

# FY 2022-23 Budget Board of Supervisor Inquiry Form

Deadline: April 29, 2022

Please email: [CAO-Budget@sonoma-county.org](mailto:CAO-Budget@sonoma-county.org)

Board Member	
Gorin	
Rabbitt	
Coursey	x
Gore	
Hopkins	

**Department:** CAO/Permit Sonoma

**Date:** 4/29/2022

**Inquiry Number:** BIR-02

**Request/Question:**

Last year, staff projected the General Plan update to cost between \$5-7 million. Have these projections evolved? How can we spread this cost over the 5-6 year timeline for the project?

**Response:**

Permit Sonoma staff provided a 5/17/2022 updated cost estimate totaling \$7.8 million, which includes an annual 3% escalator on both in-house staffing and external services. The work is expected to be conducted over 6 years, specifically from FY 2022/23 through FY 2027/28.

After taking into account the cumulative annual baseline departmental General Fund support directed to finance the existing Planning staff that will be dedicated to the General Plan (GP) Update of \$3.8 million, and the \$1.2 million of available General Plan (GP) Administration Fee fund balance, the estimated total 6-year project funding gap is estimated to be about a \$2.8 million. After FY 2022/23, the funding gap for the five subsequent fiscal years is around \$600,000 per year. As with all estimates Permit Sonoma will periodically evaluate as the project progresses. See attached for additional details.

The GP Administration Fee was established to finance: a) ongoing annual implementation and compliance of the current GP; and b) GP periodic update efforts. The annual GP Administration Fee revenue collected in the most recent years has ranged from \$300,000 to \$450,000; which has been mostly used to fund the GP implementation efforts. These efforts include updates to the Local Coastal Plan (GP Land Use Program 1), supplementing Specific Plan efforts in the Springs and Airport area (GP Policy LU-1), and updates to the Zoning Code. Because these funds are likely to be needed for similar efforts that arise over the coming years, no additional funding from this stream is assumed to be available for the General Plan update. On an annual basis the balance will be evaluated to determine if additional funds are available that could be directed to the update.

Recognizing that updated costs and funding sources will be forthcoming, to ensure the GP Update efforts remains as a Permit Sonoma priority project, the Board could designate \$2.8 million of available FY 22/23 one time funds towards this project. The funds would be released as needed as part of annual budget development based on the project progress

Alternatively, the Board could designate a smaller amount, such as \$750,000 to cover the anticipated costs through FY 2024/25 (Year 3) as part of FY 2022/23 budget decisions, and consider updated gaps (if any) in subsequent fiscal years' budgets when it is determined if GP Administration Fee revenue is

available to assist with funding future years. The risk with this option is that the Board may or may not be in a position to fund future project funding gaps.

General Plan (6-year projection)	Avg Annual FTE	Estimate Total	Estimate Annual	Funding Source fo Current Positions
Planner III	2.00	\$2,145,744	\$357,624	General Fund
IS Mgr	0.01	\$21,000	\$3,500	General Fund
GIS tech	0.20	\$174,714	\$29,119	General Fund
Director	0.01	\$15,960	\$2,660	General Fund
Dep Director	0.10	\$154,774	\$25,796	General Fund
Env Rev Mgr	0.02	\$35,280	\$5,880	General Fund
Consultant Services	0.00	\$2,000,000	\$333,333	N/A
Printing	0.00	\$40,000	\$6,667	N/A
Public Notice/Legals	0.00	\$25,000	\$4,167	N/A
County Counsel	0.25	\$645,000	\$107,500	General Fund
Policy Manager	0.20	\$204,208	\$34,035	General Fund
Equity & Racial Justice	0.10	\$142,046	\$23,674	N/A
Marketing Specialist	0.50	\$311,376	\$51,896	N/A
Outreach support	0.00	\$500,000	\$83,333	N/A
ISD	0.00	\$84,000	\$14,000	N/A
20% Cont. on Ext. Svcs		\$620,484	\$103,414	
<b>Total w/o Annual Cost Escalation</b>	<b>3.39</b>	<b>\$7,119,586</b>	<b>\$1,186,598</b>	

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Fiscal Year	Expenses		Revenue		GP Update Annual Estimated Funding Gap
	Existing Staff To Be Dedicated to GP Update	GP Update Expected External Svcs	Annual GF Contribution for Existing Staff Dedicated to GP Update	Available GP Administration Fee Fund Balance	
22-23 (Escalated w/3%)	\$583,097	\$620,484	\$583,097	\$1,179,552	\$559,067
23-24 (Escalated w/3%)	\$600,589	\$639,099	\$600,589	TBD Annually	(\$639,099)
24-25 (Escalated w/3%)	\$618,607	\$658,272	\$618,607	TBD Annually	(\$658,272)
25-26 (Escalated w/3%)	\$637,165	\$678,020	\$637,165	TBD Annually	(\$678,020)
26-27 (Escalated w/3%)	\$656,280	\$698,361	\$656,280	TBD Annually	(\$698,361)
27-28 (Escalated w/3%)	\$675,969	\$719,312	\$675,969	TBD Annually	(\$719,312)
<b>Full Project</b>	<b>\$3,771,708</b>	<b>\$4,013,548</b>	<b>\$3,771,708</b>		

**ESTIMATED COSTS AND AVAILABLE GP ADMINISTRATION FUNDS WILL BE EVALUATED ANNUALLY**