



Public Works

Section F

Representatives from the County of Sutter and the California Department of Water Resources joined residents of the community of Robbins in a ribbon-cutting ceremony for a new wastewater treatment plant. The plant was paid for with a federal grant.

Public Works County Consolidated Street Lighting District (0-340)

Douglas R. Gault, Public Works Director

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: CO CONSOLIDATED ST LIGHT DIST FUND: CO CONSOLIDATED ST LIGHT DIST 0340 0-340

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 38,997 | 25,071 | 48,460 | 38,460 | 20.6- |
| OTHER CHARGES | 36,341 | 798,702 | 841,623 | 6,057 | 99.3- |
| * GROSS BUDGET | 75,338 | 823,773 | 890,083 | 44,517 | 95.0- |
| * NET BUDGET | 75,338 | 823,773 | 890,083 | 44,517 | 95.0- |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 31,533 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 75,338 | 823,773 | 890,083 | 76,050 | 91.5- |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 800 | 387 | 790 | 800 | 1.3 |
| GENERAL REVENUES | 96,265 | 49,695 | 77,250 | 75,250 | 2.6- |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 812,043 | 0 | 100.0- |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 97,065 | 50,082 | 890,083 | 76,050 | 91.5- |
| * UNREIMBURSED COSTS | 21,727- | 773,691 | 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 Public Works Department is responsible for the management of this budget unit and the District.

Major Budget Changes

Supplies & Services

- (\$10,000) Decrease in Maintenance and Professional/Specialized Services accounts to reflect work performed and paid for in FY 2011-12

Other Charges

- (\$841,000) Decrease in Contribution to Other Agency – Yuba City, to transfer a portion of

unencumbered funds to the City based on prior year annexations

into the County's Geographic Information System (GIS).

Program Discussion

The County Consolidated Street Lighting District consolidates over 40 smaller districts 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 Consolidated Street Lighting District is supported by ad valorem property taxes (as opposed to benefit assessments) on properties within the district.

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.

Over the past several years, the City of Yuba City has annexed approximately 50% of the District geographic territory and has assumed responsibility for the operation and maintenance of those streetlights that now fall within the City limits. Current tax revenues are now being apportioned to the City for these facilities. The District continues as a whole entity with the City and the County administering their respective areas.

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

Use of Fund Balance

This fund contains a Restricted Fund Balance in the amount of \$2,005,925 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$1,258,885 at July 1, 2012.

There are no recommended increases or decreases to Restricted Fund Balance for FY 2012-13.

Royo Ranchero Construction - Live Oak Canal (0-389)

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: ROYO RANCHERO CNSTRCT-LO CANAL FUND: ROYO RANCHERO CNSTRCT-LO CANAL 0389 0-389

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 0 | 0 | 0 | 0 | .0 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 850 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 850 | *** |
| 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 | 828 | 528 | 850 | 850 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 828 | 528 | 850 | 850 | .0 |
| * UNREIMBURSED COSTS | 828- | 528- | 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.

Major Budget Changes

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

Program Discussion

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

Use of Fund Balance

The Royo Ranchero Construction-Live Oak Canal fund contains a Restricted Fund Balance in the amount of \$39,718 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$40,568 at July 1, 2012.

The FY 2012-13 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$850 leaving an estimated ending balance of \$41,418.

Public Works Stonegate Sewer Improvement Construction (0-394)

Douglas R. Gault, Public Works Director

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: STONEGATE SEWER IMPRVMT CNSTR FUND: STONEGATE SEWER IMPRVMT CNSTR 0394 0-394

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 0 | 0 | 0 | 0 | .0 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 540 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 540 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 0 | 0 | 540 | 540 | .0 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 515 | 256 | 540 | 540 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 515 | 256 | 540 | 540 | .0 |
| * UNREIMBURSED COSTS | 515- | 256- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Purpose

This budget was established to appropriate funds for improvements at the Stonegate Sewer Plant.

The Public Works Department prepares and manages this budget unit.

Major Budget Changes

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

Program Discussion

Stonegate is a subdivision within the City of Yuba City, located south of Jefferson Avenue, north of Monroe Avenue, east of Royo Ranchero Drive and west of Madison Avenue.

Recommended Budget

This budget is recommended at \$540. The General Fund does not provide any financing for this budget unit.

Use of Fund Balance

The Stonegate Sewer Improvement Construction fund contains a Restricted Fund Balance in the amount of \$24,715 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$25,255 at July 1, 2012.

The FY 2012-13 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$540 leaving an estimated ending balance of \$25,795.

Public Works Royo Ranchero Construction (0-397)

Douglas R. Gault, Public Works Director

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: ROYO RANCHERO CONSTRUCTION FUND: ROYO RANCHERO CONSTRUCTION 0397 0-397

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 0 | 0 | 0 | 0 | .0 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 520 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 520 | *** |
| 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 | 487 | 243 | 520 | 520 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 487 | 243 | 520 | 520 | .0 |
| * UNREIMBURSED COSTS | 487- | 243- | 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 Public Works Department prepares and manages this budget unit.

Major Budget Changes

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

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 \$23,381 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$23,900 at July 1, 2012.

The FY 2012-13 Recommended Budget contains an increase in Obligated Fund Balance of \$520 leaving an estimated ending balance of \$24,420.

Public Works Building Maintenance (1-700)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: BUILDING MAINTENANCE | FUND: GENERAL | | | 0001 1-700 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 2,146,443 | 1,620,948 | 2,183,951 | 2,139,542 | 2.0- | |
| SERVICES AND SUPPLIES | 769,658 | 467,638 | 916,719 | 792,075 | 13.6- | |
| OTHER CHARGES | 184,918 | 105,510 | 171,316 | 178,385 | 4.1 | |
| CAPITAL ASSETS | 27,049 | 0 | 0 | 0 | .0 | |
| * GROSS BUDGET | 3,128,068 | 2,194,096 | 3,271,986 | 3,110,002 | 5.0- | |
| INTRAFUND TRANSFERS | 121,408 | 270,747- | 43,853 | 159,633- | 464.0- | |
| * NET BUDGET | 3,249,476 | 1,923,349 | 3,315,839 | 2,950,369 | 11.0- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 461,051 | 397,565 | 400,635 | 462,352 | 15.4 | |
| GOVERNMENTAL REVENUES | 1,629 | 40,961 | 0 | 0 | .0 | |
| OTHER FINANCING SOURCES | 3,413 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 466,093 | 438,526 | 400,635 | 462,352 | 15.4 | |
| * UNREIMBURSED COSTS | 2,783,383 | 1,484,823 | 2,915,204 | 2,488,017 | 14.7- | |
| ALLOCATED POSITIONS | 35.00 | 31.00 | 30.00 | 31.00 | 3.3 | |

Purpose

The Building Maintenance budget unit includes three facilities management and maintenance functions: Facilities Management, Grounds Maintenance, and Custodial services. The budget unit is managed by the Public Works Department General Services Division. 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 \$3.0 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).

Major Budget Changes

Salaries & Benefits

- (\$6,375) Decrease in Overtime
- (\$24,856) Decrease in Other Pay due to the payout of leave balances for retirements in FY 2011-12

Public Works Building Maintenance (1-700)

Douglas R. Gault, Public Works Director

- (\$31,409) Decrease in Extra Help due to elimination of seasonal help

reflecting redistribution of Public Works administrative costs

- \$18,231 General Salary and benefits adjustments

Services & Supplies

- (\$28,000) Decrease in General Supplies due to a decrease in projects and services to meet cost reduction goals
- (\$23,655) Decrease in Professional & Specialized Services due to reduction in contracted services
- (\$70,000) Decrease in Utilities based on historical data

Other Charges

- (\$34,200) Decrease in Interfund Insurance ISF Premium
- \$50,000 Increase in Interfund Misc. Non-Road charges for administrative support to facilities maintenance activities

Intrafund Transfers

- \$80,028 Increase in Intrafund A-87 Building Maintenance Cost Plan revenue (reflected as a negative expenditure) as provided by the Auditor-Controller's office
- (\$123,479) Decrease in Intrafund Administration Service costs

Revenues

- \$60,045 Increase in Interfund A-87 Building Maintenance Cost Plan revenue as provided by the Auditor-Controller's office

Program Discussion

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

The Building Maintenance Branch 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 Branch staff maintains the grounds of 22 buildings, 8 recreation areas, and the Sutter County Airport. Grounds Maintenance responsibilities include:

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

Public Works

Building Maintenance (1-700)

Douglas R. Gault, Public Works Director

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

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

Products and consumable cleaning items for the majority of County buildings are also budgeted within this program 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 \$2,950,369 and includes Intrafund Administration Service charges from the Public Works budget unit (1-920). The General Fund provides 85% of the financing for this budget unit and is reduced by \$427,187 (14.7%) compared to FY 2011-12. A portion of the costs for this budget unit are recouped from outside and subvented funds through the annual A-87 cost plan.

Building Maintenance

In FY 2011-12, one full-time building services worker position and one office assistant position were eliminated. The FY 2012-13 recommended budget includes additional Services & Supplies reductions. Building Maintenance will be required to operate below the funding level necessary to professionally maintain the facilities of the County. Any major maintenance needs (major system failures, HVAC unit replacement, major roof repairs or replacement), or the addition of maintained space could require additional funding. Any utility cost increases or unseasonable weather related spikes in utility costs are not anticipated in the budget.

The recommended budget includes a reduction in General Supplies which will require adjustments in established schedules for preventative maintenance. This could result in greater equipment failures or major facilities problems.

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 surplus funds are budgeted for unanticipated work. Additional funding would be requested if additional services are required.

Maintenance of Structure & Improvements is recommended at \$30,000 to cover only those maintenance projects under \$15,000 in cost.

Building Maintenance will be negatively affected by the partial reassignment of a Building Services Worker to the Grounds

Public Works

Building Maintenance (1-700)

Douglas R. Gault, Public Works Director

Maintenance program. This position is being reassigned in order to offset the loss of Extra Help funding in the Grounds Maintenance program.

Possible Service Impacts:

- a. No painting of office spaces and facilities for aesthetic purposes;
- b. General moving requests submitted by County departments will be deferred pending availability of staff (unscheduled maintenance work orders and preventative maintenance will have priority);
- c. Rescheduling monthly preventative maintenance inspections to bi-monthly (i.e.; building security inspections, parking lot/exterior lighting inspections, exterior flag inspections);
- d. Rescheduling of HVAC preventative maintenance to every four months instead of quarterly;
- e. Increase in staff response time for unscheduled maintenance requests that do not create a potential safety issue or affect the essential operations of the requesting department. A deferred maintenance list will be maintained by the Division.

Grounds Maintenance

In FY 2011-12, the permanent grounds maintenance staff was reduced from four to three positions. The FY 2012-13 recommended budget includes the elimination of Extra Help.

The remaining Groundskeeper II staff will be required to perform maintenance normally performed by Extra Help, creating a backlog of higher level work such as

irrigation repairs, weed control, chemical application (spraying), fertilization, and tree maintenance/ replacement.

Possible Service Impacts:

- a. Reduced maintenance such as irrigation repairs, tree and shrub replacement, weed control and fertilization may affect the appearance of the grounds;
- b. Changes in frequency of mowing from every two weeks to every three weeks during the spring and summer may result in increased grass and weed height as well as visible irregularities;
- c. Additional reduction in leaf cleanup in parking lots and on walkways during the fall months;
- d. Additional changes in the frequency of watering may result in browning of the lawn and turf areas;
- e. Decrease in frequency of chemical application for weed control and fertilizing of the lawn and turf areas;
- f. Decrease in frequency of trimming and pruning of trees, shrubs and bushes;
- g. Increase in response time for repairs to irrigation systems.

Custodial Services

In FY 2011-12, three of 17 custodial positions were eliminated. The FY 2012-13 recommended budget includes a reduction in cleaning supplies. This could lead to a reduction in special cleaning projects such as the removal of stains on flooring and countertops.

In FY 2011-12, weekly door mat services at the Agricultural Commissioner's office and

Public Works Building Maintenance (1-700)

Douglas R. Gault, Public Works Director

the Sheriffs Training Center were cancelled. Mats were purchased and will be cleaned by staff on an as needed basis.

The recommended budget includes changes related to contracted custodial services for Mental Health. The services listed below will be billed directly to, and paid by, the Mental Health budget unit.

- Children's System of Care 809 Plumas Street
- Mental Health
1547 Starr Dr. Bldg 2, Suite H
- Mental Health
545 B Garden Hwy
- First Step
1251 Onstott Road

This will slightly increase the administrative burden on Mental Health staff.

Additional reductions to the Building Maintenance budget, beyond the proposed level, would require additional staff reductions and would lead to the inability to systematically perform maintenance tasks necessary for continued County operations. Therefore, no further reductions are recommended at this time.

Use of Fund Balance

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

Public Works Plant Acquisition (1-801)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-----------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: PLANT ACQUISITION | | FUND: GENERAL | | 0001 1-801 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 900,067 | 266,478 | 689,810 | 418,000 | 39.4- | |
| OTHER CHARGES | 32,875 | 0 | 0 | 0 | .0 | |
| CAPITAL ASSETS | 1,748,145 | 123,756 | 1,609,400 | 1,278,489 | 20.6- | |
| * GROSS BUDGET | 2,681,087 | 390,234 | 2,299,210 | 1,696,489 | 26.2- | |
| INTRAFUND TRANSFERS | 90,553- | 0 | 448,000- | 365,599- | 18.4- | |
| * NET BUDGET | 2,590,534 | 390,234 | 1,851,210 | 1,330,890 | 28.1- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 986,991 | 5,338 | 1,296,210 | 742,890 | 42.7- | |
| GOVERNMENTAL REVENUES | 796,095 | 30,668 | 280,000 | 390,000 | 39.3 | |
| TOTAL OTHER REVENUES | 1,783,086 | 36,006 | 1,576,210 | 1,132,890 | 28.1- | |
| * UNREIMBURSED COSTS | 807,448 | 354,228 | 275,000 | 198,000 | 28.0- | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Purpose

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

This budget unit is prepared jointly by the County Administrative Office and the Public Works 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 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

Public Works

Plant Acquisition (1-801)

Douglas R. Gault, Public Works Director

#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 \$1,330,890. The recommendation includes nine projects

that were authorized in prior years and are continuing in FY 2012-13, as well as one new project for FY 2012-13.

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

Continuing Projects

The Public Works Director and the County Administrative Officer are recommending that nine previously authorized projects be re-budgeted in FY 2012-13. These continuing projects total \$1,696,489, of which \$168,000 is a General Fund cost.

**Public Works
Plant Acquisition (1-801)**

Douglas R. Gault, Public Works Director

| Funding Source | Project No. | CONTINUING PROJECTS - DESCRIPTION | Amount |
|---|-------------|---|-----------|
| State Boating & Waterways Grant | 1209 | Tisdale Boat Launch Facility – Construction of Cutoff Wall to Reduce Erosion & Related Repairs | \$200,000 |
| State Boating & Waterways Grant | 1208 | Tisdale Boat Launch Facility – Installation of Boarding Float System | \$100,000 |
| General Gov't Impact Fee Fund (0-101) & Unclaimed Gas Tax | 1205 | Expansion and Upgrade of Agricultural Commissioner Facility, at 142 Garden Highway | \$365,599 |
| General Fund Designation for Capital Projects | 1202 | Remove Sediment Build-up at Yuba City Boat Launch | \$48,000 |
| State Grant | 1004 | Energy Grant Projects: Upgrade Street Lighting to LED (various locations) and Upgrade to Programmable Thermostats (County offices not currently upgraded) | \$90,000 |
| Criminal Justice Construction Fund (Fund 0-262) | 0908 | Jail Minimum Security Facility Upgrade | \$30,000 |
| FAA Grant in Airport Fund (Budget Unit 3-200) | 0904 | Replace Runway, Taxiway, and Approach Lighting | \$550,000 |
| Road Fund (Budget Unit 3-100) | 9920 | Road Tank Remediation at Samuel Drive (on-going project) | \$160,000 |
| General Fund Designation for Capital Projects | 9726 | Jail Fuel Tank Removal/Replace (on-going project) | \$120,000 |

Recommended New Projects

The following chart summarizes the one new project recommended for approval, and indicates the funding source for the project. The total of the newly requested project for FY 2012-13 is \$32,890. The ADA Improvements project is 90% (\$30,000) funded by the General Fund, through the use of the Committed Fund Balance Designated for Capital Projects, and 10% (\$2,890)

funded by the Mental Health Fund (4-102). The ADA Improvements project is the only necessary maintenance and improvement project that the County Administrative Officer and Public Works Director recommend not be postponed into a future year. This project is recommended for immediate Board of Supervisor's authorization so that repairs or construction can take place prior to adoption of the final budget, if necessary.

| Funding Source | Project No. | NEW PROJECTS - DESCRIPTION | Estimate |
|--|-------------|--|----------|
| General Fund Designation for Capital Projects and Mental Health Fund | 1302 | ADA Improvements pursuant to the 2011 ADA Transition Plan: Library, Veteran's Memorial Building, Mental Health - Modular Buildings | \$32,890 |

Public Works

Plant Acquisition (1-801)

Douglas R. Gault, Public Works Director

Upcoming New Projects

The County currently has two large projects that are in planning phases but which are not currently reflected in the recommended budget – the Main Jail Expansion and the Animal Control Facility. Both projects are discussed in the County Administrative Officer’s Budget Message. These projects will be brought to the Board of Supervisors individually as final recommended budget amounts are available. Therefore, these projects are identified here but are not recommended to be budgeted yet.

This revenue will be used to reimburse the General Government Development Impact Fee fund. It should be noted that the General Fund Committed Fund Balance for Future Remodel – Ag Building (account #31208), in the amount of \$30,000, was budgeted to be liquidated in FY 2011-12 to help fund the expansion project. This one-time revenue will now be held in the General Fund Unassigned Fund Balance, and remains available to fund \$30,000 of the project cost.

Use of Fund Balance

It is recommended that the \$198,000 Unreimbursed Cost of this budget be funded with monies from the General Fund Committed Fund Balance Designated for Capital Projects (account #31265). This one-time revenue is included in the Cancellation of Obligated Fund Balance account in the General Revenues budget (1-209).

The \$365,599 cost for the recommended 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 \$335,599 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 \$120,000 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.

Public Works Public Works (1-920)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: PUBLIC WORKS | FUND: GENERAL | | | 0001 1-920 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,327,476 | 971,815 | 1,403,325 | 1,436,252 | 2.3 | |
| SERVICES AND SUPPLIES | 32,281 | 15,066 | 21,250 | 22,650 | 6.6 | |
| OTHER CHARGES | 64,009 | 21,488 | 40,789 | 32,240 | 21.0- | |
| * GROSS BUDGET | 1,423,766 | 1,008,369 | 1,465,364 | 1,491,142 | 1.8 | |
| INTRAFUND TRANSFERS | 829,594- | 1,112 | 705,799- | 390,488- | 44.7- | |
| * NET BUDGET | 594,172 | 1,009,481 | 759,565 | 1,100,654 | 44.9 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 562,257 | 8,732 | 628,957 | 677,694 | 7.7 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| OTHER FINANCING SOURCES | 1,979 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 564,236 | 8,732 | 628,957 | 677,694 | 7.7 | |
| * UNREIMBURSED COSTS | 29,936 | 1,000,749 | 130,608 | 422,960 | 223.8 | |
| ALLOCATED POSITIONS | 14.00 | 14.00 | 14.00 | 13.00 | 7.1- | |

Purpose

The Public Works budget unit is managed by the Public Works Department Administration & Finance Division. This budget unit provides funding for the Director's Office, Administration & Finance Division, portions of the Engineering Division, and the County Surveyor's Office.

The Director's Office manages, coordinates, and supervises the five functional divisions of the Public Works Department:

- Administration & Finance
- Engineering
- General Services
- Road Maintenance
- Water Resources

Major Budget Changes

Salaries & Benefits

- (\$32,662) Decrease to defund and hold vacant one Accounting Technician I position for 6 months
- \$20,933 Increase in Extra Help to cover the Accounting Technician I position
- (\$21,198) General salary and benefits adjustments

Public Works

Public Works (1-920)

Douglas R. Gault, Public Works Director

Intrafund Transfers

- (\$315,311) Decrease in Intrafund Admin Service revenue (shown as a negative expense) charged to other Public Works divisions and reflecting redistribution of Public Works administrative costs

Revenues

- \$19,874 Increase in Accounting & Clerical due to increased support to special district projects
- (\$76,780) Decrease in Planning & Engineering Fees based on historical data
- \$49,292 Increase in Interfund Public Works Administrative Services revenue reflecting redistribution of Public Works administration costs
- \$70,086 Increase in Public Works Admin - Road due to an increase in road projects
- (\$12,000) Decrease in Contribution from Other Agency Sutter County due to reduced support to Water Works District #1

Program Discussion

The Public Works budget unit provides funding for the Director's Office, Administration & Finance Division, and the Development Branch of the Engineering

Division, each of which provide different services.

Staff time for this budget unit is spread to other Public Works Department budget units through the Inter/Intrafund Public Works Administrative Service accounts and can be seen as an expense in those budget units.

Director's Office

Besides managing the five Divisions of the Department, the Director has multiple County functions:

- Road Commissioner
- County Engineer
- Floodplain Manager
- Purchasing Agent

The Director's Office staff:

- Coordinates selected administrative actions of the Department;
- Provides clerical support to all Public Work divisions;
- Prepares and publicizes the Public Works Support Services, Fish & Game Commission and the Gilsizer Drainage District meeting packets;
- Processes personnel actions;
- Maintains personnel files; and
- Prepares and tracks staff reports to the Board of Supervisors.

The Director's Office and the Administration & Finance Division assist each other in order to balance workload issues associated with these responsibilities.

Administration & Finance Division

The Administration & Finance Division staff

Public Works

Public Works (1-920)

Douglas R. Gault, Public Works Director

is responsible for the administration of 48 program/budget units. These budget units support a myriad of diverse activities, including:

- The County Airport
- Building and grounds maintenance
- Facilities management
- Central services
- Fleet management
- Fish & Game
- Parks and recreation
- Road maintenance
- Sutter County Water Agency
- Water resources
- Purchasing
- Veterans Memorial Community Building
- Water and sewer utilities
- Streetlighting and landscaping districts
- Other special districts

The accounting staff processes over 400 invoices per month totaling on average over \$400,000. 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, Facilities, Fleet, and other enterprise funds. The Division supports and responds to a number of audits each year.

Additionally, other administrative tasks in support of the Director's Office are performed by the Division staff.

Engineering Division

The Engineering Division staff:

- Processes development permits, plan reviews, and Public Works portions of planning applications;
- Designs and constructs County buildings and building improvements; and
- Provides General engineering support to County activities such as the Road Fund, on a reimbursable basis.

Staff responds to an average of over 70 counter inquiries per month requesting information on maps, surveys, development, traffic, roads and the processing of related fees.

During FY 2012-13, the Department will be bringing to the Board of Supervisors a request to change the multi-level Associate Civil Engineer/Public Works Engineer II/Public Works Engineer I position in the Public Works budget unit to an Associate Civil Engineer position. Due to the elimination of an Associate Civil Engineer position in Water Resources in FY 2011-12, the Engineer position in the Development Branch has assumed some of the critical duties of that position. Additionally, the Development Engineer position necessitates an Associate level engineer due to the complexity of the position. The position is required to:

- Supervise permit processing;
- Address permitting and planning issues; and
- Represent the County Engineer on planning actions before the Planning Commission and Board of Supervisors.

Portions of the funding for engineering activities in this budget unit are reflected in the Road Fund (0003-3-100) and the Building

Maintenance budget unit (1-700).

2012-13 budget.

County Surveyor's Office

The County Surveyor's Office 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.

Due to the continued defunding of an Engineering Technician in the Development Branch of the Engineering Division, a backlog of actions has developed.

In FY 2010-11, an Engineering Technician II position was defunded and remained vacant and defunded in FY 2011-12. It is recommended that this position remain defunded and vacant through FY 2012-13.

The recommended budget reflects an overall net reduction of \$312,470 in Interfund and Intrafund Administrative Service revenues, which is seen as savings to other Public Works budget units.

Considering the continued vacancies in the Division, and in an effort to meet the department-wide budget reduction, it will be necessary for the department to reorganize staff assignments by using personnel on both General Fund and non-General Fund projects.

Recommended Budget

This budget is recommended at \$1,100,654 after offsetting Intrafund Administration Service reimbursements are considered. The budget is \$1,491,142 prior to application of intra-departmental reimbursements of \$390,488 to the Public Works budget unit from other Public Works budget units. The General Fund provides 39% of the financing 38.4% for this budget unit when Interfund revenues are considered and is increased by \$292,352 (224%) compared to FY 2011-12.

The recommended budget includes holding a vacant Accounting Technician I position unfunded for 6 months, with a savings of \$32,662, and an increase of \$20,933 in Extra Help to cover the position for that time frame. In the FY 2011-12 budget, a Limited Term Accountant II position was added to cover a long-term absence. This position is no longer necessary and has been removed from the FY

Additional reductions in the Public Works budget unit, beyond those recommended would require additional staff reductions which would reduce the Department's ability to provide the required services. Therefore, no additional reductions are recommended at this time.

Use of Fund Balance

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

Public Works

Douglas R. Gault, Public Works Director

Urban Area Residential Street Lighting District (3-000)

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: URBAN AREA RESIDENT ST LIGHTNG FUND: URBAN AREA RESIDENT ST LIGHTNG 3000 3-000

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 13,891 | 9,341 | 24,140 | 17,264 | 28.5- |
| OTHER CHARGES | 7,871 | 187 | 2,742 | 7,236 | 163.9 |
| * GROSS BUDGET | 21,762 | 9,528 | 26,882 | 24,500 | 8.9- |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 21,762 | 9,528 | 26,882 | 24,500 | 8.9- |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 21,762 | 9,528 | 26,882 | 24,500 | 8.9- |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 24,705 | 12,973 | 25,000 | 24,500 | 2.0- |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 1,882 | 0 | 100.0- |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 24,705 | 12,973 | 26,882 | 24,500 | 8.9- |
| * UNREIMBURSED COSTS | 2,943- | 3,445- | 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 Public Works Department is responsible for the management of this budget unit and District.

Major Budget Changes

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

Program Discussion

The Urban Area Residential Street Lighting District finances the operation and 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.

The District includes eight subdivisions: three in the community of Sutter, two west of

Public Works

Douglas R. Gault, Public Works Director

Urban Area Residential Street Lighting District (3-000)

George Washington, one in the north Yuba City area, one in Century Park, and one near Bogue Road and Highway 99.

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.

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 \$24,500. 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 \$302,951 as of July 1, 2011. It is estimated that the Committed Fund Balance will equal \$315,134 at July 1, 2012.

There are no increases or decreases in the Restricted Fund Balance recommended for FY 2012-13.

Public Works

Douglas R. Gault, Public Works Director

Wildewood West Street Landscape Maintenance District (4-011)

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT

UNIT: SUTTER CO ST LNDSCP WILDWOOD W FUND: SUTTER CO ST LNDSCP WILDWOOD W 4011 4-011

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 2,521 | 1,710 | 3,200 | 3,200 | .0 |
| * GROSS BUDGET | 2,521 | 1,710 | 3,200 | 3,200 | .0 |
| * NET BUDGET | 2,521 | 1,710 | 3,200 | 3,200 | .0 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 532 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 532 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 2,521 | 1,710 | 3,732 | 3,732 | .0 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 3,498 | 2,040 | 3,732 | 3,732 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 3,498 | 2,040 | 3,732 | 3,732 | .0 |
| * UNREIMBURSED COSTS | 977- | 330- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Purpose

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

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 maintenance district.

Major Budget Changes

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

It is anticipated that on July 1, 2012 this maintenance district will be annexed to the City of Yuba City, and all funds associated with the district will be transferred to the City during FY 2012-13.

Program Discussion

The Wildewood West Street Landscape Maintenance District is located just west of

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 \$5,648 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$6,180 at July 1, 2012.

The FY 2012-13 Recommended Budget includes an increase in Obligated Fund Balance of \$532 leaving an estimated ending balance of \$6,712.

Public Works Capital Projects (Human Services Building) (4-100)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: STEPHANIE J LARSEN | UNIT: CAPITAL PROJECTS | | FUND: CAPITAL PROJECTS | | 4100 4-100 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 0 | 0 | 0 | 182,182 | *** | |
| RESIDUAL EQUITY TRANS-OUT | 0 | 0 | 182,759 | 0 | 100.0- | |
| * GROSS BUDGET | 0 | 0 | 182,759 | 182,182 | .3- | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 0 | 0 | 182,759 | 182,182 | .3- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 0 | 0 | 182,759 | 182,182 | .3- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 3,718 | 1,852 | 4,281 | 0 | 100.0- | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 178,478 | 182,182 | 2.1 | |
| AVAILABLE FUND BALANCE 7/1 | 174,759 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 178,477 | 1,852 | 182,759 | 182,182 | .3- | |
| * UNREIMBURSED COSTS | 178,477- | 1,852- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Purpose

This fund was created to account for costs incurred for the proposed new Human Services building, as this is a major construction project for the County. This budget unit is jointly administered by the Public Works Director and the County Administrative Officer.

Major Budget Changes

Other Charges

- \$182,182 Transfer of remaining General Fund contribution back to the General Fund

Program Discussion

The need to provide adequate facilities for the various Human Services divisions was formally identified close to ten years ago. For several years, this need has been planned to be addressed by the construction of a new Human Services Building adjacent to the Mental Health Facility at 1965 Live Oak Boulevard, Yuba City. The building design was completed in 2005 by an architectural firm retained by the County. The construction cost of the building was last calculated at \$16 million. However, construction of the building has repeatedly been held up by the unavailability of State funding. The County has explored

Public Works

Capital Projects (Human Services Building) (4-100)

Douglas R. Gault, Public Works Director

alternative means of meeting the facility needs of the Human Services divisions. However, at this time it is highly unlikely that funding from the State will be available in the near-term to fund the construction of a new Human Services Building.

Recommended Budget

This budget is recommended at \$182,182.

It was recommended in FY 2011-12 that this fund be closed and that the residual balance of the original contribution from the General fund be transferred back to the General Fund and deposited to the General Fund's Designation. The Board of Supervisors approved the CAO's original recommended action in the Final Budget. The Auditor-Controller disagrees with that action and has asked for revised action from the Board of Supervisors in order to perform the originally approved action and to close the fund.

Therefore, it is recommended that the approved action for FY 2011-12 be rescinded in FY 2011-12 and that the recommendation to transfer the remaining balance to the General Fund be re-budgeted in FY 2012-13 and the Auditor-Controller to be directed to deposit any additional interest that accrues to the fund to the General Fund and to close the Capital Projects Fund once all necessary transfers have been completed.

The recommended transfer in FY 2012-13 equals \$182,182, reflecting the Committed Fund Balance at June 30, 2011 of \$178,478, plus estimated interest to be accrued through June 30, 2012 in the amount of \$3,704. Any interest accrued to the fund between July 1, 2012 and the time that the Auditor-

Controller closes the fund shall also be transferred to the General Fund.

Use of Fund Balance

The Capital Projects fund contains a Committed Fund Balance in the amount of \$178,478 as of July 1, 2011. It is estimated that the Committed Fund Balance will equal \$182,182 at July 1, 2012.

It is recommended that the Committed Fund Balance as of July 1, 2012, be cancelled in FY 2012-13 and returned along with any interest accrued subsequent to July 1, 2012, to the General Fund and used to increase the Committed Fund Balance – Capital Projects account (#31265) in the General Fund.

Public Works Fleet Management (4-580)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: FLEET MANAGEMENT ISF | FUND: FLEET MANAGEMENT ISF | | | 4580 4-580 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 464,183 | 363,722 | 490,385 | 493,126 | .6 | |
| SERVICES AND SUPPLIES | 790,693 | 542,767 | 899,603 | 873,499 | 2.9- | |
| OTHER CHARGES | 186,641 | 86,005 | 223,951 | 217,686 | 2.8- | |
| CAPITAL ASSETS | 18,626 | 0 | 19,500 | 18,500 | 5.1- | |
| * GROSS BUDGET | 1,460,143 | 992,494 | 1,633,439 | 1,602,811 | 1.9- | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 1,460,143 | 992,494 | 1,633,439 | 1,602,811 | 1.9- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 1,460,143 | 992,494 | 1,633,439 | 1,602,811 | 1.9- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 1,475,322 | 711,606 | 1,630,340 | 1,593,684 | 2.2- | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 9,672 | 5,313 | 4,462 | 9,127 | 104.5 | |
| OTHER FINANCING SOURCES | 2,907 | 0 | 0 | 0 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 160,168 | 0 | 187,925 | 187,925 | .0 | |
| TOTAL AVAILABLE FINANCING | 1,648,069 | 716,919 | 1,822,727 | 1,790,736 | 1.8- | |
| * UNREIMBURSED COSTS | 187,926- | 275,575 | 189,288- | 187,925- | .7- | |
| ALLOCATED POSITIONS | 6.00 | 6.00 | 6.00 | 6.00 | .0 | |

Purpose

The Fleet Management budget unit operates as an Internal Service Fund (ISF) managed by the Public Works Department General Services Division. 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 440 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.

Major Budget Changes

Services & Supplies

- (\$42,504) Decrease in Other Department Fuel and Oil based on historical data

Public Works Fleet Management (4-580)

Douglas R. Gault, Public Works Director

reflecting decreased usage over prior year

- \$15,000 Increase in Other Parts based on historical data

Other Charges

- \$13,420 Increase in Interfund Public Works Administrative Services charges reflecting redistribution of Public Works administrative costs
- (\$17,677) Decrease in Interfund Overhead (A-87) Cost Plan charges as provided by the Auditor-Controller's office

Revenue

- (\$56,253) Decrease in Interfund Fuel & Oil revenue due to historical data reflecting decreased usage over prior year
- \$ 30,210 Increase in Interfund Vehicle Maintenance revenue based on increasing age of vehicles and related service needs
- (\$20,613) Decrease in Interfund Fleet Administration revenue based on an anticipated reduction in staff time

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 Fleet Maintenance Section directly budgeted in this budget unit is managed by the Deputy Director for General Services. Staff provides administrative services and vehicle maintenance services for County vehicles.

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 performing 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

Public Works

Fleet Management (4-580)

Douglas R. Gault, Public Works Director

- Compliance with CARB Tire Inflation Regulations.

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

Fleet provides vehicle utilization information for reporting 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 \$1,602,811 and includes Intrafund Administration Services charges from the Public Works budget unit (1-920).

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

Compared to FY 2011-12, the recommended budget reflects a \$46,656 (2.9%) 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.

Reductions in Fleet Administration support are being made with the goal of minimizing cost impact to the County customer. Reductions may impact the services provided by Fleet administrative staff. The first priority will be claims processing and billing of services with the development of Fleet statistical information being completed as time permits.

Proposed reductions in services and supplies will impact operations by deferring minor dent and body repairs that have no impact on the safety of the operator and passengers. If the number of vehicles requiring parts or repairs during FY 2012-13 exceeds the available funding, additional funding requests will be brought to the Board.

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 2012-13 includes \$506,739 for the purchase of fuel for the majority of County departments. This represents an 8% decrease in this budget item compared to FY 2011-12. Additional funding may be required if major prolonged upward fluctuations in fuel prices are experienced.

Public Works Fleet Management (4-580)

Douglas R. Gault, Public Works Director

Additional reductions to the Fleet Management ISF would require a significant reduction in the number of County vehicles maintained. Therefore, no further reductions are recommended at this time.

Use of Fund Balance

The Fleet Management fund contains a Net Assets balance in the amount of \$187,925 as of July 1, 2011. This amount represents the department's 60-day working capital needs. It is estimated that the Net Assets balance will be unchanged at July 1, 2012.

Public Works Purchasing (1-205)

Douglas R. Gault, Public Works Director

| E X E C U T I V E S U M M A R Y | | | | | | |
|---------------------------------|------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: PURCHASING | FUND: GENERAL | | | 0001 1-205 | |
| | | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | | 164,075 | 144,304 | 206,800 | 215,213 | 4.1 |
| SERVICES AND SUPPLIES | | 5,603 | 3,272 | 6,500 | 5,700 | 12.3- |
| OTHER CHARGES | | 18,508 | 8,222 | 18,127 | 16,921 | 6.7- |
| * GROSS BUDGET | | 188,186 | 155,798 | 231,427 | 237,834 | 2.8 |
| INTRAFUND TRANSFERS | | 55,173 | 604 | 65,249 | 48,054 | 26.4- |
| * NET BUDGET | | 243,359 | 156,402 | 296,676 | 285,888 | 3.6- |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | | 26,444 | 886 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | | 0 | 0 | 0 | 0 | .0 |
| OTHER FINANCING SOURCES | | 1,551 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | | 27,995 | 886 | 0 | 0 | .0 |
| * UNREIMBURSED COSTS | | 215,364 | 155,516 | 296,676 | 285,888 | 3.6- |
| ALLOCATED POSITIONS | | 3.00 | 3.00 | 2.50 | 3.00 | 20.0 |

Purpose

The Purchasing budget unit is managed by the Public Works Department General Services Division. Under this budget unit the General Services Purchasing Office provides centralized services to County departments including:

- All purchasing of telecommunication services, vehicles, and equipment
- Contracting for various services
- Interdepartmental courier services

The Purchasing Division also provides procurement assistance to departments on major purchases of services and supplies.

Construction services are procured separately by the Engineering Division of Public Works. Computers and software are procured by the Information Technology 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.

Major Budget Changes

Intrafund Transfers

- (\$17,227) Decrease in Intrafund Administration Services reflecting redistribution of Public Works administrative costs

Program Discussion

Purchasing functions in the County are coordinated by the County Purchasing Agent, currently the Director of Public Works. The assistant purchasing agents are the Chief of General Services and the Director of Information Technology. The Purchasing Office assists County departments by providing product information, locating sources of supply, and explaining procurement options for non-information technology related services and supplies.

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

The goals of centralized purchasing include:

- Seeking volume buying
- Product standardization
- Vendor competition

Purchasing procures supplies, materials, capital assets and services as requisitioned by the Departments. The objective is to obtain the maximum value for each dollar expended, utilizing open competition and impartial evaluation of alternate products. The Purchasing Division 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.

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.

Recommended Budget

This budget is recommended at \$285,888 and includes Intrafund Administration Service charges from the Public Works budget unit (1-920). The General Fund provides 100% of the financing for this budget unit and is reduced \$10,788 (3.6%) compared to FY 2011-12. A portion of the costs for this budget are recouped from outside and subvented funds through the annual A-87 cost plan.

Intrafund Administration services are recommended at \$46,953 which is a reduction of \$17,177 (26.8%) compared to FY 2011-12. The administrative costs include Public Works accounting and management staff's time spent in support of the Purchasing Division.

The FY 2011-12 recommended budget included the elimination of one filled Central Services Assistant III position and the addition of one half-time Central Services Assistant I position resulting in the reduction of staff from 3 FTE to 2.5 FTE. This recommendation was rescinded after the recommended budget was finalized and subsequently the Central Services Assistant III position was reinstated and the half-time position was eliminated for the final FY 2011-12 amended budget.

Further reductions to the Purchasing budget, beyond the recommended level, would result in additional staff reductions which would necessitate the decentralization of the remaining services provided by the Purchasing Office and potentially the

Public Works Purchasing (1-205)

Douglas R. Gault, Public Works Director

elimination of centralized purchasing functions for the County. Therefore, no further reductions are recommended at this time.

Use of Fund Balance

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

Public Works Central Services (1-924)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: CENTRAL SERVICES | FUND: GENERAL | | | 0001 1-924 | |
| | | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | | 14 | 0 | 0 | 0 | .0 |
| SERVICES AND SUPPLIES | | 471,026 | 303,256 | 482,921 | 472,082 | 2.2- |
| OTHER CHARGES | | 261 | 187 | 135 | 72 | 46.7- |
| * GROSS BUDGET | | 471,301 | 303,443 | 483,056 | 472,154 | 2.3- |
| INTRAFUND TRANSFERS | | 149,465- | 93,938- | 164,319- | 145,216- | 11.6- |
| * NET BUDGET | | 321,836 | 209,505 | 318,737 | 326,938 | 2.6 |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | | 304,748 | 189,560 | 305,071 | 312,519 | 2.4 |
| GOVERNMENTAL REVENUES | | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | | 304,748 | 189,560 | 305,071 | 312,519 | 2.4 |
| * UNREIMBURSED COSTS | | 17,088 | 19,945 | 13,666 | 14,419 | 5.5 |
| ALLOCATED POSITIONS | | .00 | .00 | .00 | .00 | .0 |

Purpose

The Central Services budget unit is managed by the Public Works Department General Services Division. This budget unit provides for inter-office mail services, postal services, printing services and copier leases for County departments. The budget unit does not have any staff.

- \$7,960 Increase in Intrafund Administration Services reflecting redistribution of Public Works administrative costs

Revenues

- \$ 9,100 Increase in Copying Services based on historical data

Major Budget Changes

Intrafund Charges

- \$12,230 Increase in Intrafund Postage due to an increase in postage costs

Program Discussion

This budget unit provides for the postage, printing and copier lease services to County departments.

Printing services are billed to user departments based on the cost of printing. Copier leases are billed to user departments based on copier machine rental costs. Postage is also billed to

Public Works Central Services (1-924)

Douglas R. Gault, Public Works Director

the user department based on the postage costs for mail processing for each department.

Recommended Budget

This budget is recommended at \$326,938 and includes Intrafund Administration Service charges from the Public Works budget unit (1-920). The General Fund provides approximately 4.6% of the financing for this budget and is increased \$753 (6%) compared to FY 2011-12. The remainder of the cost is directly charged to those budget units utilizing the services.

Use of Fund Balance

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

Public Works Fish & Game Propagation (2-703)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: FISH & GAME PROPAGATION | FUND: FISH AND GAME | | | 0006 2-703 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 6,940 | 6,472 | 19,500 | 20,881 | 7.1 | |
| OTHER CHARGES | 1,147 | 886 | 3,520 | 820 | 76.7- | |
| * GROSS BUDGET | 8,087 | 7,358 | 23,020 | 21,701 | 5.7- | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 8,087 | 7,358 | 23,020 | 21,701 | 5.7- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 8,087 | 7,358 | 23,020 | 21,701 | 5.7- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 6,990 | 5,547 | 10,500 | 8,850 | 15.7- | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 12,520 | 12,851 | 2.6 | |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 6,990 | 5,547 | 23,020 | 21,701 | 5.7- | |
| * UNREIMBURSED COSTS | 1,097 | 1,811 | 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.

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

The Public Works Department provides administrative services to this budget unit.

Major Budget Changes

There are no major budget changes.

Program Discussion

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

Public Works

Fish & Game Propagation (2-703)

Douglas R. Gault, Public Works Director

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.

This year the Fish and Game Commission will be implementing a scholarship program. This program will provide a donation of \$2500 to Shady Creek Outdoor School. The intent of this program is to provide a scholarship of \$100 per Sutter County elementary school for students in need.

Recommended Budget

This budget is recommended at \$21,701. This budget unit does not receive any funding from the General Fund. All funding is provided through fines and interest.

Special Department Expense, account #52207, is used to support expenses related to programs, events and donations such as:

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

Youth Programs, account #52240, is used to support 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.

Public Works Fish & Game Propagation (2-703)

Douglas R. Gault, Public Works Director

Use of Fund Balance

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$64,259 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$51,739 at July 1, 2012.

The FY 2012-13 Recommended Budget includes a cancellation of Restricted Fund Balance account (#31170) in the amount of \$12,851 leaving an estimated ending balance of \$38,888.

Public Works County Airport (3-200)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY AIRPORT | FUND: COUNTY AIRPORT | | | 0005 3-200 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 3,524 | 2,374 | 3,770 | 3,770 | .0 | |
| SERVICES AND SUPPLIES | 84,624 | 101,761 | 94,765 | 176,530 | 86.3 | |
| OTHER CHARGES | 252,334 | 45,159 | 713,610 | 911,695 | 27.8 | |
| CAPITAL ASSETS | 26,919 | 0 | 0 | 0 | .0 | |
| * GROSS BUDGET | 367,401 | 149,294 | 812,145 | 1,091,995 | 34.5 | |
| * NET BUDGET | 367,401 | 149,294 | 812,145 | 1,091,995 | 34.5 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 89,927 | 0 | 100.0- | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 367,401 | 149,294 | 902,072 | 1,091,995 | 21.1 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 240,126 | 171,188 | 195,196 | 286,195 | 46.6 | |
| GOVERNMENTAL REVENUES | 153,988 | 11,052 | 569,500 | 703,808 | 23.6 | |
| GENERAL REVENUES | 17,935 | 18,831 | 12,500 | 13,500 | 8.0 | |
| CANCELLATION OF PRIOR YEAR RESERVES | 0 | 0 | 0 | 88,492 | *** | |
| AVAILABLE FUND BALANCE 7/1 | 104,772- | 0 | 124,876 | 0 | 100.0- | |
| TOTAL AVAILABLE FINANCING | 307,277 | 201,071 | 902,072 | 1,091,995 | 21.1 | |
| * UNREIMBURSED COSTS | 60,124 | 51,777- | 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 operated by the Sutter County Public Works 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 rental and 28 transient. Services available at the airport include aircraft repair and fuel sales.

Public Works County Airport (3-200)

Douglas R. Gault, Public Works Director

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.

- \$105,597 Increase in Federal FFA grant revenue due to increased project costs compared to FY 2011-12

Major Budget Changes

Services & Supplies

- \$85,000 Increase in Fuel and Oil based on historical data and offset by sales revenue

Other Charges

- \$15,000 Increase in Interfund Road charges for Airport Maintenance previously charged to Interfund Admin – Misc Dept
- \$16,275 Increase in Intrafund Public Works Administration Service charges reflecting redistribution of Public Works administrative costs
- \$101,737 Increase in Interfund Plant Acquisition costs due to increased project costs compared to FY 2011-12
- \$64,945 Increase in Interfund Overhead A-87 Cost Plan charges as provided by the Auditor-Controller's office

Revenues

- \$87,500 Increase in Airport Fuel sales revenue based on historical data

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 an annual deficit and requires loans from the General Fund to maintain operations and balance its annual budget.

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.

The Ad Hoc Committee is in discussion with a group of local airport users and supporters. The group has begun the process to become a local chapter of the California Pilots Association, a non-profit organization, with the intent of contracting with the County to operate and maintain the airport facility. The process will take several months and is not being considered in the FY 2012-13 recommended budget. When the County receives a proposal from this organization, which could be within the year, it will be brought to the Board for consideration.

Public Works County Airport (3-200)

Douglas R. Gault, Public Works Director

Recommended Budget

This budget is recommended at \$1,091,995 and includes Interfund Public Works Administrative Service charges from the Public Works budget unit (1-920). 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 was utilized in FY 2010-11. Due to lower than budgeted expenditures, the Airport did not draw on the loan in FY 2011-12. In FY 2012-13, \$88,492 of the loan balance will be used to fund operations, leaving a balance of \$36,384 of available loan proceeds from the original \$185,000 loan.

Annual revenue for this budget unit does not cover basic operational expenditures, therefore no repayment schedule for the loan has been proposed. The Ad Hoc Committee continues to work with the County Administrator's Office to evaluate options to address this deficit and to develop a formal plan for repayment of the loan to the General Fund.

The FY 2012-13 Recommended Budget includes \$720,947 in charges for the construction of the runway/taxiway lighting upgrade, obstruction removal and parking apron design. Approximately \$693,808 (97%) of these costs will be covered by grants from the FAA and the State. The runway and taxiway lighting upgrade will update the runway lighting and signage to meet current FAA standards for aircraft operations. Additionally, the project will include the replacement of the Precision Approach Path Indicator (PAPI) for the runway 17 approach, a new concrete electrical vault, a new lighted wind cone and

minor asphalt paving at the runway and taxiway transitions.

The FAA grants used to support past Airport improvements have paid for approximately 95% of the improvement costs. Legislation has been passed that will reduce future FAA grant funding to 90%, which will seriously impact the funding of Airport Capital Improvement Projects.

Interfund Public Works Administration Services are recommended at \$52,171 which is an increase of \$16,275 (46%) compared to FY 2011-12. The administrative costs include Public Works accounting and management staff's time spent in support of the Airport. This increase reflects the additional time spent working with the Ad Hoc Committee and the County Administrator's office to find solutions to the financing issues facing this budget unit.

The FY 2012-13 Recommended Budget includes \$95,484 in Interfund Overhead A-87 Cost Plan charges. 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 2010-11.

Additional reductions to the Sutter County Airport Budget, beyond the recommended level, would result in the loss of services, which could in turn impair the County's ability to procure Federal or State Funding for improvements.

Use of Fund Balance

This fund contains a Committed Fund Balance in the amount of \$124,876 as of July 1, 2011, exclusive of long term loan obligations. It is estimated that the Committed Fund Balance will equal

Public Works County Airport (3-200)

Douglas R. Gault, Public Works Director

\$139,637 at July 1, 2012, exclusive of long term loan obligations.

The FY 2012-13 Recommended Budget includes a reduction of the Committed Fund Balance by \$88,492 for a remaining balance of \$51,145.

Public Works Parks and Recreation (7-101)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-----------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: PARKS & RECREATION | FUND: GENERAL | | | 0001 7-101 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 19,679 | 15,034 | 22,200 | 21,775 | 1.9- | |
| OTHER CHARGES | 34,737 | 1,926 | 32,144 | 31,607 | 1.7- | |
| CAPITAL ASSETS | 0 | 8,029 | 0 | 0 | .0 | |
| * GROSS BUDGET | 54,416 | 24,989 | 54,344 | 53,382 | 1.8- | |
| INTRAFUND TRANSFERS | 196,771 | 164,407 | 195,422 | 177,535 | 9.2- | |
| * NET BUDGET | 251,187 | 189,396 | 249,766 | 230,917 | 7.5- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 13,324 | 4,644 | 14,000 | 24,000 | 71.4 | |
| GOVERNMENTAL REVENUES | 24 | 0 | 24 | 0 | 100.0- | |
| TOTAL OTHER REVENUES | 13,348 | 4,644 | 14,024 | 24,000 | 71.1 | |
| * UNREIMBURSED COSTS | 237,839 | 184,752 | 235,742 | 206,917 | 12.2- | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Purpose

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

Major Budget Changes

Other Charges

- \$30,000 Increase in Interfund Miscellaneous – Non Road due to a change in the account used for services provided by the Road Fund
- (\$30,000) Decrease in Interfund Road due to a change in the account used for services provided by the Road Fund

Intrafund Transfers

- (\$13,919) Decrease in Intrafund Public Works Administrative Services charges reflecting

Public Works Parks and Recreation (7-101)

Douglas R. Gault, Public Works Director

redistribution of Public Works administrative costs

Revenues

- \$10,000 Increase in Boat Launch Fees to reflect estimated revenue for annual passes

Program Discussion

The County parks system 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.

These activities are budgeted and administered by the General Services Division of the Public Works Department.

Recommended Budget

This budget is recommended at \$230,917 and includes Intrafund Administration Services charges from the Public Works budget unit (1-920). The General Fund provides 90% of the financing for this budget unit and is reduced \$28,825 (12.2%) compared to FY 2011-12.

The impact of this reduction will be a reduction in grounds keeping and maintenance of the Parks. Members of the public can expect to see the following changes:

- A reduction in the frequency of mowing (and related lawn/turf maintenance), from weekly to bi-weekly during the spring and summer;
- A reduction in the frequency of leaf cleanup during the fall and winter; and
- A reduction in the frequency of watering times for lawn/turf areas, shrubs, and plants resulting in visible browning.

Intrafund Administration Services are recommended at \$16,955 which is a reduction of \$13,919 (45%) compared to FY 2011-12. The administrative costs include Public Works accounting and management staff's time spent in support of the Parks and Recreation budget unit.

Use of Fund Balance

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

Public Works

Douglas R. Gault, Public Works Director

Veterans' Memorial Community Building (7-203)

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT

UNIT: VETS MEMORIAL COMMUNITY BLDG FUND: GENERAL

0001 7-203

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-----------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 29,765 | 21,012 | 34,500 | 35,150 | 1.9 |
| OTHER CHARGES | 1,718 | 1,436 | 18,568 | 537 | 97.1- |
| * GROSS BUDGET | 31,483 | 22,448 | 53,068 | 35,687 | 32.8- |
| INTRAFUND TRANSFERS | 63,311 | 62,866 | 87,312 | 158,525 | 81.6 |
| * NET BUDGET | 94,794 | 85,314 | 140,380 | 194,212 | 38.3 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 24,788 | 23,468 | 35,428 | 34,500 | 2.6- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| TOTAL OTHER REVENUES | 24,788 | 23,468 | 35,428 | 34,500 | 2.6- |
| * UNREIMBURSED COSTS | 70,006 | 61,846 | 104,952 | 159,712 | 52.2 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Purpose

The Veterans' Memorial Community Building budget unit is managed by the Public Works General Services Division and covers the expenses of operating and maintaining the building. The Veterans' Building is leased to local Veterans associations for member meetings, dinners, and public access fundraising projects at no associated cost. This facility is also available to individuals, groups, and other organizations to rent.

The Public Works Department is responsible for the ongoing operation and maintenance of the Veterans' Building.

Major Budget Changes

Other Charges

- (\$18,031) Decrease in Interfund Insurance ISF Premiums

Intrafund Transfers

- \$78,455 Increase in Intrafund A-87 Cost Plan Building Maintenance charges as provided by the Auditor-Controller's office
- (\$7,425) Decrease in Intrafund Administrative Services charges reflecting redistribution of Public Works administrative costs

Public Works Veterans Hall Community Building (7-203)

Douglas R. Gault, Public Works Director

Program Discussion

The Veterans' Memorial Community Building is operated by the County as a service to the community. 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. Qualified veterans organizations have been given first priority for use of the building. 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.

The Public Works 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 \$194,212 and includes Intrafund Administration Services charges from the Public Works budget unit (1-920). The General fund provides 83% of the financing for this budget unit and is increased \$54,760 (53%) compared to FY 2011-12

The FY 2012-13 Recommended Budget includes \$140,608 in Intrafund A-87 Cost

Plan Building Maintenance charges which is an increase of \$78,455 (127%) compared to FY 2011-12. The Cost Plan is developed each year by the Auditor-Controller's office and reflects Building Maintenance charges based on actual costs from FY 2010-11.

The recommended budget reflects a reduction in Maintenance & Rentals fees based on historical records showing decreased rentals.

Additional reductions to the Veteran's Memorial Community Building budget beyond the recommended level could result in closure of the facility. Therefore, no further reductions are recommended at this time.

Use of Fund Balance

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

**Public Works
Ettl Hall (7-204)**

Douglas Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-----------------------------|---|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: Ettl HALL (MUSEUM MEETING RM) FUND: GENERAL | | | 0001 7-204 | | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 0 | 1,236 | 0 | 16,200 | *** | |
| OTHER CHARGES | 0 | 0 | 0 | 184 | *** | |
| * GROSS BUDGET | 0 | 1,236 | 0 | 16,384 | *** | |
| INTRAFUND TRANSFERS | 0 | 48 | 0 | 16,387 | *** | |
| * NET BUDGET | 0 | 1,284 | 0 | 32,771 | *** | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 30,000 | *** | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | ,0 | |
| TOTAL OTHER REVENUES | 0 | 0 | 0 | 30,000 | *** | |
| * UNREIMBURSED COSTS | 0 | 1,284 | 0 | 2,771 | *** | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | ,0 | |

Purpose

Ettl Hall is a newly constructed meeting room adjacent to the Community Memorial Museum. The Ettl Hall budget unit is managed by the Public Works General Services Division and covers the expenses of operating and maintaining the building.

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 rental by individuals, groups, and other organizations to rent.

The Public Works department is responsible for the ongoing operation and maintenance of Ettl Hall.

Major Budget Changes

This budget unit was created during FY 2011-12 and was not included in the FY 2011-12 Final Budget.

The FY 2012-13 recommended budget is an estimate based on projected revenues and expenditures.

Program Discussion

Ettl Hall is operated by the County as a service to the community. The Hall will be available to the community for rent on a first come, first served basis. Those renting the Hall will be able to rent the meeting room, kitchen and courtyards or a combination thereof. The Community Memorial Museum has priority use of the facility for museum and educational related event at no cost. The rental fees collected are used to help

Public Works Ettl Hall (7-204)

Douglas Gault, Public Works Director

offset the costs of maintenance and improvements. The County General Fund covers the remainder of expenses. The rates to be charged for rental of the facility are recommended by the Museum Commission in conjunction with the County and approved by the Board of Supervisors.

The Public Works 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 regulations, collecting fees, responding to community questions, and coordinating the rental.

Recommended Budget

This budget is recommended at \$32,771 and does not include Intrafund Administration Services charges from the Public Works budget unit (1-920). The General Fund provides 9% of the estimated financing for this budget unit. The budgeted amounts represent estimates because the Hall has not yet been rented and there are no actual figures on which to base the budget.

The FY 2012-13 Recommended Budget includes estimated rental revenues of \$30,000. The Community Memorial Museum budget unit (7-201) is estimated to receive \$14,000, through the Intrafund Museum Rental Revenue account, which represents one-half of the net rental revenue (less rental expenses). The remaining 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.

Public Works Road Fund (3-100)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: ROAD | FUND: ROAD | | | 0003 3-100 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 1,927,298 | 1,487,440 | 2,218,203 | 2,236,815 | .8 | |
| SERVICES AND SUPPLIES | 4,073,805 | 1,063,476 | 10,051,936 | 10,277,580 | 2.2 | |
| OTHER CHARGES | 1,428,912 | 495,230 | 1,417,427 | 1,275,774 | 10.0- | |
| CAPITAL ASSETS | 53,277 | 455,422 | 475,000 | 335,000 | 29.5- | |
| * GROSS BUDGET | 7,483,292 | 3,501,568 | 14,162,566 | 14,125,169 | .3- | |
| * NET BUDGET | 7,483,292 | 3,501,568 | 14,162,566 | 14,125,169 | .3- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 5,000 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 5,000 | 0 | 100.0- | |
| * TOTAL BUDGET | 7,483,292 | 3,501,568 | 14,167,566 | 14,130,169 | .3- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 541,785 | 264,648 | 104,000 | 1,283,060 | 1,133.7 | |
| GOVERNMENTAL REVENUES | 8,561,483 | 3,507,611 | 6,896,899 | 7,983,210 | 15.8 | |
| GENERAL REVENUES | 445,110 | 276,094 | 1,018,000 | 1,216,860 | 19.5 | |
| OTHER FINANCING SOURCES | 7,557 | 0 | 0 | 0 | .0 | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 6,148,667 | 3,647,039 | 40.7- | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 9,555,935 | 4,048,353 | 14,167,566 | 14,130,169 | .3- | |
| * UNREIMBURSED COSTS | 2,072,643- | 546,785- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | 30.00 | 30.00 | 30.00 | 30.00 | .0 | |

Purpose

The Road Fund budget unit is managed by the Public Works Department and includes the Engineering and Road Maintenance 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.

Under this budget unit, the Engineering program is responsible for:

- Design and construction of new bridges
- Design and construction of road rehabilitation projects; and
- Traffic Studies.

The Road Maintenance program uses its personnel and equipment to:

- Make road, bridge and culvert repairs;
- Install and maintain signage and markings;
- Construct and maintain unpaved roads; and

Public Works Road Fund (3-100)

Douglas R. Gault, Public Works Director

- Maintain the Roadside Spraying Program to control vegetation within the public right of way.

Major Budget Changes

Services & Supplies

- \$155,000 Increase in Weed Control Chemicals due to the Road Fund resuming responsibility for roadside weed spraying from the Agricultural Commissioners Department

Other Charges

- (\$109,700) Decrease in Interfund Weed Control spraying costs due to the Road Fund resuming responsibility for roadside weed spraying from the Agricultural Commissioners Department

Capital Assets

- (\$385,000) Reduction in Capital Assets – Land due to the purchase of a new Road corporation yard location in Sutter in FY 2011-12
- \$245,000 Purchase of a new motorized Road Grader for maintenance of gravel and dirt roads
- \$60,000 Purchase of a slide-in heated asphalt patch box for truck

- \$30,000 Purchase of a replacement light utility vehicle

Revenues

- \$844,310 Increase 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 Increase in Contribution from Other Agency Cities due to an outsourced overlay contract with the City of Live Oak
- \$246,343 Increase in Federal Bridge Replacement Program revenue for Pleasant Grove Creek and Pennington Road bridge projects
- \$105,000 Increase in Property Taxes Current Secured based on historical data
- \$137,860 Increase in Transportation Tax (Local Transportation Fund (LTF)) revenues

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 contains 19 (two vacant) funded positions, as well as 60

Public Works Road Fund (3-100)

Douglas R. Gault, Public Works Director

pieces of heavy or specialized equipment. This program provides in-house maintenance and repair for:

- Roads, both paved and unpaved;
- Bridges;
- Culverts;
- Roadside drainage;
- Roadside Vegetation control; and
- Signage and markings.

The Engineering program has a staff of four and is responsible for:

- Design and contract management of major paving, maintenance and road rehabilitation projects;
- Pavement management planning;
- Bridge construction;
- Encroachment/Transport permitting;
- Traffic planning and studies;
- Capital project programming and budgeting; and
- Developing the Annual Road Plan for major road work.

On a reimbursable basis, Road Fund staff in both the above programs will assist in selected design and maintenance related activities for other budget units administered by the Public Works Department.

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

The Capital Improvements program of the Road Fund budget reflects all the major road and bridge contracts appropriations that are managed in the Engineering program of the Road Fund.

For FY 2012-13, the Road Fund will be assuming full responsibility for the Roadside Vegetation Control program; the day-to-day work was previously performed by the Agricultural Commissioners Department.

The Underground Storage Tank Remediation at the Corporation Yard is progressing as planned. A Closure Request has been submitted to the State and is expected to be approved this summer. Remediation equipment will then be removed and the wells closed.

Recommended Budget

This budget is recommended at \$14,130,169 and includes Interfund Public Works Administration charges from the Public Works budget unit (1-920). This budget does not receive any funding from the General Fund. All funding is provided through fees, taxes, and State and Federal funding.

In FY 2010-11, the Road Maintenance Division defunded seven vacant positions. These positions are recommended to remain vacant and unfunded in FY 2012-13. Due to increasing costs, with minor increases in State program revenues, the Road Division reviewed its operations and has adjusted its core functions and staffing to match the funding that is consistently available.

Capital Assets are requested at \$335,000 for:

- One Motorized Road Grader to support the increased unpaved road maintenance program (\$245,000);
- One slide-in Truck Body Heated Asphalt Patch Box (\$60,000); and

Public Works Road Fund (3-100)

Douglas R. Gault, Public Works Director

- One replacement light utility vehicle (\$30,000).

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 2012-13 recommended budget includes the following major projects:

- Construction effort for Pleasant Grove Creek Bridge (\$1,122,449);
- Design of the Pennington Road Bridge (\$81,000);
- Design initiation for Nicholas Avenue (Coon Creek) and Larkin Avenue (Butte Canal) Bridges (\$286,296); and
- Continuation of the Bridge Preventative Maintenance Program (\$106,000) and the Bridge Scour Program (\$56,000), which are funded in part by the State.

Finally, after two years of delays in obtaining a permit, the Road Department will move forward with improvements to Butte House Road; a 90% Highway Safety Improvement Program (HSIP) funded project (\$886,650).

An aggressive road seal and overlay program is slated for the coming year and will include the paving of major roadways and residential areas (\$2,932,352) as described in the adopted FY 2012-13 Road Plan (attached).

Interfund Public Works Administration Services are recommended at \$441,498, which is an increase of \$70,086 (19%) compared to FY 2011-12. The administrative charges include Public Works' accounting and

management staff's time spent in support of the Road Division.

Interfund Miscellaneous Non-Road revenues are recommended at \$100,750, an increase of \$57,750. The FY 2011-12 adopted budget reflected these charges in the Interfund Admin-Miscellaneous Departments account as well as the Interfund Miscellaneous Non-Road account. The revenue reflects charges to other budget units for administrative, engineering, weed control, and maintenance work performed by staff in the Road Division.

State Highway Users Tax Apportionment (HUTA - gas excise tax) revenues are based on current market conditions. HUTA tax is partially protected from redirection or borrowing by the legislature under Proposition 40 (The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002). 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.

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 \$805,860 for FY 2012-13.

The Department utilizes special program revenues, or one-time revenues, which are

Public Works

Road Fund (3-100)

Douglas R. Gault, Public Works Director

seen as less consistent, by using construction contracts for those specific projects. The functions of the in-house Road Maintenance staff are continuing to evolve and will begin to focus more on recurring maintenance tasks and service response requests.

In FY 2011-12, the State distributed the remaining entitlements for Proposition 1B funds to the County in the amount of \$2,304,936, of which \$809,499 remains to be expended in FY 2012-13. Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, authorized the State to sell \$19.9 billion in general obligation bonds to fund state and local transportation improvement projects to:

- Relieve congestion;
- Improve movement of goods;
- Improve air quality; and
- Enhance safety and security of the transportation system.

Public Works staff obtained funding from SACOG in the amount of \$2,195,837 for the rehabilitation of paved roads eligible for Federal funding. The recommended budget includes the Regional Surface Transportation Program (RSTP) revenue for FY 2012-13. RSTP is a federally funded program, used primarily for road construction, to include new, rehabilitation or replacement construction. The program is funded under the current Transportation Equity Act, which is five year Federal legislation for all transportation related funding. This Act expired in Federal Fiscal Year (FFY) 2009, but has been extended thru FFY 2012.

The County also expects to 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 was considered for elimination by the State, but is still being funded.

Use of Fund Balance

The Road Fund contains the following Restricted Fund Balance accounts with current (July 1, 2011) and projected (July 1, 2012) fund balances:

- Non-spendable Imprest Cash (Petty Cash)
 - Current \$100
 - Projected \$100
- Non-spendable Inventory
 - Current \$76,794
 - Projected \$76,794
- Restricted – 5th Street Bridge Maintenance
 - Current \$ 96,081
 - Projected \$101,051
- Restricted – Road Equipment Replacement
 - Current \$6,851
 - Projected \$6,851
- Restricted – FEMA/OES
 - Current \$70,000
 - Projected \$70,000
- Restricted Fund Balance
 - Current \$6,882,186
 - Projected \$6,882,186

It is recommended to increase the Restricted - 5th Street Bridge Maintenance fund balance by \$5,000 in FY 2012-13 leaving an estimated June 30, 2013 ending balance of \$106,081. This reserve is maintained pursuant to an

Public Works Road Fund (3-100)

Douglas R. Gault, Public Works Director

existing agreement with the City of Yuba City, the City of Marysville and Yuba County.

Annually, \$5,000 is placed into this account to pay for major maintenance projects affecting the 5th Street Bridge.

It is recommended that, in FY 2012-13, the Restricted - Road Equipment Replacement fund balance of \$6,852 be cancelled and returned, along with any interest accrued subsequent to July 1, 2012, to the Road Fund to offset the cost of the equipment purchases. It is recommended to eliminate this restricted account as there is no recurring source of revenue.

The FY 2012-13 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$3,640,187 leaving an estimated ending balance of \$3,241,999.

No increases or decreases are recommended in the Non-spendable Imprest Cash, Non-spendable Inventory, and Restricted-FEMA/OES fund balances for FY 2012-13.

Sutter County Pavement Management System Road Report
FY 2012-13 ROAD PLAN

6/2/2011
 County of Sutter

| LINE ITEM | SUP. DIST. | PCI / VOA | ADT | A/C LOCAL RES | STREET NAME | TOWN | FROM | TO | LENGTH (mile) | WIDTH (ft) | GRADING / PAVING | SEALS | | | PAVING | | | |
|---|------------|-----------|------|---------------|-------------------------------------|------|---------------------|-----------------------|---------------|------------|------------------|---|-----------------|----------------|---------------------|----------------------------------|--------------------------|-----|
| | | | | | | | | | | | | SLURRY SEAL COST | MICRO-SURFACING | CAPE SEAL COST | BASE RECON. ROADWAY | 1" contract OVERLAY (RURAL RES.) | 2" CONTRACT OVERLAY COST | |
| OVERLAYS - SPRING 2013 | | | | | | | | | | | | | | | | | | |
| BASE RECONSTRUCTED ROADWAY - SPRING 2013 | | | | | | | | | | | | | | | | | | |
| 1 | 5 | 16 | | RMNC | WEST CATLETT RD. | | 2957' W. OF GARWOOD | 7750' E. OF GARWOOD F | 2.03 | 24.0 | | | | | 454,720 | | | |
| SEALS - FALL 2012 | | | | | | | | | | | | | | | | | | |
| 2 | 1 | 66 | 1177 | RMNC | BROADWAY | | SANDERS RD. | ENCINAL RD. | 1.11 | 24 | | | | | 62,515 | | | |
| 3 | 1 | 66 | 845 | RMNC | BROADWAY | | ENCINAL RD. | CLARK RD. | 1.05 | 21 | | | | | 51,744 | | | |
| 4 | 1 | 48 | | LOCAL | NUESTRO RD. | | EAST BUTTE RD. | TOWNSHIP RD. | 1.51 | 20 | | | | | 70,869 | | | |
| 5 | 5 | 64 | 525 | RMJC | BEAR RIVER DR. | | PLEAS. GROVE RD. | BREWER RD. | 1.90 | 23 | | | | | 102,549 | | | |
| 6 | 5 | 12 | 712 | LOCAL | NATOMAS RD. | | RIEGO RD. | SANKEY RD. | 2.04 | 18 | | | | | 86,170 | | | |
| 7 | 5 | V2 | | LOCAL | KNIGHTS RD. | | PELGER RD. | END AC | 1.04 | 20 | | | | | 48,811 | | | |
| 8 | 3 | V2 | | RES | 1ST AVE | | SUTTER | SOUTH BUTTE RD. | 0.25 | 22 | | | | | 8,067 | | | |
| 9 | 3 | V2 | | RES | 2ND AVE | | SUTTER | SOUTH BUTTE RD. | 0.25 | 22 | | | | | 8,067 | | | |
| 10 | 3 | V2 | | RES | 3RD AVE | | SUTTER | SOUTH BUTTE RD. | 0.26 | 22 | | | | | 8,389 | | | |
| 11 | 3 | V2 | | RES | WEST RIDGE RD. | | SUTTER | PERRY ST. | 0.35 | 36 | | | | | 18,480 | | | |
| 12 | 3 | V2 | | RES | BLUE OAKS CT. | | SUTTER | PERRY ST. | 0.12 | 36 | | | | | 6,336 | | | |
| 13 | 3 | V2 | | RES | PERRY ST. | | SUTTER | SOUTH BUTTE RD. | 0.50 | 26 | | | | | 19,067 | | | |
| 14 | 3 | V2 | | LOCAL | IRWIN RD. | | SUTTER | SOUTH BUTTE RD. | 0.51 | 18 | | | | | 13,464 | | | |
| ROAD CREW WORK PLAN - MINOR REPAIRS/IMPROVEMENTS | | | | | | | | | | | | | | | | | | |
| 15 | | | | | VARIOUS ADA SIDEWALK RECONSTRUCTION | | | | | | 42,000 | | | | | | | |
| TOTAL MILES: 13.84 miles | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Estimate: | \$0 | \$81,869 | \$422,658 | \$454,720 | \$0 | \$0 |
| | | | | | | | | | | | | Plan Estimate: | \$42,000 | \$504,527 | \$454,720 | \$454,720 | \$0 | \$0 |
| | | | | | | | | | | | | Budget: | \$200,000 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | Inspection and Testing: | | \$41,288 | | | | |
| | | | | | | | | | | | | Grand Total for Road Plan: \$1,084,528 | | | | | | |

Sutter County Pavement Management System Road Report

FY 2011 / 2012 ROAD PLAN

| LINE | SUP. DIST. | PCI / VOA | ADT | A/C LOCAL RES | STREET NAME | TOWN | FROM | TO | LENGTH (mile) | WIDTH (ft) | GRADING / PAVING | SEALS | | FULL DEPTH RECLAMATION | PAVING | | |
|--|--------------------------|-----------|------|---------------|-----------------------------|---------|--------------|--------------------------|---------------|------------|------------------|-----------------|----------------|------------------------|----------------------------------|--------------------------|----------------|
| | | | | | | | | | | | | MICRO-SURFACING | CAPE SEAL COST | | 1" CONTRACT OVERLAY (RURAL RES.) | 2" CONTRACT OVERLAY COST | |
| OVERLAYS - SPRING 2012 | | | | | | | | | | | | | | | | | |
| 1 | 4 | 56 | 3767 | RM/C | GEORGE WASHINGTON BLVD. | | LINCOLN RD. | FRANKLIN RD. | 1.00 | 25 | | | | | | \$ 375,000.00 | |
| 2 | 4 | 40 | 3767 | RM/C | GEORGE WASHINGTON BLVD. | | REED RD. | LINCOLN RD. | 2.01 | 25 | | | | | | \$ 763,750.00 | |
| 3 | 3 | 40 | | RM/C | TERRA BUENA RD. | | PEASE RD. | ECKHART RD. | 0.50 | 26 | | | | | | \$ 195,000.00 | |
| 4 | 5 | V1 | | RES | HUNN RD. | | HWY 99 | AMERICAN CENTURY DR. | 0.05 | 40 | | | | | | \$ 30,000.00 | |
| 5 | 5 | 80 | | UM/NA | RAILROAD AVE. (1/2 SECTION) | | TUSCAN RD. | BOGUE RD. | 0.20 | 12 | | | | | \$ 13,100.00 | | |
| 6 | 5 | 5 | | RM/C | GARDEN HIGHWAY | | RIEGO RD. | 0.9MI NORTH OF RIEGO RD. | 0.90 | 18 | | | | | \$ 86,425.00 | | |
| 7 | 3 | V1 | | RES | CYPRESS ST. | | COLLEGE AVE. | NORTH END | 0.08 | 12 | | | | | \$ 5,331.70 | | |
| 8 | 3 | V1 | | RES | CEDER ST. | | COLLEGE AVE. | NORTH END | 0.10 | 12 | | | | | \$ 6,550.00 | | |
| 9 | 5 | V1 | | LOCAL | WORTH RD. | | GARDEN HWY. | 1610' E. OF GARDEN HWY. | 0.31 | 20 | | | | | \$ 33,295.83 | | |
| ENZYMINE RECONSTRUCTION - SPRING 2012 | | | | | | | | | | | | | | | | | |
| 9 | 5 | 16 | | RM/C | WEST CATLETT RD. | | GARWOOD RD. | 7465' E. OF GARWOOD RD. | 1.41 | 19.7 | | | | \$ 202,294.45 | | | |
| SEALS - SPRING 2012 | | | | | | | | | | | | | | | | | |
| 10 | 5 | V2 | | RES | WILLOW ST. | | YUBA ST. | NICOLAUS AVE. | 0.18 | 18 | | | | | | | |
| 11 | 5 | V2 | | RES | YUBA ST. | | PALM ST. | WILLOW ST. | 0.13 | 18 | | \$ 4,752.00 | | | | | |
| 12 | 5 | V2 | | RES | WATT AVE. | | HWY 70 | PACIFIC AVE. | 3.432.00 | 16 | | \$ 23,466.67 | | | | | |
| 13 | 5 | V2 | 1775 | LOCAL | WALTON AVE. | | OSWALD RD. | BOGUE RD. | 2.08 | 26 | | | | | | | |
| 14 | 5 | V1 | 84 | LOCAL | OBANION RD. | | WEST END | TOWNSHIP RD. | 1.90 | 16 | | | | | \$ 126,907.73 | | |
| 15 | 5 | V2 | 241 | LOCAL | OBANION RD. | | TOWNSHIP RD. | GEO. WASH. BLVD. | 1.00 | 20 | | | | | \$ 71,338.67 | | |
| 16 | 5 | V2 | 1104 | LOCAL | OBANION RD. | | HWY 99 | GARDEN HWY. | 1.00 | 20 | | | | | \$ 46,933.33 | | |
| 17 | 3 | 63 | 842 | RM/C | TARKE RD. | | HWY 20 | 2640 S HWY 20 | 0.50 | 34 | | | | | \$ 39,893.33 | | |
| 18 | 5 | V1 | | LOCAL | RAILROAD AVE. | | MESSICK RD. | OSWALD RD. | 1.30 | 19 | | | | | \$ 57,962.67 | | |
| 19 | 4 | 50 | 1070 | RM/C | ACACIA AVE. | | FRANKLIN RD. | HWY 20 | 0.99 | 22 | | | | | \$ 51,110.40 | | |
| 20 | 1 | 57 | 814 | UCOL | PEASE RD. | | TOWNSHIP RD. | ELMER AVE | 1.65 | 23 | | | | | \$ 89,056.00 | | |
| ROAD CREW WORK PLAN - ALL WEATHER IMPROVEMENT | | | | | | | | | | | | | | | | | |
| 21 | 5 | - | | LOCAL | ARMOUR RD. | ROBBINS | ENSLEY RD. | MADDOCK RD. | 3.58 | | | \$ 87,500.00 | | | | | |
| 22 | 5 | - | | LOCAL | ARMOUR RD. | ROBBINS | MADDOCK RD. | SUBACO RD. | 4.60 | | | \$ 112,470.00 | | | | | |
| 23 | TDA-LTF BUS ROUTE PAVING | | | | | | | | | | | \$ 30,000.00 | | | | | |
| TOTAL MILES: | | | | | | | | | | 26.47 | miles | | | | | | |
| Estimate: | | | | | | | | | | \$ | 230,000.00 | \$ | 31,650.67 | \$ | 530,135.47 | \$ | 146,702.53 |
| Budget: | | | | | | | | | | \$ | 230,000.00 | \$ | 31,650.67 | \$ | 530,135.47 | \$ | 146,702.53 |
| | | | | | | | | | | | \$230,000.00 | | \$576,489.00 | | \$233,000.00 | | \$1,403,558.00 |
| Grand Total for Road Plan: | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | \$2,494,533.12 | | | | | | |

Sutter County Pavement Management System Road Report
FY 2012 SUPPLEMENTAL ROAD PLAN

County of Sutter

10/1/2011

| | | | | | | | | | | | PAVING |
|-------------------------------|------------|-----------|------|---------------|--------------------|------|------------------------|------------------------|---------------|------------|--------------------------|
| | | | | | | | | | | | \$280,000 |
| LINE | SUP. DIST. | PCI / VOA | ADT | A/C LOCAL RES | STREET NAME | TOWN | FROM | TO | LENGTH (mile) | WIDTH (ft) | CONTRACT OVERLAY COST |
| OVERLAYS - SPRING 2012 | | | | | | | | | | | |
| 1 | 3 | 42 | 2366 | RMJC | TIERRA BUENA RD. | | BUTTE HOUSE RD. | TRUE RD. | 0.57 | 24 | 160,720 |
| 2 | 3 | 58 | 2366 | RMJC | TIERRA BUENA RD. | | TRUE RD. | PEASE RD. | 0.62 | 24 | 174,720 |
| 3 | 5 | 42 | 1688 | RMJC | PLEASANT GROVE RD. | | CORNELIUS AVE | DS@2640S CORNELIUS AVE | 0.500 | 24.0 | 140,053 |
| 4 | 5 | 30 | 1688 | RMJC | PLEASANT GROVE RD. | | DS@2640S CORNELIUS AVE | DS@5280S CORNELIUS AVE | 0.500 | 24.0 | 140,053 |
| 5 | 5 | 22 | 1688 | RMJC | PLEASANT GROVE RD. | | DS@5280S CORNELIUS AVE | NICOLAUS | 0.241 | 24.0 | 67,614 |
| 6 | 5 | 44 | 1688 | RMJC | PLEASANT GROVE RD. | | NICOLAUS | DS@2640S NICOLAUS | 0.500 | 24.0 | 140,053 |
| 7 | 5 | 44 | 1688 | RMJC | PLEASANT GROVE RD. | | DS@2640S NICOLAUS | MARCUM | 0.260 | 24.0 | 72,917 |
| TOTAL MILES: | | | | | | | | | 3.20 | miles | |
| | | | | | | | | | | | Estimate: \$896,129 |
| | | | | | | | | | | | Plan Estimate: \$896,129 |
| | | | | | | | | | | | Budget: \$878,335 |

Grand Total for Road Plan: \$ 896,129

Public Works Transportation Development (3-300)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-----------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: TRANSPORTATION DEVELOPMENT | | FUND: GENERAL | | 0001 3-300 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 89,694 | 71,655 | 150,000 | 150,000 | .0 | |
| * GROSS BUDGET | 89,694 | 71,655 | 150,000 | 150,000 | .0 | |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 89,694 | 71,655 | 150,000 | 150,000 | .0 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 89,694 | 71,655 | 150,000 | 150,000 | .0 | |
| TOTAL OTHER REVENUES | 89,694 | 71,655 | 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.

**Public Works
Sutter County Water Agency (0-320)**

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: SUTTER COUNTY WATER AGENCY | FUND: SUTTER COUNTY WATER AGENCY | 0320 0-320 | | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | |
| OTHER CHARGES | 237,862 | 80 | 234,974 | 241,814 | 2.9 |
| * GROSS BUDGET | 237,862 | 80 | 234,974 | 241,814 | 2.9 |
| * NET BUDGET | 237,862 | 80 | 234,974 | 241,814 | 2.9 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 12,251 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 13,010 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 237,862 | 80 | 247,225 | 254,824 | 3.1 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 112,145 | 1,899 | 115,425 | 116,775 | 1.2 |
| GOVERNMENTAL REVENUES | 1,964 | 942 | 1,900 | 1,900 | .0 |
| GENERAL REVENUES | 129,247 | 76,676 | 129,900 | 136,149 | 4.8 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 243,356 | 79,517 | 247,225 | 254,824 | 3.1 |
| * UNREIMBURSED COSTS | 5,494- | 79,437- | 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. 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.

Public Works

Sutter County Water Agency (0-320)

Douglas R. Gault, Public Works Director

Since 1975, the SCWA has created and administered drainage "Zones" of Benefit for specific areas within the County. Selected zones 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. Selected zones provide for the collection of assessments as well as operations and maintenance of drainage structures and facilities benefitting the zones. Most of the zones perform both functions.

The two major sources of revenue for the SCWA are transfers of collected assessments and taxes from selected Zones to perform operations and maintenance of selected drainage facilities and general ad valorem tax revenues for the general functions of the SCWA.

Major Budget Changes:

Revenues

- \$5,000 Increase in Property Tax Current Secured

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 drainage maintenance crew and the engineering staff performing maintenance, water 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.

Operations and maintenance work on the Live Oak Canal and its tributaries are funded by annual assessments collected by Zones 4-8 and El Cerrito Drainage District and provided to the SCWA. Operations and maintenance costs for Zone 9 are funded directly since FY 2010-11 at SCWA Board direction. Capital improvements are funded within each water agency zone budget unit and are not transferred to this fund.

Recommended Budget

This budget is recommended at \$254,824. This budget unit does not receive any funding from the General Fund. All funding is provided through taxes and the transfers from the Water Zones.

A drainage study was performed in FY 2011-12 which will continue into FY 2012-13. However, that expense is reflected directly in each drainage zone fund rather than as an expense from this fund.

Use of Fund Balance

The Sutter County Water Agency fund contains a Restricted Fund Balance in the amount of \$108,746 as of July 1, 2011. It is estimated that the Committed Fund Balance will equal \$131,746 at July 1, 2012.

The FY 2012-13 Recommended Budget includes an increase of Obligated Fund Balance in the amount of \$13,010 leaving a balance of \$144,756.

Public Works

Douglas R. Gault, Public Works Director

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

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.

Major Budget Changes

Services & Supplies

- (\$13,331) Zone 11 - Decrease in Developer Reimbursement related to the final payment on reimbursement agreement in prior year

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 with Pal Pabla 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 Sutter Buttes Development has not yet expired and the remaining outstanding obligation is \$95,916. Planned improvements are complete. No new development is expected this fiscal year.

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 and used for capital improvements within the zone. No annual maintenance assessment fees are levied within these zones.

Public Works

Douglas R. Gault, Public Works Director

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

Recommended Budget

These budgets are recommended at a combined amount of \$6,598. These budget units do not receive any funding from the General Fund. All funding is provided through charges, fees, and interest.

Use of Fund Balance

Each of the zone budget units contains a Restricted Fund Balance with the following current (July 1, 2011) and projected (July 1, 2012) fund balances.

- Zone 2
 - Current \$26,491
 - Projected \$27,041

- Zone 11
 - Current \$118,781
 - Projected \$112,930

- Zone 12
 - Current \$2,283
 - Projected \$ 183

- Zone 13
 - Current \$71,750
 - Projected \$73,250

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

- Zone 2
 - Increase \$ 550
 - Balance \$27,591

- Zone 11
 - Increase \$ 4,500

○ Balance \$117,430

- Zone 12
 - Increase \$ 48
 - Balance \$ 231

- Zone 13
 - Increase \$ 1,500
 - Balance \$74,750

Public Works

Douglas R. Gault, Public Works Director

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

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #2 | FUND: COUNTY WATER ZONE #2 | | | 0324 0-324 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 0 | 0 | 0 | 0 | .0 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 550 | 0 | 100.0- | |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 550 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 0 | 0 | 550 | 550 | .0 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 552 | 275 | 550 | 550 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 552 | 275 | 550 | 550 | .0 | |
| * UNREIMBURSED COSTS | 552- | 275- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Public Works

Douglas R. Gault, Public Works Director

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

E X E C U T I V E S U M M A R Y

DEPT HEAD: DOUGLAS R. GAULT UNIT: COUNTY WATER ZONE #11 FUND: COUNTY WATER ZONE #11 0332 0-332

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| OTHER CHARGES | 0 | 0 | 13,331 | 0 | 100.0- |
| * GROSS BUDGET | 0 | 0 | 13,331 | 0 | 100.0- |
| * NET BUDGET | 0 | 0 | 13,331 | 0 | 100.0- |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 4,500 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 0 | 0 | 13,331 | 4,500 | 66.2- |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 1,536 | 0 | 5,000 | 2,000 | 60.0- |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 2,459 | 1,233 | 2,500 | 2,500 | .0 |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 5,831 | 0 | 100.0- |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 3,995 | 1,233 | 13,331 | 4,500 | 66.2- |
| * UNREIMBURSED COSTS | 3,995- | 1,233- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Public Works

Douglas R. Gault, Public Works Director

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

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #12 | | FUND: COUNTY WATER ZONE #12 | | 0333 0-333 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| OTHER CHARGES | 0 | 0 | 2,200 | 0 | 100.0- | |
| * GROSS BUDGET | 0 | 0 | 2,200 | 0 | 100.0- | |
| * NET BUDGET | 0 | 0 | 2,200 | 0 | 100.0- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 48 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 0 | 0 | 2,200 | 48 | 97.8- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 48 | 24 | 50 | 48 | 4.0- | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 2,150 | 0 | 100.0- | |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 48 | 24 | 2,200 | 48 | 97.8- | |
| * UNREIMBURSED COSTS | 48- | 24- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Public Works

Douglas R. Gault, Public Works Director

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

E X E C U T I V E S U M M A R Y

| | | | | | |
|-------------------------------|-----------------------------|-----------------------------|------------------------|-------|--------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #13 | FUND: COUNTY WATER ZONE #13 | 0334 0-334 | | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | | |
| | | | CAO RECOMMEND 2012-13 | | |
| | | | % CHANGE OVER 2011-12 | | |
| EXPENDITURES | | | | | |
| * GROSS BUDGET | 0 | 0 | 0 | .0 | |
| * NET BUDGET | 0 | 0 | 0 | .0 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 1,500 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 1,500 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 0 | 0 | 1,500 | 1,500 | .0 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 1,495 | 745 | 1,500 | 1,500 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 1,495 | 745 | 1,500 | 1,500 | .0 |
| * UNREIMBURSED COSTS | 1,495- | 745- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Public Works Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

Douglas R. Gault, Public Works Director

Purpose

The primary purpose of Water Zones 4 through 8 is to collect assessments for operations and maintenance of drainage facilities and provide revenues for new development capital projects for properties within the Zones.

The Water Zone budgets are managed by the Water Resources Division of the Public Works Department.

Major Budget Changes:

Services & Supplies

- \$33,180 Increase in Maintenance Structure/Improvement due to Live Oak Canal fencing & erosion control projects (Zone 4)
- \$10,450 Increase in Maintenance Structure/Improvement due to ditch improvement project (Zone 7)
- \$14,037 Increase in Professional/Specialized Services due to consultant services associated with Board approval and implementation of the updated drainage plan (Zones 4 - 8)
- \$13,319 Increase in Interfund Public Works Administration Services reflecting redistribution of Public Works administrative costs (Zones 4 - 8)

Program Discussion

Revenues for each Zone of Benefit are collected from two primary sources: property assessments on the lots within each zone of benefit and one-time fees for drainage connections as new homes are built. One-time revenues are placed in a Restricted Fund Balance and are reserved for major upgrades and improvements to the system. Assessments are transferred to the Sutter County Water Agency budget unit (0-320) to fund the maintenance and repair of the Live Oak Canal and tributaries benefitting Zones 4 through 8.

Recommended Budget

These budget units are recommended as follows and include Interfund Public Works Administration Service charges from the Public Works budget unit (1-920).

- Zone 4 \$ 72,571
- Zone 5 \$ 27,750
- Zone 6 \$377,065
- Zone 7 \$ 48,230
- Zone 8 \$ 33,017

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

In FY 2012-13, the Water Resources Division, which manages the Zones, is requesting to fund preliminary drainage improvement planning efforts based upon drainage studies of the Live Oak Canal completed in FY 2010-11. The cost of these efforts will be distributed as follows.

- Zone 4 \$ 4,410

Public Works

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

Douglas R. Gault, Public Works Director

- Zone 5 \$ 5,340
- Zone 6 \$ 992
- Zone 7 \$ 5,960
- Zone 8 \$14,900

The FY 2012-13 Recommended Budget includes a fencing and erosion control project (Zone 4) in the amount of \$33,180 and a ditch improvement project (Zone 7) in the amount of \$10,450.

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 2012-13 Recommended Budget includes \$2,070 (Zones 4 - 8) in this account related to work performed for the Live Oak Canal improvements.

Interfund Public Works Administration Services are recommended at \$13,319 (Zones 4-8) and include Public Works 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, 2011) and projected (July 1, 2012) fund balances.

- Zone 4
 - Current \$310,940
 - Projected \$314,707
- Zone 5

- Current \$678,563
- Projected \$689,743
- Zone 6
 - Current \$498,033
 - Projected \$507,351
- Zone 7
 - Current \$226,660
 - Projected \$231,085
- Zone 8
 - Current \$17,311
 - Projected \$27,720

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

- Zone 4
 - Cancellation (\$33,661)
 - Balance \$281,046
- Zone 5
 - Increase \$ 4,631
 - Balance \$694,374
- Zone 6
 - Cancellation (\$343,185)
 - Balance \$ 164,166
- Zone 7
 - Cancellation (\$13,980)
 - Balance \$217,105
- Zone 8
 - Cancellation (\$17,517)
 - Balance \$ 10,203

Public Works

Douglas R. Gault, Public Works Director

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

E X E C U T I V E S U M M A R Y

| | | | | | |
|-------------------------------|----------------------------|----------------------------|------------------------|-----------------------|-----------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #4 | FUND: COUNTY WATER ZONE #4 | 0326 0-326 | | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 7,427 | 440 | 6,400 | 37,590 | 487.3 |
| OTHER CHARGES | 32,901 | 28 | 31,968 | 34,971 | 9.4 |
| * GROSS BUDGET | 40,328 | 468 | 38,368 | 72,561 | 89.1 |
| * NET BUDGET | 40,328 | 468 | 38,368 | 72,561 | 89.1 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 40,328 | 468 | 38,368 | 72,561 | 89.1 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 2,027 | 467 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 37,711 | 19,940 | 36,000 | 38,900 | 8.1 |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 2,368 | 33,661 | 1,321.5 |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 39,738 | 20,407 | 38,368 | 72,561 | 89.1 |
| * UNREIMBURSED COSTS | 590 | 19,939- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Public Works

Douglas R. Gault, Public Works Director

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #5 | FUND: COUNTY WATER ZONE #5 | | | 0327 0-327 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 8,996 | 533 | 1,700 | 5,340 | 214.1 | |
| OTHER CHARGES | 9,099 | 26 | 15,120 | 17,779 | 17.6 | |
| * GROSS BUDGET | 18,095 | 559 | 16,820 | 23,119 | 37.4 | |
| * NET BUDGET | 18,095 | 559 | 16,820 | 23,119 | 37.4 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 9,180 | 0 | 100.0- | |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 4,631 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 18,095 | 559 | 26,000 | 27,750 | 6.7 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 28,789 | 15,053 | 26,000 | 27,750 | 6.7 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 28,789 | 15,053 | 26,000 | 27,750 | 6.7 | |
| * UNREIMBURSED COSTS | 10,694- | 14,494- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Public Works

Douglas R. Gault, Public Works Director

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

| E X E C U T I V E S U M M A R Y | | | | | |
|-----------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #6 | FUND: COUNTY WATER ZONE #6 | | 0328 0-328 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 1,674 | 99 | 315 | 992 | 214.9 |
| OTHER CHARGES | 23,836 | 162 | 373,247 | 376,073 | .8 |
| * GROSS BUDGET | 25,510 | 261 | 373,562 | 377,065 | .9 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 25,510 | 261 | 373,562 | 377,065 | .9 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 25,510 | 261 | 373,562 | 377,065 | .9 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 789 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 33,809 | 17,073 | 33,280 | 33,880 | 1.8 |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 340,282 | 343,185 | .9 |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 34,598 | 17,073 | 373,562 | 377,065 | .9 |
| * UNREIMBURSED COSTS | 9,088- | 16,812- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Public Works

Douglas R. Gault, Public Works Director

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #7 | FUND: COUNTY WATER ZONE #7 | | | 0329 0-329 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 10,042 | 595 | 1,900 | 16,410 | 763.7 | |
| OTHER CHARGES | 31,141 | 33 | 29,175 | 31,820 | 9.1 | |
| * GROSS BUDGET | 41,183 | 628 | 31,075 | 48,230 | 55.2 | |
| * NET BUDGET | 41,183 | 628 | 31,075 | 48,230 | 55.2 | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 4,425 | 0 | 100.0- | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 41,183 | 628 | 35,500 | 48,230 | 35.9 | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 540 | 500 | 500 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 33,219 | 19,182 | 35,000 | 33,750 | 3.6- | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 0 | 13,980 | *** | |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 33,219 | 19,722 | 35,500 | 48,230 | 35.9 | |
| * UNREIMBURSED COSTS | 7,964 | 19,094- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Public Works

Douglas R. Gault, Public Works Director

Sutter County Water Agency Zones 4 -8 (0-326 - 0-330)

E X E C U T I V E S U M M A R Y

DEPT HEAD: DOUGLAS R. GAULT UNIT: COUNTY WATER ZONE #8 FUND: COUNTY WATER ZONE #8 0330 0-330

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 25,104 | 3,934 | 7,250 | 14,900 | 105.5 |
| OTHER CHARGES | 21,084 | 33 | 15,559 | 18,117 | 16.4 |
| * GROSS BUDGET | 46,188 | 3,967 | 22,809 | 33,017 | 44.8 |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 46,188 | 3,967 | 22,809 | 33,017 | 44.8 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 46,188 | 3,967 | 22,809 | 33,017 | 44.8 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 632 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| GENERAL REVENUES | 14,704 | 10,390 | 15,000 | 15,500 | 3.3 |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 7,809 | 17,517 | 124.3 |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 15,336 | 10,390 | 22,809 | 33,017 | 44.8 |
| * UNREIMBURSED COSTS | 30,852 | 6,423- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

**Public Works
SCWA Zone 9 (0-331)**

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: COUNTY WATER ZONE #9 | FUND: COUNTY WATER ZONE #9 | | | 0331 0-331 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SERVICES AND SUPPLIES | 0 | 0 | 1,000 | 1,000 | .0 | |
| OTHER CHARGES | 5,748 | 2 | 5,002 | 1,501 | 70.0- | |
| * GROSS BUDGET | 5,748 | 2 | 6,002 | 2,501 | 58.3- | |
| * NET BUDGET | 5,748 | 2 | 6,002 | 2,501 | 58.3- | |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 | |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 2,922 | *** | |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 | |
| * TOTAL BUDGET | 5,748 | 2 | 6,002 | 5,423 | 9.6- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GOVERNMENTAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| GENERAL REVENUES | 5,495 | 2,991 | 5,423 | 5,423 | .0 | |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 579 | 0 | 100.0- | |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 | |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 | |
| TOTAL AVAILABLE FINANCING | 5,495 | 2,991 | 6,002 | 5,423 | 9.6- | |
| * UNREIMBURSED COSTS | 253 | 2,989- | 0 | 0 | .0 | |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 | |

Purpose

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.

Revenues for the Zone of Benefit are collected from property assessments on the lots within the Zone of Benefit. The annual on-going revenue was originally transferred directly to the SCWA budget (0-320) and then to the Sutter County Water Resources budget (1-922) to offset costs to perform the required operations and maintenance. Starting in FY

2010-11, per direction of the SCWA Board of Directors, this budget unit is now directly charged for services to the Zone as operations and maintenance services are provided.

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

Major Budget Changes

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

Program Discussion

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. The revenues pay for the costs to operate a collection system in the Zone, a detention/retention basin, and storm response to drainage problems.

Recommended Budget

This budget is recommended at \$5,423. This budget unit does not receive any funding from the General Fund.

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 FY 2008-09 or FY 2009-10 as the adjustments would have been so small that the increased revenues would not have covered the mailing expenses, so the current assessment is less than the maximum assessment allowed by law. No connection/capital impact fees are collected within the zone.

Use of Fund Balance

Sutter County Water Agency (SCWA) Zone 9 fund contains a Restricted Fund Balance in the amount of \$7,731 as of July 1, 2011. It is estimated that the Committed Fund Balance will equal \$7,152 at July 1, 2012.

The FY 2012-13 Recommended budget includes an increase in Obligated Fund Balance in the amount of \$2,922 leaving an estimated ending balance of \$10,074.

Public Works El Cerrito Drainage District (0-390)

Douglas R. Gault, Public Works Director

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT UNIT: EL CERRITO DRAINAGE DISTRICT FUND: EL CERRITO DRAINAGE DISTRICT 0390 0-390

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| OTHER CHARGES | 723 | 1 | 611 | 746 | 22.1 |
| * GROSS BUDGET | 723 | 1 | 611 | 746 | 22.1 |
| * NET BUDGET | 723 | 1 | 611 | 746 | 22.1 |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 170 | 0 | 100.0- |
| INCREASE IN OBLIGATED F/B | 0 | 0 | 0 | 35 | *** |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 723 | 1 | 781 | 781 | .0 |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 0 | 0 | 0 | 0 | .0 |
| GOVERNMENTAL REVENUES | 10 | 6 | 12 | 11 | 8.3- |
| GENERAL REVENUES | 722 | 469 | 769 | 770 | .1 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 732 | 475 | 781 | 781 | .0 |
| * UNREIMBURSED COSTS | 9- | 474- | 0 | 0 | .0 |
| ALLOCATED POSITIONS | .00 | .00 | .00 | .00 | .0 |

Purpose

The El Cerrito County Drainage District was created to provide the mechanism needed to collect funds from properties within the District to pay for operations and maintenance of the drainage system serving the District benefitting properties within the District.

Revenues for the District are collected from an ad valorem tax on the lots within the District. The annual on-going revenue is transferred directly to the Sutter County Water Agency (SCWA) budget (0-320) and then to the Sutter County Water Resources budget (1-922) to offset costs to perform the required operations and maintenance.

This District is managed by the Water Resources Division of the Public Works Department.

Major Budget Changes

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

Program Discussion

The El Cerrito County Drainage District was created on November 10, 1969 under Sutter County Board of Supervisors Resolution 69-108 with an annual property ad valorem tax established under Resolution 70-74 for operations and maintenance; the repair, maintenance, and administration of drainage

Public Works

El Cerrito Drainage District (0-390)

Douglas R. Gault, Public Works Director

facilities and structures that accommodate the storm water runoff from the District. The revenues originally paid for the costs to operate a detention basin and lift station serving the District. Now the runoff from the District is gravity fed to the Live Oak Canal and the revenues are used to maintain the canal.

This budget unit is financed by an annual drainage maintenance ad valorem tax levied within the Districts. No connection or capital impact fees are collected within the District.

A proposal for LAFCO is being prepared to dissolve the District and make this area part of a Zone of Benefit of the Sutter County Water Agency.

Recommended Budget

This budget is recommended at \$781. This budget unit does not receive any funding from the General Fund. Funding is provided through assessments.

Use of Fund Balance

The El Cerrito Drainage District budget contains a Restricted Fund Balance in the amount of \$960 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$960 at July 1, 2012.

The FY 2012-13 Recommended Budget includes an increase in obligated Fund Balance in the amount of \$35 leaving an estimated ending balance of \$995.

Public Works Rio Ramaza Wastewater Fund (0-395)

Douglas R. Gault, Public Works Director

EXECUTIVE SUMMARY

DEPT HEAD: DOUGLAS R. GAULT

UNIT: RIO RAMAZA COMMUNITY SRVC DIST FUND: RIO RAMAZA COMMUNITY SRVC DIST 0395 0-395

| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
|-------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| EXPENDITURES | | | | | |
| SERVICES AND SUPPLIES | 4,434 | 5,214 | 5,265 | 6,500 | 23.5 |
| OTHER CHARGES | 14,202 | 786 | 14,379 | 12,364 | 14.0- |
| * GROSS BUDGET | 18,636 | 6,000 | 19,644 | 18,864 | 4.0- |
| INTRAFUND TRANSFERS | 0 | 0 | 0 | 0 | .0 |
| * NET BUDGET | 18,636 | 6,000 | 19,644 | 18,864 | 4.0- |
| APPROPRIATION FOR CONTINGENCY | 0 | 0 | 0 | 0 | .0 |
| INCREASES IN RESERVES | 0 | 0 | 0 | 0 | .0 |
| * TOTAL BUDGET | 18,636 | 6,000 | 19,644 | 18,864 | 4.0- |
| OTHER REVENUES | | | | | |
| USER PAY REVENUES | 3,126 | 3,718 | 3,780 | 4,300 | 13.8 |
| GOVERNMENTAL REVENUES | 30 | 15 | 20 | 29 | 45.0 |
| GENERAL REVENUES | 7,140 | 3,707 | 7,422 | 6,985 | 5.9- |
| CANCELLATION OF OBLIGATED F/B | 0 | 0 | 8,422 | 7,550 | 10.4- |
| GENERAL REVENUES | 0 | 0 | 0 | 0 | .0 |
| AVAILABLE FUND BALANCE 7/1 | 0 | 0 | 0 | 0 | .0 |
| TOTAL AVAILABLE FINANCING | 10,296 | 7,440 | 19,644 | 18,864 | 4.0- |
| * UNREIMBURSED COSTS | 8,340 | 1,440- | 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 grant funding and the community water system was shut down. Only wastewater service is currently provided to the community of Rio Ramaza.

This budget is prepared and administered by the Water Resources Division of the Public Works Department.

Major Budget Changes

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

Program Discussion

The Rio Ramaza Mobile Home Park is located on the southern edge of Sutter County, just north of the Sacramento International Airport. Due to the District's location along the flight path of the airport, the Sacramento County

Public Works

Rio Ramaza Wastewater Fund (0-395)

Douglas R. Gault, Public Works Director

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 Mobile Home Park. Properties are to be acquired only when the property owner wishes to sell. Nine active accounts remain in the district.

The FY 2012-13 Recommended Budget includes a cancellation of Obligated Fund Balance in the amount of \$7,550 leaving and estimated ending balance of \$217,764.

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.

Recommended Budget

This budget is recommended at \$18,864. This budget unit does not receive any funding from the General Fund.

The RRWF receives revenues from user fees, currently at \$45.00 per residence (equivalent dwelling unit) per month, and an ad valorem property tax on all parcels in the park. Annual expenses exceed annual revenues and the fund continues to draw down its fund balance by approximately \$10,000 per year.

Use of Fund Balance

The Rio Ramaza Wastewater Fund contains a Restricted Fund Balance in the amount of \$233,736 as of July 1, 2011. It is estimated that the Restricted Fund Balance will equal \$225,314 at July 1, 2012.

Public Works Water Resources (1-922)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: WATER RESOURCES | FUND: GENERAL | | | 0001 1-922 | |
| | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 | |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | 534,398 | 314,068 | 441,937 | 451,278 | 2.1 | |
| SERVICES AND SUPPLIES | 127,842 | 74,776 | 137,907 | 70,607 | 48.8- | |
| OTHER CHARGES | 67,247 | 32,472 | 69,255 | 68,650 | .9- | |
| * GROSS BUDGET | 729,487 | 421,316 | 649,099 | 590,535 | 9.0- | |
| INTRAFUND TRANSFERS | 208,859 | 1,352 | 271,208 | 111,444 | 58.9- | |
| * NET BUDGET | 938,346 | 422,668 | 920,307 | 701,979 | 23.7- | |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | 705,158 | 1,110 | 486,920 | 447,645 | 8.1- | |
| GOVERNMENTAL REVENUES | 52,557 | 41,116 | 50,000 | 0 | 100.0- | |
| OTHER FINANCING SOURCES | 1,479 | 0 | 0 | 0 | .0 | |
| TOTAL OTHER REVENUES | 759,194 | 42,226 | 536,920 | 447,645 | 16.6- | |
| * UNREIMBURSED COSTS | 179,152 | 380,442 | 383,387 | 254,334 | 33.7- | |
| ALLOCATED POSITIONS | 6.00 | 5.00 | 5.00 | 5.00 | .0 | |

Purpose

The Water Resources budget unit is managed by the Public Works Department Water Resources and Road Maintenance divisions. The Water Resources Division plans and implements 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 Public

Works Department also provides staff and equipment to perform various other functions of the SWCA.

Major Budget Changes

Services & Supplies

- (\$65,000) Decrease in Professional/Specialized Services due to completion of the Groundwater Management Plan in FY 2011-12

Intra-fund Transfers

- (\$159,817) Decrease in Intrafund Administration Services reflecting redistribution of

Public Works Water Resources (1-922)

Douglas R. Gault, Public Works Director

Public Works Administrative costs

Revenues

- (\$48,075) Decrease in Contribution from Other Agency Sutter County due to completion of Water Works District #1 (WWD#1) wastewater treatment plant
- (\$50,000) Decrease in State Grant revenue related to completion of the multi-year Ground Water Management grant

Program Discussion

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

The Water Resources Branch is funded by Program 46 (Engineering). 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.

It is anticipated that new draft Flood Insurance Rate Maps will be issued for Sutter County sometime in 2014. During FY 2012-13, 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.

In FY 2011-12, the Water / Wastewater Operator and the Water Resources Division Chief spent considerable time on the Robbins wastewater treatment plant project. The rehabilitation of the Robbins wastewater project was an emergency activity, which impacted the ability of the Water Resources Division to plan and execute other projects. Now that this rehabilitation is completed, more efforts will be concentrated on drainage and floodplain management.

Approximately 46% 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.

Approximately 26% 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: the SCWA Zones of Benefit and Road Fund.

Staff provides manpower and equipment to maintain collection ditches, inlets, storm drains, pumping stations, open channel conveyances, and maintenance of the Live Oak Canal.

Public Works Water Resources (1-922)

Douglas R. Gault, Public Works Director

Recommended Budget

This budget unit is recommended at \$701,979 and includes Intrafund Administration Service charges from the Public Works budget unit (1-920). The General Fund provides 36% of the financing for this budget unit and is reduced \$129,053 (34%) compared to FY 2011-12.

The recommended budget reflects a \$30,000 reduction over FY 2011-12 in the Professional and Specialized Services account. The impact will be a reduction in study, planning and design efforts associated with internal drainage issues. The budgeted amount provides for consultant costs for engineering and legal services related to floodplain management and drainage for the County. The division will use consulting services in FY 2012-13 to assist with the Integrated Regional Water Management Plan development.

In FY 2011-12, an Associate Engineer position was eliminated and is recommended to remain vacant and unfunded in FY 2012-13. The impact includes a reduction in staff's capacity to plan and execute capital improvements relating to the Drainage Zones of Benefit. The Division Chief continues to be responsible for critical drainage activities previously completed by the Associate Engineer.

There will continue to be a reduction in the amount of Public Outreach conducted for Floodplain Management, and other activities associated with the Community Rating System and Water Resource Management. Should ownership of the Robbins Water system transfer to a private water company as currently proposed, the current Water/Wastewater Operator would have more

time to assist with floodplain management issues.

In FY 2010-11, a Public Works Equipment Operator position was left vacant and unfunded. The FY 2012-13 Recommended Budget leaves this position vacant and unfunded. This not only limits the amount of drainage maintenance work that can be accomplished, but also makes it more difficult to effectively utilize the drainage revenues being collected from the SCWA Zones of Benefit to maintain the Live Oak Canal.

Intrafund Administration services are recommended at \$108,847 which is a reduction of \$159,817 (60%) compared to FY 2011-12. The administrative costs include Public Works accounting and management staff's time spent in support of the Water Resources Division.

Additional reductions to this budget unit, beyond those recommended, would require additional staff reductions and the inability for staff to adequately provide basic services to the County. Therefore, further reductions are not recommended at this time.

Use of Fund Balance

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

Public Works Flood Control (1-923)

Douglas R. Gault, Public Works Director

| EXECUTIVE SUMMARY | | | | | | |
|--------------------------------|---------------------|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|
| DEPT HEAD: DOUGLAS R. GAULT | UNIT: FLOOD CONTROL | FUND: GENERAL | | | 0001 1-923 | |
| | | ACTUAL EXPENDITURE 2010-11 | ACTUAL EXPENDITURE 3-31-12 | ADOPTED BUDGET 2011-12 | CAO RECOMMEND 2012-13 | % CHANGE OVER 2011-12 |
| EXPENDITURES | | | | | | |
| SALARIES AND EMPLOYEE BENEFITS | | 10,185 | 0 | 0 | 0 | .0 |
| SERVICES AND SUPPLIES | | 451,747 | 337,040 | 600,700 | 601,562 | .1 |
| OTHER CHARGES | | 1,410 | 110,113 | 1,880 | 658 | 65.0- |
| * GROSS BUDGET | | 463,342 | 447,153 | 602,580 | 602,220 | .1- |
| INTRAFUND TRANSFERS | | 451 | 0 | 320 | 0 | 100.0- |
| * NET BUDGET | | 463,793 | 447,153 | 602,900 | 602,220 | .1- |
| OTHER REVENUES | | | | | | |
| USER PAY REVENUES | | 31,522 | 9,053 | 30,000 | 0 | 100.0- |
| GOVERNMENTAL REVENUES | | 537,573 | 220,916 | 500,000 | 571,362 | 14.3 |
| TOTAL OTHER REVENUES | | 569,095 | 229,969 | 530,000 | 571,362 | 7.8 |
| * UNREIMBURSED COSTS | | 105,302- | 217,184 | 72,900 | 30,858 | 57.7- |
| 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 State and Federal advocacy efforts to obtain funding for levee and flood control improvements.

- \$71,362 Increase in Special Departmental Expenses (Flood) reflecting Proposition 13 funding for the United States Army Corps of Engineers Feasibility Study

Revenues

- (\$30,000) Decrease in Contribution from City of Yuba City related to reduced joint advocacy efforts for Federal flood control funding

Major Budget Changes

Services and Supplies

- (\$60,000) Decrease in Professional/Specialized Services related to reduced joint advocacy efforts for Federal and State flood control funding
- \$71,362 Increase 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 2012-13 Proposition 13 funding contribution is estimated at \$571,362. 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 and State 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 \$603,270. The General Fund provides 5.3% of the financing for this budget unit and is reduced by \$40,992 (56.2%) compared to FY 2011-12.

Use of Fund Balance

In FY 2008-09 and FY 2009-10, this budget unit included an increase to Fund Balance Committed for Flood Control in the amount of \$300,000 annually. This year’s recommended budget does not include an increase to this Committed Fund Balance account.

In FY 2011-12, the Board approved a contribution in the amount of \$110,000 to Reclamation District 1001 to assist with the local match requirement for State funded levee repairs. The balance of the Fund Balance Committed for Flood Control will therefore be \$490,000 as of the end of FY 2011-12. This Fund Balance is contained in the County’s General Fund.

Public Works Waterworks District #1 (4-400)

Waterworks District No. 1 Board of Directors

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 Public Works 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

Water Service

Expenses

- \$32,196 Increase in Operations and Maintenance expense

Wastewater Service

Expenses

- \$79,563 Increase in Operations and Maintenance
- (\$848,600) Decrease in capital expenses due to completion of the new wastewater treatment plant construction project

Revenues

- (\$848,600) Decrease in State grant revenue due to completion of the new wastewater treatment plant construction project

Program Discussion

The District provides resources to operate and

Public Works Waterworks District #1 (4-400)

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 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 Public Works 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 2012-13 budget for Waterworks District No. 1 totals \$388,895. 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 FY 2011-12 budget that was approved by the District's Board of Directors included expenses associated with the rehabilitation of the wastewater treatment plant. Most major budget changes reflect the completion of staff efforts and receipt of State grant income associated with this major project.

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. This fiscal year, an Ad Hoc committee appointed by the Board of Directors is expected to investigate options to modify the interim fees collected from the property owners, in an effort to cover the actual costs associated with operating the wastewater services for the District.

Budgeted operating revenues do not include enough revenue to meet the non-cash Depreciation Expense of \$100,447. Historically, the replacement costs for infrastructure have been provided by State grants.

Currently, the District is in the process of finalizing grant funding for a feasibility study to upgrade the water treatment plant to facilitate arsenic removal. The District is under a Compliance Order for arsenic exceedance. In order to comply with the

Public Works Waterworks District #1 (4-400)

Waterworks District No. 1 Board of Directors

order, the District needs to update the water treatment plant.

The proposed feasibility study will involve installation of pilot wells, bench tests to determine the effectiveness and cost of various treatment options, and will produce a design for a future treatment plant upgrade or replacement. Actual construction would be funded by a future grant.

Revenues for operations and maintenance are not expected to cover operations and maintenance expenditures in FY 2012-13, resulting in a projected deficit of \$154,248 for the fiscal year. This is in addition to the anticipated deficit for FY 2011-12, which was 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 to 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 (\$2,684,918) as of July 1, 2011, exclusive of long term loan obligations. It is estimated that the Net Asset Balance will equal (\$2,939,613) at July 1, 2012, exclusive of long term loan obligations.

There is a recommended decrease to Net Assets for FY 2012-13 of \$254,695.

**Public Works
Waterworks District #1 (4-400)**

Waterworks District No. 1 Board of Directors

Sutter County Water Works District No. 1 - Overall Program

Budget Unit Number 4400-4400

FY 2012-13

Overall District Managerial Budget

Budget

| | |
|--|--------------------|
| Operations & Maintenance Costs | \$288,448 |
| <i>Major Cost Components Include:</i> | |
| <i>Structures Maintenance (Excluding Capital Improvements)</i> | \$36,000 |
| <i>Utilities</i> | \$24,400 |
| <i>Operator & Administrative Staff Costs (Excluding staff time for grant applications and construction management)</i> | \$185,000 |
| <i>Interest and Principle Expense on State Loan</i> | \$10,309 |
| <i>Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.)</i> | \$32,739 |
| Revenues | \$134,200 |
| Operations Surplus/Deficit | (\$154,248) |
| Depreciation Expense | \$100,447 |
| Capital Expenses | \$0 |
| <i>Major Cost Components Include:</i> | |
| <i>* Staff Costs for Grant Applications & Construction Mgmt.</i> | \$0 |
| <i>* Treatment Facility Upgrades</i> | \$0 |
| <i>* Design and Project Management by Consultant</i> | \$0 |
| Total Anticipated Grant Funding to offset Capital Expenses: | \$0 |
| Anticipated Ending Fund Balance (as of June 30, 2013): | (\$781,535) |

**Public Works
Waterworks District #1 (4-400)**

Waterworks District No. 1 Board of Directors

**Sutter County Water Works District No. 1 - Water Program
Budget Unit Number 4400-4400-01
Wastewater System Managerial Budget**

| | FY 2010-11 Actuals | Adopted FY 2011-12 Budget | Recommended FY 2012-13 Budget |
|--|-----------------------|---------------------------------|-------------------------------------|
| Operations & Maintenance Costs | \$146,500 | \$107,744 | \$139,940 |
| <i>Major Cost Components Include:</i> | | | |
| Structures Maintenance (Excluding Capital Improvements) | \$10,972 | \$10,000 | \$26,000 |
| Utilities | \$16,746 | \$18,000 | \$17,000 |
| Operator & Administrative Staff Costs (Excluding staff time for grant applications and construction management) | \$91,216 | \$69,200 | \$86,000 |
| Interest and Principle Expense on State Loan | \$534 | \$0 | \$1,826 |
| Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.) | \$27,032 | \$10,544 | \$9,114 |
| Revenues | \$71,334 | \$60,700 | \$59,450 |
| Operations Surplus/Deficit | (\$75,166) | (\$47,044) | (\$80,490) |
| Depreciation Expense | \$34,452 | \$34,452 | \$34,452 |
| Capital Expenses | \$0 | \$25,000 | \$0 |
| <i>Major Cost Components Include:</i> | | | |
| * Staff Costs for Grant Applications & Construction Mgmt. | \$0 | \$0 | \$0 |
| * Treatment Facility Upgrades | \$0 | \$20,000 | \$0 |
| * Major Rehabilitation & Water Main Replacements | \$0 | \$5,000 | \$0 |
| Total Grant Funding to offset Capital Expenses: | \$0 | \$0 | \$0 |
| Anticipated Ending Fund Balance (as of June 30): | -\$109,618 | (\$216,114) | (\$331,056) |

**Public Works
Waterworks District #1 (4-400)**

Waterworks District No. 1 Board of Directors

**Sutter County Water Works District No. 1 - Wastewater Program
Budget Unit Number 4400-4400-02
Wastewater System Managerial Budget**

| | FY 2010-11 Actuals | Adopted FY 2011-12 Budget | Recommended FY 2012-13 Budget |
|--|-----------------------|---------------------------------|-------------------------------------|
| Operations & Maintenance Costs | \$245,692 | \$101,141 | \$148,508 |
| <i>Major Cost Components Include:</i> | | | |
| <i>Structures Maintenance (Excluding Capital Improvements)</i> | \$1,625 | \$5,000 | \$10,000 |
| <i>Utilities</i> | \$7,170 | \$7,100 | \$7,400 |
| <i>Operator & Administrative Staff Costs (Excluding staff time for grant applications and construction management)</i> | \$165,781 | \$67,200 | \$99,000 |
| <i>Interest and Principle Expense on State Loan</i> | \$2,584 | \$8,567 | \$8,483 |
| <i>Other Expenses (memberships, permit fees, tools, lab tests, interest payments on loans, protective clothing, etc.)</i> | \$68,532 | \$13,274 | \$23,625 |
| | | | |
| Revenues | \$93,347 | \$74,750 | \$74,750 |
| | | | |
| Operations Surplus/Deficit | (\$152,345) | (\$26,391) | (\$73,758) |
| | | | |
| Depreciation Expense | \$65,995 | \$65,995 | \$65,995 |
| | | | |
| Capital Expenses | 0 | \$848,600 | \$0 |
| <i>Major Cost Components Include:</i> | | | |
| <i>* Staff Costs for Grant Applications & Construction Mgmt.</i> | \$0 | \$22,500 | \$0 |
| <i>* Treatment Facility Upgrades</i> | \$0 | \$816,100 | \$0 |
| <i>* Design and Project Management by Consultant</i> | \$0 | \$10,000 | \$0 |
| | | | |
| Total Grant Funding to offset Capital Expenses: | \$0 | \$848,600 | \$0 |
| | | | |
| Anticipated Ending Fund Balance (as of June 30): | -\$218,340 | (\$310,726) | (\$450,479) |