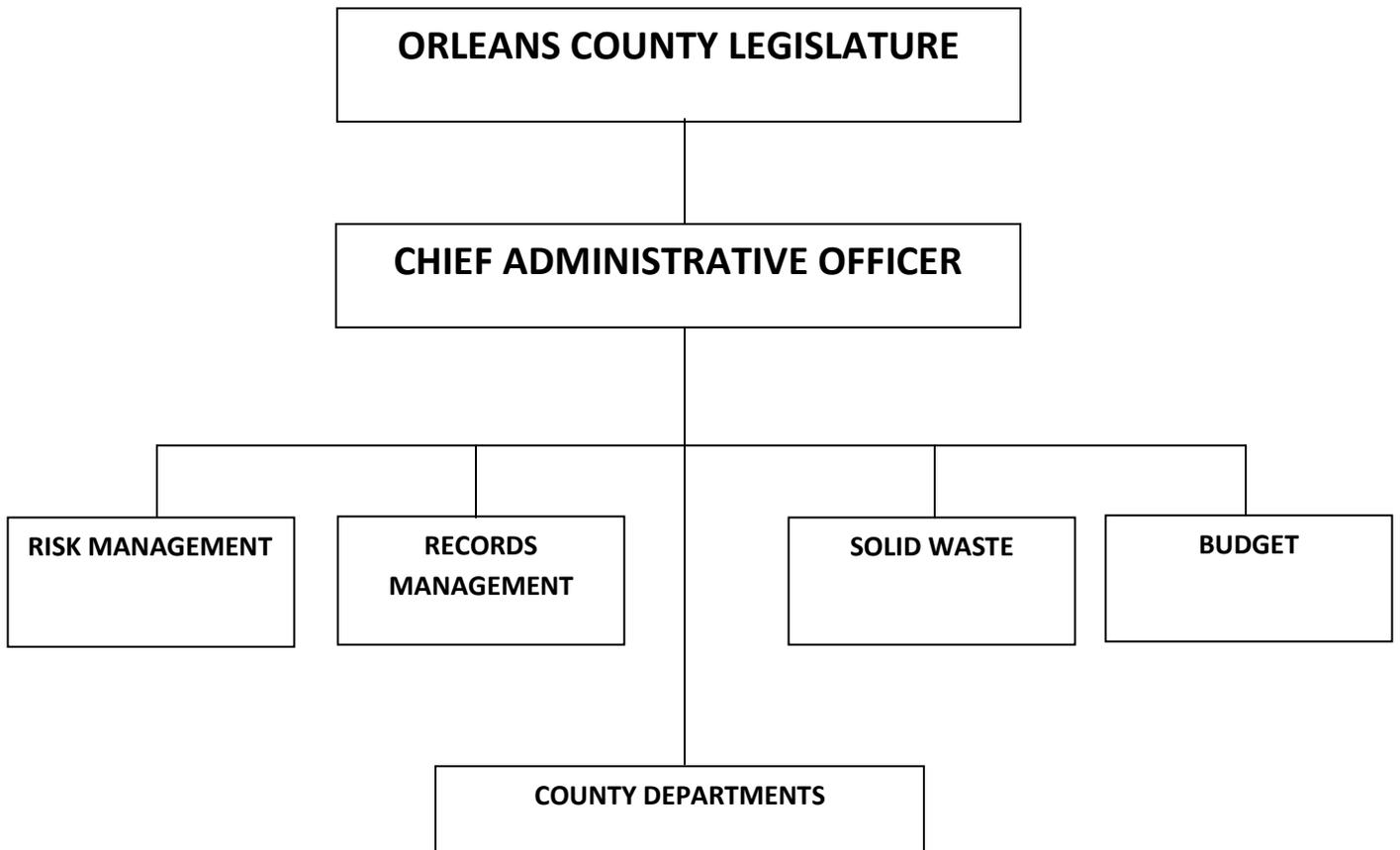


CHIEF ADMINISTRATIVE OFFICER



Description:

The Chief Administrative Officer (CAO) is appointed by the Orleans County Legislature to serve on their behalf to oversee the administration of County Government. The CAO's responsibilities include the general direction and supervision of County departments and, as Budget Officer, preparation of and control over the County Budget. This person serves as the chief administrative officer of the County and reports directly to the County Legislature and directly oversees the Risk Management, Records Management and Solid Waste programs.

Mission:

It is the mission of the Chief Administrative Officer to provide day to day leadership and oversight on behalf of the Legislature to constantly improve operational efficiency, coordinating and guiding interdepartmental and interagency activities and projects while implementing and enforcing policies of the county legislature.

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Key 2012 Accomplishments

1. Successfully completed negotiation of a compromise settlement agreement with EF Johnson to allow for completion of the FCC re-banding agreement and allowing the radio expansion project to proceed.
2. Successfully completed FCC re-banding negotiations with Sprint / Nextel allowing the county to move forward with the subsequent re-banding and expansion of the Public Safety Radio System.
3. Worked with Department Directors and County Legislature to establish a 76 million dollar 2012 Orleans County Budget that came in under the New York State Property Tax Cap for the second year in a row and in which overall health Insurance and wage costs were reduced.
4. Negotiated successfully a two year extension of the CSEA contract covering the majority of the county workforce. Contract was subsequently adopted by the County Legislature.
5. Continued to play a key role in intergovernmental relations as President of the New York State Association of County Administrators and Managers, Chair of NYSAC standing Committee on Taxation and Finance.
6. After long discussions began the implementation of the county's energy performance contract in collaboration with County Departments and Wendell Energy to reduce energy usage and costs as well as improve the jail facility.
7. Worked to enhance collaboration with Genesee County in the area of Public Health Administration as the two counties became the first to share a Public Health Director under a recently changed New York State Law.
8. Worked with the Office of the New York State Comptroller to facilitate an audit of the Orleans County Government resulting in a very positive overall performance by the county.
9. Continued to represent county interests as Chairman of the Board of Trustees for the Alliance of Western New York Health Care Trust.

Key Goals for 2013

1. Work to develop a 2014 budget that continues to focus on meeting county priorities while staying under the property tax cap.
2. Successfully negotiate and establish multi-year contracts the two bargaining units housed in the Sheriff's Office while meeting the county's long term goals for savings and operational efficiency.
3. Continue to actively pursue cost containment strategies for The Villages of Orleans Health and Rehabilitation Center including ownership options and operational improvements.
4. Continue to pursue opportunities to share services both within the county and in partnership with other counties in order to provide either cost savings or enhanced services to the citizens of Orleans County.
5. Successfully oversee the Harris project to re-band and expand the Orleans County Public Safety Radio System, providing vastly enhanced services to the users of the system at a reasonable cost.

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6. Continue to oversee successful implementation of the county's energy efficiency program being executed by Wendell Energy.
7. Continue to explore opportunities to reorganize, streamline and restructure county operations in response to fiscal pressures while maintaining a high level of service to county residents.
8. Continue to work with our Highway and Buildings and Grounds Superintendent and our engineers to develop a 5 to 7 year capital plan the will maximize county resources and ensure a high level of service for residents utilizing county infrastructure for a decade or more.

BUDGET SUMMARY

Appropriation Category	Adopted 2011	Adopted 2012	Adopted 2013
Salary/Fringe	\$ 90,191	\$ 91,751	\$ 96,245
Equipment	\$ 3,986	\$ 3,820	\$ 4,030
Contractual	\$ 40,280	\$ 46,262	\$ 49,660
Total Appropriation	\$ 134,457	\$ 141,833	\$ 149,935
Revenue	\$ 22,000	\$ 22,000	\$ 22,000
County Support	\$ 112,457	\$ 119,833	\$ 127,935
FTE's	2.0	2.0	2.0