

SUBJECT:

**Community Development Agency Departmental
Position Transfer.**

MEETING DATE:

November 1, 2022

SUBMITTED BY:

Brantley Day

SUGGESTED ACTION:

Consider budget amendment in the amount of \$58,046.00 to transfer the full time equivalent (FTE) position of Executive Assistant from the Planning and Zoning budget to the Engineering budget to consolidate the administrative functions of the Community Development Agency.

FACTS AND ISSUES:

In a slight reorganization of the Community Development Agency, administrative functions of the agency are being consolidated in the engineering budget, which requires the transfer of the full-time equivalent (FTE) position of Executive Assistant from the Planning and Zoning budget to the Engineering budget.

ATTACHMENTS:

[2022 Budget Transfer Request 11.1.pdf](#)