

ADMINISTRATIVE OFFICE

MISSION STATEMENT

The mission of the Chief Administrative Office 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.

PROGRAMS AND SERVICES

The Chief Administrative Officer serves the Board of Supervisors as the chief administrator of County operations and as a major policy advisor. The Administrator's staff provides support to the Chief Administrative Officer and assists in providing leadership to the County organization. Under the Board's policy guidance, our decisions and recommendations reflect a consultative approach to those affected in order to reach cost-effective results or resolve conflict resolution in an environment of change.

The Chief Administrative Officer also serves as the Clerk of the Board and Purchasing Agent. The Clerk of the Board serves as the liaison between the public, County departments, outside agencies and the Board of Supervisors. Through the preparation and distribution of the agenda and minutes, the Clerk of the Board informs County citizens of issues facing their governing body. The Clerk of the Board also 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 his Purchasing Agent authority to his deputies and the Director of General Services, and more limited authority to other department heads.

The Administration Department budget unit is separated into four separate sections:

General Management: Provides leadership for planning, organizing, directing, controlling, and coordinating virtually all county activities. Managed by the Assistant Chief Administrative Officer, this section coordinates County operations and responds to and resolves County-wide issues and challenges.

Financial Management: Provides financial planning and analysis, budget and financial report preparation, cost allocation of internal services, debt issuance, and various accounting services. Managed by the Chief Financial Officer, this section coordinates all financial aspects of County government and provides a centralized location for fiscal planning and control.

Emergency Management: Coordinates regional emergency preparedness and planning efforts. The Administrative Office, through this section, manages countywide disaster response and recovery, and serves as lead agency for various state and federal grants.

Risk Management: Administers purchased and self-insurance programs for general liability, Workers Compensation, medical liability, and other insurance programs. Managed by the Chief Financial Officer, this section also administers the County's employee health and wellness education programs, and provides consultation and support to departments on safety and loss prevention, as well as Cal-OSHA compliance.

SUMMARY OF DEPARTMENTAL BUDGET REQUEST

- The Department budget request includes funding to maintain fiscal year 2007-2008 staffing and operations level for the department.
- The Department budget request includes the addition of an Administrative Analyst, Associate position to perform U.S. Homeland Security grant management, Community Development Block Grant program management, and Community Services Area 114 program support. This position is fully funded by revenues from these programs.

- The requested budget also reflects the addition of three Financial Technician and one flexibly-staffed Management Analyst positions as part of the countywide consolidation of financial duties. These new positions have an equivalent number of position reductions in the Auditor Controller's budget.
- The requested budget reflects the one-time fixed asset costs for improvements, fixtures, equipment and furniture pertaining to the relocation of department staff and operations as part of the countywide consolidation of financial duties.
- The budget request includes the replacement of an Emergency Services vehicle.

CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION

- The recommendation includes funding to maintain fiscal year 2007-2008 staffing and operations level for the department.
- The recommendation includes the requested new positions and one-time fixed asset expenses.
- The recommendation includes the replacement of an Emergency Services vehicle.
- The recommendation includes the elimination of one Deputy Administrative Officer position.

BUDGET CODE 020

UNIT TITLE - ADMINISTRATIVE OFFICE

BUTTE COUNTY
STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2008-09

FUNCTION 1 - ADMINISTRATIVE OFFICE
ACTIVITY - 11 -
FUND - 0010 - COUNTY GENERAL FUND 0010

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDITURES						
510	SALARIES & EMPLOYEE BENE	1,654,940	1,794,760	3,789,681	3,789,681	-
520	SERVICES & SUPPLIES	762,486	1,425,266	1,711,688	1,711,688	-
560	FIXED ASSETS	-	5,900	333,970	333,970	-
TOTAL	DIRECT	2,417,426	3,225,926	5,835,339	5,835,339	-
570	OTHER FINANCING USES	(84,551)	(130,021)	(56,765)	(56,765)	-
TOTAL EXPENDITURES		2,332,875	3,095,905	5,778,574	5,778,574	-
REVENUES						
50100	STATE REVENUES	3,524	40,000	-	-	-
50200	FEDERAL REVENUES	-	-	117,046	117,046	-
TOTAL	GOVERNMENTAL REVENUES	3,524	40,000	117,046	117,046	-
60000	CHARGES FOR SERVICES	685,406	638,807	1,280,229	1,280,229	-
70000	MISCELLANEOUS REVENUES	702	-	-	-	-
40000	INTEREST, OTHER USES	-	-	-	-	-
TOTAL REVENUES		689,632	678,807	1,397,275	1,397,275	-
NET COSTS ADMINISTRATIVE OFFICE		1,643,243	2,417,098	4,381,299	4,381,299	-

BUDGET CODE 020
BUDGET DETAIL BY COST CENTER

UNIT TITLE - ADMINISTRATIVE OFFICE

	RECOMMENDED 2008-09
EXPENDITURES BY COST CENTER	
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	3,315,045
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	1,717,685
COST CENTER 0203 ADMIN EMERGENCY MGMT	303,270
COST CENTER 0204 ADMIN RISK MGMT	<u>442,574</u>
TOTAL EXPENDITURES	<u><u>5,778,574</u></u>
REVENUES BY COST CENTER	
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	837,655
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	-
COST CENTER 0203 ADMIN EMERGENCY MGMT	117,046
COST CENTER 0204 ADMIN RISK MGMT	<u>442,574</u>
TOTAL REVENUES	<u><u>1,397,275</u></u>
NET COSTS BY COST CENTER	
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	2,477,390
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	1,717,685
COST CENTER 0203 ADMIN EMERGENCY MGMT	186,224
COST CENTER 0204 ADMIN RISK MGMT	<u>-</u>
TOTAL NET COSTS AMINISTRATIVE OFFICE	<u><u><u>4,381,299</u></u></u>

POSITION ALLOCATION SUMMARY

	RECOMMENDED 2008-09
POSITION ALLOCATION	
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	12
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	15
COST CENTER 0203 ADMIN EMERGENCY MGMT	3
COST CENTER 0204 ADMIN RISK MGMT	<u>5</u>
TOTAL POSITION ALLOCATION	<u><u><u>35</u></u></u>

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
General Liability
Insurance ISF
F-7100

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME :				
Charges for Services:				
County Operating Departments	1,290,576	1,528,127	1,977,173	0
ISF Operating Departments	189,692	325,556	70,290	0
Charges to Outside Users	876	1,050	1,465	0
Enterprise Operating Departments	5,760	6,767	9,072	0
Other Income:		0		0
Reimb of Prior Year Exp / Miscellaneous	44	0	0	0
Capital Contrib - Fund 0043	5,044	0	0	0
Operating Transfers - Gen Ins	(178)	0	0	0
Interest	58,563	60,000	0	0
Total Income	1,550,377	1,921,500	2,058,000	0
EXPENSES:				
Other Operating Expenses:				
Salaries & Benefits	353,964	424,102	7,506	0
Clothing & Personal Supply	0	0	0	0
Communications	2,242	2,400	2,300	0
Household Expense	3,334	3,390	3,400	0
General Insurance	1,045,435	1,400,518	1,200,657	0
Jury & Witness Expense	0	0	0	0
Maintenance - Equipment	0	200	200	0
Maintenance - Str, Imp, & Grnds	3,047	4,208	3,200	0
Memberships	22,532	22,500	23,000	0
Office Expense	5,811	6,345	5,882	0
Professional & Specialized Services	250,975	313,000	313,000	0
Special Departmental Expenses	0	150	150	0
Transportation & Travel	2,738	3,000	3,000	0
Utilities	6,667	6,400	449,274	0
Depreciation	623	445	623	0
Data Processing	5,419	4,975	5,600	0
Interfund Expenses	128,356	112,823	318,771	0
Required Expend Reduction	0	0	0	0
Other Reserves	(445)	0	0	0
Total Expenses	1,830,700	2,304,456	2,336,563	0
EXCESS INCOME OVER (UNDER) EXPENSE:	(280,323)	(382,956)	(278,563)	0
REVENUE SUMMARY				
F-0010 County General	433,583	513,391	664,253	0
F-0020 Welfare	514,701	609,440	788,526	0
F-0021 Public Health	28,588	33,850	43,797	0
F-0022 Behavioral Health	37,500	44,403	57,451	0
F-0025 Child Support Services	9,063	10,731	13,884	0
F-0030 Road	247,985	293,631	379,916	0
F-0080 Water Services	481	569	736	0
F-0100 Fire Protection	16,099	19,062	24,663	0
F-0110 Library	2,576	3,050	3,947	0
Subtotal	1,290,576	1,528,127	1,977,173	0
Charges to Outside Users	876	1,050	1,465	0
Enterprise Operating	5,760	6,767	9,072	0
ISF Operating	189,692	325,556	70,290	0
Combined Revenue	1,486,904	1,861,500	2,058,000	0
Total Expenditures	1,830,700	2,304,456	2,336,563	0
Other Revenue	63,473	60,000	0	0
REVENUE OVER (UNDER)	(280,323)	(382,956)	(278,563)	0

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
Workers'
Compensation
Insurance ISF
F-7110

OPERATING DETAIL	Actual 2006-07	Budgeted 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
(1)	(2)	(3)	(4)	(5)
INCOME				
Charges for Services:				
County Operating Departments	5,357,089	4,446,200	4,415,778	0
ISF Operating Departments	173,667	138,434	135,833	0
Charges to Outside Users	13,001	10,081	4,383	0
Enterprise Operating Departments	40,032	33,416	44,006	0
Other Income:				
Interest	80,423	100,000	0	0
W/C Bond Trust Proceeds	1,100,000	2,478,869	0	0
Operating Transfers - WC	(594)	0	0	0
Reimb of Prior Year Exp / Miscellaneous	13	0	0	0
Total Income	6,763,632	7,207,000	4,600,000	0
EXPENSES				
Other Operating Expenses:				
Compensation Insurance	1,334,428	2,100,000	1,900,000	0
Clothing	100	100	0	0
Communications	1,749	2,100	1,853	0
Data Processing	0	0	0	0
Maintenance - Equipment	0	1,000	1,000	0
Special Department Expense	1,566	21,500	20,000	0
Memberships	1,074	1,000	1,000	0
Office Expense	18,178	16,310	18,466	0
Professional & Specialized Services	88,189	119,500	141,000	0
Transportation & Travel	4,466	4,000	4,000	0
Depreciation	594	594	594	0
Debt Payment	5,553,769	4,628,141	0	0
Gen Fund/POB Trf Out	0	0	0	0
Interfund Trf.-Gen. Ins.	173,360	275,000	323,335	0
Interfund Expenses	36,021	37,755	359,755	0
Total Expenses	7,213,494	7,207,000	2,771,003	0
EXCESS INCOME OVER (UNDER) EXPEN:	(449,862)	0	1,828,997	0
REVENUE SUMMARY				
F-0010 County General	2,007,318	1,673,675	1,654,606	0
F-0020 Welfare	1,474,292	1,227,715	1,215,240	0
F-0021 Public Health	323,891	263,870	266,979	0
F-0022 Behavioral Health	909,186	744,284	749,430	0
F-0025 Child Support Services	199,856	167,738	163,915	0
F-0030 Road	340,063	284,315	280,310	0
F-0080 Water Services	7,570	5,936	6,240	0
F-0100 Fire Protection	61,423	51,421	50,630	0
F-0110 Library	34,490	27,246	28,428	0
Subtotal	5,358,089	4,446,200	4,415,778	0
Charges to Outside Users	13,001	10,081	4,383	0
Enterprise Operating	40,032	33,416	44,006	0
ISF Operating	173,667	138,434	135,833	0
Combined Revenue	5,584,789	4,628,131	4,600,000	0
Total Expenditures	7,213,494	7,207,000	2,771,003	0
Other Revenue	1,179,843	2,578,869	0	0
REVENUE OVER (UNDER)	(448,862)	0	1,828,997	0

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
Unemployment
Insurance ISF
F-7120

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME				
Charges for Services:				
County, ISF, OTSD, & Enterprise Operating	249,545	248,095	253,544	0
Other Income:				
Interest	26,797	18,000	15,000	0
Total Income	276,342	266,095	268,544	0
EXPENSES				
Other Operating Expenses:				
Employee Benefits	244,248	265,000	265,000	0
Communications	0	0	0	0
General Insurance	0	0	0	0
Maintenance - Equipment	0	0	0	0
Maintenance - Str, Imp, & Grnds	0	0	0	0
Professional & Specialized Services	1,705	0	2,500	0
Interfund Expenses	1,002	1,095	1,044	0
Transportation & Travel	0	0	0	0
Memberships	0	0	0	0
Total Expenses	246,956	266,095	268,544	0
EXCESS INCOME OVER (UNDER) EXPENS	29,386	0	0	0
REVENUE SUMMARY				
County, ISF, OTSD, & Enterprise Operating	249,545	248,095	253,544	0
Combined Revenue	249,545	248,095	253,544	0
Total Expenditures	246,956	266,095	268,544	0
Other Revenue	26,797	18,000	15,000	0
REVENUE OVER (UNDER)	29,386	0	0	0

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
Medical
Liability
Insurance
F-7140

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME :				
Charges for Services:				
County Operating Departments	103,984	128,491	223,740	0
ISF Operating	0	0	0	0
Other Income:				
Interest	(62)	0	0	0
Total Income	103,922	128,491	223,740	0
EXPENSES:				
Other Operating Expenses:				
Communications	0	0	0	0
Household Expense	0	0	0	0
General Insurance	103,464	128,000	223,249	0
Maintenance - Equipment	0	0	0	0
Maintenance - Str, Imp, & Grnds	0	0	0	0
Memberships	0	0	0	0
Office Expense	0	0	0	0
Professional & Spec. Services	0	0	0	0
County Services Received	0	0	0	0
Rents & Leases - Equipment	0	0	0	0
Special Departmental Expenses	0	0	0	0
Transportation & Travel	0	0	0	0
Interfund Expenditures	473	491	491	0
Utilities	0	0	0	0
Total Expenses	103,938	128,491	223,740	0
EXCESS INCOME OVER (UNDER) EXPENS	(15)	0	0	0
REVENUE SUMMARY:				
F-0010 County General	103,984	0	0	0
F-0020 Welfare	0	0	0	0
F-0021 Public Health	0	15,051	31,188	0
F-0022 Behavioral Health	0	113,440	192,552	0
F-0025 Child Support Services	0	0	0	0
F-0030 Road	0	0	0	0
F-0080 Water Services	0	0	0	0
F-0090 Bldg Inspect. Special Revenue	0	0	0	0
F-0100 Fire Protection	0	0	0	0
F-0110 Library	0	0	0	0
Subtotal	103,984	128,491	223,740	0
ISF Operating	0	0	0	0
Combined Revenue	103,984	128,491	223,740	0
Total Expenditures	103,938	128,491	223,740	0
Other Revenue	(62)	0	0	0
REVENUE OVER (UNDER)	(15)	0	0	0

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
Miscellaneous
Insurance
F-7160

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME :				
Charges for Services:				
County Operating Departments	105,835	123,575	112,719	0
ISF Operating Departments	1,977	2,073	2,295	0
Charges to Outside Users	702	3,601	3,525	0
Enterprise Operating Departments	1,803	5,982	7,465	0
Other Income:				
Interest	75	0	0	0
Total Income	110,392	135,231	126,004	0
EXPENSES:				
Other Operating Expenses:				
Communications	0	0	0	0
Household Expense	0	0	0	0
General Insurance	109,502	134,656	125,503	0
Maintenance - Equipment	0	0	0	0
Maintenance - Str, Imp, & Grnds	0	0	0	0
Memberships	0	0	0	0
Office Expense	0	0	0	0
Professional & Spec. Services	0	0	0	0
Interfund Expenditures	426	575	501	0
Rents & Leases - Equipment	0	0	0	0
Special Departmental Expenses	0	0	0	0
Transportation & Travel	0	0	0	0
Utilities	0	0	0	0
Total Expenses	109,928	135,231	126,004	0
EXCESS INCOME OVER (UNDER) EXPENS	464	0	0	0
REVENUE SUMMARY:				
F-0010 County General	69,786	79,820	74,326	0
F-0020 Welfare	3,555	2,110	3,786	0
F-0021 Public Health	1,372	1,314	1,462	0
F-0022 Behavioral Health	3,804	3,838	4,052	0
F-0025 Child Support Services	663	584	706	0
F-0030 Road	2,833	2,474	3,017	0
F-0080 Water Services	197	178	210	0
F-0100 Fire Protection	8,015	20,678	8,536	0
F-0110 Library	15,491	12,532	16,498	0
F-0140 HCD-Emergency Program	119	47	126	0
F-0141 Southside Community Center	0	0	0	0
Subtotal	105,835	123,575	112,719	0
Charges to Outside Users	702	3,601	3,525	0
Enterprise Operating	1,803	5,982	7,465	0
ISF Operating	1,977	2,073	2,295	0
Combined Revenue	110,317	135,231	126,004	0
Total Expenditures	109,928	135,231	126,004	0
Other Revenue	75	0	0	0
REVENUE OVER (UNDER)	464	0	0	0

COUNTY OF BUTTE
STATE OF CALIFORNIA
OPERATION OF INTERNAL SERVICE FUND
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2008-2009

Schedule 10
Utilities Clearing ISF
F-7210

OPERATING DETAIL (1)	Actual 2006-07 (2)	Budgeted 2007-08 (3)	Proposed Budget 2008-09 (4)	Approved Budget 2008-09 (5)
INCOME :				
Charges for Services:				
County Operating Departments	2,429,071	2,726,218	2,314,455	0
ISF Operating Departments	110,432	121,450	114,519	0
Special Purpose / Otsd Charges	138,026	132,888	186,674	0
Enterprise Operating Departments	19,315	11,836	15,506	0
Other Income:				
Interest	15,210	0	0	0
Misc. Revenue	0	0	0	0
Total Income	2,712,055	2,992,392	2,631,154	0
EXPENSES:				
Other Operating Expenses:				
Communications	0	0	0	0
Household Expense	0	0	0	0
General Insurance	0	0	0	0
Maintenance - Equipment	0	0	0	0
Maintenance - Str, Imp, & Grnds	0	0	0	0
Memberships	0	0	0	0
Office Expense	0	0	0	0
Prof. & Specialized Services	0	0	0	0
County Services Received	0	0	0	0
Rents & Leases - Equipment	0	0	0	0
Special Departmental Expenses	0	0	0	0
Transportation & Travel	0	0	0	0
Utilities	2,628,953	2,957,870	2,596,131	0
Depreciation	0	0	0	0
Data Processing	0	0	0	0
Interfund Expenditures	36,518	34,522	35,023	0
Total Expenses	2,665,471	2,992,392	2,631,154	0
EXCESS INCOME OVER (UNDER) EXPENS	46,584	0	0	0
REVENUE SUMMARY				
F-0010 County General	1,775,051	1,897,597	1,691,295	0
F-0021 Public Health	48,236	57,300	45,960	0
F-0022 Behavioral Health	287,129	341,080	273,581	0
F-0025 Child Support Services	62,409	77,769	59,464	0
F-0030 Road	57,368	81,055	54,661	0
F-0080 Water Services	11,400	16,184	10,862	0
F-0100 Fire Protection	81,941	118,131	78,075	0
F-0110 Library	105,537	137,102	100,557	0
Subtotal	2,429,071	2,726,218	2,314,455	0
Special Purpose / Otsd Charges	138,026	132,888	186,674	0
Enterprise Operating	19,315	11,836	15,506	0
ISF Operating	110,432	121,450	114,519	0
Combined Revenue	2,696,845	2,992,392	2,631,154	0
Total Expenditures	2,665,471	2,992,392	2,631,154	0
Other Revenue	15,210	0	0	0
REVENUE OVER (UNDER)	46,584	0	0	0