



COUNTY OF HUMBOLDT

For the meeting of: 6/28/2022

File #: 22-854

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:
Compensation Adjustment for Director of Planning & Building

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve an increase of 15% in annual base pay for the position of Director of Planning & Building (Class 0832, Unit 10) effective the pay period beginning June 26, 2022;
2. Adopt Resolution No. _____ amending the Oct. 1, 2017, through and inclusive of Sept. 30, 2022, Compensation Plan for Appointed and Elected Department Heads; and
3. Adopt a Comprehensive Compensation Schedule and Classification Summary effective June 26, 2022.

SOURCE OF FUNDING:
General Fund

DISCUSSION:
The Board-adopted Compensation Plan for Appointed and Elected Department Heads provides a process for evaluating additional compensation for department heads based on changes in responsibility. Pursuant to the language in the compensation plan regarding increased workload, staffing and/or program responsibilities, staff recommends that the Director of Planning & Building (Class 0832, Unit 10), John Ford, receive a 15% increase in compensation for taking on additional responsibilities. This request would amount to additional compensation for the Director of Planning & Building of \$23,286 annually.

In August 2017, Code Enforcement, including the Code Enforcement Measure Z budget unit, was transferred from County Counsel to Planning and Building. In that time the staffing has gone from 5.5 FTE to 14.0 FTE, with a budget increase of approximately \$1 million. Likewise, during the Director of Planning & Building's tenure with the county, a robust and comprehensive Cannabis Planning Division has been created. This division began with 5.0 FTE and has increased to 16.0 FTE, with a budget increase of approximately \$1.8 million. In addition, the Planning & Building Department has taken on significant Advance Planning responsibilities including Nordic Aquafarms permitting, Housing Trust

Fund, McKinleyville Town Center Master Plan, Sea Level Rise planning, Drought Task Force, Accessory Dwelling Unit Ordinance, and others.

Overall, the Planning Department has gone from an annual budget of \$6.2 million with 40.0 FTE in Fiscal Year (FY) 2016-17 to an annual budget of \$28.1 million with 84.0 FTE in FY 2022-23.

The Planning and Building Director has led the department through significant growth in terms of budget, staff and divisions, and has implemented innovative programs as well as guided the county through the controversial legalization of cannabis cultivation with a strong demonstration of skill and leadership capabilities. Heading into the future, additional focus will be needed to navigate housing demands and infrastructure growth. Other than negotiated cost of living increase, the Planning and Building Director salary has not been evaluated with consideration of the increased responsibility that has taken place in recent years.

While the Department Head compensation plan allows for an increase of up to 10%, a request of 15% is proposed today to be reflective of a commensurate salary for the skills and ability required of the Director of Planning & Building as demonstrated in the past and will be required in the future to effectively execute Long Range Planning functions that will address housing shortages, the emergence of new industries and population growth. Accordingly, an annual increase of 15% in base pay for the position of the Director of Planning & Building is recommended.

To effectuate this, a resolution amending the Compensation Plan is necessary. Such a resolution is attached for the Board's consideration.

FINANCIAL IMPACT:

Today's recommendation would increase the total base salary by \$23,286 in FY 2022-23, or \$31,216 for total salary and benefits. Funding for this increase is available through the general fund allocation and administrative fees collected. Salary savings are anticipated to fund this additional increase.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

Attachment 1- Resolution No. _____ Amending the October 1, 2017, through and inclusive of September 30, 2022, Compensation Plan for Appointed and Elected Department Heads
Attachment 2 - Compensation Schedule and Classification Summary effective June 26, 2022.

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PREVIOUS ACTION/REFERRAL:

Board Order No.: 18-137

Meeting of: N/A

File No.: 18-1651