

Chief Administrative Office

RECOMMENDED BUDGET • FY 2023-24

MISSION

The mission of the Chief Administrative Office – Administration and Budget Division is to ensure the sound and effective management of overall County government, pursuant to Board policy and direction, through effective leadership; coordination between departments, the Board of Supervisors, and local, state and federal agencies; development of policy and procedures; providing budgetary and legislative analyses and recommendations; planning for County facilities, assets and recreation; and ensuring timely, accurate and comprehensive information to the public.

DEPARTMENT BUDGET SUMMARY

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Miscellaneous Rev	13	0	0	0
Other Fin Sources	0	1,000	1,000	0
Total Revenue	13	1,000	1,000	0
Salaries & Benefits	1,829,859	2,057,883	2,244,337	186,454
Services & Supplies	280,285	506,321	182,468	(323,853)
Other Charges	4,448	0	0	0
Intrafund Transfers	8,952	4,330	1,125	(3,205)
Intrafund Abatement	0	(29,000)	(26,000)	3,000
Total Appropriations	2,123,543	2,539,534	2,401,930	(137,604)
FUND 1000 GENERAL FUND TOTAL	2,123,530	2,538,534	2,400,930	(137,604)

MAJOR BUDGET CHANGES ADMINISTRATION & BUDGET

Appropriations

Salaries and Benefits

- \$189,093 Increase in Salaries and Benefits due to the addition of 1.0 FTE Principal Management Analyst in Fiscal Year 2022-23.
- \$116,359 Increase in Salaries and Benefits costs primarily due to Board-approved compensation increases.
- (\$75,000) Decrease in Other Compensation charges due to retirement payouts that happened in Fiscal Year 2022-23.
- (\$38,184) Decrease in Temporary Employee costs due to the movement of a Retired Annuitant out of Administration & Budget to the Office of Wildfire Preparedness and Resilience.
- (\$5,814) Decrease in Workers' Compensation premium charges as the Department's share of overall County claims incurred has decreased from prior years decreasing their Liability insurance premium expense.

Administration & Budget

RECOMMENDED BUDGET • FY 2023-24

Services and Supplies

(\$316,253) Decrease in General Liability insurance premium expense as the Department's share of overall County claims incurred has decreased from prior years decreasing their Liability insurance premium expense.

(\$7,600) Decrease due to adjustments in multiple objects to align with actual costs.

Intrafund Transfers

(\$3,205) Decrease in Mail and Stores Intrafund Transfer due to a change in budgeting methodology wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

Intrafund Abatement

\$3,000 Decrease in Abatements (shown as a negative expense) due to a projected reduction in reimbursable time of the Deputy Chief Administrative Officer overseeing Emergency Medical Services and Emergency Preparedness activities.

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Miscellaneous Rev	0	175,000	50,000	(125,000)
Total Revenue	0	175,000	50,000	(125,000)
Salaries & Benefits	0	596,736	607,167	10,431
Services & Supplies	0	480,900	546,350	65,450
Total Appropriations	0	1,077,636	1,153,517	75,881
FUND 1000 GENERAL FUND TOTAL	0	902,636	1,103,517	200,881

MAJOR BUDGET CHANGES OFFICE OF WILDFIRE PREPAREDNESS AND RESILIENCE

Revenue

(\$125,000) Decrease in Miscellaneous Revenue due to reduced grant funding from the Fire Safe Council.

Appropriations

Salaries and Benefits

\$30,277 Increase in Salaries and Benefits costs due to Board-approved compensation increases.

(\$19,846) Decrease in Temporary Employees costs based on actual costs.

Services and Supplies

\$219,000 Increase in Fire Prevention & Inspection costs for new contracts throughout the County for wildfire prevention services.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2023-24

\$11,450	Increase due to adjustments in multiple objects to align with actual costs.
(\$165,000)	Decrease in Professional & Specialized Services due to reduced grant funding from the Fire Safe Council, which covered the costs of the Fire Safe Coordinator.

PROGRAM SUMMARIES

The Chief Administrative Office exercises overall responsibility for the coordination of County department activities to ensure the sound and effective management of County government, pursuant to Board policy and the annual Adopted Budget.

Primary areas of responsibility for this Division are effective overall management of County resources; long-range financial and organizational planning; ensuring that County departments are producing services and results in accordance 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 acts as an advisor to the Board of Supervisors and in this role provides objective analysis and recommendations regarding policy and management matters. The Chief Administrative Office is responsible for recommending an annual County budget and administering the budget after its adoption by the Board of Supervisors.

The office also coordinates the distribution of general county public information to ensure effective communication with the public and across County departments.

The FY 2022-23 Budget included the addition of the Office of Wildfire Preparedness & Resilience into the Administration and Budget Division, as approved by the Board on March 22, 2022. The Office will develop and implement a countywide wildfire protection strategy that will align with state and federal plans and priorities; emphasize large multi-stakeholder efforts; and facilitate the prioritization of scarce and limited resources. The Office responsibilities will include preparing wildfire and vegetation management updates to the Hazard Mitigation Plan and General Plan, engaging on building code changes related to wildland/urban interface building standards, managing the Hazard Mitigation Grant Program grant, if received, facilitating program priorities and stakeholder coordination for the County Hazardous Vegetation and Defensible Space Ordinance, and convening a broad countywide wildfire resiliency stakeholder group.

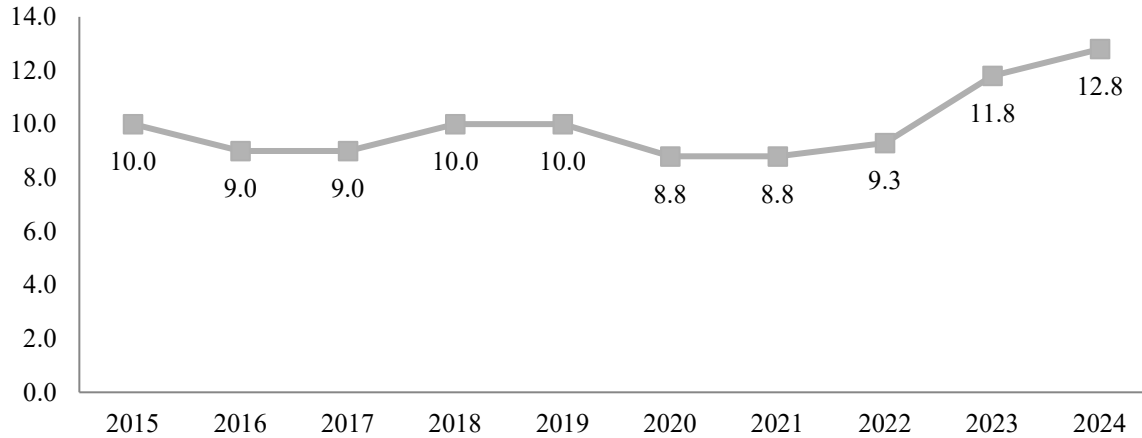
STAFFING TREND

Changes in staffing for the Administration and Budget Division have fluctuated slightly over the past years, reflecting the changing roles and responsibilities of the Chief Administrative Office. 1.0 FTE Principal Management Analyst during FY 2022-23 to assist with administrative and budget functions, as 1.0 FTE Management Analyst was shifted away from these functions to focus mainly on disaster recovery and communications. The FY 2023-24 Recommended Budget includes a total of 12.8 FTEs, all located on the West Slope.

One vacant Deputy Chief Administrative Officer in the Office of Wildfire Preparedness and Resilience was alternately filled during FY 2022-23 with a Program Manager due to changing programmatic needs. The Recommended Budget revises the allocation to match the current classification of the allocation.

Administration & Budget

RECOMMENDED BUDGET • FY 2023-24



RECOMMENDED BUDGET

The budget for the Administration and Budget Division is recommended at \$3,555,447, which is a decrease of \$61,723 (1.7%) when compared to the FY 2022-23 Adopted Budget. The General Fund provides 98.6% of the funding for the division and is increased by \$63,277 (1.8%) when compared to the FY 2022-23 Adopted Budget.

Sources & Uses of Funds

The budget for the Administration and Budget Division is primarily funded with discretionary General Fund revenue, with partial cost recovery in subsequent years through the A-87 Cost Allocation Plan (reflected in the General Fund – General Revenues and Other Operations budget).