



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/14/2023

To: Board of Supervisors, Board of Directors
Department or Agency Name(s): County Administrator's Office
Staff Name and Phone Number: Natalie Brunamonte, 707-565-8565
Vote Requirement: 4/5th
Supervisory District(s): Countywide

Title:

Fiscal Year 2022-23 Second Quarter Consolidated Budget Adjustments

Recommended Action:

- A) Adopt a Concurrent Resolution adjusting the FY 2022-23 Budget Appropriations by \$35.0 million.
(4/5th Vote Required)
- B) Adopted a Resolution to extend 13.5 time-limited positions and add 4.0 FTEs funded with Strategic Plan funds and approved by the Board on February 7, 2023.

(4/5th Vote Required)

Executive Summary:

The proposed action adds approximately \$35.0 million in new or rolled forward appropriations to the FY 2022-23 budget. A number of the new appropriations are associated with moving multi-year project budgets out of the General Fund and into new funds for designated purposes. As a result, adjustment for sources are higher than expenditures (at \$36.0 million)

Of the total 2nd Quarter Budget Adjustments, the Department of Health Services accounts for \$17 million of the expenditure adjustments; the majority of which is associated with the cost to operate non-congregate shelters at the Project Homekey sites at Mickey Zane Place and Elderberry Commons, all of which is financed with available fund balance derived from Intergovernmental Transfer available fund balance. Note, that after these adjustments and the \$1.5 million separate budget adjustment approved by the Board on 2/21/23 to support a new emergency shelter, the estimated year-end balance for this source is \$5.2 million.

If approved, these adjustments bring the total revised gross expenditure FY 2022-23 approved budget to \$3.0 billion. Removing internal transfers and reimbursements leaves a net budget of \$2.4 billion, which better approximates the actual County spending.

Details of the requested changes are included in Exhibit A of the attached Budget Resolution.

In addition, 13.5 time-limited positions are being extended through October 2, 2023 and 4.0 FTEs, funded with Strategic Plan funds on February 7, 2023 are being added with this Board action. Further details on position adds are provided in the discussion below.

Discussion:

Budget Adjustments

Throughout the fiscal year, it is necessary for many County Departments, Agencies and Districts to adjust the revenues and/or expenditure appropriations in their budgets. To facilitate this need, the County of Sonoma utilizes quarterly a Consolidated Budget Adjustments process whereby departments submit adjustments to be consolidated into a countywide budget resolution that meet specific criteria, including activities that have received prior board approval, represent clean-up transactions and re-budgets, or meet other ministerial requirements.

A total of 15 departments are requesting budget adjustments through Second Quarter Consolidated Budget Adjustments (CBAs). The proposed CBAs do not include any new programs or initiatives not previously approved by the Board. The proposed action adds approximately \$35 million of expenditures to the FY2022-23 budget, bringing the gross expenditure budget to \$3.05 billion.

In the General Fund, expenditure appropriations are being increased by \$6.1 million, financed by approximately \$3.6 million in new and/or revised revenues and reimbursements. The remaining \$2.6 million will be financed by the release of FY21-22 year-end fund balance assignments as noted in Exhibit A.

In all cases, the adjustments that correlate with release of fund balance are being submitted to decrease the number of multi-year projects held within General Fund designated fund balances. A new “Reserved Purposes” fund was created to hold funds that have been approved by the Board of Supervisors and are designated for future year expenditures or are multi-year projects. The \$2.6 million fund balances being transferred to the Reserved Purposes fund are for: the food insecurity program approved in the FY22-23 Budget Hearings- discretionary funds will be programmed when the plan and recommendations are presented to the Board later this year (\$1.0 million); approximately \$801,000 for a Strategic Plan Project approved in February, 2022 for a mobile services project that is under development; and about \$800,000 of General Fund funding for FY23-24 and FY24-25 for the Health Department’s Debris Removal unit in Environmental Health, approved by the Board during the FY22-23 Budget Hearings. The majority of other increases in the General Fund are associated with adjustments to departments to receive revenue and increase expenditure appropriations associated with Strategic Plan projects approved by the Board on February 7, 2023.

In Other Funds, expenditures are increasing by approximately \$28.9 million, which is more than offset by increases in revenues (\$32.5 million). These adjustments also include increases to fund balances totaling \$3.6 million. Increases to fund balances are predominantly associated with the transfer of funds from the General Fund balances as discussed above. The largest source of expenditure change is in the Department of Health Services (\$17 million), primarily associated with the transfer of \$7.3 million in Intergovernmental Transfer fund balance to the Homeless coordination fund to run the non-congregate shelters at the Project Homekey sites at Mickey Zane Place and Elderberry Commons (this accounts for \$14.6 million of the expenditures due the transfer and expenditure appropriation being budgeted). In addition, \$7.5 million is being programmed from the new Reserved Purposes fund for both Round 1 and Round 2 Strategic Plan expenditures, and \$1.4 million of Measure L (Transient Occupancy Tax) fund balance is being distributed to departments in accordance with the Community Investment Fund Policy to true up distribution amounts for FY21-22 actuals.

Position Allocation Changes

The second recommended action is requesting approval of a Position Resolution that would:

1. Extend 13.5 time-limited staff to have an end date of October 2, 2023. This is because these time

limited allocations currently have end dates of June 30, 2023. However, any time-limited positions with an end date of June 30, 2023 would require layoff proceedings to begin at the end of March, 2023, even if there is sufficient funding and related work to require retaining the position beyond June 30. For all of these positions, the department has determined, and the CAO has confirmed, that there is a continued need for this position into FY23-24. In order to prevent unnecessary layoff proceedings, these positions' end date will be extended to October 2, 2023. Later this spring or as part of budget hearings, the departments will bring forward a Board item or Program Change Request to explain the funding and related work to establish the updated end date for these positions based on the business need and available funding. The affected departments have sufficient funding to cover position costs until October 2, 2023.

2. Add 4.0 FTEs that were approved as part of the Round 2 Strategic Plan projects on February 7, 2023. These positions include:
 - a. 1.0 Administrative Aide in the Energy and Sustainability Division
 - b. 1.0 Secretary in the Office of Equity
 - c. 2.0 Planning Program and Evaluation Analysts in the Office of Equity.

Strategic Plan:

N/A

Prior Board Actions:

June 15, 2022 - Adopted Budget

October 25, 2022 - Quarter 2 Consolidated Budget Adjustments

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$35,057,792		
Additional Appropriation Requested			
Total Expenditures	\$35,057,792		
Funding Sources			
General Fund/WA GF	\$2,598,116		
State/Federal	\$2,044,736		
Fees/Other	\$34,036,158		
Use of Fund Balance	-\$3,621,218		
Contingencies			
Total Sources	\$35,057,792		

Narrative Explanation of Fiscal Impacts:

Please refer to Exhibit A for departmental budget changes by General Fund and Other Funds.

STAFFING IMPACTS

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
0810 - Administrative Aide	\$28.40-\$34.52	1.0	0
0023- Secretary	\$24.30- \$29.55	1.0	0
0880- Program Planning and Evaluation Analyst	\$38.83-47.20	2.0	0

Job Classes with a Time-Limited Extension to 6/30/23

1271-Parking & Facilities Officer	23.47-29.14
826-Department Analyst	35.94-43.69
3010-Social Service Supervisor I	37.4-45.45
3805-Department Program Manager	40.89-49.7
2605-Public Health Investigator	28.7-34.89
0484-Senior Eligibility Specialist	29.62-36
3003-Social Service Worker III	31.36-38.13
3003-Social Service Worker III	31.36-38.13
3003-Social Service Worker III	31.36-38.13
3003-Social Service Worker III	31.36-38.13
2683-AODS Counselor II	33.15-40.3
2683-AODS Counselor II	33.15-40.3
2634-Health Program Manager	44.23-53.76
2503-Behavioral Health Clinician	39.05-47.46

Narrative Explanation of Staffing Impacts (If Required):

Please see Position Allocation section of the Discussion above.

Attachments:

Concurrent Budget Resolution

Exhibit A to the Concurrent Resolution

Position Resolution

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

None