

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 /   /                                      /   /  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_

**Department:** County Administrator/HR

(   ) **4/5 Vote Required**

<b>Contact:</b> Lori Norton, DCAO Christina Cramer, R&C Mgr	<b>Phone:</b> (707)565-3345 (707)565-2988	<b>Board Date:</b> 4/7/09
---	---	------------------------------

**Deadline for Board Action:**

**AGENDA SHORT TITLE:** Position allocation changes to effectuate March 3, 2009 5% General Fund reductions

**REQUESTED BOARD ACTION:**

Approve the Resolution amending the position allocation lists for the Departments summarized in Attachment A effective June 30, 2009.

Authorize the respective Department Heads in coordination with the Sonoma County Human Resources Department, to implement layoff proceedings for up to 10.25 FTE employees in accordance with Civil Service Rule: 11 Layoffs.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

<u>EXPENDITURES</u>		<u>ADD'L FUNDS REQUIRING BOARD</u>	
<b>Estimated Cost</b>	\$	<b>Contingencies</b>	\$
		(Fund Name:)	
<b>Amount Budgeted</b>	\$	<b>Unanticipated Revenue</b>	\$
		(Source:)	
<b>Other Avail Approp.</b>	\$	<b>Other Transfer(s)</b>	\$
(Explain below)		(Source:)	
<b>Additional Requested:</b>	\$	<b>Add'l Funds Requested:</b>	\$

**Explanation (if required):** No costs. Reductions in allocations only.

**Prior Board Action(s):** 03/03/09 Board considered and provided direction to the CAO to implement the recommended 5% Reduction Plan for General Fund.

**Alternatives - Results of Non-Approval:**

The Board could determine not to implement the 5% Reduction Plan and associated position allocation changes, which would result in the need to implement larger reductions in order to adopt a balanced budget.

**Background:**

On March 3, 2009, the Board conducted a second Budget Policy Workshop for FY 2009-10. The Budget Policy Workshop included a recap of the County's financial picture for the upcoming budget year, a summary of best management practices for local government during financially challenging times, and a proposed five percent (5%) Reduction Plan to start to reduce the General Fund subsidy to departments.

As reported to the Board on March 3rd, the County is facing an estimated \$21.4 million General Fund budget shortfall for FY 09-10. This amount is based on projections developed in December 2008, thus the amount may actually increase as departments prepare their FY 09-10 budget submittals. In addition, a number of departments are faced with declining non-General Fund revenues. The 5% Reduction Plan will reduce General Fund reliance by approximately \$10.4 million in FY 09-10.

The 5% Reduction Plan was compiled by the County Administrator's Office, based on proposed reductions received from County Department Heads. Department Heads developed their proposed reductions based on their assessments of their department's needs and priorities with the understanding that County General Fund support must be reduced. The 5% Reduction Plan is the first step in a multi-step process which will eventually lead to a recommended balanced budget for FY 09-10.

**Actions to Effectuate 5% Reductions**

The attached Resolution and Attachment A will effectuate the position allocation changes resulting from the 5% Reduction Plan approved by your Board on March 3, 2009. In total 42.82 positions will be eliminated. Of this total, 32.57 of the positions are vacant, 5 are filled with incumbents who may be moved to another vacant position. The remaining 5.25 position eliminations may result in employee layoffs. Attachment A summarizes this information by impacted departments. Of the 5.25 potential position eliminations, SEIU represents 4.25 FTE employees, and SEIU has been properly noticed of these proposed reductions. Human Resources will work closely with the Departments and the impacted Employee Organization to identify opportunities to avoid layoffs and assess impacts to affected employees. To the extent that layoffs cannot be averted, SEIU has been offered to meet and confer over the impacts of layoffs to affected employees they represent. Non position related reductions included in the 5% Reduction Plan will be included in individual department's FY 09-10 budget submittals.

**Attachments:** Resolution, Attachment A - Summary of position allocation changes.

**On File With Clerk:**

**CLERK OF THE BOARD USE ONLY**

**Board Action (If other than "Requested")**

**Vote:**

## **Background (Continued)**

### **Recommendation**

To effectuate these position changes, it is recommended the Board adopt a Resolution amending various department position allocation lists to reflect the Board's actions of March 3, 2009. It is also recommended the Board authorize the respective Department Heads, in coordination with the Sonoma County Human Resources Department, to implement layoffs. The position allocation changes will be effective on June 30, 2009.