

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

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. The Chief Administrative Office is responsible for the development and oversight of the annual County Budget.

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

	16-17 Actuals	17-18 Budget	18-19 Dept Requested	18-19 CAO Recommend	Change from Budget to Recommend	% Change
Rent	\$ 9,245	\$ 15,000	\$ 10,000	\$ 10,000	\$ (5,000)	-33.3%
State	\$ 333,183	\$ 778,415	\$ 350,439	\$ 350,439	\$ (427,976)	-55.0%
Federal	\$ -	\$ -	\$ 50,000	\$ 118,573	\$ 118,573	n/a
Recording Fees	\$ 32	\$ -	\$ -	\$ -	\$ -	n/a
Charges for Service	\$ 2,421	\$ -	\$ -	\$ -	\$ -	n/a
Interfund Revenue	\$ 262,025	\$ 355,782	\$ 244,315	\$ 243,898	\$ (111,884)	-31.4%
Miscellaneous	\$ 22,322	\$ 80,474	\$ 2,272	\$ 2,272	\$ (78,202)	-97.2%
Sale Fixed Assets	\$ 2,614	\$ -	\$ -	\$ -	\$ -	n/a
Operating Transfers In	\$ 1,502,876	\$ 1,767,873	\$ 1,796,023	\$ 1,798,308	\$ 30,435	1.7%
Total Revenue	\$ 2,134,718	\$ 2,997,544	\$ 2,453,049	\$ 2,523,490	\$ (474,054)	-15.8%
Salaries & Benefits	\$ 7,522,832	\$ 8,341,341	\$ 8,513,629	\$ 8,394,369	\$ 53,028	0.6%
Services & Supplies	\$ 4,094,134	\$ 5,534,691	\$ 5,078,636	\$ 5,148,636	\$ (386,055)	-7.0%
Services & Supplies Abatements	\$ (358,334)	\$ (500,000)	\$ (415,000)	\$ (415,000)	\$ 85,000	-17.0%
Non-County Government Agencies	\$ 155,076	\$ 52,500	\$ 72,707	\$ 72,707	\$ 20,207	38.5%
Interfund Transfers	\$ 82,469	\$ 72,292	\$ 99,136	\$ 59,136	\$ (13,156)	-18.2%
Fixed Assets	\$ 70,757	\$ 32,480	\$ 20,000	\$ 20,000	\$ (12,480)	-38.4%
Operating Transfers Out	\$ -	\$ -	\$ -	\$ 74,125	\$ 74,125	n/a
Intrafund Transfers	\$ 140,938	\$ 223,134	\$ 122,400	\$ 122,400	\$ (100,734)	-45.1%
Intrafund Abatements	\$ (563,337)	\$ (567,126)	\$ (477,747)	\$ (477,747)	\$ 89,379	-15.8%
Total Appropriations	\$11,144,535	\$ 13,189,312	\$13,013,761	\$ 12,998,626	\$ (190,686)	-1.4%
Net County Cost	\$ 9,009,817	\$ 10,191,768	\$10,560,712	\$ 10,475,136	\$ 283,368	2.8%
FTEs	73	73.5	73.5	73.5	0	0.0%

MAJOR BUDGET CHANGES

Revenue

(\$49,808) Reduced grant funding for the SPTC corridor.

(383,168) Reduced grant funding for the Rubicon Trail.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

\$68,573	Federal Emergency Management Agency (FEMA) funding for storm-related maintenance and repairs to parks.
(\$28,000)	Decrease to Economic Development Division for the Broadband Needs and Feasibility Study federal grant funding.
(\$93,041)	Decrease in reimbursements to Central Fiscal due to reduced Administration and Finance charges.
\$51,031	Increase in reimbursement from the Accumulated Capital Outlay fund for maintenance and grounds capital projects labor.
(\$11,564)	Decrease in reimbursements to Maintenance and Grounds Divisions based on reduced billable service requests.
\$55,000	Operating Transfer reimbursement to Central Fiscal/Admin Division for CFO time for FENIX project implementation.

Appropriations

\$13,125	Salaries and Benefits increase due to the allocation of Unemployment Insurance fund charges.
\$15,669	Increase in Temporary Employees costs in River Management to fund four seasonal river instructors.
\$99,249	Increase in employer-paid CalPERS retirement costs.
(\$15,468)	Decrease in overall employee health insurance costs.
\$79,740	Increase in department-wide insurance premium costs.
\$31,000	Increase in printing costs for the Rubicon program for promotional materials.
(\$85,000)	Reduction in bulk postage costs based on prior year.
\$39,600	Fire Prevention/Inspection services increases based on contracted services.
\$10,559	Increase due to the division copier costs being absorbed by the Central Fiscal division as a result of the office consolidation in the last fiscal year.
\$74,125	Increase in operating transfers to the ACO fund as a result of Quimby fee revenue and FEMA revenue for parks maintenance and repairs.
\$70,000	Increase in Parks and Trails professional and specialized services for a feasibility study for land near Los Rios school district for potential sports field development.
(\$455,636)	Decrease in professional and specialized services and minor equipment costs due to reduced grant funding for Rubicon maintenance activities.

Chief Administrative Office
RECOMMENDED BUDGET • FY 2018 - 19

- (\$15,000) Net decrease in Maintenance work to be contracted-out, budgeted as a \$60,000 increase in Professional and Specialized Services and an off-setting \$85,000 reduction in Construction and Engineering Contracts.

- \$21,800 Increase in utility costs, based on anticipated PG&E cost increases.

- (\$107,514) Reductions to Special Department Expenses in Parks and Trails and Rubicon budgets related to maps, brochures, and other materials, as a result of decreased grant funding.

- \$20,000 Increase in Contribution to Non-County Governmental Agencies to Parks and Trails for Placerville Pool maintenance contribution.

- \$15,000 Increase in Department of Transportation shop charges based on and usage in FY 2016-17 and needs for aging department-owned vehicles.

Intra-fund Transfers

- (\$10,630) Intrafund abatement decrease due to the reduced charge to Economic Development for Fiscal and Administration support based on prior year actuals.

Fixed Assets

- \$20,000 Purchase of two truck utility boxes at \$10,000 each.

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.

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 developing and recommending the 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.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

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 Services

Central Fiscal and Admin

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, SPTC corridor, and the Rubicon Trail. 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 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.

Facilities

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

Chief Administrative Office
RECOMMENDED BUDGET • FY 2018 - 19

BUDGET SUMMARY BY PROGRAM

Administration, Budget and Operations

	Appropriations	Revenues	Net County Cost	Staffing
Budget & Operations	\$ 1,790,305	\$ 1,000	\$ 1,789,305	8
Economic Development	\$ 1,755,309	\$ 50,000	\$ 1,705,309	2
Total	\$ 3,545,614	\$ 51,000	\$ 3,494,614	10

Central Services

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal/Admin	\$ 1,386,204	\$ 204,733	\$ 1,181,471	11
Procurement & Contracts	\$ 690,985	\$ 40,837	\$ 650,148	8
Purchasing	\$ 649,700	\$ -	\$ 649,700	
Stores: Operations	\$ 11,386	\$ 8,229	\$ 3,157	
Stores: Inventory	\$ -	\$ -	\$ -	
Mail Service	\$ 29,899	\$ 32,608	\$ (2,709)	
Postage	\$ -	\$ -	\$ -	
Parks	\$ 1,206,218	\$ 850,226	\$ 355,992	4.5
Parks & Trails	\$ 635,162	\$ 275,691	\$ 359,471	
River Management	\$ 221,211	\$ 222,737	\$ (1,526)	
Rubicon	\$ 349,845	\$ 351,798	\$ (1,953)	
Facilities	\$ 6,169,605	\$ 1,376,694	\$ 4,792,911	40
Facility Admin	\$ 1,359,280	\$ 706,833	\$ 652,447	
Custodial	\$ 952,549	\$ 14,094	\$ 938,455	
Maintenance	\$ 3,312,533	\$ 588,223	\$ 2,724,310	
Grounds Maintenance	\$ 545,243	\$ 67,544	\$ 477,699	
Total	\$ 9,453,012	\$ 2,472,490	\$ 6,980,522	63.5

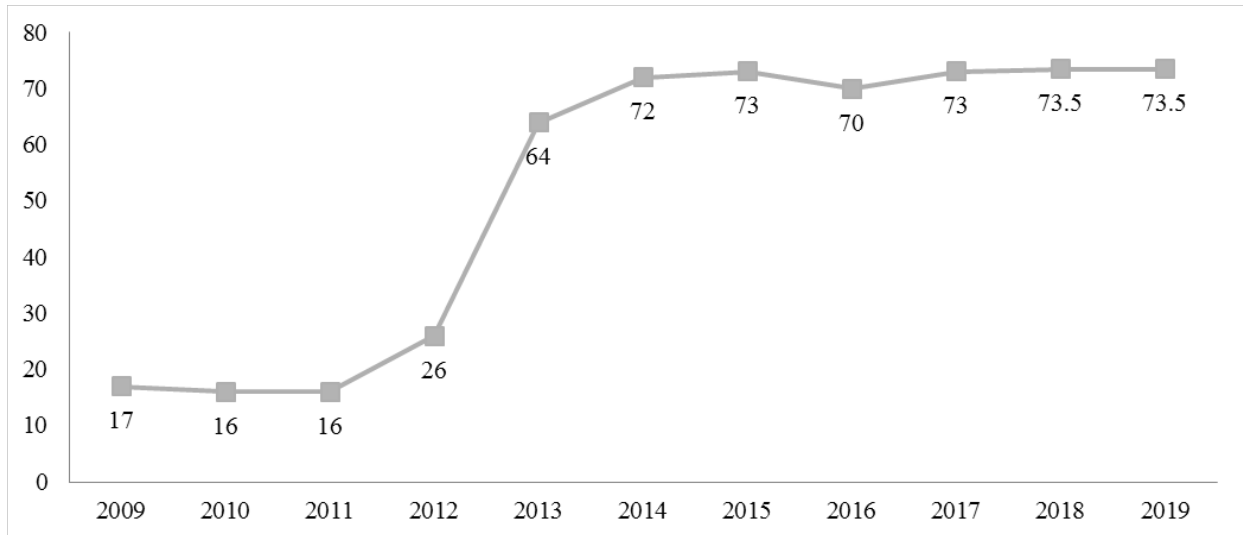
STAFFING TREND

Changes in staffing for the Chief Administrative Office reflect the addition of central 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 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. During the FY 2016-17, there were several add/deletes resulting in a change in the structure of the Chief Administrative Office, but no increases in FTEs. In FY 2017-18, 0.5 FTE of the Senior Office Assistant was added to the Economic Development Division (reclassified as an Administrative Assistant I/II in FY 2017-18). The FY 2018-19 Recommended Budget reflects the addition of an Administrative Analyst I/II position to the Central Services Division offset by the deletion of an Administrative Technician position, which was authorized by the Board during FY 2017-18.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

There is one change to the Personnel Allocation included in the Recommended Budget for FY 2018-19: the deletion of one Fiscal Assistant position and the addition of one Fiscal Technician in the Central Fiscal Division. This position has already been filled and was funded through salary savings in FY 2017-18. This recommended change results in no net change to the number of FTEs.



BEST PRACTICES & SERVICE INDICATORS: ADMINISTRATION

In accordance with the Strategic Plan, the following best practices and service indicators have been implemented and measured throughout FY 2017-18, or in some cases, will be implemented and measured throughout FY 2018-19. They are included below, and will be included in each budget hereafter to track and measure progress and levels of service.

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
- 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

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

- 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), Calendar Year 2017: 5
- 2) Number of documents processed (Calendar Year)

2014	2015	2016	2017
6,409	6,220	5,126	5,708

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.
- 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.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

Service Indicators

- 1) Number of completed condition assessments and ADA evaluations (Calendar Year), 2017: 67
- 2) Percent of total asset value budgeted annually for maintenance and repairs. (Annual FY 2018-19) 2.6%
- 3) Percent of total asset value budgeted annually for replacement. (Annual FY 2018-19) 1.7%
- 4) Total number of service requests (based on FY 2016-17): 8904

RECOMMENDED BUDGET

The budget for the Chief Administrative Office is recommended at \$12,998,626, which is a decrease of \$190,686 (1.4%) when compared to the FY 2017-18 Adopted Budget. The General Fund provides 80.6% of the funding for the Department, and is increased by \$283,368 (2.8%) when compared to the FY 2017-18 Adopted Budget. 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.

CAO Administration, Budget and Operations

The CAO Administration budget, which includes Administration and Economic Development, reflects an increase of only \$156 from FY 2017-18, and an increase of \$28,156 (0.81%) in General Fund costs. This increase is primarily due to adjustments to wages approved in FY 2017-18, increased contribution cost for retiree health insurance, and an increase in general liability insurance charges. These charges are offset in part by a reduction in Health Insurance costs. A decrease in Intrafund Transfers is partially attributable to a decrease in number of hours billed by Central Fiscal to Economic Development. In FY 2017-18, Intrafund Transfers included transfer of salary expense between the Administration and Economic Development divisions. The FY 2018-19 Recommended Budget accounts for the transfers as reallocations within the Salary and Benefits budget, as this will be processed as a distribution of labor expenses.

Economic Development

The Economic Development budget is calculated based on 51% of the anticipated Transient Occupancy Tax revenue. This budget is recommended at \$49,871 more than the FY 2017-18 Adopted Budget, and will be adjusted in the Adopted Budget to account for the FY 2017-18 actual TOT figures.

The budget reflects a decrease in revenue of \$28,000 total, shown as a decrease of \$78,000 in miscellaneous revenue and an increase of \$50,000 in federal revenue, due to a difference in how grant money for the Broadband Feasibility study is allocated. Anticipated projects for FY 2018-19 include: obtaining an updated nonresidential land inventory with constraints analysis; obtaining a market demand study for nonresidential uses that identifies potential infrastructure barriers; obtaining a study that identifies the employers our residents are commuting out of County for and the subsequent development of an employer attraction strategy; and further exploration of 90-day permitting.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

Central Services

The Central Services Division budget reflects an overall General Fund increase of \$255,212 (3.79%). Salary and benefits have increased due primarily to increased fixed costs and costs beyond department control, including unemployment Insurance charges of \$11,375, which were not charged in prior years, retirement (CalPERS) cost increases at \$33,987, and health insurance increases of \$24,591

Central Fiscal and Procurements and Contracts

Revenue is decreased by \$38,041 as a result of decreased charges to Risk Management based on changes to the level of services needed within the Human Resources Department. A salaries and benefits decrease of \$31,502 is attributable to the retirement of a long time employee in the Principal Analyst position acting as the Procurement and Contract Manager, as well as a retirement in Stores/Mail. Both vacancies were filled during FY 2017-18 with an employee at a lower salary step, resulting in decreased costs. Although there are no additional employees proposed as part of this budget, salary and benefit costs are budgeted to increase due to health insurance and unemployment insurance costs. Two changes in the personnel allocation are also reflected in these budget changes: the addition of one Fiscal Technician and the deletion of one Fiscal Assistant II.

Parks & Trails, River Management, and Rubicon

The Parks/River/Rubicon budget reflects an overall increase in General Fund contributions for a total of \$355,992. These budgets reflect a decrease in revenue, in large part due to reduced grant funding for the Rubicon (\$383,168). This decrease in revenue is offset with a corresponding decrease in expenses. The Rubicon Program represents an overall program reduction of \$435,929 based on reduced grant funding, as prior year grant funding included some large one-time expenses. The Rubicon and River Management programs continue to receive 100% of the program funding from non-general fund sources. Please note that a reduction was made to the budget for unemployment insurance in the River Management and Rubicon budget units, and a corresponding decrease will be made to the operating transfer from the these funds at the time of the Final Budget.

Salaries and Benefits costs are decreasing due to a change in labor distribution to reflect that more time is spent in the Rubicon program than was previously budgeted.

Services and Supplies for the overall parks budget reflect substantial decrease in appropriations due to the reduction in Special Department Expense in the amount of \$107,514 related to reduced SPTC and Rubicon grant funding, and offset with an increase in General Liability insurance charges in the amount of \$26,354. Facilities services for parks are also increasing \$20,000 based on annual actuals. A supplemental request was submitted for funding to conduct a feasibility study for land near Los Rios school district for a potential sports field development. The Recommended Budget includes funding for this request and reflects an increase in Parks and Trails of \$70,000. Additionally, the Parks and Trails budget also reflects an increase of \$20,000 in appropriations for the contribution to the City of Placerville for their pool maintenance, as requested by the Board of Supervisors.

Facilities

The Facilities Division continues to move ahead on several large capital projects, the largest of which is the Public Safety Facility. The budget impacts of this large project are reflected in the budget in part by the increase in revenue. The Operating Transfer amount from the ACO fund to Facilities to cover staff costs increased by approximately \$150,000 in FY 2017-18. It is recommended that revenue increase for 2018-19 as well, by a total of \$58,069.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

Services and Supplies expenses for the Facilities division are increasing by \$92,578 based on an estimated utility rate increase of 2% (additional \$21,800), Fire Prevention/Inspection service increases based on contracted services (additional \$39,600), and an increase in DOT shop charges of \$24,000 based on actual needs and usage in FY 2016-17 for aging department-owned vehicles. An intrafund abatements increase of \$27,689 is primarily attributable to an increase in budgeted abatements for billable service requests.

Fixed Assets expense is recommended at \$20,000 for the purchase of two truck utility boxes, estimated by the department at \$10,000 each. Utility boxes will allow secure tool and equipment storage in assigned pickups, resulting in increased security and efficiency. Facilities staff whose vehicles lack utility boxes must load and unload tools daily, which may result in not having equipment on job sites and potential security concerns when tools are not locked in utility boxes. These boxes have been requested each year in an effort to equip two vehicles per year. With the purchase of these two in FY 2018-19, all department vehicles will be equipped with utility boxes.

CAO Adjustments

The following personnel allocation change is recommended to reflect the Department's current staffing, as approved through an alternatively filled position in FY 2017-18: the addition of one Fiscal Technician and the deletion of one Fiscal Assistant II in the Central Fiscal division. Salary and Benefit costs have been adjusted to reflect a minor increase in cost due to this change.

Other adjustments to the budget include an increase of \$70,000 to Parks and Trails appropriations for professional and specialized services, and a corresponding increase to operating transfers, in support of the request for a feasibility study for a new sports field, and a slight adjustment to interfund revenue for mail service.

FINANCIAL INFORMATION BY FUND TYPE

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

		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	10,000	10,000	-5,000
CLASS: 04	REV: USE OF MONEY & PROPERTY	15,000	10,000	10,000	-5,000
0880	ST: OTHER	778,415	350,439	350,439	-427,976
CLASS: 05	REV: STATE INTERGOVERNMENTAL	778,415	350,439	350,439	-427,976
1060	FED: FEMA - EMERGENCY MANAGEMENT	0	0	68,573	68,573
1100	FED: OTHER	0	50,000	50,000	50,000
CLASS: 10	REV: FEDERAL	0	50,000	118,573	118,573
1800	INTERFND REV: SERVICE BETWEEN FUND	242,774	149,733	149,733	-93,041
1804	INTERFND REV: MAIL SERVICE	40,329	30,553	30,336	-9,993
1805	INTERFND REV: STORES SUPPORT	5,515	8,229	8,229	2,714
1818	INTERFND REV: MAINT BUILDG & IMPROVMNT	67,164	55,800	55,600	-11,564
CLASS: 13	REV: CHARGE FOR SERVICES	355,782	244,315	243,898	-111,884
1940	MISC: REVENUE	80,474	2,272	2,272	-78,202
CLASS: 19	REV: MISCELLANEOUS	80,474	2,272	2,272	-78,202
2020	OPERATING TRANSFERS IN	1,767,873	1,796,023	1,798,308	30,435
CLASS: 20	REV: OTHER FINANCING SOURCES	1,767,873	1,796,023	1,798,308	30,435
TYPE: R SUBTOTAL		2,997,544	2,453,049	2,523,490	-474,054

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

FINANCIAL INFORMATION BY FUND TYPE

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

		CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: E EXPENDITURE					
SUBOBJ	SUBOBJ TITLE				
3000	PERMANENT EMPLOYEES / ELECTED	5,370,977	5,295,345	5,295,345	-75,632
3001	TEMPORARY EMPLOYEES	81,071	96,740	96,740	15,669
3002	OVERTIME	52,600	55,000	55,000	2,400
3004	OTHER COMPENSATION	104,935	107,100	107,100	2,165
3005	TAHOE DIFFERENTIAL	14,400	12,000	12,000	-2,400
3007	HAZARD PAY	250	250	250	0
3020	RETIREMENT EMPLOYER SHARE	1,112,359	1,211,608	1,211,608	99,249
3022	MEDI CARE EMPLOYER SHARE	78,983	76,343	76,343	-2,640
3040	HEALTH INSURANCE EMPLOYER	1,151,242	1,135,774	1,135,774	-15,468
3041	UNEMPLOYMENT INSURANCE EMPLOYER	0	132,385	13,125	13,125
3042	LONG TERM DISABILITY EMPLOYER	13,694	13,235	13,235	-459
3043	DEFERRED COMPENSATION EMPLOYER	29,360	22,037	22,037	-7,323
3046	RETIREE HEALTH: DEFINED	80,167	87,905	87,905	7,738
3060	WORKERS' COMPENSATION EMPLOYER	101,304	105,907	105,907	4,603
3080	FLEXIBLE BENEFITS	149,999	162,000	162,000	12,001
CLASS: 30	SALARY & EMPLOYEE BENEFITS	8,341,341	8,513,629	8,394,369	53,028
4020	CLOTHING & PERSONAL SUPPLIES	6,550	4,550	4,550	-2,000
4022	UNIFORMS	1,000	1,000	1,000	0
4040	TELEPHONE COMPANY VENDOR	4,200	2,650	2,650	-1,550
4041	COUNTY PASS THRU TELEPHONE CHARGES	8,165	8,225	8,225	60
4080	HOUSEHOLD EXPENSE	40,278	36,925	36,925	-3,353
4082	HOUSEHOLD EXP: OTHER	2,500	2,500	2,500	0
4083	LAUNDRY	38,200	43,200	43,200	5,000
4085	REFUSE DISPOSAL	105,600	106,900	106,900	1,300
4086	JANITORIAL / CUSTODIAL SERVICES	56,000	62,000	62,000	6,000
4087	EXTERMINATION / FUMIGATION SERVICES	23,000	23,000	23,000	0
4100	INSURANCE: PREMIUM	239,659	319,399	319,399	79,740
4140	MAINT: EQUIPMENT	24,350	30,950	30,950	6,600
4141	MAINT: OFFICE EQUIPMENT	0	150	150	150
4143	MAINT: SERVICE CONTRACT	35,000	40,000	40,000	5,000
4144	MAINT: COMPUTER	2,200	3,500	3,500	1,300
4145	MAINTENANCE: EQUIPMENT PARTS	17,100	21,200	21,200	4,100
4180	MAINT: BUILDING & IMPROVEMENTS	401,000	402,500	402,500	1,500
4183	MAINT: GROUNDS	15,000	15,000	15,000	0
4184	MAINT: CEMETERY	16,000	10,000	10,000	-6,000
4185	MAINT: PARK	0	10,000	10,000	10,000
4187	MAINT: TRAIL	18,600	8,682	8,682	-9,918
4197	MAINTENANCE BUILDING: SUPPLIES	200,225	210,050	210,050	9,825
4200	MEDICAL, DENTAL & LABORATORY	0	100	100	100
4220	MEMBERSHIPS	78,830	78,535	78,535	-295
4260	OFFICE EXPENSE	25,600	24,200	24,200	-1,400
4261	POSTAGE	2,890	2,400	2,400	-490
4262	SOFTWARE	550	850	850	300
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	125	7,125	7,125	7,000
4264	BOOKS / MANUALS	250	250	250	0
4266	PRINTING / DUPLICATING SERVICES	6,800	40,220	40,220	33,420
4300	PROFESSIONAL & SPECIALIZED SERVICES	997,127	637,745	707,745	-289,382
4302	CONSTRUCT & ENGINEER CONTRACTS	85,000	0	0	-85,000
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	2,000	1,200	1,200	-800
4334	FIRE PREVENTION & INSPECTION	10,400	50,000	50,000	39,600
4337	OTHER GOVERNMENTAL AGENCIES	1,000	1,000	1,000	0

Chief Administrative Office
RECOMMENDED BUDGET • FY 2018 - 19

FINANCIAL INFORMATION BY FUND TYPE

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

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
4400 PUBLICATION & LEGAL NOTICES	1,200	1,550	1,550	350
4420 RENT & LEASE: EQUIPMENT	69,440	58,163	58,163	-11,277
4421 RENT & LEASE: SECURITY SYSTEM	13,250	23,000	23,000	9,750
4440 RENT & LEASE: BUILDING &	500	2,500	2,500	2,000
4460 EQUIP: SMALL TOOLS & INSTRUMENTS	12,550	14,000	14,000	1,450
4461 EQUIP: MINOR	106,705	59,449	59,449	-47,256
4462 EQUIP: COMPUTER	1,500	1,500	1,500	0
4500 SPECIAL DEPT EXPENSE	298,512	192,598	192,598	-105,914
4501 SPECIAL PROJECTS	760,000	760,000	760,000	0
4502 EDUCATIONAL MATERIALS	100	100	100	0
4503 STAFF DEVELOPMENT	17,500	20,050	20,050	2,550
4506 FILM DEVELOPMENT & PHOTOGRAPHY	1,500	875	875	-625
4507 FIRE & SAFETY SUPPLIES	1,500	6,500	6,500	5,000
4508 SNOW REMOVAL	48,000	48,000	48,000	0
4513 INVENTORY: CENTRAL STORES GENERAL	150,000	150,000	150,000	0
4514 BULK: POSTAGE PURCHASE GENERAL	350,000	265,000	265,000	-85,000
4529 SOFTWARE LICENSE	13,000	13,000	13,000	0
4574 ROAD: SALT & SAND - SNOW REMOVAL	0	500	500	500
4600 TRANSPORTATION & TRAVEL	10,050	9,550	9,550	-500
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	5,200	4,850	4,850	-350
4605 RENT & LEASE: VEHICLE	70,127	74,995	74,995	4,868
4606 FUEL PURCHASES	46,058	51,850	51,850	5,792
4608 HOTEL ACCOMMODATIONS	2,800	2,800	2,800	0
4620 UTILITIES	1,090,000	1,111,800	1,111,800	21,800
CLASS: 40 SERVICE & SUPPLIES	5,534,691	5,078,636	5,148,636	-386,055
4750 CENTRAL STORES INVENTORY	-150,000	-150,000	-150,000	0
4751 BULK PURCHASE POSTAGE ABATEMENTS	-350,000	-265,000	-265,000	85,000
CLASS: 41 SERVICE & SUPPLIES ABATEMENTS	-500,000	-415,000	-415,000	85,000
5240 CONTRIB: NON-CNTY GOVERNMENTAL	52,500	72,707	72,707	20,207
5300 INTERFND: SERVICE BETWEEN FUND	72,292	99,136	59,136	-13,156
CLASS: 50 OTHER CHARGES	124,792	171,843	131,843	7,051
6020 FIXED ASSET: BUILDING & IMPROVEMENTS	12,480	0	0	-12,480
6040 FIXED ASSET: EQUIPMENT	20,000	20,000	20,000	0
CLASS: 60 FIXED ASSETS	32,480	20,000	20,000	-12,480
7000 OPERATING TRANSFERS OUT	0	0	74,125	74,125
CLASS: 70 OTHER FINANCING USES	0	0	74,125	74,125
7200 INTRAFUND TRANSFERS: ONLY GENERAL	201,599	79,204	79,204	-122,395
7223 INTRAFND: MAIL SERVICE	10,087	7,890	7,890	-2,197
7224 INTRAFND: STORES SUPPORT	8,448	9,331	9,331	883
7231 INTRAFND: IS PROGRAMMING SUPPORT	1,500	2,575	2,575	1,075
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	1,500	23,400	23,400	21,900
CLASS: 72 INTRAFUND TRANSFERS	223,134	122,400	122,400	-100,734
7350 INTRFND ABATEMENTS: GF ONLY	-99,978	-4,000	-4,000	95,978
7357 INTRFND ABATEMENTS: MAIL SERVICE	-167,772	-159,093	-159,093	8,679
7358 INTRFND ABATEMENTS: STORES SUPPORT	-53,615	-41,204	-41,204	12,411
7366 INTRFND ABATEMENTS: MAINT BLDG &	-245,761	-273,450	-273,450	-27,689
CLASS: 73 INTRAFUND ABATEMENT	-567,126	-477,747	-477,747	89,379
TYPE: E SUBTOTAL	13,189,312	13,013,761	12,998,626	-190,686
FUND TYPE: 10 SUBTOTAL	10,191,768	10,560,712	10,475,136	283,368

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

PERSONNEL ALLOCATION

Classification Title	2017-18 Adjusted Allocation	2018-19 Dept Request	2018-19 CAO Recm'd	Diff from Adjusted
<i>Administration - Budget and Operations</i>				
Chief Administrative Officer	1.00	1.00	1.00	-
Administrative Assistant I/II - Econ Dev	1.00	1.00	1.00	-
Administrative Technician	1.00	1.00	1.00	-
Assistant Chief Administrative Officer	1.00	1.00	1.00	-
Communications & Outreach Manager	1.00	1.00	1.00	-
Deputy Chief Administrative Officer - Comm. Dev.	1.00	1.00	1.00	-
Management Analyst	1.00	1.00	1.00	-
Principal Management Analyst	3.00	3.00	3.00	-
<i>Division Total</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	-
<i>Central Fiscal/Admin, Facilities, Procurement</i>				
Deputy Chief Administrative Officer	1.00	1.00	1.00	-
Accountant/Auditor	1.00	1.00	1.00	-
Administrative Analyst I/II	1.00	1.00	1.00	-
Administrative Services Officer	1.00	1.00	1.00	-
Administrative Technician	1.00	1.00	1.00	-
Building Maintenance Worker I/II/Sr	9.00	9.00	9.00	-
Building Maintenance Worker I/II/Sr-Limited Term	1.00	1.00	1.00	-
Building Operations Manager	1.00	1.00	1.00	-
Building Operations Supervisor	2.00	2.00	2.00	-
Building Operations Technician	2.00	2.00	2.00	-
Buyer I/II	1.00	1.00	1.00	-
Capital Programs Manager	1.00	1.00	1.00	-
Chief Fiscal Officer - UM	1.00	1.00	1.00	-
Custodian	9.50	9.50	9.50	-
Custodian Supervisor	1.00	1.00	1.00	-
Department Analyst I/II	4.00	4.00	4.00	-
Facilities Manager	1.00	1.00	1.00	-
Facilities Project Manager I/II	4.00	4.00	4.00	-
Fiscal Assistant I/II	2.00	1.00	1.00	(1.00)
Fiscal Technician	1.00	2.00	2.00	1.00
Grounds Maintenance Worker I/II	4.00	4.00	4.00	-
Highway Maintenance Worker I/II	1.00	1.00	1.00	-
Parks Manager	1.00	1.00	1.00	-
Procurement & Contracts Manager	1.00	1.00	1.00	-
River Recreation Supervisor	1.00	1.00	1.00	-
Service Operations Coordinator	1.00	1.00	1.00	-
Sr. Buyer	1.00	1.00	1.00	-
Sr. Custodian	1.00	1.00	1.00	-
Sr. Department Analyst	2.00	2.00	2.00	-
Sr. Office Assistant	1.00	1.00	1.00	-
Storekeeper I/II	1.00	1.00	1.00	-
Storekeeper/Courier	2.00	2.00	2.00	-
Supervising Grounds Maintenance Worker	1.00	1.00	1.00	-
<i>Division Total</i>	<i>63.50</i>	<i>63.50</i>	<i>63.50</i>	-
Department Total	73.50	73.50	73.50	-

Chief Administrative Office

RECOMMENDED BUDGET • FY 2018 - 19

ORGANIZATIONAL CHART

