

CHIEF ADMINISTRATIVE OFFICE

Mission

The mission of the Chief Administrative Office is to ensure the sound and effective management of County government, procurement and facilities, 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

Budget and Operations

Positions: 8.0 FTE

Total Appropriations: \$1,230,652

Total Revenues: \$52,780

Net County Cost: \$1,177,872

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.

Central Fiscal/Admin Unit

Positions: 7.0 FTE

Total Appropriations: \$566,828

Total Revenue: \$144,424

Net County Cost: \$422,404

This is a new central financial and administrative unit within the Chief Administrative Office. This unit provides services to the Chief Administrative Office, Facilities, Human Resources, Risk Management, Information Technologies, Surveyor, Public Defender, and Indigent Defense. These services include accounts payable/receivable, payroll, journal entries, budgeting, financial reporting and administration.

Procurement and Contracts/Central Stores/Mail-Courier

Positions: 8.0 FTE

Total Appropriations: \$630,168

Total Revenues: \$49,543

Net County Cost: \$588,625

Procurement and Contracts (5.0 FTE):

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

CHIEF ADMINISTRATIVE OFFICE

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.

Facilities

Positions: 38.5 FTE

Total Appropriations: \$5,261,001

Total Revenues: \$1,335,269

Net County Cost: \$3,925,732

The Chief Administrative Office has assumed the facilities functions previously performed by the Department of Transportation. These functions include buildings and grounds maintenance, custodial and facilities capital projects.

Accumulative Capital Outlay Fund

Positions: 0 FTE

Total Appropriations: \$16,303,071

Total Revenues: \$16,303,071

Net County Cost: \$0

This program, which is staffed by the Facilities unit, is responsible for the project development and construction of facilities and parks that support County functions. In addition, the program performs major maintenance projects on existing County buildings, parks and infrastructure.

Source of Funds

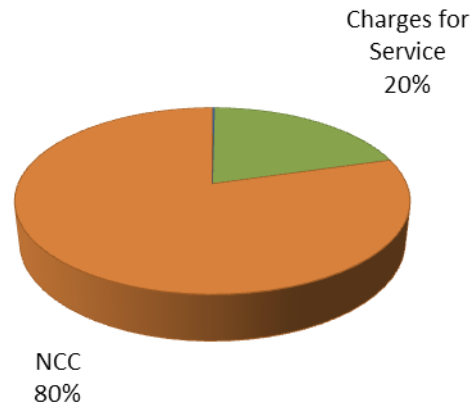
Use of Money (\$14,340): Rental income from SPTC corridor

Charge for Services (\$1,563,918): Primarily comprised of charges to other department and the Accumulative Capital Outlay fund for facilities projects (\$1,319,529).

Miscellaneous (\$3,758): Funds from vending machines and stores and mail reimbursements.

Net County Cost (\$6,106,633):

The Department is primarily funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.

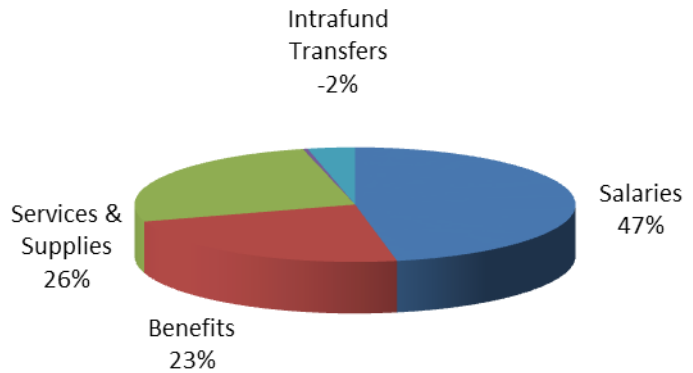


CHIEF ADMINISTRATIVE OFFICE

Use of Funds

Salaries & Benefits (\$5,768,155): Primarily comprised of permanent salaries (\$3,684,747), and health insurance (\$921,603), and retirement (\$707,183).

Services & Supplies (\$2,135,884): Primarily comprised of utilities (\$860,000), postage (\$350,000) building improvements (\$210,500), building maintenance (\$204,000), central stores inventory (\$175,000), service contracts (\$131,000), general liability insurance (\$85,189) and refuse disposal (\$84,000) .



Services & Supplies Abatements (-\$525,000): Comprised of charges to other departments for central stores inventory (-\$175,000) and bulk postage (-\$350,000). Fully offset's the costs noted in services and supplies above.

Other Charges (\$40,000): Primarily charges from DOT for work on various facility projects.

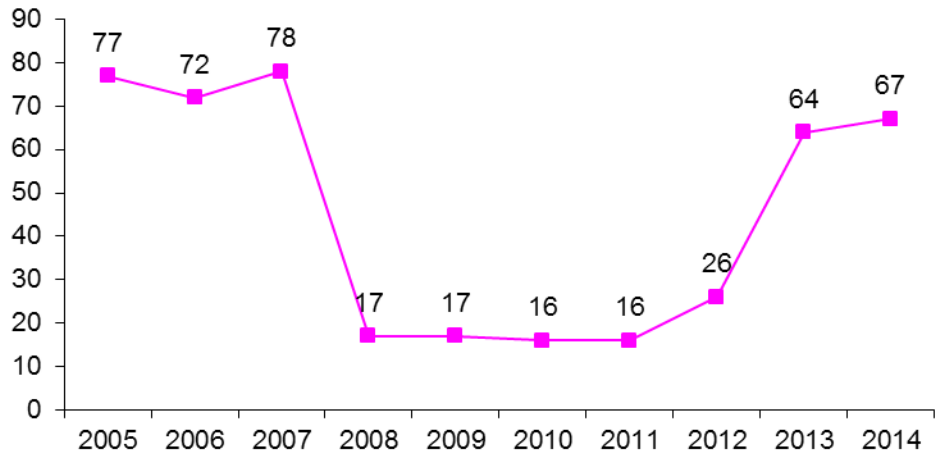
Fixed Assets (\$29,150) : Primarily equipment for building and grounds maintenance.

Intra-fund Transfers (\$111,369): Includes charges from other departments for services such as network support (\$42,256), mainframe support (\$35,448), and telephone (\$21,325).

Intra-fund Abatement: (-\$395,909): Includes charges to other departments for mail service (-\$154,817), stores support (-\$25,972), and Risk Management and Community Development Agency charges for staff (-\$215,120).

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



CHIEF ADMINISTRATIVE OFFICE

Technologies became separate departments reducing the Chief Administrative Office allocation. In FY 2011-12 a centralized fiscal and administrative group was formed adding 7 FTE's as well as 3 FTE's added for facilities functions. In FY 2012-13, 31 positions were transferred from the Department of Transportation related to facilities, grounds and custodial functions. All positions in the Chief Administrative Office are located in Placerville except for 6 FTE's in the facilities unit located in South Lake Tahoe. In FY 2013-14 staff allocated to Economic Development and Parks & Trails are fiscally budgeted under the Economic Development budget, but the personnel allocation is included in the Chief Administrative Office as these employees are a division of the Chief Administrative Office. In addition, on May 21, 2013 the Board provided conceptual approval to move the Housing Community and Economic Development (HCED) program out of Human Services and into the Economic Development / Parks & Trails budget. Funding will be added at Addenda, but the Recommended Budget does include the transfer of two (2) FTE's from Human Services.

Chief Administrative Office Comments

Fund Type 10 – General Fund

The Recommended Budget represents an overall decrease of \$1,397,688 or 46% in revenues and a decrease of \$1,862,559 or 19% in appropriations when compared to the FY 2012-13 approved budget. As a result, the Net County Cost is decreased by \$464,871 or 7%.

The table below summarizes these changes by function:

Function	Change in Revenues	Change in Appropriations	Change to NCC
Budget & Operations	(\$115,382)	(\$423,461)	(\$308,079)
Procurement	(\$55,135)	(\$61,243)	(\$6,108)
Rubicon*	(\$1,853,975)	(\$1,853,975)	\$0
Central Fiscal/Admin Unit	\$56,535	\$36,269	(\$20,266)
Facilities	\$570,269	\$439,851	(\$130,418)
Total	(\$1,397,688)	(\$1,862,559)	(\$464,871)

* This budget has moved to Department 11 – Economic Development / Parks & Trails

Budget & Operations

There are several functions currently being performed within this core unit of the Chief Administrative Office. Some of these functions include;

- Budget development and monitoring
- Development of county-wide financial standards and practices in coordination with the Auditor-Controller
- Implementation of Investment Strategy
- Management of Investment teams (Human Resources, Risk Management, Facilities and Real Property, Department Culture and Accountability, Economic Development, and Information Technologies)
- Legislative monitoring

CHIEF ADMINISTRATIVE OFFICE

- Policy development
- Public Outreach and overall project management for the Targeted General Plan Amendment
- Coordination with local agencies on county-wide issues (ie. Fire, LAFCO, CSD, etc.)
- Acting Director of Community Development Agency
- Economic Development
- Oversight of Risk Management and Human Resources
- Executive Management coordination and development
- Fiscal and administrative support for the District Attorney and Public Defender
- Support for ERP analysis and implementation

Currently the budget and operations function within the Chief Administrative Office is short staffed. The decision was made to move one Principal Administrative Analyst full-time into the Procurement function as well as one Sr. Department Analyst that was originally programmed for the Central Fiscal/Admin unit. Resources have been added to the Procurement function in an effort to strengthen and stream line internal services functions to departments. The budget and operations unit also has one Principal Administrative Analyst that is currently serving as the Acting Director of Information Technologies and one Principal Administrative Analyst serving as the project manager for multiple major facilities capital improvement projects. Therefore work that was previously done by four Principal Administrative Analyst's and an Internal Auditor is now being done by two Principal Administrative Analyst's and the Chief Budget Officer; essentially a reduction of three FTE's. The Assistant Chief Administrative Officer is also deployed as the Acting Director of the Community Development Agency as well as providing oversight to Risk Management and Economic Development.

Therefore, the Recommended budget includes an additional staff request for a Procurement and Contracts Manager to free up the Principal Analyst allocation currently assigned to Procurements and Contracts. In addition the department will be filling the Principal Administrative Analyst position previously held by the current Acting Director of Information Technologies. The Recommended budget request also includes an add/delete of the Internal Auditor with a Principal Analyst to true up the allocation based on actual staff. There is no cost difference between the Principal Analyst and the Internal Auditor. Other staffing changes related to truing up existing filled allocations include the deletion of the CAO Administrative Analyst (due to the addition of the Parks Manager added in April 2013) and the deletion of a CAO Administrative Technician and the addition of an Administrative Technician.

The Recommended Budget for this unit represents an overall decrease of \$115,382 in revenues and a decrease of \$423,461 in appropriations when compared to the FY 2012-13 approved budget. As a result, the Net County Cost is decreased by \$308,079. Changes in revenues and appropriations are primarily related to revenues and expenses related to Economic Development, Rubicon and Parks as funding and expenses for staff assigned to these activities has moved into the Economic Development/Parks & Trails budget.

Procurement

The Recommended Budget for this unit represents an overall decrease of \$55,135 in revenues and a decrease of \$61,243 in appropriations when compared to the FY 2012-13 approved budget. As a result, the Net County Cost is decreased by \$6,108. These changes are primarily related to decreased revenue and expenses related to the Court opting out of the County mail

CHIEF ADMINISTRATIVE OFFICE

service. The budget also includes an add/delete of a Sr. Department Analyst with a Department Analyst. This results in approximately \$30K in salary and benefit savings.

Rubicon Trail

The Rubicon budget has been moved to the Economic Development / Parks & Trails budget.

Central Fiscal/Administrative

The Recommended Budget for this unit represents an increase in revenues of \$56,535 and an increase in appropriations of \$36,269 resulting in a decrease to Net County Cost of \$20,266 when compared to the FY 2012-13 approved budget. The budget includes the add/delete of the Fiscal Administrative Manager with a Chief Fiscal Officer resulting an annual increase of approximately \$10K in salaries and benefits. The complexity and large dollar amounts associated with the financial management that this unit provides is very large and justifies the higher level allocation.

Facilities

The Recommended Budget for this unit represents an increase in revenues of \$570,269 and \$439,851 in appropriations when compared to the FY 2012-13 approved budget. This results in a decrease to Net County Cost of \$130,418.

The increased revenues and appropriations are primarily related to implementation of the facilities Capital Improvement Plan. Recently the County completed a facilities study and is in the process of implementing a facilities Capital Improvement plan. The department is re-organizing and assigning specific personnel to these projects. The budget assumes that several of these projects will be completed with internal staff and funded with Accumulative Capital Outlay funds.

The facilities unit is requesting the following staffing changes as part of the re-organization to gear up for the facilities plan:

- Delete a Custodian Supervisor and add a Building Operations Technician (additional cost fully offset with ACO funds)
- Add 1 FTE Grounds Maintenance Worker (this will actually be recruited and filled as two .5 Grounds Maintenance Workers to allow for deployment to multiple sites at the same time. This will free up current Grounds Maintenance workers for facility or park project work)
- Add .5 Custodian (this position is almost fully offset with savings from a reduction in professional services which will now be handled by this staff)

Fund 13 – Accumulative Capital Outlay

Capital Facilities Workplan

The table below includes the Facilities Capital Workplan. This is a pre-liminary plan and the Department will be returning to the Board for a more in depth discussion of the Facilities Capital Improvement Plan.

CHIEF ADMINISTRATIVE OFFICE

CAO FY 2013-14 Facilities Capital Budget PROPOSED WORKPLAN AS OF MAY, 2013			
Project #	Project Title	Amount Budgeted in ACO	Funding Source
90001	Countywide Special Projects / Deferred Maintenance	300,000	ACO Fund
90002	Countywide Security	50,000	ACO Fund
90003	Countywide HVAC Repairs	300,000	ACO Fund
90004	Countywide Exterior Paint	45,000	ACO Fund
90005	Countywide Mold, Lead & Asbestos Abatement	15,000	ACO Fund
90006	Countywide Parking Lot Improvements & Repairs	205,000	ACO Fund
90007	Countywide ADA Evaluation / Compliance	106,000	ACO Fund
90008	Countywide Bird Control	35,000	ACO Fund
90009	Countywide Department Moves - CEQA	5,000	ACO Fund
90013	Countywide Interior Paint	25,000	ACO Fund
90056	Government Center PVL Bldgs A & B Emergency Electrical	650,000	ACO Fund
90100	Court PVL - Courthouse Main Street - Corbel Replace/Repair/Remove	60,000	Court Construction Spec. Rev. Fund
90101	Jail/Sheriff SLT - Johnson Building Re-roof	60,000	Criminal Justice Spec. Rev. Fund
90102	Court SLT - Facilities Siesmic Retrofit	55,876	Court Construction Spec. Rev. Fund
		9,124	ACO Fund
90103	Court ADA Improvements - CP	107,530	Court Construction Spec. Rev. Fund
90104	ADA Improvements - Court - Bldg C	50,000	Court Construction Spec. Rev. Fund
90108	Court ADA Improvements - SLT	142,039	Court Construction Spec. Rev. Fund
		32,161	ACO Fund
90201	Probation Juvenile Hall Reception Upgrade	50,000	Criminal Justice Spec. Rev. Fund
90204	SLT Jail Shingle Replacement	50,000	Criminal Justice Spec. Rev. Fund
90211	SLT Jail Surveillance Equipment Upgrade	5,500	Criminal Justice Spec. Rev. Fund
		20,000	ACO Fund
90212	Jail PVL - Sewer Outfall Grinder Replacement	260,000	Criminal Justice Spec. Rev. Fund
	Jail PVL - Control Panel Upgrade	500,000	Criminal Justice Spec. Rev. Fund
90502	Buildings & Grounds Shed Replacement	15,000	ACO Fund
		85,000	Risk Management - Self Insurance
90600	Animal Control PVL - Animal Control	5,000,000	Tobacco Settlement Funds
90990	Facilities Planning	90,000	ACO Fund
	Probation CCP Office TI	150,000	AB 109
	Expansion space	2,100,000	50/50 ACO & Designation Cap Proj
	Sheriff Admin Center (Initial planning)	250,000	ACO Fund
	Vanir Facilities Assessment -Year 1 (See tables below for detail)	4,537,340	Designation Capital Projects
Total Facilities Workplan		15,365,570	

CHIEF ADMINISTRATIVE OFFICE

Vanir Subtotals by Building:	
100 Building A Sub Total	438,666
Fire & Life Safety Modernization	71,662
ADA Upgrades	106,660
Building Integrity	3,802
Finishes	66,125
Mechanical	154,868
Miscellaneous	35,549

110 Building B Sub Total	722,110
Fire & Life Safety Modernization	140,435
ADA Upgrades	37,030
Finishes	95,114
Mechanical	411,699
Electrical	37,832

115 Building C Sub Total	139,651
Fire & Life Safety Modernization	24,903
ADA Upgrades	7,406
Finishes	12,299
Mechanical	85,984
Civil	8,927
Miscellaneous	132

120 Sheriff Administration Sub Total	46,597
Fire & Life Safety Modernization	15,532
Electrical	31,065

123 Juvenile Hall Sub total	55,736
Fire & Life Safety Modernization	4,664
Finishes	1,637
Mechanical	15,947
Electrical	33,489

126 Main Jail Sub total	999,071
Fire & Life Safety Modernization	8,990
Building Integrity	104,887
Mechanical	517,629
Electrical	283,938
Miscellaneous	83,626

CHIEF ADMINISTRATIVE OFFICE

160 Main Library Sub Total	331,984
Fire & Life Safety Modernization	26,513
ADA Upgrades	140,846
Building Integrity	54,289
Finishes	2,843
Mechanical	100,979
Civil	6,315
Miscellaneous	198
221 District Attorney Sub Total	88,094
Fire & Life Safety Modernization	58,206
Finishes	8,729
Mechanical	21,160
330 DOT Administration Sub Total	66,788
Fire & Life Safety Modernization	4,174
ADA Upgrades	10,712
Structural	794
Building Integrity	397
Finishes	3,985
Mechanical	46,727
362 Cameron Park Library Sub Total	14,011
Fire & Life Safety Modernization	190
ADA Upgrades	3,306
Building Integrity	3,306
Finishes	3,372
Mechanical	3,835
440 PHF Sub Total	223,767
Fire & Life Safety Modernization	38,931
ADA Upgrades	7,538
Electrical	149,790
Civil	19,573
Miscellaneous	7,935
440A Sr Day Car Center Sub Total	116,535
Fire & Life Safety Modernization	53,812
ADA Upgrades	15,043
Electrical	20,733
Civil	19,011
Miscellaneous	7,935

CHIEF ADMINISTRATIVE OFFICE

441 Health Department Sub Total	206,147
Fire & Life Safety Modernization	81,647
ADA Upgrades	15,077
Finishes	1,984
Mechanical	2,910
Electrical	91,834
Civil	12,696
470 Community Services / Sr Nutrition Sub Total	529,656
Fire & Life Safety Modernization	158,386
ADA Upgrades	23,673
Finishes	3,968
Mechanical	110,143
Electrical	163,395
Civil	50,255
Miscellaneous	19,838
600 South Lake Tahoe Administration Sub Total	231,943
Fire & Life Safety Modernization	14,774
ADA Upgrades	6,341
Building Integrity	2,645
Finishes	661
Mechanical	207,521
610 South Lake Tahoe El Dorado Center Sub Total	23,788
Fire & Life Safety Modernization	23,788
620 South Lake Tahoe Juvenile Treatment Sub Total	5,150
Civil	4,582
Miscellaneous	567
621, 622 & 631 South Lake Tahoe Jail Sub Total	223,994
Fire & Life Safety Modernization	582
Building Integrity	50,945
Finishes	83,081
Mechanical	42,697
Electrical	46,689
760 South Lake Tahoe Library Sub Total	73,653
Fire & Life Safety Modernization	2,116
ADA Upgrades	3,968
Finishes	860
Mechanical	35,631
Electrical	3,968
Civil	27,111
Total Projects	4,537,340

CHIEF ADMINISTRATIVE OFFICE

Parks Workplan

The Accumulative Capital Outlay (ACO) fund includes funding for a variety of parks projects totaling \$937,5010. These projects were recommendations from the Parks & Recreation Commission.

FY 2013-14 - Parks Capital Budget PROPOSED WORKPLAN			
Project #	Project Title	Budget	Funding Source
	Henningson Lotus Park misc. projects	20,000	ACO Fund
	Henningson Lotus Park misc. projects	1,392	Quimby/Gold Trail
	Pioneer Park misc. projects	8,787	Quimby/Motherlode
	Pioneer Park misc. projects	6,000	Pioneer Park Special Revenue
	Bradford Park misc. projects	12,993	Quimby/Ponderosa
	El Dorado Trails Trestle Bridge	20,000	ACO Fund
	El Dorado Trail Bollard Replacement	20,000	ACO Fund
	Railroad Park Concept Plan NEPA/CEQA	100,000	ACO Fund
	El Dorado Trail - Los Trampas to Halcon	33,149	Pollock Pines/Camino
	El Dorado Trail - Los Trampas to Halcon	3,696	TBD
	El Dorado Trail - Los Trampas to Halcon	18,721	TBD
Total Projects		244,738	

Carry Over FY 2012-13 Parks Capital Budget			
Project #	Project Title	Budget	Funding Source
97005	SMUD Trail	106,755	EDHCSD
		246,245	Federal TEA
97012	El Dorado Trail - Los Trampas to Halcon	70,000	ACO Fund
		5,000	Trails Now Contribution
		20,000	TDA
	Brockless Bridge	15,000	ACO Fund
	Nexus study	25,000	ACO Fund
	El Dorado Trails Trestle Bridge	20,000	ACO Fund
	El Dorado Trail Missouri Road Longrut Road	8,500	ACO Fund
	SPTC Property Boundaries	5,000	ACO Fund
	Skatepark shade structures	5,000	ACO Fund
	HLP Concept Plan	31,263	HLP Trust
Total Projects		557,763	

Carry Over FY 2011-12 - Parks Capital Budget			
Project #	Project Title	Budget	Funding Source
	Chili Bar Masterplan	60,000	ACO Fund
	Bass Lake Discussion with CSD	15,000	ACO Fund
	SLT Masterplan	60,000	ACO Fund
Total Projects		135,000	

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

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

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE						
SUBOBJ SUBOBJ						
0420	RENT: LAND & BUILDINGS	65,000	65,000	14,340	14,340	-50,660
CLASS: 04	REV: USE OF MONEY & PROPERTY	65,000	65,000	14,340	14,340	-50,660
0880	ST: OTHER	1,349,660	1,349,660	0	0	-1,349,660
CLASS: 05	REV: STATE INTERGOVERNMENTAL	1,349,660	1,349,660	0	0	-1,349,660
1771	SUPERIOR COURT SERVICES	57,746	57,746	0	0	-57,746
1800	INTERFND REV: SERVICE BETWEEN FUND	906,051	906,051	1,516,733	1,516,733	610,682
1804	INTERFND REV: MAIL SERVICE	30,614	30,614	33,381	33,381	2,767
1805	INTERFND REV: STORES SUPPORT	13,689	13,689	13,804	13,804	115
CLASS: 13	REV: CHARGE FOR SERVICES	1,008,100	1,008,100	1,563,918	1,563,918	555,818
1940	MISC: REVENUE	502,424	502,424	3,758	3,758	-498,666
CLASS: 19	REV: MISCELLANEOUS	502,424	502,424	3,758	3,758	-498,666
2020	OPERATING TRANSFERS IN	54,520	54,520	0	0	-54,520
CLASS: 20	REV: OTHER FINANCING SOURCES	54,520	54,520	0	0	-54,520
TYPE: R SUBTOTAL		2,979,704	2,979,704	1,582,016	1,582,016	-1,397,688

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

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

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ					
3000	PERMANENT EMPLOYEES / ELECTED	3,642,070	3,671,358	3,684,747	3,684,747	13,389
3001	TEMPORARY EMPLOYEES	70,000	70,000	75,000	75,000	5,000
3002	OVERTIME	2,500	2,500	20,000	20,000	17,500
3004	OTHER COMPENSATION	74,998	64,500	64,200	64,200	-300
3005	TAHOE DIFFERENTIAL	14,400	14,400	14,400	14,400	0
3020	RETIREMENT EMPLOYER SHARE	670,078	675,530	707,183	707,183	31,653
3022	MEDI CARE EMPLOYER SHARE	53,349	53,696	53,168	53,168	-528
3040	HEALTH INSURANCE EMPLOYER SHARE	941,694	938,077	921,603	921,603	-16,474
3041	UNEMPLOYMENT INSURANCE EMPLOYER	49,980	49,942	8,758	8,758	-41,184
3042	LONG TERM DISABILITY EMPLOYER	13,178	13,349	13,303	13,303	-46
3043	DEFERRED COMPENSATION EMPLOYER	9,916	9,916	8,295	8,295	-1,621
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	49,599	49,599	49,599	49,599	0
3060	WORKERS' COMPENSATION EMPLOYER	21,899	21,899	21,899	21,899	0
3080	FLEXIBLE BENEFITS	84,000	90,000	126,000	126,000	36,000
CLASS: 30	SALARY & EMPLOYEE BENEFITS	5,697,661	5,724,766	5,768,155	5,768,155	43,389
4020	CLOTHING & PERSONAL SUPPLIES	3,532	3,532	2,200	2,200	-1,332
4040	TELEPHONE COMPANY VENDOR PAYMENTS	1,600	1,600	2,000	2,000	400
4041	COUNTY PASS THRU TELEPHONE CHARGES	970	970	350	350	-620
4060	FOOD AND FOOD PRODUCTS	5,483	5,483	0	0	-5,483
4080	HOUSEHOLD EXPENSE	34,519	34,500	35,000	35,000	500
4083	LAUNDRY	30,700	30,700	32,500	32,500	1,800
4085	REFUSE DISPOSAL	112,700	112,900	84,000	84,000	-28,900
4086	JANITORIAL / CUSTODIAL SERVICES	20,000	20,000	20,000	20,000	0
4087	EXTERMINATION / FUMIGATION SERVICES	8,000	8,000	7,000	7,000	-1,000
4100	INSURANCE: PREMIUM	64,823	64,823	85,189	85,189	20,366
4140	MAINT: EQUIPMENT	1,600	1,600	2,750	2,750	1,150
4143	MAINT: SERVICE CONTRACT	36,500	36,500	131,000	131,000	94,500
4144	MAINT: COMPUTER	3,500	3,500	3,500	3,500	0
4145	MAINTENANCE: EQUIPMENT PARTS	5,500	5,500	5,750	5,750	250
4180	MAINT: BUILDING & IMPROVEMENTS	187,500	187,500	210,500	210,500	23,000
4183	MAINT: GROUNDS	3,000	3,000	45,000	45,000	42,000
4185	MAINT: PARK	2,500	2,500	5,000	5,000	2,500
4187	MAINT: TRAIL	4,000	4,000	15,000	15,000	11,000
4189	MAINT: WATER SYSTEM	2,000	2,000	0	0	-2,000
4190	MAINT: DRAINAGE	2,000	2,000	0	0	-2,000
4197	MAINTENANCE BUILDING: SUPPLIES	153,000	153,000	204,000	204,000	51,000
4220	MEMBERSHIPS	60	1,260	1,110	1,110	-150
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	4,240	4,240	5,500	5,500	1,260
4260	OFFICE EXPENSE	6,700	7,200	14,360	14,360	7,160
4261	POSTAGE	1,770	1,770	3,600	3,600	1,830
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,000	1,000	500	500	-500

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

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

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
4264	BOOKS / MANUALS	500	500	725	225
4266	PRINTING / DUPLICATING SERVICES	17,320	17,320	0	-17,320
4300	PROFESSIONAL & SPECIALIZED SERVICES	372,455	372,455	59,750	-312,705
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	500	500	0	-500
4334	FIRE PREVENTION & INSPECTION	30,000	30,000	0	-30,000
4337	OTHER GOVERNMENTAL AGENCIES	3,000	3,000	4,000	1,000
4400	PUBLICATION & LEGAL NOTICES	1,000	1,000	0	-1,000
4420	RENT & LEASE: EQUIPMENT	46,434	47,800	50,500	2,700
4421	RENT & LEASE: SECURITY SYSTEM	10,000	10,000	10,000	0
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	0	0	500	500
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	7,000	7,000	7,750	750
4461	EQUIP: MINOR	81,790	81,290	26,200	-55,090
4462	EQUIP: COMPUTER	11,900	11,900	9,500	-2,400
4500	SPECIAL DEPT EXPENSE	9,000	9,000	7,500	-1,500
4503	STAFF DEVELOPMENT	10,700	10,700	28,000	17,300
4507	FIRE & SAFETY SUPPLIES	1,000	1,000	1,000	0
4508	SNOW REMOVAL	50,000	50,000	50,000	0
4513	INVENTORY: CENTRAL STORES GENERAL	220,000	220,000	175,000	-45,000
4514	BULK: POSTAGE PURCHASE GENERAL	350,000	350,000	350,000	0
4571	ROAD: SIGNS	5,000	5,000	0	-5,000
4600	TRANSPORTATION & TRAVEL	2,500	2,500	6,000	3,500
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	3,800	4,000	4,500	500
4605	RENT & LEASE: VEHICLE	26,500	26,500	39,500	13,000
4606	FUEL PURCHASES	41,200	41,200	54,650	13,450
4620	UTILITIES	785,000	785,000	860,000	75,000
CLASS: 40 SERVICE & SUPPLIES	2,783,796	2,786,743	2,660,884	2,660,884	-125,859
4750	CENTRAL STORES INVENTORY ABATEMENTS	-220,000	-220,000	-175,000	45,000
4751	BULK PURCHASE POSTAGE ABATEMENTS	-308,000	-308,000	-350,000	-42,000
CLASS: 41 SERVICE & SUPPLIES	-528,000	-528,000	-525,000	-525,000	3,000
5060	RETIREMENT: OTHER LONG TERM DEBT	125,000	125,000	0	-125,000
5100	INTEREST: OTHER LONG TERM DEBT	10,000	10,000	0	-10,000
5300	INTERFND: SERVICE BETWEEN FUND TYPES	1,483,777	1,483,777	40,000	-1,443,777
CLASS: 50 OTHER CHARGES	1,618,777	1,618,777	40,000	40,000	-1,578,777
6020	FIXED ASSET: BUILDING & IMPROVEMENTS	41,000	41,000	0	-41,000
6040	FIXED ASSET: EQUIPMENT	19,500	19,500	24,350	4,850
6042	FIXED ASSET: COMPUTER SYSTEM EQUIP	1,800	1,800	4,800	3,000
CLASS: 60 FIXED ASSETS	62,300	62,300	29,150	29,150	-33,150
7200	INTRAFUND TRANSFERS: ONLY GENERAL	1,900	1,900	3,250	1,350
7220	INTRAFND: TELEPHONE EQUIPMENT &	21,300	21,300	21,325	25
7223	INTRAFND: MAIL SERVICE	8,807	8,807	8,807	0
7224	INTRAFND: STORES SUPPORT	283	283	283	0
7225	INTRAFND: CENTRAL DUPLICATING	500	1,000	0	-1,000
7227	INTRAFND: MAINFRAME SUPPORT	35,448	35,448	35,448	0
7229	INTRAFND: PC SUPPORT	5,000	5,000	0	-5,000
7231	INTRAFND: IS PROGRAMMING SUPPORT	3,000	3,000	0	-3,000
7234	INTRAFND: NETWORK SUPPORT	42,256	42,256	42,256	0
CLASS: 72 INTRAFUND TRANSFERS	118,494	118,994	111,369	111,369	-7,625
7350	INTRFND ABATEMENTS: GF ONLY	-63,626	-63,626	-215,120	-151,494
7357	INTRFND ABATEMENTS: MAIL SERVICE	-142,990	-142,990	-154,817	-11,827
7358	INTRFND ABATEMENTS: STORES SUPPORT	-25,756	-25,756	-25,972	-216
CLASS: 73 INTRAFUND ABATEMENT	-232,372	-232,372	-395,909	-395,909	-163,537
TYPE: E SUBTOTAL	9,520,656	9,551,208	7,688,649	7,688,649	-1,862,559
FUND TYPE: 10 SUBTOTAL	6,540,952	6,571,504	6,106,633	6,106,633	-464,871

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

FUND TYPE: 13 CAPITAL PROJECT FUND
DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE						
SUBOBJ SUBOBJ						
0100	PROP TAX: CURR SECURED	1,000,000	1,000,000	1,050,000	1,050,000	50,000
0110	PROP TAX: CURR UNSECURED	25,000	25,000	25,000	25,000	0
0130	PROP TAX: PRIOR UNSECURED	1,000	1,000	0	0	-1,000
0140	PROP TAX: SUPP CURRENT	2,000	2,000	0	0	-2,000
0150	PROP TAX: SUPP PRIOR	5,000	5,000	0	0	-5,000
0174	TAX: TIMBER YIELD	1,000	1,000	0	0	-1,000
CLASS: 01	REV: TAXES	1,034,000	1,034,000	1,075,000	1,075,000	41,000
0360	PENALTY & COST DELINQUENT TAXES	1,000	1,000	0	0	-1,000
CLASS: 03	REV: FINE, FORFEITURE & PENALTIES	1,000	1,000	0	0	-1,000
0400	REV: INTEREST	15,000	15,000	10,000	10,000	-5,000
CLASS: 04	REV: USE OF MONEY & PROPERTY	15,000	15,000	10,000	10,000	-5,000
0820	ST: HOMEOWNER PROP TAX RELIEF	13,000	13,000	13,000	13,000	0
CLASS: 05	REV: STATE INTERGOVERNMENTAL	13,000	13,000	13,000	13,000	0
1800	INTERFND REV: SERVICE BETWEEN FUND	0	0	697,738	697,738	697,738
CLASS: 13	REV: CHARGE FOR SERVICES	0	0	697,738	697,738	697,738
1940	MISC: REVENUE	62,000	62,000	0	0	-62,000
CLASS: 19	REV: MISCELLANEOUS	62,000	62,000	0	0	-62,000
2020	OPERATING TRANSFERS IN	4,268,607	4,212,252	6,374,208	6,374,208	2,161,956
CLASS: 20	REV: OTHER FINANCING SOURCES	4,268,607	4,212,252	6,374,208	6,374,208	2,161,956
0001	FUND BALANCE	1,390,368	1,360,285	2,545,785	2,545,785	1,185,500
0003	FROM DESIGNATIONS	0	0	5,587,340	5,587,340	5,587,340
CLASS: 22	FUND BALANCE	1,390,368	1,360,285	8,133,125	8,133,125	6,772,840
TYPE: R SUBTOTAL		6,783,975	6,697,537	16,303,071	16,303,071	9,605,534

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

FUND TYPE: 13 CAPITAL PROJECT FUND
DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE					
SUBOBJ SUBOBJ					
4143 MAINT: SERVICE CONTRACT	0	0	50,000	50,000	50,000
4180 MAINT: BUILDING & IMPROVEMENTS	152,500	152,500	500,000	500,000	347,500
4197 MAINTENANCE BUILDING: SUPPLIES	25,000	25,000	47,000	47,000	22,000
4300 PROFESSIONAL & SPECIALIZED SERVICES	2,431,963	2,431,963	4,007,858	4,007,858	1,575,895
4302 CONSTRUCT & ENGINEER CONTRACTS	500,000	2,500,000	603,693	603,693	-1,896,307
4500 SPECIAL DEPT EXPENSE	53,855	7,000	50,000	50,000	43,000
4501 SPECIAL PROJECTS	0	0	5,000	5,000	5,000
4620 UTILITIES	0	0	5,000	5,000	5,000
CLASS: 40 SERVICE & SUPPLIES	3,163,318	5,116,463	5,268,551	5,268,551	152,088
5160 RIGHTS OF WAY	5,000	5,000	0	0	-5,000
5300 INTERFND: SERVICE BETWEEN FUND TYPES	115,000	115,000	0	0	-115,000
5310 INTERFND: COUNTY COUNSEL	20,000	20,000	0	0	-20,000
5350 INTERFND: FACILITIES, PARKS & REC	600,000	600,000	1,275,850	1,275,850	675,850
CLASS: 50 OTHER CHARGES	740,000	740,000	1,275,850	1,275,850	535,850
6020 FIXED ASSET: BUILDING & IMPROVEMENTS	2,000,000	0	6,694,870	6,694,870	6,694,870
6023 FIXED ASSET: CONSTRUCTION	757,452	757,452	3,000,000	3,000,000	2,242,548
6025 LEASEHOLD IMPROVEMENTS	0	0	5,000	5,000	5,000
6040 FIXED ASSET: EQUIPMENT	2,000	0	0	0	0
6042 FIXED ASSET: COMPUTER SYSTEM EQUIP	7,500	0	0	0	0
CLASS: 60 FIXED ASSETS	2,766,952	757,452	9,699,870	9,699,870	8,942,418
7000 OPERATING TRANSFERS OUT	113,705	83,622	58,800	58,800	-24,822
CLASS: 70 OTHER FINANCING USES	113,705	83,622	58,800	58,800	-24,822
TYPE: E SUBTOTAL	6,783,975	6,697,537	16,303,071	16,303,071	9,605,534
FUND TYPE: 13 SUBTOTAL	0	0	0	0	0
DEPARTMENT: 02 SUBTOTAL	6,540,952	6,571,504	6,106,633	6,106,633	-464,871

CHIEF ADMINISTRATIVE OFFICE

Personnel Allocations

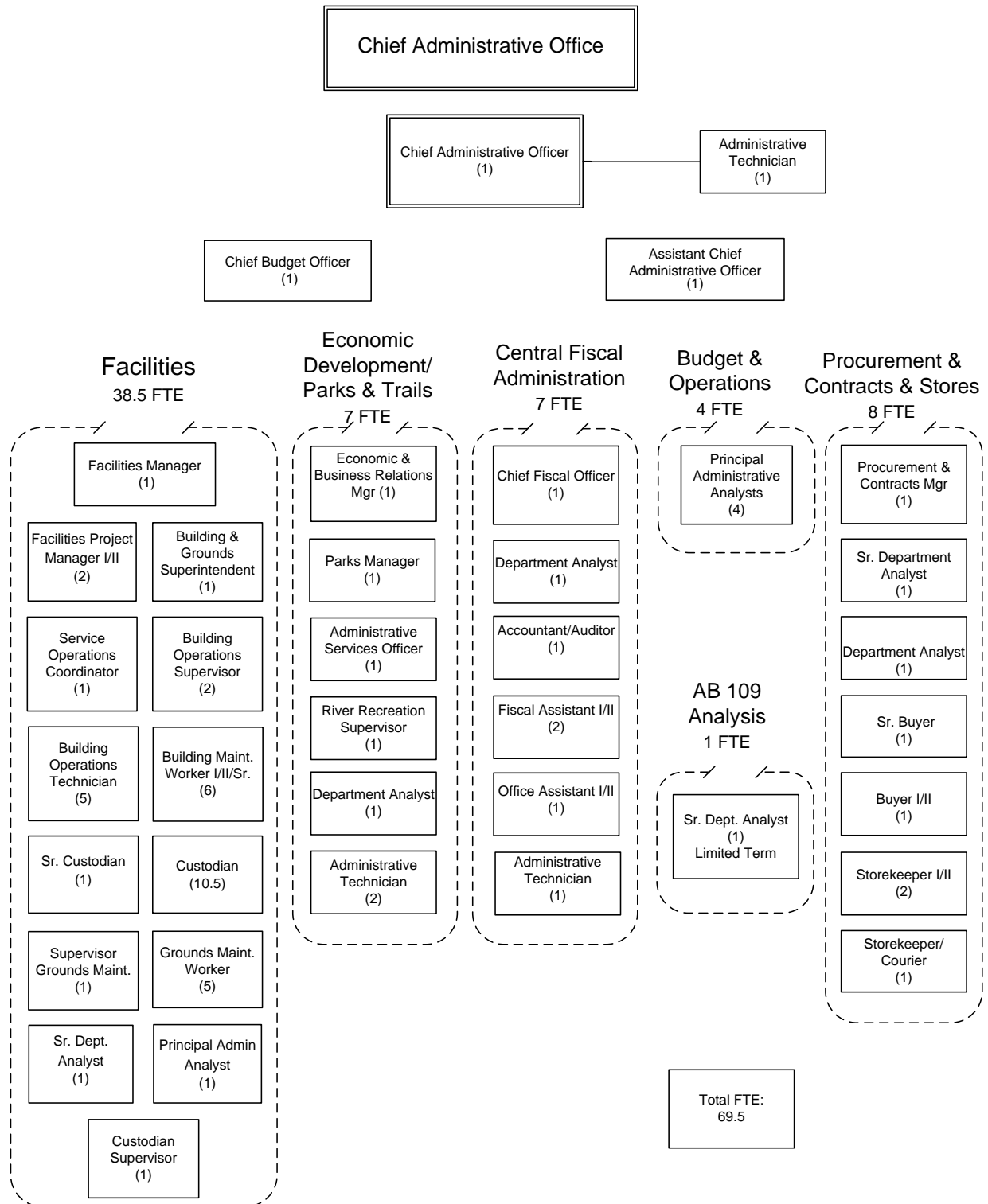
Classification Title	2012-13 Adjusted Allocation	2013-14 Dept Request	2013-14 CAO Recm'd	Diff from Adjusted
Chief Administrative Officer	1.00	1.00	1.00	0.00
Accountant/Auditor	1.00	1.00	1.00	0.00
Administrative Services Officer ***	0.00	1.00	1.00	1.00
Administrative Technician***	2.00	4.00	4.00	2.00
Assistant Chief Administrative Officer	1.00	1.00	1.00	0.00
Building and Grounds Superintendent	1.00	1.00	1.00	0.00
Building Maintenance Worker I/II/Sr	6.00	6.00	6.00	0.00
Building Operations Supervisor	2.00	2.00	2.00	0.00
Building Operations Technician	4.00	5.00	5.00	1.00
Buyer	1.00	1.00	1.00	0.00
CAO Administrative Analyst	1.00	0.00	0.00	(1.00)
CAO Administrative Technician	1.00	0.00	0.00	(1.00)
Chief Budget Officer	1.00	1.00	1.00	0.00
Chief Fiscal Officer	0.00	1.00	1.00	1.00
Custodian	10.00	10.50	10.50	0.50
Custodian Supervisor	2.00	1.00	1.00	(1.00)
Department Analyst I/II	2.00	3.00	3.00	1.00
Economic & Business Relations Manager**	0.00	1.00	1.00	1.00
Facilities Manager	1.00	1.00	1.00	0.00
Facilities Project Manager I/II	2.00	2.00	2.00	0.00
Fiscal Administrative Manager	1.00	0.00	0.00	(1.00)
Fiscal Assistant I/II	2.00	2.00	2.00	0.00
Grounds Maintenance Worker I/II	4.00	5.00	5.00	1.00
Internal Auditor	1.00	1.00	0.00	(1.00)
Office Assistant I/II	1.00	1.00	1.00	0.00
Parks Manager	1.00	1.00	1.00	0.00
Principal Administrative Analyst	4.00	4.00	5.00	1.00
Procurement & Contracts Manager	0.00	1.00	1.00	1.00
River Recreation Supervisor	0.00	1.00	1.00	1.00
Service Operations Coordinator	1.00	1.00	1.00	0.00
Sr. Buyer	1.00	1.00	1.00	0.00
Sr. Custodian	1.00	1.00	1.00	0.00
Sr. Department Analyst*	4.00	3.00	3.00	(1.00)
Storekeeper I/II	2.00	2.00	2.00	0.00
Storekeeper/Courier	1.00	1.00	1.00	0.00
Supervisor Grounds Maintenance	1.00	1.00	1.00	0.00
Department Total	64.00	69.50	69.50	5.50

* 1 Sr. Department Analyst is limited term position for AB109 related activities

** Pending approval of new job classification and salary range by Board of Supervisors

*** Moving from Human Services for Housing Community and Economic Development (HCED)

CHIEF ADMINISTRATIVE OFFICE



Page intentionally blank

CHIEF ADMINISTRATIVE OFFICE

Ten Year History

	04/05 Actual	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Actual
Licenses, Permits	55,000	55,000	55,000	-	-
Use of Money	-	-	-	-	-
State	-	-	-	-	-
Federal	-	-	-	-	-
Charges for Service	1,296,716	1,306,147	1,499,788	-	137,028
Misc.	35,078	9,443	615	9	3,667
Operating Transfers	-	-	-	-	-
Total Revenue	1,386,794	1,370,590	1,555,403	9	140,695
Salaries	3,987,237	4,321,148	4,809,738	1,360,812	1,433,624
Benefits	1,810,263	1,915,491	2,036,683	602,266	598,210
Services & Supplies	2,642,089	3,077,725	3,536,521	301,808	201,669
Other Charges	113,427	1,555	1,510	26,639	26,748
Fixed Assets	85,321	335,952	752,766	-	-
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(3,745,764)	(3,385,413)	(3,560,769)	53,805	(139,172)
Total Appropriations	4,892,573	6,266,458	7,576,449	2,345,330	2,121,079
NCC	3,505,779	4,895,868	6,021,046	2,345,321	1,980,384
FTE's	77	72	78	17	17

CHIEF ADMINISTRATIVE OFFICE

Ten Year History

	09/10 Actual	10/11 Actual	11/12 Actual	12/13 Projected	13/14 Budget
Licenses, Permits	-	-	-	-	-
Use of Money	-	-	-	65,000	14,340
State	-	-	420,099	1,349,660	-
Federal	83,002	120,064	27,455	-	-
Charges for Service	125,397	244,419	282,652	1,008,100	1,563,918
Misc.	6,342	2,723	393,028	502,424	3,758
Operating Transfers	32,447	41,444	53,718	54,520	-
Total Revenue	247,188	408,650	1,176,952	2,979,704	1,582,016
Salaries	1,264,097	1,515,344	1,560,019	3,822,758	3,858,347
Benefits	504,831	590,745	624,273	1,874,903	1,909,808
Services & Supplies	232,899	159,614	606,179	2,255,796	2,135,884
Other Charges	14,328	246	333,094	1,618,777	40,000
Fixed Assets	4,537	3,376	53,772	62,300	29,150
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(90,740)	(189,009)	(157,149)	(113,878)	(284,540)
Total Appropriations	1,929,952	2,080,316	3,020,188	9,520,656	7,688,649
NCC	1,682,764	1,671,666	1,843,236	6,540,952	6,106,633
FTE's	16	16	26	64	69

CHIEF ADMINISTRATIVE OFFICE

10 Year Variance		
	\$ Change	% Change
Licenses, Permits	(55,000)	-100%
State	-	N/A
Federal	-	N/A
Charges for Service	267,202	N/A
Misc.	(31,320)	-2%
Operating Transfers	-	0%
Total Revenue	195,222	14%
Salaries	(128,890)	-3%
Benefits	99,545	5%
Services & Supplies	(506,205)	-19%
Other Charges	(73,427)	-65%
Fixed Assets	(56,171)	-66%
Operating Transfers	-	N/A
Intrafund Transfers	3,461,224	-92%
Total Appropriations	2,796,076	57%
NCC	2,600,854	74%
FTE's	(8)	-10%

Notes

FY 2004-05 Human Resources added (10 FTE's), Information Technologies added (38 FTE's), Procurement & Contracts/Stores/Print Shop added (13 FTE's), Risk Management added (7 FTE's)

FY 2005-06 Stores & Print shop moved to General Services (7 FTE's)

FY 2007-08 Human Resources/Risk Management moved out (18 FTE's), IT moved out (43 FTE's)

FY 2008-09 Stores was added to Chief Administrative Office (5 FTE's)

FY 2011-12 Central Fiscal/Admin group was added (7 FTE's), plus some Facilities personnel (3 FTE's)

FY 2012-13 Facilities transferred from DOT (31 FTE's), NCC \$3,837,644 plus Central Fiscal/Admin NCC \$382,160

FY 2013-14 Housing Community and Economic Development (HCED) transferred from Human Services (2 FTE's)