



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/10/2020

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): Countywide

Title:

Board of Supervisors, District 4, Staff Re-Organization

Recommended Action:

Adopt a Resolution amending the Department Allocation Table of the Board of Supervisors/County Administrator's Office to delete 1.0 full-time equivalent Board of Supervisors' Aide allocation and add 1.0 full-time equivalent Board of Supervisors' Field Representative allocation, specific to the Fourth Supervisorial District, effective March 10, 2020.

Executive Summary:

The recommended action provides the opportunity for Fourth District Supervisor, James Gore, to re-organize District staff assignments and improve how services are provided to the District's community by adding a position that will have more presence in the community.

Discussion:

Sonoma County's Fourth Supervisorial District runs from the Sonoma - Mendocino County line south into Northwest Santa Rosa. East to West, it extends from the Mayacamas Mountain Range to the Coastal Hills. Encompassing some 330,000 acres of land and more than 100,000 constituents, the District includes the cities of Cloverdale, Windsor, Healdsburg, and portions of Santa Rosa, as well as the unincorporated communities of Geyserville, Fulton and Larkfield-Wikiup. The district is home to the Russian River, the Geysers, Lake Sonoma, and the premium wine growing regions of Alexander Valley, Knights Valley, Russian River Valley and Dry Creek Valley.

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 Fourth Supervisorial District, there is a need for 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 one Aide position to a Field Representative position would better serve the needs of the Fourth 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	\$4,844	\$15,555	\$15,555
Additional Appropriation Requested			
Total Expenditures	\$4,844	\$15,555	\$15,555
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$4,844	\$15,555	\$15,555
Use of Fund Balance			
Contingencies			
Total Sources	\$4,844	\$15,555	\$15,555

Narrative Explanation of Fiscal Impacts:

Board of Supervisors/County Administrator's Office: The additional cost for replacing one Board of Supervisor's Aide with one Board of Supervisors' Field Representative is \$4,844 for FY 19-20, and \$15,555 for FY 20-21 and FY 21-22, respectively. The Fourth District will cover the increased cost by utilizing a portion of their Transit Occupancy Tax funds.

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		1.0
Board of Supervisors' Field Representative	\$5,400.42-\$6,563.99	1.0	

Narrative Explanation of Staffing Impacts (If Required):

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

Attachments:

Resolution amending the Department Allocation Table of the Board Supervisors/County Administrator's Office

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

Agenda Date: 3/10/2020

None