



Legislation Details (With Board Report)

File #:	RES 23-098	Name:	CAO Year-End appropriations
Type:	BoS Resolution	Status:	Passed
File created:	6/5/2023	In control:	Board of Supervisors
On agenda:	6/13/2023	Final action:	6/13/2023

Title: Adopt a resolution to:

- a. Authorize the Auditor-Controller to amend the FY 2022-23 Adopted Budget for the County Administrative Office, Administration & Finance (001-1050-CAO001-8045), to increase appropriations by \$83,289, financed by a decrease in appropriations of \$83,289 in the County Administrative Office, Office of Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) (majority vote required);
- b. Authorize the Auditor-Controller to amend the FY 2022-23 Adopted Budget for the County Administrative Office, Contracts/Purchasing (001-1050-CAO002-8047), to increase appropriations by \$81,982, financed by a decrease in appropriations of \$81,982 in the County Administrative Office, Office of Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) (majority vote required); and
- c. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2022-23 Budget, and the County Administrative Office to reflect these approved changes in the FY 2023-24 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Resolution, 3. Completed Board Order Item No. 54, 4. Completed Resolution Item No. 54

Date	Ver.	Action By	Action	Result
6/13/2023	1	Board of Supervisors		

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- c. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2022-23 Budget, and the County Administrative Office to reflect these approved changes in the FY 2023-24 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Authorize the Auditor-Controller to amend the FY 2022-23 Adopted Budget for the County Administrative Office, Administration & Finance (001-1050-CAO001-8045), to increase appropriations by \$83,289, financed by a decrease in appropriations of \$83,289 in the County Administrative Office, Office of Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) (majority vote required);
- b. Authorize the Auditor-Controller to amend the FY 2022-23 Adopted Budget for the County Administrative

Office, Contracts/Purchasing (001-1050-CAO002-8047), to increase appropriations by \$81,982, financed by a decrease in appropriations of \$81,982 in the County Administrative Office, Office of Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) (majority vote required); and
c. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2022-23 Budget, and the County Administrative Office to reflect these approved changes in the FY 2023-24 Adopted Budget.

SUMMARY/ DISCUSSION:

In preparation for the FY 2022-23 fiscal year-end close, the County Administrative Office (CAO) has prepared an analysis of the budget to actuals by appropriation unit. The CAO forecasts two units will exceed appropriations primarily due to unbudgeted emergency pay in response to the 2023 Rain Events and retirement/leave accrual payouts to the County Administrative Officer and Assistant County Administrative Officer. The CAO is requesting to transfer appropriations within the department to address the deficits.

The FY 2022-23 Adopted Budget for the CAO Administration & Finance is forecasted to exceed its budget by \$83,289 due to two retirement/leave accrual payouts. The CAO is requesting a transfer of appropriations from the Office of Community Engagement & Strategic Advocacy (OCESA) rather than executing a transfer of funds from the Compensated Absences Assignment (BSA 3115).

The Contracts/Purchasing Department serves as the Logistics Section for the Emergency Operations Center (EOC) and continues to provide ongoing support for disasters, including the 2023 Rain Events. The Logistics Section leads the effort to secure services and products for emergency shelters, local assistance efforts, and recovery. During the exigent period (72 hours) of the declared event, the section is activated for 24-hour operation to establish critical components of the initial team brought in to mitigate community risks, respond to high volumes of variable Mission Resource Requests, and ramp up efforts to secure wrap-around services, food programs, lodging accommodations, and respond to other urgent matters. The FY 2022-23 Adopted Budget for Contracts/Purchasing is forecasted to exceed its budget by \$81,982, primarily due to emergency pay in response to the 2023 Rain Events. The CAO is requesting a transfer of appropriations from OCESA to address the deficit.

OTHER AGENCY INVOLVEMENT:

The Budget Committee supported the recommendations on May 24, 2023.

FINANCING:

The recommended actions will transfer appropriations between the County Administrative Office appropriation units for a net-neutral appropriation change. The recommended actions will increase the appropriations for Administration & Finance by \$83,289 and Contracts/Purchasing by \$81,982, offset by a reduction in appropriations in OCESA by \$165,271. The flexibility in OCESA is primarily attributed to salary savings.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommendations are consistent with the Board of Supervisors' Strategic Initiative for Administration and represent a balanced budget that sustains core services and efficiently allocates resources.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Jose Luis Garcia, Finance Manager II, ext. 5119

Approved by: Ezequiel Vega, County Budget Director, ext. 3078

Attachments: Resolution