COUNTY OF HUMBOLDT

For the meeting of: 10/6/2026

File #: 26-996

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Request to Close the Planning and Building Department Office to the Public From Noon to 5 p.m. on Oct. 29, 2026, for Department Meeting and Training

RECOMMENDATION(S):
That the Board of Supervisors:

1. Authorize the Planning and Building Department office at 3015 H Street, Eureka, to close to the public from Noon to 5:00 PM on Thursday, Oct. 29, 2026.

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:
The Planning and Building Department requests authorization to close the office to the public on Thursday, Oct. 29, 2026, from noon to 5 p.m. to allow all department employees to participate in training and team-building exercises. The closure would represent a reduction in walk-in counter availability of two hours and reduction in email and phone availability of five hours. The department's normal business hours on Thursday are 8:30 a.m. to 2 p.m. for walk-in counter hours and 8:30 a.m. to 5 p.m. for email and phones.

The purpose of this closure is to bring the entire department together for training and team-building exercises. Due to size constraints at the current work location, the department does not have adequate space to support meaningful team engagement. The limited environment prevents the type

of interactive, team-based exercises that are essential for effective collaboration and organizational alignment. Conducting the event at an alternate location will ensure staff can fully participate in both the training and the team-building components.

Past training events have consistently proven successful; team members expressed appreciation for the opportunity to connect across units, reported positive experiences, and indicated that the training was presented in a format that was accessible, well-received, and easy to put into practice. Feedback from these events reinforces the importance of offering dedicated time for team engagement and professional development.

Approval of this closure will allow the department to continue building on these successes and to invest in an event that supports a stronger, more cohesive, and better-aligned workforce.

Therefore, staff requests that the Planning and Building Department be closed to the public on Thursday, Oct. 29, 2026, from noon to 5 p.m. to allow all department employees to participate in the training and team-building exercises.

Should your Board approve this request, a notice of the temporary closure will be posted on the front door of the Planning and Building Department as well as on the department webpage.

A consequence of the reduced hours for the Planning and Building Department office will include the closure of the public counter that serves Public Works Land Use Division. Members of the public will not have access to Public Works Land Use Division staff during the office closure.

SOURCE OF FUNDING:
General Fund contribution

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	**FY25-26**	**FY26-27 Projected***	**FY27-28 Projected***
Budgeted Expenses	1,500		
Total Expenditures	1,500		

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	**FY25-26**	**FY26-27 Projected***	**FY27-28 Projected***
General Fund	1,500		
Total Funding Sources	1,500		

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact**:**

The estimated cost of the training is $1,500. Expenditure appropriations for this event are captured in the approved budgets of the Planning and Building Department and will be divided across all four budget units (1100262, 1100269, 1100277, 1100282), which will collectively cover the cost of the offsite venue rental as well as food and beverages for participating staff. Revenue is available from the General Fund contribution to each of the budget units. Employees will be paid regular salary hours for attendance in the training. During this time, project work production will not occur.

OTHER AGENCY INVOLVEMENT:
Public Works Land Use Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board of Supervisors could deny this request to close the office. This is not recommended because department employees will not have an opportunity to participate in the department-wide training and team-building exercises planned for this time.

ATTACHMENTS:
None

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A