



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 7/9/2024

To: Board of Commissioners

Department or Agency Name(s): Sonoma County Community Development Commission

Staff Name and Phone Number: Arvan Williams, 707-565-7512

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Community Development Commission Staffing Allocation

Recommended Action:

Adopt a personnel Resolution amending the Sonoma County Community Development Commission allocation list extending one half-time (0.5 FTE), time-limited Supervising Accountant position through June 30, 2025.

Executive Summary:

The Community Development Commission ("Commission") has one time-limited position allocation, a Supervising Accountant, that is set to expire on November 30, 2024. It has been determined that the position is necessary to continue to meet client needs and agency goals, objectives, and strategies.

Adoption of the attached personnel resolution will extend the time-limited position through June 30, 2025.

Discussion:

The Community Development Commission ("Commission") has determined it necessary to extend one time-limited position through June 30, 2025.

Supervising Accountant (0.5 FTE) - The 0.5 FTE is set to terminate on November 30, 2024. The extension of this position will allow for continued assistance with the analysis of fund-by-fund history of all financial transactions across the CDC's Funds, provide training to staff, assist with the loan portfolio migration to the new Neighborly system and the ROPs (Recognized Obligation Payment Schedule) reporting and reconciliation. The extension is requested beginning December 1, 2024 through June 30, 2025. It is anticipated that this work can be completed by June 30, 2025. This position will be funded with the administrative Commission-wide funding sources currently being used to support the position.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Organizational Excellence

Goal: Goal 1: Strengthen operational effectiveness, fiscal reliability, and accountability

Objective: Objective 5: Develop strategies that improve information and knowledge sharing within and between County departments.

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Racial Equity:

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

No

Prior Board Actions:

11/08/2022, Approval of Time-Limited 0.5FTE Supervising Accountant Position

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			
Additional Appropriation Requested		\$63,322	
Total Expenditures		\$63,322	
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		\$63,322	
Use of Fund Balance			
Contingencies			
Total Sources		\$63,322	

Narrative Explanation of Fiscal Impacts:

The 0.5 FTE time-limited Supervising Accountant estimated cost for the period commencing December 1, 2024 through June 30, 2025 is \$63,322. The position will be funded with the Commission Wide Allocation. Expense appropriations will be added during Q1 Consolidated Budget Adjustments period.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Supervising Accountant	\$8,616 - \$10,474	0.5	0

Narrative Explanation of Staffing Impacts (If Required):

The Commission has identified a need to extend one 0.5 time-limited FTE position.

Attachments:

Personnel Resolution

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

N/A