



# COUNTY OF HUMBOLDT

For the meeting of: 4/6/2021

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File #: 21-354

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**SUBJECT:**

Allocation of One (1) Senior Administrative Analyst Management Confidential (M/C) and One (1) Housing and Community Programs Specialist within the Planning and Building Department's Advanced Planning Budget Unit (1100282)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Senior Administrative Analyst (M/C) position (salary range 481, class 0605) in budget unit 1100282 effective upon approval; and
2. Approve one full-time (1.0 FTE) Housing and Community Programs Specialist (salary range 368, class 0647) in budget unit 1100282 effective upon approval.

**SOURCE OF FUNDING:**

The positions will be funded with State and Federal grant funds, Program Income generated from grant funds, funds generated through the Mobilehome Rent Stabilization Ordinance (Measure V) and the General Plan User Fee.

**DISCUSSION:**

The Planning and Building Department is requesting approval for the allocation of a Senior Administrative Analyst Management Confidential position to plan, develop, coordinate, and implement a grant management program related to housing in Humboldt County. This position will oversee a housing program with major departmental and County-wide impact by actively engaging with grant funding sources, community groups and other agencies.

Both the General Plan and the Housing Element support opportunities that reduce homelessness in Humboldt County. With grant funding, the Planning and Building Department have been able to offer low interest loans to first-time homebuyers. Low interest loans are also available to homeowners for owner-occupied rehabilitation (OOR). The OOR loans allow homeowners to rehabilitate their homes to secure a safe living environment. The Planning and Building Department will also actively seek to secure additional grant funding sources to enhance housing opportunities in Humboldt County.

The Planning and Building Department currently utilizes staff consisting of one (1) Program Coordinator and one (1) part-time retired annuitant to manage the current \$22 million housing loan portfolio and the administration of Measure V. This staffing level is inadequate to provide the necessary oversight of the programs and actively secure additional funding sources available through state and federal grants.

The Planning and Building Department is also requesting approval for the allocation of a Housing and Community Programs Specialist position to help administer these programs. This position will work directly with the Senior Administrative Analyst to support the housing programs administered by the Planning and Building Department.

It is not anticipated that the need for additional housing support will be reduced in the foreseeable future. Recently secured grant funding for housing programs and new housing-related grant opportunities becoming available from federal coronavirus (COVID-19) response sources will increase the demand for staffing beyond current levels.

The two positions requested with this Board action are included in the proposed staffing allocation for the 2021-22 fiscal year.

**FINANCIAL IMPACT:**

The allocation of a Senior Administrative Analyst (M/C) position will add annual salary and benefit costs of \$17,367.14 for the remainder of FY 2020-21, and an annual cost of \$119,759.62. The cost of the position this year and in future years will be funded through program income and grant funds as follows:

\$48,000	Administration of housing loan portfolio
\$36,000	Administration of Measure V
\$12,000	Administration of Owner Occupied Housing and First-time Homebuyer programs
<u>\$24,000</u>	General Plan User fee
<b>\$120,000</b>	<b>Total</b>

The allocation of a Housing and Community Programs Specialist position will add annual salary and benefit costs of \$5,678.99 for the remainder of FY 2020-21, and an annual cost of \$82,304. The cost of the position this year and in future years will be funded through program income and grant funds as follows:

\$8,230	Environmental Protection Agency (EPA) Brownfields Grant Revolving Loan Fund (RLF)
\$411	Community Development Block Grant (CDBG) Grant - Planning and Technical Assistance (PTA)
\$4,115	CDBG GRANT - Micro-Enterprise
\$20,576	HOME First Time Home Buyers (FTHB)
\$32,100	Administration of Owner Occupied Rehabilitation and First-time Homebuyer programs
<u>\$16,900</u>	Administration of Measure V (Mobilehome Rent Stabilization Ordinance)

**\$82,332**

**Total**

No supplemental budget is requested with this Board action because grant funds are available to cover the additional salary costs for the remainder of the current fiscal year. There will be no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by seeking outside funding sources to benefit Humboldt County needs and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to disapprove the staff allocation requests. This is not recommended as it will impair the ability of the Planning and Building Department effectively address the housing needs of the county.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A