



## **CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: 10/02/2025

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / [cpostell@trinity-nc.gov](mailto:cpostell@trinity-nc.gov)

### **AGENDA ITEM TITLE**

Budget Ordinance 26 – 05: Amendment to the General Fund to Provide Budget for Hiring a Full-Time Planning Director

### **SUMMARY**

The City Council has previously discussed the option of hiring a full-time Planning Director. Currently, planning services are contracted through Municipal Services, Inc.

Transitioning to a permanent, full-time Planning Director would be a cost-effective decision for the City of Trinity. Establishing this position would ensure a dedicated resource focused on advancing the City’s long-term planning vision. Furthermore, a full-time role would provide institutional knowledge, consistency, and workforce stability, all of which are essential to supporting sustainable growth and development.

Funding for this position would be drawn from the Planning Department’s contracted services budget. By reallocating funds, the City would reduce contracted code enforcement services (16 hours) and contracted planning services (24 hours). This adjustment would revise the budget for contracted services to a total of \$133,120.

The budget for hiring a full-time Planning Director would be as follows:

- Salary \$100,000.00
- FICA \$7,650.00
- Retirement \$14,350.00
- Group Insurance \$16,700.00

## **RECOMMENDED ACTION**

Staff recommends that Trinity City Council adopt and approve Budget Ordinance 26 – 05 to begin the process of hiring a full-time Planning Director.

## **ATTACHMENTS**

Budget Ordinance 26 – 05