

# CHIEF ADMINISTRATIVE OFFICE

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## Mission

The mission of the Chief Administrative Office is to ensure the sound and effective management of County government and procurement, pursuant to Board policy and direction by providing leadership; developing policy and procedures; providing budgetary and legislative analyses, and acting as liaison between County departments and the Board of Supervisors.

## Program Summaries

### Administration

**Positions: 10.0 FTE**

**Extra Help: \$58,502**

**Total Appropriations: \$1,713,647**

**Total Revenues: \$100,000**

**Net County Cost: \$1,613,647**

The Chief Administrative Office exercises overall responsibility for the coordination of county department activities to ensure the sound and effective management of County government, pursuant to Board policy and the adopted budget. Primary areas of responsibility are: effective overall management of County resources; long-range financial and organizational planning; ensuring that County departments are producing services and results in accord with Board goals, policies, and budgets; improving management and information systems to ensure the most effective use of County personnel, money, facilities, and equipment; providing leadership and developing a County management team that can plan for and meet future challenges; and performing other duties as assigned by the Board.

The Chief Administrative Office is charged with the responsibility of acting as advisor to the Board of Supervisors and in this role provides objective commentary on policy and management considerations. The Chief Administrative Office is responsible for recommending an annual budget and administering that budget after its adoption by the Board.

The Chief Administrative Office staffs the Economic Development Advisory Committee and the Rubicon Oversight Committee. One staff member provides support to the Department of Transportation in managing the Clean up and Abatement Order on the Rubicon trail. Staff also provide the administrative and financial support for the Public Defender's office and manage the Indigent Defense program.

**Revenue:** Revenue from other non-General Fund County departments to offset Internal Auditor time (\$50,000) and funds from the Rubicon Trust (\$50,000).

### Economic Development

**Positions: 0.0 FTE**

**Extra Help: \$ 25,000**

**Total Appropriations: (\$50,000)**

**Total Revenue: \$0**

**Net County Cost: (\$50,000)**

The Chief Administrative Office will be reviewing the direction of this program. In 2010-11 one extra help position provided services on the Vital Assets Grant which expires on June 30, 2011. This extra help position will be retained to provide continuity with business and the County as we develop the direction for the program. The Economic Development program also includes \$25,000 to cover expenses and \$50,000 to cover salary costs for the Assistant Chief Administrative Officer and other support staff that will be providing Economic Development support in FY 2011-12.

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**Procurement and Contracts/Central Stores/Mail-Courier**    **Total Appropriations: \$452,871**  
**Positions: 6.0 FTE**    **Total Revenues: \$111,011**  
**Extra Help: \$ 0**    **Net County Cost: \$341,860**

The Procurement and Contracts (3.0 FTE):

Provides purchasing and contract processing services to other County departments. The Division is also responsible for administering the County's surplus property program.

Central Stores (2.0 FTE):

Provides mail and courier service to County departments and operates the County's warehouse and surplus property programs.

Mail Support (1.0 FTE):

Provides mail and courier service to County departments and operates the County's warehouse and surplus property programs.

**Revenue:** Sources include County departments and the Courts for mail/courier service and postage reimbursement.

**Rubicon Trail Grant Programs**

**Positions: 0 FTE**  
**Extra Help: \$0**

**Total Appropriations: \$1,883,935**  
**Total Revenues: \$1,883,935**  
**Net County Cost: \$0**

The Chief Administrative Office has assumed the grant administration for the Rubicon Trail. Coordination of the projects will be done in conjunction with the Department of Transportation. Procurement of goods and services, payment of claims, administration of the grants, and liaison with agencies will be provided by the Chief Administrative Office.

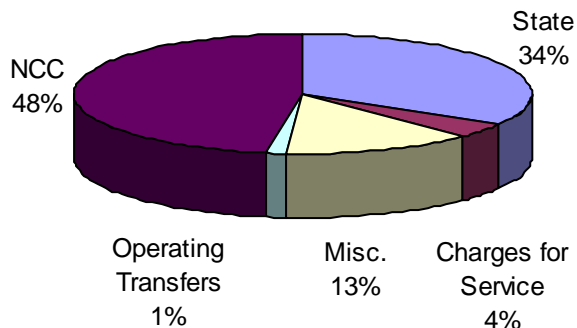
Revenue: State grant funding (\$1,347,778) and SMUD funds (\$531,007)

**Source of Funds**

State (\$1,347,778) :  
 Grant funding for the Rubicon trail

Charge for Services (\$160,011): Primarily comprised of charges for Stores, mail and postage (\$110,011) and Internal Auditor services to Health Services (\$50,000).

Miscellaneous (\$532,007): Funding for the Rubicon trail from the SMUD trust account.



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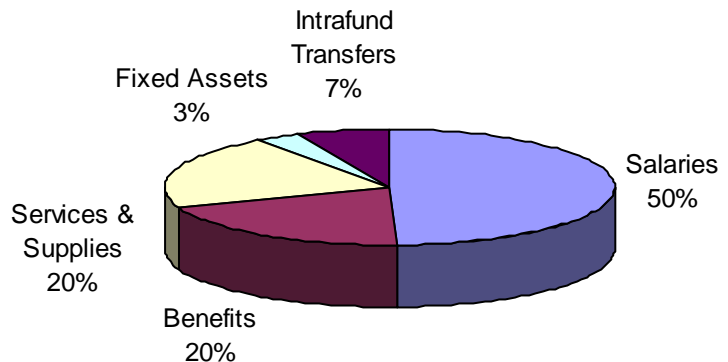
Other Financing Sources (\$55,150): Funding from the Off Highway Vehicle (OHV) trust fund for services related to the Rubicon program.

Net County Cost (\$1,905,507): The Department is primarily funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.

### Use of Funds

Salaries & Benefits (\$2,132,819): Primarily comprised of salaries (\$1,521,342), retirement (\$247,745), and health insurance (\$230,028).

Services & Supplies (\$1,284,673): Primarily comprised of central stores inventory (\$250,000), bulk postage (\$450,000), miscellaneous Rubicon expenses (\$440,993), professional services (\$345,204), equipment leases (\$25,633), and special projects (\$112,043).



Services & Supplies Abatements (-\$656,200): Comprised of charges to other departments for central stores inventory (-\$250,000) and bulk postage (-\$406,200).

Other Charges (\$1,343,442): Charges from DOT for work on the Rubicon Trail.

Fixed Assets (\$103,000) : Rubicon Restroom (\$35,000), Rubicon Equipment (\$64,500), Computers (\$3,500).

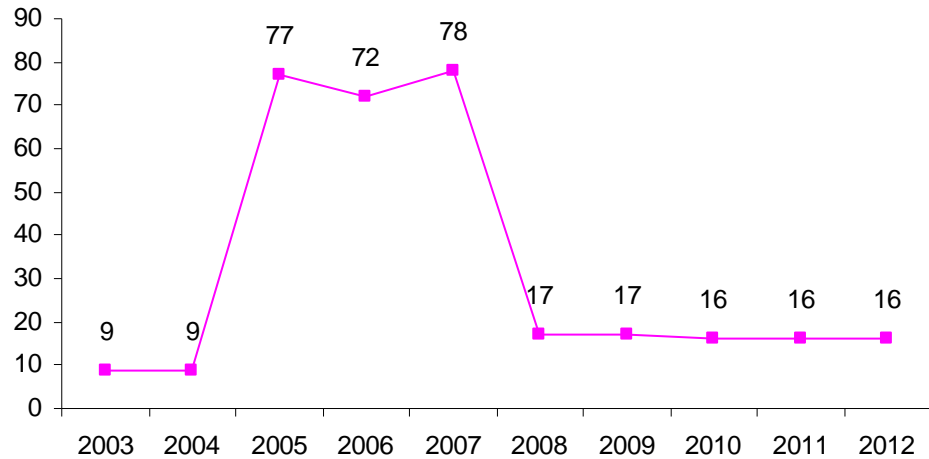
Intra-fund Transfers (\$56,913): Includes charges from other departments for services such as network support (\$21,208), mainframe support (\$7,819), and telephone (\$11,369).

Intra-fund Abatement: (-\$264,172): Includes charges to other departments for mail service (-\$81,178), stores support (-\$82,994), and Economic Development offset from Promotions (-\$100,000).

# CHIEF ADMINISTRATIVE OFFICE

## Staffing Trend

Staffing for the Chief Administrative Office over the past ten years reflects fluctuation between FY2004-05 and FY2006-07 due to combining several departments under the Chief Administrative Office. In FY2007-08 Human Resources and Information Technologies became separate departments reducing the Chief Administrative Office allocation. All positions in the Chief Administrative Office are located in Placerville.



## Chief Administrative Office Comments

The Recommended Budget represents an overall increase of \$1,770,208 or 545% in revenues and an increase of \$1,778,694 or 80% in appropriations when compared to the FY 2010-11 approved budget. As a result, the Net County Cost is increased by \$8,486 or less than 1%.

Revenue is increasing overall by \$1,770,208. The majority of this increase (\$1,883,935) is due to adding a new index code specific to the management of the grants related to the Rubicon Trail Program. In FY 2010-11 the grant program was housed in the Department of Transportation but much of the administration and coordination of the grants was done by the Chief Administrative Office. To provide greater efficiencies and controls, the management of the grant was moved fully into the Chief Administrative Office budget in FY2011-12. This increase in revenue is slightly offset with a decrease in Federal funds. The Vital Assets grant funding expired in June, 2011, therefore Federal revenue has decreased \$160,948. The budget also includes increases in charges for service due to cost recovery for the Internal Auditor and a slight increase in other financing sources due to increased use of OHV funds to cover staff time for administration of the Rubicon Program.

Appropriations are increasing \$1,778,694 primarily due to the Rubicon grant expenses (\$1,883,935). Salaries and benefits have decreased by \$84,788 mainly due to the deletion of the Economic Development Coordinator as directed by the Board in November. Benefits reductions include a \$34,914 reduction in retirement due to the anticipated employee partial pick-up of retirement costs.

Staff in the Chief Administrative Office continues to provide clerical support for bill paying and contracts to the Public Defenders Office as a result of budget cuts. In addition, CAO staff will be taking over the administration of all grants for the Rubicon Trail Program. A separate budget

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unit has been established which gives the appearance that the CAO budget is growing significantly when in fact there is no additional operating costs for the CAO. The Rubicon Trail budget has equal revenue and appropriations so there is no Net County Cost.

Due to increased complexity and programs being managed in the Chief Administrative Office, the budget includes three allocation changes. The first is an add/delete of the Administrative Technician to a CAO Administrative Analyst I. This position will manage the Rubicon Trail Program and provide support to Parks programs as well as other financial and budget work in the office. The annual increase in salaries related to this add/delete is approximately \$13,685.

The second position is an add/delete of the Executive Assistant to the CAO to a CAO Administrative Technician which will true up the work being performed in the classification. The CAO Administrative Technician is a new job classification that will be presented to the Board for approval. The main difference between a CAO Admin Tech and an Admin Tech is the county-wide nature of the duties that the CAO Admin Tech would have such as managing the county-wide surplus program and responsibility for agenda system administration. The CAO Admin Tech will have the same level of pay as an Admin Tech but would keep the existing benefit structure of the Executive Assistant to the CAO. The annual increase in salaries related to this add/delete is approximately \$6,000.

The third position is an add/delete of a Principal Administrative Analyst to a Chief Budget Officer. The Chief Budget Officer is a new job classification that will be presented to the Board for approval. This job classification will have county-wide responsibility for the preparation and monitoring of the County budget. The position will be responsible for multi-year financial forecasting and short and long term financial plans. In addition this position will assume functional group responsibility, primarily in the areas of Land Use and Development. This position will assist the Chief Administrative Officer and the Assistant CAO with county programs and policy development. This position differs from a Principal Administrative Analyst classification due to the emphasis on overall responsibility for the county budget and financial planning as well as a higher level of interaction with all county department heads, outside agencies and county constituents. The annual increase in salaries related to this add/delete is approximately \$10,000.

The FY 2011-12 Recommended budget does include the increases noted above. These increases have been absorbed due to savings associated with the reduced costs of the Chief Administrative Officer's salary as well as additional revenues for the ongoing Rubicon program and offsets for the Internal Auditor. Even with these changes the Chief Administrative Office's Recommended budget still give back approximately \$90,000 in annual savings when compared to the Net County Cost target established for FY 2011-12.

# CHIEF ADMINISTRATIVE OFFICE

## Financial Information by Fund Type

**FUND TYPE:** 10 GENERAL FUND  
**DEPARTMENT:** 02 CAO - CHIEF ADMINISTRATIVE OFFICE

		CURRENT YR		DEPARTMENT	CAO	
		MID-YEAR	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET		BUDGET	
<b>TYPE: R REVENUE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
0880	ST: OTHER	0	0	1,347,778	1,347,778	1,347,778
<b>CLASS: 05</b>	<b>REV: STATE INTERGOVERNMENTAL</b>	0	0	1,347,778	1,347,778	1,347,778
1100	FED: OTHER	160,948	160,948	0	0	-160,948
<b>CLASS: 10</b>	<b>REV: FEDERAL INTERGOVERNMENTAL</b>	160,948	160,948	0	0	-160,948
1740	CHARGES FOR SERVICES	500	1,800	1,800	1,800	0
1771	SUPERIOR COURT SERVICES	50,114	49,964	51,031	51,031	1,067
1800	INTERFND REV: SERVICE BETWEEN FUND	100,000	0	50,000	50,000	50,000
1804	INTERFND REV: MAIL SERVICE	17,435	20,954	19,933	19,933	-1,021
1805	INTERFND REV: STORES SUPPORT	35,140	49,072	37,247	37,247	-11,825
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>	203,189	121,790	160,011	160,011	38,221
1920	OTHER SALES	500	2,000	1,000	1,000	-1,000
1940	MISC: REVENUE	0	0	531,007	531,007	531,007
1942	MISC: REIMBURSEMENT	11	0	0	0	0
<b>CLASS: 19</b>	<b>REV: MISCELLANEOUS</b>	511	2,000	532,007	532,007	530,007
2020	OPERATING TRANSFERS IN	40,000	40,000	55,150	55,150	15,150
<b>CLASS: 20</b>	<b>REV: OTHER FINANCING SOURCES</b>	40,000	40,000	55,150	55,150	15,150
<b>TYPE: R SUBTOTAL</b>		404,648	324,738	2,094,946	2,094,946	1,770,208

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## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	
					DIFFERENCE	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
3000	PERMANENT EMPLOYEES / ELECTED	1,415,659	1,519,436	1,437,240	1,437,240	-82,196
3001	TEMPORARY EMPLOYEES	70,000	54,309	83,502	83,502	29,193
3002	OVERTIME	100	0	0	0	0
3004	OTHER COMPENSATION	105,858	19,089	600	600	-18,489
3020	RETIREMENT EMPLOYER SHARE	266,286	273,127	282,659	247,745	-25,382
3022	MEDI CARE EMPLOYER SHARE	20,456	16,865	18,795	18,795	1,930
3040	HEALTH INSURANCE EMPLOYER SHARE	268,481	255,249	230,028	230,028	-25,221
3041	UNEMPLOYMENT INSURANCE EMPLOYER	13,685	13,685	12,827	12,827	-858
3042	LONG TERM DISABILITY EMPLOYER SHARE	5,410	5,410	5,036	5,036	-374
3043	DEFERRED COMPENSATION EMPLOYER	11,753	11,753	14,586	14,586	2,833
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	16,023	16,023	16,023	16,023	0
3060	WORKERS' COMPENSATION EMPLOYER	8,662	8,662	6,828	6,828	-1,834
3080	FLEXIBLE BENEFITS	5,973	24,000	59,609	59,609	35,609
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>2,208,346</b>	<b>2,217,607</b>	<b>2,167,733</b>	<b>2,132,819</b>	<b>-84,788</b>
4040	TELEPHONE COMPANY VENDOR PAYMENTS	925	1,050	145	145	-905
4041	COUNTY PASS THRU TELEPHONE CHARGES	515	515	395	395	-120
4060	FOOD AND FOOD PRODUCTS	0	0	14,700	14,700	14,700
4080	HOUSEHOLD EXPENSE	50	50	50	50	0
4083	LAUNDRY	1,128	1,128	2,081	2,081	953
4085	REFUSE DISPOSAL	0	500	0	0	-500
4100	INSURANCE: PREMIUM	7,660	7,660	8,116	8,116	456
4143	MAINT: SERVICE CONTRACT	3,000	3,000	3,000	3,000	0
4160	VEH MAINT: SERVICE CONTRACT	0	500	0	0	-500
4220	MEMBERSHIPS	8,253	8,253	8,253	8,253	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	4,228	4,240	4,240	4,240	0
4260	OFFICE EXPENSE	5,752	7,502	6,750	6,750	-752
4261	POSTAGE	4,297	4,200	2,500	2,500	-1,700
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	2,615	3,115	1,000	1,000	-2,115
4264	BOOKS / MANUALS	500	500	500	500	0
4266	PRINTING / DUPLICATING SERVICES	662	100	100	100	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	13,135	10,454	345,204	345,204	334,750
4302	CONSTRUCT & ENGINEER CONTRACTS	562	0	0	0	0
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	100	0	0	0	0
4400	PUBLICATION & LEGAL NOTICES	750	1,000	1,748	1,748	748
4420	RENT & LEASE: EQUIPMENT	25,633	25,633	25,633	25,633	0
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	3,991	1,860	0	0	-1,860
4461	EQUIP: MINOR	750	1,000	750	750	-250
4462	EQUIP: COMPUTER	2,000	2,000	19,200	19,200	17,200
4500	SPECIAL DEPT EXPENSE	500	1,500	112,043	112,043	110,543
4501	SPECIAL PROJECTS	30,000	30,000	0	0	-30,000
4503	STAFF DEVELOPMENT	4,125	5,625	2,125	2,125	-3,500

# CHIEF ADMINISTRATIVE OFFICE

## Financial Information by Fund Type

**FUND TYPE:** 10 GENERAL FUND  
**DEPARTMENT:** 02 CAO - CHIEF ADMINISTRATIVE OFFICE

		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	DIFFERENCE
4513	INVENTORY: CENTRAL STORES GENERAL	298,000	298,000	250,000	250,000	-48,000
4514	BULK: POSTAGE PURCHASE GENERAL SVCS	448,112	450,000	450,000	450,000	0
4529	SOFTWARE LICENSE	3,822	3,822	0	0	-3,822
4600	TRANSPORTATION & TRAVEL	2,000	2,000	2,000	2,000	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	5,600	8,000	3,600	3,600	-4,400
4605	RENT & LEASE: VEHICLE	13,506	13,797	10,540	10,540	-3,257
4606	FUEL PURCHASES	10,091	10,150	10,000	10,000	-150
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	902,262	907,154	1,284,673	1,284,673	377,519
4750	CENTRAL STORES INVENTORY ABATEMENTS	-298,000	-298,000	-250,000	-250,000	48,000
4751	BULK PURCHASE POSTAGE ABATEMENTS	-406,200	-406,200	-406,200	-406,200	0
<b>CLASS: 41</b>	<b>SERVICE &amp; SUPPLIES ABATEMENTS</b>	-704,200	-704,200	-656,200	-656,200	48,000
5300	INTRAFND: SERVICE BETWEEN FUND TYPES	0	0	1,343,442	1,343,442	1,343,442
<b>CLASS: 50</b>	<b>OTHER CHARGES</b>	0	0	1,343,442	1,343,442	1,343,442
6020	FIXED ASSET: BUILDING & IMPROVEMENTS	0	0	35,000	35,000	35,000
6040	FIXED ASSET: EQUIPMENT	0	0	64,500	64,500	64,500
6042	FIXED ASSET: COMPUTER SYSTEM EQUIP	3,500	3,500	3,500	3,500	0
<b>CLASS: 60</b>	<b>FIXED ASSETS</b>	3,500	3,500	103,000	103,000	99,500
7220	INTRAFND: TELEPHONE EQUIPMENT &	12,469	12,469	11,369	11,369	-1,100
7223	INTRAFND: MAIL SERVICE	1,177	1,177	1,119	1,119	-58
7224	INTRAFND: STORES SUPPORT	1,866	1,866	1,376	1,376	-490
7225	INTRAFND: CENTRAL DUPLICATING	4,150	6,000	4,000	4,000	-2,000
7227	INTRAFND: MAINFRAME SUPPORT	9,730	9,730	7,819	7,819	-1,911
7229	INTRAFND: PC SUPPORT	2,250	3,000	2,000	2,000	-1,000
7231	INTRAFND: IS PROGRAMMING SUPPORT	10,000	10,480	8,000	8,000	-2,480
7234	INTRAFND: NETWORK SUPPORT	24,383	24,383	21,208	21,208	-3,175
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	66,025	69,105	56,891	56,891	-12,214
7350	INTRFND ABATEMENTS: GF ONLY	-105,623	-113,495	-50,000	-100,000	13,495
7357	INTRFND ABATEMENTS: MAIL SERVICE	-82,997	-79,483	-81,178	-81,178	-1,694
7358	INTRFND ABATEMENTS: STORES SUPPORT	-92,363	-78,428	-82,994	-82,994	-4,566
<b>CLASS: 73</b>	<b>INTRAFUND ABATEMENT</b>	-280,983	-271,407	-214,172	-264,172	7,235
<b>TYPE: E SUBTOTAL</b>		2,194,950	2,221,759	4,085,367	4,000,453	1,778,694
<b>FUND TYPE: 10</b>	<b>SUBTOTAL</b>	1,790,303	1,897,021	1,990,421	1,905,507	8,486
<b>DEPARTMENT: 02</b>	<b>SUBTOTAL</b>	1,790,303	1,897,021	1,990,421	1,905,507	8,486



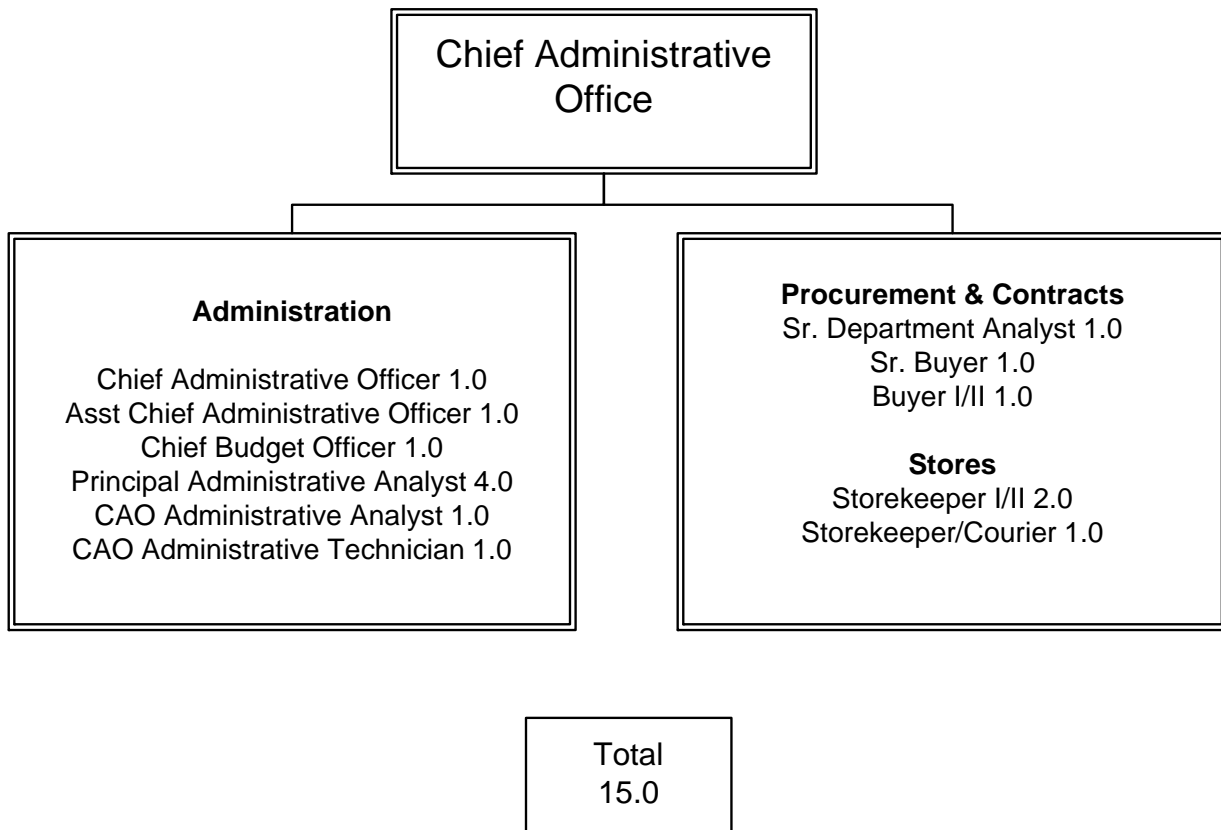
## CHIEF ADMINISTRATIVE OFFICE

### Personnel Allocations

Classification Title	2010-11 Adjusted Allocation	2011-12 Dept Request	2011-12 CAO Recm'd	Diff from Adjusted
Chief Administrative Officer	1.00	1.00	1.00	0.00
Administrative Technician	1.00	0.00	0.00	(1.00)
Assistant Chief Administrative Officer	1.00	1.00	1.00	0.00
CAO Administrative Anaylst	0.00	1.00	1.00	1.00
CAO Administrative Technician	0.00	1.00	1.00	1.00
Chief Budget Officer	0.00	1.00	1.00	1.00
Executive Assistant of CAO	1.00	0.00	0.00	(1.00)
Internal Auditor	1.00	1.00	1.00	0.00
Principal Administrative Analyst	5.00	4.00	4.00	(1.00)
<b>Division Total</b>	10.00	10.00	10.00	0.00
<b>Procurement and Contracts</b>				
Buyer	1.00	1.00	1.00	0.00
Sr. Buyer	1.00	1.00	1.00	0.00
Sr. Department Analyst	1.00	1.00	1.00	0.00
Storekeeper I/II	2.00	2.00	2.00	0.00
Storekeeper/Courier	1.00	1.00	1.00	0.00
<b>Division Total</b>	6.00	6.00	6.00	0.00
<b>Department Total</b>	16.00	16.00	16.00	0.00

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## CHIEF ADMINISTRATIVE OFFICE

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### Ten Year History

	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Actual
Licenses, Permits	-	-	55,000	55,000	55,000
State	-	-	-	-	-
Federal	-	-	-	-	-
Charges for Service	18,500	62,630	1,296,716	1,306,147	1,499,788
Misc.	-	-	35,078	9,443	615
Operating Transfers	-	-	-	-	-
<b>Total Revenue</b>	<b>18,500</b>	<b>62,630</b>	<b>1,386,794</b>	<b>1,370,590</b>	<b>1,555,403</b>
Salaries	695,477	556,383	3,987,237	4,321,148	4,809,738
Benefits	133,533	166,922	1,810,263	1,915,491	2,036,683
Services & Supplies	105,573	115,710	2,642,089	3,077,725	3,536,521
Other Charges	100	50	113,427	1,555	1,510
Fixed Assets	4,270	-	85,321	335,952	752,766
Operating Transfers	-	-	-	-	-
Intrafund Transfers	29,723	28,340	(3,745,764)	(3,385,413)	(3,560,769)
<b>Total Appropriations</b>	<b>968,676</b>	<b>867,405</b>	<b>4,892,573</b>	<b>6,266,458</b>	<b>7,576,449</b>
<b>NCC</b>	<b>950,176</b>	<b>804,775</b>	<b>3,505,779</b>	<b>4,895,868</b>	<b>6,021,046</b>
<b>FTE's</b>	<b>9</b>	<b>9</b>	<b>77</b>	<b>72</b>	<b>78</b>

## CHIEF ADMINISTRATIVE OFFICE

### Ten Year History

	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Projected	11/12 Budget
Licenses, Permits	-	-	-	-	-
State	-	-	-	-	1,347,778
Federal	-	-	83,002	160,948	-
Charges for Service	-	137,028	125,397	203,189	160,011
Misc.	9	3,667	6,342	511	532,007
Operating Transfers	-	-	32,447	40,000	55,150
<b>Total Revenue</b>	<b>9</b>	<b>140,695</b>	<b>247,188</b>	<b>404,648</b>	<b>2,094,946</b>
Salaries	1,360,812	1,433,624	1,264,097	1,591,617	1,521,342
Benefits	602,266	598,210	504,831	616,729	611,477
Services & Supplies	301,808	201,669	232,899	198,062	628,473
Other Charges	26,639	26,748	14,328	-	1,343,442
Fixed Assets	-	-	4,537	3,500	103,000
Operating Transfers	-	-	-	-	-
Intrafund Transfers	53,805	(139,172)	(90,740)	(214,958)	(207,281)
<b>Total Appropriations</b>	<b>2,345,330</b>	<b>2,121,079</b>	<b>1,929,952</b>	<b>2,194,950</b>	<b>4,000,453</b>
<b>NCC</b>	<b>2,345,321</b>	<b>1,980,384</b>	<b>1,682,764</b>	<b>1,790,302</b>	<b>1,905,507</b>
<b>FTE's</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>16</b>

10 Year Variance		
	\$ Change	% Change
Licenses, Permits	-	N/A
State	1,347,778	N/A
Federal	-	N/A
Charges for Service	141,511	764.92%
Misc.	532,007	N/A
Operating Transfers	55,150	N/A
<b>Total Revenue</b>	<b>2,076,446</b>	<b>11224%</b>
Salaries	825,865	119%
Benefits	477,944	358%
Services & Supplies	522,900	495%
Other Charges	1,343,342	N/A
Fixed Assets	98,730	2312%
Operating Transfers	-	N/A
Intrafund Transfers	(237,004)	-797%
<b>Total Appropriations</b>	<b>3,031,777</b>	<b>313%</b>
<b>NCC</b>	<b>955,331</b>	<b>101%</b>
<b>FTE's</b>	<b>7</b>	<b>78%</b>

Notes
FY 2002-03 included overtime costs of \$171,913
FY 2004-05 Human Resources was added to Chief Administrative Office (10 FTE's), Information Technologies was added (38 FTE's), Procurement & Contracts/Stores/Print Shop was added (13 FTE's), Risk Management was added (7 FTE's)
FY 2005-06 Stores & Print shop moved to General Services (7 FTE's)
FY 2007-08 Human Resources/Risk Management was moved out of Chief Administrative Office (18 FTE's), Information Technologies moved out (43 FTE's)
FY 2008-09 Stores was added to Chief Administrative Office (5 FTE's)