



General Services

Section D

General Services is responsible for information technology and the maintenance of all County vehicles and facilities. When the crossbeams holding the roof of the front patio at the Public Health Department began to sag, General Services hired a contractor to demolish the roof and eliminate an unsafe condition.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL				Dept: 1205	
Unit Title: GENERAL SERVICES DEPARTMENT					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	896,877	777,479	850,678	896,712	5.4
SERVICES AND SUPPLIES	217,208	145,824	134,041	186,832	39.4
OTHER CHARGES	40	116	50	0	-100.0
CAPITAL ASSETS	17,000	0	0	0	0.0
INTRAFUND TRANSFERS	-310,162	-142,551	-326,334	-298,174	-8.6
OTHER FINANCING USES	5,982	0	17,971	5,432	-69.8
NET BUDGET	826,945	780,868	676,406	790,802	16.9
REVENUE					
CHARGES FOR SERVICES	400,176	242,233	406,408	515,732	26.9
MISCELLANEOUS REVENUES	4,659	12,672	0	0	0.0
OTHER FINANCING SOURCES	7,061	25	0	0	0.0
TOTAL OTHER REVENUE	411,896	254,930	406,408	515,732	26.9
UNREIMBURSED COSTS	415,049	525,938	269,998	275,070	1.9
ALLOCATED POSITIONS	9.00	8.00	8.00	8.00	0.0

Purpose

This budget unit includes the administrative staff for the General Services Department as well as all Purchasing functions.

Major Budget Changes

Salaries & Benefits

- \$46,034 General increase due to negotiated Salaries and Benefits

Services & Supplies

- \$8,800 Increase in Software license due to increased seats in Bonfire for purchasing
- \$44,700 Increase in ISF Information Technology Services Provided

Intrafund Transfers

- \$28,160 Decrease in Intrafund Administration Service revenue (shown as an increase of expenditure)

Revenues

- \$109,324 Increase in Interfund Administration-Miscellaneous Departments revenue

Program Discussion

Administrative Staff

All administrative positions (8.0 FTE) for the General Services Department are included in this budget unit:

- General Services Director
- Administration and Finance Manager
- Staff Analyst
- Accountant II
- Account Tech I
- Account Clerk II/III
- Buyer
- Office Assistant II

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

Purchasing and Contracts

The Purchasing Office assists County departments by providing product information, locating sources of supply, and explaining procurement options.

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

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

- Hardware and software are procured by the Information Technology ISF which is a division within General Services. These procedures have been incorporated and streamlined in the overall purchasing function
- Construction services are procured separately by the Development Services Department
- Procurement of most office supplies is decentralized and is performed by individual departments

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

Purchasing is also responsible for assisting departments with contracts and agreements as well as maintaining a database to track them.

Costs for purchasing 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.

Beginning in FY 2019-20, Ettl Hall will be managed by the Museum. The Director of the Sutter County Museum is uniquely positioned to increase Ettl Hall revenue compared to past years through additional marketing, the addition of further types of rental, less administrative time charged to Ettl Hall because of proximity of location, and the ease of public access.

Recommended Budget

This budget is recommended at \$790,802, which is an increase of \$114,396 (16.9%) over FY 2018-19. The General Fund provides 34.8% of the financing for this budget unit and is increased by \$5,072 (1.9%) compared to FY 2018-19.

Use of Fund Balance

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

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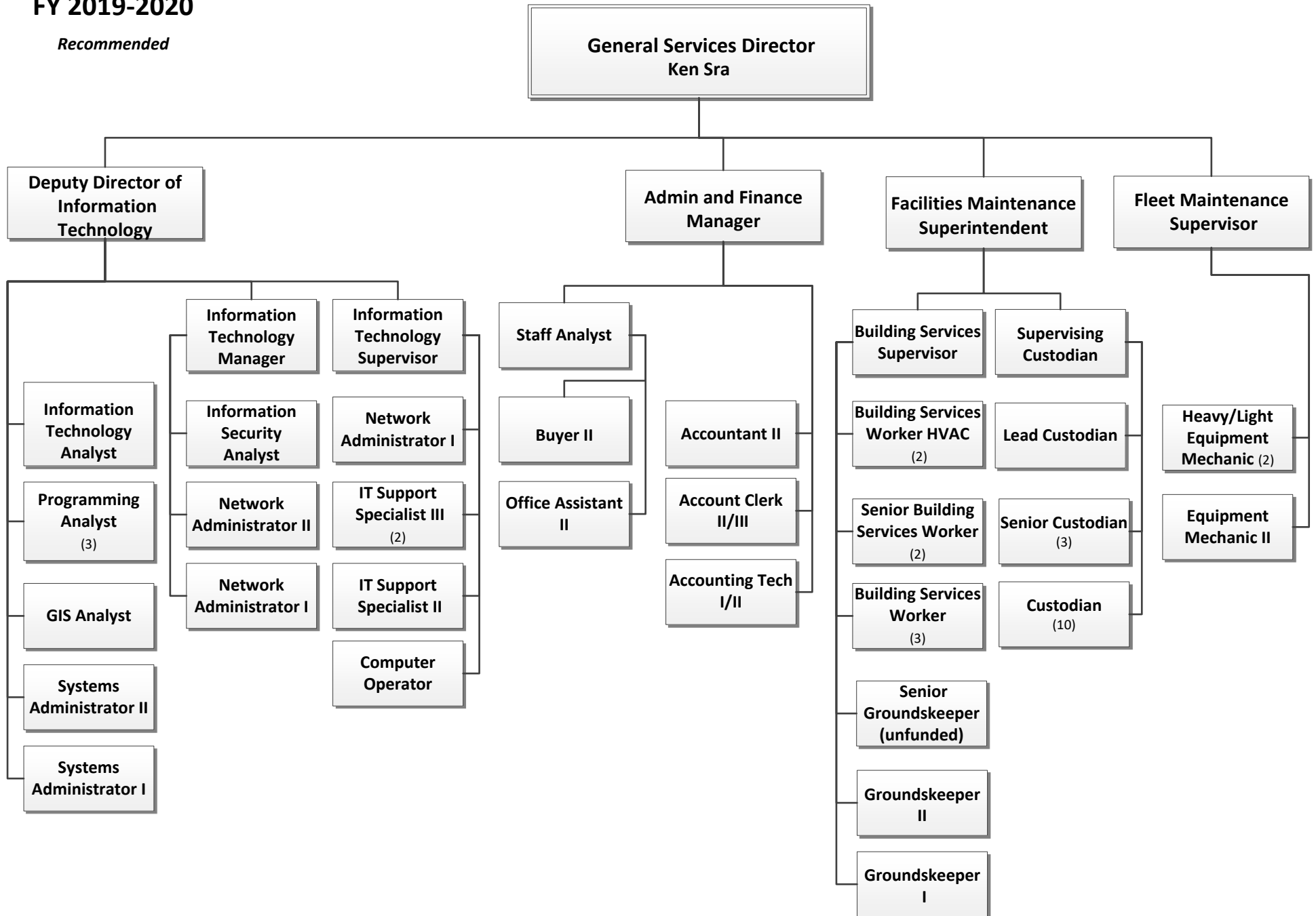
General Services FY 2019-2020

Recommended

County of Sutter

D-5

2019-2020 Recommended Budget



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL				Dept: 7101	
Unit Title: PARKS & RECREATION					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	65,115	40,102	57,559	62,142	8.0
OTHER CHARGES	50,589	20,706	50,000	60,000	20.0
CAPITAL ASSETS	0	0	190,000	0	-100.0
INTRAFUND TRANSFERS	185,719	16,095	226,507	145,017	-36.0
NET BUDGET	301,423	76,903	524,066	267,159	-49.0
REVENUE					
FINES, FORFEITURES, PENALTIES	79	183	0	0	0.0
REVENUE USE MONEY PROPERTY	40,760	23,360	40,000	40,000	0.0
TOTAL OTHER REVENUE	40,839	23,543	40,000	40,000	0.0
UNREIMBURSED COSTS	260,584	53,360	484,066	227,159	-53.1
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

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

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

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

Major Budget Changes

Other Charges

- \$10,000 Increase in Interfund Misc. Non-Road as provided by Development Services

Capital Assets

- (\$190,000) Decrease in Capital Assets as no Capital Assets are requested in FY 2019-20

Intrafund Transfers

- (\$37,244) Decrease in Intrafund Admin Services based on historical data as provided by General Services Administration Department
- (\$31,264) Decrease in Intrafund Cost Plan Building Maintenance charges as calculated by the Auditor-Controller
- (\$11,899) Decrease in Intrafund Water/Wastewater Admin as provided by Development Services Department

Program Discussion

The Parks and Recreation program provides opportunities for a wide variety of recreational activities including camping, picnicking, swimming, fishing, and boating. This budget unit covers the ongoing operation and maintenance of the County parks and recreation system and is staffed by employees from the Building Maintenance budget unit. Maintenance duties include grounds keeping and 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. 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, Harter Park, East Nicolaus Park, Boyd's Pump Boat Ramp, Yuba City Boat Ramp, and Tisdale Boat Ramp.

The Road Division of Development Services provides services to maintain the boat launches, remove and replace the docks, and perform parking lot maintenance and repair. The estimated cost for FY 2019-20 increased by \$10,000 to \$60,000.

The recommended revenues remain the same based on actual revenues collected over the last few years. The cost to administer the facilities has decreased based on the reallocation of staff time spent managing this budget from FY 2018-19.

Recommended Budget

This budget is recommended at \$267,159, which is a decrease of \$256,907 (49.0%) compared to FY 2018-19. The General Fund provides 85.0% of the financing for this budget unit and is decreased by \$256,907 (53.1%) compared to FY 2018-19.

Use of Fund Balance

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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL				Dept: 1700	
Unit Title: BUILDING MAINTENANCE					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	2,047,756	1,737,578	2,084,977	2,051,954	-1.6
SERVICES AND SUPPLIES	1,092,745	1,319,289	1,911,186	1,540,025	-19.4
OTHER CHARGES	7,443	33	650	0	-100.0
CAPITAL ASSETS	94,877	66,748	179,200	106,900	-40.3
INTRAFUND TRANSFERS	12,472	128,399	-55,689	-63,806	14.6
OTHER FINANCING USES	17,159	0	62,728	20,376	-67.5
NET BUDGET	3,272,452	3,252,047	4,183,052	3,655,449	-12.6
REVENUE					
REVENUE USE MONEY PROPERTY	24,163	28,951	32,861	32,852	0.0
CHARGES FOR SERVICES	571,346	0	981,716	509,577	-48.1
MISCELLANEOUS REVENUES	13,195	28,445	0	0	0.0
OTHER FINANCING SOURCES	4,675	0	0	0	0.0
TOTAL OTHER REVENUE	613,379	57,396	1,014,577	542,429	-46.5
UNREIMBURSED COSTS	2,659,073	3,194,651	3,168,475	3,113,020	-1.8
ALLOCATED POSITIONS	27.00	27.00	27.00	27.00	0.0

Purpose

The Building Maintenance budget unit includes four programs: Building Maintenance (Management), Program 70; Grounds Maintenance, Program 71; Custodial Maintenance, Program 72 and Facilities Capital Improvements, Program 73. 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 1,000 County employees.

Improvement projects are included in the Facilities Capital Improvement, Program 73. Larger Capital projects are budgeted as Capital Projects in Fund 0016.

Major Budget Changes

Salaries & Benefits

- \$30,439 General increase due to negotiated Salaries and Benefits
- (\$63,462) Decrease due to 3% position vacancy factor applied to departments with less than 15 positions but greater than 10% average annual vacancy

Services & Supplies

- (\$635,111) Decrease in Professional and Specialized Services primarily due to fewer projects projected and more work performed in-house in Program 73 and reclass contracted vendors cost in Program 70 Maintenance Equipment Contract
- \$144,870 Increase in Maintenance Equipment Contract due to reclass contracted vendors cost from Professional and Specialized Services
- \$29,200 Increase in Maintenance Structure/Improvement due to more work performed in-house
- \$17,378 Increase in ISF Information Technology services
- \$65,498 Increase in ISF Liability and Worker's Comp Premiums as provided by the Human Resources Department

Capital Assets

- \$7,000 Purchase 8.5' x 20' Covered Trailer for moving office materials.
- \$5,200 Purchase of Honda EU7000IS Generator to power the equipment in our construction trailers and locations without power (Program 70)
- \$68,500 Purchase of Kubota L-47 72" Loader-Backhoe (Program 71)
- \$13,850 John Deere Z955M EFI Z Trak Zero Turn 60" Lawn Mower, replace John Deere 60" Zero Turn Lawn Mower (Program 71)
- \$12,350 John Deere Z920M Z Trak Zero Turn 54" Lawn Mower (Program 71)

Revenue

- (\$340,737) Decrease in Interfund Cost Plan Building Maintenance due to changes in the Cost Plan charge to budget unit 1-209 instead
- (\$131,402) Decrease in Maintenance & Improvement due to a decrease in Maintenance projects in Program 73

Program Discussion

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

- Building Maintenance (Program 70) staff perform preventative maintenance and routine repairs for County-owned facilities, including the repair of electrical, plumbing, HVAC, roofing, and structural systems. Staff also oversee outside service contracts such as those for inspecting and maintaining fire suppression and security systems, pest control services, and minor renovations.
- The Grounds Maintenance (Program 71) staff maintain the grounds of 22 buildings and eight recreation areas. Grounds Maintenance responsibilities include: mowing, edging, weed control, leaf removal, tree pruning and trimming, irrigation maintenance/repair, fertilization and litter removal.
- Custodial Maintenance (Program 72) 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 and window washing. Products and consumable cleaning items for most County buildings are also budgeted within this program.
- Facilities Capital Improvement (Program 73) to budget all special projects approved to be completed during this fiscal year by the Building Maintenance staff as compared to the larger Capital Improvement Projects budgeted in the Capital Projects Fund 0016.

Costs for the three maintenance related programs are allocated through the Cost Plan allocation based on labor. The Cost Plan is produced each year by the Auditor-Controller's Office.

Recommended Budget

This budget is recommended at \$3,655,449, which is a decrease of \$527,603 (-12.6%) over FY 2018-19 based on decrease in projects budgeted in Program 73. The General Fund provides 85.2% of the financing for this budget unit. A portion of the costs for this budget unit are recouped through the annual Cost Plan.

Capital Assets are recommended at \$106,900 for the purchase of the following, effective July 1, 2019:

- \$7,000 8.5'x20' Covered Trailer
- \$5,200 Honda EU7000IS Generator
- \$68,500 Kubota L-47 72" Loader-Backhoe

General Services Department Building Maintenance (1-700)

Ken Sra, Director

- \$13,850 John Deere Z955M EFI Z Trak Zero Turn 60” Lawn Mower
- \$12,350 John Deere Z920M Z Trak Zero Turn 54” Lawn Mower

Professional and Specialized Services are recommended to include known recurring contract work such as elevator maintenance, fire extinguisher maintenance, pest control services, and card access system repairs and monitoring.

In Program 73, Facilities Capital Improvements, Projects are recommended at \$281,000 (see attached) which is a decrease of \$501,441 compared to FY 2018-19. Maintenance of Structure/Improvements is recommended at \$72,500 and Professional and Specialized Services at \$208,500 with Charges for Services at \$196,000. The Unreimbursed Costs of \$85,000 in Program 73 is for projects in General Fund budgets.

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
Information Technology	FP2001	512 2 nd St Security Gate and Fencing	\$25,000
Information Technology	FP2002	512 2 nd St Exterior Paint w/Abatement	\$7,000
Information Technology	FP2003	512 2 nd St Bathroom	\$8,000
Information Technology	FP2004	512 2 nd St Interior Paint and Texture	\$5,000
Information Technology	FP2005	512 2 nd St Carpet and Flooring	\$7,500
Information Technology	FP2006	512 2 nd St Breakroom Cabinets and Tops	\$6,500
HHS - Welfare	FP2007	190 Garden Hwy Interior Paint	\$1,500
HHS - Welfare	FP2008	190 Garden Hwy Ceiling Tile Replacement	\$1,000
HHS - Welfare	FP2009	190 Garden Hwy Break Room	\$11,000
HHS - Welfare	FP2010	Door Replacement	\$7,000
Probation	FP2011	430 Center St Carpet	\$34,500
HHS – Health	FP2012	1445 Vet Mem Cir Bathroom Linoleum	\$5,000
HHS – Health	FP2013	1445 Vet Mem Cir Water Management Ctrl	\$5,000

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

Ken Sra, Director

Funding Source	Project No.	NEW MAINTENANCE PROJECTS - DESCRIPTION	Estimate
HHS – Behavioral Health	FP2014	1965 LO Blvd Irrigation Pump Replacement	\$25,000
HHS – Behavioral Health	FP2015	1965 LO Blvd Water Management Control	\$5,000
HHS – Behavioral Health	FP2016	1965 LO Blvd Water Tempering Valve	\$10,000
HHS – Behavioral Health	FP2017	1965 LO Blvd Public Bathroom Linoleum	\$4,500
HHS – Behavioral Health	FP2018	1965 LO Blvd PHF Faucets	\$5,000
HHS – Behavioral Health	FP2019	1965 LO Blvd Security Wall w/ door	\$15,000
HHS – Behavioral Health	FP2020	1965 LO Blvd Master Key Plan	\$7,500
General Fund	FP2021	144 Gibson Slab for Shop Floor	\$15,000
General Fund	FP2022	144 Gibson Exterior Paint Metal Shop	\$2,500
General Fund	FP2023	146 Garden Hwy Carpet	\$7,000
General Fund	FP2024	146 Garden Hwy Bathroom	\$4,000
General Fund	FP2025	146 Garden Hwy Interior Paint and Drywall	\$2,000
General Fund	FP2026	750 Forbes & 2147 Calif St Main Library Emerg Back up	\$5,000
General Fund	FP2027	750 Forbes & 2147 Calif St Sutter: Exterior Paint, Siding, Windows	\$6,500

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

Ken Sra, Director

Funding Source	Project No.	NEW MAINTENANCE PROJECTS - DESCRIPTION	Estimate
General Fund	FP2028	750 Forbes & 2147 Calif St Sutter: Abatement	\$8,000
General Fund	FP2029	Government Ctr Underground Fiber	\$25,000
General Fund	FP2030	1425 Vet Mem Circle Interior Paint and Ceiling Tile Replacement	\$3,500
General Fund	FP2031	1333 Butte House Electrical to Front Sign	\$3,000
General Fund	FP2032	1333 Butte House Interior Paint Ettl Hall	\$3,500

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

Ken Sra, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0006 - FISH AND GAME				Dept: 2703	
Unit Title: FISH & GAME PROPAGATION					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	2,690	1,138	16,168	14,173	-12.3
OTHER CHARGES	59	51	60	10,060	16,666.7
NET BUDGET	<u>2,749</u>	<u>1,189</u>	<u>16,228</u>	<u>24,233</u>	<u>49.3</u>
REVENUE					
FINES, FORFEITURES, PENALTIES	3,258	1,405	5,500	3,000	-45.5
REVENUE USE MONEY PROPERTY	174	575	1,570	1,005	-36.0
MISCELLANEOUS REVENUES	1,200	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	9,158	20,228	120.9
TOTAL OTHER REVENUE	<u>4,632</u>	<u>1,980</u>	<u>16,228</u>	<u>24,233</u>	<u>49.3</u>
UNREIMBURSED COSTS	-1,883	-791	0	0	0.0
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

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

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

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

Major Budget Changes

Other Charges

- \$10,000 Increase in Interfund Admin-Misc Depts based on historical data provided by General Services Administration

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.

The Commission supports programs that aid in the education of children and young adults:

- Participation in the Duck Egg Recovery Program
- Purchase of pheasants for and in 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
- 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 Sutter Yuba Fair promoting outdoor pursuits. The Fish and Game Commission also purchases and donates equipment to the California State Game Wardens assigned to Sutter County to assist them in their efforts to collect evidence and gain convictions of violations in the field.

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

Recommended Budget

This budget is recommended at \$24,233, which is an increase of \$8,005 (49.3%) compared to FY 2018-19 due to budgeting for Administrative costs associated with providing services to this budget. All funding is provided through fines and interest.

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

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

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

- Youth fishing derbies
- Salmon aquarium programs

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

Ken Sra, Director

- School educational programs and field trips
- Shady Creek Outdoor School scholarships

Use of Fund Balance

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$46,020 as of July 1, 2018. It is estimated the Restricted Fund Balance will equal \$36,862 at June 30, 2019.

The FY 2019-20 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$20,228. This fund had fund balance of \$46,020 at July 1, 2018 and is anticipated to have \$36,862 at July 1, 2019.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 4580 - FLEET MANAGEMENT ISF			Dept: 4580		
Unit Title: FLEET MANAGEMENT ISF					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	362,654	328,169	394,492	401,627	1.8
SERVICES AND SUPPLIES	322,030	292,525	374,301	382,130	2.1
OTHER CHARGES	176,738	118,274	231,914	307,303	32.5
CAPITAL ASSETS	23,958	22,699	29,410	26,606	-9.5
INCREASES IN RESERVES	0	0	0	17,671	100.0
OTHER FINANCING USES	5,753	0	14,450	118	-99.2
NET BUDGET	<u>891,133</u>	<u>761,667</u>	<u>1,044,567</u>	<u>1,135,455</u>	<u>8.7</u>
REVENUE					
REVENUE USE MONEY PROPERTY	-676	-4,878	5,579	0	-100.0
INTERGOVERNMENTAL REVENUES	63,747	0	0	0	0.0
CHARGES FOR SERVICES	535,810	185,572	941,504	1,135,455	20.6
OTHER FINANCING SOURCES	1,375	0	260,234	0	-100.0
UNDESIGNATED FUND BALANCE	-338,363	-617,817	-162,750	0	-100.0
TOTAL OTHER REVENUE	<u>261,893</u>	<u>-437,123</u>	<u>1,044,567</u>	<u>1,135,455</u>	<u>8.7</u>
UNREIMBURSED COSTS	629,240	1,198,790	0	0	0.0
ALLOCATED POSITIONS	4.00	4.00	4.00	4.00	0.0

Purpose

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 434 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.

The Fleet Management budget unit is managed by the General Services Department.

Major Budget Changes

Other Charges

- (\$19,995) Decrease in General Service Admin charges related to updated allocation in General Service Administration

General Services Department Fleet Management ISF (4-580)

Ken Sra, Director

- \$102,754 Increase in Interfund Overhead Cost Plan charges as calculated by the Auditor-Controller's Office

Capital Assets

- \$26,606 Depreciation expenses for Capital Assets purchased in prior years

Revenues

- (\$40,802) Decrease in Maintenance Revenues from outside agencies
- \$234,753 Increase in ISF Vehicle Maintenance and Fleet Admin due to a negative fund balance from prior year. In prior years the Vehicle Maintenance charges did not fully cover the expenses, which resulted in the use of Fund Balance causing a negative net assets.

Other Financing Resources

- (\$260,234) Decrease in Operating Transfer In – the Transfer In in FY 2018-19 was to cover the negative Net Assets as of July 1, 2019

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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 ISF includes four staff positions: two Heavy/Light Equipment Mechanic positions, one Equipment Mechanic II (light vehicle) position, and one Fleet Maintenance Supervisor position. The Fleet Management staff operates out of a maintenance facility located at the County Corporation Yard in Yuba City. Staff provides vehicle maintenance services and related vehicle administration services for County vehicles. Fiscal functions funded by this unit are provided by the General Services Department (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
- 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 the Fleet charged to the Departments, allocated semiannually

Recommended Budget

This budget is recommended at \$1,135,455 which is an increase of \$90,888 (8.7%) compared to FY 2018-19. The Fleet Management budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time.

In prior years the Vehicle Maintenance and Fleet Administration charges did not cover the actual expenses, which resulted a negative Net Assets of \$260,234 at the end of FY 2017-18. The rate for Fleet services was adjusted in FY 2018-19 to bring the Net Assets to a positive balance by the end

General Services Department Fleet Management ISF (4-580)

Ken Sra, Director

FY 2018-19. In FY 2019-20, ISF Vehicle Maintenance and Fleet Admin charges are increased by \$234,753. By the end of FY 2019-20, the goal is to build 60 days Working Capital as a sufficient level of reserves in this fund.

There are no Capital assets requested in FY 2019-20. Depreciation expenses for Capital Assets are \$26,606 for purchases in prior years.

Use of Fund Balance

The Fleet Management ISF contains a negative Net Assets of \$260,234 as of July 1, 2018. It is estimated the Net Assets balance will be positive as of June 30, 2019.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 4581 - INFORMATION TECHNOLOGY ISF			Dept: 8145		
Unit Title: INFORMATION TECHNOLOGY ISF					
	2017-2018 Actual Expenditure	2018-2019 YTD as of 06/06/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	2,170,179	2,110,895	2,584,172	2,534,557	-1.9
SERVICES AND SUPPLIES	1,177,432	1,037,037	1,257,561	1,564,761	24.4
OTHER CHARGES	435,900	330,666	402,429	749,670	86.3
CAPITAL ASSETS	429,012	24,150	264,451	556,040	110.3
INCREASES IN RESERVES	0	0	0	272,669	100.0
OTHER FINANCING USES	9,096	8,651	8,965	0	-100.0
NET BUDGET	<u>4,221,619</u>	<u>3,511,399</u>	<u>4,517,578</u>	<u>5,677,697</u>	<u>25.7</u>
REVENUE					
REVENUE USE MONEY PROPERTY	-19,367	1,683	15,525	7,500	-51.7
CHARGES FOR SERVICES	4,113,848	2,761,318	4,573,089	4,755,426	4.0
MISCELLANEOUS REVENUES	1,637	8	0	0	0.0
OTHER FINANCING SOURCES	1,998	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	914,771	100.0
UNDESIGNATED FUND BALANCE	-2,050,245	-2,421,708	847,065	0	-100.0
TOTAL OTHER REVENUE	<u>2,047,871</u>	<u>341,301</u>	<u>5,435,679</u>	<u>5,677,697</u>	<u>4.5</u>
UNREIMBURSED COSTS	2,173,748	3,170,098	-918,101	0	-100.0
ALLOCATED POSITIONS	17.00	19.00	19.00	18.00	-5.3

Purpose

The Information Technology Internal Service Fund (ISF) is a division of the General Services Department and provides services to other County departments. As a centralized service, Information Technology (IT) can efficiently and cost-effectively handle the large volumes of systems, data, and support requests that must be managed as part of the on-going and varied activities of the County.

These services include such tasks as: responsibility for the management of enterprise network, communications, hardware and software resources; feasibility and evaluation studies necessary for acquisition of potential new systems; system development activities; security and compliance activities; project management activities; datacenter operations activities; coordination and application of web technologies to serve the County internally and externally; and other client computing related activities.

Major Budget Changes

Salaries & Benefits

- \$37,802 General increase due to negotiated salaries and benefits

General Services Department Information Technology ISF (8-145)

Ken Sra, Director

- (\$87,417) Decrease related to elimination of one (1.0 FTE) Network Administrator I position

Services & Supplies

- \$22,632 Increase in Communications due to a secondary managed internet service
- \$38,382 Increase in Maintenance Equipment due to increase in equipment costs and purchase of new information technology equipment
- \$59,000 Increase in Maintenance Structure/Improvement due to facility repair and improvement
- \$192,532 Increase in Software License & Maintenance due to an increase in costs for the Microsoft Enterprise agreement renewal and various multi-year licensing contract cycles due in the upcoming year

Other Charges

- \$119,279 Increase in General Service Admin charges related to increase costs and update allocation in General Service Administration
- \$220,040 Increase in Interfund Overhead Cost Plan charges as provided by the Auditor-Controller's Office

Capital Assets

- \$140,000 Network Core Replacement
- \$45,000 EOC Switch Replacement
- \$15,000 HPE Simplivity RapidDR
- \$26,000 IT phone system
- \$85,000 463 2nd St Datacenter A/C
- \$50,000 463 2nd St Datacenter UPS
- \$177,071 Depreciation expenses for Capital Assets purchased in previous years. This amount is decreased compared to FY2017-18 due to some assets becoming fully depreciated
- \$17,969 Depreciation expenses for Vehicles purchased in previous years

Revenues

- \$187,629 Increase in ISF IT Services Provided and ISF Equipment Replacement charges to departments due to overall increases in costs

Program Discussion

The Information Technology (IT) Division provides a variety of services and functions addressing technology needs throughout the County. The Division is divided into three main functional areas: Infrastructure and Cybersecurity, Technical Support and Helpdesk, and Applications.

The General Services Department provides overall management, budgeting and fiscal services, payroll, purchasing and contracting oversight for IT.

Infrastructure and Cybersecurity is responsible for the County's technology infrastructure. This includes the fiber optic network, datacenters, servers, storage, routers, switches, wired and wireless networks, firewalls, security appliances, phone systems, microwave network, Microsoft enterprise services, interconnectivity with Local, State and Federal agencies, and remote access. 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, surveillance systems, building security/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, they support a variety of specialized applications in the various departments and provide 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 CentralSquare's Finance Enterprise (Financials, Human Resources, and Payroll), Community Development, Health, Criminal Justice, Property, GIS and Budgeting systems, in addition to a wide variety of web applications for both internal and external users. Several of these systems are outdated and staff, in conjunction with other departments, are either developing migration plans or actively migrating legacy applications.

Recommended Budget

This budget is recommended at \$5,677,697, an increase of \$1,160,179 (25.7%) over FY 2018-19, due mainly to increases in Software License and Maintenance, overhead A-87 charges, and purchase of needed capital assets. The Information Technology budget unit operates as an Internal Services Fund (ISF) and must balance revenues to expenses within the fund overtime. The recommended budget has an increase of \$187,629 in ISF Information Technology charges to County departments, compared to the charges in FY 2018-2019. This increase is due to an increase in expenditures of \$295,959 in 2018-19. The ISF IT Services Provided and IT Equipment Replacement accounts represent the total charges made to County departments for Information Technology services. The budgeted increase equals the amount that has been increased in other County department budgets for FY 2019-20.

The following position change is recommended to be effective with budget adoption:

- Elimination of one (1.0 FTE) vacant Network Administrator I position

The recommended budget includes the following Capital Assets. It is recommended the capital assets be approved for purchase effective July 1, 2019.

Network Core Replacement: \$140,000

This recommendation is for the replacement of the County's network core switches. The existing network core switches were installed in 2013 and have surpassed their projected end-of-life and ongoing support costs are increasing. The network core serves as the backbone of the County network and provides connectivity to all County facilities to the datacenters and the internet.

EOC Switch Replacement: \$45,000

This recommendation is for the replacement of the network switches installed in the EOC datacenter. The existing EOC datacenter switches have been in place for over seven years and have exceeded their projected lifespan. The EOC datacenter serves a mission critical role as the County's replication and recovery site. Replacing the network equipment will enhance replication and business continuity functions.

HPE SimpliVity RapidDR: \$15,000

This recommendation is for HPE's SimpliVity RapidDR orchestration tool for the County's production server platforms. The tool automates the failover and failback of virtual machines, from the County's production site to the EOC recovery site. The RapidDR solution simplifies and accelerates offsite disaster recovery through automation and can be used in the event of disaster to efficiently protect the County's enterprise datacenters.

IT Phone System: \$26,000

This recommendation is to replace the existing phone system installed in the Information Technology building located at 512 2nd St with a new County standard NEC system. The existing Toshiba system is over twenty years old and is end of life and no longer supported. The new proposed system has been designed to integrate with the County's overall voice infrastructure and General Services phone system.

463 2nd St Datacenter A/C: \$85,000

This recommendation is for a new datacenter air conditioning system. The existing unit has been in service since the early 90's and has been recommended for replacement by the support vendor. The proposed replacement unit is enterprise grade, specifically designed for datacenters.

463 2nd St Datacenter UPS: \$50,000

This recommendation is for a new datacenter uninterruptable power supply system. The existing unit has been in service since the early 90's and has been recommended for replacement by the support vendor. The proposed replacement unit is enterprise grade, specifically designed for datacenters.

Use of Fund Balance

The IT ISF contained an adjusted Net Assets balance in the amount of \$869,683 as of July 1, 2018. It is estimated the Net Assets balance will be \$1,027,365 as of June 30, 2019. This amount is enough to cover the division's 60-day working capital needs of \$526,420. The FY 2019-20 budget anticipates a decrease in fund balance of \$642,102.

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

Ken Sra, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2019-2020					
Fund: 0001 - GENERAL					
Unit Title: VETS MEMORIAL COMMUNITY BLDG					Dept: 7203
	2017-2018 Actual Expenditure	2018-2019 YTD as of 05/28/2019	2018-2019 Adopted Budget	2019-2020 CAO Recommended	2018-2019 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	23,376	15,027	19,403	19,433	0.2
INTRAFUND TRANSFERS	99,135	17,002	136,299	177,637	30.3
OTHER FINANCING USES	25,940	0	27,618	29,972	8.5
NET BUDGET	148,451	32,029	183,320	227,042	23.9
REVENUE					
REVENUE USE MONEY PROPERTY	60,511	52,974	42,000	45,000	7.1
MISCELLANEOUS REVENUES	0	688	0	0	0.0
TOTAL OTHER REVENUE	60,511	53,662	42,000	45,000	7.1
UNREIMBURSED COSTS	87,940	-21,633	141,320	182,042	28.8
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Purpose

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

Major Budget Changes

Intrafund Transfers

- \$60,074 Increase in Intrafund Cost Plan charges as calculated 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 cost of maintenance and improvements.

General Services Department

Veterans' Memorial Community Building (7-203)

Ken Sra, Director

An online reservation system is available to the public to check the availability of the building, reserve dates, and track payments and documents required for use.

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

For FY 2018-19, overall use of the facility remains approximately the same compared to FY 2017-18, which includes:

- 70 Paid events
- 89 Sutter County events
- 106 Other unpaid events

Recommended Budget

This budget is recommended at \$227,042 which is an increase of \$43,722 (23.9%) over FY 2018-19. The General Fund provides 80.2% of the financing for this budget unit and is increased by \$40,722 (28.8%) over FY 2018-19. The increase is primarily related to an increase in Cost Plan charges.

Use of Fund Balance

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