

# Chief Administrative Office Overview 2023

Presented to the Board of Supervisors on February 1, 2023

# Divisions

Admin & Budget

EMS & Emergency  
Preparedness &  
Response

Wildfire  
Preparedness &  
Resilience

Central Services

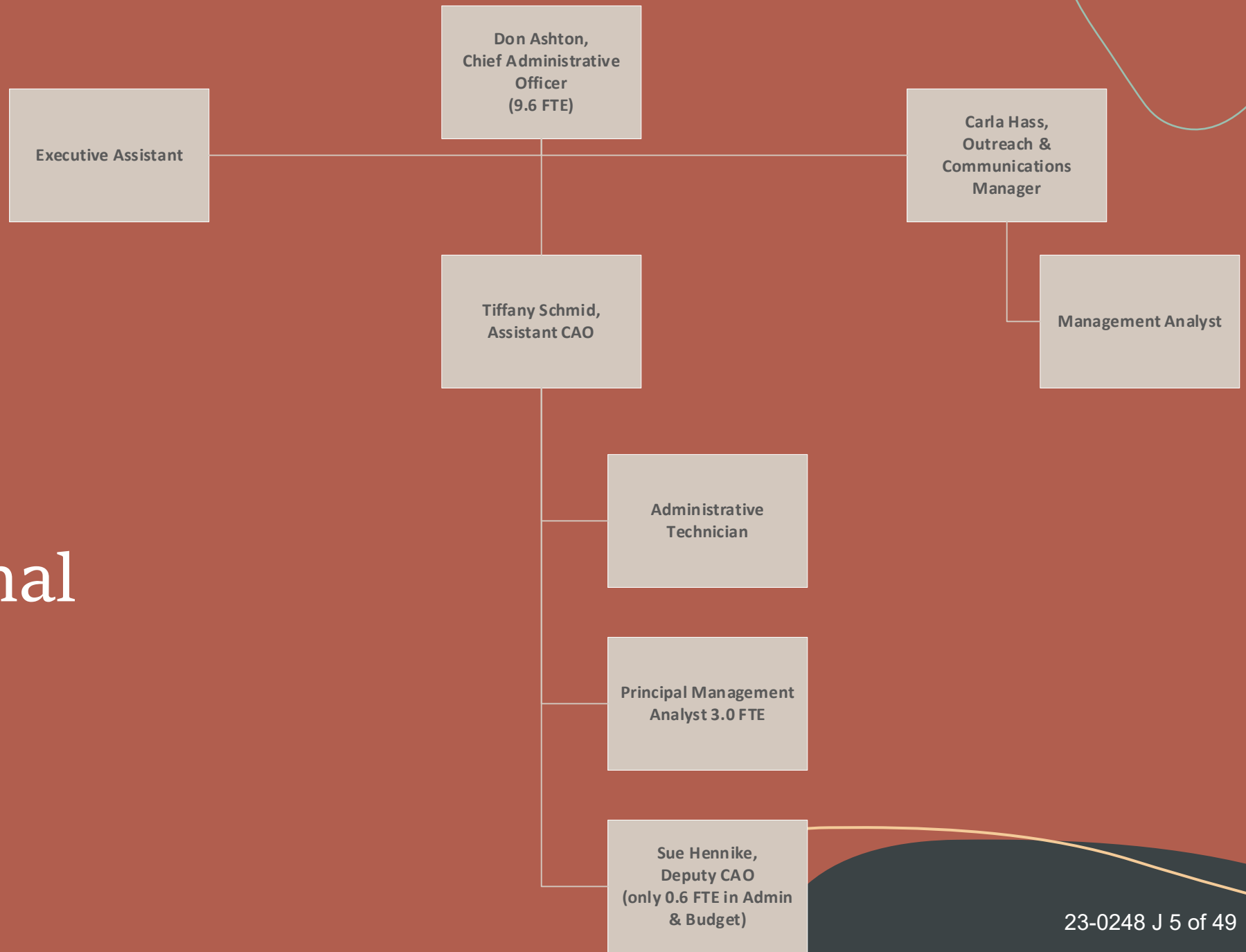
Parks

# Administration & Budget Division

# Mission Statement

The Chief Administrative Office Administration and Budget Division is responsible for the proper and efficient administration of the affairs of the County as prescribed in the County Charter and by formal action of the Board, as well as coordinating the work of all offices and departments, identifying ways to achieve efficiency and economy in all county operations, and recommending and administering the County budget.

# CAO Admin & Budget Organizational Chart



# What we do – Admin & Budget



Budget



Board of Supervisors  
Agenda Item  
Recommendations



Strategic Plan



Coordinate  
the work of all  
offices  
to achieve  
efficiency and  
economy



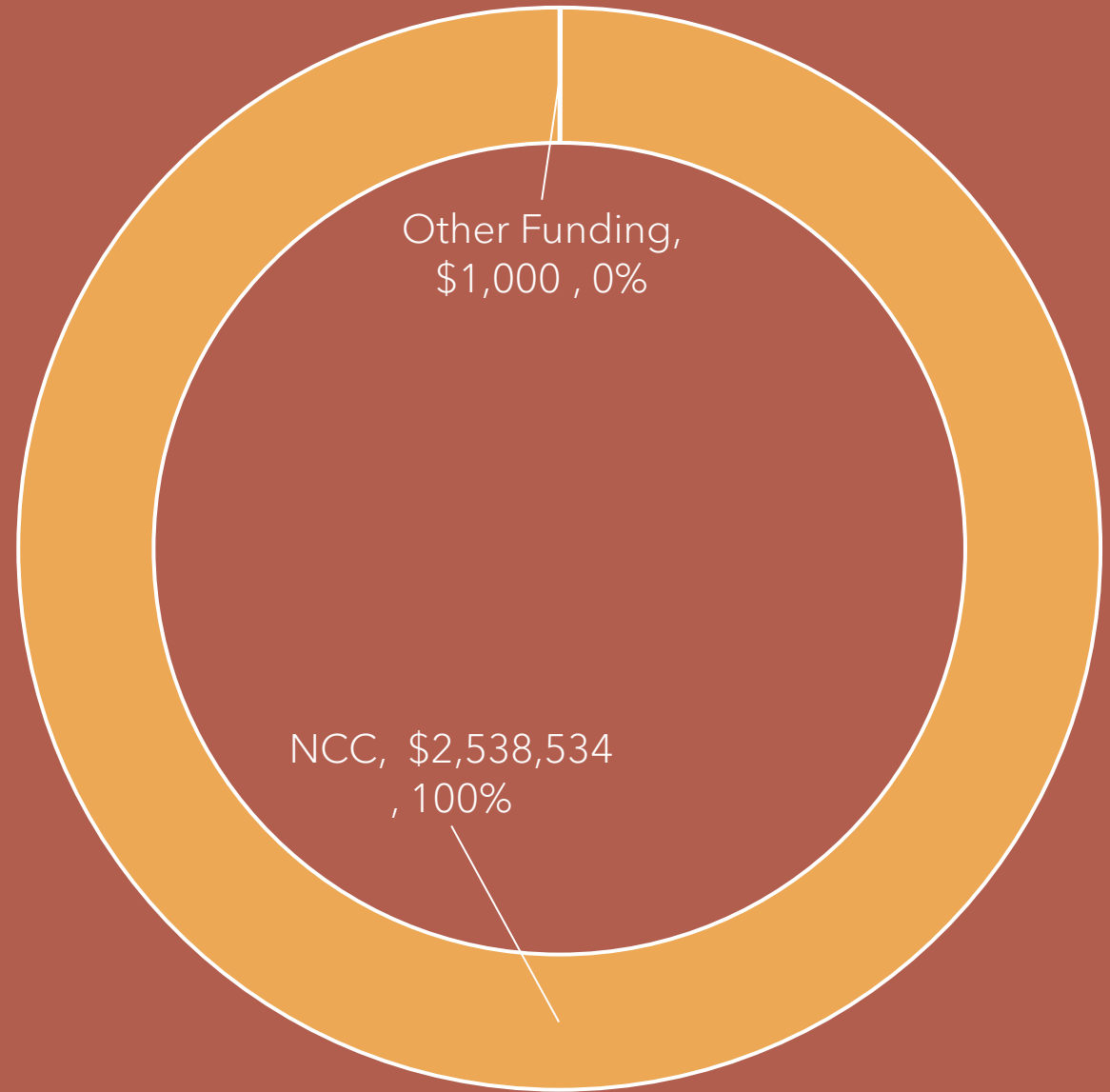
Administer  
and enforce  
policies



Board  
directed  
projects

Total Operating  
Appropriations of  
\$2,539,534

Net County Cost of  
\$2,538,534 (99.9%)



# Role in the Strategic Plan

- Leads the development, updates, and implementation of the Strategic Plan.



# Upcoming Policy and Programmatic Changes

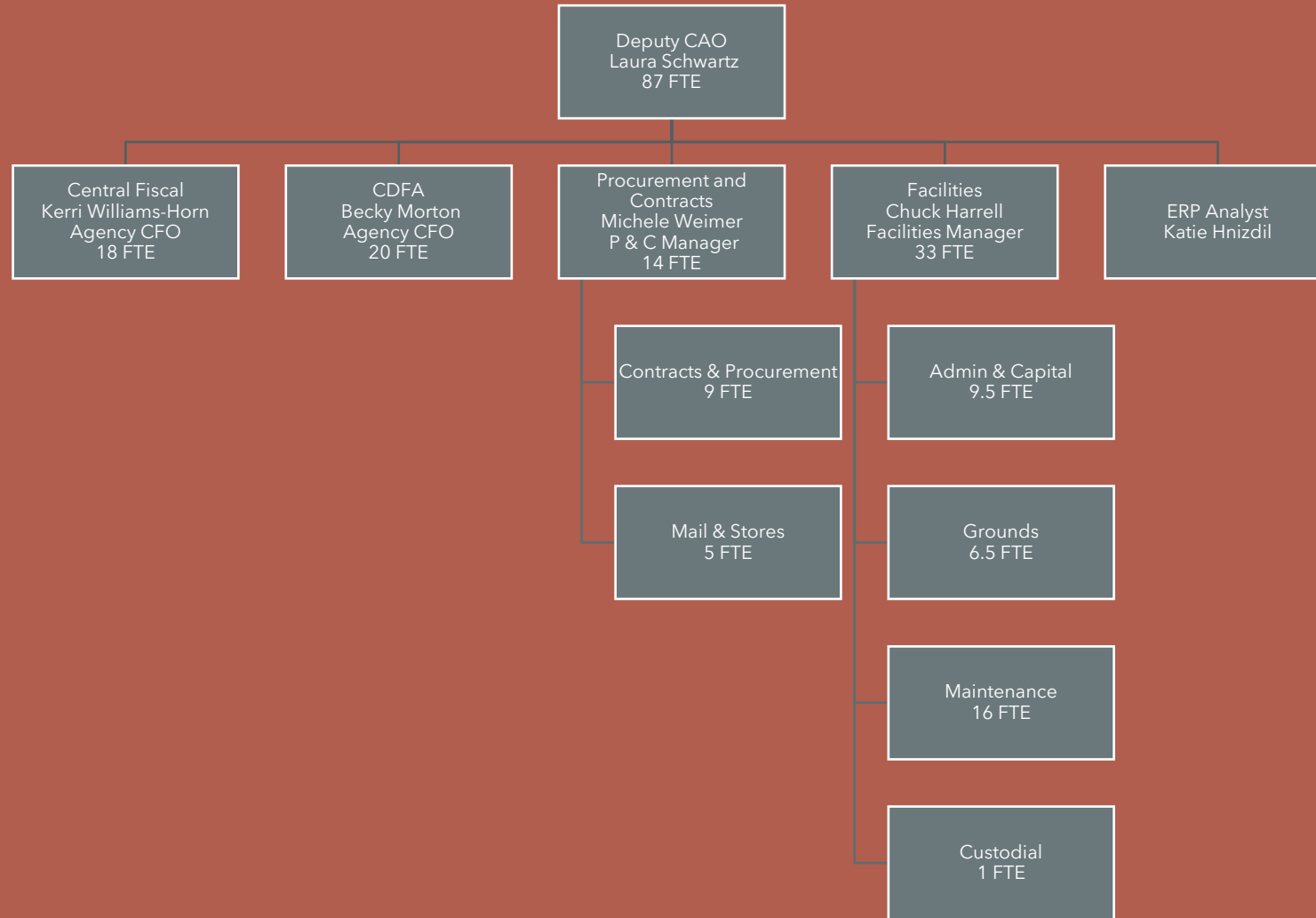
The Division has been impacted by emergency response and will continue to be impacted if more emergencies occur.

# Central Services Division

# Mission Statement

The mission of the Chief Administrative Office – Central Services Division is to provide a centralized and consistent service model resulting in the highest level of customer service to internal and external customers.

# Organizational Chart Central Services



# What we do – Central Fiscal

- Provides fiscal and administrative services to 8 departments
  - Budget development and monitoring
  - Revenue and expense projections
  - Accounts Payable / Accounts Receivable
  - Payroll
  - Grant management
  - Contract administration
  - Human Resources
  - Financial reporting
  - Purchasing

# What we do – CDFA

- Provides fiscal and administrative services to Transportation, Building and Planning & Environmental Management
  - Budget development and monitoring
  - Revenue and expense projections
  - Mitigation Fee Act reporting
  - Financial reporting
  - Billing
  - Accounts Payable / Accounts Receivable
  - Payroll
  - Transportation Capital Improvement Plan
  - Internal auditing/reconciliations (TIF fees, credit card payments)
  - Grant management

# What we do – Facilities

- Building maintenance - \$4.1 million budget
  - Maintain over 900,000 square feet of buildings (approximately 80 buildings)
  - Maintenance projects under \$25K
  - Emergency response
- Grounds maintenance - \$1.1 million budget
  - 90 acres of Improved Parks
  - 10 miles of trails
  - 16 Cemeteries
  - Grounds for all County owned buildings
- Manage custodial contractor - \$1 million budget
- Capital projects – Accumulative Capital Outlay Fund
  - Deferred Maintenance - \$6.5 million budget
  - Capital Projects - \$47.1 million budget
- Contract administration
  - Currently over 200 open contracts that facilities administers

# What we do – Procurement and Contracts

- Provide countywide support for:
  - Request for Qualifications
  - Request for Proposals
  - Bids
  - Requisitions
  - Purchase Orders
  - Contracts
- Responsible for implementing and updating County purchasing ordinance and policy
- Receives and distributes all County mail and stores orders
- Manages the County surplus program

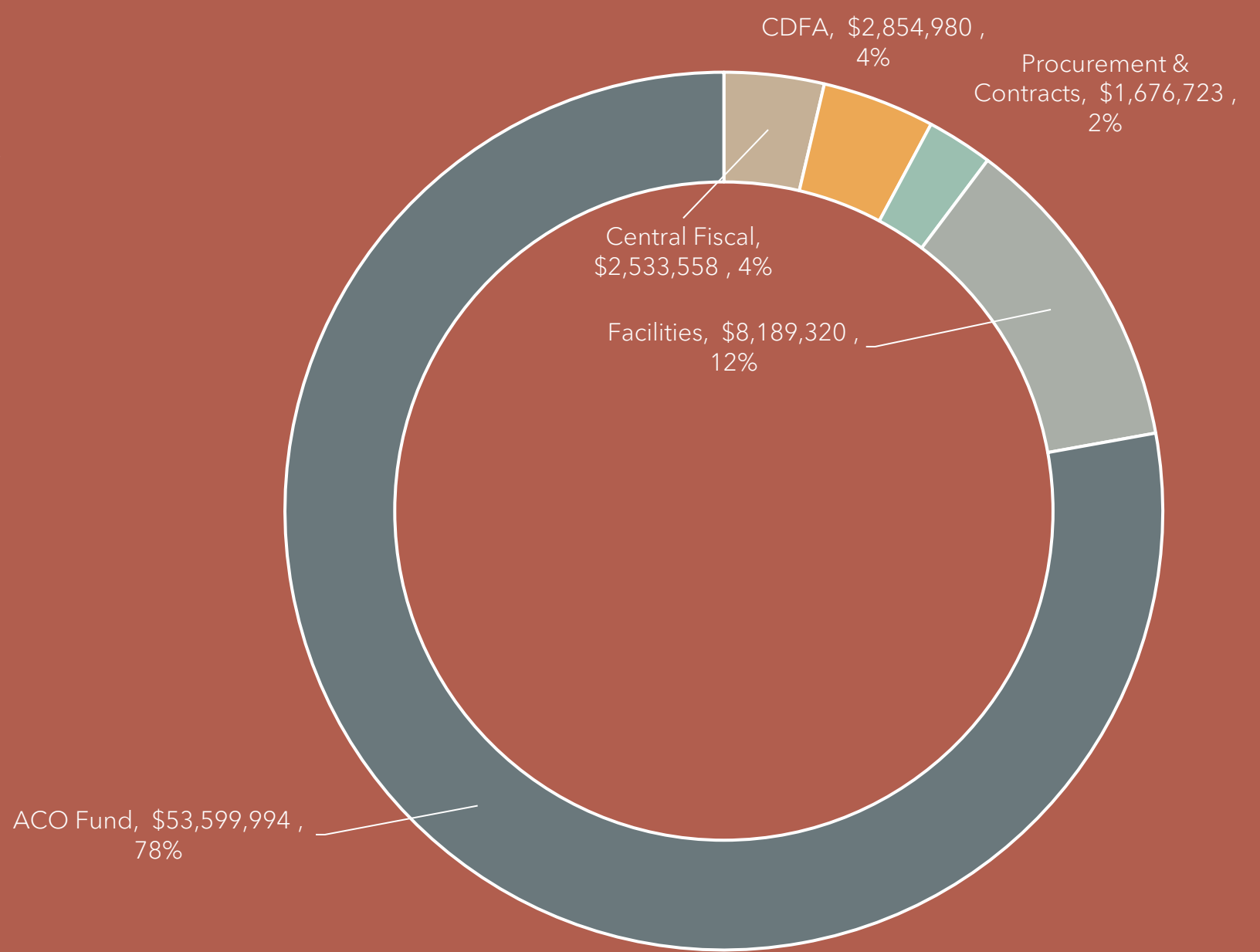


# What we do – Enterprise Resource Program (ERP) Team

- Team members from Auditor's Office, Information Technologies and CAO Central Services
- Troubleshoot issues with FENIX and KRONOS
- Test updates and new versions of FENIX software
- Update training guides
- Develop live training sessions for staff
- Create content and record online training material for staff to access at any time
- Special projects

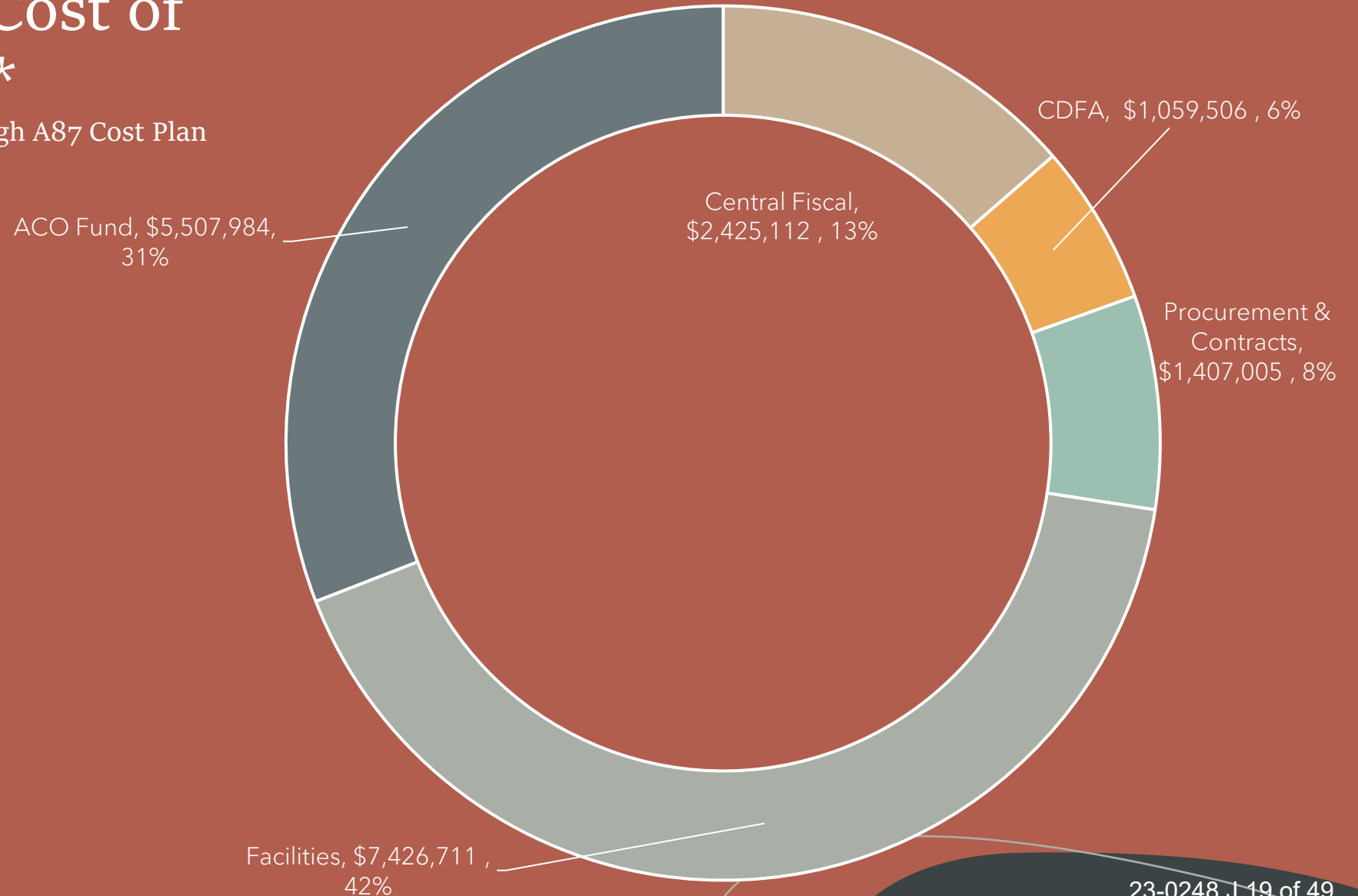
# Total Operating Appropriations

\$68,854,575



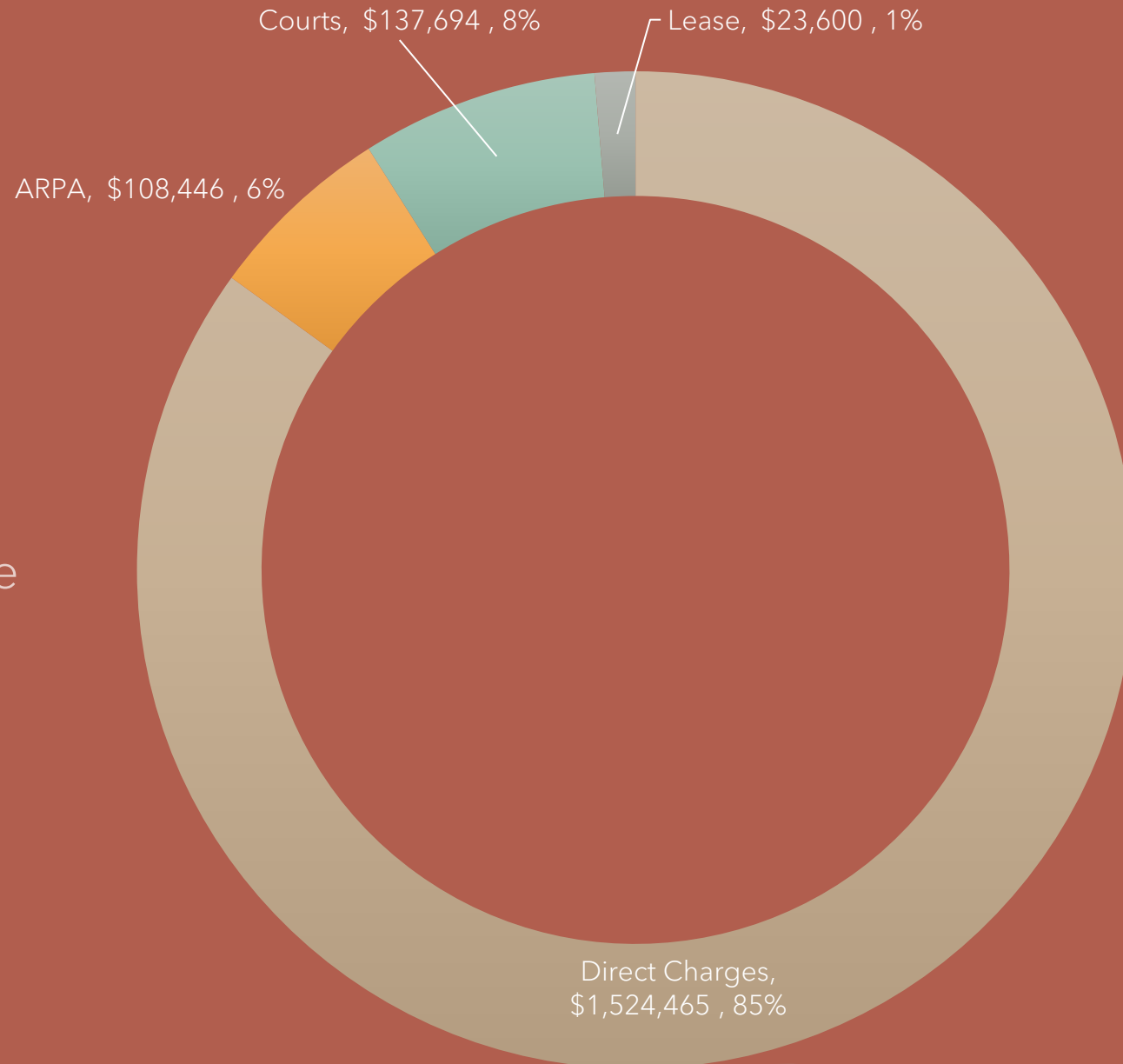
# Net County Cost of \$17,826,318\*

\*Partial cost recovery through A87 Cost Plan



# Revenue Sources

- Direct charges
  - CDFA – DOT Charge
  - Facilities – ACO Funds
  - Facilities – Billable Service Requests
- ARPA – Central Fiscal
- Courts Shared Costs
- Misc. lease revenue



# Service and Performance Indicators

- Central Fiscal & CDFA
  - Processed almost 20,000 invoices in FY 21/22
  - Completed payroll for 607 employees
  - Prepared and monitored department budgets totaling \$323,005,866
- Procurement and Contracts
  - Processed approximately 1550 requisitions in FY 21/22
  - Posted 364 contracts and 134 change orders
  - Completed 37 RFQ/RFP's
  - Completed 26 Bids

# Service and Performance Indicators

- Facilities
  - Completed 717 billable service requests
  - Completed 4,288 non-billable service requests
  - Completed 312 Preventative Maintenance service requests
  - Completed approximately \$4M in deferred maintenance capital projects in FY 21/22
  - Completed acquisition of Barton properties in South Lake Tahoe
  - Finalizing due diligence for acquisition of Carlton Building in Shingle Springs

# Role in the Strategic Plan

- Good Governance
  - Implement systems that improve system-wide processes, data sharing and department collaboration
  - Approach large complex and/or system-wide matters as one organization
  - Evaluate requests and recommendations based on complete assessment of the best available information
  - Create and maintain a supportive culture for all employees through staff engagement
- Infrastructure
  - Analyze need, coordinate and plan for County facilities, parks and trails including ongoing maintenance, operations and replacement.

# Upcoming Policy and Programmatic Changes

Implementation and training on the new Procurement Policy

Heavy load of Capital Projects and building acquisitions with limited resources and supply chain issues

New financial tracking and reporting needs related to revenue sources such as ARPA and TOT

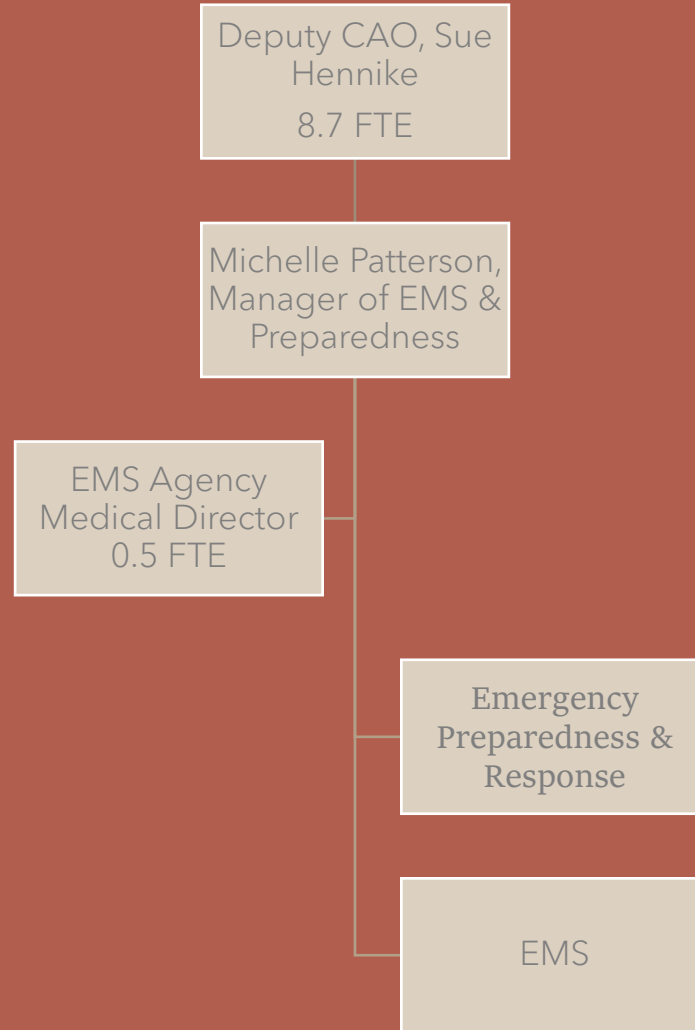


# Emergency Medical Services & Emergency Preparedness & Response Division

# Mission Statement

Our mission is to prepare El Dorado County to effectively respond to public health threats by focusing on public health disaster planning, disease surveillance, detection and control, health risk communication, and public and health provider education and training services.

# Organizational Chart



# What We Do – Emergency Medical Services (EMS)

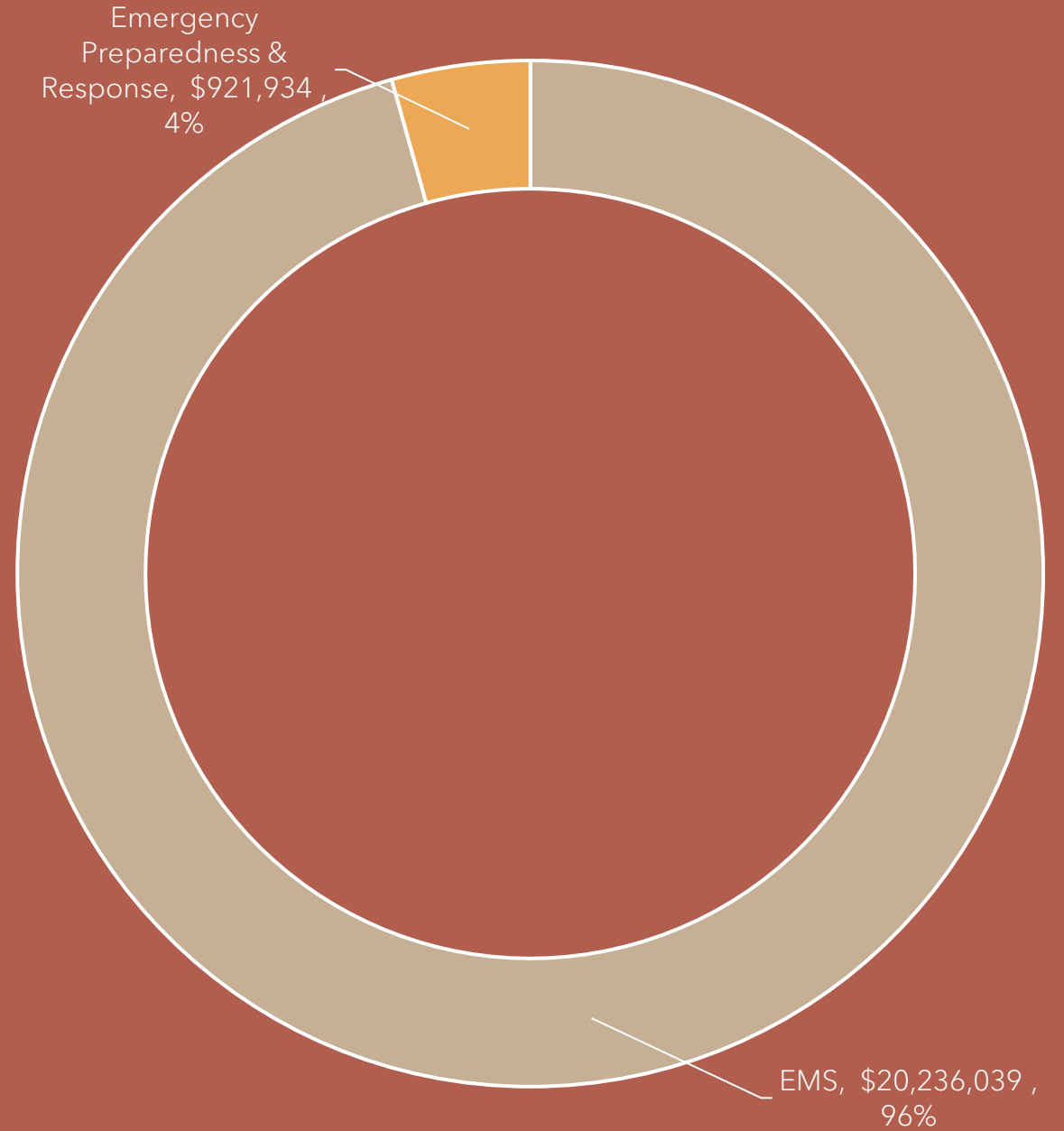
- Coordinate and maintain an integrated system of emergency response, pre-hospital care, and transportation services to victims of illness or injury
- Regulate licensure of emergency medical personnel
- Manage contracts for emergency ambulance transport and dispatch services

# What We Do – Emergency Preparedness & Response

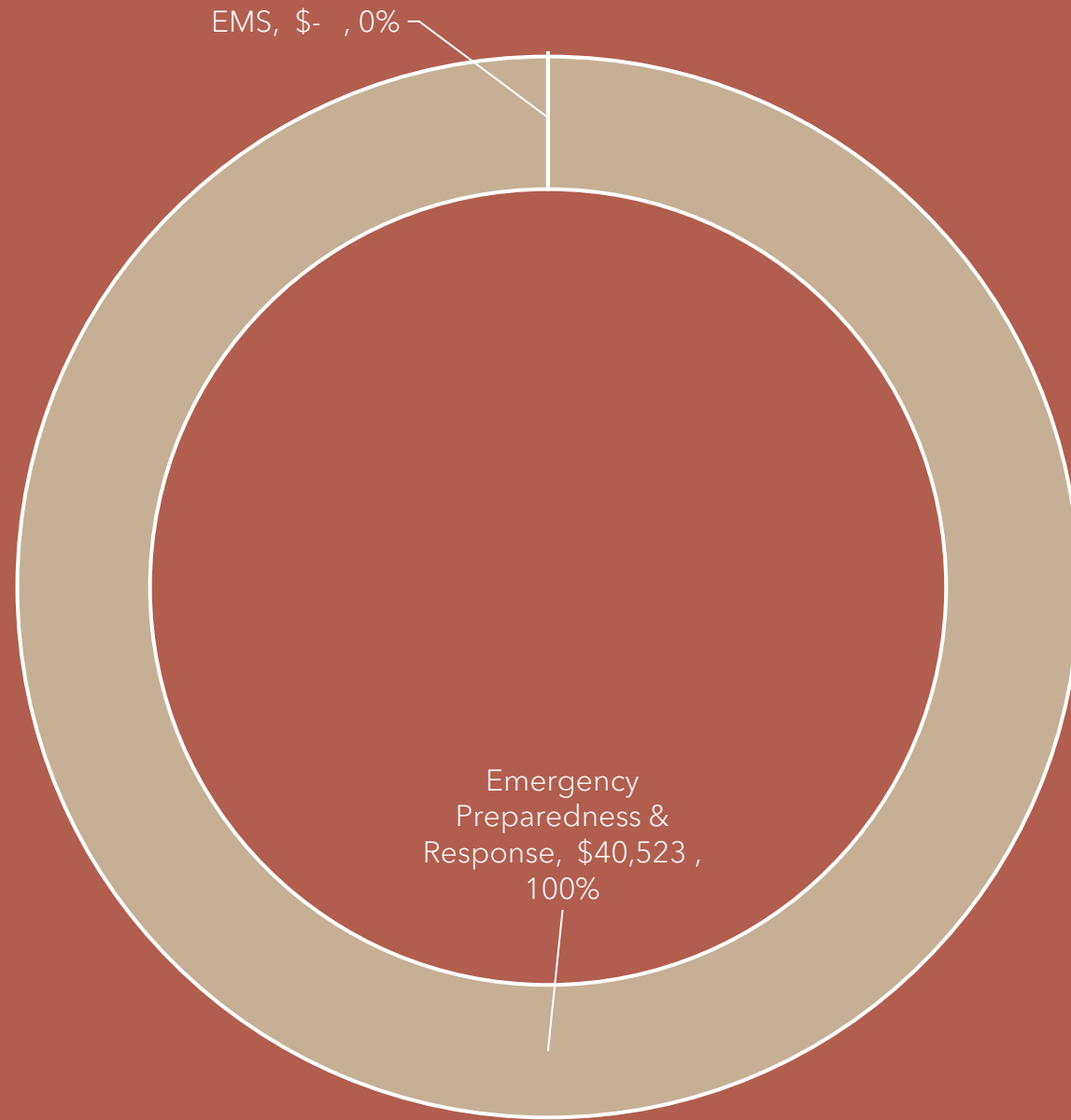
- Build community resilience and disaster preparedness through education and training
- Coordinate medical and health resources during an emergency or disaster
- Coordinate with County Office of Emergency Services to provide mass care and sheltering and other needed services during an emergency or disaster

# Total Operating Appropriations

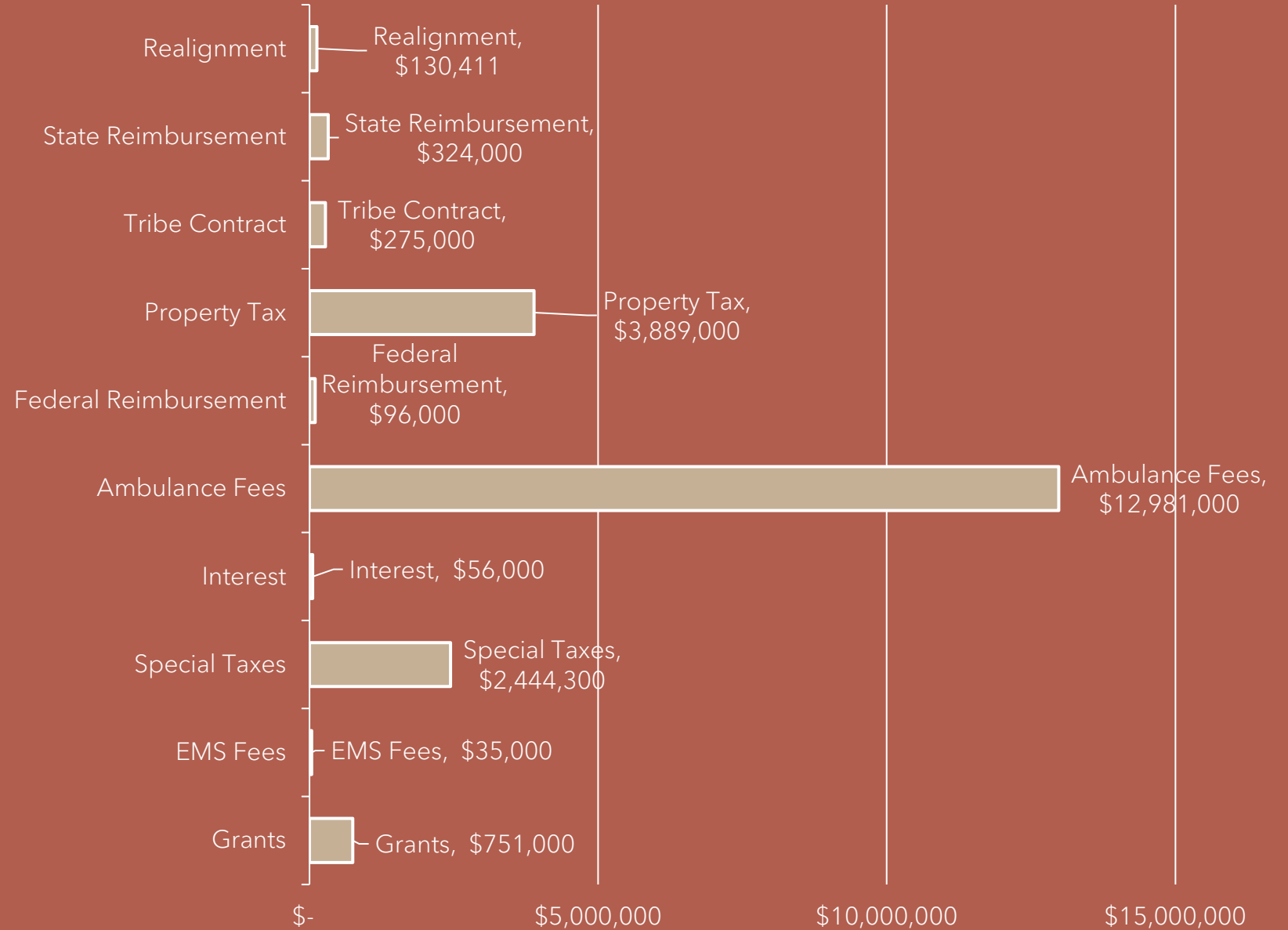
\$21,157,973



# Net County Cost \$40,523



# Revenue Sources



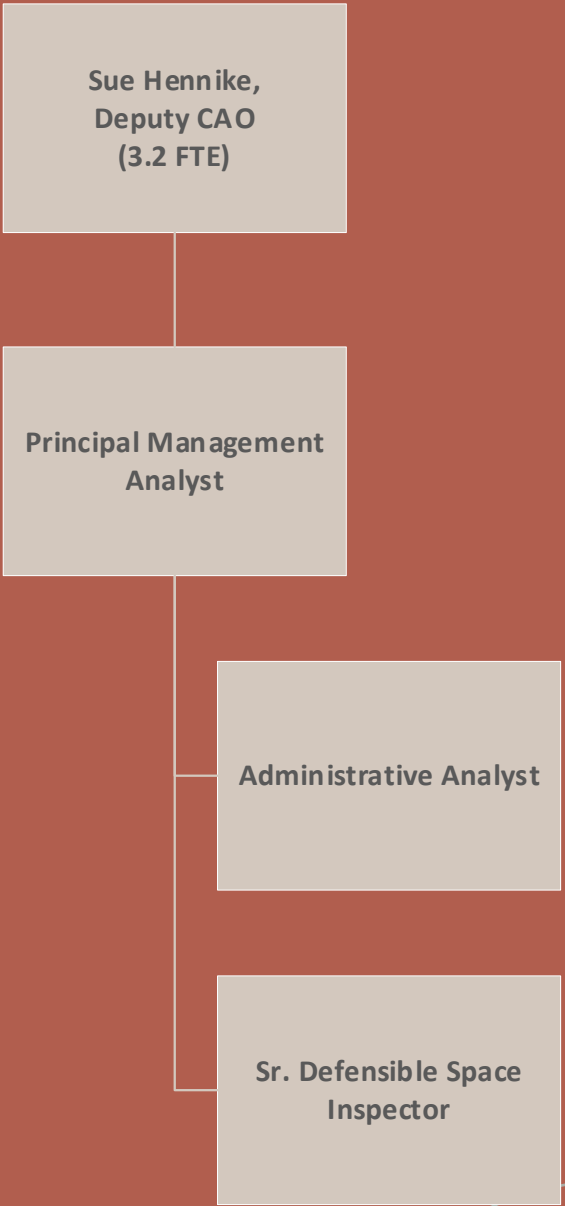


# Role in the Strategic Plan

- The Emergency Preparedness & Response programs support the priority of “Effective Emergency Preparedness Activities” under the Public Safety goal by providing education and training and coordinating with the Office of Emergency Services
- The Emergency Medical Services Agency supports the goals of Public Safety and Healthy Communities by coordinating and regulating the provision of emergency medical services in the County

# Office of Wildfire Preparedness & Resilience

# Office of Wildfire Preparedness & Resilience Organizational Chart

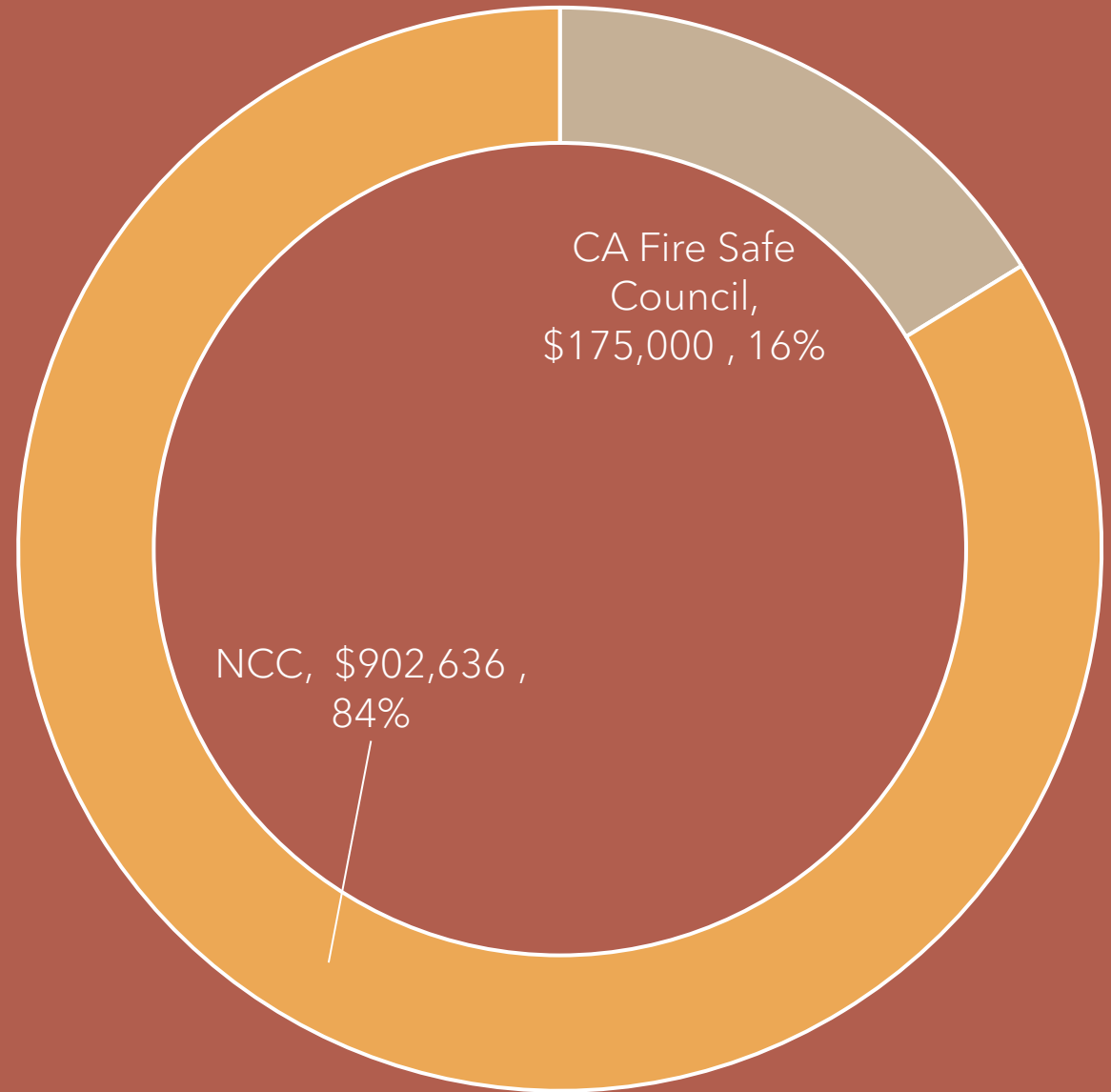


# What we do – Admin & Budget

- Office of Wildfire Preparedness & Resilience:
  - Support the creation and maintenance of fire-adapted communities through a countywide wildfire protection strategy.
  - Wildfire preparedness activities.

Total Operating  
Appropriations of  
\$1,077,636

Net County Cost of  
\$902,636 (83.8%)



# Role in the Strategic Plan

- Office of Wildfire Preparedness & Resilience a direct result of the Strategic Plan Healthy Communities Goal of “Lead and facilitate the creation and maintenance of fire-adapted communities”

# Upcoming Policy and Programmatic Changes

Continued creation and  
development of the Office of  
Wildfire Preparedness &  
Resilience

# Parks, Trails, and River Management Division



# Mission Statement

The mission of the Parks Division is to provide adequate recreation opportunities and facilities including, parks, trails and resource-based recreation areas for the health and welfare of El Dorado County Residents and visitors.

# Organizational Chart

Tiffany Schmid,  
Assistant CAO  
6.0 FTE

Vickie Sanders,  
Parks Manager

Parks Program  
Coordinator

Admin Analyst

Admin Tech

Parks Trail  
Maintenance  
Worker 2.0 FTE

# What we do?



RIVER MANAGEMENT  
PROGRAM-  
IMPLEMENTATION OF  
THE RIVER  
MANAGEMENT PLAN



RUBICON TRAIL  
PROGRAM-  
MAINTENANCE AND  
OPERATION



PARKS AND TRAILS-  
DEVELOPMENT,  
OPERATIONS, GRANT  
ADMINISTRATION

# What we do - Parks

- Operations for four County parks- rentals, seasonal staffing, ensuring safe and clean parks.
- Develop new County recreational opportunities.
- Write and administer grants as opportunities arise.

Currently administering four Prop 68 grants, three Off Highway Motor Vehicle Grants, and waiting on one Boating and Water Ways Grant

# What we do - Parks

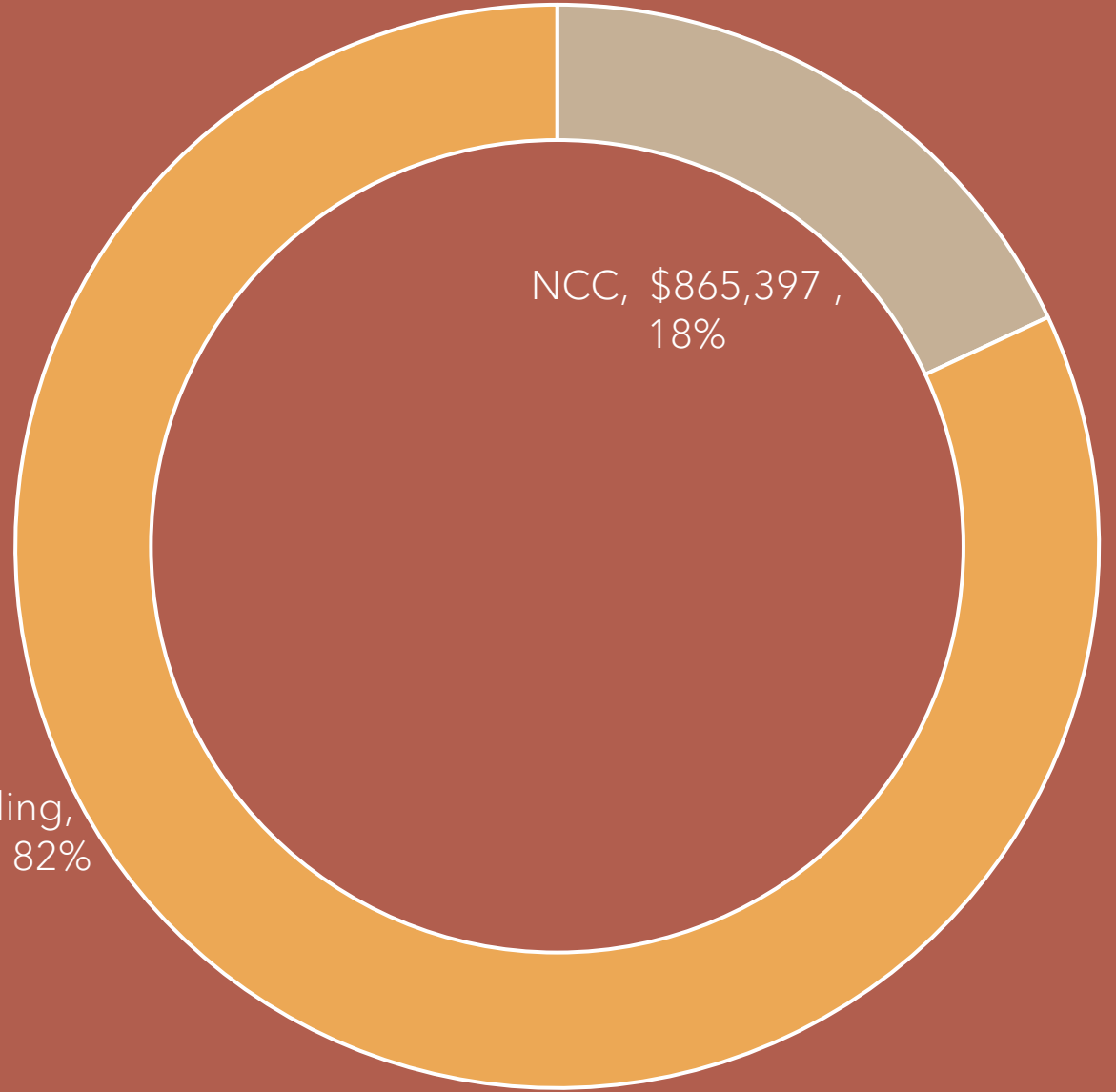
- Implement the River Management Plan and provide education to the public.
- Maintain and operate of the Rubicon Trail.
- Provide staff at the Loon Lake Kiosk, weekly pumping of restrooms during the season, maintain and install BMP's as needed.
- Write and administer Off Highway Motor Vehicle Grants annually
- Staff for Parks and Recreation Commission

Total Operating  
Appropriations of  
\$4,793,893

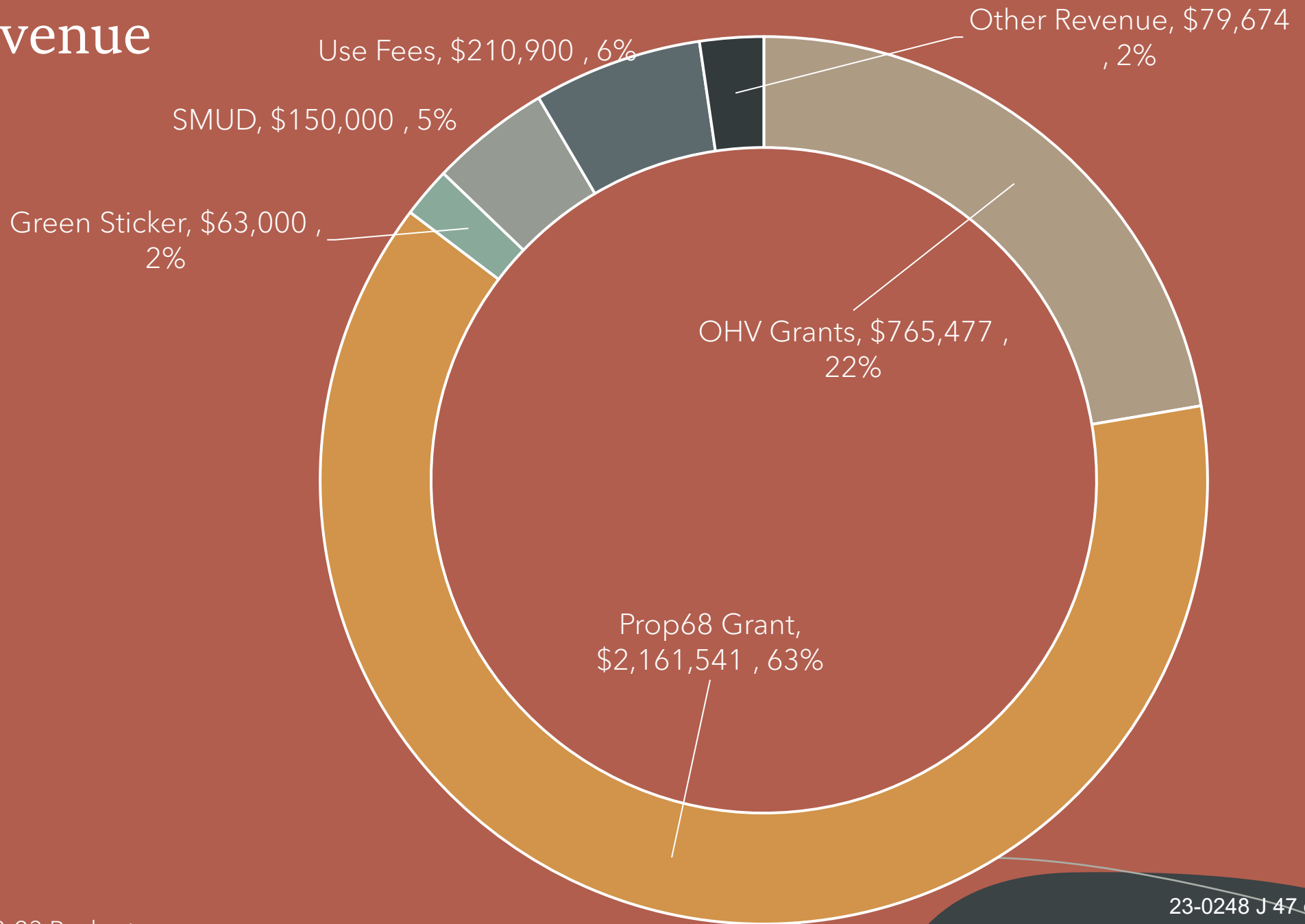
Net County Cost of  
\$865,397

Other Funding,  
\$3,929,496 , 82%

NCC, \$865,397 ,  
18%



# Major Revenue Sources



# Role in the Strategic Plan

- Providing recreational infrastructure and opportunities in El Dorado County as identified in the General Plan Recreation Element. Strategic elements-Infrastructure and Healthy Communities.



# Upcoming Policy and Programmatic Changes

New State requirement for Off Highway Motor Vehicle Grants to develop a Habitat Wildlife Management Plan for the Rubicon Trail and provide monitoring and reporting annually.