

Chief Administrative Office–Airports, Cannabis, Cemeteries & Parks
RECOMMENDED BUDGET • FY 2019 - 20

MISSION

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees Airports, Cannabis, Cemeteries and Parks. The mission of the Chief Administrative Office – Airports, Cannabis, Cemeteries, and Parks Division is to provide responsible management of airport facilities, administer a responsible cannabis program, facilitate maintenance of County cemeteries, and improve and maintain the County’s recreational opportunities.

DIVISION BUDGET SUMMARY

Airports, Cemeteries and Parks

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	0	0	0	0
IG Rev - State	610,417	281,345	318,649	37,304
IG Rev - Federal	17,419	68,573	620,448	551,875
Service Charges	2,850	27,805	29,905	2,100
Miscellaneous Rev	5,300	33,950	20,350	(13,600)
Other Fin Sources	332,727	500,308	482,507	(17,801)
Total Revenue	968,713	911,981	1,471,859	559,878
Salaries & Benefits	616,600	694,855	764,593	69,738
Services & Supplies	598,504	438,238	484,030	45,792
Other Charges	52,886	95,876	687,740	591,864
Fixed Assets	6,131	0	0	0
Other Fin Uses	0	74,125	0	(74,125)
Intrafund Transfers	48,065	117,601	85,850	(31,751)
Intrafund Abatement	0	0	0	0
Total Appropriations	1,322,185	1,420,695	2,022,213	601,518
FUND 1000 GENERAL FUND TOTAL	353,473	508,714	550,354	41,640

Special Aviation

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	123	30	30	0
IG Rev - State	20,000	20,000	20,000	0
Total Revenue	20,123	20,030	20,030	0
Other Fin Uses	20,000	20,030	20,030	0
Total Appropriations	20,000	20,030	20,030	0
FUND 1105 SPECIAL AVIATION TOTAL	(123)	0	0	0

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Airports

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	259,976	255,789	289,373	33,584
IG Rev - State	(15,819)	2,251	27,897	25,646
IG Rev - Federal	43,201	740,128	758,614	18,486
Miscellaneous Rev	359,629	413,451	465,003	51,552
Other Fin Sources	96,651	183,142	180,270	(2,872)
Residual Equity	90,076	0	0	0
Fund Balance	0	291,271	342,131	50,860
Total Revenue	833,714	1,886,032	2,063,288	177,256
Salaries & Benefits	153,843	188,926	335,670	146,744
Services & Supplies	429,251	547,363	556,339	8,976
Other Charges	320,376	392,878	369,382	(23,496)
Fixed Assets	14,904	756,865	801,897	45,032
Cap Fixed Assets	(19,246)	(787,365)	(801,897)	(14,532)
Residual Equity Xfer	90,076	0	0	0
Intrafund Transfers	186,528	233,500	387,745	154,245
Intrafund Abatement	(186,528)	(233,500)	(387,745)	(154,245)
Reserves Budgetary	0	787,365	801,897	14,532
Total Appropriations	989,204	1,886,032	2,063,288	177,256
FUND 5114 AIRPORTS TOTAL	155,490	0	0	0

Placerville Union Cemetery

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	375	0	0	0
Service Charges	10,255	0	0	0
Miscellaneous Rev	12,250	0	0	0
Total Revenue	22,880	0	0	0
Services & Supplies	28,904	0	0	0
Total Appropriations	28,904	0	0	0
FUND 1119 PLACERVILLE UNION CEMETERY TOTAL	6,024	0	0	0

MAJOR BUDGET CHANGES

Revenue

\$551,875 Increase in one-time Parks Federal Emergency Management Agency (FEMA) funding for storm-related maintenance and repairs to parks.

\$33,584 Increase in fee revenues for both Placerville and Georgetown airports, including hangar, tie down, and temporary use fees, due to anticipated increases in fees based on the 2016 fee study.

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Appropriations

(\$14,310)	Decrease in Parks salary and Benefit costs due to a change in assignment of a 0.5 FTE Office Assistant from Parks to Central Fiscal.
\$39,677	Increase in Parks Professional and Specialized Services due to the continuation of the Bike Park feasibility analysis and a new feasibility study for a White Water Park.
\$595,864	Increase in Other Charges in Parks due to DOT charges for FEMA projects at the SPTC and Henningsen Lotus Park, as well as Rubicon projects
(\$36,598)	Decrease in Parks Intrafund transfer costs due to reduced charges for Central Fiscal and Facilities.
\$84,048	Increase in Cemetery salary and benefits due to budgeting operations staff directly in the Cemetery budget, rather than in Community Development Finance, according to the anticipated time spent working in the program.
\$146,744	Increase in Airports salary and benefits due to budgeting operations staff directly in the Airports budget, rather than in Community Development Finance, according to the anticipated time spent working in the program.
(\$154,245)	Increase in intrafund abatement (shown as a negative expenditure) for Airports due to an increase in the amount transferred from the Georgetown and Placerville Airport Special Revenue Funds (\$80,909 and \$306,836, respectively).

PROGRAM SUMMARIES

Airports

This program provides for the operation and maintenance of the general aviation facilities located at the Placerville and Georgetown airports and provides for oversight of capital improvement projects at the airports. The General Fund contribution supports operations at the Placerville and Georgetown airports, and provides a contribution to the Airports to allocate property tax representative of the amount collected at the Placerville and Georgetown airports.

The Airports Unit receives funding from the sale of aviation fuel, rental of tie-downs and hangers at the airports, the aforementioned General Fund Contribution, State Aviation funds, and revenue from the sale of gate openers. Federal and State Grants and an Accumulative Capital Outlay / General Fund Contribution are received to fund the capital improvement projects.

The Special Aviation fund is a ‘pass through’ fund. State Aviation revenue and interest income is recognized in this Special Revenue Fund and dispersed equally to both the Placerville and Georgetown Airports for operations.

Cannabis

A Deputy Chief Administrative Officer is coordinating the commercial cannabis policy and the creation of a commercial cannabis application and permitting program following the passage of measures N, P, Q, R, and S by the El Dorado County voters. This includes working with different County departments, State departments/agencies and local stakeholders.

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Cemetery Operations

Staff in the Cemetery Operations provide for the administration and maintenance of the County cemeteries. Cemetery Operations receives funding from charges for burial services. Cemetery Operations was combined with the Placerville Union Cemetery for FY 2018-19. This special revenue fund provides for the operation and maintenance of the Placerville Union Cemetery. This program also provides for the activities the Georgetown Cemetery Zone which provides cemetery services.

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.

BUDGET SUMMARY BY PROGRAM

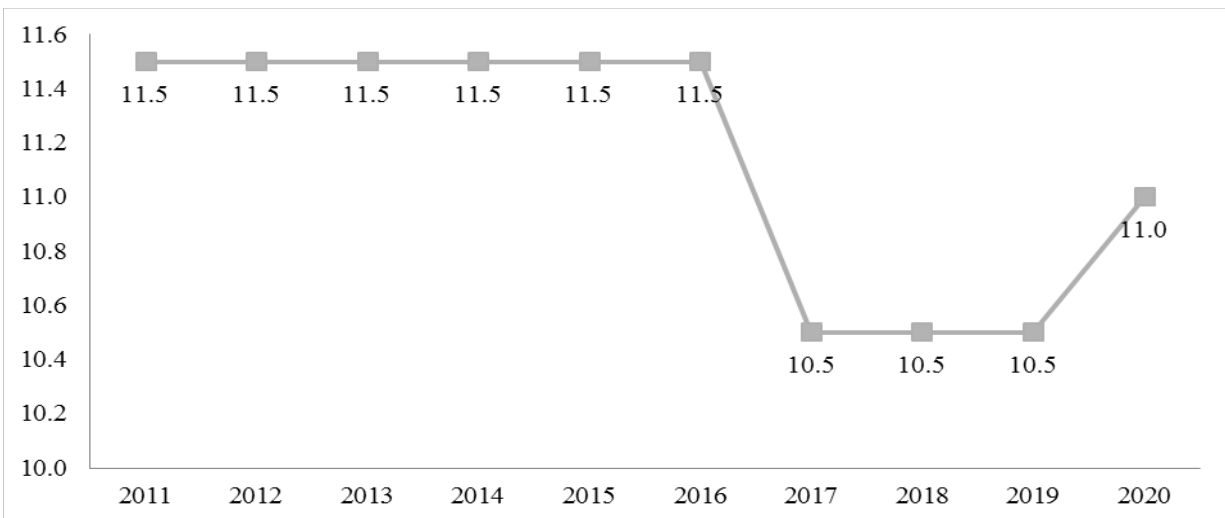
	Appropriations	Revenues	Net County Cost	Staffing
Parks & Trails	\$ 1,721,690	\$ 1,421,604	\$ 300,086	4.3
Henningsen Lotus Park SRF (1206)	\$ 223,407	\$ 223,407	\$ -	
State: Off-Highway Vehicles (1206)	\$ 542,740	\$ 542,740	\$ -	
River Use Permits (1206)	\$ 485,873	\$ 485,873	\$ -	
Cemetery	\$ 300,523	\$ 50,255	\$ 250,268	3.3
Special Aviation (1105)	\$ 20,030	\$ 20,030	\$ -	
Placerville Union Cemetery (1119)	\$ -	\$ 285,625	\$ (285,625)	
Georgetown Cemetery Zone 3 (1359)	\$ 98,859	\$ 98,859	\$ -	
Airports - Administration (5114)	\$ -	\$ -	\$ -	3.3
Airports - Placerville (5114)	\$ 1,764,830	\$ 1,764,830	\$ -	
Airports - Georgetown (5114)	\$ 298,458	\$ 298,458	\$ -	
Total	\$ 5,456,410	\$ 5,191,681	\$ 264,729	11

This Budget Summary by Program Table includes detail on Special Revenue Funds that are not included in the Department Budget Summary. These Special Revenue Funds are restricted or committed to expenditure for specified purposes, and are expended by the Department. For more information on these funds see the Special Revenue Funds tab of the Recommended Budget.

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STAFFING TREND

Changes in staffing for the Airports, Cannabis, Cemeteries and Parks units reflect several organizational changes throughout the past ten years, though there have been few changes to the total number of FTEs. Parks has consistently been allocated 4.5 FTEs; however, it is recommended that 0.5 Office Assistant position previously allocated to Parks be transferred to Central Services. Prior to 2017, three employees were located on-site at the airports. Beginning FY 2017-18, one FTE was deleted, leaving one Airport Operations Supervisor and one Airport Technician. In the past, the two airport positions and the cemetery position were supervised by Community Development Agency Administration and Finance Division staff but budgeted in Transportation. With the new finance software, the positions are now budgeted in the Airports, Cannabis, Cemeteries, and Parks Division. The staffing trend also reflects the addition of one Deputy Chief Administrative Officer, who provides leadership to the division, offset by a reduction shown in the Chief Administrative Office – Administration and Budget Division. The total for this division for FY 2019-10 is 11.0 FTEs.



RECOMMENDED BUDGET

The Airports, Cannabis, Cemeteries, and Parks Division budget represents a new grouping of programs under the direction of a Deputy Chief Administrative Officer. The total budget for this Division is \$2,022,213, which is an increase of \$601,518 (42%) compared to the FY 2018-19 total for these programs. Revenues total \$1,471,859 for this budget, an increase of \$559,878 or 61.4% compared to FY 2018-19. The total General Fund Contribution of \$550,345 represents an increase of \$41,640 compared to the prior year (8.2%). 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. Individual programs, detailed below, reflect several changes from the FY 2018-19 Budget.

Airports

The Airports budget is recommended at \$2,065,318, which is an increase of \$155,263 (8.13%) when compared to the FY 2018-19 Adopted Budget. The budget for Airports is provided by several enterprise and special revenue funds. The Administration fund is recommended at \$0 with \$0 General fund contribution due to intrafund abatements (shown as negative appropriations) that account for all costs.

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Cemeteries

The Cemeteries budget is recommended at \$300,523, which is an increase of \$86,046 (40%) when compared to the FY 2018-19 Adopted Budget. The General Fund provides 83% of the funding for the program, and has increased by \$97,546 (63%) when compared to the FY 2018-19 Adopted Budget. The increase is due primarily to salary and benefits costs being budgeted directly in the Cemetery budget, rather than in Community Development Finance, according to prior year actuals and the anticipated time spent working in this program.

Parks & Trails, River Management, and Rubicon

The Parks budget totals \$1,721,690, reflecting an overall decrease of \$55,906 (-15.7%) compared to the FY 2018-19 budget and a decrease in General Fund contributions of \$55,906. The budget reflects a 67.2% increase in revenue, in large part due to Federal Emergency Management Agency (FEMA) funding for repair projects at the Placerville Sacramento Valley Railroad in the Latrobe area and streambank repairs along the American River at Henningsen Lotus Park. These funds are to be transferred to Transportation for their work on these projects. Services and Supplies for the overall parks budget is increasing primarily due to added Professional and Specialized Services funding for the continuation of the Bike Park feasibility analysis, which is funded by the General Fund, and a feasibility study for a white water park funded by river use fees. The Rubicon and River Management programs continue to receive 100% of their program funding from non-general fund sources. Salaries and Benefits costs are decreasing slightly due to the reassignment of a part time Office Assistant from Parks to the Central Fiscal Unit. Facilities and Central Fiscal unit services for parks are also increasing by \$36,598 based on annual actuals. Additionally, the Parks budget reflects \$20,000 in appropriations for the contribution to the City of Placerville for their pool maintenance, as directed by the Board of Supervisors in prior years.

CAO Adjustments

Slight adjustments were made by the Chief Administrative office for charges and revenue transfers from other departments. These changes were completed with the assistance of Central Services and the Division. Additional funding for extra help and overtime requested in all General Fund departments, including for Cemetery Operations, is not recommended. The budget reflects adjustments downward to the amount budgeted for FY 2018-19.

Sources & Uses of Funds

Revenue for this division is sources from several special revenue funds, state and federal grant funding, user fees, loans, and from overhead allocations charged via Interfund transfers to all offices and departments served. Parks and Trails funds come from a variety of sources including donations, Off-Highway Vehicle fees, state and federal grant funding, user fees, and the General Fund. The Cemetery and Airports also rely on a combination of user fee revenue and General Fund contributions. Lastly, the division receives some pass-through funds for Special Districts and Zone of Benefit.

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PERSONNEL ALLOCATION

Classification Title	2018-19 Adjusted Allocation	2019-20 Dept Request	2019-20 CAO Recm'd	Diff from Adjusted
Deputy Chief Administrative Officer	0.00	1.00	1.00	1.00
Administrative Services Officer	1.00	1.00	1.00	-
Administrative Technician	2.00	2.00	2.00	-
Airport Operations Supervisor	1.00	1.00	1.00	-
Airport Technician I/II	1.00	1.00	1.00	-
Department Analyst I/II	2.00	2.00	2.00	-
Highway Maintenance Worker I/II	1.00	1.00	1.00	-
Parks Manager	1.00	1.00	1.00	-
River Recreation Supervisor	1.00	1.00	1.00	-
Department Total	10.00	11.00	11.00	1.00

ORGANIZATIONAL CHART

