



BOARD OF
COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: 03/16/2022

SUBJECT: Consideration of Resolution No. 2022-020 to add 1.0 Regular FTE Administrative Assistant

RECOMMENDED MOTION:

Move Approval of Resolution No. 2022-020 to add 1.0 Regular FTE Administrative Assistant

BACKGROUND AND POLICY IMPLICATIONS:

The Community Development Department, Planning Division is experiencing an increase in land use applications and presented to the BOCC on March 9, 2022, a request for a 1.0 regular FTE administrative assistant position. This position will provide additional resources to support the increasing volume of land use applications and appeals.

BUDGET IMPACTS:

The Community Development Department has available personnel budget savings; therefore, adding a new FTE will have no impact on the 2021-22 budget. In the next fiscal year, the annual position cost will be approximately \$89,000. Fees and charges revenue generated from land use applications will provide the resources needed for the new position.

ATTENDANCE:

Betsy Tucker, Senior Budget Analyst, Finance