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Chief Administrative Office
RECOMMENDED BUDGET • FY 2018 - 19

- (\$15,000) Net decrease in Maintenance work to be contracted-out, budgeted as a \$60,000 increase in Professional and Specialized Services and an off-setting \$85,000 reduction in Construction and Engineering Contracts.
- \$21,800 Increase in utility costs, based on anticipated PG&E cost increases.
- (\$107,514) Reductions to Special Department Expenses in Parks and Trails and Rubicon budgets related to maps, brochures, and other materials, as a result of decreased grant funding.
- \$20,000 Increase in Contribution to Non-County Governmental Agencies to Parks and Trails for Placerville Pool maintenance contribution.
- \$15,000 Increase in Department of Transportation shop charges based on and usage in FY 2016-17 and needs for aging department-owned vehicles.

Intra-fund Transfers

- (\$10,630) Intrafund abatement decrease due to the reduced charge to Economic Development for Fiscal and Administration support based on prior year actuals.

Fixed Assets

- \$20,000 Purchase of two truck utility boxes at \$10,000 each.

PROGRAM SUMMARIES

Administration, Budget and Operations

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 developing and recommending the 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.

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Central Services

The Central Services Division budget reflects an overall General Fund increase of \$255,212 (3.79%). Salary and benefits have increased due primarily to increased fixed costs and costs beyond department control, including unemployment Insurance charges of \$11,375, which were not charged in prior years, retirement (CalPERS) cost increases at \$33,987, and health insurance increases of \$24,591

Central Fiscal and Procurements and Contracts

Revenue is decreased by \$38,041 as a result of decreased charges to Risk Management based on changes to the level of services needed within the Human Resources Department. A salaries and benefits decrease of \$31,502 is attributable to the retirement of a long time employee in the Principal Analyst position acting as the Procurement and Contract Manager, as well as a retirement in Stores/Mail. Both vacancies were filled during FY 2017-18 with an employee at a lower salary step, resulting in decreased costs. Although there are no additional employees proposed as part of this budget, salary and benefit costs are budgeted to increase due to health insurance and unemployment insurance costs. Two changes in the personnel allocation are also reflected in these budget changes: the addition of one Fiscal Technician and the deletion of one Fiscal Assistant II.

Parks & Trails, River Management, and Rubicon

The Parks/River/Rubicon budget reflects an overall increase in General Fund contributions for a total of \$355,992. These budgets reflect a decrease in revenue, in large part due to reduced grant funding for the Rubicon (\$383,168). This decrease in revenue is offset with a corresponding decrease in expenses. The Rubicon Program represents an overall program reduction of \$435,929 based on reduced grant funding, as prior year grant funding included some large one-time expenses. The Rubicon and River Management programs continue to receive 100% of the program funding from non-general fund sources. Please note that a reduction was made to the budget for unemployment insurance in the River Management and Rubicon budget units, and a corresponding decrease will be made to the operating transfer from the these funds at the time of the Final Budget.

Salaries and Benefits costs are decreasing due to a change in labor distribution to reflect that more time is spent in the Rubicon program than was previously budgeted.

Services and Supplies for the overall parks budget reflect substantial decrease in appropriations due to the reduction in Special Department Expense in the amount of \$107,514 related to reduced SPTC and Rubicon grant funding, and offset with an increase in General Liability insurance charges in the amount of \$26,354. Facilities services for parks are also increasing \$20,000 based on annual actuals. A supplemental request was submitted for funding to conduct a feasibility study for land near Los Rios school district for a potential sports field development. The Recommended Budget includes funding for this request and reflects an increase in Parks and Trails of \$70,000. Additionally, the Parks and Trails budget also reflects an increase of \$20,000 in appropriations for the contribution to the City of Placerville for their pool maintenance, as requested by the Board of Supervisors.

Facilities

The Facilities Division continues to move ahead on several large capital projects, the largest of which is the Public Safety Facility. The budget impacts of this large project are reflected in the budget in part by the increase in revenue. The Operating Transfer amount from the ACO fund to Facilities to cover staff costs increased by approximately \$150,000 in FY 2017-18. It is recommended that revenue increase for 2018-19 as well, by a total of \$58,069.