

## County Administrative Office

### DESCRIPTION OF MAJOR SERVICES

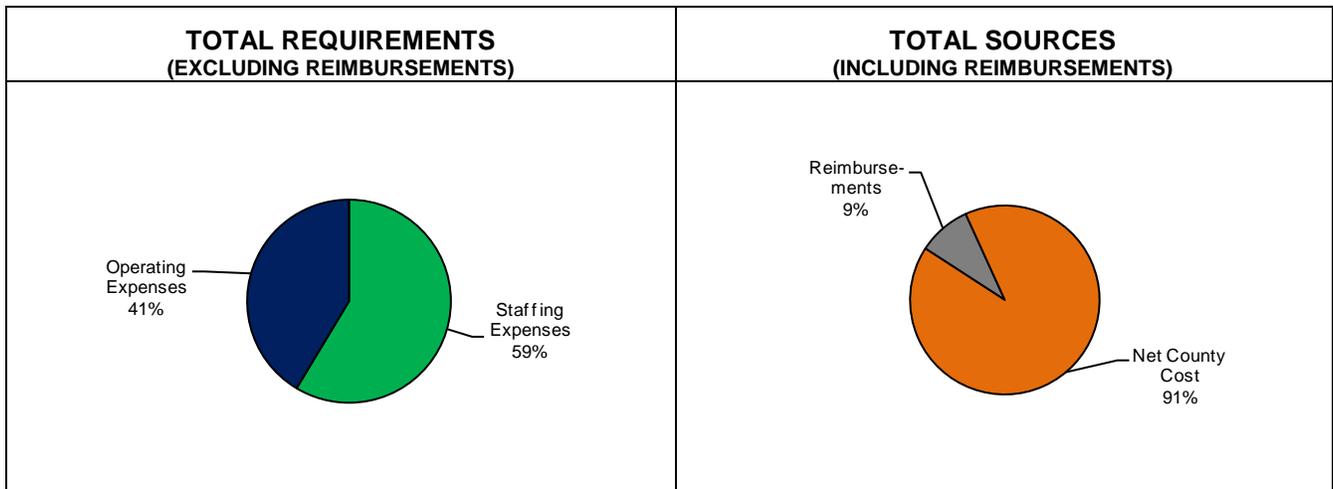
The County Administrative Office (CAO) is responsible to the Board of Supervisors (Board) for the general administration and coordination of all County operations and programs. The CAO oversees the operations of all County departments whose department heads are appointed by the Board or Chief Executive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

**Budget at a Glance**

Total Requirements (Excl. Reimb.)	\$5,582,291
Total Sources (Incl. Reimb.)	\$505,382
Net County Cost	\$5,076,909
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.

### 2016-17 RECOMMENDED BUDGET



## ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Administration  
 DEPARTMENT: County Administrative Office  
 FUND: General

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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A)
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	Change From Prior Year Modified Budget
<b>Requirements</b>							
Staffing Expenses	2,774,729	2,880,499	3,139,500	3,117,996	3,058,416	3,267,529	149,533
Operating Expenses	1,499,448	1,989,142	1,923,177	2,443,918	2,411,560	2,307,762	(136,156)
Capital Expenditures	0	0	0	0	0	7,000	7,000
Total Exp Authority	4,274,177	4,869,641	5,062,677	5,561,914	5,469,976	5,582,291	20,377
Reimbursements	(469,501)	(467,713)	(543,226)	(501,095)	(502,731)	(505,382)	(4,287)
Total Appropriation	3,804,676	4,401,928	4,519,451	5,060,819	4,967,245	5,076,909	16,090
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,804,676	4,401,928	4,519,451	5,060,819	4,967,245	5,076,909	16,090
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	44,335	0	4,477	0	5,199	0	0
Total Revenue	44,335	0	4,477	0	5,199	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	44,335	0	4,477	0	5,199	0	0
Net County Cost	3,760,341	4,401,928	4,514,974	5,060,819	4,962,046	5,076,909	16,090
Budgeted Staffing*	17	17	17	17	17	17	0

\*Data represents modified budgeted staffing

Note: The County Administrative Office is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$295,364 which represents the County Administrative Office's share of costs of other central service departments, such as Human Resources.

## MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$3.3 million represent the majority of expenditures in this department and fund 17 budgeted positions. Operating Expenses of \$2.3 million include the Fair Political Practices Commission contract and the federal and state lobbyist contracts. Capital Expenditures of \$7,000 are related to the purchase of technology equipment for the CAO Conference Room. Reimbursements of \$505,382 fund a portion of Staffing Expenses (\$197,382) and Operating Expenses (\$308,000) and are received from other departments for services provided.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$16,090 due primarily to increases in Staffing Expenses related to negotiated salary increases, partially offset by reductions in risk management expenses.



**2016-17 POSITION SUMMARY\***

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
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	
<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>1</b>	<b>16</b>	

\*Detailed classification listing available in Appendix D.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing Expenses of \$3.3 million fund 17 budgeted positions of which 16 are regular positions and one is a limited term position. There is no change to budgeted staffing.

