

SECTION D

# GENERAL SERVICES

# General Services Department General Services Admin (CC1205)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0001 - General Fund Administration</b>					
Cost Center Name: <b>General Services Department</b>			Cost Center: <b>CC1205</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Salaries and Employee Benefits	1,057,574	926,030	1,309,248	1,248,629	-4.63%
Services and Supplies	112,560	52,688	145,986	139,292	-4.59%
Other Charges	2,409	0	0	0	0.00%
Intrafund Transfers	-309,117	0	-377,867	-401,154	6.16%
Transfers Out (Nonreciprocal)	8,003	440	15,997	15,318	-4.24%
<b>Total Expenditures</b>	<b>871,429</b>	<b>979,158</b>	<b>1,093,364</b>	<b>1,002,085</b>	<b>-8.35%</b>
<b>Revenues</b>					
Revenue from Investment and Property	10,738	13,049	6,000	6,900	15.00%
Intergovernmental Revenues	3,244	0	0	0	0.00%
Charges for Services	522,534	0	643,139	712,598	10.80%
Miscellaneous Revenues	4,399	185	0	50	0.00%
<b>Total Revenues</b>	<b>540,915</b>	<b>13,234</b>	<b>649,139</b>	<b>719,548</b>	<b>10.85%</b>
<b>Unreimbursed Costs</b>	<b>330,513</b>	<b>965,924</b>	<b>444,225</b>	<b>282,537</b>	<b>-36.40%</b>
<b>Allocated Positions</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>	<b>9.00</b>	<b>12.50%</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 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, County-wide 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 2024-25 Accomplishments**

- Updated Purchasing Ordinance
- Provided daily support and guidance to departments after the implementation of Workday
- Participated in the Procure to Pay process to streamline Workday procurement and supplier invoice processes
- Provided information and assistance in the Encumbrance roll forward process
- South Sutter Baseball and Softball 20-year lease renewal

### **FY 2025-26 Goals**

- Continue to update procedures for all positions
- Attain and maintain full staffing level
- Implement new Veteran's Hall reservation system
- Implement new Boat Launch pass system

## Major Budget Changes

### **Salaries & Benefits**

- (\$60,299) Net decrease primarily due to a reduction in insurance and retirement costs

### **Intrafund Transfers**

- (\$23,287) Net decrease in ISF IT Services Provided

### **Revenues**

- \$69,459 Increase in Intra/Interfund Administration charges

## Recommended Budget

Recommended appropriations are \$1,002,085, a decrease of \$91,279 (8.35%) from the FY 2024-25 Adopted Budget. The General Fund provides \$282,537, or 28.2%, of the financing for this cost center with a decrease in Net County Cost of \$161,688, or -36.4%, compared to the FY 2024-25 Adopted Budget.

The following position changes are recommended to be effective July 1, 2025:

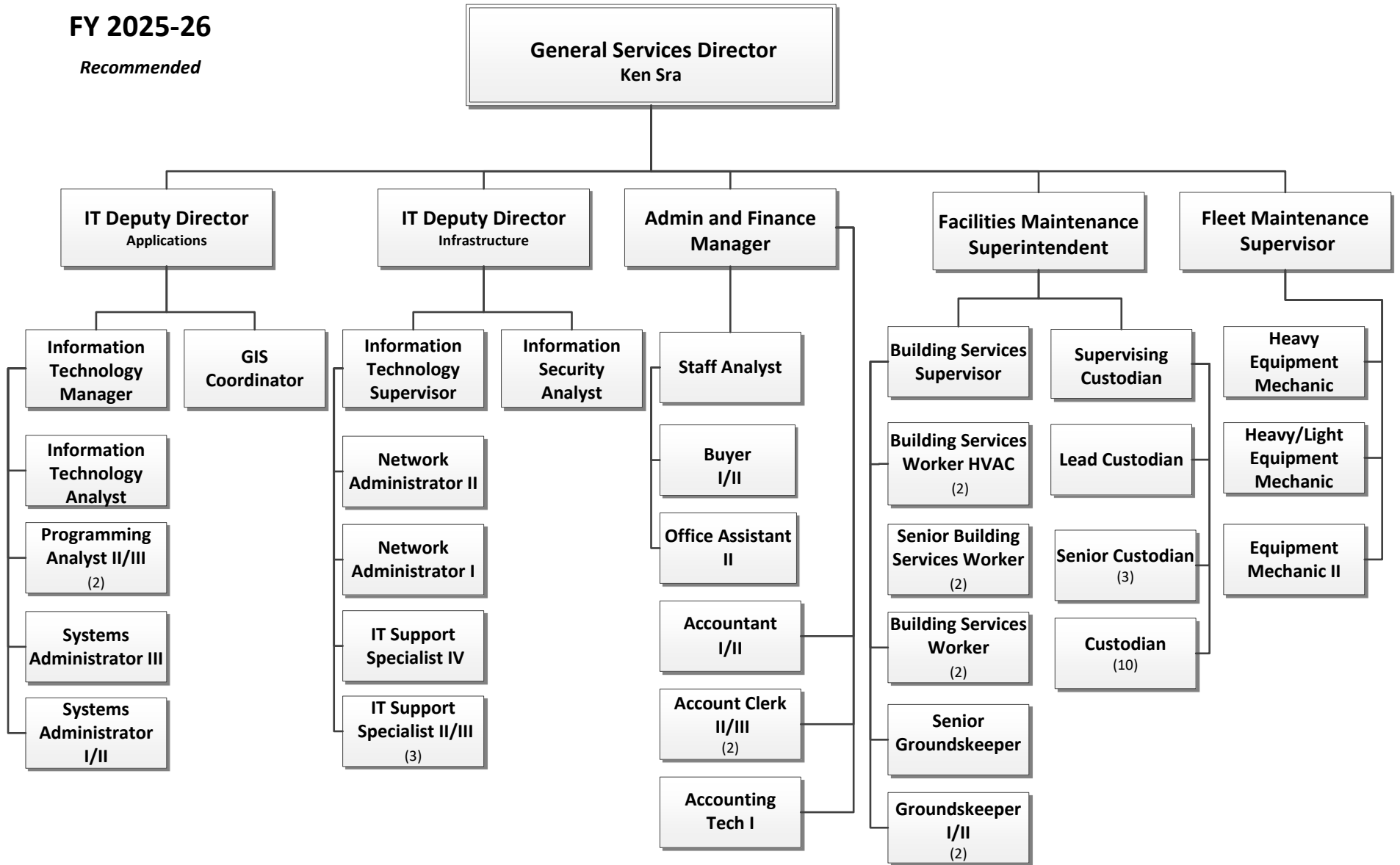
- Addition of 1.0 FTE Account Clerk III-offset by the reduction of 1.0 FTE Building Services Worker position in Building Maintenance (CC1700)

## Use of Fund Balance

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

# General Services FY 2025-26

*Recommended*



# General Services Department Parks and Recreation (CC7101)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0001 - General Fund Administration</b>					
Cost Center Name: <b>Parks and Recreation</b>			Cost Center: <b>CC7101</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Salaries and Employee Benefits	0	106	0	0	0.00%
Services and Supplies	70,001	45,008	124,301	97,406	-21.64%
Other Charges	20,728	0	0	0	0.00%
Intrafund Transfers	145,994	0	123,593	132,734	7.40%
<b>Total Expenditures</b>	<b>236,723</b>	<b>45,114</b>	<b>247,894</b>	<b>230,140</b>	<b>-7.16%</b>
<b>Revenues</b>					
Fines, Forfeitures, and Penalties	17	142	0	0	0.00%
Revenue from Investment and Property	9,568	4,862	25,000	21,300	-14.80%
<b>Total Revenues</b>	<b>9,585</b>	<b>5,004</b>	<b>25,000</b>	<b>21,300</b>	<b>-14.80%</b>
<b>Unreimbursed Costs</b>	<b>227,137</b>	<b>40,110</b>	<b>222,894</b>	<b>208,840</b>	<b>-6.31%</b>
<b>Allocated Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

*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 cost center 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

- (\$26,895) Decrease due to reduction in liability insurance premium

## **Recommended Budget**

Recommended appropriations are \$230,140, which is a decrease of \$17,754 (-7.2%) from the FY 2024-25 Adopted Budget. The General Fund provides \$208,840, or 90.7%, of the financing for this cost center with a decrease in Net County Cost of \$14,054, or -6.3%, compared to the FY 2024-25 Adopted Budget.

## **Use of Fund Balance**

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

# General Services Department Building Maintenance (CC1700)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0001 - General Fund Administration</b>					
Cost Center Name: <b>Building Maintenance</b>			Cost Center: <b>CC1700</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Salaries and Employee Benefits	2,146,576	1,760,719	2,648,561	2,478,681	-6.41%
Services and Supplies	1,491,893	841,776	1,913,035	1,664,458	-12.99%
Other Charges	8,225	234	0	0	0.00%
Capital Assets - Expenditures	176,186	0	0	13,900	0.00%
Intrafund Transfers	-27,815	0	52,003	75,107	44.43%
Transfers Out (Nonreciprocal)	24,859	0	50,496	48,453	-4.05%
<b>Total Expenditures</b>	<b>3,819,923</b>	<b>2,602,729</b>	<b>4,664,095</b>	<b>4,280,599</b>	<b>-8.22%</b>
<b>Revenues</b>					
Revenue from Investment and Property	11,220	9,925	11,220	7,770	-30.75%
Intergovernmental Revenues	2,739	0	0	0	0.00%
Charges for Services	642,778	0	960,723	667,147	-30.56%
Miscellaneous Revenues	13,832	10,768	9,400	9,400	0.00%
Sale of Capital Assets	0	14,712	0	0	0.00%
<b>Total Revenues</b>	<b>670,569</b>	<b>35,405</b>	<b>981,343</b>	<b>684,317</b>	<b>-30.27%</b>
<b>Unreimbursed Costs</b>	<b>3,149,354</b>	<b>2,567,324</b>	<b>3,682,752</b>	<b>3,596,282</b>	<b>-2.35%</b>
<b>Allocated Positions</b>	<b>27.00</b>	<b>0.00</b>	<b>27.00</b>	<b>26.00</b>	<b>-3.70%</b>

*Budget detail can be found on page SD-6 of the Schedules Section.*

## Mission / Program Discussion

The purpose of the Building Maintenance cost center 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 2024-25 Accomplishments

- Achieved sustainable staffing levels
- County Datacenter electrical upgrade
- County Jail upgrades (showers, floors, locks, ligature points)
- Sheriff's Office upgrades (evidence, flooring, bathrooms)
- Countywide Access Control upgrades (Sheriff, 463 2<sup>nd</sup> St, Civic Center Offices)
- Social Services/Admin Flooring upgrade
- Ettl Hall Security Fencing

### FY 2025-26 Goals

- Countywide Access Control upgrades
- Sheriff Datacenter retrofit design
- Social Services Alarm system upgrade
- Behavioral Health Remodel (flooring, paint, exit doors)

## Major Budget Changes

### Salaries & Benefits

- (\$169,880) Net decrease due to deletion of 1.0 FTE Building Services Worker position and cost center-wide reduction in insurance and retirement costs

### Services & Supplies

- (\$209,744) Net decrease due to fewer Facilities Projects offset by increase in Maintenance Structure & Improvements

### Capital Assets

- \$13,900 Increase for a heavy duty cargo trailer for hauling grounds equipment

### Revenue

- (\$293,576) Decrease in charges for services due to fewer Facilities Projects

## Recommended Budget

Total appropriations are recommended at \$ 4,280,599, which is a decrease of \$383,496, (-8.22%) over the FY 2024-25 Adopted Budget. The General Fund provides \$3,596,282, (84.0%) of the financing for this cost center with a decrease in Net County Cost of \$86,470, (-2.35%) over the FY 2024-25 Adopted Budget. A portion of the costs for this cost center are recovered through the annual Cost Plan.

## General Services Department Building Maintenance (CC1700)

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*Ken Sra, Director*

The following position changes are recommended to be effective July 1, 2025:

- Deletion of 1.0 FTE Building Services Worker position - offset by the addition of 1.0 FTE Account Clerk III position in General Services Admin (CC1205)

The following capital equipment purchase is recommended to be effective July 1, 2025:

- \$13,900 Increase for a heavy duty cargo trailer for hauling grounds equipment

### Use of Fund Balance

This cost center 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	Department - Address	New Maintenance Projects - Description	Estimate
CC4102-CC4104	1	Behavioral Health - 1965 Live Oak Blvd	Remediation	\$51,000.00
CC4102-CC4104	2	Behavioral Health - 1965 Live Oak Blvd	Flooring	\$25,000.00
CC4102-CC4104	3	Behavioral Health - 1965 Live Oak Blvd	Exit Door Replacement (Qty. 3)	\$30,000.00
CC4102-CC4104	4	Behavioral Health - 1965 Live Oak Blvd	Painting	\$87,582.00
CC4103	5	Public Health - 1445 Vets Mem Cir	Breakroom Flooring	\$5,000.00
CC4103	6	Public Health - 1445 Vets Mem Cir	Cabinet/Shelving Laminate Resurfacing	\$25,000.00
CC2125	7	District Attorney	Relocation	\$99,356.00
CC2301	8	Sheriff - 1077 Civic Center Boulevard	Jail Control Room Furniture	\$20,000.00
CC2201	9	Sheriff - 44 2nd Street	Firing Range Lead Maintenance	\$35,000.00

# General Services Department Commercial Leases (CC1703)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0001 - General Fund Administration</b>					
Cost Center Name: <b>Commercial Leases</b>			Cost Center: <b>CC1703</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Services and Supplies	192,801	100,770	172,610	163,650	-5.19%
Intrafund Transfers	21,773	0	25,000	15,375	-38.50%
<b>Total Expenditures</b>	<b>214,574</b>	<b>100,770</b>	<b>197,610</b>	<b>179,025</b>	<b>-9.40%</b>
<b>Revenues</b>					
Revenue from Investment and Property	271,382	221,747	280,563	292,478	4.25%
Miscellaneous Revenues	92,099	0	0	0	0.00%
<b>Total Revenues</b>	<b>363,481</b>	<b>221,747</b>	<b>280,563</b>	<b>292,478</b>	<b>4.25%</b>
<b>Unreimbursed Costs</b>	<b>-148,906</b>	<b>-120,977</b>	<b>-82,953</b>	<b>-113,453</b>	<b>36.77%</b>
<b>Allocated Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

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

## Program Discussion

This cost center 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 cost center as well as maintenance and security costs. The debt was fully paid in FY 2023-24. The County's operating costs are 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. The property is currently on the market for sale.

## Major Budget Changes

### Revenue

- \$11,915 Increase in annual rent and CAM per lease agreement with Gray Avenue tenants

## Recommended Budget

Recommended appropriations are \$179,025, a decrease of \$18,585 (-9.4%) from the FY 2024-25 Adopted Budget. This is made up of \$163,650 in services and supplies cost for maintenance and upkeep, including security patrol and pest control services. Interfund transfers, totaling \$15,375, accounts for the General Services Department's time to manage the property. Property rent is expected to increase by \$11,915 (4.2%) in FY 2025-26, offsetting the operating costs. This cost center is expected to generate revenue in excess of costs of \$113,453, a 36.8% increase from the FY 2024-25 Adopted Budget.

## Use of Fund Balance

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

# General Services Department Fish & Game Propagation (CC2703)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0006 - Fish And Game Propagation</b>					
Cost Center Name: <b>Fish &amp; Game Propagation</b>			Cost Center: <b>CC2703</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Services and Supplies	2,439	2,869	14,279	18,306	28.20%
Other Charges	141	0	0	0	0.00%
<b>Total Expenditures</b>	<b>2,580</b>	<b>2,869</b>	<b>14,279</b>	<b>18,306</b>	<b>28.20%</b>
<b>Revenues</b>					
Fines, Forfeitures, and Penalties	7,062	3,306	3,842	4,500	17.13%
Revenue from Investment and Property	4,700	0	847	1,425	68.24%
Budgetary - Revenue	0	0	9,590	12,381	29.10%
<b>Total Revenues</b>	<b>11,761</b>	<b>3,306</b>	<b>14,279</b>	<b>18,306</b>	<b>28.20%</b>
Unreimbursed Costs	-9,182	-437	0	0	0.00%
Allocated Positions	0.00	0.00	0.00	0.00	0.00%

*Budget detail can be found on page SD-11 of the Schedules Section.*

## Mission / Program Discussion

Fish & Game Propagation cost center supports the Fish and Game Commission, which develops and administers programs benefitting fish and wildlife educational and conservation 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 2025-26.

## Recommended Budget

Total appropriations are recommended at \$18,306, an increase of \$4,027 (28.2%) from the FY 2024-25 Adopted Budget. This budget is financed by fines from violations of the California State

# General Services Department

## Fish & Game Propagation (CC2703)

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*Ken Sra, Director*

Fish and Game Code. The revenue from these fines is restricted to use for fish and game related purposes. The Fish and Game Propagation cost center 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 \$108,928 as of July 1, 2024. It is estimated the Restricted Fund Balance will equal \$99,338 as of July 1, 2025. The FY 2025-26 Recommended Budget includes a cancellation of Obligated Fund Balance in the amount of \$12,381.

# General Services Department Fleet Management ISF (CC4580)

Ken Sra, Director

Executive Summary					
Fund:	<b>FD4580 - Fleet Management ISF</b>				
Cost Center Name:	<b>Fleet Management ISF</b>			Cost Center: <b>CC4580</b>	
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Salaries and Employee Benefits	388,036	341,525	451,834	395,021	-12.57%
Services and Supplies	674,694	527,613	469,949	473,695	0.80%
Other Charges	211,749	6,529	276,189	346,936	25.62%
Capital Assets - Expenditures	0	0	0	132,600	0.00%
Transfers Out (Nonreciprocal)	955	211	948	957	0.95%
Budgetary - Expenditure	0	0	27,583	0	-100.00%
<b>Total Expenditures</b>	<b>1,275,434</b>	<b>875,878</b>	<b>1,226,503</b>	<b>1,349,209</b>	<b>10.00%</b>
<b>Revenues</b>					
Revenue from Investment and Property	4,097	0	850	1,000	17.65%
Charges for Services	1,370,790	3,152	1,225,653	1,223,367	-0.19%
Miscellaneous Revenues	642	2,316	0	0	0.00%
Sale of Capital Assets	0	203	0	0	0.00%
Budgetary - Revenue	0	0	0	124,842	0.00%
<b>Total Revenues</b>	<b>1,375,529</b>	<b>5,670</b>	<b>1,226,503</b>	<b>1,349,209</b>	<b>10.00%</b>
<b>Unreimbursed Costs</b>	<b>-100,095</b>	<b>870,207</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Allocated Positions</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00%</b>

*Budget detail can be found on page SD-12 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 cost center 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 oversees 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 2024-25 Accomplishments**

- As of April 1, 2025, put 15 vehicles and 4 pieces of equipment into service
- Auctioned 26 surplus vehicles and 2 pieces of equipment

### **FY 2025-26 Goals**

- Monitor evolving CARB and Clean Truck requirements and for compliance

## **Major Budget Changes**

### **Salaries & Benefits**

- (\$56,813) Net decrease due primarily to decrease in PERS Contribution Rate & employee selected insurance plans

### **Other Charges**

- \$25,274 Increase in Interfund Administration charges due to more time allocated to Fleet Management ISF as a result of the updated procedure for entering time in Workday

### **Capital Assets**

- \$132,600 Increase to replace Fleet's vehicle that was totaled in an accident & a service vehicle used on road calls to provide minor services to other County vehicles

### **Revenues**

- (\$37,301) Decrease in Fleet Vehicle Maintenance charges to the departments

## **Recommended Budget**

Recommended appropriations are \$1,349,209, an increase of \$122,706 (10.0%) from the FY 2024-25 Adopted Budget. The Fleet Management cost center 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 \$100,750 as of July 1, 2024. It is estimated the Net Assets balance will be increased by \$131,878 to bring Net Assets to a total of \$232,628 as of July 1, 2025.

# General Services Department Information Technology ISF (CC8145)

Ken Sra, Director

Executive Summary					
Fund: <b>FD4581 - Information Technology ISF</b>					
Cost Center Name: <b>Information Technology Internal Services Fund - ISF</b>			Cost Center: <b>CC8145</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Salaries and Employee Benefits	2,785,576	2,265,753	3,137,452	2,984,089	-4.89%
Services and Supplies	628,679	449,651	994,609	1,058,056	6.38%
Other Charges	1,077,357	10,589	1,321,250	1,141,277	-13.62%
Capital Assets - Expenditures	0	197,422	300,000	40,836	-86.39%
Intrafund Transfers	00	0	01	0	-100.00%
Transfers Out (Nonreciprocal)	844	281	844	844	0.00%
Budgetary - Expenditure	0	0	133,233	268,802	101.75%
<b>Total Expenditures</b>	<b>4,492,456</b>	<b>2,923,696</b>	<b>5,887,389</b>	<b>5,493,904</b>	<b>-6.68%</b>
<b>Revenues</b>					
Revenue from Investment and Property	88,329	0	7,321	6,553	-10.49%
Intergovernmental Revenues	21,200	0	46,639	46,168	-1.01%
Charges for Services	4,466,368	0	5,113,429	4,851,558	-5.12%
Miscellaneous Revenues	28,115	0	0	0	0.00%
Transfers In (Nonreciprocal)	1,419	0	0	0	0.00%
Budgetary - Revenue	0	0	720,000	589,625	-18.11%
<b>Total Revenues</b>	<b>4,605,430</b>	<b>0</b>	<b>5,887,389</b>	<b>5,493,904</b>	<b>-6.68%</b>
<b>Unreimbursed Costs</b>	<b>-112,975</b>	<b>2,923,696</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Allocated Positions</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>	<b>17.00</b>	<b>0.00%</b>

*Budget detail can be found on page SD-16 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 2024-25 Accomplishments

- Rural Broadband Program Grant - Phase 3 Complete
- County Datacenter HVAC and UPS Replacement
- Enhanced Cloud-Based Disaster Recovery Solution
- FirstNet Public Safety Network Implementation
- Countywide Access Control upgrades (Sheriff, 463 2nd St, Civic Center Offices)
- Sherpa Budget System Project & Implementation

### FY 2025-26 Goals

- Microsoft Enterprise Agreement Renewal
- Countywide Access Control upgrades
- Sheriff Datacenter retrofit design
- Consolidated Public Safety System evaluation
- Environmental Health System migration

## Major Budget Changes

### Salaries & Benefits

- (\$153,362) Decrease due to prior year retirement cash out and reduction in PERS contribution rate

# General Services Department Information Technology ISF (CC8145)

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*Ken Sra, Director*

## **Services & Supplies**

- \$63,447 Increase in Liability and Property Insurance costs

## **Other Charges**

- (\$146,182) Decrease in Interfund Cost Plan charges as provided by the annual Cost Plan
- (\$76,921) Decrease in SBITA Amortization Expense due to the several subscriptions reaching the end of their term

## **Capital Assets**

- (\$259,164) Decrease in the amount of Capital Asset request for FY 2025-26

## **Revenues**

- (\$261,871) Decrease 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**

- (\$320,824) Net decrease for Cancellation of Obligated Fund Balance primarily due to SBITA Amortization- Expenses and purchase of Capital Assets

## **Recommended Budget**

Recommended appropriations are \$5,439,904, a decrease of \$393,485 (-6.7%) from the FY 2024-25 Adopted Budget. The IT cost center 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 effective July 1, 2025:

- \$40,836 Request for 10G switch replacement

## **Use of Fund Balance**

The Information Technology ISF contains an adjusted Net Assets balance of \$1,189,735 as of July 1, 2024. It is estimated the adjusted Net Assets balance will be decreased by \$140,362 to bring adjusted Net Assets to a total of \$1,049,373 as of July 1, 2025.

# General Services Department Veterans' Memorial Community Building (CC7203)

Ken Sra, Director

Executive Summary					
Fund: <b>FD0001 - General Fund Administration</b>					
Cost Center Name: <b>Veterans Memorial Community Building</b>			Cost Center: <b>CC7203</b>		
	2023-24 Actuals	2024-25 Actuals YTD	2024-25 Adopted Budget	2025-26 CAO Recommended Budget	% Change
<b>Expenditures</b>					
Services and Supplies	35,144	24,192	54,321	52,256	-3.80%
Other Charges	0	50	0	0	0.00%
Intrafund Transfers	88,395	0	132,562	121,090	-8.65%
Transfers Out (Nonreciprocal)	35,357	0	33,625	35,195	4.67%
<b>Total Expenditures</b>	<b>158,896</b>	<b>24,242</b>	<b>220,508</b>	<b>208,541</b>	<b>-5.43%</b>
<b>Revenues</b>					
Revenue from Investment and Property	21,325	40,030	75,400	47,320	-37.24%
<b>Total Revenues</b>	<b>21,325</b>	<b>40,030</b>	<b>75,400</b>	<b>47,320</b>	<b>-37.24%</b>
<b>Unreimbursed Costs</b>	<b>137,572</b>	<b>-15,788</b>	<b>145,108</b>	<b>161,221</b>	<b>11.10%</b>
<b>Allocated Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

*Budget detail can be found on page SD-19 of the Schedules Section.*

## Mission / Program Discussion

The Veterans' Memorial Community Building is operated by the County and managed by the General Services Department 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 cost center 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.

## Major Budget Changes

### Services & Supplies

- \$10,000 Increase to establish budget for unexpected repairs
- (\$10,000) Decrease in Utilities due to revised estimate based on actual usage

# General Services Department Veterans' Memorial Community Building (CC7203)

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*Ken Sra, Director*

## **Intrafund Transfers**

- (\$11,472) Decrease in Intrafund Administration Services due to revised estimate based on actual usage

## **Revenue**

- (\$28,080) Decrease in Maintenance Fees due to revised estimate based on actual usage

## **Recommended Budget**

Total appropriations are recommended at \$208,541, a decrease of \$11,967 (-5.4%) from the FY 2024-25 Adopted Budget. The General Fund provides \$161,221 (77.3%) of the financing for this cost center with an increase in Net County Cost of \$16,113 (11.1%) compared to the FY 2024-25 Adopted Budget.

## **Use of Fund Balance**

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