



# General Services

*Section D*

Cows graze in the Sutter Buttes.



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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>0001 - GENERAL</b>					Dept: <b>1205</b>
Unit Title: <b>GENERAL SERVICES DEPARTMENT</b>					
	<b>2019-2020 Actual Expenditure</b>	<b>2020-2021 YTD as of 05/11/2021</b>	<b>2020-2021 Adopted Budget</b>	<b>2021-2022 CAO Recommended</b>	<b>2020-2021 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	849,871	714,892	893,642	906,711	1.5
SERVICES AND SUPPLIES	105,908	79,331	157,212	138,718	-11.8
OTHER CHARGES	25	0	25	25	0.0
INTRAFUND TRANSFERS	-241,377	-134,189	-295,007	-294,897	0.0
OTHER FINANCING USES	5,054	5,498	5,972	6,293	5.4
NET BUDGET	<u>719,481</u>	<u>665,532</u>	<u>761,844</u>	<u>756,850</u>	<u>-0.7</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	2,000	5,000	0	6,000	100.0
INTERGOVERNMENTAL REVENUES	0	0	1,393	0	-100.0
CHARGES FOR SERVICES	453,724	268,695	510,000	500,000	-2.0
MISCELLANEOUS REVENUES	7,688	6,275	0	0	0.0
OTHER FINANCING SOURCES	0	462	0	0	0.0
TOTAL OTHER REVENUE	<u>463,412</u>	<u>280,432</u>	<u>511,393</u>	<u>506,000</u>	<u>-1.1</u>
<b>UNREIMBURSED COSTS</b>	256,069	385,100	250,451	250,850	0.2
<b>ALLOCATED POSITIONS</b>	8.00	8.00	8.00	8.00	0.0

*Budget detail can be found on page SD-1 of the Schedules Section.*

## Mission / Program Discussion

The General Services Administration division provides management and support services such as budgeting, payroll and other fiscal services, for the General Services Department, including the Building Maintenance, Fleet Management and Information Technology divisions.

The General Services Director also leads the Information Technology division encompassing infrastructure, datacenters, network, enterprise applications, and services for the County. In addition, this division provides centralized procurement services for equipment, supplies, and services in adherence with County and State regulations, laws, rules, policies, and procedures. Other functions of the division include 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.

## Major Budget Changes

There are no major budget changes for FY 2021-22.

## Accomplishments & Goals

### **FY 2020-21 Accomplishments**

- Secured short-term leases of space at Holly Oak Plaza and the Sutter-Yuba Hmong Outreach Center
- Utilized bid process to procure 16 vehicles for Health and Human Services, Development Services Road Maintenance Division, and the Sheriff Office.

### **FY 2021-22 Goals**

- Institute Document Retention policy

## Recommended Budget

Total appropriations are recommended at \$756,850, a decrease of \$4,994 (-0.7%) compared to FY 2020-21 Adopted Budget. The General Fund provides 33.1% of the financing for this budget and Net County Cost is increased by \$399 (0.2%) from the FY 2020-21 Adopted Budget.

## 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

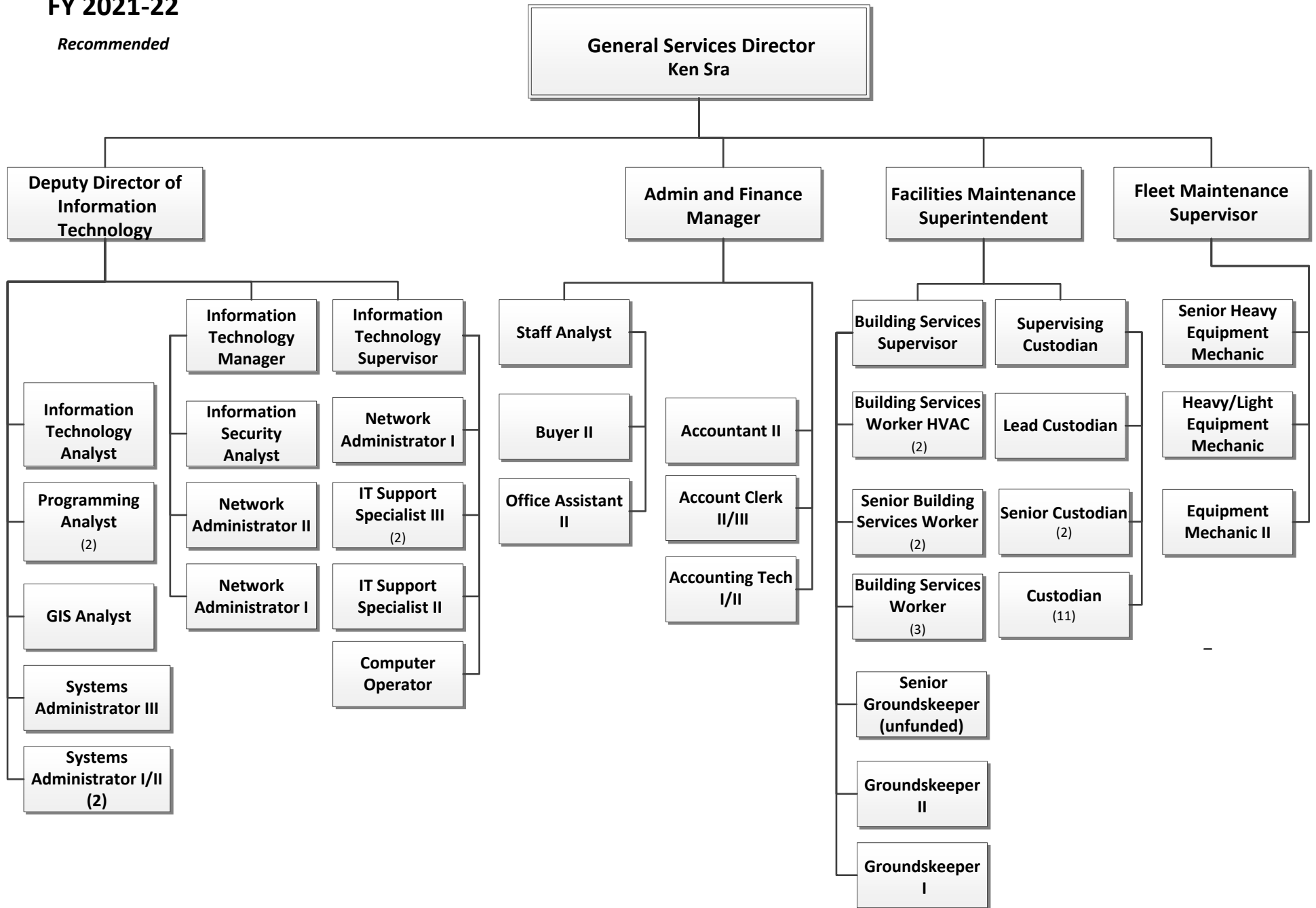
## FY 2021-22

*Recommended*

County of Sutter

D-3

FY 2021-22 Recommended Budget



<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>7101</b>	
Unit Title: <b>PARKS &amp; RECREATION</b>					
	<b>2019-2020 Actual Expenditure</b>	<b>2020-2021 YTD as of 05/11/2021</b>	<b>2020-2021 Adopted Budget</b>	<b>2021-2022 CAO Recommended</b>	<b>2020-2021 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	267,520	51,742	91,300	94,169	3.1
OTHER CHARGES	2,572	590	0	0	0.0
INTRAFUND TRANSFERS	162,889	45,279	76,316	137,755	80.5
NET BUDGET	<u>432,981</u>	<u>97,611</u>	<u>167,616</u>	<u>231,924</u>	<u>38.4</u>
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	80	86	0	0	0.0
REVENUE USE MONEY PROPERTY	29,087	34,428	25,000	25,000	0.0
MISCELLANEOUS REVENUES	0	8,123	0	0	0.0
TOTAL OTHER REVENUE	<u>29,167</u>	<u>42,637</u>	<u>25,000</u>	<u>25,000</u>	<u>0.0</u>
<b>UNREIMBURSED COSTS</b>	403,814	54,974	142,616	206,924	45.1
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

*Budget detail can be found on page SD-4 of the Schedules Section.*

## Mission / Program Discussion

The mission of Parks and Recreation is to provide, and adequately maintain, recreation opportunities at County facilities that are easily accessible and offer a high-quality outdoor experience in a safe environment.

This budget unit funds the ongoing operation and maintenance of the County parks and recreation system, which includes Live Oak Park and Boat Ramp, Harter Park, East Nicolaus Park, Boyd's Pump Boat Ramp, Yuba City Boat Ramp, and Tisdale Boat Ramp.

## Major Budget Changes

### Intrafund Transfers

- \$49,934 Increase in Intrafund Cost Plan Building Maintenance charges as provided by the annual Cost Plan
- \$10,167 Increase in Intrafund Water/Wastewater Admin charges as provided by the Development Services Department

## **Recommended Budget**

Total appropriations are recommended at \$231,924, an increase of \$64,308 (38.4%) over FY 2020-21 Adopted Budget. The General Fund provides 89.2% of the financing for this budget unit and Net County Cost is increased by \$64,308 (45.1%) from FY 2020-21.

## **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*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1700</b>	
Unit Title: <b>BUILDING MAINTENANCE</b>					
	<b>2019-2020 Actual Expenditure</b>	<b>2020-2021 YTD as of 05/11/2021</b>	<b>2020-2021 Adopted Budget</b>	<b>2021-2022 CAO Recommended</b>	<b>2020-2021 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	2,057,232	1,643,007	2,131,774	2,122,444	-0.4
SERVICES AND SUPPLIES	1,197,787	971,968	1,647,158	1,250,200	-24.1
OTHER CHARGES	75	0	25	25	0.0
CAPITAL ASSETS	92,410	0	0	0	0.0
INTRAFUND TRANSFERS	-119,770	46,795	81,754	13,572	-83.4
OTHER FINANCING USES	18,960	20,659	22,346	23,332	4.4
<b>NET BUDGET</b>	<b>3,246,694</b>	<b>2,682,429</b>	<b>3,883,057</b>	<b>3,409,573</b>	<b>-12.2</b>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	18,900	17,325	18,900	18,900	0.0
INTERGOVERNMENTAL REVENUES	0	0	2,424	2,424	0.0
CHARGES FOR SERVICES	400,276	232,364	438,662	387,785	-11.6
MISCELLANEOUS REVENUES	422	26	0	0	0.0
OTHER FINANCING SOURCES	2,594	10,055	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>422,192</b>	<b>259,770</b>	<b>459,986</b>	<b>409,109</b>	<b>-11.1</b>
<b>UNREIMBURSED COSTS</b>	<b>2,824,502</b>	<b>2,422,659</b>	<b>3,423,071</b>	<b>3,000,464</b>	<b>-12.3</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>

*Budget detail can be found on page SD-06 of the Schedules Section.*

## Mission / Program Discussion

The purpose of the Building Maintenance budget unit is to provide resources to maintain the buildings and grounds that are owned or leased by Sutter County. It consists of four programs that provide distinct services:

- **Program 70 Building Maintenance** - perform preventative maintenance and routine repairs, including electrical, plumbing, HVAC, roofing, and structural systems
- **Program 71 Grounds Maintenance** - maintain the grounds of County buildings and recreational areas
- **Program 72 Custodial Maintenance** - perform cleaning services for County buildings
- **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 annual Cost Plan allocation.

## Major Budget Changes

### Services & Supplies

- (\$135,360) Decrease in Maint. Structure/Improvement due to fewer projects in Program 73
- (\$164,719) Decrease in Professional Services mainly due to fewer projects in Program 73
- (\$81,355) Decrease in ISF Worker's Comp Premium

### Intrafund Transfers

- (\$74,935) Decrease in Building Maintenance as provided by Cost Plan

### Revenue

- \$112,814 Increase in Interfund Cost Plan Building Maintenance as provided by Cost Plan
- (\$53,450) Decrease in Maintenance revenue due to less Maintenance projects in Program 73
- (\$110,241) Decrease in Interfund Maintenance & Improvement due to a decrease in Maintenance projects in Program 73

## Accomplishments & Goals

### FY 2020-21 Accomplishments

- Decommission Modular Offices at 1965 Live Oak Blvd (12,288 sq ft) and relocate staff to Holly Oak Plaza, 446 2<sup>nd</sup> St and 1445 Veteran's Memorial Circle
- Create maintenance plans for building systems (MEP, HVAC, generator, etc.)

### FY 2021-22 Goals

- Assist in 1160 Civic Center Blvd 2nd floor remodel and relocation of Auditor-Controller and Treasurer-Tax Collector
- Implement a CMMS (computerized maintenance management system) that includes asset management, work orders and a capital forecast

## Recommended Budget

Total appropriations are recommended at \$3,409,573, a decrease of \$473,484 (-12.2%) compared to FY 2020-21. The majority decrease is due to fewer projects budgeted in Program 73. The General Fund provides 88% of the financing for this budget unit and Net County Cost is decreased by \$422,607 (-12.3%) over the FY 2020-21 Adopted Budget. A portion of the costs for this budget unit are recouped through the annual Cost Plan.



**Use of Fund Balance**

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

**Scheduled Projects**

<b>Funding Source</b>	<b>Project No.</b>	<b>Department</b>	<b>New Maintenance Projects – Description</b>	<b>Estimate</b>
HHS-Behavioral Health	FP2201	Behavioral Health	Cubicle Purchase & Installation 545 Garden Hwy Ste A	\$8,372
HHS-Behavioral Health	FP2202	Behavioral Health	Carpet Replacement 4853 Olivehurst Ave	\$6,000
HHS-Behavioral Health	FP2203	Behavioral Health	Purchase and Install Tuff Shed 4853 Olivehurst Ave	\$3,000
General Fund	FP2204	General Services	Replace Water Supply Pipes	\$14,450
General Fund	FP2205	General Services	Replace Water Supply Pipes	\$14,500
General Fund	FP2021	General Services	Re-budget 144 Gibson Slab Floor	\$15,000
General Fund	FP2022	General Services	Re-budget 144 Gibson Exterior Paint Metal Shop	\$2,500
General Fund	FP2108	General Services	Re-budget Countywide Facility Assessment	\$14,790

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>0006 - FISH AND GAME</b>				Dept: <b>2703</b>	
Unit Title: <b>FISH &amp; GAME PROPAGATION</b>					
	2019-2020 Actual Expenditure	2020-2021 YTD as of 05/12/2021	2020-2021 Adopted Budget	2021-2022 CAO Recommended	2020-2021 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2,373	593	14,315	14,310	0.0
OTHER CHARGES	64	54	10,074	74	-99.3
NET BUDGET	2,437	647	24,389	14,384	-41.0
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	1,015	1,910	2,000	2,000	0.0
REVENUE USE MONEY PROPERTY	1,041	120	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	22,389	12,384	-44.7
TOTAL OTHER REVENUE	2,056	2,030	24,389	14,384	-41.0
<b>UNREIMBURSED COSTS</b>	381	-1,383	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

*Budget detail can be found on page SD-9 of the Schedules Section.*

## Mission / Program Discussion

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

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.

## Major Budget Changes

### Other Charges

- (\$10,000) Decrease in IF Admin-Mis Depts due to administrative costs associated with General Services providing services to Fish and Game not allocated to reduce the impact of charges on this budget

## **Recommended Budget**

Total appropriations are recommended at \$14,384, a decrease of almost \$10,000 (41%) compared to FY 2020-21. 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. Administrative costs associated with General Services providing services to Fish and Game is not allocated.

## **Use of Fund Balance**

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$46,344 as of July 1, 2020. It is estimated the Restricted Fund Balance will equal \$33,960 as of July 1, 2021. The FY 2021-22 Recommended Budget includes a Cancellation of Obligated Fund Balance in the amount of \$12,389.

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>4580 - FLEET MANAGEMENT ISF</b>				Dept: <b>4580</b>	
Unit Title: <b>FLEET MANAGEMENT ISF</b>					
	<b>2019-2020 Actual Expenditure</b>	<b>2020-2021 YTD as of 05/11/2021</b>	<b>2020-2021 Adopted Budget</b>	<b>2021-2022 CAO Recommended</b>	<b>2020-2021 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	453,048	346,467	407,213	429,395	5.4
SERVICES AND SUPPLIES	374,470	335,086	383,317	429,130	12.0
OTHER CHARGES	297,905	106,698	198,439	147,167	-25.8
CAPITAL ASSETS	27,366	0	26,606	27,366	2.9
INCREASES IN RESERVES	0	0	99,490	0	-100.0
OTHER FINANCING USES	118	0	369	395	7.0
NET BUDGET	1,152,907	788,251	1,115,434	1,033,453	-7.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-3,415	-541	0	0	0.0
CHARGES FOR SERVICES	1,423,919	814,724	1,115,434	1,029,404	-7.7
MISCELLANEOUS REVENUES	1,907	0	0	0	0.0
OTHER FINANCING SOURCES	0	6,225	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	4,049	100.0
UNDESIGNATED FUND BALANCE	-584,536	-315,889	0	0	0.0
TOTAL OTHER REVENUE	837,875	504,519	1,115,434	1,033,453	-7.3
<b>UNREIMBURSED COSTS</b>	315,032	283,732	0	0	0.0
<b>ALLOCATED POSITIONS</b>	4.00	4.00	4.00	4.00	0.0

*Budget detail can be found on page SD-10 of the Schedules Section.*

## Mission / 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 Management budget unit operates as an Internal Service Fund (ISF) and must generate its own revenues to cover expenses over time. The Fleet ISF provides management and maintenance services for over 400 County-owned and operated vehicles and pieces of equipment. Fleet costs consist of repair costs of vehicles and administrative costs for managing the fleet.

Fiscal functions, including fleet inventory, licensing, vehicle utilization, tracking of associated costs, replacement recommendations, fuel card-lock system access, and vehicle disposal, are provided by the General Services Department (1-205) budget unit.

Maintenance services include preventative maintenance, inspections, 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, and Emission Control Label regulations.

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

## **Major Budget Changes**

### **Other Charges**

- (\$51,966) Decrease in Cost Plan charges as provided by the annual Cost Plan

### **Revenues**

- (\$86,062) Decrease in ISF Vehicle Maintenance charges to the departments

## **Accomplishments & Goals**

### **FY 2020-21 Accomplishments**

- Eliminated Parts Markup
- Auctioned 23 vehicles with a Vehicle Utilization Rating of 15 or higher

### **FY 2021-22 Goals**

- Implement Verizon Connect Fleet Management system

## **Recommended Budget**

Total appropriations are recommended at \$1,033,453, a decrease of \$81,981 (-7.3%) compared to FY 2020-21. The Fleet Management budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time.

There are no Capital assets requested in FY 2021-22.

## **Use of Fund Balance**

The Fleet Management ISF contains a Net Assets balance in the amount of \$55,517 as of July 1, 2020. It is estimated the Net Assets balance will be increased by \$94,993 to bring Net Assets to a total of \$150,510 as of July 1, 2021.



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022					
Fund: <b>4581 - INFORMATION TECHNOLOGY ISF</b>				Dept: <b>8145</b>	
Unit Title: <b>INFORMATION TECHNOLOGY ISF</b>					
	2019-2020 Actual Expenditure	2020-2021 YTD as of 05/14/2021	2020-2021 Adopted Budget	2021-2022 CAO Recommended	2020-2021 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	2,151,079	1,848,420	2,272,073	2,425,253	6.7
SERVICES AND SUPPLIES	1,388,572	762,859	1,154,924	1,146,410	-0.7
OTHER CHARGES	698,520	297,609	561,568	497,219	-11.5
CAPITAL ASSETS	173,083	9,735	419,246	131,238	-68.7
INTRAFUND TRANSFERS	1	0	0	0	0.0
INCREASES IN RESERVES	0	0	68,769	91,026	32.4
NET BUDGET	4,411,255	2,918,623	4,476,580	4,291,146	-4.1
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	18,038	-2,967	0	0	0.0
INTERGOVERNMENTAL REVENUES	61,191	8,348	626	0	-100.0
CHARGES FOR SERVICES	3,689,434	2,873,087	4,391,852	4,291,146	-2.3
MISCELLANEOUS REVENUES	37,304	900	0	0	0.0
OTHER FINANCING SOURCES	1,500	3,626	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	84,102	0	-100.0
UNDESIGNATED FUND BALANCE	-1,243,830	-1,821,757	0	0	0.0
TOTAL OTHER REVENUE	2,563,637	1,061,237	4,476,580	4,291,146	-4.1
<b>UNREIMBURSED COSTS</b>	1,847,618	1,857,386	0	0	0.0
<b>ALLOCATED POSITIONS</b>	18.00	18.00	18.00	18.00	0.0

*Budget detail can be found on page SD-13 of the Schedules Section.*

## Mission / Program Discussion

Information Technology (IT) is a division of the General Services Department and provides services to County departments, other government agencies, and our constituents through our public websites. 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.

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 Administrative 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** 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, videoconferencing 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, Property, Public Safety, and GIS. In addition, this group supports a wide variety of web-based applications for both internal and external users.

## Major Budget Changes

### Salaries & Benefits

- \$153,180 Increase due to negotiated salaries and insurance as well as retirement cost increase

### Other Charges

- (\$67,475) Decrease due to a decrease in the annual Cost Plan charges

### Revenues

- (\$100,706) Decrease in IT Services Provided charges to departments due to Net assets projected to be within 60 days working capital

### Capital Assets

- (\$261,929) Decrease in Capital Assets due to no Capital Assets being budgeted in FY 2021-22

## Accomplishments & Goals

### **FY 2020-21 Accomplishments**

- Sheriff's Office CentralSquare Software (Public Safety Suite Pro) in production
- New County websites (suttercounty.org and suttersheriff.org) in production
- Development Services CentralSquare TRAKiT (Community Development) in production
- Upgrade County Network Core
- Replace Medium Jail Camera System
- AT&T FirstNet Communications Tower completed

### **FY 2021-22 Goals**

- Enhance County Cybersecurity and Ransomware Protection
- Upgrade County Infrastructure (Virtual Server, Backup and Disaster Recovery)
- Go-Live of Aumentum Technologies Property Tax and Appraisal System

## Recommended Budget

Total appropriations are recommended at \$4,291,146, a decrease of \$185,434 (-4.1%) compared to FY 2020-21. The IT budget unit operates as an Internal Services Fund (ISF) and must balance revenues to expenses within the fund over time. ISF IT Services Provided account represents the total charges made to County departments for IT services.

There are no Capital assets requested in FY 2021-22.

## Use of Fund Balance

The IT ISF fund contains an adjusted Net Assets balance in the amount of \$331,024 as of July 1, 2020. It is estimated the Net Assets balance will be \$551,749 as of July 1, 2021. The division's target 60-day working capital needs amount is \$663,925.

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2021-2022</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>VETS MEMORIAL COMMUNITY BLDG</b>					Dept: <b>7203</b>
	<b>2019-2020 Actual Expenditure</b>	<b>2020-2021 YTD as of 05/11/2021</b>	<b>2020-2021 Adopted Budget</b>	<b>2021-2022 CAO Recommended</b>	<b>2020-2021 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	18,874	15,373	19,392	19,379	-0.1
INTRAFUND TRANSFERS	179,122	38,980	114,202	122,316	7.1
OTHER FINANCING USES	27,850	31,231	31,231	32,546	4.2
NET BUDGET	225,846	85,584	164,825	174,241	5.7
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	30,546	1,379	34,150	0	-100.0
MISCELLANEOUS REVENUES	0	4,761	0	0	0.0
TOTAL OTHER REVENUE	30,546	6,140	34,150	0	-100.0
<b>UNREIMBURSED COSTS</b>	195,300	79,444	130,675	174,241	33.3
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

*Budget detail can be found on page SD-16 of the Schedules Section.*

## Mission / Program Discussion

The Veterans' Memorial Community Building is operated by the County as a service to the community. 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. When not in use by qualified veterans' organizations, the building is available to the community for rent. This budget unit is managed by the General Services Department.

This budget unit covers the expenses of operating and maintaining the building. The rental fees collected are used to help offset the costs of maintenance and improvements. 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 Veterans' Memorial Community Building served as a COVID-19 testing site and has not generated any rental revenue during FY2020-21. It is anticipated the Building will not be rented out in FY 2021-22.

## Major Budget Changes

### Revenues

- (\$34,150) Decrease in Revenue from the inability to charge for reservations and rentals

## Recommended Budget

Total appropriations are recommended at \$174,241, an increase of \$9,416 (5.7%) over FY 2020-21. The General Fund provides 100% of the financing for this budget unit and Net County Cost is increased by \$43,566 (33.3%) over FY 2020-21.

## 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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