

CHIEF ADMINISTRATIVE OFFICE

Mission

The mission of the Chief Administrative Office is to ensure the sound and effective management of County government and procurement, pursuant to Board policy and direction by providing leadership; developing policy and procedures; providing budgetary and legislative analyses, and acting as liaison between County departments and the Board of Supervisors.

Program Summaries

Administration

Positions: 10.0 FTE

Extra Help: \$ 0

Total Appropriations: \$1,602,246

Total Revenues: \$40,000

Net County Cost: \$1,562,246

The Chief Administrative Office exercises overall responsibility for the coordination of county department activities to ensure the sound and effective management of County government, pursuant to Board policy and the adopted budget. Primary areas of responsibility are: effective overall management of County resources; long-range financial and organizational planning; ensuring that County departments are producing services and results in accord with Board goals, policies, and budgets; improving management and information systems to ensure the most effective use of County personnel, money, facilities, and equipment; providing leadership and developing a County management team that can plan for and meet future challenges; and performing other duties as assigned by the Board.

The Chief Administrative Office is charged with the responsibility of acting as advisor to the Board of Supervisors and in this role provides objective commentary on policy and management considerations.

The Chief Administrative Office is responsible for recommending an annual budget and administering that budget after its adoption by the Board.

Revenue: On offset from the Rubicon Trust in the Amount of \$40,000.

Economic Development

Positions: 1.0 FTE

Extra Help: \$ 54,309

Total Appropriations: \$160,948

Total Revenues: \$160,948

Net County Cost: \$0

This program is responsible for stimulating business growth and economic expansion in El Dorado County. This includes retention of businesses that already exist in the County or may be interested in expansion and attraction of new businesses. Activities include developing and implementing technical assistance to enhance local employment and coordinating programs and services with County departments and community organizations to provide resource information regarding business management, marketing, accounting, cash flow management and customer service. The office also staffs the Economic Development Advisory Committee.

Revenue: Grant funding from the Vital Assets grant in the amount of \$160,948 and an offset from Promotions (Department 13) in the amount of \$98,495K to cover economic development functions associated with business retention and promotional activity in the County.

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Procurement and Contracts/Central Stores/Mail-Courier **Total Appropriations: \$461,928**
Positions: 6.0 FTE **Total Revenues: \$123,790**
Extra Help: \$ 0 **Net County Cost: \$338,138**

The Procurement and Contracts (3.0 FTE):

Provides purchasing and contract processing services to other County departments. The Division is also responsible for administering the County's surplus property program.

Central Stores (2.0 FTE):

Provides mail and courier service to County departments and operates the County's warehouse and surplus property programs.

Mail Support (1.0 FTE):

Provides mail and courier service to County departments and operates the County's warehouse and surplus property programs.

Revenue: Sources include County departments and the Courts for mail/courier service and postage reimbursement.

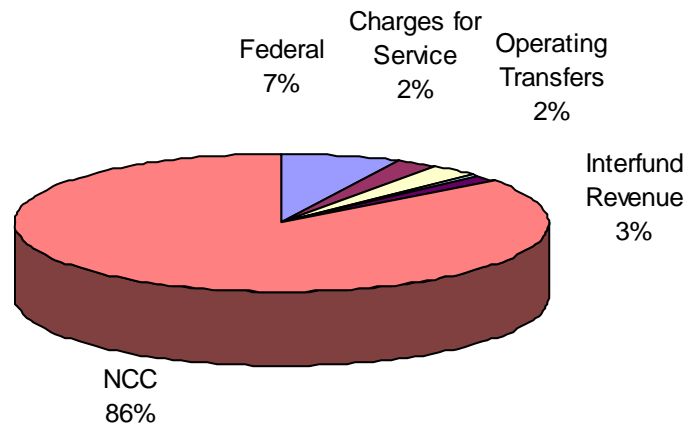
Source of Funds

Federal Intergovernmental Revenue (\$160,948) from the Vital Assets grant for Economic Development.

Charges for Service (\$324,738): Primarily comprised of revenue from the Courts (\$49,964), Mail Service offset (\$20,954) and Stores offset (\$49,072).

Miscellaneous (\$1,500)

Operating Transfers (\$40,000) from Rubicon Trust to support State Abatement Order activity.



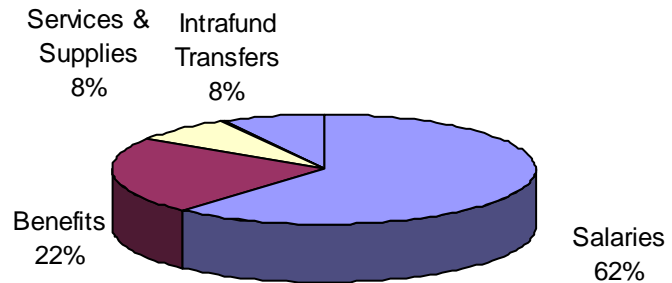
Net County Cost (\$1,900,384): The Department is primarily funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.

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Use of Funds

Salaries & Benefits (\$2,217,608): Primarily comprised of salaries (\$1519,436), retirement (\$273,127), and health insurance (\$255,249).

Services & Supplies (\$910,515): Primarily comprised of central stores inventory (\$298,000), bulk postage (\$450,000), professional services (\$10,454), equipment leases (\$25,633), special projects (\$30,000) rent/lease vehicles (\$13,797), fuel purchase (\$10,150), office expense (\$7,502), and memberships (\$12,493).



Services & Supplies Abatements (-\$704,200): Comprised of charges to other departments for central stores inventory (-\$298,000) and bulk postage (-\$406,200).

Fixed Asset: Computers (\$3,500)

Intra-fund Transfers (\$69,105): Includes charges from other departments for services such as network support (\$24,383), mainframe support (\$9,730), and telephone (\$12,469).

Intra-fund Abatement: (-\$271,406): Includes charges to other departments for mail service (-\$79,495), stores support (-\$78,428), and Economic Development offset from Promotions (-\$113,495)

Staffing Trend

Staffing for the Chief Administrative Officer over the past ten years reflects fluctuation between FY2004-05 and FY2006-07 due to combining several departments under the Chief Administrative Office. In FY2007-08 Human Resources and Information Technologies became separate departments



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reducing the Chief Administrative Office allocation. All positions in the Chief Administrative Office are located in Placerville.

Chief Administrative Office Comments

The Recommended Budget for the Chief Administrative Office incorporates staffing and operating changes made during FY 2009-10 required to meet budget reductions. It also incorporates the Departments FY 2010-11 target with every effort made towards sustaining operational funding levels.

In the Chief Administrative Office, funding in the amount of \$40,000 has been included from the Rubicon Trust account to support activity associated with an abatement order issued by the State. In addition, \$15,000 from Promotions (Department 13) has been included which provides clerical support for the Economic Development division.

The Chief Administrative Office has added funding for a 1.0 FTE Internal Auditor position which will be utilized as a liaison between the CAO's office and departments to work on specific issues in a number of areas where other resources have not been available. It is anticipated that this position will be utilized in areas such as cost accounting, fee reviews and cost applied methodology to name a few. While it is anticipated that the activities of the Internal Auditor will ultimately be able to be charged back to Departments and to the extent possible offset with outside revenue, no offsetting revenue is shown in this budget due to the uncertainty of the amount. This position is able to be added within the CAO's FY 2010-11 budget target with no additional funding being requested.

Staff in the Chief Administrative Office has been providing clerical support for bill paying and contracts to the Public Defenders Office as a result of budget cuts. This includes indigent defense payments and contracts as well as support for the Department's operating budget. In addition, due to the elimination of one position in Purchasing last year, the Surplus program has been absorbed within the CAO's office as well.

The Economic Development budget includes grant funding from the Vital Assets program which supports business retention. The grant amount is \$160,948. In addition, funding from Promotions in the amount of \$98,495 has been included in the Economic Development budget. Funding from both sources will offset salary costs for the Economic Development Coordinator. The Vital Assets grant will also fund a part time extra help position which will be performing business retention activity in the business communities within the County as well as other associated costs for a zero net county cost in this division.

Purchasing, stores and the mail room budget remain status quo.

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
 DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE					
SUBOBJ SUBOBJ TITLE					
1100 FED: OTHER	101,102	0	160,948	160,948	160,948
CLASS: 10 REV: FEDERAL INTERGOVERNMENTAL	101,102	0	160,948	160,948	160,948
1740 CHARGES FOR SERVICES	1,851	1,800	1,800	1,800	0
1771 SUPERIOR COURT SERVICES	49,711	50,211	49,964	49,964	-247
1804 INTERFND REV: MAIL SERVICE	27,364	22,218	20,954	20,954	-1,264
1805 INTERFND REV: STORES SUPPORT	48,379	31,236	49,072	49,072	17,836
CLASS: 13 REV: CHARGE FOR SERVICES	127,305	105,465	121,790	121,790	16,326
1920 OTHER SALES	3,537	1,500	2,000	2,000	500
CLASS: 19 REV: MISCELLANEOUS	3,537	1,500	2,000	2,000	500
2020 OPERATING TRANSFERS IN	35,000	40,000	40,000	40,000	0
CLASS: 20 REV: OTHER FINANCING SOURCES	35,000	40,000	40,000	40,000	0
TYPE: R SUBTOTAL	266,944	146,965	324,738	324,738	177,774

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Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
 DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE						
SUBOBJ SUBOBJ TITLE						
3000	PERMANENT EMPLOYEES / ELECTED	1,212,400	1,249,691	1,498,436	1,519,436	269,745
3001	TEMPORARY EMPLOYEES	19,261	0	54,309	54,309	54,309
3004	OTHER COMPENSATION	14,382	16,426	19,089	19,089	2,663
3020	RETIREMENT EMPLOYER SHARE	222,660	252,320	273,127	273,127	20,806
3022	MEDI CARE EMPLOYER SHARE	17,079	15,467	16,865	16,865	1,398
3040	HEALTH INSURANCE EMPLOYER SHARE	216,357	202,903	252,031	255,249	52,346
3041	UNEMPLOYMENT INSURANCE EMPLOYER	8,925	10,515	13,685	13,685	3,170
3042	LONG TERM DISABILITY EMPLOYER SHARE	4,968	5,284	5,410	5,410	126
3043	DEFERRED COMPENSATION EMPLOYER	17,811	18,211	11,753	11,753	-6,458
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	15,007	15,007	16,596	16,023	1,016
3060	WORKERS' COMPENSATION EMPLOYER	9,371	9,371	10,692	8,662	-709
3080	FLEXIBLE BENEFITS	0	18,000	24,000	24,000	6,000
CLASS: 30	SALARY & EMPLOYEE BENEFITS	1,758,222	1,813,195	2,195,993	2,217,607	404,413
4040	TELEPHONE COMPANY VENDOR PAYMENTS	845	925	1,050	1,050	125
4041	COUNTY PASS THRU TELEPHONE CHARGES	495	515	515	515	0
4080	HOUSEHOLD EXPENSE	50	50	50	50	0
4083	LAUNDRY	1,045	1,045	1,128	1,128	83
4085	REFUSE DISPOSAL	500	500	500	500	0
4100	INSURANCE: PREMIUM	19,601	19,601	19,685	7,660	-11,941
4143	MAINT: SERVICE CONTRACT	0	0	3,000	3,000	3,000
4160	VEH MAINT: SERVICE CONTRACT	500	500	500	500	0
4220	MEMBERSHIPS	6,200	6,200	8,253	8,253	2,053
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	4,228	4,228	4,240	4,240	12
4260	OFFICE EXPENSE	6,078	7,000	7,502	7,502	502
4261	POSTAGE	2,831	2,750	4,200	4,200	1,450
4262	SOFTWARE	1,140	0	0	3,361	3,361
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,000	1,000	3,115	3,115	2,115
4264	BOOKS / MANUALS	500	500	500	500	0
4266	PRINTING / DUPLICATING SERVICES	88	100	100	100	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	80,004	25,454	10,454	10,454	-15,000
4400	PUBLICATION & LEGAL NOTICES	750	1,500	1,000	1,000	-500
4420	RENT & LEASE: EQUIPMENT	28,902	28,902	25,633	25,633	-3,269
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	8,914	5,580	1,860	1,860	-3,720
4461	EQUIP: MINOR	750	1,000	1,000	1,000	0
4462	EQUIP: COMPUTER	0	0	0	2,000	2,000
4500	SPECIAL DEPT EXPENSE	12,600	1,500	1,500	1,500	0
4501	SPECIAL PROJECTS	0	1,000	30,000	30,000	29,000
4503	STAFF DEVELOPMENT	4,000	1,000	5,625	5,625	4,625
4513	INVENTORY: CENTRAL STORES GENERAL	298,000	298,000	298,000	298,000	0
4514	BULK: POSTAGE PURCHASE GENERAL SVCS	450,000	450,000	450,000	450,000	0
4529	SOFTWARE LICENSE	3,822	3,822	3,822	3,822	0

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Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 02 CAO - CHIEF ADMINISTRATIVE OFFICE

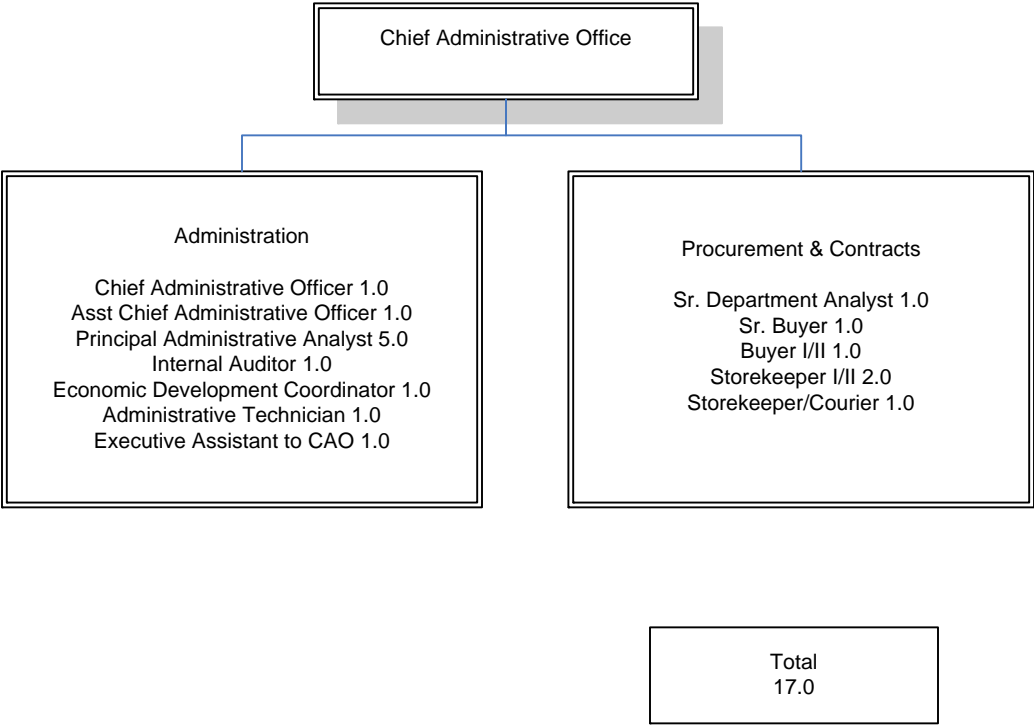
		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
			BUDGET		BUDGET	
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
4551	BULK POSTAGE PURCHASE OFFSET	0	0	-406,200	0	0
4600	TRANSPORTATION & TRAVEL	2,000	2,000	2,000	2,000	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	4,530	2,600	8,000	8,000	5,400
4605	RENT & LEASE: VEHICLE	13,297	13,297	13,797	13,797	500
4606	FUEL PURCHASES	7,700	10,200	10,150	10,150	-50
CLASS: 40	SERVICE & SUPPLIES	960,370	890,769	510,979	910,515	19,746
4750	CENTRAL STORES INVENTORY ABATEMENTS	-298,000	-298,000	0	-298,000	0
4751	BULK PURCHASE POSTAGE ABATEMENTS	-406,200	-406,200	-298,000	-406,200	0
CLASS: 41	SERVICE & SUPPLIES ABATEMENTS	-704,200	-704,200	-298,000	-704,200	0
5300	INTERFND: SERVICE BETWEEN FUND TYPES	0	0	-113,166	0	0
CLASS: 50	OTHER CHARGES	0	0	-113,166	0	0
6042	FIXED ASSET: COMPUTER SYSTEM EQUIP	5,400	0	0	3,500	3,500
CLASS: 60	FIXED ASSETS	5,400	0	0	3,500	3,500
7200	INTRAFUND TRANSFERS: ONLY GENERAL	25	0	0	0	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	12,077	11,952	12,469	12,469	517
7223	INTRAFND: MAIL SERVICE	1,981	1,981	1,199	1,177	-804
7224	INTRAFND: STORES SUPPORT	1,529	1,529	1,866	1,866	337
7225	INTRAFND: CENTRAL DUPLICATING	3,115	5,000	6,000	6,000	1,000
7227	INTRAFND: MAINFRAME SUPPORT	15,660	15,660	17,703	9,730	-5,930
7229	INTRAFND: PC SUPPORT	1,350	2,500	3,000	3,000	500
7231	INTRAFND: IS PROGRAMMING SUPPORT	8,500	9,000	10,480	10,480	1,480
7234	INTRAFND: NETWORK SUPPORT	39,167	39,167	24,383	24,383	-14,784
CLASS: 72	INTRAFUND TRANSFERS	83,404	86,789	77,100	69,105	-17,684
7350	INTRFND ABATEMENTS: GF ONLY	0	0	0	-113,495	-113,495
7357	INTRFND ABATEMENTS: MAIL SERVICE	-68,021	-73,168	-79,483	-79,483	-6,316
7358	INTRFND ABATEMENTS: STORES SUPPORT	-71,112	-88,255	-78,428	-78,428	9,827
CLASS: 73	INTRAFUND ABATEMENT	-139,133	-161,423	-157,912	-271,407	-109,984
TYPE: E SUBTOTAL		1,964,063	1,925,130	2,214,994	2,225,121	299,991
FUND TYPE:	10 SUBTOTAL	1,697,119	1,778,165	1,890,256	1,900,382	122,217
DEPARTMENT:	02 SUBTOTAL	1,697,119	1,778,165	1,890,256	1,900,382	122,217

CHIEF ADMINISTRATIVE OFFICE

Personnel Allocations

Classification Title	2009-10 Adjusted Allocation	2010-11 Dept Request	2010-11 CAO Recm'd	Diff from Adjusted
Administration Division				
Chief Administrative Officer	1.00	1.00	1.00	0.00
Assistant Chief Administrative Officer	1.00	1.00	1.00	0.00
Administrative Technician	1.00	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00	0.00
Executive Assistant to the CAO	1.00	1.00	1.00	0.00
Internal Auditor	0.00	1.00	1.00	1.00
Principal Administrative Analyst	5.00	5.00	5.00	0.00
Procurement & Contracts Division				
Buyer I/II	1.00	1.00	1.00	0.00
Sr. Buyer	1.00	1.00	1.00	0.00
Sr. Department Analyst	1.00	1.00	1.00	0.00
Storekeeper I/II	2.00	2.00	2.00	0.00
Storekeeper/Courier	1.00	1.00	1.00	0.00
Department Total	16.00	17.00	17.00	1.00

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Ten Year History

	01/02 Actual	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual
Licenses, Permits	-	-	-	55,000	55,000
State	-	-	-	-	-
Federal	-	-	-	-	-
Charges for Service	-	-	-	1,296,716	1,306,147
Interfund Revenue	20,000	18,500	62,630	-	-
Misc.	-	-	-	35,078	9,443
Operating Transfers	-	-	-	-	-
Total Revenue	20,000	18,500	62,630	1,386,794	1,370,590
Salaries	469,385	695,477	556,383	3,987,237	4,321,148
Benefits	86,864	133,533	166,922	1,810,263	1,915,491
Services & Supplies	121,646	105,573	115,710	2,642,089	3,077,725
Other Charges	-	100	50	113,427	1,555
Fixed Assets	9,631	4,270	-	85,321	335,952
Operating Transfers	14,781	-	-	-	-
Intrafund Transfers	27,802	29,723	28,340	(3,745,764)	(3,385,413)
Total Appropriations	730,109	968,676	867,405	4,892,573	6,266,458
NCC	710,109	950,176	804,775	3,505,779	4,895,868
FTE's	8	9	9	77	72

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Ten Year History

	06/07 Actual	07/08 Actual	08/09 Actual	9/10 Projected	10/11 Budget
Licenses, Permits	55,000	-	-	-	-
Federal	-	-	-	101,102	160,948
Charges for Service	1,499,788	-	137,028	51,666	51,764
Interfund Revenue	-	-	-	75,743	70,026
Misc.	615	9	3,667	3,653	2,000
Operating Transfers	-	-	-	30,000	40,000
Total Revenue	1,555,403	9	140,695	262,164	324,738
Salaries	4,809,738	1,360,812	1,433,624	1,250,902	1,592,834
Benefits	2,036,683	602,266	598,210	532,303	624,773
Services & Supplies	3,536,521	301,808	201,669	259,360	206,315
Other Charges	1,510	26,639	26,748	-	-
Fixed Assets	752,766	-	-	5,400	3,500
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(3,560,769)	53,805	(139,172)	(56,329)	(202,302)
Total Appropriations	7,576,449	2,345,330	2,121,079	1,991,636	2,225,120
NCC	6,021,046	2,345,321	1,980,384	1,729,472	1,900,382
FTE's	78	17	17	16	17

10 Year Variance		
	\$ Change	% Change
Federal	160,948	N/A
Charges for Service	51,764	N/A
Interfund Revenue	50,026	250%
Misc.	2,000	N/A
Operating Transfers	40,000	N/A
Total Revenue	304,738	1524%
Salaries	1,123,449	239%
Benefits	537,909	619%
Services & Supplies	84,669	70%
Other Charges	-	N/A
Fixed Assets	(6,131)	-64%
Operating Transfers	(14,781)	-100%
Intrafund Transfers	(230,104)	-828%
Total Appropriations	1,495,011	205%
NCC	1,190,273	168%
FTE's	9	113%

Notes

FY 2002-03 included overtime costs of \$171,913

FY 2004-05 Human Resources was added to Chief Administrative Office (10 FTE's), Information Technologies was added (38 FTE's), Procurement & Contracts/Stores/Print Shop was added (13 FTE's), Risk Management was added (7 FTE's)

FY 2005-06 Stores & Print shop moved to General Services (7 FTE's)

FY 2007-08 Human Resources/Risk Management was moved out of Chief Administrative Office (18 FTE's), Information Technologies moved out (43 FTE's)