



General Services

Section D

Ettl Hall at the Community Memorial Museum in Sutter County is open and available for event rental. Ettl Hall and the Sutter County Veterans Hall are maintained and rented by the new General Services Department, which includes the function of Information Technology, the care of County buildings and grounds, purchasing, and fleet maintenance and management.

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

Megan M. Greve, Interim Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: GENERAL SERVICES DEPARTMENT			FUND: GENERAL		0001 1-205
	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	189,215	156,016	215,213	541,064	151.4
SERVICES AND SUPPLIES	435,155	325,543	477,782	476,232	.3-
OTHER CHARGES	22,611	8,615	16,993	16,644	2.1-
* GROSS BUDGET	646,981	490,174	709,988	1,033,940	45.6
INTRAFUND TRANSFERS	88,467-	49,626-	97,162-	351,713-	262.0
* NET BUDGET	558,514	440,548	612,826	682,227	11.3
OTHER REVENUES					
USER PAY REVENUES	297,710	155,483	312,519	574,665	83.9
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	5-	0	0	0	.0
TOTAL OTHER REVENUES	297,705	155,483	312,519	574,665	83.9
* UNREIMBURSED COSTS	260,809	285,065	300,307	107,562	64.2-
ALLOCATED POSITIONS	3.00	3.00	3.00	6.00	100.0

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. The reorganization is 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.

It is envisioned that the newly created General Services Department will be able to help the County improve efficiency by coordinating current and new projects such as the purchase and implementation of a county-wide purchasing and budget system and the development of a records

management system that encompasses digital as well as physical storage. The General Services Department will continue work on the County Airport until it is leased to the Sutter Buttes Regional Aviation Association for management services.

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

Major Budget Changes

Salaries & Benefits

- \$325,851 Increase in salaries and related benefits reflecting the consolidation of existing staff within the General Services administrative budget unit

Intrafund Transfers

- (\$259,059) Decrease in Intrafund Administration Services reflecting revenue provided by the other budget units in the Department for support services – previously provided by Public Works

User Pay Revenues

- \$262,146 Increase in Interfund Admin Services reflecting revenue provided by the other budget units in the Department for support services – previously provided by Public Works

Program Discussion

Reorganization Background

In 2002, the County reorganized the Department of Public Works in order to create the General Services Division within the Department, with the understanding that in the future and as the County continued to grow in population and service requirements, the County would eventually establish General Services as its own stand-alone department.

Understandably, as public agencies grow in size and reporting requirements become more complex, the support service areas of the government become more important and require more clearly delineated functions. Most public agencies typically have a general services department or division that focuses exclusively on providing support services to other county departments.

The General Services division of the Public Works Department, as currently structured includes the divisions of:

- Fleet
- Purchasing (including Central Services functions)
- Facilities Management
- County Airport
- Veterans and Ettl Halls
- Live Oak Park Campground and County boat launch facilities

With the approved reorganization, these functions will remain under the new General Services Department. In addition to the above functions, the Information Technology ISF will be under the General Services Department with the General Services Director serving as the Department Head.

General Services Department - Administrative Staff

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

- General Services Director – approved May 14, 2013, to be effective July 1, 2013
- Administrative Services Officer – moved from the Information Technology ISF budget unit (8-145)

General Services Department General Services Admin (1-205)

Megan M. Greve, Interim Director

- Procurement/Contract Analyst
- Central Services Assistant III
- Office Assistant III
- Account Clerk I – moved from the Fleet budget unit (4-580)

These positions will provide management and support services to all functions and budget units within the General Services Department.

Purchasing

Sutter County operates with a centralized purchasing function. Purchasing functions in the County are coordinated by the County Purchasing Agent, now the Director of General Services. The Purchasing Office assists County departments by providing product information, locating sources of supply, and explaining procurement options.

Purchasing is responsible for telephone communications and copier services as well as leasing facilities for County activities and renting and leasing County land and facilities to the public.

The Purchasing Office also provides procurement assistance to departments on major purchases of services and supplies with the following exceptions.

- Computers and software have traditionally been procured by the Information Technology ISF, however with the combination of these departments, it is anticipated that these procedures will be streamlined
- Construction services are procured separately by the Engineering Division of what is now the Development Services Department

- Pharmaceuticals and medical supplies are procured by the Health and Human Services Department
- Procurement of most office supplies is decentralized and is performed by individual departments

The objective of Purchasing is to obtain the maximum value for each dollar expended, utilizing open competition and impartial evaluation of alternate products. The Purchasing Office works to procure all equipment, supplies, and services, consistent with the quality, quantity, and delivery requirements of the requesting department, while adhering to County and State regulations, laws, rules, policies, and procedures. Purchasing also operates an interdepartmental courier service.

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

Central Services

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

Copier leases are allocated and billed to user departments based on copier machine rental costs. Postage is also allocated and billed to the user department based on the postage costs for mail processing for each department. Printing services are directly billed to user departments based on the cost of printing. Where Sutter County at one time operated an in-house printing service, the majority of printing services now involves managing outside vendor contracts and large print orders.

Recommended Budget

This budget is recommended at \$682,227. The General Fund provides 16% of the financing for this budget unit after administrative services revenue has been collected, and is decreased \$192,745 (64.2%) when compared to the combined total of the FY 2012-13 Purchasing and Central Services budget units. A portion of the costs for this budget are recouped from outside and subvented funds through the annual A-87 cost plan.

As noted, this budget unit reflects Intra/Interfund Administration Service revenues, which represent the provision of administrative support service to the other budget units in this Department. These services were previously provided by the Public Works budget unit (1-920) and allocated and billed in the same manner.

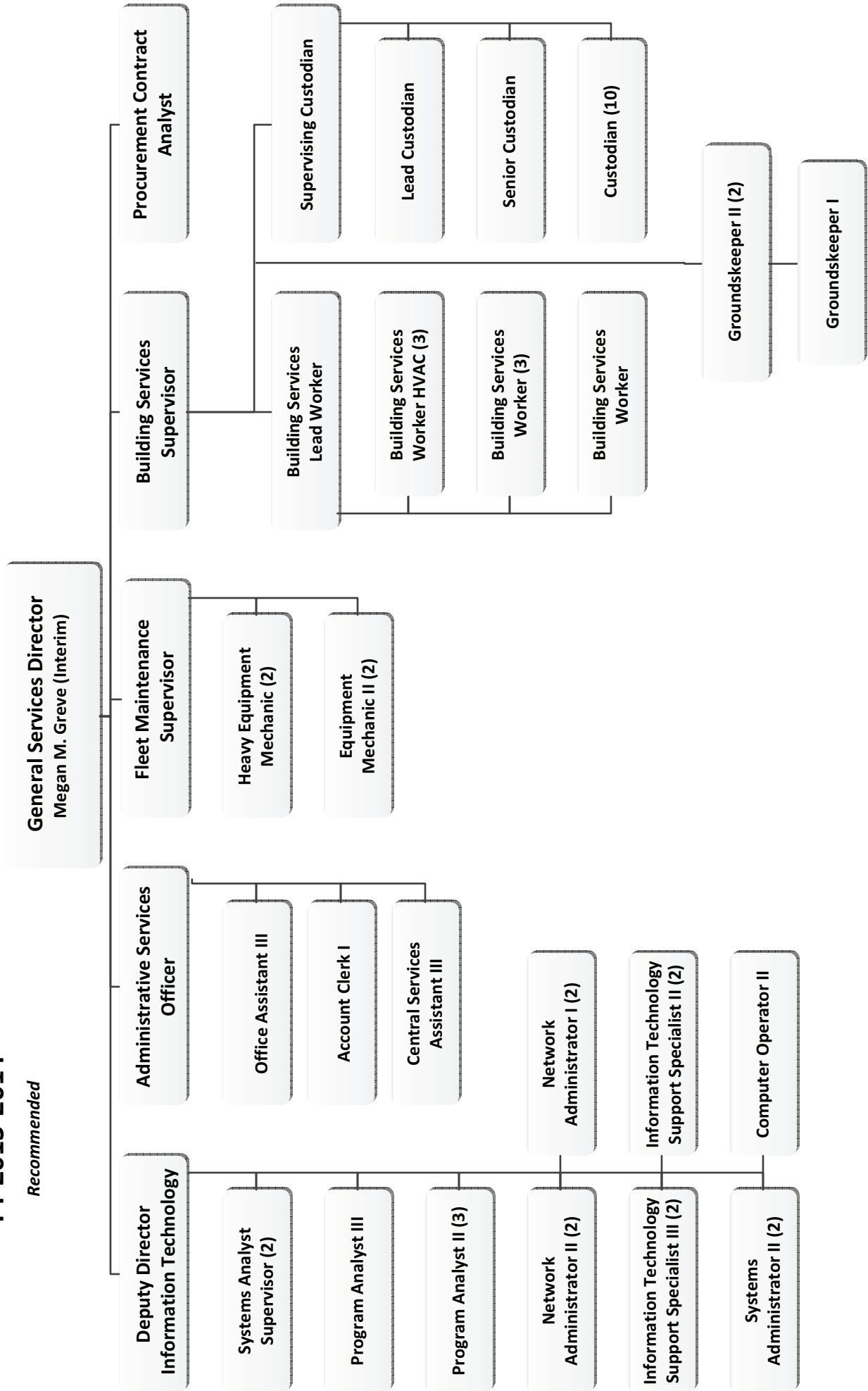
The recommended budget includes the addition of three positions (one new position and two transferred positions) for a total of six positions, as discussed above. Intrafund Administration Services revenue is shown as a negative expense, and is recommended at (\$197,759), which is a decrease of \$259,059 compared to FY 2012-13, and reflects revenues from the remaining General Fund budget units in this Department to cover administrative services provided. Similarly, the addition of Interfund Admin-Misc. Department revenue in the amount of \$262,146 reflects the administrative services provided by this budget unit to the Information Technology ISF, the Fleet ISF, and the Airport budget units.

Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance. The cancellation of General Fund Obligated Fund Balance for General Fund vehicle and major equipment purchases has historically been reflected in the Purchasing budget unit. However, in FY 2013-14 there are no recommendations to use Obligated Fund Balance monies for large purchases through General Services.

General Services FY 2013-2014

Recommended



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

Megan M. Greve, Interim Director

E X E C U T I V E S U M M A R Y					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: PARKS & RECREATION			FUND: GENERAL		0001 7-101
	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	22,817	17,454	21,775	22,375	2.8
OTHER CHARGES	28,333	10,090	31,607	31,535	.2-
CAPITAL ASSETS	8,090	0	0	0	.0
* GROSS BUDGET	59,240	27,544	53,382	53,910	1.0
INTRAFUND TRANSFERS	203,031	186,856	177,535	216,064	21.7
* NET BUDGET	262,271	214,400	230,917	269,974	16.9
OTHER REVENUES					
USER PAY REVENUES	8,905	34,039	24,000	27,000	12.5
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	8,905	34,039	24,000	27,000	12.5
* UNREIMBURSED COSTS	253,366	180,361	206,917	242,974	17.4
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

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

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

The Parks and Recreation budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Intrafund Transfers

- \$37,015 Increase in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's office

Revenues

- \$10,000 Increase in Boat Launch Fees related to annual passes

Program Discussion

The County parks program provides opportunities for a wide variety of recreational activities including camping, picnicking, swimming, fishing and boating. This budget unit covers the ongoing

operation and maintenance of the County parks and recreation system. Maintenance duties include grounds keeping and repairing facilities (buildings, parking areas, fences, boat ramps, utilities, picnic tables and signs). Staff interacts regularly with the public by providing information on park facilities and regulations. Staff also monitors and collects fees for the use of facilities.

This budget unit funds the maintenance and improvements for three County parks, four boat launching facilities, several monuments, and associated structures and grounds including:

- Live Oak Park and boat ramp;
- Harter Park;
- Donahue Park; and
- Boyd's Pump, Yuba City, and Tisdale boat launching facilities.

Recommended Budget

This budget is recommended at \$269,974 and includes Intrafund Administration Services charges from the General Services Admin budget unit (1-205). The General Fund provides 90% of the financing for this budget unit and is increased \$36,057 (17.4%) compared to FY 2012-13.

The recommended budget includes \$196,834 in Intrafund A-87 Cost Plan Building Maintenance charges, which is an increase of \$37,015 (23%) compared to FY 2012-13. The Cost Plan is developed each year by the Auditor-Controller's office and reflects Building Maintenance charges based on actual costs from FY 2011-12.

The recommendation includes an increase in boat launch fee revenue reflecting a full year

of a new fee structure for boat launch annual passes.

Use of Fund Balance

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

General Services Department Building Maintenance (1-700)

Megan M. Greve, Interim Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: BUILDING MAINTENANCE			FUND: GENERAL		0001 1-700
	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	2,146,185	1,709,687	2,139,542	2,201,896	2.9
SERVICES AND SUPPLIES	701,537	560,769	792,075	852,975	7.7
OTHER CHARGES	165,247	60,969	178,385	122,036	31.6-
* GROSS BUDGET	3,012,969	2,331,425	3,110,002	3,176,907	2.2
INTRAFUND TRANSFERS	66,483-	257,287-	159,633-	166,912-	4.6
* NET BUDGET	2,946,486	2,074,138	2,950,369	3,009,995	2.0
OTHER REVENUES					
USER PAY REVENUES	421,852	478,075	462,352	452,865	2.1-
GOVERNMENTAL REVENUES	40,961	0	0	0	.0
GENERAL REVENUES	2,413-	0	0	0	.0
OTHER FINANCING SOURCES	2,460	0	0	0	.0
TOTAL OTHER REVENUES	462,860	478,075	462,352	452,865	2.1-
* UNREIMBURSED COSTS	2,483,626	1,596,063	2,488,017	2,557,130	2.8
ALLOCATED POSITIONS	31.00	31.00	31.00	31.00	.0

Purpose

The Building Maintenance budget unit includes three facilities management and maintenance functions: Facilities Management, Grounds Maintenance, and Custodial services. The purpose of the budget unit is to provide resources to maintain the buildings and grounds that are owned, rented, or leased by Sutter County. Building Maintenance is responsible for the building and grounds maintenance and custodial services for 41 County properties that support approximately 800 County employees with an annual budget of approximately \$3.3 million.

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

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

The Building Maintenance budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Salaries & Benefits

- \$62,354 General increase due to negotiated Salaries and Benefits

Services & Supplies

- \$50,000 Increase in Utilities based on PG&E billing methodology change

Other Charges

- (\$50,000) Decrease in Interfund Misc. Non-Road charges due to less anticipated work by the Road Department for Building Maintenance

- General cleaning
- Vacuuming
- Trash and recycling removal
- Restroom cleaning with restocking of supplies
- Carpet cleaning
- Window washing

Program Discussion

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

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

The Grounds Maintenance staff maintains the grounds of 22 buildings, 8 recreation areas, and the Sutter County Airport (until such time as a transition to the Sutter Buttes Regional Aviation Association is completed). Grounds Maintenance responsibilities include:

- Mowing
- Edging
- Weed control
- Leaf removal
- Tree pruning and trimming
- Irrigation maintenance/repair
- Fertilization
- Litter removal
- Maintenance of irrigation systems

The Custodial staff performs cleaning services for County buildings, including the 24/7 Mental Health Inpatient Unit. These responsibilities include:

Products and consumable cleaning items for the majority of County buildings are also budgeted within this program unit.

Selected staff oversee outside services contracts such as contracts for inspecting and maintaining fire suppression and security systems, custodial services, landscaping services, and minor renovations.

Costs for all three of these A-87 programs are allocated through the Cost Plan based on labor, with the exception of utilities which are allocated by square footage attributed to County activities. The A-87 Cost Plan is produced each year by the Auditor-Controller's office.

Recommended Budget

This budget is recommended at \$3,009,995, and includes Intrafund Administration Service charges from the General Services Administration budget unit (1-205). The General Fund provides 84.9% of the financing for this budget unit and is increased by \$69,113 (2.8%) compared to FY 2012-13. A portion of the costs for this budget unit are recouped from outside and sub-vented funds through the annual A-87 cost plan.

General Services Department Building Maintenance (1-700)

Megan M. Greve, Interim Director

Building Maintenance

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

Maintenance of Structure & Improvements is recommended at \$40,000 to cover only those planned maintenance projects under \$15,000 in cost with little funding provided for unanticipated projects.

three positions. In FY 2012-13, funding for seasonal workers was eliminated. This is recommended to continue for FY 2013-14 with no assistance from Extra Help employees.

Use of Fund Balance

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

Grounds Maintenance

In FY 2011-12, the permanent grounds maintenance staff was reduced from four to

General Services Department

Megan M. Greve, Interim Director

Wildewood West Street Landscape Maintenance District (4-011)

EXECUTIVE SUMMARY					
DEPT HEAD: DANELLE STYLOS		UNIT: SUTTER CO ST LNDSCP WILDWOOD W FUND: SUTTER CO ST LNDSCP WILDWOOD W 4011 4-011			
	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	2,280	1,900	3,200	3,200	.0
* GROSS BUDGET	2,280	1,900	3,200	3,200	.0
* NET BUDGET	2,280	1,900	3,200	3,200	.0
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	532	532	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	2,280	1,900	3,732	3,732	.0
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	3,109	2,021	3,732	3,732	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	3,109	2,021	3,732	3,732	.0
* UNREIMBURSED COSTS	829-	121-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

The Wildewood West Street Landscape Maintenance District was established as a benefit area to finance the maintenance and operation of street landscape strips in the Wildewood West subdivision.

The District will now be managed by the new General Services Department. The District has no staff and the recurring maintenance activities are performed by contract.

Major Budget Changes

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

Program Discussion

The Wildewood West Street Landscape Maintenance District is located just west of the city limits of the City of Yuba City. Revenues are derived from assessments levied on the properties within the Wildewood West subdivision. The District budget provides for professional landscaping services, at \$2,280 annually, and \$920 for other required professional maintenance and repairs of the district.

Maintenance expenses are directly charged to the District.

It is anticipated that this maintenance district will be annexed to the City of Yuba City within the next few years, and all funds associated with the district will then be transferred to the City.

Recommended Budget

This budget is recommended at \$3,732. This budget unit does not receive any funding from the General Fund. Funding is provided through assessments.

Use of Fund Balance

The Wildewood West Street Landscape Maintenance District fund contains a Restricted Fund Balance in the amount of \$6,477 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$7,009 at July 1, 2013.

The FY 2013-14 Recommended Budget includes an increase in Obligated Fund Balance of \$532 leaving an estimated ending balance of \$7,541.

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: COUNTY AIRPORT			FUND: COUNTY AIRPORT		0005 3-200
	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	3,253	2,442	3,770	3,270	13.3-
SERVICES AND SUPPLIES	136,281	116,122	176,530	189,890	7.6
OTHER CHARGES	107,828	111,176	911,695	299,214	67.2-
* GROSS BUDGET	247,362	229,740	1,091,995	492,374	54.9-
* NET BUDGET	247,362	229,740	1,091,995	492,374	54.9-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASE IN OBLIGATED F/B	0	0	0	28,150	***
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	247,362	229,740	1,091,995	520,524	52.3-
OTHER REVENUES					
USER PAY REVENUES	262,097	202,198	286,195	317,474	10.9
GOVERNMENTAL REVENUES	11,188	313,198	703,808	189,550	73.1-
GENERAL REVENUES	20,747	20,028	13,500	13,500	.0
CANCELLATION OF OBLIGATED F/B	0	0	0	0	.0
CANCELLATION OF PRIOR YEAR RESERVES	0	0	88,492	0	100.0-
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	294,032	535,424	1,091,995	520,524	52.3-
* UNREIMBURSED COSTS	46,670-	305,684-	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

The County Airport, a class A-II airport established in 1947, is located within Sutter County and is now operated by the Sutter County new General Services Department. The State of California Department of Transportation Division of Aeronautics (Caltrans) and the Federal Aviation Administration (FAA) certify the Sutter County Airport as a General Aviation airport.

The airport's single paved runway is 3,040 feet long and 75 feet wide. The runway has edge lighting, runway end lights, a lighted segmented circle and a visual approach slope indicator for the northern approach.

The airport is limited to visual flight operations.

The airport has a total of:

- 52 hangar spaces in eight County owned hangar buildings;
- 12 private hangars;
- 14 end spaces; and
- 5 commercial tenants.

The asphalt concrete apron contains 113 total tie-down spaces; 85 rentals and 28 transients. Services available at the airport include aircraft repair and fuel sales. The County maintains the airport to ensure aeronautical safety, as well as compliance with Federal, State, and local aviation rules, regulations and aviation advisory boards.

The budget unit is operated as an enterprise fund, with revenues from the rental and lease fees, and fuel sales offsetting costs of operation. Rental and lease rates are set by the Board of Supervisors.

The County Airport budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Other Charges

- (\$13,522) Decrease in Interfund Misc Non -Road charges due to mowing services moving from the Road Fund to Professional and Specialized Services
- (\$33,775) Decrease in Interfund Administration charges
- (\$526,387) Decrease in Interfund Plant Acquisition costs due to decreased project costs compared to FY 2012-13
- (\$51,892) Decrease in Interfund Overhead A-87 Cost Plan charges as provided by the Auditor-Controller's office

Revenues

- \$23,500 Increase in Rent - Land and Buildings due to the increase in Commercial Land rental rates
- (\$10,161) Decrease in State CAAP Grants due to a decrease in project costs compared to 2012-13

- (\$504,097) Decrease in Federal FFA grant revenue due to decreased project costs compared to FY 2012-13

Program Discussion

The Airport budget unit operates as a separate enterprise fund with the objective of generating sufficient revenue to cover the costs to operate and maintain the airport facilities. The Airport is currently operating with a minor annual deficit and cash flow loans in past years from the General Fund to maintain operations and balance its annual budget. However, revenues have increased and expenses decreased in recent years to the point where annual revenues are sufficient to cover recurring operations and maintenance expenses (not including capital repairs and improvements).

Fund revenues were increased in FY 2008-09 by bringing hangar rental rates into alignment with other airports in the area; increasing approximately \$50,000 annually over a three year period.

A similar application of comparable rates for three of the commercial users was not considered feasible and in FY 2010-11 the Board appointed an Ad Hoc Committee to review the Commercial rates at the Airport. In response to recommendations from the Ad Hoc Committee, the Board authorized a one-time increase in the commercial rates and fees for FY 2010-11.

On December 4, 2012 the Board of Supervisors again authorized increases in the Commercial Land rate through January 1, 2015. These increases will have a positive impact on Airport revenue and combined with decreases in costs, bring the annual

airport fund to a positive position financially allowing for an increase in cash balance.

The Board of Supervisors has authorized staff to develop a management contract with a group of local airport users and supporters. The group has become a local chapter of the California Pilots Association, Sutter Buttes Regional Aviation Association (SBRAA), a non-profit organization, with the intent of contracting with the County to operate and maintain the airport facility. This process is still in its initial phase and therefore this transition is not reflected in the FY 2013-14 recommended budget. Once an acceptable agreement has been developed with the SBRAA the agreement will be brought to the Board of Supervisors for consideration.

Recommended Budget

This budget is recommended at \$520,524, and includes Interfund Administrative Service charges from the General Services Admin budget unit (1-205). The General Fund does not generally provide any funding for this budget unit; however, a General Fund loan, not to exceed \$185,000, was granted in FY 2010-11 to fund on-going operations. Only a portion of that loan has been utilized to date.

In FY 2013-14, \$28,150 of the loan balance will be paid back to the cash balance, leaving an estimated balance of \$130,638 of available loan proceeds from the original \$185,000 loan.

The SBRAA's proposed budget for management of the airport includes proceeds to pay back the General Fund loan over time.

The FY 2013-14 Recommended Budget includes \$194,560 in charges for the paving and shouldering of the taxiway and a Precision Approach Path Indicator (PAPI) for the runway. Approximately \$179,550 (92%) of these costs will be covered by grants from the FAA and the State.

Interfund Admin – Misc. Departments revenue is recommended at \$18,390, which is a decrease of \$33,775 (65%) compared to FY 2012-13. The administrative costs include General Services accounting and management time spent in support of the Airport.

The FY 2013-14 Recommended Budget includes \$43,592 in Interfund Overhead A-87 Cost Plan charges, a decrease of \$51,892 (55%) over FY 2012-13. The Cost Plan is developed each year by the Auditor-Controller's office and reflects county-wide overhead charges based on actual costs from FY 2011-12.

Use of Fund Balance

This fund contains a Committed Fund Balance in the amount of (\$17,761) as of July 1, 2012, exclusive of long term loan obligations. It is estimated that the Committed Fund Balance will equal \$102,488 at July 1, 2013, exclusive of long term loan obligations.

The FY 2013-14 Recommended Budget includes an increase of the Committed Fund Balance by \$28,150 for a remaining balance of \$130,638.

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

Megan M. Greve, Interim Director

E X E C U T I V E S U M M A R Y					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: FISH & GAME PROPAGATION			FUND: FISH AND GAME		0006 2-703
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	7,849	8,817	20,881	20,581	1.4-
OTHER CHARGES	1,085	530	820	849	3.5
* GROSS BUDGET	8,934	9,347	21,701	21,430	1.2-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	8,934	9,347	21,701	21,430	1.2-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	8,934	9,347	21,701	21,430	1.2-
OTHER REVENUES					
USER PAY REVENUES	0	0	0	0	.0
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	8,590	5,253	8,850	8,850	.0
CANCELLATION OF OBLIGATED F/B	0	0	12,851	12,580	2.1-
GENERAL REVENUES	0	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	0	0	0	0	.0
TOTAL AVAILABLE FINANCING	8,590	5,253	21,701	21,430	1.2-
* UNREIMBURSED COSTS	344	4,094	0	0	.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

The purpose of the Fish & Game Propagation budget unit is to support Fish and Game Commission programs. The Commission develops and administers programs benefiting fish and game activities in the County.

This budget is financed by fines from violations of the California State Fish and Game Code. The revenue from these fines is restricted to use for fish and game beneficial purposes.

The Fish and Game Propagation budget unit is now part of the newly formed General Services Department.

Major Budget Changes

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

Program Discussion

Under the direction of the Board of Supervisors, the Fish and Game Commission uses this budget to aid programs that help preserve the hunting, fishing, and wildlife heritage of Sutter County by providing opportunities for people to learn skills, safety, ethics, respect and stewardship in the conduct of outdoor pursuits.

To this end, the Commission supports programs that aid in the education of children and young adults:

- Participation in the Duck Egg Recovery Program;
- Purchase of pheasants for and the support of an annual Junior Pheasant Hunt;
- Salmon/Steelhead aquariums and arctic chillers for the local grade schools;
- Field trips to fish hatcheries and wildlife preserves;
- Junior fishing derbies;
- Hunter safety;
- Habitation restoration; and
- A scholarship program to support attendance at the Shady Creek Outdoor School Program from Sutter County Schools.

The Fish and Game Advisory Commission sponsors a booth at the Yuba Sutter Fair promoting outdoor pursuits. The Fish and Game Commission also purchases and donates equipment to the California State Game Wardens assigned to Sutter County to assist them in their efforts to collect evidence and gain convictions of violations in the field.

Local support from the Fish and Game Commission includes donations to local organizations that support the Fish and Game Commission goals. These donations are not to exceed \$1,000 per group for a total not to exceed \$7,000 awarded for the year. Several of the organizations that have benefited from the donations in the past include: Westside Anglers, California Deer Association, Sutter Sportsman Association, various duck egg recovery projects and various school educational activities.

Recommended Budget

This budget is recommended at \$21,430. This budget unit does not receive any funding from the General Fund. All funding is provided through fines and interest.

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

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

The Youth Programs account reflects expenses specifically tied to youth educational programs, events and donations such as:

- Youth fishing derbies;
- Salmon aquarium programs;
- School educational programs and field trips; and
- Shady Creek Outdoor School scholarships.

Use of Fund Balance

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$63,915 as of July 1, 2012. It is estimated that the Restricted Fund Balance will equal \$51,064 at July 1, 2013.

The FY 2013-14 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$12,580, leaving an estimated ending balance of \$38,484.

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: FLEET MANAGEMENT ISF		FUND: FLEET MANAGEMENT ISF			4580 4-580
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2013-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	492,310	402,268	493,126	438,437	11.1-
SERVICES AND SUPPLIES	836,679	620,964	873,499	896,060	2.6
OTHER CHARGES	200,679	88,172	217,686	109,700	49.6-
CAPITAL ASSETS	19,724	0	18,500	35,000	89.2
* GROSS BUDGET	1,548,392	1,111,404	1,602,811	1,479,197	7.7-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	1,548,392	1,111,404	1,602,811	1,479,197	7.7-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	1,548,392	1,111,404	1,602,811	1,479,197	7.7-
OTHER REVENUES					
USER PAY REVENUES	1,570,674	723,583	1,593,684	1,474,000	7.5-
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	9,018	6,999	9,127	6,000	34.3-
OTHER FINANCING SOURCES	1,944	0	0	0	.0
AVAILABLE FUND BALANCE 7/1	206,649	239,893	239,893	233,568	2.6-
TOTAL AVAILABLE FINANCING	1,788,285	970,475	1,842,704	1,713,568	7.0-
* UNREIMBURSED COSTS	239,893-	140,929	239,893-	234,371-	2.3-
ALLOCATED POSITIONS	6.00	6.00	6.00	5.00	16.7-

Purpose

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

Fleet Management currently administers and maintains over 434 County-owned and operated vehicles and equipment. The vehicles and equipment include cars and light duty trucks, semi trucks and trailers, off road equipment and specialty equipment such as ATV's.

Services are also provided to other local agencies or municipalities upon request.

The Fleet Management budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Salaries & Benefits

- (\$54,689) Transfer of one Account Clerk I position to the General Services Administration budget unit (1-205)

Other Charges

- (\$36,601) Decrease in Interfund Administration charges

- (\$73,689) Decrease in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's office

Capital Assets

- \$8,500 Replacement Brake Lathe
- \$8,000 Shop Cooling Fans

Revenue

- (\$117,684) Decrease in Interfund charges to other departments to reflect decreased operating costs

Program Discussion

The goal of Fleet Management is to provide the highest possible quality vehicle and equipment maintenance and repair at the lowest possible cost; while ensuring the customer's maintenance and safety needs are met with the utmost courtesy and professionalism.

The recommended budget includes five funded staff positions (a reduction of one compared to FY 2012-13): two heavy equipment mechanics, two light vehicle mechanics and a supervisor. They operate out of a maintenance facility located at the County Corporation Yard in Yuba City. Staff provide vehicle maintenance services and related vehicle administration services for County vehicles. Accounting functions funded by this unit are now provided by the General Services Administration budget unit (1-205)

Administrative services provided include:

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

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

Fleet Management staff also oversees adherence to government mandates such as:

- State unleaded and diesel smog inspections;
- California Highway Patrol Biennial Terminal Inspections (BIT);
- California Air Resource Board (CARB) on-road and off-road regulations;
- Heavy-Duty Vehicle Idling Emission Reduction Program;
- Periodic Smoke Inspection Program (PSIP) for heavy-duty diesel vehicles;
- Emission Control Label regulations; and
- Compliance with CARB Tire Inflation Regulations.

Fuel card-lock interface and transaction auditing is performed, which involves checking fueling details and quoted pricing from fuel vendors.

Fleet provides vehicle utilization informational reports to the County Administrator's Office and each department. This utilization information is made

available to promote consistency in vehicle utilization and aid decision making regarding replacement of aging vehicles. Collectively with Fleet, the County continues to recognize the importance of extending the life of vehicle and equipment assets.

Costs for Fleet are charged in three ways:

- Costs for the repair of vehicles and equipment charged to the Department that operates the vehicle and/or equipment;
- Costs of processing and procuring parts, supplies and outside repairs charged as a markup of the purchase price and charged to the Departments that operate the vehicle and/or equipment; and
- Administrative costs for managing the fleet charged to the Departments and allocated semiannually.

Recommended Budget

This budget is recommended at \$1,479,197, and includes Interfund Administration Services charges from the General Services Administration budget unit (1-205).

The Fleet Management budget unit operates as an ISF and must balance revenue to expenditure within the fund.

Compared to FY 2012-13, the recommended budget reflects a \$117,687 (8%) net decrease in the three Interfund revenue accounts used to charge County customers for services provided: Interfund Fuel & Oil, Interfund Vehicle Maintenance, and Interfund Fleet Administration.

Due to the volatility in the price of fuel, it is difficult to accurately estimate the future cost of fuel. Based on higher fuel prices, offset by reduced fuel use across departments, the recommended budget for FY 2013-14 includes \$510,000 for the purchase of fuel for the majority of County departments. This represents a 1% increase in this budget item compared to FY 2012-13. Additional funding may be required if major prolonged upward fluctuations in fuel prices are experienced.

The recommended budget includes \$16,500 for the purchase of capital assets: \$8,000 to provide cooling fans for the mechanics work areas on the shop floor, and \$8,500 to replace a 23-year-old brake lathe that has exceeded its service life.

Use of Fund Balance

The Fleet Management fund contains a Net Assets balance in the amount of \$239,893 as of July 1, 2012. This amount represents the department's 60-day working capital needs. It is estimated that the Net Assets balance will decrease by \$5,522 to \$234,371 at July 1, 2014.

General Services Department Information Technology ISF (8-145)

Megan M. Greve, Interim Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: INFORMATION TECHNOLOGY ISF		FUND: INFORMATION TECHNOLOGY ISF		4581 8-145	
	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	2,073,499	1,695,018	2,215,254	2,008,794	9.3-
SERVICES AND SUPPLIES	802,782	768,530	1,163,358	1,090,631	6.3-
OTHER CHARGES	745,564	347,505	625,746	734,878	17.4
CAPITAL ASSETS	167,244	0	62,901	106,091	68.7
* GROSS BUDGET	3,789,089	2,811,053	4,067,259	3,940,394	3.1-
INTRAFUND TRANSFERS	0	0	0	0	.0
* NET BUDGET	3,789,089	2,811,053	4,067,259	3,940,394	3.1-
APPROPRIATION FOR CONTINGENCY	0	0	0	0	.0
INCREASES IN RESERVES	0	0	0	0	.0
* TOTAL BUDGET	3,789,089	2,811,053	4,067,259	3,940,394	3.1-
OTHER REVENUES					
USER PAY REVENUES	3,425,968	2,196,118	3,948,793	3,859,937	2.3-
GOVERNMENTAL REVENUES	0	0	0	0	.0
GENERAL REVENUES	37,232	19,802	0	0	.0
OTHER FINANCING SOURCES	6,125	0	0	0	.0
CANCELLATION OF OBLIGATED F/B	0	0	118,466	118,468	.0
AVAILABLE FUND BALANCE 7/1	777,154	464,341	812,789	489,651	39.8-
TOTAL AVAILABLE FINANCING	4,246,479	2,680,261	4,880,048	4,468,056	8.4-
* UNREIMBURSED COSTS	457,390-	130,792	812,789-	527,662-	35.1-
ALLOCATED POSITIONS	19.00	19.00	19.00	17.00	10.5-

Purpose

In May of 2013, the Board of Supervisors approved a reorganization of several County departments, including the Information Technology Department. Information Technology now functions as a Division of the Department of General Services.

The Information Technology (IT) division of the General Services Department provides services to the other County departments. As a centralized service, the IT is able to efficiently and cost-effectively handle the large volumes of systems and data that must be managed as part of the ongoing and varied activities of the County. These services include such tasks as:

responsibility for the management of computer hardware and software resources; feasibility and evaluation studies necessary for acquisition of potential new applications; system development activities; computer room operations activities; coordination and application of web technologies to serve the County internally and externally; and other desktop/laptop computer related activities.

Major Budget Changes

Salaries & Benefits

- (\$186,015) Elimination of the vacant Director of Information Technology position

- (\$120,336) Transfer of the Administrative Services Officer position to the General Services Administration budget unit, effective July 1, 2013
- \$61,654 Reinstatement and funding of a vacant Computer Operator position as an 80% position

Services & Supplies

- \$6,000 Increase in Communications for addition of one APN line for Sheriff's Department
- (\$69,839) Decrease in Software License & Maintenance expenses
- \$6,000 Increase in Employment Training to maintain certifications

Other Charges

- \$160,967 Addition of Interfund Administration charges reflecting administration and management provided by the General Services Department (new for FY 2013-14)
- (\$61,818) Decrease in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's office

Capital Assets

- \$45,000 Replacement AS400

Revenues

- (\$104,662) Decrease in Interfund Information Technology charges to County Departments due to IT budget reductions

Program Discussion

In May of 2013, the Board of Supervisors approved a reorganization of county departments, including the Information Technology Department. Information Technology now functions as a Division of the Department of General Services.

The Information Technology Division provides a variety of services and functions addressing automation needs throughout the County. The Division is divided into four functional areas: Operations, Network Support, PC/Desktop Support, and Programming.

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

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

PC/Desktop Support provides direct desktop support for all the PCs, laptops, and Blackberry PDAs that are in place throughout the County. Staff is responsible for the troubleshooting, repair, replacement, and support of end user devices. Additionally, they support a variety of specialized applications in the various departments and provide extensive support to the devices, applications, and services in the Sheriff's office.

Programming is responsible for the development and support of the County's legacy applications as well as the development, support, and routine maintenance of the County's web presence. This group supports such applications as Financial, Human Resources/Payroll, Mental Health, Health, Criminal Justice, Property, and Budgeting systems, in addition to a wide variety of web applications for both internal and external users.

The General Services Administration division provides overall management, budgeting and fiscal services, payroll, and purchasing and contracting oversight.

On March 31, 2009, the Board of Supervisors approved a contract with SunGard Public Sector, Inc., to implement a new software system for Personnel, Payroll, Purchasing, and Budgeting. The Personnel and Payroll modules are scheduled to be implemented in July of 2013. The Budget module and peripheral components will be implemented once the implementation of the initial Personnel and Payroll modules is complete.

Recommended Budget

This budget is recommended at \$3,940,394.

The Information Technology budget unit operates as an ISF and must balance revenues to expenditures within the fund. The recommended budget results in a \$104,662 (3%) decrease in the Interfund Information Technology charges to County departments as compared to FY 2012-13. The Interfund Information Technology account represents the total of all charges made to County departments for Information Technology services. Therefore, the reduction of \$104,662 equals the amount that has been reduced in County Department budgets for FY 2013-14.

One vacant Computer Operator position was also defunded in FY 2010-11. It is recommended that this position be reinstated and funded as an 80% position. This reinstatement of this position will allow other staff members who have been covering for the loss of this position for the past three years to perform the higher level functions that are needed in the Department and by the County. The budget has been increased by \$61,654 for this part-time position.

In FY 2011-12, as part of cost saving measures, the Department recommended the elimination of Unrestricted Stand-by Pay, which was partially offset by an increase in regular Overtime. As a result, on-call and after-hours support for the County became the sole responsibility of the Director, which was a management position and therefore not compensated for being on stand-by. It is recommended that Unrestricted Stand-by Pay be reinstated, although not at the previous level. Therefore, \$8,000 has been added to the budget to allow management to assign Unrestricted Stand-by on weekends

General Services Department Information Technology ISF (8-145)

Megan M. Greve, Interim Director

and evenings to non-exempt employees within the Department.

The Department eliminated funding for virtually all travel, training, subscriptions and other methods of maintaining a well-trained staff in FY 2011-12. This reduction is continued in FY 2012-13. While such a reduction is possible for a short period of time, it is not recommended that staff training be eliminated long term. Limiting staff training indefinitely can negatively impact the County's ability to consider and implement new systems, which historically are methods by which long term cost savings, system wide process improvements and efficiencies are achieved across organizations. Therefore, \$6,000 has been added to the budget to begin allowing minimal training to staff in select areas of the Department.

It is recommended that the County's AS400 be replaced in FY 2013-14, and \$45,000 has been included as a Capital Asset purchase. The purchase of a new AS400 comes with three years of free service; whereas annual service on the existing AS400 would be in excess of \$45,000 per year. It is recommended that the Board authorize the purchase of this Capital Asset effective July 1, 2013, in advance of the adoption of the final Budget.

The current AS400 was purchased in 2006. The AS400 is one of the largest single pieces of equipment in the County Information Technology infrastructure. Following is a sampling of some of the primary applications and departments that use the AS400: Sungard Public Safety & Justice (Sheriff, District Attorney, Probation); Property Tax System, Secured, Unsecured and Supplemental Tax Rolls and Bills (Assessor, Treasurer-Tax Collector,

Auditor-Controller); County Budget Development System (County Administrative Office); Patient Care Management (Health Department); Mental Health System, Patient Billing Research (Mental Health Department).

It should be noted that the HR/Payroll System is currently housed on the AS400, and is anticipated to be off of the AS400 as of July 1, 2013 with the implementation of the new Sungard HR/Payroll system. That new system will be run from a dedicated server.

The A-87 Cost Plan is provided by the Auditor-Controller's office each year. For FY 2012-13, the Information Technology Division's Interfund Overhead (A-87) charges are recommended at \$70,555 which is a reduction of \$61,818 (47%) compared to FY 2012-13.

Use of Fund Balance

The Information Technology fund contains a Committed Fund Balance designated for future appropriations in the amount of \$355,399 as of July 1, 2012. \$118,468 is budgeted to be used in FY 2012-13, and it is estimated that the Committed Fund Balance designated for future appropriations will equal \$236,931 at July 1, 2013. It is recommended that \$118,468, or approximately one-half of the remaining balance, be cancelled in FY 2013-14.

The fund also contains a Net Assets balance in the amount of \$464,340.71 as of July 1, 2012. This amount represents the department's 60-day working capital needs. It is estimated that the Net Assets balance will be relatively unchanged at July 1, 2013.

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

Megan M. Greve, Interim Director

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: VETS MEMORIAL COMMUNITY BLDG FUND: GENERAL					0001 7-203
	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	30,822	21,475	35,150	37,650	7.1
OTHER CHARGES	1,436	0	537	502	6.5-
* GROSS BUDGET	32,258	21,475	35,687	38,152	6.9
INTRAFUND TRANSFERS	82,990	152,858	158,525	114,309	27.9-
* NET BUDGET	115,248	174,333	194,212	152,461	21.5-
OTHER REVENUES					
USER PAY REVENUES	31,673	24,824	34,500	37,000	7.2
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	31,673	24,824	34,500	37,000	7.2
* UNREIMBURSED COSTS	83,575	149,509	159,712	115,461	27.7-
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

The Veterans' Memorial Community Building budget unit covers the expenses of operating and maintaining the building. The Veterans' Building is leased on a priority basis to local veterans associations for member meetings, dinners, and direct fundraising projects at no associated cost. This facility is also available to individuals, groups, and other organizations to rent on an "as available" basis. This budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Intrafund Transfers

- (\$45,717) Decrease in Intrafund A-87 Cost Plan Building Maintenance charges as provided by the Auditor-Controller's office

Program Discussion

The Veterans' Memorial Community Building is operated by the County as a service to the community. Qualified veterans organizations have been given first priority for use of the building. When not in use by qualified veterans organizations, the building is available to the community for rent on a first come, first served basis. Those organizations or individuals renting the building are granted use of the main auditorium and the kitchen. The rental fees collected are used to help offset the costs of maintenance and improvements. The County General Fund covers the remainder of expenses.

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

General Services Department Veterans Hall Community Building (7-203)

Megan M. Greve, Interim Director

The new General Services Department is responsible for the ongoing operation and maintenance of the Veterans' building. Maintenance duties include grounds keeping and facility repair. Staff interacts regularly with the public by providing information on regulations, collecting fees, responding to community questions, and coordinating rentals with other agencies.

Recommended Budget

This budget is recommended at \$152,461, and includes Intrafund Administration Services charges from the General Services Admin budget unit (1-205). The General Fund provides 75.7% of the financing for this budget unit and is decreased by \$44,251 (27.7%) compared to FY 2012-13.

The FY 2013-14 Recommended Budget includes \$94,891 in Intrafund A-87 Cost Plan Building Maintenance charges, which is a decrease of \$45,717 (32%) compared to FY 2012-13. The Cost Plan is developed each year by the Auditor-Controller's office and reflects Building Maintenance charges based on actual costs from FY 2011-12.

Use of Fund Balance

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

EXECUTIVE SUMMARY					
DEPT HEAD: MEGAN M. GREVE, INTER UNIT: Ettl HALL (MUSEUM MEETING RM) FUND: GENERAL					0001 7-204
	ACTUAL EXPENDITURE 2011-12	ACTUAL EXPENDITURE 4-30-13	ADOPTED BUDGET 2012-13	CAO RECOMMEND 2013-14	% CHANGE OVER 2012-13
EXPENDITURES					
SERVICES AND SUPPLIES	1,909	804	16,200	11,950	26.2-
OTHER CHARGES	3,951	0	184	142	22.8-
* GROSS BUDGET	5,860	804	16,384	12,092	26.2-
INTRAFUND TRANSFERS	193-	6,449	16,387	27,181	65.9
* NET BUDGET	5,667	7,253	32,771	39,273	19.8
OTHER REVENUES					
USER PAY REVENUES	0	450	30,000	15,000	50.0-
GOVERNMENTAL REVENUES	0	0	0	0	.0
TOTAL OTHER REVENUES	0	450	30,000	15,000	50.0-
* UNREIMBURSED COSTS	5,667	6,803	2,771	24,273	776.0
ALLOCATED POSITIONS	.00	.00	.00	.00	.0

Purpose

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

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

Activities related to the Community Memorial Museum, such as school tours,

programs, and fundraising events, are conducted in this Hall at no cost. This facility is also available for individuals, groups, and other organizations to rent. The proceeds of rentals are applied back to the costs of operating the Hall and the Museum and to pay back the loan provided by the General Fund to complete the project.

The Ettl Hall budget unit is now included in the newly created General Services Department effective July 1, 2013.

Major Budget Changes

Intrafund Transfers

- \$13,716 Increase in Intrafund A-87 Cost Plan Building Maintenance charges as provided by the Auditor-Controller's office

Revenues

- (\$15,000) Decrease in Rent - Land and Buildings to more closely reflect actual rental reservations

Program Discussion

Ettl Hall is operated by the County as a service to the community. The Community Memorial Museum has priority use of the facility for museum and educational related events at no cost. At other times and days, the Hall is available to the community for rent on a first come, first served basis. Those renting the Hall will be able to rent the Hall, the patio and rose garden area or a combination thereof. The rental fees collected are used to help offset the costs of operations and maintenance. One half of the rental income, in excess of these expenses, is transferred to the Community Memorial Museum budget unit (7-201). The County General Fund covers the remainder of expenses. The rates to be charged for rental of the facility are set by the Board of Supervisors.

The new General Services Department is responsible for the ongoing operation and maintenance of the Hall. Maintenance duties include grounds keeping and repairing facilities. Staff interacts regularly with the public by providing information on scheduling, regulations, collecting fees, responding to community questions, and coordinating the rental.

Recommended Budget

This budget is recommended at \$39,273, and includes Intrafund Administration Services charges from the General Services Admin budget unit (1-205). The General Fund provides 61.8% of the financing for this budget unit and is increased \$24,273 compared to FY 2012-13.

The recommended budget includes \$15,716 in Intrafund A-87 Cost Plan Building Maintenance charges, an increase of \$13,716. The Cost Plan is developed each year by the Auditor-Controller's office and reflects Building Maintenance charges based on actual costs from FY 2011-12 the first year of operations for the Hall.

The recommended budget also includes estimated rental revenues of \$15,000, a reduction from \$30,000 in FY 2012-13, to more closely reflect the actual rentals already reserved for FY 2013-14. The Community Memorial Museum budget unit (7-201) is estimated to receive \$6,455 through the Intrafund Museum Rental Revenue account, which represents one-half of the net rental revenue (less rental expenses). The remaining one-half of the net rental revenue is returned to the General Fund to cover the General Fund loan made to construct the facility.

Use of Fund Balance

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