



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 1/25/2022

**To:** Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, And The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District

**Department or Agency Name(s):** County Administrator's Office and Human Resources

**Staff Name and Phone Number:** Christina Rivera 707-565-2048, and Christina Cramer 707-565-6195

**Vote Requirement:** Majority

**Supervisorial District(s):** County Wide

**Title:**

COVID-19 Pandemic One-time Lump Sum Employee Pay

**Recommended Action:**

Approve a one-time lump sum payment to eligible County employees using existing American Rescue Plan Act funds, consistent with eligibility and other program requirements.

**Executive Summary:**

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. Guidance regarding the use of these funds includes the ability to use funds for special payments related to public employees for providing essential services and providing services to the community. At the Board of Supervisors December 14, 2021 meeting, within the ARPA funding allocation discussion, the Board included funds and directed staff to work with County labor unions and associations to provide a one-time lump sum payment of \$1,500 to County employees. This Board action provides the administrative ability to process the lump sum payments.

**Discussion:**

On December 14, 2021, the Board of Supervisors discussed and agreed upon the use of the ARPA funds. One such outcome was direction to staff to engage the County's labor unions and associations and meet and confer regarding the final parameters for employees to be eligible for a \$1,500 one-time net lump sum and approved up to \$8 million of existing ARPA funds.

Staff completed the meet and confer process and Side Letters of Agreements between the labor organizations and the County have been signed (Attachment 1). County employees will receive a \$1,500 one-time net lump sum provided they meet the eligibility requirements negotiated.

The recommended action adopts a Concurrent Resolution that provides the administrative authority for the County's Auditor-Controller-Treasurer-Tax Collector (ACTTC) to process the payments, subject to deductions for payroll taxes, applicable pension contributions, and other normal deductions. County elected officials and extra-help County retirees will not receive the payments as determined in the December 14, 2021 meeting. ACTTC's central County Payroll will process the payment for the February 2, 2022 pay date.

**Strategic Plan:**

N/A

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**Prior Board Actions:**

On December 14, 2021, the Board approved and gave direction for a \$1,500 dollar lump sum payment for a total expenditure of up to \$8 million dollars.

**FISCAL SUMMARY**

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses		\$7,700,000	
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal		\$7,700,000	
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>		<b>\$7,700,000</b>	

**Narrative Explanation of Fiscal Impacts:**

The Board of Supervisors approved the use of up to \$8 million of ARPA funds at their December 14, 2021 meeting. Actual estimated cost is \$7.7 million. The funding shall be to the fullest extent possible out of available ARPA funds. Notwithstanding, ARPA requirements are still evolving and are subject to change, including the issue of employee premium/special pay. Staff will look to various provisions of ARPA to identify basis for payment, however some portion will likely be paid from ARPA funding available for General Government purposes.

<b>Staffing Impacts:</b>			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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

N/A

**Attachments:**

Concurrent Resolution: Attachment 1: Side Letters of Agreement with Unions/Associations

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

None