

General Services plays a key role in keeping the County functioning, including setting up for remote meetings of the Sutter County Board of Supervisors.



General Services

Section D

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0001 - GENERAL					Dept: 1205
Unit Title: GENERAL SERVICES DEPARTMENT					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	965,614	846,771	1,081,787	1,309,248	21.0
SERVICES AND SUPPLIES	122,906	115,369	140,652	145,986	3.8
OTHER CHARGES	2,363	2,409	0	0	0.0
CAPITAL ASSETS	7,083	0	0	0	0.0
INTRAFUND TRANSFERS	-259,908	-132,090	-320,788	-377,867	17.8
OTHER FINANCING USES	7,544	7,783	8,004	15,997	99.9
NET BUDGET	845,602	840,242	909,655	1,093,364	20.2
REVENUE					
REVENUE USE MONEY PROPERTY	11,748	4,500	6,000	6,000	0.0
CHARGES FOR SERVICES	492,520	276,073	582,902	643,139	10.3
MISCELLANEOUS REVENUES	68	0	0	0	0.0
OTHER FINANCING SOURCES	10,248	4,399	0	0	0.0
TOTAL OTHER REVENUE	514,584	284,972	588,902	649,139	10.2
UNREIMBURSED COSTS	331,018	555,270	320,753	444,225	38.5
ALLOCATED POSITIONS	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 budget, payroll and other fiscal services, for the General Services Department, including the Building Maintenance, Fleet Management and Information Technology divisions.

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

Other functions of the division include contract and agreement services, copier services, facility lease and rental management, fleet inventory, licensing, vehicle utilization, tracking of associated costs, replacement recommendations, fuel card-lock system access, vehicle disposal and travel program management.

Accomplishments & Goals

FY 2023-24 Accomplishments

- Implemented Workday Procurement Module
- Resumed Veteran's Community Building Rentals

FY 2024-25 Goals

- Update procedures for all positions
- Implement internal mail postage processing

Major Budget Changes

Salaries & Benefits

- \$227,461 Increase due to negotiated salaries and related benefits, including insurance and retirement costs

Services & Supplies

- \$32,556 Increase in in ISF IT Services Provided

Revenues

- \$117,316 Increase in in Intra/Interfund Administration charges

Recommended Budget

Recommended appropriations are \$1,093,364, an increase of \$183,709 (20.2%) from the FY 2023-24 Adopted Budget. The General Fund provides \$444,225, or 40.6%, of the financing for this budget unit with an increase in Net County Cost of \$123,472, or 38.5%, compared to the FY 2023-24 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 2024-25

Recommended

General Services Director
Ken Sra

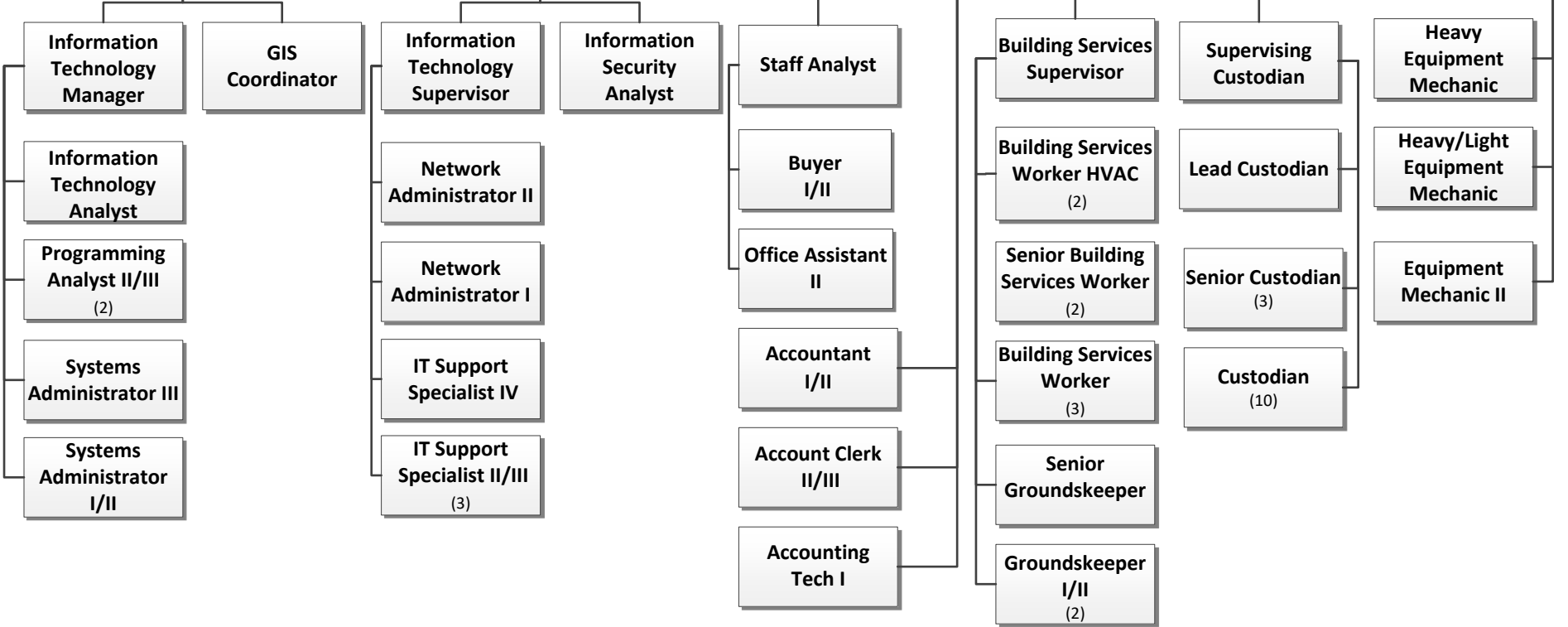
IT Deputy Director
Applications

IT Deputy Director
Infrastructure

Admin and Finance Manager

Facilities Maintenance Superintendent

Fleet Maintenance Supervisor



COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0001 - GENERAL				Dept: 7101	
Unit Title: PARKS & RECREATION					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	61,381	53,372	105,594	124,301	17.7
OTHER CHARGES	18,794	2,713	0	0	0.0
INTRAFUND TRANSFERS	162,050	71,437	146,399	123,593	-15.6
NET BUDGET	242,225	127,522	251,993	247,894	-1.6
REVENUE					
FINES, FORFEITURES, PENALTIES	252	0	0	0	0.0
REVENUE USE MONEY PROPERTY	18,822	6,529	42,400	25,000	-41.0
TOTAL OTHER REVENUE	19,074	6,529	42,400	25,000	-41.0
UNREIMBURSED COSTS	223,151	120,993	209,593	222,894	6.3
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Budget detail can be found on page SD-3 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

- \$12,375 Increase due to liability insurance premium increase as provided by Risk Management

Intrafund Transfers

- (\$26,945) Decrease in Intrafund Cost Plan Building Maintenance charges as provided by the annual Cost Plan

Revenue

- \$17,400 Decrease in Live Oak Park campground fees based on the prior year usage

Recommended Budget

Recommended appropriations are \$247,894, which is a decrease of \$4,099 (-1.6%) from the FY 2023-24 Adopted Budget. The General Fund provides \$222,894, or 89.9%, of the financing for this budget unit with an increase in Net County Cost of \$13,301, or 6.3%, compared to the FY 2023-24 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

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0001 - GENERAL				Dept: 1700	
Unit Title: BUILDING MAINTENANCE					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	1,924,102	1,756,699	2,476,316	2,648,561	7.0
SERVICES AND SUPPLIES	1,116,412	1,130,671	1,853,216	1,737,003	-6.3
OTHER CHARGES	8,154	8,224	0	0	0.0
CAPITAL ASSETS	24,285	104,233	278,495	0	-100.0
INTRAFUND TRANSFERS	-53,789	11,752	6,765	52,003	668.7
OTHER FINANCING USES	23,991	24,858	24,862	50,496	103.1
NET BUDGET	3,043,155	3,036,437	4,639,654	4,488,063	-3.3
REVENUE					
REVENUE USE MONEY PROPERTY	13,140	8,990	11,220	11,220	0.0
CHARGES FOR SERVICES	431,325	220,082	1,039,137	784,691	-24.5
MISCELLANEOUS REVENUES	1,278	10,771	0	9,400	100.0
OTHER FINANCING SOURCES	56,606	0	0	0	0.0
TOTAL OTHER REVENUE	502,349	239,843	1,050,357	805,311	-23.3
UNREIMBURSED COSTS	2,540,806	2,796,594	3,589,297	3,682,752	2.6
ALLOCATED POSITIONS	27.00	27.00	27.00	27.00	0.0

Budget detail can be found on page SD-5 of the Schedules Section.

Mission / Program Discussion

The purpose of the Building Maintenance budget unit is 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** – performs department work order service requests, preventative building maintenance and routine repairs, including electrical, plumbing, HVAC, roofing, and structural systems
- **Program 71 Grounds Maintenance** - maintains the landscaping of County buildings and recreational areas
- **Program 72 Custodial Maintenance** - performs services that maintain the cleanliness, health, and safety of County buildings
- **Program 73 Facilities Capital Improvement** - this program contains building maintenance projects approved to be completed during the fiscal year

Accomplishments & Goals

FY 2023-24 Accomplishments

- Remodel of Public Health Business Office
- Holly Oak Plaza Remodels
- Ettl Hall Flooring Replacement
- Behavioral Health Security Fence Upgrade
- Behavioral Health Ligature Risk Remodel
- Sheriff Medium Jail Workstation Remodel
- Sheriff Jail Breakroom Remodel
- Sheriff Dispatch Remodel

FY 2024-25 Goals

- Achieve sustainable staffing levels

Major Budget Changes

Salaries & Benefits

- \$172,245 Net increase due to negotiated salaries and benefit costs

Services & Supplies

- (\$116,213) Net decrease in scheduled Building Maintenance projects listed below

Capital Assets

- (\$278,495) Decrease as there are no Capital Asset requests for FY 2024-25

Revenue

- (\$245,046) Decrease in scheduled Building Maintenance projects listed below

Recommended Budget

Recommended appropriations are \$4,488,063, a decrease of \$151,591 (-3.3%) from the FY 2023-24 Adopted Budget. The General Fund provides \$3,682,752, or 82.1%, of the financing for this budget unit with an increase in Net County Cost of \$93,455, or 2.6%, compared to the FY 2023-24 Adopted Budget. A portion of the costs for this budget unit are recovered 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.

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

Ken Sra, Director

Scheduled Projects

Funding Source	Project No.	Department	New Maintenance Projects – Description	Estimate
General Fund		Elections	New Door	\$20,000
Public Health		Homeless Services	Homeless Trailer Upgrades	\$35,000
General Fund		Ettl Hall	Security Fence	\$9,400
Public Safety		Sheriff-Coroner	Flooring, Bathroom Remodel, Evidence Room Remodel	\$74,500
Public Safety		County Jail	Main shower paint, single cell lock	\$44,000
Welfare/Social Services		Social Services	190 Garden Hwy Remodel	\$220,022
Welfare/Social Services		Social Services	543B Admin Carpet	\$23,095
Public Safety		District Attorney	Improvements/relocation	\$99,356

**General Services Department
Commercial Leases (1-703)**

Ken Sra, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0001 - GENERAL				Dept: 1703	
Unit Title: COMMERCIAL LEASES					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	98,788	173,312	162,192	172,610	6.4
INTRAFUND TRANSFERS	10,220	5,817	30,000	25,000	-16.7
OTHER FINANCING USES	535,122	0	0	0	0.0
NET BUDGET	644,130	179,129	192,192	197,610	2.8
REVENUE					
REVENUE USE MONEY PROPERTY	273,853	227,550	273,583	280,563	2.6
TOTAL OTHER REVENUE	273,853	227,550	273,583	280,563	2.6
UNREIMBURSED COSTS	370,277	-48,421	-81,391	-82,953	1.9
ALLOCATED POSITIONS	0.00	0.00	0.00	0.00	0.0

Budget detail can be found on page SD-8 of the Schedules Section.

Program Discussion

This budget unit was established for the County-owned property on Gray Avenue in Yuba City, formerly the Kmart building and other suites on the 13-acre parcel. The annual debt service on the financed portion of the property was paid through this budget unit as well as maintenance and security costs. The debt was fully paid in FY 2023-24. 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. 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. Post-pandemic cost estimates for remodeling the building proved to be prohibitively high and made construction unaffordable within the County’s current resources. The Board of Supervisors directed staff to begin the Surplus Land Act (SLA) process to allow for alternative development (which could be mixed governmental and private use) or outright sale of the property. As of January 2024, the County had met all the requirements under the SLA, including paying the finance debt, which permits the County to proceed with the sale or lease of the Gray Avenue property.

Major Budget Changes

Intrafund Charges

- \$10,062 Increase in Special Departmental Expenses due to an increase in tax assessments

Recommended Budget

Recommended appropriations are \$197,610, an increase of \$5,418 (2.8%) from the FY 2023-24 Adopted Budget. This is made up of \$172,610 in services and supplies cost for maintenance and upkeep, including security patrol and pest control services. Interfund transfers, totaling \$25,000, accounts for the General Services Department's time to manage the property. Property rent is expected to increase by \$6,980 (2.6%) in FY 2024-25, offsetting the operating costs. This budget unit is expected to generate revenue in excess of costs of \$82,953, a 1.9% increase from the FY 2023-24 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 Fish & Game Propagation (2-703)

Ken Sra, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0006 - FISH AND GAME				Dept: 2703	
Unit Title: FISH & GAME PROPAGATION					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	754	1,112	14,313	14,279	-0.2
OTHER CHARGES	132	74	71	0	-100.0
NET BUDGET	<u>886</u>	<u>1,186</u>	<u>14,384</u>	<u>14,279</u>	<u>-0.7</u>
REVENUE					
FINES, FORFEITURES, PENALTIES	7,337	4,017	2,000	3,842	92.1
REVENUE USE MONEY PROPERTY	1,036	7,059	957	847	-11.5
CANCELLATION OF OBLIGATED FB	0	0	11,427	9,590	-16.1
TOTAL OTHER REVENUE	<u>8,373</u>	<u>11,076</u>	<u>14,384</u>	<u>14,279</u>	<u>-0.7</u>
UNREIMBURSED COSTS	-7,487	-9,890	0	0	0.0
ALLOCATED POSITIONS	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, which 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 2024-25.

Recommended Budget

Total appropriations are recommended at \$14,279, a decrease of \$105 (-0.7) from the FY 2023-24 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 purposes.

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

Ken Sra, Director

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 are not allocated.

Use of Fund Balance

The Fish & Game Propagation fund contains a Restricted Fund Balance in the amount of \$97,402 as of July 1, 2023. It is estimated the Restricted Fund Balance will equal \$89,615 as of July 1, 2024. The FY 2024-25 Recommended Budget includes a cancellation of Obligated Fund Balance in the amount of \$9,590.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 4580 - FLEET MANAGEMENT ISF					
Unit Title: FLEET MANAGEMENT ISF					
					Dept: 4580
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	284,796	304,752	449,859	451,834	0.4
SERVICES AND SUPPLIES	542,733	517,776	425,542	469,949	10.4
OTHER CHARGES	244,594	140,720	238,877	270,966	13.4
CAPITAL ASSETS	7,950	1,006	22,498	5,223	-76.8
INCREASES IN RESERVES	0	0	49,857	27,583	-44.7
OTHER FINANCING USES	815	850	955	948	-0.7
NET BUDGET	1,080,888	965,104	1,187,588	1,226,503	3.3
REVENUE					
REVENUE USE MONEY PROPERTY	-8,374	18,797	825	850	3.0
CHARGES FOR SERVICES	1,250,372	557,583	1,186,763	1,225,653	3.3
MISCELLANEOUS REVENUES	105	0	0	0	0.0
OTHER FINANCING SOURCES	401	642	0	0	0.0
UNDESIGNATED FUND BALANCE	-259,306	-90,077	0	0	0.0
TOTAL OTHER REVENUE	983,198	486,945	1,187,588	1,226,503	3.3
UNREIMBURSED COSTS	97,690	478,159	0	0	0.0
ALLOCATED POSITIONS	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.

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 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 2023-24 Accomplishments

- As of March 1, 2024, put 29 vehicles and 5 pieces of equipment into service
- Obtained optimum staffing levels

FY 2024-25 Goals

- Auction all surplus vehicles and equipment
- Meet new CARB and Clean Truck requirements

Major Budget Changes

Services & Supplies

- \$44,407 Net increase in Outside Accident Repair, Outside Vehicle Repair, Stock Parts, Other Parts and Utilities due to increase in costs

Other Charges

- \$32,089 Net increase in Interfund Admin charges, Interfund Overhead Cost Plan charges and Subscription Based Information Technology Arrangement Expense

Revenues

- \$38,915 Net increase in Fleet Admin and Vehicle Maintenance charges to the departments and agencies

Recommended Budget

Recommended appropriations are \$1,226,503, an increase of \$38,915 (3.3%) from the FY 2023-24 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 \$224,237 as of July 1, 2023. It is estimated the Net Assets balance will be decreased by \$59,340 to bring Net Assets to a total of \$164,897 as of July 1, 2024.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 4581 - INFORMATION TECHNOLOGY ISF				Dept: 8145	
Unit Title: INFORMATION TECHNOLOGY ISF					
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/20/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SALARIES AND EMPLOYEE BENEFITS	2,347,838	2,235,618	2,867,664	3,137,452	9.4
SERVICES AND SUPPLIES	575,116	405,936	1,187,469	994,609	-16.2
OTHER CHARGES	504,662	390,669	604,181	831,730	37.7
CAPITAL ASSETS	559,382	335,790	502,396	789,520	57.2
INTRAFUND TRANSFERS	-1	0	1	1	0.0
INCREASES IN RESERVES	0	0	209,012	133,233	-36.3
OTHER FINANCING USES	17,633	703	844	844	0.0
NET BUDGET	4,004,630	3,368,716	5,371,567	5,887,389	9.6
REVENUE					
REVENUE USE MONEY PROPERTY	47,337	72,108	5,800	7,321	26.2
INTERGOVERNMENTAL REVENUES	26,439	11,586	5,319	46,639	776.8
CHARGES FOR SERVICES	3,402,315	1,952,624	4,229,119	5,113,429	20.9
MISCELLANEOUS REVENUES	0	9,235	0	0	0.0
OTHER FINANCING SOURCES	86,504	1,901	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	1,131,329	720,000	-36.4
UNDESIGNATED FUND BALANCE	-998,886	-2,313,127	0	0	0.0
TOTAL OTHER REVENUE	2,563,709	-265,673	5,371,567	5,887,389	9.6
UNREIMBURSED COSTS	1,440,921	3,634,389	0	0	0.0
ALLOCATED POSITIONS	16.00	17.00	17.00	17.00	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 constituents through the County's public websites. The IT Division works collaboratively with County departments on 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 manages the large volume 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 in areas 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 encompasses three functional support 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, 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.

Technical Support and Helpdesk provides support for 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. 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 provides support for enterprise applications such as Workday (Financials, Human Capital Management, Payroll, Procurement and Budgeting), Community Development, Criminal Justice, and Property systems, in addition to a wide variety of web applications. The County's GIS Program provides geospatial content and solutions to County departments, the public, and regional agencies.

Accomplishments & Goals

FY 2023-24 Accomplishments

- Workday Core Implementation
- Implemented Multifactor Authentication Solution
- Enhanced Data Protection Platform with Cloud-Based Services
- Augmented GIS Program with Additional Staffing Resources

FY 2024-25 Goals

- Workday Adaptive Planning, Prism and Talent Implementation
- Rural Broadband Program Development
- Enhance County Network Resiliency
- Datacenter HVAC and UPS Replacement
- FirstNet Public Safety Network Implementation

Major Budget Changes

Salaries & Benefits

- \$269,788 Increase due to negotiated salaries and related benefits

Services & Supplies

- (\$192,860) Net decrease in Prepaid Expenses for multi-year Maintenance Equipment Services & Software License Subscriptions reclassified to Other Charges Amortization-Expense Subscription Based Information Technology Arrangements (SBITA) to meet GASB 96 reporting requirements

Other Charges

- \$99,854 Net increase in Interfund Administration Services and Cost Plan charges as provided by the annual Cost Plan
- \$128,882 Increase in SBITA Expense from the reclassification of Maintenance Equipment Services & Software License to meet GASB 96 reporting requirements

Capital Assets

- (\$80,637) Decrease in Depreciation Expense due to delay in acquiring asset to be placed in service
- \$367,761 Increase in Amortization Expense – SBITA due to reclassification from Maintenance Equipment Services & Software License to meet GASB 96 reporting requirements

Revenues

- (\$155,027) Decrease in Interfund due to position no longer funded by the Workday project
- \$1,043,683 Increase in ISF IT Services Provided charges to departments to recover costs and maintain Net Assets within the 60-day working capital requirement

Increase in Reserves & Cancellation of Obligated Fund Balance

- (\$335,550) Net decrease for Cancellation of Obligated Fund Balance for Prepaid Expenses reclassified to Amortization- Expense SBITA and purchase of Capital Assets

Recommended Budget

Recommended appropriations are \$5,887,389, an increase of \$515,822 (9.6%) from the FY 2023-24 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 to be rebudgeted from prior year:

- \$200,000 Request for Liebert Datacenter Cooling System
- \$100,000 Request for Datacenter UPS replacement

Use of Fund Balance

The Information Technology ISF contains an adjusted Net Assets balance of \$776,120 as of July 1, 2023. It is estimated the adjusted Net Assets balance will be decreased by \$228,232 to bring adjusted Net Assets to a total of \$547,888 as of July 1, 2024.

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

Ken Sra, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2024-2025					
Fund: 0001 - GENERAL					
Unit Title: VETS MEMORIAL COMMUNITY BLDG					Dept: 7203
	2022-2023 Actual Expenditure	2023-2024 YTD as of 05/14/2024	2023-2024 Adopted Budget	2024-2025 CAO Recommended	2023-2024 % Change Over
EXPENDITURES					
SERVICES AND SUPPLIES	18,413	22,137	49,994	54,321	8.7
INTRAFUND TRANSFERS	74,494	33,884	96,443	132,562	37.5
OTHER FINANCING USES	33,920	35,357	35,358	33,625	-4.9
NET BUDGET	126,827	91,378	181,795	220,508	21.3
REVENUE					
REVENUE USE MONEY PROPERTY	1,475	18,054	56,550	75,400	33.3
TOTAL OTHER REVENUE	1,475	18,054	56,550	75,400	33.3
UNREIMBURSED COSTS	125,352	73,324	125,245	145,108	15.9
ALLOCATED POSITIONS	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 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 reopened to the general public for private events on February 1, 2024.

Major Budget Changes

Intrafund Transfers

- \$36,119 Net increase in Intrafund Administration Services and Cost Plan charges as provided by the annual Cost Plan

Revenue

- \$18,850 Increase in revenue for full year of rental fees after reopening to private renters

Recommended Budget

Total appropriations are recommended at \$220,508, an increase of \$38,713 (21.3%) from the FY 2023-24 Adopted Budget. The General Fund provides \$145,108, or 65.8%, of the financing for this budget unit with an increase in Net County Cost of \$19,863, or 15.9%, when compared to the FY 2023-24 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.