

County Administrative Office

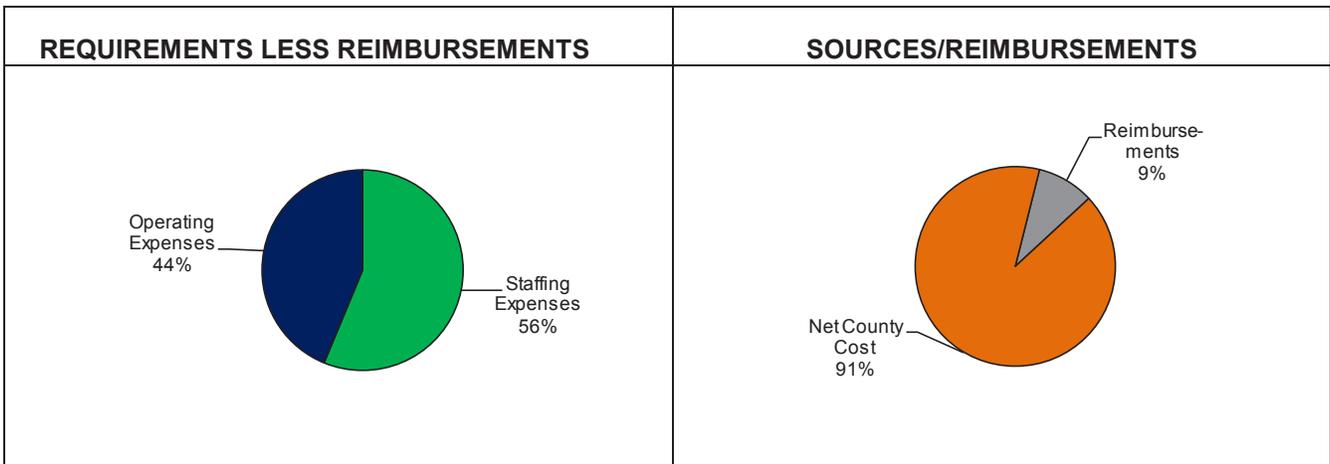
DESCRIPTION OF MAJOR SERVICES

The County Administrative Office (CAO) is responsible to the Board of Supervisors (Board) for the general administration and coordination of all County operations and programs. The CAO oversees the operations of all County departments whose department heads are appointed by the Board or Chief Executive Officer, and assists in the coordination of activities of departments headed by elected officials.

| Budget at a Glance | |
|----------------------------------|-------------|
| Requirements Less Reimbursements | \$5,434,814 |
| Sources/Reimbursements | \$501,095 |
| Net County Cost | \$4,933,719 |
| Total Staff | 17 |
| Funded by Net County Cost | 91% |

The CAO is also responsible for public information and legislative activities, and coordination of County activities with other local government entities, including cities and other counties.

2015-16 ADOPTED BUDGET



ANALYSIS OF 2015-16 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

BUDGET UNIT: AAA CAO
 FUNCTION: General
 ACTIVITY: Legislative and Administrative

| | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2014-15 Final Budget | 2015-16 Adopted Budget | Change From 2014-15 Final Budget |
|-------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------------|---|
| Requirements | | | | | | | |
| Staffing Expenses | 2,465,488 | 2,774,729 | 2,880,499 | 3,139,500 | 3,165,163 | 3,056,896 | (108,267) |
| Operating Expenses | 1,279,342 | 1,499,448 | 1,989,142 | 1,923,177 | 1,960,776 | 2,377,918 | 417,142 |
| Capital Expenditures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Exp Authority | 3,744,830 | 4,274,177 | 4,869,641 | 5,062,677 | 5,125,939 | 5,434,814 | 308,875 |
| Reimbursements | (441,218) | (469,501) | (467,713) | (543,226) | (544,697) | (501,095) | 43,602 |
| Total Appropriation | 3,303,612 | 3,804,676 | 4,401,928 | 4,519,451 | 4,581,242 | 4,933,719 | 352,477 |
| Operating Transfers Out | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Requirements | 3,303,612 | 3,804,676 | 4,401,928 | 4,519,451 | 4,581,242 | 4,933,719 | 352,477 |
| Sources | | | | | | | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Realignment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State, Fed or Gov't Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fee/Rate | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenue | 0 | 44,335 | 0 | 4,477 | 0 | 0 | 0 |
| Total Revenue | 0 | 44,335 | 0 | 4,477 | 0 | 0 | 0 |
| Operating Transfers In | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Financing Sources | 0 | 44,335 | 0 | 4,477 | 0 | 0 | 0 |
| Net County Cost | 3,303,612 | 3,760,341 | 4,401,928 | 4,514,974 | 4,581,242 | 4,933,719 | 352,477 |
| Budgeted Staffing* | 16 | 17 | 17 | 17 | 17 | 17 | 0 |

*Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Staffing expenses of \$3.1 million represent the majority of expenditures in this department and fund 17 budgeted positions. Operating expenses of \$2.4 million include the Fair Political Practices Commission contract and the Federal and State lobbyist contracts. Reimbursements of \$501,095 fund a portion of staffing expenses (\$193,095) and operating expenses (\$308,000) received from other departments for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$352,477 due primarily to increased Application Development costs associated with the Contract Tracking System being implemented Countywide in 2015-16 and \$100,000 budgeted for the Give Big campaign.

2015-16 POSITION SUMMARY*

| Division | 2014-15 | | | | 2015-16 | | Limited | Regular |
|----------------------------------|----------------|------|---------|--------|---------|---|---------|---------|
| | Final Staffing | Adds | Deletes | Reorgs | Adopted | | | |
| County Administrative Office | 1 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Board Administration | 3 | 0 | 0 | 0 | 3 | 0 | 3 | |
| Special Projects | 5 | 0 | 0 | 0 | 5 | 0 | 5 | |
| Public Information Office | 2 | 0 | 0 | 0 | 2 | 0 | 2 | |
| Government & Legislative Affairs | 6 | 0 | 0 | 0 | 6 | 1 | 5 | |
| Total | 17 | 0 | 0 | 0 | 17 | 1 | 16 | |

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.1 million fund 17 budgeted positions of which 16 are regular positions and 1 is a limited term position. There is no change to budgeted staffing.

