

Mission Statement

The mission of County Administration is to provide leadership and guidance to the County organization by 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. County Administration 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 the Purchasing Agent authority to deputies and the Director of General Services, with more limited authority granted to other department heads.

County Administration is organized 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. County Administration, through this division, manages countywide disaster response and recovery, and serves as the lead agency for various State and federal grants.

Economic and Community Development – Creates and implements the County's 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 County Administration in fiscal year 2020-21 will be:

- COVID-19 response and recovery efforts;
- Continued Camp Fire recovery efforts;
- Weathering the economic downturn and addressing long term County financial sustainability;
- Intergovernmental collaboration regarding housing and homelessness;
- Continued negotiations with California Department of Water Resources regarding the County’s ongoing subsidy of the Lake Oroville Facilities; and
- Labor negotiations.

COUNTY ADMINISTRATION BUDGET

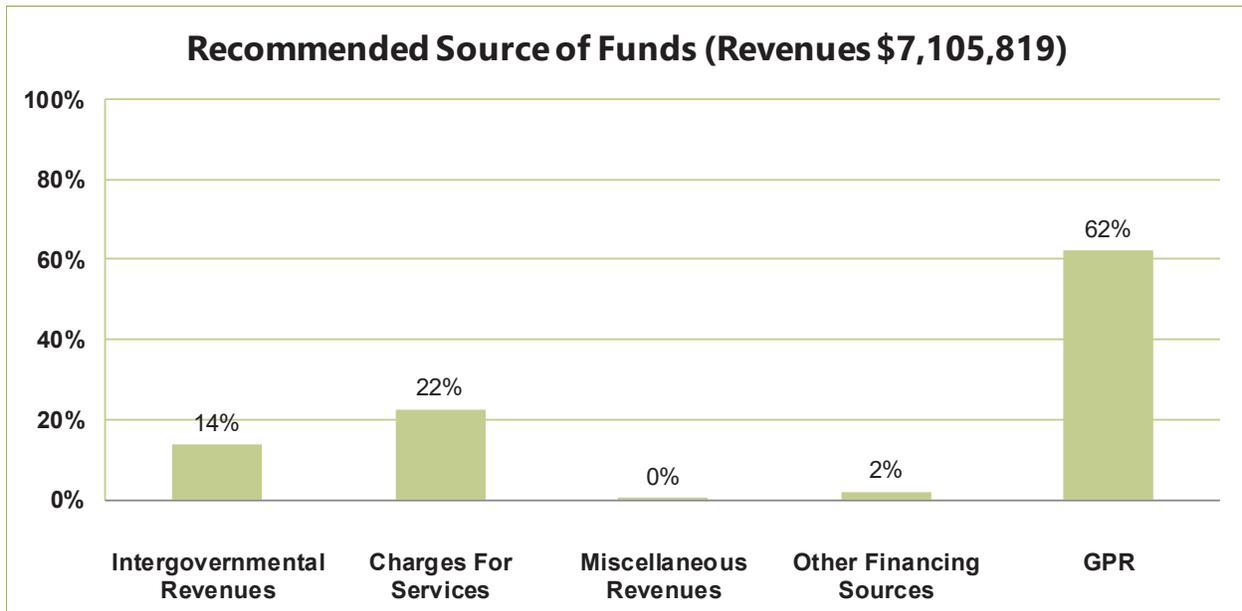
	2018-19 Actuals	2019-20 Adopted	2020-21 Requested	2020-21 Recommended
Intergovernmental Revenues	450,744	270,052	963,940	963,940
Charges For Services	1,646,523	1,686,128	1,588,826	1,588,826
Miscellaneous Revenues	275	200	6,250	6,250
Other Financing Sources	0	0	137,800	137,800
Total Revenues	\$ 2,097,542	\$ 1,956,380	\$ 2,696,816	\$ 2,696,816
Salaries and Employee Benefits	3,176,591	3,388,889	6,016,529	5,824,414
Services and Supplies	824,777	1,011,481	1,684,236	1,685,011
Other Charges	227,826	56,964	56,146	56,146
Capital Assets	50,134	-	-	-
Special Items	(693,217)	(610,363)	(462,851)	(459,752)
Total Expenditures	\$ 3,586,110	\$ 3,846,971	\$ 7,294,060	\$ 7,105,819
Net Costs/Use of Fund Balance	\$ 1,488,568	\$ 1,890,591	\$ 4,597,244	\$ 4,409,003

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 and Camp Fire related economic recovery 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.
- Other financing sources include the transfer from the disaster recovery fund for a Camp Fire recovery grant awarded by the North Valley Community Foundation.

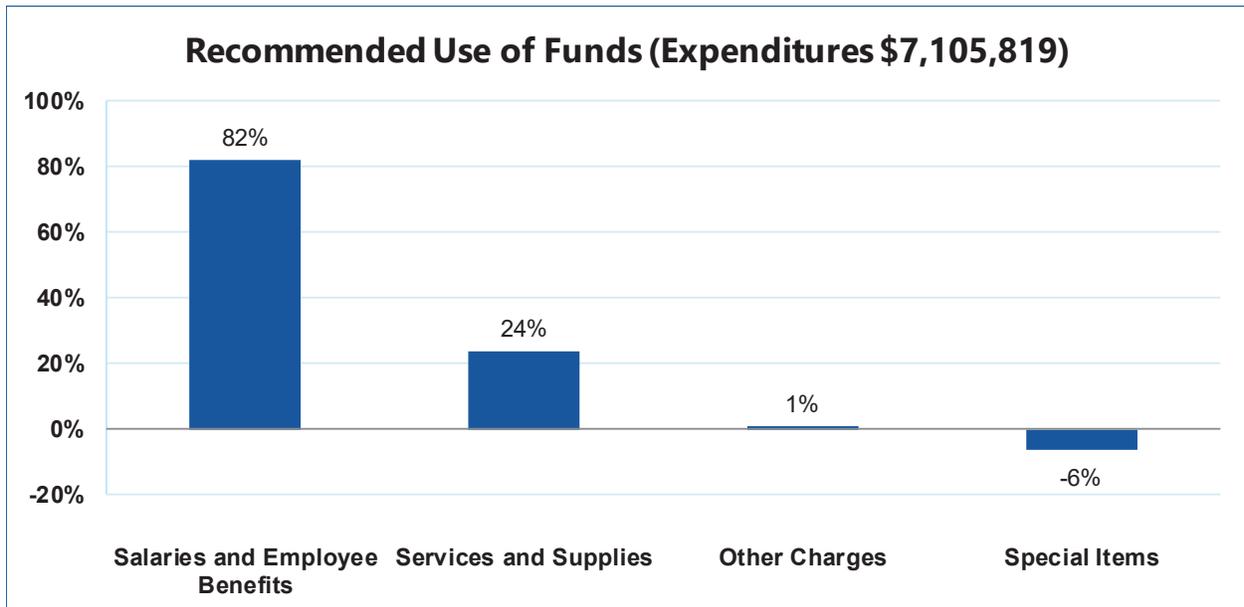
Full Time Equivalent		
Position Allocations		Total
2016-17 Adopted Positions		25.00
2017-18 Adopted Positions		24.00
2018-19 Adopted Positions		24.00
2019-20 Adopted Positions		24.00
2019-20 Current Positions *		29.00
2020-21 Recommended Positions		28.00

*As of 4/14/2020



Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department. This budget includes significant resources (three limited term positions along with extra help support) to assist with Camp Fire recovery including tree debris removal.
- Services and supplies include contracts for services such as consultants to assist with the implementation of a new enterprise financial software, annual financial audit, State and federal advocacy, and tourism. Office supplies, utilities, and training are also included.
- Other charges include interfund transfers for the department’s share of depreciation on facilities and space lease for the County Emergency Operations Center.
- 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 Auditor-Controller’s Office, County Counsel, Department of General Services, Department of Human Resources, Department of Information Systems, and Treasurer-Tax Collector’s Office.
 - Reimbursements to Administration from General Fund departments for support services provided, which are reflected as negative expenditures.
 - Transfers to the Sheriff’s Office for the emergency mass notification system.



Summary of Budget Request and Recommendation

Salaries & Employee Benefits

Requested

- The department budget request includes the elimination of 1.0 Management Analyst position.
- The department budget request includes funding for reimbursable labor costs associated with Camp Fire recovery and tree debris removal. Some costs will be reimbursed in the budget year and some in subsequent years.

Recommended

- The recommendation includes funding for the requested staffing levels.

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels.
- The department budget request includes funding for a contract with an Enterprise Resource Planning (ERP) implementation consultant.

Recommended

- The recommendation includes funding for the 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 2020-21

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	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by Board of Supervisors
1	2	3	4	5	6
REVENUES					
450 INTERGOVERNMENTAL REVENUES	450,744	270,052	963,940	963,940	-
460 CHARGES FOR SERVICES	1,646,522	1,686,128	1,588,826	1,588,826	-
470 MISCELLANEOUS REVENUE	275	200	6,250	6,250	-
480 OTHER FINANCING SOURCES	-	-	137,800	137,800	-
TOTAL REVENUES	\$2,097,542	\$1,956,380	\$2,696,816	\$2,696,816	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	3,176,591	3,388,889	6,016,529	5,824,414	-
520 SERVICES & SUPPLIES	824,777	1,011,481	1,684,236	1,685,011	-
550 OTHER CHARGES	227,826	56,964	56,146	56,146	-
560 CAPITAL ASSETS					
EQUIPMENT	50,134	-	-	-	-
TOTAL CAPITAL ASSETS	50,134	-	-	-	-
590 SPECIAL ITEMS	(693,217)	(610,363)	(462,851)	(459,752)	-
TOTAL EXPENDITURES/APPROP.	\$3,586,110	\$3,846,971	\$7,294,060	\$7,105,819	-
NET COSTS/USE OF FUND BALANCE	\$1,488,568	\$1,890,591	\$4,597,244	\$4,409,003	-

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

Detail by Division	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by the Board of Supervisors
1	2	3	4	5	6
REVENUES BY DIVISION					
0201 ADM-ADMINISTRATION DIV	1,378,893	1,379,867	1,434,887	1,434,887	-
0202 ADM-EMERGENCY MGMT DIV	338,916	170,000	685,250	685,250	-
0203 ADM-ECON & COMM DEV DIV	47,788	37,000	215,180	215,180	-
0204 ADM-RISK MGMT DIV	331,945	369,513	361,499	361,499	-
TOTAL REVENUES	\$2,097,542	\$1,956,380	\$2,696,816	\$2,696,816	-
EXPENDITURES/APPROPRIATIONS BY DIVISION					
0201 ADM-ADMINISTRATION DIV	2,448,188	2,906,344	5,562,563	5,373,839	-
0202 ADM-EMERGENCY MGMT DIV	661,884	390,245	977,092	977,212	-
0203 ADM-ECON & COMM DEV DIV	144,092	180,869	393,269	393,269	-
0204 ADM-RISK MGMT DIV	331,945	369,513	361,136	361,499	-
TOTAL EXPENDITURES/APPROPRIATIONS	\$3,586,110	\$3,846,971	\$7,294,060	\$7,105,819	-
NET COSTS/USE OF FUND BALANCE					
0201 ADM-ADMINISTRATION DIV	1,069,296	1,526,477	4,127,676	3,938,952	-
0202 ADM-EMERGENCY MGMT DIV	322,968	220,245	291,842	291,962	-
0203 ADM-ECON & COMM DEV DIV	96,304	143,869	178,089	178,089	-
0204 ADM-RISK MGMT DIV	-	-	(363)	-	-
TOTAL NET COSTS/USE OF FUND BALANCE	\$1,488,568	\$1,890,591	\$4,597,244	\$4,409,003	-