BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2017 - 79

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RESOLUTION ADDING CHAPTER 5.21 TO THE GLENN COUNTY ADMINISTRATIVE MANUAL, TITLED “UTILITIES”

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BE IT RESOLVED that Chapter 5.21-Utilities of the Glenn County Administrative Manual is hereby added to read as set forth in Exhibit A.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting held this September 19, 2017 by the following vote:

AYES: Supervisors Poltz, McDaniel, Minto, Viegas and Corum (Chairman)
NOES: None
ABSENT OR ABSTAIN: None

KEITH CORUM, CHAIRMAN
Glenn County Board of Supervisors

ATTEST:

Di Aulabaugh,
Clerk of the Board of Supervisors
County of Glenn, California

APPROVED AS TO FORM:

ALICIA EKLAND
County Counsel
County of Glenn, California
Exhibit A to Resolution 2017 -

CHAPTER 5.21
Utilities

5.21.01 Purpose
5.21.02 Intent
5.21.03 Objective

5.21.01 Purpose
It is the policy of the County to save monies, conserve resources, and establish standards against which the various agencies, departments, and special districts under control of the County should be held accountable wherever practicable, and when such action does not conflict with Federal, State or funding source requirements. In case of such conflict, the County’s policy should be implemented unless the funding source requirement is more restrictive.

5.21.02 Intent
To this aim, the County previously established the Information Services Coordinating Committee to consolidate, and standardize computer hardware and software purchase and usage. In a similar vein, utilities are the single largest expense that touch all agencies, departments, and special districts under control of the County. Utilities are defined for this purpose to include electricity, gas, water, phone/fax, and information network services. Therefore to further this policy, all agencies, departments, and special districts under control of the County will, rather than making individual claims for payment of utilities, forward the billings to the Department of Finance for payment consolidation and disbursement.

5.21.03 Objective
The Department of Finance will check for duplicate billings, pay the vendors, and utilizing the best metrics available to distribute the expense to the various agencies, departments, and special districts under control of the County. Such metrics may include, but are not limited to, individual bills, known usage, individual meters, devices, drops, population, and square footage.

The Department of Finance will periodically have utility audits performed to insure that the bills are proper, the rates charged are the lowest available, and will also compare actual results against predicted savings on any project undertaken to reduce such bills.