

# Chief Administrative Office

## RECOMMENDED BUDGET • FY 2023-24

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### MISSION

In addition to being responsible 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, through 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 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	53,768	23,600	23,500	(100)
IG Rev - State	153,222	137,694	54,094	(83,600)
Service Charges	1,408,499	2,063,360	261,844	(1,801,516)
Miscellaneous Rev	14,411	0	0	0
Other Fin Sources	529,760	484,995	429,169	(55,826)
<b>Total Revenue</b>	<b>2,159,660</b>	<b>2,709,649</b>	<b>768,607</b>	<b>(1,941,042)</b>
Salaries & Benefits	9,182,019	10,221,419	10,802,264	580,845
Services & Supplies	4,225,273	5,441,297	5,799,035	357,738
Serv/Supply Abate	(318,447)	(428,000)	(434,500)	(6,500)
Other Charges	79,630	14,000	14,000	0
Fixed Assets	133,572	70,758	120,000	49,242
Other Fin Uses	39,457	120,000	120,000	0
Intrafund Transfers	558,387	269,342	58,225	(211,117)
Intrafund Abatement	(863,062)	(680,833)	(338,300)	342,533
<b>Total Appropriations</b>	<b>13,036,830</b>	<b>15,027,983</b>	<b>16,140,724</b>	<b>1,112,741</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>10,877,170</b>	<b>12,318,334</b>	<b>15,372,117</b>	<b>3,053,783</b>

### MAJOR BUDGET CHANGES

#### Revenue

##### *State Revenue*

(\$83,600) Decrease in Facilities State Revenue due to the expiration of the CAL FIRE facility use agreement payments for 299 Fair Lane.

##### *Service Charges*

\$24,000 Increase in Facilities Interfund Charges due to increasing salary costs for the division that are billed to non-General Fund departments.

(\$42,620) Decrease in Mail and Stores Intrafund Transfers due to a change in budgeting methodology wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

# Central Services

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- (\$68,646) Decrease in Central Fiscal charges mainly due to a decrease in American Rescue Plan Act direct labor billing based on current projections.
- (\$1,714,250) Decrease in Community Development Finance and Administration (CDFA) charges due to a change in budgeting methodology wherein all departments served by the CDFA, except for special districts and the Housing, Community, and Economic Development Division, will be charged in future years through the Countywide Cost Allocation Plan.

### *Other Financing Sources*

- (\$55,826) Decrease in Facilities Operating Transfers In due to a projected decrease in time of Facilities staff performing work on Accumulative Capital Outlay (ACO) projects.

### Appropriations

#### *Salaries & Benefits*

- \$662,205 Increase in Salaries and Benefits costs due to Board-approved compensation increases.
- \$116,164 Increase in Facilities Division Salaries and Benefits costs due to the addition of 1.0 FTE Building Maintenance Worker I/II for the South Lake Tahoe Facilities.
- \$39,317 Increase in Temporary Employees and Overtime costs to align with actual costs.
- (\$68,709) 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.
- (\$168,132) Decrease in Other Compensation costs due to payouts for retirements that took place in FY 2022-23.

#### *Services & Supplies*

- \$179,232 Increase in Janitorial/Custodial Services, Refuse Disposal, and Utilities costs due to increased services needed from the purchase of a building in Shingle Springs.
- \$80,755 Increase in Rent & Lease of Vehicles for Fleet charges due to increased rates.
- \$32,000 Increase in Fuel costs based on current year actuals and anticipated higher gas prices.
- \$30,000 Increase in Snow Removal costs to align with actuals and an increased need for snow removal at the facilities in the South Lake Tahoe area.
- \$25,155 Increase due to adjustments in multiple objects to align with actual costs.
- \$14,788 Increase in General Liability insurance premium expense as the Department's share of overall County claims incurred has increased from prior years, increasing their Liability insurance premium expense.
- \$13,000 Increase in Postage costs for CDFA and the Mail-Courier units.

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(\$17,192) Decrease in Facilities Division Services and Supplies mainly due to anticipated decreases in contracted services used for Facilities projects.

### *Service and Supply Abatements*

(\$6,500) Increase in Postage Abatements (shown as a negative expense) due to projected increases in postage costs that are direct billed to departments.

### *Fixed Assets*

\$49,242 Increase in Facilities Division Fixed Assets due to the purchase of a replacement tractor, the purchase of a Fleet vehicle for the additional Building and Maintenance Worker to be assigned in South Lake Tahoe, and unanticipated fixed assets for building maintenance needs not accounted for in the ACO fund. These increases are offset by a reduction in appropriations for purchases budgeted in FY 2022-23.

### *Intrafund Transfers*

(\$180,992) Decrease in CDFA Intrafund charges due to a change in budgeting methodology wherein all departments served by the CDFA, except for special districts and the Housing, Community, and Economic Development Division, will be charged in future years through the Countywide Cost Allocation Plan.

(\$30,125) 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*

\$226,598 Decrease in Mail and Stores Abatements due to a change in budgeting methodology wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

\$101,735 Decrease in Facilities Abatements due to projected decreased service requests from General Fund departments.

\$14,200 Decrease in Central Fiscal Abatements due to projected decreases in the allocation of direct labor for the Deputy Chief Administrative Officer.

## 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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This unit also includes one Enterprise Resource Program (ERP) Analyst that serves as part of a team including staff from the Auditor’s Office and Information Technologies. This team provides support for the countywide systems of FENIX and KRONOS.

### *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*

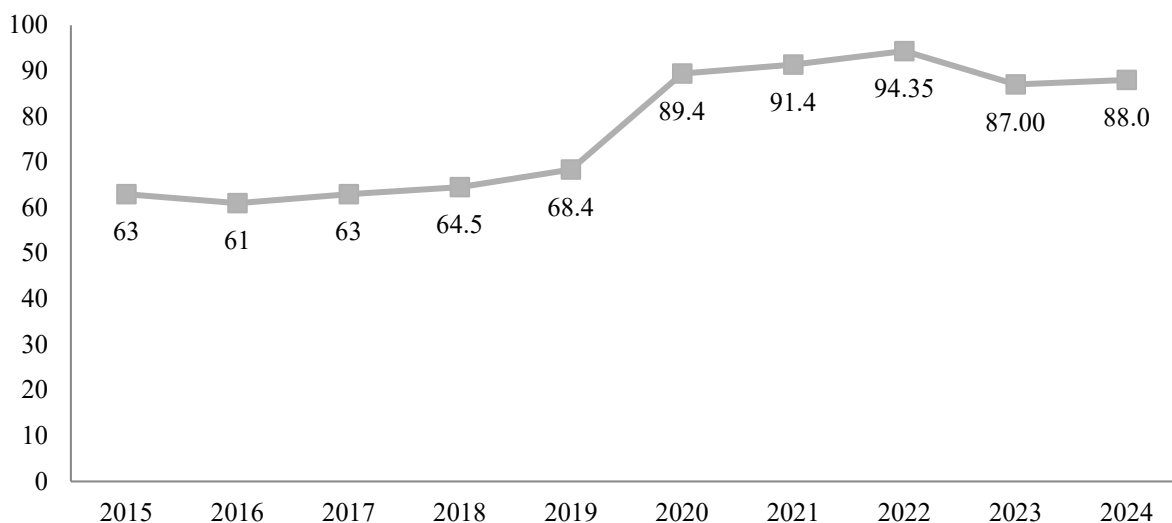
The Facilities Division manages the County Accumulative Capital Outlay Program and provides building and grounds maintenance services as well as real property services.

## BUDGET SUMMARY BY PROGRAM

	<b>Appropriations</b>	<b>Revenues</b>	<b>Net County Cost</b>	<b>Staffing</b>
Central Fiscal	\$ 2,753,431	\$ 39,800	\$ 2,713,631	20
Procurement & Contracts	\$ 1,795,276	\$ 500	\$ 1,794,776	14
Facilities	\$ 8,673,927	\$ 648,512	\$ 8,025,415	34
Community Development Finance	\$ 2,918,090	\$ 79,795	\$ 2,838,295	20
<b>Total</b>	<b>\$ 16,140,724</b>	<b>\$ 768,607</b>	<b>\$ 15,372,117</b>	<b>88</b>

## STAFFING TREND

The total recommended allocation for FY 2023-24 is 88.0 FTEs, which is an increase of 1.0 FTE from FY 2022-23. It is recommended that 1.0 FTE Building Maintenance Worker I/II be added in South Lake Tahoe. The County recently purchased four new buildings in the South Lake Tahoe area and current South Lake Tahoe Facilities staff are at their maximum workload capacity.



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### RECOMMENDED BUDGET

The total Central Services Division budget is recommended at \$16,140,724, an increase of \$1,112,741 (7.4%) when compared with the FY 2022-23 Adopted Budget. The General Fund provides \$15,372,117 for this Division and is increased by \$3,053,783 (24.8%) when compared with the FY 2022-23 Budget.

#### *Central Fiscal*

The total budget for the Central Fiscal Unit serving the CAO, Human Resources/Risk Management, Information Technologies, Surveyor, District Attorney, Public Defender, Board of Supervisors, and Court Maintenance of Effort is \$2,753,431, an increase of \$219,873 (8.7%) when compared with the FY 2022-23 Adopted Budget, resulting in a total Net County Cost of \$2,713,631. The increase in cost is mainly due to Board-approved compensation increases.

#### *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 \$2,918,090, a \$63,110 (2.2%) increase when compared with the FY 2022-23 Budget. While in prior years, there normally 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 \$2,838,295 Net County Cost for FY 2023-24. This is due to a change in budgeting methodology wherein all departments served by the CDFA, except for special districts and the Housing, Community, and Economic Development Division, will be charged in future years through the Countywide Cost Allocation Plan.

#### *Procurement and Contracts including Mail - Courier and Central Stores*

The budget for the Procurement and Contracts is recommended at \$1,795,276, an increase of \$345,151 (23.8%) when compared with the FY 2022-23 Adopted Budget. This unit is funded entirely with General Fund. The increase can be attributed to increased Salaries and Benefits costs as well as a change in budgeting methodology for Mails and Stores costs from departments wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

#### *Facilities*

The Facilities Division budget is recommended at \$8,673,927, a total increase of \$484,607 (5.9%) when compared with the FY 2022-23 Adopted Budget, resulting in a total Net County Cost of \$8,025,415. The increase is primarily due to Board-approved compensation increases, the addition of 1.0 FTE Building Maintenance Worker I/II in South Lake Tahoe, and increases in janitorial services, refuse disposal, and utilities costs from the purchase of a building in Shingle Springs.

### Sources & Uses of Funds

Revenue for the 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.

