



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/24/2017

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor for Heather Ruiz - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Planning, Building, and Environmental Services Department

RECOMMENDATION

Director of Human Resources and Director of Planning, Building, and Environmental Services Department request adoption of a resolution amending the Departmental Allocation List as follows, effective October 24, 2017:

1. Amend the Departmental Allocation List for the Planning, Building and Environmental Services Department by:
 - a. Adding one 1.0 FTE Plans Examiner;
 - b. Adding one 1.0 FTE Building Inspector III - Limited Term; and
 - c. Adding one 1.0 FTE Associate Engineer- Limited Term.

EXECUTIVE SUMMARY

The Planning, Building, and Environmental Services Department requests three new position allocations (one permanent, two limited term) to support the Napa County community's aide and recovery efforts related to the 2017 Napa Fire Complex.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source? It is anticipated that the requested positions will be 100% funded by

	reimbursement from building, permit and fire fees.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested allocations are critical to meeting the needs of the Napa County community as aide and recovery efforts related to the 2017 Napa Fire Complex become a priority.
Is the general fund affected?	No
Future fiscal impact:	Salary and benefits costs will be budgeted accordingly in future fiscal years, with building and permit fees anticipated to cover the entire cost of the new allocations. If approved, the term for both limited term allocations will expire on June 30, 2019.
Consequences if not approved:	If the requested allocations are not approved, the County may struggle to provided timely planning and building support to residents impacted by the 2017 Napa Fire Complex.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The 2017 Napa Fire Complex damaged or destroyed hundreds of properties within the Napa County limits. Presently, contracted support is meeting the needs of the community. In preparation of the anticipated long-term impacts of this disaster, including the anticipated increased volume of inspection and permitting activities, the Planning, Building, and Environmental Services (PBES) Department requests additional support within the Building Division. This initial request includes a permanent Plans Examiner position, a limited term Building Inspector III, and a limited term Associate Engineer to support aide and recovery efforts. Both limited term positions are requested through June 30, 2019. As PBES continues to work through the aide and recovery process, additional support may be identified in subsequent requests to the Board.

Therefore, the Director of Human Resources and the Director of Planning, Building, and Environmental Services recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective October 24, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi