

# Chief Administrative Office - Administration & Budget

RECOMMENDED BUDGET • FY 2019 - 20

## 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	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
IG Rev - Federal	7,859	50,000	0	(50,000)
Service Charges	0	0	81,419	81,419
Miscellaneous Rev	43,986	0	0	0
Other Fin Sources	0	1,000	1,000	0
<b>Total Revenue</b>	<b>51,845</b>	<b>51,000</b>	<b>82,419</b>	<b>31,419</b>
Salaries & Benefits	1,769,808	1,792,980	1,984,868	191,888
Services & Supplies	1,116,083	1,702,711	268,932	(1,433,779)
Other Charges	4,748	25,207	0	(25,207)
Intrafund Transfers	233,777	24,716	59,790	35,074
Intrafund Abatement	(209,719)	0	(41,524)	(41,524)
<b>Total Appropriations</b>	<b>2,914,696</b>	<b>3,545,614</b>	<b>2,272,066</b>	<b>(1,273,548)</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>2,862,851</b>	<b>3,494,614</b>	<b>2,189,647</b>	<b>(1,304,967)</b>

## MAJOR BUDGET CHANGES

### Revenue

(\$50,000) Decrease in Federal grant revenue due to the transfer of the Economic Development Division from the Chief Administrative Office to the Planning and Building Department.

\$81,419 Increase in Interfund charges for the anticipated reimbursable time of the Deputy Chief Administrative Officer spent on Emergency Medical Services and Preparedness activities.

### Appropriations

\$191,888 Overall increase in Salaries and Benefits reflecting the reassignment of a Deputy Chief Administrative Officer to develop and administer the Cannabis Program (continuing to oversee Parks, Cemeteries, and Airports) and the related position back-fill to cover CAO Administration and Budget assignments (approved during FY 2018-19); combined with the annual increase in CalPERS Retirement and Health Insurance costs.

(\$1,433,779) Overall decrease in Services and Supplies due primarily to the transfer of the Economic Development Division to the Planning and Building Department; partially offset by an increase (\$51,026) in Liability Insurance Premium charges as provided by the Risk Management Department.

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(\$25,207) Decrease in Contributions to Non-County Governmental Agencies as part of the transfer of Economic Development Division to the Planning and Building Department.

## *Intra-fund Transfers*

\$35,074 Increase reflecting Central Fiscal administrative service charges, which will be included in department budgets beginning in FY 2019-20.

## *Intra-fund Abatements*

(\$41,524) Increase in revenue, shown as a negative in expenses, for the anticipated reimbursable time of Chief Administrative Office staff spent on Economic Development activities.

## 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 adopted budget.

Primary areas of responsibility are: effective overall management of County resources; long-range financial and organizational planning; ensuring that County departments are producing services and results in accord 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; oversight and management of Community Development Services - Administration and Finance; and performing other duties as assigned by the Board.

The Chief Administrative Office is charged with the responsibility of acting as 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.

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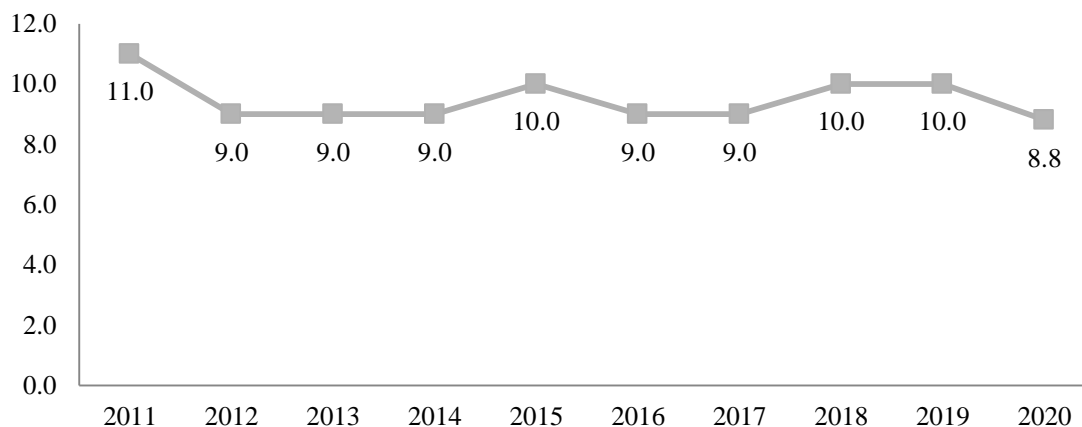
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## STAFFING TREND

Changes in staffing for the Administration and Budget Division have fluctuated slightly over the past years reflecting changing roles and responsibilities of the Chief Administrative Office. In FY 2011-12 a centralized fiscal and administrative group was formed within the Chief Administrative Office. These staff are reflected in the Chief Administrative Office – Central Services Division staffing trend.

During the FY 2017-18, there were several add/deletes resulting in a change in the structure of the Chief Administrative Office, including addition of the Economic Development program, resulting in the addition of one net FTE, and the assignment of one Deputy Chief Administrative Officer to Central Support Services (now the Central Services Division). In January 2019, the Economic Development program transferred to the Planning and Building Department, which deleted 1.0 FTE Principal Management Analyst and Administrative Assistant from the Chief Administrative Office (-2.0 FTEs).

The FY 2019-20 allocation reflects the addition of several programs. The Airports, Cannabis, Cemeteries, and Parks programs are organized under the leadership of one Deputy CAO. The Emergency Medical Services and Preparedness functions are under the leadership of another Deputy CAO. The FY 2019-20 Recommended Budget reflects a total of 8.8 FTEs, all located on the West Slope.



## RECOMMENDED BUDGET

The budget for the Administration and Budget Division is recommended at \$2,272,066, which is a decrease of \$1,273,548 (36%) when compared to the FY 2018-19 Adopted Budget. The General Fund provides 96.4% of the funding for the division, and is decreased by \$1,304,967 (37.3%) when compared to the FY 2018-19 Adopted Budget. This budget variance reflects the transfer of the Economic Development Division from the Chief Administrative Office to the Planning and Building Department.

A net increase of \$31,419 (62%) in revenue is attributed to \$81,419 in Interfund Service Charges for the anticipated reimbursable time of the Deputy Chief Administrative Officer spent on Emergency Medical Services and Preparedness activities. Federal revenue, related to a prior year federal grant for Broadband planning, has decreased by \$50,000 in the Recommended Budget as Economic Development projects are now allocated in the Planning and Building Department.

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## RECOMMENDED BUDGET • FY 2019 - 20

Salaries are recommended at \$1,288,606, a net increase of \$53,804 (4%), primarily related to staffing reorganizations that occurred during FY 2018-19. This included the reassignment of a Deputy Chief Administrative Officer to the Cannabis program, who continues to oversee Parks, Cemeteries, and Airports. This reassignment required the addition of a Principal Analyst to back-fill the regular Chief Administrative Office administration and budget duties. The addition of one Administrative Technician was partially offset by the transfer of Economic Development Manager and Administrative Assistant positions to the Planning and Building Department as part of the transfer of the Economic Development Division. A net increase of \$43,084 in related benefits costs is primarily due to increased CalPERS retirement costs and the department’s portion of health insurance.

Services and Supplies are recommended at \$289,932, a net decrease of \$1,433,779 (84%) from the FY 2018-19 Adopted Budget. This decrease can be attributed to the transfer of the Economic Development Division out of the Chief Administrative Office. The Recommended Budget includes a \$51,026 increase in General Liability Insurance Premium, as provided by the Risk Management Department.

Intra-fund Transfers increased \$35,074 (142%) when compared to FY 2018-19 Adopted Budget. This increase is due to Central Fiscal administrative charges which will now be reflected in department budgets.

The Recommended Budget includes \$41,524 in Intra-fund abatements. This allocation was added to the budget to reflect the reimbursable time of Chief Administrative Office staff on Economic Development activities anticipated to occur in FY 2019-20. This revenue is reimbursed by the programs associated with the activities.

### 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).

### PERSONNEL ALLOCATION

Classification Title	2018-19 Adjusted Allocation	2019-20 Dept Request	2019-20 CAO Recm'd	Diff from Adjusted
Chief Administrative Officer	1.00	1.00	1.00	-
Administrative Technician	1.00	1.00	1.00	-
Assistant Chief Administrative Officer	1.00	1.00	1.00	-
Communications & Outreach Manager	1.00	1.00	1.00	-
Deputy Chief Administrative Officer	2.00	0.80	0.80	(1.20)
Executive Assistant to the Chief Administrative Officer	1.00	1.00	1.00	-
Management Analyst I/II	1.00	1.00	1.00	-
Principal Management Analyst	2.00	2.00	2.00	-
<b>Department Total</b>	10.00	8.80	8.80	(1.20)

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## ORGANIZATIONAL CHART

