00	7.00	0.0

## Purpose

Engineering Services is responsible for Capital Improvements in the County including the design and construction of improvements and major repairs to roads, bridges, County facilities, and Water Resource facilities. The Division also reviews and develops standards for new development projects. The Engineering Services budget unit is managed by the Development Services Department.

## Major Budget Changes

### Salaries & Benefits

- (\$39,423) Decrease due to 3 % position vacancy factor applied to small departments with greater than 10 % average annual vacancy
- (\$71,013) Decrease due to unfunding one Associate Civil Engineer position (1.0 FTE)

### Intrafund Transfers

- \$104,360 Increase in Intrafund Administrative Services for administrative and fiscal support charges

# Development Services Department

## Engineering Services (1-920)

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*Neal Hay, Director*

- (\$30,437) Decrease in Intrafund Engineering transfers (shown as a negative expense) to account for Engineering time spent on Water Resources projects

### Revenues

- \$75,363 Increase in Interfund Engineering charges for reimbursement of work done for other departmental divisions
- \$139,457 Increase in Engineering charges for reimbursement of work done for other agencies

### Program Discussion

The Engineering Services budget unit provides funding for County engineering services, including services for the Road Fund, services required by the Water Resources Division and services required by Water/Wastewater Facilities. Much of the staff time for this budget unit is reimbursed by other Development Services Department budget units through the Inter/Intrafund Engineering accounts. Extra Help continues to be recommended to fund part-time County Surveyor work.

The Engineering Division provides the following types of services:

- Processes development permits, plan reviews, and drafts specific conditions of approval for planning applications
- Designs and oversees the construction of county buildings and building improvements
- Provides general engineering support to county activities such as the Road Fund, on a reimbursement basis
- Designs and performs contract management for road maintenance and road rehabilitation projects
- Provides pavement management planning and traffic planning and coordinates bridge maintenance
- Identifies potential projects, develops grant applications, administers consultant contracts and oversees all aspects of design and construction regarding the Sutter County Airport
- Completes Encroachment/Transport permitting
- Provides Capital Improvement Project programming and budgeting
- Develops and executes the Annual Road Plan for all road and bridge work

On a reimbursable basis, Engineering Services staff will assist in selected design and maintenance related activities for other budget units such as:

- Airport (by agreement with SBRAA)
- Building Maintenance
- Parks and Recreation - including boat launch facilities
- Road Fund
- Streetlight Districts
- Water Agency/Water Resources

# Development Services Department Engineering Services (1-920)

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*Neal Hay, Director*

Staff responds to counter inquiries requesting information on maps, surveys, development, traffic, roads, water resources, and the processing of related fees.

The County Surveyor's Office is included in this budget unit. The Engineering Division assists in some of the County Surveyor functions, such as:

- Reviews and processes subdivision maps, lot line adjustments, and records of surveys
- Maintain records of the County real property and public rights-of-way

## Recommended Budget

This budget is recommended at \$1,024,707 which is a decrease of \$2,904 (0.3%) over FY 2018-19. The General Fund provides 4% of the financing for this budget and has decreased by \$228,666 (84.7%) over FY 2018-19.

Effective as of July 1, 2019, the department will unfund one Associate Civil Engineer position. The position may be filled at a future date, so the position allocation was left within the budget. The Department anticipates advancing two Associate Civil Engineers to Senior Civil Engineers as a part of the FY 2019-20 Recommended Budget.

The Development Services Department requested one new Construction Engineer position, but later withdrew the request to reduce personnel costs in the department.

## Use of Fund Balance

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL					
Unit Title: ENVIRONMENTAL HEALTH					Dept: 2725
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/30/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	723,355	680,277	752,124	786,877	4.6
SERVICES AND SUPPLIES	40,819	34,853	56,573	53,994	-4.6
CAPITAL ASSETS	0	46,957	24,000	0	-100.0
INTRAFUND TRANSFERS	-74,652	-116,654	-47,095	-13,414	-71.5
OTHER FINANCING USES	3,311	0	11,997	3,315	-72.4
NET BUDGET	<u>692,833</u>	<u>645,433</u>	<u>797,599</u>	<u>830,772</u>	<u>4.2</u>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	287,435	282,961	260,500	267,800	2.8
CHARGES FOR SERVICES	408,722	249,555	537,099	562,972	4.8
OTHER FINANCING SOURCES	3,640	0	0	0	0.0
TOTAL OTHER REVENUE	<u>699,797</u>	<u>532,516</u>	<u>797,599</u>	<u>830,772</u>	<u>4.2</u>
UNREIMBURSED COSTS	-6,964	112,917	0	0	0.0
ALLOCATED POSITIONS	6.00	6.00	6.00	6.00	0.0

## Purpose

Environmental Health’s mission is to protect and enhance the public’s health through the control of potentially harmful materials, organisms, and conditions that may cause illness and injury by unsafe or unsanitary conditions. This is accomplished through inspections, review of facility plans, and enforcement activities. The activities of the Division are mandated by the California Health and Safety Code, California Plumbing Code and various County ordinances.

## Major Budget Changes

### Salaries & Benefits

- \$34,753 Increase due to negotiated salaries and benefits

### Capital Assets

- (\$24,000) Decrease to Capital Assets, since no vehicle is requested in FY 2019-20

### Charges for Services

- \$25,873 Increase in Interfund Environmental Health transfer from Public Health



## **Program Discussion**

Environmental Health conducts inspections of food facilities, body art facilities, onsite sewage disposal systems, water wells, monitoring wells, state small water systems, jail facilities, and public pools and spas. The Division may investigate issues related to vector control activities, and health and safety complaints. In addition, through the Certified Unified Program Agency (2-727) budget unit, it conducts inspections and provides consultation to businesses that handle and store hazardous materials.

The Division includes three primary programs:

### **Environmental Health Consumer Protection**

The Consumer Protection Program's mission is to prevent illness and injury caused by unsafe or unsanitary conditions through 1) inspections and enforcement activities, and 2) the review of plan applications for food facilities, body art facilities and pool construction.

The Consumer Protection Program consists of several elements, including food facilities inspections, cottage food operation, substandard housing investigations, environmental childhood lead assessments, vector control activities, jail inspections, household garbage control, and monitoring of pools, spas, body art and safe drinking water supply of regulated facilities.

Staff regularly contacts and prepares for inspection of individual water systems serving retail food facilities and state small water systems, evaluating the water test results and site conditions for safe drinking water compliance with the existing Health and Safety Code.

### **Hazardous Materials Program**

The description of the Hazardous Materials Program is included in the Certified Unified Program Agency (CUPA) budget unit.

### **Environmental Health Land Use**

The Land Use Program lends support to the Development Services Department to ensure that land use permit entitlements granted by the County prevent health hazards and to mitigate environmental degradation resulting from improperly planned developments. The Land Use Program protects public health through the implementation of a Local Agency Management Program (LAMP) which ensures proper sizing, design, construction, and operation of onsite sewage disposal systems. The program reviews adopted land use development projects and construction projects referred to the Planning and Building Division relative to liquid waste and drinking water supplies. The program also reviews and approves the design and construction of new onsite sewage disposal systems and repairs to sites where these systems have failed.

## **Recommended Budget**

This budget is recommended at \$830,772, which is an increase of \$33,173 (4.2%) over FY 2018-19. This budget unit does not receive any funding directly from the General Fund.

The net cost of this budget unit is covered by permit revenues and an Interfund transfer from the Health Fund (1991 Realignment funding). The contribution from the Health Fund is recommended at \$529,972, an increase of \$25,873 (5%) over FY 2018-19.

The budget includes one (1) flexibly staffed Environmental Health Specialist II/III being moved to the III position, when appropriate, based on performing advanced duties.

## **Use of Fund Balance**

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL					
Unit Title: CUPA					Dept: 2727
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	23,016	21,047	24,349	24,665	1.3
INTRAFUND TRANSFERS	250,228	259,823	248,575	248,298	-0.1
NET BUDGET	273,244	280,870	272,924	272,963	0.0
<b>REVENUE</b>					
INTERGOVERNMENTAL REVENUES	60,000	60,000	60,000	60,000	0.0
CHARGES FOR SERVICES	213,245	194,914	212,924	212,963	0.0
TOTAL OTHER REVENUE	273,245	254,914	272,924	272,963	0.0
<b>UNREIMBURSED COSTS</b>	-1	25,956	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Certified Unified Program Agency (CUPA) is a program contained within the Environmental Health Division. CUPA is a State hazardous materials program, covering all of Sutter County, including the incorporated cities within the County.

The purpose of CUPA is to prevent or mitigate damage to the health and safety of persons and the environment in Sutter County from the release, or threatened release, of hazardous materials.

## Major Budget Changes

There are no major budget changes to this budget unit.

## Program Discussion

The CUPA Program is responsible for regulating:

- Hazardous Materials Business Plans and Inventories (Business Plans)
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs (tiered permitting)
- Underground Storage Tank Program
- Aboveground Petroleum Storage Act (APSA) Program
- California Accidental Release Prevention (CalARP) Program
- Area Plans for hazardous materials emergencies

# Development Services Department Certified Unified Program Agency (2-727)

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*Neal Hay, Director*

- Uniform Fire Code Hazardous Material Management Plan and Hazardous Material Inventory Statements

CUPA provides on-site inspections and consultations to businesses that handle and store hazardous materials. It also investigates hazardous materials complaints from the public. In the event of significant noncompliance, CUPA may enforce hazardous materials laws and regulations through an administrative enforcement order process under the authority of the Health and Safety Code and can refer cases to the District Attorney.

Occasionally CUPA receives final judgement funds during statewide enforcement settlement cases by the State of California. The funds are deposited into a Special Revenue Fund (0251), not the General Fund, and are restricted to specific activities/purchases within the CUPA program in enforcing the State laws.

## Recommended Budget

This budget is recommended at \$272,963, which is an increase of \$39 compared to FY 2018-19. This budget unit does not receive any funding from the General Fund as the net cost for this program is covered by permit revenue and grants.

This budget includes Intrafund CUPA-Environmental Health charges for staff services provided by the Environmental Health (2-725) budget unit.

## Use of Fund Balance

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

# Development Services Department County Service Area G (0-301)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0301 - COUNTY SERVICE AREA G</b>			Dept: <b>0301</b>		
Unit Title: <b>COUNTY SERVICE AREA G</b>					
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	751,990	460,779	809,747	801,420	-1.0
OTHER CHARGES	221	191	253	180	-28.9
NET BUDGET	752,211	460,970	810,000	801,600	-1.0
<b>REVENUE</b>					
TAXES	740,758	749,107	799,000	790,600	-1.1
REVENUE USE MONEY PROPERTY	2,525	2,536	2,500	2,500	0.0
INTERGOVERNMENTAL REVENUES	8,675	4,441	8,500	8,500	0.0
CHARGES FOR SERVICES	45	0	0	0	0.0
TOTAL OTHER REVENUE	752,003	756,084	810,000	801,600	-1.0
<b>UNREIMBURSED COSTS</b>	208	-295,114	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget unit represents County Service Area G, the area within Yuba City previously known as the Walton Fire Protection District. The County Service Area G budget unit is managed by the Development Services Department. Its purpose is to provide a means by which the County is able to receive homeowner property taxes within the Walton District and transfer the funds to the City of Yuba City for services provided.

## Major Budget Changes

There are no major budget changes to this budget unit.

## Program Discussion

County Service Area G was established in May 2001 to provide fire protection services to the residents within the former Walton Fire Protection District area. Resulting from anticipated growth and annexation of this area by the City of Yuba City from the County over a 25-year period, the Walton Fire Protection District Dissolution Agreement was created and signed in May 2002. The Agreement transferred fire protection responsibilities in this area to the City of Yuba City.

This program was created as a pass-through of property tax and other revenue representing the unincorporated portion of CSA-G pursuant to the Dissolution Agreement.

## **Recommended Budget**

This budget is recommended at \$801,600, which is a decrease of \$8,400 (1%) over FY 2018-19. This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes and interest.

## **Use of Fund Balance**

The CSA-G fund typically does not carry any fund balance; it is strictly a pass-through budget. Funds are transferred to the City of Yuba City, leaving an estimated fund balance of \$0 as of July 1, 2019.

# Development Services Department County Service Area F (0-305)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0305 - COUNTY SERVICE AREA F</b>				Dept: <b>0305</b>	
Unit Title: <b>COUNTY SERVICE AREA F</b>					
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	2,037,525	1,520,786	1,891,941	1,704,637	-9.9
SERVICES AND SUPPLIES	780,152	629,243	753,352	872,759	15.9
OTHER CHARGES	172,572	142,626	166,510	192,383	15.5
CAPITAL ASSETS	0	33,201	0	183,900	100.0
OTHER FINANCING USES	22,690	0	35,543	26,424	-25.7
<b>NET BUDGET</b>	<b>3,012,939</b>	<b>2,325,856</b>	<b>2,847,346</b>	<b>2,980,103</b>	<b>4.7</b>
<b>REVENUE</b>					
TAXES	1,799,720	1,778,155	1,878,962	1,841,700	-2.0
LICENSES, PERMITS, FRANCHISES	1,235	4,767	0	0	0.0
FINES, FORFEITURES, PENALTIES	608	0	0	0	0.0
REVENUE USE MONEY PROPERTY	551	5,132	2,200	3,387	54.0
INTERGOVERNMENTAL REVENUES	18,914	26,901	17,000	17,000	0.0
CHARGES FOR SERVICES	877,815	822,102	763,624	761,960	-0.2
MISCELLANEOUS REVENUES	69,353	7,605	0	0	0.0
OTHER FINANCING SOURCES	155,671	0	40,482	251,526	521.3
CANCELLATION OF OBLIGATED FB	0	0	145,078	104,530	-27.9
<b>TOTAL OTHER REVENUE</b>	<b>2,923,867</b>	<b>2,644,662</b>	<b>2,847,346</b>	<b>2,980,103</b>	<b>4.7</b>
<b>UNREIMBURSED COSTS</b>	<b>89,072</b>	<b>-318,806</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>ALLOCATED POSITIONS</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>0.0</b>

## Purpose

Consistent with the mission and values of Sutter County Fire Services, County Service Area F is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within approximately 254 square miles of the County. This area includes the City of Live Oak, which is served under contract, the community of Sutter, and the unincorporated area from the Butte County line to the Nicolaus Bridge, excluding the Fire Protection Districts.

## Major Budget Changes

### Salaries & Benefits

- (\$187,304) Decrease in various salary and benefit accounts due to un-funding two (2.0 FTE) vacant Fire Engineer positions.

### Service & Supplies

- (\$39,082) Decrease in small tools
- \$131,011 Increase related to Workers' Compensation

### Other Charges

- \$46,769 Increase in Interfund OH Cost Plan charges as provided by the Auditor-Controller's Office

### Capital Assets

- \$183,900 Increase due to capital lease payments for the refurbished fire engine obtained in FY 2018-19

### Revenue

- (\$37,262) General decrease to various tax streams based on historical trends

## Program Discussion

This budget unit operates three fire stations and has an equipment inventory of twelve engines. Three structural firefighting engines (Type I), four wild-land engines (Type III), three water-tenders, one grass fire unit, and one heavy rescue/hazardous materials truck. Personnel include two Battalion Chiefs, nine Captains, five Engineers, and 28 volunteers. The 2010 Census report lists the population of CSA-F as 28,002, including the contracted City of Live Oak.

The Fire Department has been rated by the Insurance Services Office (ISO) as Class 4 in the Sutter Community Services District, Class 4 in the City of Live Oak and Class 5 in all non-hydranted areas within five miles of a fire station (one of only three fire departments in the State of California with this rating for non-hydranted areas). Areas located beyond five miles of a fire station are rated as Class 10. Each rating number represents a fire defense and physical condition measurement relative to insurance risk. Lower values indicate less insurance risk.

During 2018, the Department collectively responded to 2,417 calls for service. All career personnel are certified Emergency Medical Technicians with a defibrillator endorsement (EMT-1D) and are Hazardous Materials Technicians or Specialists. Some of the volunteer members are similarly certified. Training is an ongoing process for all personnel, and the Department has always been supportive of advanced training regardless of the firefighters' career or volunteer status. State regulations require personnel to undergo more specialized training. Personnel have been trained and certified in confined space rescue, high angle rope rescue, swift water rescue, and trench rescue techniques.

The Department conducts numerous fire inspections, fire hydrant testing, fire investigations, and assists other fire departments in the County with those duties. In addition, the Department conducts fire prevention programs at all elementary schools within its jurisdiction.

The Sutter County Fire Department maintains a strong commitment to the State Mutual Aid System. The Sutter County Fire Department has responded to Mutual Aid requests in Placer, Lake, Butte, Mendocino, and Shasta Counties during the 2018 wildland fire season.



# Development Services Department County Service Area F (0-305)

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*Neal Hay, Director*

The Sutter County Fire Department is a signatory agency to the Yuba Sutter Hazardous Materials Response Team (YSHMRT). This team will provide hazardous materials emergency response within Sutter and Yuba Counties.

## Recommended Budget

This budget is recommended at \$2,980,103 which is an increase of \$191,277 (4.7%) over FY 2018-19.

This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes, special taxes, City of Live Oak contract revenues, and interest earnings.

Capital expenditures recommended to be approved as of July 1, 2019 include \$183,900 in lease payments for the purchase of a refurbished fire engine in FY 2018-19.

Tax revenue, including the Special Fire Tax, is not adequately growing to cover the ongoing costs of the Fire Department. Unless tax revenue is significantly increased in FY 2019-20, the Department will likely begin experiencing a funding shortfall, where revenues do not completely cover expenses, in FY 2020-21. This will necessitate recommendations for reducing expenses or increasing revenues. Staff has engaged in discussions with a consultant to evaluate impacts of possible fire tax-related measures and will make recommendations to the Board of Supervisors during FY 2019-20.

The department has unfunded two vacant Fire Engineer positions in an effort to balance the budget. Should the revenue situation improve in FY 2020-21, the department may request to fill these two vacant positions at a later date.

## Use of Fund Balance

The CSA-F fund contains a Restricted Fund Balance in the amount of \$329,976 as of July 1, 2018 (which does not include the outstanding loan from the General Fund for the construction of the Sutter Fire Station with a remaining balance, at that time, of approximately \$502,516). It is estimated that the Restricted Fund Balance will equal \$291,868 at July 1, 2019 (which does not include the current outstanding General Fund loan balance of \$459,418).

The recommended budget includes a cancellation of Obligated Fund Balance in the amount of \$109,640.

# Development Services Department County Service Area C - East Nicolaus (0-309)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0309 - CNTY SERVICE AREA C-E NICOLAUS				Dept: 0309	
Unit Title: CNTY SERVICE AREA C-E NICOLAUS					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	64,018	60,719	118,001	121,728	3.2
OTHER CHARGES	38,147	25,556	51,826	41,381	-20.2
CAPITAL ASSETS	32,328	0	0	350,000	100.0
INCREASES IN RESERVES	0	0	71,773	0	-100.0
NET BUDGET	134,493	86,275	241,600	513,109	112.4
<b>REVENUE</b>					
TAXES	211,693	214,319	219,700	218,200	-0.7
REVENUE USE MONEY PROPERTY	2,776	10,904	11,400	13,000	14.0
INTERGOVERNMENTAL REVENUES	2,509	1,271	2,500	2,500	0.0
CHARGES FOR SERVICES	15	0	8,000	8,000	0.0
OTHER FINANCING SOURCES	5,096	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	271,409	100.0
TOTAL OTHER REVENUE	222,089	226,494	241,600	513,109	112.4
<b>UNREIMBURSED COSTS</b>	-87,596	-140,219	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The East Nicolaus Volunteer Fire Department (CSA-C) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area. The County Services Area C budget unit is managed by the Development Services Department.

## Major Budget Changes

### Capital Assets

- \$350,000 Capital Asset request for replacement Water Tender Truck

## Program Discussion

This budget funds the East Nicolaus Volunteer Fire Department (CSA-C). The service area encompasses approximately 62 square miles. The 2010 Census Report lists the population at 1,571 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The East Nicolaus Volunteer Fire Department is comprised of two fire stations. The main station (Station 1) is located at 1988 Nicolaus Avenue in East Nicolaus and houses six pieces of fire equipment. The Sub-Station (Station 2) is located at 176 Pleasant Grove Road in Rio Oso, and is currently not in use due to needed repairs. The Department consists of one Volunteer Fire Chief

# Development Services Department County Service Area C - East Nicolaus (0-309)

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*Neal Hay, Director*

shared with Pleasant Grove Volunteer Fire Department, one shared Extra-Help Fire Engineer, and nine Volunteer Fire Fighters. All personnel are trained in emergency care and cardiopulmonary resuscitation. The Department responded to 163 calls for service in 2018. The Department is committed to participation in the State Mutual Aid System and has responded to requests for assistance in, Butte, Mendocino, Placer, Lake, and Shasta Counties during the 2018 wildland fire season.

The East Nicolaus Volunteer Fire Department has automatic and mutual aid agreements with neighboring fire agencies.

## Recommended Budget

This budget is recommended at \$513,109, which is an increase of \$271,509 (112.4%) over FY 2018-19. This increase is due to the Capital Asset request.

This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes and interest.

One Capital Asset replacement water tender truck is recommended at \$350,000.

## Use of Fund Balance

The CSA-C fund contained a Restricted Fund Balance in the amount of \$817,712 as of July 1, 2018. It is estimated that the Restricted Fund Balance will equal \$898,740 at July 1, 2019.

The recommended budget includes a cancellation of Fund Balance in the amount of \$271,409.

# Development Services Department County Service Area D - Pleasant Grove (0-311)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0311 - CNTY SRVC AREA D-PLEASANT GROV			Dept: 0311		
Unit Title: CNTY SRVC AREA D-PLEASANT GROV					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	182,242	168,919	160,878	175,977	9.4
OTHER CHARGES	45,890	28,974	55,860	44,134	-21.0
CAPITAL ASSETS	125,108	0	0	350,000	100.0
INCREASES IN RESERVES	0	0	78,262	0	-100.0
NET BUDGET	<u>353,240</u>	<u>197,893</u>	<u>295,000</u>	<u>570,111</u>	<u>93.3</u>
<b>REVENUE</b>					
TAXES	259,885	259,152	270,100	264,800	-2.0
REVENUE USE MONEY PROPERTY	4,349	12,129	13,900	14,500	4.3
INTERGOVERNMENTAL REVENUES	3,095	1,542	3,000	3,000	0.0
CHARGES FOR SERVICES	93,447	95,292	8,000	8,000	0.0
MISCELLANEOUS REVENUES	20	0	0	0	0.0
OTHER FINANCING SOURCES	10,238	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	279,811	100.0
TOTAL OTHER REVENUE	<u>371,034</u>	<u>368,115</u>	<u>295,000</u>	<u>570,111</u>	<u>93.3</u>
<b>UNREIMBURSED COSTS</b>	-17,794	-170,222	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Pleasant Grove Volunteer Fire Department (CSA-D) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area. The County Services Area D budget unit is managed by the Development Services Department.

## Major Budget Changes

### Capital Assets

- \$350,000 Capital Asset request for replacement Water Tender Truck

## Program Discussion

This budget funds the Pleasant Grove Volunteer Fire Department (CSA-D). The service area encompasses approximately 71 square miles. The 2010 Census report lists the population at 980 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The Pleasant Grove Volunteer Fire Department is comprised of two fire stations. The main station (Station 1) is located at 3100 Howsley Road in Pleasant Grove, and houses four pieces of fire

# Development Services Department County Service Area D - Pleasant Grove (0-311)

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*Neal Hay, Director*

equipment. The Sub-Station (Station 2) is located at the intersection of Sankey Road and Pleasant Grove Road in Pleasant Grove, and houses three pieces of fire equipment.

The Department consists of one shared Volunteer Fire Chief with East Nicolaus Fire Department, one shared Extra Help Fire Engineer with East Nicolaus Volunteer Fire Department. Pleasant Grove Volunteer Fire Department currently has a total of 21 Volunteer Fire Fighters and the Department responded to 208 calls for service in 2018.

The Department is committed to participation in the State Mutual Aid System, and has responded to requests for service in Placer, Lake, Butte, Mendocino, and Shasta Counties during the 2018 wildland fire season.

## Recommended Budget

This budget is recommended at \$570,111, which is an increase of \$275,111 (93.3%) from FY 2018-19.

This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes, interest earnings, and grants.

A Capital Asset replacement water tender truck is recommended at an estimated cost of \$350,000.

## Use of Fund Balance

The CSA-D fund contains a Restricted Fund Balance in the amount of \$910,196 as of July 1, 2018. It is estimated that the Restricted Fund Balance will equal \$988,458 at July 1, 20189

The recommended budget includes a Cancellation of Fund Balance in the amount of \$279,811.

Development Services Department  
 Planning and Building (2-724)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL					
Unit Title: PLANNING & BUILDING					Dept: 2724
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	794,403	601,521	786,767	816,528	3.8
SERVICES AND SUPPLIES	1,300,637	548,881	832,852	502,342	-39.7
OTHER CHARGES	31,677	29,374	33,600	33,625	0.1
CAPITAL ASSETS	0	55,252	300,900	0	-100.0
INTRAFUND TRANSFERS	556,813	429,313	740,390	731,278	-1.2
OTHER FINANCING USES	6,300	0	17,446	6,983	-60.0
NET BUDGET	2,689,830	1,664,341	2,711,955	2,090,756	-22.9
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	435,810	436,221	401,700	461,850	15.0
INTERGOVERNMENTAL REVENUES	10,700	16,043	0	0	0.0
CHARGES FOR SERVICES	1,215,614	491,341	652,380	540,478	-17.2
MISCELLANEOUS REVENUES	4,828	761	0	0	0.0
OTHER FINANCING SOURCES	10	0	0	0	0.0
TOTAL OTHER REVENUE	1,666,962	944,366	1,054,080	1,002,328	-4.9
<b>UNREIMBURSED COSTS</b>	1,022,868	719,975	1,657,875	1,088,428	-34.3
<b>ALLOCATED POSITIONS</b>	8.00	6.00	6.00	6.00	0.0

**Purpose**

The Planning, Building and Code Enforcement Divisions are reflected in this consolidated budget unit, managed by the Development Services Department.

The *Planning Division (program 24)* primarily is responsible for the administration of the County’s planning program as adopted by the Board of Supervisors through the Sutter County General Plan and Zoning Code preparing environmental documentation for projects pursuant to State law, administering the County’s Subdivision Ordinance, Williamson Act and Surface Mining and Reclamation Act programs and supporting the code enforcement program. Reports, studies, and recommendations are provided to the Planning Commission and the Board of Supervisors regarding land use applications and policy issues.

The *Building Inspection Division (program 31)* is responsible for the enforcement of a variety of California Codes (i.e. Building Code, Fire Code, Electrical Code, Plumbing Code, Mechanical Code, Green Building Code, Energy Code) as well as any applicable codes as adopted by Sutter County. The purpose of the codes is to provide minimum standards to safeguard life, limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures. This is accomplished through a program of permitting, plan review, inspection and enforcement. Statutory authority is provided by the California Health and Safety Code Sections 17920-17928 and 17960-17961.

The *Code Enforcement Division (program 32)* is responsible for the enforcement of statutes and ordinances regulating public health, safety, business activities and consumer protection, building standards, land-use, and general welfare through enforcement of County Ordinances and prevention, detection, and investigation of violations. Statutory authority is provided by the California Health and Safety Code Sections 17920-17928 and 17960-17961.

## **Major Budget Changes**

### **Salaries & Benefits**

- \$55,014 Increase due to negotiated salaries and benefits
- (\$25,253) Decrease due to 3% position vacancy factor applied to departments with greater than 5% average annual vacancy

### **Services & Supplies**

- (\$1,102,327) Decrease to Professional/Specialized Services related to completion of Riego Road project in FY 2018-19

### **Capital Assets**

- (\$300,900) Decrease in Capital Assets due to no vehicle replacement requests

### **Intrafund Transfers**

- (\$30,804) Decrease due to lower Intrafund Administration Services charges
- \$22,155 Increase in Intrafund Cost Plan charges as calculated by the Auditor-Controller's Office

### **Revenues**

- \$60,000 Increase in Construction Permits based on trends and a fee schedule update
- \$205,000 Increase in Engineer Development/Special Project Fees based on estimated work on "At cost" project accounts.
- (\$510,000) Decrease in Planning & Engineering Fees related to Riego Road project funds
- \$238,000 Increase in Other Services related to reimbursement from mining activities and developers for expenses in Professional/Specialized Services

- (\$70,000) Decrease in Other Charges Current Services related to estimated collection of Administrative penalties for marijuana cultivation.

## Program Discussion

### Planning Division

The Planning Division staff includes:

- Principal Planner
- Senior Planner
- Associate Planner

The Planning Division reviews and processes general plan and zoning applications, land divisions, use permits, variances, design review, development agreements, and other development-related requests in conformance with applicable state law requirements (i.e., CEQA – California Environmental Quality Act, SMARA – Surface Mining and Reclamation Act, Williamson Act (The Agricultural Land Conservation Act), Subdivision Map Act, etc.) and code enforcement violations relative to the Zoning Code.

Projects or topics that are in-process or completed over the last year by this Division include:

- In Calendar year 2018, the Division processed 57 Planning-related land use applications, including environmental reviews when required by State law. This does not include the review of building permit applications, miscellaneous project reviews and the implementation of previously approved projects.
- The Division provided staff assistance to the Board of Supervisors Commercial Trucking Issues Ad-Hoc Committee concerning the permitting, location and code enforcement of truck yards in the unincorporated area. Proposed development standards and a noise ordinance have been prepared and will be considered for adoption in the spring of 2019.
- The Planning Division made a significant time commitment, working with Code Enforcement, to bring truck yard operators into compliance with adopted project conditions and other County standards.
- An update of the Division's fees was adopted in November 2018.
- In 2018, Sutter County along with Yuba County and the cities of Live Oak and Yuba City ended participation in the development of the Yuba-Sutter Regional Conservation Plan (YSRCP) because forecasted growth never materialized and floodplain constraints limit development in most areas covered by the plan.
- The Planning Division participated in the US Census Bureau's Local Update of Census Address (LUCA) program in anticipation of Census 2020. Going forward, the Planning Division will provide staff assistance, as needed, as the 2020 Census approaches.
- In 2018 and early 2019, Sutter Pointe began to move forward. Staff worked with developers to establish a new Funding Agreement with the developers to pay for County and consultant costs to process a first phase project and entering into consultant agreements



with firms to assist the County where needed in this process. A first phase project submittal is anticipated in the first half of 2019.

- In 2018-19, the Division coordinated with the staff of the Sutter County Local Agency Formation Commission (Sutter LAFCo) to update LAFCo’s policy and procedures for consistency with County General Plan policies and the Sutter Pointe Specific Plan.
- In fiscal year 2019-20, staff anticipates commencing an update to the General Plan Housing Element, consistent with the statutory 8-year cycle.
- In fiscal year 2019-20, staff anticipates commencing an update to the County’s development impact fees that have not be updated since 2010-11.

**Building Division**

The Building Division staff currently includes:

- Building Inspection Manager (vacant)
- Building Inspector II/III

The Building Inspection Division’s operations include permit application and plan review, calculation of permit costs, inspections during the construction process complaint investigations, support to other County departmental programs and public education relative to building regulations and Special Flood Hazard Area criteria.

The Sutter County Building Division is committed to becoming a premier Building and Safety Department, dedicated to creating a vibrant, livable, and sustainable County for all citizens in the County of Sutter while ensuring building and occupancy safety. The division is committed to improving performance and developing procedures that are streamlined, understandable and most of all, promote efficiency.

In addition, the Building Division has included building and fire plan check review and structural inspections as needed to support Fire Services in the event of structural damage to a property.

The jurisdiction of Sutter County is approximately 592 square miles, excluding the City of Yuba City and the City of Live Oak. For calendar year 2018, there were 896 building permits issued with a construction value of \$34,087,179. Staff completed 2,253 inspections and plan-check reviews for 472 sets of submitted construction plans.

<b>2018</b>	# Permits	Valuation	Inspections	Plan Check
	896	\$34,087,179	2253	472
<b>2017</b>				
	897	\$41,367,414	2255	440

The Building Division provides support and inspection services for Planning, Fire Services, Building and Fire Code compliance, Flood Plain Management, Emergency Response, and Code Enforcement.

# Development Services Department Planning and Building (2-724)

Neal Hay, Director

The Permit Counter provides one-stop development services to the public and County departments.

## Code Enforcement Division

The Code Enforcement Division staff includes:

- Code Enforcement Officer I/II

In late 2013, the Board of Supervisors adopted a marijuana cultivation ordinance. This ordinance was updated in 2015 and a Code Enforcement position was established.

The Code Enforcement position was filled in May 2017 and significant work has been completed to implement a modern code enforcement program in the County including the creation and utilization of modern forms. The County is beginning to issue citations to facilitate compliance utilizing Chapter 87, Administrative Penalties, of the County Ordinance Code.

In fiscal year 2017-2018, the Code Enforcement division completed the following activities related to marijuana and routine code enforcement.

Marijuana Enforcement Fiscal Year 2018-19:

COMPLAINTS RECEIVED 07/01/2018 – PRESENT	VIOLATION SITES CONFIRMED	VOLUNTARY COMPLIANCE (Percentage)
18	17	100

Code Enforcement Cases, Fiscal Year 2018-19:

COMPLAINTS RECEIVED 07/01/2018 - 01/31/2019	VIOLATION TYPE BY PRIORITY	CLOSED 2016 - 2019	CLOSED 07/01/2018 - 06/30/2019
3	SUBSTANDARD/RED TAG/LIFE SAFETY	12	1
9	SEPTIC ISSUES/EH/LIFE SAFETY	13	2
18	MARIJUANA ENFORCEMENT	199	18
39	BUILDING CODE VIOLATIONS	71	7
3	NON-COMPLIANCE W/USE PERMITS	21	1
60	PROPERTY MAINTENANCE/NUISANCE/ZONING	170	21
8	ILLEGAL TRUCKING/BUSINESSES	15	4
	WARRANT PREPARATION		
4	ABANDONED RV/TRAILER/VEHICLES	44	10
1	NOTICE OF NON-COMPLIANCE FILED		
1	NOTICE OF COMPLIANCE FILED		
15	CITATIONS ISSUED	18	18

## **Recommended Budget**

This budget is recommended at \$2,090,756 which is a decrease of \$621,199 (22.9%) over FY 2018-19. The General Fund provides 52.5% of the financing for this budget unit and is decreased by \$569,447 (34.3%) over FY 2018-19.

## **Use of Fund Balance**

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

**Development Services Department  
Road Fund (3-100)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0003 - ROAD</b>		Dept: <b>3100</b>			
Unit Title: <b>ROAD</b>					
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/30/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,802,361	1,611,689	2,219,068	2,766,854	24.7
SERVICES AND SUPPLIES	5,979,095	3,256,439	9,198,914	8,399,010	-8.7
OTHER CHARGES	968,238	772,306	1,162,653	1,229,867	5.8
CAPITAL ASSETS	466,240	345,408	488,000	711,500	45.8
INCREASES IN RESERVES	0	0	103,913	5,000	-95.2
OTHER FINANCING USES	18,263	0	30,654	21,015	-31.4
<b>NET BUDGET</b>	<b>9,234,197</b>	<b>5,985,842</b>	<b>13,203,202</b>	<b>13,133,246</b>	<b>-0.5</b>
<b>REVENUE</b>					
TAXES	1,109,617	1,080,278	1,198,321	1,238,403	3.3
LICENSES, PERMITS, FRANCHISES	45,682	34,503	35,600	41,600	16.9
REVENUE USE MONEY PROPERTY	38,478	110,275	80,000	141,000	76.2
INTERGOVERNMENTAL REVENUES	7,003,205	5,644,162	9,274,312	8,676,285	-6.4
CHARGES FOR SERVICES	169,478	20,804	126,381	105,811	-16.3
MISCELLANEOUS REVENUES	154,771	85,938	148,972	321,138	115.6
OTHER FINANCING SOURCES	29,093	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	2,339,617	2,609,009	11.5
<b>TOTAL OTHER REVENUE</b>	<b>8,550,324</b>	<b>6,975,960</b>	<b>13,203,203</b>	<b>13,133,246</b>	<b>-0.5</b>
<b>UNREIMBURSED COSTS</b>	<b>683,873</b>	<b>-990,118</b>	<b>-1</b>	<b>0</b>	<b>-100.0</b>
<b>ALLOCATED POSITIONS</b>	<b>22.00</b>	<b>24.00</b>	<b>22.00</b>	<b>28.00</b>	<b>27.3</b>

**Purpose**

The Road Fund budget unit is managed by the Development Services Department and includes Road Maintenance (program 43), Engineering (44), and Capital Improvement programs (45). The Fund provides resources to perform the inspection and maintenance of approximately 750 miles of County roads, bike and pedestrian ways, 89 bridges, and associated appurtenances such as delineation and signage.

The primary source of Road Fund revenues is the State Highway Users Tax Apportionment (HUTA). HUTA revenues are generated by a gas excise tax and, under California Law, may only be used for Road purposes. Other roadwork funding revenues are also placed in this fund. This includes State Transportation Development Act, Federal Highways Administration grant, Road Maintenance and Rehabilitation Act (RMRA), and State transportation grant revenues. This budget unit is a separate fund in order to meet State requirements and restrictions on use.

The Board of Supervisors approved the Annual Road Plan as required by the State Streets & Highway Code Section 2007 to account for the Road Fund use and demonstrate to the citizens of Sutter County the prudent and efficient use of limited transportation funding. A copy of that approved plan is included as part of the Recommended Budget.

## Major Budget Changes

### Salaries & Benefits

- \$547,786 Increase related to the the addition of one (1.0 FTE) Public Works Lead Maintenance Worker and one (1.0 FTE) Public Works Maintenance worker during FY 2018-19, and four (4.0 FTE) Public Works Maintenance Worker I/II which are funded by SB1 revenue beginning July 1, 2019

### Services & Supplies

- \$80,100 Increase in General Supplies related to road projects
- (\$1,028,928) Decrease in Professional/Specialized Services associated with road capital improvement projects
- \$90,139 Increase in ISF Vehicle Maintenance as provided by General Services
- (\$89,186) Decrease in ISF related to Worker's Compensation

### Capital Assets

- \$100,000 4x4, 2 Ton, Regular Cab pickup (Sign Maintenance special build)
- \$68,000 4x4, 2 Ton, Regular Cab pickup (3/4-yard dump bed)
- \$68,000 4x4, 2 Ton, Regular Cab pickup (3/4-yard dump bed)
- \$45,500 4x4, 1/2 Ton, Extended Cab pickup (6'6" Diesel)
- \$160,000 Replacement of aging 5<sup>th</sup> Wheel Tractor Truck
- \$100,000 Replacement of aging equipment trailer
- \$35,000 New 24,000 lb. capacity tilt bed trailer
- \$35,000 New 24,000 lb. capacity tilt bed trailer
- \$25,000 New Changeable Solar Powered Message Board
- \$25,000 New Changeable Solar Powered Message Board
- \$50,000 Replacement Double Drum Roller

### Revenues

- \$136,778 Increase in overall State Funding based on HUTA estimates for FY 2019-20
- (\$1,005,305) Decrease in Federal Bridge Replacement Program for approved Federal projects
- (\$237,402) Decrease in Federal Other Aid for road safety improvements
- \$475,701 Increase in Other Government Agencies for project related work
- \$172,166 Increase in Contribution from Other Agency Sutter County for project related work

### Cancellation of Obligated Fund Balance

- \$269,392 Increase in Cancellation of Obligated Fund Balance from FY 2018-19

## Program Discussion

The Road Fund budget unit contains three programs: Road Maintenance Program (43), Road Engineering Program (44), and Road Capital Program (45).

The Road Fund budget has 28 recommended positions.

The Road Maintenance Division uses in-house staff and equipment to perform:

- Minor paved road repairs
- Unpaved road maintenance, repairs and improvements
- Bridge maintenance and minor repairs
- Culvert repair and maintenance
- Roadside drainage maintenance
- Roadside vegetation control
- Signage and markings installation and maintenance

The Deputy Director of Public Works is allocated to this budget unit. At the discretion of the Board of Supervisors, the Director is currently designated as the Road Commissioner. At times the role of Road Commissioner has been performed by the same person in the Department, since the position requires registration as a Professional Engineer in the State of California. Engineering staff time dedicated to Road Fund projects is reflected in the Interfund charges to this Fund. The Road Fund continues to reflect the receipt of all revenues associated with Road project engineering services.

The Capital Program of the Road Fund contains the major road and bridge repairs and improvement project work. The Program funds portions of the contracted construction work

# Development Services Department

## Road Fund (3-100)

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*Neal Hay, Director*

utilizing State and Federal highway program and grant revenues, and some one-time revenues, by the specific projects for which the revenues are designated.

### Recommended Budget

This budget is recommended at \$13,133,246 which is a decrease of \$69,957 (0.5%) from FY 2018-19. The Road Fund budget unit does not receive any funding support from the General Fund.

Capital assets, recommended to be approved as of July 1, 2019, are recommended at \$711,500 as follows:

- \$100,000 4x4, 2 Ton, Regular Cab pickup (Sign Maintenance special build)
- \$68,000 4x4, 2 Ton, Regular Cab pickup (3/4-yard dump bed)
- \$68,000 4x4, 2 Ton, Regular Cab pickup (3/4-yard dump bed)
- \$45,500 4x4, 1/2 Ton, Extended Cab pickup (6'6" Diesel)
- \$160,000 Replacement aging 5<sup>th</sup> Wheel Tractor Truck
- \$100,000 Replacement of aging equipment trailer
- \$35,000 New 24,000 lb. capacity tilt bed trailer
- \$35,000 New 24,000 lb. capacity tilt bed trailer
- \$25,000 New Changeable Solar Powered Message Board
- \$25,000 New Changeable Solar Powered Message Board
- \$50,000 Replacement Double Drum Roller

Because the construction season spans two fiscal years, the Recommended Budget includes funding and appropriations for the carryover of selected construction projects originally budgeted in the previous fiscal year and may contain portions of the previous fiscal year Road Plan.

The FY 2019-20 Recommended Budget includes the following Road Plan projects as adopted by the Board of Supervisors (also included in this narrative):

- Kent Road Bridge Right-of-Way Consultant Services
- Tisdale Road Bridge Right-of-Way Consultant Services
- Bridge Preventative Maintenance Right-of-Way Consultant Services

# Development Services Department

## Road Fund (3-100)

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*Neal Hay, Director*

- Larkin Road Bridge Replacement Construction
- Nicolaus Avenue Bridge Replacement Construction
- Bridge Preventative Maintenance Construction
- Various ADA Project Sidewalk Reconstruction
- Road Overlay Project
- Road Seals Project
- Palomino Acres Drainage Improvements Construction
- Various Truck Route Intersection Improvement Projects

The State Highway Users Tax Apportionment (HUTA) revenues are based on current market conditions. The revenues from HUTA sections 2104, 2105, and 2106 fund most of the in-house road program, and HUTA section 2103 and RMRA funding is used to provide a portion of the major maintenance and rehabilitation programs in the Road Plan. State and Federal highway program and grant funds, when available, are also applied to this endeavor.

Annually, the County receives a portion of the Local Transportation Fund (LTF) under the Transportation Development Act (TDA). These funds are available for roadwork after public transportation needs have been met. Under an agreement with the Yuba-Sutter Transportation Agency, an allocation of funds is made to the County, which is used for general road maintenance and repairs. The annual amount available depends on State revenues and is estimated at \$814,903 for FY 2019-20.

The County may also receive \$278,075 in State funds under a sub-program of Regional Surface Transportation Program (RSTP); an exchange for Federal funds. This is an annual amount provided to some counties and is being considered for elimination by the State.

The following position changes are recommended to be effective as of July 1, 2019 for a net impact of four (4.0 FTE):

- Add four (4.0 FTE) Public Works Maintenance Worker I/II

All four new positions will be funded by additional SB1 revenue in FY 2019-20.

By way of information, the department also added one (1.0 FTE) Public Works Lead Maintenance Worker and one (1.0 FTE) Public Works Maintenance worker during FY 2018-19.

## Use of Fund Balance

The Road Fund contains the following Restricted Fund Balance accounts in the respective amounts as of July 1, 2018:

- Non-spendable Imprest Cash (Petty Cash): \$100
- Non-spendable Inventory: \$28,906
- Restricted - 5<sup>th</sup> Street Bridge Maintenance: \$131,081



# Development Services Department

## Road Fund (3-100)

Neal Hay, Director

- Restricted – FEMA/OES: \$70,000
- Restricted Fund Balance: \$5,014,691

It is recommended that the Restricted - 5<sup>th</sup> Street Bridge Maintenance fund balance be increased by \$5,000 each Fiscal Year, leaving an estimated June 30, 2019 ending balance of \$136,081. This reserve is maintained pursuant to an existing agreement with the City of Yuba City, the City of Marysville, and Yuba County. Each year, \$5,000 is placed into this account to pay for major maintenance projects affecting the 5<sup>th</sup> Street Bridge.

The FY 2019-20 Recommended Budget includes the following cancellation of Restricted Fund Balance and/or increase in Obligated Fund Balance in the amount of: (Program 43-Road Maintenance decrease \$2,078,983), (Program 44-Road Engineer decrease \$10,339), and (Program 45-Capital Improvement decrease \$519,687) for a total projected decrease of \$2,609,009.

No changes are recommended for Non-Spendable Imprest Cash or Restricted FEMA/OES fund balances.

Sutter County Pavement Management System Road Report							
FY 2019-20 TENTATIVE ROAD PLAN							
2/28/2019							
LINE	PROJECT	TOTAL PROJECT COST	INCOME SOURCE				
			SB 1	Gas Tax	HBP	BPMP	County Road Fund
<b>BRIDGE/ROAD - DESIGN / RIGHT OF WAY / ENVIRONMENTAL SERVICES / MAINTENANCE</b>							
1	KENT ROAD BRIDGE RIGHT OF WAY (100% Federal)	\$ 100,000.00			\$ 100,000.00	\$ -	
2	TISDALE ROAD BRIDGE RIGHT OF WAY (100% Federal)	\$ 75,000.00			\$ 75,000.00	\$ -	
3	BRIDGE PREVENTATIVE MAINTENANCE PROJECT RIGHT-OF-WAY (88.53% Federal)	\$ 65,001.00				\$ 57,545.00 \$ 7,456.00	
<b>BRIDGE CONSTRUCTION PROJECTS</b>							
4	LARKIN ROAD BRIDGE CONSTRUCTION	\$ 804,000.00		\$ 92,219.00	\$ 711,781.00		
5	NICOLAUS AVENUE BRIDGE CONSTRUCTION (88.53% Federal)	\$ 1,116,000.00		\$ 128,005.00	\$ 987,995.00		
6	BRIDGE PREVENTATIVE MAINTENANCE PROJECT CONSTRUCTION (88.53% Federal)	\$ 553,227.00		\$ 63,455.00		\$ 489,772.00	
<b>SIDEWALK CURB AND GUTTER PROJECTS</b>							
7	ADA CURB RAMPS	\$ 80,000.00		\$ 80,000.00			
<b>ROAD CONSTRUCTION</b>							
8	ROAD OVERLAY PROJECT	\$ 1,525,795.00	\$ 1,362,024.35			\$ 163,770.65	
9	ROAD SEALS PROJECT	\$ 1,841,392.00	\$ 1,841,392.00				
10	PALAMINO ACRES DRAINAGE IMPROVEMENTS	\$ 1,000,000.00		\$ 678,906.00		\$ 321,094.00	
<b>CARYOVER PROJECTS FROM FY2018-19</b>							
11	TRUCK ROUTE INTERSECTION IMPROVEMENT PROJECT	\$ 573,960.00	\$ 153,218.00	\$ 420,742.00			
<b>PLAN ESTIMATE:</b>		<b>\$ 7,734,375.00</b>	<b>\$ 3,356,634.35</b>	<b>\$ 1,463,327.00</b>	<b>\$ 1,874,776.00</b>	<b>\$ 547,317.00</b>	<b>\$ 492,320.65</b>

# Development Services Department Transportation Development (3-300)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL					
Unit Title: TRANSPORTATION DEVELOPMENT					Dept: 3300
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	160,331	136,465	200,000	200,000	0.0
NET BUDGET	160,331	136,465	200,000	200,000	0.0
<b>REVENUE</b>					
TAXES	160,331	136,465	200,000	200,000	0.0
TOTAL OTHER REVENUE	160,331	136,465	200,000	200,000	0.0
<b>UNREIMBURSED COSTS</b>	0	0	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget unit finances the County's portion of the Yuba-Sutter Transit Authority (YSTA) for the residents of the unincorporated area of Sutter County. Funding for this program comes from the County's share of State Transportation Development Act Funds. The State Transit Assistance component is allocated and provided directly to the YSTA. The Local Transportation Fund (LTF) component is allocated to the County for the unincorporated area. By agreement, a portion of the LTF annual allocation is used to finance subsidized YSTA transit services. The remainder, after ensuring there are no unmet transit needs, may be used by the County to fund general road maintenance work. The remaining portion of the LTF is credited as revenue directly to the Sutter County Road Fund budget unit (3-100).

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Recommended Budget

This budget unit is recommended at \$200,000, which is status quo compared to FY 2018-19. This budget unit does not receive any funding from the General Fund. Funding for this program comes from the County's share of the LTF and is used to fund unmet transit needs as required by State law.

## Use of Fund Balance

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

**Development Services Department  
County Consolidated Street Lighting District (0-340)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0340 - CO CONSOLIDATED ST LIGHT DIST</b>					
Unit Title: <b>CO CONSOLIDATED ST LIGHT DIST</b>					Dept: <b>0340</b>
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/30/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	44,146	36,105	50,751	50,807	0.1
OTHER CHARGES	4,064	2,818	7,242	4,904	-32.3
INCREASES IN RESERVES	0	0	37,237	40,925	9.9
NET BUDGET	48,210	38,923	95,230	96,636	1.5
<b>REVENUE</b>					
TAXES	67,081	68,886	71,400	72,800	2.0
REVENUE USE MONEY PROPERTY	5,809	18,502	23,000	23,011	0.0
INTERGOVERNMENTAL REVENUES	774	401	830	825	-0.6
TOTAL OTHER REVENUE	73,664	87,789	95,230	96,636	1.5
<b>UNREIMBURSED COSTS</b>	-25,454	-48,866	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The County Consolidated Street Lighting District is responsible for the maintenance and operation of streetlights within the District.

The Development Services Department is responsible for the management of this budget unit and that portion of the District located in the unincorporated area. The City of Yuba City manages that portion of the District within the City limits and maintains its own budget unit for that purpose. The District continues as a single entity with the City and the County administering their respective areas of responsibility. The fund assets of the corporate District are the combination of the portions maintained by the City and the County.

## Major Budget Changes

There are no major changes for FY 2019-20.

## Program Discussion

The County Consolidated Street Lighting District consolidates over 40 smaller benefit areas and finances the maintenance and operation of streetlights within the unincorporated area of Sutter County. The County Consolidated Street Lighting District is supported by ad valorem property taxes (as opposed to benefit assessments) on properties within the district.

# Development Services Department County Consolidated Street Lighting District (0-340)

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*Neal Hay, Director*

The City of Yuba City has responsibility for approximately 40% of the District geographic territory and provides for the operation and maintenance of those streetlights that now fall within the City limits. Current tax revenues are also apportioned to the City for the operations, maintenance, and improvements to these facilities.

At this time, the County portion of the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.

In FY 2016-17, Pacific Gas and Electric completed a LED head conversion project to replace all existing High Pressure Sodium streetlights with energy efficient LED streetlights. The cost of the project was funded by Pacific Gas and Electric at no direct cost to the County or the District. In approximately 1-2 years, the electric rate for the affected streetlights will be lowered after the construction costs have been recovered.

## **Recommended Budget**

This budget is recommended at \$96,636, which is an increase of \$1,406 (1.5%) over FY 2018-19. This budget unit does not receive financing from the General Fund. The District receives its funding from ad valorem property taxes on properties within the district.

## **Use of Fund Balance**

This fund contains a Restricted Fund Balance in the amount of \$1,469,862 as of July 1, 2018. It is estimated the Restricted Fund Balance will equal \$1,498,887 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an increase to Fund Balance in the amount of \$40,925.

# Development Services Department Royo Ranchero Construction - Live Oak Canal (0-389)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0389 - ROYO RANCHERO CNSTRCT-LO CANAL</b>				Dept: <b>0389</b>	
Unit Title: <b>ROYO RANCHERO CNSTRCT-LO CANAL</b>					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	57	48	75	61	-18.7
INCREASES IN RESERVES	0	0	575	639	11.1
NET BUDGET	57	48	650	700	7.7
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	176	545	650	700	7.7
TOTAL OTHER REVENUE	176	545	650	700	7.7
<b>UNREIMBURSED COSTS</b>	-119	-497	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The primary purpose of this budget unit is to appropriate the interest revenue for the remaining balance in a construction fund related to Live Oak Canal improvements, as provided in a 1986 bond issuance. This budget unit is managed by the Development Services Department.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

The Royo Ranchero - Live Oak Canal improvement project provided for the construction and acquisition of the necessary right-of-way of Royo Ranchero Drive northerly from Colusa Highway frontage road to Butte House Road.

## Recommended Budget

This budget is recommended at \$700, which accounts for Interest Apportioned and associated Treasury Fees. It is an increase of \$50 (7.7%) over FY 2018-19.

## Use of Fund Balance

The Royo Ranchero Construction-Live Oak Canal fund contains a Restricted Fund Balance in the amount of \$43,758 as of July 1, 2018. It is estimated that the Restricted Fund Balance will equal \$44,130 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$639.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0397 - ROYO RANCHERO CONSTRUCTION				Dept: 0397	
Unit Title: ROYO RANCHERO CONSTRUCTION					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	33	28	50	36	-28.0
INCREASES IN RESERVES	0	0	350	364	4.0
NET BUDGET	33	28	400	400	0.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	103	320	400	400	0.0
TOTAL OTHER REVENUE	103	320	400	400	0.0
<b>UNREIMBURSED COSTS</b>	-70	-292	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget was established to appropriate funds for improvements at Royo Ranchero Drive. Remaining funds are to be expensed for future improvements to Royo Ranchero Drive.

The Development Services Department prepares and manages this budget.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

Royo Ranchero Drive is located within the City of Yuba City, bounded by Jefferson Avenue to the north and Highway 20 to the south.

## Recommended Budget

This budget is recommended at \$400, which accounts for Interest Apportioned and associated Treasury Fees. It is status quo as compared to FY 2018-19.

## Use of Fund Balance

The Royo Ranchero Construction fund contains a Restricted Fund Balance in the amount of \$25,685 as of July 1, 2018. It is estimated the Restricted Fund Balance will be \$25,905 on July 1, 2019.

The FY 2019-20 Recommended Budget contains an increase in Fund Balance of \$364.

# Development Services Department Urban Area Residential Street Lighting District (3-000)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 3000 - URBAN AREA RESIDENT ST LIGHTNG				Dept: 3000	
Unit Title: URBAN AREA RESIDENT ST LIGHTNG					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/30/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	15,003	12,315	21,653	21,679	0.1
OTHER CHARGES	2,249	1,292	5,378	3,117	-42.0
NET BUDGET	17,252	13,607	27,031	24,796	-8.3
<b>REVENUE</b>					
TAXES	16,268	16,046	17,200	17,003	-1.1
REVENUE USE MONEY PROPERTY	1,369	4,219	5,000	5,500	10.0
CANCELLATION OF OBLIGATED FB	0	0	4,831	2,293	-52.5
TOTAL OTHER REVENUE	17,637	20,265	27,031	24,796	-8.3
UNREIMBURSED COSTS	-385	-6,658	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

## Purpose

The Urban Area Residential Street Lighting District is responsible for the operation and maintenance of streetlights within the District. The Development Services Department is responsible for the management of this budget unit and District.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

The Urban Area Residential Street Lighting District finances the operation and maintenance of streetlights within the District serviced by Sutter County. The Urban Area Residential Street Lighting District is supported by benefit assessments that are applied to properties within the District. Assessment rates are capped, but may be adjusted within the cap if necessary within the provisions of Proposition 218.

The District includes seven subdivisions: three in the community of Sutter, one west of George Washington Boulevard, one in the north Yuba City area, one in Century Park, and one near Bogue Road and Highway 99. At this time, the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.



# Development Services Department Urban Area Residential Street Lighting District (3-000)

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*Neal Hay, Director*

In FY 2016-17, Pacific Gas and Electric completed a LED head conversion project to replace all existing High Pressure Sodium streetlights with energy efficient LED streetlights. The cost of the project was funded by Pacific Gas and Electric at no direct cost to the County or the District. In approximately 2-3 years, the electric rate for the affected streetlights will be lowered after the construction costs have been recovered.

On-going expenses are for utilities, repairs, and staff administration. Staff expenses include efforts to incorporate lighting data into the County's Geographic Information System (GIS).

## Recommended Budget

This budget is recommended at \$24,796, which is a decrease of \$2,235 (8.3%) over FY 2018-19. The General Fund does not provide any financing for this budget unit.

## Use of Fund Balance

The Urban Area Residential Street Lighting District fund contains a Restricted Fund Balance in the amount of \$337,611 as of July 1, 2018. It is estimated the Restricted Fund Balance will be \$332,780 on July 1, 2019.

The FY 2018-19 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$2,293.

# Development Services Department Water Resources (1-922)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1922</b>	
Unit Title: <b>WATER RESOURCES</b>					
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	-25,816	4,754	11,392	2,112	-81.5
SERVICES AND SUPPLIES	93,834	27,676	278,050	241,057	-13.3
OTHER CHARGES	0	0	66,281	34,740	-47.6
INTRAFUND TRANSFERS	350,569	170,586	301,723	274,121	-9.1
OTHER FINANCING USES	3,111	0	3,341	3,626	8.5
NET BUDGET	<u>421,698</u>	<u>203,016</u>	<u>660,787</u>	<u>555,656</u>	<u>-15.9</u>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	0	1,945	0	11,300	100.0
INTERGOVERNMENTAL REVENUES	0	0	72,000	23,700	-67.1
CHARGES FOR SERVICES	153,991	101,504	153,900	172,130	11.8
MISCELLANEOUS REVENUES	0	1,241	120,000	150,894	25.7
OTHER FINANCING SOURCES	20,248	0	0	0	0.0
TOTAL OTHER REVENUE	<u>174,239</u>	<u>104,690</u>	<u>345,900</u>	<u>358,024</u>	<u>3.5</u>
<b>UNREIMBURSED COSTS</b>	247,459	98,326	314,887	197,632	-37.2
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Development Services staff plan and implement water resources programs such as ground water management, regional water/wastewater treatment, integrated regional water management, drainage, local grading oversight, and floodplain management in accordance with the provisions of Federal and State programs, laws, and regulations. The Road Maintenance Division performs maintenance of the Live Oak Canal for the Sutter County Water Agency (SWCA) and other publicly owned storm water storage and conveyance facilities in the unincorporated County area not within a drainage or reclamation District.

The ongoing activities of Water Resources are funded by the SCWA, SCWA Zones, Rio Ramaza Wastewater Fund, Waterworks District #1 (WWD1), and the General Fund. The Water Resources budget unit is managed by the Development Services Department.

## Major Budget Changes

### Service & Supplies

- (\$37,000) Decrease in Professional/ Specialized Services

### Other Charges

- (\$31,541) Decrease in InterFund Miscellaneous Non-Road estimated charges

### Intrafund Transfers

- (\$30,437) Decrease in Intrafund Engineering charges

### Revenues

- (\$48,300) Decrease in State grant revenues
- \$30,894 Increase in Miscellaneous revenues for work performed for outside agencies

## Program Discussion

In FY 2017-18 Engineering staff from Water Resources were transferred to the Engineering Service budget (1-920), but they continue to perform the following duties:

- Floodplain management
- Managing an urban area NPDES storm water permit
- Planning and coordinating drainage studies and improvements, including new development reviews
- Implementing the County's groundwater management plans
- Development of the County's sustainable groundwater management plans
- Participating in integrated regional water management activities
- Coordinating selected flood control issues
- Water and Wastewater engineering for WWD#1 and Rio Ramaza

In support of the County's Community Rating System (CRS) program, the Engineering staff participate in and manage activities such as public outreach workshops, review of compliance documentation for new construction within floodplains and coordinate with the Federal Emergency Management Agency (FEMA) and the State Floodplain Coordinator.

Reduction of arsenic in the drinking water provided by WWD#1 in the town of Robbins is required by new Federal Standards. In Fiscal Years 2012 through 2015, Water Resources staff have spent considerable time executing a grant for the Robbins Arsenic Remediation Feasibility Study. The feasibility study was completed in the fall of 2015. In the spring of 2018, the Department was notified that it had been selected for a state funded grant to install water meters in the town of Robbins. The project will fund the design and construction of the water meters which are a key component of the County's efforts to more effectively manage the consumption of water in the community. A design contract was awarded in FY 2018-19, and construction is scheduled to begin during the Summer of 2019. Future efforts will be concentrated on obtaining a construction grant for water treatment.

Many critical projects, some of which are funded by non-General Fund sources, require management by a licensed civil engineer. These projects include:

- Bridge/culvert crossing engineering
- Consolidation of Benefit Zones
- Sutter Pointe water/wastewater development
- National Pollution Discharge Elimination System (NPDES) Permit activity
- Yuba City Drainage Basin Study
- West Yuba City Drainage Plan
- Groundwater Sustainability planning
- SB5 Flood Protection (200 year) planning

## Recommended Budget

This budget is recommended at \$555,656, which is a decrease of \$105,131 (15.9%) compared to FY 2018-19. The General Fund provides 35.6% of the financing for this budget unit, which is a decrease of \$117,255 (37.2%) compared to FY 2018-19.

## Use of Fund Balance

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL Unit Title: FLOOD CONTROL					Dept: 1923
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	24,080	24,000	28,500	28,500	0.0
NET BUDGET	24,080	24,000	28,500	28,500	0.0
<b>UNREIMBURSED COSTS</b>	24,080	24,000	28,500	28,500	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The primary function of this budget unit is to appropriate the funding to support flood control efforts in Sutter County. The majority of expenditures in this unit are to support the Sutter-Butte Flood Control Agency (SBFCA) and to provide payments to support activities for Federal advocacy efforts to obtain funding for levee and flood control improvements.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

This budget unit serves as a mechanism to provide reimbursement to SBFCA for Sutter Basin Feasibility Study activities initiated in 2000 by the United States Army Corps of Engineers, and recently completed.

SBFCA was formed by the Sutter-Butte Joint Powers Agreement (JPA) for the purpose of jointly exercising the powers of its members to provide flood control and protection. In December 2007, Sutter County, Sutter County Water Agency, Butte County, City of Yuba City, City of Live Oak, City of Biggs, City of Gridley, Levee District 1, and Levee District 9 signed a JPA establishing SBFCA. The members agreed to have the power and authorization to control and conserve waters for the protection of life and property that would or could be damaged by inundation caused by still or flowing water. This budget unit supports SBFCA by allocating State monies to SBFCA.

The United States Army Corps of Engineers Sutter Basin Feasibility Study was initiated in 2000. The local share of this project is currently estimated to be \$2.8 million, of which \$2.05 million will be met using a Proposition 13 grant. Proposition 13 in this context is the Safe Drinking Water, Clean Water, Watershed Protection and Flood Protection Act of 2000.

This budget unit also appropriates funding, \$28,000, for costs incurred by Federal representatives that are actively advocating for funding for levee improvements and flood control related projects in Sutter County.

## **Recommended Budget**

This budget is recommended at \$28,500, which is status quo compared to FY 2018-19. The General Fund provides 100% of the financing for this budget unit.

## **Use of Fund Balance**

The General Fund contains a Fund Balance Committed for Flood Control. The balance of this account was \$1,388,000 as of July 1, 2018. The recommended budget for FY 2018-19 did not include an increase to this Committed Fund Balance.

The recommended budget for FY 2019-20 does not include an increase to this Committed Fund Balance account.

# Development Services Department Sutter County Water Agency (0-320)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: <b>0320 - SUTTER COUNTY WATER AGENCY</b>					
Unit Title: <b>SUTTER COUNTY WATER AGENCY</b>					
				Dept: <b>0320</b>	
	<b>2017-2018 Actual Expenditure</b>	<b>2018-2019 YTD as of 05/28/2019</b>	<b>2018-2019 Adopted Budget</b>	<b>2019-2020 CAO Recommended</b>	<b>2018-2019 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	27,771	52,685	65	134	106.2
OTHER CHARGES	148,111	101,363	151,300	159,996	5.7
INCREASES IN RESERVES	0	0	16,235	9,990	-38.5
NET BUDGET	<u>175,882</u>	<u>154,048</u>	<u>167,600</u>	<u>170,120</u>	<u>1.5</u>
<b>REVENUE</b>					
TAXES	158,674	159,703	159,600	162,000	1.5
REVENUE USE MONEY PROPERTY	1,397	3,046	3,500	3,620	3.4
INTERGOVERNMENTAL REVENUES	1,910	965	1,800	1,800	0.0
MISCELLANEOUS REVENUES	3,692	3,500	2,700	2,700	0.0
TOTAL OTHER REVENUE	<u>165,673</u>	<u>167,214</u>	<u>167,600</u>	<u>170,120</u>	<u>1.5</u>
<b>UNREIMBURSED COSTS</b>	10,209	-13,166	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Sutter County Water Agency (SCWA) was created by the Sutter County Water Agency Act of the California State Legislature, as described in Chapter 86 of the California State Water Code and is managed by the Development Services Department.

The Agency boundary encompasses all territory lying within the exterior boundaries of the County of Sutter and is governed by a Board of Directors. The Board of Supervisors of the County is the ex-officio Board of Directors of the Agency.

The SCWA has the power to:

- Control drainage waters within the agency
- Control flood and storm waters, and divert and transport such waters for beneficial uses
- Save or conserve in any manner all or any such waters
- Reduce the waste of water
- Protect the watercourses, watersheds, public highways, and life and property within the agency from damage created by any such drainage or flood and storm waters

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

The major source of revenue for the SCWA is County-wide ad valorem tax revenue for the general functions of the SCWA. Since 1975, the SCWA has also created and administered drainage Zones of Benefit for specific areas within the County.

Zones 2, 4-8, and 11-13 provide for the collection of development fees and construction of capital improvements to accommodate existing and future storm water runoff, particularly that created by new development. These have separate funds for accruing drainage connection/development fee revenues and expensing capital improvements.

Zones 4-9 have maintenance assessments for the operations and maintenance of drainage structures and facilities benefitting those zones. Zone 9 has a separate fund, Fund (0-331). Zones' 4-8 maintenance assessments are deposited directly into the Live Oak Canal Operations and Maintenance Fund (0-321), for maintenance of its tributaries and appurtenances.

The SCWA currently has no assigned staff, and its functions are performed by County staff in the Engineering Services (1-920) budget unit, who were previously in the Water Resources (1-922) budget unit. Supplies, and equipment costs for the engineering staff performing water resources management and floodplain management tasks are funded within the Water Resources budget unit (Interfund Water Agencies account) and charged to this budget unit through the Interfund Water Resources account.

In FY 2019-20 the SCWA will contract for improvements to the Live Oak Drainage Canal as a result of the study completed in the spring of 2018 by West Yost & Associates. The projects will install flow control measuring devices to improve the County's data collection during storm events. Additionally, projects to address localized improvements will be undertaken to enhance the performance of the drainage system.

## Recommended Budget

This budget is recommended at \$170,120, which is an increase of \$2,520 (1.5%) over FY 2018-19. This budget contains only routine maintenance in the zones, no projects. Maintenance is budgeted at expected revenues. This budget unit does not receive any funding from the General Fund.

## Use of Fund Balance

The Sutter County Water Agency fund contains a Restricted Fund Balance in the amount of \$208,547 as of July 1, 2018. It is estimated that the Restricted Fund Balance will equal \$223,782 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an Increase in Obligated Fund Balance of \$9,990.



Development Services Department  
 Live Oak Canal Operations Fund (0-321)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0321 - LO CANAL OPERATIONS & MAINTENC				Dept: 0321	
Unit Title: LO CANAL OPERATIONS & MAINTENC					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	71,101	40,356	117,025	117,025	0.0
OTHER CHARGES	729	483	760	751	-1.2
INCREASES IN RESERVES	0	0	815	7,924	872.3
NET BUDGET	71,830	40,839	118,600	125,700	6.0
<b>REVENUE</b>					
TAXES	121,823	121,356	117,400	123,100	4.9
REVENUE USE MONEY PROPERTY	402	2,344	1,200	2,600	116.7
TOTAL OTHER REVENUE	122,225	123,700	118,600	125,700	6.0
<b>UNREIMBURSED COSTS</b>	-50,395	-82,861	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Maintenance of the Live Oak Canal is the responsibility of the Sutter County Water Agency (SCWA) and is managed by the Development Services Department.

The canal drains the west Yuba City area into the State drain on the eastside of the Sutter Bypass. The canal was constructed by the SCWA and zones with maintenance tax assessments formed to fund the operations and maintenance of the canal.

The Live Oak Canal Operations Fund was established by resolution of the Sutter County Water Agency (SCWA) in March 2013. This separate fund was created for the operation and maintenance of the Live Oak Canal, its open channel tributaries and appurtenances. Tax assessment revenues for operations and maintenance are collected and deposited directly into this fund.

The use of this fund separates the operation and maintenance funds from capital funds derived from drainage connection, or impact fees, collected for new development impacts, which will remain in each individual zone fund. The operations and maintenance assessments can then be transferred as needed to the Water Resources (1-922) budget unit to support maintenance activities along the Live Oak Canal.

The major source of revenue for the fund is the deposit of tax assessment revenues. Currently assessments are levied for SCWA Benefit Zones 4 through 8.

## **Major Budget Changes**

There are no major budget changes for FY 2019-20

## **Program Discussion**

The Live Oak Canal Operations fund currently has no assigned staff and its functions are performed by County positions allocated in the Road Fund (3-100) and Engineering Services (1-920) budget units. Personnel, supplies, and equipment costs for the operation and maintenance tasks are funded within the Road Fund budget unit (3-100) and charged to this budget unit through the Professional Specialized Services account.

Capital improvements for new development impacts are funded within each water agency zone capital budget unit and are not part of this fund.

## **Recommended Budget**

This budget is recommended at \$125,700, which is an increase of \$7,100 (6.0%) over FY 2018-19. This budget unit does not receive any funding from the General Fund. All funding is provided through tax assessments.

## **Use of Fund Balance**

The Live Oak Canal Operations fund contains a Restricted Fund Balance in the amount of \$134,615 as of July 1, 2018. It is estimated the Restricted Fund Balance will equal \$135,524 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an Increase in Obligated Fund Balance of \$7,924.

Development Services Department  
Sutter County Water Agency Zone 2 (0-324),  
Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

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*Neal Hay, Director*

**\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

## Purpose

Sutter County Water Agency (SCWA) Zones 2, 11, 12, & 13 were created to provide the mechanism needed to collect funds from properties within the respective Zones to reimburse the SCWA and local developers for new development drainage capital improvement projects benefitting properties within the Zones. These Zones are managed by the Development Services Department.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

Zone 2 was created on May 27, 1980 under SCWA Resolution 80-3 WA with fees established under Ordinance 2 WA for capital improvements; the construction of a storm drain lateral in Franklin Road. External reimbursement agreements have been satisfied and there are no outstanding liabilities of the SCWA for this Zone. Planned improvements are complete. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

Zone 11 was created on December 4, 1990 under SCWA Resolution 90-5 WA with fees established under Ordinance 12 WA (as amended by SCWA Ordinance 16 WA) for capital improvements; the construction of a storm drain main in Walton and Smith Roads and upsized lines in the Sanborn Estates and Cypress Subdivisions. The final reimbursement agreement was paid in full during FY 2011-12. Planned improvements are complete.

Zone 12 was created on October 30, 1990 under SCWA Resolution 90-3 WA with fees established under Ordinance 13 WA (as amended by SCWA Ordinance 17 WA) for capital improvements; the construction of storm drain laterals in McKinley and Hooper Roads. Planned improvements are complete. No new development is expected this fiscal year. This agreement will expire March 25, 2017.

Zone 13 was created on February 18, 1992 under SCWA Resolution 92-2 WA (as amended by SCWA Ordinance 15 WA) for capital improvements; the construction of storm drainage facilities. The facilities have been completed and have no other obligations. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

These budget units are financed by drainage connection/capital impact fees that are collected as development occurs. Funds are used for capital improvements within the zone. No annual maintenance assessment fees are levied within these zones.

**Development Services Department**  
**Sutter County Water Agency Zone 2 (0-324),**  
**Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)**

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*Neal Hay, Director*

## **Recommended Budget**

There are no recommended Professional and Specialized services costs for FY 2019-20, as there are no major projects anticipated for these zones. These budget units have minimal Interfund costs and Treasury Fees recommended for FY 2019-20.

Revenue from interest earned is recommended as follows:

- Zone 2 (0-324):       \$500
- Zone 11 (0-332):     \$2,500
- Zone 12 (0-333):     \$50
- Zone 13 (0-334):     \$1,500

These budget units do not receive any funding from the General Fund. All funding is provided through charges, fees, and interest income.

## **Use of Fund Balance**

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2018 Fund Balances and projected July 1, 2019 Fund Balances:

- Zone 2 (0-324)
  - Current       \$29,096
  - Projected     \$29,343
- Zone 11 (0-332)
  - Current       \$130,482
  - Projected     \$131,589
- Zone 12 (0-333)
  - Current       \$2,501
  - Projected     \$2,525
- Zone 13 (0-334)
  - Current       \$78,816
  - Projected     \$79,665

**Development Services Department**  
**Sutter County Water Agency Zone 2 (0-324),**  
**Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)**

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*Neal Hay, Director*

The FY 2019-20 Recommended Budget includes the following increases in Fund Balances:

- Zone 2 (0-324): Increase \$458
- Zone 11 (0-332): Increase \$2,317
- Zone 12 (0-333): Increase \$45
- Zone 13 (0-334): Increase \$1,388

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0324 - COUNTY WATER ZONE #2				Dept: 0324	
Unit Title: COUNTY WATER ZONE #2					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	1	0.0
OTHER CHARGES	38	32	50	41	-18.0
INCREASES IN RESERVES	0	0	449	458	2.0
NET BUDGET	39	33	500	500	0.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	117	363	500	500	0.0
TOTAL OTHER REVENUE	117	363	500	500	0.0
<b>UNREIMBURSED COSTS</b>	-78	-330	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0332 - COUNTY WATER ZONE #11			Dept: 0332		
Unit Title: COUNTY WATER ZONE #11					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	2	100.0
OTHER CHARGES	170	144	200	181	-9.5
INCREASES IN RESERVES	0	0	1,799	2,317	28.8
NET BUDGET	<u>171</u>	<u>145</u>	<u>2,000</u>	<u>2,500</u>	<u>25.0</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	524	1,626	2,000	2,500	25.0
TOTAL OTHER REVENUE	<u>524</u>	<u>1,626</u>	<u>2,000</u>	<u>2,500</u>	<u>25.0</u>
<b>UNREIMBURSED COSTS</b>	-353	-1,481	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0333 - COUNTY WATER ZONE #12			Dept: 0333		
Unit Title: COUNTY WATER ZONE #12					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	1	0.0
OTHER CHARGES	3	3	5	4	-20.0
INCREASES IN RESERVES	0	0	44	45	2.3
NET BUDGET	4	4	50	50	0.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	10	31	50	50	0.0
TOTAL OTHER REVENUE	10	31	50	50	0.0
<b>UNREIMBURSED COSTS</b>	-6	-27	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0



Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0334 - COUNTY WATER ZONE #13				Dept: 0334	
Unit Title: COUNTY WATER ZONE #13					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	2	100.0
OTHER CHARGES	103	87	150	110	-26.7
INCREASES IN RESERVES	0	0	1,349	1,388	2.9
NET BUDGET	<u>104</u>	<u>88</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	<u>317</u>	<u>982</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0</u>
TOTAL OTHER REVENUE	<u>317</u>	<u>982</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0</u>
<b>UNREIMBURSED COSTS</b>	-213	-894	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

**\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

## Purpose

Sutter County Water Agency (SCWA) Zones 4 through 8 were created to construct and maintain drainage structures to support new development on the West Side of Yuba City and are managed by the Development Services Department.

Beginning in FY 2013-14, these budget units only accrue the revenues derived from drainage connection/impact fees and expense for the construction of improvements planned for each zone. A separate budget unit, the Live Oak Canal Operations Fund (0-321) is used to consolidate the benefit assessment revenues for the five zones and expense the costs for operating and maintaining the Live Oak Canal and its appurtenances that benefit all five zones.

Zone 4 was created on April 13, 1982 under SCWA Resolution 82-3 WA with fees established under Ordinance 4 WA (as amended by SCWA Ordinance 14 WA and Ordinance 19WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed.

Zone 5 was created on May 1, 1984 under SCWA Resolution 84-2 WA with fees established under Ordinance 7 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Highway 20 has been completed.

Zone 6 was created on November 4, 1986 under SCWA Resolution 86-1 WA with fees established under Ordinance 8 WA (as amended by SCWA Ordinance 21 WA and Ordinance 8 WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed. On August 14, 2001, a reimbursement agreement was entered into with Harter Packing and The Home Depot for the construction of a main pipeline and canal along the Union Pacific Railroad (UPRR) right of way from the Harter Packing property to the Live Oak Canal. Sunset date on the reimbursement agreement is August 14, 2021.

Zone 7 was created on April 21, 1987 under SCWA Resolution 87-2 WA with fees established under Ordinance 9 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself south of Zone 7. Some enlargement of the canal has occurred over the years and replacement of the pipe under Highway 20 has been completed.

Zone 8 was created on September 12, 1989 under SCWA Resolution 89-3 WA (as amended by Resolution 02-001 WA) with fees established under Ordinance 10 WA (as amended by SCWA Ordinance 22 WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself south of Zone 8, construction of 6,200 feet main pipeline along the south side

# Development Services Department Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

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*Neal Hay, Director*

of Franklin Road from the Live Oak Canal to El Margarita Road and extending north 2,140 feet along El Margarita Road. On July 25, 2005 a reimbursement agreement was entered into with Yuba City Unified School District for the construction of an oversized pipeline to provide capacity for the northern 225 acres of the zone. Sunset date on the agreement is July 26, 2035.

The Water Zone budgets are managed by the Water Resources Division of the Development Services Department.

## Major Budget Changes

### Services & Supplies

- \$8,000 Increase to Professional/Specialized Services in each zone due to consultant time for canal monitoring gauges project.

## Program Discussion

These funds are used primarily for capital improvements consistent with the project list in the engineer reports for each zone. Some projects benefit multiple zones. Revenues for each Zone of Benefit budget unit are collected from one-time fees for drainage connections as new homes and commercial structures are built. One-time revenues are reserved for designated upgrades and improvements to the system.

## Recommended Budget

The FY 2019-20 budget includes Professional/Specialized Services, Interfund DS Admin and Interfund Engineering charges in each of the five zones for a project to install canal monitoring gauges.

Revenue from Interest earned is recommended as follows:

- Zone 4 (0-326): \$5,000
- Zone 5 (0-327): \$10,017
- Zone 6 (0-328): \$8,901
- Zone 7 (0-329): \$4,500
- Zone 8 (0-330): \$400

These budget units do not receive any funding from the General Fund. Assessments within the Zones of Benefit are reviewed and adjusted annually.

## Use of Fund Balance

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2018 Fund Balances and projected July 1, 2019 Fund Balances:

- Zone 4 (0-326)
  - Current           \$311,846
  - Projected       \$314,529
  
- Zone 5 (0-327)
  - Current           \$734,912
  - Projected       \$741,062
  
- Zone 6 (0-328)
  - Current           \$588,727
  - Projected       \$589,846
  
- Zone 7 (0-329)
  - Current           \$270,595
  - Projected       \$272,859
  
- Zone 8 (0-330)
  - Current           \$22,252
  - Projected       \$22,698

The FY 2019-20 Recommended Budget includes the following cancellation of Obligated Fund Balances:

- Zone 4 (0-326): Decrease (\$5,417)
- Zone 5 (0-327): Decrease (\$1,038)
- Zone 6 (0-328): Decrease (\$1,872)
- Zone 7 (0-329): Decrease (\$5,861)
- Zone 8 (0-330): Decrease (\$9,982)

Development Services Department  
 Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0326 - COUNTY WATER ZONE #4					Dept: 0326
Unit Title: COUNTY WATER ZONE #4					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2	2	2	8,004	400,100.0
OTHER CHARGES	446	385	542	2,413	345.2
INCREASES IN RESERVES	0	0	4,456	0	-100.0
NET BUDGET	448	387	5,000	10,417	108.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	1,240	3,887	5,000	5,000	0.0
CHARGES FOR SERVICES	1,368	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	5,417	100.0
TOTAL OTHER REVENUE	2,608	3,887	5,000	10,417	108.3
<b>UNREIMBURSED COSTS</b>	-2,160	-3,500	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0327 - COUNTY WATER ZONE #5				Dept: 0327	
Unit Title: COUNTY WATER ZONE #5					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	3	3	4	8,010	200,150.0
OTHER CHARGES	1,124	907	1,248	3,045	144.0
INCREASES IN RESERVES	0	0	10,248	0	-100.0
NET BUDGET	1,127	910	11,500	11,055	-3.9
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	2,952	9,160	11,500	10,017	-12.9
CANCELLATION OF OBLIGATED FB	0	0	0	1,038	100.0
TOTAL OTHER REVENUE	2,952	9,160	11,500	11,055	-3.9
<b>UNREIMBURSED COSTS</b>	-1,825	-8,250	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0328 - COUNTY WATER ZONE #6				Dept: 0328	
Unit Title: COUNTY WATER ZONE #6					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	3	2	3	8,008	266,833.3
OTHER CHARGES	768	4,531	4,890	2,765	-43.5
INCREASES IN RESERVES	0	0	4,007	0	-100.0
NET BUDGET	771	4,533	8,900	10,773	21.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	2,375	7,300	8,900	8,901	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	1,872	100.0
TOTAL OTHER REVENUE	2,375	7,300	8,900	10,773	21.0
<b>UNREIMBURSED COSTS</b>	-1,604	-2,767	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0329 - COUNTY WATER ZONE #7			Dept: 0329		
Unit Title: COUNTY WATER ZONE #7					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	2	2	8,004	400,100.0
OTHER CHARGES	387	332	484	2,357	387.0
INCREASES IN RESERVES	0	0	4,014	0	-100.0
NET BUDGET	388	334	4,500	10,361	130.2
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	1,082	3,373	4,500	4,500	0.0
CHARGES FOR SERVICES	794	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	5,861	100.0
TOTAL OTHER REVENUE	1,876	3,373	4,500	10,361	130.2
<b>UNREIMBURSED COSTS</b>	-1,488	-3,039	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0



Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0330 - COUNTY WATER ZONE #8				Dept: 0330	
Unit Title: COUNTY WATER ZONE #8					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/31/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	8,001	800,000.0
OTHER CHARGES	29	38	64	1,981	2,995.3
INCREASES IN RESERVES	0	0	435	0	-100.0
NET BUDGET	30	39	500	9,982	1,896.4
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	89	277	500	400	-20.0
CHARGES FOR SERVICES	23	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	9,582	100.0
TOTAL OTHER REVENUE	112	277	500	9,982	1,896.4
<b>UNREIMBURSED COSTS</b>	-82	-238	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zone 9 (0-331)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0331 - COUNTY WATER ZONE #9				Dept: 0331	
Unit Title: COUNTY WATER ZONE #9					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1,698	14,710	5,503	5,205	-5.4
OTHER CHARGES	40	36	50	37	-26.0
INCREASES IN RESERVES	0	0	447	458	2.5
NET BUDGET	1,738	14,746	6,000	5,700	-5.0
<b>REVENUE</b>					
TAXES	5,243	5,244	5,500	5,200	-5.5
REVENUE USE MONEY PROPERTY	90	383	500	500	0.0
TOTAL OTHER REVENUE	5,333	5,627	6,000	5,700	-5.0
<b>UNREIMBURSED COSTS</b>	-3,595	9,119	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Zone 9 was created on November 20, 1990 under SCWA Resolution 90-4 WA with an annual property tax assessment established under Ordinance 11-WA for operations and maintenance; the repair, maintenance, and administration of drainage facilities and structures that accommodate the storm water runoff from the Zone. The revenues pay for the costs to operate a collection system in the Zone, a detention/retention basin, and storm response to drainage problems.

SCWA Zone 9 is managed by the Water Resources Division of the Development Services Department.

There are no connection/capital impact fees collected within the Zone.

## Major Budget Changes

There are no major budget changes for FY 2019-20.

## Program Discussion

Sutter County Water Agency (SCWA) Zone 9 was created to provide a mechanism to collect funds from properties to pay for operations and maintenance of the drainage system serving properties within the Zone.

This budget unit is financed by annual drainage maintenance assessment fees levied within this

# Development Services Department Sutter County Water Agency Zone 9 (0-331)

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*Neal Hay, Director*

Zone. Although this pre-Proposition 218 assessment has an adjustment for inflation authorized, the adjustment was not made in recent years as decided by the SCWA Board of Directors, so the current assessment is less than the maximum assessment allowed by law.

Revenues for the Zone of Benefit are collected from property assessments on the lots within the Zone of Benefit. Operations and maintenance for the zone is performed by Sutter County staff. Starting in FY 2010-11, per direction of the SCWA Board of Directors, this budget unit is directly charged for services as operations and maintenance services are provided.

## Recommended Budget

This budget is recommended at \$5,700, a decrease of \$300 (5.0%) over FY 2018-19. This budget unit does not receive any funding from the General Fund.

## Use of Fund Balance

Sutter County Water Agency (SCWA) Zone 9 fund contains a Restricted Fund Balance in the amount of \$28,960 as of July 1, 2018. It is estimated the Committed Fund Balance will equal \$29,205 at July 1, 2019.

The FY 2019-20 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$458.

# Development Services Department Rio Ramaza Wastewater Fund (0-395)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0395 - RIO RAMAZA COMMUNITY SRVC DIST				Dept: 0395	
Unit Title: RIO RAMAZA COMMUNITY SRVC DIST					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	4,468	3,663	5,697	0	-100.0
SERVICES AND SUPPLIES	12,839	10,347	18,122	49,993	175.9
OTHER CHARGES	4,083	2,074	2,164	288	-86.7
<b>NET BUDGET</b>	<b>21,390</b>	<b>16,084</b>	<b>25,983</b>	<b>50,281</b>	<b>93.5</b>
<b>REVENUE</b>					
TAXES	3,262	3,272	3,310	3,400	2.7
FINES, FORFEITURES, PENALTIES	730	-297	0	0	0.0
REVENUE USE MONEY PROPERTY	649	1,863	2,000	2,500	25.0
INTERGOVERNMENTAL REVENUES	39	20	100	100	0.0
CHARGES FOR SERVICES	6,123	1,740	5,990	4,670	-22.0
OTHER FINANCING SOURCES	2,894	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	14,583	39,611	171.6
<b>TOTAL OTHER REVENUE</b>	<b>13,697</b>	<b>6,598</b>	<b>25,983</b>	<b>50,281</b>	<b>93.5</b>
<b>UNREIMBURSED COSTS</b>	<b>7,693</b>	<b>9,486</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>ALLOCATED POSITIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>

## Purpose

The Rio Ramaza Wastewater Fund (RRWF) was originally established to provide sewer and water service to the Rio Ramaza Mobile Home Park. These utility services were assumed by Sutter County when the Rio Ramaza Community Services District was dissolved by resolution of the Local Agency Formation Commission on April 12, 1972. In 1992, individual wells for the remaining nine service connections were installed using CDBG funding and the community water system was shut down. Only wastewater service is currently provided to the community of Rio Ramaza.

This budget unit is funded by both monthly user fees and local ad valorem tax revenues on the parcels in the Rio Ramaza subdivision.

This budget unit is administered by the Development Services Department. County staff have provided required services in the past, however at the end of FY 2018-19 the department will contract with a wastewater management company for water and wastewater operator services, as approved by the Board of Supervisors on May 28, 2019. The contract will be in place until FY 2021-22.

## Major Budget Changes

### Salaries & Benefits

- (\$5,697) Decrease related to changing from County staff performing services to contracted services

## Services and Supplies

- \$27,899 Increase due to changing from County staff performing services to contracted services

## Program Discussion

The Rio Ramaza Subdivision is located on the southern edge of Sutter County, just north of the Sacramento International Airport.

The RRWF provides resources to operate and maintain a wastewater collection system with collection mains and a pumping station. The plant consists of an evaporation pond and operates under the California Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order #88-012. The Sutter County Development Services Department provides State certified personnel to manage and operate the system. Those costs are charged to the RRWF.

The RRWF receives revenues from user fees, currently at \$55.00 per residence (equivalent dwelling unit), per month, and an ad valorem property tax on all parcels in the park. The annual user fees and tax revenues are less than the costs to operate the system. However, the fund still has a balance from the proceeds of the dissolved Community Services District that is reduced every year to operate the system.

Most of the properties served in the Subdivision are vacant and many are owned by Sacramento County. Seven active accounts remain in the system. Due to the subdivision's location along the flight path of the airport, the Sacramento County Board of Supervisors has allocated, and continues to allocate, funds to the Sacramento Metro Airport Authority for the acquisition of all properties in the Rio Ramaza Subdivision. Properties are to be acquired only when the property owner wishes to sell.

## Recommended Budget

This budget is recommended at \$50,281, which is an increase of \$24,298 (93.5%) from FY 2018-19. This budget unit does not receive any funding from the General Fund.

## Use of Fund Balance

The Rio Ramaza Wastewater Fund contains a Restricted Fund Balance in the amount of \$154,162 as of July 1, 2018. It is estimated the Restricted Fund Balance will equal \$140,756 on July 1, 2019.

The FY 2019-20 Recommended Budget includes a Cancellation of Fund Balance in the amount of \$39,611.

# Development Services Department Waterworks District #1 (4-400)

Board of Directors

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020</b>					
Fund: 4400 - SUTTER CO WATERWORKS DIST #1			Dept: 4400		
Unit Title: SUTTER CO WATERWORKS DIST #1					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	40,728	36,367	45,569	0	-100.0
SERVICES AND SUPPLIES	153,831	131,553	286,990	291,793	1.7
OTHER CHARGES	2,534	416	10,725	25,207	135.0
CAPITAL ASSETS	162,727	64,540	1,060,000	1,107,791	4.5
OTHER FINANCING USES	14,150	0	15,051	0	-100.0
NET BUDGET	373,970	232,876	1,418,335	1,424,791	0.5
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	4,537	-4,283	400	400	0.0
REVENUE USE MONEY PROPERTY	506	3,802	3,000	3,400	13.3
INTERGOVERNMENTAL REVENUES	234,473	31,227	1,160,000	1,167,209	0.6
CHARGES FOR SERVICES	255,581	205,396	254,935	253,782	-0.5
TOTAL OTHER REVENUE	495,097	236,142	1,418,335	1,424,791	0.5
<b>UNREIMBURSED COSTS</b>	-121,127	-3,266	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Sutter County Waterworks District No. 1 (District) is responsible for providing water and wastewater service to the community of Robbins. The water system currently operates one active ground water well, one backup ground water well, and one storage tank that provides the Community's residents with potable water. The water system supplies, on average, 36.6 million gallons of water per year. The wastewater system servicing the community is comprised of a Septic Tank Effluent Pumping (STEP) system, pressurized collection lines, and a biological filter treatment plant. The wastewater system treats, on average, 8.2 million gallons of wastewater per year.

The original water system in the community of Robbins was designed, installed, and maintained by the Sutter Basin Corporation, the company that created the subdivision of Robbins. Wastewater was disposed of using private septic systems. At the request of the Sutter Basin Corporation, the Sutter County Waterworks District No. 1 was formed in 1986 for the purpose of upgrading water service infrastructure. In 1998, due to the inability of the septic services to properly operate in a high ground water environment, the District expanded its services to include sewer service.

The District is a separate, but dependent, district and the Sutter County Board of Supervisors sits as the Board of Directors of the District.

This budget is prepared and administered by the Administration Division of the Development Services Department. This budget unit operates as a separate fund and reflects the cost of operating and maintaining the water system and wastewater system at the Community of Robbins.

## **Major Budget Changes**

### **Salaries & Benefits**

- (\$45,569) Decrease related to changing from County staff performing services to contracted services.

## **Program Discussion**

The District provides resources to operate and maintain a public potable water system and a public wastewater system. The budget unit is divided into two programs: 4400-01 Water Service and 4400-02 Wastewater Service.

The Water Service Program (01) provides potable water service to a possible 93 connections; operating and maintaining a water treatment system with a chlorinated water well; a green sand filtration system for iron and manganese; and a water distribution system to individual parcels. The water system is a public water system and operates under the regulatory oversight of the California Regional Water Quality Control Board, Division of Drinking Water (DDW), System ID #5100107.

The Wastewater Service Program (02) provides wastewater service to a possible 93 connections, with on-site septic tank primary treatment; pressurized collection mains; and decant water secondary treatment plant with evaporation pond disposal of final treated effluent. The collection system and plant operate under the California Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order #96-137, as amended.

The Sutter County Development Services Department provides State certified personnel to manage and operate the water and wastewater systems. Those costs are now charged to the District as a Professional Service rather than directly as Salaries and Benefits as was the practice in the past.

## **Recommended Budget**

The FY 2019-20 budget for Waterworks District No. 1 totals \$1,424,791 with Water System, Program 01 at \$1,139,579 and Wastewater Service, Program 02 at \$285,212. The budget reflects the total expenditures associated with Operations & Maintenance, and Structure Improvements/Capital Expenses. The total change over FY 2018-19 is \$6,456 (0.5%).

The majority of the District's expenses are associated with maintenance and operations. This category includes supplies and materials, electricity, chemicals, professional services, monitoring, state permits, repair and maintenance expenses, staff expenses for the operator and engineering support staff, and other costs associated with operating the water system. There are also

administrative costs incurred by the District, such as cost associated with performing utility billing and accounting services for the District.

The District is under a Compliance Order for arsenic exceedance in the water service program. In order to comply with the order, the District needs to improve or replace the water treatment plant. The FY 2012-13, FY 2013-14, and FY 2014-15 budgets that were approved by the District's Board of Directors included expenses associated with an arsenic remediation feasibility study associated with the design of a new water treatment plant incorporating arsenic removal technologies. The Consultant Agreement, which included design recommendations, concluded in September 2015. The Department is currently receiving technical assistance from the California Rural Water Association, which is funded by the State Water Resources Control Board, to determine the best technical and feasible plan to move forward with arsenic treatment.

Approved services rates do not generate enough operating revenue to cover the non-cash Depreciation Expense of \$126,069 for the wastewater system, or the Depreciation Expense of \$34,452 for the water system. Historically, the replacement costs for infrastructure have been provided by State grants.

The District has received a Construction Loan with 100% Principal Forgiveness from the California State Water Quality Control Board in the amount of \$1,060,000 for the installation of water meters and water main repairs throughout the community. The Board of Directors awarded a design contract in FY 2018-19, and construction is scheduled to begin during the Summer of 2019.

## **Use of Fund Balance**

This fund contains a Net Assets Balance in the amount of \$2,410,790 as of July 1, 2018, including investment in fixed assets. It is estimated that the Net Assets Balance will be \$2,282,722 on July 1, 2019.

It should be noted that this Net Assets Balance comprises \$2.6 million investment in fixed assets and an estimated -\$428,000 in actual net assets (the actual balance available to spend) as of June 30, 2019. Additionally, there is a \$430,526 "Construction In Progress" line item on the Balance Sheet which will be added as an FY 2018-19 expense, making the available balance further negative.

The County Administrator's Office, the Auditor Controller's Office, and Development Services will be working on developing a solution to this issue throughout FY 2019-20.



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