

## Mission Statement

It is the mission of the Butte County General Services Department to maintain a reputation of integrity, pride, professionalism and reliability. General Services' strives for a safe and open work environment and, through effective planning, reduces risk, controls cost, and provides 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.

The General Services Department will continue to improve policies and procedures and develop an organizational structure that reflects the changing needs of the County. Specifically, the General Services Department will be focused on the following key initiatives in fiscal year 2018-19:

- *Large Capital Projects* – The department will remain focused on the jail expansion project, the Evidence Storage / Morgue facility and campus infrastructure project.

- *Safety and Security* – Working collaboratively with all County departments, General Services will focus on development of a more comprehensive safety and security program throughout the County.

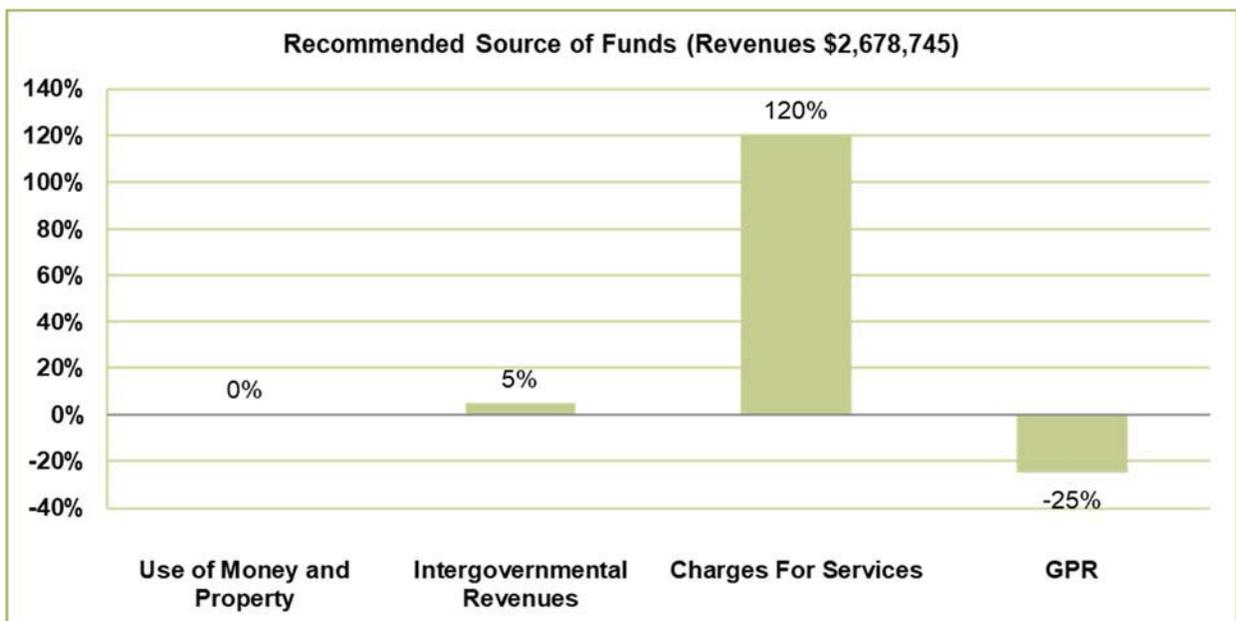
## GENERAL SERVICES BUDGET

	2016-17 Actuals	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
Use of Money and Property	2,944	4,500	500	500
Intergovernmental Revenues	118,044	122,763	128,103	128,103
Charges For Services	2,847,946	4,188,484	2,329,654	3,223,481
Miscellaneous Revenues	797	-	-	-
Other Financing Sources	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,969,732</b>	<b>\$ 4,315,747</b>	<b>\$ 2,458,257</b>	<b>\$ 3,352,084</b>
Salaries and Employee Benefits	4,332,268	4,620,517	4,638,532	4,504,466
Services and Supplies	4,349,870	5,445,715	3,772,605	3,746,329
Other Charges	127,595	113,472	97,797	97,797
Other Financing Uses	45,313	68,724	75,498	75,498
Special Items	(3,379,193)	(5,296,156)	(4,098,402)	(5,745,345)
<b>Total Expenditures</b>	<b>\$ 5,475,853</b>	<b>\$ 4,952,272</b>	<b>\$ 4,486,030</b>	<b>\$ 2,678,745</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 2,506,121</b>	<b>\$ 636,525</b>	<b>\$ 2,027,773</b>	<b>\$ (673,339)</b>

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**Source of Funds (Revenues)**

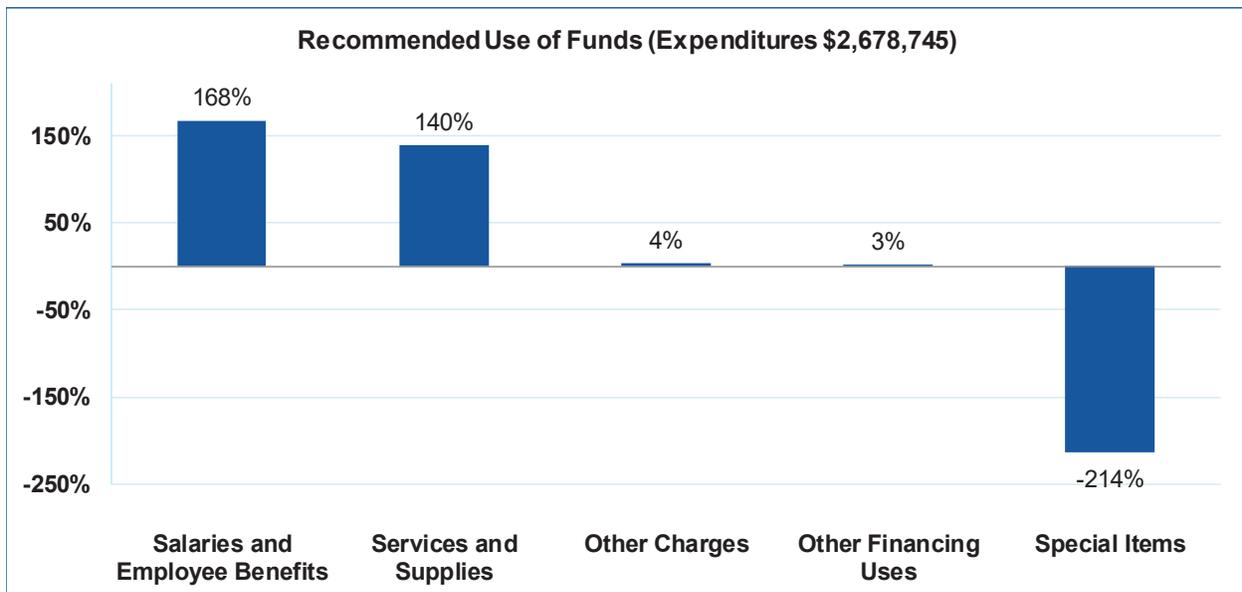
- Charges for services are the revenues from non-General Fund departments for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- Intergovernmental revenues are revenues from internal service funds, the Neal Road Recycling and Waste Facility and non-County entities for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department. This is a negative amount due to the prior year cost plan reimbursements that will be received 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 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	Full Time Equivalent		Total
	Position Allocations		
<ul style="list-style-type: none"> <li>The department budget request includes the elimination of vacant 1.0 Courier position and 1.0 Limited Term Administrative Analyst position, as well as a reduction in extra help.</li> </ul>	2014-15	Adopted Positions	51.00
	2015-16	Adopted Positions	53.00
	2016-17	Adopted Positions	53.00
	2017-18	Adopted Positions	55.00
	2017-18	Current Positions *	53.00
	2018-19	Recommended Positions	49.00
<ul style="list-style-type: none"> <li>The department budget request also includes the conversion of an Administrative Analyst position to a lower level flexibly staffed Financial Technician position.</li> </ul>	*As of 4/24/2018		

### Recommended

- The recommended budget includes the elimination of the following four positions:
  - 1.0 vacant Courier
  - 2.0 vacant Administrative Analysts (one of which is limited term)
  - 1.0 filled Limited Term Capital Project Manager (eliminated 12/1/2017)

### Services & Supplies

#### Requested

- The department budget request includes funding for maintenance projects including:
  - Paradise Veterans Memorial Hall Roof and HVAC
  - Reseal the North Roof at 25 County Center Drive
  - Search and Rescue Sewer Connection
  - Jail and Sheriff's Office Chiller, 3 Air Handlers & 6 HVAC Units Replacement
  - 9 County Center Drive Boiler Replacement
  - Fire Station 33 Driveway Apron Replacement
  - 155 Nelson Floor Crack Remediation
  - Campus Wayfinding Signs
  - Paradise Library Flooring

#### Recommended

- The recommendation includes funding maintenance projects:
  - Paradise Veterans Memorial Hall Roof and HVAC
  - Reseal the North Roof at 25 County Center Drive
  - Search and Rescue Sewer Connection

- Jail and Sheriff's Office Chiller, 3 Air Handlers & 6 HVAC Units Replacement

### **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: 021 - GENERAL SERVICES  
 FUNCTION: GENERAL GOVERNMENT RECREATION  
 ACTIVITY: COMMUNICATION FINANCE PLANT ACQUISITION  
 PROPERTY MGMT VETERANS MEM BLDGS  
 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
<b>REVENUES</b>					
440 USE OF MONEY & PROPERTY	2,944	4,500	500	500	-
450 INTERGOVERNMENTAL REVENUES	118,044	122,763	128,103	128,103	-
460 CHARGES FOR SERVICES	2,847,946	4,188,484	2,329,654	3,223,481	-
470 MISCELLANEOUS REVENUE	797	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$2,969,732</b>	<b>\$4,315,747</b>	<b>\$2,458,257</b>	<b>\$3,352,084</b>	<b>-</b>
<b>EXPENDITURES/APPROP.</b>					
510 SALARIES & EMPLOYEE BENE	4,332,268	4,620,517	4,638,532	4,504,466	-
520 SERVICES & SUPPLIES	4,349,870	5,445,715	3,772,605	3,746,329	-
550 OTHER CHARGES	127,595	113,472	97,797	97,797	-
570 OTHER FINANCING USES	45,313	68,724	75,498	75,498	-
590 SPECIAL ITEMS	-3,379,193	-5,296,156	-4,098,402	-5,745,345	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$5,475,853</b>	<b>\$4,952,272</b>	<b>\$4,486,030</b>	<b>\$2,678,745</b>	<b>-</b>
<b>NET COSTS/USE OF FUND BALANCE</b>	<b>\$2,506,121</b>	<b>\$636,525</b>	<b>\$2,027,773</b>	<b>(\$673,339)</b>	<b>-</b>

**BUTTE COUNTY**  
**DETAIL OF BUDGET UNIT BY DIVISION**  
**BUDGET UNIT: 021 - GENERAL SERVICES**  
**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**

0211 GS-ADMIN DIV	303,416	340,240	-	-	-
0212 GS-CENTRAL SVCS DIV	322,767	230,604	100,000	100,000	-
0213 GS-CONTRACT/PROCURE DIV	151,940	156,770	-	-	-
0214 GS-REAL PROP MGMT DIV	2,085,963	3,434,051	2,126,077	3,019,904	-
0215 GS-SAFETY	105,646	154,082	232,180	232,180	-

<b>TOTAL REVENUES</b>	<b>\$2,969,732</b>	<b>\$4,315,747</b>	<b>\$2,458,257</b>	<b>\$3,352,084</b>	<b>-</b>
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**EXPENDITURES/APPROPRIATIONS BY DIVISION**

0211 GS-ADMIN DIV	516,679	504,335	1,649,125	1,578,306	-
0212 GS-CENTRAL SVCS DIV	522,464	(80,718)	291,019	291,473	-
0213 GS-CONTRACT/PROCURE DIV	218,635	215,956	729,525	729,525	-
0214 GS-REAL PROP MGMT DIV	4,066,496	4,120,905	1,584,181	(152,739)	-
0215 GS-SAFETY	151,579	191,794	232,180	232,180	-

<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b>\$5,475,853</b>	<b>\$4,952,272</b>	<b>\$4,486,030</b>	<b>\$2,678,745</b>	<b>-</b>
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**NET COSTS/USE OF FUND BALANCE**

0211 GS-ADMIN DIV	213,263	164,095	1,649,125	1,578,306	-
0212 GS-CENTRAL SVCS DIV	199,697	(311,322)	191,019	191,473	-
0213 GS-CONTRACT/PROCURE DIV	66,695	59,186	729,525	729,525	-
0214 GS-REAL PROP MGMT DIV	1,980,532	686,854	(541,896)	(3,172,643)	-
0215 GS-SAFETY	45,933	37,712	-	-	-

<b>TOTAL NET COSTS/USE OF FUND BALANCE</b>	<b>\$2,506,121</b>	<b>\$636,525</b>	<b>\$2,027,773</b>	<b>(\$673,339)</b>	<b>-</b>
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