



STAFF REPORT

December 10, 2025

TO: Honorable Mayor and City Council Members

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Resolution No. 2025-61- Approving the Opening of the Business License Technician position in the Finance Department

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2025-61, approving the opening of the Business License Technician position in the Finance Department.

BACKGROUND:

The Finance Department is currently utilizing the Economic Development Technician position to oversee business license functions in response to a high volume of applications, renewals, tax collection activities, and customer service inquiries. The department has continued to experience increased workload demands related to updating and processing business licenses, short-term rental permits, and regulatory licenses, as well as performing public counter responsibilities and other routine technical duties. To better align the duties with the appropriate job classification and support ongoing operational needs, staff recommends reopening the Business License Technician position and closing the Economic Development Technician position within the Finance Department.

DISCUSSION/ANALYSIS:

Reopening the Business License Technician position and closing the Economic Development Technician position will:

- Align the position title and job description with the core functions of business license processing and related finance duties.
- Support efficient and timely processing of business license applications, renewals, short-term rental permits, and regulatory licenses.
- Improve customer service at the public counter and by phone, as the position will be clearly dedicated to business license functions.
- Reduce confusion regarding the role of the Economic Development Technician

This position is intended to support the Finance Department's ability to maintain service levels, meet regulatory requirements, and provide consistent and accurate information to businesses operating in the city.

ALTERNATIVES:

1. Approve the action.
2. Do not approve the action.

FISCAL IMPACT:

The Business License Technician classification will result in a salary range of \$68,343.90 - \$87,226.06 annually.

Closing the Economic Development Technician position will result in a slight annual savings of approximately \$7,255.46.

Attachments:

Resolution 2025-61

Job Description

Sanitary/Miscellaneous Salary Schedule