



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/21/2015

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz for Alice Hughey - Acting Director
Human Resources

REPORT BY: Heather Ruiz, ASST DIR OF HUMAN RESOURCES - 707-259-8720

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes for the Local Agency Formation Commission

RECOMMENDATION

Acting Director of Human Resources requests adoption of a resolution amending the Table and Index of Classes reflecting a change in the salary range of the LAFCO Executive Officer classification, as outlined in Exhibit "A", effective July 18, 2015.

EXECUTIVE SUMMARY

The Acting Director of Human Resources recommends adoption of a resolution changing the salary for the LAFCO Executive Officer classification. This action was adopted by the Local Agency Formation Commission at a prior meeting, however, because this is a County employee, the action needs to be formally approved by the Board of Supervisors to amend the Table and Index of classes to reflect the new salary.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	LAFCO Budget
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	LAFCO is an independent agency that contracts with the County for employee management. While the County is a participating member of LAFCO and

contributes to funding LAFCO, this requested change impacts LAFCO's budget directly.

Is the general fund affected? No

Future fiscal impact: Should LAFCO require additional funds related to this cost increase, a formal request would be made by LAFCO to the County.

Consequences if not approved: If this item is not approved, LAFCO would not be able to adjust the salary for the Executive Officer as requested.

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

The LAFCO Executive Officer position has been vacant since the departure of the prior incumbent in December of 2014. LAFCO engaged an outside consultant to conduct a recruitment for a replacement Executive Officer. The position has proven very difficult to fill, therefore, the Commission approved an increase in the salary for the Executive Officer in order to attract a candidate for the position. However, because this is a County employee, the action needs to be formally approved by the Board of Supervisors to amend the Table and Index of classes to reflect the new salary. Therefore, the Acting Director of Human Resources recommends adoption of a resolution changing the salary for the LAFCO Executive Officer classification.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan