

Administration & Budget

RECOMMENDED BUDGET • FY 2024-25

RECOMMENDED BUDGET

The budget for the Administration and Budget Division is recommended at \$2,448,617, which is a decrease of \$154,010 (5.9%) when compared to the FY 2023-24 Adopted Budget. The General Fund provides 100% of the funding for the division.

DEPARTMENT BUDGET SUMMARY

ADMINISTRATION & Budget

Description	FY 2022-23 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Other Fin Sources	0	1,000	1,000	0
Total Revenue	0	1,000	1,000	0
Salaries & Benefits	2,093,396	2,399,888	2,367,243	(32,645)
Services & Supplies	444,118	227,614	106,249	(121,365)
Other Charges	4,448	0	0	0
Intrafund Transfers	5,405	1,125	1,125	0
Intrafund Abatement	(19,069)	(26,000)	(26,000)	0
Total Appropriations	2,528,298	2,602,627	2,448,617	(154,010)
FUND 1000 GENERAL FUND TOTAL	2,528,298	2,601,627	2,447,617	(154,010)

MAJOR BUDGET CHANGES ADMINISTRATION & BUDGET

Appropriations

Salaries and Benefits

\$47,970	Increase in Salaries and Benefits primarily due to Board-approved compensation increases.
\$30,000	Increase in Temporary Employees due to the movement of a Retired Annuitant out of Office of Wildfire Preparedness and Resilience to Administration & Budget.
\$46,022	Increase in CalPERS employer's contribution, primarily due to increases to the County's unfunded accrued liability payment.
\$9,005	Increase in Workers' Compensation premium charges
(\$135,793)	Decrease in Salaries and Benefits due to holding 1.0 FTE Principal Management Analyst position vacant to conserve General Fund costs.
(\$15,972)	Decrease in Health Insurance costs due to employee election changes.
(\$13,877)	Decrease in Retiree Health contribution due to a rate holiday to conserve General Fund costs.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2024-25

Services and Supplies

\$16,581	Increase in General Liability premium expenses.
(\$65,000)	Decrease in Professional & Special Services due to the completion of the strategic plan consultant and Parks Master Plan contracts in FY 2023-24.
(\$50,000)	Decrease in Special Projects due to projects in the prior year not being continued into FY 2024-25
(\$16,660)	Decrease in Travel and Training expenses to align budget with prior year actual costs.
(\$6,286)	Decrease due to adjustments across multiple objects to align the budget with prior year actuals.

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.

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.

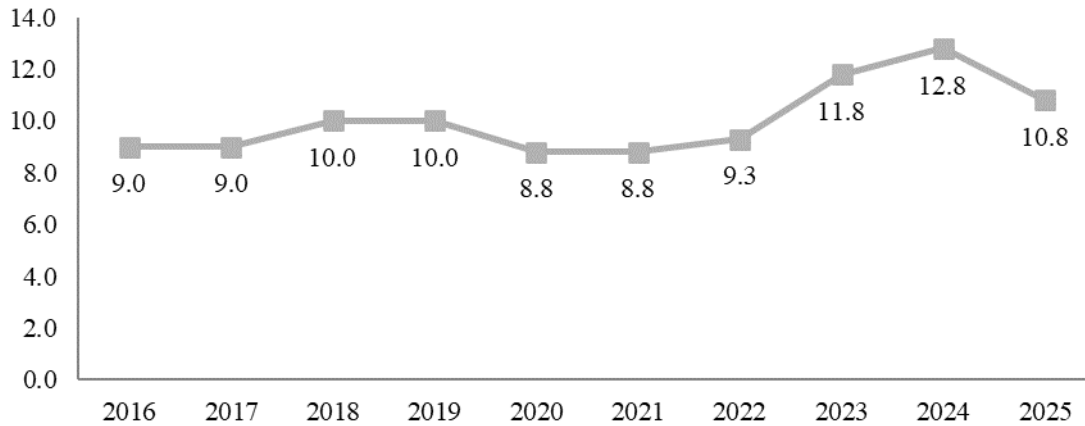
The Chief Administrative Office acts as an advisor to the Board of Supervisors and in this role provides objective analysis and recommendations regarding policy and management matters. The Chief Administrative Office is responsible for recommending an annual County budget and administering the budget 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.

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.

After the adoption of the FY 2023-24 Budget, the Board approved the addition of 1.0 FTE Principal Management Analyst and the deletion of 1.0 FTE Communications & Outreach Manager on December 12, 2023, in the Administration and Budget Division. Additionally, 3.0 FTEs for the Office of Wildfire and Resilience were split out into a staffing trend for the division. The Recommended Budget includes a total of 9.8 FTEs.



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).

