



Agenda Date: 2/8/2005  
Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Barbara Scriven, Human Resources Analyst III, 253-4000  
**SUBJECT:** Amend Departmental Allocation List

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Conservation, Development and Planning Departmental Allocation List to delete one (1) Senior Office Assistant and add one (1) (M) Staff Services Manager, effective February 8, 2005.

### **EXECUTIVE SUMMARY**

The proposed changes to the Departmental Allocation List will allow for the more effective management of the financial and administrative functions within the Conservation, Development and Planning Department.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning - 100%
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Within existing staff resources, this organizational change provides more direct management for financial, system and other administrative functions. This change also increases the expertise for fiscal matters. These changes are necessary, in part, to better manage the recently implemented user fee schedules.  Originally, because of the critical need to provide this management oversight, it was anticipated that an additional position would be added with no other

adjustments to the staff allocation schedule. However, in an effort to reduce impact to the General Fund, and to further streamline other processes, this requested action now includes the recommendation to eliminate another vacant position within the Conservation, Development and Planning Department.

Is the general fund affected?

Yes

Future fiscal impact:

There is an impact to the General Fund as anticipated in the approved budget and adopted fee schedules. The annualized impact of this change is \$42,286, of which \$12,685 is a General Fund responsibility.

Based upon recent Board action regarding user fees, approximately 70% of the department's expenses are recovered by fees with the remaining expenses being General Fund responsibility.

Consequences if not approved:

More direct management and expertise for financial, system and other administrative functions will not be accomplished.

Additional Information:

None

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

### **BACKGROUND AND DISCUSSION**

The proposed organizational change provides one management position to be responsible for financial, human resource, system and other administrative functions. The change also enhances the expertise for fiscal matters. These changes are necessary, in part, to better manage the recently implemented user fee schedules, and to enhance administrative processes. Presently, the Assistant Director for Conservation, Development and Planning performs this management responsibility along with a broad array of programmatic responsibilities.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi