



COUNTY OF HUMBOLDT

For the meeting of: 4/20/2021

File #: 21-416

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours for the Building Inspection Budget Unit 1100262 and the 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 the staff persons listed below:
 - Building Inspections -- Erica Reichle-Salazar, Office Assistant I
 - Cannabis Planning -- Abigail Strickland, Planner I

SOURCE OF FUNDING:

Building Inspection (262) Permit Fees
Cannabis Planning (268) Permit Fees

DISCUSSION:

The requested extension of extra help hours is necessary to continue work in the following capacity:

An extension of extra help hours is requested for Abigail Strickland who is integral to the processing of cannabis permit applications. This includes but is not limited to the preparing of staff reports, reviewing submitted application materials, interacting with the public, county staff and other agencies in the course of processing permit applications.

An extension of extra help hours is requested for Erica Reichle-Salazar to continue her work to digitally store our building permit records. This work reduces the amount of storage necessary to maintain paper files.

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 are listed below:

- Building (1100262) \$6,169.96
- Cannabis Planning (1100268) 9,287.52

Ongoing revenue will fund these positions.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services [Click here to type another item\(s\) from the Strategic Framework, or leave as a period.](#)

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 production 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