



# General Services

*Section D*

An abandoned motorcycle at site of homeless encampment abatement.

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>GENERAL SERVICES DEPARTMENT</b>					Dept: <b>1205</b>
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/19/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	834,509	720,314	906,711	947,888	4.5
SERVICES AND SUPPLIES	91,717	73,574	138,718	136,624	-1.5
OTHER CHARGES	0	25	25	0	-100.0
INTRAFUND TRANSFERS	-225,581	-89,361	-294,897	-298,134	1.1
OTHER FINANCING USES	5,972	6,242	6,293	7,874	25.1
<b>NET BUDGET</b>	<b>706,617</b>	<b>710,794</b>	<b>756,850</b>	<b>794,252</b>	<b>4.9</b>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	6,000	7,000	6,000	6,000	0.0
INTERGOVERNMENTAL REVENUES	1,393	0	0	0	0.0
CHARGES FOR SERVICES	423,008	203,395	500,000	537,770	7.6
MISCELLANEOUS REVENUES	6,275	0	0	0	0.0
OTHER FINANCING SOURCES	462	1,375	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>437,138</b>	<b>211,770</b>	<b>506,000</b>	<b>543,770</b>	<b>7.5</b>
<b>UNREIMBURSED COSTS</b>	<b>269,479</b>	<b>499,024</b>	<b>250,850</b>	<b>250,482</b>	<b>-0.1</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>

*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.

## Accomplishments & Goals

### FY 2021-22 Accomplishments

- Implemented GASB 87 Visual Lease Accounting Software System
- Negotiated new countywide copier lease agreement
- Instituted Document Retention policy

### FY 2022-23 Goals

- Update County Purchasing Procedures Guide

## Major Budget Changes

### Salaries & Benefits

- \$41,177 Increase due to negotiated salaries and insurance as well as retirement cost increase

### Revenues

- \$37,770 Increase in Interfund Administration charges

## Recommended Budget

Total appropriations are recommended at \$794,252, an increase of \$37,402 (4.9%) over the FY 2021-22 Adopted Budget. The General Fund provides 31.5% of the financing for this budget unit and Net County Cost is decreased by \$368 (-0.1%) compared to the FY 2021-22 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

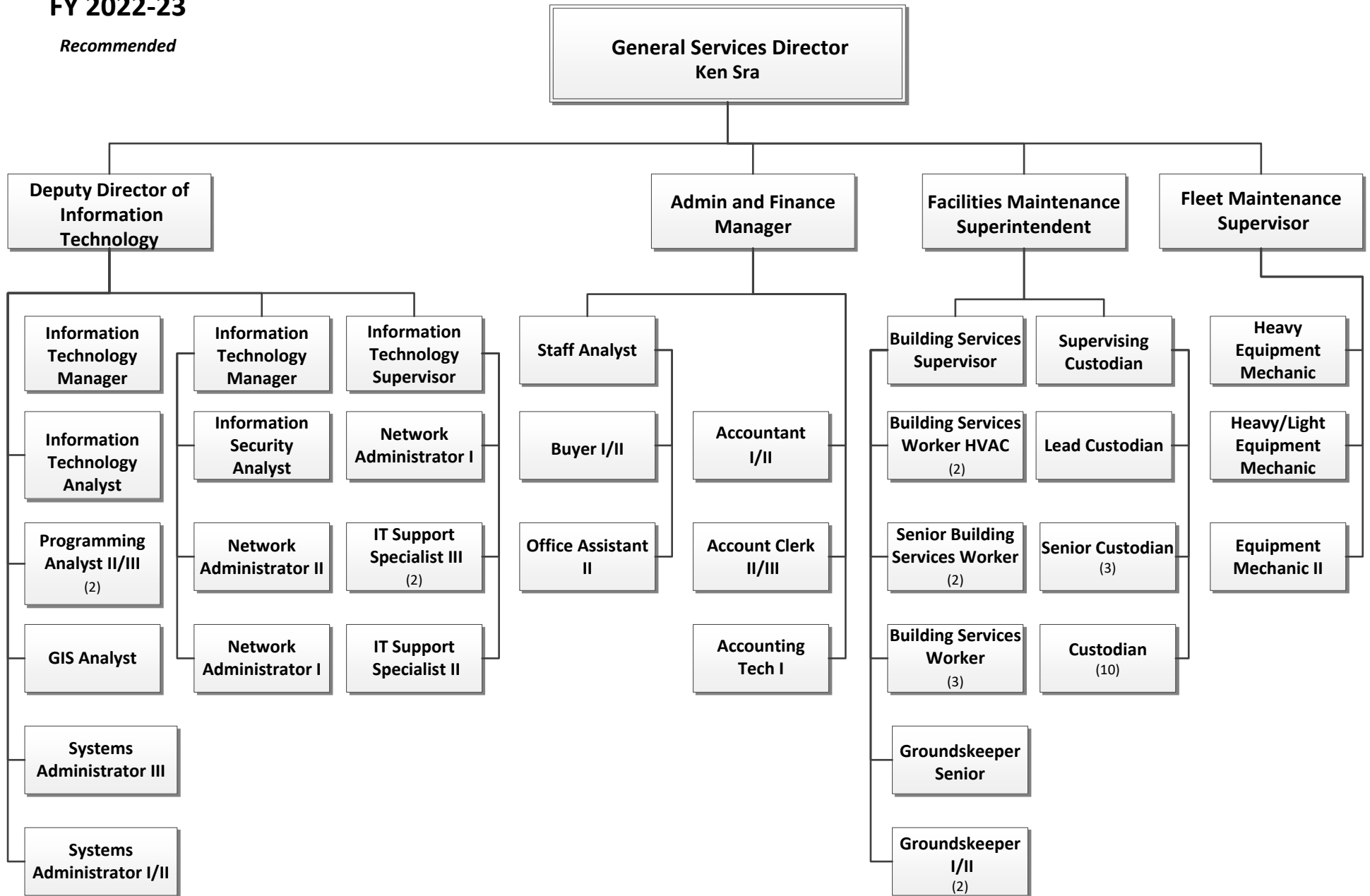
## FY 2022-23

*Recommended*

County of Sutter

D-3

FY 2022-23 Recommended Budget



<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>PARKS &amp; RECREATION</b>					Dept: <b>7101</b>
	2020-2021 Actual Expenditure	2021-2022 YTD as of 05/19/2022	2021-2022 Adopted Budget	2022-2023 CAO Recommended	2021-2022 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	74,233	55,412	94,169	104,453	10.9
OTHER CHARGES	6,722	3,143	0	0	0.0
INTRAFUND TRANSFERS	84,001	62,903	137,755	162,198	17.7
NET BUDGET	164,956	121,458	231,924	266,651	15.0
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	89	28	0	0	0.0
REVENUE USE MONEY PROPERTY	44,483	27,842	25,000	25,000	0.0
MISCELLANEOUS REVENUES	8,123	0	0	0	0.0
TOTAL OTHER REVENUE	52,695	27,870	25,000	25,000	0.0
<b>UNREIMBURSED COSTS</b>	112,261	93,588	206,924	241,651	16.8
<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

### Services & Supplies

- \$8,117 Increase in Professional & Specialized Services for tree trimming services and utilities costs

### Intrafund Transfers

- \$45,644 Increase in Intrafund Cost Plan Building Maintenance charges as provided by the annual Cost Plan

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

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*Ken Sra, Director*

- (\$20,401) Decrease in Intrafund Water/Wastewater Admin charges, previously provided by the Development Services Department, that is no longer utilized

## Recommended Budget

Total appropriations are recommended at \$266,651, an increase of \$34,727 (15.0%) over FY 2021-22 Adopted Budget. The General Fund provides 90.6% of the financing for this budget unit and Net County Cost is increased by \$34,727 (16.8%) from FY 2021-22 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 Department  
Building Maintenance (1-700)**

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>BUILDING MAINTENANCE</b>					Dept: <b>1700</b>
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/19/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,918,015	1,689,879	2,122,444	2,375,084	11.9
SERVICES AND SUPPLIES	1,279,584	849,607	1,250,200	1,425,939	14.1
OTHER CHARGES	25	50	25	0	-100.0
CAPITAL ASSETS	0	0	0	115,495	100.0
INTRAFUND TRANSFERS	68,648	-54,329	13,572	-35,158	-359.0
OTHER FINANCING USES	22,343	23,169	23,332	23,992	2.8
<b>NET BUDGET</b>	<b>3,288,615</b>	<b>2,508,376</b>	<b>3,409,573</b>	<b>3,905,352</b>	<b>14.5</b>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	18,900	17,325	18,900	18,900	0.0
INTERGOVERNMENTAL REVENUES	2,932	4,734	2,424	0	-100.0
CHARGES FOR SERVICES	389,526	214,412	387,785	581,049	49.8
MISCELLANEOUS REVENUES	26	2,737	0	0	0.0
OTHER FINANCING SOURCES	10,055	5,577	0	0	0.0
<b>TOTAL OTHER REVENUE</b>	<b>421,439</b>	<b>244,785</b>	<b>409,109</b>	<b>599,949</b>	<b>46.6</b>
<b>UNREIMBURSED COSTS</b>	<b>2,867,176</b>	<b>2,263,591</b>	<b>3,000,464</b>	<b>3,305,403</b>	<b>10.2</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

## Accomplishments & Goals

### FY 2021-22 Accomplishments

- Implemented Gordian Sourcewell ezIQC Cooperative Procurement Program for construction projects
- Updated maintenance plans for building systems (MEP, HVAC, generator, etc.)

### FY 2022-23 Goals

- Implement a CMMS (computerized maintenance management system) that includes asset management, work orders and a capital forecast

## Major Budget Changes

### Salaries & Benefits

- \$78,601 Increase due to negotiated salaries and insurance as well as retirement costs
- \$83,747 Increase due to funding a Building Service Worker position unfunded FY 2021-22
- \$90,292 Increase due to funding a Groundkeeper position unfunded FY 2021-22

### Services & Supplies

- \$192,560 Increase in Maintenance Structure/Improvement and Professional Services for facility projects for Program 73

### Capital Assets

- \$44,000 Purchase of one vehicle - Utility cargo van with lift gate
- \$58,000 Purchase of two vehicles - Mid-size pick up with extended cab
- \$13,495 Purchase of equipment - 7 x 14 Carry-On Patriot Dump Trailer

## Recommended Budget

Total appropriations are recommended at \$3,905,352, an increase of \$495,779 (14.5%) over the FY 2021-22 Adopted Budget. The increase is due to increased needs of Grounds and Custodial support as the County is back to more in-person services as well as more facility projects are budgeted in FY 2022-23. The General Fund provides 84.6% of the financing for this budget unit and Net County Cost is increased by \$304,939 (10.2%) over the FY 2020-21 Adopted Budget. A portion of the costs for this budget unit are recouped through the annual Cost Plan.

The following Capital Assets are recommended:

- 44,000 Purchase of one vehicle - Utility cargo van with lift gate
- \$29,000 Purchase of one vehicle - Mid-size pick up with extended cab
- \$29,000 Purchase of one vehicle - Mid-size pick up with extended cab
- \$13,495 Purchase of equipment - 7 x 14 Carry-On Patriot Dump Trailer

## 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	FP2301	Behavioral Health	HVAC Cleaning 1965 Live Oak Blvd	\$14,250
HHS-Behavioral Health	FP2302	Behavioral Health	Med Room Half Door 1965 Live Oak Blvd	\$3,500
HHS-Behavioral Health	FP2303	Behavioral Health	Light Fixture Replacement 1965 Live Oak Blvd	\$2,000
HHS-Behavioral Health	FP2304	Behavioral Health	Signage 1965 Live Oak Blvd	\$1,000
HHS-Behavioral Health	FP2305	Behavioral Health	Window Shades 1965 Live Oak Blvd	\$600
HHS-Behavioral Health	FP2306	Behavioral Health	Behavioral Health Signage 1965 Live Oak Blvd	\$2,400
General Fund	FP2307	General Services	Gibson / Garden Hwy Water Service Main 146 Garden Hwy	\$15,000
HHS-Public Health	FP2308	Public Health	Flooring 1445 Veterans Memorial Circle	\$44,000
Public Safety	FP2309	Sheriff-Coroner	Admin – Flooring 1077 Civic Center Boulevard	\$11,000
Public Safety	FP2310	County Jail	Jail - Break Room 1077 Civic Center Boulevard	\$20,500
Public Safety	FP2311	County Jail	Jail - Single Cell Lock Motor Replacement 1077 Civic Center Boulevard	\$60,000
Public Safety	FP2312	Sheriff- Communications	Sheriff's Datacenter New HVAC Controls 1077 Civic Center Boulevard	\$12,000

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

*Ken Sra, Director*

**Scheduled Projects (continued)**

<b>Funding Source</b>	<b>Project No.</b>	<b>Department</b>	<b>New Maintenance Projects – Description</b>	<b>Estimate</b>
Sheriff	FP2313	Sheriff Training Center	Tree Maintenance 44 Second Street	\$5,000
General Fund		Hall of Records Old Courthouse Building	Tree Maintenance 466 2nd St 463 2nd St	\$45,000
HHS-Behavioral Health		Behavioral Health	Tree Maintenance 1965 Live Oak Blvd	\$35,000

# General Services Department Commercial Leases (1-703)

Ken Sra, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1703</b>	
Unit Title: <b>COMMERCIAL LEASES</b>					
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/19/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	0	58,408	0	162,563	100.0
INTRAFUND TRANSFERS	0	23,327	0	50,000	100.0
OTHER FINANCING USES	0	75,240	0	535,122	100.0
NET BUDGET	0	156,975	0	747,685	100.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	0	260,449	0	260,500	100.0
TOTAL OTHER REVENUE	0	260,449	0	260,500	100.0
<b>UNREIMBURSED COSTS</b>	0	-103,474	0	487,185	100.0
<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.*

## Program Discussion

This budget unit was established for the County-owned property on Gray Avenue, formerly the Kmart building and other suites on the 13-acre parcel. The annual debt service on the financed portion of the property is paid through this budget unit as well as maintenance and security costs. The County's cost is offset by monthly rent charged to the three commercial tenants.

Since purchasing the property in May 2021, the County has taken over as the landlord for three commercial businesses, including two restaurants and a retail store. For many years, the portion that formerly housed the Kmart retail store has been vacant, and illegal camping and theft have been persistent problems on the property. Beginning in 2021, the County initiated regular security patrols to discourage illegal camping and increase safety at the site.

The property was originally leased by the County in 2017 as part of its plan to consolidate many Health and Human Services programs into a single location. Cost estimates for remodeling the building have been prohibitively high, making construction unaffordable within the County's current resources. The County's Real Estate Standing Committee continues to consider options that could include mixed government and commercial use and is pursuing a long-term solution for the property.

## **Major Budget Changes**

This budget unit was established after the FY 2021-22 Budget was adopted, so all expenditures and revenue show as a change from prior year.

## **Recommended Budget**

Recommended appropriations total \$747,685. This is made up of \$166,703 in services and supplies cost for maintenance and upkeep, including \$50,000 for security patrol and pest control services. Interfund transfers, totaling \$50,000, accounts for the General Services Department's time to manage the property. Debt service on the 15-year financing is \$535,122, which includes \$390,000 in principal and \$145,122 in interest.

## **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  
Fish & Game Propagation (2-703)**

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0006 - FISH AND GAME</b>				Dept: <b>2703</b>	
Unit Title: <b>FISH &amp; GAME PROPAGATION</b>					
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/19/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	719	1,293	14,310	14,312	0.0
OTHER CHARGES	65	90	74	78	5.4
NET BUDGET	784	1,383	14,384	14,390	0.0
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	43,926	2,583	2,000	2,000	0.0
REVENUE USE MONEY PROPERTY	-54	748	0	423	100.0
CANCELLATION OF OBLIGATED FB	0	0	12,384	11,967	-3.4
TOTAL OTHER REVENUE	43,872	3,331	14,384	14,390	0.0
<b>UNREIMBURSED COSTS</b>	-43,088	-1,948	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-10 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

There are no major budget changes for FY 2022-23.

## Recommended Budget

Total appropriations are recommended at \$14,390, a nominal increase of \$6 compared to the FY 2021-22 Adopted Budget. 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

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

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*Ken Sra, Director*

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 \$89,907 as of July 1, 2021. It is estimated the Restricted Fund Balance will equal \$90,144 as of July 1, 2022. The FY 2022-23 Recommended Budget includes a cancellation of Obligated Fund Balance in the amount of \$11,967.

**General Services Department  
Fleet Management ISF (4-580)**

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>4580 - FLEET MANAGEMENT ISF</b>				Dept: <b>4580</b>	
Unit Title: <b>FLEET MANAGEMENT ISF</b>					
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/25/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	431,589	337,773	429,395	434,836	1.3
SERVICES AND SUPPLIES	403,983	348,266	429,130	428,083	-0.2
OTHER CHARGES	159,901	72,486	147,167	263,365	79.0
CAPITAL ASSETS	27,366	0	27,366	25,664	-6.2
OTHER FINANCING USES	2,001	359	395	973	146.3
NET BUDGET	1,024,840	758,884	1,033,453	1,152,921	11.6
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-1,054	1,668	0	0	0.0
INTERGOVERNMENTAL REVENUES	0	26	0	0	0.0
CHARGES FOR SERVICES	1,081,606	435,353	1,029,404	1,084,948	5.4
MISCELLANEOUS REVENUES	1,304	134	0	0	0.0
OTHER FINANCING SOURCES	6,225	1,535	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	4,049	67,973	1,578.8
UNDESIGNATED FUND BALANCE	-315,113	-251,388	0	0	0.0
TOTAL OTHER REVENUE	772,968	187,328	1,033,453	1,152,921	11.6
<b>UNREIMBURSED COSTS</b>	251,872	571,556	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-11 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.

## **Accomplishments & Goals**

### **FY 2021-22 Accomplishments**

- Implemented Verizon Connect Fleet Management system

### **FY 2022-23 Goals**

- Develop survey to measure customer satisfaction

## **Major Budget Changes**

### **Other Charges**

- \$19,520 Increase in Interfund Administration Charges
- \$98,764 Increase in Cost Plan charges as provided by the annual Cost Plan

### **Revenues**

- \$55,544 Increase in Vehicle Maintenance charges to the departments and agencies
- \$63,924 Increase in Cancellation of Fund Balance

## **Recommended Budget**

Total appropriations are recommended at \$1,152,921, an increase of \$119,468 (11.6%) compared to the FY 2021-22 Adopted Budget. The Fleet Management budget unit operates as an Internal Service Fund and must balance revenues to expenses within the fund over time.

## **Use of Fund Balance**

The Fleet Management ISF contains a Net Assets balance of \$196,683 as of July 1, 2021. It is estimated the Net Assets balance will be increased by \$45,268 to bring Net Assets to a total of \$241,951 as of July 1, 2022; \$63,924 of the Fund Balance will be canceled to support the FY 2022-23 appropriations.



<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>4581 - INFORMATION TECHNOLOGY ISF</b>					
Unit Title: <b>INFORMATION TECHNOLOGY ISF</b>					Dept: <b>8145</b>
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/26/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	2,062,754	2,048,059	2,425,253	2,537,955	4.6
SERVICES AND SUPPLIES	904,262	1,285,270	1,146,410	867,745	-24.3
OTHER CHARGES	509,847	209,305	497,219	543,019	9.2
CAPITAL ASSETS	139,736	28,927	131,238	455,850	247.3
INTRAFUND TRANSFERS	0	1	0	-1	100.0
INCREASES IN RESERVES	0	0	91,026	0	-100.0
OTHER FINANCING USES	10,063	0	0	17,844	100.0
NET BUDGET	<u>3,626,662</u>	<u>3,571,562</u>	<u>4,291,146</u>	<u>4,422,412</u>	<u>3.1</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	-5,189	5,374	0	0	0.0
INTERGOVERNMENTAL REVENUES	11,490	6,910	0	12,599	100.0
CHARGES FOR SERVICES	3,882,041	2,112,110	4,291,146	4,166,507	-2.9
MISCELLANEOUS REVENUES	900	165	0	0	0.0
OTHER FINANCING SOURCES	3,626	0	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	243,306	100.0
UNDESIGNATED FUND BALANCE	-1,845,420	-1,547,117	0	0	0.0
TOTAL OTHER REVENUE	<u>2,047,448</u>	<u>577,442</u>	<u>4,291,146</u>	<u>4,422,412</u>	<u>3.1</u>
<b>UNREIMBURSED COSTS</b>	1,579,214	2,994,120	0	0	0.0
<b>ALLOCATED POSITIONS</b>	18.00	17.00	18.00	17.00	-5.6

*Budget detail can be found on page SD-14 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 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.

## Accomplishments & Goals

### FY 2021-22 Accomplishments

- Enhanced County Cybersecurity and Ransomware Protection
- Upgraded County Infrastructure (Virtual Server, Backup and Disaster Recovery)
- Aumentum Technologies Property Tax and Appraisal System in Production

### FY 2022-23 Goals

- Implement Citizen Engagement Platform
- Deploy Countywide Multifactor Authentication

## Major Budget Changes

### Salaries & Benefits

- \$112,702 Increase due to negotiated salaries and insurance /retirement cost increase as well as department organizational changes during FY 2021-22

### Services & Supplies

- (\$351,148) Decrease due to a change in the budget methodology for the Countywide Microsoft EA Software & License. The costs will be direct-charged to the individual departments and excluded from the IT budget

### Other Charges

- \$18,268 Increase in Interfund Administration Charges
- \$33,439 Increase of Cost Plan charges provided by annual Cost Plan

### Capital Assets

- \$200,000 Request for Liebert Datacenter Cooling System
- \$ 67,000 Request for Firewall Replacement

### Other Financing Uses

- \$17,000 Transfer-Out for parking/driveway repairs

### Revenues

- (\$112,040) Decrease in allocated IT Services Provided charges to departments and agencies primarily due to more direct IT charges

## Recommended Budget

Total appropriations are recommended at \$4,422,412, an increase of \$131,266 (3.1%) compared to FY 2021-22 Adopted Budget. 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.

The following Capital Assets are recommended:

- \$200,000 Purchase of a new cooling system for the County datacenter
- \$67,000 Replacement of a firewall system

## Use of Fund Balance

The IT ISF fund contains an adjusted Net Assets balance in the amount of \$655,516 as of July 1, 2021. It is estimated the Net Assets balance will be decreased by \$266,980 to bring Net Assets to a total of \$ 388,536 as of July 1, 2022; \$243,306 of the Fund Balance will be canceled to support the FY 2022-23 appropriations.

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

*Ken Sra, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2022-2023</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>VETS MEMORIAL COMMUNITY BLDG</b>					Dept: <b>7203</b>
	<b>2020-2021 Actual Expenditure</b>	<b>2021-2022 YTD as of 05/19/2022</b>	<b>2021-2022 Adopted Budget</b>	<b>2022-2023 CAO Recommended</b>	<b>2021-2022 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	18,650	19,352	19,379	24,518	26.5
INTRAFUND TRANSFERS	76,028	43,807	122,316	85,524	-30.1
OTHER FINANCING USES	31,231	32,546	32,546	33,920	4.2
NET BUDGET	125,909	95,705	174,241	143,962	-17.4
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	1,379	525	0	0	0.0
MISCELLANEOUS REVENUES	4,761	0	0	0	0.0
TOTAL OTHER REVENUE	6,140	525	0	0	0.0
<b>UNREIMBURSED COSTS</b>	119,769	95,180	174,241	143,962	-17.4
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

*Budget detail can be found on page SD-17 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 County departments and 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 only generated a nominal amount of revenue during FY 2021-22. It is anticipated the building will generate minimal revenue in FY 2022-23.

## Major Budget Changes

### **Intrafund Transfers**

- (\$11,973) Decrease in Intrafund Cost Plan charges as provided by the annual Cost Plan
- (\$23,548) Decrease in Intrafund Administrative Services as provided by General Services Administration

## Recommended Budget

Total appropriations are recommended at \$143,962, a decrease of \$30,279 (-17.4%) from FY 2021-22. The General Fund provides 100% of the financing for this budget unit and Net County Cost is decreased by \$30,279 (17.4%) from the FY 2021-22 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.