




BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning & Development
Department No.: 053
For Agenda Of: September 12,
2023
Placement:
Estimated Time: Departmental
Continued Item: Five minutes
If Yes, date from: No

Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lisa Plowman, Director (805) 568-2300
Director 
Contact Info: Andrew Rasura, Deputy Director, Administration (805) 568-2031
SUBJECT: Approve Extra Help Service and Retirement Waiver for the Planning & Development Department

County Counsel Concurrence

As to form: N/A

Other Concurrence: SBCERS

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions: That the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Charles Eric Snyder is necessary to fill a critical need in the Planning & Development Department before 180 days have passed from his date of retirement;
- b) Approve and authorize the Planning & Development Department to appoint retired employee Charles Eric Snyder as an extra help employee to provide assistance with specialized building and permitting inspection services on a part time basis, not to exceed 960 hours of annual service, with an effective start date of September 18, 2023; and
- c) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines.

Summary Text:

The purpose of this item is to request that your Board certify that there is a critical need to allow the Planning & Development Department to hire retired Building Engineer Inspector Specialist, Charles Eric Snyder, as an extra help employee before 180 days have passed from his date of retirement. Mr. Snyder retired on March 31, 2023. One of Mr. Snyder's primary assignments was performing building and engineering inspections. The Office was aware that Mr. Snyder planned to retire

and transition plans were in place for coverage; however due to a recent leave of absence and unexpected turnover in the Building & Safety Division, the department is requesting his temporary return. To ensure timely building review and inspection coverage during any upcoming emergencies, we would like to have Mr. Snyder available as extra help. Mr. Snyder has spent over 20 years with the department and knows the position and Santa Barbara County community, specifically providing building and engineering work on both an as-needed and emergency basis.

If approved, Mr. Snyder will assist the Planning & Development Department by primarily providing building inspection and engineering support with any emergency and disaster work, including but not limited to research, in-person casework, and other duties as assigned in accordance with Mr. Snyder's extensive public agency experience.

Background:

The Planning & Development Department provides building and engineering inspections to the County during emergencies. There are often various, time sensitive inspections and our office must be properly staffed to respond to the critical demands.

Mr. Snyder's extra help appointment will ensure stability and continuity should emergencies arise. The Planning & Development Department anticipates that Mr. Snyder will be needed in this role for approximately nine months to one year, for no more than 960 hours per fiscal year.

Fiscal and Facilities Impacts: It is anticipated that Mr. Snyder will be providing building and engineering services up to 960 hours per fiscal year. In accordance with California Government Code Section 7522.56(d), Mr. Snyder will perform this work at a salary rate that does not exceed the maximum authorized in the County's salary table for a Building Engineer Inspector III. This extra help position will be covered by salary savings generated from vacant positions, currently included in the FY 2023-24 Adopted Budget.

Special Instructions:

Direct the Clerk of the Board to send a e-copy of the minute order of these actions to Andrew Rasura, rasuraa@countyofsb.org.

Authored by: Lisa Plowman, Director