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PAUL GULLIXSON
COMMUNICATIONS MANAGER

DATE: June 2, 2023

TO: Members of the Board of Supervisors

FROM: M. Christina Rivera, County Administrator

SUBJECT: Department-Funded Program Change Requests and Budget Hearing Deliberation Tool

This memo provides an overview of both Budget Hearing Deliberation Tool as well as Department-Funded Program Change Requests, which are included as two attachments to this memo. It also provides details on the CAO's budget hearings available funds uses recommendations as well as a description of how the Attachments are organized.

- **Attachment 1 – Department-funded Program Change Requests** is a list of program change requests submitted by departments and that they can fully fund based on available fund balances or revenues.
- **Attachment 2 – Budget Hearing Deliberation Tool** is a list of CAO recommendations, departments' add-back requests, program change requests and Board Budget requests, which are seeking funding from discretionary sources. This Attachment also shows on-going and one-time funding available, as discussed in Tab 2 – Available Sources. This tool will be utilized during Budget Hearings to facilitate budget deliberations so that Board members can easily see remaining balances should the Board elect to fund various requests.

Department-Funded Requests

All submitted items financed withing departmental sources are recommended for inclusion in the final adopted budget. A summary of the total cost for each of these items and title/short description is available in Attachment 1.

Of these requests, Permit Sonoma's PRMD-PCR-04 includes adding 6.0 full time equivalent (FTE) positions to implement the Building Resilient Infrastructures Community ("BRIC") grant for "Wildfire Resilient Sonoma County – Nature-based Mitigation to Adapt in an Era of Megafire." These positions are nearly fully funded through the revenues from the BRIC grant, but there are certain expenditures, such as departmental overhead and IT costs which are not supported by

the grant and cannot be counted as part of the grant match. As a result, this funding gap of approximately \$406,000 will be covered using the Recovery and Resiliency Fund established to promote the County's ability to have match funding available to implement resiliency grants.

Discretionary Funding Requests

Staff is recommending the below discretionary funding requests be funded using the funds identified in the Available Sources memo in Tab 2.

On-going Funding Recommendations, \$7.5 million

Increase General Fund Contribution to Pavement Preservation from 2% to 5%, \$310,000 (Row A01): On June 12, 2023, the Board will receive an update on the Pavement Preservation Program (PPP) from SoCoPi. That report includes a request to increase the annual general fund PPP contribution be changed from up to 2% to up to 5% based on annual projected property tax growth and the Consumer Price Index change.

Departmental Requests, \$7.2 million (Rows B01-B21): staff is recommending to restore all of the baseline budget restorations (Add Backs) received as well as most of the Program Change Requests submitted by departments seeking discretionary funding.

Ongoing Add Back Recommendations, \$2.9 million and 3.75 FTEs

Add Backs reflect requests by departments to continue providing baseline services. The following Add Backs are recommended for funding and inclusion in the final adopted budget:

- **\$180,000** for the **Economic Development department (EDB)** to restore funding for contract services such as economic research, translation services, and events. EDB is financed with Transient Occupancy Tax (TOT) discretionary revenues. However, EDB's annual allocation for operations has been kept mostly flat. As a result, they have had to make cuts over time to remain within their flat contribution. In addition to recommending this Add Back, staff is also recommending updating the Community Investment Fund Policy such that EDB's annual contribution is adjusted in line with General Fund departments. That recommendation can be found in Tab 11 – Financial Policies.
- **\$506,000** to restore **3.0 FTEs in Probation**. While all of these positions are currently vacant, the allocations are intended to provide direct support of departmental operations in various units.
- **\$81,000** in **UCCE** to retain the **0.75 FTE** that supports the 4-H program.

In addition, staff is recommending **partial restoration** of the **Sheriff's Add Back** request to restore \$4.4 million in salary savings. After evaluating their historic levels of savings (both from salaries and from other sources), comparing their request to other needs, and evaluating on-going funding available, **staff is recommending restoring a little more than half of their request (about \$2.3 million)**. It is important to explain that this partial restoration will not preclude the Sheriff from striving to hire, fill and retain as many positions as possible. If the Sheriff's Office is successful in re-building their workforce and the level of recommended salary

saving restorations is not sufficient, the County Administrator will look to offset any cost overruns elsewhere in the overall General Fund.

Ongoing Program Changes Recommended, \$4.3 million and 15.25 FTEs

Program Change Requests are requests submitted by departments for new or enhanced services.

Staff recommends the following Program Change Requests seeking discretionary County funding.

- **\$712,000** in the **Clerk-Recorder-Assessor/Registrar of Voter's Office** for **4.0 FTEs**. 3.0 Registrar of Voter's Office positions are needed due to the increase in number and complexity of running elections, and 1.0 Assessor's Office position is needed to complete mandated services.
- **\$250,000** for the **Economic Development Board** for **1.0** Business Development Manager to begin the scoping and design of the EDB 3.0 Action plan.
- **\$610,000** in **Permit Sonoma** for **2.0 FTEs**, which are associated with the department's management review implementation plan. This includes adding an Assistant Director and a Customer Service Coordinator; these positions were ranked as the department's highest priorities associated with change requests for the management review implementation. In addition, as noted in the one-time recommendations below, staff is recommending that 4.0 FTEs be added for a period of three years to assist with the management review implementation plan. See further details below.
- **\$1 million** in the **Public Defender's Office** for **3.0 FTE**. This will add 1.0 Chief Deputy Public Defender and 2.0 Deputy Public Defender positions, which are needed to for caseload managed.
- **\$1.5 million** in the **Sheriff's Office** for **4.0 FTE**. This will add 2.0 Correctional Sergeants in Detention to complete investigations related to complaints and to better meet requirements for increased mandated state inspections and audits. It also adds 2.0 Sergeants in Patrol, which will enhance patrol leadership and supervision for deputy sheriffs during the night shift.
- **\$30,000** in **UCCE** for a **0.25 FTE**. This will make a position that is currently part-time full time. This position supports a wide variety of UCCE programs including Zero Waste Sonoma, composting programs, and support community engagement activities.
- **\$16,000** in **Human Resources** for operating budgets to support the Commission on Human Rights and the Commission on the Status of Women.
- **\$5,000** **Child Support Services** for community engagement and outreach materials.

One-time Funding Recommendations

Contribution to Reserves, \$6.2 million (Row A02): As further discussed in the General Fund Reserves Memo (Tab 4), staff is recommending utilizing year-end fund balancing totaling 1% of operating revenues each year to gradually bring us to the target reserve level of two months of operating revenues (16.7%).

Increase FEMA Audit Reserves, \$1.3 million (Row A03): The County’s fiscal policies establish a FEMA Audit Reserve, which is to be equal to 20% of all FEMA reimbursements. While reimbursements for General Fund projects have not materialized during FY2023-24, some reimbursements have been received for Roads projects; those reimbursement amounts go back directly to SoCoPi, but the audit reserve is maintained for all FEMA reimbursements – both those that go directly back to departments (such as SoCoPi and Regional Parks) as well as those that benefit the General Fund. The Auditor’s Office has completed an analysis of reserve funding levels for each project and has determined that the approximately \$1.3 million is needed to maintain the 20% audit reserve level that will cover all reimbursements received.

Roads Infrastructure, \$5.0 million (Row A04): On January 4, 2022, the Board received a report on the Long-Term Roads Plan update. That report noted that an additional \$4.3 million per year in on-going support would be needed to maintain the current Pavement Condition Index (PCI). While it is not possible to provide that level of on-going resources, this illustrates the notable funding gap in roads infrastructure. Consistent with Strategic Plan Resilient Infrastructure Pillar, Goal 3, Objective 1, “Continue to invest in critical road, bridge, bicycle, and pedestrian infrastructure”, staff is recommending a \$5 million one-time contribution to Roads for pavement preservation activities.

Public Health Lab & Morgue Relocation, \$5.2 million (Row A05): staff is recommending a contribution to the project budget to help close a projected funding gap that resulted from cost increases associated with the change in project delivery method as well as other costs not accounted for in the initial estimates presented to the Board in January 2022. The relocation of the Public Health Lab and Morgue is a top priority which will need to be delivered in the next three and a half years as the County currently only has rights to maintain the existing facilities in-place pursuant to the Chanate sale four-year leaseback arrangement, which expires in December 2026.

Pension Paydown, \$5.0 million (Row A06): The County’s Financial Policies include long range planning principles. These principles speak to pre-paying unfunded pension liabilities on an annual basis in the amount of 0.5% pensionable payroll. In addition, the policy states that, “the Board will consider use of available one-time funding to make additional pre-payments as funding is available.” In consideration of anticipated unfunded liability changes resulting from 2022 depressed market returns and new labor agreements, consistent with the Board’s Financial Policies, the County Administrator is recommending a \$5.0 million pension paydown payment.

Tierra de Rosas, \$7.7 million (Row A07):

Tierra de Rosas is a master development on a 7.4-acre property at the former shopping center site at the intersection of Sebastopol Road and West Avenue, Santa Rosa. The plan includes 75 new affordable apartment homes to be completed which will assist in addressing the acute shortage of high-quality affordable housing in Sonoma County. Development of this site relies

on the completion of the infrastructure improvements totaling \$40.5 million, which has \$23 million of committed external sources and \$17.7 million shortfall. See BIR-20a in Tab 7 for additional details.

To meet deadlines imposed by some of the committed funding sources, MidPen affordable housing developer partner needs a commitment that infrastructure construction can begin by December 2023. Most recently MidPen applied for tax credits in 2023 and lost readiness points because the infrastructure work had not started.

Assuming successful outcomes totaling about \$10 million from local partners, Senator Connolly submitted state funding request, Ag + Open Space District matching grant, and District 3 FY 2022-23 Community Infrastructure allocation, the remaining gap stands at \$7.7 million.

Departmental Requests, \$6.2 million and 5 FTEs (Rows C01- C13): Based on an evaluation of business need, staff recommends restoring all one-time Add Back and Program Change Requests, summarized as follows:

- **\$2.2 million** to add **4.0 FTEs** to **Permit Sonoma** for a period of three years. The department requested these positions as on-going for their Management Review Implementation plan. The CAO recognizes and supports the need for staff to implement the changes called out in that plan, however, there is also a recognition that the implementation plan should be temporary in nature, and ideally will lead to efficiencies that do not require long-term additional staffing. As a result, these four positions are being funded for a three-year period. The funding includes cost escalators for future years.
- **\$1,250,000** for **Permit Sonoma**, net of expected fee revenues, to provide two years of funding for third party contract support for plan review within Engineering, Well and Septic, and Building activities, and Accela technology improvements. This is an element of the department's management review implementation.
- **\$965,000** for the **Sheriff's Office** for various supply and equipment costs, including: \$398,000 for 1-year of personal protective equipment and COVID test required by Cal-OSHA and CDC requirements for detention facilities; \$337,000 for maintenance needed for Henry 1; and \$250,000 to replace and upgrade the Sheriff's duty firearms.
- **\$950,000** for the **Sheriff's Office** to allow the department to continue the Hiring Incentive pilot program for 12 additional months.
- **\$300,000** to **Economic Development** to allow for a two-year extension of a **1.0 FTE** Department Analyst in Creative Sonoma. The time-limited recommendation reflects changes in the department that may arise as the department moves forward with its "EDB 3.0" implementation plan.
- **\$200,000** in the **Department of Emergency Management** for a Master Services Agreement to provide supplemental staffing at the Emergency Operations Center as well as training in emergency operations to County staff as well.

- **\$186,000** to the **Department of Health Services** for a vendor to be a site manager running the operations at Los Guilicos Village.
- **\$90,000** to the **District Attorney** to provide up to three years (\$30,000/year) of contracted legal support providing casework services.

Potential Additional Year-End Fund Balance: The final FY 2022-23 year-end fund balance will not be known until the close of books in July of 2023. If there is year-end fund balance in excess of the amounts programmed at Budget Hearings, staff has included Budget Adoption Resolution language directing the excess balance be distributed equally between the following priorities: pay down unfunded pension liabilities; increase General Fund Reserves; and provide additional funding to the County Center Replacement project.

Board Budget Requests

Budget requests submitted by Board members are also listed on in Attachment 2 as rows E01-E12. A full description of the request and staff responses to each request are included in Tab 6 of the Budget Hearing Binder.

Organization of the Budget Deliberation Tool

Discretionary Budget Requests are listed in the rows and are grouped as described below. Narrative details for Departmental Requests can be found in Tab 5 and details for Board Member Budget Requests can be found in Tab 6. Each of those tabs includes a table of contents, and the narrative page number also appears in the 5th column of the Budget Hearing Deliberation Tool.

Description of Columns

- Row # exists to assist the Board in discussing various requests during Budget Hearings.
- Request ID is the unique ID for each request and can be used to locate items more easily within the table of contents for the relevant narrative detail tab.
- Department/Board Member explains who submitted the request.
- Title/Short Description is a short description of the request.
- Tab explains which tab and page number narrative details are on for each request.
- One-time or Ongoing explains if the request is seeking one-time or on-going funds.
- Funding Request is the sum of discretionary General Fund funding being requested.
- Gross Expenditures is the total cost for the request. Note that some items requesting funding are partially funded with departmental sources, so the Gross Expenditures may not equal the Funding Request.
- Revenues and Reimb/Use of Fund Balance displays the departmental sources utilized to fund the request.
- FTE Request is the number of full-time equivalent positions being requested.
- The final two columns illustrate the funds available from each source and the amount used. The available funding sources are populated in alignment with CAO recommendations. Details related to the available funding sources displayed in the right-hand columns of the tool can be found in Tab 2. During the first day of Budget

Hearings, the board will deliberate on which sources to make available, and the tool will be updated to reflect any changes that are made.

Budget Request Groupings & Color Coding

1. CAO Recommendations - (Green - Rows A01-A07): These are items the County Administrator is recommending for funding. Additional details regarding items recommended for funding can be found in the “CAO Recommendation” section of Tab 1- Overview of the Budget Hearing Binder.
2. Recommended Funding Requests – One-time (Green - Rows B01-B10): One-time Funding Requests submitted by departments that staff has recommended for funding. Staff is recommending these items for funding based on an analysis of the business case submitted by the department. A more detailed description of each request is available in Tab 5.
3. Recommended Funding Requests – Ongoing (Green - Rows C01-C22): Ongoing Funding Requests submitted by departments that staff has recommended for funding. Staff is recommending these items for funding based on an analysis of the business case submitted by the department. A more detailed description of each request is available in Tab 5.
4. Funding Requests Not Recommended- Ongoing (Yellow- Rows D01-D05): Requests submitted by departments that staff has not recommended for funding. Staff is not recommending these items for funding based on an analysis of the business case submitted by the department. A more detailed description of each request is available in Tab 5.
5. Board Funding Requests – (White - Rows E01-E12): these are requests submitted by Board members for additional funding for specific programs or items. Narrative details are available in Tab 6.

Attachments

- 1 – Department-funded Program Change Requests
- 2 – Budget Hearing Deliberation Tool – Discretionary Funding Requests



Attachment 1: Department-Funded Program Change Requests

Row #	Request ID	Department/BOS Member	Title/Short Description	Tab/Pa ge#	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req
1	CDC-PCR-02	Community Development Comm.	Add 1.0 FTE Housing Negotiator Inspector in the Housing Connector Program, time limited through June 30, 2025, funded through Sonoma County ARPA funding previously allocated to CDC.	Tab 5/ p.11	One-time	0	318,630	318,630	1
2	PRMD-PCR-04	Permit Sonoma	Add 6.0 Grant Reimbursable Time-Limited FTEs to Support FEMA Wildfire Resilient BRIC Grant & One-Time Request for Phase 1 Indirect Costs, to be funded with available balance from the Resiliency set aside fund, established by the Board in 2018.	Tab 5/ p. 28	One-time	\$ -	\$ 1,505,165	\$ 1,505,165	6
3	OSD-PCR-01	Ag & Open Space District	Add 1.0 FTE APOSD Geographic Information Systems Analyst	Tab 5/ p.35	Ongoing	0	0	0	1
4	ACTTC-PCR-01	Auditor-Controller-Treasurer-Tax Collector	Add 1.0 FTE Senior Business System Analyst Confidential and delete 1.0 FTE Supervising Accountant within the Enterprise Financial System Support Team	Tab 5/ p.8	Ongoing	0	0	0	0
5	CAO-PCR-01	Board of Supervisors/County Administrator	Transfer a 1.0 Executive Secretary from the former General Services Department to the County Administrator's Office. Related to SoCoPi-PCR-01.	Tab 5/ p.12	Ongoing	0	0	0	1
6	CRA-PCR-03	Clerk- Recorder-Assessor	Add 0.2 Appraiser III	Tab 5/ p.9	Ongoing	0	0	0	0
7	CDC-PCR-01	Community Development Comm.	Add 1.0 FTE Community Development Specialist I/II in the Housing Choice Voucher Program funded by deleting a 1.0 FTE Office Assistant II and administrative fees from Rental Assistance programs.	Tab 5/ p.10	Ongoing	0	41,362	41,362	0
8	CDC-PCR-03	Community Development Comm.	Add 1.0 FTE Senior Community Development Specialist in the Family-Self Sufficiency Program funded with a Housing and Urban Development grant specifically for a program coordinator.	Tab 5/ p.11	Ongoing	0	328,152	328,152	1
9	CDC-PCR-04	Community Development Comm.	Add 1.0 FTE Community Development Associate to the intake team and manage the Housing Authority's waitlists funded by deleting a Senior Community Development Specialist and with administrative fees from the Housing Choice Voucher and Mainstream Voucher programs.	Tab 5/ p.11	Ongoing	0	62,976	62,976	0

Attachment 1: Department-Funded Program Change Requests

Row #	Request ID	Department/BOS Member	Title/Short Description	Tab/Pa ge#	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req
10	CDC-PCR-05	Community Development Comm.	Add 1.0 FTE Community Development Associate for managing special development projects funded by deleting a Senior Community Development Specialist and Project Homekey, Mobile Home Fees, and Property Rental Income.	Tab 5/ p.12	Ongoing	0	84,912	84,912	0
11	DHS-PCR-10	Health Services	Funding for HR-PCR-02 to add 1.0 Human Resources Analyst to support recruitment workload.	Tab 5/ p.19	Ongoing	0	200,300	200,300	1
12	DHS-PCR-09	Health Services	Add a 1.0 FTE Department Information Systems Specialist II to the Information Technology Unit to perform security-related monitoring, auditing, reporting, response, mitigation, and prevention tasks on an ongoing basis to ensure compliance with HIPAA and other information privacy & security regulations. Funding will be a mix of Local 1991 Health/Mental Health Realignment, 2011 Realignment, Measure O, Federal Financial Participation, and grant funding.	Tab 5/ p.18	Ongoing	0	373,182	373,182	1
13	DHS-PCR-02	Health Services	Add 1.0 FTE Department Analyst in the Contracts & Board Item Development unit to assist in augmenting infrastructural capacity to be funded through the administration allocation.	Tab 5/ p.14	Ongoing	0	332,400	332,400	1
14	DHS-PCR-05	Health Services	Add 1.0 Time Limited FTE Senior Office Assistant position to provide support to 4 Behavioral Health Section Managers responsible for management oversight of Behavioral Health Sections: Adult Services, Youth and Family Services, Acute and Forensic Services, and Quality Management. This position will provide needed administrative supports with the goal of streamlining work and creating efficiencies. This position will be funded by 50% IGT and 50 % MHSA.	Tab 5/ p.16	Ongoing	0	250,000	250,000	1
15	DHS-PCR-08	Health Services	Add 1.0 FTE Senior Office Assistant to support the Facilities Unit within the Administrative Division funded with a mix of Local 1991 Health/Mental Health Realignment, 2011 Realignment, Measure O, Federal Financial Participation, and grant funding.	Tab 5/ p.18	Ongoing	0	246,632	246,632	1

Attachment 1: Department-Funded Program Change Requests

Row #	Request ID	Department/BOS Member	Title/Short Description	Tab/Page#	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req
16	DHS-PCR-03	Health Services	Add 1.0 FTE Department Information Systems Manager in administration for implementing CalAim Protocols for the Electronic Health Record system and to oversee various technical initiatives funded by CalAim and administration allocation.	Tab 5/ p.15	Ongoing	0	511,400	511,400	1
17	DHS-PCR-01	Health Services	Add 2.0 FTE Program Planning and Evaluation Analysts for Behavioral Health and Public Health APSS Support in order to augment infrastructural capacity required to meet both operational and risk-mitigation needs. These positions will be funded with 1991 Mental Health Realignment Behavioral Health and 1991 Health Realignment Public Health.	Tab 5/ p.14	Ongoing	0	745,400	745,400	2
18	DHS-PCR-04	Health Services	The Finance unit is requesting to add 5.0 FTEs; 1.0 FTE Accountant III, 2.0 FTEs Department Analysts, 1.0 FTE Accountant II, and 1.0 FTE Senior Account Clerk. These positions are requested in order to augment infrastructural capacity required to meet both operational and risk-mitigation needs. They will be funded through a mixture of sources 1991 Health Realignment, administrative allocation, 1991 Mental Health Realignment, and Homeless Housing Assistance & Prevention (HHAP).	Tab 5/ p.15	Ongoing	0	1,652,800	1,652,800	5
19	DHS-PCR-06	Health Services	Add a 1.0 Administrative Services Officer I (Recruitment and Payroll Manager), 1.0 Payroll Clerk, 1.0 Department Analyst, and 1.0 Administrative Aide to support the Human Resources Department within the Administrative Unit. These positions will support the recruitment, retention, and payroll functions to address vacancy and hiring issues. Staff will direct charge to division that they support and funding will be a mix of Local 1991 Health/Mental Health Realignment, 2011 Realignment, Measure O, Federal Financial Participation and grant funding.	Tab 5/ p.16	Ongoing	0	1,352,244	1,352,244	4

Attachment 1: Department-Funded Program Change Requests

Row #	Request ID	Department/BOS Member	Title/Short Description	Tab/Pa ge#	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req
20	DHS-PCR-07	Health Services	Add 5.0 FTE Community Health Worker Specialists to the Health Policy, Planning and Equity Unit in Administration to create a permanent field services team entitled "Health Services, Outreach, and Engagement Team." The positions will be funded with 1991 Health Realignment.	Tab 5/ p.17	Ongoing	0	1,511,910	1,511,910	5
21	HR-PCR-01	Human Resources	Lobby Reception .5 HR Technician, Confidential	Tab 5/ p.20	Ongoing	0	69,650	69,650	1
22	HR-PCR-02	Human Resources	1.0 Human Resources Analyst to support Department of Health Services recruitment workload.	Tab 5/ p.21	Ongoing	0	200,300	200,300	1
23	HR-PCR-03	Human Resources	Job Advertising Budget for Countywide Job Recruitments	Tab 5/ p.21	Ongoing	0	0	0	0
24	HSD-PCR-01	Human Services	Add 1.0 FTE Program Planning and Evaluation Analyst (Permanent) at the Family, Youth and Children's Division specifically to support grant-funded housing programs for families with child welfare cases and foster youth, funded by the State's Bringing Families Home program.	Tab 5/ p.22	Ongoing	0	189,800	189,800	1
25	HSD-PCR-02	Human Services	Add 1.0 FTE Adult and Aging Supervisor position to support HSD Adult & Aging's Aging and Disability Resource Program, funded by California Department of Aging allocations.	Tab 5/ p.23	Ongoing	0	198,600	198,600	1
26	HSD-PCR-04	Human Services	Convert 2.0 FTE existing time-limited Adult and Aging Social Work Supervisor positions to permanent allocations to provide ongoing support for the Adult Protective Services Program, funded by 2011 Realignment.	Tab 5/ p.24	Ongoing	0	397,400	397,400	0
27	HSD-PCR-05	Human Services	Convert 1.0 FTE existing time-limited Adult and Aging Social Worker to permanent and add 1.0 FTE new permanent Adult and Aging Social Worker to support the Adult Protective Services Program.	Tab 5/ p.24	Ongoing	0	542,700	542,700	1
28	HSD-PCR-06	Human Services	Convert 1.0 FTE existing time-limited Social Services Worker III position to permanent to continue supporting Adult and Aging's In-Home Supportive Services (IHSS) program.	Tab 5/ p.25	Ongoing	0	327,400	327,400	1

Attachment 1: Department-Funded Program Change Requests

Row #	Request ID	Department/BOS Member	Title/Short Description	Tab/Pa ge#	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req
29	HSD-PCR-07	Human Services	Add 1.0 FTE Program Planning and Evaluation Analyst in HSD's Contracts and Procurement Unit in order to ensure compliance with local, state, and federal contracting and procurement rules and regulations.	Tab 5/ p.25	Ongoing	0	379,600	379,600	1
30	HSD-PCR-03	Human Services	Add 1.0 FTE Senior Office Assistant to manage the Adult and Aging Division's Purchase of Service procurement process to purchase vital health and safety items for clients, funded by HSD's County Expense Claim and State Realignment.	Tab 5/ p.23	Ongoing	0	122,100	122,100	1
31	HSD-PCR-08	Human Services	Add 1.0 FTE Senior Office Assistant to support HSD's Human Resources Recruitment and Leave Management Unit.	Tab 5/ p.26	Ongoing	0	244,200	244,200	1
32	PRMD-PCR-01	Permit Sonoma	Add 1.0 FTE Fire Inspector II to Fire Prevention and Hazardous Materials Division.	Tab 5/ p.26	Ongoing	0	264,292	264,292	1
33	PRMD-PCR-02	Permit Sonoma	Add 0.5 FTE Maintenance Worker to Support Year-Round Chipper Program	Tab 5/ p.27	Ongoing	0	205,000	205,000	1
34	PRMD-PCR-03	Permit Sonoma	Add 1.0 FTE Senior Environmental Specialist for Aggregate Resource and Mining Program (ARM)	Tab 5/ p.27	Ongoing	0	237,914	237,914	1
35	RP-PCR-01	Regional Parks	Add 1.0 FTE Administrative Aide to Park Planning Division	Tab 5/ p.32	Ongoing	0	0	0	1
36	RP-PCR-02	Regional Parks	Add 1.0 FTE Senior Park Planner	Tab 5/ p.32	Ongoing	0	0	0	1
37	SoCoPi-PCR-01	Sonoma County Public Infrastructure	Transfer a 1.0 Executive Secretary from the former General Services Department to the County Administrator's Office. Related to CAO-PCR-01.	Tab 5/ p.36	Ongoing	0	0	0	-1
38	SoCoPi-PCR-03	Sonoma County Public Infrastructure	Delete 1.0 FTE Capital Project Manager position, and add 1.0 Special Project Director position.	Tab 5/ p.37	Ongoing	0	33,709	33,709	0

Attachment 2: Budget Hearing Deliberation Tool

DRAFT

	One-time	Ongoing
Total Available (Board Determined):	\$ 44,449,854	\$ 7,524,008
Sum of Approved Uses:	\$ 36,776,601	\$ 7,524,008
Remaining	\$ 7,673,254	\$ -

Row #	Request ID	Department/BOS Member	Title/Short Description	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	One-time	Ongoing
CAO Recommendations - One-time and Ongoing										
A01	NonDpt-PCR-07	CAO Recommendation	Increase Pavement Preservation contribution to 5%	Ongoing	\$ 310,145	\$ 310,145				\$ 310,145
A02	NonDpt-PCR-02	CAO Recommendation	Increase General Fund Reserves	One-time	\$ 6,440,172	\$ 6,440,172	\$ -	0.00	\$ 6,440,172	
A03	NonDpt-PCR-01	CAO Recommendation	Increase FEMA Audit Reserves	One-time	\$ 1,319,000	\$ 1,319,000	\$ -	0.00	\$ 1,319,000	
A04	NonDpt-PCR-04	CAO Recommendation	Roads Infrastructure Investment	One-time	\$ 5,000,000	\$ 5,000,000	\$ -	0.00	\$ 5,000,000	
A05	NonDpt-PCR-06	CAO Recommendation	Public Health Lab & Morgue Relocation	One-time	\$ 5,180,000	\$ 5,180,000	\$ -	0.00	\$ 5,180,000	
A06	NonDpt-PCR-03	CAO Recommendation	Pension Paydown	One-time	\$ 5,000,000	\$ 5,000,000	\$ -	0.00	\$ 5,000,000	
A07	NonDpt-PCR-05	CAO Recommendation	Roseland/ Tierra de Rosas	One-time	\$ 7,678,011	\$ 7,678,011	\$ -	0.00	\$ 7,678,011	
Recommended Funding Requests - Ongoing										
B01	DCCS-PCR-01	Child Support Services	Request of General Fund for Child Support Services Community Engagement and Outreach Materials to engage and inform members of the public of potential program eligibility.	Ongoing	\$ 5,000	\$ 5,000	\$ -	0.00		\$ 5,000
B02	CRA-PCR-01	Clerk- Recorder-Assessor	Add 1.0 Registrar of Voters Program Development Manager, working title of Elections Manager	Ongoing	\$ 230,930	\$ 230,930	\$ -	1.00		\$ 230,930
B03	CRA-PCR-02	Clerk- Recorder-Assessor	Add 1.0 Registrar of Voters Elections Services Supervisor	Ongoing	\$ 165,535	\$ 165,535	\$ -	1.00		\$ 165,535
B04	CRA-PCR-04	Clerk- Recorder-Assessor	Add 1.0 Registrar of Voters Election Specialist II bi-lingual	Ongoing	\$ 133,796	\$ 133,796	\$ -	1.00		\$ 133,796
B05	CRA-PCR-05	Clerk- Recorder-Assessor	Add 1.0 Auditor-Appraiser II position to timely complete mandated audit services required of the Assessor	Ongoing	\$ 181,803	\$ 181,803	\$ -	1.00		\$ 181,803
B06	EDB-AB-01	Economic Development Board	EDB Contracted Services	Ongoing	\$ 180,000	\$ 180,000	\$ -	0.00		\$ 180,000
B07	EDB-PCR-02	Economic Development Board	Add 1.0 FTE Business Development Manager to scope EDB 3.0 Action workplan	Ongoing	\$ 250,000	\$ 250,000	\$ -	1.00		\$ 250,000
B08	HR-PCR-04	Human Resources	Operating Budget for Commission on Human Rights Commission on Status of Women	Ongoing	\$ 16,000	\$ 16,000	\$ -	0.00		\$ 16,000
B09	PRMD-PCR-05	Permit Sonoma	Add 1.0 FTE Permit Sonoma Assistant Director (Management Review Implementation)	Ongoing	\$ 393,985	\$ 393,985	\$ -	1.00		\$ 393,985
B10	PRMD-PCR-06	Permit Sonoma	Add 1.0 FTE Department Analyst - Customer Service Coordinator (Management Review Implementation)	Ongoing	\$ 216,855	\$ 216,855	\$ -	1.00		\$ 216,855
B11	PROB-AB-01	Probation	Restore 1.0 FTE Account Clerk II responsible for collecting victim restitution and Court fines and fees.	Ongoing	\$ 131,107	\$ 131,107	\$ -	1.00		\$ 131,107
B12	PROB-AB-02	Probation	Restore 1.0 FTE Probation Officer II supporting Adult Investigations	Ongoing	\$ 187,393	\$ 187,393	\$ -	1.00		\$ 187,393
B13	PROB-AB-03	Probation	Restore 1.0 FTE Probation Officer II supporting Adult Supervision.	Ongoing	\$ 187,393	\$ 187,393	\$ -	1.00		\$ 187,393
Recommended Funding Requests - Ongoing (continued)										

Attachment 2: Budget Hearing Deliberation Tool

Row #	Request ID	Department/BOS Member	Title/Short Description	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	One-time	Ongoing
B14	PD-PCR-01	Public Defender	Add 2.0 FTE Deputy Public Defender positions	Ongoing	\$ 682,975	\$ 682,975	\$ -	2.00		\$ 682,975
B15	PD-PCR-02	Public Defender	Add 1.0 FTE Chief Deputy Public Defender	Ongoing	\$ 353,530	\$ 353,530	\$ -	1.00		\$ 353,530
B16	SHF-PCR-02	Sheriff's Office	Add 1.0 FTE Correctional Sergeant with detention specific expertise to the Professional Standards Bureau to ensure timely and accurate completion of mandated investigations of complaints regarding conduct and behavior, which are of critical importance to the Sheriff's Office, Independent Office of Law Enforcement Review and Outreach, the County, and the community.	Ongoing	\$ 266,986	\$ 266,986	\$ -	1.00		\$ 266,986
B17	SHF-PCR-03	Sheriff's Office	Add 1.0 FTE Correctional Sergeant to provide supervision to the Detention Division's Training and Compliance staff, to better meet requirements for increased mandated state inspections and audits required for operating Adult Detention facilities.	Ongoing	\$ 266,986	\$ 266,986	\$ -	1.00		\$ 266,986
B18	SHF-PCR-01	Sheriff's Office	Enhance patrol leadership and supervision for deputy sheriffs during the night shift by adding two new sergeant fixed-post positions to the staffing plan.	Ongoing	\$ 965,391	\$ 965,391	\$ -	2.00		\$ 965,391
B19	UCCE-AB-01	UCCE	Restore .75FTE 4-H Program Administrative Aide (Bilingual)	Ongoing	\$ 80,952	\$ 80,952	\$ -	0.75		\$ 80,952
B20	UCCE-PCR-01	UCCE	Add .25 FTE to current .75FTE Sr. Office Assistant allocation to make position full time.	Ongoing	\$ 30,040	\$ 30,040	\$ -	0.25		\$ 30,040
B21	SHF-AB-02	Sheriff's Office	Restore funding, or a portion of funding (increments of \$230,000 which is the average cost of a peace officer FTE), for critical staffing in law enforcement field services and detention, based on anticipated success in filling vacant positions.	Ongoing	\$ 2,287,206	\$ 2,287,206	\$ -	0.00		\$ 2,287,206
Recommended Funding Requests - One-time										
C01	DHS-PCR-11	Health Services	Request of \$186,054 for operational costs of the site manager at Los Guilicos Village.	One-time	\$ 186,054	\$ 186,054	\$ -	0.00	\$ 186,054	
C02	SHF-AB-01	Sheriff's Office	Addback Henry 1 funding for critical maintenance needed to continue operating the helicopter.	One-time	\$ 336,881	\$ 673,762	\$ 336,881	0.00	\$ 336,881	
C03	EDB-PCR-01	Economic Development Board	Creative Sonoma Department Analyst - 2 year extension	One-time	\$ 300,000	\$ 300,000	\$ -	1.00	\$ 300,000	
C04	PRMD-PCR-11	Permit Sonoma	Third Party Contract Support for Two Years (Management Review Implementation)	One-time	\$ 1,250,000	\$ 1,575,000	\$ 325,000	0.00	\$ 1,250,000	
C05	SHF-PCR-04	Sheriff's Office	One-time funds needed to provide deputy sheriffs with an updated primary duty firearm (to replace the outdated model currently being used).	One-time	\$ 250,000	\$ 250,000	\$ -	0.00	\$ 250,000	

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Row #	Request ID	Department/BOS Member	Title/Short Description	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	One-time	Ongoing
C06	SHF-PCR-05	Sheriff's Office	Provide one-time funding for one (\$397,929), two (\$795,858), or three (\$1,193,787) years to purchase personal protective equipment and COVID tests required to meet Cal-OSHA and CDC guidelines for operating detention facilities (previously funded by Federal disaster relief sources that are no longer available).	One-time	\$ 397,929	\$ 397,929	\$ -	0.00	\$ 397,929	
C07	SHF-PCR-06	Sheriff's Office	Allocate funding for continuation of the existing Sheriff's Office Hiring Incentive Pilot Program for 12 additional months.	One-time	\$ 950,000	\$ 950,000	\$ -	0.00	\$ 950,000	
C08	DEM-PCR-01	Dept of Emergency Management	Emergency Operations Training & Staffing Master Services Agreement	One-time	\$ 200,000	\$ 200,000	\$ -	0.00	\$ 200,000	
C09	DA-PCR-01	District Attorney	Provide up to 3 years of funding to allow a contracted bi-lingual legal support caseworker to be funded full-time, predicated on other source providing funding for the other portion of the position.	One-time	\$ 90,000	\$ 90,000	\$ -	0.00	\$ 90,000	
C10	PRMD-PCR-09	Permit Sonoma	Add 1.0 FTE Engineer for Well and Septic Plan Review and Inspection for 3 years (Management Review Implementation)	One-time	\$ 200,185	\$ 265,605	\$ 65,420	1.00	\$ 648,599	
C11	PRMD-PCR-10	Permit Sonoma	Add 1.0 FTE Planner I/II/III for 3 years (Management Review Implementation)	One-time	\$ 171,805	\$ 227,765	\$ 55,960	1.00	\$ 556,648	
C12	PRMD-PCR-07	Permit Sonoma	Add 1.0 FTE Permit Technician I/II for Building, Well and Septic, and Engineering Permit Intake and Review for 3 years (Management Review Implementation)	One-time	\$ 144,558	\$ 191,435	\$ 46,878	1.00	\$ 468,368	
C13	PRMD-PCR-08	Permit Sonoma	Add 1.0 FTE Engineering Technician III for Engineering Plan Review and Inspections for 3 years (Management Review Implementation)	One-time	\$ 162,018	\$ 214,715	\$ 52,698	1.00	\$ 524,938	
Funding Requests Not Recommended- Ongoing										
D01	SHF-AB-02	Sheriff's Office	Restore funding, or a portion of funding (increments of \$230,000 which is the average cost of a peace officer FTE), for critical staffing in	Ongoing	\$ 2,162,342	\$ 2,162,342	\$ -	0.00		
D02	SoCoPi-PCR-02	Sonoma County Public Infrastruct	Add 2.0 FTE Parking and Facility Officer positions for County facilities	Ongoing	\$ 260,219	\$ 260,219	\$ -	2.00		
Board Budget Requests										
E01	BOS-01	Gorin and Hopkins	Sonoma County Museum: Sonoma County Stories	One-time	\$ 150,000					
E02	BOS-02	Gorin	Larson Park Renovation	One-time	\$ 1,000,000					
E03	BOS-03	Gorin	Kenwood Fire Protection District Budget stability for Staffing	One-time	\$ 320,000					
E04	BOS-04	Gorin	State Route 12 Donald Gap Pedestrian Safety Project	One-time	\$ 1,545,248					
E05	BOS-05	Coursey	Secure Families	One-time	\$ 200,000					
E06	BOS-06	Hopkins	Lower Russian River Specific Area Plan Funding (Original request = \$1M)	One-time	\$ 1,713,250					
E07	BOS-07	Hopkins	Bike and Pedestrian Safety Improvements – Countywide	One-time	\$ 5,000,000					
E08	BOS-08	Hopkins	Increase Flexibility for Supervisors to Increase Utilization of Staff Assistant I Job Class - Countywide (original request = \$160,000)	Ongoing	\$224,796					

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<i>Row #</i>	<i>Request ID</i>	<i>Department/BOS Member</i>	<i>Title/Short Description</i>	<i>One-time or Ongoing</i>	<i>Funding Requested</i>	<i>Gross Expenditures</i>	<i>Revenues & Reimb/Use of Fund Balance</i>	<i>FTE Req</i>	<i>One-time</i>	<i>Ongoing</i>
E09	BOS-09	Hopkins	Extreme Weather Conditions Funding Supporting Unhoused and Housing-Vulnerable Populations' Safety - Countywide	One-time	\$ 500,000					
E10	BOS-10	Hopkins	Food Security Funding Support for the Most Vulnerable - Countywide	One-time	\$ 500,000					
E11	BOS-12	Hopkins	North Sonoma Coast Fire Protection District Funding Support	One-time	\$700k-\$2,060,000					
E12	BOS-13	Hopkins	Three Year Three County Coastal Cleanup (Sonoma County's Share)	One-time	\$ 450,000					