

## County Administrative Office

### DESCRIPTION OF MAJOR SERVICES

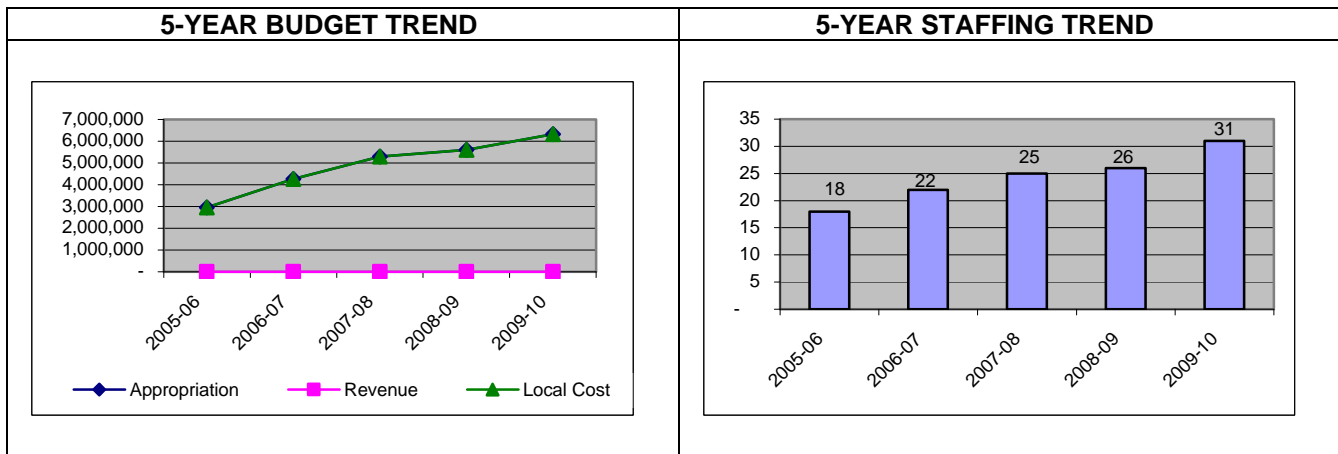
The County Administrative Office (CAO) is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The CAO 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 administrative functions of Public and Support Services Group (PSSG), Human Services, and the Economic Development Agency. Beginning in 2009-10, the PSSG Administration budget unit will be consolidated with the County Administrative Office in order to achieve greater efficiencies.

Within the CAO resides a Health Care Administration function that provides administrative oversight for the health related departments, including coordination of 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, and is responsible for the county's long-term debt functions and capital improvement program.

### BUDGET HISTORY



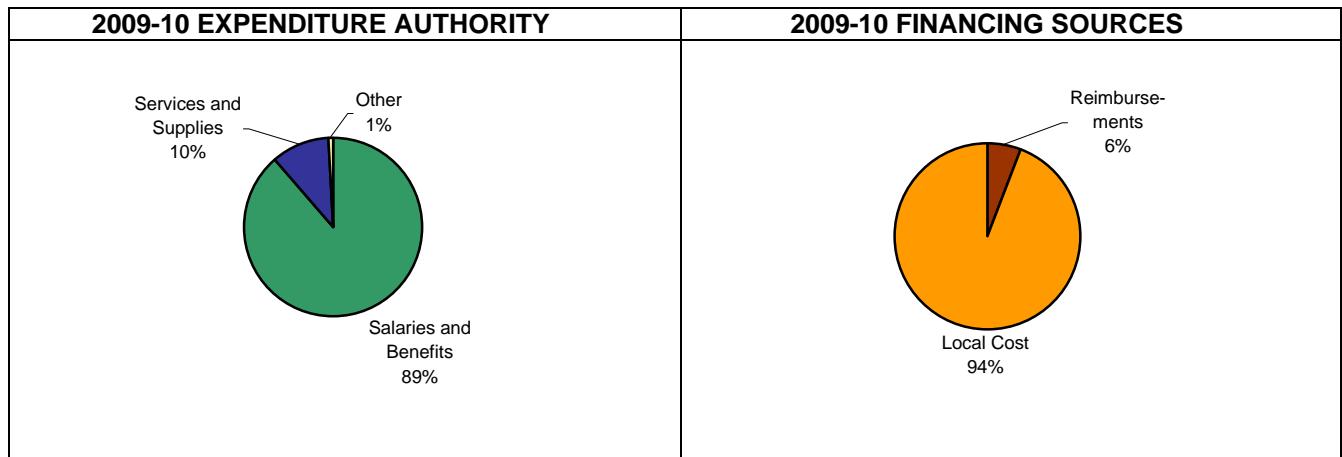
### PERFORMANCE HISTORY

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Estimate
Appropriation	3,902,621	4,133,534	4,650,909	7,863,907	7,539,913
Departmental Revenue	-	-	-	-	-
Local Cost	3,902,621	4,133,534	4,650,909	7,863,907	7,539,913
Budgeted Staffing				22	

Appropriation was significantly modified in 2008-09 as a result of a midyear Board of Supervisors action that added \$2.5 million from contingencies for the purpose of contracting with the Inland Empire Economic Recovery Corporation.



**ANALYSIS OF PROPOSED BUDGET**



As a result of the current economic condition, the 2009-10 proposed budget was impacted by an 8% cut and a salary reduction. The total of these budget reductions was a decrease of \$602,093 to appropriation and local cost; and the details are listed in the following schedule. Budgeted staffing was not impacted.

**IMPACTS DUE TO BUDGET REDUCTIONS**

Brief Description of Budget Impact	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2009-10 8% Reduction Reduction made to services and supplies - professional services were reduced by \$417,346 (exclusive of the \$200,000 grant reduction due to the removal of a one-time policy item) and expenses associated with PSSG were reduced by \$15,374 as a result of the consolidation of budget units for efficiency purposes.	-	(432,720)	-	(432,720)
Salary Reduction Reduction made to services and supplies - computer hardware, software, and small equipment were reduced by \$153,200 and expenses associated with PSSG were reduced by \$16,173 as a result of the consolidation of budget units for efficiency purposes.	-	(169,373)	-	(169,373)
<b>Total</b>	<b>-</b>	<b>(602,093)</b>	<b>-</b>	<b>(602,093)</b>

The preceding reductions were incorporated into the departmental budget and are reflected in the following schedule that details the budget by appropriation unit.



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

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

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2008-09 Final Budget	2009-10 Proposed Budget	Change From 2008-09 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	2,431,637	3,152,228	3,762,152	4,070,047	4,320,689	5,943,473	1,622,784
Services and Supplies	556,960	1,172,726	1,164,122	3,635,978	1,481,993	624,951	(857,042)
Central Computer	29,279	26,225	31,213	38,567	38,567	37,122	(1,445)
Travel	-	-	-	66,961	62,225	39,300	(22,925)
Other Charges	-	-	69,120	(1,043)	-	-	-
Equipment	46,346	-	17,570	18,760	-	-	-
Transfers	16,280	17,125	73,623	46,441	60,688	60,526	(162)
Total Exp Authority	3,080,502	4,368,304	5,117,800	7,875,711	5,964,162	6,705,372	741,210
Reimbursements	(22,881)	(234,770)	(521,891)	(357,168)	(355,168)	(387,744)	(32,576)
Total Appropriation	3,057,621	4,133,534	4,595,909	7,518,543	5,608,994	6,317,628	708,634
Operating Transfers Out	845,000	-	55,000	21,370	-	-	-
Total Requirements	3,902,621	4,133,534	4,650,909	7,539,913	5,608,994	6,317,628	708,634
Local Cost	3,902,621	4,133,534	4,650,909	7,539,913	5,608,994	6,317,628	708,634
Budgeted Staffing					26	31	5

Salaries and benefits of \$5,943,473 fund 31 budgeted positions and are increasing by \$1,622,784 and a net 5 positions. Staffing changes are the result of a re-organization/consolidation of the Public and Support Services Group – Administration budget unit which included the addition of 8 positions consisting of: 3 administrative analysts, 1 asset management analyst, 1 assistant county administrative officer, 2 deputy administrative officers and 1 executive secretary. Additionally, 1 administrative analyst was transferred into the CAO budget unit from the Health Care Administration budget unit as a result of changes in work assignments. Furthermore, this budget unit reflects the pending reclassification of the Compliance and Ethics Specialist position to an Administrative Analyst II. Offsetting these increases are the midyear deletions of 3 administrative analysts and 1 franchise program analyst.

Services and supplies of \$624,951 represent costs for professional services, ISD Direct Labor, miscellaneous expenses, general office supplies, printing and mail services. Various countywide programs are funded via professional services including the hosted email subscriptions for accessing county web information, public awareness campaigns, and the ethics case management system. The decrease of \$857,042 is primarily attributed to the loss of \$200,000 in one-time funding for local matching funds for grant submissions and to hire contract grant writers as needed for the approved enhanced grants program policy item and reductions in budgeted professional services, computer hardware, software, small equipment and office expenses as a result of reduced local financing.

Travel of \$39,300 includes private mileage, air travel, hotel, car rental and conference fees.

Transfers of \$60,526 include continued contributions toward employee relations, Employee Health and Productivity program, Information Services Department (ISD) for computer analyst support, custodial and maintenance service, and costs related to the procurement of office supplies through the Purchasing Department.

Reimbursements of \$387,744 represent payments from other budget units. This reimbursement increased a total of \$32,576 from the prior year. Changes include the addition of a reimbursement of \$120,075 for one budgeted position to assist with Solid Waste Management, the addition of reimbursements which total \$30,489 for bond related work performed on behalf of Solid Waste and Flood Control, the reduction of \$175,700 related to support previously provided to Public Health, and an increase of \$57,712 due to salaries and benefits cost increases for the continuation of administrative support provided to all the health departments.

