



Agenda Date: 4/12/2005
Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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 the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Conservation, Development & Planning Department with regards to adding one (1) Principal Planner Limited Term (LT) position through June 30, 2008, effective April 12, 2005.

EXECUTIVE SUMMARY

This action requests the addition of a three year Limited Term Principal Planner in the Conservation, Development & Planning Department to be responsible for assisting the Napa County Parks and Open Space Advisory Committee in the preparation of a June 2006 ballot measure creating a Parks and Open Space District and ultimately a District Master Park Plan.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Principal Planner Limited Term (LT) position would require general fund support and is recommend for funding in the Fiscal Year 2005/2006 budget, effective July 1, 2005. Off-setting reductions in non-salary expenses are also recommended.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Funding the Principal Planner (LT) position is discretionary, but would be consistent with prior Board direction, and would allow the County to plan

proactively for creation of a parks and open space district.

Is the general fund affected?	Yes
Future fiscal impact:	See above. The \$95,000 increase in annual funding required to retain a Principal Planner (LT) can be off-set by reductions in non-personnel costs (contracts) within the Conservation, Development & Planning Department budget. The recommendation is for a term (three year) position.
Consequences if not approved:	Consequences would include less support for parks and open space.
Additional Information:	None

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

On December 7, 2004, the Board of Supervisors accepted a report from the Napa County Parks and Open Space Advisory Committee and indicated their support for the Advisory Committee's recommendation regarding creation of a fulltime professional staff position dedicated to working on parks and open space issues. Since that time, staff of the Department of Conservation, Development, and Planning have been consulting with the Advisory Committee and developing a job description.

The current proposal would fill this position at the Principal Planner level (Planner IV), for a limited term of three years. It is envisioned that within that time frame, the individual selected would provide staff support to the Advisory Committee, represent the County consistent with Board direction on issues related to formation of a parks and open space district, and take a leadership role in preparation of a parks and open space plan.

Funding for the position will be recommended within FY05/06 budget of the Conservation, Development, and Planning Department. No net increase in general fund support will be requested, due to offsetting cuts in non-personnel items (consultant contracts). Recruitment for the position can commence immediately upon Board approval.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey