

RECOMMENDED BUDGET

The Central Services Division budget is recommended at \$16,290,519, an increase of \$34,396 (0.21%) when compared with the FY 2023-24 Adopted Budget. The General Fund provides \$15,243,201 for this Division, a decrease of \$244,315 (1.58%) when compared with the FY 2023-24 Budget.

Central Fiscal

The total budget for the Central Fiscal Division serving the Chief Administrative Office, Human Resources/Risk Management, Information Technologies, Surveyor, District Attorney, Public Defender, Alternate Public Defender, Board of Supervisors, and Court Maintenance of Effort is \$2,787,851, an increase of \$34,200 (1.25%) when compared with the FY 2023-24 Adopted Budget, resulting in a total Net County Cost of \$2,774,351. The increase in cost is mainly due to Board-approved compensation increases.

Community Development Finance and Administration

The total budget for the Fiscal Division serving the Departments of Transportation, Environmental Management, Airports, Cemeteries, and Planning & Building is recommended at \$2,666,535, a decrease of \$135,004 (4.82%) when compared with the FY 2023-24 Adopted Budget, resulting in a Net County Cost of \$2,659,535. The decrease in appropriations is primarily related to a change in the methodology for charging the time of the Assistant Chief Administrative Officer (CAO) who provides oversight for this division. Costs related to the Assistant CAO are captured in the Chief Administrative Administration and Budget Division and will be captured through the A87 charges to the departments CDFA services in future years based on time studies. Additionally, the Division deleted a vacant Fiscal Technician to help meet budget reduction targets.

Procurement and Contracts including Mail - Courier and Central Stores

The budget for Procurement and Contracts is recommended at \$2,051,886, an increase of \$155,070 (8.18%) when compared with the FY 2023-24 Adopted Budget, resulting in a Net County Cost of \$2,051,606. The Division is funded almost entirely with General Fund. The Division receives some reimbursement for mail /courier services from the University of California Cooperative Extension (UCCE). The increase in cost is mainly due to Board-approved compensation increases.

Facilities

The Facilities Division budget is recommended at \$8,784,247, a total decrease of \$20,090 (0.23%) when compared with the FY 2023-24 Adopted Budget, resulting in a total Net County Cost of \$7,757,709. The decrease is primarily due to the reduction of a 0.5 Sr. Office Assistant and an increase in revenue from the Risk Fund for ergonomic evaluation facility costs.

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DIVISION BUDGET SUMMARY – GENERAL FUND PROGRAMS

Description	FY 2022-23 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Rev Use Money/Prop	23,939	23,500	7,800	(15,700)
IG Rev - State	143,268	54,094	77,094	23,000
Service Charges	1,839,462	261,844	190,080	(71,764)
Miscellaneous Rev	11,213	0	0	0
Other Fin Sources	675,213	429,169	772,344	343,175
Total Revenue	2,693,095	768,607	1,047,318	278,711
Salaries & Benefits	9,978,782	10,895,003	10,984,237	89,234
Services & Supplies	5,319,315	5,814,695	6,020,302	205,607
Serv/Supply Abate	(356,176)	(434,500)	(475,220)	(40,720)
Other Charges	75,304	14,000	25,000	11,000
Fixed Assets	125,556	120,000	65,000	(55,000)
Other Fin Uses	41,010	180,000	0	(180,000)
Intrafund Transfers	221,531	58,225	16,900	(41,325)
Intrafund Abatement	(505,653)	(391,300)	(345,700)	45,600
Total Appropriations	14,899,671	16,256,123	16,290,519	34,396
FUND 1000 GENERAL FUND TOTAL	12,206,576	15,487,516	15,243,201	(244,315)

MAJOR BUDGET CHANGES

Revenue

Use of Money / Property

(\$15,700) Decrease in Lease Revenue due the Verizon Cell Tower lease moving to the City of South Lake Tahoe as the Cell Tower was determined to be on City property.

State Revenue

\$23,000 Increase in Facilities State Revenue to align the budget to prior year actuals.

Service Charges

(\$62,244) Decrease in Community Development Finance and Administration (CDFA) charges due to a change in a budgeting methodology for the Assistant CAO, whereas these costs will be charged through the Countywide Cost Allocation Plan.

(\$26,300) Decrease in Central Fiscal charges due to a decrease in direct labor billing for American Rescue Plan Act (\$24,800) and Maddy Emergency Medical Services Fund (\$1,500)

(\$220) Decrease in Procurement and Contracts for UCCE postage reimbursements based on current-year projections.

\$17,000 Increase in Facilities charges primarily due to increased charges to the Risk Fund for ergonomic facility costs.

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Other Financing Sources

\$343,175 Increase in Facilities Operating Transfer In due to a projected increase in time of Facilities staff performing work on Accumulative Capital Outlay (ACO) projects.

Appropriations

Salaries & Benefits

\$129,214 Increase in Workers' Compensation premium charges.

\$121,722 Increase in CalPERS employer's contribution, primarily due to increases to the County's unfunded accrued liability payment.

(\$112,490) Decrease in Retiree Health contribution due to a rate holiday to conserve General Fund costs.

(\$16,325) Decrease in Health Insurance Premiums based on current employee elections.

(\$32,887) Decrease in multiple objects to align the budget based on current year projection.

Services & Supplies

\$235,400 Increase in Utilities Cost primarily driven by the inflation in energy prices.

\$63,121 Increase in Fleet charges.

\$40,000 Increase in Fire Prevention and Inspection expenses.

\$40,000 Increase in Central Stores purchases offset by an abatement.

\$41,500 Increase in refuse disposal based on prior year actuals.

\$7,415 Increase in General Liability insurance premium expense.

(\$72,912) Decrease in Janitorial based on prior year actuals.

(\$120,375) Decrease in Professional Services primarily due to storm damage clean-up at the Veteran's Building in FY 2023-24.

(\$28,542) Decrease across multiple objects to align the budget with prior year actuals.

Service and Supply Abatements

(\$40,720) Increase in Central Stores Inventory Abatement (\$40,000) and Postage Abatements (\$720) (shown as a negative expense) due to projected increases in costs that are direct billed to departments.

Other Charges

\$11,000 Increase in Repair Charges due to prior year actual expenses.

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Fixed Assets

(\$55,000) Decrease in Facilities Division Fixed Assets due to one-time expenses in FY 2023-24, the only Fixed Asset for FY 2024-25 is a replacement dump trailer.

Other Finance Uses

(\$180,000) Decrease in Facilities Operating Transfer Out for Fleet based on projections from Fleet.

Intrafund Transfers

(\$41,325) Decrease primarily due to changes in the methodology for charges for the Assistant CAO for oversight of the Community Development Finance and Administration Division.

Intrafund Abatement

\$55,800 Decrease in Central Fiscal due to change in billing for the Assistant Chief Administrative Officer being moved from Community Development Finance and Administration to Central Services.

(\$10,200) Increase in Facilities due anticipated service requests from General Fund departments.

MISSION

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. The Central Services Division oversees countywide Procurement and Contracts, Facilities, and two centralized finance divisions: the Central Fiscal Unit and the Community Development Finance and Administration Unit.

PROGRAM SUMMARIES

Central Fiscal and Community Development Finance and Administration

The Central Fiscal and Administration Division was established in FY 2011-12 within the Chief Administrative Office. This Division provides services to all divisions of the Chief Administrative Office, and the Departments of Human Resources/Risk Management and Information Technologies, and the offices of the Surveyor, District Attorney, Public Defender, Alternate Public Defender, Board of Supervisors, as well as Court Maintenance of Effort.

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

This unit also includes one Enterprise Resource Program (ERP) Analyst who 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.

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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

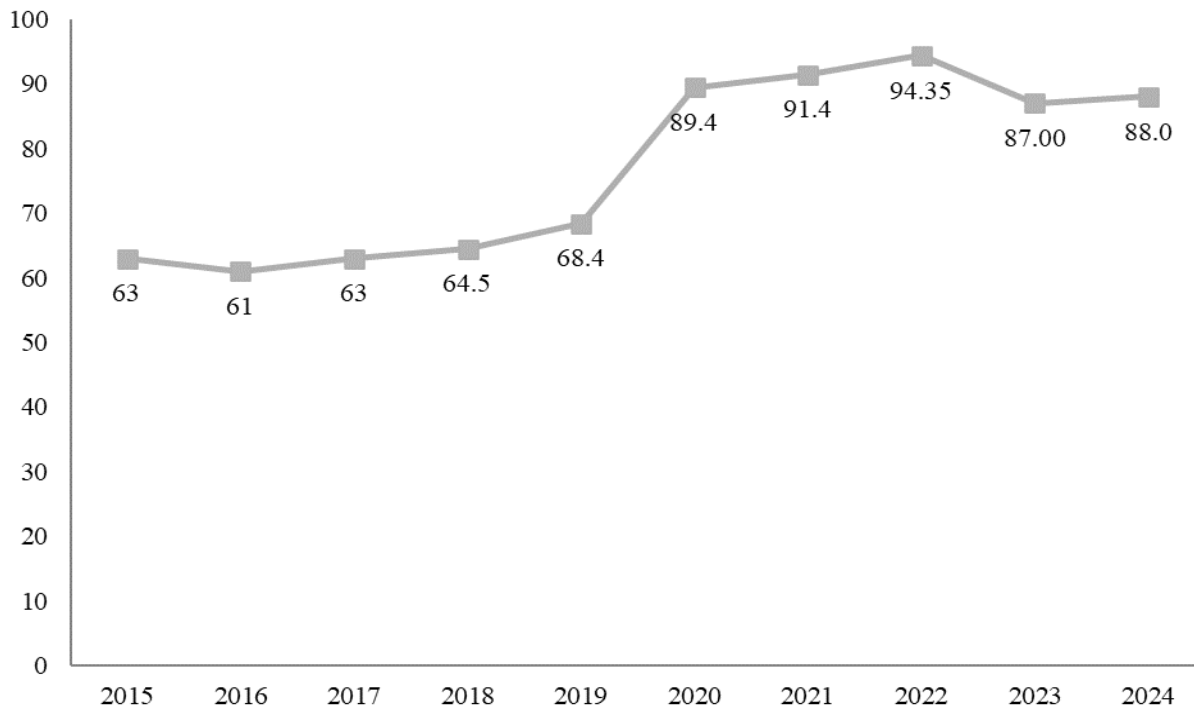
The Facilities Division manages the County Accumulative Capital Outlay Program and provides building and grounds maintenance services as well as real property services.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal	\$ 2,787,851	\$ 13,500	\$ 2,774,351	20
Procurement & Contracts	\$ 2,051,886	\$ 280	\$ 2,051,606	15
Facilities	\$ 8,784,247	\$ 1,026,538	\$ 7,757,709	35
Community Development Finance	\$ 2,666,535	\$ 7,000	\$ 2,659,535	18
Total	\$ 16,290,519	\$ 1,047,318	\$ 15,243,201	\$ 88.00

STAFFING TREND

The total recommended allocation for FY 2024-25 is 88.0 FTEs. The FY 2023-24 Recommended Budget included the addition of 1.0 FTE Building Maintenance Worker I/II in South Lake Tahoe due to an increase in workload based on aging infrastructure as well as the purchase of four new buildings in the South Lake Tahoe area.



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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, discretionary General Fund revenue, and the Accumulative Capital Outlay Fund.