

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>DATE SUBMITTED:</b> 4/28/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>PREPARED BY:</b> Carlee Nave          |
| <b>Meeting Date Requested:</b> 5/4/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>PRESENTED BY:</b> Carlee Nave         |
| <b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Brought Before the Board<br>Time needed: |
| <b>SUBJECT:</b> Approval of Additional Planner Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                          |
| <b>FISCAL IMPACT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                          |
| Annual Impact: Planner I = \$68,433 - \$87,354<br>Planner II = \$74,001 - \$94,819                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |
| <b>2021 Impact (assuming a June 1 hire date):</b> Planner I = \$39,919 - \$50,957<br>Planner II = \$43,167 - \$55,311                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                          |
| <b>BACKGROUND:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |
| At the April 27, 2021 meeting, the Board authorized the Planning & Building Department to add an additional Planner position. Today's resolution formalizes that approval, and resolves related budgetary issues. We are requesting the Board approve funding for the full salary range of Planner I and II to allow us to cast the widest recruitment net and fill the position as quickly as possible. Our goal will be to find an experienced Planner II who can hit the ground running, but we do not want to limit the scope of our recruiting due to the challenges of the current labor market. |                                          |
| <b>RECOMMENDATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
| Parties below recommend approval of the resolution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                          |
| <b>COORDINATION:</b> Derrick Braaten, Planning & Building Director, and Matt Mahoney, Public Works Director brought the request for additional help to the Board. HR worked with D Braaten and M Mahoney to prepare the documents for the Board today. T Westerman, Director of Finance, reviewed the resolution for necessary budgetary components. K Johnson, County Administrator, has reviewed the package.                                                                                                                                                                                        |                                          |
| <b>ATTACHMENTS:</b> (Documents you are submitting to the Board)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          |
| <ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Budget Personnel Request Form</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |
| <b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf)                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |
| Thomas Westerman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |

*I certify the above information is accurate and complete.*

Carlee Nave, HR Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

***ADDITION OF A PLANNER POSITION IN PLANNING AND BUILDING  
and RELATED INTER-BUDGET TRANSFERS***

**WHEREAS**, Franklin County is amongst the fastest growing counties in Washington State; and

**WHEREAS**, the Planning & Building Director has identified that the current staffing level of the planning division of the Planning & Building Department is inadequate for the needs of a growing county; and

**WHEREAS**, the Board of Franklin County Commissioners approved the addition of a full-time Planner at their April 27, 2021 meeting; and

**WHEREAS**, the current labor market necessitates casting a wide net and recruiting for a Planner I or II designation simultaneously, depending on qualifications and experience; and

**WHEREAS**, the Board of Franklin County Commissioners deem this request to be in the best interest of the County.

**NOW, THEREFORE IT IS HEREBY RESOLVED** the Board of Franklin County Commissioners authorizes the addition of one full-time equivalent to fill the role of Planner I or II, depending on qualifications and experience.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes transfers from the 2021 Non-Departmental Contingency 101700 5001 totaling \$55,286 as follows:

|    |          |                      |        |      |          |
|----|----------|----------------------|--------|------|----------|
| To | Planning | Salaries and Wages   | 101132 | 1000 | \$39,540 |
| To | Planning | Social Security      | 101132 | 2010 | \$ 3,025 |
| To | Planning | Medical & Dental     | 101132 | 2020 | \$ 7,210 |
| To | Planning | Retirement           | 101132 | 2030 | \$ 5,129 |
| To | Planning | Industrial Insurance | 101132 | 2040 | \$ 174   |
| To | Planning | Unemployment         | 101132 | 2050 | \$ 150   |

To Planning Paid FMLA 101132 2055 \$ 58

DATED this \_\_\_\_ day of \_\_\_\_\_, 2021.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member

# 2021 ADDITIONAL POSITION BUDGET REQUEST FORM

USE THIS FORM FOR ADDING A POSITION THAT EXISTS WITHIN THE COUNTY

**Department** PLANNING AND BUILDING

**Position Title** Planner I

**Bargaining Unit** NON BARGAINING, 7.5-hour day

Position Grade 15  
 Salary Range \$ 45,942 - \$ 61,601  
 Requested Step 1 Requested Hours per Week 37.50  
 Requested Salary \$ 45,942.00

Has HR reviewed the request and made a compensation recommendation? YES  
 Is the requested salary consistent with HR's recommendation? YES  
 Is the position eligible for health benefits? YES  
 Is the position eligible for retirement benefits? YES

**JUSTIFICATION:**

Entry level Planner I

**Cost Calculation**

(See Attachment B1 for current rates depending on bargaining unit)

|                                  |           |                         |
|----------------------------------|-----------|-------------------------|
| <b>Gross Pay</b>                 | <b>\$</b> | <b><u>45,942.00</u></b> |
| FICA/Medicare                    |           | 3,515.00                |
| Health Benefits                  |           | 12,360.00               |
| Retirement                       | PERS      | 5,959.00                |
| Labor & Industries               | 5306      | 299.00                  |
| Unemployment                     |           | 300.00                  |
| Paid Family Medical Leave        |           | 68.00                   |
| <b>Subtotal Benefits</b>         | <b>\$</b> | <b><u>22,501.00</u></b> |
| <b>Total Salary and Benefits</b> | <b>\$</b> | <b><u>68,443.00</u></b> |

**OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|                              |           |                         |
|------------------------------|-----------|-------------------------|
| <b>Subtotal Other Costs</b>  | <b>\$</b> | <b><u>-</u></b>         |
| <b>Total Cost of Request</b> | <b>\$</b> | <b><u>68,443.00</u></b> |

Dept Head Signature: Carlee Han for D Braaten

**2021 ADDITIONAL POSITION BUDGET REQUEST FORM**  
 USE THIS FORM FOR ADDING A POSITION THAT EXISTS WITHIN THE COUNTY

**Department** PLANNING AND BUILDING

**Position Title** Planner II

**Bargaining Unit** NON BARGAINING, 7.5-hour day

Position Grade 16  
 Salary Range \$ 50,544 - \$ 67,782  
 Requested Step 7 Requested Hours per Week 37.50  
 Requested Salary \$ 67,782.00

Has HR reviewed the request and made a compensation recommendation? YES  
 Is the requested salary consistent with HR's recommendation? YES  
 Is the position eligible for health benefits? YES  
 Is the position eligible for retirement benefits? YES

**JUSTIFICATION:**

Top step Planner II would require significant direct experience.

**Cost Calculation**

(See Attachment B1 for current rates depending on bargaining unit)

|                                  |      |                            |
|----------------------------------|------|----------------------------|
| <b>Gross Pay</b>                 |      | <b>\$ <u>67,782.00</u></b> |
| FICA/Medicare                    |      | 5,186.00                   |
| Health Benefits                  |      | 12,360.00                  |
| Retirement                       | PERS | 8,792.00                   |
| Labor & Industries               | 5306 | 299.00                     |
| Unemployment                     |      | 300.00                     |
| Paid Family Medical Leave        |      | 100.00                     |
| <b>Subtotal Benefits</b>         |      | <b>\$ <u>27,037.00</u></b> |
| <b>Total Salary and Benefits</b> |      | <b>\$ <u>94,819.00</u></b> |

**OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Subtotal Other Costs** \$ -

**Total Cost of Request** \$ **94,819.00**

Dept Head Signature: Carleen Han for D Braaten