



## SUMMARY REPORT

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**Agenda Date:** 7/7/2020

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**To:** Board of Directors

**Department or Agency Name(s):** Sonoma County Agricultural Preservation & Open Space District

**Staff Name and Phone Number:** Karen Gaffney, 565-7344

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Project Management and Organizational Efficiency Consulting

**Recommended Action:**

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute a personal services agreement with Rose Roberts dba Farm Stewards for \$150,000 to support Board-directed actions from the District Management review, including project management and activities supporting institutional efficiency. The term of the Rose Roberts agreement is from the Effective Date to June 30, 2023.

**Executive Summary:**

The Sonoma County Agricultural Preservation and Open Space District requires project management consultant assistance to support efforts to increase efficiency across the agency by auditing current processes, supporting staff in more effective project management, implementing project management software and supporting the complex project management associated with a diversity of the Sonoma County Agricultural Preservation and Open Space District planning, acquisition, stewardship and administrative projects, as well as the finalization and implementation of the Vital Lands Initiative.

**Discussion:**

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) is moving forward a substantial and complex suite of Board approved projects with a limited number of staff. Ag + Open Space requires project management consultant assistance to support efforts to increase efficiency across the agency by auditing and documenting current processes, supporting staff in more effective project management, evaluating and implementing project management software and supporting the complex project management associated with the implementation of the Vital Lands Initiative, once approved by the Board.

Ag + Open Space has utilized the services of Rose Roberts for the last four years, and her work has been exemplary and highly effective, resulting in enhanced efficiency throughout the organization. Examples include selecting a project management software package based on an agency needs assessment, training all staff on its use, providing ongoing staff training and support, and developing multiple dashboards and reporting functions so that supervisors, managers and the General Manager can review and evaluate schedules and resource allocation for all Ag + Open Space work, and use this information for staff performance planning and evaluation, reporting on projects to the Board, and determining opportunities for enhancing efficiencies agency wide. This consultant was initially selected via a competitive request for proposals (RFP) process,

issued in May 2016, during which Ag + Open Space received two proposals. Given the successful working relationship with the consultant, the unique skillset and experience with Liquid Planner (Project Management software) and the extensive knowledge of Ag + Open Space systems and processes, the agency believes it is more efficient and effective to retain Rose Roberts to continue the substantial body of work and staff training and support that is currently in place.

This consultant is a local vendor and this agreement is included in the proposed budget for FY2020-2021. □

**Prior Board Actions:**

The requested authorization for the General Manager to enter into the above-listed agreement supports the following prior Board direction and actions:

July 19, 2016: Board approval of District Comprehensive Plan Stakeholder Outreach & Project Management Support, approved by the Board (Board Action #1)

August 19, 2014: Project management elements listed in the District Management Review, approved by the Board (Board Action #36)

March 27, 2012: Planning elements listed in the District's Work Plan 2012-2015, approved by the Board (Board Action #33)

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Projected</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$60,000	\$60,000	\$60,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$60,000	\$60,000	\$60,000
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>

**Narrative Explanation of Fiscal Impacts:**

This amount is appropriated in the FY 20-21 budget, and will be incorporated in the projected years' budgets.

<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>

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**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

1. Rose Roberts dba Farm Stewards Professional Services Agreement

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