



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 12/17/2019

To: Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, and Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Christina Rivera 707-565-2241

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Board of Supervisors, District 5, Staff Re-organization

Recommended Action:

Adopt a Resolution amending the Department Allocation Table of the County Administrator/Board of Supervisors' Office to delete 2.0 full-time equivalent Board of Supervisors' Aide allocations and add 2.0 full-time equivalent Board of Supervisors' Field Representative allocations, specific to the Fifth Supervisorial District, effective December 17, 2019.

Executive Summary:

The recommended action provides the opportunity for Fifth District Supervisor, Lynda Hopkins, to re-organize District staff assignments and improve how services are provided to the District's community by adding positions that will have more presence in the community.

Discussion:

The Fifth District is Sonoma County's largest supervisorial district. It's vast area stretches from Southwest Santa Rosa northwest to portions of the Lake Sonoma area, and reaches west through the Russian River Communities, Sebastopol, Graton, and travels outward to the coastline from Valley Ford to The Sea Ranch. The District also includes the largest percentage of unincorporated areas, and features a diverse community with a wide range of interests, needs, and opportunities.

The District has been staffed for many years with one District Director, and two Board of Supervisor Aide positions. Recently, a new job class, Board of Supervisors' Field Representative was developed, which added to the list of job classes that Supervisorial Districts could use to staff the respective Districts. The Aide position focuses more on general District support and office coverage, and the Field Representative position focuses more on assignments and work that brings that staff member out into the District community on a regular basis. Given the general make-up of the Fifth Supervisorial District, there is a great need for Fifth District staff to be immersed in the community on a frequent basis. The current staff and position structure has some limitations. It has been determined that changing the two Aide positions to Field Representative positions would better serve the needs of the Fifth District. There will be no negative impact to the existing staff.

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$16,870	\$31,110	\$31,110
Additional Appropriation Requested			
Total Expenditures	\$16,870	\$31,110	\$31,110
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$16,870	\$31,110	\$31,110
Use of Fund Balance			
Contingencies			
Total Sources	\$16,870	\$31,110	\$31,110

Narrative Explanation of Fiscal Impacts:

Board of Supervisors/County Administrator's Office: The additional cost for replacing two Board of Supervisor's Aides with two Board of Supervisors' Field Representatives is \$16,870 for FY 19-20, \$31,110 for FY 20-21 and FY 21-22, respectively. The Fifth District will cover the increased cost by utilizing a portion of Transit Occupancy Tax funds allocated to the District.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Board of Supervisors' Aide	\$4,576.01-\$5,562.18		(2.0)
Board of Supervisors' Field Representative	\$5,400.42-\$6,563.99	2.0	

Narrative Explanation of Staffing Impacts (If Required):

Board of Supervisors/County Administrator's Office: There will be no negative impact to existing staff. Once both positions are allocated at the Field Representative level the Fifth District will have the flexibility to utilize the most appropriate staffing model for their needs.

Attachments:

1. Resolution amending the Department Allocation Table of the Board of Supervisors/County

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Administrator's Office.

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

None.