



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: July 23, 2025

SUBJECT: Approval of Resolution No. 2025-033 to extend a 0.20 limited duration FTE for three months to allow the District Attorney's Office to continue the Organized Retail Theft prevention program

RECOMMENDED MOTIONS:

Move approval of Resolution No. 2025-033 extending a 0.20 Limited Duration FTE from July 1, 2025 to September 30, 2025, and increasing appropriations within the District Attorney's Budget.

BACKGROUND AND POLICY IMPLICATIONS:

On May 28, 2025, the Criminal Justice Commission (CJC) approved a no-cost extension on the Organized Theft Grant Program award that funds the District Attorney (DA) Office's Organized Retail Theft program, allowing the DA's Office to continue program activities for an additional three months (July 1, 2025-September 30, 2025) under the current grant funding. The DA's Office will receive \$8,500 in grant rollover funds to pay for the 3-month limited duration position.

Resolution No. 2025-033 extends the following positions within the DA's office:

- Position Number 2579 - 0.20 FTE Management Analyst

BUDGET IMPACTS:

The resolution authorizes the continued employment for one part-time temporary position that supports the Organized Retail Theft program until September 30, 2025. Budget appropriations for this position were not included in the FY 2026 budget, so this budget adjustment recognizes grant revenue of \$8,500 and increases Program Expenses by the same amount.

ATTENDANCE:

Kathleen Meehan Coop, Management Analyst

Cam Sparks, Budget & Financial Planning Manager