

# **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 Administrative staff provides support to the Chief Administrative Officer and assists in providing leadership to the County organization. Under the Board's policy guidance, the decisions and recommendations of Administration reflect a consultative approach to those affected in order to reach cost-effective results or resolve conflict resolution in an environment of change. Major activities of the office include: ensure implementation of Board of Supervisors policy objectives; review agenda items for the Board of Supervisors meetings; implement the County's legislative platform for the Board of Supervisors; prepare studies and analyses; prepare the County budget; and oversee preparation of the County's Capital Improvement Program.

The Chief Administrative Officer also serves as the Clerk of the Board and Purchasing Agent. The Clerk of the Board prepares and distributes the agenda 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 his Purchasing Agent authority to his deputies and the Director of General Services, and more limited authority to other department heads.

The Financial Management Office was created in fiscal year 2007-2008 to improve the accountability and effectiveness of county government by providing centralized administration of numerous financial services that were provided by a mixture of departments without sufficient coordination. The office is tasked with improving the efficiency and innovation of internal services, conducting comprehensive financial policy analysis, increasing information access, and coordinating the County's fiscal expertise in support of all departments. However, due to staff cuts in the Financial Management Office at the commencement of fiscal year 2008-2009, debt management, deferred compensation, and cash flow analysis have not been transferred from the Auditor-Controller or the Treasurer-Tax Collector, and various other business process improvements have not been implemented.

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. 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. 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. 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.

**FY 2008-09 ACCOMPLISHMENTS**

- Provided comprehensive analysis and reporting of the County's financial situation throughout the year. Thoroughly analyzed countywide budget scenarios and provided the Board balanced budget recommendations that carefully weigh service impacts with the need to reduce expenditures to match decreased available funding.
- Implemented the Board's Financial Management Reorganization, including formation of the Chief Financial Officer position and assigned staff.
- Led the effort to get a revised automatic aid agreement and full-boundary drop between the County and City of Chico for fire and rescue services. On March 3, 2009, both governing bodies approved the new agreement, which will allow the closest resource to respond to emergency calls, regardless of jurisdiction.
- Coordinated the activities of the Emergency Operations Center during a 49-day fire siege during the summer of 2008.
- Applied for and received two Homeland Security Grants valued at \$1.3 million.
- Compiled, verified and submitted Fire Siege response and recovery assistance grants documentation to California Emergency Management Agency and FEMA. A total of three separate grants with 15 projects provided reimbursement of \$1.5 million.
- Coordinated the completion of the Tactical Interoperability Communications Plan.
- Maintained a monthly health and wellness program despite staffing reductions in the Risk Management division.
- Worked with the Treasurer and Auditor to position the County for a successful Tax Revenue Anticipation Note issuance, given the financial constraints.

**SUMMARY OF DEPARTMENTAL BUDGET REQUEST**

- The Department budget request includes funding to maintain FY 2008-2009 staffing and operations level for the department.

**CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION**

- The recommendation includes appropriation of \$4,269,844 with restricted revenue of \$3,052,981 (including \$1,697,510 in charges to non-General Fund departments, \$730,135 in outside revenues, and \$625,336 in charges to General Fund departments that are shown as a negative appropriation). The use of discretionary revenues by the department is \$1,216,863.
- The recommendation does not make any additional staffing reductions. However, the following four positions were eliminated mid-year in FY 2008-09:

March 3, 2009 – 1 Management Analyst, Principal and 1 Administrative Assistant

March 24, 2009 – 1 Assistant County Administrative Officer and 1 Administrative Services Officer

- The recommendation includes significant reductions in professional services, travel, and training accounts. This will decrease the department's flexibility to engage new issues as they arise through the year.

BUDGET CODE 020

UNIT TITLE - ADMINISTRATIVE OFFICE

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

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

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	1,978,062	3,345,550	3,352,277	2,980,457	
520	SERVICES & SUPPLIES	923,630	1,734,341	1,569,829	958,419	
550	OTHER CHARGES	1,322,510	-			
560	FIXED ASSETS	109,641	333,970	6,970		
TOTAL	DIRECT	4,333,844	5,413,861	4,929,076	3,938,876	-
570	OTHER FINANCING USES	12,637	(353,087)	(296,339)	(294,368)	
<b>TOTAL EXPENDITURES</b>		<b>4,346,481</b>	<b>5,060,774</b>	<b>4,632,737</b>	<b>3,644,508</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	18,582	-	-	-	-
50200	FEDERAL REVENUES	886,810	117,046	121,456	121,456	-
TOTAL	GOVERNMENTAL REVENUES	905,392	117,046	121,456	121,456	-
60000	CHARGES FOR SERVICES	530,221	1,855,333	1,971,619	2,306,189	
70000	MISCELLANEOUS REVENUES	120	-			
40000	INTEREST, OTHER USES	400	-	-	-	-
<b>TOTAL REVENUES</b>		<b>1,436,133</b>	<b>1,972,379</b>	<b>2,093,075</b>	<b>2,427,645</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>2,910,348</b>	<b>3,088,395</b>	<b>2,539,662</b>	<b>1,216,863</b>	<b>-</b>

**BUDGET CODE 020**  
**BUDGET DETAIL BY COST CENTER**

**UNIT TITLE - ADMINISTRATIVE OFFICE**

	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES BY COST CENTER</b>			
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	3,044,309	2,259,837	
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	834,485	631,108	
COST CENTER 0203 ADMIN EMERGENCY MGMT	286,662	286,282	
COST CENTER 0204 ADMIN RISK MGMT	467,281	467,281	
<b>TOTAL EXPENDITURES</b>	<b>4,632,737</b>	<b>3,644,508</b>	-
<b>REVENUES BY COST CENTER</b>			
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	794,229	793,679	
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	1,177,390	1,045,229	
COST CENTER 0203 ADMIN EMERGENCY MGMT	121,456	121,456	
COST CENTER 0204 ADMIN RISK MGMT	-	467,281	
<b>TOTAL REVENUES</b>	<b>2,093,075</b>	<b>2,427,645</b>	-
<b>NET COUNTY COSTS/USE OF FUND BALANCE BY COST CENTER</b>			
COST CENTER 0201 ADMIN GENERAL MANAGEMENT	2,250,080	1,466,158	-
COST CENTER 0202 ADMIN FINANCIAL MANAGEMENT	(342,905)	(414,121)	-
COST CENTER 0203 ADMIN EMERGENCY MGMT	165,206	164,826	-
COST CENTER 0204 ADMIN RISK MGMT	467,281	-	-
<b>TOTAL NET COUNTY COSTS/USE OF FUND BALANCE</b>	<b>2,539,662</b>	<b>1,216,863</b>	

**COUNTY OF BUTTE  
STATE OF CALIFORNIA  
OPERATION OF INTERNAL SERVICE FUND  
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10  
General Liability  
Insurance ISF  
F-7100**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME :</b>				
<b>Charges for Services:</b>				
County Operating Departments	1,528,488	2,232,692	1,576,164	0
ISF Operating Departments	287,719	70,290	0	0
Charges to Outside Users	696	1,465	340	0
Enterprise Operating Departments	6,768	9,072	4,500	0
<b>Other Income:</b>				
Reimb of Prior Year Exp / Miscellaneous	169,413	0	0	0
Capital Contrib - Fund 0043	0	0	0	0
Operating Transfers - Gen Ins	1,255	0	0	0
Interest	77,964	60,000	6,000	0
<b>Total Income</b>	<b>2,072,303</b>	<b>2,373,519</b>	<b>1,587,004</b>	<b>0</b>
<b>EXPENSES:</b>				
<b>Other Operating Expenses:</b>				
Salaries & Benefits	360,529	34,744	0	0
Clothing & Personal Supply	0	0	0	0
Communications	1,956	2,300	2,400	0
Household Expense	3,389	3,400	3,500	0
General Insurance	615,431	1,200,566	1,200,065	0
Jury & Witness Expense	0	0	0	0
Maintenance - Equipment	0	200	0	0
Maintenance - Str, Imp, & Grnds	3,018	3,200	3,300	0
Memberships	22,724	23,000	24,000	0
Office Expense	3,765	5,882	5,920	0
Professional & Specialized Services	511,750	313,000	338,000	0
Special Departmental Expenses	349	150	150	0
Transportation & Travel	1,928	3,000	3,000	0
Utilities	5,873	449,274	5,873	0
Depreciation	1,156	623	178	0
Data Processing	6,091	5,600	6,000	0
Interfund Expenses	56,908	328,580	80,654	0
Required Expend Reduction	0	0	0	0
Other Reserves	(445)	0	0	0
<b>Total Expenses</b>	<b>1,594,422</b>	<b>2,373,519</b>	<b>1,673,040</b>	<b>0</b>
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	<b>477,881</b>	<b>0</b>	<b>(86,036)</b>	<b>0</b>

**COUNTY OF BUTTE**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
**OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10**  
**Workers'**  
**Compensation**  
**Insurance ISF**  
**F-7110**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME</b>				
<b>Charges for Services:</b>				
County Operating Departments	4,450,640	4,127,902	2,435,018	0
ISF Operating Departments	175,204	238,255	0	0
Charges to Outside Users	4,830	4,702	0	0
Enterprise Operating Departments	33,530	49,141	22,614	0
<b>Other Income:</b>				
Interest	185,195	0	184,314	0
W/C Bond Trust Proceeds	3,086,447	0	0	0
Operating Transfers - WC	(594)	0	0	0
Reimb of Prior Year Exp / Miscellaneous	4,264,921	0	0	0
<b>Total Income</b>	<b>12,200,174</b>	<b>4,420,000</b>	<b>2,641,946</b>	<b>0</b>
<b>EXPENSES</b>				
<b>Other Operating Expenses:</b>				
Compensation Insurance	2,239,841	1,900,000	2,019,000	0
Clothing	100	0	100	0
Communications	2,252	1,853	2,300	0
Data Processing	0	0	0	0
Maintenance - Equipment	0	1,000	0	0
Special Department Expense	2,448	20,000	5,000	0
Memberships	668	1,000	1,000	0
Office Expense	15,971	18,466	19,300	0
Professional & Specialized Services	120,128	141,000	179,500	0
Transportation & Travel	4,471	4,000	4,100	0
Depreciation	594	594	594	0
Debt Payment	4,628,141	0	0	0
Gen Fund/POB Trf Out	0	0	0	0
Other Reserves	0	2,091,544	0	0
Interfund Trf.-Gen. Ins.	275,676	323,335	0	0
Interfund Expenses	0	370,708	356,736	0
<b>Total Expenses</b>	<b>7,290,289</b>	<b>4,873,500</b>	<b>2,587,630</b>	<b>0</b>
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	<b>4,909,885</b>	<b>(453,500)</b>	<b>54,316</b>	<b>0</b>

**COUNTY OF BUTTE  
STATE OF CALIFORNIA  
OPERATION OF INTERNAL SERVICE FUND  
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10  
Unemployment  
Insurance ISF  
F-7120**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME</b>				
<b>Charges for Services:</b>				
County, ISF, OTSD, & Enterprise Operating	1,027,926	254,605	650,000	0
<b>Other Income:</b>				
Interest	54,275	15,000	25,000	0
<b>Total Income</b>	<b>1,082,201</b>	<b>269,605</b>	<b>675,000</b>	<b>0</b>
<b>EXPENSES</b>				
<b>Other Operating Expenses:</b>				
Employee Benefits	230,609	265,000	900,000	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	2,102	2,500	4,500	0
Interfund Expenses	965	2,105	2,056	0
Transportation & Travel	0	0	0	0
Memberships	0	0	0	0
<b>Total Expenses</b>	<b>233,675</b>	<b>269,605</b>	<b>906,556</b>	<b>0</b>
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	<b>848,526</b>	<b>0</b>	<b>(231,556)</b>	<b>0</b>

**COUNTY OF BUTTE**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
**OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10**  
**Medical**  
**Liability**  
**Insurance**  
**F-7140**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME :</b>				
<b>Charges for Services:</b>				
County Operating Departments	182,991	224,624	122,713	0
ISF Operating	0	0	107,367	0
<b>Other Income:</b>				
Interest	162	0	8	0
<b>Total Income</b>	<u>183,153</u>	<u>224,624</u>	<u>230,088</u>	<u>0</u>
<b>EXPENSES:</b>				
<b>Other Operating Expenses:</b>				
Communications	0	0	0	0
Household Expense	0	0	0	0
General Insurance	182,500	223,249	106,000	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	377	1,375	1,038	0
Utilities	0	0	0	0
<b>Total Expenses</b>	<u>182,877</u>	<u>224,624</u>	<u>107,038</u>	<u>0</u>
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	<u>276</u>	<u>0</u>	<u>123,050</u>	<u>0</u>

**COUNTY OF BUTTE  
STATE OF CALIFORNIA  
OPERATION OF INTERNAL SERVICE FUND  
OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10  
Miscellaneous  
Insurance  
F-7160**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME :</b>				
<b>Charges for Services:</b>				
County Operating Departments	122,283	91,688	122,200	0
ISF Operating Departments	2,273	1,873	2,609	0
Charges to Outside Users	659	3,300	2,077	0
Enterprise Operating Departments	2,673	6,738	3,114	0
<b>Other Income:</b>				
Interest	104	0	0	0
<b>Total Income</b>	127,992	103,599	130,000	0
<b>EXPENSES:</b>				
<b>Other Operating Expenses:</b>				
Communications	0	0	0	0
Household Expense	0	0	0	0
General Insurance	127,888	102,600	123,000	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	424	999	1,052	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
<b>Total Expenses</b>	128,312	103,599	124,052	0
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	(320)	0	5,948	0

**COUNTY OF BUTTE**  
**STATE OF CALIFORNIA**  
**OPERATION OF INTERNAL SERVICE FUND**  
**OPERATIONAL STATEMENT FOR THE FISCAL YEAR 2009-2010**

**Schedule 10**  
**Utilities Clearing ISF**  
**F-7210**

OPERATING DETAIL (1)	Actual 2007-08 (2)	Budgeted 2008-09 (3)	Proposed Budget 2009-10 (4)	Approved Budget 2009-10 (5)
<b>INCOME :</b>				
<b>Charges for Services:</b>				
County Operating Departments	2,075,176	2,322,292	2,488,110	0
ISF Operating Departments	89,899	114,519	0	0
Special Purpose / Otsd Charges	141,748	188,817	96,083	0
Enterprise Operating Departments	35,950	15,938	35,951	0
<b>Other Income:</b>				
Interest	24,039	0	0	0
Misc. Revenue	0	0	0	0
<b>Total Income</b>	<b>2,366,813</b>	<b>2,641,566</b>	<b>2,620,144</b>	<b>0</b>
<b>EXPENSES:</b>				
<b>Other Operating Expenses:</b>				
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	2,266,567	2,596,131	2,596,131	0
Depreciation	0	0	0	0
Data Processing	0	0	0	0
Interfund Expenditures	39,380	45,435	24,013	0
<b>Total Expenses</b>	<b>2,305,947</b>	<b>2,641,566</b>	<b>2,620,144</b>	<b>0</b>
<b>EXCESS INCOME OVER (UNDER) EXPENSES</b>	<b>60,866</b>	<b>0</b>	<b>0</b>	<b>0</b>

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