



COUNTY OF HUMBOLDT

For the meeting of: 2/19/2019

File #: 19-193

To: Board of Supervisors

From: Agricultural Commissioner

Agenda Section: Consent

SUBJECT:

Waiver of Extra-help Hours Limit and Extension of 960 Hours, Up to a Maximum of 1,920 Hours and Approval of Supplemental Budget (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help hour limitation for Lauren Hatfield, Agricultural Inspector I, and approve an extension of 960 hours to a maximum of 1,920 hours for FY 2018-19, pursuant to Section 7 of Humboldt County Salary Resolution (4/5 vote required); and
2. Approve the attached supplemental budget and direct the Auditor-Controller execute the supplemental budget (4/5 vote required).

SOURCE OF FUNDING:

Agricultural Commissioner Budget Unit 1100261

DISCUSSION:

Agricultural/Weights & Measures Inspector I Lauren Hatfield was hired into an extra-help position to perform inspections in the detection trapping and sudden oak mortality regulatory programs. Since being hired Ms. Hatfield has also assisted with work related to customer service, data management and information sharing that occurs between the Agricultural Commissioner's Office, the Planning & Building Department and SICPA Security LLC. Personnel costs incurred by the county in the detection trapping and sudden oak mortality programs are reimbursed under agreement with the California Department of Food and Agriculture (CDFA). The extra-help hours extension request is made because Ms. Hatfield has become invaluable to the successful administration of the department's cannabis regulatory programs and fulfillment of contracted plant pest disease work for CDFA.

In FY 2018-19 as a result of the passage of Senate Bill 1 (Transportation funding), the Agricultural Commissioner's office will receive an additional \$73,634 from CDFA in unclaimed gas tax (UGT) above the adopted budget amount of \$137,500. The additional revenue is requested to fund the extra-help hours extension, replacement of aging computer equipment, cell phone signal boosters, replace 60

-year-old desks, purchase outerwear for staff and increase funds in the transportation and travel budget sufficient to support transportation costs related to cannabis inspections, weights and measures device inspections, and contracted state plant pest disease program functions.

FINANCIAL IMPACT:

The resulting increase in the Agricultural Commissioner's budget unit 1100261-1400 (extra-help) is covered by an increase in the department's UGT. The department's FY 2018-19 adopted budget estimated \$137,500 in UGT. The actual amount of UGT revenue to be received by the department totals \$211,134.00.

The total additional cost for extending the extra-help hours is \$25,000. The computer equipment, cell phone signal boosters, new desks, outerwear and transportation and travel budget increases are estimated to cost \$39,600.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service and managing resources to ensure sustainability of those services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for additional extra-help hours however, this is not recommended as denial of this request would leave the Agricultural Commissioner's Office without the staffing necessary to adequately administer the department's detection trapping and cannabis regulatory programs.

ATTACHMENTS:

1. Supplemental Budget Extra-help Hours Extension-UGT

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A