

CHIEF ADMINISTRATIVE OFFICE ADMINISTRATION

INFORMATIONAL PRESENTATION
FEBRUARY 26, 2019

1

CAO ADMINISTRATION BUDGET SNAPSHOT

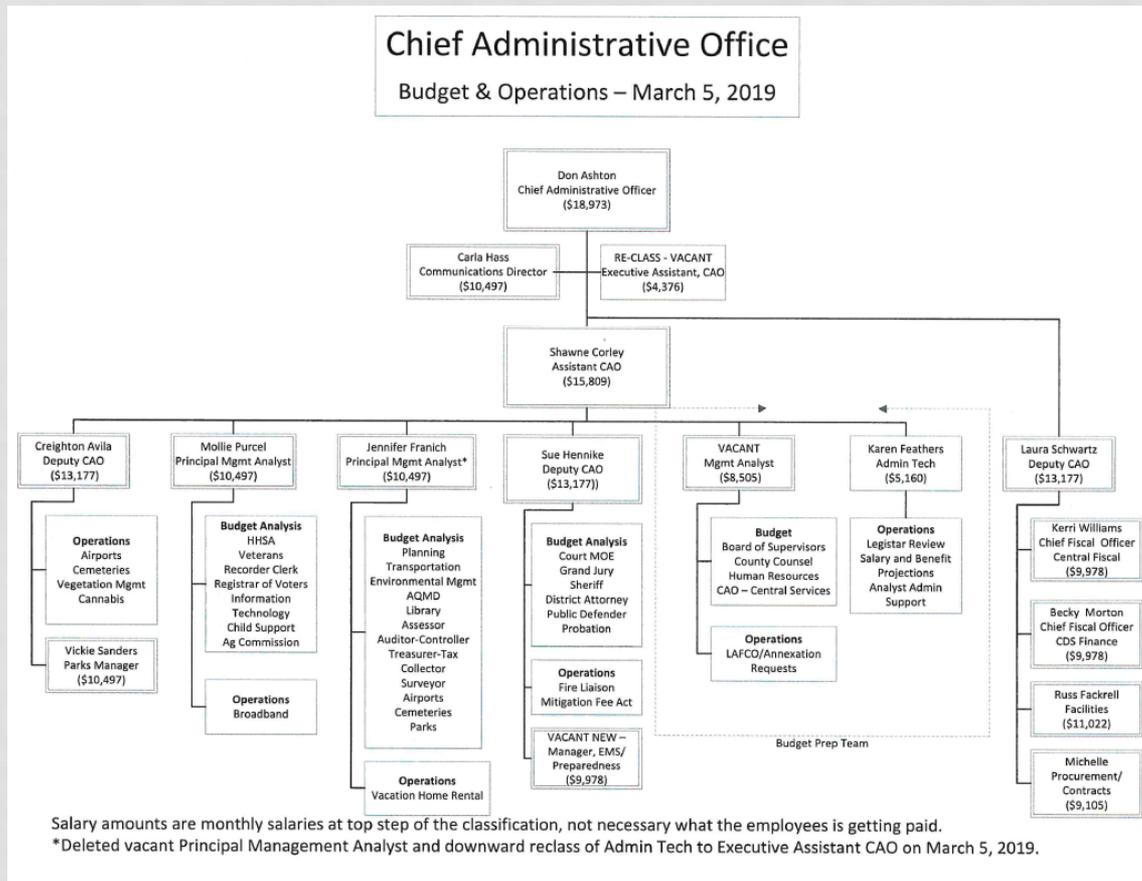
Administration – Budget & Operations

- Total Appropriations: \$1,790,305
- 10 Full Time Positions (Projected as of March 5, 2019)
- Net County Cost: \$1,789,305
 - Plus partial reimbursement from Fed/State funds through the A-87 Cost Plan

Administration – Economic Development

- Formerly 2 Full Time Positions, partially assigned to CAO Administration
- Recently Transferred to Planning and Building Department
- Backfilled with Administrative Technician position

CHIEF ADMINISTRATIVE OFFICE ORGANIZATION CHART



CAO ADMINISTRATION BUDGET & OPERATIONS

Regular, On-going Responsibilities:

- Relationships & Leadership
- Budget Coordination, Development and Oversight
- Legistar Agenda Item Coordination and Review/Approval
- Board Assistance, Communication
- Department Assistance, Communication
- Staff Support to Standing Committees or Commissions
- Public and Internal Communications
- Grand Jury Liaison, Coordinate and Prepare Annual Report Response
- Annual Audit Committee

CAO ADMINISTRATION BUDGET & OPERATIONS

Non-Regular, Recurring, and Newly Added Responsibilities:

- Strategic Plan Leadership
- Crisis/Emergency Communications
- EMS & Emergency Preparedness Division – Operation Oversight and Management
- Parks, Cemeteries, Airports Divisions – Operation Oversight and Management
- Labor Negotiations – Strategy, Participation, Proposal Costing, Board Communication
- Policy & Ordinance Review and Updates
- Coordination & Resolution of Multi-Department or Multi-Agency Matters, Issues

CAO ADMINISTRATION BUDGET & OPERATIONS

Examples of Special Projects & Assignments:

- Staff Support to Ad Hoc Board Committees, for example:
 - Cannabis
 - Vacation Home Rental (VHR)
 - Broadband
 - Code Enforcement, Vegetation Management
- Participation in FENIX implementation
- TRAKIT Implementation
- Tree Mortality Issue Management
- Fire District Liaison & EMS Issue Management
- Mitigation Fee Act & Special District Liaison