Mission Statement

The mission of the 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 Administration Department's 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 in order to reach cost-effective results or resolve conflict 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 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 his Purchasing Agent authority to his deputies and the Director of General Services, with more limited authority granted to other department heads.

The Chief Administrative Officer appoints the County's Chief Financial Officer, who is responsible for maintaining and improving the fiscal integrity of the County. This is accomplished through financial planning, fiscal analysis, accounting, and administration of the County's risk management, capital assets, debt, and cost allocation programs.

The Administration Department is separated into five separate sections with the following functions:

General Management - Provides leadership for planning, organizing, directing, controlling, and coordinating County activities, including development of the County budget. This section coordinates County operations, responds to and resolves countywide issues and challenges, and 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.

Financial Management - Provides a centralized location for financial planning and control, including fiscal analysis, budget and financial report preparation, cost allocation of internal services, and debt administration. This section provides a variety of accounting services including fund reconciliation, grant accounting, capital asset depreciation, revenue allocation, fee analysis, utilities payment processing, and facilitates automation of accounting processes. This section also coordinates the preparation of the County budget, capital improvement program, and countywide financial policies and procedures.

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

Risk Management - Administers general liability, Workers' Compensation, medical liability, and other insurance programs. This section also administers the County's employee health and wellness education programs, health information privacy program, and provides consultation and support to departments on safety and loss prevention, as well as Cal-OSHA compliance.

Economic and Community Development - Creates and implements the County's economic development strategy. This section also administers housing and community development programs for the County including Community Development Block Grants (CDBG), coordinates with other jurisdictions on redevelopment matters, and administers County Service Area 114, which addresses groundwater issues in the Chico Urban Area.

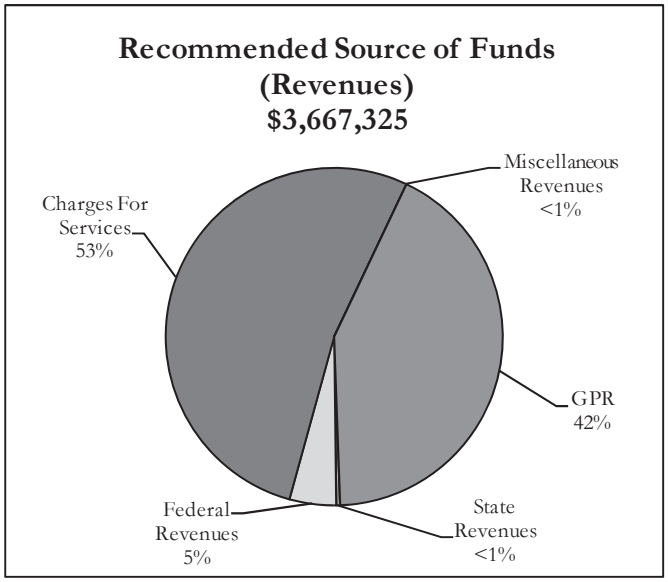
The focus for the Administration Department in fiscal year 2013-2014 continues to be economic development, enhancing the use of technology in County operations, cost-effective management of the County's Table A water allocation, organization-wide strategic planning, developing financial policies and procedures, improving cost allocation methods, and comprehensively updating development impact fees.

Department Budget

ADMINISTRATION	2011-12 Actuals	2012-13 Adopted	2013-14 Requested	2013-14 Recommended
State Revenues	2,384	-	13,314	13,314
Federal Revenues	748,622	213,914	164,000	164,000
Charges For Services	1,695,247	1,939,077	1,934,506	1,935,465
Miscellaneous Revenues	7,233	300	150	150
Other Financing Sources	6,495	-	-	-
Total Revenues	**$ 2,459,981**	**$ 2,153,291**	**$ 2,111,970**	**$ 2,112,929**
Salaries and Employee Benefits	2,938,113	3,007,152	3,030,814	3,030,814
Services and Supplies	984,141	1,211,567	1,170,045	1,170,045
Other Charges	229,495	18,022	17,443	17,443
Capital Assets	109,522	-	-	-
Total Direct Expenditures	*$ 4,261,271*	*$ 4,236,741*	*$ 4,218,302*	*$ 4,218,302*
Other Financing Uses	(125,990)	(445,698)	(565,828)	(550,977)
Total Expenditures	**$ 4,135,281**	**$ 3,791,043**	**$ 3,652,474**	**$ 3,667,325**
Net Costs/Use of Fund Balance	**$ 1,675,300**	**$ 1,637,752**	**$ 1,540,504**	**$ 1,554,396**
			2013/14 Recommended Use of GPR	*$ 1,554,396*
			2013/14 Recommended Use of Restricted Fund Balance	*$ -*

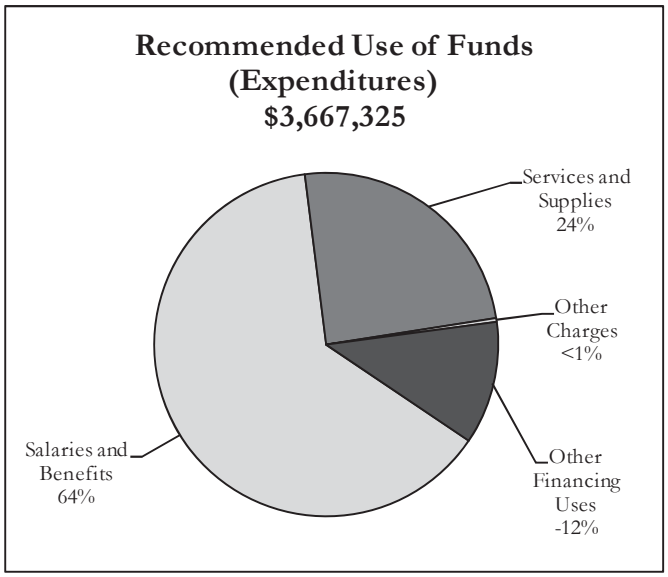
Source of Funds (Revenues)

- Charges for services from non-General Fund departments for services provided by the department, such as budget and management support, accounting and financial services, and risk management are the largest source of revenues for the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- Federal revenues are associated with emergency management grants.



Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditures 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 financing uses, which appear as a negative percentage in the graph, are reimbursements from other General Fund departments for services provided by the department.



Summary of Budget Request and Recommendation

Salaries & Employee Benefits

Requested

- The department budget request includes a net reduction of one position. This includes the elimination of vacant Support Services Manager and Executive Assistant positions. The budget request includes replacing the Support Services Manager with a flexibly staffed Management Analyst to better meet the

Full Time Equivalent (FTE) Positions	
2009-10 Adopted Position Allocation	27.00
2010-11 Adopted Position Allocation	27.00
2011-12 Adopted Position Allocation	27.00
2012-13 Adopted Position Allocation	27.00
2012-13 Current Position Allocation*	28.00
2013-14 Recommended Position Allocation	27.00

*As of 4/23/13

department's operational needs. The Executive Assistant position was replaced by a flexibly staffed Administrative Assistant position in May 2013.

Recommended

- The recommendation includes funding for requested staffing levels.

Services & Supplies

Requested

- The department budget request includes funding to maintain 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.

STATE CONTROLLER SCHEDULES **BUTTE COUNTY** **SCHEDULE 9**

COUNTY BUDGET ACT **FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT**

January 2010, revision #1 **GOVERNMENTAL FUNDS**

FISCAL YEAR 2013-14

BUDGET UNIT 020 - ADMINISTRATIVE OFFICE
FUNCTION GENERAL GOVERNMENT, PUBLIC PROTECTION
ACTIVITY LEGISLATIVE AND ADMINISTRATIVE, FINANCE, AND OTHER PROTECTION
FUND 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object		2011-12 Actual	2012-13 Estimated	2013-14 Requested	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1		2	3	4	5	6
REVENUES						
40100	USE OF MONEY AND PROPERTY	-	-	-	-	-
50100	STATE REVENUES	2,384	-	13,314	13,314	-
50200	FEDERAL REVENUES	748,622	213,914	164,000	164,000	-
TOTAL	INTERGOVERNMENTAL REVENUES	751,006	213,914	177,314	177,314	-
60000	CHARGES FOR SERVICES	1,695,247	1,939,077	1,934,506	1,935,465	-
70000	MISCELLANEOUS REVENUES	7,233	300	150	150	-
80000	OTHER FINANCING SOURCES	6,495	-	-	-	-
	TOTAL REVENUES	**$2,459,981**	**$2,153,291**	**$2,111,970**	**$2,112,929**	**-**
EXPENDITURES/APPROPRIATIONS						
510	SALARIES & EMPLOYEE BENEFITS	2,938,113	3,007,152	3,030,814	3,030,814	-
520	SERVICES AND SUPPLIES	984,141	1,211,567	1,170,045	1,170,045	-
550	OTHER CHARGES	229,495	18,022	17,443	17,443	-
560	CAPITAL ASSETS					
	EQUIPMENT	109,522	-	-	-	-
	TOTAL CAPITAL ASSETS	109,522	-	-	-	-
TOTAL	DIRECT	4,261,271	4,236,741	4,218,302	4,218,302	-
570	OTHER FINANCING USES	(125,990)	(445,698)	(565,828)	(550,977)	-
	TOTAL EXPENDITURES/APPROP.	**$4,135,281**	**$3,791,043**	**$3,652,474**	**$3,667,325**	**-**
NET COSTS / USE OF FUND BALANCE		**$1,675,300**	**$1,637,752**	**$1,540,504**	**$1,554,396**	**-**

BUTTE COUNTY
DETAIL OF BUDGET UNIT COST CENTERS
BUDGET UNIT 020 - ADMINISTRATIVE OFFICE
FUND 0010 - GENERAL FUND

Detail by Cost Center		2011-12 Actual	2012-13 Estimated	2013-14 Requested	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1		2	3	4	5	6
REVENUES BY COST CENTER						
0201	ADMIN GENERAL MANAGEMENT	693,523	545,506	511,156	511,156	-
0202	ADMIN FINANCIAL MGMT	505,399	809,227	874,084	874,084	-
0203	ADMIN EMERGENCY MGMT	753,316	213,914	164,000	164,000	-
0204	ADMIN RISK MGMT	401,211	382,644	385,203	386,162	-
0205	ADMIN-ECON DEVELOPEMENT	106,532	202,000	177,527	177,527	-
	TOTAL REVENUES	**$2,459,981**	**$2,153,291**	**$2,111,970**	**$2,112,929**	**-**
EXPENDITURES/APPROPRIATIONS BY COST CENTER						
0201	ADMIN GENERAL MANAGEMENT	1,314,008	1,475,496	1,595,819	1,603,565	-
0202	ADMIN FINANCIAL MGMT	1,127,926	1,142,973	1,013,683	1,019,169	-
0203	ADMIN EMERGENCY MGMT	990,262	375,017	274,771	275,431	-
0204	ADMIN RISK MGMT	419,798	382,644	385,203	386,162	-
0205	ADMIN-ECON DEVELOPEMENT	283,287	414,913	382,998	382,998	-
	TOTAL EXPENDITURES/APPROP.	**$4,135,281**	**$3,791,043**	**$3,652,474**	**$3,667,325**	**-**
NET COSTS/USE OF FUND BALANCE BY COST CENTER						
0201	ADMIN GENERAL MANAGEMENT	620,485	929,990	1,084,663	1,092,409	-
0202	ADMIN FINANCIAL MGMT	622,527	333,746	139,599	145,085	-
0203	ADMIN EMERGENCY MGMT	236,946	161,103	110,771	111,431	-
0204	ADMIN RISK MGMT	18,587	-	-	-	-
0205	ADMIN-ECON DEVELOPEMENT	176,755	212,913	205,471	205,471	-
	TOTAL NET COSTS/USE OF FUND BALANCE	**$1,675,300**	**$1,637,752**	**$1,540,504**	**$1,554,396**	**-**