



Agenda Date: 5/9/2006
Agenda Placement: 6R

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 Departmental Allocation List and Table and Index for the Airport Division of Public Works-Engineering

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the Airport Division of Public Works-Engineering, effective May 9, 2006:

1. Amend the Departmental Allocation List to add one (1) (M) Assistant Airport Manager;
2. Amend the Table and Index to delete Assistant Airport Director and add Assistant Airport Manager; and
3. Amend appropriate policies to delete Assistant Airport Director and add Assistant Airport Manager.

EXECUTIVE SUMMARY

This recommendation adds an Assistant Airport Manager position to provide for the day-to-day human resource management, environmental, safety, and administrative aspects of the Napa Valley Airport and County Service Area #3 (CSA#3) operations. This action will allow the Airport Manager to better focus on the overall management and decision making of the Napa Valley Airport and CSA #3, and formulation and development of policies and programs. This recommendation is consistent with an original request of the Airport Advisory Commission and a resultant County Executive Office analysis.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Airport
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The present staff configuration does not provide adequate resources for the comprehensive management responsibilities of the Napa Valley Airport.
Is the general fund affected?	No
Future fiscal impact:	The addition of this position will impact the salary and benefit appropriations in future fiscal years.
Consequences if not approved:	There will be limited resources for the comprehensive management of the Napa Valley Airport.
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

On August 9, 2004, the Airport Advisory Commission made a series of recommendations that included the request to establish a new position of Assistant Airport Manager. The County Executive Office, in its report to the Board on July 1, 2005, concurred that it was appropriate to establish either an Assistant Airport Manager or an Airport Operations Manager position where the principal duties of that position would be to plan, organize, supervise, and evaluate the operation and maintenance of the airport's facilities and to provide administrative and analytical staff assistance to the Airport Manager. This type of position is consistent with other general aviation airports similar to the Napa Valley Airport and will allow the Airport Manager to better focus on the overall management and decision making of the Napa Valley Airport and CSA #3, and formulation and development of policies and programs.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton