

Chief Administrative Office
RECOMMENDED BUDGET • FY 2021-22

MISSION

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees countywide Procurement and Contracts, Facilities, and two centralized fiscal units—the Central Fiscal unit, and the Community Development Finance and Administration unit—as part of the Central Services Division. 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.

DIVISION BUDGET SUMMARY

Dept 6: Central Services
Dept 35: Community Development Services

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	124,359	0	0	0
Rev Use Money/Prop	13,754	7,500	10,000	2,500
IG Rev - State	66,656	76,696	72,645	(4,051)
Service Charges	2,230,868	2,762,376	2,277,773	(484,603)
Miscellaneous Rev	7,755	0	0	0
Other Fin Sources	504,391	438,517	526,868	88,351
Total Revenue	2,947,783	3,285,089	2,887,286	(397,803)
Salaries & Benefits	8,507,354	9,165,611	9,571,659	406,048
Services & Supplies	3,307,312	3,885,295	4,825,571	940,276
Serv/Supply Abate	(327,168)	(427,875)	(428,100)	(225)
Other Charges	16,552	14,000	14,000	0
Fixed Assets	37,009	10,000	15,000	5,000
Other Fin Uses	0	40,000	40,000	0
Intrafund Transfers	860,476	1,021,650	1,182,633	160,983
Intrafund Abatement	(3,080,315)	(2,554,941)	(3,374,411)	(819,470)
Total Appropriations	9,321,221	11,153,740	11,846,352	692,612
FUND 1000 GENERAL FUND TOTAL	6,373,438	7,868,651	8,959,066	1,090,415

MAJOR BUDGET CHANGES

Revenue

Service Charges

(\$484,603) Decrease in Central Fiscal and Community Development Finance and Administration service charges due to actual time study hours recorded rather than allocated based on salary dollars. This is offset by an increase in Intrafund Abatements.

Other Financing Sources

\$88,351 Increase primarily in Facilities Operating Transfers In from the Accumulative Capital Outlay Fund projects.

Central Services

RECOMMENDED BUDGET • FY 2021-22

Appropriations

Salaries & Benefits

\$414,846	Increase in Central Fiscal primarily due to the staffing changes approved during Fiscal Year 2020-21.
(\$21,781)	Decrease in Facilities Services due to staffing changes during FY 2020-21.
(\$25,699)	Decrease in Procurement & Contracts due to the reassignment of one employee to Central Fiscal, offset by position true-ups and increases to CalPERS retirement costs.
\$38,682	Increase in Community Development Finance and Administration primarily due to increased costs of CalPERS retirement and retiree health care costs.

Services & Supplies

(\$1,030)	Decrease in Central Fiscal for minor computer equipment offset by an increase in General Liability insurance premium expense, as departmental charges are resuming after a rate holiday in FY 2020-21.
\$867,935	Increase to Facilities Services primarily for the hiring of a consultant for the Spring Street Public Health move; duct cleaning in Building C, and departmental projects that are offset by intrafund transfers.
\$41,760	Increase in Facilities Services General Liability insurance premium expense, as departmental charges are resuming after a rate holiday in FY 2020-21.
\$21,316	Increase in Procurement & Contracts due to increases for Planet Bid software and training, increased Fleet and surplus charges and General Liability insurance premium expense, as departmental charges are resuming after a rate holiday in FY 2020-21.
\$10,295	Increase in Community Development Finance and Administration primarily due to an increase in postage costs.

Fixed Assets

\$5,000	Increase in Facilities Services Fixed Assets for a one-time purchase of backhoe attachment.
---------	---

Intrafund Transfers

\$55,762	Increase in Community Development Finance and Administration Intrafund Transfers due to an increase in Countywide Cost Allocation Plan (A-87 Plan) charges.
\$93,410	Increase in Facilities Services due primarily to an increased allocation from Central Fiscal.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2021-22

\$9,582 Increase in Procurement & Contracts due to increases for Facilities Support and Central Fiscal allocation.

\$2,229 Increase in Central Fiscal due to an increase in Facilities support, mail services and stores costs.

Intrafund Abatement

\$419,608 Increase in Community Development Finance due to actual time study hours recorded rather than allocated based on salary dollars.

\$400,680 Increase in Central Fiscal due to actual time study hours recorded rather than allocated based on salary dollars.

\$17,552 Increase in Procurement & Contracts based on overhead allocations for general fund departments.

(\$18,370) Decrease in Facilities Services based on estimated service request charges using FY 2019-20 actuals.

PROGRAM SUMMARIES

Central Fiscal and Community Development Finance and Administration

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

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

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 administrative oversight for buildings and grounds maintenance and custodial services.

Central Services

RECOMMENDED BUDGET • FY 2021-22

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Central Fiscal	\$ 337,298	\$ 199,212	\$ 138,086	18
Procurement & Contracts	\$ 1,513,955	\$ 40,875	\$ 1,473,080	15
Purchasing	\$ 1,459,592	\$ -	\$ 1,459,592	
Stores	\$ 19,007	\$ 8,231	\$ 10,776	
Mail Service	\$ 35,356	\$ 32,644	\$ 2,712	
Facilities	\$ 8,058,033	\$ 710,133	\$ 7,347,900	41.35
Community Development Finance	\$ 1,937,066	\$ 1,937,066	\$ -	20
Total	\$ 11,846,352	\$ 2,887,286	\$ 8,959,066	\$ 94.35

STAFFING TREND

Changes in staffing for the Chief Administrative Office reflect the addition of central service functions and other organizational changes throughout the past ten years. In FY 2015-16, three FTEs were deleted in the government affairs and facilities functions. FY 2016-17 included the addition of one Building Maintenance Worker II for the deferred maintenance program, and the transfer of one Department Analyst I in the Central Fiscal/Administration Division to provide services to the District Attorney's Office.

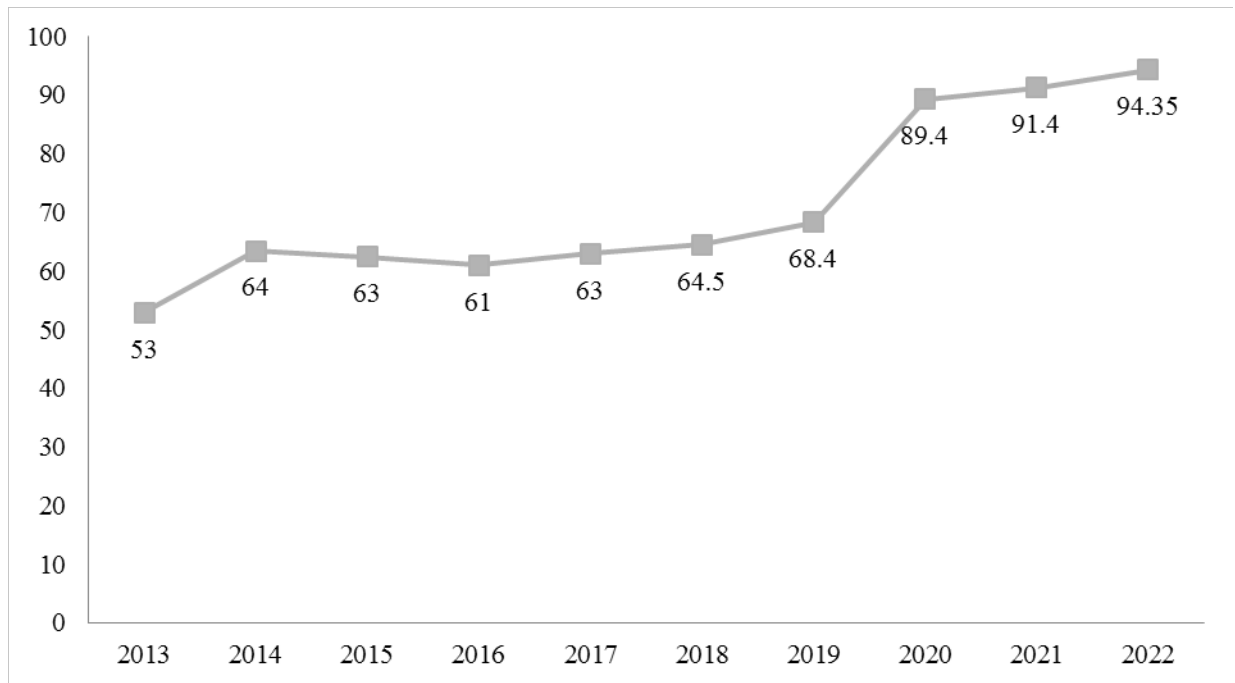
Before FY 2016-17, the positions in Community Development Services Administration and Finance Division were counted in the Development Services Division. Beginning in FY 2017-18, the positions were counted in the Administrative and Finance Division of the Community Development Agency, which became the Community Development Services Administration and Finance Division. In FY 2018-19, the Administration and Finance Division increased by 2.0 FTEs. The 89.35 FTEs in the FY 2019-20 Recommended Budget reflected the addition of staff to the Central Fiscal division as more programs were added to Central Fiscal Support and the deletion of positions with the move of Cemeteries out of Central Fiscal. In FY 2020-21 1.0 FTE Building Maintenance Worker and 1.0 FTE Administrative Analyst position were added.

One position was underfilled during FY 2020-21 to accommodate urgent programmatic needs in the Department. An allocation for a Sr. Office Assistant was filled with an Administrative Technician. The Recommended Budget recommends that the Board revise the personnel allocation to match the current classification filled. Additionally, 1.0 FTE Administrative Analyst from the Parks and Trails Division was transferred to Central Services. In December 2020, the Board approved the addition of 1.0 FTE Enterprise Resource Planning Analyst. The changes during FY 2020-21 resulted in a 2.0 FTE net increase.

The proposed staffing allocation for FY 2021-22 is 94.35 FTE.

Chief Administrative Office

RECOMMENDED BUDGET • FY 2021-22



RECOMMENDED BUDGET

The Central Services Division budget reflects an overall budget of \$11,846,352, which is an increase of \$692,612 (5.8%) when compared with the FY 2020-21 Adopted Budget. The General Fund provides \$8,959,066 for this Division, and is increased by \$1,090,415 (13.8%) when compared with the FY 2020-21 Budget.

Central Fiscal

The total budget for the Central Fiscal unit serving the CAO, HR, Risk, IT, Surveyor, District Attorney, Public Defender, BOS, Courts, and EMS is \$337,298, increase of \$15,365 (4.8%) when compared with FY 2020-21 Adopted Budget, resulting in a total Net County cost of \$138,086. The increase in net county cost is primarily due to the division adding the Enterprise Resource Planning (ERP) Analyst during Fiscal Year 2020-21.

Community Development Finance and Administration

The total budget for the Fiscal unit serving the Departments of Transportation, Environmental Management, and Planning & Building is recommended at \$1,937,066, a \$314,869 (14%) decrease when compared with the FY 2020-21 Budget. There is no direct General Fund contribution for this unit, as all costs for administration and finance are allocated to the departments served.

Procurement and Contracts

The budget for the Procurement and Contracts Unit totals \$1,513,955, an increase of \$3,209 (<1%) when compared with the FY 2020-21 Adopted Budget, resulting in a total Net County Cost of \$1,473,080. The increase can be attributed to increased salary and benefits costs for the Procurement and Contracts groups.

Central Services

RECOMMENDED BUDGET • FY 2021-22

Facilities

The Facilities Division budget totals \$8,058,033, a total increase of \$1,004,694 (14.2%) when compared with the FY 2020-21 Adopted Budget, resulting in a total Net County Cost of \$7,347,900. The increase is primarily due to:

- Spring Street Public Health department relocation consultant (\$500,000)
- Building C ventilation system duct cleaning (\$250,000)
- Miscellaneous building maintenance (\$93,830)
- Confined Space Training due to coronavirus pandemic (\$35,000)
- Consulting services for County's solar project and management (\$30,000)
- General Liability Insurance Premium expense as departmental charges are resuming after the rate holiday in FY 2020-21 (\$41,760)

CAO Adjustments

The Division requested 2.0 FTE extra help Ground Maintenance Workers that was deferred and will be considered at Adopted Budget.

Sources & Uses of Funds

Revenue for Central Services Divisions is from County departments through the Countywide Cost Allocation Plan (A-87 Plan), discretionary General Fund revenue and the Accumulative Capital Outlay fund.