GENERAL SERVICES

MISSION STATEMENT

It is the mission of Butte County General Services to provide high quality, timely and cost effective service to its customers in a courteous and professional manner. General Services personnel shall also strive to treat all customers in a fair and impartial manner, keep them informed of pertinent information and provide easy access to departmental services and personnel.

PROGRAMS AND SERVICES

The General Services Department is responsible for the management of certain service functions operating in support of other County Departments and functions. The service delivery system operated by the General Services Department includes the following functions:

- Administration. Provides leadership, as well as administrative and fiscal oversight for the Department.
- Property Management. Maintains an inventory of all real property owned by, leased by, or leased to the County. Makes recommendations regarding, and handles, real property transactions on behalf of the County, including purchase, acquisition, lease, and sale (including the disposal of surplus real property).
- Capital Improvements. Handles the planning, design, and construction of buildings and other facilities in support of County Departments and functions to provide for the efficient and cost effective service to the citizenry.
- Facilities Services. Provides maintenance of County-owned, or leased properties and facilities, as assigned. Designs and constructs special projects as required to meet specific needs. Participates in planning and acceptance of new construction and remodeling of County-owned facilities. Provides grounds maintenance and custodial support of assigned County-owned properties and facilities.
- Contracts Management. Handles the review and execution of contracts for all County departments, maintains the contracts section of the Contracts/Purchasing Manual and the County Purchasing Ordinance, provides contract templates and training for all County departments.
- Purchasing Services. Establishes criteria for standardization of equipment and materials that are utilized by many different departments. Handles the purchase/rental and sale/disposal of all personal property on behalf of the County.
- Veterans Memorial Halls. Serves as the liaison to Veterans Hall Committees. Approves and schedules use of the County-owned Veterans Memorial Halls, and collects rents/deposits.
- Duplicating (Print Shop). Handles duplication, printing, and contract services for the production of County forms and publications. Coordinates the lease and maintenance of all County convenience copy machines.
- Storeroom and Mail Systems. Operates a central warehouse of commonly used supply items. Provides an interdepartmental courier and message service between all County facilities. Provides a centralized collection and mailing operation for outgoing U.S. Mail. Acts as the surplus equipment clearinghouse for the redistribution of County assets between departments.
- *Veterans Services*. Provides assistance to veterans and their dependents in filing claims to access benefits to which they are entitled, including compensation and pensions.

SUMMARY OF DEPARTMENTAL BUDGET REQUEST

- The Department budget request includes funding to maintain fiscal year 2007-2008 staffing and operations level for the department.
- The Department budget request includes funding to add an Administrative Assistant position to serve as a departmental secretary and payroll representative.

Richards L. Hall, Director

- The Department budget request includes funding to restore a Buyer, Veterans Services Officer, and Inventory/Warehouse Specialist positions that were eliminated in previous fiscal years.
- The Department budget request includes funding for various major maintenance projects identified in the Facilities Major Maintenance Plan. Additional funding is requested to complete the Facilities Master Plan, equipment maintenance, new color copier lease, remodel the Veterans Service Office, and certified arborist services.
- The Department budget request includes the elimination of a Janitor position due to the Courts no longer needing County janitorial service.
- The Department budget request includes the purchase of three replacement vehicles that are beyond economical repair: one hybrid vehicle, one pickup and one three-yard dump truck.

CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION

- The recommendation includes funding to maintain fiscal year 2007-2008 staffing and operations level for the department.
- The recommendation includes funding for major maintenance projects and the Facilities Master Plan.
- The recommendation includes the elimination of a Janitor position due to the Courts no longer needing County janitorial service.
- The recommendation includes the purchase of three replacement vehicles.

BUDGET CODE 020003

UNIT TITLE - GENERAL SERVICE ADMIN

BUTTE COUNTY STATE OF CALIFORNIA BUDGET UNIT EXPENDITURE DETAIL

FUNCTION 1 - GENERAL SERVICE ADMIN ACTIVITY - 11 -FUND - 0010 - COUNTY GENERAL FUND 0010

SCHEDULE 9 2008-09

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDITU	JRES					
510 520 550 560 TOTAL	SALARIES & EMPLOYEE BENE SERVICES & SUPPLIES OTHER CHARGES FIXED ASSETS DIRECT	468,298 71,799 2,174 	745,832 456,719 2,000 310 1,204,861	903,310 272,704 3,000 310 1,179,324	857,875 272,704 3,000 310 1,133,889	- - - -
570 TOTAL EXP	OTHER FINANCING USES	32,619 574,890	2,839 1,207,700	1,222,186	42,862 1,176,751	
REVENUES						
60000	CHARGES FOR SERVICES	142,530	228,421	184,658	184,658	-
70000	MISCELLANEOUS REVENUES	8	<u>-</u>		-	•
TOTAL REV	'ENUES	142,538	228,421	184,658	184,658	-
NET COSTS	GENERAL SERVICES ADMIN	432,352	979,279	1,037,528	992,093	•

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BUTTE COUNTY STATE OF CALIFORNIA BUDGET UNIT EXPENDITURE DETAIL SCHEDULE 9 2008-09

ACCOUNT

TITLE

UNIT TITLE - PURCHASING

FUNCTION 1 - PURCHASING ACTIVITY - 12 -FUND - 0010 - COUNTY GENERAL FUND 0010

NET COSTS	TOTAL REVENUES	70000	60000	REVENUES	TOTAL EXP	570	TOTAL	560	520	510	EXPENDITURES	ACCOUNT
NET COSTS PURCHASING	ENUES	MISCELLANEOUS REVENUES	CHARGES FOR SERVICES		TOTAL EXPENDITURES	OTHER FINANCING USES	DIRECT	FIXED ASSETS	SERVICES & SUPPLIES	SALARIES & EMPLOYEE BENE	RES	TITLE
13,497	175,406	7	175,399		188,903	(99,713)	288,616		43,872	244,744		ACTUAL 2006-07
1,419	267,511		267,511		268,930	(138,765)	407,695	758	50,722	356,215		ESTIMATED 2007-08
129,102	247,997		247,997		377,099	(157,868)	534,967	758	51,824	482,385		REQUESTED 2008-09
6,701	247,997		247,997		254,698	(157,868)	412,566	758	51,824	359,984		RECOMMENDED 2008-09
										•		ADOPTED 2008-09

BUDGET CODE 605

UNIT TITLE - VETERAN'S SERVICE OFFICER

BUTTE COUNTY STATE OF CALIFORNIA BUDGET UNIT EXPENDITURE DETAIL

SCHEDULE 9 2008-09

FUNCTION - 5 - VETERAN'S SERVICE OFFICER ACTIVITY -54 -FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDIT	JRES					
510 520 550 560 TOTAL	SALARIES & EMPLOYEE BENE SERVICES & SUPPLIES OTHER CHARGES FIXED ASSETS DIRECT OTHER FINANCING USES	122,146 52,934 33 - 175,113	152,617 46,229 - 266 199,112 17,393	219,808 116,723 - 266 336,797 7,893	171,838 67,723 - 266 239,827 7,893	
	ENDITURES	190,525	216,505	344,690	247,720	
REVENUES						
50100	STATE REVENUES	47,599	45,000	43,000	43,000	-
70000	MISCELLANEOUS REVENUES	7	-	-	•	-
TOTAL REV	ENUES	47,606	45,000	43,000	43,000	-
NET COSTS	VETERAN'S SERVICE OFFICER	142,919	171,505	301,690	204,720	-

BUDGET CODE 641

UNIT TITLE - VETERAN'S MEMORIAL HALLS

BUTTE COUNTY STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2008-09

FUNCTION - 7 - VETERAN'S MEMORIAL HALLS ACTIVITY -71 -FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDITU	JRES					
520 550 560 TOTAL	SERVICES & SUPPLIES OTHER CHARGES FIXED ASSETS DIRECT	290,528 123,431 - 413,959	347,475 - 25,535 373,010	293,328 - 19,188 312,516	293,328 - 19,188 312,516	- - -
570	OTHER FINANCING USES	2,300 416,259	1,967 374,977	2,644 315,160	2,644 315,160	-
REVENUES		,	,	5.51.55		····
40100	USE OF MONEY AND PROPERTY	65,451	31,000	36,000	36,000	•
70000	MISCELLANEOUS REVENUES	176	-		-	-
TOTAL REV	/ENUES	65,627	31,000	36,000	36,000	-
NET COSTS	S VETERAN'S MEMORIAL HALLS	350,632	343,977	279,160	279,160	<u>-</u>

COUNTY OF BUTTE STATE OF CALIFORNIA OPERATION OF INTERNAL SERVICE FUND OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10 Facilities Services ISF F-7200

OPERATING DETAIL(1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
	· · · · · · · · · · · · · · · · · · ·		(4)	(3)
INCOME				
Charges for Services:				
County Operating Departments	3,127,032	4,553,062	3,660,190	0
ISF Operating Departments	99,595	100,453	97,909	0
Charges to Outside Users	374,857	277,983	304,138	0
Enterprise Operating Departments Other Income:	13,156	15,977	19,448	0
Interest				
Capital Contributions - Fund 0043	3,467	0	0	0
Operating Transfers - Fac Srvcs	(14,972) 72,543	0	0	0
Reimb of Prior Year Exp / Miscellaneous	72,543 5,681	0 0	0	0
Total Income	3,681,358	4,947,475	0 4,081,685	0
EXPENSES			,,	Ü
Other Operating Expenses:				
Salaries & Benefits	2,014,276	2,417,634	2 402 445	_
Clothing & Personal Supplies	1,034	2,417,634 7,600	2,403,115 7,600	0
Communications	13,256	14,500	7,600 14,000	0
Household Expense	109,816	121,000	121,000	0
General Insurance	13,470	18,515	18,118	0
Maintenance - Equipment	16,630	27,000	22,600	0
Maintenance - Str,Imp,& Grnds	986,617	1,887,054	975,294	0
Memberships	597	1,200	1,200	0
Office Expense	10,530	18,552	18,719	0
Prof. & Specialized Services	11,717	10,000	35,600	0
Small Tools Special Department Expense	8,607	20,000	20,000	0
Transportation & Travel	2,256	2,100	2,100	0
Utilities	43,526	55,350	61,596	0
Depreciation	29,896	38,600	32,840	0
Data Processing	40,145 45,776	46,919	40,146	0
Interfund Expenditures	261,751	47,000 214,451	50,000	0
Other Reserves	(4,493)	214,451	262,251	0
otal Expenses -	3,605,408	4,947,475	(4,494) 4,081,685	0
EXCESS INCOME OVER (UNDER) EXPENS	75.950	0	0	
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REVENUE SUMMARY				
-0010 County General	2,185,544	3,717,683	2,556,826	0
-0021 Public Health -0022 Behavioral Health	97,720	81,425	114,521	
-0022 Benavioral Health -0030 Road	166,251	180,694	194,836	
-0030 Road -0041 Capital Projects	163,786	195,246	191,946	0
-0043 ISF Equipment Replacement	76,372	33,571	89,503	0
-0080 Water Services	171,252	0	200,697	0
-0100 Fire Protection	15,308 79,789	17,879	17,939	0
-0110 Library	171,010	107,292 219,272	93,507	0
ubtotal	3,127,032	4,553,062	200,415 3,660,190	0
harges to Outside Users	374,857	277.002	204.400	
nterprise Operating	13,156	277,983 15,977	304,138	0
SF Operating	99,595	100,453	19,448 97,909	0 0
ombined Revenue	3,614,640	4,947,475	4.004.005	
otal Expenditures	3,605,408	4,947,475 4,947,475	4,081,685	0
ther Revenue	66,718	4,947,475	4,081,685 0	0 0
EVENUE OVER (UNDER)	75,950	0	0	0
				

COUNTY OF BUTTE STATE OF CALIFORNIA OPERATION OF INTERNAL SERVICE FUND OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME				
Charges for Services	000 507	026 560	905 679	0
County Operating Departments	600,587	836,569 12,133	805,678 11,766	0
ISF Operating Departments	8,514 79,805	115,389	89,994	0
Charges to Outside Users	4,179	4,060	6,366	0
Enterprise Operating Departments Other Income:	4,173	4,000	0,500	v
Interest	1,029	0	0	0
Operating Transfers - Duplicating	(3,870)	0	0	0
Capital Contributions - Fund 0043	0	0	0	0
Reimb of Prior Year Exp / Miscellaneous	4	0	0	0
Total Income	690,248	968,151	913,804	0
EXPENSES				
011 0 11 5				
Other Operating Expenses:	460.000	100 506	100 275	0
Salaries & Benefits	168,023	183,536	192,375 822	0
Communications	824	862 2,100	2,100	0
Household Expense	2,071 327	2,100 361	452	0
General Insurance	22,467	31,900	31,900	0
Maintenance - Equipment	6,463	8,733	6,672	0
Maintenance - Str,Imp,& Grnds	3,109	3,183	2,820	0
Office Expense Rents & Leases - Equipment	33,512	48,000	42,000	0
Special Departmental Expenses	12,759	8,600	12,000	0
Data Processing	3,893	3,449	3,900	0
Transportation & Travel	154	1,200	740	0
Utilities	5,166	6,400	5,679	0
Depreciation	4,099	4,734	4,734	0
Supplies for Reissue	405,809	636,000	580,000	0
Interfund Expenditures	26,987	29,093	27,610	0
Other Reserves	(229)	0	0	0
Total Expenses	695,436	968,151	913,804	0
EXCESS INCOME OVER (UNDER) EXPENS	(5,188)	0	0	0
REVENUE SUMMARY				
F-0010 County General	280,006	313,359	375,624	0
F-0020 Welfare	174,848	299,807	234,556	0
F-0021 Public Health	24,874	42,331	33,368	0
F-0022 Behavioral Health	60,564	103,071	81,246	0
F-0025 Child Support Services	38,505	37,943	51,654	0
F-0030 Road	6,383	11,203	8,563	0
F-0080 Water Services	3,708	3,623	4,974	0
F-0100 Fire Protection	8,658	19,272	11,615	0
F-0110 Library	2,971	5,888	3,984	0
F-0150 Fish & Game	70	72	94	0
Subtotal	600,587	836,569	805,678	0
Charges to Outside Users	79,805	115,389	89,994	0
Enterprise Operating	4,179	4,060	6,366	0
ISF Operating	8,514	12,133	11,766	0
Combined Revenue	693,084	968,151	913,804	0
Total Expenditures	695,436	968,151	913,804	0
Other Revenue	(2,837)	0	0	0
REVENUE OVER (UNDER)	(5,188)	0	0	0

Schedule 10 Central Stores ISF F-7240

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME				
Charges for Services:				
County Operating Departments	057 700			
ISF Operating Departments	857,709	921,242	918,818	0
Charges to Outside Users	6,099 97,813	6,655	5,596	0
Enterprise Operating Departments	2,737	104,045 3,008	107,788	0
Other Income:	2,737	3,006	3,527	0
Interest	11	0	0	2
Operating Transfers - Stores	(4,618)	0	0 0	0
Capital Contributions - Gen Fund	(24,770)	0	0	0
Reimb of Prior Year Exp / Miscellaneous	2	0	0	0
Total Income	934,983	1,034,950	1,035,729	0
EXPENSES				
Other Operating Expenses:				
Salaries & Benefits	140 474	404 400	402 222	
Communications	118,171 925	131,409	136,623	0
Household Expense	2,314	1,220 2,450	1,051	0
General Insurance	809	2,450 752	2,400 980	0
Maintenance - Equipment	4,168	2,300	2,562	0
Maintenance - Str,Imp,& Grnds	8,784	11,679	9,125	0
Office Expense	13,764	15,440	14,940	0
Rents & Leases - Equipment	14,479	15,280	17,000	0
Data Processing	2,708	2,500	2,850	0
Transportation & Travel	994	900	1,000	0
Utilities	4,818	6,350	5,100	0
Depreciation	5,161	5,225	5,176	0
Interfund Expenditures	29,591	28,612	27,922	0
Other Reserves	(543)	0	0	0
Supplies for Reissue	753,560	810,833	809,000	0
Total Expenses	959,703	1,034,950	1,035,729	0
EXCESS INCOME OVER (UNDER) EXPENS	(24,720)	0	0	0
REVENUE SUMMARY				
F-0010 County General	425,443	417,070	455,754	0
F-0020 Welfare	231,829	288,296	248,346	0
F-0021 Public Health F-0022 Behavioral Health	27,406	31,824	29,359	0
F-0025 Child Support Services	36,218	52,879	38,799	0
F-0030 Road	117,434	106,293	125,801	0
F-0080 Water Services	3,745 2,736	3,796	4,012	0
F-0100 Fire Protection	2,655	1,381 3,980	2,931	0
F-0110 Library	10,073	15,514	2,844 10,789	0
F-0131 Transit	0	0	0,789	0
F-0150 Fish & Game	170	209	183	0
Subtotal	857,709	921,242	918,818	<u>0</u>
Charges to Outside Users	07.010	44.4		
Enterprise Operating	97,813	104,045	107,788	0
ISF Operating	2,737	3,008	3,527	0
-	6,099	6,655	5,596	0
Combined Revenue	964,358	1,034,950	1,035,729	0
Total Expenditures	959,703	1,034,950	1,035,729	0
Other Revenue	(29,375)	0	0	0
REVENUE OVER (UNDER)	(24,720)	0	0	Ó
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