

Community Development Services

RECOMMENDED BUDGET • FY 2017 - 18

Business Analysis & Special Projects - will assist with FENIX implementation, will develop policies and procedures, will analyze improvements for Community Development Services processes and will work on special projects.

BUDGET SUMMARY BY PROGRAM

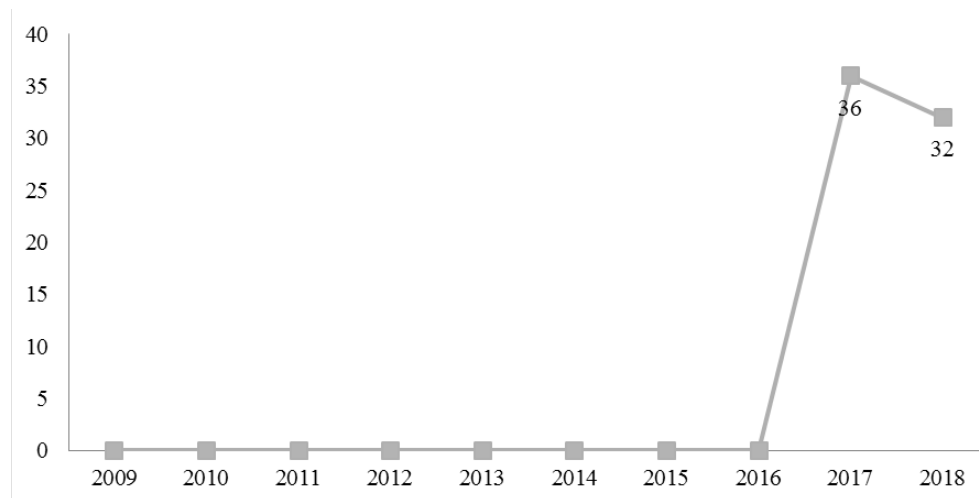
	Appropriations	Revenues	Net County Cost	Staffing
Admin. & Finance	\$ 3,329,989	\$ 3,329,989	-	32.4
Total	\$ 3,329,989	\$ 3,329,989	-	32.4

STAFFING TREND

The Recommended Budget reflects several staffing changes in the division. These changes include the deletion of the Director of the Community Development Agency position (approved in FY 2016-17) and the recommended elimination of the vacant Assistant Director of Administration and Finance position. The Director position was functionally replaced during FY 2016-17 by a Deputy Chief Administrative Officer position in the Chief Administrative Office (offset by the deletion of one Principal Administrative Analyst position).

In addition, it is recommended that one Administrative Services Officer position and one Senior Department Analyst position) be deleted in the FY 2017-18 Recommended Budget. Both positions are currently vacant and unfunded.

Prior to FY 2016-17, the positions in Community Development Services Administration and Finance Division were reflecting in the Development Services Division of the Community Development Agency. Beginning in FY 2016-17, the positions were counted in the Administrative and Finance Division of the Community Development Agency, which has now become the Community Development Services Administration and Finance Division.



Administration & Finance

RECOMMENDED BUDGET • FY 2017 - 18

RECOMMENDED BUDGET

This Budget is recommended at \$3,329,989. The Recommended Budget represents an overall decrease of \$950,940 (22%) in revenues and a decrease of \$950,940 (22%) in appropriations when compared to the FY 2016-17 Adopted Budget.

The decrease in appropriations is primarily due to the reduction of support staff in the division, with a like reduction in revenue reflecting the reduced charges to related Departments.

There is no Net County Cost shown in this division. The reduction in cost in this results in lower charges to the respective operating departments; therefore, the Net County Cost savings will be seen in the operating departments that incur the charges.

CAO Adjustments

There are no additional CAO adjustments recommended for FY 2017-18.

Sources & Uses of Funds

Revenue for this division is from overhead allocations charged via Interfund transfers to the Transportation Department, Environmental Management Department's CSA #3 and CSA #10, Special Districts, Fleet Management, and Airports. Additionally, the division transfers administrative costs through Intrafund transfers: to the Planning and Building Department, Environmental Management Department, and Cemetery Operations.

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 35 CDA - ADMINISTRATION & FINANCE

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ	SUBOBJ TITLE				
0260	120,000	120,000	120,000	120,000	0
CLASS: 02	REV: LICENSE, PERMIT, &	120,000	120,000	120,000	0
1830	2,960,384	3,260,929	2,429,007	2,429,007	-831,922
CLASS: 13	REV: CHARGE FOR SERVICES	2,960,384	3,260,929	2,429,007	-831,922
1920	359	0	0	0	0
CLASS: 19	REV: MISCELLANEOUS	359	0	0	0
2020	322,000	900,000	780,982	780,982	-119,018
CLASS: 20	REV: OTHER FINANCING SOURCES	322,000	900,000	780,982	-119,018
TYPE: R SUBTOTAL	3,402,743	4,280,929	3,329,989	3,329,989	-950,940

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FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 35 CDA - ADMINISTRATION & FINANCE

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	2,243,480	2,599,063	2,152,094	2,152,094	-446,969
3001	TEMPORARY EMPLOYEES	25,580	15,500	21,000	21,000	5,500
3002	OVERTIME	15,000	15,000	31,900	31,900	16,900
3004	OTHER COMPENSATION	93,114	84,228	23,500	23,500	-60,728
3020	RETIREMENT EMPLOYER SHARE	458,882	555,852	485,136	485,136	-70,716
3022	MEDI CARE EMPLOYER SHARE	32,005	38,433	31,173	31,173	-7,260
3040	HEALTH INSURANCE EMPLOYER	422,410	523,597	425,542	425,542	-98,055
3042	LONG TERM DISABILITY EMPLOYER	6,627	6,627	5,376	5,376	-1,251
3043	DEFERRED COMPENSATION EMPLOYER	9,985	9,985	10,451	10,451	466
3046	RETIREE HEALTH: DEFINED	41,382	41,382	41,687	41,687	305
3060	WORKERS' COMPENSATION EMPLOYER	28,297	28,297	35,037	35,037	6,740
3080	FLEXIBLE BENEFITS	12,681	12,681	6,130	6,130	-6,551
CLASS: 30	SALARY & EMPLOYEE BENEFITS	3,389,443	3,930,645	3,269,026	3,269,026	-661,619
4041	COUNTY PASS THRU TELEPHONE CHARGES	500	750	500	500	-250
4080	HOUSEHOLD EXPENSE	59	0	0	0	0
4100	INSURANCE: PREMIUM	19,933	19,933	13,517	13,517	-6,416
4144	MAINT: COMPUTER	8,800	8,800	9,600	9,600	800
4220	MEMBERSHIPS	3,741	3,791	2,619	2,619	-1,172
4260	OFFICE EXPENSE	70,000	81,000	72,461	72,461	-8,539
4261	POSTAGE	22,000	22,000	22,000	22,000	0
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	240	240	240	240	0
4264	BOOKS / MANUALS	125	125	115	115	-10
4266	PRINTING / DUPLICATING SERVICES	750	500	750	750	250
4300	PROFESSIONAL & SPECIALIZED SERVICES	345,475	951,818	788,807	788,807	-163,011
4400	PUBLICATION & LEGAL NOTICES	1,500	1,500	1,500	1,500	0
4420	RENT & LEASE: EQUIPMENT	98,000	105,000	98,000	98,000	-7,000
4440	RENT & LEASE: BUILDING &	200	750	500	500	-250
4461	EQUIP: MINOR	9,491	9,491	8,981	8,981	-510
4462	EQUIP: COMPUTER	34,425	35,425	51,995	51,995	16,570
4463	EQUIP: TELEPHONE & RADIO	500	50	200	200	150
4503	STAFF DEVELOPMENT	7,950	7,950	16,076	16,076	8,126
4529	SOFTWARE LICENSE	15,100	15,100	19,640	19,640	4,540
4600	TRANSPORTATION & TRAVEL	2,100	2,100	5,174	5,174	3,074
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	100	0	0	0	0
4605	RENT & LEASE: VEHICLE	6,050	6,043	7,382	7,382	1,339
4606	FUEL PURCHASES	2,000	0	0	0	0
4608	HOTEL ACCOMMODATIONS	2,000	2,000	1,900	1,900	-100
CLASS: 40	SERVICE & SUPPLIES	651,039	1,274,366	1,121,957	1,121,957	-152,409
7200	INTRAFUND TRANSFERS: ONLY GENERAL	542,843	542,843	99,376	99,376	-443,467
7223	INTRAFND: MAIL SERVICE	16,854	16,854	20,372	20,372	3,518
7224	INTRAFND: STORES SUPPORT	4,679	4,679	6,701	6,701	2,022
7231	INTRAFND: IS PROGRAMMING SUPPORT	165,000	165,000	100,000	100,000	-65,000
CLASS: 72	INTRAFUND TRANSFERS	729,376	729,376	226,449	226,449	-502,927
7350	INTRFND ABATEMENTS: GF ONLY	-1,579,634	-1,653,458	-1,287,443	-1,287,443	366,015
CLASS: 73	INTRAFUND ABATEMENT	-1,579,634	-1,653,458	-1,287,443	-1,287,443	366,015
TYPE: E SUBTOTAL		3,190,224	4,280,929	3,329,989	3,329,989	-950,940
FUND TYPE: 10	SUBTOTAL	-212,519	0	0	0	0
DEPARTMENT: 35	SUBTOTAL	-212,519	0	0	0	0

Administration & Finance

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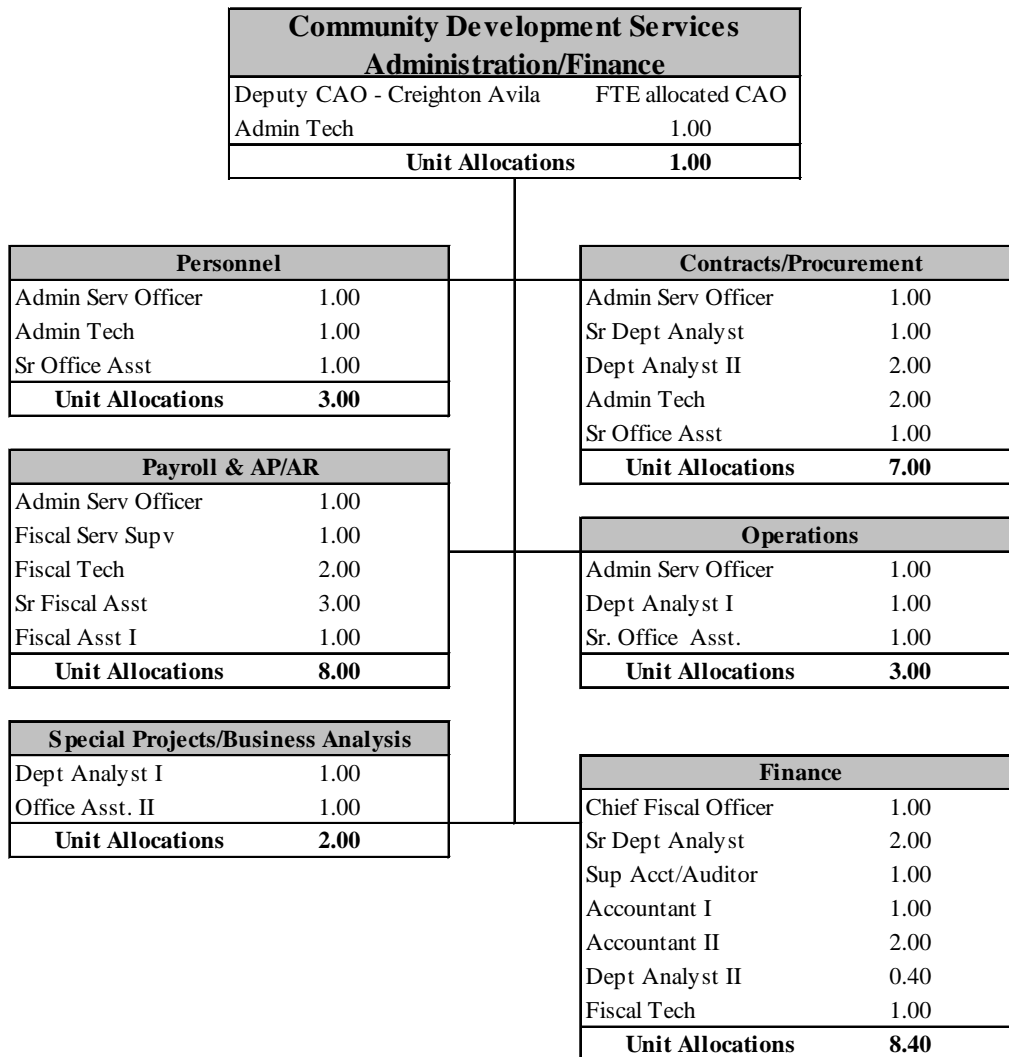
PERSONNEL ALLOCATION

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recommended	Diff from Adjusted
Director Community Development Agency	1.00	-	-	(1.00)
Accountant I/II	2.00	3.00	3.00	1.00
Administrative Secretary	1.00	-	-	(1.00)
Administrative Services Officer	5.00	4.00	4.00	(1.00)
Administrative Technician	5.00	4.00	4.00	(1.00)
Asst Dir of Admin/Fin	1.00	1.00	-	(1.00)
Chief Fiscal Officer	1.00	1.00	1.00	-
Dept Analyst I/II	4.40	4.40	4.40	-
Fiscal Asst I/II	1.00	1.00	1.00	-
Fiscal Svcs Supv	1.00	1.00	1.00	-
Fiscal Tech	3.00	3.00	3.00	-
Office Asst II	-	1.00	1.00	1.00
Sr. Acct	1.00	-	-	(1.00)
Sr. Dept Analyst	4.00	3.00	3.00	(1.00)
Sr. Fiscal Asst	3.00	3.00	3.00	-
Sr. Office Asst	2.00	3.00	3.00	1.00
Supv Acct /Auditor	1.00	1.00	1.00	-
Department Total	36.40	33.40	32.40	(4.00)

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ORGANIZATIONAL CHART



Admin and Finance Allocations
32.40