



Finance, Budget and Administration

Jim Martin

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-2060

Motion: 25-316

Type:

☐ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☒ Other

Requested Handling:

☒ Normal

☐ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☐ Other

☒ N/A

Executive Rec:

☒ Approve

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☐ Yes

☐ No

☒ N/A

Subject:

Approving an increase in the number of employees authorized in the 2025-2026 biennial budget in the General Fund 002 for the Executive Office.

Scope:

This motion approves an addition of one FTE in the Executive Office, for the creation of a 1.0 FTE Administrative Assistant management exempt position. The position will be at a range 109, and will provide administrative support, manage the community investment grant program, outreach, and event organization for the Office of Social Justice, and support the Human Rights Commission.

Duration: N/A

Fiscal Impact:

☐ Current Year

☐ Multi-Year

☒ N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
						0
						0
Total's	0	0	0	0	0	0

Revenue	Current Year	2025	2026	2027	2028	Total
						0
						0
Total's	0	0	0	0	0	0

Authority Granted: N/A

Background: The County Council 2025-2026 adopted budget included language allowing for the addition by motion of up to 60 FTEs (10 FTE in the General Fund and 50 FTEs in all other funds) for the biennium. Additionally, the amended budget eliminated 1 FTE within the Office of Social Justice.

Requested Action: Move to GLS on July 16th for consideration.