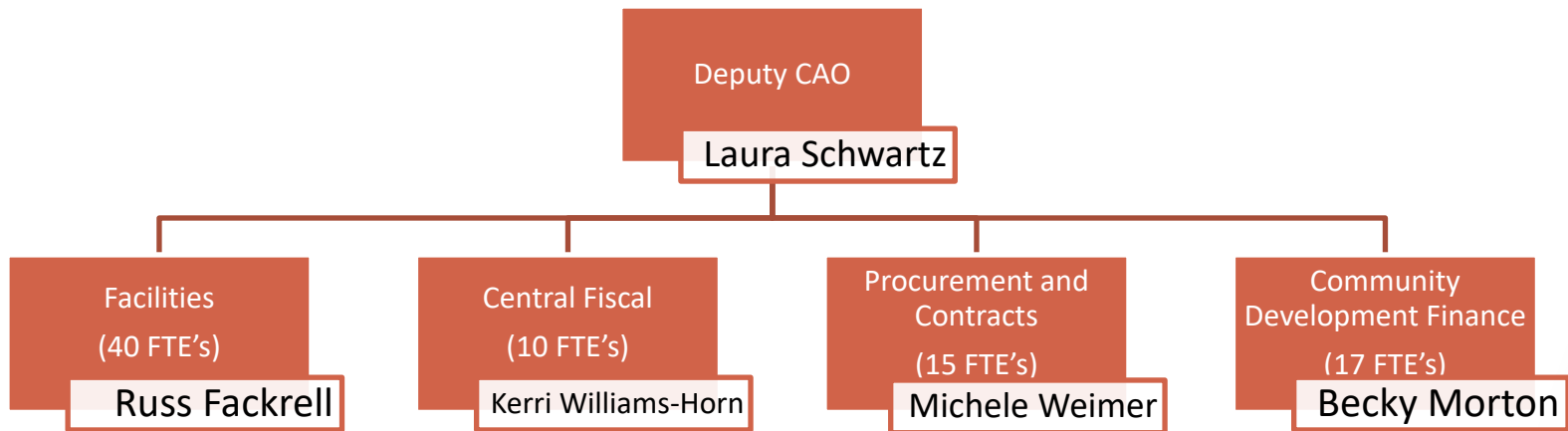


# Chief Administrative Office

Central Services

# Central Services



Total 83 FTE's

# Philosophy of Centralized Services

- Consistency in policies and processes
- Ability to cross train
- Deeper bench to provide higher levels of service for departments
- Ability to see the “big picture” and help internal services work together to provide a higher level of service to internal and external customers

# Facilities

- Facility Administration (2.5 FTE) & Capital Projects (6 FTE's)
  - \$1.35M budget
  - \$652K General Fund
  - 8.5 FTE's
- Custodial
  - \$950K budget (General Fund)
  - 11.5 FTE's
- Facility Maintenance
  - \$3.3M budget
  - \$2.7M General Fund
  - 15 FTE's
- Grounds Maintenance
  - \$550K budget
  - \$478K General Fund
  - 5 FTE's

# Accumulative Capital Outlay (ACO)

- FY 2018-19 Workplan totals \$68M
  - Deferred Maintenance - \$8M
  - Public Safety Facility \$39M
  - Solar Parking Structure and Farm \$250K
  - Jail Expansion \$7.7M
  - \$3M Courthouse – Ray Lawyer Drive extension
  - HHSA – SLT Campus Project \$2.5M
  - Juvenile Hall \$1.1M
  - AQMD Tenant Improvements – Parking Lot \$1M
  - Parks & Trails \$1.1M
  - FENIX \$450K
  - Various department special projects

# Facilities Statistics

- Maintenance
  - County owns 70 buildings in excess of 756,000 square feet
  - Lease 28 facilities in excess of 155,000 square feet
  - 90 acres of active parks and over 130 acres of other park property under our control
  - 10 miles of trails and 16 cemeteries
  - Parking lots
  - Responded to over 7,000 service requests last year
- Capital Projects
  - Approximately \$120M capital projects underway
    - Public Safety Facility - Solar
    - Jail Expansion
    - Juvenile Hall
    - South Lake Tahoe El Dorado Center
    - AQMD Tenant Improvements – Parking Lot
    - Spring Street

# Facilities Goals/Priorities

- Complete construction of Public Safety Facility
- Bring forward Solar Parking Structure and Farm utilizing the PPA model
- Research, analyze and implement an asset management system for County infrastructure needs
- Continue to implement Deferred Maintenance and Capital Workplan

# Finance & Administration

- Total budget of \$3.9M (\$1.5 General Fund)
- 27 FTE's Providing fiscal and administrative support for the following:
  - CAO Administration/Budget/ Operations
  - Economic Development
  - Facilities
  - Parks
  - Procurement and Contracts
  - District Attorney
  - Court MOE – Indigent Defense
  - Information Technologies
  - Board of Supervisors
  - Public Defender
  - Surveyor
  - Human Resources
  - Risk Management
  - Department of Transportation
  - Environmental Management
  - Building and Planning
  - Airports & Cemeteries



# Finance Statistics

- Provides fiscal support for budgets totaling over \$315M
- Approved over 24,000 fiscal transactions in FENIX in 2018
- \$42M in billings across all departments served

# Finance 2019 Goals

- Implementation of work-orders in FENIX
- Implementation of revenue allocation in FENIX
- Implementation of project accounting
- Closeout and final billings for FEMA projects
- Continue to update internal policies and procedures based on changes related to FENIX, TRAKiT and KRONOS
- Budget development in FENIX including changes to the methodology of how Central Fiscal distributes their costs to the departments they serve and further refinement of Community Development costs
- Administration of new Cannabis and Vacation Home Rental programs
- Transition of Access databases into FENIX

# Procurement & Contracts

- Total budget of approximately \$1.3M (\$400K General Fund)
- 15 FTE's (12 Procurement/Contracts – 3 Stores/Mail)
- Provides Countywide support for:
  - Requests for Qualifications
  - Requests for Proposals
  - Bids
  - Requisitions
  - Purchase Orders
  - Contracts
- Receives and distributes all County mail
- Receives and distributes all stores orders
- Manage the County surplus program

# Procurement & Contracts Stats

- FY 2017-18 Approximate Activity
  - 1,026 Purchase Orders processed in FENIX (6 months)
    - Efficiencies in FENIX due to ability to pay invoices directly against contracts
  - 485 Contracts or contract amendments totaling over \$116M
    - Includes Public Safety Facility design-build contract \$49M
  - 51 Bids/RFP's/RFQ's
  - 21 Task Orders
  - 18 Airport Leases
  - Approximately 25 Subdivision Improvement Agreements

# P&C 2019 Goals

- Finalize revised Purchasing Ordinance and Policy
- Implement FENIX Bid module
- Complete centralization of Community Development Services Procurement and Contracts team with centralized team

# Questions?