

COUNTY ADMINISTRATIVE OFFICE

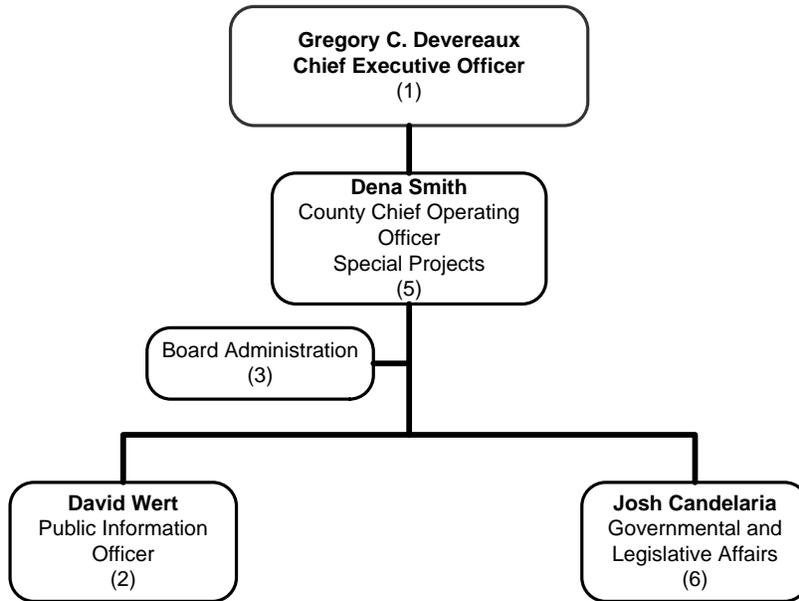
Gregory C. Devereaux

DEPARTMENT MISSION STATEMENT

The County Administrative Office ensures that departmental staff provides the Board of Supervisors with timely and accurate information and their best professional advice on policies and programs. The County Administrative Office also provides direction and coordination of staff, and ensures vigorous pursuit of Board goals and objectives and implementation of Board-approved programs in an effective and efficient manner.



ORGANIZATIONAL CHART



2016-17 SUMMARY OF BUDGET UNITS

	2016-17					
	Requirements	Sources	Net County Cost	Use of / (Contribution to) Fund Balance	Use of / (Contribution to) Net Position	Staffing
General Fund						
County Administrative Office	5,076,909	0	5,076,909			17
Litigation	395,761	0	395,761			0
Total General Fund	5,472,670	0	5,472,670	0	0	17
Total - All Funds	5,472,670	0	5,472,670	0	0	17



2015-16 MAJOR ACCOMPLISHMENTS

- Coordinated transition, recovery, and documentation efforts following the December 2, 2015, Terrorist Attack.
- Continued as facilitator of the Countywide Vision Leadership Team.
- Coordinated “Vision2Read” literacy initiative in support of the Vision’s Cradle to Career Regional Implementation Goal.
- Successfully sponsored bills to expedite: 1) election ballot counting and 2) siting of renewable energy projects on already disturbed mining lands.
- Maintained the “Government Works” feature on CountyWire to highlight innovation and efficiencies by County agencies.
- Coordinated preparation of the 7th annual Community Indicators Report.
- Established San Bernardino County “wiki” website as a repository for documentation of complex, long-standing, historical issues and decisions affecting County operations.
- Completed implementation of Contract Tracking System in all departments.
- Led Policy Review Committee efforts to establish a system for ongoing, proactive review and update of County Policies and Standard Practices.
- Coordinated launch of the Countywide Plan, which includes the General Plan update, Community Plan Continuum, and development of the County Business Plan.

DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION	
OBJECTIVE	Continue the County role of convening conversations on community collaboration and collective action.
OBJECTIVE	Continue to promote the Countywide Vision and support the Element Groups.
STRATEGY	Continue to facilitate and support Countywide Vision Leadership Team and Element Group activities.
STRATEGY	Coordinate public-facing initiatives in support of the Countywide Vision.
COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS	
OBJECTIVE	Continue to develop and maintain consistent messaging for the organization.
OBJECTIVE	Monitor and evaluate operations and implement strategies to continually improve efficiency, effectiveness and collaboration.
STRATEGY	Review and coordinate public communications to ensure consistent messaging and branding.



DEPARTMENT PERFORMANCE MEASURES CONTINUED

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER	
OBJECTIVE	Develop a long-term budget plan which brings County operations into both fiscal and programmatic balance, including full funding of reserves for infrastructure and operating system maintenance and replacement.
OBJECTIVE	Implement information management best-practices that will fully utilize available technology, unify platforms and move toward a standardized enterprise approach.
STRATEGY	Continue to refine budget planning, reporting and forecasting systems to achieve financial and programmatic balance and more fully inform policy development by the Board of Supervisors.
STRATEGY	Oversee implementation of enterprise financial accounting and permitting systems through use of information management best practices.
COUNTY GOAL: ENSURE DEVELOPMENT OF A WELL-PLANNED, BALANCED, AND SUSTAINABLE COUNTY	
OBJECTIVE	Ensure that the County's approach to development recognizes the diverse character of County unincorporated areas.
OBJECTIVE	Work collaboratively with cities on zoning and development standards in their spheres of influence.
OBJECTIVE	Prioritize investments in services and amenities for County unincorporated communities.
STRATEGY	Coordinate implementation of the Countywide Plan which includes the General Plan update, community plan continuum and development of the County Business Plan.
STRATEGY	Continue to prioritize investment to maintain existing infrastructure and explore strategies, including development impact fees, to fund future development of infrastructure for County unincorporated areas.
COUNTY GOAL: PURSUE COUNTY GOALS AND OBJECTIVES BY WORKING WITH OTHER AGENCIES	
OBJECTIVE	Collaborate with other agencies to help shape legislation and regulations which affect the County.
OBJECTIVE	Maintain close working relationships with cities, tribes and other governmental agencies.
STRATEGY	Sponsor and support legislation and actively engage federal and state legislators to support County interests and priorities.
STRATEGY	Lead efforts and engage regional stakeholders in development of a successor agreement for emergency medical transportation services.



DEPARTMENT PERFORMANCE MEASURES CONTINUED

COUNTY GOAL: FOCUS ON RECOVERY AND RESILIENCY FOLLOWING THE DECEMBER 2, 2015 TERRORIST ATTACK (SB STRONG)	
OBJECTIVE	Support County employees affected by the December 2, 2015 terrorist attack.
OBJECTIVE	Develop a memorial honoring County victims and first responders.
OBJECTIVE	Document actions taken to support the victims and the County organization and analyze their effectiveness in order to share lessons learned with those preparing for or suffering similar tragedies.
STRATEGY	Coordinate recovery, documentation, and evaluation efforts following the December 2, 2015 Terrorist Attack.
STRATEGY	Coordinate with the Board of Supervisors on the development of a December 2, 2015 memorial honoring County victims and first responders.



County Administrative Office

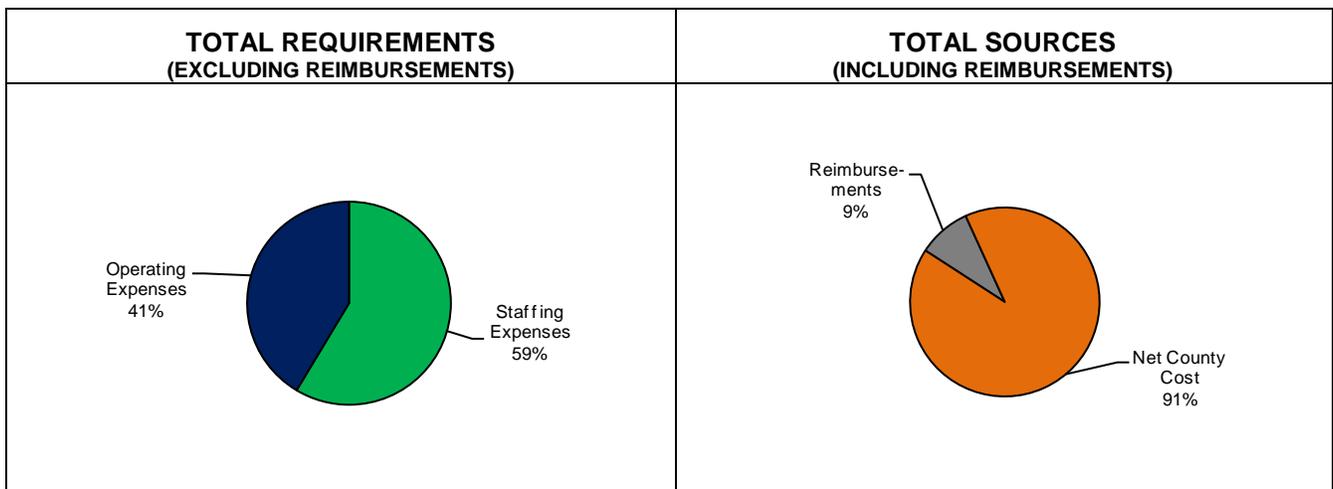
DESCRIPTION OF MAJOR SERVICES

The County Administrative Office (CAO) is responsible to the Board of Supervisors (Board) for the general administration and coordination of all County operations and programs. The CAO oversees the operations of all County departments whose department heads are appointed by the Board or Chief Executive Officer, and assists in the coordination of activities of departments headed by elected officials.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$5,582,291
Total Sources (Incl. Reimb.)	\$505,382
Net County Cost	\$5,076,909
Total Staff	17
Funded by Net County Cost	91%

The CAO is also responsible for public information and legislative activities, and coordination of County activities with other local government entities, including cities and other counties.

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

BUDGET UNIT: AAA CAO
 FUNCTION: General
 ACTIVITY: Legislative and Administrative

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A)
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	Change From Prior Year Modified Budget
Requirements							
Staffing Expenses	2,774,729	2,880,499	3,139,500	3,117,996	3,058,416	3,267,529	149,533
Operating Expenses	1,499,448	1,989,142	1,923,177	2,443,918	2,411,560	2,307,762	(136,156)
Capital Expenditures	0	0	0	0	0	7,000	7,000
Total Exp Authority	4,274,177	4,869,641	5,062,677	5,561,914	5,469,976	5,582,291	20,377
Reimbursements	(469,501)	(467,713)	(543,226)	(501,095)	(502,731)	(505,382)	(4,287)
Total Appropriation	3,804,676	4,401,928	4,519,451	5,060,819	4,967,245	5,076,909	16,090
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,804,676	4,401,928	4,519,451	5,060,819	4,967,245	5,076,909	16,090
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	44,335	0	4,477	0	5,199	0	0
Total Revenue	44,335	0	4,477	0	5,199	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	44,335	0	4,477	0	5,199	0	0
Net County Cost	3,760,341	4,401,928	4,514,974	5,060,819	4,962,046	5,076,909	16,090
Budgeted Staffing*	17	17	17	17	17	17	0

*Data represents modified budgeted staffing

Note: The County Administrative Office is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$295,364 which represents the County Administrative Office's share of costs of other central service departments, such as Human Resources.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$3.3 million represent the majority of expenditures in this department and fund 17 budgeted positions. Operating Expenses of \$2.3 million include the Fair Political Practices Commission contract and the federal and state lobbyist contracts. Capital Expenditures of \$7,000 are related to the purchase of technology equipment for the CAO Conference Room. Reimbursements of \$505,382 fund a portion of Staffing Expenses (\$197,382) and Operating Expenses (\$308,000) and are received from other departments for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$16,090 due primarily to increases in Staffing Expenses related to negotiated salary increases, partially offset by reductions in risk management expenses.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
County Administrative Office	1	0	0	0	1	0	1	
Board Administration	3	0	0	0	3	0	3	
Special Projects	5	0	0	0	5	0	5	
Public Information Office	2	0	0	0	2	0	2	
Government & Legislative Affairs	6	0	0	0	6	1	5	
Total	17	0	0	0	17	1	16	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$3.3 million fund 17 budgeted positions of which 16 are regular positions and one is a limited term position. There is no change to budgeted staffing.



Litigation

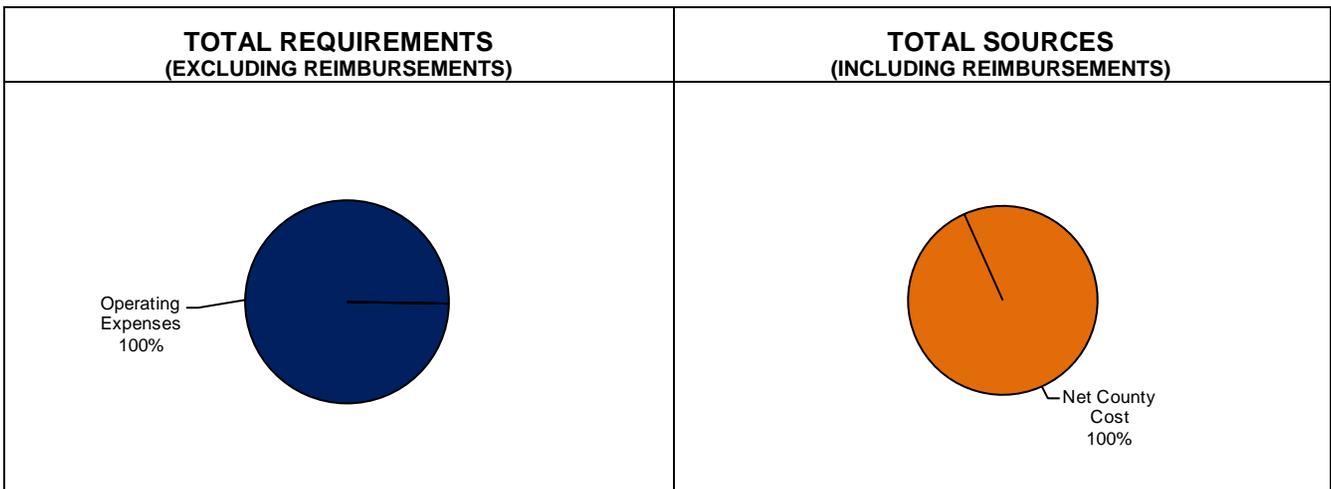
DESCRIPTION OF MAJOR SERVICES

This budget unit funds external attorney services and other litigation related expenses. The Board of Supervisors approved the establishment of this budget unit in 2001-02. The use of additional Discretionary General Funding (Net County Cost) may be required during the fiscal year for any new major contracts or material amendments to existing legal contracts.

Budget at a Glance

Total Requirements (Excl. Reimb.)	\$395,761
Total Sources (Incl. Reimb.)	\$0
Net County Cost	\$395,761
Total Staff	0
Funded by Net County Cost	100%

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

BUDGET UNIT: AAA LIT
 FUNCTION: General
 ACTIVITY: Legislative and Administrative

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	(A) <u>2015-16</u>	<u>2015-16</u>	(B) <u>2016-17</u>	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	395,986	436,481	639,407	393,868	393,868	395,761	1,893
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	395,986	436,481	639,407	393,868	393,868	395,761	1,893
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	395,986	436,481	639,407	393,868	393,868	395,761	1,893
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	395,986	436,481	639,407	393,868	393,868	395,761	1,893
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	800	0	0	0	0	0	0
Total Revenue	800	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	800	0	0	0	0	0	0
Net County Cost	395,186	436,481	639,407	393,868	393,868	395,761	1,893
Budgeted Staffing*	0	0	0	0	0	0	0

*Data represents modified budgeted staffing

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Requirements of \$395,761 represent costs for outside legal counsel and other litigation related expenses.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$1,893 due to an increase in COWCAP charges.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.

