

S U T T E R

C O U N T Y



General Services

Section D

In the coming fiscal year, General Services will be asked to conduct a thorough review and report of all of the County's existing facilities, in advance of decisions by the Board of Supervisors on how to consolidate locations to provide better service to the public.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 0001 - GENERAL					Dept: 1205
Unit Title: GENERAL SERVICES DEPARTMENT					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	724,121	684,027	769,615	894,572	16.2
SERVICES AND SUPPLIES	334,668	42,814	319,627	83,149	-74.0
OTHER CHARGES	115,818	16,666	76,977	79,765	3.6
CAPITAL ASSETS	23,437	0	0	17,000	100.0
INTRAFUND TRANSFERS	-420,229	-150,763	-410,905	-314,082	-23.6
OTHER FINANCING USES	6,005	5,758	94,795	6,373	-93.3
NET BUDGET	783,820	598,502	850,109	766,777	-9.8
REVENUE					
REVENUE USE MONEY PROPERTY	1,060	0	3,181	0	-100.0
CHARGES FOR SERVICES	563,638	188,002	609,156	391,817	-35.7
MISCELLANEOUS REVENUES	30,339	4,639	0	0	0.0
OTHER FINANCING SOURCES	10,632	0	0	0	0.0
TOTAL OTHER REVENUE	605,669	192,641	612,337	391,817	-36.0
UNREIMBURSED COSTS	178,151	405,861	237,772	374,960	57.7
ALLOCATED POSITIONS	8.00	8.00	8.00	9.00	12.5

Purpose

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

- \$52,808 Increase related to the addition of one (1.0 FTE) Account Clerk II/III position, effective July 1, 2017

Services & Supplies

Major Budget Changes

Salaries & Benefits

- \$60,675 General increase due to negotiated Salaries and Benefits
- \$11,474 Increase related to changing the salary range for the vacant Procurement and Contract Analyst position, effective July 1, 2017

- (\$39,948) Decrease in Outside Printing related to a change in billing procedures
- (\$53,935) Decrease in Copy/Printing Costs related to a change in billing procedures
- (\$166,644) Decrease in Professional/Specialized Services related to a change in billing procedures

- \$14,000 Increase in Utilities related to increased PG&E rates

Other Charges

- \$16,856 Increase in Interfund Information Technology charges as provided by the General Services Department

Capital Assets

- \$17,000 Replacement telephone system

Intrafund Transfers

- (\$127,191) Decrease in several Intrafund Revenue accounts related to the establishment of direct billing and the elimination of several Interfund/Intrafund accounts
- \$55,191 Increase in Intrafund Administration Services related to an increase in staffing to be charged to the other divisions in the Department

Other Financing Uses

- (\$88,422) Per the Auditor-Controller, starting in FY 2015-16, copier lease charges were moved from Rents and Leases Equipment to principle and interest accounts to comply with capital lease accounting requirements. In FY 2016-17 the charges were directly billed to the departments

Charges for Services

- (\$217,339) Decrease in charges for services related to the change in billing procedures

Program Discussion

Administrative Staff

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

- General Services Director
- Administrative Services Officer
- Procurement/Contract Analyst
- Central Services Assistant III
- Account Tech II
- Account Tech I
- Account Clerk II/III
- Office Assistant III
- 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 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 A-87 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 and retaining a Procurement and Contract Analyst, the FY 2017-18 budget includes a modest increase in salary range from a PRO38 to a PRO41 to remain on equal footing with the surrounding jurisdictions.

The recommended budget also includes the addition of an Account Clerk II/III position, budgeted at Level II, step 3. This position was requested for FY 2016-17 but was unable to be funded at that time. This position will assist in purchasing, billing, hall rental, and boat launch permit activities which have increased three times over a four-year period.

Copier leases are now directly billed to user departments based on copier machine rental costs. During FY 2014-15, it was determined that it would be prudent to separate the charges for copier leases from the “per click” charges that vary from month to month depending upon how many pages are printed. This allows departments to clearly see lease costs versus printing charges. Per the Auditor-Controller, starting in FY 2015-16, copier lease charges were moved from Rents and Leases Equipment to principle and interest accounts to comply with capital lease accounting requirements.

Postage is now directly billed based on the postage costs for mail processing for each department. Printing services are directly billed to user departments based on the cost of printing.

Recommended Budget

This budget is recommended at \$766,777, which is a decrease of \$83,332 (9.8%) compared to FY 2016 -17. The General Fund provides 48.9% of the financing for this budget unit and is increased by \$137,188 (57.7%) over FY 2016-17.

General Services Department General Services Admin (1-205)

Megan M. Greve, Director

It is recommended to add one (1.0 FTE) Account Clerk II/III position, effective July 1, 2017. This position is required to assist in many Department tasks including purchasing, billing and other duties that have an organization-wide impact. To offset this position, the General Services Director is committed to working with the County Administrative Office in reducing positions as possible when vacancies occur. The County is focused on consolidating buildings in the near term, which will likely enable a reduction in staffing. At that time, the ability to contract out for certain positions will be explored. In addition, there are at least two planned FY 2017-18 retirements within the General Services Department.

Capital assets are recommended at \$17,000 for a replacement telephone system, effective July 1, 2017.

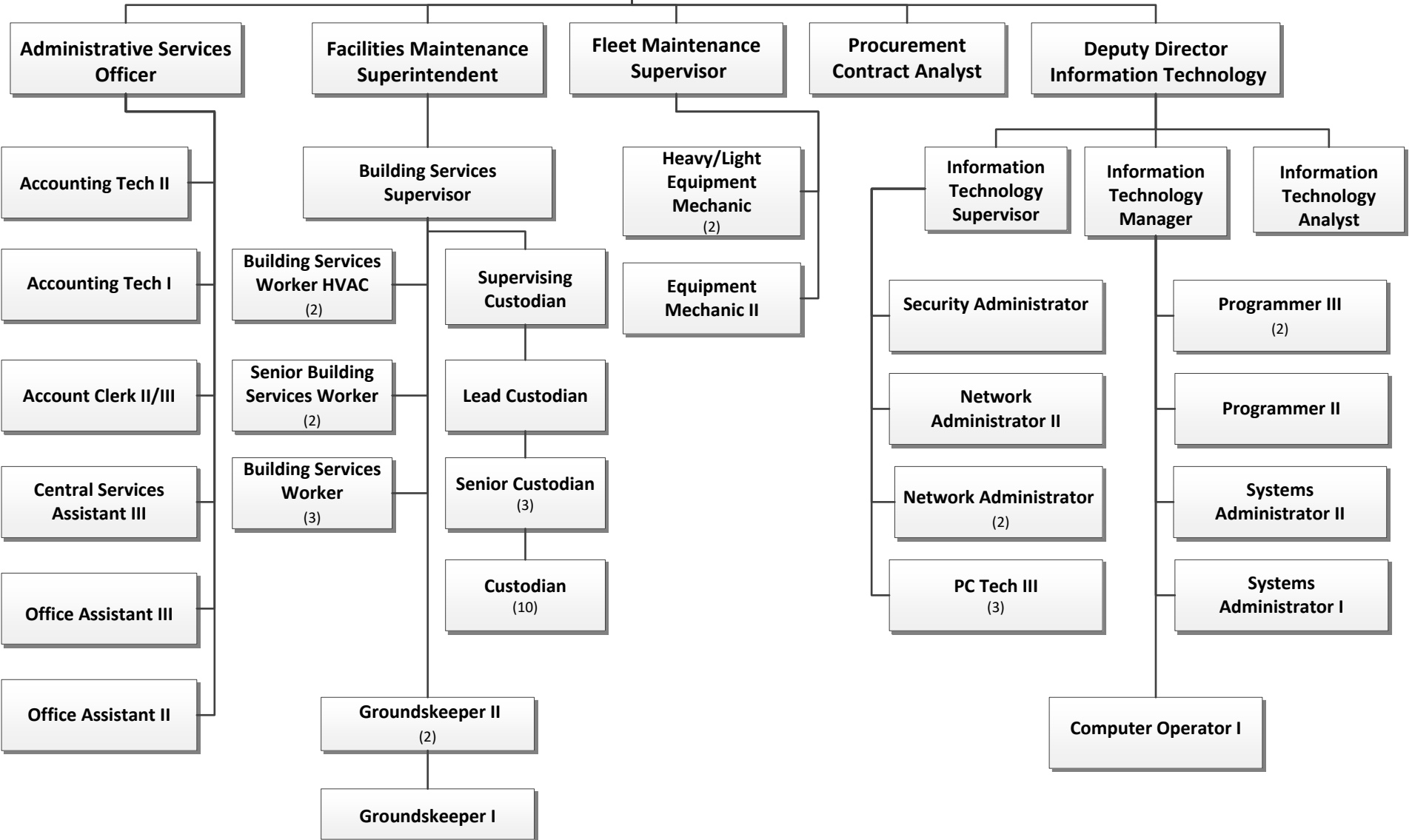
Use of Fund Balance

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

General Services FY 2017-2018

Recommended

Director of General Services
Megan M. Greve



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 0001 - GENERAL					
Unit Title: PARKS & RECREATION					Dept: 7101
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	31,452	48,660	40,404	43,658	8.1
OTHER CHARGES	70,982	5,265	37,456	58,296	55.6
CAPITAL ASSETS	0	0	0	30,000	100.0
INTRAFUND TRANSFERS	226,568	214,417	223,794	257,518	15.1
NET BUDGET	329,002	268,342	301,654	389,472	29.1
REVENUE					
FINES, FORFEITURES, PENALTIES	200	497	0	0	0.0
REVENUE USE MONEY PROPERTY	58,188	34,934	40,000	46,000	15.0
OTHER FINANCING SOURCES	3,594	0	0	0	0.0
TOTAL OTHER REVENUE	61,982	35,431	40,000	46,000	15.0
UNREIMBURSED COSTS	267,020	232,911	261,654	343,472	31.3
ALLOCATED POSITIONS	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

Other Charges

- \$20,000 Increase in Interfund Misc. Non-Road Charges provided by the Development Services Department for work completed at the boat launch facilities by the Road Division

Capital Assets

- \$30,000 Purchase of security cameras at the Boyd's Pump and Tisdale Boat Launch Facilities

Intrafund Transfers

- \$7,642 Increase in Intrafund (A-87) Building Maintenance

charges as provided by the Auditor-Controller's Office

- \$56,937 Increase in Intrafund Water/Wastewater Admin which was previously budgeted in Intrafund Administration Services
- (\$29,621) Decrease in Intrafund Administration Services related to dividing the Water/Wastewater Operators costs into a separate account than the General Services Administration services. The overall increase in both services is \$27,316 which reflects additional time spent by Administrative staff on boat launch/parking permits as well as increased time by the operator monitoring the parking lots

Revenue

- \$6,000 Increase in Boat Launch Fees

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 which was at Boyd's Pump. The FY 2017-18 budget recommendation includes appropriations to purchase security cameras for the Boyd's Pump and Tisdale facilities. Staff has looked at other remedies such as increased presence of staff and/or security personnel and have determined them not to be cost effective.

In addition to the cameras, General Services will be removing the cash payment boxes for day use parking and boat launching to be replaced by a mobile payment service. This is being done to reduce the vandalism of the payment boxes and theft of the funds. It is unknown how much lost revenue occurred during FY 2016-17.

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 of these services is increasing by \$20,000 for FY 2017-18, to a total of \$50,000.

The recommended revenues are increased by \$6,000 based on actual FY 2015-16 and

General Services Department Parks and Recreation (7-101)

Megan M. Greve, Director

FY 2016-17 revenues. The cost to administer the facilities has increased as well.

Recommended Budget

This budget is recommended at \$389,472 which is an increase of \$87,818 (29.1%) over FY 2016-17. The General Fund provides 93.2% of the financing for this budget unit and is increased by \$81,818 (31.3%) over FY 2016-17.

Capital Assets are recommended at \$30,000 for the purchase of security cameras at Boyd's Pump and Tisdale Boat Launch with use of Transient Occupancy Tax money.

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 2017-2018					
Fund: 0001 - GENERAL				Dept: 1700	
Unit Title: BUILDING MAINTENANCE					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	2,097,137	1,935,714	2,281,236	2,345,943	2.8
SERVICES AND SUPPLIES	718,346	633,964	851,336	782,620	-8.1
OTHER CHARGES	130,251	50,026	169,064	127,141	-24.8
CAPITAL ASSETS	38,445	60,667	0	133,000	100.0
INTRAFUND TRANSFERS	-50,383	-209,252	-106,984	-33,641	-68.6
OTHER FINANCING USES	16,167	16,837	16,845	17,545	4.2
NET BUDGET	<u>2,949,963</u>	<u>2,487,956</u>	<u>3,211,497</u>	<u>3,372,608</u>	<u>5.0</u>
REVENUE					
REVENUE USE MONEY PROPERTY	21,855	11,010	23,805	12,005	-49.6
CHARGES FOR SERVICES	480,615	553,836	553,836	633,826	14.4
MISCELLANEOUS REVENUES	10,307	5,951	0	0	0.0
OTHER FINANCING SOURCES	0	567	0	0	0.0
TOTAL OTHER REVENUE	<u>512,777</u>	<u>571,364</u>	<u>577,641</u>	<u>645,831</u>	<u>11.8</u>
UNREIMBURSED COSTS	2,437,186	1,916,592	2,633,856	2,726,777	3.5
ALLOCATED POSITIONS	30.00	30.00	30.00	27.00	-10.0

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 800 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 in the Capital Improvement Projects budget unit (1-801).

Major Budget Changes

Salaries & Benefits

- \$146,938 General increase due to negotiated Salaries and Benefits
- (\$82,231) Decrease in Worker's Compensation as provided by the Human Resources Department

Services & Supplies

- \$126,700 Increase in Maintenance & Structures
- (\$80,000) Decrease in Utilities related to a change in billing procedures

Other Charges

Improvements (\$62,480 for Capital Improvements)

(\$41,923) Decrease in Other Charges related to the establishment of direct billing and the elimination of several Interfund/Intrafund accounts

Capital Assets

- \$70,500 Replacement of two aging vehicles
- \$30,000 Purchase of Tuff-Vac for outdoor leaf removal
- \$16,000 Purchase of two (2) Walk-Behind Scrubbers
- \$16,500 Purchase and Installation of a Walk in Cooler for the Agricultural Commissioner via the Facilities Capital Improvements program

Intrafund Transfers

- (\$59,071) Decrease in Intrafund (A-87) Building Maintenance revenue, shown as a negative expense, as provided by the Auditor-Controller's Office
- \$14,565 Increase in Intrafund Admin Services related to increased Administrative time spent on Building Maintenance

Revenue

- \$79,990 Increase in Interfund A-87 Building Maintenance (\$17,510); increase in Interfund Trans In-Spec Rev and Interfund Maintenance &

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).

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 the majority of 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, custodial services, landscaping services, and minor renovations.

Costs for all three of these programs are allocated through the (A-87) Cost Plan based on labor. The (A-87) Cost Plan is produced each year by the Auditor-Controller's Office.

The addition of the Facilities Capital Improvement, program 73 will be 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 Improvement Projects (1-801) budget unit.

Recommended Budget

This budget is recommended at \$3,372,608, which is an increase of \$161,111 (5.0%) over FY 2016-17. The General Fund provides 80.9% of the financing for this budget unit and is increased by \$92,921 (3.5%) over FY 2016-17.

A portion of the costs for this budget unit are recouped through the annual (A-87) Cost Plan.

The budget includes the elimination of three (3.0 FTE) unfunded Custodian positions.

Capital Assets are requested at \$133,000:

- Replacement Utility Truck in program 70
- Replacement Transit Van in program 72
- One Tuff-Vac for outdoor leaf removal
- Two Walk-Behind Scrubbers
- Purchase and Installation of a walk-in cooler for the Agricultural Commissioner via the Facilities Capital Improvements (73) program

Professional and Specialized Services are recommended to include known recurring contract work such as elevator maintenance, fire extinguisher maintenance, pest control services and card access system repairs and monitoring. The recommended budget includes \$28,000 for falconry services to discourage birds in parking lots along Civic Center Boulevard.

Maintenance of Structure & Improvements in the Capital Improvements Facilities program (73) is recommended at \$98,700, \$73,500 to cover planned maintenance projects as presented in the chart on the following page and \$25,200 to cover unanticipated smaller maintenance projects that arise throughout the year.

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 and Gas Tax	FP1801	Install Walk in Cooler	\$16,500
Development Impact Fees - Live Oak Library	FP1802	Replace carpet in Live Oak Library and renovate non-ADA Restrooms	\$33,700
CSA-F	FP1803	Replace Carpet and base molding in entry front office	\$2,500
Emergency Services	FP1804	Install Concrete Walkway from gate to EOC	\$2,000
General Fund Obligated Fund Balance	FP1805	Paint Exterior of Elections Building	\$8,000
General Fund Obligated Fund Balance	FP1806	Repair Roof at Elections Building	\$5,500
Behavioral Health	FP1807	Secure Waiting Area and Entrance at 809 Plumas St	\$11,000
General Fund Obligated Fund Balance	FP1808	Repair Roof at 595 Boyd St – Probation	\$2,000
General Fund Obligated Fund Balance	FP1809	Install Chain Link Fence around Boat Patrol equipment	\$2,800
Transient Occupancy Tax Fund Balance	FP1810	Repair Roof at 44 Second Street – Whittaker Hall	\$6,000

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

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 0006 - FISH AND GAME			Dept: 2703		
Unit Title: FISH & GAME PROPAGATION					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	4,308	2,611	16,160	16,160	0.0
OTHER CHARGES	814	6	191	7	-96.3
NET BUDGET	5,122	2,617	16,351	16,167	-1.1
REVENUE					
FINES, FORFEITURES, PENALTIES	2,689	1,915	5,500	5,500	0.0
REVENUE USE MONEY PROPERTY	661	407	1,350	1,510	11.9
CANCELLATION OF OBLIGATED FB	0	0	9,501	9,157	-3.6
TOTAL OTHER REVENUE	3,350	2,322	16,351	16,167	-1.1
UNREIMBURSED COSTS	1,772	295	0	0	0.0
ALLOCATED POSITIONS	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 2017-18.

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 \$16,167, which is a decrease of \$184 (1.1%) compared to FY 2016-17. 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 \$43,499 as of July 1, 2016. It is estimated the Restricted Fund Balance will equal \$33,998 at July 1, 2017.

The FY 2017-18 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$9,157, leaving an estimated ending balance of \$24,841.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 4580 - FLEET MANAGEMENT ISF			Dept: 4580		
Unit Title: FLEET MANAGEMENT ISF					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	393,170	349,552	392,247	380,181	-3.1
SERVICES AND SUPPLIES	581,605	263,804	845,672	338,346	-60.0
OTHER CHARGES	271,209	175,101	359,758	261,882	-27.2
CAPITAL ASSETS	-1,701	0	2,582	9,829	280.7
OTHER FINANCING USES	5,607	5,588	4,938	6,005	21.6
NET BUDGET	1,249,890	794,045	1,605,197	996,243	-37.9
REVENUE					
REVENUE USE MONEY PROPERTY	7,031	2,432	5,000	7,579	51.6
CHARGES FOR SERVICES	1,110,778	406,453	1,568,010	631,134	-59.7
MISCELLANEOUS REVENUES	25	13,814	0	0	0.0
OTHER FINANCING SOURCES	2,035	0	0	0	0.0
UNDESIGNATED FUND BALANCE	-280,617	-29,910	139,659	522,966	274.5
TOTAL OTHER REVENUE	839,252	392,789	1,712,669	1,161,679	-32.2
UNREIMBURSED COSTS	410,638	401,256	-107,472	-165,436	53.9
ALLOCATED POSITIONS	5.00	5.00	5.00	4.00	-20.0

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

- \$17,932 General increase due to negotiated Salaries and Benefits
- (\$29,998) Decrease in Interfund Workers Compensation

Services & Supplies

- (\$506,688) Decrease in Fuel and Oil related to a change in billing procedures

Other Charges

- \$26,049 Increase in Interfund Admin charges
- (\$93,469) Decrease in Interfund Plant Acquisition charges due to the completion of Oil/Water Separator project in FY 2016-17
- (\$37,464) Decrease in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's Office

Capital Assets

- \$7,000 Purchase of replacement Telephone system
- \$2,829 Depreciation Expense considered a Capital Asset in an ISF Fund

Revenue

- (\$344,318) Decrease in Interfund Vehicle Maintenance revenue
- (\$528,120) Decrease in Interfund Fuel and Oil charges related to a change in billing procedures
- \$383,307 Increase in Cancellation of Obligated Fund Balance through transfer of funds from the Contribution from County account

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 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 \$996,243 which is a decrease of \$608,954 (37.9%) compared to FY 2016-17. The Fleet Management budget unit operates as an ISF and must balance revenues to expenditures within the fund.

Capital assets include \$7,000 for the purchase of a replacement telephone system, effective July 1, 2017.

During FY 2016-17, 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 at a later date. This has been implemented and shows as a reduction in Services and Supplies as well as a reduction in revenue.

This Recommended Budget includes \$25,000 in Interfund Plant Acquisition charges for a re-budget of the awning project approved in FY 2016-17.

Use of Fund Balance

The Fleet Management ISF contains a Net Assets balance in the amount of \$520,567 as of July 1, 2016. This amount represents the division's 60-day working capital needs. It is estimated the Net Assets balance will decrease to \$166,041 by July 1, 2017.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 4581 - INFORMATION TECHNOLOGY ISF				Dept: 8145	
Unit Title: INFORMATION TECHNOLOGY ISF					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,996,976	1,835,022	2,134,600	2,237,691	4.8
SERVICES AND SUPPLIES	1,215,658	852,069	1,064,733	1,258,484	18.2
OTHER CHARGES	1,323,383	363,673	983,019	962,840	-2.1
CAPITAL ASSETS	101,398	105,168	356,133	435,494	22.3
INTRAFUND TRANSFERS	0	0	1	0	-100.0
OTHER FINANCING USES	8,823	8,848	7,993	9,493	18.8
NET BUDGET	4,646,238	3,164,780	4,546,479	4,904,002	7.9
REVENUE					
REVENUE USE MONEY PROPERTY	15,904	1,559	10,000	15,525	55.2
CHARGES FOR SERVICES	4,595,570	419,229	4,611,109	4,665,221	1.2
MISCELLANEOUS REVENUES	21,730	29	0	0	0.0
OTHER FINANCING SOURCES	1,336	90	0	0	0.0
UNDESIGNATED FUND BALANCE	-2,369,301	-1,709,759	298,578	0	-100.0
TOTAL OTHER REVENUE	2,265,239	-1,288,852	4,919,687	4,680,746	-4.9
UNREIMBURSED COSTS	2,380,999	4,453,632	-373,208	223,256	-159.8
ALLOCATED POSITIONS	16.00	17.00	17.00	17.00	0.0

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 and data 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 applications; system development 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

- \$185,515 General increase due to negotiated Salaries and Benefits
- (\$82,424) Decrease in Interfund Workers Compensation as provided by the Human Resources Department

Services & Supplies

- \$169,264 Increase in Software License and Maintenance related to \$130,000 Endpoint Protection Software (Software As A Service) and other software support
- \$24,000 Increase in Utilities related to a change in billing procedures

Other Charges

- \$47,573 Increase in Inter-program labor charges offset in Inter-program revenues
- (\$73,500) Decrease in A-87 charges as provided by the Auditor-Controller's Office

Capital Assets

- \$75,000 Storage Array Upgrade
- \$70,000 Asset Management System
- \$29,000 Replacement of one aging vehicle
- \$23,500 Purchase of one additional vehicle
- \$216,894 Depreciation Expense is considered a Capital Asset in an ISF
- \$21,100 Depreciation Expense-Vehicle is considered a Capital Asset in an ISF

Revenues

- \$47,573 Increase in Inter-program labor revenue

Program Discussion

The Information Technology (IT) Division provides a variety of services and functions addressing automation 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 2017-18 Recommended Budget includes the elimination of Program 81. This is due to legacy enterprise application migrations and to better meet the technical support needs of the County. Over the past four years, Program 81, which houses the AS400 and the Operator position, has been significantly reduced. Many of the legacy applications originally utilizing the AS400 have either been migrated off the platform to new technology or are scheduled to be migrated in the near future. In addition, mass printing and mailing that was once done by IT Operations has now been replaced by a service provider. With the elimination of program 81 in the FY 2017-18 budget, both the AS400 expenses (\$14,000) and the Operator position will be moved to Program 82. In addition, during FY 2017-18, the Operator position will be transitioned to a Helpdesk first-level support position.

Network Support is responsible for the County's network infrastructure. This includes the fiber optic system, datacenters, servers, storage, routers, switches, wired and wireless networks, firewalls, security appliances, Microsoft enterprise services, interconnectivity with Local, State and Federal agencies, and remote access. Cyber

security, data protection, disaster recovery and business continuity services are also provided by this group.

PC Support provides support for all the PCs, laptops, copiers, printers, surveillance systems, building security/card access systems, phone 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 SunGard ONESolution (Financial, Human Resources, and Payroll), Health, Criminal Justice, Property, 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 \$4,904,002. The Information Technology budget unit operates as an ISF and must balance revenues to expenditures within the fund. The

recommended budget results in an increase of \$1,962 in Interfund Information Technology charges to County departments over FY 2016-17. The Interfund Information Technology account represents the total of all charges made to County departments for Information Technology services. Therefore, the increase equals the amount that has been increased in other County department budgets for FY 2017-18.

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, 2017.

Endpoint Protection Software

This recommendation is for the replacement of the County's legacy anti-virus software with next-generation endpoint technology delivering comprehensive and proven protection to defend the County against all threat types, known and unknown, and both malware and malware-free attacks. The system provides visibility that spans across detection, response, and forensics, to ensure nothing is missed, so potential breaches can be stopped before operations are compromised. The system is Software as a Service (SaaS). This budget includes \$130,000 covering a 3-year term for this endpoint protection solution.

Storage Array Upgrade: \$75,000

This recommendation is to upgrade the capacity of the County's Storage Area Network (SAN) system that provides storage for virtualized servers. The majority of the County's production servers and applications run in a virtualized environment housed on the SAN. The system includes multiple integrated systems.

Asset Management System: \$70,000

This recommendation is for a comprehensive endpoint systems management solution featuring inventory and IT asset tracking, patch management, software license management and service desk capabilities. The PC Support team will leverage the system to provision, manage, service and secure the County's network connected devices including PCs, Macs, tablets, servers, storage, printers, and the Internet of Things (IoT).

One Replacement Vehicle: \$29,000

It is recommended to replace a fifteen year old, aging 14-rated small Ford Ranger pickup truck with a compact, energy efficient vehicle. Information Technology no longer has a use for pickup trucks because the items transported have become much smaller and lighter weight: LED monitors and small form factor PCs. In addition, IT no longer performs dump runs nor has a need to transport large quantities of equipment.

The 14-rated pickup will be transferred to Facilities Management.

One New Vehicle: \$23,500

It is recommended to add a new vehicle for use by the Information Technology division. Information Technology had five vehicles several years ago. This vehicle was transferred to Development Services approximately five years ago. The fifth vehicle will be shared by thirteen IT staff including Administration, Network Support, and the Programming/Systems Administration. The vehicle will be utilized for traveling to meetings, offsite tape runs, and on-site support calls.

Use of Fund Balance

The fund contains an adjusted Net Assets balance in the amount of \$1,048,398 as of July 1, 2016. This amount represents the Division's 60-day working capital needs. It is estimated that the Net Assets balance will be decreased to \$817,334 at July 1, 2017.

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

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2017-2018					
Fund: 0001 - GENERAL				Dept: 7203	
Unit Title: VETS MEMORIAL COMMUNITY BLDG					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	13,145	18,166	19,800	19,435	-1.8
OTHER CHARGES	11,760	1,033	1,312	1,421	8.3
INTRAFUND TRANSFERS	122,097	129,743	140,315	117,850	-16.0
OTHER FINANCING USES	24,440	25,453	25,452	26,511	4.2
NET BUDGET	171,442	174,395	186,879	165,217	-11.6
REVENUE					
REVENUE USE MONEY PROPERTY	48,157	42,147	42,000	42,000	0.0
TOTAL OTHER REVENUE	48,157	42,147	42,000	42,000	0.0
UNREIMBURSED COSTS	123,285	132,248	144,879	123,217	-15.0
ALLOCATED POSITIONS	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.

- \$15,919 Increase in Intrafund Administrative Services related to the cost of administering the care and rental of the facility

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

Major Budget Changes

Intrafund Transfers

- (\$38,236) Decrease in Intrafund A-87 Cost Plan charges as provided by the Auditor-Controller's Office

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

Megan M. Greve, Director

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 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.

During FY 2016-17, overall use of the facility increased by about 16%:

- 65 Paid events
- 127 Un-paid events
- 98 Un-paid Tucker Room events

Recommended Budget

This budget is recommended at \$165,217 which is a decrease of \$21,662 (11.6%) compared to FY 2016-17. The General Fund provides 74.6% of the financing for this budget unit and is decreased by \$21,662 (15.0%) compared to FY 2016-17.

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 2017-2018					
Fund: 0001 - GENERAL			Dept: 7204		
Unit Title: Ettl Hall (MUSEUM MEETING RM)					
	2015-2016 Actual Expenditure	2016-2017 YTD as of 06/09/2017	2016-2017 Adopted Budget	2017-2018 CAO Recommended	2016-2017 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	2,497	2,872	6,100	6,500	6.6
OTHER CHARGES	8,257	267	4,472	4,560	2.0
INTRAFUND TRANSFERS	20,782	19,037	23,960	26,993	12.7
NET BUDGET	31,536	22,176	34,532	38,053	10.2
REVENUE					
REVENUE USE MONEY PROPERTY	13,091	13,000	9,600	9,600	0.0
TOTAL OTHER REVENUE	13,091	13,000	9,600	9,600	0.0
UNREIMBURSED COSTS	18,445	9,176	24,932	28,453	14.1
ALLOCATED POSITIONS	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

Intrafund Transfers

- \$2,934 Increase in Intrafund Administration Services related to the cost of administering the rentals of the facility

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. One half of the rental income, in excess of these expenses, is transferred to the Museum Commission. 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.

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 \$38,053 which is an increase of \$3,521 (10.2%) over FY 2016-17. The General Fund provides 74.7% of the financing for this budget unit and is increased by \$3,521 (14.1%) over FY 2016-17.

This Recommended Budget includes estimated rental revenues of \$9,600. This reflects actual rental revenue over the past four years. The number of events for FY 2016-17 increased by almost 50% over FY 2015-16

During FY 2016-17 rentals included:

- 22 Paid
- 25 Un-Paid

The Community Memorial Museum Commission is estimated to receive \$4,134, which represents half of the net rental revenue (less rental expenses). The remaining half of the net rental revenue is returned to the General Fund to repay the General Fund loan used to construct the facility.

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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