

# GENERAL SERVICES

SECTION D



Photo courtesy Michelle Zearfoss



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL					
Unit Title: GENERAL SERVICES DEPARTMENT					Dept: 1205
	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	756,125	771,489	894,572	850,678	-4.9
SERVICES AND SUPPLIES	129,249	113,417	83,149	134,041	61.2
OTHER CHARGES	1,367	31	79,765	50	-99.9
CAPITAL ASSETS	0	0	17,000	0	-100.0
INTRAFUND TRANSFERS	-310,500	-88,741	-314,082	-326,334	3.9
OTHER FINANCING USES	6,182	5,699	6,373	17,971	182.0
NET BUDGET	<u>582,423</u>	<u>801,895</u>	<u>766,777</u>	<u>676,406</u>	<u>-11.8</u>
<b>REVENUE</b>					
CHARGES FOR SERVICES	385,657	100,992	391,817	406,408	3.7
MISCELLANEOUS REVENUES	4,639	3,897	0	0	0.0
OTHER FINANCING SOURCES	4,593	0	0	0	0.0
TOTAL OTHER REVENUE	<u>394,889</u>	<u>104,889</u>	<u>391,817</u>	<u>406,408</u>	<u>3.7</u>
<b>UNREIMBURSED COSTS</b>	187,534	697,006	374,960	269,998	-28.0
<b>ALLOCATED POSITIONS</b>	8.00	9.00	9.00	8.00	-11.1

## Purpose

This budget unit includes the administrative staff for the General Services Department as well as all Purchasing functions.

## Major Budget Changes

### Salaries & Benefits

- (\$82,762) Decrease in Permanent Salaries and related payroll costs due to multiple retirements and subsequent staffing changes
- \$38,727 Increase in County Contribution – HSA for health insurance due to multiple retirements and subsequent staffing changes

### Services & Supplies

- (\$35,900) Decrease in Professional and Specialized Services
- \$78,284 Increase due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

### Other Charges

- (\$79,715) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

### Intrafund Transfers

- (\$10,175) Decrease in Intrafund Plant Acquisition which functions

as an increase in revenue, but is reflected as a negative expenditure in the budget

### **Other Finance Uses**

- \$12,680 Increase due to Countywide microwave network project

## **Program Discussion**

### **Administrative Staff**

All administrative positions for the General Services Department are included in this budget unit.

- General Services Director
- Administration and Finance Manager
- Staff Analyst
- Accountant II
- Account Tech I
- Account Clerk II/III
- Buyer
- Office Assistant II

These positions provide management and support services to all functions and budget units within the General Services Department.

### **Purchasing and Contracts**

Sutter County Purchasing utilizes a partially centralized purchasing model which is coordinated by the County Purchasing Agent. The Board of Supervisors has designated the Director of General Services as the County Purchasing Agent. The Purchasing Office assists County departments by providing product information, locating sources of supply, and explaining procurement options. Purchasing is responsible for copier services as well as leasing facilities for County

activities and renting and leasing County land and facilities to the public.

The Purchasing Office also provides procurement assistance to departments on major purchases of services and supplies with the following exceptions:

- Computers and software are procured by the Information Technology ISF which is a division within General Services. These procedures have been incorporated and streamlined in the overall purchasing function
- Construction services are procured separately by the Development Services Department
- Procurement of most office supplies is decentralized and is performed by individual departments

The objective of Purchasing is to obtain the maximum value for each dollar expended, utilizing open competition, and impartial evaluation of alternate products. The Purchasing Office works to procure all equipment, supplies, and services, consistent with the quality, quantity, and delivery requirements of the requesting department, while adhering to County and State regulations, laws, rules, policies, and procedures.

Purchasing is also responsible for assisting departments with contracts and agreements as well as maintaining a data base to track them.

Costs for purchasing activities are allocated through the annual Cost Plan based on the number of purchase orders issued. Some tasks are directly charged to the supported activity.

Due to the difficulty in hiring a Procurement and Contract Analyst and taking advantage of several retirements in the division, the Board of Supervisors approved staffing changes for the Administrative staff during FY 2017-18. Below are the highlights:

- The Procurement and Contract position was reduced to a Buyer position and a Staff Analyst position was added, which will allow the department to divide the multiple purchasing and administrative duties between two staff instead of one
- Due to a retirement, the position of Central Services Assistant III was eliminated. The postage charges to departments will increase slightly to offset the cost for the mail contractor to add the pick-up of mail to its services. Printing services will no longer be handled by Purchasing but will be handled directly by each department
- Due to several retirements, the Administrative Services Officer position has been changed to an Administrative and Finance Manager position and the Accounting Technician II position has been changed to an Accountant II position

## **Recommended Budget**

This budget is recommended at \$676,406, which is a decrease of \$90,371 (11.8%) compared to FY 2017 -18. The General Fund provides 39.9% of the financing for this budget unit and is decreased by \$104,962 (28.0%) compared to FY 2017-18.

It is recommended that the General Services Department transition out of the rental facilities service during FY 2018-19 and into FY 2019-20 once current bookings have been completed. Renting facilities such as Ettl Hall and the Veteran's Memorial Building is not generating enough revenue to cover expenses, yet an increase in prices will mean the facilities will not be competitive in the rental market. Additionally, discontinuing rental activities will free current staff to focus on other General Services duties such as purchasing and General Services division administrative support.

## **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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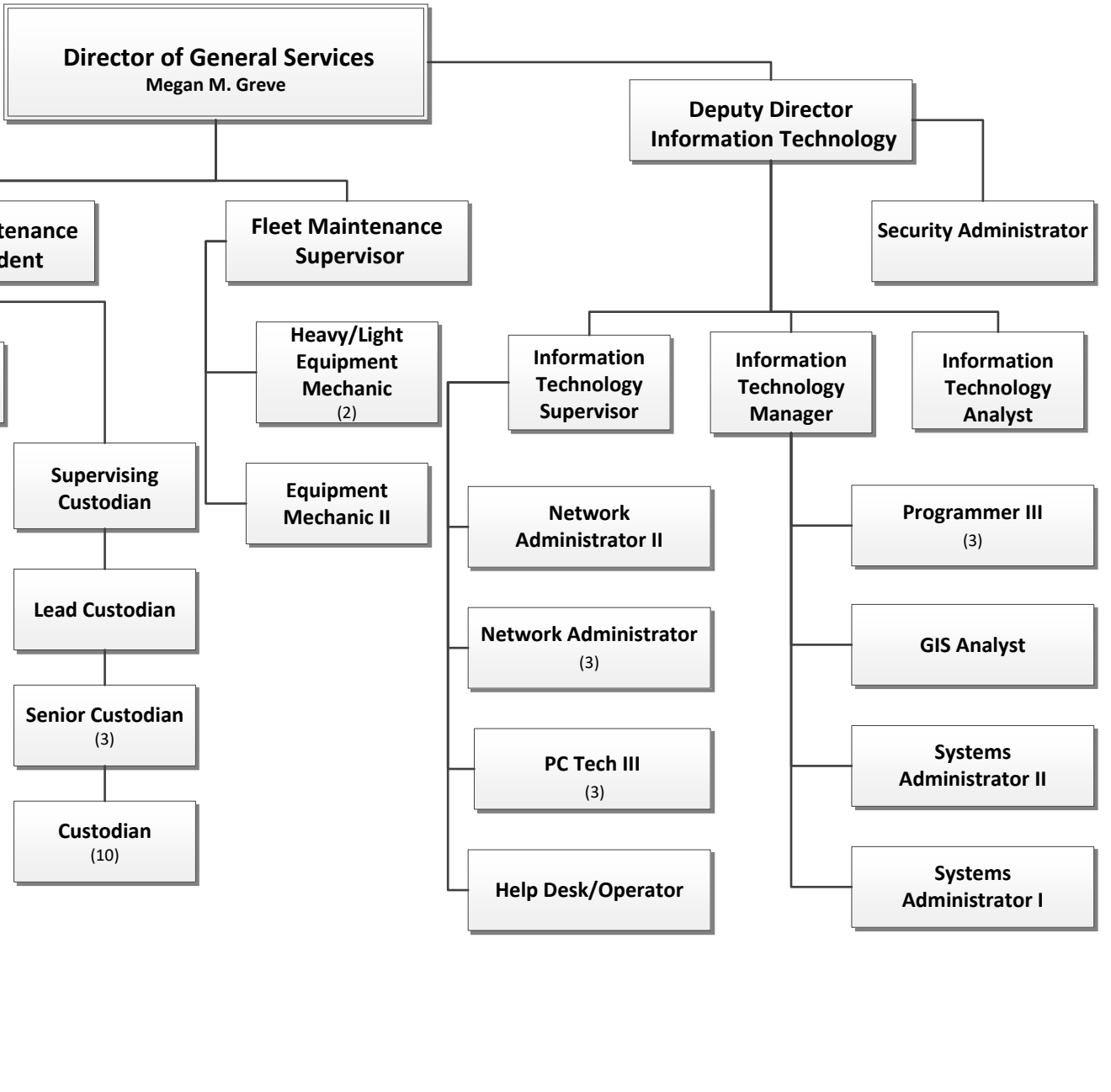
# General Services FY 2018-2019

*Recommended*

County of Sutter

D-5

2018-19 Recommended Budget



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL					Dept: 7101
Unit Title: PARKS & RECREATION					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/14/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	63,965	58,428	43,658	57,559	31.8
OTHER CHARGES	76,279	30,679	58,296	50,000	-14.2
CAPITAL ASSETS	0	0	30,000	190,000	533.3
INTRAFUND TRANSFERS	232,678	168,502	257,518	226,507	-12.0
NET BUDGET	<u>372,922</u>	<u>257,609</u>	<u>389,472</u>	<u>524,066</u>	<u>34.6</u>
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	530	79	0	0	0.0
REVENUE USE MONEY PROPERTY	36,329	33,022	46,000	40,000	-13.0
TOTAL OTHER REVENUE	<u>36,859</u>	<u>33,101</u>	<u>46,000</u>	<u>40,000</u>	<u>-13.0</u>
<b>UNREIMBURSED COSTS</b>	336,063	224,508	343,472	484,066	40.9
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Parks and Recreation budget unit provides for the operation, routine maintenance services, management, planning, and improvements for the County park system which includes parks, boat ramps, monuments and recreational areas.

The mission of Parks and Recreation is to provide, and adequately maintain, recreation opportunities that are easily accessible and offer a high-quality outdoor experience in a safe environment; to protect park resources from incompatible uses; and to plan park development in such a manner as to minimize environmental impacts.

The Parks and Recreation budget unit is managed by the General Services Department.

## Major Budget Changes

### Services and Supplies

- \$3,150 Increase in Professional & Specialized Services related to camera monitoring services
- \$8,755 Increase due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

### Other Charges

- (\$8,296) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level



**Capital Assets**

- \$30,000 Purchase of security cameras for the Live Oak and Yuba City Boat Launch Facilities
- \$160,000 Purchase and implementation of gate arms and on-line parking software at all four boat launch facilities

**Intrafund Transfers**

- \$1,733 Increase in Intrafund General Insurance/Bonds as provided by Risk Management
- \$4,159 Increase in Intrafund Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office
- (\$36,937) Decrease in Intrafund Water/Wastewater Admin due to realignment of duties to maintain the well at Live Oak Park

**Revenue**

- (\$6,000) Decrease in Use of Live Oak Park and Boat Launch Fees based on prior years' experience

**Program Discussion**

The Parks and Recreation program provides opportunities for a wide variety of recreational activities including camping, picnicking, swimming, fishing, and boating. This budget unit covers the ongoing operation and maintenance of the County parks and recreation system and is staffed by employees from the Building Maintenance

budget unit. Maintenance duties include grounds keeping and repair of facilities such as buildings, parking areas, fences, boat ramps, utilities, picnic tables and signs. Staff interacts regularly with the public by providing information on park facilities and regulations. Staff also monitor and collect fees for the use of facilities.

This budget unit funds the maintenance and improvements for three County parks, four boat-launching facilities, several monuments, and associated structures and grounds including:

- Live Oak Park and boat ramp
- Harter Park
- Donahue Park
- Boyd's Pump, Yuba City, and Tisdale boat launching facilities

During FY 2016-17, there was a significant increase in theft and vandalism at the Boat Launch facilities. Most of this took place at Boyd's Pump. The FY 2017-18 budget recommendation included appropriations to purchase security cameras for the Boyd's Pump and Tisdale facilities. The FY 2018-19 recommendation includes appropriations to purchase similar security cameras at the Live Oak and Yuba City boat launch facilities.

In addition to the cameras, it is recommended that automated gate arms be installed at each facility. These arms would coordinate with on-line purchases of parking and annual passes to regulate the admittance of vehicles at these facilities to only those who pay the fees. The cost of repairing the vandalized pay boxes and the time needed to patrol the launches to ensure payment of fees will be reduced to cover the initial cost of the arms. It is unknown how much lost revenue occurred during FY 2016-17 and FY 2017-18.

# General Services Department Parks and Recreation (7-101)

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*Megan M. Greve, Director*

The Road Division of Development Services provides services to maintain the boat launches, remove and replace the docks, and parking lot maintenance and repair. The estimated cost for FY 2018-19 will remain at \$50,000.

The recommended revenues are decreased by \$6,000 based on actual revenues collected over the last few years. The cost to administer the facilities has increased as well.

## Recommended Budget

This budget is recommended at \$524,066 which is an increase of \$134,594 (34.6%) over FY 2017-18. The General Fund provides 92.4% of the financing for this budget unit and is increased by \$140,594 (40.9%) over FY 2017-18.

The entire increase over FY 2017-18 is related to the Capital Asset purchases to increase safety and reduce staff time at the boat launch facilities. Capital Assets recommended to be approved as of July 1, 2018, are as follows:

- \$30,000 for the purchase of security cameras at Live Oak and Yuba City boat launches
- \$160,000 for the purchase of gate arms and related software

## 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: 1700	
Unit Title: BUILDING MAINTENANCE					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/14/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,888,446	1,765,205	2,329,943	2,084,977	-10.5
SERVICES AND SUPPLIES	1,094,175	856,436	782,620	1,930,276	146.6
OTHER CHARGES	10,730	7,443	127,141	650	-99.5
CAPITAL ASSETS	60,691	94,854	149,000	179,200	20.3
INTRAFUND TRANSFERS	-99,782	-177,489	-33,641	-55,689	65.5
OTHER FINANCING USES	16,837	17,159	17,545	43,638	148.7
NET BUDGET	2,971,097	2,563,608	3,372,608	4,183,052	24.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	12,010	19,688	12,005	32,861	173.7
CHARGES FOR SERVICES	553,836	571,346	633,826	981,716	54.9
MISCELLANEOUS REVENUES	5,951	13,195	0	0	0.0
OTHER FINANCING SOURCES	2,502	0	0	0	0.0
TOTAL OTHER REVENUE	574,299	604,229	645,831	1,014,577	57.1
UNREIMBURSED COSTS	2,396,798	1,959,379	2,726,777	3,168,475	16.2
ALLOCATED POSITIONS	30.00	27.00	27.00	27.00	0.0

## Purpose

The Building Maintenance budget unit includes four facilities functions: Facilities Management, Grounds Maintenance, Custodial Services, and Facilities Capital Improvements. The purpose of the budget unit is to provide resources to maintain the buildings and grounds that are owned, rented, or leased by Sutter County. Building Maintenance is responsible for the building and grounds maintenance and custodial services for 41 County properties that support approximately 1,000 County employees.

Improvement projects are included in the Facilities Capital Improvement, Program 73 which has been added to this budget. Larger Capital projects are budgeted as Capital Projects in Fund 0016.

## Major Budget Changes

### Salaries & Benefits

- (\$126,837) Decrease in Permanent Salaries and related payroll costs due to multiple retirements in FY 2017-18
- \$104,957 Increase in County Contribution -Group Insurance, County Contribution Deferred Compensation, and County Contribution-HSA related to an increased number of new hires due to multiple retirements
- (\$219,153) Decrease due to reclassification of charges for services provided by Worker's Compensation

# General Services Department Building Maintenance (1-700)

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Megan M. Greve, Director

Internal Service Fund to  
Services & Supplies object  
level

## Services & Supplies

- (\$45,400) Decrease in Maintenance Structures and Improvements related to accounting for projects in Program 73
- \$852,827 Increase in Professional and Specialized Services primarily due to accounting for projects in Program 73
- (\$25,250) Decrease in Rents/Leases Equipment related to moving fire alarm contracts to Professional and Specialized
- (\$35,000) Decrease in Utilities related to savings from Solar project
- \$359,947 Increase due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

## Other Charges

- (\$126,491) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

## Capital Assets

- \$100,000 Replacement of two aging cargo vans with pickup trucks, each budgeted at \$50,000

- \$60,000 Purchase of Genie Boom Lift to assist with painting and tree trimming
- \$5,600 Purchase of a Walk-Behind Scrubber for large area floor cleaning
- \$6,800 Purchase of lowboy trailer for equipment
- \$6,800 Purchase of cargo trailer

## Intrafund Transfers

- \$30,467 Increase in Intrafund Cost Plan Building Maintenance revenue, shown as a negative expense, as provided by the Auditor-Controller's Office

## Other Finance Uses

- \$25,360 Increase due to Countywide microwave network project

## Revenue

- \$82,968 Increase in Interfund Cost Plan Building Maintenance
- \$248,287 Increase in Interfund Maintenance & Improvement related to funding for projects in Program 73

## Program Discussion

The Building Maintenance budget unit contains four programs that provide distinct services: Building Maintenance (70), Grounds Maintenance (71), Custodial Services (72), and Facilities Capital Improvements (73).

# General Services Department Building Maintenance (1-700)

Megan M. Greve, Director

Building Maintenance staff perform preventative maintenance and routine repairs for County-owned facilities, including the repair of electrical, plumbing, HVAC, roofing, and structural systems.

The Grounds Maintenance staff maintain the grounds of 22 buildings and eight recreation areas. Grounds Maintenance responsibilities include:

- Mowing
- Edging
- Weed control
- Leaf removal
- Tree pruning and trimming
- Irrigation maintenance/repair
- Fertilization
- Litter removal

Custodial staff performs cleaning services for County buildings, including the 24/7 Mental Health Inpatient Unit. These responsibilities include:

- General cleaning
- Vacuuming
- Trash and recycling removal
- Restroom cleaning with restocking of supplies
- Carpet cleaning
- Window washing

Products and consumable cleaning items for most County buildings are also budgeted within this program.

Selected staff oversee outside service contracts such as those for inspecting and maintaining fire suppression and security systems, pest control services, and minor renovations.

Costs for the three maintenance related programs are allocated through the Cost Plan

allocation based on labor. The Cost Plan is produced each year by the Auditor-Controller's Office.

In the FY 2017-18 budget, a new Program 73 for Facilities Capital Improvement was added. This program is used to budget all special projects approved to be completed during this fiscal year by the Building Maintenance staff as compared to the larger Capital Improvement Projects budgeted in the Capital Projects Fund 0016.

## Recommended Budget

This budget is recommended at \$4,183,052, which is an increase of \$810,444 (24%) over FY 2017-18 based on increased projects budgeted in Program 73. The General Fund provides 75.7% of the financing for this budget unit and is increased by \$441,698 (16.2%) over FY 2017-18 (also based on the \$782,441 (542%) increase in projects budgeted in Program 73).

A portion of the costs for this budget unit are recouped through the annual Cost Plan.

Capital Assets, recommended to be approved as of July 1, 2018, are requested at \$179,200:

- \$50,000 - Replacement Utility Truck in program 70
- \$50,000 - Replacement Utility Truck in program 71
- \$60,000 - One Genie Boom Lift for program 70
- \$6,800 - One Trailer for program 71
- \$6,800 - One Enclosed Trailer for program 72
- \$5,600 - One Walk Behind Scrubber for program 72

Professional and Specialized Services are recommended to include known recurring

# General Services Department Building Maintenance (1-700)

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*Megan M. Greve, Director*

contract work such as elevator maintenance, fire extinguisher maintenance, pest control services, and card access system repairs and monitoring. The recommended budget includes \$45,000 for falconry services to discourage birds in parking lots along Civic Center Boulevard. Additionally, \$782,441 is budgeted for Program 73 projects.

Maintenance of Structure/Improvements is recommended at \$173,300. In program 73, \$43,300 is budgeted to cover planned

maintenance projects as presented in the chart on the following page. \$739,141 is also budgeted for projects in Professional and Specialized Services.

## **Use of Fund Balance**

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

**General Services Department  
Building Maintenance (1-700)**

*Megan M. Greve, Director*

Funding Source	Project No.	NEW MAINTENANCE PROJECTS - DESCRIPTION	Estimate
General Fund	FP1901	Sheriff Training Center Flooring and Water Heater	\$22,800
General Fund	FP1902	146 Garden Highway Paint Exterior	\$4,000
General Fund	FP1903	General Services Corp Yard Automatic Gates	\$31,000
HHS – Social Services	FP1904	190 Garden Highway Carpet, Interior Paint, Counter	\$64,600
HHS – Social Services	FP1905	190 Garden Highway Exterior Paint/Landscaping	\$8,000
Fleet	FP1906	275 Samuel Drive Roof Repair	\$8,000
Fleet	FP1907	275 Samuel Drive Carpet	\$4,344
HHS General Fund	FP1908	446 Second Street – Tree Maintenance/Removal	\$26,280
General Fund	FP1909	595 Boyd Street – Carpet	\$10,500
General Fund	FP1910	Library Bathroom Floors	\$4,500
General Fund	FP1911	1130/1160 Civic Center – Security System/Pass-point	\$34,064
General Fund	FP1912	1130/1160 Civic Center – Tree Removal/Landscaping	\$65,400
General Fund	FP1913	1160 Roof Completion	\$38,000

**General Services Department  
Building Maintenance (1-700)**

*Megan M. Greve, Director*

Funding Source	Project No.	NEW MAINTENANCE PROJECTS - DESCRIPTION	Estimate
General Fund	FP1914	Museum Interior Paint	\$4,500
General Fund	FP1915	Museum Exterior Paint	\$6,500
General Fund	FP 1916	Veterans Hall – Roof Repairs	\$30,000
General Fund	FP1917	Veterans Hall – Wood Floor Refinish	\$3,500
General Fund	FP1918	1445 Vets Memorial Drive Porch Demo	\$125,000
Behavioral Health	FP1919	1965 Live Oak Blvd – Flooring/Paint	\$123,200
General Fund	FP1920	142 Garden Highway – Rehab Parking Lot	\$43,000
General Fund	FP1921	142 Garden Highway – Raised Walkway in Lot	\$16,000
HHS – Social Services / General Fund	FP1922	190 Garden Highway – Parking Lot Rehab – Re-budget	\$101,753
Sutter Fire	FP1923	Sutter Station Roof Repairs	\$7,500



**General Services Department  
Fish & Game Propagation (2-703)**

*Megan M. Greve, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019</b>					
Fund: <b>0006 - FISH AND GAME</b>				Dept: <b>2703</b>	
Unit Title: <b>FISH &amp; GAME PROPAGATION</b>					
	<b>2016-2017 Actual Expenditure</b>	<b>2017-2018 YTD as of 05/19/2018</b>	<b>2017-2018 Adopted Budget</b>	<b>2018-2019 CAO Recommended</b>	<b>2017-2018 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2,695	2,563	16,160	16,168	0.0
OTHER CHARGES	54	48	7	60	757.1
NET BUDGET	2,749	2,611	16,167	16,228	0.4
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	2,245	2,355	5,500	5,500	0.0
REVENUE USE MONEY PROPERTY	229	524	1,510	1,570	4.0
MISCELLANEOUS REVENUES	0	1,200	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	9,157	9,158	0.0
TOTAL OTHER REVENUE	2,474	4,079	16,167	16,228	0.4
<b>UNREIMBURSED COSTS</b>	275	-1,468	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

**Purpose**

The purpose of the Fish & Game Propagation budget unit is to support Fish and Game Commission programs. The Commission develops and administers programs benefiting fish and game activities in the County.

This budget is financed by fines from violations of the California State Fish and Game Code. The revenue from these fines is restricted to use for fish and game related purposes.

The Fish and Game Propagation budget unit is managed by the General Services Department.

**Major Budget Changes**

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

**Program Discussion**

Under the direction of the Board of Supervisors, the Fish and Game Commission uses this budget to aid programs that help preserve the hunting, fishing, and wildlife heritage of Sutter County by providing opportunities for people to learn skills, safety, ethics, respect and stewardship in the conduct of outdoor pursuits.

To this end, the Commission supports programs that aid in the education of children and young adults:

- Participation in the Duck Egg Recovery Program
- Purchase of pheasants for and the support of an annual Junior Pheasant Hunt
- Salmon/Steelhead aquariums and arctic chillers for the local grade schools
- Field trips to fish hatcheries and wildlife preserves

- Junior fishing derbies
- Hunter safety
- Habitation restoration
- A scholarship program to support attendance at the Shady Creek Outdoor School Program from Sutter County Schools

The Fish and Game Advisory Commission sponsors a booth at the Yuba Sutter Fair promoting outdoor pursuits. The Fish and Game Commission also purchases and donates equipment to the California State Game Wardens assigned to Sutter County to assist them in their efforts to collect evidence and gain convictions of violations in the field.

Local support from the Fish and Game Commission includes donations to local organizations that support the Fish and Game Commission goals. These donations are not to exceed \$1,000 per group for a total not to exceed \$7,000 awarded for the year. Several of the organizations that have benefited from the donations in the past include Westside Anglers, California Deer Association, Sutter Sportsman Association, various duck egg recovery projects and various school educational activities.

## **Recommended Budget**

This budget is recommended at \$16,228, which is an increase of \$61 (0.4%) compared to FY 2017-18. All funding is provided through fines and interest.

The Special Department Expense – Fish and Game account reflects expenses related to programs, events, and donations such as:

- Purchase of pheasants
- Support of duck egg projects
- Yuba Sutter Fair booth
- Donations of equipment to the Game Wardens
- Donations to support special events, programs, and projects

The Special Department Expense – Youth Programs account reflects expenses specifically tied to youth educational programs, events and donations such as:

- Youth fishing derbies
- Salmon aquarium programs
- School educational programs and field trips
- Shady Creek Outdoor School scholarships

## **Use of Fund Balance**

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$43,599 as of July 1, 2017. It is estimated the Restricted Fund Balance will equal \$34,442 at July 1, 2018.

The FY 2018-19 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$9,158, leaving an estimated ending balance of \$25,284.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 4580 - FLEET MANAGEMENT ISF			Dept: 4580		
Unit Title: FLEET MANAGEMENT ISF					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/14/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	358,756	312,670	380,181	394,492	3.8
SERVICES AND SUPPLIES	351,135	254,268	338,346	374,301	10.6
OTHER CHARGES	245,887	76,187	261,882	231,914	-11.4
CAPITAL ASSETS	-97,431	0	9,829	29,410	199.2
OTHER FINANCING USES	5,803	5,610	6,005	14,450	140.6
NET BUDGET	864,150	648,735	996,243	1,044,567	4.9
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-759	-862	7,579	5,579	-26.4
CHARGES FOR SERVICES	601,232	318,202	721,019	941,504	30.6
MISCELLANEOUS REVENUES	13,814	5,001	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	24,000	100.0
UNDESIGNATED FUND BALANCE	-68,041	-314,405	267,645	267,644	0.0
TOTAL OTHER REVENUE	546,246	7,936	996,243	1,238,727	24.3
<b>UNREIMBURSED COSTS</b>	317,904	640,799	0	-194,160	100.0
<b>ALLOCATED POSITIONS</b>	5.00	4.00	4.00	4.00	0.0

## Purpose

The Fleet Management budget unit operates as an Internal Service Fund (ISF) and must generate its own revenue to cover expenditures. The Fleet Management ISF provides management and maintenance services for County vehicles and equipment.

Fleet Management currently administers and maintains over 434 County-owned and operated vehicles and pieces of equipment. The vehicles and equipment include cars and light duty trucks, semi-trucks and trailers, off road equipment and specialty equipment such as ATVs.

Services are also provided to other local agencies or municipalities upon request.

The Fleet Management budget unit is managed by the General Services Department.

## Major Budget Changes

### Salaries & Benefits

- \$9,990 General increase due to negotiated salaries and benefits

### Services & Supplies

- \$33,460 Increase due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

**Other Charges**

- (\$30,157) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level
- \$6,676 Increase in Interfund Admin related to increased administrative time allocated to Fleet Management ISF
- (\$25,000) Decrease in Interfund Plant Acquisition related to the completion of the Fleet Awning project in FY 2017-18
- \$5,213 Increase in Interfund Overhead Cost Plan charges as provided by the Auditor-Controller's Office
- \$12,344 Increase in Interfund Maintenance and Improvements related to a roof repair and carpet project budgeted in Facilities program 73

**Capital Assets**

- \$7,000 Purchase of a Refrigerant recover, recycling, and recharge machine
- \$17,000 Purchase of a replacement automotive lift
- \$5,410 Depreciation expenses for Capital Assets purchased in prior years

**Revenues**

- \$21,257 Increase in Maintenance Revenues from outside agencies
- \$105,471 Increase in ISF Vehicle Maintenance due to less fund balance available to offset charges in FY 2018-19
- \$93,757 Increase in ISF Fleet Admin related to decreased charges in FY 2017-18

**Program Discussion**

The goal of Fleet Management is to provide the highest possible quality vehicle and equipment maintenance and repair at the lowest possible cost; while ensuring the customer's maintenance and safety needs are met with the utmost courtesy and professionalism.

The Fleet ISF includes four staff positions: one Heavy Equipment Mechanic position, one Heavy/Light Equipment Mechanic position, one Equipment Mechanic II (light vehicle) position, and one Fleet Maintenance Supervisor position. The Fleet Management staff operates out of a maintenance facility located at the County Corporation Yard in Yuba City. Staff provides vehicle maintenance services and related vehicle administration services for County vehicles. Fiscal functions funded by this unit are provided by the General Services Department (1-205) budget unit and are reflected in the Interfund Administration Miscellaneous Department account.

Administrative services provided include:

- Fleet inventory
- Licensing, utilization
- Tracking of associated costs
- Replacement recommendations
- Access to the fuel card-lock system
- Vehicle disposal

Maintenance services include:

- Preventative maintenance
- Inspection
- Unscheduled maintenance
- Accident repair
- Special contract repair
- Warranty repair

Fleet Management staff also oversee adherence to government mandates such as:

- State unleaded and diesel smog inspections
- California Highway Patrol Biennial Terminal Inspections (BIT)
- California Air Resource Board (CARB) on-road and off-road regulations
- Heavy-Duty Vehicle Idling Emission Reduction Program
- Periodic Smoke Inspection Program (PSIP) for heavy-duty diesel vehicles
- Emission Control Label regulations
- Compliance with CARB Tire Inflation Regulations

Fuel card-lock interface and transaction auditing involves checking fueling details and quoted pricing from fuel vendors.

Fleet provides vehicle utilization informational reports to the County Administrator's Office and each department. This utilization information is made available

to promote consistency in vehicle utilization and aid decisions regarding replacement of aging vehicles. Collectively with Fleet, the County continues to recognize the importance of extending the life of vehicle and equipment assets.

Costs for Fleet are charged in three ways:

- Costs for the repair of vehicles and equipment charged to the Department that operates the vehicle and/or equipment
- Costs of processing and procuring parts, supplies and outside repairs charged as a markup of the purchase price and charged to the Departments that operate the vehicle and/or equipment
- Administrative costs for managing the Fleet charged to the Departments, allocated semiannually

## **Recommended Budget**

This budget is recommended at \$1,044,567 which is an increase of \$48,324 (4.9%) compared to FY 2017-18. The Fleet Management budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time.

Capital assets, requested to be approved as of July 1, 2018, include:

- \$7,000 to purchase a Refrigerant R-1234YF Recover, Recycling, and Recharge Machine. All vehicles 2017 or newer have a refrigerant that requires the new machine to perform A/C maintenance
- \$17,000 to purchase a replacement automotive lift which is failing

During FY 2017-18, it was determined by the Auditor-Controller and the General Services Department, with agreement from the County Administrative Office, that it would be more efficient and improve the visibility of charges if the fuel and oil costs were billed directly to departments instead of being paid through this budget unit and charged to the departments later. This has been implemented and will continue in this manner in the future.

## **Use of Fund Balance**

The Fleet Management ISF contains a Net Assets balance in the amount of \$267,644 as of July 1, 2017. This amount represents the division's 60-day working capital needs. It is estimated the Net Assets balance will be decreased to \$195,601 as of July 1, 2018.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 4581 - INFORMATION TECHNOLOGY ISF				Dept: 8145	
Unit Title: INFORMATION TECHNOLOGY ISF					
	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	2,002,018	1,970,821	2,237,691	2,584,172	15.5
SERVICES AND SUPPLIES	1,103,985	1,069,406	1,258,484	1,257,561	-0.1
OTHER CHARGES	461,570	230,925	962,840	402,429	-58.2
CAPITAL ASSETS	34,581	35,546	435,494	264,451	-39.3
INTRAFUND TRANSFERS	-1	0	0	0	0.0
OTHER FINANCING USES	9,139	8,902	9,493	8,965	-5.6
NET BUDGET	<u>3,611,292</u>	<u>3,315,600</u>	<u>4,904,002</u>	<u>4,517,578</u>	<u>-7.9</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-12,341	-1,506	15,525	15,525	0.0
CHARGES FOR SERVICES	3,435,759	2,168,624	4,665,221	4,573,089	-2.0
MISCELLANEOUS REVENUES	29	137	0	0	0.0
OTHER FINANCING SOURCES	872	-2	0	0	0.0
RESIDUAL EQUITY TRANSFER IN	0	0	0	104,000	100.0
UNDESIGNATED FUND BALANCE	-2,094,220	-2,227,910	364,019	357,346	-1.8
TOTAL OTHER REVENUE	<u>1,330,099</u>	<u>-60,657</u>	<u>5,044,765</u>	<u>5,049,960</u>	<u>0.1</u>
<b>UNREIMBURSED COSTS</b>	2,281,193	3,376,257	-140,763	-532,382	278.2
<b>ALLOCATED POSITIONS</b>	17.00	17.00	17.00	19.00	11.8

## Purpose

The Information Technology Internal Service Fund (ISF) is a division of the General Services Department and provides services to other County departments. As a centralized service, Information Technology (IT) can efficiently and cost-effectively handle the large volumes of systems, data, and support requests that must be managed as part of the on-going and varied activities of the County.

These services include such tasks as: responsibility for the management of enterprise network, communications, hardware and software resources; feasibility and evaluation studies necessary for acquisition of potential new systems; system development activities; security and compliance activities; project management activities; datacenter operations activities; coordination and application of web

technologies to serve the County internally and externally; and other client computing related activities.

## Major Budget Changes

### Salaries & Benefits

- \$118,042 General Increase due to negotiated salaries and benefits
- \$141,022 Increase related to transfer of one (1.0 FTE) GIS Analyst from Development Services to GS – IT, effective July 1, 2018
- \$87,417 Increase related to the addition of one (1.0 FTE) Network Administrator I position to assist with and manage the \$1.5M microwave installation project, effective October 1, 2018

**Services & Supplies**

- (\$69,600) Decrease in Software License and Maintenance
- \$41,099 Increase due to reclassification of charges for services provided by Internal Service Funds to Services and Supplies object level

programs within the budget unit; the offset Interprogram Labor Charges expense is decreased by the same amount

- \$442,839 Increase in ISF IT Services Provided charges to departments due to no fund balance can be used to offset charges in FY 18-19, which fund balance were used in previous years

**Other Charges**

- (\$535,162) Decrease in Interprogram Labor Charges between programs within the budget unit; the offset Interprogram Labor Charges revenue is decreased by the same amount

**Program Discussion**

The Information Technology (IT) Division provides a variety of services and functions addressing technology needs throughout the County. The Division is divided into three main functional areas: Network Support, PC Support, and Programming and Systems Administration.

The General Services Department provides overall management, budgeting and fiscal services, payroll, purchasing and contracting oversight for IT.

The FY 2018-19 Recommended Budget includes the addition of GIS to the IT Division. Transferring the GIS function from the Development Services Department to the Information Technology Division will allow the County to enhance GIS service and support to County departments. Both demand for GIS services from County departments and the integration of GIS with Enterprise Software Applications has grown exponentially. These factors along with the highly technical nature of GIS make the IT division the best choice to house and offer enhanced GIS services. Additional GIS support coverage will be developed by cross-training Systems Administrators, who are adept at data analysis. With the addition of GIS in the FY 2018-19 budget, both GIS

**Capital Assets**

- \$48,000 AS/400 Replacement Server
- \$10,000 Firewall Management Server
- \$17,000 GIS Software (ArcMap)
- \$11,000 GIS Building Footprint Extraction
- \$18,000 Remote Support Software
- \$137,868 Depreciation expenses for Capital Assets purchased in previous years. This amount is decreased compared to FY2017-18 due to some assets becoming fully depreciated
- \$22,583 Depreciation expenses for Vehicles purchased in previous years

**Revenues**

- (\$535,162) Decrease in Interprogram Labor Charges between



expenses and the GIS Analyst position will be transferred to Program 84.

**Network Support** is responsible for the County's technology infrastructure. This includes the fiber optic network, datacenters, servers, storage, routers, switches, wired and wireless networks, firewalls, security appliances, phone systems, microwave network, Microsoft enterprise services, interconnectivity with Local, State and Federal agencies, and remote access. Cyber security, compliance management, data protection, disaster recovery and business continuity services are also provided by this group.

**PC Support** provides support for all the computers, laptops, copiers, printers, surveillance systems, building security/card access systems, telepresence and mobile devices that are in place throughout the County. Staff is responsible for the troubleshooting, repair, refresh, and support of client infrastructure. Shipping and receiving, equipment preparation and surplus, PC software distribution and updates, and IT asset management and inventory are all important functions of this group. Additionally, they support a variety of specialized applications in the various departments and provide extensive support to the unique devices, applications, and services in the Sheriff's Office.

**Programming and Systems Administration** is responsible for the development and support of the County's enterprise and legacy applications as well as the development, support, and routine maintenance of the County's web presence. This group supports such applications as Superior ONESolution (Financials, Human Resources, and Payroll), Health, Criminal Justice, Property, GIS and Budgeting systems, in addition to a wide variety of web applications for both internal

and external users. Several of these systems are outdated and staff, in conjunction with other departments, are either developing migration plans or actively migrating legacy applications.

## Recommended Budget

This budget is recommended at \$4,517,578. When Interprogram Labor Charges revenue and expense in the amount of \$535,162 is removed, the budget is increased by \$148,738 (3.4%) over FY 2017-18.

Two position changes are recommended for FY 2018-19:

- \$141,022 - Add one (1.0 FTE) GIS Analyst, to be transferred from the Development Services Department, resulting in no net change to County FTEs
- \$87,417 - Add one (1.0 FTE) Network Administrator I to assist with and manage on an ongoing basis, the microwave network project

If the two additional positions are discounted, by project revenue, the operating budget for IT decreased by \$79,701 (1.8%) for FY 2018-19.

The Information Technology budget unit operates as an Internal Services Fund (ISF) and must balance revenues to expenses within the fund overtime. The recommended budget has an increase of \$442,839 in ISF Information Technology charges to County departments, compared to the charges in FY 2017-18. This increase is due to minimal excess fund balance that can be used to offset charges in FY 2018-19. In years prior, the IT ISF had excess fund balance that had been used to offset charges to the County departments. In those years, the charges to county departments were lower than the actual budget needs. The ISF IT Services Provided account represents the total charges made to County departments for

Information Technology services. The budgeted increase equals the amount that has been increased in other County department budgets for FY 2018-19.

The recommended budget includes the following additions as either Software as a Service or Capital Assets. It is recommended that all capital assets be approved for purchase effective July 1, 2018.

**Countywide Microwave Network:  
\$1,500,005**

This recommendation is for approval of a County owned and operated microwave network project to replace the Comcast INET fiber network. This project can be found in Budget Unit 1-812 within the Capital Projects Fund (0016). The cost of the project is estimated at \$1,500,005.

The franchise agreement with Comcast is scheduled to expire on July 13th, 2019, after which the County will lose free access to the INET fiber. If Sutter County continues to use the INET fiber network after July 2019, it is estimated the related charges from Comcast will be approximately \$85,000 per month based upon current CALNET 3 pricing.

The INET fiber network currently serves a mission critical role as the County backbone that connects our staff and facilities to our datacenters, outside agencies and the internet. The INET fiber is used to transmit data and voice and covers the local region including the City of Yuba City, Sutter County, and the City of Live Oak. Building a microwave network is a cost-effective, long-term alternative to the INET fiber network.

The microwave network will cover the existing areas serviced by INET fiber and eventually extend our reach to South Sutter County. The microwave network will be designed to provide both redundancy and

encryption and the towers will be engineered to support future use of Public Safety radio equipment. A microwave network also provides the County with potential revenue-generating opportunities through the lease of both tower space and bandwidth. Due to the size, scope and compressed timeline of the project, the Information Technology division will dedicate a staff member to the project as a technical lead. It is recommended to add a Network Administrator I position to cover the necessary daily support workload currently handled by that staff member.

### **Security Awareness Training**

This recommendation is for a County-wide security awareness training program. This security awareness training includes a simulated phishing platform and provides a way to better manage the urgent IT security problems of social engineering, spear phishing and ransomware attacks. Raising security awareness of County staff is a fundamental piece of IT's security plan and formal training is a requirement to meet compliance with numerous security standards. The Security Awareness Training program is Software as a Service (SaaS). This budget includes \$15,000 covering a 1-year subscription for the service.

### **Distributed Denial of Service Protection**

This recommendation is for Distributed Denial of Service (DDoS) protection for the County's AT&T internet circuit. DDoS is a type of cyberattack that attempts to make an online service slow or unavailable by overwhelming it with traffic from PCs, tablets, smartphones, and other devices (basically a botnet). During a DDoS attack, County staff won't be able to use online services reliably and the public will experience issues using the County website. The DDoS Protection by AT&T includes

monitoring of the County's internet circuit and automatic mitigation if an attack occurs. This budget includes \$25,488 covering a 1-year term for the service.

**AS/400 Replacement Server: \$48,000**

This recommendation is to replace the County's existing AS/400 server with a new server and to use the existing AS/400 server as a failover for disaster recovery. The AS/400 server hosts multiple mission-critical public safety functions including the CLETS Message Switch, Computer Aided Dispatch (CAD) and Jail Management.

**Firewall Management Server: \$10,000**

This recommendation is for a Palo Alto Panorama Firewall Management Server. This server will provide centralized management and reporting of the County's Palo Alto firewall infrastructure. The County currently operates four next generation Palo Alto firewalls and IT will be recommending additional Palo Alto firewalls as older firewalls are replaced. Panorama simplifies network security management tasks while delivering comprehensive controls and deep visibility into network-wide traffic and security threats.

**GIS Software and Building Footprint: \$28,000**

This recommendation is to add two GIS ArcMap Standard software desktop licenses for two additional administrators. IT's System Administrators, a total of three staff, will support the GIS function which is moving to the Information Technology division from the Development Services Department. This budget includes \$28,000 covering two licenses and one year of maintenance and software support.

**Remote Support Software: \$18,000**

This recommendation is to provide updated remote support software to enable secure remote support of County departments.

**Use of Fund Balance**

The IT ISF contained an adjusted Net Assets balance in the amount of \$357,346 as of July 1, 2017. It is estimated the Net Assets balance will be \$381,502 as of July 1, 2018. This amount is not enough to cover the division's 60-day working capital needs of \$510,286. The FY 2018-19 budget contains adequate charges to correct this situation.

**General Services Department  
Veterans' Memorial Community Building (7-203)**

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2018-2019					
Fund: 0001 - GENERAL				Dept: 7203	
Unit Title: VETS MEMORIAL COMMUNITY BLDG					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/14/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	21,582	22,141	19,435	19,403	-0.2
OTHER CHARGES	0	0	1,421	0	-100.0
INTRAFUND TRANSFERS	150,920	74,892	117,850	136,299	15.7
OTHER FINANCING USES	25,453	25,940	26,511	27,618	4.2
NET BUDGET	197,955	122,973	165,217	183,320	11.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	42,722	56,381	42,000	42,000	0.0
TOTAL OTHER REVENUE	42,722	56,381	42,000	42,000	0.0
<b>UNREIMBURSED COSTS</b>	155,233	66,592	123,217	141,320	14.7
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

**Purpose**

The Veterans' Memorial Community Building budget unit covers the expenses of operating and maintaining the building. The Veterans' Building is leased on a priority basis to local veterans' associations for member meetings, dinners, and direct fundraising projects at no associated cost. This facility is also available to individuals, groups, and other organizations to rent on an "as available" basis. This budget unit is managed by the General Services Department.

- (\$3,500) Decrease in Professional and Specialized due to cleaning contract savings
- \$1,734 Increase due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

**Other Charges**

- (\$1,421) Decrease due to reclassification of charges for services provided by Internal Service Funds to Services & Supplies object level

**Major Budget Changes**

**Services & Supplies**

- \$2,034 Increase in Maintenance Equipment Contract for solar panel maintenance

**Intrafund Transfers**

- \$19,445 Increase in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

# General Services Department Veterans' Memorial Community Building (7-203)

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Megan M. Greve, Director

- (\$1,679) Decrease in Intrafund Administrative Services related to the cost of administering the care and rental of the facility

and facility repair. Staff interacts regularly with the public by providing information on regulations, collecting fees, responding to community questions, and coordinating rentals with other agencies.

## Program Discussion

The Veterans' Memorial Community Building is operated by the County as a service to the community. Qualified veterans' organizations are given first priority use of the building. When not in use by qualified veterans' organizations, the building is available to the community for rent on a first come, first served basis. Those organizations or individuals renting the building are granted use of the main auditorium and the kitchen. The rental fees collected are used to help offset the costs of maintenance and improvements.

An online reservation system is available to the public to check the availability of the building, reserve dates, and track payments and documents required for use.

The General Services Department is responsible for the ongoing operation and maintenance of the Veterans' building. Maintenance duties include grounds keeping

During FY 2017-18, overall use of the facility remained relatively unchanged. Paid events were the same and un-paid uses reduced by 52.

- 65 Paid events
- 104 Un-paid events
- 69 Un-paid Tucker Room events

## Recommended Budget

This budget is recommended at \$183,320 which is an increase of \$18,103 (11%) over FY 2017-18. The General Fund provides 77.1% of the financing for this budget unit and is increased by \$18,103 (14.7%) over FY 2017-18. The increase is primarily related to increase of Cost Plan charges.

## 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: 7204	
Unit Title: Ettl Hall (MUSEUM MEETING RM)					
	2016-2017 Actual Expenditure	2017-2018 YTD as of 05/14/2018	2017-2018 Adopted Budget	2018-2019 CAO Recommended	2017-2018 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	4,197	4,521	6,500	10,052	54.6
OTHER CHARGES	3,946	0	4,560	0	-100.0
CAPITAL ASSETS	0	5,429	10,000	0	-100.0
INTRAFUND TRANSFERS	28,572	17,748	26,993	37,353	38.4
NET BUDGET	36,715	27,698	48,053	47,405	-1.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	13,637	16,900	9,600	9,600	0.0
CHARGES FOR SERVICES	0	250	0	0	0.0
TOTAL OTHER REVENUE	13,637	17,150	9,600	9,600	0.0
<b>UNREIMBURSED COSTS</b>	23,078	10,548	38,453	37,805	-1.7
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Ettl Hall meeting room is adjacent to the Community Memorial Museum and includes the Schnabel and Dean patio. This budget unit reflects the expenses of operating and maintaining the building, and related rental revenue.

The Hall was constructed using public and donated funds. Sutter County applied State Park grant funds to construct a meeting and event hall and Dorothy Ettl, a Meridian native and a longtime volunteer with the Community Memorial Museum of Sutter County, made a generous donation in her will to help provide meeting space for activities. The County uses the space for exhibits and meetings supporting the County Museum and rents the space to the public along with the Rose Garden.

Activities related to the Community Memorial Museum, such as school tours, programs, and fundraising events, are

conducted in this Hall at no cost. This facility is also available for individuals, groups, and other organizations to rent. The proceeds of rentals are applied back to the costs of operating the Hall and the Museum and to pay back the loan provided by the General Fund to complete the project.

The Ettl Hall budget unit is managed by the General Services Department.

## Major Budget Changes

### Services & Supplies

- \$3,100 Increase in Utility costs related to increased rental usage

### Other Charges

- (\$4,197) Decrease in Contribution to Other Agency related to a change in the Museum

Commission Revenue  
Sharing Agreement

### Intrafund Transfers

- \$9,557 Increase in Intrafund Cost Plan Building Maintenance costs as provided by the Auditor-Controller's Office

### Program Discussion

Ettl Hall is operated by the County as a service to the community. The Community Memorial Museum has priority use of the facility for museum and educational related events at no cost. At other times, the Hall is available to the community for rent on a first come, first served basis. Those renting the Hall are able to rent the Hall, the patio, and rose garden area, or a combination thereof. An on-line reservation system is available to the public to check the availability of the building, reserve the facility, and track payments and documents required. The rental fees collected are used to help offset the costs of operations and maintenance. The County General Fund covers the remainder of expenses. The rates to be charged for rental of the facility are set by the Board of Supervisors.

In FY 2017-18, the Board of Supervisors approved a change in the structure of the Museum Commission. At the same time, the revenue sharing agreement related to the construction of the Hall was cancelled. The FY 2018-19 budget reflects the payment no longer being made to the Commission.

The General Services Department is responsible for the ongoing management, operation and maintenance of the Hall. Maintenance duties include grounds keeping and repair of the facility. Staff interacts regularly with the public by providing information on scheduling, regulations, collecting fees, responding to community questions, and coordinating rentals.

### Recommended Budget

This budget is recommended at \$47,405 which is a decrease of \$648 (1.3%) compared to FY 2017-18. The General Fund provides 79.7% of the financing for this budget unit and is decreased by \$648 (1.7%) compared to FY 2017-18.

This Recommended Budget includes estimated rental revenues of \$9,600, which is based on average annual rental revenues received over the past five years. The number of events for FY 2017-18 increased by 88% over FY 2016-17.

During FY 2017-18 rentals included:

- 31 Paid
- 57 Un-Paid

### 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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