



# Development Services

## *Section B*

The construction, road and water resources functions of the Public Works Department and the Community Services Department were combined into the new Department of Developmental Services. In May of 2013, a project was completed to widen the shoulders of a section of Butte House Road between Yuba City and the community of Sutter.



# Development Services Department Administration (2-721)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: DEVELOPMENT SERVICES ADMIN		FUND: GENERAL		0001 2-721	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	899,595	542,489	636,087	944,218	48.4	
SERVICES AND SUPPLIES	8,257	5,677	7,423	34,008	358.1	
OTHER CHARGES	27,434	13,310	33,061	59,829	81.0	
CAPITAL ASSETS	0	0	0	0	.0	
* GROSS BUDGET	935,286	561,476	676,571	1,038,055	53.4	
INTRAFUND TRANSFERS	614,618-	347,150-	571,802-	409,728-	28.3-	
* NET BUDGET	320,668	214,326	104,769	628,327	499.7	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	70,059	80,784	95,100	249,400	162.3	
GOVERNMENTAL REVENUES	5,665	0	0	0	.0	
GENERAL REVENUES	26-	0	0	0	.0	
TOTAL OTHER REVENUES	75,698	80,784	95,100	249,400	162.3	
* UNREIMBURSED COSTS	244,970	133,542	9,669	378,927	3,819.0	
ALLOCATED POSITIONS	11.00	8.80	7.00	10.00	42.9	

## Purpose

On May 14, 2013, the Sutter County Board of Supervisors approved a reorganization of the Community Services, Public Works, General Services and Information Technology functions of the County, effective July 1, 2013 in coordination with the approval of the FY 2013-14 budget. This reorganization is designed to create efficiencies in the management structure and delivery of services to internal and external customers.

This recommendation not only provides for a consolidation of management functions, creating efficiencies in the overall structure, but also allows for better public services by providing a single department which will serve the public related to development and other outside services.

The new Development Services Department provides a one-stop development center for the public, and is responsible for the following functions:

- Road Maintenance
- Engineering Services
- Planning & Building
- Environmental Health & CUPA
- Code Enforcement
- Fire Services
- Emergency Services
- Water Resources
- Special Districts

The Development Services Administration budget unit (2-721) (formerly the Community Services Administration budget unit) reflects those positions and costs related to the management and administration of the department.

## **Major Budget Changes**

### **Salaries & Benefits**

- \$308,131 Increase in salaries and related benefits due to the transfer of Administrative staff from the former Public Works budget unit (1-920)

### **Services & Supplies**

- \$20,000 Increase in Professional/Specialized Services for a follow-up consultation to further develop divisional strategic plans

### **Other Charges**

- \$22,145 Increase in Interfund Information Technology charges to include charges from the former Public Works budget unit (1-920)

### **Intrafund Transfers**

- (\$70,000) Decrease in reimbursement for administrative support from CUPA as the implementation of a new software program was completed in FY 2012-13 – shown as a negative expense
- (\$126,715) Decrease in reimbursement from other Development Services General Fund divisions for administrative support – shown as a negative expense

- (\$34,177) Decrease in Intrafund A-87 charges as provided by the Auditor-Controller's Office

### **Revenues**

- \$129,915 Increase in Interfund Admin – Road to reflect the revenue for Administrative support from this budget unit to the Road budget unit
- (\$11,787) Decrease in Interfund Admin – Misc. Dept revenue from Fire Administration and Emergency Services for administrative support
- \$36,172 Increase in Contribution Other Agency to reflect revenue for administrative support to Water Works District #1 and the Gilsizer Drainage District

## **Program Discussion**

### **Reorganization Background**

The Community Services Department was created as a “super department” in 1994. The Department had seven divisions: Planning, Environmental Health, Building Inspection, Certified/Unified Programming Agency (CUPA), Animal Control, Emergency Services and Fire Administration Services.

Based on the approved reorganization, the functions of the Public Works Department which will join with the Community Services Department, to create the Development Services Department, include Road, Water Resources, and Engineering Services. Those functions of the former

# Development Services Department Administration (2-721)

*Danelle Stylos, Director*

Public Works Department that focus primarily on internal county services and internal customers will become part of the newly created General Services Department.

It should be noted it is currently planned that the Animal Control function will be transitioned to the City of Yuba City effective July 1, 2013. The remaining responsibilities of Sutter County with regard to Animal Services will be limited to personnel management functions, which will be handled solely by the Human Resources Department.

Most of the budget units cover all or a portion of their operational expenses by collecting fees for services without having the benefit of administrative staff. Administrative services will now be provided to the above budget units as well as the Local Agency Formation Commission (LAFCO) and the Planning Commission. The Administration budget unit no longer includes Permit Services, which has been moved to the newly combined Planning/Building Services budget unit (2-724).

The newly formed Development Services Administrative services budget unit (2-721) provides the overall coordination and integration of divisional goals and operations as well as oversight and guidance to the Department's seven divisions and their budget unit managers. It communicates closely with the Board of Supervisors, the County Administrative Office, and other County Departments to achieve countywide goals and objectives relative to the needs of the community.

Major functions include:

- Complete budget development and financial management of budget units, including:
  - Planning/Building Services including Measure M/Riego Road
  - Environmental Health & CUPA
  - Emergency Services
  - Fire Services Administration & County Service Areas
  - Road – added during the reorganization
  - Water Resources – added during the reorganization
  - Engineering Services – added during the reorganization
- Grants administration
- Yuba-Sutter Habitat Conservation Plan/Natural Community Conservation Plan (NCCP/HCP)
- Personnel, payroll, accounts receivable, accounts payable, and records management

Administrative support staff process invoices, direct incoming telephone inquiries from the public and maintain time-and-materials financial accounts for project applications. The accountants prepare all required journal entries, handle vendor inquiries and correct, as required, any discrepancies between the Auditor-Controller's office and the Department. In addition, the accountants maintain a cost accounting management computer system for the Road Fund. The Division supports and responds to a number of audits each year.

In addition, the administrative staff provides monthly support to the Planning Commission and the Local Area Formation Commission (LAFCO). Administrative management staff coordinates the

# Development Services Department Administration (2-721)

*Danelle Stylos, Director*

administrative and financial activities of a Habitat Conservation Plan/Natural Communities Conservation Plan (HCP/NCCP). This is an ongoing joint project with Yuba County and the cities of Yuba City, Live Oak and Wheatland.

## Recommended Budget

This budget is recommended at \$628,327, after offsetting Intrafund Administration Service reimbursements are considered. The budget is \$1,038,055 prior to application of intra-departmental reimbursements of \$553,285 from Development Services General Fund Divisions. The General Fund provides 36.5% of the financing for this budget unit after Interfund revenues of \$249,300 are considered and is increased by \$368,883 compared to FY 2012-13.

The recommended budget includes the transfer of administrative positions from the former Public Works budget unit (1-920), and the elimination of a filled Administrative Services Officer position and a vacant Hazardous Materials Specialist I/II position from the former Community Services Administration budget unit (2-721).

The ten positions currently reflected in this budget unit are:

- Development Services Director – new position (Community Services Director was eliminated)
- Deputy Director Development Services – Admin and Finance – transferred from Public Works budget unit (1-920)
- Accountant II – transferred from Public Works budget unit (1-920)
- Accountant I – transferred from Public Works budget unit (1-920)

- Accounting Technician II – transferred from Public Works budget unit (1-920)
- Accounting Technician I – transferred from Public Works budget unit (1-920)
- Executive Secretary II
- Office Assistant III – 2 FTEs
- Office Assistant II

The recommended budget reflects an increase in salaries and benefits commensurate with the consolidation of positions from the former Community Services and Public Works departments.

A share of the recommended increase is spread to other budget units within the Development Services Department as seen in the Intrafund Administration Services, the Interfund Admin – Road, the Interfund Admin – Misc. Departments, and the Contribution to Other Agency line items.

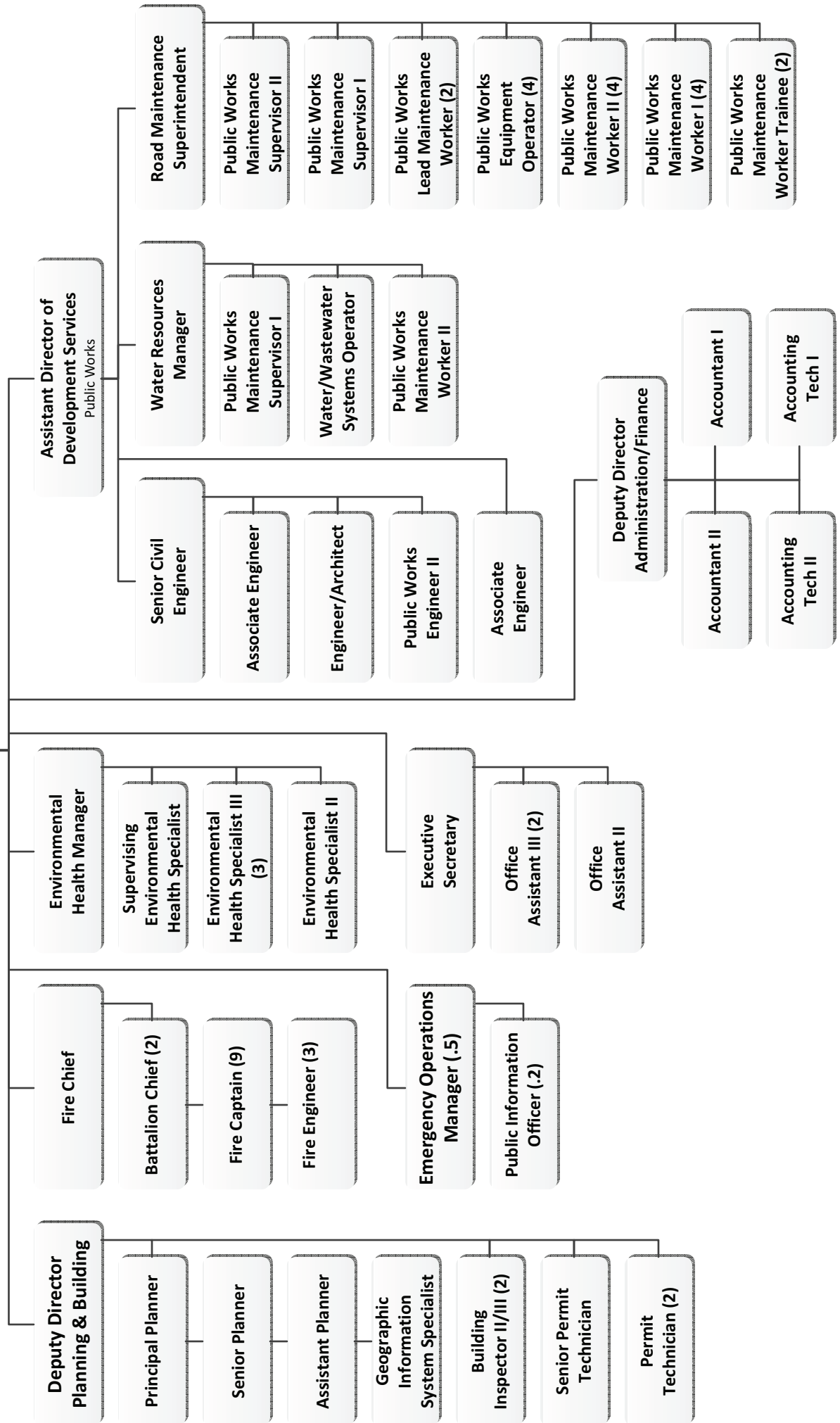
## Use of Fund Balance

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

# Development Services FY 2013-2014

*Recommended*

**Director of  
Development Services**  
Danelle Stylos



**Development Services Department  
Emergency Management (2-401)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: EMERGENCY SERVICES		FUND: PUBLIC SAFETY		0015 2-401	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
EXPENDITURES						
SALARIES AND EMPLOYEE BENEFITS	143,223	127,624	151,933	86,195	43.3-	
SERVICES AND SUPPLIES	23,038	92,839	94,329	73,374	22.2-	
OTHER CHARGES	338,414	155,440	167,538	160,151	4.4-	
* GROSS BUDGET	504,675	375,903	413,800	319,720	22.7-	
INTRAFUND TRANSFERS	73,199	7,000	0	0	.0	
* NET BUDGET	577,874	382,903	413,800	319,720	22.7-	
OTHER REVENUES						
USER PAY REVENUES	0	370	0	0	.0	
GOVERNMENTAL REVENUES	472,382	110,870	296,036	261,436	11.7-	
GENERAL REVENUES	4-	0	0	0	.0	
TOTAL OTHER REVENUES	472,378	111,240	296,036	261,436	11.7-	
* UNREIMBURSED COSTS	105,496	271,663	117,764	58,284	50.5-	
ALLOCATED POSITIONS	1.00	1.10	1.10	.70	36.4-	

**Purpose**

Emergency Services is responsible for activities associated with the planning, response, and recovery from natural and man-made emergencies/disasters throughout the County, and for the coordination of those activities with other local agencies, the California Emergency Management Agency (CalEMA), and the Federal Emergency Management Agency (FEMA).

The Emergency Services budget unit is now included in the newly created Development Services Department effective July 1, 2013.

**Major Budget Changes**

**Salaries & Benefits**

- (\$67,073) Reduction of the Emergency Services Manager position to a 50% position, approved in May of 2013
- \$11,773 Transfer 10% of the Public Information Officer (PIO) position from the County Administrative Office (1-102) reflecting time spent on Emergency Services projects, approved in May of 2013



# Development Services Department Emergency Management (2-401)

Danelle Stylos, Director

## Other Charges

- (\$23,226) Decrease in Intrafund Overhead (A-87) Costs as provided by the Auditor-Controller's office

## Revenues

- (\$22,000) Decrease in Federal Grant related to a decrease in salaries

## Program Discussion

The Emergency Management Division is responsible for developing and maintaining plans in preparation for emergencies, assisting in the coordination of responses to emergencies, and pursuing assistance in the process of recovery from emergencies. This includes the incorporation of the National Incident Management System (NIMS), the National Response Framework (NRF), and the Standardized Emergency Management System into these plans. It acts as the primary liaison between the State and the County for general mutual aid purposes (law enforcement and fire having their own mutual aid systems), and administers related grant programs.

As the local Operational Area Coordinator, the Emergency Operations Manager coordinates and/or provides training for first responders, emergency operations personnel, and disaster services workers to ensure preparedness.

There are currently two active programs within the Emergency Management Division: Administration and Grants Management.

## Administration

The Emergency Operations Manager coordinates training and operational exercises for County personnel, develops public awareness programs in conjunction with the County Public Information Officer, and develops the basis for cooperation with other jurisdictions in preparing for the response to emergency situations.

## Grants Management

Grant programs are actively sought for funding to supplement County resources. Grants can often be used for the purchase of incident response equipment, preparedness assessment activities, public education programs and the training of personnel in response to a disaster.

Current grants include:

*Emergency Management Performance Grant (EMPG)* - Funds are used to support activities that contribute to the County's ability to prevent, prepare for, mitigate, respond to, and recover from emergencies and disasters.

*2011 Homeland Security Grant* – \$54,405 has been re-budgeted in FY 2013-14 for purchases made by the City of Yuba City, Sutter County Public Health, and Sutter County Fire Services.

*2012 Homeland Security Grant* – \$58,997 has been re-budgeted in FY 2013-14 for purchases made by the City of Yuba City, Sutter County Public Health, and Sutter County Sheriff.

## **Recommended Budget**

This budget is recommended at \$319,720, and includes Intrafund Administration Service charges from the new Development Services Administration budget unit (2-721). The General Fund provides 18% of the financing for this budget unit and is reduced by \$59,480 (50.5%) compared to FY 2012-13.

The recommended budget reflects a 50% reduction to the Emergency Services Manager position, pursuant to the departmental reorganization approved by the Board of Supervisors in May of 2013. The recommendation also includes an increase of \$11,773 due to the transfer of an additional 10% of the PIO position from the County Administrative Office (1-102) reflecting time spent by the PIO on Emergency Services projects. This action was also approved in May of 2013.

## **Use of Reserves/Designations**

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

# Development Services Department Engineering Services (1-920)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: ENGINEER SERVICES	FUND: GENERAL			0001 1-920	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	1,329,084	1,106,686	1,436,252	841,321	41.4-	
SERVICES AND SUPPLIES	30,085	20,111	22,650	14,332	36.7-	
OTHER CHARGES	128,363	21,099	32,240	14,850	53.9-	
* GROSS BUDGET	1,487,532	1,147,896	1,491,142	870,503	41.6-	
INTRAFUND TRANSFERS	560,497-	302,571-	390,488-	74,798-	80.8-	
* NET BUDGET	927,035	845,325	1,100,654	795,705	27.7-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	513,968	378,083	677,694	584,483	13.8-	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	44-	0	0	0	.0	
TOTAL OTHER REVENUES	513,924	378,083	677,694	584,483	13.8-	
* UNREIMBURSED COSTS	413,111	467,242	422,960	211,222	50.1-	
ALLOCATED POSITIONS	14.00	13.00	13.00	6.20	52.3-	

## Purpose

The Engineering Services budget unit provides funding for all engineers in the County including those previously budgeted in the Road budget unit (3-100).

The Engineering Services budget unit is included in the newly created Development Services Department, effective July 1, 2013.

The former Public Works budget unit (1-920) was managed by the Public Works Department Administration & Finance Division. The administration and finance functions of this budget unit have now been consolidated into the Development Services Administration budget unit (2-127), leaving only the engineering function in this budget unit, which will be named Engineering Services.

## Major Budget Changes

### Salaries & Benefits

- (\$594,931) Decrease in salaries and related benefits due to the elimination and reallocation of staff from this budget unit pursuant to the approved reorganization

### Intrafund Transfers

- (\$315,384) Decrease in Intrafund Administrative Service revenue (shown as a negative expense) charged to other General Fund budget units within the Development Services Department

# Development Services Department Engineering Services (1-920)

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*Danelle Stylos, Director*

## Revenues

- (\$180,229) Decrease in Interfund Public Works Administrative Services revenue reflecting the Engineering services provided to other Departments
- \$87,018 Increase in Public Works Admin - Road reflecting Engineering Services provided to the Road budget unit

## Program Discussion

The newly created Engineering Services budget unit provides funding for all engineers in the County including those previously budgeted in the Road budget unit (3-100).

Much of the staff time for this budget unit is reimbursed by other Development Services Department budget units through the Inter/Intrafund Public Works Administrative Service accounts and can be seen as expenses in those budget units.

The administrative and accounting functions of this budget unit have been consolidated with the Development Services Administration budget unit (2-721) leaving only the engineering positions originally allocated here. In addition, the engineers from the Road budget unit (3-100) have been reallocated to the Engineering Services budget unit and all engineering services are being charged to the appropriate budget units as needed through Inter/Intrafund accounts.

The Engineering Division staff:

- Processes development permits, plan reviews, and portions of planning applications;

- Designs and constructs County buildings and building improvements;
- Provides General engineering support to County activities such as the Road Fund, on a reimbursable basis;
- Designs and contracts management of major paving, maintenance and road rehabilitation projects;
- Provides pavement management planning, traffic planning and bridge construction;
- Completes Encroachment/Transport permitting;
- Provides Capital project programming and budgeting; and
- Develops the Annual Road Plan for major road work.

On a reimbursable basis, Engineering Services staff will assist in selected design and maintenance related activities for other budget units such as:

- Airport
- Building Maintenance
- Parks and Recreation – including boat launch facilities

Staff responds to counter inquiries requesting information on maps, surveys, development, traffic, roads and the processing of related fees.

The County Surveyor's Office is included in this budget unit as well and consists of a part-time County Surveyor. The Engineering Division performs some of the County Surveyor functions:

- Reviews and processes subdivision maps, lot line adjustments, and records of surveys; and
- Maintains records of the County real property and public rights-of-way.

## **Recommended Budget**

This budget is recommended at \$795,705 after offsetting Intrafund Administration Service reimbursements are considered. The budget is \$870,503 prior to application of intra-departmental reimbursements of \$79,096.

The staffing for this budget unit has been changed by eliminating the filled Public Works Director, the filled Deputy Director for General Services, the filled Senior Engineering Tech, and the filled Executive Secretary II positions. Three engineering positions were moved to this budget unit from the Road budget unit (3-100), and the Deputy Director Admin and Finance and four accounting positions were moved to the newly created Development Services Administration budget unit (2-721). The Assistant Director of Development Services – Public Works has been allocated 20% to this budget unit (1-920), 60% to the Road budget unit (3-100) and 20% to the Water Resources budget unit (1-922).

The positions currently included in this budget unit are:

- Assistant Director Development Service – Public Works – 20% moved from Road budget unit (3-100)
- Senior Civil Engineer – moved from Road budget unit (3-100)
- Associate Civil Engineer – 3 FTEs – two moved from Road budget unit (3-100)
- Public Works Engineer II

The recommended budget reflects a salaries and benefits decrease of \$594,931 compared to FY 2012-13 due to the above listed changes.

A share of the recommended increase is allocated to those budget units to which the Engineering staff provide services to, as seen in the Inter/Intrafund charges.

## **Use of Fund Balance**

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

# Development Services Department Environmental Health (2-725)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: ENVIRONMENTAL HEALTH	FUND: GENERAL			0001 2-725	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	744,503	584,357	750,002	687,720	8.3-	
SERVICES AND SUPPLIES	14,755	8,185	9,350	13,570	45.1	
OTHER CHARGES	27,158	16,700	27,997	26,748	4.5-	
* GROSS BUDGET	786,416	609,242	787,349	728,038	7.5-	
INTRAFUND TRANSFERS	28,034	63,975-	57,877	39,051-	167.5-	
* NET BUDGET	814,450	545,267	845,226	688,987	18.5-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	891,348	568,550	845,176	688,987	18.5-	
GOVERNMENTAL REVENUES	55	1	50	0	100.0-	
GENERAL REVENUES	34-	0	0	0	.0	
TOTAL OTHER REVENUES	891,369	568,551	845,226	688,987	18.5-	
* UNREIMBURSED COSTS	76,919-	23,284-	0	0	.0	
ALLOCATED POSITIONS	7.00	7.00	7.00	7.00	.0	

## Purpose

Environmental Health's mission is to protect and enhance the public's health through the control of potentially harmful materials, organisms, and conditions that may cause illness and injury by unsafe or unsanitary conditions through inspections, review of facility plans, and enforcement activities. The activities are mandated by way of the California Health and Safety Code, California Plumbing Code and various county ordinances.

The Environmental Health budget unit is now included in the newly created Development Services Department, effective July 1, 2013.

## Major Budget Changes

### Services & Supplies

- (\$62,282) Decrease in salaries and related benefits due to the elimination of a vacant Environmental Health Specialist position

### Intrafund Transfers

- \$44,709 Increase in Intrafund CUPA-EH revenue, shown as a negative expense
- (\$28,198) Decrease in Intrafund Administrative Services charges

- (\$14,547) Decrease in Intrafund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's Office

### **Revenues**

- (\$153,839) Decrease in Interfund Environmental Health revenue required from the Health fund (1991 Realignment) due to a net budget reduction

## **Program Discussion**

Environmental Health Services conducts inspections of food facilities, onsite sewage disposal systems, water wells, monitoring wells, state small water systems, jail facilities, public pools and spas. The division investigates issues related to rabies control, vector control activities, and health and safety complaints. In addition, it conducts inspections and provides consultation to businesses that handle and store hazardous materials (CUPA budget unit 2-727).

The division includes three primary programs:

### Environmental Health Consumer Protection

The Consumer Protection Program's mission is to prevent illness and injury caused by unsafe or unsanitary conditions through 1) inspections and enforcement activities, and 2) the review of plan applications for food facilities and pool construction.

The Consumer Protection Program consists of several elements, including food facilities inspections, substandard housing investigations, environmental lead assessments, vector control activities, jail inspections, rabies control, household garbage control, investigations, and monitoring of pools and spas and safe drinking water supply.

Staff regularly contacts and inspects individual water systems serving retail food facilities, evaluating the water test results for safe drinking water compliance with the existing Health and Safety Code.

### Hazardous Materials Program

The description of the Hazardous Materials Program is included in the Certified Unified Program Agency (CUPA) budget (2-727).

### Environmental Health Land Use

The Land Use Program lends support to the new Development Services Department to ensure that land use permit entitlements granted by the County prevent health hazards and to mitigate environmental degradation resulting from improperly planned developments. The Land Use Program protects public health through the proper sizing, design, construction, and operation of onsite sewage disposal systems. The program reviews adopted land use development projects and construction projects referred to the Planning and Building Division relative to liquid waste and drinking water supplies. The program also reviews and approves the design and construction of new onsite sewage disposal systems and repairs to sites where these systems have failed.

## **Recommended Budget**

This budget is recommended at \$688,987, and includes Intrafund Administration Service charges from the new Development Services Administration budget unit (2-721). This budget unit does not receive any funding from the General Fund. The net cost of this budget unit is covered by permits and an Interfund transfer from the Health fund (1991 Realignment funding).

The recommended budget reflects a decrease of 18.5% as compared to FY 2012-13.

Intrafund Administration Services charges are recommended at \$161,802, which is reduced by \$38,198 over FY 2012-13. These charges cover administration and accounting services provided to the division.

## **Use of Fund Balance**

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



**Development Services Department  
Certified Unified Program Agency (2-727)**

*Danelle Stylos, Director*

E X E C U T I V E S U M M A R Y						
DEPT HEAD: DANELLE STYLOS	UNIT: CUPA	FUND: GENERAL			0001 2-727	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
EXPENDITURES						
SERVICES AND SUPPLIES	39,491	28,979	58,220	21,660	62.8-	
OTHER CHARGES	490	573	1,500	1,591	6.1	
CAPITAL ASSETS	26,498	0	0	0	.0	
* GROSS BUDGET	66,479	29,552	59,720	23,251	61.1-	
INTRAFUND TRANSFERS	258,216	214,425	279,579	248,499	11.1-	
* NET BUDGET	324,695	243,977	339,299	271,750	19.9-	
OTHER REVENUES						
USER PAY REVENUES	206,438	194,050	164,069	211,750	29.1	
GOVERNMENTAL REVENUES	134,064	105,768	175,230	60,000	65.8-	
TOTAL OTHER REVENUES	340,502	299,818	339,299	271,750	19.9-	
* UNREIMBURSED COSTS	15,807-	55,841-	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

**Purpose**

Certified Unified Program Agency (CUPA) is a program contained within the Environmental Health Division. CUPA is a State hazardous materials program, covering all of Sutter County, including the incorporated cities within the County.

The purpose of CUPA is to prevent or mitigate damage to the health and safety of persons and the environment in Sutter County from the release, or threatened release, of hazardous materials.

The CUPA budget unit is now included in the newly created Development Services Department, effective July 1, 2013.

**Major Budget Changes**

**Services & Supplies**

- (\$27,418) Decrease in Professional & Specialized Services related to a one-time grant funded project in FY 2012-13

**Intrafund Transfers**

- (\$25,200) Decrease in Intrafund CUPA-Environmental Health reimbursement due to the completion of the transition to *Envision Connect* software in FY 2012-13

## Revenues

- \$46,931 Increase in Hazardous Materials Fee revenue due to an increase in business plan filings
- (\$115,230) Decrease in State Grants related to one-time grant funding in FY 2012-13

## Program Discussion

The CUPA Program is responsible for regulating the:

- Hazardous Materials Business Plans and Inventories (Business Plans);
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs (tiered permitting);
- Underground Storage Tank Program;
- Aboveground Petroleum Storage Act (APSA) Program;
- California Accidental Release Prevention (CalARP) Program;
- Area Plans for hazardous materials emergencies; and
- Uniform Fire Code Hazardous Material Management Plan and Hazardous Material Inventory Statements.

CUPA provides on-site inspections and consultations to businesses that handle and store hazardous materials. It also investigates hazardous materials complaints from the public.

In the event of significant noncompliance, CUPA may enforce hazardous materials laws and regulations through an administrative enforcement procedure under the authority of the Health and Safety Code and can refer cases to the District Attorney.

## Recommended Budget

This budget is recommended at \$271,750 and includes Intrafund CUPA-EH charges for services provided from the Environmental Health Budget unit (2-725). This budget unit does not receive any funding from the General Fund. The net cost of this budget unit is covered by permits and grants.

Intrafund CUPA-EH, which represents the charges for services provided by the Environmental Health budget unit (2-725), is budgeted at \$244,709, which is a decrease of \$25,291 (9.4%) compared to FY 2012-13.

Revenues from Hazardous Materials Fees are projected to increase by 28.6% (\$46,931). However, State Grant funds are projected to decrease 66% (\$115,230) due to the completion of a project using one-time grant funds in FY 2012-13.

## Use of Fund Balance

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

# Development Services Department Fire Services Administration (2-402)

*Danelle Stylos, Director*

E X E C U T I V E   S U M M A R Y					
DEPT HEAD: DANELLE STYLOS	UNIT: FIRE SERVICES ADMINISTRATION		FUND: PUBLIC SAFETY		0015 2-402
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	192,676	153,476	187,263	192,850	3.0
SERVICES AND SUPPLIES	9,822	7,769	13,725	12,825	6.6-
OTHER CHARGES	87,809	66,064	81,087	53,372	34.2-
* GROSS BUDGET	290,307	227,309	282,075	259,047	8.2-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	290,307	227,309	282,075	259,047	8.2-
<b>OTHER REVENUES</b>					
USER PAY REVENUES	4,361	0	5,000	5,000	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	19-	0	0	0	.0
TOTAL OTHER REVENUES	4,342	0	5,000	5,000	.0
* UNREIMBURSED COSTS	285,965	227,309	277,075	254,047	8.3-
ALLOCATED POSITIONS	1.00	1.00	1.00	1.00	.0

## Purpose

Fire Services Administration consists of the Fire Services Manager/Fire Chief. The unit is responsible for coordinating and administering the County's fire protection programs and the activities of four County Service Areas (CSAs) for which the Board of Supervisors is the governing board.

The Fire Services Manager responds to emergencies and exercises overall supervision of rescue, firefighting, and hazardous materials release operations in the County Service Areas which provide fire protection from eight fire stations throughout the County. The Fire Services Manager is responsible for coordinating the annual budgets, enforcing the adopted fire codes and ordinances, preparing apparatus specifications for the CSAs and representing

the County Fire Services with other jurisdictions, emergency personnel, governing officials and citizens.

The Fire Services Manager also serves as the Operational Area Coordinator for fire services and remains committed to the state mutual aid system. This position may participate in strike team deployment throughout the state as a local government or California Emergency Management Agency strike team leader.

The Fire Services Administration budget unit is now included in the newly created Development Services Department effective July 1, 2013.

## **Major Budget Changes**

### **Other Charges**

- (\$12,271) Decrease in Interfund Admin – Misc. Departments related to services provided by the new Development Services Administration budget unit
- (\$15,508) Decrease in Interfund Overhead (A-87) charges as provided by the Auditor-Controller's office

## **Program Discussion**

As stated above, the Fire Services Manager is responsible for coordinating the annual budgets, enforcing the adopted fire codes and ordinances, and preparing apparatus specifications for the CSAs. County Service Areas include CSA-C, CSA-D, CSA-F, and CSA-G.

### CSA-C

This Service Area consists of the East Nicolaus Volunteer Fire Department operating out of two stations located in the communities of East Nicolaus and Rio Oso.

### CSA-D

This Service Area consists of the Pleasant Grove Volunteer Fire Department.

### CSA-F

This Service Area covers the largest portion of the county and includes the communities of Sutter, Live Oak and Oswald/Tudor. Fire protection is provided to the City of Live Oak by contract.

### CSA-G

The County contracts with the Yuba City Fire Department for fire protection in CSA-G, which is the area formerly protected by the Walton Fire Protection District.

## **Recommended Budget**

This budget is recommended at \$259,047 and includes Intrafund Administration Service charges from the new Development Services Administration budget unit (2-721). The General Fund provides 98% of the financing for this budget unit and is reduced by \$23,028 (8.36%) compared to FY 2012-13.

## **Use of Reserves/Designations**

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

# Development Services Department County Service Area G (0-301)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY SERVICE AREA G		FUND: COUNTY SERVICE AREA G		0301 0-301	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SERVICES AND SUPPLIES	595,112	384,184	691,774	669,643	3.2-	
OTHER CHARGES	61	71	142	57	59.9-	
* GROSS BUDGET	595,173	384,255	691,916	669,700	3.2-	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	595,173	384,255	691,916	669,700	3.2-	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	595,173	384,255	691,916	669,700	3.2-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	8,868	4,126	8,600	8,300	3.5-	
GENERAL REVENUES	580,485	366,680	660,769	661,400	.1	
CANCELLATION OF OBLIGATED F/B	0	0	22,547	0	100.0-	
GENERAL REVENUES	0	0	0	0	.0	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	589,353	370,806	691,916	669,700	3.2-	
* UNREIMBURSED COSTS	5,820	13,449	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

## Purpose

This budget unit represents County Service Area G, the area within Yuba City previously known as the Walton Fire Protection District. The County Service Area G budget unit will now be a part of, and managed by, the Development Services Department.

Its purpose is to provide a means by which the County is able to record homeowner property taxes within the Walton District and transfer the funds to the City of Yuba City for services provided.

The County Services Area G budget unit is now included in the newly created

Development Services Department effective July 1, 2013.

## Major Budget Changes

There are no major budget changes for FY 2013-14.

## Program Discussion

County Service Area G was established in May of 2001 to provide fire protection services to the residents within the former Walton Fire Protection District area. Resulting from anticipated growth and annexation of this area by the City of Yuba

City from the county over a 25 year period, the Walton Fire Protection District Dissolution Agreement was created and signed in May 2002. The Agreement transferred fire protection responsibilities in this area to the City of Yuba City.

This program was created as a pass-through of property tax and other revenue representing the unincorporated portion of CSA-G pursuant to the Dissolution Agreement.

## **Recommended Budget**

This budget is recommended at \$669,700. This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes and interest.

## **Use of Fund Balance**

The CSA-G fund does not carry any fund balance; it is strictly a pass-through budget. The fund currently has a Restricted Fund Balance of \$22,547 (account #31170) which is being cancelled and transferred to the City of Yuba City in FY 2013-14, leaving an estimated fund balance of zero.

# Development Services Department County Service Area F (0-305)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY SERVICE AREA F		FUND: COUNTY SERVICE AREA F		0305 0-305	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	1,425,912	1,215,370	1,575,858	1,627,133	3.3	
SERVICES AND SUPPLIES	328,692	322,440	330,350	365,550	10.7	
OTHER CHARGES	183,096	68,563	159,884	320,824	100.7	
CAPITAL ASSETS	41,000	7,072	10,000	512,600	5,026.0	
* GROSS BUDGET	1,976,700	1,613,445	2,076,092	2,826,107	36.1	
* NET BUDGET	1,976,700	1,613,445	2,076,092	2,826,107	36.1	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	81,466	0	100.0-	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	1,976,700	1,613,445	2,157,558	2,826,107	31.0	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	485,002	400,125	447,108	427,108	4.5-	
GOVERNMENTAL REVENUES	20,851	12,566	18,700	635,810	3,300.1	
GENERAL REVENUES	1,528,085	942,560	1,691,750	1,743,750	3.1	
CANCELLATION OF OBLIGATED F/B	0	0	0	19,439	***	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	2,033,938	1,355,251	2,157,558	2,826,107	31.0	
* UNREIMBURSED COSTS	57,238-	258,194	0	0	.0	
ALLOCATED POSITIONS	14.00	14.00	14.00	14.00	.0	

## Purpose

Consistent with the mission and values of Sutter County Fire Services, County Service Area F is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within approximately 254 square miles of the County. This area includes the City of Live Oak, which is served under contract, the community of Sutter, and the unincorporated area from the Butte County line to the Nicolaus Bridge, excluding the Fire Protection Districts.

The County Service Area F budget unit is now included in the newly created Development Services Department effective July 1, 2013.

## Major Budget Changes

### Salaries & Benefits

- \$44,137 Increase in Other Pay due to the scheduled November 2013 retirement of a Battalion Chief

### Services & Supplies

- \$55,000 Increase in Maintenance Equipment due to the repair of a fire pump on a fire engine

**Other Charges**

- \$59,850 Increase in Contribution to Other Agency related to the distribution of grant funds to the Meridian Fire District
- (\$42,976) Decrease in Interfund Overhead (A-87) charges as provided by the Auditor-Controller's office
- \$144,900 Increase in Interfund Transfer Out related to the distribution of grant funds to the other CSAs

**Capital Assets**

- \$65,000 Full-size Fire Equipped Pickup Truck to replace an aging passenger vehicle
- \$50,000 Air Compressor, grant funded
- \$397,600 2013 Compliant Self Contained Breathing Apparatus (SCBA), grant funded

**Revenues**

- (\$50,000) Decrease in Mutual Assistance in anticipation of fewer staff being available for potential deployment
- \$617,310 Increase in Federal Grants for the purchase of SCBA equipment, Rapid Intervention Team (RIT) packs and an air compressor

**Program Discussion**

This budget unit operates three fire stations and has an equipment inventory of eight engines (Type I), five wild-land engines (Type III), one water-tender, and one heavy rescue/hazardous materials truck. Personnel include two Battalion Chiefs, nine Captains, three Engineers, 35 volunteers and up to four seasonal firefighters.

The Fire Department has been designated by the Insurance Services Office (ISO) as a Class 4 rating in the Sutter Community Services District, a Class 4 rating in the City of Live Oak and a Class 5 rating in all non-hydranted areas within five miles of a fire station (one of only three fire departments in the State of California with this rating for non-hydranted areas). Areas located beyond five miles of a fire station are designated as a Class 10 rating. Each rating number represents a fire defense and physical condition measurement relative to insurance risk. Lower values indicate less insurance risk.

During 2012, the Department collectively responded to 2,001 calls for service. All career personnel are certified Emergency Medical Technicians with a defibrillator endorsement (EMT-1D) and are Hazardous Materials Technicians or Specialists. Some of the volunteer members are similarly certified. Training is an ongoing process for all personnel, and the Department has always been supportive of advanced training regardless of the firefighters' career or volunteer status. State regulations require personnel to undergo more specialized training. Personnel have been trained and certified in confined space rescue, high angle rope rescue, and trench rescue techniques.



The Department conducts numerous fire inspections and fire investigations, and assists other fire departments in the county with those duties. In addition, the Department conducts fire prevention programs at all elementary schools within its jurisdiction.

The Sutter County Fire Department maintains a strong commitment to the State Mutual Aid System. The Department houses a fire engine provided by the California-Emergency Management Agency (Cal-EMA). The Sutter County Fire Department responded to Mutual Aid requests to the Plumas National Forest, Colusa, Tehama, and Mendocino Counties.

The Sutter County Fire Department is a signatory agency to the recently formed Yuba Sutter Hazardous Materials Response Team (YSHMRT). This team will provide hazardous materials emergency response within the two counties.

**Continued Delay of Remodel of the Fire Apparatus Storage Building at the Oswald-Tudor Fire Station**

The 2007-08 Grand Jury recommended that Sutter County remodel the Oswald-Tudor Fire Station to provide security for Sutter County property. This recommendation was consistent with the 2006-07 Grand Jury recommendation.

In response to the recommendation, it was stated that the Fire Chief believed funding would be available to replace the fire apparatus storage. Due to the continuing economic climate and the instability of anticipated property tax revenues, the Department is required to again postpone the replacement of this building and postpone the replacement of a fire engine.

**2013 Assistance to Firefighters Grant**

In June of 2013, Fire Services Administration submitted a grant request on behalf of CSA-F, CSA-C, CSA-D and the Meridian Fire District. If approved, the 2013 Assistance to Firefighters Grant in the amount of \$685,900 would be used to replace each station's self-contained breathing apparatus (SCBA) equipment. Most of the current SCBA's were purchased in the 1990's and no longer meet the updated requirements as set by the National Fire Protection Association.

In addition, the grant would provide for a new air booster/compressor, Rapid Intervention Team (RIT) packs (used for downed firefighter rescue situations) and a laptop computer to be used for SCBA testing.

The CSA-F share of this grant will be \$458,400. The grant requires a 10% match from each jurisdiction.

**Recommended Budget**

This budget is recommended at \$2,826,107. This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes and interest earnings.

The recommended budget includes funding for the repair of the catastrophic failure of a fire pump. The fire engine (fleet # 140) is a 1990 Mack, stationed at the Oswald-Tudor Station. Because of the complete destruction of the fire pump, the manufacturer has to cast new pump housings and then build the pump itself. There will be an estimated two month down time for this engine. Additionally, now is the time to inspect and make repairs to the 2,000 gallon

water tank on this engine, since there was a major repair to the water tank of a similar fire engine last year. The pump and tank repair/replacement will not exceed \$40,000.

It is recommended that \$65,000 be approved to purchase a full-size fire equipped pickup truck, to replace an aging passenger vehicle. A portion of this cost is covered by Emergency Services grant funding.

The recommended budget also includes the financing and appropriations for equipment to be purchased with the Assistance to Firefighters grant as explained above. If the grant is not approved, a separate plan for replacement of the equipment over time will be brought to the Board for approval.

## **Use of Fund Balance**

The CSA-F fund contains a Restricted Fund Balance (not including an outstanding loan to the General Fund for the construction of the Sutter Fire Station with a current remaining balance of approximately \$725,000) in the amount of \$579,293 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$752,789 at July 1, 2013.

The recommended budget includes a cancellation of the Restricted Fund Balance in the amount of \$19,439.

# Development Services Department County Service Area C - East Nicolaus (0-309)

Danelle Stylos, Director

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS		UNIT: CNTY SERVICE AREA C-E NICOLAUS FUND: CNTY SERVICE AREA C-E NICOLAUS 0309 0-309			
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,790	3,361	3,361	2,965	11.8-
SERVICES AND SUPPLIES	60,407	65,762	59,450	92,170	55.0
OTHER CHARGES	14,141	7,121	6,633	44,200	566.4
CAPITAL ASSETS	0	13,589	15,000	67,200	348.0
* GROSS BUDGET	76,338	89,833	84,444	206,535	144.6
* NET BUDGET	76,338	89,833	84,444	206,535	144.6
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	109,056	58,955	45.9-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	76,338	89,833	193,500	265,490	37.2
OTHER REVENUES					
USER PAY REVENUES	0	6,782	8,000	72,890	811.1
GOVERNMENTAL REVENUES	2,328	1,119	2,200	2,200	.0
GENERAL REVENUES	164,530	105,373	183,300	190,400	3.9
GENERAL REVENUES	1,729	0	0	0	.0
OTHER FINANCING SOURCES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	168,587	113,274	193,500	265,490	37.2
* UNREIMBURSED COSTS	92,249-	23,441-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

The East Nicolaus Volunteer Fire Department (CSA-C) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area.

The County Services Area C budget unit is now included in the newly created Development Services Department effective July 1, 2013.

## Major Budget Changes

### Services & Supplies

- \$6,000 Increase in Maintenance Equipment for general equipment vehicle repairs
- \$4,900 Increase in Special Department Expenses for a grant funded mandated Rapid Intervention Team (RIT) pack

# Development Services Department County Service Area C - East Nicolaus (0-309)

*Danelle Stylos, Director*

## Other Charges

- \$29,031 Increase in Interfund Overhead (A-87) charges as provided by the Auditor-Controller's office

## Capital Assets

- \$52,200 Increase for grant funded Self Contained Breathing Apparatus (SCBA) grant funded equipment

## Revenues

- \$64,890 Increase in Interfund Transfer of grant reimbursement for SCBAs and the RIT pack

## Program Discussion

This budget funds the East Nicolaus Volunteer Fire Department (CSA-C). The service area encompasses approximately 62 square miles. The 2000 Census Report lists the population at 1,575 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The East Nicolaus Volunteer Fire Department is comprised of two fire stations. The main station (Station 1) is located at 1988 Nicolaus Avenue in East Nicolaus and houses four pieces of fire equipment. The Sub-Station (Station 2) is located at 176 Pleasant Grove Road in Rio Oso, and houses two pieces of fire equipment.

The Department consists of one Volunteer Fire Chief, one Volunteer Assistant Chief, two Volunteer Captains, and nine Volunteer Fire Fighters. All personnel are trained in emergency care and cardiopulmonary

resuscitation. The Department responded to 182 calls for services in 2012. This department is committed to participation in the State Mutual Aid System, and responded to requests for assistance in the Plumas National Forest, Colusa, Tehama, and Mendocino Counties.

As with most fire departments, the East Nicolaus Volunteer Fire Department either has, or is currently working on, automatic aid agreements with neighboring fire agencies.

## 2013 Assistance to Firefighters Grant

In June of 2013, Fire Services Administration submitted a grant request on behalf of CSA-F, CSA-C, CSA-D and the Meridian Fire District. If approved, the 2013 Assistance to Firefighters Grant in the amount of \$685,900 would be used to replace each station's SCBA equipment. Most of the current SCBAs were purchased in the 1990s and no longer meet the updated requirements as set by the National Fire Protection Association.

In addition, the grant would provide for a new air booster/compressor, RIT packs (used for downed firefighter rescue situations) and a laptop computer to be used for SCBA testing.

The CSA-C share of this grant will be \$67,200.

The grant requires a 10% match from each jurisdiction.

## Recommended Budget

This budget is recommended at \$265,490. This budget unit does not receive any funding from the General Fund. All funding

is provided through property taxes and interest.

The recommended budget includes the financing and appropriations for equipment to be purchased with the Assistance to Firefighters grant as explained above. If the grant is not approved, a separate plan for replacement of the equipment over time will be brought to the Board for approval.

## **Use of Fund Balance**

The CSA-C fund contains a Restricted Fund Balance in the amount of \$595,481 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$701,307 at July 1, 2013.

The recommended budget includes an increase of the Restricted Fund Balance in the amount of \$58,955.

# Development Services Department County Service Area D - Pleasant Grove (0-311)

Danelle Stylos, Director

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS		UNIT: CNTY SRVC AREA D-PLEASANT GROV FUND: CNTY SRVC AREA D-PLEASANT GROV 0311 0-311			
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	2,796	4,198	4,198	3,293	21.6-
SERVICES AND SUPPLIES	83,763	81,179	99,450	110,600	11.2
OTHER CHARGES	6,770	7,847	11,174	17,595	57.5
CAPITAL ASSETS	0	0	0	84,000	***
* GROSS BUDGET	93,329	93,224	114,822	215,488	87.7
* NET BUDGET	93,329	93,224	114,822	215,488	87.7
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	143,478	120,922	15.7-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	93,329	93,224	258,300	336,410	30.2
<b>OTHER REVENUES</b>					
USER PAY REVENUES	0	22,681	8,000	88,010	1,000.1
GOVERNMENTAL REVENUES	3,242	1,463	3,100	3,100	.0
GENERAL REVENUES	219,178	133,574	247,200	245,300	.8-
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	222,420	157,718	258,300	336,410	30.2
* UNREIMBURSED COSTS	129,091-	64,494-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

The Pleasant Grove Volunteer Fire Department (CSA-D) is responsible for fire suppression, rescue, hazardous materials response, and fire prevention within this service area.

The County Services Area D budget unit is now included in the newly created Development Services Department effective July 1, 2013.

## Major Budget Changes

### Services & Supplies

- \$4,900 Increase in Special Department Expenses for a

mandated and grant funded Rapid Intervention Team (RIT) pack

- \$5,500 Increase in Employment Training relative to confined space emergency situations

### Capital Assets

- \$84,000 Self Contained Breathing Apparatus (SCBA) grant funded equipment

### Revenues

- \$80,010 Increase in Interfund Transfer of grant reimbursement for SCBAs and the RIT pack

## **Program Discussion**

This budget funds the Pleasant Grove Volunteer Fire Department (CSA-D). The service area encompasses approximately 71 square miles. The 2000 Census report lists the population at 1,105 residents. Revenue to fund the Fire Department is derived primarily from property taxes.

The Pleasant Grove Volunteer Fire department is comprised of two fire stations. The main station (Station 1) is located at 3100 Howsley Road in Pleasant Grove, and houses four pieces of fire equipment. The Sub-Station (Station 2) is located at the intersection of Sankey Road and Pleasant Grove Road in Pleasant Grove, and houses three pieces of fire equipment.

The Department consists of one Volunteer Fire Chief, one Volunteer Assistant Chief, four Volunteer Captains, three Volunteer Engineers, and five Volunteer Fire Fighters. The department responded to 157 calls for service in 2012.

This Department is committed to participation in the State Mutual Aid System, and responded to requests for service from the Plumas National Forest, Tehama, Colusa, and Mendocino Counties.

### **2013 Assistance to Firefighters Grant**

In June of 2013, Fire Services Administration submitted a grant request on behalf of CSA-F, CSA-C, CSA-D and the Meridian Fire District. If approved, the 2013 Assistance to Firefighters Grant in the amount of \$685,900 would be used to replace each station's SCBA equipment. Most of the current SCBAs were purchased in the 1990s and no longer meet the updated requirements as set by the National Fire Protection Association.

In addition, the grant would provide for a new air booster/compressor, RIT packs (used for downed firefighter rescue situations) and a laptop computer to be used for SCBA testing.

The CSA-D share of this grant will be \$80,010. The grant requires a 10% match from each jurisdiction.

## **Recommended Budget**

This budget is recommended at \$336,410. This budget unit does not receive any funding from the General Fund. All funding is provided through property taxes and interest earnings.

The recommended budget includes the financing and appropriations for equipment to be purchased with the Assistance to Firefighters grant as explained above. If the grant is not approved, a separate plan for replacing the equipment over time will be brought to the Board of Supervisors for approval.

## **Use of Fund Balance**

The CSA-D fund contains a Restricted Fund Balance in the amount of \$464,984 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$608,462 at July 1, 2013.

The recommended budget includes an increase of the Restricted Fund Balance in the amount of \$120,922.

# Development Services Department Planning and Building (2-724)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: PLANNING & BUILDING	FUND: GENERAL			0001 2-724	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	1,119,491	848,865	1,044,077	1,113,108	6.6	
SERVICES AND SUPPLIES	270,880	1,454,584	1,499,705	2,479,997	65.4	
OTHER CHARGES	60,144	35,430	73,916	77,970	5.5	
* GROSS BUDGET	1,450,515	2,338,879	2,617,698	3,671,075	40.2	
INTRAFUND TRANSFERS	589,159	289,764	479,392	383,867	19.9-	
* NET BUDGET	2,039,674	2,628,643	3,097,090	4,054,942	30.9	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	562,456	811,160	1,437,062	2,529,062	76.0	
GOVERNMENTAL REVENUES	117,010	813,518	250,000	150,000	40.0-	
GENERAL REVENUES	34-	0	0	0	.0	
TOTAL OTHER REVENUES	679,432	1,624,678	1,687,062	2,679,062	58.8	
* UNREIMBURSED COSTS	1,360,242	1,003,965	1,410,028	1,375,880	2.4-	
ALLOCATED POSITIONS	11.00	9.00	8.00	10.00	25.0	

## Purpose

On May 14, 2013, the Sutter County Board of Supervisors approved a reorganization of the Community Services, Public Works, General Services and Information Technology functions of the County, effective July 1, 2013 in coordination with the approval of the FY 2013-14 budget. This reorganization is designed to create efficiencies in the management structure and delivery of services to internal and external customers.

The reorganization consolidated the Planning Division and Building Inspection Division into one budget unit and placed both divisions under one Deputy Director position, rather than individual division managers.

The **Planning Division's** primary responsibility is to administer the County's planning program as adopted by the Sutter County General Plan and Zoning Code. Reports, studies, and recommendations are provided to the Planning Commission and the Board of Supervisors regarding land use applications and policy issues.

The **Building Inspection Division** is responsible for maintaining and enforcing the California Building Codes and local ordinances as adopted by the County of Sutter. The primary purpose of the division is to safeguard the public's health, safety, and general welfare through proper design and inspection of buildings. Statutory authority is provided by the California Health and Safety Code Section 17960.



## Major Budget Changes

### Salaries & Benefits

- \$69,031 Increase in salaries and related benefits due to combination of the Planning and Building Divisions and related staffing changes

### Services & Supplies

- \$979,462 Increase in Professional & Specialized Services related to pass-through funding for the Riego Road Interchange project

### Intrafund Transfers

- (\$85,527) Decrease in Intrafund Administration Services

### Revenues

- \$1,112,462 Increase in Planning & Engineering fees related to the Riego Road Interchange as offsetting revenue to Professional/Specialized Services
- (\$25,000) Decrease in revenues from planning applications due to local economic conditions

## Program Discussion

### Planning Division

Over the past several years the number of applicant supplied projects has dropped dramatically. The reorganization recognizes that although the planning staff has been busy implementing the General Plan, preparing a comprehensive zoning code update, coordinating the Code Enforcement Program and organizing filing systems, the workload did not justify the number of staff.

The reorganization eliminated the Planning Manager and one Principal Planner and added a 50% share of the new Deputy Director Planning and Building position.

The Planning Division staff includes:

- Deputy Director – new position 50%
- Principal Planner
- Senior Planner
- Assistant Planner
- GIS Analyst

The Planning Division reviews and processes general plan and zoning applications, land divisions, use permits, variances, and other development related requests in conformance with all applicable state law requirements (i.e. CEQA - California Environmental Quality Act, SMARA – Surface Mining and Reclamation Act, Subdivision Map Act, etc.) and code enforcement violations relative to the Zoning Code.

The Division also coordinates the Local Agency Formation Commission (LAFCO) functions in cooperation with the County Administrator's Office and administers the County's Geographic Information System (GIS) data functions.

Additionally, the Division participates in an ongoing joint project with Yuba County and the Cities of Yuba City, Live Oak and Wheatland on a HCP/NCCP. Staff provides review of the documents drafted by the contracted biological specialist and participates in public outreach efforts.

**Building Division**

The Building Inspection Division’s operations include permit application and plans review, calculation of permit costs, inspections during the construction process (building, mechanical, electrical and plumbing), complaint investigations, support to other County departmental programs and public education relative to building regulations.

The jurisdiction of Sutter County is 602.7 square miles, excluding the City of Yuba City and the City of Live Oak. For Calendar Year 2012, there were 572 building permits issued with a total construction value of \$19,746,398. Staff completed 1,310 inspections and checked 214 sets of submitted building plans.

<b>2012</b>	# Permits	Valuation	Inspections	Plan Check
	572	\$19,746,398	1,310	214
<b>2011</b>				
	599	\$24,179,708	1,382	225

The reorganization has eliminated the Building Manager position, moved the interim manager to the previously held Building Inspector III position, and added a 50% Deputy Director Planning and Building position. The reorganization also moved the three Permit Technician positions out of the administrative budget unit (2-721) to this budget unit.

The Building Division staff includes:

- Deputy Director – new position 50%
- Building Inspector III

- Building Inspector II
- Senior Permit Technician – moved from budget unit 2-721
- Permit Technician - 2 FTEs – moved from budget unit 2-721

Even with reduced building permit valuations, the division has seen a moderate increase in building permit revenue. If the volume of permit applications remains constant, the Building Inspection Division believes that the remaining two employees, with support from the Deputy Director Planning and Building will be sufficient to support the primary demand for inspections.

The division provides support and inspection services for Planning, Fire Services, and the other division of the new Development Services Department relating to the enforcement of Zoning, Fire Code, and Flood Plain Management ordinance requirements. Emergency response by the division is provided in the event of fire or natural disaster.

The Permit Counter provides one-stop property development services to the general public and acts as a resource of information to other County departments. Counter staff calculate and collect development fees and schedule inspection appointments.

This program also coordinates responses to complaints received pertaining to building and zoning code compliance in the unincorporated county and environmental health code violations for the entire county.

**Recommended Budget**

This budget is recommended at \$4,054,942 and includes Intrafund Administration Service charges from the new Development Services Administration budget unit (2-721).

## **Development Services Department Planning and Building (2-724)**

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*Danelle Stylos, Director*

The General Fund provides 34% of the financing for this budget unit and is reduced by \$34,148 (2.4%) compared to the combined FY 2012-13 Planning and Building Inspection budget units (2-724 & 2-722 respectively).

The recommended budget includes the staffing changes outlined above and is increased by \$69,031 over the combined FY 2012-13 budget units.

### **Use of Reserves/Designations**

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

# Development Services Department Jail Expansion Project (1-701)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: JAIL EXPANSION PROJECT		FUND: GENERAL		0001 1-701	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SERVICES AND SUPPLIES	857	26,311	0	836,250	***	
OTHER CHARGES	8,238	5,861	0	45,127	***	
* GROSS BUDGET	9,095	32,172	0	881,377	***	
INTRAFUND TRANSFERS	0	0	0	30,970	***	
* NET BUDGET	9,095	32,172	0	912,347	***	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	9,095	0	0	912,347	***	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
TOTAL OTHER REVENUES	9,095	0	0	912,347	***	
* UNREIMBURSED COSTS	0	32,172	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

## Purpose

The Jail Expansion Project budget unit was created to account for costs incurred for the Main Jail Expansion project, as this is a major construction project for the County. The project is to expand the capacity of the Maximum Security facility by 42 beds, and is feasible only due to a \$9.7M bond financing grant from the State. This budget unit is jointly administered by the Development Services Department and the County Administrative Office.

acceptance by the State Public Works Board

- (\$42,143) Decrease in Map Supplies & Photocopying; funds are not required until construction documents are prepared

## Other Charges

- (\$104,873) Decrease in Interfund Misc Non-Road and Interfund Road related to engineering support services

## Major Budget Changes

### Services & Supplies

- (\$80,750) Decrease in Professional & Specialized Services due to delay in pending project

### Intrafund Charges

- \$12,307 Increase in Intrafund Administration charges related to engineering support services

## **Program Discussion**

In response to the California Department of Corrections and Rehabilitation Request for Applications, in January of 2012, Sutter County submitted a financing application for funds made available through the AB 900 Phase II Construction or Expansion of County Jails program. The envisioned project will remodel and expand the Medical Services and Kitchen Areas. Additionally, the project will add 28 Maximum Security male beds in a new housing unit along with 14 Medium Security female beds in a new housing unit. The Sheriff has expressed the necessity for these improvements as his office must increase its allowable daily prisoner count due to state corrections policy changes.

The project was selected by the State for funding, with \$9,741,000 requested in state financing and the County providing \$514,000 as the required 5% funding match. The County has awarded a design contract to an Architectural / Engineering Design team based in Sacramento. The County is working with the Design team to satisfy all state bond financing criteria so the project will be officially accepted by the State Public Works Board and the project's design can begin.

The project's design is expected to take approximately 12 months followed by construction lasting approximately 18 months. The project will receive 95% State Bond financing once the project is ready to be advertised for construction. Only after a construction contract has been awarded can the County begin to seek reimbursement for eligible design costs.

## **Recommended Budget**

This budget is recommended at \$912,347.

Because reimbursement cannot be claimed until the construction contract is awarded, this budget reflects the transfer in of funds from the County's Criminal Justice Development Impact Fee fund (0-102) to cover any required local match and to advance funds to complete the initial phases of the project prior to receiving reimbursement. The Criminal Justice Development Impact Fee fund will be reimbursed once State reimbursement monies are received. The recommended budget for this fund includes a cancellation of Restricted Fund Balance in the amount of \$877,347 leaving an estimated ending balance of \$1,132,298.

## **Use of Fund Balance**

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

# Development Services Department Plant Acquisition (1-801)

Danelle Stylos, Director

E X E C U T I V E S U M M A R Y						
DEPT HEAD: DANELLE STYLOS	UNIT: PLANT ACQUISITION		FUND: GENERAL		0001 1-801	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SERVICES AND SUPPLIES	464,300	88,788	418,000	1,070,775	156.2	
OTHER CHARGES	51,279	10,305	0	0	.0	
CAPITAL ASSETS	529,121	754,040	1,278,489	307,400	76.0-	
* GROSS BUDGET	1,044,700	853,133	1,696,489	1,378,175	18.8-	
INTRAFUND TRANSFERS	191,010-	74,365	365,599-	218,400-	40.3-	
* NET BUDGET	853,690	927,498	1,330,890	1,159,775	12.9-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	554,051	870	742,890	637,222	14.2-	
GOVERNMENTAL REVENUES	498,589	264,751	390,000	89,000	77.2-	
GENERAL REVENUES	357	0	0	0	.0	
OTHER FINANCING SOURCES	0	0	0	0	.0	
TOTAL OTHER REVENUES	1,052,997	265,621	1,132,890	726,222	35.9-	
* UNREIMBURSED COSTS	199,307-	661,877	198,000	433,553	119.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

## Purpose

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

This budget unit is prepared jointly by the County Administrative Office and the Development 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 or remodels which appreciably extend the

# Development Services Department Plant Acquisition (1-801)

*Danelle Stylos, Director*

life of the facility. Projects proposed in the Facilities Master Plan will usually be budgeted in this budget unit when approved for construction by the Board of Supervisors. 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 and 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 maintenance projects that are budgeted at less than \$15,000 and which should be reflected in the County's A-87 Cost Plan are generally included in the Building Maintenance budget unit (1-700).

## Recommended Budget

This budget is recommended at \$1,159,775. The recommendation includes three projects that were authorized in prior years and are continuing in FY 2013-14, as well as nine new projects for FY 2013-14.

It is recommended that immediate authorization be given to the Development Services Director to continue work on prior year projects which are being re-budgeted and to commence work on the new projects, without waiting for the adoption of the final budget resolution.

## Continuing Projects

The Development Services Director and County Administrative Officer are recommending that three previously authorized projects be re-budgeted in FY 2013-14. These continuing projects total \$275,360, of which \$186,360 is a General Fund cost.

Funding Source	Project No.	CONTINUING PROJECTS - DESCRIPTION	Amount
State Boating & Waterways Grant	1208	Tisdale Boat Launch Facility – Installation of Boarding Float System	\$89,000
General Fund Designation for Capital Projects	1202	Remove Sediment Build-up at Yuba City Boat Launch	\$56,000
General Fund Designation for Capital Projects	9726	Jail Fuel Tank Removal/Replace (on-going project)	\$130,360

# Development Services Department Plant Acquisition (1-801)

*Danelle Stylos, Director*

## Recommended New Projects

The following chart summarizes the nine new projects recommended for approval,

and indicates the funding source for each project. The total of the newly requested projects for FY 2013-14 is \$1,102,815.

Funding Source	Project No.	NEW PROJECTS - DESCRIPTION	Estimate
General Fund Designation for Capital Projects & Human Services Funds	1401	ADA Improvements pursuant to the 2011 ADA Transition Plan: Probation offices; Welfare/Social Services offices; Health Facility; Mental Health; Main Library	\$32,855
Human Services Funds	1402	Human Services Staff Office Remodel in Existing Lab Space	\$22,500
General Gov't Impact Fees (Fund 0-106)	1403	Expansion and Upgrade of Agricultural Commissioner Facility, at 142 Garden Highway – PHASE II	\$218,400
Criminal Justice Construction Fund (Fund 0-262)	1404	Replace Main Jail Sobering Floor	\$9,000
Criminal Justice Construction Fund (Fund 0-262)	1405	Replace Medium Security Shower Valves	\$10,000
Welfare/Social Services Fund	1406	Remove and Replace South Roof (6,900 Sq. Ft.); 190 Garden Highway	\$53,500
Mental Health Fund	1407	Remove and Replace Roof, South End of Building (13,500 sq. ft.); 1965 Live Oak Boulevard	\$147,000
State/Courts and General Fund Designation for Capital Projects	1409	Repair/Replace portions of Roof; 446 2 <sup>nd</sup> Street (17.5% County Cost)	\$175,560
State/Courts and General Fund Designation for Capital Projects	1410	Repair/Replace portions of Roof; 463 2 <sup>nd</sup> Street (45.5% County Cost)	\$434,000



## **Use of Fund Balance**

It is recommended that the \$433,553 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).

The \$218,400 cost for Phase II of the expansion of the Agricultural Commissioner's offices at 142 Garden Highway has been charged to the Agricultural Commissioner's budget unit (2-601). Therefore, the Unreimbursed Cost of this project appears in that budget unit rather than in the Plant Acquisition budget unit.

It is recommended that \$218,400 of General Government Development Impact Fees (Fund 0-101) be transferred to the General Revenues budget unit (1-209) to fund the County's share of cost of this project in this year. An estimated \$88,000 in additional revenue will be included in the Agricultural Commissioner budget (2-601) over the next three years reflecting anticipated Unclaimed Gas Tax reimbursement towards this project. This revenue will be used to reimburse the General Government Development Impact Fee fund.

# Development Services Department Road Fund (3-100)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: ROAD		FUND: ROAD		0003 3-100	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	1,986,209	1,560,004	2,236,815	1,721,839	23.0-	
SERVICES AND SUPPLIES	1,503,273	5,830,267	9,968,330	3,461,198	65.3-	
OTHER CHARGES	1,267,864	553,840	1,275,774	1,187,854	6.9-	
CAPITAL ASSETS	455,448	211,100	335,000	346,300	3.4	
* GROSS BUDGET	5,212,794	8,155,211	13,815,919	6,717,191	51.4-	
* NET BUDGET	5,212,794	8,155,211	13,815,919	6,717,191	51.4-	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	5,000	5,000	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	5,212,794	8,155,211	13,820,919	6,722,191	51.4-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	510,182	507,980	1,283,060	565,567	55.9-	
GOVERNMENTAL REVENUES	4,438,935	5,832,560	7,983,210	3,837,095	51.9-	
GENERAL REVENUES	476,801	280,338	1,216,860	1,013,473	16.7-	
OTHER FINANCING SOURCES	2,390	60	0	0	.0	
CANCELLATION OF OBLIGATED F/B	0	0	3,337,789	1,306,056	60.9-	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	5,428,308	6,620,938	13,820,919	6,722,191	51.4-	
* UNREIMBURSED COSTS	215,514	1,534,273	0	0	.0	
ALLOCATED POSITIONS	30.00	30.00	30.00	26.60	11.3-	

## Purpose

The Road Fund budget unit is part of, and is managed by, the Development Services Department, and includes the Road Maintenance, Engineering, and Capital programs. The Fund provides resources to perform the inspection and maintenance of approximately 760 miles of County roads, bike and pedestrian ways, 97 bridges, and associated appurtenances such as delineation and signage.

The primary source of Road Fund revenues is the State Highway Users Tax Apportionment (HUTA). HUTA revenues are generated by a gas excise tax and, under California Law, may only be used for Road

purposes. Other road work funding revenues are also placed in this fund. This includes State Transportation Development Act, Federal Highways Administration grant and state transportation grant revenues. This budget unit is a separate fund in order to meet State requirements and restrictions on use.

A Board of Supervisors approved Annual Road Plan is required by the State Streets & Highway Code Section 2007 to account for the Road Fund use and demonstrate to the citizens of Sutter County the prudent and efficient use of limited transportation funding. A copy of that approved plan is included as part of the annual budget.

# Development Services Department Road Fund (3-100)

*Danelle Stylos, Director*

The Road Fund budget unit is now included in the newly created Development Services Department effective July 1, 2013.

Development Services Administration budget unit (2-721) and the Engineering Services budget unit (1-920)

## Major Budget Changes

### Salaries & Benefits

- (\$514,976) Decrease due to the transfer of three Engineer positions to the Engineering Services budget unit (1-920) and the transfer of 40% of the Assistant Director Development Services – Public Works position to other related budget units

### Services & Supplies

- (\$162,096) Decrease in General Supplies due to the creation of a new account to manage inventory of parts, and reduction in anticipated use of certain materials
- (\$6,372,801) Decrease in Professional/Specialized Services due to completion of bridge and federally funded road and airport projects
- (\$100,000) Decrease in Special Department Expense-Paving Materials due to reduced anticipated roadway preparation for contract rehab road work

### Other Charges

- \$216,933 Increase in Interfund PW Admin – Road reflecting services provided to the Road Division from the

- (\$160,000) Decrease in Interfund Plant Acquisition due to completion of Underground Storage Tank remediation at the Corp Yard.

### Capital Assets

- \$230,000 One Motorized Road Grader to support the increased unpaved road maintenance program
- \$50,000 One Trailer Mounted Crack Sealer
- \$29,800 One Replacement ¾ Ton Flat Bed Utility Vehicle
- \$36,500 One 1-Ton Dually Flat-Bed Truck with 70/30 Dump to Replace a ¾ Ton Pickup

### Revenues

- (\$453,310) Decrease in Contributions from Non-Governmental Agencies due to Sacramento Area Council of Governments (SACOG) program grants and a Public Utilities Commission (PUC) Railroad crossing grant
- (\$300,000) Decrease in Contribution from Other Agency Cities due to completion of an outsourced overlay contract with the City of Live Oak
- (\$1,142,668) Decrease in Federal Bridge Replacement Program revenue due to Pleasant

Grove Creek Bridge completion and Pennington Road bridge design progress

- (\$2,963,717) Decrease in Federal Other Aid due to the completion RSTP and HSIP funded road overlay and reconstruction
- (\$105,000) Decrease in Property Taxes - Current Secured based on historical data

### Program Discussion

The Road Fund budget unit contains three programs that provide distinct services and purposes: Road Maintenance Program (43), Road Engineering Program (44), and Road Capital Program (45).

The Road Maintenance Program has 19 funded positions and 56 pieces of heavy or specialized equipment. Due to increasing recurring costs, with minimal increases in annual recurring revenues, seven other vacant positions are maintained in an unfunded status. The mission and tasks assigned to the Road Maintenance Division have been adjusted to adapt to this lower staffing level. This program provides in-house staff and equipment to perform:

- Minor paved road repairs;
- Unpaved road maintenance, repairs and improvements;
- Bridge maintenance and minor repairs;
- Culvert repair and maintenance;
- Roadside drainage maintenance;
- Roadside vegetation control; and
- Signage and markings installation and maintenance

The Road Engineering Program staff has been transferred to the Engineering Services

budget unit (1-920). The Assistant Director of Development Services – Public Works has been allocated 60% to this budget unit (3-100), 20% to the Engineering Services budget unit (1-920) and 20% to the Water Resources budget unit (1-922). Engineering staff time is now reflected in the Interfund charges to this program. This program continues to reflect the revenues associated with the engineering services.

The Capital Program of the Road Fund contains the major road and bridge repairs and improvements project work and is managed through the Engineering Program of the Road Fund. The Program funds portions of the contracted construction work utilizing State and Federal highway program and grant revenues, or one-time revenues, which are less consistent, by the specific projects for which the revenues are designated.

### Recommended Budget

This budget is recommended at \$6,722,191. The Road budget unit currently does not receive any funding support from the General Fund.

Capital Assets are recommended at \$346,300 to purchase the following items:

- \$230,000 for one Replacement Motorized Road Grader to support the increased unpaved road maintenance program;
- \$50,000 for one Replacement Trailer Mounted Crack Sealer;
- \$36,500 for one 1-Ton Dually Flat-Bed Truck with 70/30 Dump to Replace vehicle #640, a 1988 ¾ Ton Pickup with 138,000 miles; and

# Development Services Department

## Road Fund (3-100)

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*Danelle Stylos, Director*

- \$29,800 for one ¾ Ton Truck to replace vehicle #317, a 2002 ¾ Ton Pickup with 182,000 miles.

Because the construction season spans two fiscal years, the recommended budget includes funding and appropriations for the carryover of selected construction projects originally budgeted in the previous fiscal year and may contain portions of the previous fiscal year Road Plan.

The FY 2013-14 recommended budget includes the following major projects:

- Design of the Pennington Road Bridge (\$35,000);
- Design initiation for Nicholas Avenue (Coon Creek) and Larkin Avenue (Butte Canal) Bridges (\$284,000);
- Continuation of the Bridge Preventative Maintenance Program (\$106,000) which is funded in part by the State; and
- Replacement of the Brewer Road Culvert Crossing (\$150,000).

A road seal and paving program is programmed for the coming year (\$929,491), as well as ADA compliance improvements totaling \$76,167. The Sutter Avenue & California Street Bike Lanes project is included for \$441,000, as described in the adopted FY 2013-14 Road Plan (attached).

Interfund Public Works Administration Service expense is recommended at \$658,431, which is an increase of \$216,933 (11%) compared to FY 2012-13. The administrative charges include engineering, accounting and management staff time spent in support of the Road Division.

Interfund Miscellaneous Non-Road revenues are recommended at \$134,567, an increase of \$33,817. The revenue reflects charges to other budget units for administrative, engineering, weed control, and maintenance work performed by staff in the Road Division.

The State Highway Users Tax Apportionment (HUTA) revenues are based on current market conditions. The revenues from HUTA sections 2104, 2105 and 2106 fund most of the in-house road program, and HUTA section 2103 is used to provide a portion of the major maintenance and rehabilitation programs in the Road Plan. State and Federal highway program and grant funds, when available, are also applied to this endeavor.

Annually, the County receives a portion of the Local Transportation Fund (LTF) under the Transportation Development Act (TDA). These funds are available for road work after public transportation needs have been met. Under an agreement with the Yuba-Sutter Transportation Agency, an allocation of funds is made to the County, which is used for general road maintenance and repairs. The annual amount available depends on State revenues and is estimated at \$728,473 for FY 2013-14.

The County may also receive approximately \$278,000 in State funds under a sub-program of RSTP; an exchange for Federal funds. This is an annual amount provided to counties and is being considered for elimination by the State.

## Use of Fund Balance

The Road Fund contains the following Restricted Fund Balance accounts with current (July 1, 2012) and projected (July 1, 2013) fund balances:

- Non-spendable Imprest Cash (Petty Cash)
  - Current \$100
  - Projected \$100
- Non-spendable Inventory
  - Current \$63,426
  - Projected \$63,426
- Restricted – 5<sup>th</sup> Street Bridge Maintenance
  - Current \$101,081
  - Projected \$106,081
- Restricted – Road Equipment Replacement
  - Current \$6,852
  - Projected \$0
- Restricted – FEMA/OES
  - Current \$70,000
  - Projected \$70,000
- Restricted Fund Balance
  - Current \$7,699,631
  - Projected \$5,490,431

The FY 2013-14 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$1,306,056, leaving an estimated ending balance of \$4,184,375.

No increases or decreases are recommended in the Non-spendable Imprest Cash, Non-spendable Inventory and Restricted-FEMA/OES fund balances for FY 2013-14.

It is recommended that the Restricted - 5<sup>th</sup> Street Bridge Maintenance fund balance be increased by \$5,000 in FY 2013-14 leaving an estimated June 30, 2014 ending balance of \$111,081. This reserve is maintained pursuant to an existing agreement with the City of Yuba City, the City of Marysville and Yuba County. Each year, \$5,000 is placed into this account to pay for major maintenance projects affecting the 5<sup>th</sup> Street Bridge.

# Development Services Department Road Fund (3-100)

Danelle Stylos, Director

## Sutter County Pavement Management System Road Report FY 2013-14 ROAD WORK PLAN

3/5/2013

LINE	SUP. DIST.	PCI	ADT	A/C LOCAL RES	STREET NAME	TOWN	FROM	TO	LENGTH (mile)	WIDTH (ft)	SEALS		PAVING	
											\$35,000	\$56,000	\$330,000	
											MICRO-SURFACING	CAPE SEAL COST	2" CONTRACT OVERLAY	
<b>OVERLAYS - SUMMER 2013</b>														
1	5	11	128	RMNC	WEST CATLETT RD.		3000' E. OF GARWOOD	7000' E. OF GARWOOD	1.00	20.0			334,000	
<b>SEALS - SUMMER 2013</b>														
3	3	70		RES	COLLEGE AVE.	SUTTER	ACACIA AVE.	OAK ST.	0.71	20	20,708			
4	3	55		RES	OAK ST	SUTTER	SUTTER AVE.	BUTTE HOUSE RD.	0.25	20	7,292			
5	3	70		RES	WALNUT ST.	SUTTER	SOUTH END	GRIFFITH LN.	0.75	20	21,875			
6	3	65		RES	SOUTH BUTTE RD.	SUTTER	ACACIA AVE.	LOCUST ST.	0.51	28	20,621			
7	4	65		RES	HUNN RD.	YUBA CITY	LITTLE JOHN RD.	HWY 99	0.22	34		17,453		
8	4	65		RES	LA RAMADA	YUBA CITY	EL SERENO	HUNN RD.	1.40	34	69,417			
9	4	70		RES	EL SERENO	YUBA CITY	WEST END	CAMINO CORTEZ	0.10	34	5,107			
10	4	65		RES	CAMINO CORTEZ	YUBA CITY	RICHLAND RD.	HUNN RD.	0.29	38	16,071			
11	4	70		RES	CORTEZ CT.	YUBA CITY	CAMINO CORTEZ	SOUTH END	0.06	34	2,876			
12	5	73		MNA	PHILLIPS RD.	YUBA CITY	BOGUE RD.	TEESDALE RD.	0.49	40		45,659		
13	5	67		MNA	PHILLIPS RD.	YUBA CITY	TEESDALE RD.	LINCOLN RD.	0.51	40		47,162		
14	5	70		RES	REO DR.	YUBA CITY	RANDOLPH DR.	NORTH END	0.07	36	3,675			
15	5	70		RES	RANDOLPH DR.	YUBA CITY	PHILLIPS RD.	NORTH END	0.17	38	9,421			
16	5	70		RES	MEADOW AVE.	YUBA CITY	PHILLIPS RD.	LINCOLN RD.	0.34	36	17,850			
17	5	75		RES	CRESWELL DR.	YUBA CITY	PHILLIPS RD.	PHILLIPS RD.	0.37	34	18,346			
18	5	75		RES	JUDITH CT.	YUBA CITY	CRESSWELL DR.	END	0.07	34	3,421			
19	5	75		RES	PAMELA CT.	YUBA CITY	CRESSWELL DR.	END	0.07	34	3,421			
20	5	75		RES	VICTORIA CT.	YUBA CITY	CRESSWELL DR.	END	0.07	34	3,421			
21	2	75		MJC	SOUTH BARRETT RD.	YUBA CITY	LINCOLN RD.	KATHLEEN WAY	0.26	32		19,444		
22	2	52		MJC	SOUTH BARRETT RD.	YUBA CITY	HUNN RD	RICHLAND RD.	0.27	32		20,160		
22	2	65		RES	CARLOTTA WAY	YUBA CITY	BARRETT RD.	MEADOWS AVE.	0.06	32	2,800			
23	2	65		RES	MEADOW AVE.	YUBA CITY	CARLOTTA WY.	KATHLEEN WY.	0.34	36	17,850			
24	2	65		RES	KATHLEEN WAY	YUBA CITY	MEADOW AVE.	SOUTH BARRETT	0.05	32	2,333			
25	2	70		RES	KAREN DR.	YUBA CITY	LINCOLN RD.	EAST END	0.16	38	8,867			
26	2	60		RES	VILLA VISTA AVE.	YUBA CITY	BARRETT RD.	EAST END	0.20	22	6,417			
27	2	70		RES	SOUTH PALORA AVE.	YUBA CITY	SOUTH END	FRANKLIN RD.	0.25	18	6,668			
28	2	65		RES	SOUTH LAWRENCE AVE.	YUBA CITY	SOUTH END	FRANKLIN RD.	0.29	24	10,150			
29	2	55		RES	MARCIA AVE	YUBA CITY	WEST END	CITY LIMIT	0.17	22	5,454			
30	5	68		MJC	SMITH RD.	YUBA CITY	0.165M East of WALTON AVE	HWY. 99	0.32	22		16,178		
31	5	62		MJC	SMITH RD.	YUBA CITY	HWY. 99	PHILLIPS RD.	0.14	22		7,311		
32					VARIOUS ADA SIDEWALK RECONSTRUCTION									76,167
<b>TOTALS</b>									10.00	miles	\$284,060	\$173,367	\$410,167	
											Inspection and Testing:	\$63,852	\$29,750	
<b>Grand Total:</b>											<b>\$961,196</b>			

Proj #	Description	Est'd Cost
<b>Bridges:</b>		
NEW	Brewer Rd Bridge (design)	\$ 150,000
NEW	Bridge Preventative Maint	\$ 106,000
B105	Larkin Rd/Butte Canal Bridge (design)	\$ 128,000
B0700	Nicholas Ave/Coon Ck Bridge (design)	\$ 156,000
B0650	Pennington Rd Bridge (design)	\$ 35,000
<b>Total Bridges</b>		<b>\$ 575,000</b>
<b>Roads:</b>		
MEM1103	ADA Compliance Improvements	\$ 76,167
NEW	Seals (2014)	\$ 544,863
BL1301	Sutter Ave & Calif St Bike Lanes	\$ 441,000
NEW	West Catlett Recon (2013) Segment 2	\$ 384,628
TBD	Miscellaneous Budget	\$ 300,000
<b>Total Roads</b>		<b>\$ 1,746,658</b>
<b>Total 52180</b>		<b>\$ 2,321,658</b>

# Development Services Department Transportation Development (3-300)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: TRANSPORTATION DEVELOPMENT		FUND: GENERAL		0001 3-300
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
OTHER CHARGES	105,649	101,354	150,000	150,000	.0
* GROSS BUDGET	105,649	101,354	150,000	150,000	.0
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	105,649	101,354	150,000	150,000	.0
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	105,649	101,354	150,000	150,000	.0
TOTAL OTHER REVENUES	105,649	101,354	150,000	150,000	.0
* UNREIMBURSED COSTS	0	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

This budget unit finances the County's portion of the Yuba-Sutter Transit Authority (YSTA) for the residents of the unincorporated area of Sutter County. Funding of this program comes from the County's share of State Transportation Development Act Funds. The State Transit Assistance component is allocated and provided directly to the YSTA. The Local Transportation Fund (LTF) component is allocated to the County for the unincorporated area. By agreement, a portion of the LTF annual allocation is used to finance subsidized YSTA transit services. The remainder, after insuring there are no unmet transit needs, may be used by the County to fund general road maintenance work. The remainder portion of the LTF is credited as revenue directly to the Sutter County Road Fund (3-100).

## Major Budget Changes

There are no major budget changes for FY 2012-13.

## Recommended Budget

This budget unit is recommended at \$150,000. This budget unit does not receive any funding from the General Fund. Funding of this program comes from the County's share of the Local Transportation Fund (LTF) and is used to fund unmet transit needs as required by State law.

## Use of Fund Balance

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



# Development Services Department County Consolidated Street Lighting District (0-340)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS		UNIT: CO CONSOLIDATED ST LIGHT DIST		FUND: CO CONSOLIDATED ST LIGHT DIST 0340 0-340	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	37,053	27,727	38,460	38,460	.0
OTHER CHARGES	803,388	6,566	6,057	2,458	59.4-
* GROSS BUDGET	840,441	34,293	44,517	40,918	8.1-
* NET BUDGET	840,441	34,293	44,517	40,918	8.1-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	31,533	35,132	11.4
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	840,441	34,293	76,050	76,050	.0
<b>OTHER REVENUES</b>					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	793	369	800	800	.0
GENERAL REVENUES	83,201	48,335	75,250	75,250	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	83,994	48,704	76,050	76,050	.0
* UNREIMBURSED COSTS	756,447	14,411-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

The County Consolidated Street Lighting District is responsible for the maintenance and operations of street lights within the District.

The new Development Services Department will now be responsible for the management of this budget unit and that portion of the District located in the unincorporated area. The City of Yuba City manages that portion of the District within the City limits and maintains its own budget unit for that purpose. The District continues as a single entity with the City and the County administering their respective areas of responsibility. The fund assets of the corporate District are the combination of the

portions maintained by the City and the County.

## Major Budget Changes

There are no major budget changes for FY 2013-14.

## Program Discussion

The County Consolidated Street Lighting District consolidates over 40 smaller benefit areas and finances the maintenance and operation of street lights within the unincorporated area of Sutter County. The District is obligated to provide service for which taxes are collected. The County

# Development Services Department County Consolidated Street Lighting District (0-340)

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*Danelle Stylos, Director*

Consolidated Street Lighting District is supported by ad valorem property taxes (as opposed to benefit assessments) on properties within the district.

The City of Yuba City has responsibility for approximately 40% of the District geographic territory and provides for the operation and maintenance of those streetlights that now fall within the City limits. In October of 2012, \$798,040, the calculated amount of the fund balance attributed to the portion of the District that had been annexed to the City of Yuba City, was paid to the City. Current tax revenues are also apportioned to the City for the operations, maintenance and improvements to these facilities.

At this time, the County portion of the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.

## **Recommended Budget**

This budget is recommended at \$76,050. This budget unit does not receive financing from the General Fund. The District receives its funding from ad valorem property taxes on properties within the district.

Expenses are for utilities, repairs, and staff administration. At this time, staff expenses include efforts to incorporate lighting data into the County's Geographic Information System (GIS).

## **Use of Fund Balance**

This fund contains a Restricted Fund Balance in the amount of \$1,249,476 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$1,325,526 at July 1, 2013.

The FY 2013-14 Recommended Budget includes an increase to Restricted Fund Balance in the amount of \$35,132, leaving an estimated ending balance of \$1,360,658 as of July 1, 2014.

**Development Services Department  
Royo Ranchero Construction - Live Oak Canal (0-389)**

*Danelle Stylos, Director*

E X E C U T I V E   S U M M A R Y					
DEPT HEAD: DANELLE STYLOS		UNIT: ROYO RANCHERO CNSTRCT-LO CANAL FUND: ROYO RANCHERO CNSTRCT-LO CANAL 0389 0-389			
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
* GROSS BUDGET	0	0	0	0	.0
* NET BUDGET	0	0	0	0	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	850	850	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	0	0	850	850	.0
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	934	497	850	850	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	934	497	850	850	.0
* UNREIMBURSED COSTS	934-	497-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Purpose**

The primary purpose of this budget unit is to appropriate the interest revenue for the remaining balance in a construction fund related to Live Oak Canal improvements, as provided in a 1986 bond issuance. This budget unit will now be part of, and managed by, the Development Services Department.

right-of-way of Royo Ranchero Drive northerly from Colusa Highway frontage road to Butte House Road.

**Recommended Budget**

This budget is recommended at \$850. The General Fund does not provide any financing for this budget unit.

**Major Budget Changes**

There are no major budget changes for FY 2013-14.

**Use of Fund Balance**

The Royo Ranchero Construction-Live Oak Canal fund contains a Restricted Fund Balance in the amount of \$40,652 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$41,502 at July 1, 2013. The FY 2013-14 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$850 leaving an estimated ending balance of \$42,352.

**Program Discussion**

The Royo Ranchero - Live Oak Canal improvement project provided for the construction and acquisition of the necessary

# Development Services Department Royo Ranchero Construction (0-397)

Danelle Stylos, Director

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: ROYO RANCHERO CONSTRUCTION		FUND: ROYO RANCHERO CONSTRUCTION		0397 0-397
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
* GROSS BUDGET	0	0	0	0	.0
* NET BUDGET	0	0	0	0	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	520	520	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	0	0	520	520	.0
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	481	292	520	520	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	481	292	520	520	.0
* UNREIMBURSED COSTS	481-	292-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

This budget was established to appropriate funds for improvements at Royo Ranchero Drive. Remaining funds are to be expensed for future improvements to Royo Ranchero Drive.

The new Development Services Department will now prepare and manage this budget unit.

## Major Budget Changes

There are no major budget changes for FY 2013-14.

## Program Discussion

Royo Ranchero Drive is located within the City of Yuba City, bounded by Jefferson Avenue to the north and Highway 20 to the south.

## Recommended Budget

This budget is recommended at \$520. The General Fund does not provide any financing for this budget unit.

## Use of Fund Balance

The Royo Ranchero Construction fund contains a Restricted Fund Balance in the amount of \$23,862 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$24,382 at July 1, 2013.

The FY 2013-14 Recommended Budget contains an increase in Obligated Fund Balance of \$520 leaving an estimated ending balance of \$24,902.

# Development Services Department Urban Area Residential Street Lighting District (3-000)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS		UNIT: URBAN AREA RESIDENT ST LIGHTNG FUND: URBAN AREA RESIDENT ST LIGHTNG 3000 3-000			
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	13,990	10,611	17,264	17,264	.0
OTHER CHARGES	5,880	1,689	7,236	3,776	47.8-
* GROSS BUDGET	19,870	12,300	24,500	21,040	14.1-
* NET BUDGET	19,870	12,300	24,500	21,040	14.1-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	0	4,059	***
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	19,870	12,300	24,500	25,099	2.4
<b>OTHER REVENUES</b>					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	24,340	13,827	24,500	25,099	2.4
CANCELLATION OF OBLIGATED F/B	0	0	0	0	.0
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	24,340	13,827	24,500	25,099	2.4
* UNREIMBURSED COSTS	4,470-	1,527-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

The Urban Area Residential Street Lighting District is responsible for the operation and maintenance of streetlights within the District. The new Development Services Department will now be responsible for the management of this budget unit and District.

maintenance of streetlights within the District serviced by Sutter County. The Urban Area Residential Street Lighting District is supported by benefit assessments that are applied to properties within the District. Assessment rates are capped, but may be adjusted within the cap if necessary within the provisions of Proposition 218.

## Major Budget Changes

There are no major budget changes for FY 2013-14.

The District includes eight subdivisions: three in the community of Sutter, two west of George Washington, one in the north Yuba City area, one in Century Park, and one near Bogue Road and Highway 99.

## Program Discussion

The Urban Area Residential Street Lighting District finances the operation and

At this time, the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.

# Development Services Department Urban Area Residential Street Lighting District (3-000)

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*Danelle Stylos, Director*

On-going expenses are for utilities, repairs, and staff administration. At this time, staff expenses include efforts to incorporate lighting data into the County's Geographic Information System (GIS).

## **Recommended Budget**

This budget is recommended at \$25,099. The General Fund does not provide any financing for this budget unit.

## **Use of Fund Balance**

The Urban Area Residential Street Lighting District fund contains a Restricted Fund Balance in the amount of \$307,421 as of July 1, 2012. It is estimated there will be no increases or decreases in the Committed Fund Balance on July 1, 2013.

The FY 2013-14 Recommended Budget includes an increase of the Committed Fund Balance in the amount of \$4,059, leaving an estimated ending balance of \$311,480.

# Development Services Department Water Resources (1-922)

Danelle Stylos, Director

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: WATER RESOURCES	FUND: GENERAL			0001 1-922	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SALARIES AND EMPLOYEE BENEFITS	423,477	332,342	451,278	473,880	5.0	
SERVICES AND SUPPLIES	80,133	27,144	70,607	70,910	.4	
OTHER CHARGES	76,479	31,565	68,650	66,093	3.7-	
* GROSS BUDGET	580,089	391,051	590,535	610,883	3.4	
INTRAFUND TRANSFERS	153,767	72,356	111,444	104,946	5.8-	
* NET BUDGET	733,856	463,407	701,979	715,829	2.0	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	483,078	238,731	447,645	478,875	7.0	
GOVERNMENTAL REVENUES	48,486	0	0	0	.0	
GENERAL REVENUES	22-	0	0	0	.0	
OTHER FINANCING SOURCES	2,457	0	0	0	.0	
TOTAL OTHER REVENUES	533,999	238,731	447,645	478,875	7.0	
* UNREIMBURSED COSTS	199,857	224,676	254,334	236,954	6.8-	
ALLOCATED POSITIONS	5.00	5.00	5.00	5.20	4.0	

## Purpose

The Water Resources budget unit is a part of, and is managed by, the Development Services Department.

Water Resources staff plan and implement, with Board of Supervisors approval, water resources programs such as ground water management, regional water/wastewater treatment, integrated regional water management, drainage, local grading oversight, and floodplain management, in accordance with the provisions of Federal and State programs, laws and regulations. The Road Maintenance Division performs actual maintenance of the Live Oak Canal for the Sutter County Water Agency (SWCA) and other publicly-owned stormwater storage and conveyance facilities in the unincorporated

County area not within a drainage or reclamation District.

The ongoing activities of Water Resources are funded by the SCWA, SCWA Zones, The Rio Ramaza Wastewater Fund, Waterworks District #1 (WWD1), and the General Fund.

## Major Budget Changes

### Salaries & Benefits

- \$ 36,320 Increase in salaries and related benefits related to the transfer of 20% of the Assistant Director Development Services – Public Works

**Intrafund Transfers**

- (\$6,710) Decrease in Intrafund Administration Services reflecting the distribution of Development Services Administration costs

**Revenues**

- (\$30,000) Decrease in Interfund Road Ditch Work
- \$15,245 Increase in Interfund Water Agencies due to property tax contributions from the Water Agency for work on the Live Oak Canal.
- (\$12,940) Decrease in Interfund Admin Misc. Departments reflecting distribution of Development Services Administration costs
- \$9,275 Increase in Interfund Maintenance & Improvement
- \$47,700 Increase in Contribution from Other Agency Sutter County due to grant activities for the Water Works District #1 new water treatment plant

**Program Discussion**

The Water Resources budget unit contains two branches that provide services: Engineering (46) and Maintenance (47).

The activities of the Engineering branch are funded by Program 46 (Engineering). The Division has two funded staff positions. In FY

2011-12, the Associate Engineer Position was eliminated.

Division staff performs the daily duties of:

- Floodplain management;
- Providing water & wastewater services in the Rio Ramaza and Robbins communities as well as Live Oak Park;
- Managing a joint urban area NPDES storm water permit with Yuba City;
- Planning and coordinating drainage improvements, including new development reviews;
- Developing groundwater management plans;
- Participating in integrated regional water management activities; and
- Coordinating selected flood control issues.

In support of the County’s Community Rating System (CRS) program, the Water Resources staff will be participating in and managing activities such as public outreach workshops and coordinating with the Federal Emergency Management Agency (FEMA) and the State Floodplain Coordinator.

Reduction of arsenic in the drinking water provided by WWD#1 in the town of Robbins, is required by new Federal Standards. In FY 2012-13, the Water / Wastewater Operator and the Water Resources Division Chief spent considerable time executing a grant for the Robbins Arsenic Remediation Feasibility Study. With this study underway, more efforts will be concentrated on obtaining a construction grant for the new well and treatment plant for WWD#1, as well as preparing a new grant application for additional wastewater facility improvements.



Approximately 22% of the funding for services provided under the Water Resources Branch (Program 46) is from the General Fund. The remainder is provided through a combination of reimbursements: SCWA, WWD#1 and Rio Ramaza.

The activities of the Drainage Branch are funded by Program 47 (Maintenance). The Branch has two funded staff positions. In FY 2010-11, a Public Works Equipment Operator position was defunded and remains vacant and unfunded.

The Drainage Branch of the Road Maintenance Division provides manpower and equipment to maintain collection ditches, inlets, storm drains, pumping stations, open channel conveyances, and maintenance of the Live Oak Canal.

Approximately 49% of the funding for services provided under the Drainage Branch (Program 47) is from the General Fund. The remainder is provided through a combination of reimbursements from the SCWA Zones of Benefit and the Road Fund.

## **Recommended Budget**

This budget unit is recommended at \$715,829 and includes Intrafund Administration Service charges from the Development Services Administration budget unit (2-721). The General Fund provides 33% of the financing for this budget unit and is decreased by \$17,380 (6.8%) compared to FY 2012-13.

The recommended budget includes the addition of 20% of the Assistant Director Development Services – Public Works position as well as consultant costs for engineering services related to floodplain management and integrated water resource management for the County.

Intrafund Administration services are recommended at \$102,137 which is a decrease of \$6,710 (6.1%) compared to FY 2012-13. The administrative costs include accounting and management staff's time spent in support of the Water Resources Division.

## **Use of Fund Balance**

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

# Development Services Department Flood Control (1-923)

Danelle Stylos, Director

E X E C U T I V E S U M M A R Y						
DEPT HEAD: DANELLE STYLOS	UNIT: FLOOD CONTROL		FUND: GENERAL		0001 1-923	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
<b>EXPENDITURES</b>						
SERVICES AND SUPPLIES	496,124	45,299	601,562	578,200	3.9-	
OTHER CHARGES	110,108	0	658	0	100.0-	
* GROSS BUDGET	606,232	45,299	602,220	578,200	4.0-	
INTRAFUND TRANSFERS	0	0	0	0	.0	
* NET BUDGET	606,232	45,299	602,220	578,200	4.0-	
<b>OTHER REVENUES</b>						
USER PAY REVENUES	8,931	0	0	0	.0	
GOVERNMENTAL REVENUES	253,271	96,844	571,362	548,000	4.1-	
TOTAL OTHER REVENUES	262,202	96,844	571,362	548,000	4.1-	
* UNREIMBURSED COSTS	344,030	51,545-	30,858	30,200	2.1-	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

## Purpose

The primary function of this budget unit is to appropriate the funding to support flood control efforts in Sutter County. The majority of expenditures in this unit are to support the Sutter-Butte Flood Control Agency (SBFCA) and to provide payments to support activities for Federal advocacy efforts to obtain funding for levee and flood control improvements.

## Major Budget Changes

### Services & Supplies

- (\$23,362) Decrease in Special Departmental Expenses (Flood) reflecting Proposition 13 funding for the United States Army Corps of Engineers - Feasibility Study

## Revenues

- (\$23,362) Decrease in estimated State Grant funding for the ongoing United States Army Corps of Engineers Feasibility Study

## Program Discussion

This unit serves as a mechanism to provide reimbursement to the Sutter Butte Flood Control Agency (SBFCA) for Sutter Basin Feasibility Study activities initiated in 2000 by the United States Army Corps of Engineers.

SBFCA was formed by the Sutter – Butte Joint Exercise of Powers Agreement (JPA) for the purpose of jointly exercising the powers of its members to provide flood control and protection. In December of 2007, Sutter County, Sutter County Water Agency, Butte County, Yuba City, City of Live Oak, City of Biggs, City of Gridley,

Levee District 1, and Levee District 9 signed a JPA establishing SBFCA. The members agreed to have the power and authorization to acquire, construct, improve, operate, and maintain works for the purpose of controlling and conserving waters for the protection of life and property that would or could be damaged by inundation caused by still or flowing water. This unit supports SBFCA by allocating State proposition monies to SBFCA.

The United States Army Corps of Engineers Sutter Basin Feasibility Study was initiated in 2000. The local share of this project is currently estimated to be \$2.8 million, of which \$2.05 million will be met using a Proposition 13 grant. Proposition 13 in this context is the “Safe Drinking Water, Clean Water, Watershed Protection and Flood Protection Act of 2000. The FY 2013-14 Proposition 13 funding contribution is estimated at \$548,000. These funds are received by the County and will be passed-through (reimbursed) to SBFCA to fund the feasibility study.

This budget unit also appropriates funding for costs incurred by Federal representatives which are actively advocating for funding for levee improvements and flood control related projects in Sutter County.

## **Recommended Budget**

This budget is recommended at \$578,200. The General Fund provides 5.2% of the financing for this budget unit and is reduced by \$658 (2.1%) compared to FY 2012-13.

## **Use of Fund Balance**

The General Fund contains a Fund Balance Committed for Flood Control. The balance of this account is estimated to be \$490,000 as of the end of FY 2012-13. This year’s recommended budget does not include an increase to this Committed Fund Balance account.

# Development Services Department Sutter County Water Agency (0-320)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: SUTTER COUNTY WATER AGENCY		FUND: SUTTER COUNTY WATER AGENCY		0320 0-320
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
OTHER CHARGES	235,406	129,795	241,814	131,408	45.7-
* GROSS BUDGET	235,406	129,795	241,814	131,408	45.7-
* NET BUDGET	235,406	129,795	241,814	131,408	45.7-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	13,010	7,202	44.6-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	235,406	129,795	254,824	138,610	45.6-
OTHER REVENUES					
USER PAY REVENUES	121,273	65,652	116,775	2,000	98.3-
GOVERNMENTAL REVENUES	1,926	895	1,900	1,800	5.3-
GENERAL REVENUES	126,686	82,177	136,149	134,810	1.0-
CANCELLATION OF OBLIGATED F/B	0	0	0	0	.0
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	249,885	148,724	254,824	138,610	45.6-
* UNREIMBURSED COSTS	14,479-	18,929-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

The Sutter County Water Agency (SCWA) was created by the Sutter County Water Agency Act of the California State Legislature, as described in Chapter 86 of the California State Water Code and will now be a part of, and managed by, the Development Services Department.

The Agency boundary encompasses all territory lying within the exterior boundaries of the County of Sutter and is governed by a Board of Directors. The Board of Supervisors of the County is the ex-officio Board of Directors of the Agency.

The SCWA has the power to:

- Control drainage waters within the agency;
- Control flood and storm waters, and divert and transport such waters for beneficial uses;
- Save or conserve in any manner all or any such waters;
- Reduce the waste of water; and
- Protect the watercourses, watersheds, public highways, and life and property within the agency from damage created by any such drainage or flood and storm waters.

The major source of revenue for the SCWA is County-wide ad valorem tax revenues for the general functions of the SCWA.

Since 1975, the SCWA has also created and administered drainage "Zones" of Benefit for specific areas within the County.

Zones 2, 4-8, and 11-13 provide for the collection of impact fees and construction of capital improvements to accommodate existing and future storm water runoff, particularly that created by new development. These have separate funds for accruing drainage connection/impact fee revenues and expensing capital improvements

Zones 4-9 have maintenance assessments for the operations and maintenance of drainage structures and facilities benefitting those zones. Zone 9 has a separate fund. Zones 4-8 maintenance assessments are deposited directly into a new separate fund for the operations and maintenance of the Live Oak Canal, its tributaries and appurtenances.

## **Major Budget Changes**

### **Other Charges**

- (\$111,525) Decrease in Interfund Water Resources for Live Oak Canal maintenance work

### **Revenues**

- (\$114,775) Decrease in revenue form Assessments from Zones 4 thru 8 for Live Oak Canal maintenance work

## **Program Discussion**

The SCWA currently has no assigned staff and its functions are performed by County staff expensed in the Water Resources budget unit (1-922). Personnel, supplies, and equipment costs for the engineering staff performing water resources management and floodplain management tasks are funded within the Water Resources budget unit and charged to this budget unit through the Interfund Water Resources account.

With the creation of the Live Oak Canal Operations Fund, the maintenance revenues and expenses for the Live Oak Canal shall no longer be passed through this fund.

## **Recommended Budget**

This budget is recommended at \$138,610. This budget unit does not receive any funding from the General Fund.

## **Use of Fund Balance**

The Sutter County Water Agency fund contains a Restricted Fund Balance in the amount of \$123,225 as of July 1, 2012. It is estimated that the Committed Fund Balance will equal \$ 136,235 at July 1, 2013.

The FY 2013-14 Recommended Budget includes an increase of Obligated Fund Balance in the amount of \$7,202.

# Development Services Department Live Oak Canal Operations Fund (0-321)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD:	UNIT: LO CANAL OPERATIONS & MAINTENC FUND: LO CANAL OPERATIONS & MAINTENC 0321 0-321				
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
OTHER CHARGES	0	0	0	114,025	***
* GROSS BUDGET	0	0	0	114,025	***
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	0	0	0	114,025	***
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	0	0	0	114,025	***
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	0	0	0	114,025	***
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	0	0	0	114,025	***
* UNREIMBURSED COSTS	0	0	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

## Purpose

Maintenance of the Live Oak Canal is the responsibility of the Sutter County Water Agency (SCWA) and will now be part of, and managed by, the Development Services Department.

The canal drains the west Yuba City area into the State drain on the eastside of the Sutter Bypass. The canal was constructed by the SCWA and zones with maintenance assessments were formed to fund the operations and maintenance of the canal. The Live Oak Canal Operations (LOCO) Fund was established by resolution of the Sutter County Water Agency (SCWA) in March of 2013. This new separate fund was created for the operations and maintenance of the Live Oak Canal, its open channel tributaries and appurtenances. Tax

assessment revenues for operations and maintenance shall be collected and deposited directly into this new fund.

The use of this fund separates capital funds derived from drainage connection, or impact fees, collected for new development impacts, which will remain in each individual zone fund, from the operations and maintenance funds. The operations and maintenance assessments can then be transferred as needed to support Sutter County Water maintenance activities along the Live Oak Canal.

The major source of revenue for the LOCO fund will be the deposit of tax assessment revenues for the operations and maintenance of the Live Oak Canal. Currently assessments are levied for SCWA Zones 4 through 8.

## **Major Budget Changes**

### **Other Charges**

- \$114,025 Increase in Interfund Water Resources relating to operation and maintenance expenses associated with the Live Oak Canal

### **Revenues**

- \$114,025 Increase in revenues from assessments for Zones 4 through 8

## **Program Discussion**

The SCWA currently has no assigned staff and its functions are performed by County staff expensed in the Water Resources budget unit (1-922). Personnel, supplies, and equipment costs for the operation and maintenance tasks are funded within the Water Resources budget unit and charged to this budget unit through the Interfund Water Resources account.

Capital improvements for new development impacts are funded within each water agency zone capital budget unit and are not part of this fund.

## **Recommended Budget**

This budget is recommended at \$114,025. This budget unit does not receive any funding from the General Fund. All funding is provided through tax assessments.

## **Use of Fund Balance**

The Sutter County Water Agency fund contains a Restricted Fund Balance in the amount of \$ 0.00 as of July 1, 2012. It is estimated that the Committed Fund Balance will equal \$ 0.00 at July 1, 2013.

**Development Services Department** *Danelle Stylos, Director*  
**Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
Zone 12 (0-333), Zone 13 (0-334)**

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**\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

## **Purpose**

Sutter County Water Agency (SCWA) Zones 2, 11, 12 & 13 were created to provide the mechanism needed to collect funds, from properties within the respective Zones, to reimburse the SCWA and local developers for funds advanced on new development drainage capital improvement projects benefitting properties within the Zones. These Zones will now be part of, and managed by, the Development Services Department.

## **Major Budget Changes**

There are no major budget changes for FY 2013-14.

## **Program Discussion**

Zone 2 was created on May 27, 1980 under SCWA Resolution 80-3 WA with fees established under Ordinance 2 WA for capital improvements; the construction of a storm drain lateral in Franklin Road. External reimbursement agreements have been satisfied and there are no outstanding liabilities of the SCWA for this Zone. Planned improvements are complete. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

Zone 11 was created on December 4, 1990 under SCWA Resolution 90-5 WA with fees established under Ordinance 12 WA (as amended by SCWA Ord 16 WA) for capital

improvements; the construction of a storm drain main in Walton and Smith roads and upsized lines in the Sanborn Estates and Cypress subdivisions. The final reimbursement agreement was paid in full during FY 2011-12 in the amount of \$13,331. Planned improvements are complete.

Zone 12 was created on October 30, 1990 under SCWA Resolution 90-3 WA with fees established under Ordinance 13 WA (as amended by SCWA Ordinance 17 WA) for capital improvements; the construction of storm drain laterals in McKinley and Hooper roads. The reimbursement agreement with Butte House Development, Inc. has not yet expired and the remaining outstanding obligation is \$81,839. Planned improvements are complete. No new development is expected this fiscal year. This agreement will expire March 25, 2017.

Zone 13 was created on February 18, 1992 under SCWA Resolution 92-2 WA (as amended by SCWA Ordinance 15 WA) for capital improvements; the construction of storm drainage facilities. The facilities have been completed and have no other obligations. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

These budget units are financed by drainage connection/capital impact fees that are collected as development occurs. Funds are used for capital improvements within the zone. No annual maintenance assessment fees are levied within these zones.



**Development Services Department** *Danelle Stylos, Director*  
**Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
 Zone 12 (0-333), Zone 13 (0-334)**

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**Recommended Budget**

These budgets are recommended at a combined amount of \$5,268. These budget units do not receive any funding from the General Fund. All funding is provided through charges, fees, and interest.

The FY 2012-13 Recommended Budget includes the following increases in Obligated Fund Balances and estimated ending balances.

**Use of Fund Balance**

Each of the zone budget units contains a Restricted Fund Balance with the following current (July 1, 2012) and projected (July1, 2013) fund balances.

- Zone 2
  - Increase \$ 550
  - Balance \$28,137

- Zone 11
  - Increase \$ 3,364
  - Balance \$129,090

- Zone 12
  - Increase \$ 42
  - Balance \$ 2,420

- Zone 13
  - Increase \$ 1,310
  - Balance \$76,037

- Zone 2
  - Current \$27,037
  - Projected \$27,587
- Zone 11
  - Current \$121,226
  - Projected \$125,726
- Zone 12
  - Current \$2,330
  - Projected \$2,378
- Zone 13
  - Current \$73,227
  - Projected \$74,727

**Development Services Department  
Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
Zone 12 (0-333), Zone 13 (0-334)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #2	FUND: COUNTY WATER ZONE #2			0324 0-324	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
EXPENDITURES						
OTHER CHARGES	0	0	0	1	***	
* GROSS BUDGET	0	0	0	1	***	
* NET BUDGET	0	0	0	1	***	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	550	550	.0	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	0	0	550	551	.2	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	545	330	550	551	.2	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	545	330	550	551	.2	
* UNREIMBURSED COSTS	545-	330-	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

**Development Services Department  
Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
Zone 12 (0-333), Zone 13 (0-334)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #11		FUND: COUNTY WATER ZONE #11		0332 0-332	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
EXPENDITURES						
OTHER CHARGES	0	0	0	1	***	
* GROSS BUDGET	0	0	0	1	***	
* NET BUDGET	0	0	0	1	***	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	4,500	3,364	25.2-	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	0	0	4,500	3,365	25.2-	
OTHER REVENUES						
USER PAY REVENUES	0	0	2,000	1,200	40.0-	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	2,445	1,481	2,500	2,165	13.4-	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	2,445	1,481	4,500	3,365	25.2-	
* UNREIMBURSED COSTS	2,445-	1,481-	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

**Development Services Department  
Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
Zone 12 (0-333), Zone 13 (0-334)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #12		FUND: COUNTY WATER ZONE #12		0333 0-333
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
OTHER CHARGES	0	0	0	1	***
* GROSS BUDGET	0	0	0	1	***
* NET BUDGET	0	0	0	1	***
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	48	41	14.6-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	0	0	48	42	12.5-
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	47	28	48	42	12.5-
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	47	28	48	42	12.5-
* UNREIMBURSED COSTS	47-	28-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Development Services Department  
Sutter County Water Agency Zone 2 (0-324), Zone 11 (0-332),  
Zone 12 (0-333), Zone 13 (0-334)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #13		FUND: COUNTY WATER ZONE #13		0334 0-334
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
OTHER CHARGES	0	0	0	1	***
* GROSS BUDGET	0	0	0	1	***
* NET BUDGET	0	0	0	1	***
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	1,500	1,309	12.7-
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	0	0	1,500	1,310	12.7-
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	1,477	895	1,500	1,310	12.7-
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	1,477	895	1,500	1,310	12.7-
* UNREIMBURSED COSTS	1,477-	895-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

# Development Services Department Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

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*Danelle Stylos, Director*

## **\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

### **Purpose**

Sutter County Water Agency (SCWA) Zones 4 through 8 were created to construct and maintain drainage structures to support new development on the West Side of Yuba City and will now be part of, and managed by, the Development Services Department.

Starting with this fiscal year, these budget units only accrue the revenues derived from drainage connection /impact fees and expense the construction of improvements planned for each zone. A separate budget unit, the Live Oak Canal Operations Fund (0-321) is used to consolidate the benefit assessment revenues for the five zones and expense the operations and maintenance costs for operating and maintaining the Live Oak Canal and its appurtenances that benefit all five zones.

Zone 4 was created on April 13, 1982 under SCWA Resolution 82-3 WA with fees established under Ordinance 4 WA (as amended by SCWA Ord 14 WA and Ord 19WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed.

Zone 5 was created on May 1, 1984 under SCWA Resolution 84-2 WA with fees established under Ordinance 7 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the

years and replacement of the pipe under Hwy 20 has been completed.

Zone 6 was created on November 4, 1986 under SCWA Resolution 86-1 WA with fees established under Ordinance 8 WA (as amended by SCWA Ord 21 WA and Ord 8WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed. August 14, 2001 a reimbursement agreement was entered with Harter Packing and Home Depot for the construction of a main pipeline and canal along the Union Pacific Railroad (UPRR) right of way from Harter Packing property to the Live Oak Canal. Sunset date on the reimbursement agreement is August 14, 2021, with a remaining outstanding obligation of \$625,854.

Zone 7 was created on April 21, 1987 under SCWA Resolution 87-2 WA with fees established under Ordinance 9 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself downstream of Zone 7. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed.

Zone 8 was created on September 12, 1989 under SCWA Resolution 89-3 WA (as amended by Resolution 02-001 WA) with fees established under Ordinance 10 WA (as amended by SCWA Ordinance 22 WA) for capital improvements; enlarging all culvert

# Development Services Department Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

*Danelle Stylos, Director*

crossings of the Live Oak Canal and the canal itself downstream of Zone 8, construct 6,200 ft main pipeline along the south side of Franklin Road from the Live Oak Canal to El Margarita Road and extending north 2,140 ft along El Margarita Road. On July 25, 2005 a reimbursement agreement was entered with Yuba City Unified School District for the construction of an oversized pipeline to provide capacity for the northern 225 acres of the zone. Sunset date on the agreement is July 26, 2035, with a remaining outstanding obligation of \$1,289,073.

The Water Zone budgets are managed by the Water Resources Division of the new Development Services Department.

## Major Budget Changes

### Services & Supplies

- (\$43,630) Decrease in Maintenance Structure / Improvement for Zones 4 and 7. These expenses are now reflected in the new Live Oak Canal Operations budget unit

### Other Charges

- (\$350,000) Decrease in Developer Reimbursement for Zone 6

### Capital Assets

- \$26,391 Increase in Capital Assets due to a capital improvement projects in Zones 4
- \$26,391 Increase in Capital Assets due to a capital improvement projects in Zones 7

## Revenues

- (\$116,217) Decrease in revenues due to re-direction of Property Tax Special Assessments to new Live Oak Canal Operations fund (0-321)

## Program Discussion

These funds are used only for capital improvements consistent with the project list in the engineer reports for each zone. Some projects benefit multiple zones. Revenues for each Zone of Benefit budget unit are collected from one-time fees for drainage connections as new homes and commercial structures are built. One-time revenues are reserved for designated upgrades and improvements to the system.

## Recommended Budget

These budget units are recommended as follows and include Interfund Public Works Administration Service charges from the Development Services Department budget unit (2-721).

- Zone 4 \$ 72,572
- Zone 5 \$ 13,000
- Zone 6 \$ 10,400
- Zone 7 \$ 21,550
- Zone 8 \$ 63

These budget units do not receive any funding from the General Fund. All funding is provided through tax assessments.

In FY 2013-14, the Water Resources Division, which manages the Zones, is requesting to fund ongoing drainage improvement planning efforts based upon drainage studies of the Live Oak Canal completed in FY 2010-11. The

# Development Services Department Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

*Danelle Stylos, Director*

cost of these efforts will be distributed as follows.

- Zone 4           \$ 1,850
- Zone 5           \$     0
- Zone 6           \$     0
- Zone 7           \$  925
- Zone 8           \$     0

The FY 2013-14 Recommended Budget includes 3 projects: Construction of a 1,300 foot drainage swale (Zone 4) in the amount of \$21,650, a second project in Zone 4 for \$58,316 for Madison Road erosion including the construction of a low flow ditch and Zone 7's ditch improvement project in the amount of \$16,674.

The Interfund Administration – Miscellaneous Departments account is used to reflect charges to the individual Zones for in-house engineering services performed by the Water Resources division. The FY 2013-14 Recommended Budget includes \$1,130 (Zones 4 - 8) in this account related to work performed for the Live Oak Canal improvements.

Interfund Public Works Administration Services are recommended at \$8,193 (Zones 4-8) and include Development Services accounting and management staff's time spent in support of the Sutter county Water Agency Zones 4 through 8.

Assessments within the Zones of Benefit are reviewed and adjusted as appropriate annually.

## Use of Fund Balance

Each of the zone budget units contains a Restricted Fund Balance with the following current (July 1, 2012) and projected (July 1, 2013) fund balances.

- Zone 4
  - Current           \$ 317,582
  - Projected       \$ 283,921
- Zone 5
  - Current           \$ 684,073
  - Projected       \$ 688,704
- Zone 6
  - Current           \$ 508,259
  - Projected       \$ 163,074
- Zone 7
  - Current           \$ 232,323
  - Projected       \$ 228,343
- Zone 8
  - Current           \$  13,444
  - Projected       \$       0

The FY 2013-14 Recommended Budget includes the following increases or cancellations in Obligated Fund Balances and estimated ending balances.

- Zone 4
  - Cancellation   (\$66,772)
  - Balance       \$217,149
- Zone 5
  - Increase       \$  7,565
  - Balance       \$696,269
- Zone 6
  - Increase       \$       0
  - Balance       \$ 163,074
- Zone 7
  - Cancellation   (\$16,750)
  - Balance       \$211,593
- Zone 8
  - Cancellation   \$       0
  - Balance       \$       0



**Development Services Department**  
**Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #4	FUND: COUNTY WATER ZONE #4		0326 0-326	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	567	7,759	37,590	4,185	88.9-
OTHER CHARGES	30,589	20,810	34,971	41,996	20.1
CAPITAL ASSETS	0	0	0	26,391	***
* GROSS BUDGET	31,156	28,569	72,561	72,572	.0
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	31,156	28,569	72,561	72,572	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	31,156	28,569	72,561	72,572	.0
OTHER REVENUES					
USER PAY REVENUES	467	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	37,332	20,842	38,900	5,800	85.1-
CANCELLATION OF OBLIGATED F/B	0	0	33,661	66,772	98.4
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	37,799	20,842	72,561	72,572	.0
* UNREIMBURSED COSTS	6,643-	7,727	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Development Services Department**  
**Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)**

*Danelle Stylos, Director*

E X E C U T I V E   S U M M A R Y					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #5	FUND: COUNTY WATER ZONE #5			0327 0-327
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	687	1,403	5,340	5,069	5.1-
OTHER CHARGES	22,202	8,019	17,779	366	97.9-
* GROSS BUDGET	22,889	9,422	23,119	5,435	76.5-
* NET BUDGET	22,889	9,422	23,119	5,435	76.5-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	4,631	7,565	63.4
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	22,889	9,422	27,750	13,000	53.2-
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	28,400	16,449	27,750	13,000	53.2-
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	28,400	16,449	27,750	13,000	53.2-
* UNREIMBURSED COSTS	5,511-	7,027-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Development Services Department**  
**Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #6	FUND: COUNTY WATER ZONE #6		0328 0-328	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	128	261	992	942	5.0-
OTHER CHARGES	22,772	11,768	376,073	141	100.0-
* GROSS BUDGET	22,900	12,029	377,065	1,083	99.7-
* NET BUDGET	22,900	12,029	377,065	1,083	99.7-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	0	9,317	***
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	22,900	12,029	377,065	10,400	97.2-
<b>OTHER REVENUES</b>					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	33,126	18,068	33,880	10,400	69.3-
CANCELLATION OF OBLIGATED F/B	0	0	343,185	0	100.0-
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	33,126	18,068	377,065	10,400	97.2-
* UNREIMBURSED COSTS	10,226-	6,039-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Development Services Department**  
**Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #7		FUND: COUNTY WATER ZONE #7		0329 0-329
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	767	1,566	16,410	5,415	67.0-
OTHER CHARGES	27,641	16,730	31,820	13,357	58.0-
CAPITAL ASSETS	0	0	0	2,778	***
* GROSS BUDGET	28,408	18,296	48,230	21,550	55.3-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	28,408	18,296	48,230	21,550	55.3-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	28,408	18,296	48,230	21,550	55.3-
OTHER REVENUES					
USER PAY REVENUES	1,438	0	500	500	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	32,632	19,473	33,750	4,300	87.3-
CANCELLATION OF OBLIGATED F/B	0	0	13,980	16,750	19.8
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	34,070	19,473	48,230	21,550	55.3-
* UNREIMBURSED COSTS	5,662-	1,177-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

# Development Services Department Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

*Danelle Stylos, Director*

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #8	FUND: COUNTY WATER ZONE #8			0330 0-330
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	4,364	3,915	10,827	0	100.0-
OTHER CHARGES	14,290	10,117	18,117	63	99.7-
* GROSS BUDGET	18,654	14,032	28,944	63	99.8-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	18,654	14,032	28,944	63	99.8-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	18,654	14,032	28,944	63	99.8-
OTHER REVENUES					
USER PAY REVENUES	0	11,494	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	14,787	10,443	15,500	63	99.6-
CANCELLATION OF OBLIGATED F/B	0	0	13,444	0	100.0-
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	14,787	21,937	28,944	63	99.8-
* UNREIMBURSED COSTS	3,867	7,905-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

**Development Service Department  
Sutter County Water Agency Zone 9 (0-331)**

*Danelle Stylos, Director*

EXECUTIVE SUMMARY						
DEPT HEAD: DANELLE STYLOS	UNIT: COUNTY WATER ZONE #9		FUND: COUNTY WATER ZONE #9		0331 0-331	
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13	
EXPENDITURES						
SERVICES AND SUPPLIES	0	0	1,000	0	100.0-	
OTHER CHARGES	2	0	1,501	1,502	.1	
* GROSS BUDGET	2	0	2,501	1,502	39.9-	
* NET BUDGET	2	0	2,501	1,502	39.9-	
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0	
INCREASE IN OBLIGATED F/B	0	0	2,922	4,118	40.9	
INCREASES IN RESERVES	0	0	0	0	.0	
* TOTAL BUDGET	2	0	5,423	5,620	3.6	
OTHER REVENUES						
USER PAY REVENUES	0	0	0	0	.0	
GOVERNMENTAL REVENUES	0	0	0	0	.0	
GENERAL REVENUES	5,445	3,092	5,423	5,620	3.6	
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0	
TOTAL AVAILABLE FINANCING	5,445	3,092	5,423	5,620	3.6	
* UNREIMBURSED COSTS	5,443-	3,092-	0	0	.0	
ALLOCATED POSITIONS	.00	.00	.00	.00	.0	

**Purpose**

Zone 9 was created on November 20, 1990 under SCWA Resolution 90-4 WA with an annual property tax assessment established under Ordinance 11-WA for operations and maintenance; the repair, maintenance, and administration of drainage facilities and structures that accommodate the storm water runoff from the Zone. Zone 9 will now be part of, and managed by, the Development Services Department. The revenues pay for the costs to operate a collection system in the Zone, a detention/retention basin, and storm response to drainage problems.

SCWA Zones of Benefit and budgets are managed by the Water Resources Division of the Public Works Department.

No connection/capital impact fees are collected within the zone.

**Major Budget Changes**

There are no major budget changes for FY 2013-14.

## **Program Discussion**

Sutter County Water Agency (SCWA) Zone 9 was created to provide a mechanism to collect funds from properties within the Zone to pay for operations and maintenance of the drainage system serving the Zone benefitting properties within the Zone.

This budget unit is financed by annual drainage maintenance assessment fees levied within this Zone. Although this pre-Proposition 218 assessment has an adjustment for inflation authorized, the adjustment was not made in recent years as decided by the SCWA Board of Directors, so the current assessment is less than the maximum assessment allowed by law.

Revenues for the Zone of Benefit are collected from property assessments on the lots within the Zone of Benefit. Operations and Maintenance for the zone is performed by Sutter County staff. Starting in FY 2010-11, per direction of the SCWA Board of Directors, this budget unit is directly charged for services to the Zone as operations and maintenance services are provided.

## **Recommended Budget**

This budget is recommended at \$5,620. This budget unit does not receive any funding from the General Fund.

## **Use of Fund Balance**

Sutter County Water Agency (SCWA) Zone 9 fund contains a Restricted Fund Balance in the amount of \$13,174 as of July 1, 2012. It is estimated that the Committed Fund Balance will equal \$16,096 at July 1, 2013.

The FY 2013-14 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$4,118 leaving an estimated ending balance of \$20,214.

# Development Services Department Rio Ramaza Wastewater Fund (0-395)

Danelle Stylos, Director

EXECUTIVE SUMMARY					
DEPT HEAD: DANIELLE STYLOS		UNIT: RIO RAMAZA COMMUNITY SRVC DIST FUND: RIO RAMAZA COMMUNITY SRVC DIST 0395 0-395			
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	11,442	5,399	6,500	8,000	23.1
OTHER CHARGES	11,603	4,448	12,364	11,928	3.5-
* GROSS BUDGET	23,045	9,847	18,864	19,928	5.6
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	23,045	9,847	18,864	19,928	5.6
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	23,045	9,847	18,864	19,928	5.6
<b>OTHER REVENUES</b>					
USER PAY REVENUES	4,693	4,518	4,300	5,940	38.1
GOVERNMENTAL REVENUES	31	15	29	29	.0
GENERAL REVENUES	6,873	4,015	6,985	6,985	.0
CANCELLATION OF OBLIGATED F/E	0	0	7,550	6,974	7.6-
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	11,597	8,548	18,864	19,928	5.6
* UNREIMBURSED COSTS	11,448	1,299	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 is administered by the Water Resources Division of the Public Works Department.

## Major Budget Changes

There are no major budget changes for FY 2013-14.



# Development Services Department

## Rio Ramaza Wastewater Fund (0-395)

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*Danelle Stylos, 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 Public Works 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 \$19,928. This budget unit does not receive any funding from the General Fund.

### Use of Reserves/Designations

The Rio Ramaza Wastewater Fund contains a Restricted Fund Balance in the amount of \$222,287 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$214,737 at July 1, 2013.

The FY 2013-14 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$6,974, leaving an estimated ending balance of \$207,763.

# Development Services Department *Waterworks District No. 1 Board of Directors* Waterworks District #1 (4-400)

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## Purpose

The Sutter County Waterworks District No. 1 (District) is responsible for providing water and wastewater service to the community of Robbins. The water system currently operates one active ground water well, one backup ground water well, and one storage tank that provides the Community's residents with potable water. The water system supplies, on average, 41 million gallons of water per year. The wastewater system servicing the community is comprised of a Septic Tank Effluent Pumping (STEP) system, pressurized collection lines, and a recirculating gravel filter treatment plant. The wastewater system treats, on average, 8.2 million gallons of wastewater per year.

The original water system in the community of Robbins was designed, installed and maintained by the Sutter Basin Corporation, the company that created the subdivision of Robbins. Wastewater was disposed of using private septic systems. At the request of the Sutter Basin Corporation, the Sutter County Waterworks District No. 1 was formed in 1986 for the purpose of upgrading water service infrastructure. In 1998, due to the inability of the septic services to properly operate in a high ground water environment, the District expanded its services to include sewer service.

The District is a separate, but dependent, district and the Sutter County Board of Supervisors sits as the ex-officio Board of Directors of the District.

This budget is prepared and administered by the Water Resources Division of the Development Services Department. This budget unit operates as a separate enterprise

fund and reflects the cost of operating and maintaining the water system and wastewater system at the Town of Robbins.

## Major Budget Changes

### Expenses

- \$245,000 Increase in capital expenses to commence design work for the water treatment facility

### Revenues

- \$34,550 Increase in user fee revenue due to an approved wastewater fee increase
- \$245,000 Increase in grant reimbursement to commence design work for the water treatment facility

## Program Discussion

The District provides resources to operate and maintain a public potable water system and a public wastewater system. The budget unit is split into two programs: 4400-01 Water Service and 4400-02 Wastewater Service.

The Water Service Program (01) provides potable water service to 94 connections, operating and maintaining a water treatment system with a water well, a filtration system for iron and manganese, and a water distribution system to individual parcels. The water system is a public water system and operates under the regulatory oversight of the California Department of Public Health.

The Wastewater Service Program (02) provides wastewater service to 94

# Development Services Department *Waterworks District No. 1 Board of Directors* Waterworks District #1 (4-400)

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connections, with on-site septic tank primary treatment, pressurized collection mains, and gray water secondary treatment plant with evaporation pond disposal of treated effluent. The collection system and plant operate under the California Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order #96-137.

The Sutter County Development Services Department provides State certified personnel to manage and operate the water and wastewater systems. Those costs are charged to the District.

## Recommended Budget

The FY 2013-14 budget for Waterworks District No. 1 totals \$695,193. The budget reflects the total expenditures associated with Operations & Maintenance, Capital Expense, and Depreciation Expense.

The majority of the District's expenses are associated with maintenance and operations. This category includes supplies and materials, electricity, chemicals, professional services, monitoring, state permits, repair and maintenance expenses, staff expenses for the operator and engineering support staff, and other costs associated with operating the water system. There are also administrative costs incurred by the District, such as costs associated with performing utility billing services and accounting for the District.

The District is under a Compliance Order for arsenic exceedance in the water service program. In order to comply with the order, the District needs to update the water treatment plant. The FY 2012-13 budget that was approved by the District's Board of Directors included expenses associated with a

arsenic remediation feasibility study associated with the design of a new water treatment plant that includes arsenic removal technologies. Most major budget changes reflect the ongoing staff efforts and receipt of State grant income associated with this feasibility study.

In 2009, monthly "interim fees" of \$50.00 per EDU (equivalent dwelling unit) for water service and \$55.00 per EDU for wastewater service were adopted by the District's Board of Directors. In January 2013, a new wastewater fee of \$73.50 per EDU was adopted in an effort to cover the actual ongoing operations and maintenance costs associated with operating the wastewater services for the District. The new wastewater fee goes into effect on July 1, 2013.

Budgeted operating revenues do not include enough revenue to meet the non-cash Depreciation Expense of \$160,521. Historically, the replacement costs for infrastructure have been provided by State grants.

Currently, the District is in the process of procuring grant funding for a number of wastewater collection and treatment improvements, plus grant funding for the installation of water meters. The District will soon be applying for grant funding to construct a new water treatment plant that includes arsenic removal.

While the Wastewater Program expects ongoing revenue to cover all ongoing expenses, total revenues for the District are not expected to cover all ongoing operations and maintenance expenditures in FY 2013-14, resulting in a projected deficit of \$115,873 for the fiscal year. This is in addition to prior

# Development Services Department *Waterworks District No. 1 Board of Directors* Waterworks District #1 (4-400)

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deficits, which were considered in February of 2011 when the Sutter County Board of Supervisors approved an “interim” loan from the General Fund to the District. The loan was approved up to a maximum of \$670,000 and for the period of 18 months. When approved, it was anticipated that prior to the end of the 18 month term of the loan, the District would refinance the loan, request the forgiveness of all or a portion of the loan, or otherwise repay the loan. These options will need to be considered by the District in the coming fiscal year.

## Use of Fund Balance

This fund contains a Net Asset Balance in the amount of (\$910,816.35) as of July 1, 2012, including long term loan obligations. It is estimated that the Net Asset Balance will equal (\$957,921.85) at July 1, 2013, inclusive of long term loan obligations.

There is a recommended decrease to Restricted Fund Balance for FY 2013-14 of \$276,394.

**Development Services Department** *Waterworks District No. 1 Board of Directors*  
**Waterworks District #1 (4-400)**

<b>Sutter County Water Works District No. 1 - Overall Program</b>		
<b>Budget Unit Number 4400-4400-02</b>		<b>2014</b>
<b>Overall District Managerial Budget</b>		<b>Budget</b>
<b>Operations &amp; Maintenance Costs</b>		<b>\$289,673</b>
<i>Major Cost Components Include:</i>		
<i>Structures Maintenance (Excluding Capital Improvements)</i>	\$77,300	
<i>Utilities</i>	\$27,100	
<i>Operator &amp; Administrative Staff Costs (Excluding staff time for grant applications and construction management)</i>	\$156,100	
<i>Interest and Principle Expense on State Loan</i>	\$10,518	
<i>Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.)</i>	\$18,655	
<b>Revenues</b>		<b>\$173,800</b>
<b>Operations Surplus/Deficit for FY 2014</b>		<b>(\$115,873)</b>
<b>Depreciation Expense for FY 2014</b>		<b>\$160,520</b>
<b>Capital Expenses</b>		<b>\$245,000</b>
<i>Major Cost Components Include:</i>		
<i>* Staff Costs for Grant Applications &amp; Construction Mgmt.</i>	\$40,650	
<i>* Treatment Facility Upgrades</i>	\$204,350	
<i>* Design and Project Management by Consultant</i>	\$0	
<b>Total Anticipated Grant Funding to offset Capital Expenses:</b>		<b>\$245,000</b>
<p><i>*Note: Staff intends to pump an extra ten STEP tanks this year to elimtate backlog created by deferred maintenance. This will reduce deficit in 2015. Also anticipate lower Operator &amp; Admin expenses due to improvements to system and cleaning of STEP tanks.</i></p>		

**Development Services Department** *Waterworks District No. 1 Board of Directors*  
**Waterworks District #1 (4-400)**

<b>Sutter County Water Works District No. 1 - Wastewater Program</b>		
Budget Unit Number 4400-4400-02		<b>2014</b>
<b>Wastewater System Managerial Budget</b>		<b>Budget</b>
<b>Operations &amp; Maintenance Costs</b>		<b>\$121,800</b>
<i>Major Cost Components Include:</i>		
Structures Maintenance (Excluding Capital Improvements)	\$18,800	
Utilities	\$8,500	
Operator & Administrative Staff Costs (Excluding staff time for grant applications and construction management)	\$78,100	
Interest and Principle Expense on State Loan	\$8,700	
Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.)	\$7,700	
<b>Revenues</b>		<b>\$110,800</b>
<b>Operations Surplus/Deficit for FY 2014</b>		<b>(\$11,000)</b>
<b>Depreciation Expense for FY 2014</b>		<b>\$126,069</b>
<b>Capital Expenses</b>		<b>\$0</b>
<i>Major Cost Components Include:</i>		
* Staff Costs for Grant Applications & Construction Mgmt.	\$0	
* Treatment Facility Upgrades	\$0	
* Design and Project Management by Consultant	\$0	
<b>Total Anticipated Grant Funding to offset Capital Expenses:</b>		<b>\$0</b>
<p><i>*Note: Staff intends to pump an extra ten STEP tanks this year to elimtate backlog created by deferred maintenance. This will reduce deficit in 2015. Also anticipate lower Operator &amp; Admin expenses due to improvements to system and cleaning of STEP tanks.</i></p>		

**Development Services Department** *Waterworks District No. 1 Board of Directors*  
**Waterworks District #1 (4-400)**

<b>Sutter County Water Works District No. 1 - Water Program</b>		
Budget Unit Number 4400-4400-01		<b>2014</b>
<i>Water System Managerial Budget</i>		<b>Budget</b>
<b>Operations &amp; Maintenance Costs</b>		<b>\$167,873</b>
<i>Major Cost Components Include:</i>		
<i>Structures Maintenance (Excluding Capital Improvements, including Arsenic Feasibility Study Expenses)</i>	\$58,500	
<i>Utilities</i>	\$18,600	
<i>Operator &amp; Administrative Staff Costs (Excluding staff time for grant applications and construction management)</i>	\$78,000	
<i>Interest and Principle Expense on State Loan</i>	\$1,818	
<i>Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.)</i>	\$10,955	
<b>Revenues</b>		<b>\$63,000</b>
<b>Operations Surplus/Deficit for FY 2014 (Excluding Depreciation and Capital Improvements)</b>		<b>(\$104,873)</b>
<b>Depreciation Expense for FY 2014</b>		<b>\$34,452</b>
<b>Capital Expenses</b>		<b>\$245,000</b>
<i>Major Cost Components Include:</i>		
<i>* Staff Costs for Grant Applications &amp; Construction Mgmt.</i>	\$40,650	
<i>* Treatment Facility Design by Consultant</i>	\$204,350	
<b>Total Anticipated Grant Funding to offset Capital Expenses:</b>		<b>\$245,000</b>

