



COUNTY OF HUMBOLDT

For the meeting of: 12/11/2018

File #: 18-1566

To: Board of Supervisors
From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Allocation of Code Enforcement Manager for Planning and Building Code Enforcement Budget Unit 269

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 full-time (FTE) Code Enforcement Manager, (Class 0663, Range 475) in the Code Enforcement budget unit (BU) 269 effective immediately.

SOURCE OF FUNDING:

The position will be funded from the general fund, but it is anticipated that the cost recovery provisions of the Code Enforcement Ordinance will provide sufficient funding necessary to pay the costs of this position.

DISCUSSION:

The Planning and Building Department is requesting approval to allocate 1.0 FTE Code Enforcement Manager, in the Code Enforcement (BU 269).

In August of 2017 the code enforcement function transitioned from County Counsel to the Planning and Building Department at your Board's Direction. Since that time, staffing has grown to 6 regular and 3 extra help Investigators and Code Compliance Officers. The traditional caseload and complaints has tripled over previous years, and the addition of active enforcement on unpermitted cannabis cultivations has added an entire new enforcement program with over 600 new cannabis cases during the 2018 cultivation season.

To date, the code enforcement transition and new program startup has been managed by the Deputy Director at the expense and impact to the department at large. It became apparent shortly after transition that the daily workload and case management tasks needed a professional Code Enforcement Manager. Work towards allocating and filling the management position began in February 2018 and November 13, 2018 the Board approved the new position. The department is now asking for authority to hire that position.

FINANCIAL IMPACT:

The Code Enforcement Manager will cost \$104,890 per year in salary and benefit expense, taking into account recruitment time the remaining 5 months of this year will cost \$43,704. The fiscal year 2018-19 budget has sufficient funds to pay for this position in due salary savings associated to vacancies. The Code Enforcement (BU 269) salaries are projected to be under budget by \$251,191. In the future the cost of this position will be paid for through cost recovery provisions of the Code Enforcement Ordinance.

The item before the Board supports the Board's Strategic Framework by enforcing laws and regulations to protect residents and managing resources to ensure sustainability.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to disapprove the allocation. This is not recommended as it will maintain the status quo, which does not provide the Deputy Director the time to work department wide.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-8, C-13

Meeting of: 8/15/17, 11/13/18