



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 13, 2025

SUBJECT: Approval of Resolution No. 2025-037 adding 1.00 Assistant Planner regular FTE

RECOMMENDED MOTION:

Move approval of Resolution No. 2025-037 increasing FTE and transferring appropriations in the Community Development Fund.

BACKGROUND AND POLICY IMPLICATIONS:

On August 6, 2025 the Board approved the addition of one (1.00) Assistant Planner in the Planning Division of CDD (Current Planning Section) to manage entry level land use applications, telephone calls, emails, walk-in customer demands and addressing.

BUDGET IMPACTS:

The annual cost of 1.00 Assistant Planner FTE is estimated at \$126,000. With a targeted hire date of September 1, 2025, the increased Personnel appropriations for FY 2026 is \$105,000. Additionally, Materials and Services appropriations are increased by \$3,000 for computer, equipment and training.

\$108,000 of Contingency appropriations will be transferred to Program Expense to accommodate this request.

ATTENDANCE:

Cam Sparks – Budget & Financial Planning Manager