



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 12/8/2020

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**To:** Board of Supervisors

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:** Amanda Ruch, (707) 565-3274

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Amending Auditor-Controller-Treasurer-Tax Collector (ACTTC) Department Allocation List

**Recommended Action:**

Adopt a Resolution effective December 8, 2020, amending the Department Allocation Table to add one Accountant/Auditor II and to delete one vacant Account Clerk II allocation.

**Executive Summary:**

The Auditor-Controller-Treasurer-Tax Collector (ACTTC) is seeking to add one Accountant/Auditor II in the Auditor-Controller Section to provide oversight of accounting and financial reporting for several Client Accounting Division customers, including Transportation and Public Works (TPW), the County as Palm Drive Health Care District Successor and Sonoma County Library. This position will have direct supervision of one Accountant II and one Senior Account Clerk.

Additionally, the ACTTC will delete one vacant Account Clerk II assigned to the Auditor-Controller Section. In sum, although the departments' full time equivalent is not increasing, there is about a \$170,000 staffing annual operation cost growth which will be financed through charges for services to clients. County and external clients have been advised of and accept the increased ongoing costs to their programs and services.

Human Resource concurs with the proposed Position Change Request.

**Discussion:**

The Client Accounting Division of the Auditor-Controller-Treasurer-Tax Collector (ACTTC) has recently acquired two new clients, the County as Palm Drive Health Care District Successor and the Sonoma County Library. In addition, the accounting and reporting work related to an existing client, TPW Road Division, has increased in complexity over the last several years and requires additional oversight. The ACTTC is seeking to add one Accountant/Auditor II to address this workload, and to directly supervise two existing positions within the Client Accounting Division, one Accountant II and one Senior Account Clerk.

The Accountant/Auditor II position will have oversight of the following areas within the Client Accounting Division of the ACTTC:

- Oversight of TPW Roads accounting and reporting
  - Project costing maintenance and oversight

- Annual preparation of Financial Report to State Controller’s Office
- Grant tracking/claiming for capital projects from multiple sources (Federal, State, local)
- Countywide coordination of Disaster claiming related to recent Flood disasters
  - Oversight and coordination of disbursement of disaster funding to appropriate departments
  - Establish and maintain effective working relationships with key FEMA/CalOES personnel
- Heavy Equipment Internal Service Fund
- Permanent Road Districts
- Countywide Lighting Districts
- Sonoma County Library accounting and financial reporting
  - Provide financial reporting and general accounting/budgeting assistance
  - Preparation of monthly management reports
  - Assist Library accounting staff with the preparation of annual financial reports and coordinate/oversee the annual audit by an external auditor
- Palm Drive Health Care District accounting and financial reporting
  - Oversight, processing and tracking of District bankruptcy payments to creditors per Bankruptcy court filings
  - Calculation of annual Direct Charge rates for Attached/Detached parcels
  - Preparation of annual Direct Charge levy to ACTTC Property Tax Accounting Division
  - Processing and tracking of annual debt service payments for Parcel Tax Bonds and General Obligation Bonds
  - Processing of accounts payable and general ledger transactions
  - Preparation of annual budget
  - Preparation of annual financial report
  - Coordination of annual audit by an external auditor

**Prior Board Actions:**

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**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested	82,740	170,000	176,000
<b>Total Expenditures</b>	<b>82,740</b>	<b>170,000</b>	<b>176,000</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	82,740	170,000	176,000
Use of Fund Balance			

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Contingencies			
<b>Total Sources</b>	<b>82,740</b>	<b>170,000</b>	<b>176,000</b>

**Narrative Explanation of Fiscal Impacts:**

The on-going costs and the remainder of FY20-21 will be funded by Accounting Services Charges revenue from TPW Roads, Sonoma County Library and Palm Drive Health Care District. A budget resolution is attached.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Accountant/Auditor II		1	
Account Clerk II			1

**Narrative Explanation of Staffing Impacts (If Required):**

There are no net total allocation changes and no staffing impacts associated with these changes. The Account Clerk II allocation proposed for deletion is currently vacant. A recruitment will be conducted to fill the Accountant/Auditor II.

**Attachments:**

- Att A: Personnel Resolution
- Att B: Budget Resolution

**Related Items "On File" with the Clerk of the Board:**

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