



General Services

Section D

General Services is managing a contract that includes solar power generation, lighting and energy efficiency improvements, and water conservation at several sites. The project is expected to reduce the County's annual energy costs by 75% and eliminate almost 3 million pounds of carbon dioxide emissions annually. These panels were installed on the roof of the Elections Division.

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

Megan M. Greve, Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE	UNIT: GENERAL SERVICES DEPARTMENT		FUND: GENERAL		0001 1-205
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	641,009	582,911	723,568	749,999	3.7
SERVICES AND SUPPLIES	449,686	343,964	492,136	478,868	2.7-
OTHER CHARGES	31,559	26,065	30,526	51,389	68.3
CAPITAL ASSETS	0	0	0	26,500	***
* GROSS BUDGET	1,122,254	952,940	1,246,230	1,306,756	4.9
INTRAFUND TRANSFERS	341,639-	248,139-	420,640-	423,501-	.7
RESIDUAL EQUITY TRANS-OUT	0	12,668	0	0	.0
* NET BUDGET	780,615	717,469	825,590	883,255	7.0
OTHER REVENUES					
USER PAY REVENUES	578,481	378,245	659,966	654,953	.8-
GOVERNMENTAL REVENUES	0	0	0	0	.0
OTHER FINANCING SOURCES	8,679	244	0	0	.0
TOTAL OTHER REVENUES	587,160	378,489	659,966	654,953	.8-
* UNREIMBURSED COSTS	193,455	338,980	165,624	228,302	37.8
ALLOCATED POSITIONS	7.50	8.00	8.00	8.00	.0

Purpose

This budget unit includes the administrative staff for the General Services Department as well as all Central Services functions that were previously included in budget unit 1-924 (now included as a program in this budget unit). In previous years, budget unit 1-205 represented only the Purchasing function of the General Services division of the Public Works Department.

Insurances due to the County's transition to San Joaquin Valley Insurance Authority and resultant health insurance premium decrease

Services & Supplies

- (\$15,665) Decrease in Professional and Specialized Services reflecting a reduction in mailings sent county-wide

Major Budget Changes

Salaries & Benefits

- \$32,643 Increase in Permanent Salaries due to negotiated Salaries and Benefits
- (\$22,386) Decrease in County Contribution – Group

Other Charges

- \$11,075 Increase in Interfund Information Technology charges

Capital Assets

- \$26,500 One replacement vehicle

Intrafund Transfers

- \$23,110 Increase in Intrafund Copy Services revenue (shown as a negative expense) reflecting the “per click” charges for department copiers
- (\$15,841) Decrease in Intrafund Copier Rental revenue, shown as a negative expense, due to isolating the “per click” charges from copier lease charges to departments

Revenues

- (\$27,279) Decrease in Interfund Copier Rental revenue due to isolating the “per click” charges from copier lease charges to departments
- \$31,429 Increase in Interfund Copy Services reflecting the “per click” charges for department copier charges

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 operates with a centralized purchasing function. Purchasing functions in the County are 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 have traditionally been procured by the Information Technology ISF; however, with Information Technology now a division within General Services, it is anticipated these procedures will be streamlined
- 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.

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 \$883,255, which is an increase of \$57,665 (7.0%) compared to FY 2014-15. The General Fund provides 25.8% of the financing for this budget unit and is increased by \$62,678 (37.8%) when compared to FY 2014-15.

Capital Assets are recommended at \$26,500 for the purchase of a replacement vehicle. The Department has requested a hybrid vehicle to

replace an aging vehicle, in the Building Services budget unit (1-700), which is no longer used.

The vehicle will be used by administrative staff for:

- Traveling to purchase items in town
- Showing prospective customers available facilities for rent
- Traveling to inspect rental facilities after a renter has vacated the facility
- Travel in town to attend meetings with other County departments
- Travel to Sacramento to attend meetings and seminars

At this time, staff are utilizing personal vehicles for the above duties. It is estimated that Department staff travel over 5,000 miles per year combined. Staff will track savings related to increased fuel mileage for the hybrid vehicle to determine if such vehicles

would be suitable for future County vehicle purchases for other departments.

Budget Changes

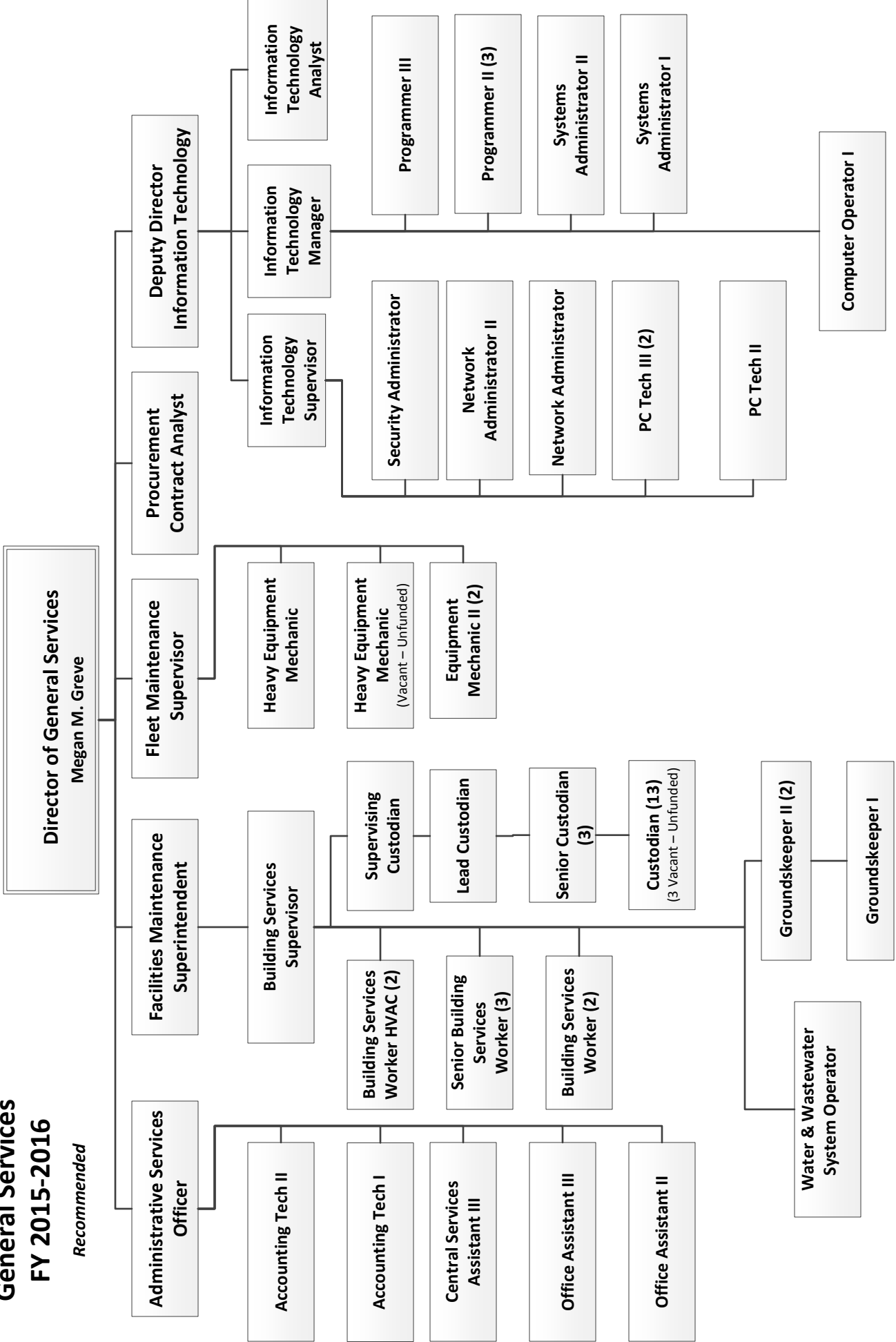
This budget unit reflects Intra/Interfund Administration Service revenues, which represent the provision of administrative support service to the other budget units in this Department. The addition of Interfund Administration-Miscellaneous Department revenue in the amount of \$342,856 reflects the administrative services provided by this budget unit to the Information Technology ISF and the Fleet ISF and is increased \$700 (0.2%) compared to FY 2014-15.

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 2015-2016

Recommended



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

Megan M. Greve, Director

EXECUTIVE SUMMARY						
DEPT HEAD: MEGAN M. GREVE	UNIT: PARKS & RECREATION		FUND: GENERAL		0001 7-101	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SERVICES AND SUPPLIES	24,113	20,732	31,825	38,325	20.4	
OTHER CHARGES	28,796	1,801	31,536	36,784	16.6	
* GROSS BUDGET	52,909	22,533	63,361	75,109	18.5	
INTRAFUND TRANSFERS	238,643	211,463	223,047	191,166	14.3-	
* NET BUDGET	291,552	233,996	286,408	266,275	7.0-	
OTHER REVENUES						
USER PAY REVENUES	40,640	42,819	27,000	28,500	5.6	
GOVERNMENTAL REVENUES	100	100	0	0	.0	
TOTAL OTHER REVENUES	40,740	42,919	27,000	28,500	5.6	
* UNREIMBURSED COSTS	250,812	191,077	259,408	237,775	8.3-	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

Purpose

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

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

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

Major Budget Changes

Services & Supplies

- \$7,000 Increase in Utilities based on historical data

Other Charges

- \$5,064 Increase in Interfund Insurance ISF Premium as provided by the Human Resources Department

Intrafund Transfers

- (\$33,548) Decrease in Intrafund (A-87) Building Maintenance charges as provided by the Auditor-Controller's Office

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 \$266,275, which is a decrease of \$20,133 (7.0%) compared to FY 2014-15. The General Fund provides 89.3% of the financing for this budget unit and is decreased \$21,633 (8.3%) for 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.

General Services Department Building Maintenance (1-700)

Megan M. Greve, Director

EXECUTIVE SUMMARY						
DEPT HEAD: MEGAN M. GREVE	UNIT: BUILDING MAINTENANCE		FUND: GENERAL		0001 1-700	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	2,062,919	1,713,617	2,253,200	2,266,244	.6	
SERVICES AND SUPPLIES	748,890	1,040,727	1,071,858	1,065,968	.5-	
OTHER CHARGES	146,243	60,246	116,658	135,405	16.1	
CAPITAL ASSETS	0	84,665	96,325	35,000	63.7-	
* GROSS BUDGET	2,958,052	2,899,255	3,538,041	3,502,617	1.0-	
INTRAFUND TRANSFERS	155,060-	210,931-	102,000-	41,402-	59.4-	
* NET BUDGET	2,802,992	2,688,324	3,436,041	3,461,215	.7	
OTHER REVENUES						
USER PAY REVENUES	560,431	527,260	512,223	484,065	5.5-	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
OTHER FINANCING SOURCES	401	280	0	0	.0	
TOTAL OTHER REVENUES	560,832	527,540	512,223	484,065	5.5-	
* UNREIMBURSED COSTS	2,242,160	2,160,784	2,923,818	2,977,150	1.8	
ALLOCATED POSITIONS	31.00	31.00	31.00	30.00	3.2-	

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

- \$63,269 Increase due to adding one Building Services Supervisor position effective September 1, 2015
- (\$77,389) Decrease due to deleting one vacant Building Services Lead Worker position
- (\$70,981) Decrease due to deleting one vacant Building Services Worker – HVAC position
- \$64,881 Increase due to reinstatement of one Building Services Worker position that had been held vacant and unfunded

- \$35,940 Increase in Workers Compensation Insurance charges as provided by the Human Resources Department

Services & Supplies

- (\$35,379) Decrease in Rents & Leases Equipment related to a decrease in energy efficiency project financing payment for FY 2015-16
- \$30,000 Increase in Utilities based on increased rates for PG&E – this reflects anticipated charges related to the energy efficiency project

Capital Assets

- \$35,000 One replacement ¾-ton service bed pickup

Intrafund Transfers

- (\$53,969) Decrease in Intrafund (A-87) Building Maintenance revenues, shown as a negative expense, as provided by the Auditor-Controller's Office

Revenues

- (\$28,158) Decrease 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 \$3,461,215, which is an increase of \$25,174 (0.7%) as compared to FY 2014-15. The General Fund provides 86% of the financing for this budget unit and is increased by \$53,332 (1.8%) compared to FY 2014-15.

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 January 2016. Project costs for the solar array at the Acacia Corp Yard property are reflected in the Building Maintenance budget unit, with an anticipated reduction in Utilities expense. Both costs are distributed to County departments through the annual (A-87) Cost Plan. The share of cost from outside funding sources will be recouped through the Cost Plan process.

The budget also includes a reorganization of the staffing in the Building Maintenance program (70). This reorganization will allow the Division to operate more efficiently, providing enhanced supervision of all Building Maintenance Division programs. The following position allocation changes, resulting in a net reduction of 1.0 FTE, are recommended for FY 2015-16:

- Delete the vacant Building Services Worker Lead position
- Delete the vacant Building Services Worker - HVAC position
- Add and fund a Building Services Supervisor position effective September 1, 2015
- Reinstate a vacant Building Services Worker position

Capital Assets are recommended at \$35,000 for one replacement ¾-ton service bed pickup.

Building Maintenance

Professional and Specialized Services are recommended to include only known recurring contract work such as elevator maintenance, fire extinguisher maintenance, pest control services and card access system repairs and monitoring. No contingency funds are budgeted for unanticipated work. Additional funding would be requested if additional services are required.

Maintenance of Structure & Improvements is recommended at \$75,000 to cover only those planned maintenance projects not budgeted in Plant Acquisition (1-801).

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

EXECUTIVE SUMMARY						
DEPT HEAD: MEGAN M. GREVE	UNIT: FISH & GAME PROPAGATION		FUND: FISH AND GAME		0006 2-703	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SERVICES AND SUPPLIES	13,055	6,112	21,172	16,183	23.6-	
OTHER CHARGES	927	590	436	777	78.2	
* GROSS BUDGET	13,982	6,702	21,608	16,960	21.5-	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	13,982	6,702	21,608	16,960	21.5-	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	13,982	6,702	21,608	16,960	21.5-	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	3,694	3,799	6,850	6,850	.0	
CANCELLATION OF OBLIGATED F/B	0	0	14,758	10,110	31.5-	
GENERAL REVENUES	0	0	0	0	.0	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	3,694	3,799	21,608	16,960	21.5-	
* UNREIMBURSED COSTS	10,288	2,903	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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

Services & Supplies

- (\$4,000) Decrease in Special Department Expense – Youth Program per Fish and Game Commission request

Revenues

- (\$4,648) Decrease in Cancellation of Obligated Fund Balance due to reduced expenditures

Program Discussion

Under the direction of the Board of Supervisors, the Fish and Game

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

Megan M. Greve, Director

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 \$16,960, which is a decrease of \$4,648 (21.5%) compared to FY 2014-15. 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 \$49,828 as of July 1, 2014. It is estimated the Restricted Fund Balance will equal \$37,116 at July 1, 2015.

The FY 2015-16 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$10,110, leaving an estimated ending balance of \$27,006.

**General Services Department
Fleet Management ISF (4-580)**

Megan M. Greve, Director

EXECUTIVE SUMMARY						
DEPT HEAD: MEGAN M. GREVE	UNIT: FLEET MANAGEMENT ISF		FUND: FLEET MANAGEMENT ISF		4580 4-580	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	437,221	339,793	442,037	391,282	11.5-	
SERVICES AND SUPPLIES	789,485	478,009	859,275	859,211	.0	
OTHER CHARGES	130,414	95,353	179,262	324,612	81.1	
CAPITAL ASSETS	7,992	0	2,540	800	68.5-	
* GROSS BUDGET	1,365,112	913,155	1,483,114	1,575,905	6.3	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	1,365,112	913,155	1,483,114	1,575,905	6.3	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	1,365,112	913,155	1,483,114	1,575,905	6.3	
OTHER REVENUES						
USER PAY REVENUES	1,350,844	555,067	1,446,114	1,481,886	2.5	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	2,219	3,183	5,000	5,000	.0	
OTHER FINANCING SOURCES	2,168	0	0	0	.0	
CANCELLATION OF OBLIGATED F/B	0	0	0	89,323	***	
AVAILABLE FUND BALANCE 7/1	224,319	222,387	303,761	262,568	13.6-	
TOTAL AVAILABLE FINANCING	1,579,550	780,637	1,754,875	1,838,777	4.8	
* UNREIMBURSED COSTS	214,438-	132,518	271,761-	262,872-	3.3-	
ALLOCATED POSITIONS	5.00	5.00	5.00	5.00	.0	

Purpose

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

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

- (\$70,981) Decrease in Salaries and Benefits due to leaving one Heavy Equipment Mechanic position vacant and unfunded for FY 2015-16

- \$25,177 Increase in Interfund Workers Compensation Insurance charges as provided by the Human Resources Department

Services & Supplies

- \$20,000 Increase in Outside Vehicle repair to allow for possible increase in heavy equipment repair related to leaving the Heavy Equipment Mechanic position vacant and unfunded

Other Charges

- \$63,469 Increase in Interfund Plant Acquisition charges for the recommended installation of an Oil/Water Separator
- \$73,534 Increase in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's Office

Revenue

- \$21,917 Increase in Maintenance revenue from outside agencies
- (\$29,171) Decrease in Interfund Fuel and Oil charges to other county departments
- (\$39,709) Decrease in Interfund Vehicle Maintenance charges to other departments
- \$82,735 Increase in Interfund Fleet Administration charges primarily due to increased Interfund Overhead (A-87) Cost charges

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 five staff positions: two 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 \$1,575,905, which is an increase of \$92,791 (6.3%) compared to FY 2014-15. The Fleet Management budget unit operates as an ISF and must balance revenue to expenditure within the fund.

This budget includes a recommendation to defund and leave vacant one currently vacant Heavy Equipment Mechanic position. The vacancy was created by a retirement during FY 2014-15. The General Services Department has requested to leave the position vacant during FY 2015-16 while evaluating workload related to the remaining three mechanic positions.

Due to the volatility in the price of fuel, it is difficult to accurately estimate future cost. Based on current fuel prices and reduced fuel use across departments, the Recommended Budget for FY 2015-16 includes \$486,634 for the purchase of fuel for the majority of County departments. This represents a 0.9% decrease compared to FY 2014-15. Additional funding may be required if major prolonged upward fluctuations in fuel prices are experienced.

The Recommended Budget includes \$93,469 in Interfund Plant Acquisition charges for the Fleet Oil / Water Separator project. The present vehicle washing system does not have the capability to separate the water from oil.

Use of Fund Balance

The Fleet Management ISF contains a Net Assets balance in the amount of \$303,761 as of July 1, 2014. This amount represents the division's 60-day working capital needs. It is estimated the Net Assets balance will decrease to \$262,872 by July 1, 2015.

General Services Department Information Technology ISF (8-145)

Megan M. Greve, Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE	UNIT: INFORMATION TECHNOLOGY ISF	FUND: INFORMATION TECHNOLOGY ISF	4581 8-145		
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,798,820	1,442,603	1,998,091	2,028,284	1.5
SERVICES AND SUPPLIES	971,558	731,530	991,400	1,227,672	23.8
OTHER CHARGES	688,385	455,928	810,372	1,146,391	41.5
CAPITAL ASSETS	117,901	49,803	151,243	308,922	104.3
* GROSS BUDGET	3,576,664	2,679,864	3,951,106	4,711,269	19.2
INTRAFUND TRANSFERS	1	0	0	547	***
* NET BUDGET	3,576,665	2,679,864	3,951,106	4,711,816	19.3
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	3,576,665	2,679,864	3,951,106	4,711,816	19.3
OTHER REVENUES					
USER PAY REVENUES	3,535,981	1,837,370	3,669,178	4,829,696	31.6
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	8,479	7,654	0	0	.0
OTHER FINANCING SOURCES	2,159	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	186,197	417,914	393,082	417,976	6.3
TOTAL AVAILABLE FINANCING	3,732,816	2,262,938	4,062,260	5,247,672	29.2
* UNREIMBURSED COSTS	156,151-	416,926	111,154-	535,856-	382.1
ALLOCATED POSITIONS	16.80	16.80	16.80	16.00	4.8-

Purpose

The Information Technology Internal Service Fund (ISF) is a division of the General Services Department and provides services to other County departments. As a centralized service, Information Technology (IT) 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 computer hardware and software resources; feasibility and evaluation studies necessary for acquisition of potential new applications; system development activities; computer room operations activities; coordination and

application of web technologies to serve the County internally and externally; and other desktop/laptop computer related activities.

Major Budget Changes

Salaries & Benefits

- (\$56,120) Decrease in Salaries & Benefits due to the elimination of a vacant .80 FTE Computer Operator position
- (\$30,143) Decrease in County Contribution – Group Insurances due to the County’s transition to San Joaquin Valley Insurance

- Authority and resultant health insurance premium decrease
- \$40,038 Increase in Interfund Workers Compensation charges as provided by the Human Resources Department

Services & Supplies

- \$250,000 Increase in Professional and Specialized Services reflecting a re-budget of the SunGard/KoaHills project

Other Charges

- \$170,244 Increase in Inter-program Labor Charges reflecting charges between Program 84 (Programmer Analyst) and Program 85 (Website Development)
- \$150,600 Increase in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's Office

Capital Assets

- \$50,000 One replacement virtual server
- \$80,000 Next Generation Firewall
- \$70,000 Storage Area Network

Revenues

- \$170,244 Increase in Inter-program Labor Charges revenue reflecting charges between Program 84 (Programmer Analyst) and Program 85 (Website Development)

- \$150,000 Increase in Equipment Replacement related to purchase of recommended capital assets
- \$98,125 Increase in Interfund Projects representing other departments' share of cost of the SunGard/KoaHills project
- \$728,281 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.

Operations is responsible for the day-to-day functioning of the data center, 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, hubs, 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, Mental Health, Health, Criminal Justice, Property, and Budgeting systems, in addition to a wide variety of web applications for both internal and external users.

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

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 has been successfully implemented. 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. The FY 2015-16 budget reflects the re-budget of the portion of the project to be completed in FY 2015-16. It is expected the upgrade to One Solution will be completed by January 2016.

Enterprise Agreement – Office 365

The FY 2015-16 budget includes a change in the Enterprise Agreement (EA) which provides for the County's Microsoft Office licenses by upgrading to Microsoft Office 365 licensing. For a minimal increase over previous EA renewal costs (approximately \$20,000), Microsoft Office 365 will revolutionize the way the County communicates and conducts business.

Office 365 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. Backed by powerful security features and performance reliability, Office 365 combines Microsoft's familiar productivity, collaboration, and communication tools to support workers virtually wherever they are, on almost any device, using the tools they already know.

Office 365 is a subscription plan that includes access to Office applications and productivity services that are Internet-enabled (cloud services). Office 365 offers the County numerous benefits and cost savings.

Some features of Office 365 include:

- **Exchange Online hosted email for government**

This includes 50GB mailboxes for every County user, which is more than 100

times the storage available on the current e-mail system. Replicating this amount of email storage in-house would cost the County over \$100,000 initially, not including ongoing support and maintenance.

- **File storage and sharing with OneDrive for Business**

OneDrive for Business gives every County user 1 TB of personal storage that syncs with their PC/Mac for offline access. This allows easy sharing of documents with others through Office or SharePoint. Replicating this amount of file/document storage in-house would cost the County roughly \$375,000 initially, not including ongoing support and maintenance.

- **Collaboration and Communication**

Lync online will allow the County to host online meetings with audio and video using one-click screen sharing, HD video conferencing, and virtual whiteboard. Connect with other Lync users via instant message, voice, and video calls, and share presence.

- **Mobility**

Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, Apple iOS, and Android devices.

- **Legal Hold and Discovery**

Use archiving and legal hold capabilities, plus unlimited storage, for compliance needs. Use data loss prevention (DLP) policies for additional

compliance enforcement. Search and discover content across Office 365 based on personalized insights.

Office 365 for Government has a segregated infrastructure for US government customers with best-in-class security, transparency, and compliance features. Supported government standards include Criminal Justice Information Security (CJIS), ISO 27001, the US Health Insurance Portability and Accountability Act (HIPAA), the US Family Educational Rights and Privacy Act (FERPA), and the US Federal Information Security Management Act (FISMA).

Office 365 runs on a global network of datacenters, well protected by multiple layers of security and a strict privacy policy. Microsoft security practices take a risk-based, multi-dimensional approach to help safeguard data and services, defining security requirements and implementing the corresponding controls. To help protect the reliability of cloud services, Microsoft automatically stores data in geographically remote data centers. In addition, Office 365's service level agreement includes a financially backed 99.9 percent uptime guarantee.

Recommended Budget

This budget is recommended at \$4,711,816. 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 \$760,710 (19.3%) in Interfund Information Technology charges to County departments compared to FY 2014-15. 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 2015-16.

The Recommended Budget includes the elimination of a vacant 0.8 FTE Computer Operator position. This results in a savings of \$56,120.

Capital Assets are recommended at \$200,000 as follows:

- **Next Generation Firewall (NGFW) System: \$80,000**

This will upgrade the County's information security infrastructure to protect in real-time against ever increasing and advanced cyber-attacks. The current firewall system is antiquated. The upgrade will allow elimination of the current firewall and web proxy, which are both end of life. The system includes multiple integrated systems/software.

- **Storage Area Network (SAN) System: \$70,000**

This will upgrade the capacity of the County's current SAN system that provides the storage for virtualized servers. The majority of the County's production servers and applications run in a virtualized environment housed on the SAN (including the financial system). The upgrade will allow elimination of eight storage servers and two physical servers that are all out of warranty, end of support, and would otherwise need to be replaced. The system includes multiple integrated systems.

- **Datacenter Server System: \$50,000**

This will replace and upgrade one-half of the County's current server system, which provides virtualization and data protection functions. This system hosts the bulk of the County's production servers and applications. The system is currently out of warranty and half of its components are end of support and end of life. The system includes multiple integrated systems/software.

Use of Fund Balance

Starting in FY 2012-13 and continuing for three years through FY 2014-15, the Information Technology ISF has cancelled obligated fund balance to help reduce the costs to the County Departments. There is no remaining fund balance to cancel for FY 2015-16. This represents a portion of the increase in costs to County Departments in this budget.

The Information Technology fund contains a Committed Fund Balance designated for future appropriations in the amount of \$236,933 as of July 1, 2014. That balance was cancelled during FY 2014-15. It is estimated the Committed Fund Balance Designated for Future Appropriations will equal \$0 on July 1, 2015.

The fund also contains a Net Assets balance in the amount of \$417,976 as of July 1, 2014. This amount represents the Division's 60-day working capital needs. It is estimated that the Net Assets balance will be increased to \$535,856 at July 1, 2015. This reflects the increased working capital needs based on the increased budget for FY 2015-16.

General Services Department Plant Acquisition (1-801)

Megan Greve, Director

DEPT HEAD: MEGAN M. GREVE		EXECUTIVE SUMMARY		FUND: GENERAL		0001 1-801
UNIT: PLANT ACQUISITION		ACTUAL	ACTUAL	ADOPTED	CAO	% CHANGE
		EXPENDITURE	EXPENDITURE	BUDGET	RECOMMEND	OVER
		2013-14	4-30-15	2014-15	2015-16	2014-15
EXPENDITURES						
SERVICES AND SUPPLIES		174,037	52,618	341,000	139,500	59.1-
OTHER CHARGES		208	0	0	0	.0
CAPITAL ASSETS		351,273	21,077	306,500	269,469	12.1-
* GROSS BUDGET		525,518	73,695	647,500	408,969	36.8-
INTRAFUND TRANSFERS		91,957-	12,434-	0	0	.0
* NET BUDGET		433,561	61,261	647,500	408,969	36.8-
OTHER REVENUES						
USER PAY REVENUES		266,158	0	264,000	269,469	2.1
GOVERNMENTAL REVENUES		76,695	0	0	0	.0
TOTAL OTHER REVENUES		342,853	0	264,000	269,469	2.1
* UNREIMBURSED COSTS		90,708	61,261	383,500	139,500	63.6-
ALLOCATED POSITIONS		.00	.00	.00	.00	.0

Purpose

This budget unit, which is managed by the General Services Department, reflects all major County capital improvement and maintenance projects.

This budget unit is prepared jointly by the County Administrative 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 an outside contract, are included in the Plant Acquisition budget unit. General

General Services Department Plant Acquisition (1-801)

Megan Greve, Director

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

Recommended Budget

This budget is recommended at \$408,969. The recommendation includes one project that was authorized in prior years and is continuing in FY 2015-16, as well as three new projects for FY 2015-16.

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

Continuing Projects

The Development Services Director and County Administrative Officer are recommending that one previously authorized project, a backup generator to be installed at the Minimum Security jail facilities, be re-budgeted in FY 2015-16. This continuing project totals \$176,000, and is funded by the Criminal Justice Facilities fund (0-262).

Funding Source	Project No.	CONTINUING PROJECTS - DESCRIPTION	Amount
Criminal Justice Facilities Fund (Fund 0-262)	1503	Backup Generator at Minimum Security Jail	\$176,000

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

Megan Greve, Director

Funding Source	Project No.	NEW PROJECTS - DESCRIPTION	Estimate
General Fund Obligated Fund Balance	1603	ADA Improvements pursuant to the 2011 ADA Transition Plan	\$45,000
Fleet Management ISF	1602	Install Precast Oil/Water Separator, connect to Wash Rack	\$93,469
General Fund Obligated Fund Balance	1601	Replace Roof at Main Library (Yuba City)	\$94,500

Recommended New Projects

The above chart summarizes the three new projects recommended for approval, and indicates the funding source for each project. The total of the newly requested projects for FY 2015-16 is \$232,969. Of this, \$139,500 is anticipated to be a General Fund Cost.

Use of Fund Balance

It is recommended that the \$139,500 Unreimbursed Cost of this budget be funded with monies from the General Fund Committed Fund Balance Designated for Capital Projects account (#31265). This one-time revenue is included in the Cancellation of Obligated Fund Balance account in the General Revenues budget (1-209).

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

Megan M. Greve, Director

EXECUTIVE SUMMARY						
DEPT HEAD: MEGAN M. GREVE	UNIT: VETS MEMORIAL COMMUNITY BLDG FUND: GENERAL			0001 7-203		
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15	
EXPENDITURES						
SERVICES AND SUPPLIES	23,756	15,930	21,850	23,600	8.0	
OTHER CHARGES	502	1,138	663	1,209	82.4	
* GROSS BUDGET	24,258	17,068	22,513	24,809	10.2	
INTRAFUND TRANSFERS	119,337	110,109	113,818	100,536	11.7-	
* NET BUDGET	143,595	127,177	136,331	125,345	8.1-	
OTHER REVENUES						
USER PAY REVENUES	41,860	42,140	37,000	37,000	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	41,860	42,140	37,000	37,000	.0	
* UNREIMBURSED COSTS	101,735	85,037	99,331	88,345	11.1-	
ALLOCATED POSITIONS	.00	.00	.00	.00	.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.

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.

Major Budget Changes

Intrafund Transfers

- (\$13,496) Decrease in Intrafund (A-87) Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office

An online reservation system is available to the public to check the availability of the building and to tentatively reserve dates 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.

Recommended Budget

This budget is recommended at \$125,345, which is a decrease of \$10,986 (8.1%) compared to FY 2014-15. The General Fund provides 70.5% of the financing for this budget unit and is decreased by \$10,986 (11.1%) for 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.

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE	UNIT: Ettl HALL (MUSEUM MEETING RM) FUND: GENERAL			0001 7-204	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SERVICES AND SUPPLIES	2,201	1,828	9,114	7,850	13.9-
OTHER CHARGES	2,993	330	192	2,979	1,451.6
* GROSS BUDGET	5,194	2,158	9,306	10,829	16.4
INTRAFUND TRANSFERS	24,473	11,385	21,033	16,477	21.7-
* NET BUDGET	29,667	13,543	30,339	27,306	10.0-
OTHER REVENUES					
USER PAY REVENUES	6,620	9,000	6,600	7,200	9.1
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	6,620	9,000	6,600	7,200	9.1
* UNREIMBURSED COSTS	23,047	4,543	23,739	20,106	15.3-
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

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

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

Activities related to the Community Memorial Museum, such as school tours, programs, and fundraising events, are conducted in this Hall at no cost. This facility is also available for individuals,

groups, and other organizations to rent. The proceeds of rentals are applied back to the costs of operating the Hall and the Museum and to pay back the loan provided by the General Fund to complete the project.

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

Major Budget Changes

Services & Supplies

- (\$3,164) Decrease in Special Department Expense related to property levies now paid through the Building Maintenance budget unit (1-700)
- (\$1,300) Increase in Utilities related to current projections

Other Charges

- \$2,668 Increase in Contribution to Other Agencies for payment of profit of rental proceeds to the Museum Commission

Intrafund Transfers

- (\$4,639) Decrease 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 and to tentatively reserve the facility. 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 \$27,306, which is a decrease of \$3,033 (10.0%) compared to FY 2014-15. The General Fund provides 73.6% of the financing for this budget unit and is decreased by \$3,633 (15.3%) for FY 2015-16.

The Recommended Budget includes estimated rental revenues of \$6,600, which reflects actual rental revenue over the past three years. The Community Memorial Museum Commission is estimated to receive \$2,668, 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

E X E C U T I V E S U M M A R Y					
DEPT HEAD: MEGAN M. GREVE	UNIT: WATER/WASTEWATER FACILITIES		FUND: GENERAL	0001 1-702	
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	299	72,775	102,424	104,763	2.3
SERVICES AND SUPPLIES	0	30,555	3,055	98,875	3,136.5
OTHER CHARGES	0	3,647	5,920	6,846	15.6
* GROSS BUDGET	299	106,977	111,399	210,484	88.9
INTRAFUND TRANSFERS	0	2,426	364	4,842	1,230.2
* NET BUDGET	299	109,403	111,763	215,326	92.7
OTHER REVENUES					
USER PAY REVENUES	0	4,273	111,763	215,326	92.7
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	0	4,273	111,763	215,326	92.7
* UNREIMBURSED COSTS	299	105,130	0	0	.0
ALLOCATED POSITIONS	.00	1.00	1.00	1.00	.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 Development Services.

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

Services & Supplies

- \$53,600 Increase in Maintenance Structure Improvement due to estimated maintenance needs of serviced facilities
- \$15,000 Increase in General Supplies related to operation of serviced facilities
- \$24,000 Increase in Professional and Specialized Services related to outside services of facilities

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

Megan M. Greve, Director

Revenues

- \$22,000 Increase in Interfund Water Agencies related to revenue from Rio Ramaza Community Service District
- \$81,563 Increase in Contribution from Other Agency Sutter County primarily due to revenue from Sutter County Waterworks District #1

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 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 staff and the Development Services 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 \$215,326. This is an increase of \$103,563 (92.7%). 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 \$53,600 in Maintenance of Structures as follows:

- Step Tank Cleaning \$20,000
- Green Sand Replacement \$20,000
- Water Tank Cleaning \$2,600
- Water Tank Repairs \$4,000
- Back Wash Tank Cleaning \$4,500
- Back Wash Repairs \$2,500

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

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE		UNIT: RIO RAMAZA COMMUNITY SRVC DIST FUND: RIO RAMAZA COMMUNITY SRVC DIST 0395 0-395			
	ACTUAL EXPENDITURE 2013-14	ACTUAL EXPENDITURE 4-30-15	ADOPTED BUDGET 2014-15	CAO RECOMMEND 2015-16	% CHANGE OVER 2014-15
EXPENDITURES					
SERVICES AND SUPPLIES	10,520	7,109	10,900	11,400	4.6
OTHER CHARGES	11,615	448	23,295	24,226	4.0
* GROSS BUDGET	22,135	7,557	34,195	35,626	4.2
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	22,135	7,557	34,195	35,626	4.2
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	22,135	7,557	34,195	35,626	4.2
OTHER REVENUES					
USER PAY REVENUES	5,196	4,312	5,940	5,940	.0
GOVERNMENTAL REVENUES	31	14	29	29	.0
GENERAL REVENUES	3,971	2,686	4,003	4,001	.0
CANCELLATION OF OBLIGATED F/B	0	0	24,223	25,656	5.9
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	9,198	7,012	34,195	35,626	4.2
* UNREIMBURSED COSTS	12,937	545	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.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

There are no major budget changes for FY 2015-16.

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 \$35,626, which is an increase of \$1,431 (4.2%) compared to FY 2014-15. 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 \$205,524 as of July 1, 2014. It is estimated the Restricted Fund Balance will equal \$180,952 at July 1, 2015.

The FY 2015-16 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$25,656, leaving an estimated ending balance of \$155,296.

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