CLARK COUNTY
STAFF REPORT

DEPARTMENT: Community Planning

SUBMISSION DATE: April 29, 2015

REQUESTED ACTION: Approve the increase of a .50 Office Assistant (OAII) FTE to a 1 Office Assistant (OAII) FTE effective July 1, 2015.

SR Number:

YES	NO	ACTION
X		**County Manager review and approval**
X		**Referral to BOCC**
	X	**Hearing required**
		Proposed hearing date if referred to BOCC

BACKGROUND

The Community Planning Department is requesting approval from the Board of County Councilors to increase one (1) Office Assistant from .5 FTE to a 1 FTE, effective July 1, 2015.

The Community Planning Department is in the process of reorganizing its department to address personnel needs that will result in more appropriate staffing level. This action will allow the Department sufficient resources to serve the various mandated functions it provides to Clark County citizens and Clark County government.

ADMINISTRATIVE POLICY IMPLICATIONS

There are no administrative policy implications.

COUNCIL POLICY IMPLICATIONS

There is no council policy implication. Increasing an Office Assitant position from a .50 FTE to a 1 FTE, effective July 1, 2015, results in an increase of $45,383 for the reminder of the 2014-2016 biennium. The requested staffing change, if approved, will result in changes to the Community Planning Department's FTE count which will be presented to the Board as part of the fall's regularly scheduled Readopt Supplemental Budget.

PREVIOUS REVIEWS AND ACTIONS

None.

COMMUNITY OUTREACH

There are no community outreach efforts specific to the request.

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BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

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Copies are available by close of business on the Thursday after council deliberations.

DISTRIBUTION OF COUNTY MANAGER STAFF REPORTS:

Oliver Orjiako, Community Planning
Francine Reis, Lawrence Mande, Jeremy Hammrich – Human Resources
Budget Office

SUBMITTED BY: Oliver Orjiako
DATE: April 29, 2015
ATTACHMENTS

APPROVAL
BOARD OF COUNTY COUNCILORS
CLARK COUNTY, WASHINGTON

Approved: _____
Clark County Washington,
Board of County Councilors

DATE: _5-12-15_____

SR# ___081-15_____

COUNTY MANAGER ACTION\RECOMMENDATION

By: Mark McCauley
Date:
SR Number:

REQUESTED ACTION:
Copy the requested action from page 1 here

COUNTY MANAGER RECOMMENDATION:

Action	Conditions	Referral to council?
Approval denial	*Enter conditions or requests here*	*Yes\No*

This block will be completed by the manager's office

_____ _____5/6/15_____
Mark McCauley, County Manager   Date

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Enter the distribution list from page 1here for staff reports where the manager takes action.

BUDGET IMPACT ATTACHMENT

Part 1: Narrative

Explain what creates a budget impact (additional staff, reduced revenue, change in policy, etc.).
Present assumptions for revenue and expenditure estimates.

The Community Planning Department is requesting approval from the Board of County Coucilors to increase one (1)
Office Assistant from a .50 FTE to a 1 FTE, effective July 1, 2015.

Part 2: Budget Impact

Include full position costs, including salaries and benefits.

Expenditure:

Fund	Dept	Obj	Expense change Year 1	Expense change Year 2	Expense change Year 3	Expense change Year 4	Expense change Year 5	Expense change Year 6	One time or ongoing
Total									

Revenue

Fund	Dept	Obj	Revenue change Year 1	Revenue change Year 2	Revenue change Year 3	Revenue change Year 4	Revenue change Year 5	Revenue change Year 6	One time or ongoing
Total									

Part 3: FTE Profile Over Time

# FTE	Type*	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

*operating, revenue, project, temporary

Estimated start date for employees:
July 1, 2015

Departments may insert an excel spreadsheet into the staff report.