



Agenda Submittal

Agenda #: 7 **Status:** Consent Calendar
Type: Resolution **Department:** Board of Supervisors
File #: 19-780 **Contact:** Ian Goldberg, 784-6116
Agenda date: 10/22/2019 **Final action:** 10/22/2019
Title: Adopt a resolution amending the List of Numbers and Classifications of Positions to add 0.25 FTE Board of Supervisors Aide to District 3, effective October 20, 2019, resulting in a total of 2.0 FTE Board of Supervisors Aide's allocated to District 3, consistent with other Supervisor District Office staffing allocations
Governing body: Board of Supervisors
District: District 3
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
10/22/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

District 3 recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to add 0.25 FTE Board of Supervisors Aide to District 3, effective October 20, 2019, resulting in a total of 2.0 FTE Board of Supervisors Aide's allocated to District 3, consistent with other Supervisor District Office staffing allocations.

SUMMARY/DISCUSSION:

The District 3 Supervisor represents citizens residing within the City of Fairfield (excluding the section north of Air base Parkway), portions of Suisun City and Travis Air Force Base, Suisun Valley and parts of Green Valley.

In FY2015/16 the Board of Supervisors approved increasing the position allocations for each supervisorial district to include 2.0 FTE Board of Supervisors Aides to meet the growing needs and increased responsibilities of the District Offices. Since that time District 3 employed two Board of Supervisors Aide staff, one of whom maintained part time status, resulting in an allocation currently at 1.75 FTE. With the recent retirement of the part time Board of Supervisors Aide, the District is requesting to increase the position allocation by 0.25 FTE to bring the total District 3 allocation to 2.0 FTE consistent with the other District Office staffing allocations.

FINANCIAL IMPACT:

The financial impact of the additional 0.25 FTE is anticipated to be fully offset by unspent appropriations associated with the staff vacancy due to the retirement. District 3 staff in coordination with the County Administrator will be reviewing the District budget in connection with the County Midyear budget review and will return to the Board with any further budget adjustments as necessary. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board could choose not to approve the addition of a 0.25 FTE Board of Supervisors Aide to District 3. However, this is not recommended as it will prevent District 3 from maintaining equivalent staffing to the other supervisorial districts and limit the District 3 Supervisor's ability to serve residents in District 3.

OTHER AGENCY INVOLVEMENT:

The Department of Human Resources and the County Administrator's Office have reviewed this proposal and recommend the position change.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION