

## Mission Statement

It is the mission of the Department of General Services to maintain a reputation of integrity, pride, professionalism, and reliability. The department 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 Department of General Services 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 Department of General Services operates four core units, and a single classification Safety Officer position, with the following functions:

**Real Property Assets** – Managing the leasing, acquisition, and disposal 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, including the County Architect, handles all routine, major, and capital 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 personal property and professional services. In addition, this unit provides centralized courier and surplus/auction services.

**Administration** – Consolidated into a single unit, the managerial, administrative, and finance personnel provide unified leadership and shared administrative support throughout the department, as well as administrative and fiscal oversight.

**Safety Officer** –The County Safety Officer assists in ensuring the safety of our employees, residents, and contractors during large construction projects and assists departments Countywide with safe practices.

The Department of General Services will continue to improve policies, procedures, and develop an organizational structure that reflects the changing needs of the County. Specifically, the focus items of the Department of General Services in fiscal year 2020-21 include:

- *Large Capital Projects* – The department will remain focused on the Jail Expansion project and construction of the Evidence Storage and Morgue.
- *Camp Fire Recovery* – Support the Camp Fire Recovery including facility repair and replacement, ongoing logistical support, and record keeping related to federal and State emergency reimbursement.

- *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.
- *Utility Billing Process* – Working with County Administration, the Auditor-Controller’s Office, and the Department of Information Systems, General Services will focus on process improvement related to the payment of utility bills utilizing Electronic Data Interchange.

**GENERAL SERVICES BUDGET**

	2018-19 Actuals	2019-20 Adopted	2020-21 Requested	2020-21 Recommended
Use of Money and Property	893	600	500	500
Intergovernmental Revenues	128,064	901,005	93,387	93,387
Charges For Services	3,053,638	3,144,336	2,096,729	2,056,729
Miscellaneous Revenues	95,024	-	-	-
Other Financing Sources	1,094,174	1,152,000	400,000	400,000
<b>Total Revenues</b>	<b>\$ 4,371,794</b>	<b>\$ 5,197,941</b>	<b>\$ 2,590,616</b>	<b>\$ 2,550,616</b>
Salaries and Employee Benefits	4,034,658	4,638,338	4,823,080	4,678,538
Services and Supplies	14,485,907	6,886,317	8,995,698	5,204,098
Other Charges	142,485	128,754	141,971	141,971
Capital Assets	10,822	-	-	-
Other Financing Uses	75,498	71,678	58,441	58,441
Special Items	(4,587,749)	(4,948,220)	(4,555,074)	(4,895,505)
<b>Total Expenditures</b>	<b>\$ 14,161,622</b>	<b>\$ 6,776,867</b>	<b>\$ 9,464,116</b>	<b>\$ 5,187,543</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 9,789,828</b>	<b>\$ 1,578,926</b>	<b>\$ 6,873,500</b>	<b>\$ 2,636,927</b>

**Source of Funds (Revenues)**

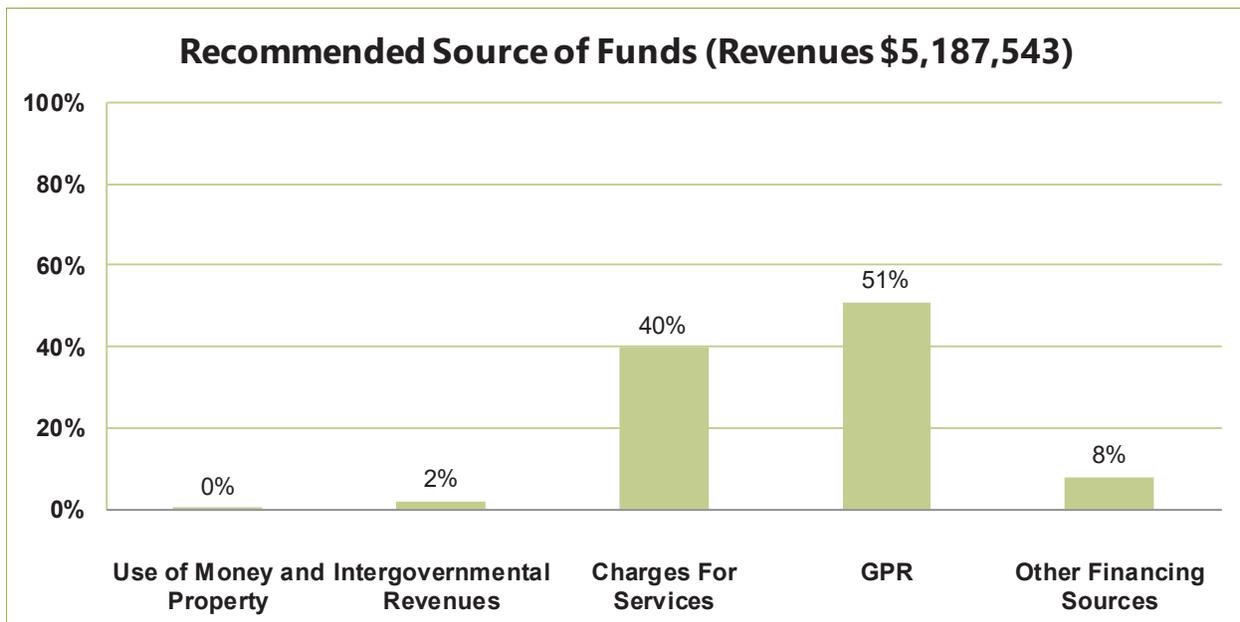
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- Charges for services are the revenues from non-General Fund departments for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- Intergovernmental 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.

**Full Time Equivalent**

Position Allocations	Total
2016-17 Adopted Positions	53.00
2017-18 Adopted Positions	55.00
2018-19 Adopted Positions	49.00
2019-20 Adopted Positions	49.00
2019-20 Current Positions *	50.00
2020-21 Recommended Positions	51.00

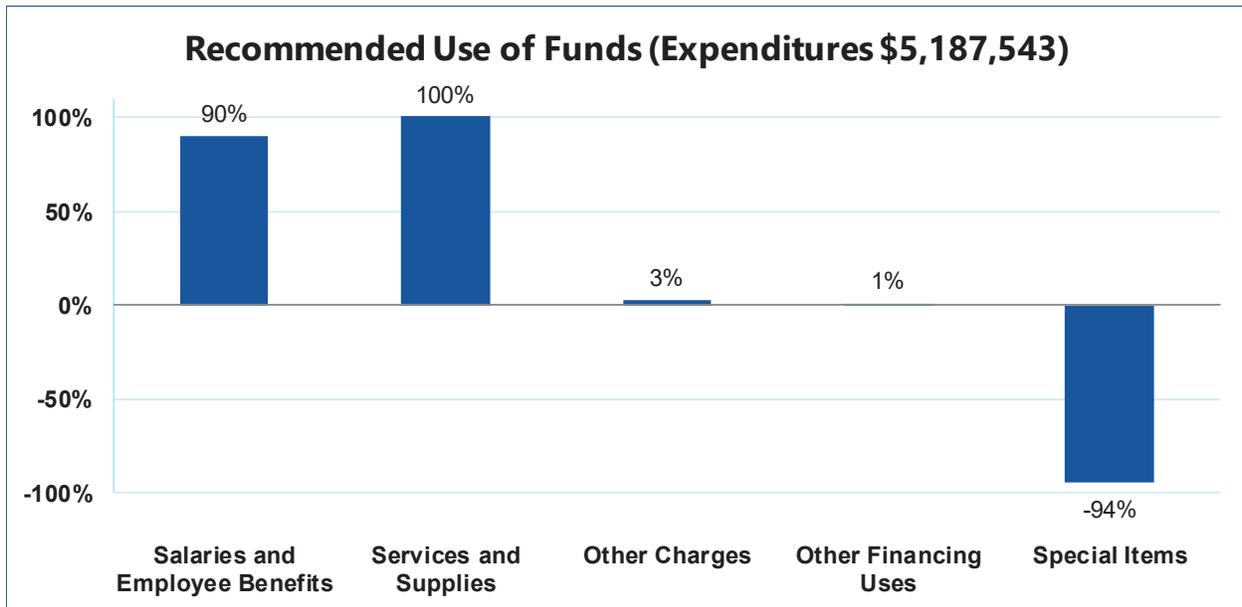
\*As of 4/14/2020

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### Use of Funds (Expenditures)

- Services and supplies is the 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. Due to Special Items category containing negative expenditures, Services and Supplies show as 100% of budget.
- Salaries and benefits is the second largest expenditure category for the department. Due to the Special Items category containing negative expenditures, Salaries and Benefits show as 90% of budget.
- Other charges include transfers to other County funds for services such as fleet services and the department's share of depreciation on facilities.
- 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 County Administration, Auditor-Controller's Office, County Counsel, Department of Human Resources, Department of Information Systems, and Treasurer-Tax Collector's Office.
  - Reimbursements to General Services from General Fund departments for support services provided, which are reflected as negative expenditures.



## Summary of Budget Request and Recommendation

### Salaries & Employee Benefits

#### Requested

- The department budget request includes the elimination of 1.0 Capital Improvement Project Manager and 1.0 Facilities Maintenance Coordinator. These positions will be replaced by 1.0 Financial Technician, 1.0 Administrative Assistant, and 1.0 Inventory Warehouse Specialist.

#### 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 to support the Tree Right-of-Entry (ROE) Center.
- The department budget request includes funding for facilities projects including:
  - Replacing the roof at Main Jail and Sheriff’s Office (continued from current year)
  - 25 County Center ADA Bathrooms (continued from current year and funded in part by CDBG funds)
  - Jail Cuff Port Replacement (continued from current year)
  - Repairing the roof at the Probation Administration Building

- Campus Subdivision Project (continued from current year)
- 9 County Center Drive Boiler Replacement
- Information Services (IS) Radio Antenna
- Psychiatric Health Facility (PHF) Safety Upgrades

**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: 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	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
<b>REVENUES</b>					
440 USE OF MONEY & PROPERTY	893	600	500	500	-
450 INTERGOVERNMENTAL REVENUES	128,064	901,005	93,387	93,387	-
460 CHARGES FOR SERVICES	3,053,638	3,144,336	2,096,729	2,056,729	-
470 MISCELLANEOUS REVENUE	95,024	-	-	-	-
480 OTHER FINANCING SOURCES	1,094,174	1,152,000	400,000	400,000	-
<b>TOTAL REVENUES</b>	<b>\$4,371,794</b>	<b>\$5,197,941</b>	<b>\$2,590,616</b>	<b>\$2,550,616</b>	<b>-</b>
<b>EXPENDITURES/APPROP.</b>					
510 SALARIES & EMPLOYEE BENE	4,034,658	4,638,338	4,823,080	4,678,538	-
520 SERVICES & SUPPLIES	14,485,907	6,886,317	8,995,698	5,204,098	-
550 OTHER CHARGES	142,485	128,754	141,971	141,971	-
560 CAPITAL ASSETS					
EQUIPMENT	10,822	-	-	-	-
TOTAL CAPITAL ASSETS	10,822	-	-	-	-
570 OTHER FINANCING USES	75,498	71,678	58,441	58,441	-
590 SPECIAL ITEMS	(4,587,749)	(4,948,220)	(4,555,074)	(4,895,505)	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$14,161,622</b>	<b>\$6,776,867</b>	<b>\$9,464,116</b>	<b>\$5,187,543</b>	<b>-</b>
<b>NET COSTS/USE OF FUND BALANCE</b>	<b>\$9,789,828</b>	<b>\$1,578,926</b>	<b>\$6,873,500</b>	<b>\$2,636,927</b>	<b>-</b>

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

0211 GS-ADMIN DIV	10,178	193,972	-	-	-
0212 GS-CENTRAL SVCS DIV	493,455	326,443	32,485	32,485	-
0213 GS-CONTRACT/PROCURE DIV	190,692	189,728	132,743	132,743	-
0214 GS-REAL PROP MGMT DIV	3,475,847	4,307,141	2,214,230	2,174,230	-
0215 GS-SAFETY	201,622	180,657	211,158	211,158	-
<b>TOTAL REVENUES</b>	<b>\$4,371,794</b>	<b>\$5,197,941</b>	<b>\$2,590,616</b>	<b>\$2,550,616</b>	<b>-</b>

**EXPENDITURES/APPROPRIATIONS BY DIVISION**

0211 GS-ADMIN DIV	(2,564)	250,606	395,325	380,325	-
0212 GS-CENTRAL SVCS DIV	(643,826)	(289,851)	104,637	97,706	-
0213 GS-CONTRACT/PROCURE DIV	201,411	263,315	342,961	342,961	-
0214 GS-REAL PROP MGMT DIV	14,404,978	6,372,140	8,410,035	4,155,393	-
0215 GS-SAFETY	201,622	180,657	211,158	211,158	-
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b>\$14,161,622</b>	<b>\$6,776,867</b>	<b>\$9,464,116</b>	<b>\$5,187,543</b>	<b>-</b>

**NET COSTS/USE OF FUND BALANCE**

0211 GS-ADMIN DIV	(12,742)	56,634	395,325	380,325	-
0212 GS-CENTRAL SVCS DIV	(1,137,280)	(616,294)	72,152	65,221	-
0213 GS-CONTRACT/PROCURE DIV	10,719	73,587	210,218	210,218	-
0214 GS-REAL PROP MGMT DIV	10,929,132	2,064,999	6,195,805	1,981,163	-
0215 GS-SAFETY	-	-	-	-	-
<b>TOTAL NET COSTS/USE OF FUND BALANCE</b>	<b>\$9,789,828</b>	<b>\$1,578,926</b>	<b>\$6,873,500</b>	<b>\$2,636,927</b>	<b>-</b>