



# Development Services

SECTION B

Takeoff in Meridian Basin

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL				Dept: 2721	
Unit Title: DEVELOPMENT SERVICES ADMIN					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/18/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	954,073	859,973	1,160,420	1,384,047	19.3
SERVICES AND SUPPLIES	116,883	91,892	48,391	147,390	204.6
OTHER CHARGES	157	6	64,310	0	-100.0
CAPITAL ASSETS	33,358	0	56,000	0	-100.0
INTRAFUND TRANSFERS	-275,126	-208,074	-773,421	-801,269	3.6
OTHER FINANCING USES	5,666	5,276	5,843	25,260	332.3
NET BUDGET	835,011	749,073	561,543	755,428	34.5
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	6	5	5	5	0.0
CHARGES FOR SERVICES	295,544	347,850	375,001	508,800	35.7
MISCELLANEOUS REVENUES	49,335	39,177	41,380	64,100	54.9
TOTAL OTHER REVENUE	344,885	387,032	416,386	572,905	37.6
<b>UNREIMBURSED COSTS</b>	490,126	362,041	145,157	182,523	25.7
<b>ALLOCATED POSITIONS</b>	12.00	11.00	11.00	12.00	9.1

## 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

- \$70,533 General increase due to negotiated salaries and benefits
- \$186,828 Increase related to the addition of one (1.0 FTE) Assistant Director of Development Services position
- (\$78,271) Decrease related to the deletion of one (1.0 FTE) vacant Development Services Technician II position

# Development Services Department Administration (2-721)

Neal Hay, Director

- \$65,171 Increase related to the addition of one (1.0 FTE) Office Assistant I/II position
- (\$21,734) Decrease related to Workers' Compensation being moved out of Salaries and Benefits object level to Service and Supplies object level

## Services & Supplies

- \$104,406 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

## Other Charges

- (\$64,310) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

## Intrafund Transfers

- \$176,848 Decrease in Intrafund Administration Services (shown as a negative expense)
- (\$205,525) Decrease in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

## Revenues

- \$68,347 Increase to Interfund Development Services Admin Services
- \$75,452 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 process invoices, direct incoming telephone inquiries from the public, and maintain 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 provides 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 \$755,428, which is an increase of \$193,885 (34.5%) compared to FY 2017-18. The General Fund provides 24.2% of the financing for this budget unit, and is increased by \$37,366 (25.7%) compared to FY 2017-18.

The following position changes are recommended to be effective as of July 1, 2018 for a net increase of one (1.0 FTE):

- Add one (1.0 FTE) Assistant Director – Development Services
- Delete one (1.0 FTE) vacant Development Services Technician II
- Add one (1.0 FTE) Office Assistant I/II
- Change two (2.0 FTE) filled Development Services Technician I positions to flexibly-staffed Development Services I/II positions, no change in staff

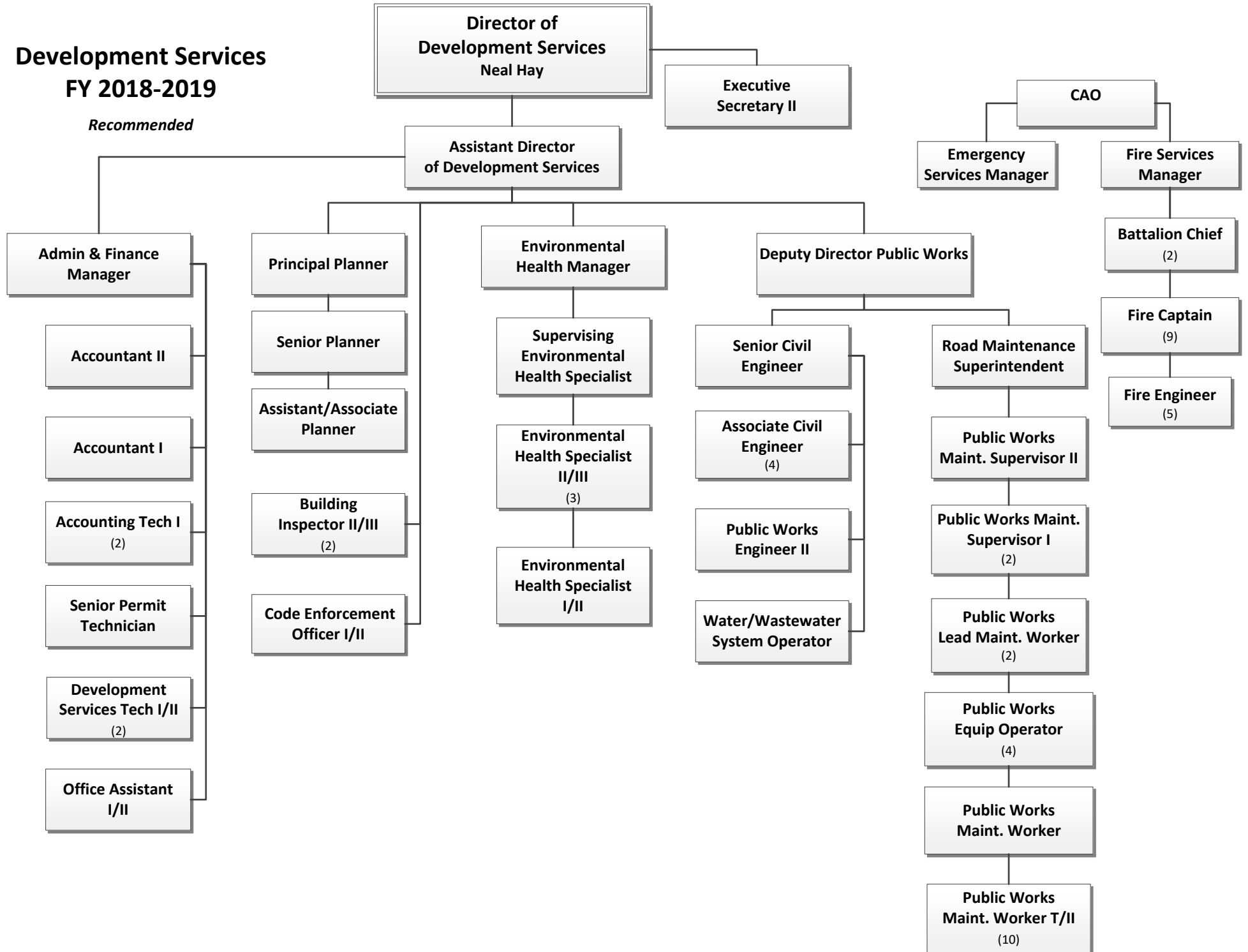
## Use of Fund Balance

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 2018-2019

*Recommended*





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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0016 - CAPITAL PROJECTS				Dept: 1800	
Unit Title: PLANT ACQUISITION					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/22/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
CAPITAL ASSETS	0	0	0	1,616,205	100.0
NET BUDGET	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,616,205</u>	<u>100.0</u>
<b>REVENUE</b>					
OTHER FINANCING SOURCES	0	0	0	1,616,205	100.0
TOTAL OTHER REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,616,205</u>	<u>100.0</u>
UNREIMBURSED COSTS	0	0	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget was previously known as Plant Acquisition and was in General Fund 0001, budget unit 1801. Beginning in FY 2018-19, these Capital Improvement Projects will be in 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 set at a threshold of \$150,000 or more and are budgeted within the Capital Asset expenditure accounts. If the project is projected to be completed within one year, it is budgeted in this budget unit. If the project is projected to cross multiple fiscal years and/or has multiple revenue sources, 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 2018-19 Recommended Budget.

General maintenance projects that are budgeted less than \$150,000, are included in the Building Maintenance budget unit (1-700).

## Recommended Budget

This budget is recommended at \$1,616,205. The recommendation includes continuation of three projects:

- **Project 1802:** Construct/Pave Asphalt Parking Lot at Veterans'

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

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*Neal Hay, Director*

Memorial Circle (\$300,000; funded by the General Fund)

- **Project 1804:** Construct/Pave Asphalt Parking Lots at Behavioral Health (\$541,733; funded by Behavioral Health, Welfare/SS, and the General Fund)
- **Project 1805:** Behavioral Health Fire Sprinklers and Window Replacement at Inpatient Unit (\$151,561; funded by Behavioral Health)

These projects were authorized under the FY 2017-18 001-1801 budget and are continuing in FY 2018-19. Additionally, two new projects for FY 2018-19 are also recommended:

- **Project 1901:** 1160 ADA – Phase II (\$472,911; funded by General Fund)
- **Project 1902:** 1130 and 1160 Foundation Repairs (\$150,000; funded by the 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 2018-19, the County will continue these improvements, if approved, including Phase II ADA upgrades being recommended at 1160 Civic Center.

It is recommended that authorization be given, effective July 1, 2018, 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 2018-19 is \$622,911 and is all estimated to be General Fund cost.

## Use of Fund Balance

It is recommended that \$922,911 of this budget be funded from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265). This amount includes the two new projects as well as the Veteran's Memorial Circle Parking Lot repaving.

This one-time revenue is included in the Cancellation of Obligated Fund Balance account (#49995) in the General Revenues (1-209) budget unit.



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0005 - COUNTY AIRPORT					Dept: 3200
Unit Title: COUNTY AIRPORT					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	38,163	1	225	150	-33.3
OTHER CHARGES	31,663	22,688	43,253	71,831	66.1
INCREASES IN RESERVES	0	0	12,041	0	-100.0
OTHER FINANCING USES	0	0	17,115	14,955	-12.6
NET BUDGET	<u>69,826</u>	<u>22,689</u>	<u>72,634</u>	<u>86,936</u>	<u>19.7</u>
<b>REVENUE</b>					
TAXES	11,684	9,857	17,500	17,500	0.0
REVENUE USE MONEY PROPERTY	18,036	17,917	18,616	17,844	-4.1
INTERGOVERNMENTAL REVENUES	10,000	10,000	10,000	10,000	0.0
CHARGES FOR SERVICES	84,492	26,518	26,518	0	-100.0
CANCELLATION OF OBLIGATED FB	0	0	0	41,592	100.0
TOTAL OTHER REVENUE	<u>124,212</u>	<u>64,292</u>	<u>72,634</u>	<u>86,936</u>	<u>19.7</u>
<b>UNREIMBURSED COSTS</b>	-54,386	-41,603	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## 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 Increase in Interfund Miscellaneous Transfer to General Fund

## 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 contributed 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 \$86,936 which is an increase of \$14,302 (19.7%) over FY 2017-18. 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 and will go to pay back the previous General Fund loan, which will be paid off in FY 2018-19.

## Use of Fund Balance

This fund contains a Committed Fund Balance in the amount of \$4,633, exclusive of long-term loan obligations, as of July 1, 2017. It is estimated the Committed Fund Balance will equal \$53,530 at July 1, 2018.

The FY 2018-19 Recommended Budget includes a cancellation of Committed Fund Balance in the amount of \$41,592.

# Development Services Department Engineering Services (1-920)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL					
Unit Title: ENGINEERING SERVICES					Dept: 1920
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/18/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	606,880	772,425	1,253,852	1,135,687	-9.4
SERVICES AND SUPPLIES	60,877	53,328	20,002	71,443	257.2
OTHER CHARGES	0	0	56,724	0	-100.0
CAPITAL ASSETS	0	0	37,500	0	-100.0
INTRAFUND TRANSFERS	-25,995	-177,115	-14,299	-199,184	1,293.0
OTHER FINANCING USES	8,535	8,271	8,844	19,665	122.4
NET BUDGET	<u>650,297</u>	<u>656,909</u>	<u>1,362,623</u>	<u>1,027,611</u>	<u>-24.6</u>
<b>REVENUE</b>					
CHARGES FOR SERVICES	467,665	466,990	890,468	661,177	-25.7
MISCELLANEOUS REVENUES	41,100	43,134	264,836	96,363	-63.6
TOTAL OTHER REVENUE	<u>508,765</u>	<u>510,124</u>	<u>1,155,304</u>	<u>757,540</u>	<u>-34.4</u>
<b>UNREIMBURSED COSTS</b>	141,532	146,785	207,319	270,071	30.3
<b>ALLOCATED POSITIONS</b>	7.00	8.00	8.00	7.00	-12.5

## 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.

- (\$151,774) Decrease due to the deletion of one (1.0 FTE) vacant Engineer/Architect position
- \$151,774 Increase due to the addition of one (1.0 FTE) Associate Civil Engineer position

## Services & Supplies

- \$49,994 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

## Major Budget Changes

### Salaries & Benefits

- (\$165,196) Decrease due to the deletion of one (1.0 FTE) vacant Senior Civil Engineer position

### Other Charges

- (\$56,724) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

# Development Services Department Engineering Services (1-920)

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Neal Hay, Director

## Intrafund Transfers

- \$49,157 Increase in Intrafund Administrative Services for administrative and fiscal support charges
- \$223,284 Increase in Intrafund Engineering transfers (shown as a negative expense) to account for Engineering time spent on Water Resources projects

## Revenues

- (\$214,086) Decrease in Interfund Engineering charges for reimbursement of work done for other departmental divisions
- (\$168,473) Decrease 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. Staffing has decreased by one full time position (1.0 FTE), a Senior Civil Engineer due to the addition of a Deputy Director of Public Works in the Road (3-100) budget unit in the Road Fund (0003). 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 reimbursable basis
- Designs and performs contract management for road maintenance and road rehabilitation projects
- Provides pavement management planning, 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:

- 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 \$1,027,611 which is a decrease of \$335,012 (24.6%) over FY 2017-18. The General Fund provides 26.3% of the financing for this budget and has decreased \$62,752 (30.3%) for FY 2018-19.

The following position changes are recommended to be effective as of July 1, 2018 for a net decrease of one (1.0 FTE):

- Eliminate one (1.0 FTE) vacant Senior Civil Engineer position
- Eliminate one (1.0 FTE) vacant Engineer/Architect position
- Add one (1.0 FTE) Associate Civil Engineer position

## Use of Fund Balance

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL				Dept: 2725	
Unit Title: ENVIRONMENTAL HEALTH					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	646,834	617,853	726,441	752,124	3.5
SERVICES AND SUPPLIES	41,992	26,577	17,592	56,573	221.6
OTHER CHARGES	63	0	31,140	0	-100.0
CAPITAL ASSETS	20,903	0	0	24,000	100.0
INTRAFUND TRANSFERS	-84,182	-132,882	-46,297	-47,095	1.7
OTHER FINANCING USES	3,366	3,205	3,481	11,997	244.6
NET BUDGET	<u>628,976</u>	<u>514,753</u>	<u>732,357</u>	<u>797,599</u>	<u>8.9</u>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	279,602	231,438	263,800	260,500	-1.3
CHARGES FOR SERVICES	350,164	179,583	468,557	537,099	14.6
TOTAL OTHER REVENUE	<u>629,766</u>	<u>411,021</u>	<u>732,357</u>	<u>797,599</u>	<u>8.9</u>
<b>UNREIMBURSED COSTS</b>	-790	103,732	0	0	0.0
<b>ALLOCATED POSITIONS</b>	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, 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

- \$25,683 Increase due to negotiated salaries and benefits

### Services & Supplies

- \$38,981 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Other Charges

- (\$31,140) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Capital Assets

- \$24,000 Purchase of one replacement SUV

### Charges for Services

- \$69,542 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 inspects

individual water systems serving retail food facilities, evaluating the water test results 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 \$797,599, which is an increase of \$65,242 (8.9%) over FY 2017-18. 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 \$504,099, an



increase of \$69,542 (16%) over FY 2017-18.

Capital Assets, recommended to be approved as of July 1, 2018, are recommended at \$24,000 for one replacement SUV.

## **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 2018-2019					
Fund: 0001 - GENERAL					
Unit Title: CUPA					Dept: 2727
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/23/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	21,135	21,541	5,073	24,349	380.0
OTHER CHARGES	0	0	18,286	0	-100.0
INTRAFUND TRANSFERS	226,857	254,290	240,065	248,575	3.5
NET BUDGET	<u>247,992</u>	<u>275,831</u>	<u>263,424</u>	<u>272,924</u>	<u>3.6</u>
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	250	0	0	0	0.0
INTERGOVERNMENTAL REVENUES	60,000	60,000	60,000	60,000	0.0
CHARGES FOR SERVICES	187,851	198,516	203,424	212,924	4.7
TOTAL OTHER REVENUE	<u>248,101</u>	<u>258,516</u>	<u>263,424</u>	<u>272,924</u>	<u>3.6</u>
UNREIMBURSED COSTS	-109	17,315	0	0	0.0
ALLOCATED POSITIONS	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

### Services & Supplies

- \$17,300 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Other Charges

- (\$17,300) Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Intrafund Transfers

- \$6,510 Increase to overall Intrafund Transfers due to increases to Administrative support charges, Intra CUPA-EH transfers, and Cost Plan charges

### Revenues

- \$9,500 Increase to Hazardous Materials charges for services

## Program Discussion

The CUPA Program is responsible for regulating the:

- 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
- 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 procedure 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 \$272,924, which is an increase of \$9,500 (3.6%) compared to FY 2017-18. 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.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0301 - COUNTY SERVICE AREA G			Dept: 0301		
Unit Title: COUNTY SERVICE AREA G					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	711,695	459,128	676,565	809,747	19.7
OTHER CHARGES	415	173	0	253	100.0
NET BUDGET	<u>712,110</u>	<u>459,301</u>	<u>676,565</u>	<u>810,000</u>	<u>19.7</u>
<b>REVENUE</b>					
TAXES	700,562	461,887	667,500	799,000	19.7
REVENUE USE MONEY PROPERTY	2,564	1,900	1,000	2,500	150.0
INTERGOVERNMENTAL REVENUES	8,746	4,279	8,020	8,500	6.0
CHARGES FOR SERVICES	0	45	45	0	-100.0
TOTAL OTHER REVENUE	<u>711,872</u>	<u>468,111</u>	<u>676,565</u>	<u>810,000</u>	<u>19.7</u>
UNREIMBURSED COSTS	238	-8,810	0	0	0.0
ALLOCATED POSITIONS	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 record homeowner property taxes within the Walton District and transfer the funds to the City of Yuba City for services provided.

## Major Budget Changes

### Services & Supplies

- \$133,182 Increase related to the pass-thru amount to City of Yuba City

## Revenues

- \$131,500 Increase in estimated property taxes

## 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 \$810,000, which is an increase of \$133,435 (19.7%) over FY 2017-18. 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, 2018.

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019</b>					
Fund: <b>0305 - COUNTY SERVICE AREA F</b>				Dept: <b>0305</b>	
Unit Title: <b>COUNTY SERVICE AREA F</b>					
	<b>2016-2017 Actual Expenditure</b>	<b>2017-2018 YTD as of 05/23/2018</b>	<b>2017-2018 Adopted Budget</b>	<b>2018-2019 CAO Recommended</b>	<b>2017-2018 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,789,259	1,731,044	2,075,710	1,891,941	-8.9
SERVICES AND SUPPLIES	539,386	655,786	413,267	753,352	82.3
OTHER CHARGES	155,519	160,177	249,424	166,510	-33.2
CAPITAL ASSETS	0	0	2,250	0	-100.0
OTHER FINANCING USES	22,264	22,690	23,163	35,543	53.4
<b>NET BUDGET</b>	<b>2,506,428</b>	<b>2,569,697</b>	<b>2,763,814</b>	<b>2,847,346</b>	<b>3.0</b>
<b>REVENUE</b>					
TAXES	1,719,704	1,748,370	1,698,321	1,878,962	10.6
LICENSES, PERMITS, FRANCHISES	0	1,235	0	0	0.0
FINES, FORFEITURES, PENALTIES	457	608	0	0	0.0
REVENUE USE MONEY PROPERTY	2,537	3,443	2,500	2,200	-12.0
INTERGOVERNMENTAL REVENUES	20,641	9,670	17,000	17,000	0.0
CHARGES FOR SERVICES	857,733	810,322	793,152	763,624	-3.7
MISCELLANEOUS REVENUES	1,651	67,166	0	0	0.0
OTHER FINANCING SOURCES	1,456	35,445	23,532	40,482	72.0
CANCELLATION OF OBLIGATED FB	0	0	229,309	145,078	-36.7
<b>TOTAL OTHER REVENUE</b>	<b>2,604,179</b>	<b>2,676,259</b>	<b>2,763,814</b>	<b>2,847,346</b>	<b>3.0</b>
<b>UNREIMBURSED COSTS</b>	<b>-97,751</b>	<b>-106,562</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

- (\$70,967) Decrease in Permanent Salaries due to multiple retirements during FY 2017-18
- \$20,000 Increase in Overtime
- (\$214,389) Decrease related to Workers' Compensation being moved out of Salaries and Benefits object level to Services and Supplies object level

Service & Supplies

- \$73,395 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level
- \$275,171 Increase related to Workers' Compensation being moved out of Salaries and Benefits object level to Services and Supplies object level
- (\$26,000) Reduction in Professional & Specialized Volunteers tied to Mutual Assistance reimbursement funds

Other Charges

- (\$68,863) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level
- (\$28,426) Decrease in Interfund OH Cost Plan charges as provided by the Auditor-Controller's Office

Revenue

- \$179,912 General increase to Secured Property Taxes based on historical trends
- (\$42,000) General decrease in Mutual Aid reimbursements based on Strike Team activity

Program Discussion

This budget unit operates three fire stations and has an equipment inventory of eight engines (Type I), five wild-land engines (Type III), one water-tender, and one heavy rescue/hazardous materials truck. Personnel include two Battalion Chiefs, nine Captains, five Engineers, 25 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-hydrated areas within five miles of a fire station (one of only three fire departments in the State of California with this rating for non-hydrated 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 2017, the Department collectively responded to 2,555 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.



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

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*Neal Hay, Director*

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 the El Dorado National Forest, Lassen National Forest, and Los Angeles, Butte, Placer, Lake and Shasta Counties during the 2017 wildland fire season.

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 \$2,847,346 which is an increase of \$83,532 (3.0%) over FY 2017-18.

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.

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 2018-19, the Department will likely begin experiencing a funding shortfall, where revenues do not completely cover expenses, in FY 2019-20. This will necessitate recommendations for reducing expenses.

## Use of Fund Balance

The CSA-F fund contains a Restricted Fund Balance in the amount of \$456,588 as of July 1, 2017 (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 \$545,614). It is estimated that the Restricted Fund Balance will equal \$151,765 at July 1, 2018 (which does not include the current outstanding General Fund loan balance of \$508,752).

The recommended budget includes a cancellation of Obligated Fund Balance in the amount of \$145,078.

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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0309 - CNTY SERVICE AREA C-E NICOLAUS				Dept: 0309	
Unit Title: CNTY SERVICE AREA C-E NICOLAUS					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	0	0	1,410	0	-100.0
SERVICES AND SUPPLIES	78,060	52,412	114,547	118,001	3.0
OTHER CHARGES	38,872	29,982	35,409	51,826	46.4
CAPITAL ASSETS	0	32,328	32,741	0	-100.0
INCREASES IN RESERVES	0	0	8,693	71,773	725.6
NET BUDGET	116,932	114,722	192,800	241,600	25.3
<b>REVENUE</b>					
TAXES	202,871	130,669	176,600	219,700	24.4
REVENUE USE MONEY PROPERTY	3,250	8,975	6,000	11,400	90.0
INTERGOVERNMENTAL REVENUES	2,534	1,237	2,200	2,500	13.6
CHARGES FOR SERVICES	8,355	15	8,000	8,000	0.0
TOTAL OTHER REVENUE	217,010	140,896	192,800	241,600	25.3
<b>UNREIMBURSED COSTS</b>	-100,078	-26,174	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

### Services & Supplies

- \$3,454 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Other Charges

- \$6,069 Increase in Interfund General Insurance & Bond
- \$6,236 Increase in Interfund Administration Miscellaneous Departments
- \$5,825 Increase in Interfund Development Services Administrative services

### Revenues

- \$48,800 Increase in property tax revenue

## Program Discussion

This budget funds the East Nicolaus Volunteer Fire Department (CSA-C). The

# Development Services Department

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

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*Neal Hay, Director*

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 shared Volunteer Fire Chief with Pleasant Grove Volunteer Fire Department, one shared Extra-Help Fire Engineer, and seven Volunteer Fire Fighters. All personnel are trained in emergency care and cardiopulmonary resuscitation. The Department responded to 210 calls for service in 2017. The Department is committed to participation in the State Mutual Aid System and has responded to requests for assistance in the El Dorado National Forest, Lassen National Forest, and Butte, Los Angeles, Placer, Lake, and Shasta Counties during the 2017 wildland fire season.

The East Nicolaus Volunteer Fire Department either has, or is currently working on, automatic aid agreements with neighboring fire agencies.

### Recommended Budget

This budget is recommended at \$241,600, which is an increase of \$48,800 (25.3%) over FY 2017-18. This increase is primarily due to an increase in reserves, budgeted as an expense, for 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-C fund contained a Restricted Fund Balance in the amount of \$720,457 as of July 1, 2017. It is estimated that the Restricted Fund Balance will equal \$732,964 at July 1, 2018.

The recommended budget includes an Increase in Reserves of \$71,773.

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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0311 - CNTY SRVC AREA D-PLEASANT GROV					Dept: 0311
Unit Title: CNTY SRVC AREA D-PLEASANT GROV					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	0	0	24,600	0	-100.0
SERVICES AND SUPPLIES	112,128	132,706	127,831	160,878	25.9
OTHER CHARGES	36,967	33,082	39,250	55,860	42.3
CAPITAL ASSETS	0	32,328	127,241	0	-100.0
INCREASES IN RESERVES	0	0	0	78,262	100.0
NET BUDGET	149,095	198,116	318,922	295,000	-7.5
<b>REVENUE</b>					
TAXES	254,544	160,526	240,800	270,100	12.2
REVENUE USE MONEY PROPERTY	3,731	11,067	6,000	13,900	131.7
INTERGOVERNMENTAL REVENUES	3,200	1,528	3,100	3,000	-3.2
CHARGES FOR SERVICES	40,074	57,365	8,000	8,000	0.0
MISCELLANEOUS REVENUES	0	20	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	61,022	0	-100.0
TOTAL OTHER REVENUE	301,549	230,506	318,922	295,000	-7.5
UNREIMBURSED COSTS	-152,454	-32,390	0	0	0.0
ALLOCATED POSITIONS	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.

- \$10,000 Increase in Outside Refurb/Repair due to necessary work on fire apparatus

## Other Charges

- \$8,197 Increase in Interfund General Insurance & Bond
- \$6,236 Increase in Interfund Administration Miscellaneous Departments
- \$5,250 Increase in Interfund Development Services Administrative services

## Major Budget Changes

### Services & Supplies

- \$22,520 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

## 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 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 Fire Department, four Volunteer Captains, three Volunteer Engineers, and five Volunteer Fire Fighters. The Department responded to 226 calls for service in 2017.

The Department is committed to participation in the State Mutual Aid System, and has responded to requests for service in the El Dorado National Forest, Lassen National Forest, and Placer, Lake, Butte, Los Angeles, and Shasta Counties during the 2017 wildland fire season.

## Recommended Budget

This budget is recommended at \$295,000, which is a decrease of \$23,922 (7.5%) from FY 2017-18.

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

## Use of Fund Balance

The CSA-D fund contains a Restricted Fund Balance in the amount of \$881,477 as of July 1, 2017. It is estimated that the Restricted Fund Balance will equal \$901,407 at July 1, 2018.

The recommended budget includes an Increase in Reserves of \$78,262.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL					
Unit Title: PLANNING & BUILDING					Dept: 2724
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/18/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	772,922	721,403	1,027,198	786,767	-23.4
SERVICES AND SUPPLIES	307,842	1,232,964	1,669,627	832,852	-50.1
OTHER CHARGES	27,651	30,433	128,811	33,600	-73.9
CAPITAL ASSETS	48,099	0	0	300,900	100.0
INTRAFUND TRANSFERS	444,972	438,741	878,337	740,390	-15.7
OTHER FINANCING USES	6,377	6,124	6,602	17,446	164.3
NET BUDGET	1,607,863	2,429,665	3,710,575	2,711,955	-26.9
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	464,865	371,402	399,250	401,700	0.6
INTERGOVERNMENTAL REVENUES	130,419	2,300	295,000	0	-100.0
CHARGES FOR SERVICES	111,277	1,136,340	1,685,707	652,380	-61.3
MISCELLANEOUS REVENUES	0	4,828	0	0	0.0
OTHER FINANCING SOURCES	4,277	10	0	0	0.0
TOTAL OTHER REVENUE	710,838	1,514,880	2,379,957	1,054,080	-55.7
UNREIMBURSED COSTS	897,025	914,785	1,330,618	1,657,875	24.6
ALLOCATED POSITIONS	9.00	8.00	8.00	6.00	-25.0

## 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. 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 are 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 Section 17920-17928 and 17960-17961.

The *Code Enforcement Division (program 32)* is responsible for the prevention, detection, investigation, and enforcement of violations 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. Statutory authority is provided by the California Health and Safety Code Section 17920-17928 and 17960-17961.

## Major Budget Changes

### Salaries & Benefits

- (\$197,720) Delete one (1.0 FTE) Deputy Director Building Planning position
- (\$141,022) Decrease related to the transfer of one (1.0 FTE) GIS Analyst position to General Services/Information Tech.

### Services & Supplies

- (\$1,008,707) Decrease related to funds to be paid out for Riego Road project
- \$174,733 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Other Charges

- (\$95,211) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### Capital Assets

- \$24,000 Increase in Capital Assets due to requesting one replacement vehicle for Building Inspection

- \$42,500 Increase in Capital Assets due to requesting one replacement vehicle for Code Enforcement
- \$234,400 Increase in Capital Assets due to requesting a replacement permit and tracking system for Planning, Building Inspection and Code Enforcement

### Intrafund Transfers

- (\$137,947) Decrease due to decreases in Intrafund Administration Services charges and Cost Plan charges

### Revenues

- (\$295,000) Decrease in State Fish and Wildlife Grants revenue due to anticipating the elimination of the YSRCP/HCP/NCCP project
- (\$992,707) Decrease in Planning & Engineering Fees related to Riego Road project funds

## 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. In this budget, the County’s Geographic Information System (GIS) data functions are to be transferred to the General Services Information Technology Division to better serve the needs of all County departments.

Large projects that are in-process or completed over the last year or currently in process by this Division include:

- An Environmental Impact Report for the Sutter Pointe Wastewater Conveyance Project was certified in 2017 and a contract for wastewater service was entered into with the Sacramento County Regional Sanitation District.
- The Division has provided staff assistance to the Board of Supervisors Ad-Hoc Committee on issues concerning the permitting, location and code enforcement of truck yards in the unincorporated area.
- A draft update of the Division’s fees has been prepared.
- The Division, working with other County Departments developed a process to recoup the County’s costs associated with marijuana enforcement.

The proposed Yuba Sutter Regional Conservation Plan (YSRCP) is overseen by the Division with participation by Yuba County and the Cities of Yuba City and Live Oak. The preparation of this plan has stalled due to staffing limitations at the US Fish and

Wildlife Service. Staff is exploring options to end this project because of the impacts that FEMA and State Flood designations have had on development.

## Building Division

The Building Division staff currently includes:

- Building Inspector III
- Building Inspector II/III

The Building Inspection Division’s operations include permit application and plans 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. We are 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 2017, there were 897 building permits issued with a construction value of \$41,367,414. Staff completed 2,202 inspections

and plan-check reviews for 440 sets of submitted construction plans.

<b>2017</b>	# Permits	Valuation	Inspections	Plan Check
	897	\$41,367,414	2255	440
<b>2016</b>				
	959	\$37,373,813	2536	506

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

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 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 2017, the Code Enforcement division completed the following activities related to marijuana and routine code enforcement.

**Marijuana Enforcement 2017**

Complaints Received	Violation sites confirmed	Voluntary compliance percentage	Total weight of marijuana removed
43	34	100%	Unknown

**Code Enforcement Cases 2017**

Complaints Received	Violation Type	Closed 2016-2017
8	Non-compliance with use permits	3
25	Unpermitted Structure	17
11	Refuse/Trash	13
17	Inoperable Vehicles	12
6	Illegal RV/trailer parking	4
17	Persons living in RV/trailer/tents	16
2	Illegal Dumping/Discarding	1
7	Illegal Business Operation	6
5	Illegal Truck Parking	3
30	Overgrown weeds/Dilapidation	8
3	Abandoned RV/Trailer/Vehicles	1
3	Red Tagged Unsafe Structures	1
19	Notices of Non-Compliance Filed	
4	Cases sent to District Attorney	
4	Unpermitted Manufactured Home	2
6	Fire Damage/Unsafe Building	6
2	Nuisance/Noise Complaints	5
2	Septic Issues	11
<b>Total 171</b>		<b>Total 109</b>

**Recommended Budget**

This budget is recommended at \$2,711,955 which is a decrease of \$998,620 (26.9%) over FY 2017-18. The General Fund provides 61.1% of the financing for this budget unit, and is increased by \$327,257 (24.5%) over FY 2018-19. This increase is due to the recommended capital asset purchases detailed below.

The following position changes are recommended to be effective as of July 1,

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

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*Neal Hay, Director*

2018, for a net decrease of two (2.0 FTE) positions:

- Delete one (1.0 FTE) vacant Deputy Director of Planning and Building (the Department has added an Assistant Director – Development Services in the Administration Division that will manage these functions)
- Decrease related to the transfer of one (1.0 FTE) GIS Analyst position to General Services/Information Technology Division

Additionally, the following Capital Asset purchases, recommended to be approved as of July 1, 2018, are as follows:

- \$24,000 for one replacement vehicle for Building Inspection
- \$42,500 for one replacement vehicle for Code Enforcement
- \$234,400 for a replacement permit and tracking system for Planning, Building Inspection and Code Enforcement.

## 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 2018-2019</b>					
Fund: <b>0003 - ROAD</b>					
Unit Title: <b>ROAD</b>					Dept: <b>3100</b>
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/21/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,860,698	1,608,453	2,208,874	2,219,068	0.5
SERVICES AND SUPPLIES	2,721,628	4,415,456	10,661,440	9,198,914	-13.7
OTHER CHARGES	829,086	741,661	1,541,917	1,162,653	-24.6
CAPITAL ASSETS	407,067	390,526	618,000	488,000	-21.0
INCREASES IN RESERVES	0	0	17,226	103,913	503.2
OTHER FINANCING USES	17,979	18,210	18,713	30,654	63.8
<b>NET BUDGET</b>	<b>5,836,458</b>	<b>7,174,306</b>	<b>15,066,170</b>	<b>13,203,202</b>	<b>-12.4</b>
<b>REVENUE</b>					
TAXES	946,625	921,237	888,291	1,198,321	34.9
LICENSES, PERMITS, FRANCHISES	34,750	39,500	35,600	35,600	0.0
REVENUE USE MONEY PROPERTY	48,010	107,724	40,000	80,000	100.0
INTERGOVERNMENTAL REVENUES	4,631,324	5,142,744	8,830,414	9,274,312	5.0
CHARGES FOR SERVICES	232,095	149,727	135,679	126,381	-6.9
MISCELLANEOUS REVENUES	108,784	67,269	152,625	148,972	-2.4
OTHER FINANCING SOURCES	48,920	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	4,983,561	2,339,616	-53.1
<b>TOTAL OTHER REVENUE</b>	<b>6,050,508</b>	<b>6,428,201</b>	<b>15,066,170</b>	<b>13,203,202</b>	<b>-12.4</b>
<b>UNREIMBURSED COSTS</b>	<b>-214,050</b>	<b>746,105</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>ALLOCATED POSITIONS</b>	<b>29.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>0.0</b>

## Purpose

The Road Fund budget unit is managed by the Development Services Department and includes Road Maintenance (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, 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**

- (\$192,720) Decrease related to the deletion of one (1.0 FTE) Assistant Director Development Services – Public Works position
- \$176,457 Increase related to the addition of one (1.0 FTE) Deputy Director Public Works position
- \$52,000 Increase in extra help
- \$83,690 Increase due to negotiated salaries and benefits
- (\$124,377) Decrease related to Workers Compensation being moved out of Salaries and Benefits object level to Services and Supplies object level

**Services & Supplies**

- (\$2,164,024) Decrease in Professional/Specialized Services for Road Capital Improvement projects
- \$468,198 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level
- \$138,252 Increase related to Workers Compensation being moved out of Salaries and Benefits object level to Services and Supplies object level

**Other Charges**

- (\$297,053) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level
- (\$161,478) Decrease in Interfund Engineering
- \$75,452 Increase in Interfund DS Admin

**Capital Assets**

- \$6,250 LineDriver HD #252005
- \$6,750 LineLazer #3900
- \$5,500 Tandem axle equipment trailer
- \$35,000 Four laptops/mobile offices for Road Superintendent and Supervisors
- \$145,000 Replacement of an aging backhoe
- \$43,000 4x4 ¾ton Extended Cab Pickup Truck
- \$43,000 4x4 ¾ton Extended Cab Pickup Truck
- \$46,000 4x4 ½ton Crew Cab Diesel Pickup Truck
- \$65,500 4x4 1 ton Stake-Side, Dump Bed, Hydraulic Lift Gate Pickup Truck
- \$92,000 4x4 1 ton Diesel, Utility Bed – Sign Maintenance Pickup Truck

# Development Services Department

## Road Fund (3-100)

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Neal Hay, Director

### Increase in Reserves

- \$87,955 Increase in Obligated Fund Balance contribution for 5<sup>th</sup> street bridge reserve account

### Revenues

- \$52,348 Increase in estimated Property Tax Current Secured based on historical data
- \$259,430 Increase in Transportation tax based on data from SACOG
- \$653,780 Increase in overall State Funding based on HUTA estimates from Legislative Analyst
- \$3,005,836 Increase in SB1 estimates from Legislative Analyst
- (\$2,127,101) Decrease in Federal Bridge Replacement Program for approved Federal projects
- (\$1,004,390) Decrease in Federal Other Aid for road safety improvements
- (\$100,000) Decrease in Other Government Agencies due to no anticipated SACOG funded projects

### Cancellation of Obligated Fund Balance

- (\$2,642,677) Decrease in Cancellation of Obligated Fund Balance from FY 2017-18

## 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 22 recommended positions.

The tasks assigned to the Road Maintenance Division utilize 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, they designated a Road Commissioner, and the Director is the current designee. 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 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 \$13,203,202 which is a decrease of \$1,862,968 (12.4%) from FY 2017-18. 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, 2018, are recommended at \$488,000 as follows:

- \$6,250 LineDriver HD #252005
- \$6,750 LineLazer #3900
- \$5,500 Tandem axle equipment trailer
- \$35,000 Four laptops/mobile offices for Road Superintendent and Supervisors
- \$145,000 Replacement of an aging backhoe
- \$43,000 4x4 ¾ton Extended Cab Pickup Truck
- \$43,000 4x4 ¾ton Extended Cab Pickup Truck
- \$46,000 4x4 ½ton Crew Cab Diesel Pickup Truck
- \$65,500 4x4 1 ton Stake-Side, Dump Bed, Hydraulic Lift Gate Pickup Truck
- \$92,000 4x4 1 ton Diesel, Utility Bed – Sign Maintenance Pickup Truck

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 2018-19 Recommended Budget includes the following Road Plan projects as adopted by the Board of Supervisors (also included in this narrative):

- Barry Road Pedestrian Route Improvement Project
- Bridge Preventative Maintenance Right-of-Way Consultant Services
- Data Collection Consultant Services for Pavement Condition Index
- Larkin Road Bridge Right-of-Way Consultant Services
- Larkin Road Bridge Replacement Construction
- Nicolaus Avenue Bridge Right-of-Way Consultant Services
- Nicolaus Avenue Bridge Replacement Construction
- Road Overlay Project
- Road Seals Project
- Sankey / Pacific Road Intersection Improvements – Design
- Survey Monument Installation
- Various ADA Project Sidewalk Reconstruction

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 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.



# Development Services Department

## Road Fund (3-100)

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Neal Hay, Director

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 \$775,721 for FY 2018-19.

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, 2018 for a net impact of zero (0.0 FTE):

- Delete one (1.0 FTE) vacant Assistant Director Development Services – Public Works
- Add one (1.0 FTE) Deputy Director – Public Works

### Use of Fund Balance

The Road Fund contains the following Restricted Fund Balance accounts in the respective amounts as of July 1, 2017:

- Non-spendable Imprest Cash (Petty Cash): \$100
- Non-spendable Inventory: \$46,392
- Restricted - 5<sup>th</sup> Street Bridge Maintenance: \$126,081
- Restricted – FEMA/OES: \$70,000
- Restricted Fund Balance: \$6,334,532

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, 2018 ending balance of \$131,081. 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 2018-19 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 \$1,234,650), (Program 44-Road Engineer increase \$98,913), and (Program 45-Capital Improvement decrease \$1,099,966) for a total decrease of \$2,235,703.

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

Development Services Department  
Road Fund (3-100)

Neal Hay, Director

Sutter County Pavement Management System Road Report							
FY 2018-19 TENTATIVE ROAD PLAN							
3/23/2018		INCOME SOURCE					
LINE	PROJECT	TOTAL PROJECT COST	SB 1	Gas Tax	HBP	BPMP	County Road Fund
<b>BRIDGE/ROAD - DESIGN / RIGHT OF WAY / ENVIRONMENTAL SERVICES / MAINTENANCE</b>							
1	BRIDGE PREVENTATIVE MAINTENANCE Project (88.53% Federal)	\$ 776,000.00				\$ 687,021.00	\$ 88,979.00
2	KENT ROAD BRIDGE RIGHT OF WAY	\$ 100,000.00			\$ 100,000.00		
3	TISDALE ROAD BRIDGE RIGHT OF WAY	\$ 75,000.00			\$ 75,000.00		
4	NUESTRO ROAD BRIDGE DESIGN	\$ 250,000.00			\$ 250,000.00		
5	SANDERS ROAD BRIDGE DESIGN	\$ 250,000.00			\$ 250,000.00		
6	SANKEY ROAD AND PACIFIC AVENUE INTERSECTION DESIGN	\$ 100,000.00					\$ 100,000.00
<b>BRIDGE CONSTRUCTION PROJECTS</b>							
7	NICOLAUS AVENUE BRIDGE	\$ 1,116,000.00			\$ 987,995.00		\$ 128,005.00
<b>SIDEWALK CURB AND GUTTER PROJECTS</b>							
8	BARRY ROAD SIDEWALK PROJECT	\$ 96,000.00		\$ 96,000.00			
9	ACACIA AVENUE CLOSE LUMBER SIDEWALK PROJECT	\$ 206,400.00		\$ 206,400.00			
10	ACACIA AVENUE SIDEWALK PROJECT	\$ 629,760.00		\$ 629,760.00			
11	ADA CURB RAMPS	\$ 80,000.00					\$ 80,000.00
<b>ROAD CONSTRUCTION</b>							
12	ROAD OVERLAY PROJECT	\$ 519,000.00	\$ 519,000.00				
13	ROAD SEALS PROJECT	\$ 2,333,618.00	\$ 2,333,618.00				
14	TRUCK ROUTE INTERSECTION IMPROVEMENTS	\$ 573,960.00	\$ 153,218.00	\$ 366,647.00			\$ 54,095.00
<b>PLAN ESTIMATE:</b>		<b>\$ 7,105,738.00</b>	<b>\$ 3,005,836.00</b>	<b>\$ 1,298,807.00</b>	<b>\$ 1,662,995.00</b>	<b>\$ 687,021.00</b>	<b>\$ 451,079.00</b>

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL					Dept: 3300
Unit Title: TRANSPORTATION DEVELOPMENT					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	177,801	98,883	215,000	200,000	-7.0
NET BUDGET	177,801	98,883	215,000	200,000	-7.0
<b>REVENUE</b>					
TAXES	177,801	110,649	215,000	200,000	-7.0
TOTAL OTHER REVENUE	177,801	110,649	215,000	200,000	-7.0
UNREIMBURSED COSTS	0	-11,766	0	0	0.0
ALLOCATED POSITIONS	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

### Other Charges

- \$15,000 Decrease in Contribution to Other Agencies reflecting decreased revenue

### Revenues

- \$15,000 Decrease in Transportation Tax revenue

## Recommended Budget

This budget unit is recommended at \$200,000, which is a decrease of \$15,000 (7.0%) from FY 2017-18. 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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0340 - CO CONSOLIDATED ST LIGHT DIST				Dept: 0340	
Unit Title: CO CONSOLIDATED ST LIGHT DIST					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	43,606	33,183	50,460	50,751	0.6
OTHER CHARGES	2,837	3,499	5,623	7,242	28.8
INCREASES IN RESERVES	0	0	14,011	37,237	165.8
NET BUDGET	46,443	36,682	70,094	95,230	35.9
<b>REVENUE</b>					
TAXES	63,987	41,258	55,304	71,400	29.1
REVENUE USE MONEY PROPERTY	7,407	17,001	14,000	23,000	64.3
INTERGOVERNMENTAL REVENUES	781	382	790	830	5.1
TOTAL OTHER REVENUE	72,175	58,641	70,094	95,230	35.9
<b>UNREIMBURSED COSTS</b>	-25,732	-21,959	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 operations 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

### Revenues

- \$16,096 Increase in Property Taxes based on historical data
- \$9,000 Increase in Interest Apportioned based on historical data

## 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 2-3 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 \$95,230, which is an increase of \$25,136 (35.9%) over FY 2017-18. This increase is due to a budgeted increase in reserves. 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 \$1,427,097 as of July 1, 2017. It is estimated the Restricted Fund Balance will equal \$1,458,204 at July 1, 2018.

The FY 2018-19 Recommended Budget includes an increase to Fund Balance in the amount of \$37,237.

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

*Neal Hay, Director*

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: <b>0389 - ROYO RANCHERO CNSTRCT-LO CANAL</b>				Dept: <b>0389</b>	
Unit Title: <b>ROYO RANCHERO CNSTRCT-LO CANAL</b>					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	54	46	0	75	100.0
INCREASES IN RESERVES	0	0	400	575	43.8
NET BUDGET	54	46	400	650	62.5
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	227	509	400	650	62.5
TOTAL OTHER REVENUE	227	509	400	650	62.5
<b>UNREIMBURSED COSTS</b>	-173	-463	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.

**Recommended Budget**

This budget is recommended at \$650, which accounts for Interest Apportioned and associated Treasury Fees. It is an increase of \$250 (62.5%) over FY 2017-18.

**Major Budget Changes**

There are no major budget changes for FY 2018-19.

**Use of Fund Balance**

The Royo Ranchero Construction-Live Oak Canal fund contains a Restricted Fund Balance in the amount of \$43,126 as of July 1, 2017. It is estimated that the Restricted Fund Balance will equal \$43,701 at July 1, 2018.

**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.

The FY 2018-19 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$575.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0397 - ROYO RANCHERO CONSTRUCTION			Dept: 0397		
Unit Title: ROYO RANCHERO CONSTRUCTION					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	32	27	0	50	100.0
INCREASES IN RESERVES	0	0	300	350	16.7
NET BUDGET	32	27	300	400	33.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	133	299	300	400	33.3
TOTAL OTHER REVENUE	133	299	300	400	33.3
UNREIMBURSED COSTS	-101	-272	0	0	0.0
ALLOCATED POSITIONS	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 2018-19.

## 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 an increase of \$100 (33.3%) over FY 2017-18.

## Use of Fund Balance

The Royo Ranchero Construction fund contains a Restricted Fund Balance in the amount of \$25,314 as of July 1, 2017. It is estimated the Restricted Fund Balance will be \$25,664 on July 1, 2018.

The FY 2018-19 Recommended Budget contains an increase in Fund Balance of \$350.

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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 3000 - URBAN AREA RESIDENT ST LIGHTNG				Dept: 3000	
Unit Title: URBAN AREA RESIDENT ST LIGHTNG					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	14,910	11,274	21,640	21,653	0.1
OTHER CHARGES	1,251	1,832	4,846	5,378	11.0
NET BUDGET	16,161	13,106	26,486	27,031	2.1
<b>REVENUE</b>					
TAXES	16,489	9,508	17,500	17,200	-1.7
REVENUE USE MONEY PROPERTY	1,752	3,939	3,500	5,000	42.9
CANCELLATION OF OBLIGATED FB	0	0	5,486	4,831	-11.9
TOTAL OTHER REVENUE	18,241	13,447	26,486	27,031	2.1
<b>UNREIMBURSED COSTS</b>	-2,080	-341	0	0	0.0
<b>ALLOCATED POSITIONS</b>	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 2018-19.

## 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.

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



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

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*Neal Hay, Director*

into the County's Geographic Information System (GIS).

## **Recommended Budget**

This budget is recommended at \$27,031, which is an increase of \$545 (2.1%) over FY 2017-18. 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 \$333,243 as of July 1, 2017. It is estimated the Restricted Fund Balance will be \$328,707 on July 1, 2018.

The FY 2018-19 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$4,831.

# Development Services Department Water Resources (1-922)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1922</b>	
Unit Title: <b>WATER RESOURCES</b>					
	<b>2016-2017 Actual Expenditure</b>	<b>2017-2018 YTD as of 05/15/2018</b>	<b>2017-2018 Adopted Budget</b>	<b>2018-2019 CAO Recommended</b>	<b>2017-2018 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	304,114	6,580	0	11,392	100.0
SERVICES AND SUPPLIES	244,673	70,066	251,215	278,050	10.7
OTHER CHARGES	68,088	0	55,445	66,281	19.5
INTRAFUND TRANSFERS	83,261	150,858	114,211	301,723	164.2
OTHER FINANCING USES	3,052	3,111	3,208	3,341	4.1
NET BUDGET	<u>703,188</u>	<u>230,615</u>	<u>424,079</u>	<u>660,787</u>	<u>55.8</u>
<b>REVENUE</b>					
INTERGOVERNMENTAL REVENUES	0	0	0	72,000	100.0
CHARGES FOR SERVICES	146,484	96,439	129,000	153,900	19.3
MISCELLANEOUS REVENUES	159,420	0	50,000	120,000	140.0
OTHER FINANCING SOURCES	0	20,248	0	0	0.0
TOTAL OTHER REVENUE	<u>305,904</u>	<u>116,687</u>	<u>179,000</u>	<u>345,900</u>	<u>93.2</u>
<b>UNREIMBURSED COSTS</b>	397,284	113,928	245,079	314,887	28.5
<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

- \$25,000 Increase in Professional/Specialized Services related to contract services for groundwater work

### Intrafund Transfers

- (\$26,910) Decrease in Intrafund Administration charges
- \$214,439 Increase in Intrafund Engineering charges

Revenues

- \$72,000 Increase in State grant revenues
- \$24,900 Increase in Interfund Water Agencies revenue
- \$70,000 Increase in Miscellaneous revenues for work performed for outside agencies

Program Discussion

In FY 2017-18 Engineering staff from Water Resources was 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
- 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 manages activities such as public outreach workshops, review of compliance documentation for new construction within floodplains and coordinating 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. 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 \$660,787, which is an increase of \$236,708 (55.8%) compared to FY 2017-18. The General Fund provides 47.6% of the financing for this budget unit, which is an increase of \$69,808 (28.5%) compared to FY 2017-18.

**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 Flood Control (1-923)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>FLOOD CONTROL</b>					Dept: <b>1923</b>
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	24,736	24,015	28,500	28,500	0.0
NET BUDGET	24,736	24,015	28,500	28,500	0.0
<b>REVENUE</b>					
TOTAL OTHER REVENUE	0	0	0	0	0.0
<b>UNREIMBURSED COSTS</b>	24,736	24,015	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 2018-19.

## 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 the same as FY 2017-18. 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, 2017. The recommended budget for FY 2017-18 did not include an increase to this Committed Fund Balance.

The recommended budget for FY 2018-19 does not include an increase to this Committed Fund Balance account.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0320 - SUTTER COUNTY WATER AGENCY			Dept: 0320		
Unit Title: SUTTER COUNTY WATER AGENCY					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	71,145	27,771	0	65	100.0
OTHER CHARGES	142,719	91,341	126,052	151,300	20.0
INCREASES IN RESERVES	0	0	13,088	16,235	24.0
NET BUDGET	213,864	119,112	139,140	167,600	20.5
<b>REVENUE</b>					
TAXES	150,695	98,779	132,540	159,600	20.4
REVENUE USE MONEY PROPERTY	1,443	2,830	2,800	3,500	25.0
INTERGOVERNMENTAL REVENUES	1,923	942	1,800	1,800	0.0
MISCELLANEOUS REVENUES	3,576	2,160	2,000	2,700	35.0
OTHER FINANCING SOURCES	40,000	0	0	0	0.0
TOTAL OTHER REVENUE	197,637	104,711	139,140	167,600	20.5
UNREIMBURSED COSTS	16,227	14,401	0	0	0.0
ALLOCATED POSITIONS	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

### Other Charges

- \$24,900 Increase in Interfund Water Resources

### Revenues

- \$24,000 Increase in property taxes based on historical data

## Program Discussion

The major source of revenue for the SCWA is County-wide ad valorem tax revenues 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 2018-19 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 \$167,600, which is an increase of \$28,460 (20.5%) over FY 2017-18. 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 \$216,327 as of July 1, 2017. It is estimated that the Restricted Fund Balance will equal \$201,937 at July 1, 2018.

The FY 2018-19 Recommended Budget includes an Increase in Obligated Fund Balance of \$16,235.



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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0321 - LO CANAL OPERATIONS & MAINTENC					Dept: 0321
Unit Title: LO CANAL OPERATIONS & MAINTENC					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	80,689	42,261	114,025	117,025	2.6
OTHER CHARGES	128	406	0	760	100.0
INCREASES IN RESERVES	0	0	3,450	815	-76.4
NET BUDGET	80,817	42,667	117,475	118,600	1.0
<b>REVENUE</b>					
TAXES	118,159	70,995	116,975	117,400	0.4
REVENUE USE MONEY PROPERTY	797	1,330	500	1,200	140.0
TOTAL OTHER REVENUE	118,956	72,325	117,475	118,600	1.0
<b>UNREIMBURSED COSTS</b>	-38,139	-29,658	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 operations 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 operations 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 2018-19

## 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 \$118,600, which is an increase of \$1,125 (1.0%) over FY 2017-18. 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 \$82,640 as of July 1, 2017. It is estimated the Restricted Fund Balance will equal \$86,030 at July 1, 2018.

The FY 2018-19 Recommended Budget includes an Increase in Obligated Fund Balance of \$815.

**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 2018-19.

## **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. The reimbursement agreement with Butte House Development, Inc. has not yet expired. 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.

## **Recommended Budget**

There are no recommended Professional and Specialized services costs for FY 2018-19, as there are no major projects anticipated for these zones. These budget units have minimal Interfund costs and Treasury Fees recommended for FY 2018-19.

**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*

Revenue from interest earned is recommended as follows:

- Zone 2 (0-324):           \$500
  - Zone 11 (0-332):       \$2,000
  - Zone 12 (0-333):       \$50
  - Zone 13 (0-334):       \$1,500
- Zone 11 (0-332)
    - Current           \$128,595
    - Projected       \$130,394
  - Zone 12 (0-333)
    - Current           \$2,467
    - Projected       \$2,500

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

- Zone 13 (0-334)
  - Current           \$77,677
  - Projected       \$78,625

## **Use of Fund Balance**

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2017 Fund Balances and projected July 1, 2018 Fund Balances:

- Zone 2 (0-324)
  - Current           \$28,676
  - Projected       \$29,116

The FY 2018-19 Recommended Budget includes the following increases in Fund Balances:

- Zone 2 (0-324): Increase \$449
- Zone 11 (0-332): Increase \$1,799
- Zone 12 (0-333): Increase \$44
- Zone 13 (0-334): Increase \$1,349

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0324 - COUNTY WATER ZONE #2			Dept: 0324		
Unit Title: COUNTY WATER ZONE #2					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	1	100.0
OTHER CHARGES	36	31	1	50	4,900.0
INCREASES IN RESERVES	0	0	299	449	50.2
NET BUDGET	37	32	300	500	66.7
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	151	338	300	500	66.7
TOTAL OTHER REVENUE	151	338	300	500	66.7
<b>UNREIMBURSED COSTS</b>	-114	-306	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 2018-2019					
Fund: 0332 - COUNTY WATER ZONE #11			Dept: 0332		
Unit Title: COUNTY WATER ZONE #11					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	1	100.0
OTHER CHARGES	161	138	1	200	19,900.0
INCREASES IN RESERVES	0	0	1,499	1,799	20.0
NET BUDGET	162	139	1,500	2,000	33.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	677	1,518	1,500	2,000	33.3
TOTAL OTHER REVENUE	677	1,518	1,500	2,000	33.3
<b>UNREIMBURSED COSTS</b>	-515	-1,379	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 2018-2019					
Fund: 0333 - COUNTY WATER ZONE #12			Dept: 0333		
Unit Title: COUNTY WATER ZONE #12					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	1	100.0
OTHER CHARGES	3	3	1	5	400.0
INCREASES IN RESERVES	0	0	19	44	131.6
NET BUDGET	<u>4</u>	<u>4</u>	<u>20</u>	<u>50</u>	<u>150.0</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	<u>13</u>	<u>29</u>	<u>20</u>	<u>50</u>	<u>150.0</u>
TOTAL OTHER REVENUE	<u>13</u>	<u>29</u>	<u>20</u>	<u>50</u>	<u>150.0</u>
<b>UNREIMBURSED COSTS</b>	-9	-25	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 2018-2019					
Fund: 0334 - COUNTY WATER ZONE #13			Dept: 0334		
Unit Title: COUNTY WATER ZONE #13					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	1	100.0
OTHER CHARGES	97	84	1	150	14,900.0
INCREASES IN RESERVES	0	0	699	1,349	93.0
NET BUDGET	<u>98</u>	<u>85</u>	<u>700</u>	<u>1,500</u>	<u>114.3</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	408	917	700	1,500	114.3
TOTAL OTHER REVENUE	<u>408</u>	<u>917</u>	<u>700</u>	<u>1,500</u>	<u>114.3</u>
<b>UNREIMBURSED COSTS</b>	-310	-832	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 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,

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

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Neal Hay, Director

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.

- Zone 6 (0-328): \$8,900
- Zone 7 (0-329): \$4,500
- Zone 8 (0-330): \$500

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

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

## Major Budget Changes

There are no major budget changes for FY 2018-19.

## Use of Fund Balance

## Program Discussion

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2017 Fund Balance and projected July 1, 2018 Fund Balances:

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.

- Zone 4 (0-326)
  - Current \$306,021
  - Projected \$309,478
- Zone 5 (0-327)
  - Current \$724,449
  - Projected \$734,183
- Zone 6 (0-328)
  - Current \$580,203
  - Projected \$584,300
- Zone 7 (0-329)
  - Current \$265,926
  - Projected \$270,284
- Zone 8 (0-330)
  - Current \$21,909
  - Projected \$22,230

## Recommended Budget

There are no recommended Professional and Specialized services costs for FY 2018-19, as there are no major projects anticipated for these zones. These budget units have minimal Interfund costs and Treasury Fees recommended for FY 2018-19.

Revenue from Interest earned is recommended as follows:

- Zone 4 (0-326): \$5,000
- Zone 5 (0-327): \$11,500

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

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*Neal Hay, Director*

The FY 2018-19 Recommended Budget includes the following increases in Obligated Fund Balances:

- Zone 4 (0-326): Increase \$4,456
- Zone 5 (0-327): Increase \$10,248
- Zone 6 (0-328): Increase \$4,007
- Zone 7 (0-329): Increase \$4,014
- Zone 8 (0-330): Increase \$435

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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0326 - COUNTY WATER ZONE #4			Dept: 0326		
Unit Title: COUNTY WATER ZONE #4					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	2	0	2	100.0
OTHER CHARGES	382	371	43	542	1,160.5
INCREASES IN RESERVES	0	0	2,957	4,456	50.7
NET BUDGET	383	373	3,000	5,000	66.7
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	1,597	3,616	3,000	5,000	66.7
CHARGES FOR SERVICES	1,659	1,368	0	0	0.0
TOTAL OTHER REVENUE	3,256	4,984	3,000	5,000	66.7
<b>UNREIMBURSED COSTS</b>	-2,873	-4,611	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 2018-2019					
Fund: 0327 - COUNTY WATER ZONE #5			Dept: 0327		
Unit Title: COUNTY WATER ZONE #5					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2	3	0	4	100.0
OTHER CHARGES	907	946	166	1,248	651.8
INCREASES IN RESERVES	0	0	6,334	10,248	61.8
NET BUDGET	909	949	6,500	11,500	76.9
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	3,809	8,552	6,500	11,500	76.9
CHARGES FOR SERVICES	651	0	0	0	0.0
TOTAL OTHER REVENUE	4,460	8,552	6,500	11,500	76.9
<b>UNREIMBURSED COSTS</b>	-3,551	-7,603	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 2018-2019					
Fund: 0328 - COUNTY WATER ZONE #6			Dept: 0328		
Unit Title: COUNTY WATER ZONE #6					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2	3	0	3	100.0
OTHER CHARGES	726	625	3	4,890	162,900.0
INCREASES IN RESERVES	0	0	5,997	4,007	-33.2
NET BUDGET	728	628	6,000	8,900	48.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	3,049	6,860	6,000	8,900	48.3
CHARGES FOR SERVICES	3,820	0	0	0	0.0
TOTAL OTHER REVENUE	6,869	6,860	6,000	8,900	48.3
<b>UNREIMBURSED COSTS</b>	-6,141	-6,232	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 2018-2019					
Fund: 0329 - COUNTY WATER ZONE #7				Dept: 0329	
Unit Title: COUNTY WATER ZONE #7					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	2	100.0
OTHER CHARGES	322	322	36	484	1,244.4
INCREASES IN RESERVES	0	0	2,114	4,014	89.9
NET BUDGET	323	323	2,150	4,500	109.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	896	3,144	2,150	4,500	109.3
CHARGES FOR SERVICES	38,878	794	0	0	0.0
TOTAL OTHER REVENUE	39,774	3,938	2,150	4,500	109.3
<b>UNREIMBURSED COSTS</b>	-39,451	-3,615	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 2018-2019					
Fund: 0330 - COUNTY WATER ZONE #8			Dept: 0330		
Unit Title: COUNTY WATER ZONE #8					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	0	1	100.0
OTHER CHARGES	36	24	1	64	6,300.0
INCREASES IN RESERVES	0	0	372	435	16.9
NET BUDGET	37	25	373	500	34.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	200	259	350	500	42.9
CHARGES FOR SERVICES	4	23	23	0	-100.0
TOTAL OTHER REVENUE	204	282	373	500	34.0
<b>UNREIMBURSED COSTS</b>	-167	-257	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0331 - COUNTY WATER ZONE #9				Dept: 0331	
Unit Title: COUNTY WATER ZONE #9					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	7,264	1,698	5,400	5,503	1.9
OTHER CHARGES	37	31	3	50	1,566.7
INCREASES IN RESERVES	0	0	197	447	126.9
NET BUDGET	7,301	1,729	5,600	6,000	7.1
<b>REVENUE</b>					
TAXES	5,238	3,204	5,400	5,500	1.9
REVENUE USE MONEY PROPERTY	194	310	200	500	150.0
TOTAL OTHER REVENUE	5,432	3,514	5,600	6,000	7.1
<b>UNREIMBURSED COSTS</b>	1,869	-1,785	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 2018-19.

## 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 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 \$6,000, an increase of \$400 (7.1%) over FY 2017-18. 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 \$25,025 as of July 1, 2017. It is estimated the Committed Fund Balance will equal \$25,362 at July 1, 2018.

The FY 2018-19 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$447.

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

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0395 - RIO RAMAZA COMMUNITY SRVC DIST				Dept: 0395	
Unit Title: RIO RAMAZA COMMUNITY SRVC DIST					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	0	3,245	0	5,697	100.0
SERVICES AND SUPPLIES	11,944	10,060	7,416	18,122	144.4
OTHER CHARGES	22,818	4,047	23,308	2,164	-90.7
NET BUDGET	34,762	17,352	30,724	25,983	-15.4
<b>REVENUE</b>					
TAXES	3,177	2,015	2,037	3,310	62.5
FINES, FORFEITURES, PENALTIES	0	433	0	0	0.0
REVENUE USE MONEY PROPERTY	1,114	1,807	2,674	2,000	-25.2
INTERGOVERNMENTAL REVENUES	40	19	29	100	244.8
CHARGES FOR SERVICES	10,552	5,173	5,940	5,990	0.8
CANCELLATION OF OBLIGATED FB	0	0	20,044	14,583	-27.2
TOTAL OTHER REVENUE	14,883	9,447	30,724	25,983	-15.4
<b>UNREIMBURSED COSTS</b>	19,879	7,905	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## 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, with

services provided by staff (water and wastewater operator) in the Engineering (1-920) budget unit.

## Major Budget Changes

### Salaries & Benefits

- \$5,697 Increase related to change to direct billing of time for the Water/Wastewater Operator

### Services and Supplies

- \$10,706 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

# Development Services Department

## Rio Ramaza Wastewater Fund (0-395)

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*Neal Hay, Director*

### Other Charges

- (\$21,144) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

### 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 General 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. Eight 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 \$25,983, which is a decrease of \$4,741 (15.4%) from FY 2017-18. 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 \$160,073 as of July 1, 2017. It is estimated the Restricted Fund Balance will equal \$147,721 on July 1, 2018.

The FY 2018-19 Recommended Budget includes a Cancellation of Fund Balance in the amount of \$14,583, leaving an estimated ending balance of \$133,138.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 4400 - SUTTER CO WATERWORKS DIST #1					
Unit Title: SUTTER CO WATERWORKS DIST #1					Dept: 4400
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/15/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	0	32,536	81,598	45,569	-44.2
SERVICES AND SUPPLIES	120,492	116,977	230,025	286,990	24.8
OTHER CHARGES	171,860	1,166	10,425	10,725	2.9
CAPITAL ASSETS	160,521	0	0	1,060,000	100.0
OTHER FINANCING USES	13,884	14,150	14,448	15,051	4.2
NET BUDGET	<u>466,757</u>	<u>164,829</u>	<u>336,496</u>	<u>1,418,335</u>	<u>321.5</u>
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	3,159	501	1,000	400	-60.0
REVENUE USE MONEY PROPERTY	2,264	2,434	2,000	3,000	50.0
INTERGOVERNMENTAL REVENUES	57,932	45,333	77,861	1,160,000	1,389.8
CHARGES FOR SERVICES	257,399	206,841	255,635	254,935	-0.3
TOTAL OTHER REVENUE	<u>320,754</u>	<u>255,109</u>	<u>336,496</u>	<u>1,418,335</u>	<u>321.5</u>
<b>UNREIMBURSED COSTS</b>	146,003	-90,280	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, 33 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

- (\$36,029) Decrease related to direct billing historical data for the water and wastewater operator

### Service & Supplies

- \$69,827 Increase in Professional Specialized Services related to Bottled Water Grant extension.

### Capital Assets

- \$1,060,000 Increase related to Infrastructure improvements related to the Water Meter grant

### Revenues

- \$1,082,139 Increase related to Water Meter grant funding

## 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 94 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 94 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 charged to the District.

## Recommended Budget

The FY 2018-19 budget for Waterworks District No. 1 totals \$1,418,335 with Water System, Program 01 at \$1,258,700 and Wastewater Service, Program 02 at \$159,635. The budget reflects the total expenditures associated with Operations & Maintenance, and Structure Improvements/Capital Expenses. The total change over FY 2017-18 is \$1,081,839 (321.5%).

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 costs

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 includes design recommendations, concluded 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 Department will utilize design consultants and construction contractors to begin the project in FY 2018-19.

### **Use of Fund Balance**

This fund contains a Net Assets Balance in the amount of \$2,289,839 as of July 1, 2017, including long-term loan obligations and investment in fixed assets. It is estimated that the Net Assets Balance will be status quo and remain at \$2,289,839 on July 1, 2018.