



SUMMARY REPORT

Agenda Date: 2/9/2021

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Agricultural Preservation and Open Space District

Staff Name and Phone Number: Caryl Hart 565-7360; Julie Mefferd 565-7368

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Addition of One APOSD Assistant General Manager

Recommended Action:

Adopt a resolution amending the Department Allocation List to add 1.0 full-time equivalent APOSD Assistant General Manager allocation.

Executive Summary:

The Agricultural Preservation and Open Space District is requesting to add one (1.0) full-time APOSD Assistant General Manager allocation. The duties of this position include assisting in the overall direction, strategic planning, development, and administration of the organization.

Discussion:

The General Manager (GM) is currently working on many high-priority, competing initiatives that are well beyond the scope to be handled with efficacy. Completing the transfer of designated fee lands to Regional Parks, climate resiliency priorities, external and internal diversity needs, Vital Lands Initiative acquisition program implementation, federal and state funding opportunities, legislation needs in land conservation, and disaster preparedness are just a few urgent needs at the Agricultural Preservation and Open Space District (Ag + Open Space).

With approval of this APOSD Assistant General Manager (AGM), the GM will focus on the external needs of Ag + Open Space while the AGM will focus on the internal operations of the organization. The AGM will take the lead on transfer of land to Regional Parks, conservation easement acquisition prioritization, acquisition easement strategy development and other critical internal operational needs. This will free up the GM to focus on federal and state funding, legislation, and working with external partners and landowners for high priority acquisitions.

Ag + Open Space investigated utilizing the existing staff to assist the GM. In addition to not having the capacity for any additional assignments, the complexity of the work requires a higher-level job specification than is currently appropriated. The duties described will be performed exclusively by the AGM. This position will have supervisory responsibility for Acquisition Program Manager, Conservation Planning Program Manager and the Stewardship Program Manager, freeing up additional time for the GM.

Prior Board Actions:

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested	116,413	276,714	282,248
Total Expenditures	116,413	276,714	285,016
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	116,413	276,714	282,248
Use of Fund Balance			
Contingencies			
Total Sources	116,413	276,714	282,248

Narrative Explanation of Fiscal Impacts:

The position will be funded by Measure F sales tax revenue. Ag + Open Space will request a budgetary adjustment in Q3.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
APOSD Assistant General Manager	\$10,910-\$13,262	1.0	

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts associated with the addition of this position. Ag + Open Space will work with Human Resources to determine how to best fill the new position once it has been approved.

Attachments:

1. Resolution

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