

Chief Administrative Office

RECOMMENDED BUDGET • FY 2022-23

MISSION

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees countywide Procurement and Contracts, Facilities, and two centralized fiscal units—the Central Fiscal Unit, and the Community Development Finance and Administration 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	FY 2020-21 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	29,954	10,000	23,600	13,600
IG Rev - State	85,975	72,645	137,694	65,049
Service Charges	2,183,601	2,316,324	2,385,997	69,673
Miscellaneous Rev	8,653	0	0	0
Other Fin Sources	576,858	549,868	484,995	(64,873)
Total Revenue	2,885,041	2,948,837	3,032,286	83,449
Salaries & Benefits	8,532,370	9,796,048	10,733,452	937,404
Services & Supplies	3,592,324	5,005,571	4,785,055	(220,516)
Serv/Supply Abate	(328,068)	(428,100)	(428,000)	100
Other Charges	33,952	14,000	14,000	0
Fixed Assets	23,765	27,000	15,000	(12,000)
Other Fin Uses	0	82,000	120,000	38,000
Intrafund Transfers	976,861	1,182,633	902,294	(280,339)
Intrafund Abatement	(3,087,536)	(3,484,269)	(3,606,772)	(122,503)
Total Appropriations	9,743,668	12,194,883	12,535,029	340,146
FUND 1000 GENERAL FUND TOTAL	6,858,627	9,246,046	9,502,743	256,697

MAJOR BUDGET CHANGES

Revenue

Use of Money / Property

\$13,600 Increase in Facilities Building rent revenue primarily due to a new site license agreement with Verizon for the lease of a cell tower site on Johnson Boulevard.

State Revenue

\$65,049 Increase in Facilities State revenue primarily due to a full year of CAL FIRE facility use agreement payments for 299 Fair Lane.

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Service Charges

\$49,728	Increase in Central Fiscal and Community Development Finance and Administration interfund charges due to increasing salary costs for these divisions. This is in addition to increases shown in Intrafund Abatements.
\$2,245	Increase in revenue collected for Mail and Stores based on overhead allocations for non-General fund departments.
\$17,700	Increase in Facilities Interfund Charges due to increasing salary cost for the division and projected increased service requests to non-General Fund departments.

Other Financing Sources

(\$64,873)	Decrease primarily in Facilities Operating Transfers In due to a projected decrease in time of Facilities staff performing work on Accumulative Capital Outlay (ACO) projects.
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Appropriations

Salaries & Benefits

\$201,588	Increase in Salaries and Benefits costs due to the addition of 2.0 FTE Administrative Technician allocations to the Central Fiscal and Community Development Finance and Administration programs.
\$25,996	Increase in Salaries and Benefits costs due to the addition of 0.5 FTE Grounds Maintenance Worker I/II allocation to Facilities.
\$193,653	Increase in Workers' Compensation charges due to a resumption of premium charges after a rate holiday in Fiscal Year 2021-22.
\$516,167	Increase in Salaries and Benefits costs due to Board-approved compensation increases.

Services & Supplies

(\$253,397)	Decrease in Facilities Services and Supplies primarily due to one-time special projects that were budgeted in FY 2021-22.
\$16,422	Increase in Community Development Finance and Administration Services and Supplies costs primarily due to an increase in postage costs, office expenses, and General Liability cost applied charges.
\$16,459	Other smaller increases across programs to account for increased supplies costs.

Fixed Assets

(\$12,000)	Decrease in Facilities Services Fixed Assets due to one-time purchases in FY 2021-22, the only Fixed Asset for FY 2022-23 is a replacement tractor for the South Lake Tahoe facilities to assist with walkway snow removal in the winter and lawn mowing in the summer months.
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Other Financing Uses

\$38,000 Increase in Operating Transfers Out to Fleet due to the purchase of a vehicle for Facilities staff.

Intrafund Transfers

(\$298,284) Decrease in Community Development Finance and Administration Intrafund Transfers due to a decrease in Countywide Cost Allocation Plan (A-87 Plan) charges.

(\$22,849) Decrease in Facilities Services due primarily to a decreased allocation from Central Fiscal.

\$31,366 Increase in Intrafund Transfers from Procurement & Contracts due to increases in Central Fiscal charges (\$29,111) and for the Mail/Stores overhead allocations (\$2,309).

(\$132) Decrease in Central Fiscal due to a decrease in Facilities support, mail services and stores costs.

\$9,560 Increased Central Fiscal charges to Mail and Stores.

Intrafund Abatement

\$153,225 Decrease in General Fund abatement (shown as a negative expense) in Community Development Finance and Administration based on actual time study hours recorded for each Department served.

(\$296,653) Increase in Central Fiscal General Fund abatement based on actual time study hours recorded for each Department and Division served.

(\$2,885) Increase in Mail (\$20,917), offset by a decrease in Stores (\$18,032) based on overhead allocations for general fund departments.

\$23,810 Decrease in Facilities due to projected decreased service requests to General Fund departments.

PROGRAM SUMMARIES

Central Fiscal and Community Development Finance and Administration

The Central Fiscal and Administration 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, Alternate Public Defender, and the Board of Supervisors, as well as Court Maintenance of Effort.

In October 2018, a second finance unit was added that provides centralized administration and fiscal services to the Environmental Management Department, the Planning & Building Department, and the Department of Transportation. These fiscal and administrative divisions' services include processing accounts payable/receivable, payroll, journal entries, budgeting, billing and financial reporting.

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Procurement and Contracts

Procurement and Contracts provides purchasing and contract processing services countywide. The Division is also responsible for administering the County's surplus property program, central stores program, and mail and courier service to all County departments.

Facilities

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

Mail - Courier and Central Stores

The Mail and Stores Units provide mail and courier service to County departments and operates the County's warehouse and surplus property programs.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal	\$ 507,854	\$ 350,559	\$ 157,295	20
Procurement & Contracts	\$ 1,589,348	\$ 43,120	\$ 1,546,228	14
Facilities	\$ 8,505,997	\$ 747,609	\$ 7,758,388	41.85
Community Development Finance	\$ 1,931,830	\$ 1,890,998	\$ 40,832	20
Total	\$ 12,535,029	\$ 3,032,286	\$ 9,502,743	95.85

STAFFING TREND

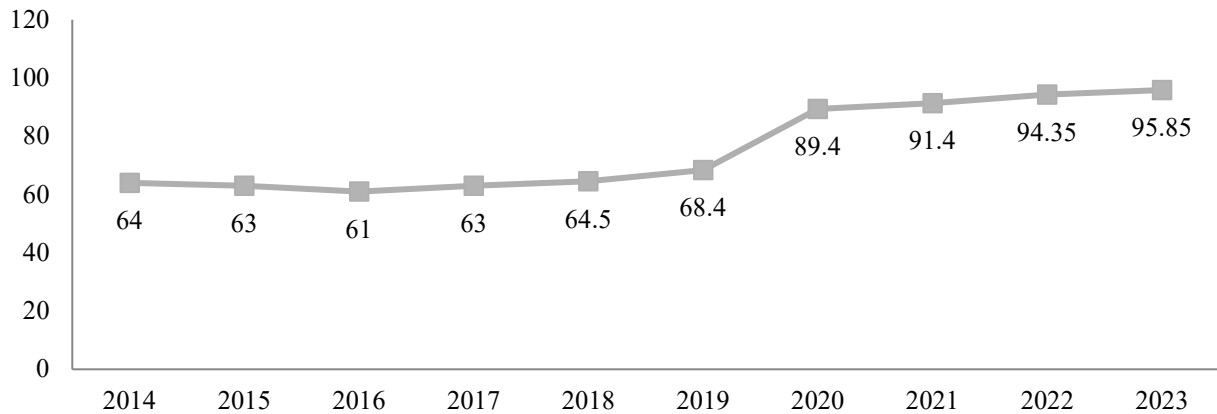
Changes in staffing for the Chief Administrative Office reflect the addition of central service functions and other organizational changes throughout the past ten years. Before FY 2016-17, the positions in Community Development Services Administration and Finance Division were counted in the Development 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.

The total for the FY 2021-22 Adopted Budget was 94.35 FTEs. In January 2022, 1.0 FTE Grounds Maintenance Worker II was added due to the loss of inmate labor, a position that was budgeted with the Adopted Budget but inadvertently left out of the personnel allocation. In October 2021, 2.0 FTE vacant Sr. Fiscal Assistant allocations and 1.0 FTE vacant Sr. Office Assistant allocation were deleted, and 1.0 FTE Fiscal Technician and 1.0 FT Fiscal Assistant I/II were added to CDFA. The changes during FY 2021-22 resulted in no net change in FTE allocations in the Division.

For FY 2022-23, it is recommended that 2.0 FTE Administrative Technician positions be added. One will be assigned to Central Fiscal to add capacity for ongoing special projects and increased workload in departments served, and one for CDFA due to the growth in scope of the departments served by this unit. The addition of a Facilities Operations Supervisor, the deletion of a Building Operations Manager, and the addition of a 0.5 FTE Grounds Maintenance Worker I/II, primarily due to the addition of the Public Safety Facility grounds, are recommended changes for the Facilities Unit. The total recommended allocation for FY 2022-23 is 95.85 FTEs.

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RECOMMENDED BUDGET

The Central Services Division budget reflects an overall budget of \$12,535,029, which is an increase of \$340,146 (2.8%) when compared with the FY 2021-22 Adopted Budget. The General Fund provides \$9,502,743 for this Division, and is increased by \$256,697 (2.8%) when compared with the FY 2021-22 Budget.

Central Fiscal

The total budget for the Central Fiscal Unit serving the CAO, HR, Risk, IT, Surveyor, District Attorney, Public Defender, BOS, and Courts is \$507,854, an increase of \$52,147 (11.4%) when compared with the FY 2021-22 Adopted Budget, resulting in a total Net County Cost of \$157,295. The increase in cost is due to the additional Administrative Technician position, increased General liability costs, and the fluctuation in billable hours to departments served. The net county cost in this unit is primarily due to the division adding the Enterprise Resource Planning (ERP) Analyst during Fiscal Year 2020-21.

Community Development Finance and Administration

The total budget for the Fiscal Unit serving the Departments of Transportation, Environmental Management, and Planning & Building is recommended at \$1,931,830, a \$51,622 (2.7%) increase when compared with the FY 2021-22 Budget. While under usual circumstances there is no direct General Fund contribution for this unit, as all costs for administration and finance are allocated to the departments served, the unit is budgeting a \$40,832 net county cost for FY 2022-23. This is due to expenses related to the Caldor Fire, which if not reimbursed by Federal Emergency Management Agency/ California Office of Emergency Services, will result in a General Fund cost.

Procurement and Contracts including Mail - Courier and Central Stores

The budget for the Procurement and Contracts Unit totals \$1,589,348, an increase of \$75,393 (5%) when compared with the FY 2021-22 Adopted Budget. This unit is funded entirely with General Fund. The increase can be attributed to increased salary and benefits costs as well as an increased charge from Central Fiscal for services. The Mail-Courier and Central Stores programs are fully-funded by a fixed cost applied charge, which is developed annually during budget development, and reimburses the program the full budgeted expenditures. Any variance between actual and budgeted costs is adjusted in the next year's budget.

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Facilities

The Facilities Division budget totals \$8,505,997, a total increase of \$160,984 (1.9%) when compared with the FY 2021-22 Adopted Budget, resulting in a total Net County Cost of \$7,758,388. The increase is primarily due to the addition of 0.5 FTE Grounds Maintenance Worker and projected increased Salaries and Benefits costs.

Sources & Uses of Funds

Revenue for Central Services Divisions is from County departments via transfers between Departments and Funds and through the Countywide Cost Allocation Plan (A-87 Plan), discretionary General Fund revenue and the Accumulative Capital Outlay fund.