



COUNTY OF HUMBOLDT

For the meeting of: 3/5/2019

File #: 19-273

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours - Cannabis Planning (268) and Code Enforcement (269) (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra help hours, to a total of 1940 hours, through June 30, 2019 pursuant to Section 7 of the Humboldt County Salary Resolution for the staff persons listed below:
 - a. Code Enforcement, Brandon Howton, Code Compliance Officer
 - b. Cannabis Planning, Brienna Zoellner, Administrative Analyst.

SOURCE OF FUNDING:

Cannabis (268): Applicant Fees

Code Enforcement (269): General Fund

DISCUSSION:

This is a request to extend the hours of two extra-help employees for this fiscal year. The department uses extra help employees to address the work load particularly related to cannabis permitting and enforcement. The department uses extra help and limited duration employees to address the peak work load during the initial cannabis permitting and enforcement stages, recognizing that in the future the workload will be smaller and the current number of employees will not be necessary.

The requested extension of extra help hours is necessary for the following:

1. Brienna Zoellner is integral in the support work associated with processing cannabis applications.
2. Brandon Howton is integral to processing the volume of code enforcement cases.

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 for the remaining months in the 2018-19 fiscal year including contributions to the California Public Employees' Retirement System (CalPERS) and Public Agency Retirement Services (PARS) as required for employees who work over 960 hours in a year is listed below.

Budget Unit	Estimated Extra Help
1100268	\$22,337.88
1100269	\$23,521.47

Both budget units will utilize salary savings to cover the extra help shortfall. The work of both individuals is part of the cost allocation of either processing permits or administrative costs associated with Code Enforcement. These are both subject to cost recovery through applicant fees and do not adversely impact the General 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 both of the staff members. This is not recommended because in order to maintain current staffing levels the department would need to hire and train new extra help employees. Recruiting and training employees also has actual financial costs and costs from loss of production.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A