



General Services

Section D

General Services is managing a contract with Chevron Energy Solutions 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 photos are from a similar project in Yuba County.

**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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 184,992 | 503,365 | 627,931 | 723,568 | 15.2 | |
| SERVICES AND SUPPLIES | 420,783 | 347,563 | 481,935 | 492,136 | 2.1 | |
| OTHER CHARGES | 13,373 | 12,833 | 16,976 | 30,526 | 79.8 | |
| * GROSS BUDGET | 619,148 | 863,761 | 1,126,842 | 1,246,230 | 10.6 | |
| INTRAFUND TRANSFERS | 60,325- | 97,829- | 351,713- | 420,640- | 19.6 | |
| * NET BUDGET | 558,823 | 765,932 | 775,129 | 825,590 | 6.5 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 282,658 | 207,700 | 574,665 | 659,966 | 14.8 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| OTHER FINANCING SOURCES | 1,338 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 283,996 | 207,700 | 574,665 | 659,966 | 14.8 | |
| * UNREIMBURSED COSTS | 274,827 | 558,232 | 200,464 | 165,624 | 17.4- | |
| ALLOCATED POSITIONS | 3.00 | 7.50 | 6.00 | 7.50 | 25.0 | |

Purpose

This budget unit (1-205) 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.

Intrafund Transfers

- (\$15,756) Increase in Intrafund Copier Rental revenue shown as a negative expense
- (\$70,878) Increase in Intrafund Administration Services revenue shown as a negative expense and based on increased salaries for 1.5 FTE positions effective in FY 2013-14

Major Budget Changes

Salaries & Benefits

- \$95,637 Increase in salaries and benefits reflecting the addition of a 0.5 FTE position and the transfer of 1.0 FTE position, approved during FY 2013-14

Revenues

- \$29,129 Increase in Interfund Copier Rental
- \$80,010 Increase in Interfund Administration Miscellaneous Departments based on reimbursement of

increased salaries for 1.5 FTE positions effective in FY 2013-14

Program Discussion

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
- County Airport
- Veterans Memorial Building
- Ettl Hall
- Live Oak Park Campground and County boat launch facilities

During FY 2013-14, it was determined the Plant Acquisition (1-801) budget unit, previously managed by the Development Services Department, was better suited to be managed by the General Services Department.

On April 22, 2014, the Board of Supervisors approved a management contract with the Sutter Buttes Regional Aviation Association to manage the Airport and approved moving the remainder of that budget unit (3-200) to the Development Services Department. Both changes are reflected in this recommended budget.

General Services Department - 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 I – approved to replace the eliminated Account Clerk I during FY 2013-14
- Account Tech II – approved to be moved from Development Services to General Services during FY 2013-14
- Office Assistant III
- Office Assistant II – .50 position approved during FY 2013-14

These positions will 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, now the Director of General Services. 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 Engineering Division the Development Services Department
- Pharmaceuticals and medical supplies are procured by the Health and Human 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. 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.

Recommended Budget

This budget is recommended at \$825,590, which is an increase of \$50,641 (6.5%) compared to FY 2013-14. The General Fund provides 20.1% of the financing for this budget unit and is decreased \$34,840 (17.4%) when compared to FY 2013-14. A portion of the costs for this budget is recouped from outside and subvented funds through the annual A-87 cost plan.

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. Before FY 2013-14, these services were provided by the Public Works Department and allocated and billed in the same manner.

Approved during FY 2013-14, the recommended budget includes the addition of a 0.5 FTE position and the transfer of a 1.0 FTE position from the Development

Services Department, for a total of 7.5 FTE positions. Intrafund Administration Services revenue is shown as a negative expense, and is recommended at (\$268,637), which is an increase of \$70,878 compared to FY 2013-14. This reflects revenues from the remaining General Fund budget units in the Department for administrative support. Similarly, the addition of Interfund Administration-Miscellaneous Department revenue in the amount of \$342,156 reflects the administrative services provided by this budget unit to the Information Technology ISF and the Fleet ISF.

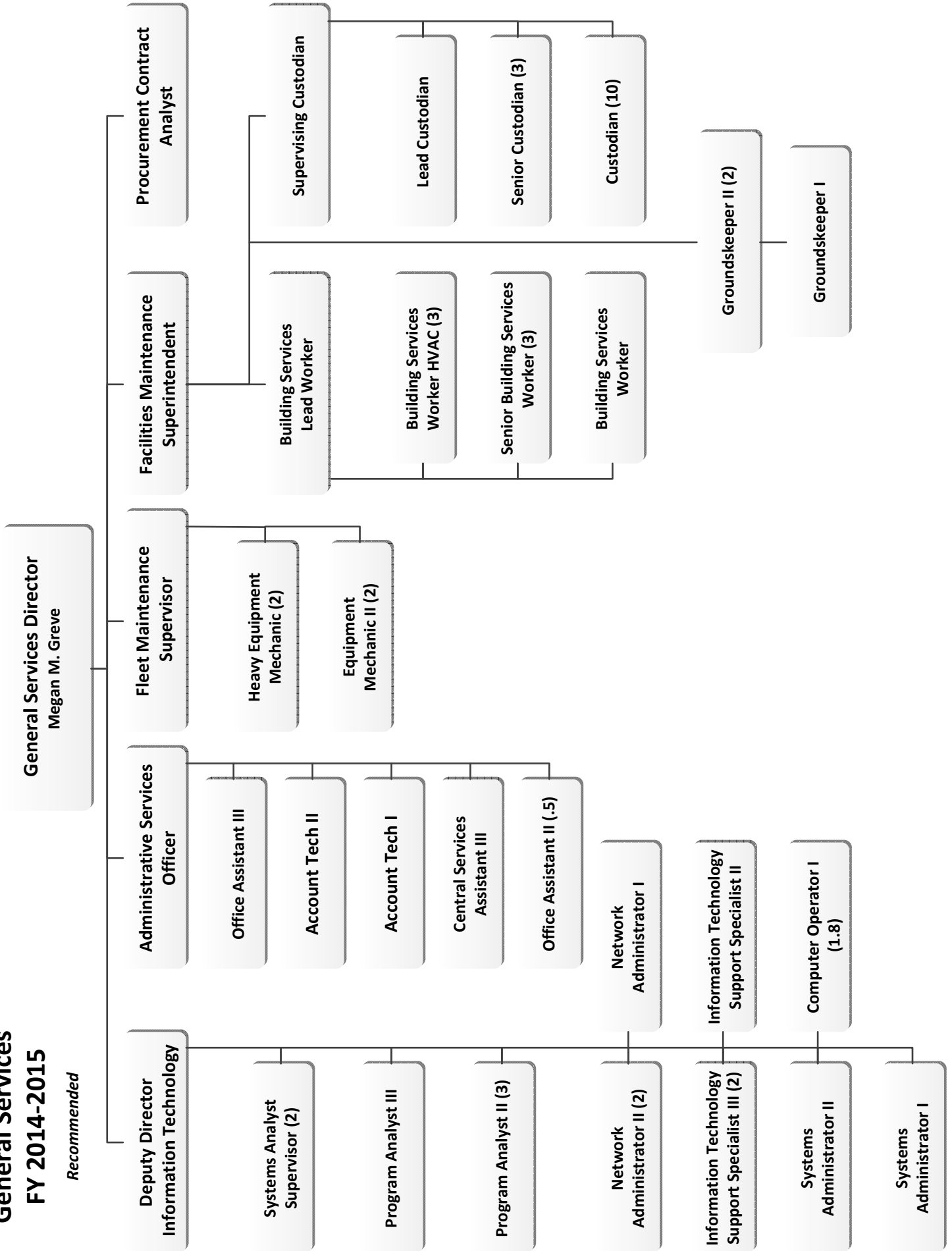
The Sutter County Regional Airport budget unit was included in the General Services Department until the Sutter Buttes Regional Aviation Association (SBRAA) was contracted to provide management services. The contract was approved and will begin on July 1, 2014. The remaining costs for that budget unit are associated with Development Services; therefore the Airport budget unit is to be transferred to that department for 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 2014-2015

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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 22,021 | 18,948 | 22,375 | 31,825 | 42.2 | |
| OTHER CHARGES | 37,401 | 716 | 31,535 | 31,536 | .0 | |
| * GROSS BUDGET | 59,422 | 19,664 | 53,910 | 63,361 | 17.5 | |
| INTRAFUND TRANSFERS | 218,109 | 198,410 | 216,064 | 223,047 | 3.2 | |
| * NET BUDGET | 277,531 | 218,074 | 269,974 | 286,408 | 6.1 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 42,331 | 29,655 | 27,000 | 27,000 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 42,331 | 29,655 | 27,000 | 27,000 | .0 | |
| * UNREIMBURSED COSTS | 235,200 | 188,419 | 242,974 | 259,408 | 6.8 | |
| 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

- \$2,850 Increase in Professional and Specialized Services for Campground Host stipend
- \$6,000 Increase related to moving costs for tree trimming from the Building Maintenance (1-700) budget unit to more accurately reflect costs for park maintenance

Intrafund Transfers

- \$6,044 Increase in Intrafund Administration Services related to increase in General Services (1-205) budget unit staffing

Program Discussion

The County parks 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 repairing facilities (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 monitors and collects 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 \$286,408, which is an increase of \$16,434 (6.1%) compared to FY 2013-14. The General Fund provides 90.6% of the financing for this budget unit and is increased \$16,434 (6.8%) for 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 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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 2,066,813 | 1,677,083 | 2,201,896 | 2,253,200 | 2.3 | |
| SERVICES AND SUPPLIES | 877,598 | 582,169 | 856,087 | 1,071,858 | 25.2 | |
| OTHER CHARGES | 145,217 | 32,564 | 122,036 | 116,658 | 4.4- | |
| CAPITAL ASSETS | 0 | 0 | 0 | 96,325 | *** | |
| * GROSS BUDGET | 3,089,628 | 2,291,816 | 3,180,019 | 3,538,041 | 11.3 | |
| INTRAFUND TRANSFERS | 188,092- | 326,151- | 166,912- | 102,000- | 38.9- | |
| * NET BUDGET | 2,901,536 | 1,965,665 | 3,013,107 | 3,436,041 | 14.0 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 490,120 | 556,977 | 452,865 | 512,223 | 13.1 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| OTHER FINANCING SOURCES | 0 | 140 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 490,120 | 557,117 | 452,865 | 512,223 | 13.1 | |
| * UNREIMBURSED COSTS | 2,411,416 | 1,408,548 | 2,560,242 | 2,923,818 | 14.2 | |
| ALLOCATED POSITIONS | 31.00 | 31.00 | 31.00 | 31.00 | .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 projects with a cost of \$15,000 or above are typically budgeted in the Plant Acquisition (1-801) budget unit.

The Building Maintenance budget unit is managed by the General Services Department.

Major Budget Changes

Salaries & Benefits

- \$48,074 General increase due to negotiated salaries and benefits
- \$20,087 Increase related to budgeting 20% (0.2 FTE) of the Water/Wastewater Operator position in the Building Maintenance (1-700) budget unit for building maintenance assistance as assigned
- (\$16,857) Decrease in Salaries and Benefits related to budgeting 10% (0.2 FTE total) of two

Building Services Worker positions in the Water/Wastewater Facilities (1-702) budget unit to train as backup for the Water/Wastewater Operator position

Services & Supplies

- \$28,565 Increase in Maintenance Structures and Improvements for planned maintenance projects in FY 2014-15
- (\$11,300) Decrease in Professional and Specialized Services due to moving tree trimming costs to the Parks and Recreation (7-101) budget unit and eliminating costs for the Airport (3-200) budget unit
- \$452,047 Increase in Rents and Leases Equipment due to the implementation of the Chevron Energy Savings and Infrastructure Upgrade project, to be allocated to benefiting departments through the annual A-87 Cost Plan
- (\$250,000) Decrease in Utilities due to the implementation of the Chevron Energy Savings and Infrastructure Upgrade project

Capital Assets

- \$66,750 Two replacement ¾-ton utility bed pickups
- \$29,575 One replacement ¾-ton pickup

Intrafund Transfers

- (\$14,855) Decrease in Intrafund A-87 Building Maintenance revenues as provided by the Auditor-Controller's Office
- \$51,170 Increase in Intrafund Administration Services related to increase in General Services (1-205) budget unit staffing

Revenues

- \$60,558 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).

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

The 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 \$3,436,041, which is an increase of \$422,934 (14.0%) as compared to FY 2013-14. The General Fund provides 85.1% of the financing for this budget unit and is increased by \$363,576 (14.2%) compared to FY 2013-14. 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 increase is primarily due to the implementation of the Chevron Energy Savings and Infrastructure Upgrade project. Chevron project costs for the Solar Array at the Sutter County Airport 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.

Capital Assets are recommended as follows:

\$66,750 for two replacement ¾-ton utility bed pickups (\$33,375 each)

\$29,575 for one replacement ¾-ton 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 \$71,500 to cover only those planned maintenance projects not budgeted in Plant Acquisition (#1801).

Grounds Maintenance

In FY 2011-12, the permanent grounds maintenance staff was reduced from four to three positions. This is recommended to continue for FY 2014-15 with no assistance from Extra Help employees.

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

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: MEGAN M. GREVE | UNIT: WATER/WASTEWATER FACILITIES | | FUND: GENERAL | | 0001 1-702 | |
| | ACTUAL EXPENDITURE 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 0 | 0 | 0 | 102,424 | *** | |
| SERVICES AND SUPPLIES | 0 | 0 | 0 | 3,055 | *** | |
| OTHER CHARGES | 0 | 0 | 0 | 5,920 | *** | |
| * GROSS BUDGET | 0 | 0 | 0 | 111,399 | *** | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 364 | *** | |
| * NET BUDGET | 0 | 0 | 0 | 111,763 | *** | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 111,763 | *** | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 0 | 0 | 0 | 111,763 | *** | |
| * UNREIMBURSED COSTS | 0 | 0 | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | 1.00 | *** | |

Purpose

The Water/Wastewater Facilities budget unit is new for FY 2014-15 and incorporates the transfer of the Water/Wastewater Operator position and related appropriations from the Water Resources (1-922) budget unit 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. The Water/Wastewater Facilities budget unit is managed by the General Services Department.

Major Budget Changes

Salaries & Benefits

- (\$20,087) Decrease related to budgeting 20% (0.2 FTE) of the Water/Wastewater Operator position in the Building Maintenance budget unit
- \$16,857 Increase in Salaries and Benefits related to budgeting 10% (0.2 FTE total) of two Building Services Worker

positions from the Building Maintenance budget unit to train as backup for the Water/Wastewater Operator position

become certified operators. Therefore, 10 percent of the related salaries and benefits, 0.2 FTE total, has been moved from the Building Maintenance budget unit to reflect time spent in training. Training funds have also been included.

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 has been assigned to the General Services Department starting in FY 2014-15. The funding for this newly created budget unit was moved along with the Water/Wastewater Operator position allocation from the Water Resources (1-922) budget unit in the Development Services Department.

The Water/Wastewater Operator position is dedicated approximately 80 percent to the maintenance and operations of the water and wastewater facilities and 20 percent to other projects. The Water/Wastewater Facilities budget unit includes 80 percent of the position's salaries and benefits, while the remaining 20 percent of the position's salaries and benefits have been budgeted in the Building Maintenance budget unit.

Sutter County has traditionally had only one Water/Wastewater Operator position. Back-up services are currently provided by employees of the Road (3-100) budget unit or local contractors as needed. Any employees providing back-up services must be certified to operate the current systems. Two Building Services Workers have volunteered to participate in training to

Because these position changes are new for FY 2014-15 and are an estimate, the position allocations for the related positions are not recommended to be adjusted between budget units. Instead, actual expenditures will be billed between budget units.

Recommended Budget

This budget is recommended at \$111,763. 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.

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

| E X E C U T I V E S U M M A R Y | | | | | |
|--|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: MEGAN M. GREVE, INTER UNIT: FISH & GAME PROPAGATION | | | FUND: FISH AND GAME | | 0006 2-703 |
| | ACTUAL EXPENDITURE 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 9,487 | 9,555 | 20,581 | 21,172 | 2.9 |
| OTHER CHARGES | 923 | 721 | 849 | 436 | 48.6- |
| * GROSS BUDGET | 10,410 | 10,276 | 21,430 | 21,608 | .8 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 10,410 | 10,276 | 21,430 | 21,608 | .8 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 10,410 | 10,276 | 21,430 | 21,608 | .8 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 6,611 | 2,675 | 8,850 | 6,850 | 22.6- |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 12,580 | 14,758 | 17.3 |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 6,611 | 2,675 | 21,430 | 21,608 | .8 |
| * UNREIMBURSED COSTS | 3,799 | 7,601 | 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

There are no major budget changes for FY 2014-15.

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; and
- 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 \$21,608, which is an increase of \$178 (0.8%) compared to FY 2013-14. All funding is provided through fines and interest.

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

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

The 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; and
- Shady Creek Outdoor School scholarships.

Use of Fund Balance

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$60,116 as of July 1, 2013. It is estimated the Restricted Fund Balance will equal \$47,536 at July 1, 2014.

The FY 2014-15 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$14,758, leaving an estimated ending balance of \$32,778.

**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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 493,933 | 356,958 | 438,437 | 442,037 | .8 | |
| SERVICES AND SUPPLIES | 825,672 | 597,139 | 898,319 | 859,275 | 4.3- | |
| OTHER CHARGES | 153,379 | 19,169 | 109,700 | 179,262 | 63.4 | |
| CAPITAL ASSETS | 17,744 | 6,786 | 35,000 | 2,540 | 92.7- | |
| * GROSS BUDGET | 1,490,728 | 980,052 | 1,481,456 | 1,483,114 | .1 | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 1,490,728 | 980,052 | 1,481,456 | 1,483,114 | .1 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 1,490,728 | 980,052 | 1,481,456 | 1,483,114 | .1 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 1,454,884 | 179,009 | 1,474,000 | 1,448,114 | 1.8- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 8,727 | 2,442 | 6,000 | 5,000 | 16.7- | |
| OTHER FINANCING SOURCES | 542 | 0 | 0 | 0 | .0 | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 0 | 30,000 | *** | |
| AVAILABLE FUND BALANCE 7/1 | 257,637 | 231,062 | 320,385 | 246,229 | 23.1- | |
| TOTAL AVAILABLE FINANCING | 1,721,790 | 412,513 | 1,800,385 | 1,729,343 | 3.9- | |
| * UNREIMBURSED COSTS | 231,062- | 567,539 | 318,929- | 246,229- | 22.8- | |
| ALLOCATED POSITIONS | 6.00 | 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 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

Other Charges

- \$33,306 Increase in Interfund Administration Miscellaneous Departments related to increased General Services Department (1-205) budget unit staffing

- \$6,821 Increase in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's Office

Capital Assets

- (\$32,460) Decrease in Capital Assets – no Capital Assets requested for FY 2014-15

Revenue

- \$74,807 Increase in Vehicle Maintenance charges to other departments
- (\$96,501) Decrease in Interfund Fleet Administration charges reflecting reduced operating costs

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 funded staff positions: two heavy equipment mechanics, two light vehicle mechanics and a supervisor. They operate out of a maintenance facility located at the County Corporation Yard in Yuba City. Staff provides vehicle maintenance services and related vehicle administration services for County vehicles. Fiscal functions funded by this unit are provided by the General Services Department budget unit and are reflected in the Interfund

Administration Miscellaneous Department account.

Administrative services provided include:

- Fleet inventory;
- Licensing, utilization;
- Tracking of associated costs;
- Replacement recommendations;
- Access to the fuel cardlock system; and
- Vehicle disposal.

Maintenance services include performance of preventative maintenance, inspections, unscheduled maintenance, accident repairs, special contract repairs and warranty repairs.

Fleet Management staff also oversees 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; and
- 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 decision making 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; and
- Administrative costs for managing the fleet charged to the Departments and allocated semiannually.

Recommended Budget

This budget is recommended at \$1,483,114, which is an increase of \$1,658 (0.1%) compared to FY 2013-14. The Fleet Management budget unit operates as an ISF and must balance revenue to expenditure within the fund.

Compared to FY 2013-14, the recommended budget reflects a \$25,886 (1.8%) net decrease in the three Interfund revenue accounts used to charge County customers for services provided: Interfund Fuel & Oil, Interfund Vehicle Maintenance, and Interfund Fleet Administration.

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 2014-15 includes \$490,916 for the purchase of fuel for the majority of County departments. This represents a 3.7% decrease compared to FY 2013-14. Additional funding may be required if major prolonged upward fluctuations in fuel prices are experienced.

Use of Fund Balance

The Fleet Management fund contains a Net Assets balance in the amount of \$231,062 as of July 1, 2013. This amount represents the division's 60-day working capital needs. It is estimated the Net Assets balance will not change by July 1, 2014.

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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 |
| EXPENDITURES | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 2,060,237 | 1,460,179 | 2,008,794 | 1,998,091 | .5- |
| SERVICES AND SUPPLIES | 918,198 | 665,637 | 1,091,331 | 991,400 | 9.2- |
| OTHER CHARGES | 576,791 | 293,776 | 734,878 | 810,372 | 10.3 |
| CAPITAL ASSETS | 62,900 | 222,329 | 106,091 | 151,243 | 42.6 |
| * GROSS BUDGET | 3,618,126 | 2,641,921 | 3,941,094 | 3,951,106 | .3 |
| INTRAFUND TRANSFERS | 1- | 0 | 0 | 0 | .0 |
| * NET BUDGET | 3,618,125 | 2,641,921 | 3,941,094 | 3,951,106 | .3 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 3,618,125 | 2,641,921 | 3,941,094 | 3,951,106 | .3 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 3,531,859 | 1,520,985 | 3,859,937 | 3,669,178 | 4.9- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 28,236 | 6,957 | 0 | 0 | .0 |
| OTHER FINANCING SOURCES | 673 | 0 | 0 | 0 | .0 |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 0 | 118,467 | *** |
| AVAILABLE FUND BALANCE 7/1 | 464,895 | 588,345 | 644,466 | 474,918 | 26.3- |
| TOTAL AVAILABLE FINANCING | 4,025,663 | 2,116,287 | 4,504,403 | 4,262,563 | 5.4- |
| * UNREIMBURSED COSTS | 407,538- | 525,634 | 563,309- | 311,457- | 44.7- |
| ALLOCATED POSITIONS | 19.00 | 16.80 | 17.00 | 16.80 | 1.2- |

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 ongoing 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

Services & Supplies

- (\$11,930) Decrease in Communications due to a reduction in the number of T1 lines maintained, and a reduction in the cost of the Managed Internet Service
- (\$75,640) Decrease in Rents & Leases Equipment; identified equipment was purchased in FY 2013-14

Other Charges

- \$65,100 Increase in Interfund Administration Miscellaneous Departments charges reflecting administration and management provided by the General Services Department (1-205) to Information Technology
- \$22,596 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

Revenues

- (\$222,783) Decrease in Interfund Information Technology charges to County Departments due to overall IT budget reductions

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 Blackberry PDAs 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 has been successfully implemented while the Personnel and Payroll modules will be implemented for the first payroll of 2015. The remaining modules; Purchasing, Accounts Payable, Accounts Receivable, Employee Online, Budget, and Fixed Assets will be implemented during 2015. By January of 2016, the upgrade to One Solution will be completed. Additional allocation requests related to the management of the final module implementations and the update to the most current version of the Financial system will be brought to the Board for approval as needed.

Recommended Budget

This budget is recommended at \$3,951,106.

The Information Technology budget unit operates as an ISF and must balance revenues to expenditures within the fund. The recommended budget results in a \$222,783 (6.7%) decrease in Interfund Information Technology charges to County departments compared to FY 2013-14. The Interfund Information Technology account represents the total of all charges made to County departments for Information Technology services. Therefore, the reduction of \$222,783 equals the amount that has been reduced in County department budgets for FY 2014-15.

The A-87 Cost Plan is provided by the Auditor-Controller's Office each year. For FY 2014-15, the Information Technology Division's Interfund Overhead (A-87) charges are recommended at \$93,151 which is an increase of \$22,596 (32.0%) compared to FY 2013-14.

Capital Assets are recommended at \$50,000 for the purchase of a replacement virtual server.

Use of Fund Balance

The Information Technology fund contains a Committed Fund Balance designated for future appropriations in the amount of \$236,933 as of July 1, 2013. Half of that balance was budgeted to be used in FY 2013-14. It is recommended that \$118,467, the remaining balance, be cancelled in 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 \$588,345 as of July 1, 2013. This amount represents the Division's 60-day working capital needs. It is estimated that the Net Assets balance will be relatively unchanged at July 1, 2014.

General Services Department Plant Acquisition (1-801)

Megan M. Greve, Director

| EXECUTIVE SUMMARY | | | | | | |
|------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: MEGAN GREVE | UNIT: PLANT ACQUISITION | | FUND: GENERAL | | 0001 1-801 | |
| | ACTUAL EXPENDITURE 2012-13 | ACTUAL EXPENDITURE 3-31-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 235,624 | 159,665 | 1,070,775 | 341,000 | 68.2- | |
| OTHER CHARGES | 18,757 | 0 | 0 | 0 | .0 | |
| CAPITAL ASSETS | 1,208,268 | 292,707 | 307,400 | 306,500 | .3- | |
| * GROSS BUDGET | 1,462,649 | 452,372 | 1,378,175 | 647,500 | 53.0- | |
| INTRAFUND TRANSFERS | 325,573- | 0 | 218,400- | 0 | 100.0- | |
| * NET BUDGET | 1,137,076 | 452,372 | 1,159,775 | 647,500 | 44.2- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 678,382 | 0 | 637,222 | 264,000 | 58.6- | |
| GOVERNMENTAL REVENUES | 264,751 | 9,497 | 89,000 | 0 | 100.0- | |
| TOTAL OTHER REVENUES | 943,133 | 9,497 | 726,222 | 264,000 | 63.6- | |
| * UNREIMBURSED COSTS | 193,943 | 442,875 | 433,553 | 383,500 | 11.5- | |
| 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

General Services Department Plant Acquisition (1-801)

Megan M. Greve, Director

reimbursed directly from outside revenue sources, or which are performed directly by 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 forces, and which should be reflected in the County's A-87 Cost Plan are generally included in the Building Maintenance budget (1-700) and are discussed separately in that budget unit.

Recommended Budget

This budget is recommended at \$647,500. The recommendation includes one project that was authorized in prior years and is continuing in FY 2014-15, as well as eight new projects for FY 2014-15.

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.

It should also be noted that a significant amount of work will continue through FY 2014-15 for the Chevron Energy Savings and Infrastructure Upgrade Project. This countywide project was approved by the Board of Supervisors in March of 2014. The annual equipment lease payment for this project has been included in the appropriate budget units for those departments benefitting from the project.

This budget unit was previously managed by the Development Services Department (formerly Public Works Department), and with this Recommended Budget is being reassigned to the General Services Department. Both Departments concur with this recommendation.

Continuing Projects

The Development Services Director and County Administrative Officer are recommending that one previously authorized project be re-budgeted in FY 2014-15. This continuing project totals \$56,000, and is a General Fund cost.

| Funding Source | Project No. | CONTINUING PROJECTS - DESCRIPTION | Amount |
|-------------------------------------|-------------|---|----------|
| General Fund Obligated Fund Balance | 1202 | Remove Sediment Build-up at Yuba City Boat Launch | \$56,000 |

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

Megan M. Greve, Director

Recommended New Projects

The following chart summarizes the eight new projects recommended for approval, and indicates the funding source for each project. The total of the newly requested projects for FY 2014-15 is \$591,500.

| Funding Source | Project No. | NEW PROJECTS - DESCRIPTION | Estimate |
|---|-------------|--|-----------|
| Reimbursement from CSAC-EIA Risk Management Subsidy | | ADA Improvements pursuant to the 2011 ADA Transition Plan: Main Library; Sheriff's Office; Clerk-Recorder Office | \$43,000 |
| Fleet Management ISF | | Paint Exterior of Fleet Maintenance Building | \$30,000 |
| General Fund Obligated Fund Balance | | Replace Roof at Sutter Branch Library | \$12,000 |
| Criminal Justice Construction Fund (Fund 0-262) | | Backup Generator at Minimum Security Jail | \$176,000 |
| Transient Occupancy Tax Obligated Fund Balance | | Ettl Hall Card Access System | \$15,500 |
| General Fund Obligated Fund Balance | | Exterior Painting of Offices at 1130 and 1160 Civic Center Blvd. | \$50,000 |
| General Fund Obligated Fund Balance | | Removal of Berm and Wall at Parking Lot of 1130 and 1160 Civic Center Blvd. | \$115,000 |
| General Fund Obligated Fund Balance / Road Fund | | Facilities Master Plan Update – Phase I | \$150,000 |

Use of Fund Balance

It is recommended that the \$15,500 cost for installation of a Security Card Access System at Ettl Hall be funded with a cancellation of funds from the General Fund Committed Fund Balance Transient Occupancy Tax (account #31245). This one-time revenue is included in the Cancellation of Obligated Fund Balance account in the General Revenues budget (1-209).

It is recommended that the remaining \$368,000 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 Services Department Rio Ramaza Wastewater Fund (0-395)

Megan M. Greve, Director

| EXECUTIVE SUMMARY | | | | | |
|-------------------------------|----------------------------------|--|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DANELLE STYLOS | | UNIT: RIO RAMAZA COMMUNITY SRVC DIST FUND: RIO RAMAZA COMMUNITY SRVC DIST 0395 0-395 | | | |
| | ACTUAL EXPENDITURE 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 6,053 | 10,475 | 8,000 | 10,900 | 36.3 |
| OTHER CHARGES | 8,878 | 68- | 11,928 | 23,295 | 95.3 |
| * GROSS BUDGET | 14,931 | 10,407 | 19,928 | 34,195 | 71.6 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 14,931 | 10,407 | 19,928 | 34,195 | 71.6 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 14,931 | 10,407 | 19,928 | 34,195 | 71.6 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 4,928 | 4,840 | 5,940 | 5,940 | .0 |
| GOVERNMENTAL REVENUES | 67 | 14 | 29 | 29 | .0 |
| GENERAL REVENUES | 6,109 | 2,645 | 6,985 | 4,003 | 42.7- |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 6,974 | 24,223 | 247.3 |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 11,104 | 7,499 | 19,928 | 34,195 | 71.6 |
| * UNREIMBURSED COSTS | 3,827 | 2,908 | 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 will be administered by the General Services Department, with services provided by the Water/Wastewater Facilities (1-702) budget unit.

Major Budget Changes

Other Charges

- \$10,000 Increase in Interfund Water Resources

General Services Department Rio Ramaza Wastewater Fund (0-395)

Megan M. Greve, Director

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 \$34,195, which is an increase of \$14,267 (71.6%) compared to FY 2013-14. 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 \$218,462 as of July 1, 2013. It is estimated the Restricted Fund Balance will equal \$211,487 at July 1, 2014.

The FY 2014-15 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$24,223, leaving an estimated ending balance of \$187,264.

**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 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 27,671 | 19,096 | 37,650 | 21,850 | 42.0- | |
| OTHER CHARGES | 537 | 502 | 502 | 663 | 32.1 | |
| * GROSS BUDGET | 28,208 | 19,598 | 38,152 | 22,513 | 41.0- | |
| INTRAFUND TRANSFERS | 170,852 | 95,355 | 114,309 | 113,818 | .4- | |
| * NET BUDGET | 199,060 | 114,953 | 152,461 | 136,331 | 10.6- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 33,681 | 34,200 | 37,000 | 37,000 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 33,681 | 34,200 | 37,000 | 37,000 | .0 | |
| * UNREIMBURSED COSTS | 165,379 | 80,753 | 115,461 | 99,331 | 14.0- | |
| 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.

Major Budget Changes

Services & Supplies

- (\$16,000) Decrease in Utilities due to the implementation of the Chevron Energy Savings and Infrastructure Upgrade project

Intrafund Transfers

- (\$6,306) Decrease in Intrafund A-87 Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office
- \$6,044 Increase in Intrafund Administration Services related to increase in General Services (1-205) budget unit staffing

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 for use of the building. When not in use by qualified veterans' organizations, the building is available to the community for rent on a first come, first served basis. Those organizations or individuals renting

the building are granted use of the main auditorium and the kitchen. The rental fees collected are used to help offset the costs of maintenance and improvements.

An online reservation system is available to the public to check the availability of the building 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 \$136,331, which is a decrease of \$16,130 (10.6%) compared to FY 2013-14. The General Fund provides 72.9% of the financing for this budget unit and is decreased by \$16,130 (14.0%) for 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.

| EXECUTIVE SUMMARY | | | | | |
|--|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: MEGAN M. GREVE, INTER UNIT: Ettl HALL (MUSEUM MEETING RM) FUND: GENERAL | | | | | 0001 7-204 |
| | ACTUAL EXPENDITURE 2012-13 | ACTUAL EXPENDITURE 4-30-14 | ADOPTED BUDGET 2013-14 | CAO RECOMMEND 2014-15 | % CHANGE OVER 2013-14 |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 1,580 | 1,791 | 11,950 | 6,250 | 47.7- |
| OTHER CHARGES | 184 | 142 | 142 | 192 | 35.2 |
| * GROSS BUDGET | 1,764 | 1,933 | 12,092 | 6,442 | 46.7- |
| INTRAFUND TRANSFERS | 9,956 | 15,720 | 27,181 | 23,897 | 12.1- |
| * NET BUDGET | 11,720 | 17,653 | 39,273 | 30,339 | 22.7- |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 4,100 | 5,850 | 15,000 | 6,600 | 56.0- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 4,100 | 5,850 | 15,000 | 6,600 | 56.0- |
| * UNREIMBURSED COSTS | 7,620 | 11,803 | 24,273 | 23,739 | 2.2- |
| 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

- (\$3,000) Decrease in Utilities

Intrafund Transfers

- (\$7,241) Decrease in Intrafund A-87 Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office

- \$7,621 Increase in Intrafund Administration Services related to management of rental areas

Revenues

- (\$8,950) Decrease in Rent – Land and Buildings to more closely reflect actual rental revenue

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. 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 Community Memorial Museum (7-201) budget unit. 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 repairing facilities. 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 \$30,339, which is a decrease of \$8,934 (22.7%) compared to FY 2013-14. The General Fund provides 78.2% of the financing for this budget unit and is decreased by \$534 (2.2%) for FY 2014-15.

The Recommended Budget includes \$8,475 in Intrafund A-87 Cost Plan Building Maintenance charges, a decrease of \$7,241. The Cost Plan is developed each year by the Auditor-Controller's Office and reflects Building Maintenance charges based on actual costs from FY 2012-13, the second year of operations for the Hall.

The Recommended Budget also includes estimated rental revenues of \$6,600, a reduction of \$8,400 in FY 2013-14, to more closely reflect the actual rentals reserved during FY 2013-14. The Community Memorial Museum budget unit is estimated to receive \$2,864 through the Intrafund Museum Rental Revenue account, 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.