

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, 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 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 – 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 General Services Department 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 General Services Department in fiscal year 2019-20 include:

- *Large Capital Projects* – The department will remain focused on the Jail Expansion project and the Evidence Storage and Morgue facility.
- *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 Administration, the Auditor – Controller’s Office and the Department of Information Systems, General Services will focus on process improvement related to processing payment of utility bills utilizing Electronic Data Interchange.

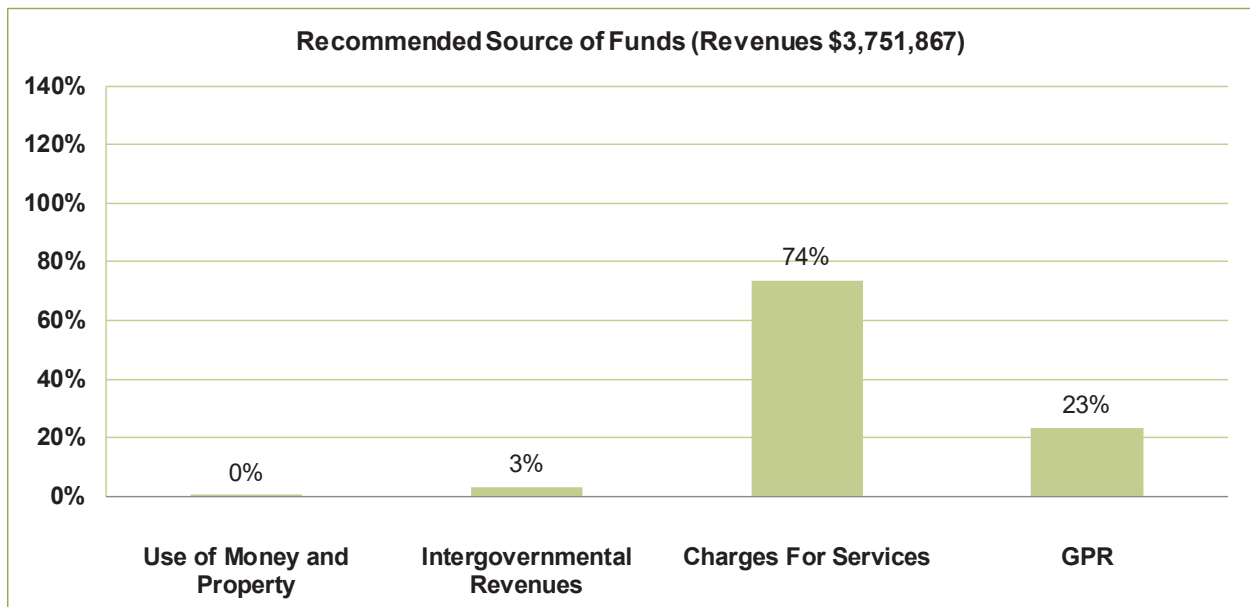
GENERAL SERVICES BUDGET

	2017-18 Actuals	2018-19 Adopted	2019-20 Requested	2019-20 Recommended
Use of Money and Property	3,062	500	600	600
Intergovernmental Revenues	122,712	128,103	111,005	111,005
Charges For Services	3,303,803	3,889,981	1,852,721	2,769,336
Miscellaneous Revenues	11	-	-	-
Other Financing Sources	-	-	-	-
Total Revenues	\$ 3,429,588	\$ 4,018,584	\$ 1,964,326	\$ 2,880,941
Salaries and Employee Benefits	4,261,370	4,532,466	4,507,338	4,507,338
Services and Supplies	4,804,305	4,455,157	2,272,406	3,992,317
Other Charges	125,794	97,797	128,754	128,754
Other Financing Uses	68,724	75,498	71,678	71,678
Special Items	(4,982,334)	(5,780,345)	(2,839,136)	(4,948,220)
Total Expenditures	\$ 4,277,859	\$ 3,380,573	\$ 4,141,040	\$ 3,751,867
Net Costs/Use of Fund Balance	\$ 848,270	\$ (638,011)	\$ 2,176,714	\$ 870,926

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Source of Funds (Revenues)

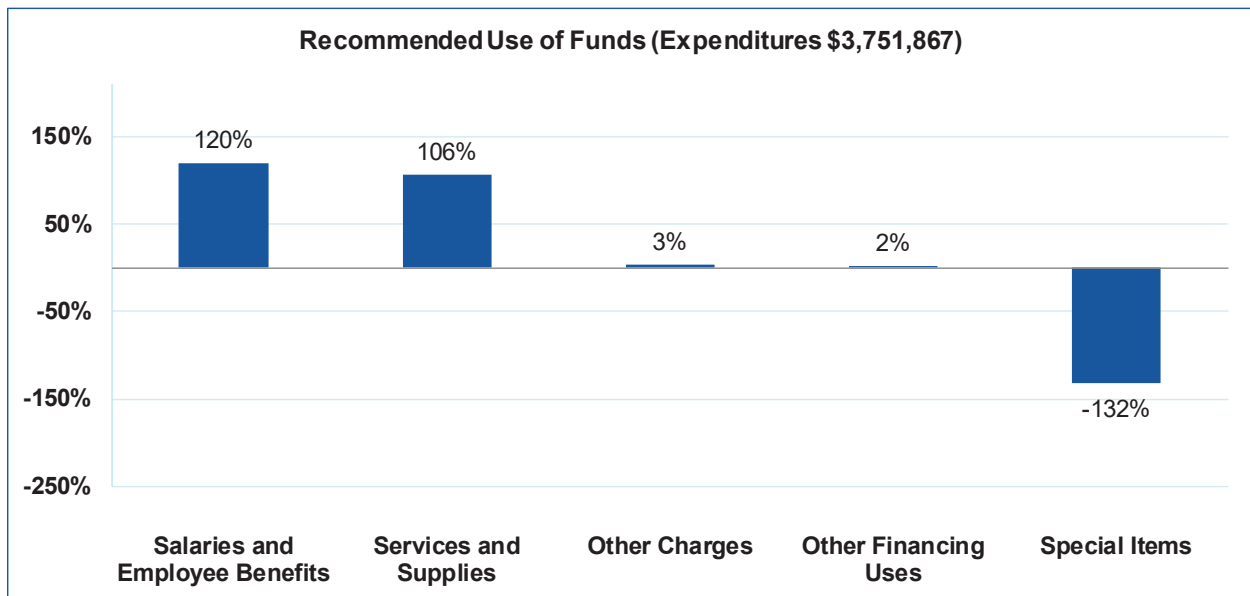
- Charges for services are the revenues from non-General Fund departments for services such as building maintenance, janitorial, and contracts and procurement assistance provided by the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- Intergovernmental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



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Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department. Due to the Special Items category containing negative expenditures, Salaries and Benefits show as more than 100% of budget.
- 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. Due to Special Items category containing negative expenditures, Services and Supplies show as more than 100% of budget.
- 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, 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

- The department budget request includes the conversion of 1.0 Capital Improvement Project Manager position to 1.0 Facilities Project Specialist position saving approximately \$22,000 per year.

- The department budget request includes funding for 1.0 Office Specialist extra help position with off-setting revenue from the Alliance for Workforce Development.

Recommended

- The recommendation includes the 1.0 position conversion.
- The recommendation includes funding for 1.0 extra help position.

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels.
- The department budget request includes funding for facilities projects including:
 - Campus subdivision project to address real estate needs related to ongoing capital projects.
 - Jail and Sheriff's Office Chiller, 3 Air Handlers & 6 HVAC Units replacement (continued from fiscal year 2018-19).
 - Oroville Veterans Memorial Park overlook shade structure with surround bench seating and flagpole with offsetting revenue from the supplemental benefits fund and Veterans Memorial Park Committee.
 - Jail cuff port replacement.
 - Law Library HVAC replacement.
 - 25 County Center Drive ADA bathroom project.
 - Automation of utility bill processing countywide funded by the Utilities Internal Services Fund.

Full Time Equivalent		Total
Position Allocations		
2015-16	Adopted Positions	53.00
2016-17	Adopted Positions	53.00
2017-18	Adopted Positions	55.00
2018-19	Adopted Positions	49.00
2018-19	Current Positions *	49.00
2019-20	Recommended Positions	49.00

*As of 4/9/2019

Recommended

- The recommendation includes funding to maintain current services levels.
- The recommendation includes funding for the requested projects.
- The recommendation includes funding from the Utilities Internal Services Fund for the automation of utility bill processing.

Capital Assets**Requested**

- The department budget request includes funding in the General Services Equipment Replacement Fund for:
 - 1 Utility Truck \$22,000
 - 1 Mower \$10,000
 - 1 Debris Loader \$7,750

Recommended

- The recommendation includes replacing the requested capital assets from the General Services Equipment Replacement Fund.

BUTTE COUNTY
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
 GOVERNMENTAL FUNDS
 FISCAL YEAR 2019-20

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	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					
440 USE OF MONEY & PROPERTY	3,062	500	600	600	-
450 INTERGOVERNMENTAL REVENUES	122,712	128,103	111,005	111,005	-
460 CHARGES FOR SERVICES	3,303,803	3,889,981	1,852,721	2,769,336	-
470 MISCELLANEOUS REVENUE	11	-	-	-	-
TOTAL REVENUES	\$3,429,588	\$4,018,584	\$1,964,326	\$2,880,941	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	4,261,370	4,532,466	4,507,338	4,507,338	-
520 SERVICES & SUPPLIES	4,804,305	4,455,157	2,272,406	3,992,317	-
550 OTHER CHARGES	125,794	97,797	128,754	128,754	-
570 OTHER FINANCING USES	68,724	75,498	71,678	71,678	-
590 SPECIAL ITEMS	(4,982,334)	(5,780,345)	(2,839,136)	(4,948,220)	-
TOTAL EXPENDITURES/APPROP.	\$4,277,859	\$3,380,573	\$4,141,040	\$3,751,867	-
NET COSTS/USE OF FUND BALANCE	\$848,270	(\$638,011)	\$2,176,714	\$870,926	-

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

0211 GS-ADMIN DIV	340,224	13,000	12,972	77,972	-
0212 GS-CENTRAL SVCS DIV	329,656	100,000	326,443	326,443	-
0213 GS-CONTRACT/PROCURE DIV	156,766	-	189,728	189,728	-
0214 GS-REAL PROP MGMT DIV	2,476,357	3,673,404	1,254,526	2,106,141	-
0215 GS-SAFETY	126,586	232,180	180,657	180,657	-
TOTAL REVENUES	\$3,429,588	\$4,018,584	\$1,964,326	\$2,880,941	-

EXPENDITURES/APPROPRIATIONS BY DIVISION

0211 GS-ADMIN DIV	381,173	1,591,306	134,606	134,606	-
0212 GS-CENTRAL SVCS DIV	167,344	291,473	(289,967)	(289,851)	-
0213 GS-CONTRACT/PROCURE DIV	140,048	729,393	263,315	263,315	-
0214 GS-REAL PROP MGMT DIV	3,508,641	536,221	3,852,429	3,463,140	-
0215 GS-SAFETY	80,652	232,180	180,657	180,657	-
TOTAL EXPENDITURES/APPROPRIATIONS	\$4,277,859	\$3,380,573	\$4,141,040	\$3,751,867	-

NET COSTS/USE OF FUND BALANCE

0211 GS-ADMIN DIV	40,949	1,578,306	121,634	56,634	-
0212 GS-CENTRAL SVCS DIV	(162,313)	191,473	(616,410)	(616,294)	-
0213 GS-CONTRACT/PROCURE DIV	(16,718)	729,393	73,587	73,587	-
0214 GS-REAL PROP MGMT DIV	1,032,285	(3,137,183)	2,597,903	1,356,999	-
0215 GS-SAFETY	(45,933)	-	-	-	-
TOTAL NET COSTS/USE OF FUND BALANCE	\$848,270	(\$638,011)	\$2,176,714	\$870,926	-