

County of Sonoma

Program/Position Change Request (PCR)



Department	Department Contact:	Oracle Planning PCR #(s)
Permit Sonoma	Regina DeLaCruz	1

☒ Please check to indicate that this request is related to the Recovery and Resiliency Plan. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

☐ Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

Summary of Requested Change(s)

Permit Sonoma, at the direction of the Board of Supervisors, has applied for multiple grants to prepare for and mitigate the effects of future natural disasters. The Board has also directed the department to continue its search for additional funding opportunities.

Three grants have been awarded thus far:

- Sonoma County Multi-Jurisdictional Hazard Mitigation Plan
- Sonoma County Community Wildfire Protection Plan Update
- Phase 1, Wildfire Adapted Sonoma County: Education and Incentives for Safe and Resilient Communities

Additionally, there are other grants in progress, expected to be awarded to Permit Sonoma in the near future:

- Phase 2, Wildfire Adapted Sonoma County: Education and Incentives for Safe and Resilient Communities
- Sonoma County Hazardous Fuels Treatment

Permit Sonoma is requesting 3.0 Time-limited positions, for a term of three years, to provide oversight and support for the grant activities:

- 1.0 Grants Program Manager (CST: Department Program Manager)
- 1.0 Department Analyst
- 1.0 Grants Specialist (CST: Marketing Specialist)

The grants provide funding for these positions.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 18-19	FY 19-20	FY 20-21
Ongoing Expenses	\$ -	\$ 125,077	\$ 574,589
One-Time Expenses	\$ -	\$ 9,960	\$ -
Total Expenditures	\$ -	\$ 135,037	\$ 574,589
Funding Sources			
General Fund	\$ -		
State/Federal	\$ -		
Fees/Other	\$ -	\$ 33,759	\$ 143,647
FEMA Reimbursement	\$ -	\$ 101,278	\$ 430,942
Insurance Reimbursement	\$ -		
Fund Balance* (Not GF)	\$ -		
Total Sources	\$ -	\$ 135,037	\$ 574,589

* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

☒ Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

State the duration of Time-Limited Position Request: Three Year HMGP Grant Term (2020 through 2023)

Narrative Explanation of Fiscal Impacts

Permit Sonoma is not requesting additional general fund contribution; these time limited positions will be funded entirely by HMGP grant revenue, including county match of 25%. There will be no net change to net cost, and there is no need for additional General Fund contribution to add a 3.0 FTE time limited allocation through FY22-23. There will be no direct impact to fees charged to the public, including fees charged to the public that have been reduced for all properties in the 2017 Complex Fire Burn Zones.

Three grants have been awarded thus far. \$249,998 for the Sonoma County Multi-Jurisdictional Hazard Mitigation Plan, with \$83,333 match; \$150,000 for the Sonoma County Community Wildfire Protection Plan Update, with a \$50,000 match; and \$1,692,510 for Phase 1 of Wildfire Adapted Sonoma County: Education and Incentives for Safe and Resilient Communities, with a \$564,170 match.

Additional grants are currently under FEMA review and are expected to be awarded to Permit Sonoma in the near future. \$3,375,000 for Phase 2 of Wildfire Adapted Sonoma County; Education and Incentives for Safe and Resilient Communities, with a \$564,170 match; and \$4,500,000 for Sonoma County Hazardous Fuels Treatment, with a General Fund match contribution of \$1,500,000.

☒ Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

Description of need and/or business case for request

California faces an unprecedented multi-dimensional tragedy caused by catastrophic wildfires. October 8, 2017 changed our community, our priorities, and redirected our focus to strategizing our best path forward to support Sonoma County's recovery. By October 14, 2017 the fires had burned more than 210,000 acres while forcing over 100,000 people to evacuate from their homes. In total, the Northern California fires killed 24 people and hospitalized at least 192 others, making this one of the deadliest wildfire events in the United States during the past century. Sonoma County experienced another devastating fire on October 23, 2019. The Kincade Fire forced

the evacuation of more than 180,000 Sonoma County residents, destroying 374 structures and consuming 77,758 acres.

These natural disasters, as well as the floods of 2019, changed the course of our departments' responsibilities to our community. Permit Sonoma has worked tirelessly as we are front and center in the emergency operations center and have worked day and night to make sure rebuilding is possible for our community. Permit Sonoma is committed toward recovery, resiliency and future risk reduction.

Following the catastrophic devastation wreaked by these natural disasters, there is a pressing need to update our emergency response plans (Hazard Mitigation, Wildfire Protection Plan), and provide education and resources to the community to reduce hazardous fuels and harden structures throughout the County to reduce the risk to life, health, and economic well-being in the event of a future wildfire.

Permit Sonoma has applied for, received, and is responsible for managing and implementing several FEMA Hazard Mitigation Grant Program grants. The grant applications have been submitted in response to Board of Supervisors' direction. The grants listed above require and together fund a full-time project manager for each of the three years of the grant, as well as additional support staff. The grants presently awarded allow for reimbursement of pre-award costs, including staff time, and have a term of three (3) years. Additional HMPG grants have been applied for and are expected to be awarded in 2020.

Existing staff do not have the bandwidth to absorb the work associated with the grants, and the duties required involve complex grant management duties that are more closely aligned with the requested DPM position.

Description of how the request will meet the need and/or business case described above

The overall benefit to our community will live on for many generations to come. Even though Sonoma County continues to have the potential for significant wildfire losses, we are collaborating across departments to take proactive steps to prepare residents for and reduce risk from future wildfires. In order to accomplish tangible mitigation goals and to reduce reliance on the County General Fund, Permit Sonoma is pursuing all available recovery and resilience related funding opportunities.

The grant proposals that Permit Sonoma is administering have the co-equal goals of implementing activities in the Recovery and Resiliency Framework and meeting County leadership priorities. The implementation of these positions is in support and service of the Board's Strategic Priorities of housing for all, the rebuilding of our infrastructure and the securing of our safety net as it will work in a collaborative fashion toward those ends.

The requested term-limited positions are critical to the efficient and effective implementation of complex grant programs.

Classification Title(s)

1.0 Department Program Manager (3085)
1.0 Department Analyst (0826)
1.0 Marketing Specialist (0904)

Description of primary duties/responsibilities**Department Program Manager:**

- Coordinates grant activities between the Consultant, department staff, and other agencies, acts as primary liaison on projects.
- Attends CAO led countywide Grants Steering Committee and Community Outreach events as department representative.
- Identifies grant program members for three different steering committees, and conducts outreach to community members, stake holders and agencies that are specific to each grant program.
- Coordinates, administers the grant, prepares agency report submissions, manages the programs and develops work plans to implement the tasks.
- Prepares Board items and other reports.
- Prepares and oversees Requests for Proposals for grant consultants; oversees performance of consultants.
- Prepares and monitors project budgets.
- Pursues all available grant funding opportunities to support Permit Sonoma department work.
- Performs project tracking, reporting, and audit requirements; ensures that all subsequent activities will comply with CEQA and NEPA requirements.

Department Analyst:

- Assists with Grant preparation and reporting
- Research, analyze, and present project data, orally and in writing
- Schedules and coordinates the Fire Prevention Division's defensible space inspection program. This includes validation of collected field data and synthesizing into a report.

- Researches, identifies, and creates lists of accepted contractors from whom property owners can solicit bids to accomplish defensible space and structural retrofit recommendations
- Researches and identifies contractors for defensible space inspections
- Manage contracts for defensible space inspections
- Researches, identifies and creates a database of hazardous fuels treatment areas for grant funding opportunities.
- Assists with the implementation of the private property cost share requirement for the Wildfire Adapted Sonoma County grant project.
- Assists with budgets and tracks expenditures

Marketing Specialist:

- Researches, creates, and prepares grant outreach and educational materials and presentations
- Presents grant educational information at community outreach meetings
- Posts information on social media
- Compiles and prepares information for grant project specific website(s)
- Researches and schedules venues for meetings
- Takes minutes at public meetings
- Sends meeting invites
- Prepare and send out mailers, letters, etc.

Description of the alternatives that were analyzed

These positions are an extremely high priority to our department in our effort to assist the community in the rebuild process and to ensure resiliency. Utilizing current existing staff to complete grant tasks would result in existing workload going undone.

The department reviewed a variety of job classifications to determine the best fit for the duties required by the grants. Based on this careful analysis, the following job classifications were determined to be appropriate:

Grants Program Manager (CST: Department Program Manager). The focus of the Department Program Manager classification is to plan, coordinate, and manage the performance, budget, and functions of a major departmental program. Typical duties include acting as a liaison between assigned programs and other departments and agencies, coordination of program operations within the department and the community; researching new sources of funding, and participating in community outreach activities. These duties are consistent with those of the proposed Grants Program Manager.

Department Analyst: The Department Analyst classification is focused on planning, organizing, and performing staff work in support of department programs. Typical duties include collecting and analyzing data, developing and presenting verbal and written reports, management of specific programs, and reviewing/making recommendations on bid proposals and contracts. These duties are consistent with those of the proposed Department Analyst.

Note: In March 2020 County Human Resources analyzed the position requirements and agreed the appropriate classifications to fill the needs of the FEMA Hazard Mitigation Grants are Department Program Manager and Department Analyst.

Grants Program Specialist (CST: Marketing Specialist): The Marketing Specialist classification is responsible for promoting grant programs, including the development and coordination of community events, as identified in the

grant scopes of work. Typical duties include planning, developing, and implementing communications to successfully communicate grant goals and objectives using appropriate media solutions; appearing before community groups to promote the grant programs; researching and writing brochures, pamphlets, and bulletins; and coordinating events. These duties are consistent with those proposed for the Grants Program Specialist.

If request is related to the Recovery and Resiliency Plan, please make sure that you have consulted with the Office of Recovery and Resiliency and have their concurrence on this request.

This request is closely related to the County's overall recover and resiliency work. The Office of Recovery and Resiliency was closely involved with the development of the original HMGP grant applications as was the County Administrator's Office and the Board of Supervisors.

Reporting Structure and Span of Control

The Grants Program Manager will report directly to the Natural Resources Division Manager, and the Department Analyst and Marketing Specialist will report directly to the existing Assistant Fire Chief in the Fire Protection Division of Permit Sonoma.

Description of impact upon existing positions

The grants call for a new body of work, and thus will have no impact on existing positions.

If you are doing an add/delete, how is the work of the deleted position being absorbed? *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

Description of any compaction issues?

There are no compaction issues.

Justification discussing why existing vacant position cannot be used in-lieu of a new position

Of the existing vacant positions within the department, none of the job classes are conducive to the specific job duties and increased workload. Any vacancies that do exist are required to be filled and utilized within their designated job class to facilitate on-going and upcoming department work efforts.

Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.