



# General Services

## *Section D*

Sections of a large communications tower are laid out in preparation for installation . The new tower will provide various communications options for County departments, and the project is under the direction of General Services.

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>GENERAL SERVICES DEPARTMENT</b>					Dept: <b>1205</b>
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	852,958	747,642	896,712	893,642	-0.3
SERVICES AND SUPPLIES	168,951	83,209	186,832	155,713	-16.7
OTHER CHARGES	116	25	0	25	100.0
CAPITAL ASSETS	70,000	0	0	0	0.0
INTRAFUND TRANSFERS	-290,200	-149,551	-298,174	-295,007	-1.1
OTHER FINANCING USES	5,240	5,276	5,432	5,972	9.9
<b>NET BUDGET</b>	<b>807,065</b>	<b>686,601</b>	<b>790,802</b>	<b>760,345</b>	<b>-3.9</b>
<b>REVENUE</b>					
INTERGOVERNMENTAL REVENUES	0	0	0	1,393	100.0
CHARGES FOR SERVICES	502,493	220,003	515,732	510,000	-1.1
MISCELLANEOUS REVENUES	13,541	7,688	0	0	0.0
OTHER FINANCING SOURCES	571	0	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>516,605</b>	<b>227,691</b>	<b>515,732</b>	<b>511,393</b>	<b>-0.8</b>
<b>UNREIMBURSED COSTS</b>	<b>290,460</b>	<b>458,910</b>	<b>275,070</b>	<b>248,952</b>	<b>-9.5</b>
<b>ALLOCATED POSITIONS</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.0</b>

## Purpose/Mission

This budget unit provides management and support services for the General Services Department, including the Building Maintenance, Fleet Management and Information Technology (IT) Divisions.

## Major Budget Changes

### Services & Supplies

- \$(13,600) Decrease in Training, Travel, Utilities and Office Expense
- \$(12,300) Decrease in software and licenses due to direct charge
- \$(34,438) Decrease in Internal Service Fund Information Technology Services Provided due to direct charge of software and licenses
- \$31,453 Increase in Internal Service Fund Information Technology Direct Charge

## Program Discussion

The General Services Admin Division provides management and support services for all functions and budget units within the department including budgeting and fiscal services and payroll. The General Services Director also leads and oversees the IT Division encompassing infrastructure, datacenters, network, enterprise applications, and services for the County.

In addition, the division provides centralized procurement services for 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. The division is also responsible for contract and agreement services, copier services, facility lease and rental management, and travel program management.

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

### **FY 2019-20 Accomplishments**

- Implemented County Travel Program
- Updated Purchasing Procedure Guide, P-Card Policy, and Delegated Purchasing (\$5000 limit) to County Departments
- Eliminated IT Program 89 and Implemented IT Direct Charge Account
- Negotiated Security Guard Services Agreement including an Inmate Watch Program for the Sheriff's Office

## Goals in FY2020-21

- Create an Internal Service Fund (ISF) Policy for IT and Fleet Management, and establish a reserve for future capital asset purchases for ISFs
- Update purchasing procedures to comply with Federal Rules/FEMA

## Recommended Budget

Total appropriations are recommended at \$760,345, a decrease of \$30,457 (3.9%) compared to FY 2019-20. The General Fund provides 32.7% of the financing for this budget unit, and Net County Cost is decreased by \$26,118 (9.5%) compared to FY 2019-20.

## Use of Fund Balance

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

# General Services

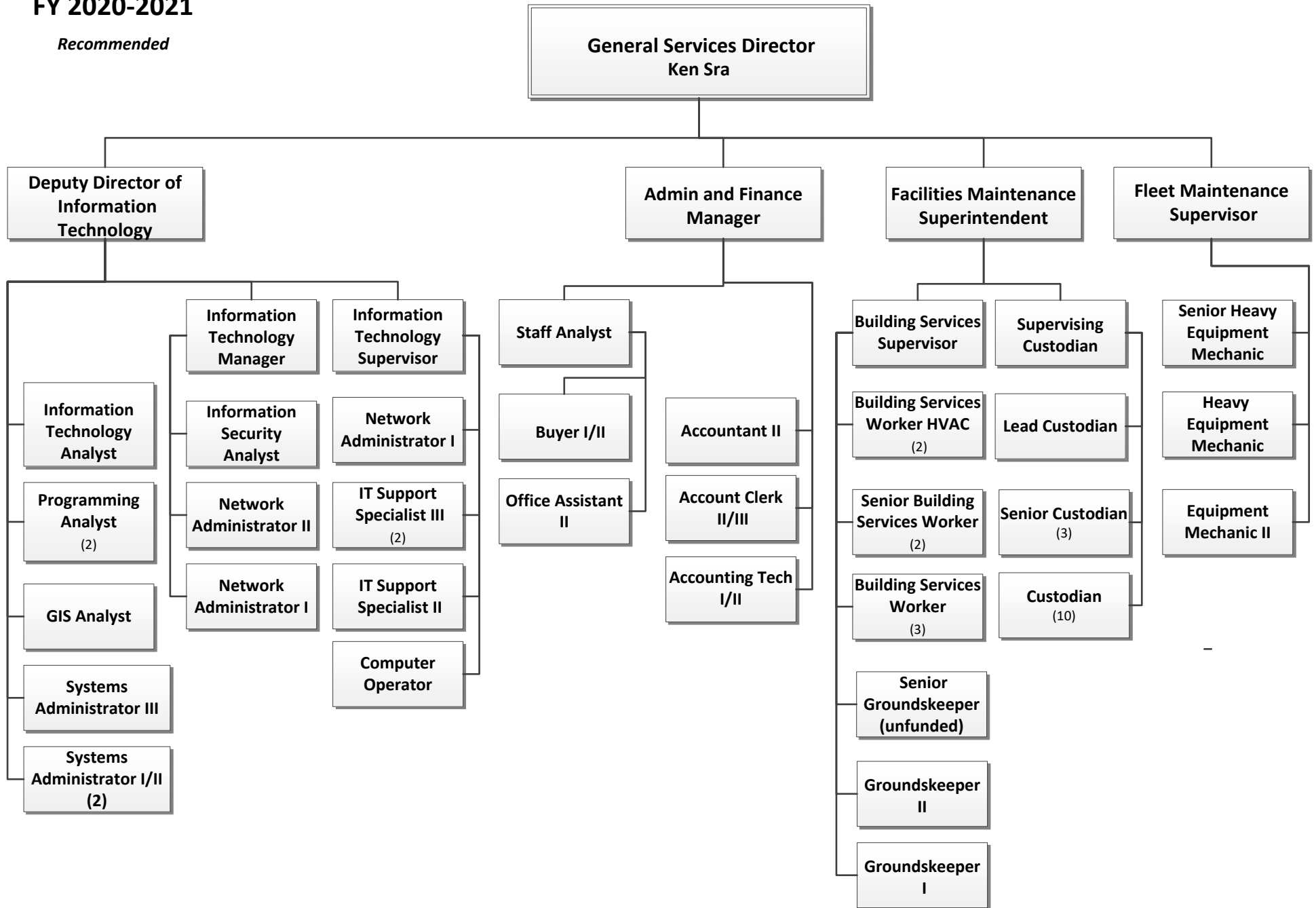
## FY 2020-2021

*Recommended*

County of Sutter

D-3

2020-21 Recommended Budget



<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: 0001 - GENERAL Unit Title: PARKS & RECREATION		Dept: 7101			
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	47,940	232,047	62,142	58,740	-5.5
OTHER CHARGES	20,843	2,572	60,000	0	-100.0
INTRAFUND TRANSFERS	186,550	91,331	145,017	76,316	-47.4
NET BUDGET	255,333	325,950	267,159	135,056	-49.4
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	300	79	0	0	0.0
REVENUE USE MONEY PROPERTY	25,204	25,558	40,000	25,000	-37.5
TOTAL OTHER REVENUE	25,504	25,637	40,000	25,000	-37.5
<b>UNREIMBURSED COSTS</b>	229,829	300,313	227,159	110,056	-51.6
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose/Mission

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

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

## Major Budget Changes

### Other Charges

- \$(60,000) Decrease in Interfund Misc. Non-Road as provided by Development Services

### Intrafund Transfers

- (\$75,337) Decrease in Intrafund Cost Plan Building Maintenance charges as provided by the Auditor-Controller's Office

## Program Discussion

This budget unit covers the ongoing operation and maintenance of the County parks and recreation system and is staffed by employees from the Building Maintenance budget unit. Maintenance

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

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*Ken Sra, Director*

duties include grounds keeping and repair of facilities such as buildings, parking areas, fences, boat ramps, utilities, picnic tables and signs. Staff interacts regularly with the public by providing information on park facilities and regulations.

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, Harter Park, East Nicolaus Park and
- Boyd's Pump Boat Ramp, Yuba City Boat Ramp, and Tisdale Boat Ramp

The Road Division of Development Services provides services to remove and replace the docks.

During FY 2019-20, the Tisdale Boat Launching Facility incurred significant expenses including the repair of the access road to the parking lot and a sedimentation study. Budget amendments totaling \$246,000 were authorized in FY 2019-20 to fund these additional projects at the Tisdale Boat Launching Facility. Since the facility has been in service, the County has had to make repairs to address damage from winter flows through the Tisdale Bypass. Unfortunately, the County does not control the flows over the Tisdale Weir, but the County is responsible for the debris cleanup and occasional damage repairs. Due to the efforts of the Development Services Director, the State Department of Water Resources removed and disposed of all the tree debris that accumulated on the parking lot of the Tisdale Boat Launching Facility at the Tisdale Weir. The assistance provided by the State Department of Water Resources saved the County an estimated \$86,000.

The recommended revenues decreased by \$15,000 based on actual revenues collected over the last few years.

## Recommended Budget

Total appropriations are recommended at \$135,056, a decrease of \$132,103 (49.4%) over the FY 2019-20 Adopted Budget. The General Fund provides 81.5 % of the financing for this budget unit and Net County Cost is decreased by \$117,103 (51.6%) from FY 2019-20.

## Use of Fund Balance

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

# General Services Department Building Maintenance (1-700)

Ken Sra, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1700</b>	
Unit Title: <b>BUILDING MAINTENANCE</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,939,244	1,798,220	2,051,954	2,131,774	3.9
SERVICES AND SUPPLIES	1,579,161	1,001,075	1,540,025	1,393,458	-9.5
OTHER CHARGES	58	75	0	25	100.0
CAPITAL ASSETS	116,548	92,410	106,900	0	-100.0
INTRAFUND TRANSFERS	-33,713	-33,789	-63,806	81,754	-228.1
OTHER FINANCING USES	18,269	19,826	20,376	22,346	9.7
<b>NET BUDGET</b>	<b>3,619,567</b>	<b>2,877,817</b>	<b>3,655,449</b>	<b>3,629,357</b>	<b>-0.7</b>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	31,326	17,325	32,852	18,900	-42.5
INTERGOVERNMENTAL REVENUES	0	0	0	2,424	100.0
CHARGES FOR SERVICES	819,210	172,241	509,577	284,471	-44.2
MISCELLANEOUS REVENUES	28,445	422	0	0	0.0
OTHER FINANCING SOURCES	6,233	2,594	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>885,214</b>	<b>192,582</b>	<b>542,429</b>	<b>305,795</b>	<b>-43.6</b>
<b>UNREIMBURSED COSTS</b>	<b>2,734,353</b>	<b>2,685,235</b>	<b>3,113,020</b>	<b>3,323,562</b>	<b>6.8</b>
<b>ALLOCATED POSITIONS</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>0.0</b>

## Purpose/Mission

The Building Maintenance budget unit includes four programs: Building Maintenance, Grounds Maintenance, Custodial Maintenance, Program 72 and Facilities Capital Improvements. The purpose of the budget unit is to provide resources to maintain the buildings and grounds that are owned or leased by Sutter County.

## Major Budget Changes

### Salaries & Benefits

- \$79,820 General increase due to step increases and increases in benefits cost

### Services & Supplies

- (\$163,793) Decrease in Professional Specialized Services due to fewer maintenance projects budgeted

### Capital Assets

- (\$106,000) Decrease due to no Capital Assets budgeted

### Intrafund Transfers

- \$165,069 Decrease in Intrafund Cost Plan revenue, shown as an increase in expenditure, as provided by the Auditor-Controller's Office

### Revenue

- (\$59,000) Decrease in Maintenance revenue due to a decrease in Non-General Fund projects
- (\$56,106) Decrease in IF Cost Plan Building Maint. cost as provided by the Auditor-Controller's Office
- \$(110,000) Decrease in Interfund Maintenance & Improvement due to a decrease in Non-General Fund projects budgeted in Program 73

## Program Discussion

The Building Maintenance budget unit consists of four programs that provide distinct services:

- **Program 70 Building Maintenance** - staff perform preventative maintenance and routine repairs, including electrical, plumbing, HVAC, roofing, and structural systems. Professional and Specialized Services include maintenance contracts for generators, elevators, fire extinguishers, card access systems, security systems, fire alarm systems, and pest control.
- **Program 71 Grounds Maintenance** - staff maintain the grounds of County buildings and recreational areas.
- **Program 72 Custodial Maintenance** - staff perform cleaning services for County buildings, including the Mental Health Inpatient Unit and Jail Medical. Cleaning products for County buildings are also budgeted within this program.
- **Program 73 Facilities Capital Improvement** - this program contains maintenance projects approved to be completed during the fiscal year.

Costs for Programs 70, 71, and 72 are allocated through the Cost Plan allocation based on labor. The Cost Plan is produced each year by the Auditor-Controller's Office.

### FY 2019-20 Accomplishments

- Remodel 1190 Civic Center Blvd and relocated Assessor's Office to the facility
- Remodel Peachtree Clinic (Public Health Building) and relocated HHS staff to the clinic
- Remodeled office space at 1130 Civic Center Blvd for Victim Services Child Advocacy Center
- Vacated 1251 Onstott Rd and relocated HHS staff to Holly Oak Plaza



## **Goals in FY 2020-21**

- Perform Facility Condition Assessments (FCA's) on County-owned buildings and use FCA data to build a CIP for facilities
- Create maintenance plans for building systems (MEP, HVAC, generator, etc.)
- Assist in 1160 Civic Center Blvd 2nd floor remodel and relocation of Auditor-Controller and Treasurer-Tax Collector

## **Recommended Budget**

Total appropriations are recommended at \$3,629,357, a decrease of \$26,092 (0.7%) over the FY 2019-20 Adopted Budget. The General Fund provides 91.6% of the financing for this budget unit. Though a portion of the costs for this budget unit are recouped through the annual Cost Plan, the Net County Cost is increased by \$210,542 over the FY 2019-20 Adopted Budget due to decrease of Cost Plan revenues.

## **Use of Fund Balance**

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

**General Services Department  
Building Maintenance (1-700)**

*Ken Sra, Director*

Funding Source	Project No.	NEW MAINTENANCE PROJECTS - DESCRIPTION	Estimate
Ag – Gas Tax	FP2101	Lab Bathroom Refresh	\$6,000
HHS-Behavioral Health	FP2102	Psychiatric Emerg Svcs Medical Records Minor Rpr	\$21,000
General Fund	FP2103	Jail Door Motors (25)	\$37,500
General Fund	FP2104	Countywide VFD replacement for AC Units	\$13,000
HHS-Behavioral Health	FP2105	Psychiatric Emerg Svcs Carpet and Window Tint	\$6,000
General Fund	FP2106	Jail Fire Alarm System Replacement	\$28,000
General Fund	FP2107	Jail Hot Water Heating Coil Replacement	\$40,000
General Fund	FP2008	Countywide Facility Assessment	\$19,000

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0006 - FISH AND GAME</b>				Dept: <b>2703</b>	
Unit Title: <b>FISH &amp; GAME PROPAGATION</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1,442	2,280	14,173	14,315	1.0
OTHER CHARGES	64	56	10,060	10,074	0.1
NET BUDGET	1,506	2,336	24,233	24,389	0.6
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	1,611	511	3,000	2,000	-33.3
REVENUE USE MONEY PROPERTY	1,554	665	1,005	0	-100.0
CANCELLATION OF OBLIGATED FB	0	0	20,228	22,389	10.7
TOTAL OTHER REVENUE	3,165	1,176	24,233	24,389	0.6
<b>UNREIMBURSED COSTS</b>	-1,659	1,160	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose/Mission

Fish & Game Propagation budget unit supports Fish and Game Commission programs. The Commission develops and administers programs benefiting fish and game activities in the County.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

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

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

## **Recommended Budget**

Total appropriations are recommended at \$24,389, an increase of \$156 (0.6%) over the FY 2019-20 Adopted Budget. Administrative costs in the amount of \$10,000 associated with General Services providing services to Fish and Game are budgeted but not allocated.

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

The Fish and Game Propagation budget unit is managed by the General Services Department.

## **Use of Fund Balance**

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$46,936 as of July 1, 2019. It is estimated the Restricted Fund Balance will equal \$34,547 at July 1, 2020.

The FY 2020-21 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$22,389; however, \$10,000 is administrative costs provided by General Services that will not be charged to Fish and Game,

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: <b>4580 - FLEET MANAGEMENT ISF</b>				Dept: <b>4580</b>	
Unit Title: <b>FLEET MANAGEMENT ISF</b>					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/03/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	239,552	352,544	401,627	407,213	1.4
SERVICES AND SUPPLIES	389,496	316,347	382,130	383,317	0.3
OTHER CHARGES	233,204	258,387	307,303	198,439	-35.4
CAPITAL ASSETS	22,535	0	26,606	26,606	0.0
INCREASES IN RESERVES	0	0	17,671	99,490	463.0
OTHER FINANCING USES	0	0	118	369	212.7
NET BUDGET	884,787	927,278	1,135,455	1,115,434	-1.8
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-5,917	-4,106	0	0	0.0
CHARGES FOR SERVICES	960,176	1,116,337	1,321,068	1,115,434	-15.6
MISCELLANEOUS REVENUES	0	1,907	0	0	0.0
UNDESIGNATED FUND BALANCE	-676,711	-609,686	0	0	0.0
TOTAL OTHER REVENUE	277,548	504,452	1,321,068	1,115,434	-15.6
<b>UNREIMBURSED COSTS</b>	607,239	422,826	-185,613	0	-100.0
<b>ALLOCATED POSITIONS</b>	4.00	4.00	4.00	4.00	0.0

## Purpose/Mission

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

Fleet Management currently administers and maintains over 400 County-owned and operated vehicles and pieces of equipment. The vehicles and equipment include cars and light duty trucks, semi-trucks and trailers, off road equipment and specialty equipment such as ATVs.

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

## Major Budget Changes

### Other Charges

- (\$111,005) Decrease in Cost Plan charges as provided by the Auditor-Controller's Office

## Revenues

## Charges For Services

- (\$200,985) Decrease in ISF Vehicle Maintenance. Fleet will be operating on a 60-day working capital. Prior year vehicle maintenance was higher due a negative net asset needed to recover working capital to the accepted 60-day threshold

## 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.

Fiscal functions funded by this unit are provided by the General Services Department (1-205) budget unit and are reflected in the Interfund Administration Miscellaneous Department account.

Administrative services provided include:

- Fleet inventory
- Licensing, utilization
- Tracking of associated costs
- Replacement recommendations
- Access to the fuel card-lock system
- Vehicle disposal

Maintenance services include preventative maintenance, inspection, unscheduled maintenance, accident repair, special contract repair, and warranty repair.

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

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

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

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

utilization and aid decisions regarding replacement of aging vehicles. Collectively with Fleet, the County continues to recognize the importance of extending the life of vehicle and equipment assets.

Costs for Fleet are charged in three ways:

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

## **Recommended Budget**

Total appropriations are recommended at \$1,115,434, a decrease of \$20,021 (-1.8%) over FY 2019-20. The Fleet Management budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time. All appropriations are financed through charges for fleet services to user departments. There is no Net County Cost in this budget.

## **Use of Fund Balance**

The Fleet Management ISF contains a Net Assets balance in the amount of a negative \$245,941 as of July 1, 2019. It is estimated the Net Assets balance will increase by \$432,219 to bring Net Assets positive as of July 1, 2020 .

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 4581 - INFORMATION TECHNOLOGY ISF					
Unit Title: INFORMATION TECHNOLOGY ISF					Dept: 8145
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/04/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,537,788	1,837,332	2,534,557	2,272,073	-10.4
SERVICES AND SUPPLIES	1,097,328	1,227,368	1,564,761	1,082,751	-30.8
OTHER CHARGES	518,279	603,994	749,670	561,568	-25.1
CAPITAL ASSETS	159,104	250,012	556,040	407,317	-26.7
INTRAFUND TRANSFERS	-1	0	0	0	0.0
INCREASES IN RESERVES	0	0	272,669	68,769	-74.8
NET BUDGET	<u>3,312,498</u>	<u>3,918,706</u>	<u>5,677,697</u>	<u>4,392,478</u>	<u>-22.6</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	14,829	11,765	7,500	0	-100.0
INTERGOVERNMENTAL REVENUES	0	54,736	0	626	100.0
CHARGES FOR SERVICES	4,343,920	2,413,322	4,569,813	4,391,852	-3.9
MISCELLANEOUS REVENUES	8	27,975	0	0	0.0
OTHER FINANCING SOURCES	0	1,500	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	914,771	0	-100.0
UNDESIGNATED FUND BALANCE	-2,248,413	-1,130,559	0	0	0.0
TOTAL OTHER REVENUE	<u>2,110,344</u>	<u>1,378,739</u>	<u>5,492,084</u>	<u>4,392,478</u>	<u>-20.0</u>
<b>UNREIMBURSED COSTS</b>	1,202,154	2,539,967	185,613	0	-100.0
<b>ALLOCATED POSITIONS</b>	19.00	18.00	18.00	18.00	0.0

## Purpose/Mission

The Information Technology (IT) Internal Service Fund (ISF) is a division of the General Services Department and provides services to County departments, government agencies, and our constituents. Under the leadership of the General Services Director, the IT Division works collaboratively with County departments to drive adoption and integration of technologies to improve the quality and efficiency of services provided. The IT Division is a centralized service that efficiently and cost-effectively handles the large volumes of systems, data, and support requests that must be managed as part of the on-going operations of the County.

## Major Budget Changes

### Salaries & Benefits

- (\$45,092) Decrease due to position changes
- (\$217,392) Decrease due to hiring freeze



### Services & Supplies

- (\$595,789) Decrease in Software License & Maintenance due to direct charging for FY 2020-21
- \$65,000 Increase in Maintenance Equipment for County SimpliVity support

### Other Charges

- (\$181,987) Decrease in IF OH Cost plan charges as provided by the Auditor-Controller's Office

### Capital Assets

- \$250,000 HPE SimpliVity Hyperconverged Infrastructure

### Revenues

- (\$167,221) Decrease in ISF IT Services Provided charges to departments due to decrease of Salaries and benefits

## Program Discussion

The General Services Director leads and oversees the IT Division including infrastructure, datacenters, network, enterprise applications, and services for the County. The Director, along with the IT Management Team, envisions, develops and delivers business focused strategic plans and supporting technology roadmaps and utilizes technology to expand service delivery options. The General Services Admin Division provides budgeting and fiscal services, payroll, purchasing and contracting oversight for IT. The IT Division is divided into three main functional areas: Infrastructure and Cybersecurity, Technical Support and Helpdesk, and Applications.

**Infrastructure and Cybersecurity** is responsible for the County's technology infrastructure and cybersecurity posture. This includes management of the fiber optic network, datacenters, servers, storage, routers, switches, wired and wireless networks, firewalls, security appliances, phone systems, surveillance systems, microwave networks, Microsoft enterprise services, interconnectivity with Local, State and Federal agencies, and remote access. Project management, cybersecurity, compliance management, data protection, disaster recovery and business continuity services are also provided by this group.

**Technical Support and Helpdesk** provides support for all the computers, laptops, copiers, printers, card access systems, telepresence and mobile devices that are in place throughout the County. Staff is responsible for the troubleshooting, repair, refresh, and support of client infrastructure. Shipping and receiving, equipment preparation and surplus, PC software distribution and updates, and IT asset management and inventory are all important functions of this group. Additionally, the group supports a variety of specialized applications in County departments and provides extensive support to the unique devices, applications, and services in the Sheriff's Office.

**Applications** is responsible for the development and support of the County's enterprise and legacy applications as well as the development, support, and maintenance of the County's web presence. This group supports such applications as Enterprise Resource Planning (Financials, Budgeting, Procurement, Human Resources, and Payroll), Community Development, Criminal Justice, Property, and GIS. In addition, this group supports a wide variety of web-based applications for both internal and external users.

### **FY 2019-20 Accomplishments**

- Negotiated new 3-year Microsoft Enterprise Agreement
- Negotiated 10-year Comcast Dark Fiber Lease Agreement
- Implemented Firewall Management Server and installed new firewalls
- Upgraded the Emergency Operations Center Network
- Entered into agreement to provide IT services for the Gang Task Force
- Replaced Main Jail Camera System

### **Goals in FY 2020-21**

- Debut new County website (suttercounty.org) and new Sheriff's Office website (suttersheriff.org)
- Replace Medium Jail Camera System
- Upgrade County Network Core
- Go-Live of Development Services CentralSquare TRAKiT (Community Development)
- Go-Live of Sheriff's Office CentralSquare Software (Public Safety Suite Pro)

### **Recommended Budget**

Total appropriations are recommended at \$4,392,478, a decrease of \$1,285,219 (22.6%) over the FY 2019-20 Adopted Budget. The IT budget unit operates as an Internal Services Fund (ISF) and must balance revenues to expenses within the fund over time. The recommended budget has a decrease of \$167,221 in ISF IT Services charges to County departments, compared to the charges in FY 2019-20. This decrease is due to savings from hiring freeze of two vacant positions. The ISF IT Services Provided account represents the total charges made to County departments for IT services. There is no Net County Cost in this budget.

The following Capital Assets are recommended:

- **\$250,000 HPE SimpliVity Hyperconverged Infrastructure:**  
The HPE's SimpliVity Hyperconverged Infrastructure serves as the County's production server platform. SimpliVity is a high-availability system that speeds application performance, improves efficiency and resiliency, and backs up and restores virtual machines.

### **Use of Fund Balance**

The IT ISF contained an adjusted Net Assets balance in the amount of \$1,200,845 as of July 1, 2019. It is estimated the Net Assets balance will be \$773,956 as of July 1, 2020. This amount is enough to cover the division's 60-day working capital needs of \$694,993.

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>VETS MEMORIAL COMMUNITY BLDG</b>					Dept: <b>7203</b>
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	17,119	16,369	19,433	19,392	-0.2
INTRAFUND TRANSFERS	117,831	93,731	177,637	114,202	-35.7
OTHER FINANCING USES	27,619	29,973	29,972	31,231	4.2
<b>NET BUDGET</b>	<b>162,569</b>	<b>140,073</b>	<b>227,042</b>	<b>164,825</b>	<b>-27.4</b>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	55,565	37,076	45,000	34,150	-24.1
MISCELLANEOUS REVENUES	688	0	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>56,253</b>	<b>37,076</b>	<b>45,000</b>	<b>34,150</b>	<b>-24.1</b>
<b>UNREIMBURSED COSTS</b>	<b>106,316</b>	<b>102,997</b>	<b>182,042</b>	<b>130,675</b>	<b>-28.2</b>
<b>ALLOCATED POSITIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>

## Purpose/Mission

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

## Major Budget Changes

### Intrafund Transfers

- (\$72,694) Decrease in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

## Program Discussion

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

# General Services Department Veterans' Memorial Community Building (7-203)

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*Ken Sra, Director*

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

The Veteran's Building rental activities have been impacted significantly by COVID-19. No more rental revenue has been received for FY 2019-20 after March 20, 2020. Rental revenues are budget at a conservative level for FY 2020-21. The actual revenues might be different depends on status of re-opening of the Community.

## Recommended Budget

Total appropriations are recommended at \$164,825, a decrease of \$62,217 (-27.4%) over FY 2019-20. The General Fund provides 79.3% of the financing for this budget unit, and Net County Cost is decreased by \$51,367 (-28.2%) over FY 2019-20. The decrease is primarily related to decrease of Cost Plan charges.

## Use of Fund Balance

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

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