

SONOMA LOCAL AGENCY FORMATION COMMISSION

Item 5.2

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404

(707) 565-2577 FAX (707) 565-3778

www.sonomalafco.org

Staff Report

Meeting Date: April 5, 2023

Agenda No. Item 5.2

Agenda Item Title: Requested Changes to Commission Budget – Position Allocations

Proposal: The County is requesting that the Commission’s position allocations be moved out of the County Administrator’s Budget and into the Commission’s budget

Environmental Determination: Not a project under CEQA

Staff Contact: Cynthia Olson

Analysis

Background

Since the formation of Sonoma LAFCO (LAFCO), the Commission's position allocations (Executive Officer, Analysts, Clerk and Commissioners) have been carried in the County Administrators Office's (CAO) budget. When LAFCO was first established, the County Administrator was the LAFCO Executive Officer and CAO staff provided administrative support. All the positions were part time and it therefore made sense that the positions were allocated to the CAO budget.

LAFCO Salaries and Benefits (S&B) and County Services costs are charged to an account in the CAO budget and LAFCO transfers funds to that account to reimburse the CAO for those costs. The costs are then expensed to the appropriate LAFCO accounts.

The CAO is proposing, and LAFCO staff concurs, that the LAFCO position allocations be moved out of the County Administrator's Budget and into the LAFCO budget to allow LAFCO to consolidate all LAFCO costs within our own department. Charges for the S&B and County Services be billed directly to the Commission's respective accounts, thereby removing the need for a fund transfer.

If approved, this would take effect in fiscal year 2023-24.

The Commission will not incur any additional costs as result of this action nor will it change the support from the CAO for Human Resources and Payroll functions. Staff believes this will allow the Executive Officer to react to more quickly and efficiently to needs for changes in staffing.

Recommendation

Staff recommends the Commission approve of the proposed change to the position allocations and adopt the attached draft resolution.

Attachments

1. Draft Resolution