



ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve the action taken by the Los Fresnos Community Development Board adding a full time position of Economic Development Coordinator to replace the current staffing structure.

Recommendation: The CDC Board approved this at their meeting on Monday March 3.

Los Fresnos continues to grow and evolve from a small country town with growth and development continuing at a fast pace to a City with increasing needs. Due to this, I believe it is time to have a full time employee to handle of oversee our economic development. The liaison and interns have done a phenomenal job over the last 10 plus years. Our needs have grown past this to require more from this department.

Attached is a proposed job description for that full time position. The pay for this position would be just under \$25 per hour or \$50,000 per year to a high of \$35 per hour or \$72,800 per year depending on experience, knowledge and various other factors that will be determined depending on the candidate chosen. Benefits are not included so that adds about \$15,000 to \$20,000 per year.

Current Financial Impact:

\$25,334	Interns - Part Time
\$ 2,106	Benefits
\$41,600	Liaison – Part Time
\$69,040	Total

Proposed Financial Impact (Maximum)

\$72,800	Economic Development Coordinator – Full Time
\$18,108	Benefits
\$90,902	Total

Maximum Increase in budget of \$21,862. We do have the funding for this in the current budget and in future years to sustain the position.

The current liaison will be eligible to apply for the new position. If not selected, I recommend we pay 12 weeks or \$9,600 to allow time to secure other employment due to the long term commitment and work over many years.

I recommend approval.