



Board Agenda Item 44

DATE: May 25, 2021

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: FY 2020-21 Year-End Adjustments

RECOMMENDED ACTION(S):

- 1. Adopt Budget Resolution increasing FY 2020-21 appropriations and estimated revenues for Internal Services Department, Information Technology Org 8905 in the amount of \$1,330,200 for unplanned costs related to the COVID-19 pandemic response, Creek Fire response, and unanticipated customer requests (4/5 vote);**
- 2. Adopt Budget Resolution increasing FY 2020-21 appropriations and estimated revenues for Internal Services Department, PeopleSoft Operations Org 8933 in the amount of \$250,000 for unplanned costs related to the COVID-19 pandemic response and unanticipated customer requests (4/5 vote);**
- 3. Adopt Budget Resolution increasing FY 2020-21 appropriations and estimated revenues for the Internal Services Department, Facility Services Org 8935 in the amount of \$5,450,000 for unanticipated costs related to the COVID-19 pandemic response, unbudgeted building maintenance needs, and unplanned emergency items (4/5 vote);**
- 4. Adopt Budget Resolution increasing FY 2020-21 appropriations and estimated revenues for Internal Services Department, Security Services Org 8970 in the amount of \$310,000 for unanticipated costs related to the COVID-19 pandemic response (4/5 vote); and,**
- 5. Approve and authorize Clerk of the Board to execute Budget Transfer No. 24 transferring appropriations within the Internal Services Department, Security Services Org 8970 from accounts 7205 - Maintenance-Equipment (\$75,000), 7340 - Operation Leases Buildings (\$21,000), and 7385 - Small Tools and Instruments (\$23,000) to accounts 6200 - Extra Help (\$53,000) and 6600 - Health Insurance Contribution (\$66,000) in the amount of \$119,000 (4/5 vote).**

Approval of the recommended actions will ensure the Internal Services Department has sufficient appropriations and revenues within the Information Technology (IT), PeopleSoft Operations, Facility, and Security Services Divisions to meet the needs arising from user departments and resulting in unanticipated expenditures. The proposed increases result from unplanned costs related to the COVID-19 pandemic response, Creek Fire response, unexpected customer requests, and emergency damage response. This item is countywide.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended actions are not approved, the Department will not be able to support added service requests from user departments.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Approval of the recommended actions will increase the FY 2020-21 appropriations and estimated revenues in the Department's

- IT Org 8905 in the amount of \$1,330,200 [Salaries and Benefits (\$230,200) and Account 7311 - End User Software (\$1,100,000)]. Associated costs will be funded by chargebacks to the user departments and public assistance funds provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and other Federal, State, and local agencies;
- PeopleSoft Operations Org 8933 in the amount of \$250,000 [Account 7309 - Computer Service Software]. Associated costs will be funded by public assistance funds, CARES Act and other Federal, State, and local agencies;
- Facility Services Org 8935 in the amount of \$5,450,000 [Salaries and Benefits (\$450,000), Account 7220 - Maintenance Buildings and Ground (\$4,700,000) and Account 7295 - Professional and Specialized Services (\$300,000)]. Associated costs will be funded by chargebacks to the user departments and insurance proceeds from the Risk Management Property Insurance Program.

The fourth recommended action will increase the FY 2020-21 appropriations and estimated revenues in the ISD - Security Services Org 8970 in the amount of \$310,000 [Salaries and Benefits]. Associated costs will be funded by chargebacks to the user departments.

Unbudgeted costs in Salaries and Benefits resulting from unrealized salary savings originally forecasted with the expectation of retirements and historical vacancies resulted from the Department's inability to meet forecasted savings due to necessary emergency staffing.

DISCUSSION:

The COVID-19 pandemic impacted the Department's IT, PeopleSoft Operations, Facility Services, and Security Services divisions. The IT division experienced an increase in unplanned costs related to assisting in the county-wide response to COVID-19 and Creek Fire, as well as unbudgeted customer requests. PeopleSoft Operations also experienced unplanned costs related to the COVID-19 response.

Facility Services experienced increased staffing needs due to clean-up services and special requests to protect employees and the public from potential COVID exposure. In addition, overtime was utilized to meet service demands and sanitizing efforts conducted after regular business hours. Lastly, Facility Services realized unplanned expenses related to COVID-19 response, unbudgeted building maintenance needs, and emergency damage. Both Facility Services and Security Services experienced increased need for extra-help staff to meet departmental demands as permanent staff availability was affected due to COVID exposure.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Resolution (4)

On file with Clerk - Budget Transfer No. 24

CAO ANALYST:

Sonia M. De La Rosa