



Office of the County Administrator

To: Julia Larsen, HR Director
Emily Beam, Budget Officer

From: Yvette Bowden, Assistant County Administrator
Jana Petersen, County Administrator

Date: Aug. 29, 2023

Subject: Request for additional FTE to support the Southeast Community Hub

The Southeast Community Hub in Lafayette is scheduled to open at the end of September, and centralized staffing is necessary to support the new building. Commissioners previously have approved three FTE for operation of the building: a custodian, a building maintenance worker, and a security officer. The new building will be a place where people can obtain various Boulder County services in a centralized location, similar to the St. Vrain Community Hub in Longmont.

In working with departments and offices moving into the space, staff have identified an additional need where there is not an opportunity to repurpose existing FTE to meet the need, as follows:

Administrative Lead Technician

Amount (Salary + Benefits): \$85,489/year

Opening of the building requires one staff member at an information desk to meet visitor navigation, mail/delivery receipt and other administrative service expectations. The position will be filled with Spanish speaking required.

The Office of County Administrator has sufficient funds available in 2023 to cover the cost of the FTE for the remainder of the year. If approved, the annual cost would be added to the 2024 salary budgets for OCA.

Action requested:

Approval of the FTE to support the operation of the Southeast Community Hub

Claire Levy County Commissioner **Marta Loachamin** County Commissioner **Ashley Stolzmann** County Commissioner