

# 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, 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/Operations/Government Affairs

Positions: 10 FTE

Total Appropriations: \$1,825,162

Total Revenues: \$250,409

Net County Cost: \$1,574,753

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: \$569,917

Total Revenue: \$231,286

Net County Cost: \$338,631

The central financial and administrative unit was established in FY 2011-12 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: \$651,489

Total Revenues: \$39,861

Net County Cost: \$611,628

#### 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.

#### Central Stores (2.0 FTE):

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

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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: 39.5 FTE**

**Total Appropriations: \$5,122,623**

**Total Revenues: \$1,057,572**

**Net County Cost: \$4,065,051**

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: \$20,331,621**

**Total Revenues: \$20,331,621**

**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.

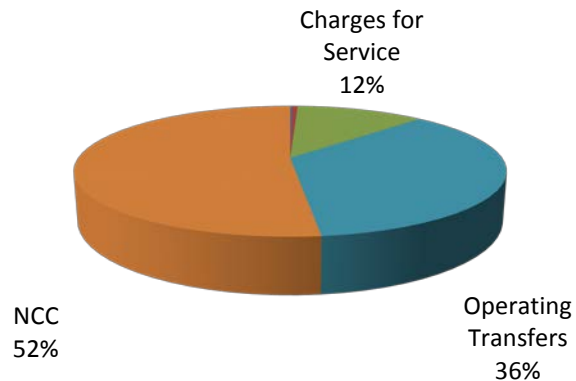
State (\$55,000): Reimbursement from the Court's for utilities costs in County owned Court facilities.

Charge for Services (\$1,380,752): Primarily comprised of charges to other department and the Accumulative Capital Outlay fund for facilities projects (\$1,110,281).

Miscellaneous (\$4,036): Funds from vending machines and stores and mail reimbursements.

Other Financing Sources (\$125,000): AB109 funding for the CAO Administrative Analyst primarily assigned to AB109 issues.

Net County Cost (\$6,590,063): The Department is primarily funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.



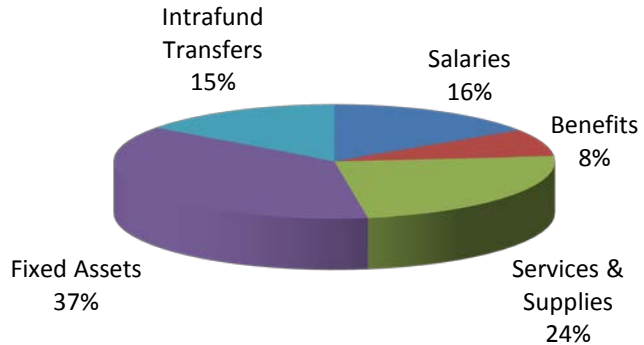
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## Use of Funds

Salaries & Benefits (\$6,670,837): Primarily comprised of permanent salaries (\$4,209,471), health insurance (\$991,302), and retirement (\$825,818).

Services & Supplies (\$2,569,043): Primarily comprised of utilities (\$850,000), building maintenance and improvements (\$410,000), postage (\$330,000), general liability insurance (\$154,192), refuse disposal (\$93,000), stores inventory (\$85,000) and professional services (\$74,454).



Services & Supplies Abatements (-\$415,000): Comprised of charges to other departments for central stores inventory (-\$85,000) and bulk postage (-\$330,000). 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.

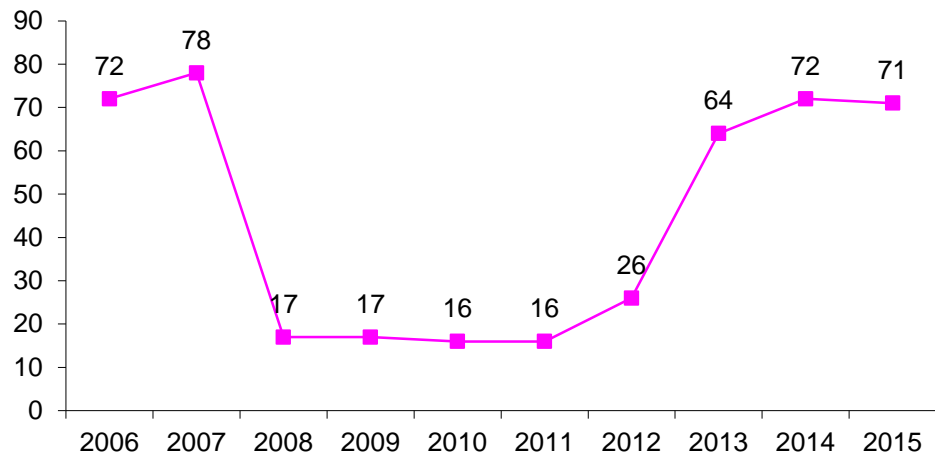
Fixed Assets (\$9,000) : Primarily computer equipment and building improvements.

Intra-fund Transfers (\$19,469): Includes charges from other departments for services such as stores and mail.

Intra-fund Abatement: (-\$724,158): Includes charges to other departments for mail service (-\$167,224), stores support (-\$38,216), building maintenance and improvements (\$351,948) and Central Fiscal Admin support charges to various departments (-\$166,770).

## Staffing Trend

Staffing for the Chief Administrative Office over the past ten years reflects fluctuations due to a variety of internal service functions moving in and out. In FY 2011-12 a centralized fiscal and



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administrative group was formed adding 7 FTE's as well as 3 FTE's added for facilities functions offset with reductions in administrative and fiscal staff in other departments. 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. 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.

### **Chief Administrative Office Comments**

#### Fund Type 10 – General Fund

The Recommended Budget represents an overall decrease of \$148,951 or 9% in revenues and an increase of \$223,213 or 3% in appropriations when compared to the FY 2013-14 approved budget. As a result, the Net County Cost is increased by \$372,164 or 6%.

The table below summarizes these changes by function:

Function	Change in Revenues	Change in Appropriations	Change to NCC
Budget & Operations	\$72,629	\$367,615	\$294,986
Central Fiscal/Admin Unit	86,862	(6,282)	(93,144)
Procurement	(9,682)	21,321	31,003
Facilities	(298,760)	(159,441)	139,319
<b>Total</b>	<b>(148,951)</b>	<b>223,213</b>	<b>372,164</b>

#### Budget & Operations

The Recommended Budget for this unit represents an overall increase of \$72,629 in revenues and \$367,615 in appropriations when compared to the FY 2013-14 approved budget. As a result, the Net County Cost is increased by \$294,986. A large portion of the increased Net County Cost is related to the full cost of the Assistant Chief Administrative Officer (ACAO). This cost was largely offset in FY 2013-14 due to the ACAO serving as the Acting Director of Community Development. General liability insurance also increased \$103K as well as increased salaries and benefits of \$125K as a result of negotiated labor increases.

#### Central Fiscal/Administrative

The Recommended Budget for this unit represents an increase in revenues of \$86,862 and a decrease in appropriations of \$6,282 resulting in a decrease to Net County Cost of \$93,144 when compared to the FY 2013-14 approved budget. These changes are primarily related to increased charges for services to other departments.

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### Procurement

The Recommended Budget for this unit represents a decrease of \$9,682 in revenues and an increase of \$21,321 in appropriations when compared to the FY 2013-14 approved budget. As a result, the Net County Cost is increased by \$31,003. The increase in appropriations is primarily related to increased salaries and benefits as a result of negotiated labor increases.

### Facilities

The Recommended Budget for this unit represents a decrease in revenues of \$298,760 and \$159,441 in appropriations when compared to the FY 2013-14 approved budget. This results in an increase to Net County Cost of \$139,319. The decreased revenue is offset with increased intrafund abatements due to a change in methodology related to charges to departments for building and maintenance services. The remaining increase in appropriations is related to increased salaries and benefits as a result of negotiated labor increases.

### Staffing Changes

The Department requested the deletion of the Office Assistant position along with a request to move the position to Human Resources. The Department also requested the addition of an Administrative Technician to help with the large facility workload related to implementation of the Vanir assessment. The Administrative Technician position request has been placed on hold and will be added to the “wish list” for possible funding in September.

### Fund 13 – Accumulative Capital Outlay

#### *Capital Facilities Workplan*

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

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CAO FY 2014-15 Facilities Capital Budget PROPOSED WORKPLAN AS OF RECOMMENDED BUDGET			
Project #	Project Title	Requested Amount for FY 2014/15	Funding Source
150000	Countywide Special Projects / Deferred Maintenance	300,000	ACO Fund
150101	Countywide Security	50,000	ACO Fund
150151	Countywide HVAC Repairs	200,000	ACO Fund
150201	Countywide Exterior Paint	45,000	ACO Fund
150251	Countywide Mold, Lead & Asbestos Abatement	15,000	ACO Fund
150252	Countywide Parking Lot Improvements & Repairs	188,000	ACO Fund
150301	Countywide ADA Evaluation / Compliance	100,000	ACO Fund
150351	Countywide Bird Control	10,000	ACO Fund
150401	Countywide Department Moves - CEQA	5,000	ACO Fund
150402	Countywide Interior Paint	25,000	ACO Fund
150403	Facilities Planning	90,000	ACO Fund
150404	Sheriff Admin Center	500,000	Designation Capital Projects
150406	Criminal Justice Special Projects / Deferred Maintenance	300,000	Criminal Justice Spec. Rev. Fund
90211A	SLT Jail Surveillance Equipment Upgrade	25,500	Criminal Justice Spec. Rev. Fund
150451	Jail PVL - Control Panel Upgrade	250,000	Criminal Justice Spec. Rev. Fund
	Jail - Misc. Custody Facility Projects	405,000	Sheriff Custody SRF 7724311
90100A	Court PVL - Courthouse Main Street - Corbel Replace/Repair/Remove	60,000	Court Construction Spec. Rev. Fund
90103A	Court ADA Improvements - CP	65,000	Court Construction Spec. Rev. Fund
90104A	ADA Improvements - Court - Bldg C	25,000	Court Construction Spec. Rev. Fund
90600A	Animal Control PVL - Animal Control	2,000,000	General Fund - Tobacco Settlement
150455	Expansion space	450,000	Designation Capital Projects
150456	Vanir Facilities Assessment -Year 2 (See tables below for detail)	5,951,778	Designation Capital Projects
B15005	SLT Mental Health Move	100,000	Mental Health
Various	Parks/Trails - (See Parks workplan for details)	23,769	Quimby Fees
		299,500	ACO Funds
ERP001	FENIX	4,562,975	Designation Capital Projects
	Total Facilities Workplan	16,046,522	

<i>Totals by Funding Source</i>	
ACO	1,327,500
Criminal Justice SRF	575,500
Court Construction SRF	150,000
Sheriff	405,000
Designation for Capital Projects	11,464,753
General Fund	2,000,000
Mental Health Funding - Tobacco Settlement	100,000
Quimby Fees	23,769
Total	16,046,522

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Project #	Vanir Subtotals by Building:	
700100	100 Building A Sub Total	1,212,995
700110	110 Building B Sub Total	677,247
700115	115 Building C Sub Total	334,151
700120	120 Sheriff Administration Sub Total	178,491
700123	123 Juvenile Hall Sub total	615,824
700126	126 Main Jail Sub total	950,752
700160	160 Main Library Sub Total	32,556
700221	221 District Attorney Sub Total	52,900
700330	330 DOT Administration Sub Total	113,008
700362	362 Cameron Park Library Sub Total	64,075
700440	440 PHF Sub Total	223,767
700440	440A Sr Day Car Center Sub Total	258,307
700441	441 Health Department Sub Total	351,358
700470	470 Community Services / Sr Nutrition Sub Total	167,296
700600	600 South Lake Tahoe Administration Sub Total	607,318
700610	610 South Lake Tahoe El Dorado Center Sub Total	33,707
700620	620 South Lake Tahoe Juvenile Treatment Sub Total	5,150
700621	621, 622 & 631 South Lake Tahoe Jail Sub Total	40,551
700760	760 South Lake Tahoe Library Sub Total	32,325
	<b>Vanir Total</b>	<b>5,951,778</b>

Parks / Trails Workplan	Budget	Funding Source
HLP - Ball Field CMU wall repair replacement	2,000	ACO Fund
HLP - Retaining wall lower trail	15,000	ACO Fund
CEQA Concept Plan	47,000	ACO Fund
Bradford - Drainage modifications	2,000	ACO Fund
Slurry Seal and Striping	4,000	ACO Fund
Pioneer - Re stripe and slurry parking area	8,000	ACO Fund
Pioneer - ADA path of travel to bridge	2,500	ACO Fund
Playground to Basketball Court	2,000	ACO Fund
Trails - Re Screw Trestle Bridge deck as necessary	10,000	ACO Fund
Trails - Install folding bollards	4,000	ACO Fund
Trails - Misc. crack seal	3,000	ACO Fund
Other - Forebay Park - Complete site assessment including project cost and scope	50,000	ACO Fund
Concept Plan	50,000	ACO Fund
Grant Match of CMAQ funding	100,000	ACO Fund
Motherlode Quimby Projects	8,975	Quimby Funds
Gold Trail Quimby Projects	1,395	Quimby Funds
Ponderosa Quimby Projects	13,399	Quimby Funds
<b>Parks/ Trails Total</b>	<b>323,269</b>	

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## 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
<b>TYPE: R REVENUE</b>						
<b>SUBOBJ SUBOBJ TITLE</b>						
0420	RENT: LAND & BUILDINGS	14,340	14,340	14,340	14,340	0
<b>CLASS: 04</b>	<b>REV: USE OF MONEY &amp; PROPERTY</b>	14,340	14,340	14,340	14,340	0
0880	ST: OTHER	55,000	55,000	55,000	55,000	0
<b>CLASS: 05</b>	<b>REV: STATE INTERGOVERNMENTAL</b>	55,000	55,000	55,000	55,000	0
1800	INTERFND REV: SERVICE BETWEEN FUND	1,401,785	1,401,785	1,110,281	1,110,281	-291,504
1804	INTERFND REV: MAIL SERVICE	33,381	33,381	29,919	29,919	-3,462
1805	INTERFND REV: STORES SUPPORT	13,804	13,804	7,306	7,306	-6,498
1818	INTERFND REV: MAINT BUILDG & IMPROVMNT	0	0	233,246	233,246	233,246
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>	1,448,970	1,448,970	1,380,752	1,380,752	-68,218
1940	MISC: REVENUE	3,758	3,758	4,036	4,036	278
<b>CLASS: 19</b>	<b>REV: MISCELLANEOUS</b>	3,758	3,758	4,036	4,036	278
2020	OPERATING TRANSFERS IN	206,011	206,011	125,000	125,000	-81,011
<b>CLASS: 20</b>	<b>REV: OTHER FINANCING SOURCES</b>	206,011	206,011	125,000	125,000	-81,011
<b>TYPE: R SUBTOTAL</b>		1,728,079	1,728,079	1,579,128	1,579,128	-148,951



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## 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
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
3000	PERMANENT EMPLOYEES / ELECTED	3,957,370	3,957,370	4,209,471	4,209,471	252,101
3001	TEMPORARY EMPLOYEES	1,000	1,000	55,000	55,000	54,000
3002	OVERTIME	20,000	20,000	29,000	29,000	9,000
3004	OTHER COMPENSATION	83,200	83,200	171,500	171,500	88,300
3005	TAHOE DIFFERENTIAL	14,400	14,400	14,400	14,400	0
3007	HAZARD PAY	0	0	100	100	100
3020	RETIREMENT EMPLOYER SHARE	736,099	736,099	825,818	825,818	89,719
3022	MEDI CARE EMPLOYER SHARE	55,308	55,308	60,687	60,687	5,379
3040	HEALTH INSURANCE EMPLOYER	980,533	980,533	991,302	991,302	10,769
3041	UNEMPLOYMENT INSURANCE EMPLOYER	9,038	9,038	0	0	-9,038
3042	LONG TERM DISABILITY EMPLOYER	13,832	13,832	10,521	10,521	-3,311
3043	DEFERRED COMPENSATION EMPLOYER	8,295	8,295	15,378	15,378	7,083
3046	RETIREE HEALTH: DEFINED	49,599	49,599	69,847	69,847	20,248
3060	WORKERS' COMPENSATION EMPLOYER	21,899	21,899	73,813	73,813	51,914
3080	FLEXIBLE BENEFITS	138,000	138,000	144,000	144,000	6,000
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>6,088,573</b>	<b>6,088,573</b>	<b>6,670,837</b>	<b>6,670,837</b>	<b>582,264</b>
4020	CLOTHING & PERSONAL SUPPLIES	2,200	2,200	2,500	2,500	300
4040	TELEPHONE COMPANY VENDOR	2,000	2,000	2,000	2,000	0
4041	COUNTY PASS THRU TELEPHONE CHARGES	750	750	650	650	-100
4080	HOUSEHOLD EXPENSE	35,000	35,000	26,550	26,550	-8,450
4082	HOUSEHOLD EXP: OTHER	0	0	1,000	1,000	1,000
4083	LAUNDRY	33,000	33,000	32,700	32,700	-300
4085	REFUSE DISPOSAL	105,900	105,900	93,000	93,000	-12,900
4086	JANITORIAL / CUSTODIAL SERVICES	20,000	20,000	25,000	25,000	5,000
4087	EXTERMINATION / FUMIGATION SERVICES	7,000	7,000	7,000	7,000	0
4100	INSURANCE: PREMIUM	85,189	85,189	154,192	154,192	69,003
4140	MAINT: EQUIPMENT	2,750	2,750	2,900	2,900	150
4141	MAINT: OFFICE EQUIPMENT	0	0	150	150	150
4143	MAINT: SERVICE CONTRACT	56,000	56,000	53,500	53,500	-2,500
4144	MAINT: COMPUTER	3,500	3,500	3,750	3,750	250
4145	MAINTENANCE: EQUIPMENT PARTS	5,750	5,750	4,500	4,500	-1,250
4180	MAINT: BUILDING & IMPROVEMENTS	210,500	210,500	205,000	205,000	-5,500
4183	MAINT: GROUNDS	11,000	11,000	8,500	8,500	-2,500
4185	MAINT: PARK	36,011	36,011	30,000	30,000	-6,011
4187	MAINT: TRAIL	15,000	15,000	12,000	12,000	-3,000
4197	MAINTENANCE BUILDING: SUPPLIES	204,000	204,000	205,500	205,500	1,500
4200	MEDICAL, DENTAL & LABORATORY	0	0	100	100	100
4220	MEMBERSHIPS	1,110	1,110	1,110	1,110	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	5,500	5,500	4,869	4,869	-631
4260	OFFICE EXPENSE	14,360	14,360	14,000	14,000	-360
4261	POSTAGE	3,600	3,600	1,870	1,870	-1,730
4262	SOFTWARE	0	0	1,000	1,000	1,000
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	500	500	650	650	150
4264	BOOKS / MANUALS	725	725	775	775	50
4266	PRINTING / DUPLICATING SERVICES	0	0	750	750	750
4300	PROFESSIONAL & SPECIALIZED SERVICES	59,750	59,750	145,454	75,454	15,704
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	0	0	4,500	4,500	4,500
4334	FIRE PREVENTION & INSPECTION	0	0	20,000	20,000	20,000
4337	OTHER GOVERNMENTAL AGENCIES	4,000	4,000	3,500	3,500	-500
4400	PUBLICATION & LEGAL NOTICES	0	0	425	425	425
4420	RENT & LEASE: EQUIPMENT	50,500	50,500	44,448	44,448	-6,052
4421	RENT & LEASE: SECURITY SYSTEM	10,000	10,000	7,500	7,500	-2,500
4440	RENT & LEASE: BUILDING &	500	500	500	500	0
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	7,750	7,750	8,950	8,950	1,200
4461	EQUIP: MINOR	26,200	26,200	26,700	26,700	500

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## 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
4462 EQUIP: COMPUTER	9,500	9,500	14,100	14,100	4,600
4500 SPECIAL DEPT EXPENSE	7,500	7,500	5,000	5,000	-2,500
4502 EDUCATIONAL MATERIALS	0	0	100	100	100
4503 STAFF DEVELOPMENT	28,000	28,000	28,000	28,000	0
4507 FIRE & SAFETY SUPPLIES	1,000	1,000	1,000	1,000	0
4508 SNOW REMOVAL	50,000	50,000	50,000	50,000	0
4513 INVENTORY: CENTRAL STORES GENERAL	175,000	175,000	85,000	85,000	-90,000
4514 BULK: POSTAGE PURCHASE GENERAL	350,000	350,000	330,000	330,000	-20,000
4529 SOFTWARE LICENSE	0	0	16,500	16,500	16,500
4600 TRANSPORTATION & TRAVEL	6,000	6,000	4,050	4,050	-1,950
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	4,500	4,500	3,800	3,800	-700
4605 RENT & LEASE: VEHICLE	39,500	39,500	44,450	44,450	4,950
4606 FUEL PURCHASES	54,650	54,650	48,300	48,300	-6,350
4608 HOTEL ACCOMMODATIONS	0	0	1,250	1,250	1,250
4620 UTILITIES	850,000	850,000	850,000	850,000	0
<b>CLASS: 40 SERVICE &amp; SUPPLIES</b>	<b>2,595,695</b>	<b>2,595,695</b>	<b>2,639,043</b>	<b>2,569,043</b>	<b>-26,652</b>
4750 CENTRAL STORES INVENTORY	-175,000	-175,000	-85,000	-85,000	90,000
4751 BULK PURCHASE POSTAGE ABATEMENTS	-350,000	-350,000	-330,000	-330,000	20,000
<b>CLASS: 41 SERVICE &amp; SUPPLIES ABATEMENTS</b>	<b>-525,000</b>	<b>-525,000</b>	<b>-415,000</b>	<b>-415,000</b>	<b>110,000</b>
5300 INTERFND: SERVICE BETWEEN FUND	40,000	40,000	40,000	40,000	0
<b>CLASS: 50 OTHER CHARGES</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>
6020 FIXED ASSET: BUILDING & IMPROVEMENTS	0	0	4,000	4,000	4,000
6040 FIXED ASSET: EQUIPMENT	26,450	26,450	0	0	-26,450
6042 FIXED ASSET: COMPUTER SYSTEM	4,800	4,800	5,000	5,000	200
<b>CLASS: 60 FIXED ASSETS</b>	<b>31,250</b>	<b>31,250</b>	<b>9,000</b>	<b>9,000</b>	<b>-22,250</b>
7200 INTRAFUND TRANSFERS: ONLY GENERAL	3,250	3,250	3,225	3,225	-25
7220 INTRAFND: TELEPHONE EQUIPMENT &	21,325	21,325	0	0	-21,325
7223 INTRAFND: MAIL SERVICE	8,807	8,807	9,787	9,787	980
7224 INTRAFND: STORES SUPPORT	283	283	6,182	6,182	5,899
7227 INTRAFND: MAINFRAME SUPPORT	35,448	35,448	0	0	-35,448
7231 INTRAFND: IS PROGRAMMING SUPPORT	0	0	275	275	275
7234 INTRAFND: NETWORK SUPPORT	42,256	42,256	0	0	-42,256
<b>CLASS: 72 INTRAFUND TRANSFERS</b>	<b>111,369</b>	<b>111,369</b>	<b>19,469</b>	<b>19,469</b>	<b>-91,900</b>
7350 INTRFND ABATEMENTS: GF ONLY	-215,120	-215,120	-166,770	-166,770	48,350
7357 INTRFND ABATEMENTS: MAIL SERVICE	-154,817	-154,817	-167,224	-167,224	-12,407
7358 INTRFND ABATEMENTS: STORES SUPPORT	-25,972	-25,972	-38,216	-38,216	-12,244
7366 INTRFND ABATEMENTS: MAINT BLDG &	0	0	-351,948	-351,948	-351,948
<b>CLASS: 73 INTRAFUND ABATEMENT</b>	<b>-395,909</b>	<b>-395,909</b>	<b>-724,158</b>	<b>-724,158</b>	<b>-328,249</b>
<b>TYPE: E SUBTOTAL</b>	<b>7,945,978</b>	<b>7,945,978</b>	<b>8,239,191</b>	<b>8,169,191</b>	<b>223,213</b>
<b>FUND TYPE: 10 SUBTOTAL</b>	<b>6,217,899</b>	<b>6,217,899</b>	<b>6,660,063</b>	<b>6,590,063</b>	<b>372,164</b>

# 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
<b>TYPE: R REVENUE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
0100	PROP TAX: CURR SECURED	1,090,000	1,090,000	1,021,332	1,021,332	-68,668
0110	PROP TAX: CURR UNSECURED	25,000	25,000	24,856	24,856	-144
0130	PROP TAX: PRIOR UNSECURED	0	0	408	408	408
0140	PROP TAX: SUPP CURRENT	0	0	368	368	368
0150	PROP TAX: SUPP PRIOR	2,000	2,000	2,165	2,165	165
0174	TAX: TIMBER YIELD	2,000	2,000	2,268	2,268	268
<b>CLASS: 01</b>	<b>REV: TAXES</b>	1,119,000	1,119,000	1,051,397	1,051,397	-67,603
0360	PENALTY & COST DELINQUENT TAXES	0	0	605	605	605
<b>CLASS: 03</b>	<b>REV: FINE, FORFEITURE &amp;</b>	0	0	605	605	605
0400	REV: INTEREST	10,000	10,000	6,000	6,000	-4,000
<b>CLASS: 04</b>	<b>REV: USE OF MONEY &amp; PROPERTY</b>	10,000	10,000	6,000	6,000	-4,000
0820	ST: HOMEOWNER PROP TAX RELIEF	13,000	13,000	13,000	13,000	0
<b>CLASS: 05</b>	<b>REV: STATE INTERGOVERNMENTAL</b>	13,000	13,000	13,000	13,000	0
1200	REV: OTHER GOVERNMENTAL AGENCIES	5,000	5,000	3,500	3,500	-1,500
<b>CLASS: 12</b>	<b>REV: OTHER GOVERNMENTAL</b>	5,000	5,000	3,500	3,500	-1,500
1800	INTERFND REV: SERVICE BETWEEN FUND	0	0	100,000	100,000	100,000
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>	0	0	100,000	100,000	100,000
2020	OPERATING TRANSFERS IN	18,215,033	18,215,033	14,619,022	14,619,022	-3,596,011
<b>CLASS: 20</b>	<b>REV: OTHER FINANCING SOURCES</b>	18,215,033	18,215,033	14,619,022	14,619,022	-3,596,011
0001	FUND BALANCE	2,513,785	2,513,785	4,538,097	4,538,097	2,024,312
<b>CLASS: 22</b>	<b>FUND BALANCE</b>	2,513,785	2,513,785	4,538,097	4,538,097	2,024,312
<b>TYPE: R SUBTOTAL</b>		21,875,818	21,875,818	20,331,621	20,331,621	-1,544,197

# 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	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ SUBOBJ TITLE</b>						
4085	REFUSE DISPOSAL	5,000	5,000	0	0	-5,000
4143	MAINT: SERVICE CONTRACT	50,000	50,000	0	0	-50,000
4180	MAINT: BUILDING & IMPROVEMENTS	500,000	500,000	0	0	-500,000
4197	MAINTENANCE BUILDING: SUPPLIES	47,000	47,000	0	0	-47,000
4262	SOFTWARE	70,000	70,000	0	0	-70,000
4300	PROFESSIONAL & SPECIALIZED SERVICES	2,385,852	2,385,852	0	0	-2,385,852
4302	CONSTRUCT & ENGINEER CONTRACTS	100,000	100,000	90,000	90,000	-10,000
4400	PUBLICATION & LEGAL NOTICES	2,000	2,000	0	0	-2,000
4420	RENT & LEASE: EQUIPMENT	5,000	5,000	0	0	-5,000
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	5,000	5,000	0	0	-5,000
4461	EQUIP: MINOR	15,000	15,000	0	0	-15,000
4500	SPECIAL DEPT EXPENSE	50,000	50,000	10,000	10,000	-40,000
4501	SPECIAL PROJECTS	5,000	5,000	4,562,975	4,562,975	4,557,975
4529	SOFTWARE LICENSE	28,900	28,900	0	0	-28,900
4620	UTILITIES	5,000	5,000	0	0	-5,000
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	<b>3,273,752</b>	<b>3,273,752</b>	<b>4,662,975</b>	<b>4,662,975</b>	<b>1,389,223</b>
5300	INTERFND: SERVICE BETWEEN FUND	2,827,723	2,827,723	771,604	771,604	-2,056,119
5350	INTERFND: FACILITIES, PARKS & REC	584,881	584,881	0	0	-584,881
<b>CLASS: 50</b>	<b>OTHER CHARGES</b>	<b>3,412,604</b>	<b>3,412,604</b>	<b>771,604</b>	<b>771,604</b>	<b>-2,641,000</b>
6020	FIXED ASSET: BUILDING & IMPROVEMENTS	7,694,870	7,694,870	9,320,898	9,320,898	1,626,028
6022	FIXED ASSET: PROJECT MANAGEMENT	0	0	1,014,033	1,014,033	1,014,033
6023	FIXED ASSET: CONSTRUCTION SERVICES	6,765,088	6,765,088	0	0	-6,765,088
6024	FIXED ASSET: UTILITIES	0	0	6,777	6,777	6,777
6025	LEASEHOLD IMPROVEMENTS	588,697	588,697	175,212	175,212	-413,485
6029	FIXED ASSET: CONSTRUCTION MATERIALS	0	0	95,023	95,023	95,023
6042	FIXED ASSET: COMPUTER SYSTEM	60,000	60,000	0	0	-60,000
<b>CLASS: 60</b>	<b>FIXED ASSETS</b>	<b>15,108,655</b>	<b>15,108,655</b>	<b>10,611,943</b>	<b>10,611,943</b>	<b>-4,496,712</b>
7000	OPERATING TRANSFERS OUT	80,807	80,807	0	45,140	-35,667
<b>CLASS: 70</b>	<b>OTHER FINANCING USES</b>	<b>80,807</b>	<b>80,807</b>	<b>0</b>	<b>45,140</b>	<b>-35,667</b>
7700	APPROPRIATION FOR CONTINGENCIES	0	0	4,285,099	4,239,959	4,239,959
<b>CLASS: 77</b>	<b>APPROPRIATION FOR</b>	<b>0</b>	<b>0</b>	<b>4,285,099</b>	<b>4,239,959</b>	<b>4,239,959</b>
<b>TYPE: E SUBTOTAL</b>		<b>21,875,818</b>	<b>21,875,818</b>	<b>20,331,621</b>	<b>20,331,621</b>	<b>-1,544,197</b>
<b>FUND TYPE: 13</b>	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT: 02</b>	<b>SUBTOTAL</b>	<b>6,217,899</b>	<b>6,217,899</b>	<b>6,660,063</b>	<b>6,590,063</b>	<b>372,164</b>

## CHIEF ADMINISTRATIVE OFFICE

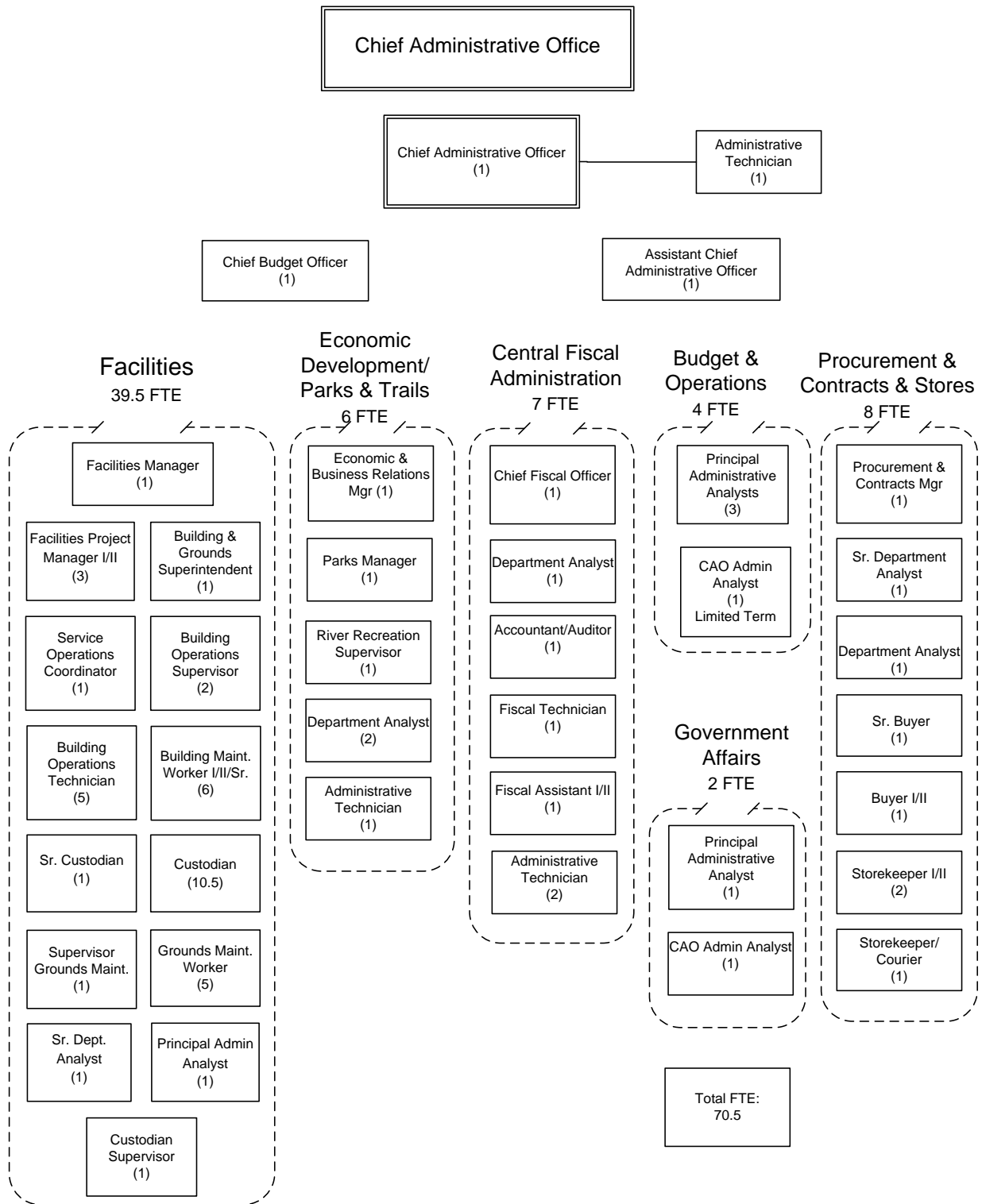
### Personnel Allocations

Classification Title	2013-14 Adjusted Allocation	2014-15 Dept Request	2014-15 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	1.00	0.00	0.00	(1.00)
Administrative Technician	4.00	5.00	4.00	0.00
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	5.00	5.00	5.00	0.00
Buyer VII	1.00	1.00	1.00	0.00
CAO Administrative Analyst *	1.00	2.00	2.00	1.00
Chief Budget Officer	1.00	1.00	1.00	0.00
Chief Fiscal Officer	1.00	1.00	1.00	0.00
Custodian	10.50	10.50	10.50	0.00
Custodian Supervisor	1.00	1.00	1.00	0.00
Department Analyst I/II	3.00	4.00	4.00	1.00
Economic & Business Relations Manager	1.00	1.00	1.00	0.00
Facilities Manager	1.00	1.00	1.00	0.00
Facilities Project Manager VII**	3.00	3.00	3.00	0.00
Fiscal Assistant I/II	1.00	1.00	1.00	0.00
Fiscal Technician	1.00	1.00	1.00	0.00
Grounds Maintenance Worker I/II	2.00	2.00	2.00	0.00
Office Assistant I/II	1.00	0.00	0.00	(1.00)
Parks Manager	1.00	1.00	1.00	0.00
Principal Administrative Analyst	5.00	5.00	5.00	0.00
Procurement & Contracts Manager	1.00	1.00	1.00	0.00
River Recreation Supervisor	1.00	1.00	1.00	0.00
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	3.00	2.00	2.00	(1.00)
Sr. Grounds Maintenance Worker	3.00	3.00	3.00	0.00
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
<b>Department Total</b>	<b>71.50</b>	<b>71.50</b>	<b>70.50</b>	<b>(1.00)</b>

\* 1 CAO Admin Analyst is limited term position for AB109 related activities

\*\*1 Facilities Project Manager is limited term

# CHIEF ADMINISTRATIVE OFFICE



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## CHIEF ADMINISTRATIVE OFFICE

### Ten Year History

	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Actual	09/10 Actual
Taxes	-	-	-	-	-
Licenses, Permits	55,000	55,000	-	-	-
Fines, Forfeitures	-	-	-	-	-
Use of Money	-	-	-	-	-
State	-	-	-	-	-
Federal	-	-	-	-	83,002
Other Government	-	-	-	-	-
Charges for Service	1,306,147	1,499,788	-	137,028	125,397
Misc.	9,443	615	9	3,667	6,342
Operating Transfers	-	-	-	-	32,447
Use of Fund Balance	-	-	-	-	-
<b>Total Revenue</b>	<b>1,370,590</b>	<b>1,555,403</b>	<b>9</b>	<b>140,695</b>	<b>247,188</b>
Salaries	4,321,148	4,809,738	1,360,812	1,433,624	1,264,097
Benefits	1,915,491	2,036,683	602,266	598,210	504,831
Services & Supplies	3,077,725	3,536,521	301,808	201,669	232,899
Other Charges	1,555	1,510	26,639	26,748	14,328
Fixed Assets	335,952	752,766	-	-	4,537
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(3,385,413)	(3,560,769)	53,805	(139,172)	(90,740)
Contingency	-	-	-	-	-
<b>Total Appropriations</b>	<b>6,266,458</b>	<b>7,576,449</b>	<b>2,345,330</b>	<b>2,121,079</b>	<b>1,929,952</b>
<b>NCC</b>	<b>4,895,868</b>	<b>6,021,046</b>	<b>2,345,321</b>	<b>1,980,384</b>	<b>1,682,764</b>
<b>FTE's</b>	<b>72</b>	<b>78</b>	<b>17</b>	<b>17</b>	<b>16</b>



## CHIEF ADMINISTRATIVE OFFICE

### Ten Year History

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Projected	14/15 Budget
Taxes	-	-	1,118,852	1,119,000	1,051,397
Licenses, Permits	-	-	-	-	-
Fines, Forfeitures	-	-	593	-	605
Use of Money	-	-	25,857	24,340	20,340
State	-	420,099	698,375	68,000	68,000
Federal	120,064	27,455	-	-	-
Other Government	-	-	5,500	5,000	3,500
Charges for Service	244,419	282,652	666,211	1,448,970	1,480,752
Misc.	2,723	393,028	32,771	3,758	4,036
Operating Transfers	41,444	53,718	1,514,914	18,421,044	14,744,022
Use of Fund Balance	-	-	-	2,513,785	4,538,097
<b>Total Revenue</b>	<b>408,650</b>	<b>1,176,952</b>	<b>4,063,073</b>	<b>23,603,897</b>	<b>21,910,749</b>
Salaries	1,515,344	1,560,019	3,412,976	4,075,970	4,479,471
Benefits	590,745	624,273	1,589,720	2,012,603	2,191,366
Services & Supplies	159,614	606,179	3,710,359	5,344,447	6,817,018
Other Charges	246	333,094	1,311,119	3,452,604	811,604
Fixed Assets	3,376	53,772	748,053	15,139,905	10,620,943
Operating Transfers	-	-	83,202	80,807	45,140
Intrafund Transfers	(189,009)	(157,149)	(121,437)	(284,540)	(704,689)
Contingency	-	-	-	-	4,239,959
<b>Total Appropriations</b>	<b>2,080,316</b>	<b>3,020,188</b>	<b>10,733,992</b>	<b>29,821,796</b>	<b>28,500,812</b>
<b>NCC</b>	<b>1,671,666</b>	<b>1,843,236</b>	<b>6,670,919</b>	<b>6,217,899</b>	<b>6,590,063</b>
<b>FTE's</b>	<b>16</b>	<b>26</b>	<b>64</b>	<b>72</b>	<b>71</b>

## CHIEF ADMINISTRATIVE OFFICE

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<b>10 Year Variance</b>		
	<b>\$ Change</b>	<b>% Change</b>
Licenses, Permits	(55,000)	-100%
State	68,000	N/A
Federal	-	N/A
Charges for Service	174,605	N/A
Misc.	(5,407)	0%
Operating Transfers	4,538,097	48058%
<b>Total Revenue</b>	<b>20,540,159</b>	<b>1499%</b>
Salaries	158,323	4%
Benefits	275,875	14%
Services & Supplies	3,739,293	121%
Other Charges	810,049	52093%
Fixed Assets	10,284,991	3061%
Operating Transfers	45,140	N/A
Intrafund Transfers	4,239,959	-79%
<b>Total Appropriations</b>	<b>22,234,354</b>	<b>355%</b>
<b>NCC</b>	<b>1,694,195</b>	<b>35%</b>
<b>FTE's</b>	<b>(1)</b>	<b>-1%</b>

<b>Notes</b>
FY 2007-08 Human Resources/Risk Management moved out (18 FTE's), IT moved out (43 FTE's)
FY 2008-09 Stores was shifted to Chief Administrative Office (5 FTE's)
FY 2011-12 Central Fiscal/Admin group was established (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)