

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 her deputies and the Director of General Services, with more limited authority granted to other department heads.

The County Administration Department 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. 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 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 2019-20 will be:

- Camp Fire recovery efforts;
- Economic development;
- Intergovernmental collaboration, especially regarding housing and homelessness;
- Negotiating with the California Department of Water Resources regarding the County's subsidy of the Lake Oroville Facilities;
- Cost-effective management of the County's Table A water allocation;
- Improving the County's ability to compete in the labor market; and
- Labor negotiations.

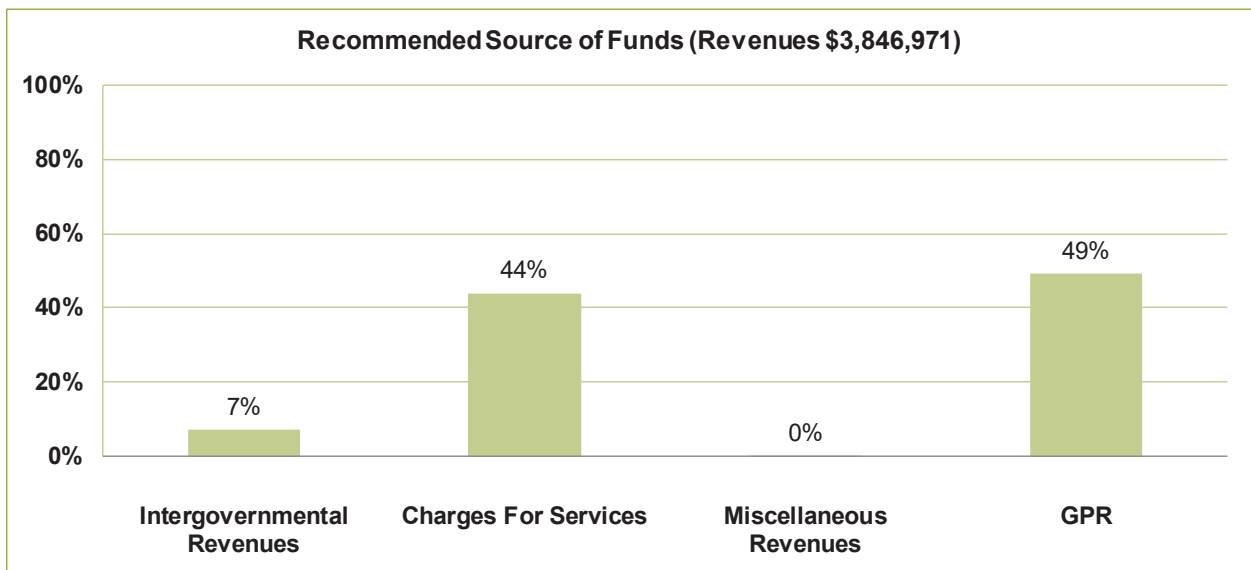
COUNTY ADMINISTRATION BUDGET

	2017-18 Actuals	2018-19 Adopted	2019-20 Requested	2019-20 Recommended
Intergovernmental Revenues	568,501	283,877	270,052	270,052
Charges For Services	1,426,757	1,644,544	1,686,128	1,686,128
Miscellaneous Revenues	200	200	200	200
Other Financing Sources	0	0	0	0
Total Revenues	\$ 1,995,458	\$ 1,928,621	\$ 1,956,380	\$ 1,956,380
Salaries and Employee Benefits	2,843,301	3,319,136	3,388,889	3,388,889
Services and Supplies	739,899	1,075,057	1,011,481	1,011,481
Other Charges	151,998	20,964	56,964	56,964
Capital Assets	-	-	-	-
Special Items	(396,913)	(676,683)	(615,584)	(610,363)
Total Expenditures	\$ 3,338,285	\$ 3,738,474	\$ 3,841,750	\$ 3,846,971
Net Costs/Use of Fund Balance	\$ 1,342,827	\$ 1,809,853	\$ 1,885,370	\$ 1,890,591

THIS SPACE INTENTIONALLY LEFT BLANK

Source of Funds (Revenues)

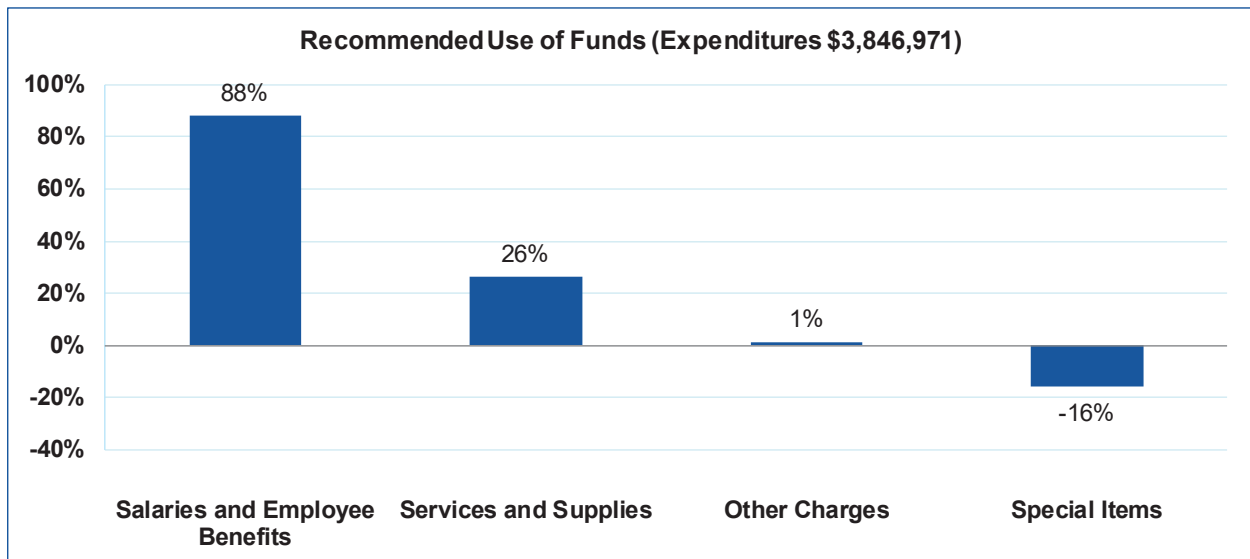
- General purpose revenue (GPR) is the General Fund contribution to operate the department and is the largest revenue source for the department.
- Charges for services are payments from non-General Fund departments for services provided by County Administration, such as budget and management support, 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.



THIS SPACE INTENTIONALLY LEFT BLANK

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 tourism. They also include office supplies, utilities, and training.
- Other charges include transfers to other County funds for services provided which include space use allowance and facility use.
- 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, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
 - Reimbursements to Administration from General Fund departments for support services provided, which are reflected as negative expenditures.
 - Transfers to the Sheriff’s Office for emergency mass notification system.



THIS SPACE INTENTIONALLY LEFT BLANK

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
2015-16	Adopted Positions	26.00
2016-17	Adopted Positions	25.00
2017-18	Adopted Positions	24.00
2018-19	Adopted Positions	24.00
2018-19	Current Positions *	25.00
2019-20	Recommended Positions	25.00

*As of 4/9/2019

Services & Supplies

Requested

- The department budget request includes a reduction in funding to current service levels.

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 2019-20

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	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by Board of Supervisors
1	2	3	4	5	6
REVENUES					
450 INTERGOVERNMENTAL REVENUES	568,501	283,877	270,052	270,052	-
460 CHARGES FOR SERVICES	1,426,757	1,644,544	1,686,128	1,686,128	-
470 MISCELLANEOUS REVENUE	200	200	200	200	-
TOTAL REVENUES	\$1,995,458	\$1,928,621	\$1,956,380	\$1,956,380	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	2,843,301	3,319,136	3,388,889	3,388,889	-
520 SERVICES & SUPPLIES	739,899	1,075,057	1,011,481	1,011,481	-
550 OTHER CHARGES	151,998	20,964	56,964	56,964	-
590 SPECIAL ITEMS	(396,913)	(676,683)	(615,584)	(610,363)	-
TOTAL EXPENDITURES/APPROP.	\$3,338,285	\$3,738,474	\$3,841,750	\$3,846,971	-
NET COSTS/USE OF FUND BALANCE	\$1,342,827	\$1,809,853	\$1,885,370	\$1,890,591	-

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

Detail by Division	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES BY DIVISION

0201	ADM-ADMINISTRATION DIV	1,204,714	1,376,894	1,379,867	1,379,867	-
0202	ADM-EMERGENCY MGMT DIV	454,129	172,000	170,000	170,000	-
0203	ADM-ECON & COMM DEV DIV	38,112	25,000	37,000	37,000	-
0204	ADM-RISK MGMT DIV	298,504	354,727	369,513	369,513	-

TOTAL REVENUES		\$1,995,458	\$1,928,621	\$1,956,380	\$1,956,380	-
-----------------------	--	--------------------	--------------------	--------------------	--------------------	----------

EXPENDITURES/APPROPRIATIONS BY DIVISION

0201	ADM-ADMINISTRATION DIV	2,380,020	2,900,569	2,901,938	2,906,344	-
0202	ADM-EMERGENCY MGMT DIV	494,943	316,037	390,042	390,245	-
0203	ADM-ECON & COMM DEV DIV	164,819	167,141	180,869	180,869	-
0204	ADM-RISK MGMT DIV	298,504	354,727	368,901	369,513	-

TOTAL EXPENDITURES/APPROPRIATIONS		\$3,338,285	\$3,738,474	\$3,841,750	\$3,846,971	-
--	--	--------------------	--------------------	--------------------	--------------------	----------

NET COSTS/USE OF FUND BALANCE

0201	ADM-ADMINISTRATION DIV	1,175,306	1,523,675	1,522,071	1,526,477	-
0202	ADM-EMERGENCY MGMT DIV	40,814	144,037	220,042	220,245	-
0203	ADM-ECON & COMM DEV DIV	126,707	142,141	143,869	143,869	-
0204	ADM-RISK MGMT DIV	-	-	(612)	-	-

TOTAL NET COSTS/USE OF FUND BALANCE		\$1,342,827	\$1,809,853	\$1,885,370	\$1,890,591	-
--	--	--------------------	--------------------	--------------------	--------------------	----------