



OFFICE OF THE COUNTY ADMINISTRATOR

COUNTY OF SONOMA

575 ADMINISTRATION DRIVE – ROOM 104A
SANTA ROSA, CALIFORNIA 95403-2888
TELEPHONE (707) 565-2431
FAX (707) 565-3778

SHERYL BRATTON
COUNTY ADMINISTRATOR

CHRISTINA RIVERA
ASSISTANT COUNTY ADMINISTRATOR

PETER BRULAND
DEPUTY COUNTY ADMINISTRATOR

BARBARA LEE
DEPUTY COUNTY ADMINISTRATOR

CHRISTEL QUERIJERO
DEPUTY COUNTY ADMINISTRATOR

PAUL GULLIXSON
COMMUNICATIONS MANAGER

DATE: June 14, 2022

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

SUBJECT: Budget Adjustment Tool

This memo provides an overview of the Budget Adjustment Tool, which includes a list of all funding requests along with available funding sources.

This tool facilitates budget deliberations so that Board members can easily see remaining balances should the Board elect to fund various requests.

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 and Community 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 4th column of the Budget Adjustment 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 more easily locate items within the table of contents for the relevant narrative detail tab.
- Department/Board Member/Community Org explains who submitted the request.
- Title/Short Description is a short description of the request.
- Narrative Tab - Page # 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.
- CAO Review Comment provides high level rationale on some of the recommendations; further details on this are explained below.
- The final five 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 3. 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.

In total, approximately \$54M has been requested for one-time funding and approximately \$17M has been requested in on-going funding.

Budget Request Groupings & Color Coding

1. CAO Recommendations for Funding - green items (Row A01-A16): 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. Requests for Future Funding Consideration: On-going - White items (Row B01-B11): These are requests for on-going resources submitted by departments. Given limited on-going resources available, these items are not currently being recommended for funding. Possible alternative funding opportunities are noted in the “CAO Review Comment” field. Narrative details are available in Tab 5.
3. Board and Community Funding Requests – White (Row C01-C25): these are requests submitted by Board members or Community Organizations for additional funding for specific programs or items. At least two Board members supported forwarding the Community Organization funding requests. Narrative details are available in Tab 6.
4. Recommended Self-Funded Department Funding Requests – Green (row D01-D44): these are requests submitted by departments that they were able to fund utilizing available resources; typically either with new revenue streams or through appropriate use of fund balance. The County Administrator’s Office has recommended funding for these items if there was a strong business case and the identified funding source was validated. Narrative details are available in Tab 5.
5. Not Recommended for Funding Requests – Gray (Row E01-E09): These are requests submitted by Departments that the County Administrator is not recommending for current or future funding. The rationale is included in the “CAO Review Comment” field. Narrative details are available in Tab 5.
6. Not Recommended Self-Funded Department Funding Requests– Gray (Row F01-F02): These are requests funded utilizing departmental sources that the County Administrator’s Office is not recommending. The rationale is included in the “CAO Review Comment” field. Narrative details are available in Tab 5.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	Sum of Approved Uses:	Remaining:	
Recommended Funding Requests														
A01	NonDpt-PCR-03	CAO Recommendation	Funding for General Plan Update	Tab 1- CAO Rec	One-time	2,800,000	2,800,000	0	0			2,800,000		
A02	NonDpt-PCR-04	CAO Recommendation	Contribution to bring reserves from 9.2% to 16.7% over an 8 year period.	Tab 1- CAO Rec	One-time	5,475,000	5,475,000	0	0			5,475,000		
A03	NonDpt-PCR-06	CAO Recommendation	Behavioral Health Unit Capital Project Funding Gap	Tab 1- CAO Rec	One-time	5,000,000	5,000,000	0	0			5,000,000		
A04	NonDpt-PCR-08	CAO Recommendation	Move FY 20-21 Year End Fund balance originally earmarked for the purchase of the Sears site to the Deferred Maintenance/County Center Project fund.	Tab 1- CAO Rec	One-time	11,331,836	11,331,836	0	0		11,331,836			
A05	NonDpt-PCR-09	CAO Recommendation	Utilize one-time funds to restore contingencies to \$5M; confingencies were utilized for Clerk-Recorder-Assessor positions approved on April 19, 2022.	Tab 1- CAO Rec	One-time	685,870	685,870	0	0			685,870		
A06	CRA-PCR-01	Clerk- Recorder-Assessor	Rebuild Assessor Database for data necessary to assess property and prepare the annual assessment roll.	Tab 5 -PCR-2	One-time	230,000	230,000	0	0			230,000		
A07	DEM-PCR-02	Dept of Emergency Management	Emergency Response Towing/Transport Vehicle	Tab 5 -PCR-65	One-time	112,200	112,200	0	0			112,200		
A08	ISD-PCR-01	Information Systems	Electric Vehicle and charging infrastructure used for countywide delivery of records, mail and courier services.	Tab 5 -PCR-39	One-time	107,000	107,000	0	0			107,000		
A09	SHF-PCR-02	Sheriff's Office	9-1-1 Dispatch System Replacement	Tab 5 -PCR-60	One-time	1,500,000	1,500,000	0	0			1,500,000		
A10	NonDpt-PCR-07	CAO Recommendation	Strategic Plan Investments - \$4M one-time; \$1M ongoing	Tab 1- CAO Rec	both	5,000,000	5,000,000	0	0			4,000,000	1,000,000	
A11	NonDpt-PCR-01	CAO Recommendation	General Fund Support for homeless services re-organization (5/24/22, Item #42).	Tab 1- CAO Rec	Ongoing	829,145	829,145	0	0					829,145
A12	NonDpt-PCR-02	CAO Recommendation	Add 1.0 FTE Director of Animal Services and appropriate \$283,862 in set aside funds. Set aside funds are being shifted from Non-Departmental to Health Services, so there is no additional Funding Request needed. Aligns with Board direction on May 17, 2022.	Tab 1- CAO Rec	Ongoing	0	283,862	283,862	1					0
A13	DEM-PCR-01	Dept of Emergency Management	Add 1.0 Senior Emergency Services Coordinator to strengthen critical emergency response and recovery functions.	Tab 5 -PCR-63	Ongoing	241,788	241,788	0	1					241,788
A14	GSD-AB-03	General Services	Addback 1.0 FTE Buyer Position	Tab 5 -AB-2	Ongoing	131,726	131,726	0	1					131,726
A15	DHS-PCR-12	Health Services	Environmental Health Administrative Services Officer and Senior Environmental Health Specialist for a Debris Task Force - Time Limited through 6/2025	Tab 5 -PCR-21	Ongoing	381,365	381,365	0	2					381,365
Requests for Future Funding Consideration: On-going														
B01	CRA-PCR-02	Clerk- Recorder-Assessor	Add 1.0 Auditor/Appraiser I position to timely complete mandated audit services required of the Assessor.	Tab 5-PCR-3	Ongoing	151,251	151,251	0	1	Reasonable business case, but recommend for FY23-24 consideration due to uncertainties with on-going financial funds available.				

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies	
											Total Available (Board determined)	11,331,836	28,758,263	1,000,000	4,314,330
											Sum of Approved Uses:	11,331,836	19,910,070	1,000,000	1,584,024
Remaining:											0	8,848,193	-	2,730,306	
B02	EO-PCR-01	Equity Office	Secretary for additional administrative support	Tab 5-PCR-66	Ongoing	138,500	138,500	0	1	Reasonable business case, but recommend for FY23-24 consideration due to uncertainties with on-going financial funds available.					
B03	EO-PCR-02	Equity Office	Program Planning and Evaluation for organizational equity efforts	Tab 5-PCR-67	Ongoing	192,300	192,300	0	1	Well-suited for funding consideration as part of the Strategic Planning process.					
B04	EO-PCR-03	Equity Office	Consultant Services for Core Team Support	Tab 5-PCR-68	Ongoing	100,000	100,000	0	0	Well-suited for funding consideration as part of the Strategic Planning process.					
B05	EO-PCR-04	Equity Office	Consultant for Affinity Group Facilitation	Tab 5-PCR-70	Ongoing	100,000	100,000	0	0	Well-suited for funding consideration as part of the Strategic Planning process.					
	EO-PCR-05	Equity Office	Certified Translator	Tab 5-PCR-71	Ongoing	100,000	100,000	0	0	Decisions related to on-going funding for translation services should wait until the County has developed its language access policy.					
B06	HR-PCR-01	Human Resources	Human Rights and Status of Women Commissions Operating Budget	Tab 5-PCR-21	Ongoing	16,000	16,000	0	0	Reasonable business case, but recommend for FY23-24 consideration due to uncertainties with on-going financial funds available.					
B07	PRMD-PCR-01	Permit Sonoma	Seasonal to Year Round Chipper Program	Tab 5-PCR-40	Ongoing	250,000	350,000	100,000	1	Well-suited for funding consideration as part of the Strategic Planning process or as part of the Vegetation Management program.					
B08	PRMD-PCR-02	Permit Sonoma	Ombudsman Program: 1.0 Senior Office Assistant	Tab 5-PCR-41	Ongoing	161,869	161,869	0	1	Reasonable business case, but funding decisions should be delayed pending the completion of the department's management review.					
B09	SHF-PCR-01	Sheriff's Office	Sheriff's Information Technology Unit Reorganization	Tab 5-PCR-58	Ongoing	17,293	17,293	0	0	Reasonable business case, but recommend for FY23-24 consideration due to uncertainties with on-going financial funds available.					
B10	UCCE-PCR-01	UCCE	Senior Agricultural Program Assistant and support for three new Univ. of CA advisors	Tab 5-PCR-63	Ongoing	137,299	137,299	0	1	Reasonable business case, but recommend for FY23-24 consideration due to uncertainties with on-going financial funds available.					
B11	GSD-AB-02	General Services	Unfunded Capital Project Mgmt. Activities; request seeks to back fill non-reimbursable activities.	Tab 5-AB-1	Ongoing	406,509	0	-406,509	0	Reasonable business case, but funding should be considered along with the department's re-organization presentation.					
Board and Community Funding Requests															
C01	BoardReq-01	Coursey & Gore	Fire Memorial - 5 year anniversary of the Tubbs Fire	Tab 6-3	One-time	\$250,000	\$250,000	\$0							
C02	BoardReq-02	Coursey & Gore	Graffiti Abatement	Tab 6-7	Ongoing	TBD	TBD	\$0							
C03	BoardReq-03	Gorin	0.5 BOS Aide Position - D1	Tab 6-9	Ongoing	\$65,275	\$65,275	\$0							
C04	BoardReq-04	Gorin	Shift Field Reps to GF	Tab 6-11	Ongoing	\$176,000	\$176,000	\$0							
C05	BoardReq-05	Gorin	Donald Gap Pedestrian Project	Tab 6-13	One-time	\$2,249,000	\$2,249,000	\$0							
C06	BoardReq-07	Gorin	Support Fire Safe Councils	Tab 6-19	One-time	\$125,000	\$125,000	\$0							
C07	BoardReq-08	Gorin	Renovate Larson Park	Tab 6-24	One-time	\$3,600,000	\$3,600,000	\$0							

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	11,331,836	28,758,263	1,000,000
Sum of Approved Uses:											11,331,836	19,910,070	1,000,000	1,584,024
Remaining:											0	8,848,193	-	2,730,306
C08	BoardReq-09	Gorin	Renovate Maxwell Farms Park	Tab 6-24	One-time	\$5,000,000	\$5,000,000	\$0						
C09	BoardReq-10	Hopkins	Equity and Environmental Justice Deputy Director	Tab 6-47	Ongoing	\$210,000	\$210,000	\$0						
C10	BoardReq-11	Hopkins	Board Staffing	Tab 6-51	both	100,000 1X + TBD ongoing	100,000 1X + TBD ongoing	\$0						
C11	BoardReq-12	Hopkins	Wastewater Loan Program Startup	Tab 6-57	One-time	\$75,000	\$75,000	\$0						
C12	BoardReq-13	Hopkins	Sonoma County Community Disaster Immediate Needs Fund	Tab 6-61	One-time	\$2,000,000	\$2,000,000	\$0						
C13	BoardReq-14	Hopkins	Farm Worker Hazard Pay Program	Tab 6-65	One-time	\$5,000,000	\$5,000,000	\$0						
C14	BoardReq-15	Rabbitt	Sonoma Workforce Proximity Housing Program	Tab 6-69	One-time	\$2M - \$6.5M	\$2M - \$6.5M	\$0						
C15	BoardReq-16	Rabbitt	Groundwater Sustainability Plans	Tab 6-73	Ongoing	\$126,550-\$2,006,307	\$126,550-\$2,006,307	\$0						
C16	CommReq-01	Law Enf. Chaplaincy	Law Enforcement Chaplaincy Services	Tab 6-85	One-time	\$60,000	\$60,000	\$0						
C17	CommReq-02	Catholic Charities	Food distribution	Tab 6-91	One-time	\$150,000	\$150,000	\$0						
C18	CommReq-03	Food for Thought	Bags of Love - food distribution	Tab 6-99	One-time	\$100,000	\$100,000	\$0						
C19	CommReq-04	Boys & Girls Club of Sonoma-Marin	Re-open Roseland Teen Club	Tab 6-107	One-time	\$250,000	\$250,000	\$0						
C20	CommReq-05	Health action 2.0	Create community-based collaborative action network focused on addressing systemic inequities	Tab 6-115	Ongoing	\$500,000-\$750,000/\$2M-\$3M for 4 years	\$500,000-\$750,000/\$2M-\$3M for 4 years	\$0						
C21	CommReq-06	Redwood Empire	Food distribution	Tab 6-131	One-time	\$250,000	\$250,000	\$0						
C22	CommReq-07	The Living Room Center	Delivery Van	Tab 6-161	One-time	\$45,000	\$45,000	\$0						
C23	CommReq-08	Secure Families	Suppoort obtaining legal status	Tab 6-167	One-time	\$200,000	\$200,000	\$0						
C24	CommReq-09	Santa Rosa Fire Foundation	Support Santa Rosa Fire Department: explorer program, scholarship program, community outreach	Tab 6-193	One-time	\$150,000	\$150,000	\$0						
C25	CommReq-10	Collaboration of Sonoma County	Operational Funding for Sonoma County Visitor Centers	Tab 6-199	One-time	\$2,224,967	\$2,224,967	\$0						
Recommended Self-Funded Department Funding Requests														
D01	HSD-PCR-04	Human Services	1.0 FTE Program Planning and Evaluation Analyst supporting Family, Youth & Children Programs (TL thru 6/30/24)	Tab 5-PCR-27	One-time	0	198,800	198,800	1					
D02	HSD-PCR-05	Human Services	2.0 FTE Social Worker III positions to support Child Protective Services Emergency Response (TL thru 6/30/25)	Tab 5-PCR-29	One-time	0	325,600	325,600	2					
D03	HSD-PCR-07	Human Services	1.0 FTE Social Services Supervisor in Child Protective Services supporting the Emergency Response program (TL thru 6/30/24)	Tab 5-PCR-31	One-time	0	211,200	211,200	1					
D04	HSD-PCR-10	Human Services	1.0 FTE Public Assistance Systems Specialist to support implementation of the new statewide CalSAWS eligibility system (TL thru 6/30/24)	Tab 5-PCR-34	One-time	0	313,050	313,050	1					
D05	CAO-PCR-01	Board of Supervisors/County Administrator	Shift \$126,260 of available departmental resources to add 1.0 FTE Administrative Aide to assist with administrative services activities for Board of Supervisors, County Administrator's Office, IOLERO and the Office of Equity.	Tab 5-PCR-9	Ongoing	0	0	0	1					

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

FY2022-23 Budget Adjustment Tool

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	11,331,836	28,758,263	1,000,000
Sum of Approved Uses:											11,331,836	19,910,070	1,000,000	1,584,024
Remaining:											0	8,848,193	-	2,730,306
D06	CAO-PCR-02	Board of Supervisors/County Administrator	Shift \$126,620 of available departmental resources to add 1.0 FTE Administrative Aide to serve as Deputy Clerk- Boards, Commissions, and Form 700 Clerk to fulfill mandated duties. This request does NOT provide for any costs associated with stipends for ad hoc or commission members.	Tab 5-PCR - 10	Ongoing	0	0	0	1					
D07	DCCS-PCR-01	Child Support Services	Convert a Child Support Attorney IV to a Chief Child Support Attorney and eliminate a Program Planning and Evaluation Analyst to add a Department Analyst	Tab 5-PCR - 1	Ongoing	0	8,287	8,287	0					
D08	CDC-PCR-01	Community Development Comm.	Senior Office Assistant for the Housing Authority - Time Limited through 12/2023	Tab 5-PCR - 6	Ongoing	0	222,240	222,240	1					
D09	CDC-PCR-02	Community Development Comm.	Office Assistant for digital file conversion - Time Limited through 12/2023	Tab 5-PCR - 7	Ongoing	0	209,958	209,958	1					
D10	CDC-PCR-03	Community Development Comm.	Administrative Aide in the Compliance Division	Tab 5-PCR - 8	Ongoing	0	265,862	265,862	1					
D11	CDC-PCR-04	Community Development Comm.	Housing Authority position changes to Housing Negotiator-Inspectors - Extend 2 through 6/2024 and another add/delete	Tab 5-PCR - 8	Ongoing	0	597,764	597,764	2					
D12	DHS-PCR-01	Health Services	Department Analysts in Behavioral Health - Time Limited through 6/2026	Tab 5-PCR - 11	Ongoing	0	1,549,182	1,549,182	4					
D13	DHS-PCR-02	Health Services	Behavioral Health Clinical Specialist in Youth and Family Services.	Tab 5-PCR - 11	Ongoing	0	439,666	439,666	1					
D14	DHS-PCR-03	Health Services	Behavioral Health Clinician in the Forensic Assertive Community Treatment and Mental Health Diversion Program	Tab 5-PCR - 12	Ongoing	0	413,864	413,864	1					
D15	DHS-PCR-04	Health Services	Health Program Manager in Adult Services Section - Time Limited through 6/2026	Tab 5-PCR - 13	Ongoing	0	458,940	458,940	1					
D16	DHS-PCR-05	Health Services	Licensed Vocational Nurse in Youth and Family Services - Time Limited through 6/2026	Tab 5-PCR - 14	Ongoing	0	321,634	321,634	1					
D17	DHS-PCR-06	Health Services	Office Assistant II and Account Clerk II for the Driving Under the Influence Program	Tab 5-PCR - 15	Ongoing	0	192,588	192,588	2					
D18	DHS-PCR-07	Health Services	Patient Care Analyst in the Mental Health and Substance Use Disorder Programs - Time Limited through 6/2026	Tab 5-PCR - 16	Ongoing	0	505,550	505,550	1					
D19	DHS-PCR-08	Health Services	Senior Office Assistant in the MH Adult Medication Support Clinic - Time Limited through 6/2026	Tab 5-PCR - 17	Ongoing	0	270,406	270,406	1					
D20	DHS-PCR-09	Health Services	Senior Office Assistant in the Workforce, Education, and Training program - Time Limited through 6/2026	Tab 5-PCR - 18	Ongoing	0	270,406	270,406	1					
D21	DHS-PCR-10	Health Services	Senior Client Support Specialist in the Adult Services Section - Time Limited through 6/2026	Tab 5-PCR - 19	Ongoing	0	250,247	250,247	1					
D22	DHS-PCR-11	Health Services	Systems Software Analyst in the Administration Division - Time Limited through 6/2026	Tab 5-PCR - 20	Ongoing	0	499,714	499,714	1					

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	11,331,836	28,758,263	1,000,000
Sum of Approved Uses:											11,331,836	19,910,070	1,000,000	1,584,024
Remaining:											0	8,848,193	-	2,730,306
D23	HSD-PCR-01	Human Services	1.0 FTE Deputy Public Administrator/Public Guardian/Public Conservator to handle growing Public Administrator caseload.	Tab 5-PCR - 22	Ongoing	0	315,000	315,000	1					
D24	HSD-PCR-02	Human Services	1.0 Senior Eligibility Specialist to support mandated expansion of the State's Medi-Cal Program	Tab 5-PCR - 23	Ongoing	0	155,500	155,500	1					
D25	HSD-PCR-03	Human Services	1.0 FTE Program Development Manager to implement the Family First Prevention Services Act	Tab 5-PCR - 25	Ongoing	0	232,700	232,700	1					
D26	HSD-PCR-06	Human Services	2.0 FTE Social Worker I/II positions to provide mandated visitation services for children and families	Tab 5-PCR - 30	Ongoing	0	306,600	306,600	2					
D27	HSD-PCR-09	Human Services	Add 1.0 FTE Human Services Database Administrator to support cloud-based data management; Delete 1.0 vacant Human Services Programming and Systems Analyst	Tab 5-PCR - 33	Ongoing	0	4,200	4,200	0					
D28	HSD-PCR-11	Human Services	Add 1.0 FTE Program Development Manager supporting the Welfare Fraud Special Investigations Unit; Delete 1.0 FTE vacant Social Service Worker IV	Tab 5-PCR - 35	Ongoing	0	47,800	47,800	0					
D29	HSD-PCR-13	Human Services	Add 1.0 FTE Administrative Aide in the Operations Section to support inventory control and management; Delete 1.0 vacant Office Support Supervisor	Tab 5-PCR - 38	Ongoing	0	18,000	18,000	0					
D30	HSD-PCR-08	Human Services	1.0 FTE Senior Office Assistant supporting the Recruitment & Leave Management unit	Tab 5-PCR - 32	Ongoing	0	143,660	143,660	1					
D31	ISD-AB-01	Information Systems	Utilize \$207,000 in funds set aside for this purpose to restore the Records Manager position.	Tab 5-AB - 2	Ongoing	0	207,000	207,000	1					
D32	PRMD-PCR-03	Permit Sonoma	Building & Construction Services: .5 Engineering Technician III	Tab 5-PCR - 42	Ongoing	0	127,025	127,025	1					
D33	PRMD-PCR-04	Permit Sonoma	1 of 4 In-House Permit Resiliency Center: 2.0 Building Plans Examiner IIs	Tab 5-PCR - 43	Ongoing	0	429,349	429,349	2					
D34	PRMD-PCR-05	Permit Sonoma	2 of 4 In-house Permit Resiliency Center: 1.0 Senior Building Inspector	Tab 5-PCR - 44	Ongoing	0	225,753	225,753	1					
D35	PRMD-PCR-06	Permit Sonoma	3 of 4 In-House Permit Resiliency Center: 1.0 Permit Technician II	Tab 5-PCR - 45	Ongoing	0	186,255	186,255	1					
D36	PRMD-PCR-07	Permit Sonoma	4 of 4 In-House Permit Resiliency Center: .5 Environmental Health Specialist II	Tab 5-PCR - 46	Ongoing	0	126,621	126,621	1					
D37	PROB-PCR-01	Probation	1.0 FTE Admin Services Officer I to support fiscal and grants management	Tab 5-PCR - 47	Ongoing	0	350,000	350,000	1					
D38	PROB-PCR-02	Probation	Add 1.0 FTE Department Information Systems Specialist to augment information technology capacity; Delete 1.0 FTE vacant Legal Processor II	Tab 5-PCR - 49	Ongoing	0	100,000	100,000	0					
D39	RP-PCR-01	Regional Parks	Add 1.0 FTE Planning Technician for Capital Improvement and Planning Support	Tab 5-PCR - 53	Ongoing	0	121,668	121,668	1					
D40	RP-PCR-02	Regional Parks	Add 5.0 FTEs to Support Operations and Maintenance System Improvements (3 Park Program Asst, 1 Park Aid, and 1 Maint. Worker II)	Tab 5-PCR - 54	Ongoing	0	605,953	605,953	5					

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	Sum of Approved Uses:	Remaining:	
D41	RP-PCR-03	Regional Parks	Add 1.0 FTE Accounting Technician and Delete 1.0 FTE Account Clerk to Meet Increased Accounting Office Needs	Tab 5-PCR-55	Ongoing	0	15,907	15,907	0					
D42	RP-PCR-04	Regional Parks	Add 1.0 FTE Office Assistant II to Support Call Center Customer Service Improvements	Tab 5-PCR-57	Ongoing	0	114,755	114,755	1					
D43	RP-PCR-05	Regional Parks	Add 1.0 FTE Park Program Asst. to Support Volunteer Services and Initial Public Access	Tab 5-PCR-56	Ongoing	0	129,340	129,340	1					
D44	TPW-PCR-01	Transportation & Public Works	Delete 1.0 Landfill Facilities Specialist, add 1.0 Engineering Technician III to support the Disaster Debris Management Contracts and coordination of CEQA and Environmental work.	Tab 5-PCR-62	Ongoing	0	-18,917	-18,917	0					
Requests for Not Recommended for Funding														
E01	CRA-PCR-03	Clerk- Recorder-Assessor	Add 1.0 Auditor/Appraiser I position to timely complete mandated audit services required of the Assessor.	Tab 5-PCR-4	Ongoing	151,251	151,251	0	1	Not recommended; the department is requesting two positions in this classification, one of which is recommended for future funding consideration based on staffing levels needed to meet annual audit requirement.				
E02	CRA-PCR-04	Clerk- Recorder-Assessor	Assessor's office Clerk Recorder Assessor Specialist I position to provide customer service support to the public.	Tab 5-PCR-5	Ongoing	112,630	112,630	0	1	Not recommended. On 4/19/22 the Board approved 2.0 time limited CRA Specialists for a five-year term to provide critical customer service support. Evaluation of additional staffing needs should occur after these positions have been filled and incumbents fully trained.				
E03	CRA-PCR-05	Clerk- Recorder-Assessor	Assessor's office Clerk Recorder Assessor Specialist I position to provide customer service support to the public.	Tab 5-PCR-5	Ongoing	104,629	104,629	0	1	Not recommended. On 4/19/22 the Board approved 2.0 time limited CRA Specialists for a five-year term to provide critical customer service support. Evaluation of additional staffing needs should occur after these positions have been filled and incumbents fully trained.				
E04	CRA-PCR-06	Clerk- Recorder-Assessor	Add 1.0 Cadastral Mapping Technician I position to maintain and update Assessor's maps and mapping records.	Tab 5-PCR-6	Ongoing	132,400	132,400	0	1	Not recommended; workload for this position is dependent on housing market activity, however with potential workload impacts from Proposition 19 intergenerational transfers, reassess need once more Prop 19 workload data is available.				

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.

DRAFT

Row #	Request ID	Department/BOS Member/Community Org	Title/Short Description	Narrative Tab-Page #	One-time or Ongoing	Funding Requested	Gross Expenditures	Revenues & Reimb/Use of Fund Balance	FTE Req	CAO Review Comment	One-time FY20-21 Fund Balance	One-time*	On-going	GF Contingencies
											Total Available (Board determined)	Sum of Approved Uses:	Remaining:	
E05	PROB-AB-02	Probation	Restore 1.0 FTE Probation Officer II in the Adult Supervision unit (vacant)	Tab 5-AB - 3	Ongoing	191,546	191,546	0	1	Not recommended; department had available resources, but prioritized new program change requests instead of retaining this vacant position. Also, position has been vacant for an extended period.				
E06	PROB-AB-03	Probation	Restore 1.0 FTE Legal Processor II in the Adult Supervision unit (vacant)	Tab 5-AB - 4	Ongoing	124,789	124,789	0	1	Not recommended; department had available resources, but prioritized new program change requests instead of retaining this vacant position.				
E07	PROB-PCR-03	Probation	1.0 Administrative Aide to serve as community engagement coordinator	Tab 5-PCR - 51	Ongoing	153,345	153,345	0	1	Not recommended; overlaps with work of the CAO's Central Communications Team.				
E08	SHF-AB-02	Sheriff's Office	Hold vacant deputy sheriff to make up for revenue shortfall	Tab 5-AB - 5	Ongoing	195,797	195,797	0	0	Not recommended; department's General Fund budget has capacity to cover this position without need to hold vacant.				
E09	SHF-AB-03	Sheriff's Office	Fund North County Detention Facility to all for 12 months of operations	Tab 5-AB - 5	Ongoing	1,360,742	1,360,742	0	0	Not recommended. Budget includes funds for NCDF to be open for 10 months in FY 22-23; this request would allow NCDF to be open all year. General Fund contingencies could be used if NCDF needs to reopen sooner than September 1.				
Not Recommended Self-Funded Department Funding Requests														
F01	HSD-PCR-12	Human Services	1.0 FTE Accounting Technician to process Medi-Cal claims	Tab 5-PCR - 37	Ongoing	0	248,900	248,900	1	Not recommended. The justification does not indicate additional workload; it requests a higher level job classification to handle existing workload. This should be addressed via County HR's standard job classification study process.				
F02	IOLERO-PCR-01	IOLERO	Add 1.0 Department Analyst to handle systems and operations for the department. Financed by shifting \$179,700 from Contract Services to Salaries & Benefits.	Tab 5-PCR - 60	Ongoing	0	0	0	1	Not recommending - postpone until permanent department head is appointed to make allocation changes.				

*One time amount may increase if Board elects to direct FY2021-22 unspent contingencies to FY2022-23 one-time uses on the first day of budget hearings.