

Chief Administrative Office - Administration & Budget

RECOMMENDED BUDGET • FY 2020-21

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

DEPT : 02 CHIEF ADMINISTRATIVE OFFICE

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
IG Rev - Federal	13,147	0	0	0
Service Charges	0	81,419	0	(81,419)
Other Fin Sources	0	1,000	0	(1,000)
Total Revenue	13,147	82,419	0	(82,419)
Salaries & Benefits	1,747,479	1,984,868	1,843,782	(141,086)
Services & Supplies	857,511	268,932	78,295	(190,637)
Intrafund Transfers	19,425	59,790	65,547	5,757
Intrafund Abatement	0	(41,524)	0	41,524
Total Appropriations	2,624,416	2,272,066	1,987,624	(284,442)
FUND 1000 GENERAL FUND TOTAL	2,611,269	2,189,647	1,987,624	(202,023)

MAJOR BUDGET CHANGES

Revenue

(\$81,419) Decrease in Interfund charges due to changing accounting practices that do not allow for reimbursing time of the Deputy Chief Administrative Officer conducting Emergency Medical Services and Emergency Preparedness activities.

Appropriations

Salaries and Benefits

(\$131,893) Decrease in salary and benefits costs primarily due to the deletion of one Deputy Chief Administrative Officer position to fund the addition of an Assistant Director of Planning and Building position, pursuant to April 7, 2020, Board of Supervisors direction.

(\$9,193) Decrease in Workers' Compensation premium charge to bring the program funding level to an acceptable confidence level, as provided by the Risk Management Division.

Chief Administrative Office – Administration & Budget

RECOMMENDED BUDGET • FY 2020-21

Services and Supplies

(\$192,182) Decrease in General Liability insurance premium charge, recommended at \$0 to bring the program funding level to an acceptable confidence level, as provided by the Risk Management Division.

Intrafund Transfers

(\$41,524) Decrease in intra-fund abatements due to changing accounting practices that do not allow for reimbursing time of Chief Administrative Office staff spent on Economic Development activities (Broadband).

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 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.

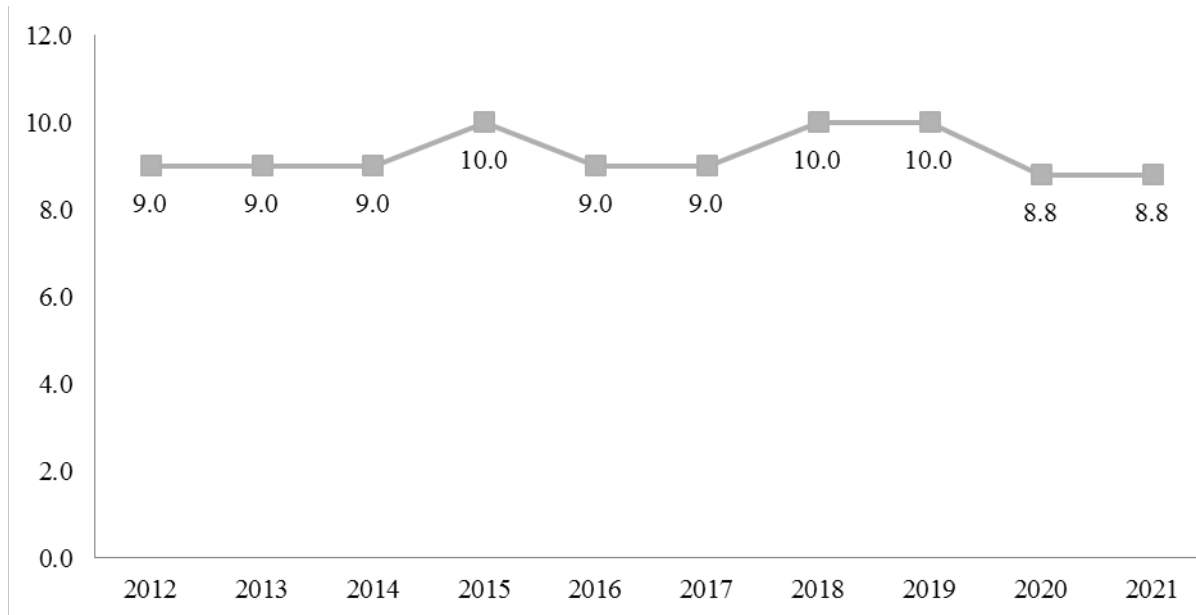
STAFFING TREND

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. In FY 2018-19, the Economic Development program was moved out of the Chief Administrative Office bringing the position allocation total to 10 Full-Time Equivalent (FTE). The FY 2019-20 allocations reflected the addition of several programs to the Chief Administrative Office, including the Airports, Cannabis, Cemeteries, and Parks Division, and the Emergency Medical Services and Emergency Preparedness Division.

The Fiscal Year 2020-21 Recommended Budget reflects a total of 8.8 FTEs, all located on the West Slope.

Chief Administrative Office - Administration & Budget

RECOMMENDED BUDGET • FY 2020-21



RECOMMENDED BUDGET

The budget for the Administration and Budget Division is recommended at \$1,987,624, which is a decrease of \$284,442 (12.5%) when compared to the FY 2019-20 Adopted Budget. The General Fund now provides 100% of the funding for the division and is reduced by \$202,023 when compared to the FY 2019-20 Adopted Budget.

A net decrease of \$82,419 (100%) in revenue is due to a change in accounting practices where CAO staff time spent on special projects for non-general fund departments is no longer reimbursed.

Salaries are recommended at \$1,843,782, a net decrease of \$141,086 (7%), primarily related to the deletion of a Deputy Chief Administrative Officer position in the Chief Administrative Office budget to fund the addition of an Assistant Director of Planning & Building position in Planning & Building. On April 7, 2020, the Board of Supervisors approve the recommendation of the Chief Administrative Office to add a new Assistant Director of Planning and Building position to the Planning and Building Department. The additional position was recommended to be funded by the deletion of one Deputy Chief Administrative Officer position in the Chief Administrative Office. The Board action included direction to reflect the budgetary changes in the FY 2020-21 Recommended Budget, with the related position allocation changes to be effective July 1, 2020.

The majority of the duties currently assigned to the Deputy Chief Administrative Officer will be re-assigned to the Planning and Building Department, with the responsibility for administering the Parks and River Division remaining with the Chief Administrative Office and assigned to the Assistant Chief Administrative Officer. The duties of the new Assistant Director position are discussed in detail in the Planning and Building Department budget narrative.

Services and Supplies are recommended at \$78,295, a net decrease of \$190,637 (71%) from the FY 2019-20 Adopted Budget, due primarily to the reduction of the General Liability insurance premium charge to \$0, as provided by the Risk Management Division.

Chief Administrative Office – Administration & Budget

RECOMMENDED BUDGET • FY 2020-21

The Recommended Budget does not include appropriations for Intra-fund abatements, whereas last year the budget included \$41,524 in Intra-fund abatements. This is a result of the change in accounting practice that does not allow for department reimbursement for CAO staff time, which in prior years had predominantly reimbursed the office to time spent managing the County's Broadband project.

Sources & Uses of Funds

The budget for the Administration and Budget Division is 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).