



Agenda Date: 3/28/2006
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend the Departmental Allocation List for Public Works-Engineering

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in Public Works-Engineering, effective March 28, 2006:

1. Amend the Departmental List to add one (1) Transportation Program Assistant; and
2. Amend the Table and Index to add Transportation Program Assistant.

EXECUTIVE SUMMARY

The Napa County Transportation Planning Agency (NCTPA) receives approximately \$1.3 million dollars annually in Federal Transit Administration (FTA) funds to support the VINE operating and capital budgets (approximately 1/3 of the VINE budget). Every three years the FTA conducts a triennial review to ensure compliance with FTA requirements. At the most recent triennial review, the FTA made findings against NCTPA in 9 of 23 areas. In order to meet FTA grant management and third party oversight requirements, the FTA recommended that NCTPA hire additional staff. Subsequently, Human Resources worked with NCTPA staff to develop a classification of Transportation Program Assistant which will provide community outreach (50%) and assist NCTPA with FTA grant management (50%) meet the FTA requirement.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Health & Human Services

A Transportation Coordinator position is currently allocated to Health & Human

Services. NCTPA has an agreement with Health & Human Services to reimburse 50% of the cost of this position to provide transit community outreach which is funded through a Low Income Flexible Transportation (LIFT) grant from the Metropolitan Transportation Commission (MTC).

As a result of the recent FTA audit, it was determined that NCTPA would add a position to their allocation to not only provide transit community outreach but also FTA grant management and third-party oversight requirements. Once this position is filled, the agreement with Health & Human Services will be terminated.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? No

Future fiscal impact: This position will be included in the Public Works (NCTPA) budget for fiscal year 2006/2007.

Consequences if not approved: Transit services would be impacted.

Additional Information: None

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 Napa County Transportation Planning Agency (NCTPA) receives approximately \$1.3 million dollars annually in Federal Transit Administration (FTA) funds to support the VINE operating and capital budgets (approximately 1/3 of the VINE budget). Every three years the FTA conducts a triennial review to ensure compliance with FTA requirements. At the most recent triennial review, the FTA had findings against NCTPA in 9 of 23 areas. In order to meet FTA grant management and third party oversight requirements, the FTA recommended that NCTPA hire additional staff. In response to the FTA recommendation, Human Resources worked with NCTPA staff to develop a classification of Transportation Program Assistant which will provide community outreach (50%) and assist NCTPA with FTA grant management (50%).

NCTPA has a long-standing agreement with Health and Human Services to reimburse 50% of the cost of a Transportation Program Coordinator to provide community outreach services. On March 15, 2006, the NCTPA Board amended its agreement with Health and Human Services to provide reimbursement for 100% of the cost of a Transportation Program Coordinator which will temporarily provide not only community outreach services but will also provide FTA grant management oversight. If the new position of Transportation Program Assistant is approved, Human Resources will commence a recruitment to fill the position and upon the successful appointment of an applicant, NCTPA will terminate the agreement with Health and Human Services.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey