



General Services

Section D

Are hybrid and electric vehicles in Sutter County's future? General Services, which is the department that oversees the County's fleet of vehicles, is testing a 5-seat Ford CMax hybrid to determine if adding hybrids to the fleet will make sense for some department's uses.

**General Services Department
General Services Admin (1-205)**

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0001 - GENERAL					
Unit Title: GENERAL SERVICES DEPARTMENT					Dept: 1205
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	729,037	624,927	749,999	769,615	2.6
SERVICES AND SUPPLIES	428,478	269,593	478,868	319,627	-33.3
OTHER CHARGES	1,187,457	44,498	56,682	76,977	35.8
CAPITAL ASSETS	84,000	23,397	26,500	0	0.0
INTRAFUND TRANSFERS	-420,304	-236,160	-423,501	-410,905	-3.0
OTHER FINANCING USES	25,491	13,033	0	94,795	0.0
NET BUDGET	2,034,159	739,288	888,548	850,109	-4.3
REVENUE					
USER PAY REVENUES	623,506	397,731	651,078	609,156	-6.4
GENERAL REVENUES	4,127	2,650	5,075	3,181	-37.3
OTHER FINANCING SOURCES	3,270	20	0	0	0.0
CANCELLATION OF PRIOR YR RESRV	0	0	0	0	0.0
TOTAL OTHER REVENUE	630,903	400,401	656,153	612,337	-6.7
UNREIMBURSED COSTS	1,403,256	338,887	232,395	237,772	2.3
ALLOCATED POSITIONS	8.00	8.00	8.00	8.00	0.0

Purpose

This budget unit includes the administrative staff for the General Services Department as well as all Central Services and Purchasing functions. In previous years, budget unit 1-205 represented only the Purchasing function of the General Services division of the Public Works Department and Central Services had a separate budget unit.

- (\$122,356) Decrease in Professional/ Specialized Services reflecting a reduction in mailing services provided to the Courts and change in budget line item for Outside Printing
- (\$86,000) Decrease in Rents & Leases Equipment related to changing copier operational lease to a capital lease as directed by the Auditor-Controller's Office

Major Budget Changes

Services & Supplies

- \$40,148 Increase in Outside Printing related to a change in the budget line item from Professional and Specialized Services

Other Charges

- \$15,272 Increase in Interfund Information Technology charges as provided by the General Services Department

Intrafund Transfers

- (\$20,079) Decrease in Intrafund Postage due to fewer large mailings going through postal service

Residual Equity Transfer Out

- \$94,795 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

Revenues

- (\$46,365) Decrease in Court Reimbursement to reflect the reduction in mailing services provided to the Courts

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
- 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

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 telephone communications and 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 now 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 also operates an interdepartmental courier service.

Costs for purchasing activities are allocated through the A-87 Cost Plan based on the number of purchase orders issued. Some tasks are directly charged to the supported activity.

Central Services

As with the purchasing function, Sutter County utilizes a centralized organization, historically called Central Services, for the provision of postage services, printing services and copier lease services to County departments.

Copier leases are allocated and 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 also allocated and 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. At one time, Sutter County operated an in-house printing service, though now the majority of printing services involve managing outside vendor contracts and large print orders.

FY 2013-14 Reorganization

In FY 2013-14, the Board of Supervisors approved a reorganization that established General Services as a stand-alone department and integrated the Information Technology Department as a division within General Services. The reorganized department includes:

- Fleet Services
- Purchasing (including Central Services functions)
- Facilities Management
- Information Technology
- Veterans Memorial Building
- Ettl Hall
- Live Oak Park Campground and County boat launch facilities
- Plant Acquisition

During FY 2014-15, the Water/Wastewater budget unit (1-702) was established and added to the General Services Department. Previously, this function was managed by the Development Services Department.

Recommended Budget

This budget is recommended at \$850,109, which is a decrease of \$38,439 (4.3%) compared to FY 2015-16. The General Fund provides 28% of the financing for this budget unit and is increased by \$5,377 (2.3%) when compared to FY 2015-16.

Budget Changes

This budget unit historically provided mail services for the Sutter County Superior Court and billed for the cost of postage. The Courthouse has moved to a new location and has opted to provide its own mail services. This is reflected in the budget as a decrease

in postage and a decrease in Court Reimbursement revenue.

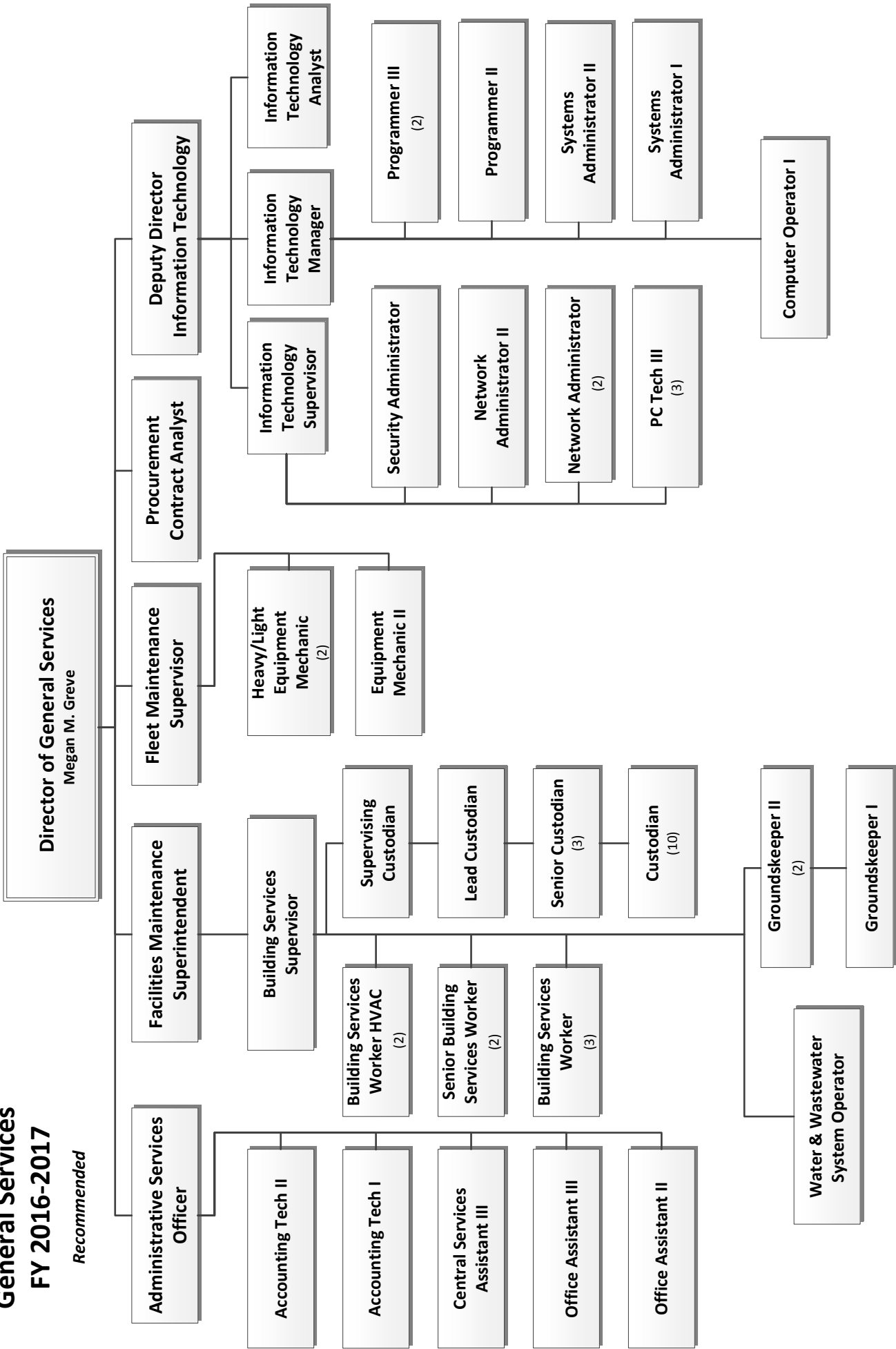
The Auditor-Controller has determined the County's copier lease is a capital lease as opposed to an operational lease. This is reflected by a decrease in Rents and Leases Equipment and an increase in Residual Equity Transfer Out.

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 2016-2017

Recommended



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0001 - GENERAL				Dept: 7101	
Unit Title: PARKS & RECREATION					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	29,985	25,996	38,325	40,404	5.4
OTHER CHARGES	42,161	6,503	36,784	37,456	1.8
INTRAFUND TRANSFERS	243,282	29,330	191,166	223,794	17.1
NET BUDGET	<u>315,428</u>	<u>61,829</u>	<u>266,275</u>	<u>301,654</u>	<u>13.3</u>
REVENUE					
USER PAY REVENUES	182	200	0	0	0.0
GENERAL REVENUES	53,851	50,479	28,500	40,000	40.4
TOTAL OTHER REVENUE	<u>54,033</u>	<u>50,679</u>	<u>28,500</u>	<u>40,000</u>	<u>40.4</u>
UNREIMBURSED COSTS	261,395	11,150	237,775	261,654	10.0
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

Intrafund Transfers

- \$6,147 Increase in Intrafund (A-87) Building Maintenance charges as provided by the Auditor-Controller's Office
- \$26,631 Increase in Intrafund Administration Services related to Boat Launch collection and sales

Revenue

- \$10,000 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

Recommended Budget

This budget is recommended at \$301,654 which is an increase of \$35,379 (13.3%) over FY 2015-16. The General Fund provides 86.7% of the financing for this budget unit and is increased by \$23,879 (10.0%) compared to FY 2015-16.

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 2016-2017					
Fund: 0001 - GENERAL				Dept: 1700	
Unit Title: BUILDING MAINTENANCE					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	2,069,569	1,838,337	2,266,244	2,281,236	0.7
SERVICES AND SUPPLIES	736,874	993,115	1,065,968	851,336	-20.1
OTHER CHARGES	132,385	74,203	157,391	169,064	7.4
CAPITAL ASSETS	84,833	29,012	35,000	0	0.0
INTRAFUND TRANSFERS	-115,572	104,914	-41,402	-106,984	158.4
OTHER FINANCING USES	453,973	0	0	16,845	0.0
NET BUDGET	3,362,062	3,039,581	3,483,201	3,211,497	-7.8
REVENUE					
USER PAY REVENUES	523,973	1,051	472,265	553,836	17.3
GOVERNMENTAL REVENUES	2,760	0	0	0	0.0
GENERAL REVENUES	15,158	22,355	11,800	23,805	101.7
OTHER FINANCING SOURCES	7,380	0	0	0	0.0
TOTAL OTHER REVENUE	549,271	23,406	484,065	577,641	19.3
UNREIMBURSED COSTS	2,812,791	3,016,175	2,999,136	2,633,856	-12.2
ALLOCATED POSITIONS	31.00	30.00	30.00	30.00	0.0

Purpose

The Building Maintenance budget unit includes three facilities functions: Facilities Management, Grounds Maintenance, and Custodial Services. 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.

Minor improvement projects, generally of a value less than \$15,000, are typically included in the Facilities Management portion of this budget unit. Public Works or Facilities projects with a cost of \$15,000 or

above are typically budgeted in the Plant Acquisition budget unit (1-801).

Major Budget Changes

Salaries & Benefits

- (\$71,517) Decrease related to the elimination of one (1.0 FTE) vacant Senior Building Services Worker position
- \$65,707 Increase related to the addition of one (1.0 FTE) Building Services Worker position
- (\$11,994) Decrease in over-time

Services & Supplies

- \$153,205 Increase in Professional and Specialized Services primarily related to anticipated security services contract
- (\$415,593) Decrease in Rents and Leases Equipment due to Opterra Energy Efficiency Project cost being allocated to individual departments

Intrafund Transfers

- \$50,534 Increase in Intrafund (A-87) Building Maintenance revenues, shown as a negative expense, as provided by the Auditor-Controller's Office

Residual Equity Transfer Out

- \$16,845 Increase in Operating Transfer Out related to implementation of the Opterra Energy Efficiency Project offset by an anticipated reduction in Utilities expense

Revenues

- \$83,021 Increase in Interfund (A-87) Building Maintenance revenues as provided by the Auditor-Controller's Office

Program Discussion

The Building Maintenance budget unit contains three programs that provide three distinct services: Building Maintenance (70), Grounds Maintenance (71), and Custodial Services (72).

Building Maintenance staff performs preventative maintenance and routine repairs for County-owned facilities, including the repair of electrical, plumbing, HVAC, roofing, and structural systems. Utilities costs for most General Fund departments are budgeted in this budget unit.

The Grounds Maintenance staff maintains the grounds of 22 buildings and 8 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, with the exception of utilities, which are allocated by square footage attributed to County activities. The (A-87) Cost Plan is produced each year by the Auditor-Controller's Office.

Recommended Budget

This budget is recommended at \$3,211,497, which is a decrease of \$271,704 (7.8%) compared to FY 2015-16. The General Fund provides 82% of the financing for this budget unit and is decreased by \$365,280 (12.2%) compared to FY 2015-16.

A portion of the costs for this budget unit are recouped from outside and sub-vented funds through the annual (A-87) Cost Plan.

The Chevron Energy Savings and Infrastructure Upgrade Project, now managed by Opterra Energy Services, is in its second year, and is expected to be completed in June 2016. Project costs and utility reductions are reflected in this budget.

The budget includes the following recommended staffing changes in the Building Maintenance program (70):

- Eliminate one (1.0 FTE) vacant Senior Building Maintenance Worker position
- Add one (1.0 FTE) Building Maintenance Worker position

No Capital Assets are requested for this budget; however, two D-rated pickups will be replaced by two B-rated pickups transferred from Information Technology.

Building Maintenance

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. This budget includes \$140,000 for an anticipated building security services contract to provide security guards at vulnerable locations.

Maintenance of Structure & Improvements is recommended at \$92,000 to cover planned maintenance projects not budgeted in Plant Acquisition (1-801).

This budget includes a request to purchase the Facilities module of the WIN-CAMS cost system. This module will provide:

- A Building Ledger with Occupancy and Asset Values
- Tracking Costs associated with each building based on Services Types, Projects and Occupancy
- Work Order system
- Preventative Maintenance system
- Reporting

This module will work in conjunction with the General Services and Fleet modules of WIN-CAMS and will allow for greater efficiencies for staff as well as a complete asset system for each of the buildings, including electronic versions of construction and remodel plans, age of HVAC systems and repairs made, and tracking of all occupancies. The cost for this module is \$13,600 with an ongoing annual maintenance cost of \$1,050.

In order to most efficiently utilize this module, the budget also includes a \$10,000 request for tablets for the Building

General Services Department Building Maintenance (1-700)

Megan M. Greve, Director

Maintenance staff to access the system while away from the office. This will improve efficiency by allowing staff to complete work and move on to other jobs without having to return to Facilities.

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
Fish & Game Propagation (2-703)**

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0006 - FISH AND GAME			Dept: 2703		
Unit Title: FISH & GAME PROPAGATION					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	8,228	4,261	16,183	16,160	-0.1
OTHER CHARGES	629	758	777	191	-75.4
NET BUDGET	8,857	5,019	16,960	16,351	-3.6
REVENUE					
GENERAL REVENUES	4,460	2,241	6,850	6,850	0.0
CANCELLATION OF PRIOR YR RESRV	0	0	10,110	9,501	-6.0
TOTAL OTHER REVENUE	4,460	2,241	16,960	16,351	-3.6
UNREIMBURSED COSTS	4,397	2,778	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 2016-17.

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 \$16,351, which is a decrease of \$609 (3.6%) compared to FY 2015-16. 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 \$45,430 as of July 1, 2015. It is estimated the Restricted Fund Balance will equal \$35,320 at July 1, 2016.

The FY 2016-17 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$9,501, leaving an estimated ending balance of \$25,819.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 4580 - FLEET MANAGEMENT ISF				Dept: 4580	
Unit Title: FLEET MANAGEMENT ISF					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/25/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	404,718	343,111	391,282	392,247	0.2
SERVICES AND SUPPLIES	651,755	469,545	855,547	845,672	-1.2
OTHER CHARGES	185,217	186,301	328,276	359,758	9.6
CAPITAL ASSETS	4,759	0	800	2,582	222.8
OTHER FINANCING USES	410	0	0	4,938	100.0
NET BUDGET	1,246,859	998,957	1,575,905	1,605,197	1.9
REVENUE					
USER PAY REVENUES	1,226,424	588,228	1,477,886	1,568,010	6.1
GENERAL REVENUES	3,948	3,875	5,000	5,000	0.0
CANCELLATION OF PRIOR YR RESRV	0	0	89,323	0	-100.0
UNDESIGNATED FUND BALANCE	219,733	292,572	292,391	292,572	0.1
TOTAL OTHER REVENUE	1,450,105	884,675	1,864,600	1,865,582	0.1
UNREIMBURSED COSTS	-203,246	114,282	-288,695	-260,385	-9.8
ALLOCATED POSITIONS	5.00	5.00	5.00	5.00	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

- \$75,439 Increase related to the addition of one (1.0 FTE) Heavy/Light Equipment Mechanic position
- (\$72,057) Decrease related to the elimination of one (1.0 FTE) Equipment Mechanic II position when vacated

Services & Supplies

- \$20,054 Increase in Other Department Fuel and Oil based on the past 5 years average
- (\$25,000) Decrease in Outside Vehicle Repairs based on the past 5 years average

Other Charges

- \$19,530 Increase in Interfund Admin charges reflecting more accurate figures based on 2 ½ years of actual charges
- \$25,000 Increase in Interfund Plant Acquisition charges for the re-budget of the FY 2015-16 approved installation of an Oil/Water Separator estimated by Development Services – Engineering for \$93,469 and an additional project to add an awning to the building for \$25,000
- (\$14,991) Decrease in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller’s Office

Revenue

- (\$11,550) Decrease in Maintenance revenue from outside agencies
- \$41,486 Increase in Interfund Fuel and Oil charges to County departments

- \$19,472 Increase in Interfund Vehicle Maintenance charges to County departments
- \$40,716 Increase in Interfund Fleet Administration charges due to changes in personnel
- (\$89,323) Decrease in Cancellation of Obligated Fund balance

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 positions, two Equipment Mechanic II (light vehicle) positions and a Fleet Maintenance Supervisor position. The Fleet Management staff operate out of a maintenance facility located at the County Corporation Yard in Yuba City. Staff provide vehicle maintenance services and related vehicle administration services for County vehicles. Fiscal functions funded by this unit are provided by the General Services Department budget unit (1-205) 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 \$1,605,197 which is an increase of \$29,292 (1.9%) over FY 2015-16. The Fleet Management budget unit operates as an ISF and must balance revenues to expenditures within the fund.

This budget includes a recommendation to eliminate one (1.0 FTE) Equipment Mechanic II position and replace it with a Heavy/Light Equipment Mechanic position. There was a retirement during FY 2014-15 of a Heavy Equipment Mechanic and that position was eliminated in the FY 2015-16 budget. With approval of the Board, during FY 2015-16, the General Services Department, in conjunction with the Human Resources Department, explored the possibility of evaluating the job descriptions and adding a mid-range position between the Heavy Equipment Mechanic and the Equipment Mechanic II. During FY 2015-16, the Equipment Mechanic II staff were offered training to prepare them to fill this requested position. One staff member elected to take the training and is ready to fill the position when implemented in

FY 2016-17. It is requested that the position be allowed to be filled effective July 1, 2016 and the vacant Mechanic II position be eliminated.

Due to the volatility in the price of fuel, it is difficult to accurately estimate future cost. Based on current fuel prices and recent fluctuations, the Recommended Budget for FY 2015-16 includes \$506,688 for the purchase of fuel for the majority of County departments. This represents a 4.1% increase compared to FY 2015-16.

The Recommended Budget includes \$118,469 in Interfund Plant Acquisition charges for two projects.

Oil/Water Separator

The present vehicle washing system does not have the capability to separate the water from oil. This is a re-budget from an approved project in FY 2015-16 for \$93,469.

Awning

The budget also includes a request to add an awning to the building to help shield the sun and deflect the rain coming in when the doors are open. The estimated cost is \$25,000.

Use of Fund Balance

The Fleet Management ISF contains a Net Assets balance in the amount of \$292,391 as of July 1, 2015. This amount represents the division's 60-day working capital needs. It is estimated the Net Assets balance will increase to \$292,572 by July 1, 2016.

During FY 2015-16, Obligated Fund Balance of \$89,323 was cancelled to offset costs charged to departments. There is no further fund balance available to cancel, which accounts for increased charges to County departments.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 4581 - INFORMATION TECHNOLOGY ISF				Dept: 8145	
Unit Title: INFORMATION TECHNOLOGY ISF					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/25/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,819,030	1,717,092	2,025,661	2,134,600	5.4
SERVICES AND SUPPLIES	913,396	1,076,494	1,227,672	1,064,733	-13.3
OTHER CHARGES	964,963	772,393	1,159,014	983,019	-15.2
CAPITAL ASSETS	115,593	111,945	308,922	356,133	15.3
INTRAFUND TRANSFERS	0	0	547	1	-99.8
OTHER FINANCING USES	0	0	0	7,993	100.0
NET BUDGET	3,812,982	3,677,924	4,721,816	4,546,479	-3.7
REVENUE					
USER PAY REVENUES	3,650,147	2,388,290	4,829,696	4,611,109	-4.5
GENERAL REVENUES	9,070	9,776	10,000	10,000	0.0
OTHER FINANCING SOURCES	825	0	0	0	0.0
UNDESIGNATED FUND BALANCE	388,882	309,231	417,976	463,007	10.8
TOTAL OTHER REVENUE	4,048,924	2,707,297	5,257,672	5,084,116	-3.3
UNREIMBURSED COSTS	-235,942	970,627	-535,856	-537,637	0.3
ALLOCATED POSITIONS	16.80	16.00	16.00	17.00	6.2

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) is able to efficiently and cost-effectively handle the large volumes of systems and data that must be managed as part of the on-going and varied activities of the County.

These services include such tasks as: 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

- \$74,709 Increase related to the addition of one (1.0 FTE) Information Security Analyst position
- \$12,217 Increase related to the promotion of one flexibly staffed Programming Analyst II to a Programming Analyst III
- (\$29,432) Decrease related to the addition of one (1.0 FTE) Network

Administrator I position and the elimination of one (1.0 FTE) filled Programming Analyst II position, which results in a layoff

Services & Supplies

- (\$200,000) Decrease in Professional and Specialized Services reflecting the substantial completion of the SunGard/KoaHills project in FY 2015-16

Capital Assets

- \$100,000 Enterprise Wireless Network
- \$40,000 Deduplication Backup Target Appliance
- \$53,000 Two replacement vehicles

Revenues

- (\$123,125) Decrease in Interfund Projects representing other departments' share of cost of the SunGard/KoaHills project substantially completed in FY 2015-16
- \$69,082 Increase in Interfund Information Technology charges representing the increase in costs charged by the Information Technology Division to County departments

Program Discussion

The Information Technology Division provides a variety of services and functions addressing automation needs throughout the County. The Division is divided into four

functional areas: Operations, Network Support, PC/Desktop Support, and Programming.

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

For FY 2016-17, it is requested that one Network Administrator I position be added and one filled Programming Analyst II position be deleted. This is due to the shifting focus of the Information Technology division and to better meet the technical support needs of the County. The management of planned and recently implemented cloud, security and network-based systems necessitates this change in business operations and staffing.

Operations is responsible for the day-to-day functioning of the datacenter, system backup and recovery, routine and special job production, secure file transmissions, as well as building security systems, shipping and receiving, equipment preparation and surplus, and forms and consumable inventory control.

Network Support is responsible for the County's network. This includes the fiber optic system, file and application servers, routers, switches, firewalls, security appliances, directory and email services, web access and security, connections with State and Federal agencies, remote access, virus protection, and software distribution and updates.

PC/Desktop Support provides direct desktop support for all the PCs, laptops, and electronic devices that are in place throughout the County. Staff is responsible for the troubleshooting, repair, replacement, and support of end user devices.

Additionally, they support a variety of specialized applications in the various departments and provide extensive support to the devices, applications, and services in the Sheriff's Office.

Programming is responsible for the development and support of the County's legacy applications as well as the development, support, and routine maintenance of the County's web presence. This group supports such applications as Financial, Human Resources/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 looking at updated systems and the costs associated with these updates.

SunGard OneSolution

On March 31, 2009, the Board of Supervisors approved a contract with SunGard Public Sector, Inc., to implement a new software system for Personnel, Payroll, Purchasing, and Budgeting. The intermediate upgrade of the financial module and the HR/Payroll module was completed in FY 2014-15. During FY 2014-15, the Board approved an amendment to the contract to assist in the implementation of the remaining modules and upgrade the entire system to the most current version. This project was substantially completed in FY 2015-16. This budget includes \$30,000 in Analyst on Demand expenses to finalize the work on the last modules.

Enterprise Agreement – Office 365

The FY 2015-16 budget included a renewal of the Enterprise Agreement (EA) which provides for the purchase of Microsoft software products. Under the new EA, the County will purchase bundled software products including Office 365 that will help the County sustain a reliable and cost-efficient IT infrastructure with robust security technologies, while advancing employee productivity and the value of our existing IT investment. This project was implemented in March 2016 and there will be additional work to deploy new software platforms by the staff during FY 2016-17. There is no additional cost anticipated at this time.

Recommended Budget

This budget is recommended at \$4,546,479. The Information Technology budget unit operates as an ISF and must balance revenues to expenditures within the fund. The recommended budget results in a decrease of \$175,337 (3.7%) in Interfund Information Technology charges to County departments compared to FY 2015-16. The Interfund Information Technology account represents the total of all charges made to County departments for Information Technology services. Therefore, the decrease equals the amount that has been decreased in other County department budgets for FY 2016-17.

The Information Technology division is undergoing modernization efforts. The future direction of technology in the County is transitioning from developing and supporting custom in-house legacy applications to web-based and commercial "off the shelf" solutions. This change in vision and mission requires more network and system administrators and fewer programmers in order to succeed. Due to this change, it is recommended that one (1.0 FTE) Network Administrator I position be added and one

(1.0 FTE) Programming Analyst II position be eliminated, which results in a layoff. This change results in a budget savings of \$29,432.

The Recommended Budget also includes the addition of one (1.0 FTE) Information Security Analyst position. This position will be responsible for planning and implementing security measures to protect computer systems, networks and data. The analyst will also be responsible for preventing data loss and service interruptions by researching new technologies that will effectively protect a network. Additional duties include:

- Creating, testing and implementing network disaster recovery plans
- Performing risk assessments and testing of information systems
- Installing firewalls, data encryption and other security measures
- Recommending security enhancements and purchases
- Training staff on network and information security procedures.

Capital Assets are recommended at \$193,000 as follows:

- **Enterprise Wireless Network Implementation: \$100,000**

This recommendation is for the deployment of a County-wide enterprise wireless network. Wi-Fi has become ubiquitous in everyday life and our customers have come to expect Internet access in county facilities. Providing Wi-Fi service has become essential, and as technology has advanced, both County staff and guests want secure, easy access and a fast connection. This project

includes multiple integrated systems/software.

- **Deduplication Backup Target Appliance: \$40,000**

This recommendation will upgrade the enterprise data protection architecture with a deduplication backup target appliance. The appliance is an easy-to-manage platform that consolidates backup, archive and disaster recovery. The appliance will allow us to reduce backup costs by reducing tape media. Deduplication reduces the amount of disk storage needed for backup data by an average of 10-30 times and is an economical replacement for tape. Greatly increased backup and recovery speeds will also be realized by using an appliance and will result in better backup and recovery service levels.

- **Two Replacement Vehicles: \$53,000**

It is recommended to replace two 14 year old B-rated small Ford Ranger pickup trucks with compact, energy efficient CMAX type vehicles. 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 two B rated pickups will be transferred to Facilities Management and two D rated pickups will be sent to surplus.

It is recommended that the recommended capital assets be approved for purchase effective July 1, 2016.

Use of Fund Balance

The fund contains a Net Assets balance in the amount of \$417,976 as of July 1, 2015. This amount represents the Division's 60-day working capital needs. It is estimated that the Net Assets balance will be increased to \$463,007 at July 1, 2016.

**General Services Department
Plant Acquisition (1-801)**

Megan Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0001 - GENERAL					Dept: 1801
Unit Title: PLANT ACQUISITION					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/25/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	72,311	72,533	139,500	379,323	171.9
CAPITAL ASSETS	66,221	52,256	269,469	318,469	18.2
INTRAFUND TRANSFERS	27,316	8,475	0	0	0.0
NET BUDGET	165,848	133,264	408,969	697,792	70.6
REVENUE					
USER PAY REVENUES	70,598	0	269,469	242,582	-10.0
TOTAL OTHER REVENUE	70,598	0	269,469	242,582	-10.0
UNREIMBURSED COSTS	95,250	133,264	139,500	455,210	226.3
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

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

Program Discussion

Plant Acquisition projects are funded by a variety of funding sources, including State grants, Special Revenue funds, and the County General Fund. The Unreimbursed Cost shown in this budget unit represents the total General Fund cost. Each project that is financed by sources other than General Fund reserves is shown with a matching revenue account. If a project is being undertaken with a split financing arrangement, that split is also indicated on the revenue line. The project ledgers will show the corresponding

revenues and clearly demonstrate when a project has been fully reimbursed.

Plant Acquisition projects are primarily budgeted between two expenditure accounts. Projects budgeted in account (#52130), Maintenance/Structures and Improvements within the Services and Supplies object level, include the larger maintenance and remodel projects that should not be capitalized as they do not appreciably add to the life of the facility. Projects budgeted in Capital Assets account (#54200), Structures and Improvements, are capital projects that are new acquisitions or major improvements that appreciably extend the life of the facility. In some cases, budget account (#52180), Professional and Specialized Services, is used when the project is a study, a plan, or an assessment.

Generally, those major projects budgeted at a cost of \$15,000 and over, which can be reimbursed directly from outside revenue sources, or which are performed directly by

General Services Department Plant Acquisition (1-801)

Megan Greve, Director

an outside contract, are included in the Plant Acquisition budget unit. General maintenance projects that are budgeted less than \$15,000, which are performed by County staff, and which should be reflected in the County's A-87 Cost Plan, are generally included in the Building Maintenance budget unit (1-700).

and General Services departments to commence work on the new projects, without waiting for the adoption of the final budget resolution.

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

Recommended Budget

This budget is recommended at \$697,792. The recommendation includes one project that were authorized in prior years and are continuing in FY 2016-17, as well as 11 new projects for FY 2016-17.

It is recommended that immediate authorization be given to continue work on the prior year projects that are being re-budgeted and both Development Services

Continuing Projects

The Development Services Director, General Services Director, and County Administrator are recommending that one previously authorized project, an Oil/Water Separator System Project for Fleet Management, be rebudgeted in FY 2016-17. This continuing project, which ensures environmental wastewater compliance, totals \$93,469.

Funding Source	Project No.	CONTINUING PROJECTS - DESCRIPTION	Amount
Fleet Management ISF	1602	Installation of Oil/Water Separator System at Fleet Building	\$93,469

Recommended New Projects

The chart on the following page summarizes the 11 new projects recommended for approval, and indicates the funding source for each project. The total of the newly requested projects for FY 2016-17 is \$604,323. Of this, \$485,232 is estimated to be a General Fund Cost.

Since 2011, Sutter County has been making ongoing improvements to its facilities to ensure compliance with the Americans with Disabilities Act. These improvements are budgeted at \$32,035 for FY 2016-17

Use of Fund Balance

It is recommended that \$437,035 of this budget be funded with monies from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265).

It is recommended that \$12,000 of this budget be funded with monies from the General Fund Committed Fund Balance for Transient Occupancy Tax account (#31245) for the Whiteaker Hall Ceiling Replacement Project.

It is recommended that \$6,175 of this budget be funded with monies from the General Fund Committed Fund Balance for Farm Advisor/Agriculture Building account (#31205) for the Farm Advisor Painting Project.

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

**General Services Department
Plant Acquisition (1-801)**

Megan Greve, Director

Funding Source	Project No.	NEW PROJECTS - DESCRIPTION	Estimate
General Fund Obligated Fund Balance	1701	ADA Improvements pursuant to the 2011 ADA Transition Plan	\$32,035
General Fund Obligated Fund Balance	1702	Replace 2 nd Story Roof at 1130 Civic Center and Balcony Decks	\$58,000
General Fund Obligated Fund Balance	1703	Repair Floor and Foundation at Main Library (Yuba City)	\$50,000
General Fund Obligated Fund Balance	1704	Construct/Pave Asphalt Parking Lot at Sheriff's Office/Jail related to Jail Expansion Project	\$225,000
Transient Occupancy Tax Fund Balance	1705	Replace Ceiling at Whiteaker Hall	\$12,000
Committed Fund Balance for Farm Advisor Bldg.	1706	Paint Offices in Farm Advisor Building	\$6,175
Fleet Management ISF	1707	Construction of Awning for Fleet Building	\$25,000
General Fund Obligated Fund Balance	1708	Soil/Groundwater Testing and Analysis at Airport	\$60,000
General Fund Obligated Fund Balance	1711	Replace carpet in Dispatch Center – Sheriff's Office	\$12,000
General Fund and 1991 Realignment	1713	Remodel of Health Laboratory Area in Health Building	\$57,200
General Fund and 1991 Health Realignment	1714	Remodel of Health Laboratory Area in Health Building	\$66,913

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0016 - CAPITAL PROJECTS			Dept: 1803		
Unit Title: CAPITAL PROJECTS					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
OTHER CHARGES	683,110	0	0	655,979	0.0
CAPITAL ASSETS	5,354,692	1,114,978	0	0	0.0
INCREASES IN RESERVES	0	0	0	22	0.0
NET BUDGET	6,037,802	1,114,978	0	656,001	0.0
REVENUE					
USER PAY REVENUES	1,415,114	0	0	0	0.0
GENERAL REVENUES	1,502	4,910	0	0	0.0
OTHER FINANCING SOURCES	683,110	0	0	656,001	0.0
TOTAL OTHER REVENUE	2,099,726	4,910	0	656,001	0.0
UNREIMBURSED COSTS	3,938,076	1,110,068	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

This budget unit, which is managed by the General Services Department, reflects the Energy Services Contract with Chevron Energy Solutions, now OpTerra Energy Services.

This budget unit is prepared jointly by the County Administrative Office, the Auditor-Controller's Office, and the General Services Department.

Program Discussion

The Board of Supervisors (BOS) approved the Energy Services Contract with Chevron Energy Solutions on February 25, 2014 along with a funding source agreement; PNC Equipment Financing Lease Agreement for \$9,109,446.

The funding source agreement requires the debt to be repaid by annual payments over a fifteen (15) year period. Payments of principal and interest will be made from this capital projects budget unit, which will then be reimbursed by Interfund transfers from the benefiting departments.

Recommended Budget

This budget is recommended at \$656,001. The recommendation includes the principal and interest payment amount due for FY 2016-17.

Use of Fund Balance

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

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

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0001 - GENERAL					
Unit Title: VETS MEMORIAL COMMUNITY BLDG				Dept: 7203	
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	23,622	11,304	23,600	19,800	-16.1
OTHER CHARGES	1,138	1,209	1,209	1,312	8.5
INTRAFUND TRANSFERS	137,427	21,568	100,536	140,315	39.6
OTHER FINANCING USES	0	0	0	25,452	0.0
NET BUDGET	<u>162,187</u>	<u>34,081</u>	<u>125,345</u>	<u>186,879</u>	<u>49.1</u>
REVENUE					
GENERAL REVENUES	49,843	38,796	37,000	42,000	13.5
TOTAL OTHER REVENUE	<u>49,843</u>	<u>38,796</u>	<u>37,000</u>	<u>42,000</u>	<u>13.5</u>
UNREIMBURSED COSTS	112,344	-4,715	88,345	144,879	64.0
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.

- \$12,861 Increase in Intrafund Administration Services reflecting increased time spent by staff on hall rental services

Residual Equity Transfer Out

- \$25,452 Addition of this transfer based upon changing the copier operational lease to a capital lease as directed by the Auditor-Controller's Office

Major Budget Changes

Intrafund Transfers

- \$27,007 Increase in Intrafund (A-87) Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office

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

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

Megan M. Greve, Director

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 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 2015-16, overall use of the facility increased:

- 59 Paid events
- 117 Un-paid events
- 75 Un-paid Tucker Room events

Based on the increased usage, this budget contains an increase in expected revenue of \$5,000 compared to FY 2015-16.

Recommended Budget

This budget is recommended at \$186,879 which is an increase of \$61,534 (49.1%) over FY 2015-16. The General Fund provides 77.5% of the financing for this budget unit and is increased by \$56,534 (64.0%) compared to FY 2015-16.

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 2016-2017					
Fund: 0001 - GENERAL					
Unit Title: Ettl Hall (MUSEUM MEETING RM)					Dept: 7204
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	2,693	2,095	7,850	6,100	-22.3
OTHER CHARGES	5,276	311	2,979	4,472	50.1
INTRAFUND TRANSFERS	17,881	6,551	16,477	23,960	45.4
NET BUDGET	<u>25,850</u>	<u>8,957</u>	<u>27,306</u>	<u>34,532</u>	<u>26.5</u>
REVENUE					
GENERAL REVENUES	<u>10,420</u>	<u>11,050</u>	<u>7,200</u>	<u>9,600</u>	<u>33.3</u>
TOTAL OTHER REVENUE	<u>10,420</u>	<u>11,050</u>	<u>7,200</u>	<u>9,600</u>	<u>33.3</u>
UNREIMBURSED COSTS	15,430	-2,093	20,106	24,932	24.0
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

- \$8,297 Increase in Intrafund (A-87) Cost Plan Building Maintenance charges 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. 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 \$34,532, which is an increase of \$7,226 (26.5%) over FY 2015-16. The General Fund provides 72.2% of the financing for this budget unit and is increased by \$4,826 (24.0%) compared to FY 2015-16.

The Recommended Budget includes estimated rental revenues of \$9,600, an increase of \$2,400 for FY 2016-17. This increase reflects actual rental revenue over the past four years.

During FY 2015-16 rentals included:

- 16 Paid
- 11 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.

**General Services Department
Water/Wastewater Facilities (1-702)**

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0001 - GENERAL					
Unit Title: WATER/WASTEWATER FACILITIES				Dept: 1702	
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	93,381	85,150	104,763	106,654	1.8
SERVICES AND SUPPLIES	40,297	82,183	98,875	103,225	4.4
OTHER CHARGES	6,474	3,629	7,661	8,855	15.6
INTRAFUND TRANSFERS	-13,940	-7,981	4,842	-13,639	-381.7
NET BUDGET	126,212	162,981	216,141	205,095	-5.1
REVENUE					
USER PAY REVENUES	146,911	135,665	215,326	205,095	-4.8
TOTAL OTHER REVENUE	146,911	135,665	215,326	205,095	-4.8
UNREIMBURSED COSTS	-20,699	27,316	815	0	0.0
ALLOCATED POSITIONS	1.00	1.00	1.00	1.00	0.0

Purpose

The Water / Wastewater Facilities budget unit was created in FY 2014-15 and incorporated the Water / Wastewater Operator position and related appropriations out of the Water Resources budget unit (1-922) managed by the Development Services Department.

This budget unit maintains and repairs the water / wastewater systems in Sutter County:

- Sutter County Waterworks District #1 (4-400) budget unit (Robbins)
- Rio Ramaza Community Service District (0-395) budget unit
- Parks and Recreation (7-101) budget unit (Live Oak Park)

The funding for the operations and maintenance of these systems is contained in the appropriate budget units and will be transferred to this budget unit as Water/

Wastewater Operator labor and services are used. This budget unit is also responsible for assisting the Building Maintenance Division, as assigned.

This budget unit is managed by the General Services Department.

Major Budget Changes

Intrafund Transfers

- \$8,909 Increase in Intrafund Administration Services revenue (shown as a negative expense)

Program Discussion

This budget unit primarily reflects the costs for the maintenance and operations of the water / wastewater systems in the County. Assistance is also provided to the Building

General Services Department Water/Wastewater Facilities (1-702)

Megan M. Greve, Director

Maintenance Division, as assigned. Because these duties are better supported by facilities management where the County's other maintenance functions are budgeted, this budget unit was assigned to the General Services Department starting in FY 2014-15.

The Water / Wastewater Operator position allocation and related funding was previously in the Water Resources (1-922) budget unit in the Development Services Department.

When the budget unit was created, some expenses were extracted from the Water Resources budget unit and some remained due to uncertainty in methodology for these items. During FY 2014-15, the General Services Department staff and the Development Services Department staff made adjustments to the methodology used for purchasing supplies and charging labor costs to each budget unit. It was determined that it would be appropriate for the Water / Wastewater budget unit to provide all of the services and supplies and charge those, along with the labor, for the operations. The budget has increased accordingly; however, there is a corresponding decrease in the Water Resources budget unit.

Recommended Budget

This budget is recommended at \$205,095. This is a decrease of \$11,046 (5.1%) compared to FY 2015-16. The General Fund does not provide funding for this budget unit. All funding is provided by the water/wastewater systems maintained by the Water/Wastewater Operator position.

The budget includes \$58,000 in Maintenance of Structures as follows:

- Clay Valve Replacement - \$5,000
- Booster Pump Rebuilds - \$10,000
- Back Wash Tank Cleaning / Repairs - \$23,000
- Step Tank Cleaning - \$20,000

There is \$15,000 budgeted in General Supplies to cover supplies needed for operations including:

- Chlorine
- Pumps
- Step Tanks
- General Supplies
- Replacement of worn filters/pumps

The budget contains \$24,000 in Professional and Specialized Services to cover costs related to operations such as:

- Step Tank Pumping \$15,000
- Water Sample Testing \$7,200
- Other misc. services \$1,800

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 Rio Ramaza Wastewater Fund (0-395)

Megan M. Greve, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2016-2017					
Fund: 0395 - RIO RAMAZA COMMUNITY SRVC DIST					Dept: 0395
Unit Title: RIO RAMAZA COMMUNITY SRVC DIST					
	2014-2015 Actual Expenditure	2015-2016 YTD as of 05/20/2016	2015-2016 Adopted Budget	2016-2017 CAO Recommended	2015-2016 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	7,153	7,213	11,400	7,400	-35.1
OTHER CHARGES	12,035	5,737	24,226	17,213	-28.9
NET BUDGET	19,188	12,950	35,626	24,613	-30.9
REVENUE					
USER PAY REVENUES	7,934	4,180	5,940	5,940	0.0
GOVERNMENTAL REVENUES	32	17	29	29	0.0
GENERAL REVENUES	4,013	3,291	4,001	4,022	0.5
CANCELLATION OF PRIOR YR RESRV	0	0	25,656	14,622	-43.0
TOTAL OTHER REVENUE	11,979	7,488	35,626	24,613	-30.9
UNREIMBURSED COSTS	7,209	5,462	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

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

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

This budget unit was previously administered by the Water Resources Division of the

Development Services Department. Beginning in FY 2014-15, the budget unit is administered by the General Services Department, with services provided by the Water/Wastewater Facilities budget unit (1-702).

Major Budget Changes

Services and Supplies

- (\$22,000) Decrease in Interfund Water Resources related to change in account number to more accurately depict expenses
- \$14,638 Increase in Interfund Water Agency related to change in account number to more accurately depict expenses

General Services Department

Rio Ramaza Wastewater Fund (0-395)

Megan M. Greve, Director

Revenues

- (\$11,034) Decrease in cancellation of obligated fund balance reflecting a decrease in overall cost to the fund

Program Discussion

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

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

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

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

Recommended Budget

This budget is recommended at \$24,613, which is a decrease of \$11,013 (30.9%) compared to FY 2015-16. This budget unit does not receive any funding from the General Fund.

Use of Fund Balance

The Rio Ramaza Wastewater Fund contains a Restricted Fund Balance in the amount of \$198,313 as of July 1, 2015. It is estimated the Restricted Fund Balance will equal \$172,657 at July 1, 2016.

The FY 2016-17 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$14,622, leaving an estimated ending balance of \$158,035.

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