



COUNTY OF HUMBOLDT

For the meeting of: 1/26/2021

File #: 21-54

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours - Cannabis Planning Budget Unit 1100268 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra help hours to a total of 1400 hours through June 30, 2021 pursuant to Section 7 of the Humboldt County Salary Resolution for Megan Acevedo (Planner I) and Gayle Paul (Office Assistant I) in fund 1100, budget unit 268-Cannabis Planning. (4/5 vote required)

SOURCE OF FUNDING:

Cannabis (268) Permit Fees

DISCUSSION:

The requested extension of extra help hours is necessary to continue processing permit applications. For our cannabis permits, Gayle Paul is integral to the support work associated with permit applications. This includes processing incoming referral comments on projects, filing project information and general administrative support to the department.

An extension of extra help hours is requested for Megan Acevedo in order for her to continue work as a Planner on cannabis projects. This includes writing staff reports, communicating with applicants, agents and other interested parties, and interacting the public at the counter answering questions.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employees' Retirement System (CalPERS). The additional costs for CalPERS are included in the estimated salary costs below.

FINANCIAL IMPACT:

Estimated salary and benefits costs for the requested extension of extra help including contributions to the CalPERS and PARS as required for employees working over 960 hours in a fiscal year is \$16,512.05. Cannabis permit fees will fund these positions. There is not impact to the county General

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Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the extension of extra help hours for one or all of the staff members. This is not recommended because extending the extra help hours will maintain current staffing levels without having to hire and train new extra help employees.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A