



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 3/10/2020

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** County Administrator, Human Resources

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578, Christina Cramer, 565-2988

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Department Head Personal Services Agreement - Agricultural Commissioner/Sealer of Weights and Measures

**Recommended Action:**

Authorize the Chair of the Board to execute a Personal Services Agreement with Andrew Smith for Agricultural Commissioner/Sealer of Weights and Measures, with the term of the agreement from March 10, 2020 to March 9, 2024, at the "A" step in the position's salary range and with other County benefits in accordance with Salary Resolution 95-0926.

**Executive Summary:**

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

After a successful recruitment and selection process, it is recommended the Board appoint Andrew Smith as the Agricultural Commissioner/Sealer of Weights and Measures, and authorize the Chair of the Board to execute the Personal Services Agreement effective March 10, 2020 for a four-year term through March 9, 2024. The Agricultural Commissioner/Sealer of Weights and Measures reports to the Board of Supervisors. The agreement places Andrew Smith at the "A" step of the salary range for the job classification, which is \$148,769 per year. In addition to the annual salary, other benefits and compensation are provided as prescribed by the Salary Resolution 95-0926.

**Discussion:**

The Agricultural Commissioner/Sealer of Weights and Measures reports to the Board of Supervisors and is responsible for enforcing local, state, and federal laws and regulations pertaining to agriculture, the environment, human health and safety and the marketplace. The Agriculture/Weights and/ Measures department is comprised of three divisions: Agriculture, Land Stewardship, and Weights and Measures. The Agricultural Commissioner/Sealer of Weights and Measures has oversight for a wide variety of environmental programs, and controls critical initiatives to the health and well-being of the County's natural resources and

agriculture sector. These include agriculture worker health and safety; regulation of pesticides; agricultural hazardous materials programs; pest prevention, exclusion, and eradication services; and consumer protection. The Agricultural Commissioner is also responsible for administering agricultural programs directed to promote and protect the agricultural industry, Weights and Measures programs to safeguard the buying public, and an agricultural land use permitting program. The Department of Agriculture/Weights and Measures has 36.5 full time employees and the current Fiscal Year 19-20 operating budget is approximately \$6.9 million.

Upon the announcement of the previous Agricultural Commissioner/Sealer of Weights and Measures retirement, Human Resources conducted an extensive statewide recruitment. This unique position requires candidates to possess a license of eligibility as a County Agricultural Commissioner/Sealer of Weights and Measures issued by the California Department of Food and Agriculture. Candidates were invited to interview with a diverse group consisting of subject matter experts, community stakeholders, and County department heads, and also the Board of Supervisors. At the conclusion of the process, the Board selected Mr. Smith as the next Agricultural Commissioner/Sealer of Weights and Measures.

Mr. Smith holds a Bachelor of Science degree in Agroecology, Faculty of Land and Food Systems, from the University of British Columbia and a County Agricultural Commissioner and Sealer of Weights and Measures license issued by the California Department of Food and Agriculture. Mr. Smith has fifteen years of public sector experience in Agriculture. Mr. Smith is currently serving as the Deputy Agricultural Commissioner in the County of Sonoma’s Department of Agriculture/Weights and Measures. Mr. Smith has been actively involved with community organizations such as the Sonoma County Farm Bureau and Sonoma County Growers Alliance. He has served as the President of the California Association of Standards and Agricultural Professionals (CASAP).

The Personal Services Agreement with Andrew Smith places him at the “A” step of the salary range, with an annual salary of \$148,769 with an effective term March 10, 2020 through March 9, 2024 and all other benefits and compensation as prescribed in the Salary Resolution 95-0926. If the Board approves today’s action, Mr. Smith will start on March 10, 2020.

**Prior Board Actions:**

Not applicable.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			

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General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with existing positions has been incorporated into the department's budget. These actions do not increase any budget appropriations.

<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:**

- A. Attachment 1: Personal Services Agreement- Agricultural Commissioner/Sealer of Weights and Measures

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

None.