RESOLUTION - ACTION REQUESTED 2020-555

MEETING: September 15, 2020

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Community Design and Development Planner - Full Time

RECOMMENDATION AND JUSTIFICATION:
Approve Change in Allocation for the Planning Department’s Community Design and Development Planner from 80% Permanent Part Time to Full Time, effective September 15, 2020.

This action is needed based on the current work load of this position (including number of grant applications being pursued, number of awarded grants being managed and number of active projects being developed and processed, including projects utilizing professional services contracts).

The additional funds to cover this request ($12,633.30 on annual basis) were included in the FY 2020-2021 budget, and were supported by Administration based on other unanticipated salary and benefit savings in the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
August 14, 2018: Resolution 2018-405 - approved the new classification and job description of Community Design and Development Planner (funding for an 80% permanent part time allocation was approved in the FY 2018-2019 budget in Planning’s budget)

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Alternatives: None
Negative action would mean the Community Design and Development Planner would continue to be employed on an 80% permanent part time basis.

FINANCIAL IMPACT:
Additional needed funds for salary and benefits for this action total $12,633.30 on annual basis and were included in the FY 2020-2021 budget.
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RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey