

CHIEF ADMINISTRATIVE OFFICE

Mission

The mission of the Chief Administrative Office is to ensure the sound and effective management of County government, procurement and facilities, pursuant to Board policy and direction by providing leadership; developing policy and procedures; providing budgetary and legislative analyses; and acting as liaison between County departments and the Board of Supervisors.

Program Summaries

Budget and Operations

Positions: 9.0 FTE

Extra Help: \$40,000

Total Appropriations: \$1,442,036

Total Revenues: \$168,162

Net County Cost: \$1,273,874

The Chief Administrative Office exercises overall responsibility for the coordination of County department activities to ensure the sound and effective management of County government, pursuant to Board policy and the adopted budget. Primary areas of responsibility are: effective overall management of County resources; long-range financial and organizational planning; ensuring that County departments are producing services and results in accord with Board goals, policies, and budgets; improving management and information systems to ensure the most effective use of County personnel, money, facilities, and equipment; providing leadership and developing a County management team that can plan for and meet future challenges; and performing other duties as assigned by the Board.

The Chief Administrative Office is charged with the responsibility of acting as advisor to the Board of Supervisors and in this role provides objective commentary on policy and management considerations. The Chief Administrative Office is responsible for recommending an annual budget and administering that budget after its adoption by the Board.

The Chief Administrative Office staffs the Economic Development Advisory Committee and the Rubicon Oversight Committee. One staff member provides support to the Department of Transportation in managing the Clean up and Abatement Order on the Rubicon Trail.

Revenue: Revenue from the Department of Transportation, Economic Development and Risk Management to offset the Assistant Chief Administrative Officer time (\$118,162) and funds from the Rubicon Trust (\$50,000).

Central Fiscal/Admin Unit

Positions: 6.0 FTE

Total Appropriations: \$470,049

Total Revenue: \$87,889

Net County Cost: \$382,160

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

Revenue: Revenue from Risk Management to offset fiscal/administrative services provided to this department. The Chief Administrative Office is working closely with the Auditor/Controller to

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determine whether a cost allocation methodology will be required for the general fund departments this unit serves. This budget may need to be adjusted at Addenda if a cost allocation methodology is determined.

<u>Procurement and Contracts/Central Stores/Mail-Courier</u>	Total Appropriations: \$691,411
Positions: 8.0 FTE	Total Revenues: \$104,678
	Net County Cost: \$586,733

Procurement and Contracts (5.0 FTE):

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

Central Stores (2.0 FTE):

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

Mail Support (1.0 FTE):

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

Revenue: Sources include County departments and the Courts for mail/courier service and postage reimbursement.

<u>Rubicon Trail Grant Programs</u>	Total Appropriations: \$1,853,975
Positions: 0 FTE	Total Revenues: \$1,853,975
	Net County Cost: \$0

The Chief Administrative Office has assumed the grant administration for the Rubicon Trail. Coordination of the projects will be done in conjunction with the Department of Transportation. Procurement of goods and services, payment of claims, administration of the grants, and liaison with agencies will be provided by the Chief Administrative Office.

Revenue: State grant funding (\$1,349,660), SMUD funds (\$499,795) and funding from the Off-Highway Vehicle trust fund (\$4,520).

<u>Facilities</u>	Total Appropriations: \$4,602,644
Positions: 34 FTE	Total Revenues: \$765,000
	Net County Cost: \$3,837,644

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

Revenue: From County Departments and Courts for the janitorial, maintenance and grounds services provided as well as billings to the Accumulative Capital Outlay fund for project management services.

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Accumulative Capital Outlay Fund
Positions: 0 FTE

Total Appropriations: \$5,953,415
Total Revenues: \$5,953,415
Net County Cost: \$0

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

Revenue: Tobacco Settlement Funds (\$3M), Property Taxes (\$1.0M), the Criminal Justice Special Revenue Fund (\$0.9M) and the Court Construction Special Revenue Fund (\$0.4M), and fund balance (\$0.5).

Source of Funds

Use of Money (\$65,000): Rental income from SPTC corridor

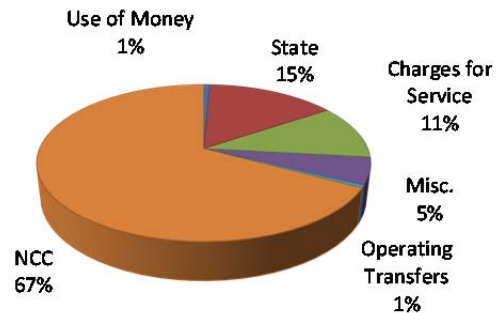
State (\$1,349,660) : Grant funding for the Rubicon trail

Charge for Services (\$1,008,100): Primarily comprised of charges to other department and the Accumulative Capital Outlay fund for facilities and grounds services (\$906,051).

Miscellaneous (\$502,424): Primarily funding for the Rubicon trail from the SMUD trust account.

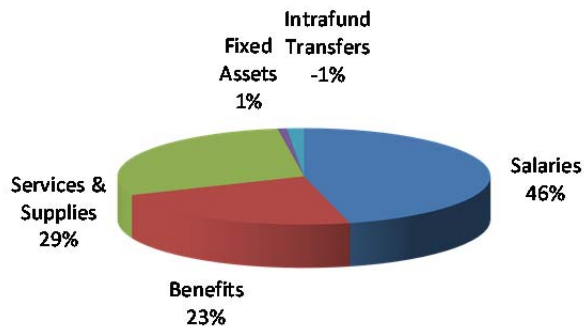
Other Financing Sources (\$54,520): Funding from the Off Highway Vehicle (OHV) trust fund for services related to the Rubicon program.

Net County Cost (\$6,080,411): The Department is primarily funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.



Use of Funds

Salaries & Benefits (\$5,283,673): Primarily comprised of permanent salaries (\$3,422,955), and health insurance (\$840,171), retirement (\$617,832).



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Services & Supplies (\$2,766,743): Primarily comprised of utilities (\$785,000), professional services primarily related to Rubicon (\$322,455), central stores inventory (\$220,000), bulk postage (\$350,000), building improvements (\$202,500), building maintenance (\$153,000), and refuse disposal (\$112,900) .

Services & Supplies Abatements (-\$528,000): Comprised of charges to other departments for central stores inventory (-\$220,000) and bulk postage (-\$308,000).

Other Charges (\$1,588,777): Primarily charges from DOT for work on the Rubicon Trail.

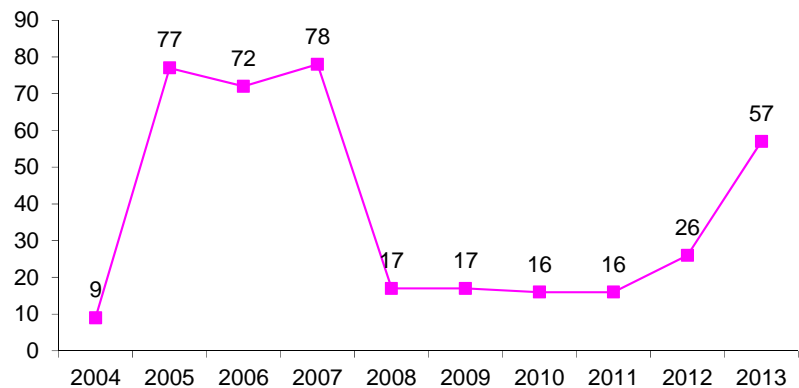
Fixed Assets (\$62,300) : Rubicon purchases (\$41,000) and equipment for building and grounds maintenance (\$21,300).

Intra-fund Transfers (\$118,994): Includes charges from other departments for services such as network support (\$42,256), mainframe support (\$35,448), and telephone (\$21,300).

Intra-fund Abatement: (-\$232,372): Includes charges to other departments for mail service (-\$142,990), stores support (-\$25,756), and Economic Development offset (-\$63,626).

Staffing Trend

Staffing for the Chief Administrative Office over the past ten years reflects fluctuation between FY2004-05 and FY2006-07 due to combining several departments under the Chief Administrative Office. In FY2007-08 Human Resources and Information Technologies became separate departments reducing the Chief Administrative Office allocation. In FY 2011-12 a centralized fiscal and administrative group was formed adding 7 FTE's as well as 3 FTE's added for facilities functions. In FY 2012-13, 31 positions are being transferred from the Department of Transportation related to facilities, grounds and custodial functions. All positions in the Chief Administrative Office are located in Placerville except for 7 FTE's in the facilities unit located in South Lake Tahoe.



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Chief Administrative Office Comments

The Recommended Budget represents an overall increase of \$834,758 or 40% in revenues and an increase of \$5,037,531 or 125% in appropriations when compared to the FY 2011-12 approved budget. As a result, the Net County Cost is increased by \$4,202,773 or 224%.

The table below summarizes these changes by function:

Function	Change in Revenues	Change in Appropriations	Change to NCC
Budget & Operations	\$18,162	(\$243,742)	(\$261,904)
Procurement	(\$6,333)	\$238,540	\$244,873
Rubicon	(\$29,960)	(\$29,960)	\$0
Sub-Total	(\$18,131)	(\$35,162)	(\$17,031)*
Central Fiscal/Admin Unit**	\$87,889	\$470,049	\$382,160
Facilities**	\$765,000	\$4,602,644	\$3,857,644
Sub-Total	\$852,889	\$5,072,693	\$4,239,804
Total	\$834,758	\$5,037,531	\$4,202,773

* This total reflects a decrease in NCC in ongoing operations in the Chief Administrative Office

** New functions as of FY 2012-13

Budget & Operations

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

- Budget development and monitoring
- Development of county-wide financial standards and practices in coordination with the Auditor-Controller
- Implementation of Investment Strategy
- Management of Investment teams (Human Resources, Risk Management, Facilities and Real Property, Department Culture and Accountability, Economic Development, and Information Technologies)
- Coordination of Human Resource and Management Action teams
- Legislative monitoring
- Policy development
- Public Outreach and overall project management for the Targeted General Plan Amendment
- Coordination with local agencies on county-wide issues (ie. Fire, LAFCO, CSD, etc.)
- Acting Director of Information Technologies
- Acting Director of Department of Transportation
- Acting Clerk of the Board
- Economic Development
- Parks coordination and attendance at commission meetings
- "Rails to trails" coordination and attendance at committee meetings

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- Rubicon Trail
- Development of the new centralized fiscal and administrative unit
- Process review and development in the new facilities unit
- Oversight of Risk Management and Human Resources
- Executive Management coordination and development

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

The Recommended Budget for this unit represents an overall increase of \$18,162 or 12% in revenues and a decrease of \$243,742 or 15% in appropriations when compared to the FY 2011-12 approved budget. As a result, the Net County Cost is decreased by \$261,904 or 17%. Changes in revenues are primarily related to payments from DOT for the Assistant Chief Administrative Officer. The decrease in appropriations is related to the shift of one Principal Administrative Analyst into the Purchasing division as well as 50% of another Principal Administrative Analyst budgeted in the Information Technologies budget.

Procurement

The Recommended Budget for this unit represents an overall increase of \$6,333 in revenues and an increase of \$238,540 in appropriations when compared to the FY 2011-12 approved budget. As a result, the Net County Cost is increased by \$244,873 (offset with savings in budget and operations). The increases in the Procurement division are related to salaries and benefits due to the shift of a Principal Administrative Analyst and the addition of a Sr. Department Analyst to help streamline and strengthen these internal services.

Rubicon Trail

The Recommended Budget for this unit represents an overall increase of \$29,960 in revenues and appropriations when compared to the FY 2011-12 approved budget. There is no net county cost associated with this program as all costs are funded through grant revenues.

Central Fiscal/Administrative

This is a new unit within the Chief Administrative Office. This division currently provides fiscal and administrative services for the Chief Administrative Office, Facilities, Information Technologies, Human Resources, Risk Management, Surveyor, Public Defender and Indigent Defense. As this unit gets up and running there may be future opportunities to provide these services for other small departments creating more efficiency and consistency and furthering the investment strategy of limiting government and enhancing services.

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The Recommended Budget for this unit includes \$87,889 in revenues and \$470,049 in appropriations resulting in a Net County Cost of \$382,160.

Facilities

The Facilities unit is a new unit within the Chief Administrative Office. This unit includes building maintenance, grounds, custodial, real property and facility capital projects. Maintenance, grounds and custodial staff are being transferred from the Department of Transportation (31 FTE's). Additionally in FY 2011-12, a Facilities Manager and two Facilities Project Managers were added to the Chief Administrative Office to handle management of the unit, capital projects, real property, move coordination and space planning.

The Recommended Budget for this unit includes \$765,000 in revenues and \$4,602,644 in appropriations resulting in a Net County Cost of \$3,857,644. When compared to the FY 2011-12 Department of Transportation Net County Cost approved budget for facilities of \$4,773,270, this results in Net County Cost savings of \$915,626.

This is a very conservative budget for this unit and as the unit gets up and running we may need to re-evaluate staffing and return to the Board with recommended changes. The plan is to return to the Board in August with a more detailed facility work-plan to receive Board direction on priorities for deferred maintenance and facilities capital projects. At that time any recommended staffing and budget changes will be discussed.

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Capital Facilities Workplan

The table below includes the Facilities Capital Workplan. This is a very rough workplan and the Department plans to return to the Board in August with a more detailed facility work-plan.

Chief Administrative Office FY 2012-13 Facilities Capital Budget PROPOSED WORKPLAN			
Project #	Project Title	Amount Budgeted in ACO	Funding Source
90001	Countywide Special Projects / Deferred Maintenance	400,000	ACO Fund
90002	Countywide Security	50,000	ACO Fund
90003	Countywide HVAC Repairs	300,000	ACO Fund
90004	Countywide Exterior Paint	45,000	ACO Fund
90005	Countywide Mold, Lead & Asbestos Abatement	15,000	ACO Fund
90006	Countywide Parking Lot Improvements & Repairs	105,000	ACO Fund
90007	Countywide ADA Evaluation / Compliance	106,000	ACO Fund
90008	Countywide Bird Control	35,000	ACO Fund
90013	Countywide Interior Paint	25,000	ACO Fund
90056	Government Center PVL Bldgs A & B Emergency Electrical	300,000	ACO Fund
90057	Replacement of UPS and HVAC systems for IT Data Center in Building B	15,000	ACO Fund
90100	Court PVL - Courthouse Main Street - Corbel Replace/Repair/Remove	90,000	Court Construction Spec. Rev. Fund
90101	Jail/Sheriff SLT - Johnson Building Re-roof	133,000	Criminal Justice Spec. Rev. Fund
90102	Court SLT - Facilities Siesmic Retrofit	55,876	Court Construction Spec. Rev. Fund
		9,124	ACO Fund
90103	Court ADA Improvements CP/SLT	101,000	Court Construction Spec. Rev. Fund
90104	ADA Improvements - Court - Bldg C	52,000	Court Construction Spec. Rev. Fund
		186,000	ACO Fund
90108	Court SLT - ADA Improvements	142,039	Court Construction Spec. Rev. Fund
		32,161	ACO Fund
90201	Probation Juvenile Hall Reception Upgrade	50,000	Criminal Justice Spec. Rev. Fund
90204	SLT Jail Shingle Replacement	50,000	Criminal Justice Spec. Rev. Fund
90211	SLT Jail Surveillance Equipment Upgrade	5,500	Criminal Justice Spec. Rev. Fund
		20,000	Interfund Rev. Services
90212	Jail PVL - Sewer Outfall Grinder Replacement	166,000	Criminal Justice Spec. Rev. Fund
90213	Jail PVL - Water Heater Replacement	275,000	Criminal Justice Spec. Rev. Fund
90214	Jail SLT - HVAC Replacement	250,000	Criminal Justice Spec. Rev. Fund
90502	Buildings & Grounds Shed Replacement	15,000	ACO Fund
		62,000	Risk Management - Self Insurance
90600	Animal Control PVL - Animal Control	3,000,000	Tobacco Settlement Funds
90990	Facilities Planning	45,000	ACO Fund
Total Projects		6,135,700	

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Parks Workplan

The Accumulative Capital Outlay (ACO) fund includes funding for a variety of new parks projects totaling \$275,500. These projects were recommendations from the Parks & Recreation Commission. This is a very rough workplan and the Department plans to return to the Board in August with a more detailed work-plan.

Chief Administrative Office FY 2012-13 - Parks Capital Budget PROPOSED WORKPLAN			
Project #	Project Title	Amount Budgeted in ACO	Funding Source
97005	SMUD Trail	106,755	EDHCSD
		246,245	Federal TEA
97012	El Dorado Trail - Los Trampas to Halcon	70,000	ACO Fund
		5,000	Trails Now Contribution
		20,000	TDA
	Extend pool hours for City of Placerville	20,000	ACO Fund
	Brockless Bridge	15,000	ACO Fund
	Nexus study	25,000	ACO Fund
	Bradford Park Playground	10,000	ACO Fund
	Henningson Lotus Park misc. projects	13,000	ACO Fund
	Pioneer Park misc. projects	32,000	ACO Fund
	Bradford Park misc. projects	16,000	ACO Fund
	El Dorado Trails Trussle Bridge	20,000	ACO Fund
	El Dorado Trail Slurry Seal Jaquier Road to Parkway	11,000	ACO Fund
	El Dorado Trail Missouri Road Longrut Road	8,500	ACO Fund
	Pollock Pines easement and fence	15,000	ACO Fund
	SPTC Property Boundaries	5,000	ACO Fund
	El Dorado Trail Signage & Marking	10,000	ACO Fund
	Skatepark shade structures	5,000	ACO Fund
Total Projects		653,500	

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Financial Information by Fund Type

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

		CURRENT YR		DEPARTMENT	CAO	
		MID-YEAR	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET		BUDGET	
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0420	RENT: LAND & BUILDINGS	0	0	65,000	65,000	65,000
CLASS: 04	REV: USE OF MONEY & PROPERTY	0	0	65,000	65,000	65,000
0880	ST: OTHER	1,347,778	1,347,778	1,349,660	1,349,660	1,882
CLASS: 05	REV: STATE INTERGOVERNMENTAL	1,347,778	1,347,778	1,349,660	1,349,660	1,882
1740	CHARGES FOR SERVICES	1,800	1,800	0	0	-1,800
1771	SUPERIOR COURT SERVICES	51,031	51,031	57,746	57,746	6,715
1800	INTERFND REV: SERVICE BETWEEN FUND	50,000	50,000	906,051	906,051	856,051
1804	INTERFND REV: MAIL SERVICE	19,933	19,933	30,614	30,614	10,681
1805	INTERFND REV: STORES SUPPORT	37,247	37,247	13,689	13,689	-23,558
CLASS: 13	REV: CHARGE FOR SERVICES	160,011	160,011	1,008,100	1,008,100	848,089
1920	OTHER SALES	1,000	1,000	0	0	-1,000
1940	MISC: REVENUE	531,007	531,007	502,424	502,424	-28,583
CLASS: 19	REV: MISCELLANEOUS	532,007	532,007	502,424	502,424	-29,583
2020	OPERATING TRANSFERS IN	105,150	105,150	54,520	54,520	-50,630
CLASS: 20	REV: OTHER FINANCING SOURCES	105,150	105,150	54,520	54,520	-50,630
TYPE: R SUBTOTAL		2,144,946	2,144,946	2,979,704	2,979,704	834,758

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Financial Information by Fund Type

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

		CURRENT YR		DEPARTMENT	CAO	
		MID-YEAR	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET		BUDGET	
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	1,437,240	1,437,240	3,422,955	3,422,955	1,985,715
3001	TEMPORARY EMPLOYEES	83,502	83,502	40,000	40,000	-43,502
3002	OVERTIME	0	0	2,500	2,500	2,500
3004	OTHER COMPENSATION	600	600	64,500	64,500	63,900
3005	TAHOE DIFFERENTIAL	0	0	14,400	14,400	14,400
3020	RETIREMENT EMPLOYER SHARE	247,745	247,745	617,832	617,832	370,087
3022	MEDI CARE EMPLOYER SHARE	18,795	18,795	49,117	49,117	30,322
3040	HEALTH INSURANCE EMPLOYER	230,028	230,028	840,171	840,171	610,143
3041	UNEMPLOYMENT INSURANCE EMPLOYER	12,827	12,827	45,515	45,515	32,688
3042	LONG TERM DISABILITY EMPLOYER	5,036	5,036	12,269	12,269	7,233
3043	DEFERRED COMPENSATION EMPLOYER	14,586	14,586	9,916	9,916	-4,670
3046	RETIREE HEALTH: DEFINED	16,023	16,023	49,771	49,599	33,576
3060	WORKERS' COMPENSATION EMPLOYER	6,828	6,828	22,631	21,899	15,071
3080	FLEXIBLE BENEFITS	59,609	59,609	93,000	93,000	33,391
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,132,819	2,132,819	5,284,577	5,283,673	3,150,854
4020	CLOTHING & PERSONAL SUPPLIES	0	0	3,532	3,532	3,532
4040	TELEPHONE COMPANY VENDOR	145	145	1,600	1,600	1,455
4041	COUNTY PASS THRU TELEPHONE CHARGES	395	395	970	970	575
4060	FOOD AND FOOD PRODUCTS	14,700	14,700	5,483	5,483	-9,217
4080	HOUSEHOLD EXPENSE	50	50	34,500	34,500	34,450
4083	LAUNDRY	2,081	2,081	30,700	30,700	28,619
4085	REFUSE DISPOSAL	0	0	112,900	112,900	112,900
4086	JANITORIAL / CUSTODIAL SERVICES	0	0	20,000	20,000	20,000
4087	EXTERMINATION / FUMIGATION SERVICES	0	0	8,000	8,000	8,000
4100	INSURANCE: PREMIUM	8,116	8,116	65,113	64,823	56,707
4140	MAINT: EQUIPMENT	0	0	1,600	1,600	1,600
4143	MAINT: SERVICE CONTRACT	3,000	3,000	36,500	36,500	33,500
4144	MAINT: COMPUTER	0	0	3,500	3,500	3,500
4145	MAINTENANCE: EQUIPMENT PARTS	0	0	5,500	5,500	5,500
4180	MAINT: BUILDING & IMPROVEMENTS	0	0	202,500	202,500	202,500
4183	MAINT: GROUNDS	0	0	3,000	3,000	3,000
4185	MAINT: PARK	0	0	2,500	2,500	2,500
4187	MAINT: TRAIL	0	0	4,000	4,000	4,000
4189	MAINT: WATER SYSTEM	0	0	2,000	2,000	2,000
4190	MAINT: DRAINAGE	0	0	2,000	2,000	2,000
4197	MAINTENANCE BUILDING: SUPPLIES	0	0	153,000	153,000	153,000
4220	MEMBERSHIPS	8,253	8,253	1,260	1,260	-6,993
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	4,240	4,240	4,240	4,240	0
4260	OFFICE EXPENSE	6,750	6,750	7,200	7,200	450
4261	POSTAGE	2,500	2,500	1,770	1,770	-730
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,000	1,000	1,000	1,000	0

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Financial Information by Fund Type

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

		CURRENT YR		DEPARTMENT	CAO	
		MID-YEAR	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET		BUDGET	
4264	BOOKS / MANUALS	500	500	500	500	0
4266	PRINTING / DUPLICATING SERVICES	100	100	17,320	17,320	17,220
4300	PROFESSIONAL & SPECIALIZED SERVICES	345,204	345,204	322,455	322,455	-22,749
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	0	0	500	500	500
4334	FIRE PREVENTION & INSPECTION	0	0	30,000	30,000	30,000
4337	OTHER GOVERNMENTAL AGENCIES	0	0	3,000	3,000	3,000
4400	PUBLICATION & LEGAL NOTICES	1,748	1,748	1,000	1,000	-748
4420	RENT & LEASE: EQUIPMENT	25,633	25,633	47,800	47,800	22,167
4421	RENT & LEASE: SECURITY SYSTEM	0	0	10,000	10,000	10,000
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	0	0	7,000	7,000	7,000
4461	EQUIP: MINOR	750	750	81,290	81,290	80,540
4462	EQUIP: COMPUTER	19,200	19,200	11,900	11,900	-7,300
4500	SPECIAL DEPT EXPENSE	112,043	112,043	24,000	24,000	-88,043
4503	STAFF DEVELOPMENT	2,125	2,125	10,700	10,700	8,575
4507	FIRE & SAFETY SUPPLIES	0	0	1,000	1,000	1,000
4508	SNOW REMOVAL	0	0	50,000	50,000	50,000
4513	INVENTORY: CENTRAL STORES GENERAL	250,000	250,000	220,000	220,000	-30,000
4514	BULK: POSTAGE PURCHASE GENERAL	450,000	450,000	350,000	350,000	-100,000
4571	ROAD: SIGNS	0	0	5,000	5,000	5,000
4600	TRANSPORTATION & TRAVEL	2,000	2,000	2,500	2,500	500
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	3,600	3,600	4,000	4,000	400
4605	RENT & LEASE: VEHICLE	10,540	10,540	26,500	26,500	15,960
4606	FUEL PURCHASES	60,000	60,000	41,200	41,200	-18,800
4620	UTILITIES	0	0	785,000	785,000	785,000
CLASS: 40	SERVICE & SUPPLIES	1,334,673	1,334,673	2,767,033	2,766,743	1,432,070
4750	CENTRAL STORES INVENTORY	-250,000	-250,000	-220,000	-220,000	30,000
4751	BULK PURCHASE POSTAGE ABATEMENTS	-406,200	-406,200	-308,000	-308,000	98,200
CLASS: 41	SERVICE & SUPPLIES ABATEMENTS	-656,200	-656,200	-528,000	-528,000	128,200
5060	RETIREMENT: OTHER LONG TERM DEBT	0	0	125,000	125,000	125,000
5100	INTEREST: OTHER LONG TERM DEBT	0	0	10,000	10,000	10,000
5300	INTERFND: SERVICE BETWEEN FUND	1,343,442	1,343,442	1,453,777	1,453,777	110,335
CLASS: 50	OTHER CHARGES	1,343,442	1,343,442	1,588,777	1,588,777	245,335
6020	FIXED ASSET: BUILDING & IMPROVEMENTS	35,000	35,000	41,000	41,000	6,000
6040	FIXED ASSET: EQUIPMENT	64,500	64,500	19,500	19,500	-45,000
6042	FIXED ASSET: COMPUTER SYSTEM	3,500	3,500	1,800	1,800	-1,700
CLASS: 60	FIXED ASSETS	103,000	103,000	62,300	62,300	-40,700
7200	INTRAFUND TRANSFERS: ONLY GENERAL	0	0	1,900	1,900	1,900
7220	INTRAFND: TELEPHONE EQUIPMENT &	11,369	11,369	21,300	21,300	9,931
7223	INTRAFND: MAIL SERVICE	1,119	1,119	8,807	8,807	7,688
7224	INTRAFND: STORES SUPPORT	1,376	1,376	283	283	-1,093
7225	INTRAFND: CENTRAL DUPLICATING	4,000	4,000	1,000	1,000	-3,000
7227	INTRAFND: MAINFRAME SUPPORT	7,819	7,819	35,448	35,448	27,629
7229	INTRAFND: PC SUPPORT	2,000	2,000	5,000	5,000	3,000
7231	INTRAFND: IS PROGRAMMING SUPPORT	8,000	8,000	3,000	3,000	-5,000
7234	INTRAFND: NETWORK SUPPORT	21,208	21,208	42,256	42,256	21,048
CLASS: 72	INTRAFUND TRANSFERS	56,891	56,891	118,994	118,994	62,103
7350	INTRFND ABATEMENTS: GF ONLY	-127,869	-127,869	-63,626	-63,626	64,243
7357	INTRFND ABATEMENTS: MAIL SERVICE	-81,178	-81,178	-142,990	-142,990	-61,812
7358	INTRFND ABATEMENTS: STORES SUPPORT	-82,994	-82,994	-25,756	-25,756	57,238
CLASS: 73	INTRAFUND ABATEMENT	-292,041	-292,041	-232,372	-232,372	59,669
TYPE: E SUBTOTAL		4,022,584	4,022,584	9,061,309	9,060,115	5,037,531
FUND TYPE: 10 SUBTOTAL		1,877,638	1,877,638	6,081,605	6,080,411	4,202,773

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

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

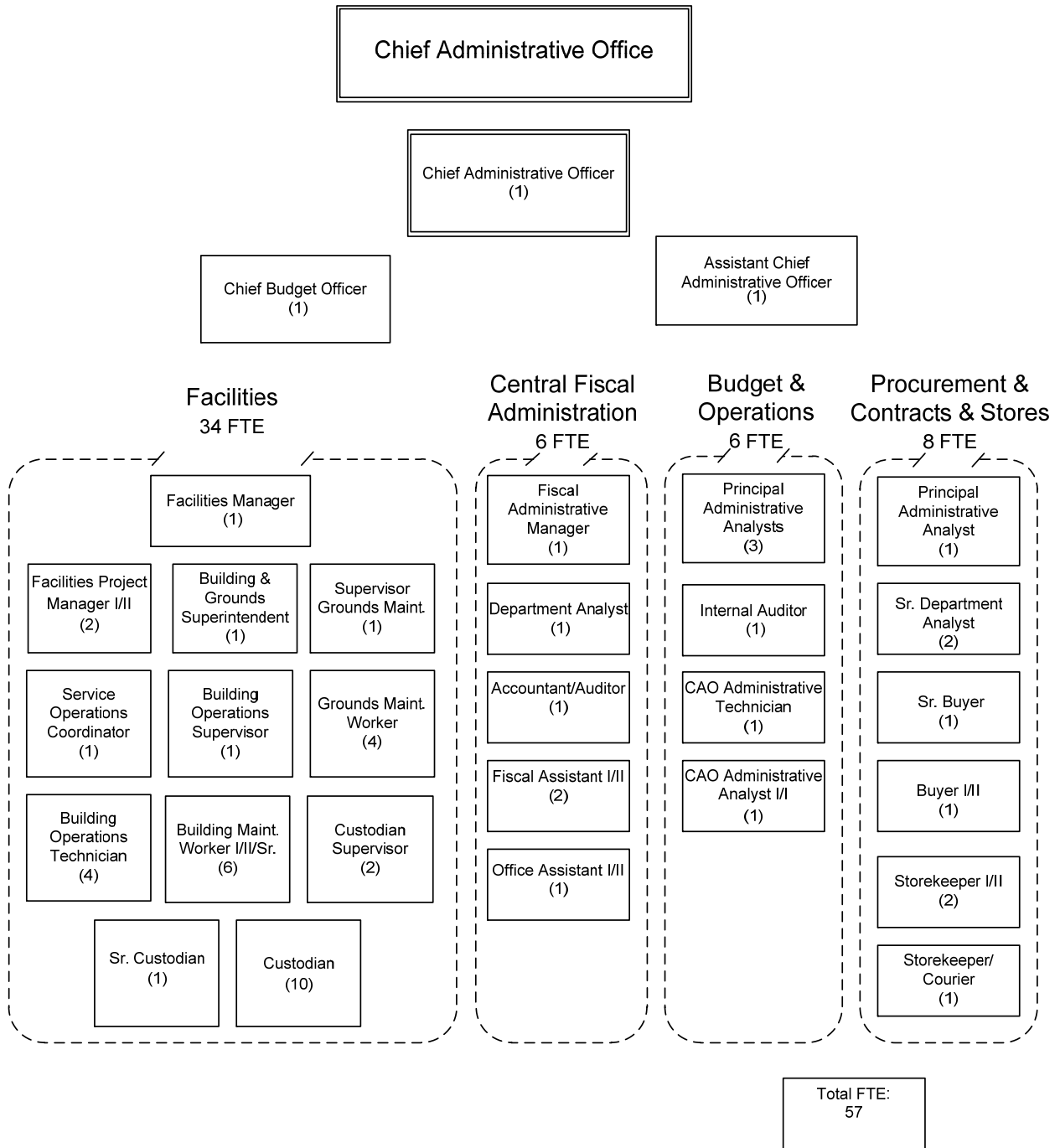
		CURRENT YR		DEPARTMENT REQUEST	CAO RECOMMENDED	
		MID-YEAR PROJECTION	APPROVED BUDGET		BUDGET	DIFFERENCE
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0100	PROP TAX: CURR SECURED	0	0	1,000,000	1,000,000	1,000,000
0110	PROP TAX: CURR UNSECURED	0	0	25,000	25,000	25,000
0130	PROP TAX: PRIOR UNSECURED	0	0	1,000	1,000	1,000
0140	PROP TAX: SUPP CURRENT	0	0	2,000	2,000	2,000
0150	PROP TAX: SUPP PRIOR	0	0	5,000	5,000	5,000
0174	TAX: TIMBER YIELD	0	0	1,000	1,000	1,000
CLASS: 01	REV: TAXES	0	0	1,034,000	1,034,000	1,034,000
0360	PENALTY & COST DELINQUENT TAXES	0	0	1,000	1,000	1,000
CLASS: 03	REV: FINE, FORFEITURE &	0	0	1,000	1,000	1,000
0400	REV: INTEREST	0	0	15,000	15,000	15,000
CLASS: 04	REV: USE OF MONEY & PROPERTY	0	0	15,000	15,000	15,000
0820	ST: HOMEOWNER PROP TAX RELIEF	0	0	13,000	13,000	13,000
CLASS: 05	REV: STATE INTERGOVERNMENTAL	0	0	13,000	13,000	13,000
1940	MISC: REVENUE	0	0	62,000	62,000	62,000
CLASS: 19	REV: MISCELLANEOUS	0	0	62,000	62,000	62,000
2020	OPERATING TRANSFERS IN	0	0	4,370,415	4,370,415	4,370,415
CLASS: 20	REV: OTHER FINANCING SOURCES	0	0	4,370,415	4,370,415	4,370,415
0001	FUND BALANCE	0	0	458,000	458,000	458,000
CLASS: 22	FUND BALANCE	0	0	458,000	458,000	458,000
TYPE: R SUBTOTAL		0	0	5,953,415	5,953,415	5,953,415
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
4180	MAINT: BUILDING & IMPROVEMENTS	0	0	152,500	152,500	152,500
4197	MAINTENANCE BUILDING: SUPPLIES	0	0	25,000	25,000	25,000
4300	PROFESSIONAL & SPECIALIZED SERVICES	0	0	2,431,963	2,431,963	2,431,963
4302	CONSTRUCT & ENGINEER CONTRACTS	0	0	2,500,000	2,500,000	2,500,000
4500	SPECIAL DEPT EXPENSE	0	0	7,000	7,000	7,000
CLASS: 40	SERVICE & SUPPLIES	0	0	5,116,463	5,116,463	5,116,463
5160	RIGHTS OF WAY	0	0	5,000	5,000	5,000
5300	INTERFND: SERVICE BETWEEN FUND	0	0	115,000	115,000	115,000
5310	INTERFND: COUNTY COUNSEL	0	0	20,000	20,000	20,000
5350	INTERFND: FACILITIES, PARKS & REC	0	0	600,000	600,000	600,000
CLASS: 50	OTHER CHARGES	0	0	740,000	740,000	740,000
7000	OPERATING TRANSFERS OUT	0	0	96,952	96,952	96,952
CLASS: 70	OTHER FINANCING USES	0	0	96,952	96,952	96,952
TYPE: E SUBTOTAL		0	0	5,953,415	5,953,415	5,953,415

CHIEF ADMINISTRATIVE OFFICE

Personnel Allocations

Classification Title	2011-12 Adjusted Allocation	2012-13 Dept Request	2012-13 CAO Recm'd	Diff from Adjusted
Chief Administrative Officer	1.00	1.00	1.00	0.00
Accountant/Auditor	1.00	1.00	1.00	0.00
Assistant Chief Administrative Officer	1.00	1.00	1.00	0.00
Building and Grounds Superintendent	0.00	1.00	1.00	1.00
Building Maintenance Worker I/II/Sr	0.00	6.00	6.00	6.00
Building Operations Supervisor	0.00	1.00	1.00	1.00
Building Operations Technician	0.00	4.00	4.00	4.00
Buyer	1.00	1.00	1.00	0.00
CAO Administrative Analyst	1.00	1.00	1.00	0.00
CAO Administrative Technician	1.00	1.00	1.00	0.00
Chief Budget Officer	1.00	1.00	1.00	0.00
Custodian	0.00	10.00	10.00	10.00
Custodian Supervisor	0.00	2.00	2.00	2.00
Department Analyst I/II	1.00	1.00	1.00	0.00
Facilities Manager	1.00	1.00	1.00	0.00
Facilities Project Manager I/II	2.00	2.00	2.00	0.00
Fiscal Administrative Manager	1.00	1.00	1.00	0.00
Fiscal Assistant I/II	2.00	2.00	2.00	0.00
Grounds Maintenance Worker I/II	0.00	4.00	4.00	4.00
Internal Auditor	1.00	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	1.00	0.00
Principal Administrative Analyst	4.00	4.00	4.00	0.00
Service Operations Coordinator	0.00	1.00	1.00	1.00
Sr. Buyer	1.00	1.00	1.00	0.00
Sr. Custodian	0.00	1.00	1.00	1.00
Sr. Department Analyst	2.00	2.00	2.00	0.00
Storekeeper I/II	2.00	2.00	2.00	0.00
Storekeeper/Courier	1.00	1.00	1.00	0.00
Supervisor Grounds Maintenance	0.00	1.00	1.00	1.00
Department Total	26.00	57.00	57.00	31.00

CHIEF ADMINISTRATIVE OFFICE



CHIEF ADMINISTRATIVE OFFICE

Ten Year History

	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Actual	07/08 Actual
Licenses, Permits	-	55,000	55,000	55,000	-
Use of Money	-	-	-	-	-
State	-	-	-	-	-
Federal	-	-	-	-	-
Charges for Service	62,630	1,296,716	1,306,147	1,499,788	-
Misc.	-	35,078	9,443	615	9
Operating Transfers	-	-	-	-	-
Total Revenue	62,630	1,386,794	1,370,590	1,555,403	9
Salaries	556,383	3,987,237	4,321,148	4,809,738	1,360,812
Benefits	166,922	1,810,263	1,915,491	2,036,683	602,266
Services & Supplies	115,710	2,642,089	3,077,725	3,536,521	301,808
Other Charges	50	113,427	1,555	1,510	26,639
Fixed Assets	-	85,321	335,952	752,766	-
Operating Transfers	-	-	-	-	-
Intrafund Transfers	28,340	(3,745,764)	(3,385,413)	(3,560,769)	53,805
Total Appropriations	867,405	4,892,573	6,266,458	7,576,449	2,345,330
NCC	804,775	3,505,779	4,895,868	6,021,046	2,345,321
FTE's	9	77	72	78	17

CHIEF ADMINISTRATIVE OFFICE

Ten Year History

	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Projected	12/13 Budget
Licenses, Permits	-	-	-	-	-
Use of Money	-	-	-	-	65,000
State	-	-	-	1,347,778	1,349,660
Federal	-	83,002	120,064	-	-
Charges for Service	137,028	125,397	244,419	160,011	1,008,100
Misc.	3,667	6,342	2,723	532,007	502,424
Operating Transfers	-	32,447	41,444	105,150	54,520
Total Revenue	140,695	247,188	408,650	2,144,946	2,979,704
Salaries	1,433,624	1,264,097	1,515,344	1,521,342	3,544,355
Benefits	598,210	504,831	590,745	611,477	1,739,318
Services & Supplies	201,669	232,899	159,614	678,473	2,238,743
Other Charges	26,748	14,328	246	1,343,442	1,588,777
Fixed Assets	-	4,537	3,376	103,000	62,300
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(139,172)	(90,740)	(189,009)	(235,150)	(113,378)
Total Appropriations	2,121,079	1,929,952	2,080,316	4,022,584	9,060,115
NCC	1,980,384	1,682,764	1,671,666	1,877,638	6,080,411
FTE's	17	16	16	26	57

CHIEF ADMINISTRATIVE OFFICE

10 Year Variance		
	\$ Change	% Change
Licenses, Permits	-	N/A
State	1,349,660	N/A
Federal	-	N/A
Charges for Service	945,470	1509.61%
Misc.	502,424	N/A
Operating Transfers	54,520	N/A
Total Revenue	2,917,074	4658%
Salaries	2,987,972	537%
Benefits	1,572,396	942%
Services & Supplies	2,123,033	1835%
Other Charges	1,588,727	3177454%
Fixed Assets	62,300	N/A
Operating Transfers	-	N/A
Intrafund Transfers	(141,718)	-500%
Total Appropriations	8,192,710	945%
NCC	5,275,636	656%
FTE's	48	533%

Notes

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

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

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

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

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

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