

Mission Statement

The mission of the County Administration Department is to provide leadership and guidance to the County organization in implementing the policies of the Board of Supervisors while maintaining and improving the effective operations and fiscal integrity of the County.

Department Description and Key Issues

The Chief Administrative Officer serves the Board of Supervisors as the chief administrator of County operations and as a major policy advisor. The County Administration Department implements Board policies and provides support and leadership to the County organization.

The Chief Administrative Officer also serves as the Clerk of the Board and Purchasing Agent. The Clerk of the Board prepares and distributes the Board of Supervisors' agendas and minutes, manages the Assessment Appeals application process, maintains historical records of the Board, maintains and directs publication of the County Code, and maintains the Board's Appointments Registry. The Purchasing Agent coordinates and administers the procurement of goods and services. The Chief Administrative Officer delegates much of her Purchasing Agent authority to deputies and the Director of General Services, with more limited authority granted to other department heads.

The County Administration Department is separated into four divisions with the following functions:

General Management – Provides leadership for planning, organizing, directing, controlling, and coordinating County activities including development of the County budget, the capital improvement program, and countywide financial policies and procedures. Coordinates County operations; responds to and resolves countywide issues and challenges; serves as the intergovernmental affairs liaison for the County, coordinating with other jurisdictions on a variety of matters; and provides centralized coordination of the County's Communication Strategy. Supports the Board of Supervisors by ensuring implementation of Board of Supervisors policy objectives, reviewing agenda items, recommending budget actions, implementing the County's legislative platform, and preparing studies and analyses. The division is also responsible for financial planning and control, including fiscal analysis and financial report preparation; cost allocation of internal services; debt administration; a variety of accounting services including fund reconciliation, revenue allocation, fee analysis, and utilities payment processing; and facilitating automation of business processes.

Emergency Management – Coordinates regional emergency preparedness and planning efforts. The County Administration Department, through this division, manages countywide disaster response and recovery, and serves as lead agency for various State and federal grants.

Economic and Community Development – Creates and implements the County's Regional Economic Development Strategy. Administers housing and community development programs and grants for the County, as well as County Service Area 114, which addresses groundwater issues in the Chico Urban Area.

Risk Management – Oversees the administration of a self-insured Workers’ Compensation program and administers the self-insured Liability program

The focus for the County Administration Department in fiscal year 2018-19 will be:

- Addressing unfunded pension liabilities;
- Identifying and implementing a structure for gap funding of Fire services;
- Negotiating with the California Department of Water Resources regarding the County’s subsidy of the Lake Oroville Facilities;
- Economic development;
- Intergovernmental collaboration, especially regarding homelessness;
- Enhancing the use of technology in County operations, including, but not limited to: use of electronic document management, electronic signatures, and open data;
- Cost-effective management of the County’s Table A water allocation;
- Improving the County’s ability to compete in the labor market;
- Organization-wide strategic planning, including revenue enhancement and cost reduction strategies; and
- Exploration of sustainability projects.

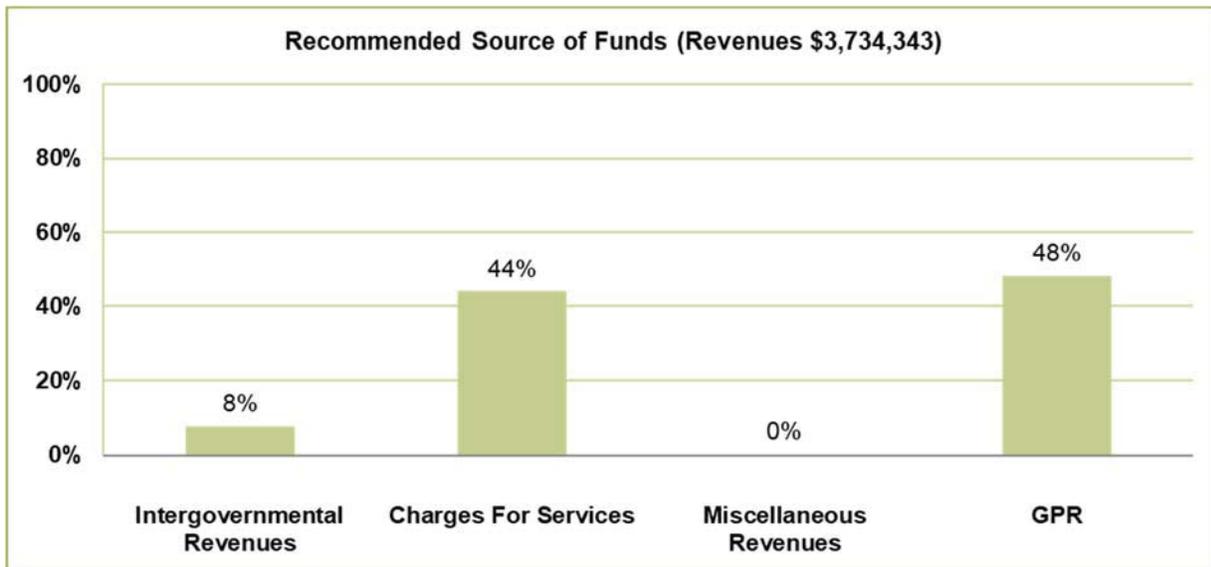
COUNTY ADMINISTRATION BUDGET

	2016-17 Actuals	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
Intergovernmental Revenues	272,479	286,406	283,877	283,877
Charges For Services	1,555,688	1,489,386	1,642,152	1,642,152
Miscellaneous Revenues	31	200	200	200
Other Financing Sources	2,796	0	0	0
Total Revenues	\$ 1,830,993	\$ 1,775,992	\$ 1,926,229	\$ 1,926,229
Salaries and Employee Benefits	2,838,319	3,228,221	3,319,136	3,319,136
Services and Supplies	797,779	1,162,180	1,068,466	1,070,926
Other Charges	104,387	14,717	20,964	20,964
Capital Assets	0	0	-	-
Special Items	(498,048)	(412,833)	(694,702)	(676,683)
Total Expenditures	\$ 3,242,437	\$ 3,992,285	\$ 3,713,864	\$ 3,734,343
Net Costs/Use of Fund Balance	\$ 1,411,444	\$ 2,216,293	\$ 1,787,635	\$ 1,808,114

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Source of Funds (Revenues)

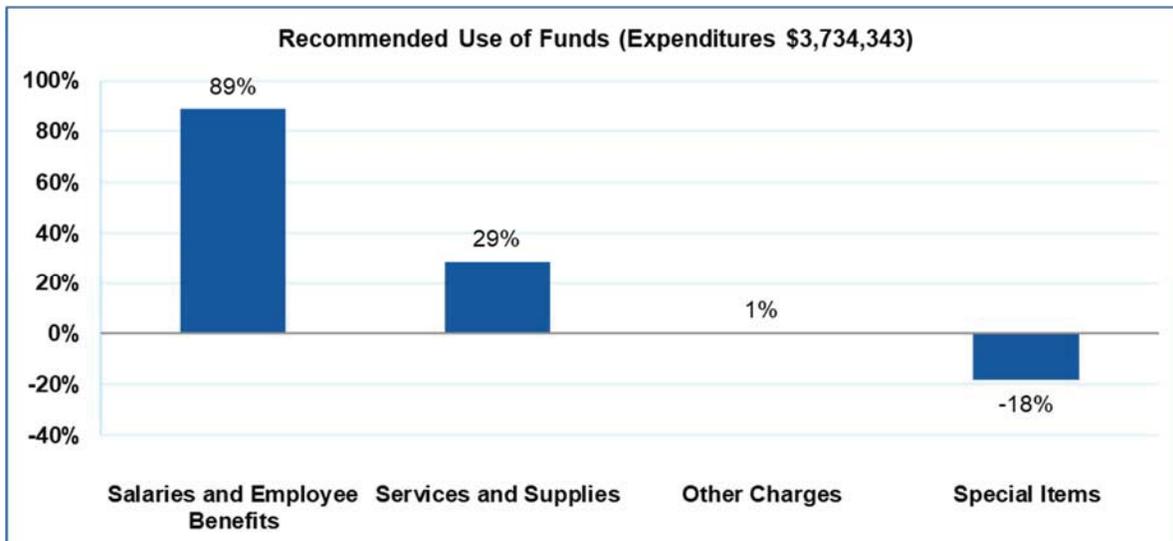
- General purpose revenue (GPR) is the General Fund contribution to operate the department and is the largest revenue source for the department.
- Charges for services are payments from non-General Fund departments for services provided by County Administration, such as budget and management support, accounting and financial services, and risk management.
- Intergovernmental revenues include federal revenues associated with emergency management grants, as well as revenues from internal service funds, the Neal Road Recycling and Waste Facility, and non-County entities for services provided by the department.



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Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies include contracts for services such as the annual financial audit, State and federal advocacy, and economic development. They also include office supplies, utilities, and training.
- Other charges include transfers to other County funds for services provided including space use allowance.
- 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.
 - Transfers to the Sheriff’s Office for the emergency mass notification system.
 - Reimbursements to Administration from General Fund departments for support services provided, which are reflected as negative expenditures.



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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		Total
Position Allocations		
2014-15	Adopted Positions	26.00
2015-16	Adopted Positions	26.00
2016-17	Adopted Positions	25.00
2017-18	Adopted Positions	24.00
2017-18	Current Positions *	24.00
2018-19	Recommended Positions	24.00

*As of 4/24/2018

Services & Supplies

Requested

- The department budget request includes a reduction to contracted professional services and office supplies.

Recommended

- The recommendation includes funding for requested services and supplies.

Capital Assets

Requested

- The department budget request does not include any capital assets.

Recommended

- The recommendation does not include any capital assets.

BUTTE COUNTY
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
 GOVERNMENTAL FUNDS
 FISCAL YEAR 2018-19

BUDGET UNIT: 020 - COUNTY ADMINISTRATION
 FUNCTION: GENERAL GOVERNMENT PUBLIC PROTECTION
 ACTIVITY: LEGISLATIVE & ADMIN OTHER PROTECTION
 PROMOTION
 FUND: 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object 1	2016-17 Actual 2	2017-18 Estimated 3	2018-19 Requested 4	2018-19 Recommended 5	2018-19 Adopted by Board of Supervisors 6
REVENUES					
450 INTERGOVERNMENTAL REVENUES	272,479	286,406	283,877	283,877	-
460 CHARGES FOR SERVICES	1,555,688	1,489,386	1,642,152	1,642,152	-
470 MISCELLANEOUS REVENUE	31	200	200	200	-
480 OTHER FINANCING SOURCES	2,796	-	-	-	-
TOTAL REVENUES	\$1,830,993	\$1,775,992	\$1,926,229	\$1,926,229	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	2,838,319	3,228,221	3,319,136	3,319,136	-
520 SERVICES & SUPPLIES	797,779	1,162,180	1,068,466	1,070,926	-
550 OTHER CHARGES	104,387	14,717	20,964	20,964	-
590 SPECIAL ITEMS	-498,048	-412,833	-694,702	-676,683	-
TOTAL EXPENDITURES/APPROP.	\$3,242,437	\$3,992,285	\$3,713,864	\$3,734,343	-
NET COSTS/USE OF FUND BALANCE	\$1,411,444	\$2,216,293	\$1,787,635	\$1,808,114	-

BUTTE COUNTY
DETAIL OF BUDGET UNIT BY DIVISION
BUDGET UNIT: 020 - COUNTY ADMINISTRATION
FUND: 0010 - GENERAL FUND

Detail by Division	2016-17 Actual	2017-18 Estimated	2018-19 Requested	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES BY DIVISION

0201	ADM-ADMINISTRATION DIV	1,308,993	1,216,167	1,376,894	1,376,894	-
0202	ADM-EMERGENCY MGMT DIV	189,223	172,000	172,000	172,000	-
0203	ADM-ECON & COMM DEV DIV	50,458	62,000	25,000	25,000	-
0204	ADM-RISK MGMT DIV	282,320	325,825	352,335	352,335	-

TOTAL REVENUES		\$1,830,993	\$1,775,992	\$1,926,229	\$1,926,229	-
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EXPENDITURES/APPROPRIATIONS BY DIVISION

0201	ADM-ADMINISTRATION DIV	2,209,795	2,959,334	2,876,761	2,896,447	-
0202	ADM-EMERGENCY MGMT DIV	486,015	409,131	315,235	316,028	-
0203	ADM-ECON & COMM DEV DIV	267,274	297,995	167,141	167,141	-
0204	ADM-RISK MGMT DIV	279,353	325,825	354,727	354,727	-

TOTAL EXPENDITURES/APPROPRIATIONS		\$3,242,437	\$3,992,285	\$3,713,864	\$3,734,343	-
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NET COSTS/USE OF FUND BALANCE

0201	ADM-ADMINISTRATION DIV	900,802	1,743,167	1,499,867	1,519,553	-
0202	ADM-EMERGENCY MGMT DIV	296,792	237,131	143,235	144,028	-
0203	ADM-ECON & COMM DEV DIV	216,816	235,995	142,141	142,141	-
0204	ADM-RISK MGMT DIV	(2,967)	-	2,392	2,392	-

TOTAL NET COSTS/USE OF FUND BALANCE		\$1,411,444	\$2,216,293	\$1,787,635	\$1,808,114	-
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