



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 4/14/2026

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**To:** Board of Supervisors

**Department or Agency Name(s):** County Executive's Office, Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:** Christina Rivera, County Executive, 707-565-2431; Erick Roeser, Auditor-Controller-Treasurer-Tax Collector, 707-565-2281

**Vote Requirement:** 4/5th

**Supervisorial District(s):** Countywide

**Title:**

Amend the Department FY 2025-2026 Position Allocation Lists in the County Executive's Office and Auditor-Controller-Treasurer-Tax Collector's Office

**Recommended Action:**

- A) Adopt a Resolution amending the Department Allocation Lists for the County Executive's Office and Auditor-Controller-Treasurer-Tax Collector's Office, effective April 14, 2026.
- B) Adopt a Resolution amending the FY2025-2026 Adopted Budget to decrease revenue and expenditure appropriations in the County Executive's Office budget by \$36,820 and increase revenue and expenditure by \$36,820 in the Auditor-Controller-Treasurer-Tax Collector's Office budget to cover the cost of 1.0 Department Analyst for the remainder of the fiscal year. (4/5 vote)

**Executive Summary:**

As part of winding down the residential component of the County's Sonoma County Energy Independence Program and transitioning to a commercial-only model, the County Executive's Office (CEO) is recommending that department position allocation lists be amended to delete 1.0 full-time equivalent (FTE) Department Analyst in the County Executive's Office and add 1.0 FTE Department Analyst allocation to the Auditor-Controller-Treasurer-Tax Collector's Office (ACTTC).

To implement this change, the FY 2025-2026 operating budgets for both departments will also be adjusted to move expenditure and offsetting revenue appropriations totaling \$36,820 from the CEO to ACTTC to cover the 1.0 FTE Department Analyst for the remainder of the fiscal year.

**Discussion:**

On July 8, 2025, staff presented the Sonoma County Energy Independence Program (SCEIP) update and recommendations to the Board. Due to recent changes in the Consumer Financial Protection Bureau federal regulations, staff recommended a wind down of the SCEIP residential component of the program and a transition to commercial only. Staff also stated during this presentation that they would return to the Board to present a staffing plan that aligns with this transition.

The Energy and Sustainability Section of the County Executive's Office currently has 7.0 full-time equivalent (FTE) allocations. Among these allocations, the salary and benefit costs for 4.0 FTE are fully funded by SCEIP. These allocations include: 1.0 FTE Department Analyst, 2.0 FTE Administrative Aide and 1.0 FTE Senior Office

Assistant. Due to the wind down of the residential program, the CEO and ACTTC have developed a restructuring plan for staff to align with the transition of SCEIP to a commercial only program. The proposed restructuring plan includes deleting 2.0 FTE Administrative Aides and 1.0 FTE Senior Office Assistant from the CEO department position allocation list. The incumbents that currently fill these positions will transfer to existing vacant allocations within the County Executive's Office. There will be no layoffs of staff due to approval of this action. The allocations for the three SCEIP-funded positions will be deleted from the CEO's Department Allocation List effective July 1, 2026, through a Supplemental Adjustment as part of the FY 2026-2027 budget process.

The restructuring plan also includes the transfer of 1.0 FTE incumbered Department Analyst allocation to ACTTC. This position is the primary staff support for administering the day-to-day operations of the SCEIP program and will be responsible for the winding down of the residential program.

Currently, the SCEIP budget is managed within ACTTC's overall department budget and SCEIP costs for labor and internal services have been fully reimbursed in the CEO's Energy and Sustainability unit via County internal accounting processes. Transferring the allocation for the position to ACTTC will result in no impact to the General Fund.

Civil Service Rule Section 8.7 (Transfers), item 3, allows for an employee to be transferred from one department to another department in the same job classification upon the transfer of the employee's allocated position to the other department. The process of selecting and transferring staff from CEO to ACTTC is in accordance with Section 8.7 item 3 of the Civil Service Rules.

Upon approval by the Board, the position allocation list for ACTTC will be amended to add 1.0 FTE Department Analyst. The SCEIP fund will no longer reimburse the cost of this position allocated to CEO for the remainder of FY 2025-2026. Staff recommends that the Board approve a Budget Resolution to amend the CEO's FY 2025-2026 operating budget to decrease revenue and expenditure appropriations in the amount of \$36,820. This amount corresponds to the salary and benefits cost for the Department Analyst position through the remainder of FY 2025-2026. ACTTC's FY2025-2026 operating budget will also be adjusted to increase the salary and benefits expenditure appropriations in the amount of \$36,820, with an offsetting increase in revenue for the SCEIP reimbursement.

Finally, staff recommends that the Board approve a Resolution amending the Department Allocation lists for CEO and ACTTC to reflect the position allocation changes detailed in this report.

**Strategic Plan:**

N/A

**Racial Equity:**

N/A

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	\$36,820	\$189,622	
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$36,820</b>	<b>\$189,622</b>	
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$36,820	\$189,622	
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$36,820</b>	<b>\$189,622</b>	

**Narrative Explanation of Fiscal Impacts:**

Existing budget appropriations financed with SCEIP sources are currently available and will be moved from the CEO department budget to the ACTTC’s budget.

<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>
Department Analyst (CEO)	\$8,268.47 - \$10,051.22		1.0
Department Analyst (ACTTC)	\$8,268.47 - \$10,051.22	1.0	

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

Approval of this action will result in no layoffs of current staff due to 3.0 FTE’s being integrated into vacant position allocations within the CEO, and 1.0 FTE transferring to ACTTC.

**Attachments:**

- Attachment I - Personnel Resolution
- Attachment II - Budget Resolution

**Related Items “On File” with the Clerk of the Board:**

None.