



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 8/20/2019

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Agricultural Preservation and Open Space District

Staff Name and Phone Number: Bill Keene 565-7360; Julie Mefferd 565-7368

Vote Requirement: Majority

Supervisory District(s): 4/5

Title:

Addition of One Full-Time Planner (Agricultural Specialist)

Recommended Action:

Adopt a resolution amending the Department Allocation list adding 1.0 full-time equivalent, Planner (Agricultural Specialist) position to provide agricultural specific interests. (4/5th Vote Required)

Executive Summary:

This item requests authorization to add one full-time Planner (Agricultural Specialist) to provide agricultural specific interests. This position will develop and implement agricultural related initiatives; enhance relationships with agricultural agencies and organizations; identify, solicit, and support agricultural conservation projects; and research other related land conservation policies and tools that support the agricultural preservation work of Sonoma County Agricultural Preservation and Open Space District.

Discussion:

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) proposes the addition of one full-time equivalent Planner (Agricultural Specialist) position. This position will be used to develop and implement agricultural related initiatives; enhance relationships with agricultural agencies and organizations; identify, solicit, and support agricultural conservation projects; and research other related land conservation policies and tools that support the agricultural preservation work of Ag + Open Space.

In support of agricultural initiatives, this position may conduct planning studies, field research related to site conditions on agricultural land, and support ecological restoration on protected agricultural land.

Duties will include activities such as reviewing and analyzing proposed uses of agricultural land and activities on Ag + Open Space protected lands for compliance with conservation easements, as well as evaluating proposals on agricultural land to ensure they are consistent with Ag + Open Space terms.

The Agricultural Specialist will serve as the project manager for agricultural projects and initiatives; develop project scopes, budgets, and timelines; coordinate and oversee the work of Ag + Open Space consultants, contractors, and vendors; and coordinate with regulatory agency staff to ensure timely and appropriate

agricultural project completion. This position will coordinate with the agricultural community and pursue funding opportunities, which may require development of request for proposals/qualifications and grant applications.

In support of the Ag + Open Space land conservation mission, the Agricultural Specialist will collaborate with and present to the public, easement landowners, project partners, contractors, agency staff, agricultural groups, and oversight bodies including the Advisory Committee, Fiscal Oversight Commission, and the Ag + Open Space Board of Directors.

Prior Board Actions:

June 13, 2019: Resolution No. 19-0268 The Board approved the FY 19-20 Budget, which included appropriations for the Agricultural Specialist.

FISCAL SUMMARY

| Expenditures | FY 19-20 Adopted | FY20-21 Projected | FY 21-22 Projected |
|------------------------------------|-----------------------------|------------------------------|-------------------------------|
| Budgeted Expenses | \$141,509 | \$193,347 | \$197,214 |
| Additional Appropriation Requested | | | |
| Total Expenditures | \$141,509 | \$193,347 | \$197,214 |
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | | | |
| Fees/Other | 141,509 | 193,347 | 197,214 |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Sources | \$141,509 | \$193,347 | \$197,214 |

Narrative Explanation of Fiscal Impacts:

This position will be funded by Measure F sales tax revenue. Appropriations were included in the FY 19-20 Budget.

| Staffing Impacts: | | | |
|--|--|-------------------------------|-------------------------------|
| Position Title (Payroll Classification) | Monthly Salary Range (A-I Step) | Additions (Number) | Deletions (Number) |
| APOSD Planner | 6,280.49-7,635.38 | 1.0 | |
| | | | |
| | | | |

Narrative Explanation of Staffing Impacts (If Required):

This position will enhance the current communication and collaboration of Ag + Open Space with the

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agricultural community. It will not have a material impact on existing staff.

Attachments:

1. Resolution

Related Items “On File” with the Clerk of the Board:

1. Position Change Request Form