

TO: Thomas Frutchey, City Manager

FROM: Warren Frace, Community Development Director

SUBJECT: Conversion of an existing part time Staff Assistant III (intern) position to full time Technician III (Assistant Planner) position

DATE: March 1, 2016

NEEDS: For City Council to consider converting an existing part time Staff Assistant III (intern) position into a full time Technician III (Assistant Planner) position within the Community Development Department.

FACTS:

1. The Department currently has a City Planner, Associate Planner, and part-time intern handling all planning entitlements, CEQA reviews, development reviews, plan checks, sign permits, and business license reviews.
2. Over the past year, the City has seen a significant increase in planning applications for hotels, planned developments, specific plans, industrial projects, and cellular facilities. In addition to regular development review processing, Planning staff is currently struggling to maintain timely 30 day reviews on the following large-scale planning projects:
 - o 8 pre-application planning reviews
 - o 2 large RV park projects
 - o 4 major general plan amendment applications
3. The City Council has identified a number of special projects that require planning staff resources, including the Grading Ordinance Advisory Committee, Housing Constraints and Opportunities Committee, Historic Resources Committee, and Vacation Rental Policy review.
4. Staff has identified un-licensed vacation rentals that presently do not pay transient occupancy tax as a significant source of lost revenue. Staff estimates lost revenues at \$400,000 annually. Currently, there are no available staff to coordinate the additional necessary licensing and code compliance efforts. As part of the City's effort to ensure equity between those operators of short-term rentals who are licensed, those that are not, and hotels, it will be necessary to reach out to owners of those properties that are not licensed.
5. The Community Development Department historically had an Assistant Planner position, but as a result of the recession, this position was eliminated in June 2009 through the layoff prevention plan.

6. The current incumbent of the half-time Staff Assistant III position is an intern, and has completed the internship requirements. Rather than recruit for another intern, the City can recruit for an Assistant Planner.
7. Once the recruitment is initiated, the position will be held open until filled, and will be open to both internal and external candidates. There are several in-house personnel who meet the qualifications for an Assistant Planner position.
8. The position will generate revenues greatly in excess of costs. Among other duties, the selected candidate will be notifying the operators of short-term rentals that have not received licenses, processing new short-term rental applications, and processing other planning and zoning permit applications.

ANALYSIS &

CONCLUSION: Converting an existing part time Staff Assistant III (intern) position into a full time Technician III (Assistant Planner) position will have the multiple benefit of expanding planning staff capacity and improving the City’s collection of revenue. Recent staffing changes in the Building Division improved the processing of building permit applications and have reduced turn-around time. Similar reductions in turn-around time are needed and possible for planning and zoning permit applications. The position will be funded by reallocating the intern position funding along with increased transient occupancy tax collection, thereby minimizing the impact to the General Fund.

Staff are re-examining the position structure as part of the budget process. Normally, a request like this would be considered when the Council reviews the proposed budget. For several reasons, however, it is preferable to address the conversion now. First, the completion of the internship will lead to a reduction in staff resources in Community Development, at the same time that the need to efficiently and responsively process applications is heightened. And second, by not addressing unlicensed short-term rentals, the City would be continuing an existing significant inequity and sacrificing revenue that can assist in paying for needed programs.

POLICY

REFERENCE: 2.44 Municipal Code (Personnel Plan – Rules and Regulations)

FISCAL

IMPACT: For the remainder of FY2016, a full time Assistant Planner (Technician III) will cost less than \$30,000 more than the 0.5-part time Staff Assistant III. The Assistant Planner will charge time to planning applications and staff the City’s collection program for transient occupancy tax from vacation rentals. In the current fiscal year, the Community Development Department has a \$50,000 salary savings as a result of vacant

positions, as a recruitment process is needed before the position can be filled. Annual costs will be \$90,000 more per year than would the continuation of the Staff Assistant III position, which contributes only 17 hours per week, versus the 40 or more hours per week from an Assistant Planner. The full costs of the Assistant Planner position will continue to be more than covered by the revenues generated, creating a net increase in General Fund balance each year.

- OPTIONS:**
- a. Adopt Resolution 16-XXX approving the conversion of a half-time Staff Assistant III position to a full-time Assistant Planner position, to address current planning matters such as short-term rentals and project applications. As the additional costs will be more than addressed by application fees, no budget appropriation is necessary; or
 - b. Amend the above option.
 - c. Refer back to staff for additional analysis
 - d. Reject option.

- Attachments: 1. Assistant Planner (Technician III classification description)

City of Paso Robles

Revised July 2011
FLSA NON-EXEMPT

TECHNICIAN III

DEFINITION

Under general supervision, provides technical expertise and performs a variety of technical office and/or field support tasks involving the operation, enforcement, maintenance and problem resolution of departmental and/or City-wide systems and functions; provides lead direction and work instruction to assigned crew; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from assigned administrative and or management staff. Incumbents are responsible for indirect supervisory responsibilities involving authority over and review of the work produced as a technical expert but not direct supervision or evaluation of staff.

CLASS CHARACTERISTICS

This is the lead technician level. Incumbents may plan and conduct special projects and assignments involving difficult, critical, and/or technical work responsibilities that require practical knowledge and work background. Responsibilities differ depending upon the technical expertise required within the department or function assigned. This class is distinguished from the Technician IV in that the latter demonstrates advanced technical knowledge and skills allowing incumbents to function with greater independence.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, leads and reviews the work product of staff performing technical support work.
- Initiates, conducts, and/or provides lead direction on support work for the most difficult, sensitive, and/or highly technical assignments, studies, or projects; monitors processes and timelines; and evaluates final products.
- Assists with developing and implementing new procedures, programs, trends, regulations, and guidelines related to functional operations, compliance and/or enforcement.
- Ensures that the technical functions of the department/division are effectively carried out.
- Monitors and coordinates the daily operation of assigned areas and maintains

appropriate records.

- Provides quality control of City functions by reviewing reports, applications, studies, design and construction; performs enforcement actions to ensure that the quality standard of the City are achieved.
- Receives visitors and telephone calls; and/or provides factual information or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances.
- Responds to written and verbal requests from a variety of agencies; provides information to City staff, regulatory agencies, other organizations and the public.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to City or department activities.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and may operate a two-way radio or other department-specific equipment.
- Develops, organizes and maintains various administrative, reference and follow-up files, records and databases; purges as required.
- Coordinates activities with and provides information to contractors and service suppliers.
- May conduct inspections to evaluate compliance with City ordinances, state and federal governmental laws and other requirements; reports failures or operating difficulties and makes suggestions for correcting non-compliance.
- May operate, adjust and maintain mechanical or computer equipment to execute job-related responsibilities and to assure maximum efficiency of processes, standards, and regulations.
- May calculate, collect and account for fees and other monies collected using City ordinances and fee schedules.
- May secure and compare information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyzes and makes recommendations; ensures items are properly stored; updates inventory and generates inventory reports for reference.
- May coordinate special projects that vary depending on department to which assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices and new developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, county, and City codes, regulations, policies, laws, rules, agreements,

- technical processes and procedures related to City and departmental activities.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Occupational safety and health rules and regulations.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Basic theories and methods associated with functional regulation and research.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Learning the functions and procedures for the department to which assigned.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Responding to and effectively prioritizing multiple phone calls, visitors and other requests for service.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Taking a proactive approach to customer service issues.
- Word processing and entering data into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school. Completion of 12 semester units from an accredited college, university or trade school in a field related to work assigned is desired.

Four years of responsible experience dealing with the public and working in an organization which will have provided knowledge of the departmental function to which assigned.

Experience working in a public agency is desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Wastewater Plant Operator III: Must possess a California class B driver's license, with a tanker and air brake endorsement. Requires the possession of or the ability to obtain a Grade III Wastewater Treatment Plant Operator certificate within a one-year timeframe. Also requires Confined Space Entry certifications.

Water Treatment Plant Operator III: Requires the possession of or the ability to obtain a Grade III Water Treatment and Grade II Water Distribution Certifications within a one-year timeframe. Also requires Confined Space Entry and Self Contained Breathing Apparatus certifications.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Engineering Technician III: Possession of an EIT or licensed land surveyor certificate is desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; or mobility to inspect various field sites; physical stamina to perform maintenance repair work, operate heavy equipment, work on uneven terrain and lift and carry equipment and materials weighing up to 60 pounds, unassisted; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Attendance at off-hours meetings and response to off-hours emergencies may be required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Typical Working Titles included in this classification:

Assistant Planner
Building Inspector
Engineering Technician III
Information Systems Technician
Plant Operator III,
Wastewater/Water

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

RESOLUTION NO. 16-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROVING CONVERSION OF A HALF-TIME STAFF ASSISTANT III POSITION TO A FULLTIME
TECHNICAL ASSISTANT III / ASSISTANT PLANNER POSITION

WHEREAS, over the past year, the City has seen a significant increase in planning applications for hotels, planned developments, specific plans, industrial projects, and cellular facilities; and

WHEREAS, the City Council has identified a number of special projects that require planning staff resources, including the Grading Ordinance Advisory Committee, Housing Constraints and Opportunities Committee, Historic Resources Committee, and Vacation Rental Policy review; and

WHEREAS, staff has identified un-licensed vacation rentals that presently do not pay transient occupancy tax as a significant source of lost revenue which is estimated at \$400,000 annually; and

WHEREAS, as part of the City's effort to ensure equity between those operators of short-term rentals who are licensed, those that are not, and hotels, it will be necessary to reach out to owners of those properties that are not licensed; and

WHEREAS, the Community Development Department historically had an Assistant Planner position, but as a result of the recession, this position was eliminated in June 2009 through the layoff prevention plan; and

WHEREAS, converting an existing part time Staff Assistant III (intern) position into a full time Technician III (Assistant Planner) position will have the multiple benefit of expanding planning staff capacity and improving the City's collection of revenue; and

WHEREAS, in fiscal year 2016 the position conversion will be covered by existing departmental salary savings, and in subsequent years the position will generate revenues greatly in excess of the costs.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of El Paso de Robles to authorize conversion of a half-time Staff Assistant III position to a full-time Technician III (Assistant Planner) position.

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 1st day of March 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk