



Agenda Date: 12/11/2007  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Gregersen, Mark - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Resolution amending the Departmental Allocation List for Environmental Management

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Environmental Management Department deleting one (1) .50 FTE Office Assistant II and adding one (1) .75 Office Assistant II, effective December 15, 2007.

### **EXECUTIVE SUMMARY**

The Director of Environment Management has requested the addition of .25 full time equivalent (FTE) to one of the allocated .50 FTE Office Assistant II positions to ensure adequate staffing is available to perform the contracted clerical support administrative services for the Upper Valley Waste Management Agency and the Napa Vallejo Waste Management Authority.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Revenue for the increased staffing of this position will be provided from the Upper Valley and Napa Vallejo Waste Management Agencies. Both agencies have recently adopted new support services contracts which specifically fund the administrative support services provided to the agencies by the Department of Environmental Management (DEM). Previously these services were essentially provided at no charge, diverting needed administrative support from other DEM functions. The increased revenue will offset the increased expense of the additional 0.25 FTE and allow both the waste agencies and DEM to have the support services needed without a net impact

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	on the General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action provides needed administrative support for DEM and the two waste management agencies without a net impact on the General Fund.
Is the general fund affected?	Yes
Future fiscal impact:	Ongoing expenses will continue to be offset by ongoing revenue.
Consequences if not approved:	DEM may not be able to provide the administrative support services required by contract with the waste management agencies.
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 Department of Environmental Management (DEM) provides administrative support services under contract to the Upper Valley and Napa Vallejo Waste Management Agencies ("Agencies"). Previously these services were essentially provided at no charge, diverting needed administrative support from other DEM functions. At the request of DEM, and with the concurrence of the Agency's Board of Directors, both Agencies have recently approved new support services contracts which specifically fund the administrative support services provided by DEM. (Adoption of the revised contracts by the the Board of Supervisors will be done under a separate agenda item). Revenue for the increased staffing of this position will be provided from the Agencies under these revised agreements. The increased revenue will offset the increased expense of the additional 0.25 FTE and allow both the waste agencies and DEM to have the support services needed without a net impact on the General Fund.

The Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List for the Department of Environment Management, effective December 15, 2007.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins