

COUNTY ADMINISTRATIVE OFFICE

Mark Uffer

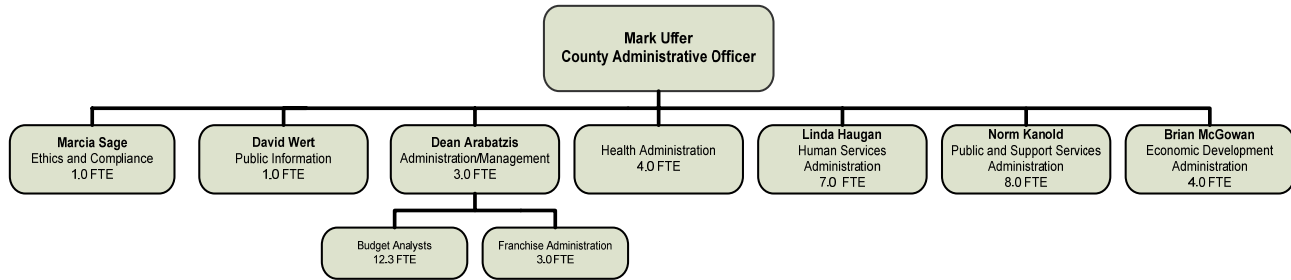
MISSION STATEMENT

The mission of the County Administrative Office (CAO) is to maximize constituent services and satisfaction by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

STRATEGIC GOALS

1. Facilitate, support and ensure the implementation of decisions by the Board of Supervisors.
2. Promote the effective and efficient delivery of countywide services through the use of contemporary management tools.
3. Ensure the overall financial health of the County of San Bernardino.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2006-07				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
County Administrative Office	4,265,651	-	4,265,651		21.3
Franchise Administration	295,845	-	295,845		3.0
Litigation	388,681	-	388,681		-
Joint Powers Leases	21,137,293	-	21,137,293		-
Health Administration	157,188,824	142,188,824	15,000,000		4.0
Medical Center Lease Payments	54,023,686	54,023,686			-
Master Settlement Agreement	29,851,043	16,423,588		13,427,455	-
Federal Forest Reserve	74,869	67,701		7,168	-
Public and Support Services Administration*	1,925,919	-	1,925,919		9.0
Human Services Administration**	1,254,421	1,066,258	188,163		8.0
Economic Development ***	630,020	-	630,020		5.0
TOTAL	271,036,252	213,770,057	43,831,572	13,434,623	50.3

* Detail of this budget is in the Public and Support Services Section.

** These costs are included in the Human Services Administrative Claim budget unit in the Human Services Section.

*** These costs are included in the Economic Development budget unit in the Economic Development Section.

Detailed information for each budget unit is provided, along with a description of the services provided, budget unit history and applicable performance measures.



County Administrative Office

DESCRIPTION OF MAJOR SERVICES

The CAO is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

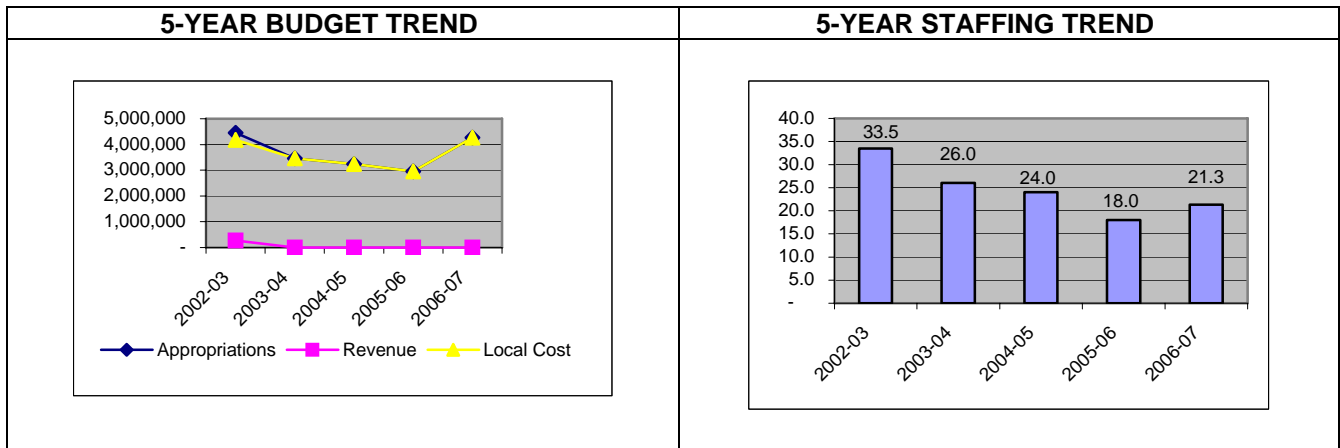
The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. Additionally, the CAO oversees the Public and Support Services Administration (PSSG) and Human Services Administration. PSSG departments plan and implement facility and infrastructure development and maintenance programs (roads, flood control, buildings); provide public services in unincorporated communities (planning, fire, special districts, parks, museums); and serve departmental needs (vehicles, space, leasing). Human Services departments are responsible for the county social service programs under applicable mandatory federal and state regulations. These departments are Transitional Assistance, Children's Services, Adult Services, Preschool Services, Child Support Services and Veterans Affairs.

Within the County Administrative Office resides a Health Administration function that provides administrative oversight for the health related departments and seeks to expand and coordinate collaborative opportunities among those departments. Health Administration also coordinates major health financing issues, such as realignment, medical center debt financing, and disproportionate share hospital funding.

The CAO is also responsible for coordinating county activities with other local government entities, including cities and other counties.

Finally, the CAO is responsible for the county's long-term debt functions and capital improvement program.

BUDGET HISTORY

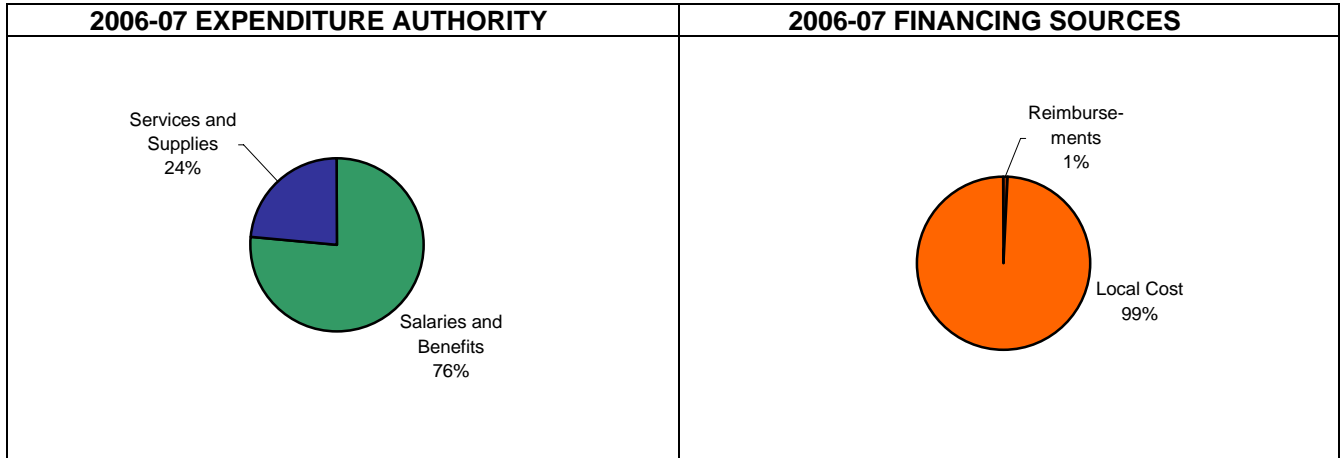


PERFORMANCE HISTORY

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Modified Budget	2005-06 Actual
Appropriation	4,019,214	2,909,684	3,155,583	3,924,154	3,902,621
Departmental Revenue	81,899	-	-	-	-
Local Cost	3,937,315	2,909,684	3,155,583	3,924,154	3,902,621
Budgeted Staffing				23.3	



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General

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

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Actual	2005-06 Final Budget	2006-07 Final Budget	Change From 2005-06 Final Budget
Appropriation							
Salaries and Benefits	3,333,689	2,642,075	2,657,499	2,431,637	2,426,659	3,269,762	843,103
Services and Supplies	844,137	319,025	257,582	556,960	481,436	991,903	510,467
Central Computer	33,607	25,391	22,372	29,279	27,517	26,225	(1,292)
Equipment	20,000	-	-	46,346	-	-	-
Transfers	28,148	4,907	4,958	16,280	16,280	17,125	845
Total Exp Authority	4,259,581	2,991,398	2,942,411	3,080,502	2,951,892	4,305,015	1,353,123
Reimbursements	(240,367)	(81,714)	(87,828)	(22,881)	-	(39,364)	(39,364)
Total Appropriation	4,019,214	2,909,684	2,854,583	3,057,621	2,951,892	4,265,651	1,313,759
Operating Transfers Out	-	-	301,000	845,000	-	-	-
Total Requirements	4,019,214	2,909,684	3,155,583	3,902,621	2,951,892	4,265,651	1,313,759
Departmental Revenue							
State, Fed or Gov't Aid	81,899	-	-	-	-	-	-
Total Revenue	81,899	-	-	-	-	-	-
Local Cost	3,937,315	2,909,684	3,155,583	3,902,621	2,951,892	4,265,651	1,313,759
Budgeted Staffing					18.0	21.3	3.3

In 2006-07, the department will incur increased costs to maintain current services, such as negotiated Labor agreement, retirement, risk management, central computer and inflationary services and supplies purchases; and will incur decreased costs in worker's compensation. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to Board approved mid-year adjustments and department recommendations.

Other significant changes to salaries and benefits include the following midyear approved additions: 1.0 Chief County Compliance and Ethics Officer, 2.0 Principal Administrative Analysts, 1.0 Administrative Analyst to provide CAO support the Economic Development Agency, 1.0 contract Special Projects Coordinator, 1.0 contract Grant Coordinator, and 0.3 contract Administrative Analyst to assist with the transfer of the court house facilities to the State. These additions were offset by the deletions of 3.0 Administrative Analyst positions, two of which were deleted when the Principal Administrative Analysts positions were added and the other, which was de-funded when the grant coordinator was hired under a contract.

Services and supplies increases are the result of the County Administrative Office's continuing efforts for improving the public's perception of county government. Specifically, appropriations are designated for continuing the Service First Program that establishes consistent service standards and expectations for all county employees and for expansion of media needs that will provide the CAO with a variety of mechanisms to raise public awareness of county services. In addition, increases in appropriations are for planned hardware/software purchases, training, special departmental expense and general maintenance.



Other changes in appropriation include an increase in reimbursements for the additional support services this office will provide in the transfer of court facilities to the state.

FINAL BUDGET CHANGES

The Board approved an appropriation increase of \$61,470 to provide hosted email subscription services.

PERFORMANCE MEASURES		
Description of Performance Measure	2005-06 Actual	2006-07 Projected
Percentage of departments implementing the performance measurement system.	N/A	100%
Increase on-going set asides.	N/A	10%

