

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

MISSION

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees the Procurement and Contracts, Facilities, and two centralized fiscal units, the Central Fiscal unit, and the Community Development Finance unit, as part of the Central Services Division. 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.

DIVISION BUDGET SUMMARY

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	2,385	10,000	5,000	(5,000)
License, Pmt, Fran	147,337	154,000	154,000	0
IG Rev - State	87,522	69,094	64,094	(5,000)
Service Charges	2,439,160	2,884,818	2,480,513	(404,305)
Miscellaneous Rev	8,189	2,972	2,420	(552)
Other Fin Sources	1,015,625	1,297,000	585,428	(711,572)
Total Revenue	3,700,219	4,417,884	3,291,455	(1,126,429)
Salaries & Benefits	8,953,751	9,380,735	9,093,272	(287,463)
Services & Supplies	3,079,903	3,606,335	3,530,993	(75,342)
Serv/Supply Abate	(324,432)	(415,000)	(427,960)	(12,960)
Other Charges	14,020	15,000	12,000	(3,000)
Fixed Assets	0	20,000	0	(20,000)
Intrafund Transfers	237,549	746,583	885,504	138,921
Intrafund Abatement	(1,679,761)	(1,904,004)	(2,790,412)	(886,408)
Total Appropriations	10,281,030	11,449,649	10,303,397	(1,146,252)
FUND 1000 GENERAL FUND TOTAL	6,580,812	7,031,765	7,011,942	(19,823)

MAJOR BUDGET CHANGES

Revenue

- \$271,970 Increase in Central Fiscal interfund service charges due to the addition of Emergency Medical Services and Preparedness functions, which are served by the Central Fiscal Unit.
- \$34,810 Increase in Facilities service charges for building maintenance and improvements based on work needs throughout the County.
- (\$656,572) Decrease in Facilities operating transfers in from the Accumulative Capital Outlay Fund. Whereas in prior fiscal years staff time was budgeted in Facilities only, with time charged to the ACO fund via transfers, new time keeping software now allows for staff costs to be budgeted according to their work on ACO projects or Facilities projects. This decrease is offset by increases in the ACO budget.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

(\$697,652) Decrease in Community Development Finance interfund service charges due primarily to the movement of the former Community Development Agency contracts unit to the Central Procurement and Contracts Unit. It should be noted that this decrease in revenue does not show in the Procurement and Contracts unit as an offset as these charges are now included in the Countywide Cost Allocation plan (A-87) and will be recovered in future years.

Appropriations

\$336,098 Increase in Central Fiscal salary and benefits costs due to the addition of staff for the support of new EMS – Preparedness function.

(\$84,013) Decrease in General Liability insurance costs in Central Fiscal due to the division of CAO Administration and the CAO Central Fiscal Unit.

(\$1,173,878) Increase in intrafund abatement (shown as a negative expenditure) in Central Fiscal due to a change in procedure. Whereas in the past only non-General Fund programs were charged for Central Fiscal services, the division is charging all departments beginning this fiscal year.

\$730,214 Increase in Procurement and Contracts salaries and benefits due to the centralization of these functions. In the past, the Community Development Agency maintained a separate Contracts unit; however, the budget now reflects the combination of this unit with CAO Procurement and Contracts.

(\$321,725) Decrease in Facilities salary and benefit costs due to a change in staffing methodology. Whereas in prior fiscal years all staff were budgeted in Facilities, with time charged to the ACO fund via transfers, new time keeping software now allows for staff costs to be budgeted according to their work on ACO projects or Facilities projects. This decrease is offset by increases in the ACO budget.

\$334,899 Increase in intrafund charges due to a change in methodology for Central Fiscal charges for facilities, which in prior years were included in and charged through the cost plan. Beginning this fiscal year, these costs will be direct charged to departments. The increase in Facilities is offset by a decrease in charges coming in to Central Fiscal.

(\$90,039) Decrease in intrafund abatement charges in Facilities (shown as a negative expenditure) due to an increase in service charges to General Fund departments.

(\$1,045,650) Decrease in salary and benefit costs in Community Development Finance due to the transfer of Contract unit staff to central Procurement and Contracts and the transfer of employees to the Airports and Cemeteries programs. This decrease is partially offset by the addition of two new Administrative Analyst positions.

(\$49,210) Decrease in Community Development Finance services and supplies expense due primarily to the removal of Cemetery and Airports special department expenses from this budget unit and reduced computer equipment needs.

(\$311,065) Decrease in Community Development Finance intrafund transfers due to large reductions in Countywide Cost Allocation (A-87) charges, as well as reduced IT and Surveyor program support as a result of the completion of the TRAKiT implementation. The decrease is offset by the additional charge of the Deputy CAO's support for the unit.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

PROGRAM SUMMARIES

Central Fiscal and Administration

The central financial and administrative unit was established in FY 2011-12 within the Chief Administrative Office. This unit provides services to all divisions of the Chief Administrative Office, and to the Departments of Human Resources / Risk Management and Information Technologies, and the offices of the Surveyor, District Attorney, Public Defender, and the Board of Supervisors as well as Court MOE. These services include processing accounts payable/receivable, payroll, journal entries, budgeting, financial reporting and general administration.

In October, 2018, a second finance unit that serves the departments of Transportation, Environmental Management, Building and Planning was moved into this unit.

The Administration and Finance unit provides centralized administration and fiscal services to the Environmental Management Department, the Planning & Building Department, and the Department of Transportation. These services include processing accounts payable/receivable, payroll, journal entries, budgeting, billing and financial reporting. This unit also administers the Zone of Benefit program, coordinates funding for the Department of Transportation's capital projects, and works on special projects.

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

The FY 2019-20 Recommended Budget reflects the centralization of these two units into the Chief Administrative Office under the leadership of a Deputy Chief Administrative Officer.

Procurement and Contracts/Central Stores/Mail-Courier

Procurement and Contracts provides purchasing and contract processing services county-wide. The Division is also responsible for administering the County's surplus property program. Central Stores provides mail and courier service to County departments and operates the County's warehouse and surplus property programs.

In October, 2018, the Division merged with the Community Development Services Contracts & Procurement Unit which serves the departments of Transportation, Environmental Management and Building and Planning. This unit prepares contracts for the Departments, tracks insurance and Disadvantaged Business Enterprise (DBE) requirements, performs purchasing functions, and prepares and issues Requests for Qualifications (RFQs) and Requests for Proposals (RFPs). The FY 2019-20 Recommended Budget reflects the centralization of these two units into the Chief Administrative Office.

Facilities

The Facilities Division manages the County Accumulative Capital Outlay program and provides administrative oversight for buildings and grounds maintenance and custodial services.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal/Admin	\$ 2,609,117	\$ 2,519,671	\$ 89,446	34
Procurement & Contracts	\$ 1,588,289	\$ 26,852	\$ 1,561,437	15
Purchasing	\$ 1,525,758	\$ -	\$ 1,525,758	
Stores	\$ 3,119	\$ 6,982	\$ (3,863)	
Mail	\$ 59,412	\$ 19,870	\$ 39,542	
Facilities	\$ 6,105,991	\$ 744,932	\$ 5,361,059	40.35
Facility Admin	\$ 1,754,380	\$ 430,383	\$ 1,323,997	
Custodial	\$ 847,869	\$ 14,094	\$ 833,775	
Maintenance	\$ 3,040,855	\$ 286,877	\$ 2,753,978	
Grounds	\$ 462,887	\$ 13,578	\$ 449,309	
Public Safety Facility Loan (1206)	\$ 30,000,000	\$ 30,000,000	\$ -	
Criminal Justice Facility Const. (1206)	\$ 150,000	\$ 150,000	\$ -	
Time and Materials Billing (1235)	\$ 1,217,000	\$ 1,217,000	\$ -	
Alt Dispute Resolution (1206)	\$ 285,625	\$ 285,625	\$ -	
SMUD Cooperation Agreement (1206)	\$ 3,986,016	\$ 3,986,016	\$ -	
Vets House (1206)	\$ 45,363	\$ 45,363	\$ -	
Total	\$ 45,987,401	\$ 38,975,459	\$ 7,011,942	89.35

This Budget Summary by Program Table includes detail on Special Revenue Funds that are not included in the Department Budget Summary. These Special Revenue Funds are restricted or committed to expenditure for specified purposes, and are expended by the Department. For more information on these funds see the Special Revenue Funds tab of the Recommended Budget.

STAFFING TREND

Changes in staffing for the Chief Administrative Office reflect the addition of central service functions and other organizational changes throughout the past ten years. In FY 2011-12 a centralized fiscal and administrative group was formed within the Chief Administrative Office, adding seven FTEs. Three FTEs were added for facilities functions, which were offset with reductions in administrative and fiscal staff in other departments. In FY 2012-13, 31 positions were transferred from the Department of Transportation to the Chief Administrative Office for county-wide facilities, grounds, and custodial functions. In FY 2015-16, three FTEs were deleted in the government affairs and facilities functions. FY 2016-17 included the addition of one Building Maintenance Worker II for the deferred maintenance program, and the transfer of one Department Analyst I in the Central Fiscal/Administration Division to provide services to the District Attorney's Office.

Before FY 2016-17, the positions in Community Development Services Administration and Finance Division were counted in the Development Services Division. Beginning in FY 2017-18, the positions were counted in the Administrative and Finance Division of the Community Development Agency, which became the Community Development Services Administration and Finance Division. In FY 2018-19, the Administration and Finance Division increased by 2.0 FTEs due to the movement of two Airport positions, 0.8 of a position due to the movement of cemeteries, and 0.6 of a position due to the movement of Zones of Benefit from the Department of Transportation to the Administration and Finance Division. In 2019, the Ombudsman position (Department Analyst) was transferred from Community Development Finance to the Economic Development Division of the Planning and Building Department.

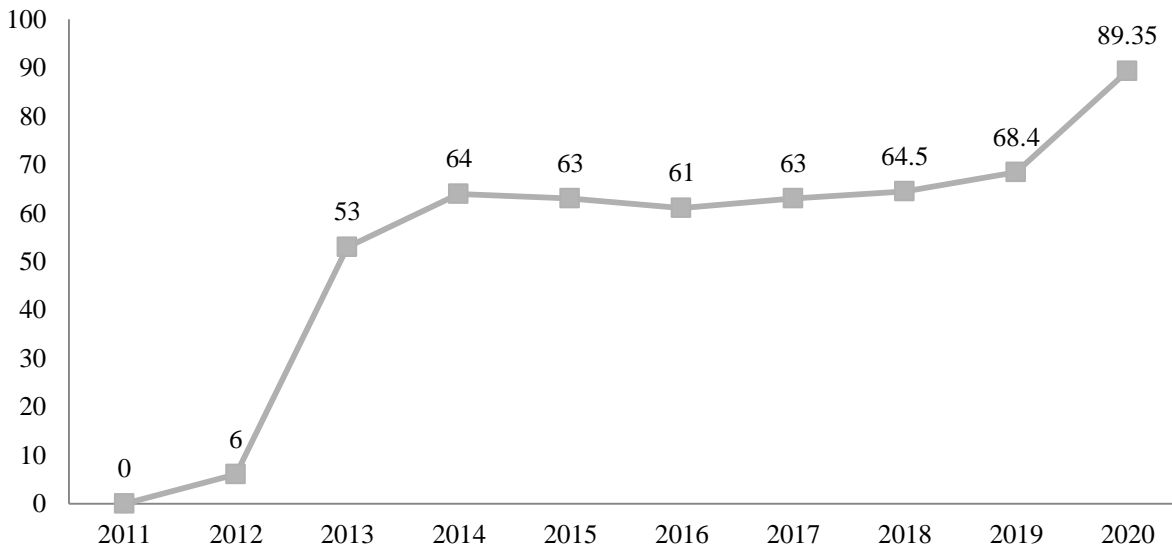
Fiscal Year 2019-20 reflects the combination of the Central Services and CDS Administration and Finance Divisions. Throughout FY 2018-19, several changes occurred which are reflected in the organizational chart and allocation. Due to additional custodial support needed in Tahoe, 0.35 Custodian

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

FTE was added. The EMS/Preparedness function was transferred to the Chief Administrative Office, resulting in the need for additional support. One Sr. Administrative Analyst, one Administrative Technician, and 0.5 Office Assistant were added to the Central Fiscal unit (2.5 FTEs), offset by the reduction of 2.0 FTE in Health & Human Services-Administration & Finance Department. In addition, one (1.0 FTE) Administrative Services Officer position was deleted and one Administrative Analyst Supervisor position was added to the Procurement and Contracts unit. With the addition of the Airports, Cemeteries, Parks Division, 4 FTEs have been moved to that division and out of Central Services.

The recommended 2019-20 allocation includes the addition of two new Administrative Analyst positions (2.0 FTEs), partially offset by a reduction in Extra Help expenses, and further offset due to changes in budgeting and time accounting practices between this division and the Airports, Cemeteries, and Parks division, resulting in no increase in salary and benefit costs to the Central Services Division. A part-time (0.5 FTE) Office Assistant has been transferred from Parks to Central Fiscal. The total allocation for the Central Services Division is recommended at 89.35 FTEs.



RECOMMENDED BUDGET

The Central Services Division budget reflects an overall budget of \$10,303,397, which is a decrease of \$1,126,429 (-9.8%) when compared with the FY 2018-19 Adopted Budget. The General Fund provides \$7,011,942 for this Division, and decreased by \$19,823 (-0.3%) when compared to the FY 2018-19 Budget. The decrease is mostly due to changes in the staff allocation for these programs, including budgeting Facilities staff time in the Accumulative Capital Outlay fund, the reduced charges from the Countywide Cost Allocation plan (A-87), and a new methodology wherein General Fund departments are charged for fiscal staff time.

The budget reflects the addition of several programs, including the second finance unit (formerly the CDA Finance unit), and the centralization of the Procurement and Contracts Unit. Airports, Cemeteries, and Parks have also been reorganized and are now included in a separate CAO Division.

Central Fiscal and Admin

While the FY 2019-20 budget includes the centralization of the two Fiscal and Administrative units, the budgets were still entered separately with distinct department numbers. The two units will be combined into one centralized department number with the FY 2020-21 budget. For purposes of this narrative, the two units will be discussed separately.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

The total budget for Fiscal unit serving the CAO, HR, Risk, IT, Surveyor, District Attorney, Public Defender, BOS, Courts and EMS is \$468,114, a decrease of \$918,060 or (66%) compared to FY 2018-19, resulting in a total General Fund cost of \$46,441. This decrease is largely the result of interfund charges and intrafund abatement charges to other departments served by this unit. Changes in the personnel allocation that were made in 2019 are also reflected in these budget changes, including the addition of staff (2.5 FTEs) to support the transfer of the EMS / Preparedness functions to the Chief Administrative Office. Due to the reassignment of a part time Office Assistant from Parks to the Central Fiscal Unit, this unit also reflects an additional 0.5 FTEs.

The total budget for the Fiscal unit serving the Departments of Transportation, Environmental Management, Building and Planning and Airports and Cemeteries is recommended at \$2,140,973, a \$1,061,882 reduction from the FY 2018-19 budget. The General Fund contribution for this unit equals \$43,005, or 2% of the total budget, not including transfers from other departments. This decrease is due to the movement of the former Community Development Agency contracts unit to the Central Procurement and Contracts Unit, as well as the removal of Cemetery and Airports from this budget unit. Staffing changes are recommended for this unit in order to add permanent staff in lieu of temporary employee funding for extra help positions. The budget includes funding for two additional Administrative Analyst positions and the deletion of a Senior Administrative Analyst position as well as the addition of a Sr. Accountant and the deletion of a Supervising Accountant Auditor, resulting in savings to fund the two additional Administrative Analysts..

Procurement and Contracts

The budget for the Procurement and Contracts Unit totals \$1,525,758, an increase of \$864,672 or 131% compared to the FY 2018-19 budget. There are no transfers from other departments included in the budget this year, and the General Fund provides 100% of the funding. Previously, the Community Development Agency maintained a separate Contracts unit; however, the budget now reflects the combination of this unit with CAO Procurement and Contracts. In addition, charges to other divisions and departments are not reflected in the budget since Procurement and Contracts charges are being included in the Countywide Cost Allocation plan (A-87). The revenues and intrafund abatement transfers will be recovered in future years.

Facilities

The Facilities Division budget totals \$6,105,991, a total decrease of \$63,614 (-1%). Due to staff time being budgeted in the Accumulative Capital Outlay (ACO) Fund, operating transfers in have decreased by \$656,572, resulting in an overall decrease in revenue of \$631,762. This decrease is offset in the net total General Fund cost by a decrease in salary and benefit costs (\$321,725). There is also a large increase (\$334,899) in intrafund transfers due to a change in methodology for accounting for Central Fiscal expenses. In previous fiscal years, fiscal support costs for the Facilities Unit were retained in Central Fiscal and included in the cost plan. Beginning with the 2019-20 fiscal year, these costs are fully-allocated to all departments, divisions, and units served. Revenues in this unit have increased by \$34,810 for building maintenance and improvements based on work needs throughout the County, and intrafund abatement charges (shown as a negative appropriation) have decreased by \$90,039 due to an increase in service charges to departments.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

CAO Adjustments

Slight adjustments were made by the Chief Administrative Office for charges and revenue transfers from other departments. These changes were completed with the assistance of the Central Services Division.

A Chief Administrative Office adjustment was made to charges and revenue transfers from other departments. These changes were completed with the assistance of Central Fiscal and Admin. Other adjustments to the budget include modifications to transfer amounts and staffing for the transfer of the EMS and Preparedness programs to the Chief Administrative Office, which is supported by Central Fiscal.

Sources & Uses of Funds

Revenue for this division is sources from several special revenue funds, state and federal grant funding, user fees, loans, and from overhead allocations charged via interfund transfers to all offices and departments served. Central Fiscal funds are transferred from all divisions of the Chief Administrative Office, and from the Departments of Human Resources / Risk Management and Information Technologies, and the offices of the Surveyor, District Attorney, Public Defender, Board of Supervisors s Court MOE, Transportation, Environmental Management, Building and Planning, Special Districts, Fleet Management, and Airports. All of these costs are funded from State, Federal, realignment, fees, and General Fund (with a large majority of the cost funds coming from non-General Fund sources).

Procurement and Contracts, which includes the mail and stores programs, received funding from the General Fund, although costs will be included in the Countywide Cost Allocation (A-87 Cost Plan) in future years. Facilities funding is provided through a combination of charges to departments served and the Accumulative Capital Outlay fund, as well as the USDA Public Safety Facility Loan. Funding from SMUD, provided to the County as part of an agreement to mitigate the impacts of the Upper American River Project, also provides discretionary funding that is often used for transportation or facilities projects. Lastly, the division receives some pass-through funds for Special Districts and Zone of Benefit.

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

PERSONNEL ALLOCATION

Classification Title	2018-19 Adjusted Allocation	2019-20 Dept Request	2019-20 CAO Recm'd	Diff from Adjusted
<i>Central Services</i>				
Deputy Chief Administrative Officer	1.00	1.00	1.00	-
Accountant/Auditor	1.00	1.00	1.00	-
Accountant I/II	4.00	4.00	4.00	
Administrative Analyst I/II	2.00	6.00	6.00	4.00
Administrative Analyst Supervisor	2.00	2.00	2.00	-
Administrative Services Officer	2.00	2.00	2.00	-
Administrative Technician	5.00	6.00	6.00	1.00
Building Maintenance Worker I/II/Sr	9.00	10.00	10.00	1.00
Building Maintenance Worker I/II/Sr-Limited Term	1.00	0.00	0.00	(1.00)
Building Operations Manager	1.00	1.00	1.00	-
Building Operations Supervisor	2.00	2.00	2.00	-
Building Operations Technician	2.00	2.00	2.00	-
Buyer I/II	1.00	1.00	1.00	-
Capital Programs Manager	1.00	1.00	1.00	-
Chief Fiscal Officer	1.00	1.00	1.00	-
Chief Fiscal Officer - UM	1.00	1.00	1.00	-
Custodian	9.85	9.85	9.85	-
Custodial Supervisor	1.00	1.00	1.00	-
Department Analyst I/II	5.00	3.00	3.00	(2.00)
Facilities Manager	1.00	1.00	1.00	-
Facilities Project Manager I/II	4.00	3.00	3.00	(1.00)
Fiscal Assistant I/II	1.00	1.00	1.00	-
Fiscal Technician	4.00	4.00	4.00	-
Grounds Maintenance Worker I/II	4.00	4.00	4.00	-
Procurement & Contracts Manager	1.00	1.00	1.00	-
Service Operations Coordinator	1.00	1.00	1.00	-
Sr. Accountant	0.00	1.00	1.00	1.00
Sr. Administrative Analyst	1.00	1.00	1.00	-
Sr. Buyer	1.00	1.00	1.00	-
Sr. Custodian	1.00	1.00	1.00	-
Sr. Department Analyst	5.00	4.00	4.00	(1.00)
Sr. Fiscal Assistant	3.00	3.00	3.00	-
Sr. Office Assistant	3.50	3.50	3.50	-
Storekeeper I/II	1.00	1.00	1.00	-
Storekeeper/Courier	2.00	2.00	2.00	-
Supervising Accountant/Auditor	2.00	1.00	1.00	(1.00)
Supervising Grounds Maintenance Worker	1.00	1.00	1.00	-
Department Total	88.35	89.35	89.35	1.00

Chief Administrative Office – Central Services

RECOMMENDED BUDGET • FY 2019 - 20

ORGANIZATIONAL CHART

