



Agenda Date: 5/15/2007
Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List and Table and Index of Classes for the Community Partnership Program of the County Executive Office

RECOMMENDATION

Human Resources Director requests the adoption of a resolution regarding the following in connection with the Community Partnership Program of the County Executive Office, effective May 15, 2007:

1. Amend the Departmental Allocation List to add (1) (M) Housing and Community Development Coordinator;
2. Amend the Table and Index of Classes to add one Housing and Community Development Coordinator;
and,
3. Amend appropriate personnel polices to add reference to the Housing and Community Development Coordinator.

EXECUTIVE SUMMARY

The Board of Supervisors' recent activation of the Napa County Housing Authority (NCHA), and NCHA's agreement to assume fiscal oversight of the County's farm worker housing system, has identified a need for a fulltime dedicated County staff member to assist the NCHA to meet its administrative and fiscal responsibilities. The position would also manage the County affordable housing and community development programs.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? No
What is the revenue source? General Fund

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The Napa County Housing Authority has assumed oversight responsibility for the County's farm worker housing system which will require fulltime administrative support from the County. There is insufficient capacity within the County to assume these duties on a fulltime basis. Therefore, the County Executive Officer has requested that a dedicated fulltime housing coordinator position be created.

Is the general fund affected? Yes

Future fiscal impact: The future annual salary and benefits impact of this position is expected to be approximately \$138,000 which will be requested in future budgets.

Consequences if not approved: The County's ability to assist the NCHA oversee the farm worker housing system and meet other affordable housing mandates may be negatively impacted as these duties will have to be assigned to existing fulltime staff.

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

Recently the Board of Supervisors activated the Napa County Housing Authority (NCHA) which has assumed oversight responsibility for the County's farm worker housing program. Additionally, the Board of Supervisors has expressed an interest in having the County become more actively involved in economic development issues and in the Community Development Block Grant (CDBG) program.

The County currently lacks the capacity to provide the needed administrative support for the NCHA. Additionally, there is insufficient capacity to implement the Board's interest in having greater County participation in economic and community development programs. Therefore, the County Executive Officer has submitted a proposal to reorganize the current Community Partnership Program. This proposed restructure of the Community Partnership Program received the Board's support in the recent budget study session and the full reorganization will be submitted in the recommended budget for Fiscal Year 2007-2008. The item before you today is the first action toward the reorganization. The proposed reorganization includes the addition of a dedicated position that will assist the NCHA oversee the farm work housing system, manage the County's affordable housing and community development programs, and provide other administrative support needed by the NCHA.

Based on the Board's support of the reorganization, Human Resources developed a class specification for a Housing and Community Development Coordinator and conducted an external market study among our eight identified jurisdictions of comparisons. The study revealed that six of our identified jurisdictions of comparison had a position within their organization with similar duties and responsibilities. The average monthly market rate paid by these six comparators is \$8,120.

Therefore, based on the Board's support and the request from the County Executive Officer, the Human Resources Director recommends amending the Departmental Allocation List and the Table and Index of Classes for the Community Partnership Program of the County Executive Office as shown on "Attachment A", effective May 15,

2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton