

## Mission Statement

It is the mission of the Butte County General Services Department to maintain a reputation of Integrity, Pride, Professionalism and Reliability. We strive for a safe and open work environment, and through effective planning reduce risk, control cost, and provide quality services for all County departments.

## Department Description and Key Issues

The General Services Department is responsible for the delivery of a wide range of services in support of County departments. Other than capital projects budgeted in a separate fund, all of the services provided by the department are included in a single consolidated budget unit.

The General Services Department operates four core units, and a single classification Safety Officer position, all with the following functions:

**Real Property Assets** – Managing the leasing and acquisition of real property for the County is a core service function in the proper delivery of real property asset management. In addition to handling County real property transactions, this unit serves as the liaison to Veterans Hall Committees and the Southside Oroville Community Center Management Team.

**Facilities Services** – Managing the facilities related repair, maintenance, and modification work in buildings, grounds, and janitorial is the other core service function in the proper delivery of real property asset management. This unit handles all routine, major, and capital facilities work for County facilities including non-routine facilities related work at the Butte County Fairgrounds in Gridley.

**Contracting/Procurement Services** – Overseeing the County's contracting and procurement functions, including the Contracts/Purchasing Policies and the County Purchasing Ordinance, is a core service function in the proper delivery of acquisition of both personal property and professional services. In addition, this unit provides centralized courier services and surplus/auction services.

**Administration** – Managerial and administrative personnel are consolidated into a single unit to provide unified leadership and shared administrative support throughout the department, as well as administrative and fiscal oversight.

**Safety Officer** –The Safety Officer assists in ensuring the safety of our employees, citizens, and contractors during large construction projects, and assists departments countywide with safe practices. In the past year, the Safety Officer has taken an increased role in providing security assessment services to County departments.

The General Services Department will continue to improve policies and procedures and develop an organizational structure that better reflects the needs of the County. Specifically, the General Services Department will be focused on the following key initiatives in fiscal year 2017-18:

- *Improved Systems* – Working collaboratively with Information Systems and other internal support departments, proper implementation of computer based tools, including construction management administration applications, will increase

productivity throughout the department, improve the measurement of performance, and facilitate better planning and decision making processes.

- *Contracts/Procurement Policies and Procedures Training* – Working collaboratively with County departments, General Services will increase training made available to all departments to ensure a smooth transition into a Center – Led Contracting/Procurement business model.

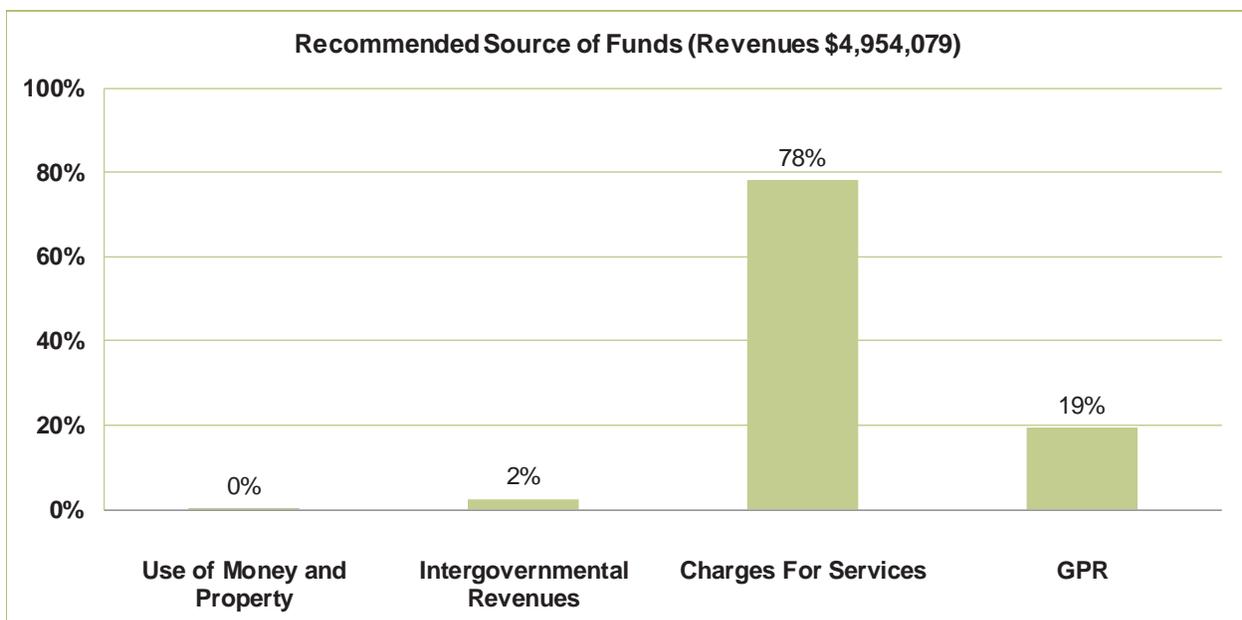
### GENERAL SERVICES BUDGET

	2015-16 Actuals	2016-17 Adopted	2017-18 Requested	2017-18 Recommended
Use of Money and Property	3,555	9,000	4,500	4,500
Intergovernmental Revenues	17,242	18,296	122,763	122,763
Charges For Services	3,185,144	3,692,157	1,923,358	3,867,578
Miscellaneous Revenues	732	500	-	-
Other Financing Sources	9,278	30,000	-	-
<b>Total Revenues</b>	<b>\$ 3,215,951</b>	<b>\$ 3,749,953</b>	<b>\$ 2,050,621</b>	<b>\$ 3,994,841</b>
Salaries and Employee Benefits	3,983,571	4,621,102	4,702,537	4,641,317
Services and Supplies	3,633,323	4,907,289	3,668,074	4,068,595
Other Charges	109,913	113,090	113,472	113,472
Other Financing Uses	39,097	45,313	68,724	68,724
Special Items	(3,169,826)	(4,614,708)	(3,013,106)	(3,938,029)
<b>Total Expenditures</b>	<b>\$ 4,596,078</b>	<b>\$ 5,072,086</b>	<b>\$ 5,539,701</b>	<b>\$ 4,954,079</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 1,380,127</b>	<b>\$ 1,322,133</b>	<b>\$ 3,489,080</b>	<b>\$ 959,238</b>

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### Source of Funds (Revenues)

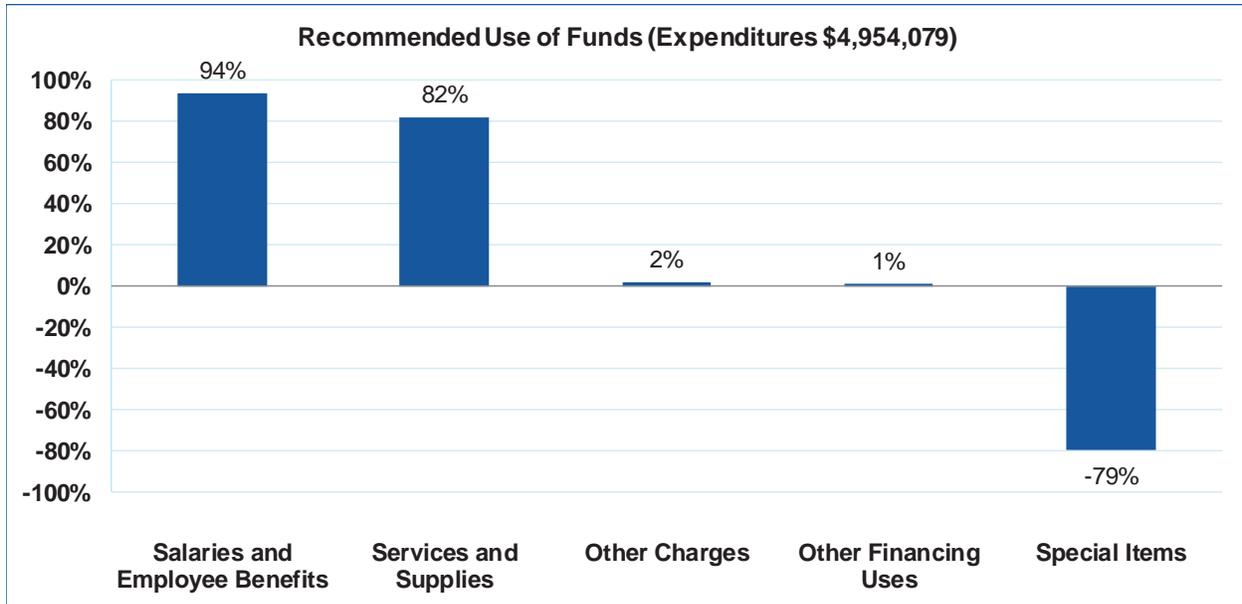
- Charges for services are the revenues from non-General Fund departments for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- Intergovernmental revenues are revenues from internal service funds, the Neal Road Recycling and Waste Facility and non-County entities for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- Use of money and property are rental payments for the use of the Veterans' Memorial Halls.



### Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies is the second largest expenditure category for the department and includes contracts for services such as building maintenance and repair, projects to improve County facilities, as well as office supplies, utilities, and training.
- Other charges include transfers to other County funds for services provided including fleet services and space use allowance.
- Other financing uses include the department's payment of depreciation to the General Services Equipment Replacement Fund.
- Special items include both positive expenditures (transfers) and negative expenditures (reimbursements), which when combined result in an overall negative expenditure for the category. The components of this category include:

- Transfers for the department’s share of costs for support services provided by Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
- Reimbursements to General Services from General Fund departments for support services provided, which are reflected as negative expenditures.
- Reimbursements from other General Fund departments for various facility projects, which are also reflected as negative expenditures.



**Summary of Budget Request and Recommendation**

**Salaries & Employee Benefits**

**Requested**

- The department budget request includes funding to maintain current staffing levels.

**Recommended**

- The recommendation includes funding to maintain current staffing levels.

Full Time Equivalent	
Position Allocations	Total
2013-14 Adopted Positions	50.00
2014-15 Adopted Positions	51.00
2015-16 Adopted Positions	53.00
2016-17 Adopted Positions	53.00
2016-17 Current Positions *	55.00
2017-18 Recommended Positions	55.00

\*As of 4/11/2017

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## Services & Supplies

### Requested

- The department budget request includes funding for major maintenance projects including:
  - The Paradise Veterans Memorial Hall Roof and HVAC
  - Search and Rescue Facility Septic/Sewer
  - 5/7 County Center Drive Accessibility Improvements
  - 9 County Center Drive Boiler Replacement
  - Security-related lighting at the Oroville and Chico Libraries
  - Fairgrounds Barn Roof Repair
  - Grant Funded Fairgrounds Deferred Maintenance Project
  - Energy Efficient Lighting Project Continuation
  - Fire Station 10 (Butte Meadows) Exterior Stairs
  - Chico Library HVAC Replacement
  - Paradise Library Flooring Replacement

### Recommended

- The recommendation includes funding for the following maintenance projects:
  - The Paradise Veterans Memorial Hall Roof and HVAC
  - Search and Rescue Facility Septic/Sewer
  - 5/7 County Center Drive Accessibility Improvements
  - 9 County Center Drive Boiler Replacement
  - Security related lighting at the Oroville and Chico Libraries
  - Fairgrounds Barn Roof Repair
  - Grant Funded Fairgrounds Deferred Maintenance Project
  - Energy Efficient Lighting Project Continuation
  - Eroded Trench Repair for Fiber Optic Cable
- The recommendation includes funding for 12 facility related projects requested by other departments including security lighting at the Oroville and Chico Libraries, communication tower maintenance related to the Butte Regional Radio Project, and a card lock security system for Public Health.

## Capital Assets

### Requested

- The department budget request includes funding in the General Services Equipment Replacement Fund for a compact sport utility vehicle.

### Recommended

- The recommendation includes funding for the requested capital asset.

BUDGET UNIT 021 - GENERAL SERVICES  
 FUNCTION GENERAL GOVERNMENT  
 ACTIVITY FINANCE, COMMUNICATION, PROPERTY MGMT  
 FUND 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2017-18 Requested	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5	6

**REVENUES**

440	USE OF MONEY & PROPERTY	3,555	9,000	4,500	4,500	-
450	INTERGOVERNMENTAL REVENUES	17,242	18,296	122,763	122,763	-
460	CHARGES FOR SERVICES	3,185,144	3,692,157	1,923,358	3,867,578	-
470	MISCELLANEOUS REVENUE	732	500	-	-	-
480	OTHER FINANCING SOURCES	9,278	30,000	-	-	-
<b>TOTAL REVENUES</b>		<b>\$3,215,951</b>	<b>\$3,749,953</b>	<b>\$2,050,621</b>	<b>\$3,994,841</b>	<b>-</b>

**EXPENDITURES/APPROPRIATIONS**

510	SALARIES & EMPLOYEE BENE	3,983,571	4,621,102	4,702,537	4,641,317	-
520	SERVICES & SUPPLIES	3,633,323	4,907,289	3,668,074	4,068,595	-
550	OTHER CHARGES	109,913	113,090	113,472	113,472	-
570	OTHER FINANCING USES	39,097	45,313	68,724	68,724	-
590	SPECIAL ITEMS	(3,169,826)	(4,614,708)	(3,013,106)	(3,938,029)	-
<b>TOTAL EXPENDITURES/APPROP.</b>		<b>\$4,596,078</b>	<b>\$5,072,086</b>	<b>\$5,539,701</b>	<b>\$4,954,079</b>	<b>-</b>

<b>NET COSTS / USE OF FUND BALANCE</b>		<b>\$1,380,127</b>	<b>\$1,322,133</b>	<b>\$3,489,080</b>	<b>\$959,238</b>	<b>-</b>
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**BUTTE COUNTY**  
**DETAIL OF BUDGET UNIT DIVISION**  
**BUDGET UNIT 021 - GENERAL SERVICES**  
**FUND 0010 - GENERAL FUND**

Detail by Division	2015-16 Actual	2016-17 Estimated	2017-18 Requested	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5	6

**REVENUES BY DIVISION**

0211	GS-ADMIN DIV	1,724	1,608,405	-	340,240	-
0212	GS-CENTRAL SVCS DIV	91,521	100,000	-	230,604	-
0213	GS-CONTRACT/PROCURE DIV	10,010	30,500	-	156,770	-
0214	GS-REAL PROP MGMT DIV	3,112,696	1,858,957	2,050,621	3,113,145	-
0215	GS-SAFETY	-	152,091	-	154,082	-

<b>TOTAL REVENUES</b>		<b>\$3,215,951</b>	<b>\$3,749,953</b>	<b>\$2,050,621</b>	<b>\$3,994,841</b>	<b>-</b>
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**EXPENDITURES/APPROPRIATIONS BY DIVISION**

0211	GS-ADMIN DIV	1,459,056	(3,775,067)	1,623,025	504,335	-
0212	GS-CENTRAL SVCS DIV	959,853	1,003,745	641,668	(82,749)	-
0213	GS-CONTRACT/PROCURE DIV	820,649	727,769	751,598	245,956	-
0214	GS-REAL PROP MGMT DIV	1,282,126	6,963,635	2,331,616	4,094,743	-
0215	GS-SAFETY	74,394	152,004	191,794	191,794	-

<b>TOTAL EXPENDITURES/APPROP.</b>		<b>\$4,596,078</b>	<b>\$5,072,086</b>	<b>\$5,539,701</b>	<b>\$4,954,079</b>	<b>-</b>
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**NET COSTS/USE OF FUND BALANCE BY DIVISION**

0211	GS-ADMIN DIV	1,457,332	(5,383,472)	1,623,025	164,095	-
0212	GS-CENTRAL SVCS DIV	868,332	903,745	641,668	(313,353)	-
0213	GS-CONTRACT/PROCURE DIV	810,639	697,269	751,598	89,186	-
0214	GS-REAL PROP MGMT DIV	(1,830,570)	5,104,678	280,995	981,598	-
0215	GS-SAFETY	74,394	(87)	191,794	37,712	-

<b>TOTAL NET COSTS/USE OF FUND BALANCE</b>		<b>\$1,380,127</b>	<b>\$1,322,133</b>	<b>\$3,489,080</b>	<b>\$959,238</b>	<b>-</b>
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