



Agenda Date: 4/19/2005  
Agenda Placement: 60

## 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 the Table & Index and the Departmental Allocation List

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following actions relating to the Building Inspection Division of the Conservation, Development and Planning Department, effective April 19, 2005:

1. Amend the Departmental Allocation List to delete one (1) (Management) Building Codes Administrator and add one (1) (Management) Chief Building Official;
2. Amend the Table and Index to delete Building Codes Administrator and add Chief Building Official; and
3. Amend the appropriate policies to delete Building Codes Administrator and add Chief Building Official.

### **EXECUTIVE SUMMARY**

This action requests the deletion of a Building Codes Administrator from the Table and Index and the Departmental Allocation List and the addition of a new at will management classification of Chief Building Official in the Conservation, Development and Planning Department.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Chief Building Official position and the vast majority of all Building Division expenses are fee supported.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Increased funding to permit transformation of the current Building Codes Administrator into a Chief Building Official is discretionary, but will permit

recruitment of a top flight candidate to lead the Building Inspection division into the future. The monthly increase in salary for the Chief Building Official position ranges from \$523 for step 1 to \$617 for step 5.

Is the general fund affected?	Yes
Future fiscal impact:	Salary and benefits expense for this position for future fiscal years will be included in the department's annual budget request.
Consequences if not approved:	Inability to recruit a top flight candidate to lead the Building Inspection division.
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 recommended personnel actions are intended to increase efficiency and accountability within the Building Inspection division of the Conservation, Development & Planning Department.

Jurisdictions which issue building permits within the State of California are required to retain or contract for qualified personnel to interpret and apply building code standards. This function is typically overseen by a Chief Building Official. In Napa County, the Director of Conservation, Development & Planning is currently designated as the Chief Building Official and delegates authority to a Building Codes Administrator. County Counsel has prepared a draft ordinance for Board consideration that would eliminate the Building Codes Administrator position and place the general supervision of the Building Division under the authority of a new Chief Building Official (i.e. the Chief Building Official would no longer be the same person as the Director of Conservation, Development & Planning).

The current proposal would implement the ordinance change recommended by County Counsel and essentially transform the current Building Codes Administrator position into a new, "at will" management position within the Department of Conservation, Development & Planning. The new position will report to the Director and the Assistant Director of the department and will be designated as the Chief Building Official.

With the Board's approval, recruitment for a Chief Building Official could begin following the April 15, 2005 retirement of Gary Brewen, the current Building Codes Administrator. Based on a salary survey of comparable jurisdictions, the Human Resources Department recommends an increase in funding for the new position. This increase--and the vast majority of all costs associated with the Building Inspection division--would be offset by building permit revenues.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey