



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 11/16/2021

To: Board of Supervisors, Board of Directors

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number: Natalie Brunamonte, 565-8565

Vote Requirement: 4/5th

Supervisorial District(s): Countywide

Title:

Fiscal Year 2021-22 First Quarter Consolidated Budget Adjustments

Recommended Action:

- A) Adopt a Concurrent Resolution adjusting the FY 2021-22 Budget Appropriations by \$89.8 million.
- B) Adopt Resolutions adjusting position allocations for Permit Sonoma and the County Administrator's Office.

(4/5th Vote Required)

Executive Summary:

The proposed action adds approximately \$89.8 million in new or rolled forward appropriations to the FY 2021-22 budget. These increases are financed with \$48.9 million in increased sources, and \$40.9 million use of fund balances, including \$7.0 million in General Fund that was assigned at FY20-21 year end for projects that were carrying forward into FY 21-22.

Of the total 1st Quarter Budget Adjustments, the Sonoma County Water Agency accounts for \$35.7 million of the expenditure adjustments, of which \$25.3 million is financed with accumulated fund balances primarily from capital project re-budgets.

If approved, these adjustments bring the total revised gross expenditure FY 2021-22 approved budget to \$2.76 billion.

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

In addition, changes are being made to the Position Allocations for Permit Sonoma and the County Administrator's Office. A total of 2.5 FTEs will be eliminated and 6.0 FTEs will be added, for a net position allocation increase of 3.5 FTEs.

Discussion:

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 25 departments are requesting budget adjustments through First 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 \$89.8 million of expenditures to the FY2021-22 budget, bringing the gross expenditure budget to \$2.76 billion.

In the General Fund, expenditure appropriations are being increased by \$7.0 million, financed by approximately \$4.6 million in revenues and reimbursements. The remaining \$2.4 million will be financed by the release of FY20-21 year-end fund balance assignments as noted in Exhibit A; these are primarily associated with re-budgeting IT projects that were not completed in the prior fiscal year. Major causes of expenditure increases in the general fund is the true up of Property Taxes based on the final tax roll close, adding appropriations to cover costs of placing a sales tax measure for fire services on the 2022 ballot, implementing a Youth and Programs Facilities Grant in Probation, and adding 3.0 staff at Permit Sonoma to complete the Environmental Impact Report associated with the Cannabis Program (funded by Cannabis sources).

In Other Funds, expenditures are increasing by approximately \$82.8 million, which is offset by increases in revenues and use of fund balances. This includes \$35.7 million of changes in the Water Agency, primarily associated re-budgets for previously approved capital projects. In addition, \$26.2 million is being transferred from the 2017 PG&E Settlement Fund to Transportation and Public Works for Tier 1 Projects approved by the board in December, 2020 and July, 2021. Approximately \$7.1 million is being rebudgeted in the Community Development Commission to continue the implementation of previously approved grant-funded projects. Other larger changes include transfers out of Non-Departmental for various projects, including offsetting permit fees and administrative costs in Environmental Health to offset revenues lost due to the pandemic, transferring funds for the Bodega Bay Stabilization Agreement and transferring funds to Fire Services to cover costs associated with placing a sales tax measure on the 2022 ballot.

Strategic Plan:

N/A

Prior Board Actions:

June 15, 2021 - Adopted Budget

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	\$89,797,466		
Additional Appropriation Requested			
Total Expenditures	\$89,797,466		
Funding Sources			
General Fund/WA GF	\$2,483,888		
State/Federal	\$10,753,155		
Fees/Other	\$38,188,964		

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Use of Fund Balance	\$38,460,208		
Contingencies	-\$88,749		
Total Sources	\$89,797,466		

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)
Supervising Planner	\$44.36 - \$53.93	1.00	3.00
Planner III	\$40.32 - \$49.01	1.00	18.00
Secretary	\$23.65 - \$28.74	1.00	8.00
Senior Office Assistant	\$21.92 - \$26.65	-1.00	0.00
Secretary	\$23.65 - \$28.74	1.00	1.00
Engineer Technician	\$29.45 - \$35.79	-0.50	3.50
Senior Environmental Specialist	\$38.99 - \$47.40	1.00	6.00
Department Analyst	\$34.98 - \$42.53	-1.00	
Administrative Analyst I	\$37.28 - \$45.32	1.00	1.00

Narrative Explanation of Staffing Impacts (If Required):

Permit Sonoma will be adding a total of 3.0 FTEs to strengthen its Planning Division in order to effectively achieve the goals of updating the Cannabis Land Use Ordinance and associated Environmental Impact Report, and a total of 2.5 FTEs to strengthen its Natural Resources and Fire Division in order to effectively achieve the goals of a more efficient and fiscally sustainable department.

The County Administrator's Office will be deleting a 1.0 Department Analyst and adding a 1.0 Administrative Analyst I to better align the duties of this position with the job class, which functions as the County's Cannabis Ombudsperson.

Attachments:

Concurrent Resolution- Exhibit A

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

None