



DATE: March 18, 2021

TO: Steve Ehlmann, County Executive
Joann Leykam, Director of Administration

CC: Rory O'Sullivan, County Counselor
Donna Vogt, County Council

FROM: Michael Hurlbert, Director of Community Development

RE: Item for March 29, 2021 County Council Meeting

The Community Development Department is submitting the following item for the March 29, 2021 County Council Agenda.

BILL FOR INTRODUCTION:

An Ordinance amending the budget of St. Charles County Missouri, for fiscal year 2021, as adopted by Ordinance 20-094 due to a change in the Department of Community Development. In an effort to increase efficiencies of service, the Department has requested to remove one (1) Administrative Asst-Intermediate position and add one (1) Clerical Supervisor II position. This position will effectively supervise the daily operation of the Division's Government Service Representatives, provide administrative support to the Division Director and to assist the general public for the Building and Code Enforcement of Community Development.

There are sufficient funds already allocated in the budget for fiscal year 2021 to cover the cost of these changes.