



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 1/6/2020

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**To:** Board of Supervisors, County of Sonoma  
**Department or Agency Name(s):** County Administrator  
**Staff Name and Phone Number:** Michael Gossman, 565-7056  
**Vote Requirement:** Majority  
**Supervisorial District(s):** All

**Title:**

Climate Action Ad Hoc Committee Charter and Staffing Options

**Recommended Action:**

- A) Review and Approve the Climate Action Ad Hoc Committee Charter
- B) Consider staffing options to support Climate Action efforts and direct staff to return with staffing plan and budget adjustments.
- C) Approve use of up to \$160,000 in FY 2019-20 General Fund Contingencies to fund staffing and County Counsel support to lead County coordination of climate change and resiliency efforts

**Executive Summary:**

The Board is considering forming a Climate Action Ad Hoc Committee for 2020. This proposed Charter provides background, purpose and scope, recommended department and agency staff involvement, and solidifies the structure of the Ad Hoc Committee. If formed, Ad Hoc Committee members will be appointed by the Chair of the Board in January, 2020.

Following the Board's strategic planning session on January 28, 2020, the Ad Hoc Committee would work with staff to refine the Charter and to develop an action plan for Board consideration. It is anticipated that this Ad Hoc Committee will work in phases with, at minimum, quarterly full Board study sessions. The Board would have the opportunity to refine the Ad Hoc Committee scope at each phase study session.

This item additionally presents four options for staffing to lead ongoing County coordination of climate change and resiliency efforts, including support for the Ad Hoc Committee. The Board may direct staff to return with a staffing plan and budget adjustments for their preferred option. For immediate assistance with this priority, from January - June 2020, this item proposes funding the Energy and Sustainability Program Manager to lead coordination efforts, funded with Contingencies. Staff request the Board approve \$160,000 in Contingency funds to cover this Program Manager position as well as Office of Recovery and Resiliency support and County Counsel support. The Ad Hoc Committee will provide recommendations for permanent staffing and structure for FY 2020-2021 and beyond.

**Discussion:**

**Background**

On September 17, 2019, the County adopted a Climate Emergency Resolution (Attachment A). Among other things, the Resolution:

- Declares a climate emergency, establishes addressing this emergency as a top Board priority, and directs staff to reevaluate existing policies through the lens of the climate emergency.
- Commits the County to collaborate with the Sonoma County Regional Climate Protection Authority (RCPA) to develop and implement a countywide 2030 Climate Emergency Mobilization Strategy, and to identify a Climate Emergency Mobilization Liaison (Climate Liaison) to coordinate with RCPA and partners on this effort. The Strategy will identify key local actions, including a list of the most impactful local policies to drive equitable system change and identify key areas for state level advocacy.
- Commits the County to working across sectors using inclusive community engagement strategies to accelerate mitigation, adaptation, and resilience measures to equitably address climate change impacts and achieve zero net emissions as quickly as possible.
- Commits the County to educating its employees and residents about the climate crisis and the work needed to catalyze an emergency climate mobilization effort at the local, regional, state, national and global levels.

In addition, the Board directed staff to coordinate with County departments and agencies to identify Recovery and Resiliency Framework and additional actions/policies that the County could take to advance climate resiliency for discussion at the Board's strategic planning session in January 2020.

#### **Climate Action Ad Hoc Committee Charter**

The Climate Action Ad Hoc Committee Charter (Attachment B) provides background, purpose and scope, recommended department and agency staff involvement, and solidifies the structure of the Ad Hoc Committee. Following the Board's strategic planning session on January 28, 2020, the Ad Hoc Committee would work with staff to refine the Charter and to develop an action plan for Board consideration. It is anticipated that this Ad Hoc Committee will work in phases with, at minimum, quarterly full Board study sessions. The Board would have the opportunity to refine the Ad Hoc Committee scope at each phase study session.

#### **Staffing Consideration**

To meet the immediate needs related to this priority, from January - June 2020, this item proposes funding the Energy and Sustainability Program Manager to lead coordination efforts, funded with Contingencies. Staff request the Board approve \$160,000 in Contingency funds to cover this Program Manager position as well as Office of Recovery and Resiliency support and County Counsel support.

When the Ad Hoc Committee is formed, Ad Hoc members can consider and provide recommendations for permanent staffing and structure to support this priority for FY 2020-2021 and beyond. Ongoing staff resources are essential to lead County coordination of climate change and resiliency efforts, including support for the Ad Hoc Committee as well as leadership of cross-departmental and regional collaboration with climate action partners. Given the urgent and significant nature of addressing climate action locally and globally, it is recommended that the Board consider several options to authorize dedicated staff to oversee this body of work. Several options for Board consideration include:

1. Add a 1.0 FTE Administrative Analyst III position to the Office of Recovery and Resiliency, within the County Administrator's Office.
2. Provide funding to the General Services Department for the Energy and Sustainability Program

Manager position to take on the responsibilities. The funding is necessary to backfill the work currently performed by the Program Manager who oversees the management and administration of the various ongoing Energy and Sustainability programs (such as SCEIP) . □

3. Provide funding to the Regional Climate Protection Authority (RCPA) so that RCPA can add a dedicated position at RCPA to coordinate this effort with the County Administrator’s Office and the other involved County departments and agencies.
4. Identify dedicated staff from Ag+Open Space and Sonoma Water to support the Ad Hoc.

It is estimated that any of the above staffing options would cost the County approximately \$200,000 or more per year ongoing, including salary and benefits. Additional ongoing costs may include Office of Recovery and Resiliency support and County Counsel support. The County Administrator recommends that the Board provide direction on staffing structure so that staffing costs can be considered during the upcoming FY 2020-2021 budget hearings in June 2020.

It is recommended any of the proposed options be adopted permanently to provide ongoing, dedicated resources to this critical and long term project need.

**Prior Board Actions:**

September 17, 2019 - Board approved and adopted the Climate Emergency Resolution and directed the Office of Recovery and Resiliency to coordinate with County Counsel, County departments and agencies to explore existing Recovery and Resiliency Framework and additional actions/policies that the County could take to advance climate resiliency and report back to the Board.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses		335,000	335,000
Additional Appropriation Requested	160,000		
<b>Total Expenditures</b>	<b>160,000</b>	<b>335,000</b>	<b>335,000</b>
<b>Funding Sources</b>			
General Fund/WA GF		335,000	335,000
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies	160,000		
<b>Total Sources</b>	<b>160,000</b>	<b>335,000</b>	<b>335,000</b>

**Narrative Explanation of Fiscal Impacts:**

For January 1, 2020 through June 30, 2020 staff estimate the cost for initial staff support of the Climate Action Ad Hoc Committee and related goals/projects, is \$160,000. This includes \$102,000 in staffing costs (1.0 FTE support from the Energy and Sustainability Program Manager, \$8,000 in Office of Recovery and Resiliency

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Support (Approximately 5% of Deputy County Administrator time), and \$50,000 in County Counsel support (average of 25-30 hours per month).

For FY 2020-2021, the Board may consider the four staff options presented in this item to lead ongoing County coordination of climate change and resiliency efforts. Ongoing costs associated with the position will be included for consideration in the FY 2020-2021 recommended budget and are estimated to be up to \$335,000, which includes staff salary and benefits adjusted for FY 2020-2021 (\$217,000 for Energy and Sustainability Program Manager, \$8,000 in Office of Recovery and Resiliency Support, or approximately 5% of Deputy County Administrator time) as well as County Counsel support (\$50,000 for 25-30 hours per month).

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Attachment A: Climate Emergency Resolution

Attachment B: Climate Action Ad Hoc Committee Charter

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

None