

Chief Administrative Office

RECOMMENDED BUDGET • FY 2017 - 18

MISSION

The mission of the Chief Administrative Office is to ensure the sound and effective management of overall County government, pursuant to Board policy and direction, through effective leadership; coordination between departments, the Board of Supervisors, and local, state, and federal agencies; development of policy and procedures; providing budgetary and legislative analyses and recommendations; planning for County facilities, assets, and recreation; and ensuring timely, accurate, and comprehensive information to the public.

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees the facility, procurement, Economic Development, and Parks functions of the County and maintains a centralized fiscal unit to provide services to the Divisions of the Department and other County Departments that have fiscal resource needs.

DEPARTMENT BUDGET SUMMARY

	15/16 Actuals	16/17 Budget	17/18 Dept Requested	17/18 CAO Recommend	Change from Budget to Recommend	% Change
Use of Money	\$ 4,592	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0%
State	\$ 74,075	\$ 644,902	\$ 623,665	\$ 623,665	\$ (21,237)	-3%
Federal	\$ 718					
Charges for Service	\$ 350,366	\$ 374,527	\$ 455,782	\$ 455,782	\$ 81,255	22%
Miscellaneous	\$ 6,218	\$ 2,786	\$ 80,474	\$ 80,474	\$ 77,688	2789%
Other Financing Sources	\$ 1,064,121	\$ 1,549,126	\$ 1,610,090	\$ 1,610,090	\$ 60,964	4%
Total Revenue	\$ 1,500,090	\$ 2,586,341	\$ 2,785,011	\$ 2,785,011	\$ 198,670	8%
Salaries & Benefits	\$ 6,393,406	\$ 8,261,802	\$ 8,297,373	\$ 8,297,373	\$ 35,571	0%
Services & Supplies	\$ 2,968,955	\$ 4,833,485	\$ 5,274,399	\$ 5,274,399	\$ 440,914	9%
Services & Supplies Abatements	\$ (369,913)	\$ (525,000)	\$ (500,000)	\$ (500,000)	\$ 25,000	-5%
Other Charges	\$ 30,670	\$ 395,714	\$ 124,792	\$ 124,792	\$ (270,922)	-68%
Fixed Assets	\$ 11,023	\$ 74,000	\$ 20,000	\$ 20,000	\$ (54,000)	-73%
Intrafund Transfers	\$ 22,043	\$ 103,773	\$ 223,134	\$ 223,134	\$ 119,361	115%
Intrafund Abatements	\$ (482,841)	\$ (443,472)	\$ (500,649)	\$ (567,126)	\$ (123,654)	28%
Total Appropriations	\$ 8,573,343	\$ 12,700,302	\$ 12,939,049	\$ 12,872,572	\$ 172,270	1%
Net County Cost	\$ 7,073,253	\$ 10,113,961	\$ 10,154,038	\$ 10,087,561	\$ (26,400)	0%
FTEs	73.0	73.0	74.5	73.5	0.5	1%

MAJOR BUDGET CHANGES

Revenue

\$36,424	Reimbursement to Central Fiscal/Admin Division for CFO time for FENIX project implementation.
\$146,287	Reimbursement from the Accumulated Capital Outlay fund for maintenance and grounds capital projects labor.
(\$29,494)	Decrease in reimbursements to Maintenance and Grounds Divisions based on reduced billable service requests.
\$78,000	Increase to Economic Development Division for the Broadband Needs and Feasibility Study grant funding.

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(\$48,259) Reduced grant funding for the SPTC corridor.

Operating Transfers

(\$28,125) Reduced operating transfers due to reduced grant match funding.

\$146,519 Reimbursement from the ACO fund for capital project labor and reimbursement for billable service request in the maintenance and grounds divisions.

\$36,000 Increase in Central Fiscal/Admin Interfund revenue for CFO time spent on the FENIX project.

\$178,836 Increase in Facilities Maintenance Division primarily related to increased work performed for County departments.

Appropriations

Salaries and Benefits

(\$150,445) Net reduction in Administration Division related to: Reduction of one Principal Analyst position to CAO Analyst position, Add/Delete of Principal Analyst to Deputy Chief Administrative Officer position (approved in FY 2016-17), and transfer of the Deputy CAO for Central Services to Central Fiscal budget unit.

\$306,279 Net increase in Central Fiscal/Admin Division related to: transfer of Deputy CAO to Central Fiscal/Admin, and general increases in management leave payouts, retirement increases, and the addition of workers compensation and retiree health applied charges.

(\$21,666) Decrease in Central Fiscal/Admin Division health insurance costs.

(\$8,400) Procurement and Contracts Storekeeper position filled as a lower level Storekeeper-Courier position.

\$55,097 Increase in Procurement Division health insurance costs and overfill of the Procurement and Contracts Manager position with a Principal Administrative Analyst position.

\$10,000 Increase to overtime allocation for Maintenance and Custodial Division activities related primarily to the Building A and B renovation project.

(\$40,000) Facilities division reorganization resulting in a more efficient distribution of job duties and annual net savings in salaries and benefits of approximately \$40,000.

Services and Supplies

(\$44,368) Overall decrease in Administration Division primarily related to countywide expenses previously budgeted now reflected in General Fund Other Operations (Department 15) and a decrease in Professional and Specialized Services for anticipated reduced need for outside contracts, offset by an increase in general liability insurance charges.

(\$103,091) Overall decrease in Parks Division mainly due to the transfer of refuse and utilities expense to the Facilities Division (\$34,500), and reductions to expenses related to the Sacramento-Placerville Transportation Corridor (SPTC) program (\$76,384).

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- (\$22,623) Overall decrease in Parks Division - River due to the completion of the River Management Plan update.
- \$131,724 Overall increase in Parks Division - Rubicon based on anticipated activity on the trail and offset with grant revenue.
- \$40,145 Overall increase in Facilities Division - Custodial based on increased prior year actual costs and extra cleanup activities due to winter storms. A corresponding decrease is occurring in the Parks and Trails budget, as custodial work for Parks is now included in the Custodial budget.
- \$303,293 Overall increase in Facilities Maintenance Division primarily related to increases in demand for services for County buildings (\$178,836 offset with increased Operating Transfer revenue from departments receiving services); including \$40,000 increase in utilities; \$17,000 increase in permit fees related to County elevator inspections; and \$18,000 increase related to snow removal.

Intra-fund Transfers

- (\$159,553) Contribution of the annual Transient Occupancy Tax revenue allocation to Veteran's Affairs previously budgeted in the Administration Division, now to be budgeted in General Fund Other Operations (Department 15).
- \$42,043 Increase in Administration Division reflecting 25% of Principal Analyst assigned to Economic Development being charged to CAO Administration for budget and operations related work.
- (\$31,904) Decrease in Administration Division Intrafund Abatement reflecting portions of staff costs charged to Economic Development, and 15% of the Communications and Outreach Manager being charged to Economic Development.
- \$78,814 Increase in Parks Division reflecting charges from the Sheriff's department for patrol services along the SPTC corridor.
- (\$45,129) Increase in Facilities Division – Maintenance (reimbursement shown as a negative expense) to account for higher actual reimbursements from prior years and higher budgeted costs for maintenance services in other County departments.

Fixed Assets

- \$20,000 Replacement of 4 truck utility boxes at \$5,000 each
- (\$74,000) Decrease due to changes in grant activity in the SPTC and Rubicon programs

PROGRAM SUMMARIES

Administration, Budget and Operations

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.

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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; oversight and management of Community Development Services - Administration and Finance; 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 analysis and recommendations regarding policy and management matters. The Chief Administrative Office is responsible for recommending an annual County budget and administering the budget after its adoption by the Board of Supervisors.

The office also coordinates the distribution of general county public information to ensure effective communication with the public.

Economic Development

The Chief Administrative Office is responsible for developing Economic Development strategies and programs to stimulate business growth and economic expansion in El Dorado County. This includes efforts to retain businesses that already exist in the County or that may be interested in expansion, and the attraction of new businesses. Activities include developing and implementing technical assistance to enhance local employment and coordinating programs and services with County departments and community organizations. The office also provides staff assistance to the Community and Economic Development Advisory Committee.

Central Fiscal and Administrative Unit

The central financial and administrative unit was established in FY 2011-12 within the Chief Administrative Office. This unit provides services to all divisions of the Chief Administrative Office, and to the Human Resources / Risk Management, Information Technologies, Surveyor, District Attorney, Public Defender, Court MOE and the Board of Supervisors departments. These services include processing accounts payable/receivable, payroll, journal entries, budgeting, financial reporting and general administration.

Procurement and Contracts/Central Stores/Mail-Courier

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

Parks & Trails

The Parks & Trails Division oversees the operations of the established parks and trails in the County. These parks include Henningsen Lotus Park, Pioneer Park and Bradford Park and the El Dorado Trail and SPTC corridor. Operational components related to the parks and trails include park staffing, event scheduling, trail maintenance and ensuring proper usage of the parks and trails.

The River Management program is responsible for implementation of the El Dorado County River Management Plan (RMP). The program regulates commercial and non-commercial whitewater

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recreation activities on the 20.7-mile segment of the South Fork of the American River between the Chili Bar Dam near State Highway 193, and Salmon Falls Road at the upper extent of Folsom Reservoir. This program administers the established operational rules for commercial and non-commercial/private boaters navigating the river along with health and safety objectives identified in the RMP and other County Ordinances.

The Chief Administrative Office has assumed the grant administration for the Rubicon Trail. Coordination of projects is performed in conjunction with the Department of Transportation.

Facilities

The Facilities Division manages the County Accumulative Capital Outlay program and provides administrative oversight for buildings and grounds maintenance and custodial services.

BUDGET SUMMARY BY PROGRAM

Administration, Budget and Operations

	Appropriations	Revenues	Net County Cost	Staffing
Budget & Operations	\$ 1,735,813	\$ 1,000	\$ 1,734,813	8
Economic Development	\$ 1,705,438	\$ 78,000	\$ 1,627,438	2
Total	\$ 3,441,251	\$ 79,000	\$ 3,362,251	10

Central Fiscal and Administrative Unit

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal/Admin	\$ 1,362,472	\$ 242,774	\$ 1,119,698	11
Procurement & Contracts				8
Purchasing	\$ 686,782	\$ -	\$ 686,782	
Stores: Operations	\$ (6,396)	\$ 5,515	\$ (11,911)	
Stores: Inventory	\$ -	\$ -	\$ -	
Mail Service	\$ 42,549	\$ 42,803	\$ (254)	
Postage	\$ -	\$ -	\$ -	
Parks				4.5
Parks & Trails	\$ 438,513	\$ 190,714	\$ 247,799	
River Management	\$ 193,866	\$ 193,866	\$ -	
Rubicon	\$ 662,677	\$ 662,677	\$ -	
Facilities			\$ -	40
Facility Admin	\$ 1,332,360	\$ 654,580	\$ 677,780	
Custodial	\$ 908,584	\$ 14,094	\$ 894,490	
Maintenance	\$ 3,349,787	\$ 656,638	\$ 2,693,149	
Grounds Maintenance	\$ 460,127	\$ 42,350	\$ 417,777	
Total	\$ 9,431,321	\$ 2,706,011	\$ 6,725,310	63.5

STAFFING TREND

Changes in staffing for the Chief Administrative Office reflect the addition of internal service functions and other organizational changes throughout the past ten years. In FY 2011-12 a centralized fiscal and administrative group was formed within the CAO, adding seven FTEs. Three FTEs were added for facilities functions, which were offset with reductions in administrative and fiscal staff in other

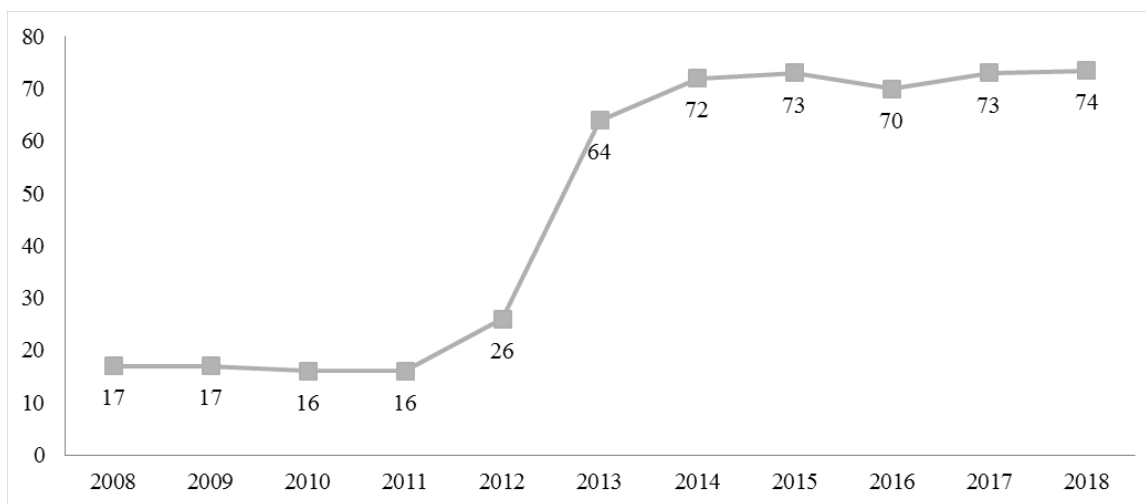
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departments. In FY 2012-13, 31 positions were transferred from the Department of Transportation to the Chief Administrative Office for county-wide facilities, grounds, and custodial functions. In FY 2015-16, three FTEs were deleted in the government affairs and facilities functions. FY 2016-17 included the addition of one Communications and Outreach Manager position, a Building Maintenance Worker II for the deferred maintenance program, and the transfer of one Department Analyst I in the Central Fiscal/Administration Division to provide services to the District Attorney's Office.

The FY 2017-18 Recommended Budget reflects an overall increase of 0.5 FTEs for the Chief Administrative Office due to the transfer of 0.5 FTE of the Senior Office Assistant for Economic Development from the Parks Division back to the Economic Development Division, with a new 0.5 FTE Office Assistant position included in the Parks Division. The Senior Office Assistant position was originally approved for the Economic Development Division. In FY 2016-17, one-half of the position had been transferred to the Parks Division, and it is being transferred back to the Economic Development Division based on increased workload. This represents no change to the Parks Division position allocation when compared to FY 2016-17, and the 0.5 FTE continues to be funded through Parks Division.

The FY 2017-18 position allocation also reflects the following changes that were implemented in FY 2016-17: the reduction of one Principal Analyst position to a CAO Analyst position; the increase of one Principal Analyst position to the new Deputy CAO to oversee Community Development; and the addition of one Deputy CAO to oversee the Central Fiscal/Admin, Facilities, Parks and Procurement functions and the corresponding deletion of the Chief Budget Officer position, with the Deputy CAO for Central Fiscal/Admin is now reflected in the Central Fiscal/Admin Division budget. Additionally, the Economic & Business Relations Manager position has been replaced with a Principal Analyst classification.



BEST PRACTICES & SERVICE INDICATORS: ADMINISTRATION

Service Indicators

Operational Metrics

- 1) Number of Board of Supervisors meeting agenda items reviewed and analyzed. (Quarterly)

- 2) Number of budget transfers processed. (Quarterly)

Service Delivery Metrics

- 1) Average number of days to approve a hiring requisition. (Monthly)
- 2) Average number of days to process a budget transfer from time of submission by a department to time posted in FAMIS. (Quarterly)
- 3) Percentage of Board assignments/report backs completed in a timely manner. (Quarterly)

Best Practices

- 1) Implement Priority Based Budgeting principals, including an online, community feedback process relative to the County budget.
- 2) Consider OPEB Pre-Funding and Pension Rate Stabilization Program using a 115 Trust.

BEST PRACTICES & SERVICE INDICATORS: PROCUREMENT & CONTRACTS

Best Practices

- 1) The County has clear organization-wide standards and guidelines regarding procurement and contracting. Standards and guidelines are reviewed annually and updated to comply with laws, regulations and best practices:
 - Complete review of purchasing ordinance and policy documents (in progress)
 - Communicate proposed revisions with affected departments
 - County Counsel review/approval of proposed revisions
 - Board of Supervisors approval of proposed revisions
- 2) Utilize cooperative purchase agreements and engage in regional or shared bidding processes among local agencies to reduce costs:
 - Conduct due diligence and market research by reviewing available cooperative purchasing agreements for commodities currently utilized by the County
 - Complete analysis of pricing compared to current County bid pricing
 - “Piggyback” on other agency agreements when beneficial to the County
- 3) County has a transparent and fair process for selecting contractors and suppliers:
 - Develop guidelines/instructions for vendors regarding County bidding and contracting process.
 - Develop vendor workshops to educate and inform interested contractors and suppliers on County processes

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- 4) The County's Procurement and Contracts unit provides timely, cost effective services to County departments:
 - Establish standard processing time for purchase orders, change orders, bids, requests for proposals and contracts
 - Establish tracking method in FENIX to review, monitor, and maintain established processing times
 - Conduct a "value for money" analysis to determine total savings achieved through centralized procurement
- 5) Procurement and Contracts functions are performed by skilled, knowledgeable and professional staff in conformity with ethical standards and all other applicable laws and regulations:
 - Review current job specifications for inclusion of professional training, certification and/or education requirements
 - Establish initial and continuing education requirements for Procurements & Contracts staff
 - Develop and provide training to department staff involved in Procurements & Contracts
 - Develop plan for annual ethics training for officers and employees involved in procurement and contract decisions
 - Develop information for contractors and suppliers regarding ethics and standards for doing business with the County

Service Indicators

- 1) Number of cooperative purchase agreements utilized. (Annual)
- 2) Full compliance with conflict of interest code/disclosures (700/805) for vendors whose contracts flow through Procurements and Contracts. (Annual)
- 3) Percent of documents processed within standard processing times. (Quarterly)

BEST PRACTICES & SERVICE INDICATORS: FACILITIES

Best Practices

- 1) Asset Maintenance and Replacement: Establish capital planning, budgeting and reporting practices to encourage adequate capital spending levels in and investment in capital maintenance in order to properly maintain capital assets.
- 2) Capital Planning Policies: Adopt Capital Planning Policies to establish a process for addressing maintenance, replacement, and proper fixed asset accounting over the full life of capital assets.
- 3) Capital Project Monitoring and Reporting: Establish policies and procedures to support effective capital project monitoring and reporting.

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4) Multi-Year Capital Planning: Prepare and adopt comprehensive, fiscally sustainable, and multi-year capital plans that identifies and prioritizes expected needs, establishes project scope and cost, details estimated amounts of funding from various sources, and projects future operating and maintenance costs to ensure effective management of capital assets. A capital plan should cover a period of at least three years, preferably five or more

5) Communicating Capital Improvement Strategies: Develop a process to involve the public during the planning, design, and construction of capital projects to assess priority and determine if the project will meet service-level goals and community expectations. Communicate capital needs and the impact to service levels or current asset condition in the event the project does not proceed.

Service Indicators

- 1) Number of completed condition assessments. (Quarterly)
- 2) Percent of total asset value budgeted annually for maintenance and repairs. (Annual)
- 3) Percent of total asset value budgeted annually for replacement. (Annual)
- 4) Percentage of emergency service requests completed within 24 hours. (Quarterly)
- 5) Percentage of non-emergent service requests completed within a specific period of time. (Quarterly)

RECOMMENDED BUDGET

The budget for the Chief Administrative Office is recommended at \$12,872,572, which is an increase of \$172,270 (1.4%) over the FY 2016-17 Adopted Budget. Net County Cost is recommended at \$10,087,561, which is a decrease of \$26,400 (less than 1%) from the prior year.

This represents a status quo budget with respect to the administrative functions of the Chief Administrative Office, with some staffing efficiencies and Board priorities incorporated.

Efficiencies are realized through the increase in service through the Central Fiscal/Admin unit, which now provides fiscal services for CAO Administration, Parks, Facilities, Contracts and Procurement, Human Resources, Risk Management, Information Technologies, Surveyor, District Attorney, Public Defender, Court MOE, Board of Supervisors, and the administration of the Accumulated Capital Outlay Fund for county capital improvements. The reorganization of the Community Development Agency into a shared services model, wherein a new Deputy CAO position provides oversight to the departments of Planning and Building, Transportation, and Environmental Management, results in an overall efficiency for all departments involved. Pursuant to Board direction, the CAO is pursuing Economic Development through partnership with the Greater Sacramento Economic Council (GSEC), federal Economic Development Agency funding for Broadband internet, and through County-specific programming, as executed by CAO staff.

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CAO Administration, Budget and Operations

The CAO Administration budget reflects a decrease of \$358,521 (-17.1%). This decrease is due to several factors, including a \$150,445 reduction in staffing costs related to position changes and transfers. A decrease of \$203,921 is attributable to non-departmental Services and Supplies level expenses that were previously budgeted in the CAO budget, but are now included in General Fund - Other Operations (Department 15). The office is also recommending a \$35,000 reduction in Professional and Specialized Services to more closely reflect the anticipated need for special contract work and studies. In addition, computer minor equipment was reduced by \$11,000 due to the completion of the transition to VDI. The General Liability Insurance charge has increased by \$32,055 for FY 2017-18.

Economic Development

The Economic Development budget is calculated based on 51% of the anticipated Transient Occupancy Tax revenue. This budget is recommended at the same amount as the FY 2016-17 Adopted Budget, and will be adjusted through the Addenda process to account for the FY 2016-17 actual TOT figures. There is no change to Net County Cost. One Principal Analyst position is included in the budget for Economic Development, as well as one Senior Office Assistant. Anticipated projects for FY 2017-18 include: website development; marketing and branding materials; obtaining a parcel-specific nonresidential land inventory with constraints analysis; obtaining a market demand study for nonresidential uses that identifies potential infrastructure barriers; completion of the Broadband feasibility study; and exploring 90-day permitting.

Central Fiscal / Admin, Facilities, Parks & Procurement Division

The CAO Central Fiscal/Admin, Facilities, Parks & Procurement Division budget reflects an overall increase in Net County Cost of \$354,953 (46%). Revenue is increased by \$36,424 as a result of reimbursement from the FENIX project for the Chief Fiscal Officer time spent on the project. Total salary and benefit costs are budgeted to increase by \$284,613 due to the transfer of the Deputy CAO for Central Services from CAO Administration to Central Fiscal/Admin, the overfill of the Procurement and Contracts Manager with a Principal Administration Analyst, and increased health insurance, management leave, retirement and the workers compensation costs. This increase is partially offset with a corresponding reduction in the CAO Administration budget, discussed above.

Other salary and benefits reductions resulted from the recent Storekeeper retirement, and through filling the position as a lower level Storekeeper-Courier position resulting in annual net savings in salaries and benefits of approximately \$8,400. The reorganization of the Facilities division, which results in a more efficient distribution of job duties, also results in a salary and benefits decrease of \$172,009. Services and supplies in Central Fiscal/Admin are expected to increase by \$86,124 due a change in the way that General Liability cost-applied charges are budgeted.

The Parks, River, and Rubicon budgets reflect a decrease in revenue, in part due to reduced grant funding for the SPTC (\$48,295) and economic development Interfund revenue (\$24,000). Services and Supplies for the overall parks budget reflect substantial budget changes but amount to an increase of \$6,010. The budget for parks service and supplies is reduced by \$103,091. This is to account for reductions to expenses for the Sacramento Placerville Transportation Corridor (SPTC) program (-\$76,384) as a result of less contracted-out maintenance work anticipated for the year, and the increase in work provided by volunteer crews. Other reductions are due to the completion of the 2016 River Management Plan update (-\$22,623), and the transfer of refuse and utilities at the parks to the Facilities division budget (-\$34,500). Services and Supplies for the Rubicon, which are funded entirely through Off-Road Vehicle registration fees and grant revenue, are set to increase by \$131,724. Other charges and fixed asset charges are

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decreasing by \$163,869 due to changes in SPTC and Rubicon grant activity and programming. An increase in transfer charges of \$78,814 from the Sheriff's Department have been included as a result of recent grant funding secured by the Parks Department for the express purpose of security patrol on the SPTC. The Parks/River/Rubicon budget presents an overall decrease in Net County Cost of \$20,548.

The nature and volume of facilities work is changing due to maintenance requests and capital projects work. The Facilities Division has several large capital projects that will kick off in FY 2017-18 including the Public Safety Facility and a potential jail expansion project as well as finishing the A/B renovations. This is reflected in the budget in part by the increase in revenue (\$146,287) accounting for reimbursements from the Accumulated Capital Outlay fund for labor for capital projects as well as county department billable service requests in the maintenance and grounds divisions. The Facilities division is also being reorganized to provide for more project management-related work, and resulting in a more efficient distribution of job duties and annual net savings in salaries and benefits (-\$40,000). Staffing changes include the replacement of the Building and Grounds Superintendent, one Building Operations Supervisor, one Building Operations Technician and one Sr. Grounds Maintenance Worker, with a Supervising Grounds Maintenance Worker, one Building Maintenance Worker I/II/Sr and a Building Operations Manager. Services and Supplies expenses are increasing by \$359,583 based on status quo actuals (\$220,000), utilities rate increases and the transfer of these expenses from Parks (\$64,000), maintenance of trails and cemeteries (\$26,000), and snow removal (\$18,000). An increase in the Fixed Assets of \$20,000 is budgeted for the replacement of four truck utility boxes at \$5,000 each.

CAO Adjustments

The Central Services divisions of the Chief Administrative Office estimates that the number of financial transactions will increase by approximately 2,000 throughout FY 2017-18. The implementation of FENIX is also impacting the divisions, as staff from procurement and contracts, facilities and central fiscal play lead roles in implementation and training. For this reason, the Division submitted a supplemental budget request for an additional Administrative Technician position. The budget recommendation does not include this additional allocation at this time, as it is anticipated that there may be other changes to workload and assignments as a result of the restructuring of the CDA and Human Resources Departments. The CAO will return with a revised recommendation during the fiscal year should circumstances change.

The personnel allocation recommended as part of this budget assigns the Senior Office Assistant position, which is funded by Economic Development programming, exclusively to Economic Development. One-half of this position was assigned to and funded by Parks in FY 2016-17. It is recommended that this position be transferred back to Economic Development in full in recognition of Economic Development projects and priorities. The 0.5 Senior Office Assistant position remains funded in the Parks Division, and the Division will be filling this part-time position in FY 2017-18 to continue providing assistance for Parks programs.

Other adjustments to the budget include a decrease of \$12,000 to Facility Interfund Abatements, and \$54,477 to Maintenance Interfund Abatements. These have been under-budgeted in prior years. The change is recommended in order to bring the budgeted amounts in the Interfund abatements, or transfer requests, in line with the departments' budgeted costs for these services, as well as the actual costs incurred by departments and reimbursements received by Facilities in the previous fiscal year (\$231,793).

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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 CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ SUBOBJ TITLE					
0420 RENT: LAND & BUILDINGS	15,000	15,000	15,000	15,000	0
CLASS: 04 REV: USE OF MONEY & PROPERTY	15,000	15,000	15,000	15,000	0
0880 ST: OTHER	644,902	644,902	623,665	623,665	-21,237
CLASS: 05 REV: STATE INTERGOVERNMENTAL	644,902	644,902	623,665	623,665	-21,237
1100 FED: OTHER	75,000	0	0	0	0
CLASS: 10 REV: FEDERAL	75,000	0	0	0	0
1720 PARK & RECREATION FEES	0	0	100,000	100,000	100,000
1800 INTERFND REV: SERVICE BETWEEN FUND	206,350	230,350	242,774	242,774	12,424
1804 INTERFND REV: MAIL SERVICE	40,836	40,836	40,329	40,329	-507
1805 INTERFND REV: STORES SUPPORT	6,551	6,551	5,515	5,515	-1,036
1818 INTERFND REV: MAINT BUILDG & IMPROVMNT	96,790	96,790	67,164	67,164	-29,626
CLASS: 13 REV: CHARGE FOR SERVICES	350,527	374,527	455,782	455,782	81,255
1940 MISC: REVENUE	2,786	2,786	80,474	80,474	77,688
CLASS: 19 REV: MISCELLANEOUS	2,786	2,786	80,474	80,474	77,688
2020 OPERATING TRANSFERS IN	1,573,126	1,549,126	1,610,090	1,610,090	60,964
CLASS: 20 REV: OTHER FINANCING SOURCES	1,573,126	1,549,126	1,610,090	1,610,090	60,964
TYPE: R SUBTOTAL	2,661,341	2,586,341	2,785,011	2,785,011	198,670
TYPE: E EXPENDITURE					
SUBOBJ SUBOBJ TITLE					
3000 PERMANENT EMPLOYEES / ELECTED	5,158,799	5,255,697	5,327,009	5,327,009	71,312
3001 TEMPORARY EMPLOYEES	84,000	84,000	81,071	81,071	-2,929
3002 OVERTIME	27,200	27,200	52,600	52,600	25,400
3003 STANDBY PAY	500	500	0	0	-500
3004 OTHER COMPENSATION	109,300	109,300	104,935	104,935	-4,365
3005 TAHOE DIFFERENTIAL	14,400	14,400	14,400	14,400	0
3007 HAZARD PAY	500	500	250	250	-250
3020 RETIREMENT EMPLOYER SHARE	1,070,561	1,070,561	1,112,359	1,112,359	41,798
3022 MEDI CARE EMPLOYER SHARE	74,434	74,434	78,983	78,983	4,549
3040 HEALTH INSURANCE EMPLOYER	1,230,448	1,230,448	1,151,242	1,151,242	-79,206
3042 LONG TERM DISABILITY EMPLOYER	12,901	12,901	13,694	13,694	793
3043 DEFERRED COMPENSATION EMPLOYER	28,555	28,555	29,360	29,360	805
3046 RETIREE HEALTH: DEFINED	74,706	74,706	80,167	80,167	5,461
3060 WORKERS' COMPENSATION EMPLOYER	124,127	124,127	101,304	101,304	-22,823
3080 FLEXIBLE BENEFITS	154,473	154,473	149,999	149,999	-4,474
CLASS: 30 SALARY & EMPLOYEE BENEFITS	8,164,904	8,261,802	8,297,373	8,297,373	35,571

Chief Administrative Office

RECOMMENDED BUDGET • FY 2017 - 18

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 CURR YR CAO RECMD
4020	CLOTHING & PERSONAL SUPPLIES	3,275	3,275	6,550	6,550	3,275
4022	UNIFORMS	0	0	1,000	1,000	1,000
4040	TELEPHONE COMPANY VENDOR	3,950	3,950	4,200	4,200	250
4041	COUNTY PASS THRU TELEPHONE CHARGES	8,153	8,153	8,165	8,165	12
4080	HOUSEHOLD EXPENSE	22,335	22,335	38,785	38,785	16,450
4082	HOUSEHOLD EXP: OTHER	1,000	1,000	2,500	2,500	1,500
4083	LAUNDRY	27,200	27,200	38,200	38,200	11,000
4085	REFUSE DISPOSAL	115,000	115,000	105,600	105,600	-9,400
4086	JANITORIAL / CUSTODIAL SERVICES	34,000	34,000	56,000	56,000	22,000
4087	EXTERMINATION / FUMIGATION SERVICES	10,000	10,000	23,000	23,000	13,000
4100	INSURANCE: PREMIUM	182,001	182,001	239,659	239,659	57,658
4140	MAINT: EQUIPMENT	25,200	25,200	24,350	24,350	-850
4141	MAINT: OFFICE EQUIPMENT	150	150	0	0	-150
4143	MAINT: SERVICE CONTRACT	35,000	35,000	35,000	35,000	0
4144	MAINT: COMPUTER	2,250	2,250	2,200	2,200	-50
4145	MAINTENANCE: EQUIPMENT PARTS	19,600	19,600	17,100	17,100	-2,500
4180	MAINT: BUILDING & IMPROVEMENTS	250,000	250,000	401,000	401,000	151,000
4183	MAINT: GROUNDS	15,000	15,000	15,000	15,000	0
4184	MAINT: CEMETERY	0	0	16,000	16,000	16,000
4187	MAINT: TRAIL	30,229	30,229	15,000	15,000	-15,229
4197	MAINTENANCE BUILDING: SUPPLIES	188,145	188,145	200,225	200,225	12,080
4200	MEDICAL, DENTAL & LABORATORY	50	50	0	0	-50
4220	MEMBERSHIPS	93,090	93,090	78,830	78,830	-14,260
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	44,368	44,368	0	0	-44,368
4260	OFFICE EXPENSE	18,518	18,518	25,600	25,600	7,082
4261	POSTAGE	2,850	2,850	2,890	2,890	40
4262	SOFTWARE	750	750	550	550	-200
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	16,125	16,125	125	125	-16,000
4264	BOOKS / MANUALS	250	250	250	250	0
4266	PRINTING / DUPLICATING SERVICES	64,225	64,225	6,800	6,800	-57,425
4300	PROFESSIONAL & SPECIALIZED SERVICES	648,989	648,989	833,320	833,320	184,331
4302	CONSTRUCT & ENGINEER CONTRACTS	0	0	85,000	85,000	85,000
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	1,700	1,700	2,000	2,000	300
4334	FIRE PREVENTION & INSPECTION	2,500	2,500	10,400	10,400	7,900
4337	OTHER GOVERNMENTAL AGENCIES	14,000	14,000	1,000	1,000	-13,000
4400	PUBLICATION & LEGAL NOTICES	1,150	1,150	1,200	1,200	50
4420	RENT & LEASE: EQUIPMENT	97,667	97,667	69,440	69,440	-28,227
4421	RENT & LEASE: SECURITY SYSTEM	8,250	8,250	13,250	13,250	5,000
4440	RENT & LEASE: BUILDING &	500	500	500	500	0
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	15,515	15,515	12,550	12,550	-2,965
4461	EQUIP: MINOR	53,997	53,997	105,640	105,640	51,643
4462	EQUIP: COMPUTER	14,300	14,300	1,500	1,500	-12,800
4463	EQUIP: TELEPHONE & RADIO	50	50	0	0	-50
4500	SPECIAL DEPT EXPENSE	201,655	201,655	208,185	208,185	6,530
4501	SPECIAL PROJECTS	830,000	755,000	760,000	760,000	5,000
4502	EDUCATIONAL MATERIALS	100	100	100	100	0
4503	STAFF DEVELOPMENT	37,300	37,300	17,500	17,500	-19,800
4506	FILM DEVELOPMENT & PHOTOGRAPHY	850	850	1,500	1,500	650
4507	FIRE & SAFETY SUPPLIES	1,500	1,500	1,500	1,500	0
4508	SNOW REMOVAL	30,000	30,000	48,000	48,000	18,000
4513	INVENTORY: CENTRAL STORES GENERAL	175,000	175,000	150,000	150,000	-25,000
4514	BULK: POSTAGE PURCHASE GENERAL	350,000	350,000	350,000	350,000	0
4529	SOFTWARE LICENSE	5,500	5,500	13,000	13,000	7,500
4600	TRANSPORTATION & TRAVEL	9,550	9,550	10,050	10,050	500
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	2,950	2,950	5,200	5,200	2,250
4605	RENT & LEASE: VEHICLE	69,048	69,048	70,127	70,127	1,079
4606	FUEL PURCHASES	47,450	47,450	46,058	46,058	-1,392
4608	HOTEL ACCOMMODATIONS	2,250	2,250	2,800	2,800	550
4620	UTILITIES	1,074,000	1,074,000	1,090,000	1,090,000	16,000
CLASS: 40	SERVICE & SUPPLIES	4,908,485	4,833,485	5,274,399	5,274,399	440,914

Chief Administrative Office

RECOMMENDED BUDGET • FY 2017 - 18

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 CURR YR CAO RECMD
4750	CENTRAL STORES INVENTORY	-175,000	-175,000	-150,000	-150,000	25,000
4751	BULK PURCHASE POSTAGE ABATEMENTS	-350,000	-350,000	-350,000	-350,000	0
	CLASS: 41 SERVICE & SUPPLIES ABATEMENTS	-525,000	-525,000	-500,000	-500,000	25,000
5240	CONTRIB: NON-CNTY GOVERNMENTAL	209,053	209,053	52,500	52,500	-156,553
5300	INTERFND: SERVICE BETWEEN FUND	186,661	186,661	72,292	72,292	-114,369
	CLASS: 50 OTHER CHARGES	395,714	395,714	124,792	124,792	-270,922
6020	FIXED ASSET: BUILDING & IMPROVEMENTS	9,000	9,000	0	0	-9,000
6040	FIXED ASSET: EQUIPMENT	35,000	35,000	20,000	20,000	-15,000
6045	FIXED ASSET: VEHICLES	30,000	30,000	0	0	-30,000
	CLASS: 60 FIXED ASSETS	74,000	74,000	20,000	20,000	-54,000
7200	INTRAFUND TRANSFERS: ONLY GENERAL	80,276	80,276	201,599	201,599	121,323
7223	INTRAFND: MAIL SERVICE	10,199	10,199	10,087	10,087	-112
7224	INTRAFND: STORES SUPPORT	8,598	8,598	8,448	8,448	-150
7231	INTRAFND: IS PROGRAMMING SUPPORT	2,700	2,700	1,500	1,500	-1,200
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	2,000	2,000	1,500	1,500	-500
	CLASS: 72 INTRAFUND TRANSFERS	103,773	103,773	223,134	223,134	119,361
7350	INTRFND ABATEMENTS: GF ONLY	-63,438	-63,438	-99,978	-99,978	-36,540
7357	INTRFND ABATEMENTS: MAIL SERVICE	-166,501	-166,501	-167,772	-167,772	-1,271
7358	INTRFND ABATEMENTS: STORES SUPPORT	-49,604	-49,604	-53,615	-53,615	-4,011
7366	INTRFND ABATEMENTS: MAINT BLDG &	-163,929	-163,929	-179,284	-245,761	-81,832
	CLASS: 73 INTRAFUND ABATEMENT	-443,472	-443,472	-500,649	-567,126	-123,654
TYPE: E SUBTOTAL		12,678,404	12,700,302	12,939,049	12,872,572	172,270
FUND TYPE:	10 SUBTOTAL	10,017,063	10,113,961	10,154,038	10,087,561	-26,400

Chief Administrative Office
RECOMMENDED BUDGET • FY 2017 - 18

PERSONNEL ALLOCATION

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recm'd	Diff from Adjusted
<i>Administration - Budget and Operations</i>				
Chief Administrative Officer	1.00	1.00	1.00	0.00
Assistant Chief Administrative Officer	1.00	1.00	1.00	0.00
Deputy Chief Administrative Officer - Comm. Dev.	1.00	1.00	1.00	0.00
Principal Administrative Analyst	3.00	3.00	3.00	0.00
CAO Administrative Analyst	0.00	1.00	1.00	1.00
Communications & Outreach Manager	1.00	1.00	1.00	0.00
Administrative Technician	1.00	1.00	1.00	0.00
Economic & Business Relations Manager	1.00	0.00	0.00	(1.00)
Sr. Office Assistant - Economic Development	0.50	1.00	1.00	0.50
<i>Division Total</i>	<i>9.50</i>	<i>10.00</i>	<i>10.00</i>	<i>0.50</i>
<i>Central Fiscal/Admin, Facilities, Procurement</i>				
Deputy 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	1.00	1.00	0.00
Administrative Technician	2.00	3.00	2.00	0.00
Building and Grounds Superintendent	1.00	0.00	0.00	(1.00)
Building Maintenance Worker I/II/Sr	8.00	9.00	9.00	1.00
Building Maintenance Worker I/II/Sr - Limited Ter	1.00	1.00	1.00	0.00
Building Operations Manager	0.00	1.00	1.00	1.00
Building Operations Supervisor	3.00	2.00	2.00	(1.00)
Building Operations Technician	3.00	2.00	2.00	(1.00)
Buyer I/II	1.00	1.00	1.00	0.00
Capital Programs Manager	1.00	1.00	1.00	0.00
Chief Fiscal Officer - UM	1.00	1.00	1.00	0.00
Custodian	9.50	9.50	9.50	0.00
Custodian Supervisor	1.00	1.00	1.00	0.00
Department Analyst I/II	4.00	4.00	4.00	0.00
Facilities Manager	1.00	1.00	1.00	0.00
Facilities Project Manager I/II	2.00	4.00	4.00	2.00
Facilities Project Manager I/II (Limited Term)	1.00	0.00	0.00	(1.00)
Fiscal Assistant I/II	2.00	2.00	2.00	0.00
Fiscal Technician	1.00	1.00	1.00	0.00
Grounds Maintenance Worker I/II	4.00	4.00	4.00	0.00
Highway Maintenance Worker I/II	1.00	1.00	1.00	0.00
Parks Manager	1.00	1.00	1.00	0.00
Procurement & Contracts Manager	1.00	1.00	1.00	0.00
River Recreation Supervisor	1.00	1.00	1.00	0.00

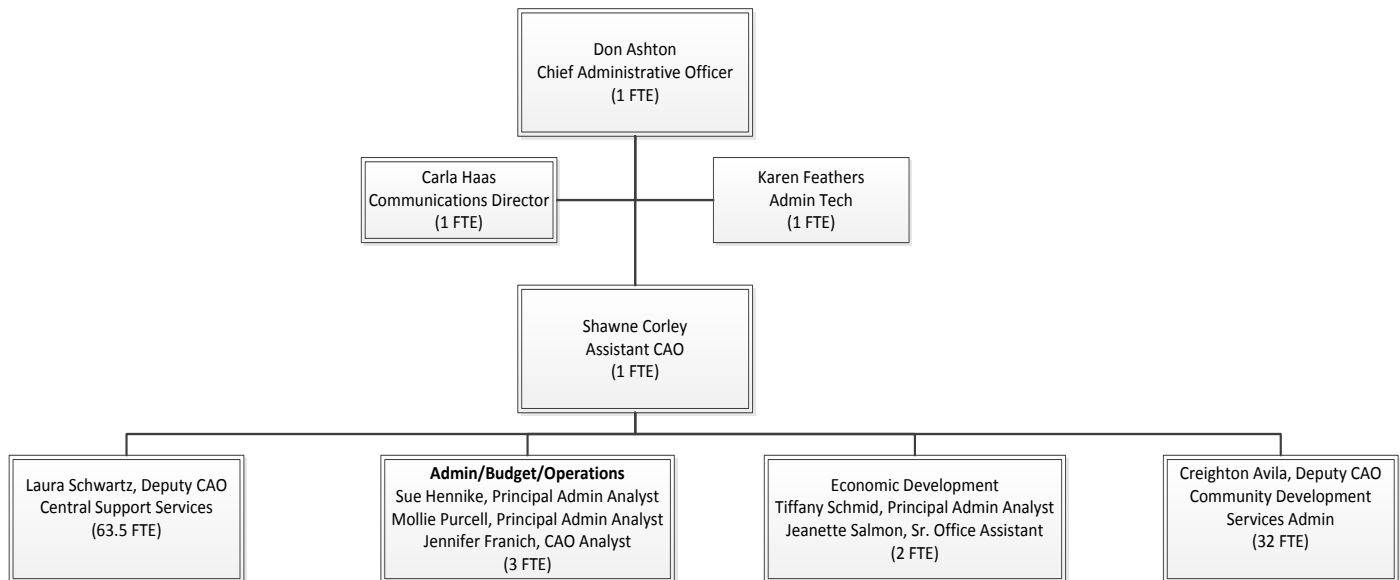
Chief Administrative Office

RECOMMENDED BUDGET • FY 2017 - 18

PERSONNEL ALLOCATION (CONTINUED)

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recm'd	Diff from Adjusted
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	2.00	2.00	2.00	0.00
Sr. Grounds Maintenance Worker	1.00	0.00	0.00	(1.00)
Sr. Office Assistant	1.00	1.00	1.00	0.00
Storekeeper I/II	2.00	1.00	1.00	(1.00)
Storekeeper/Courier	1.00	2.00	2.00	1.00
Supervising Grounds Maintenance Worker	0.00	1.00	1.00	1.00
<i>Division Total</i>	<i>63.50</i>	<i>64.50</i>	<i>63.50</i>	<i>0.00</i>
Department Total	73.00	74.50	73.50	0.50

ORGANIZATIONAL CHART



Chief Administrative Office

RECOMMENDED BUDGET • FY 2017 - 18

ORGANIZATIONAL CHART

