



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C16

For the meeting of: December 12, 2017

Date: November 20, 2017

To: Board of Supervisors

From: John H. Ford, Director Planning & Building

Subject: Extension of Extra-Help Hours – Cannabis Planning (268), Current Planning (277) and Advance Planning (282). (4/5 Vote Required)

RECOMMENDATION(S): That the Board of Supervisors:

1. Approve the extension of extra help hours, up to 1940 hours, through June 30, 2018, pursuant to Section 7 of the Humboldt County Salary Resolution, for each staff person listed below:

a. Cannabis Planning (268)

- Caitlin Castellano, Planner
- Christina O’Neal, Administrative Analyst
- Marina Herrera, Planner
- Tayla Copeland, Planner
- Dawn Graydon, Planner
- Stephen Luther, Planner
- Hilton Keenan, Planner
- Ethan Amezcua, Office Assistant

b. Current Planning (277), Kimberley Clark, Planner

c. Advance Planning (282), Mary Milner, Planner; and

2. Approve a budget amendment for Current Planning (277); increase revenue object code 608000 Planning & Engineering Service by \$31,646, and expense object code 1400 Extra Help, in the amount of \$31,646.

Prepared by Kathy Hayes

Signature

REVIEW:

Auditor MSM County Counsel JNE Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

- Ayes Sundberg, Fennell, Bass, Bohn, Wilson
- Nays \_\_\_\_\_
- Abstain \_\_\_\_\_
- Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

1 Dated: 12/12/17

By: Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: Applicant Fees

DISCUSSION: The requested extension of extra-help hours is necessary to continue processing applications in a timely manner. The county hired several extra help employees to assist with processing approximately 2,300 applications. Currently 760 have been approved or closed, and the balance are in process. In process includes those that are scheduled for hearing, having staff reports written, in referral, or are new and have yet to be reviewed.

Beginning in January 2015, the Affordable Care Act required large employers with fifty or more full-time employees to offer health coverage to all full-time employees. A full-time employee is defined as a person who is employed for an average of thirty or more hours per week. Therefore, 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 has been included in the below estimated salary costs.

The Planning and Building department is aware of these 2015 federal provisions that impact extra-help employment and is aware that the county standard measurement period of employee hours will occur over the course of a fifty-two (52) week period. As the employees currently working in the extra-help positions were offered health coverage and declined it, there is no additional financial impact for health coverage in the current fiscal year.

FINANCIAL IMPACT: Estimated costs for salary and benefits for the requested extension of extra-help, including contributions to the California Public Employees' Retirement System (PERS) and Public Agency Retirement Services (PARS) as required for employees who work over 960 hours in a year, are listed below. The corresponding budget for extra-help employees is also listed below.

<b>Budget Unit</b>	<b>Estimated EH Salary/Benefits</b>	<b>2017-18 Budget</b>
1100-268	\$ 416,232	\$ 430,407
1100-277	\$ 58,646	\$ 27,000
1100-282	\$ 99,690	\$ 124,290

The Extra Help budgets have sufficient capacity to cover projected costs in the Cannabis Planning Budget Unit 268 and the Long-Range Planning Budget Unit 282.

The Current Planning Budget Unit 277 is higher than anticipated due to extra help staff working on applications to assist planners working on cannabis applications. The \$31,646 will be covered by Current Planning Budget Unit 277 Planning & Engineering Services. There will be no additional impact to the General Fund in the current fiscal year.

This request meets your Board's Strategic Framework of Priorities for New Initiatives by providing the community appropriate levels of service and managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose to not approve the 960 hour extension for all or part of the staff members. This is not recommended as losing these extra help hours would leave the department without sufficient staffing levels to handle the volume of applications, or would necessitate hiring and training new extra help staff.

ATTACHMENTS: N/A