

# Chief Administrative Office

## RECOMMENDED BUDGET • FY 2021-22

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### 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
Service Charges	0	66,781	0	(66,781)
Miscellaneous Rev	9,400	0	0	0
<b>Total Revenue</b>	<b>9,400</b>	<b>66,781</b>	<b>0</b>	<b>(66,781)</b>
Salaries & Benefits	1,952,141	1,843,782	1,808,114	(35,668)
Services & Supplies	220,123	73,395	340,320	266,925
Intrafund Transfers	55,513	59,547	75,852	16,305
Intrafund Abatement	(93,619)	0	(66,781)	(66,781)
<b>Total Appropriations</b>	<b>2,134,159</b>	<b>1,976,724</b>	<b>2,157,505</b>	<b>180,781</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>2,124,759</b>	<b>1,909,943</b>	<b>2,157,505</b>	<b>247,562</b>

### MAJOR BUDGET CHANGES

#### Revenue

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(\$66,781) Decrease in Service Charges due to a change in methodology for reimbursing time of the Deputy Chief Administrative Officer conducting Emergency Medical Services and Emergency Preparedness activities. These costs will be recovered through Intrafund Abatement.

#### Appropriations

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##### *Salaries and Benefits*

(\$30,864) Decrease in Salaries and Benefits primarily due to the hiring of a Deputy Chief Administrative Officer versus the previously budgeted Assistant Chief Administrative Officer.

(\$4,804) Decrease in Workers' Compensation charge, recommended at \$0 to bring the program funding level to an acceptable confidence level, as provided by Risk Management Division.

# Administration & Budget

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### *Services and Supplies*

\$256,115 Increase in General Liability insurance premium expense, as departmental charges are resuming after a rate holiday in Fiscal Year 2020-21.

\$10,810 Increase primarily in Travel and Training costs to returning to Fiscal Year 2019-20 levels after a 25% decreases in Fiscal Year 2020-21 due to coronavirus pandemic travel restrictions.

### *Intrafund Abatement*

\$66,781 Increase in Intrafund Abatements due to reimbursing time of the Deputy Chief Administrative Officer overseeing Emergency Medical Services and Emergency Preparedness 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 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 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 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 Divisions, and the Emergency Medical Services and Emergency Preparedness Division. One Deputy CAO is allocated to Emergency Medical Services and Emergency Preparedness Division at 0.2 FTE bringing the position allocation total to 8.8 FTEs. In FY 2020-21, Airports, Cannabis and Cemeteries were moved out of the Chief Administrative Office.

One position was under-filled during FY 2020-21 to accommodate urgent or changing programmatic needs in the department. An allocation for an Assistant Chief Administrative Officer was filled with a

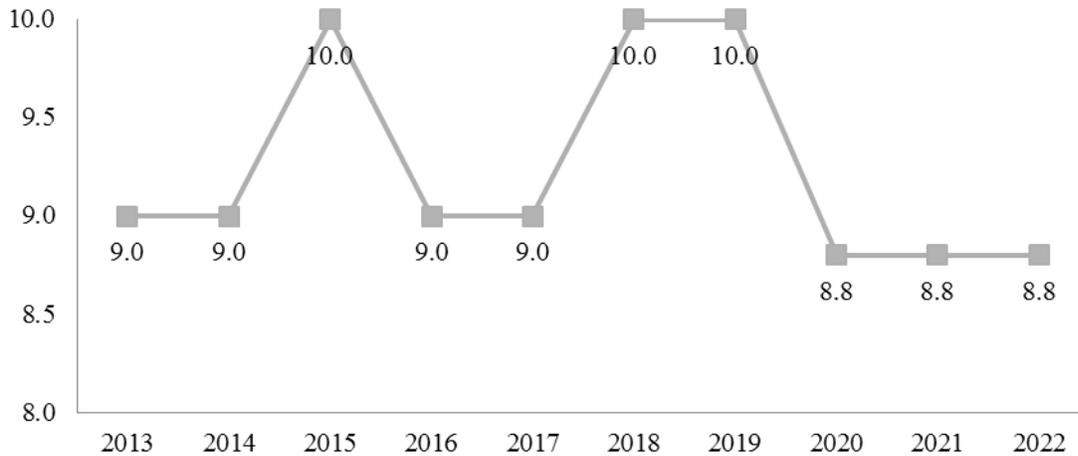
# Chief Administrative Office

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Deputy Chief Administrative Officer allocation. The Recommended Budget recommends that the Board revises the allocation to match the current classifications of the position that was alternately filled in FY 2020-21.

The Fiscal Year 2021-22 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 \$2,157,505, which is an increase of \$180,781 (9%) when compared to the FY 2020-21 Adopted Budget. The General Fund provides 100% of the funding for the division and is reduced by \$247,562 when compared to the FY 2020-21 Adopted Budget.

A net decrease in revenue of \$66,781 (100%) when compared to the FY 2020-21 Adopted Budget is due to a change in reimbursing the time of the Deputy Chief Administrative Officer conducting Emergency Medical Services and Emergency Preparedness activities. Intrafund Abatement is a net increase of \$66,781 to handle the reimbursement.

Services and Supplies are recommended at \$340,320, a net increase of \$266,925 (363.7%) from the FY 2020-21 Adopted Budget, due to an increase of \$256,115 in General Liability insurance premium due to the resumption of premium charges after the rate holiday in Fiscal Year 2020-21. This is an increase of \$63,932.97 when compared to FY 2019-20, partly due to the result of a legal dispute of a former CAO employee that began in 2014. The remainder of Service and Supplies is budgeted at Status Quo; with the exceptions being subscriptions to Zoom and returning travel and training costs to Fiscal Year 2019-20 levels after a 25% decrease in Fiscal Year 2020-21 due to coronavirus pandemic travel restrictions.

### Sources & Uses of Funds

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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).