



**MARIN COUNTY
COMMUNITY DEVELOPMENT AGENCY**

BRIAN C. CRAWFORD, DIRECTOR

February 9, 2010

Board of Supervisors
County of Marin
Civic Center
San Rafael, CA 94903

SUBJECT: Request for extension of time for one fixed-term position of Planning Aide and related budget actions.

Dear Members of the Board:

RECOMMENDATION: Extend time for one fixed-term, full-time Planning Aide (Position #06800004) from February 26, 2010 to June 30, 2010 in Fund 10000, Fund Center 4000023000, Sustainability.

SUMMARY: The Community Development Agency programs related to sustainability and energy efficiency have experienced significant growth in recent years due to a combination of program needs and successful grant awards. After working with Human Resources and the County Administrator Office, we are requesting continuation of the full-time fixed-term position of Planning Aide through the end of fiscal year 2009-2010. The position continues to provide temporary support for the sustainability and energy programs including current grant administration and new grant applications, the MEA program, green business program and climate change research. The extension of this position is crucial in order to provide coordination for existing CDA grants, coordinate requests for additional grant funding, and ensure smooth operations of MEA during its start up phase. The current request for time extension is for four months.

FISCAL IMPACT: On an annual basis, the cost for the full-time position including benefits is approximately \$70,500. The cost for the position from February 26, 2010 to June 30, 2010 is \$23,500. Budget is available in Fund 10000, Fund Center 4000023000, GL 5110200.

REVIEWED BY: Auditor-Controller [n/a]
 County Counsel [n/a]
 Human Resources []

Respectfully submitted,

Dawn Weisz
Principal Planner

Brian C. Crawford
Agency Director