

Highlights from William F. Wolfson, Chief Administrative & Compliance Officer

The Chief Administrative and Compliance Officer Area presently is leading GLWA in several strategic initiatives.

- ❖ **Support GLWA's Cooperative Labor-Management Relationship**
 Focus on expansion of safety teams; identify and acknowledge safe work performance
- ❖ **Continue Build Out of Legislative Relations team**
 Establish annual legislative agenda for the utility
- ❖ **Support multi area change management throughout the utility**
 Provide leadership support for large multi-area initiatives

Organization

The Chief Administrative and Compliance Officer (CACO) Area consists of two teams.

- ❖ **Chief Administrative Officer**
 Provides support to the Board of Directors and the Chief Executive Officer. The Office provides coordinative services and administrative support to Enterprise Risk Management, Organizational Development, General Counsel, and Information Technology.
- ❖ **Risk Management and Safety**
 Responsible for a process, effected by GLWA's board of directors and management, which is designed to identify potential events that may affect the Authority, and to manage risk within its risk appetite to provide reasonable assurance regarding the achievement of GLWA's objectives.

Biennial Budget Request

- ❖ The biennial budget reflects an overall increase of \$1.0 million, or 18.5% in FY 2022.
- ❖ The primary driver of the increase is a \$970,000 budgeted in Contractual Services for the projected annual rate increases within the Enterprise Risk Management Fund associated with the placement of insurance lines.

Biennial Budget Request by Expense Category

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ 1,060,700	\$ 1,469,000	\$ 275,684	\$ 1,529,751	\$ 60,751	4.1%	\$ 1,536,390
4.2 Supplies & Other	19,100	28,100	1,250	28,889	789	2.8%	29,467
4.3 Contractual Services	4,252,500	4,089,200	730,661	5,059,596	970,396	23.7%	5,160,788
Grand Total	\$ 5,332,300	\$ 5,586,300	\$ 1,007,594	\$ 6,618,236	\$ 1,031,936	18.5%	\$ 6,726,645

Biennial Budget Request by Team

Team	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
Chief Administrative Officer	\$ 707,000	\$ 1,123,600	\$ 707,000	\$ 1,160,754	\$ 37,154	3.3%	\$ 1,172,960
Risk Management and Safety	4,625,300	4,462,700	300,594	5,457,482	994,782	22.3%	5,553,684
Grand Total	\$ 5,332,300	\$ 5,586,300	\$ 1,007,594	\$ 6,618,236	\$ 1,031,936	18.5%	\$ 6,726,645

Personnel Budget

The Chief Administrative and Compliance Officer Area consists of 13 positions for FY 2022, which is staying consistent with FY 2021 staffing level.

The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
Chief Administrative and Compliance Officer Area	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Chief Administrative Officer	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Risk Management and Safety	8.00	8.00	8.00	8.00	8.00	8.00	8.00

*Full-time Equivalent*s - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in a given year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

*Full-time Equivalent*s

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
Chief Administrative and Compliance Officer Area	13.00	11.00	13.00	13.00	13.00	13.00	13.00
Chief Administrative Officer	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Risk Management and Safety	8.00	6.00	8.00	8.00	8.00	8.00	8.00

Personnel Budget - The table below presents the Chief Administrative and Compliance Officer Area personnel budget which consists of the following expense categories: Salaries & Wages and Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Chief Administrative and Compliance Officer Area	\$ 1,469,005	\$ 1,529,751	\$ 1,536,390	\$ 1,543,029	\$ 1,549,668	\$ 1,556,307
Chief Administrative Officer	662,398	694,269	697,146	700,022	702,899	705,775
Risk Management and Safety	806,607	835,482	839,244	843,007	846,769	850,531

Five Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
2.0 Personnel	\$ 1,469,000	\$ 275,684	\$ 1,529,751	\$ 60,751	4.1%	\$ 1,536,390	\$ 1,543,029	\$ 1,549,668	\$ 1,556,307
4.2 Supplies & Other	28,100	1,250	28,889	789	2.8%	29,467	30,056	30,657	31,270
4.3 Contractual Services	4,089,200	730,661	5,059,596	970,396	23.7%	5,160,788	5,264,004	5,369,284	5,476,669
Grand Total	\$ 5,586,300	\$ 1,007,594	\$ 6,618,236	\$ 1,031,936	18.5%	\$ 6,726,645	\$ 6,837,089	\$ 6,949,609	\$ 7,064,246

Five-Year Financial Plan by Team

Team	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Chief Administrative Officer	\$ 1,123,600	\$ 707,000	\$ 1,160,754	\$ 37,154	3.3%	\$ 1,172,960	\$ 1,185,353	\$ 1,197,936	\$ 1,210,714
Risk Management and Safety	4,462,700	300,594	5,457,482	994,782	22.3%	5,553,684	5,651,736	5,751,672	5,853,533
Grand Total	\$ 5,586,300	\$ 1,007,594	\$ 6,618,236	\$ 1,031,936	18.5%	\$ 6,726,645	\$ 6,837,089	\$ 6,949,609	\$ 7,064,246

Capital Outlay

Capital Outlay is not a component of the Chief Administrative and Compliance Officer Area.

Line-Item Budget and Financial Plan

The Chief Administrative and Compliance Officer Area five-year plan with a line-item expense budget is listed below. Because of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations.

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
883001 - Chief Administrative Officer	\$ 707,000	\$ 1,123,600	\$ 179,657	\$ 1,160,754	\$ 1,172,960	\$ 1,185,353	\$ 1,197,936	\$ 1,210,714
2.1 Salaries & Wages	479,700	522,100	118,305	550,445	550,445	550,445	550,445	550,445
2.4 Employee Benefits	97,700	140,300	25,080	143,824	146,701	149,577	152,453	155,330
4.2 Supplies & Other	6,300	6,100	265	6,889	7,027	7,167	7,311	7,457
Memberships, Licenses & Subscriptions	700	-	-	706	720	735	749	764
Supplies & Other - Covid19	-	-	265	-	-	-	-	-
Training and Internal Meetings	1,600	2,100	-	2,122	2,164	2,208	2,252	2,297
Travel	4,000	4,000	-	4,061	4,142	4,225	4,310	4,396
4.3 Contractual Services	123,300	455,100	36,006	459,596	468,788	478,164	487,727	497,481
883401 - Risk Management and Safety	4,625,300	4,462,700	827,938	5,457,482	5,553,684	5,651,736	5,751,672	5,853,533
2.1 Salaries & Wages	380,000	622,000	103,039	647,366	647,366	647,366	647,366	647,366
2.4 Employee Benefits	103,300	184,600	29,260	188,116	191,878	195,641	199,403	203,165
4.2 Supplies & Other	12,800	22,000	985	22,000	22,440	22,889	23,347	23,814
Operating Supplies	11,000	7,000	400	7,000	7,140	7,283	7,428	7,577
Mileage and Parking	1,000	-	-	-	-	-	-	-
Tuition Refund	800	-	-	-	-	-	-	-
Training and Internal Meetings	-	15,000	585	15,000	15,300	15,606	15,918	16,236
4.3 Contractual Services	4,129,200	3,634,100	694,654	4,600,000	4,692,000	4,785,840	4,881,557	4,979,188
Grand Total	\$ 5,332,300	\$ 5,586,300	\$ 1,007,594	\$ 6,618,236	\$ 6,726,645	\$ 6,837,089	\$ 6,949,609	\$ 7,064,246