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**Agenda Item
Special Meeting of the
Board of Supervisors
Tuesday, December 2, 2025**

Item Number: 2.A

MEETING DATE: 12/02/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Henie Ring

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATIVE OFFICE – E. COLIO WARREN

1. Approve lifting the hiring freeze to authorize the Resources Management Agency Planning division to hire a 1.0 FTE Planner-Assistant and the Engineering and Public Works Division to hire a limited-term 1.0 FTE Accounting Manager through June 30, 2026; and
2. Allocate the limited term of 1.0 FTE Accounting Manager to the County's FY 25/26 Schedule of Authorized Positions; and
3. Direct Human Resources to begin open recruitment for the two positions.

SBC FILE NUMBER: 119

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

Public Works:

On September 29, 2025, the current 1.0 FTE Accounting Manager in the Public Works Division submitted a resignation to be effective on October 10, 2025. As part of the balancing for FY 2025/26 County Budget, the Accounting Manager position was deleted from the department's budget which was adopted by the Board of Supervisors on October 1, 2025. In order for the County's Auditor Controllers Office to complete reporting to the State Controller's Office, a variety of year end tasks are needed to be completed to close the FY 2024/25 Budget. The Public Works division is requesting to hire a limited term extra-help Accounting Manager to assist in this process. The incumbent would also spend substantial time working on road and bridge projects. Currently there is funding in the Roads fund to

cover approximately seven (7) months of salary for a limited term Accounting Manager not to exceed beyond June 30, 2026.

Planning:

As part of the balancing for FY 2025/26 County Budget, 1.0 FTE Principal Planner and two 2.0 FTE Associate Planner positions have been deleted from the department's budget adopted by the Board of Supervisors on October 1, 2025. Since the adoption of the County's Budget, the Planning division has received two (2) resignations. One Building Inspector III separated effective November 14, 2025, and one Senior Planner separated effective November 21, 2025, leaving the department with only two professional planning staff. The Planning division is requesting to hire a 1.0 FTE Planner-Assistant. There would be salary savings from the vacated Senior Planner and Building Inspector III positions; in addition, there is approximately \$20,000.00 from the cannabis project budget. The savings and cost to fill a Planner-Assistant is not to exceed \$58,500 through June 30, 2026.

FISCAL IMPACT:

Public Works - Fiscal Impact:

Through review of the Road Maintenance budget, there is sufficient funds in GL# 210-70-2010-1000-610-101 to cover the salary expenses for approximately seven (7) months in the amount of not to exceed \$111,000.00.

Planning - Fiscal Impact:

Salary savings in available due to two (2) vacated budgeted positions: Senior Planner and Building Inspector III, not to exceed \$58,500 through June 30, 2026.

STAFF RECOMMENDATION:

1. Allocate the limited term of 1.0 FTE Accounting Manager to the County's FY 25/26 Schedule of Authorized Positions and approve lifting the hiring freeze to authorize the hiring of a 1.0 FTE (Limited Term) Accounting Manager in the Engineering and Public Works Division for the Resource Management Agency (RMA) thru June 30, 2026, and direct Human Resources to begin an open recruitment; and
2. Approve lifting the hiring freeze and authorize the Resources Management Agency - Planning division to hire a 1.0 FTE Planner-Assistant; and direct Human Resources to begin an open recruitment.

ATTACHMENTS:

[Agenda Fact Sheet - RMA Positions](#)