

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: 9.0 FTE

Extra Help: \$ 0

Overtime: \$ 0

Total Appropriations: \$1,433,527

Total Revenues: \$0

Net County Cost: \$1,433,527

Furlough Value: \$33,948

The Chief Administrative Office exercises overall responsibility for the coordination of 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.

Economic Development

Positions: 1.0 FTE

Extra Help: \$ 0

Overtime: \$ 0

Total Appropriations: \$165,434

Total Revenues: \$50,000

Net County Cost: \$115,434

Furlough Value: \$3,358

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: An offset from Promotions (Department 13) in the amount of \$50K to cover economic development functions associated with promotional activity in the County.

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<u>Procurement and Contracts/Central Stores/Mail-Courier</u>	Total Appropriations: \$516,094
Positions: 7.0 FTE	Total Revenues: \$106,965
Extra Help: \$ 0	Net County Cost: \$409,129
Overtime: \$ 0	Furlough Value: \$13,590

The Procurement and Contracts (4.0 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.

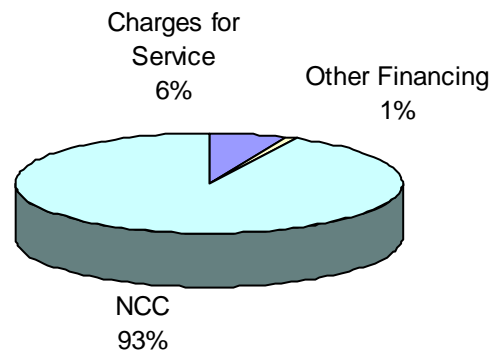
Source of Funds

Charges for Service (\$155,465): Primarily comprised of revenue from the Courts (\$50,211), Inter-fund Revenue from Promotions for Economic Development (\$50,000), Mail Service offset (\$22,218) and Stores offset (\$31,236).

Miscellaneous (\$1,500)

Net County Cost (\$1,958,090): The Department is primarily

funded with discretionary General Fund tax revenue. These revenues are collected in Department 15 – General Fund Other Operations.

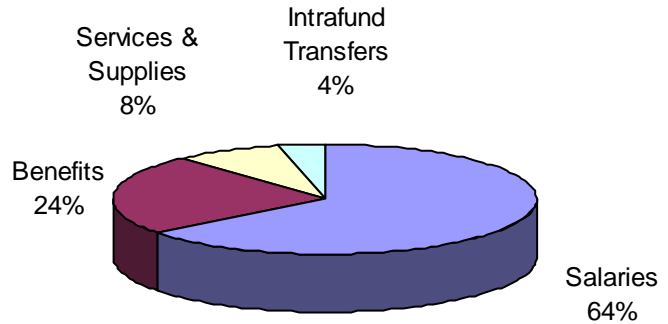


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Use of Funds

Salaries & Benefits (\$2,008,120): Primarily comprised of salaries (\$1,416,832), retirement (\$265,405), and health insurance (\$216,156).

Services & Supplies (\$890,769): Primarily comprised of central stores inventory (\$298,000), bulk postage (\$450,000), professional services (\$25,454), equipment leases (\$28,902), rent/lease vehicles (\$13,297), fuel purchase (\$10,200), office expense (\$7,000), and memberships (\$10,428).



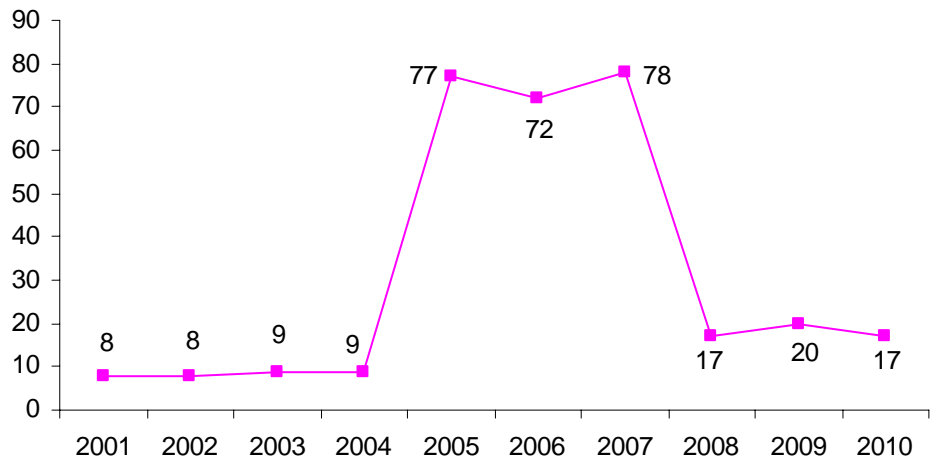
Services & Supplies Abatements (-\$704,200): Comprised of charges to other departments for central stores inventory (-\$298,000) and bulk postage (-\$406,200).

Intra-fund Transfers (\$81,789): Includes charges from other departments for services such as network support (\$39,167), mainframe support (\$15,660), and telephone (\$11,952).

Intra-fund Abatement: (-\$161,423): Includes charges to other departments for mail service (-\$73,168) and stores support (-\$88,255).

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 reducing the Chief Administrative Office allocation. On average, the 10 year variance is 9.0 FTE's which is 1.0 FTE higher than FY2000-01. All positions in the Chief Administrative Office are located in Placerville.



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Chief Administrative Office Comments

The Proposed Budget for the Chief Administrative Office reflects staffing changes made during FY2008-09 and maintains all other on-going adjustments identified at mid-year 2008-09.

The Economic Development budget includes an offset from Promotions (Department 13) in the amount of \$50K to cover economic development functions associated with promotional activity in the County. In addition, the annual contribution of \$27K for Sierra Economic Development District (SEDD) has been moved to the Promotions budget consistent with other promotions related activity. This contribution is required by a pre-existing Memorandum of Understanding.

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				
1740	1,150	400	1,800	1,800	1,400
1771	54,148	61,248	50,211	50,211	-11,037
1800	0	0	30,000	50,000	50,000
1804	33,362	36,362	22,218	22,218	-14,144
1805	43,624	43,624	31,236	31,236	-12,388
CLASS: 13	REV: CHARGE FOR SERVICES	132,284	141,634	155,465	13,831
1920	3,500	12,500	1,500	1,500	-11,000
1942	47	0	0	0	0
CLASS: 19	REV: MISCELLANEOUS	3,547	12,500	1,500	-11,000
2020	0	0	19,684	0	0
CLASS: 20	REV: OTHER FINANCING SOURCES	0	19,684	0	0
TYPE: R SUBTOTAL	135,831	154,134	156,648	156,965	2,831

CHIEF ADMINISTRATIVE OFFICE

Financial Information by Fund Type

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

		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED BUDGET	REQUEST	RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	1,446,557	1,521,598	1,467,728	1,416,832	-104,766
3001	TEMPORARY EMPLOYEES	11,249	0	0	0	0
3002	OVERTIME	5,463	0	0	0	0
3004	OTHER COMPENSATION	28,731	12,790	16,426	16,426	3,636
3020	RETIREMENT EMPLOYER SHARE	265,144	304,397	265,405	265,405	-38,992
3022	MEDI CARE EMPLOYER SHARE	23,038	22,225	16,420	16,420	-5,804
3040	HEALTH INSURANCE EMPLOYER SHARE	235,102	211,240	216,156	216,156	4,915
3041	UNEMPLOYMENT INSURANCE EMPLOYER	5,939	6,195	11,008	11,008	4,813
3042	LONG TERM DISABILITY EMPLOYER SHARE	5,887	5,946	5,284	5,284	-662
3043	DEFERRED COMPENSATION EMPLOYER	17,154	25,365	18,211	18,211	-7,154
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	63,853	63,853	15,007	15,007	-48,846
3060	WORKERS' COMPENSATION EMPLOYER	12,918	12,918	9,371	9,371	-3,547
3080	FLEXIBLE BENEFITS	6,000	66,000	18,000	18,000	-48,000
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,127,034	2,252,527	2,059,016	2,008,120	-244,407
4020	CLOTHING & PERSONAL SUPPLIES	0	150	0	0	-150
4040	TELEPHONE COMPANY VENDOR PAYMENTS	2,016	975	925	925	-50
4041	COUNTY PASS THRU TELEPHONE CHARGES	569	910	515	515	-395
4080	HOUSEHOLD EXPENSE	50	50	50	50	0
4083	LAUNDRY	1,019	700	1,045	1,045	345
4085	REFUSE DISPOSAL	500	500	500	500	0
4100	INSURANCE: PREMIUM	9,403	9,403	19,601	19,601	10,198
4140	MAINT: EQUIPMENT	500	500	0	0	-500
4143	MAINT: SERVICE CONTRACT	0	3,000	0	0	-3,000
4160	VEH MAINT: SERVICE CONTRACT	1,000	1,500	500	500	-1,000
4220	MEMBERSHIPS	13,133	5,078	6,200	6,200	1,122
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,138	4,228	4,228	4,228	0
4260	OFFICE EXPENSE	5,199	8,600	7,000	7,000	-1,600
4261	POSTAGE	3,010	7,250	2,750	2,750	-4,500
4262	SOFTWARE	90	0	0	0	0
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	650	1,650	1,000	1,000	-650
4264	BOOKS / MANUALS	100	500	500	500	0
4266	PRINTING / DUPLICATING SERVICES	100	3,600	100	100	-3,500
4300	PROFESSIONAL & SPECIALIZED SERVICES	52,069	105,500	25,454	25,454	-80,046
4400	PUBLICATION & LEGAL NOTICES	1,000	4,700	1,500	1,500	-3,200
4420	RENT & LEASE: EQUIPMENT	27,549	27,350	28,902	28,902	1,552
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	9,300	10,000	5,580	5,580	-4,420
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	27	0	0	0	0
4461	EQUIP: MINOR	610	1,000	1,000	1,000	0
4500	SPECIAL DEPT EXPENSE	1,100	1,500	1,500	1,500	0
4501	SPECIAL PROJECTS	0	0	1,000	1,000	1,000
4503	STAFF DEVELOPMENT	0	3,000	1,000	1,000	-2,000

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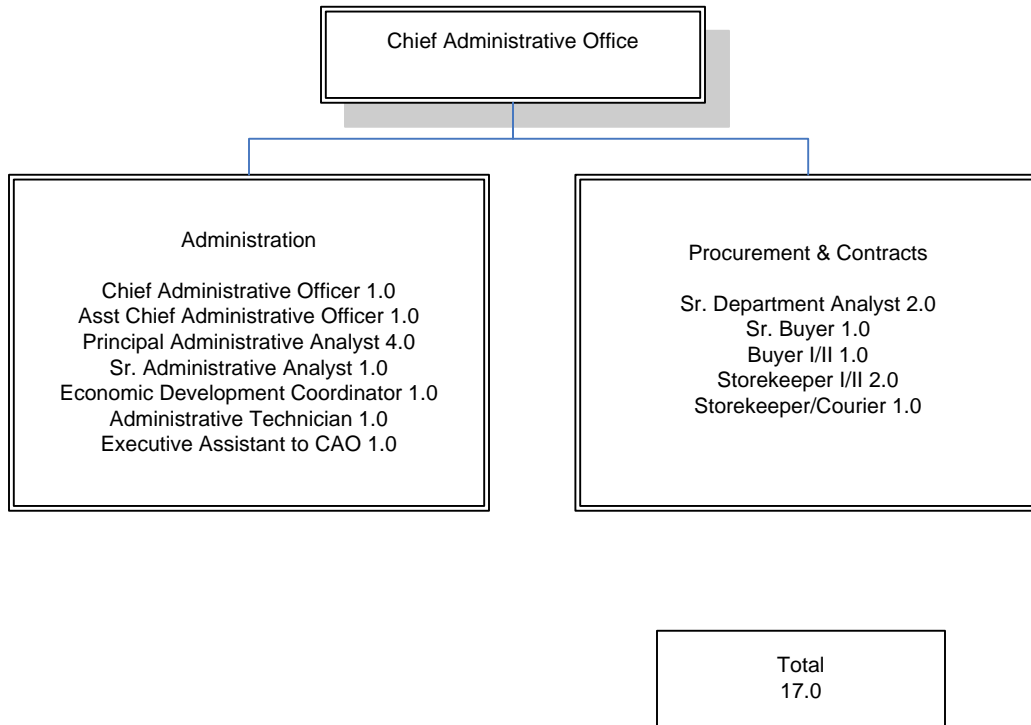
Financial Information by Fund Type

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

		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	
					DIFFERENCE	
4505	SB924: TRANSPORTATION & TRAVEL	15	0	0	0	0
4513	INVENTORY: CENTRAL STORES GENERAL	297,000	297,000	0	0	-297,000
4514	BULK: POSTAGE PURCHASE GENERAL SVCS	400,000	450,000	0	0	-450,000
4529	SOFTWARE LICENSE	3,822	3,999	3,822	3,822	-177
4550	CENTRAL STORES INVENTORY OFFSET	-297,000	-297,000	298,000	298,000	595,000
4551	BULK POSTAGE PURCHASE OFFSET	-359,233	-400,000	450,000	450,000	850,000
4600	TRANSPORTATION & TRAVEL	1,000	4,000	2,000	2,000	-2,000
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	2,050	3,100	2,600	2,600	-500
4605	RENT & LEASE: VEHICLE	13,297	13,797	13,297	13,297	-500
4606	FUEL PURCHASES	9,200	10,500	10,200	10,200	-300
CLASS: 40	SERVICE & SUPPLIES	200,283	287,040	890,769	890,769	603,729
4750	CENTRAL STORES INVENTORY ABATEMENTS	0	0	-298,000	-298,000	-298,000
4751	BULK PURCHASE POSTAGE ABATEMENTS	0	0	-406,200	-406,200	-406,200
CLASS: 41	SERVICE & SUPPLIES ABATEMENTS	0	0	-704,200	-704,200	-704,200
5240	CONTRIB: NON-CNTY GOVERNMENTAL	26,639	27,000	0	0	-27,000
5300	INTERFND: SERVICE BETWEEN FUND TYPES	600	600	0	0	-600
CLASS: 50	OTHER CHARGES	27,239	27,600	0	0	-27,600
7200	INTRAFUND TRANSFERS: ONLY GENERAL	176	0	0	0	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	10,400	10,400	11,952	11,952	1,552
7223	INTRAFND: MAIL SERVICE	4,775	4,775	1,981	1,981	-2,794
7224	INTRAFND: STORES SUPPORT	4,708	4,708	1,529	1,529	-3,179
7225	INTRAFND: CENTRAL DUPLICATING	5,000	10,500	5,000	5,000	-5,500
7227	INTRAFND: MAINFRAME SUPPORT	14,882	14,882	15,660	15,660	778
7229	INTRAFND: PC SUPPORT	2,750	3,600	2,500	2,500	-1,100
7231	INTRAFND: IS PROGRAMMING SUPPORT	4,445	4,000	4,000	4,000	0
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	750	750	0	0	-750
7234	INTRAFND: NETWORK SUPPORT	28,829	28,829	39,167	39,167	10,338
CLASS: 72	INTRAFUND TRANSFERS	76,715	82,444	81,789	81,789	-655
7357	INTRFND ABATEMENTS: MAIL SERVICE	-101,017	-101,017	-73,168	-73,168	27,849
7358	INTRFND ABATEMENTS: STORES SUPPORT	-107,800	-107,800	-88,255	-88,255	19,545
CLASS: 73	INTRAFUND ABATEMENT	-208,817	-208,817	-161,423	-161,423	47,394
TYPE: E SUBTOTAL		2,222,455	2,440,794	2,165,951	2,115,055	-325,739
FUND TYPE: 10 SUBTOTAL		2,086,624	2,286,660	2,009,302	1,958,090	-328,570
DEPARTMENT: 02 SUBTOTAL		2,086,624	2,286,660	2,009,302	1,958,090	-328,570

CHIEF ADMINISTRATIVE OFFICE

Classification Title	2008-09 Adjusted Allocation	2009-10 Dept Request	2009-10 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
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	2.00	2.00	2.00	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	17.00	17.00	17.00	0.00



CHIEF ADMINISTRATIVE OFFICE

Ten Year History

	00/01 Actual	01/02 Actual	02/03 Actual	03/04 Actual	04/05 Actual
Salaries	520,713	469,385	695,477	556,383	3,987,237
Benefits	74,634	86,864	133,533	166,922	1,810,263
Services & Supplies	133,720	121,646	105,573	115,710	2,642,089
Other Charges	100	-	100	50	113,427
Fixed Assets	1,573	9,631	4,270	-	85,321
Operating Transfers	14,466	14,781	-	-	-
Intrafund Transfers	23,378	27,802	29,723	28,340	(3,745,764)
Total Appropriations	768,584	730,109	968,676	867,405	4,892,573
Licenses, Permits	-	-	-	-	55,000
State	41,174	-	-	-	-
Charges for Service	-	-	-	-	1,296,716
Interfund Revenue	18,500	20,000	18,500	62,630	-
Misc.	-	-	-	-	35,078
Total Revenue	59,674	20,000	18,500	62,630	1,386,794
NCC	708,910	710,109	950,176	804,775	3,505,779
FTE's	8	8	9	9	77

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	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Projected	09/10 Budget
Salaries	4,321,148	4,809,738	1,360,812	1,427,321	1,467,728
Benefits	1,915,491	2,036,683	602,266	699,714	540,392
Services & Supplies	3,077,725	3,536,521	301,808	200,283	186,569
Other Charges	1,555	1,510	26,639	27,239	-
Fixed Assets	335,952	752,766	-	-	-
Operating Transfers	-	-	-	-	-
Intrafund Transfers	(3,385,413)	(3,560,769)	53,805	(132,102)	(79,634)
Total Appropriations	6,266,458	7,576,449	2,345,330	2,222,455	2,115,055
Licenses, Permits	55,000	55,000	-	-	-
State	-	-	-	-	-
Charges for Service	1,306,147	1,499,788	-	132,284	155,464
Interfund Revenue	-	-	-	-	-
Misc.	9,443	615	9	3,547	1,500
Total Revenue	1,370,590	1,555,403	9	135,831	156,964
NCC	4,895,868	6,021,046	2,345,321	2,086,624	1,958,091
FTE's	72	78	17	20	17

10 Year Variance		
	\$ Change	% Change
Salaries	947,015	182%
Benefits	465,758	624%
Services & Supplies	52,849	40%
Other Charges	(100)	-100%
Fixed Assets	(1,573)	-100%
Operating Transfers	(14,466)	-100%
Intrafund Transfers	(103,012)	-441%
Total Appropriations	1,346,471	175%
State - Other	(41,174)	N/A
Charges for Service	155,464	N/A
Interfund Revenue	(18,500)	N/A
Misc.	1,500	N/A
Total Revenue	97,290	163%
NCC	1,249,181	176%
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)