



Council Agenda Report

From: Warren Frace, Community Development Director

Subject: Authorization to Extend Part-Time Administrative Assistant III Position to Support Accela Permitting System Installation (“Building Permit System”)

Date: September 7, 2017

Facts

1. On September 20, 2016, the City Council authorized a contract and expenditures to purchase and install a new Land Management System (LMS) (“Building Permit System”).
2. As part of the Council authorization, \$26,000 was allocated for a “backfill” temporary staff person to assist in the LMS setup and data conversion process.
3. The City contracted with Barbara Naftel-Anderton, a retired Building Division Administrative Assistant who is very familiar with the current permits plus LMS system, as a temporary Administrative Assistant III
4. Ms. Naftel-Anderton contract expired at the end of Fiscal Year 2016-17 and needs to be extend for Fiscal Year 17-18.
5. Ms. Naftel-Anderton contract is currently well below budget and is expected to be completed below the \$26,000 that was originally budgeted.
6. Consistent with City Council policy, all temporary employee contracts must be authorized by the City Council.

Options

1. Do nothing
2. Adopt Resolution 17-XXX authorizing the City Manager to extend the Part-Time Administrative Assistant III Position to Support Accela Permitting System Installation.
3. Amend the above option;
4. Refer back to staff for additional analysis.

Analysis and Conclusions

Option 2 would assists staff with the timely installation of the Accela Permitting System, which is scheduled to “go-live” by the end of calendar year. If the contract is not extended, it may result in delays to the system becoming operational.

Fiscal Impact

The \$26,000 for the backfill position was pervious authorized by the City Council and the budget transfers have been completed.

Recommendation

Approve the Resolution authorizing the City Manager to extend the Part-Time Administrative Assistant III Position to Support Accela Permitting System Installation.

Attachments

1. Resolution 17-XXX

Attachment 1

Draft Resolution

RESOLUTION NO. 17-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
AUTHORIZING THE CITY MANAGER TO EXTEND A PART-TIME STAFF
ADMINISTRATIVE ASSISTANT III POSITION IN THE COMMUNITY DEVELOPMENT
DEPARTMENT TO SUPPORT THE ACCELA PERMITTING SYSTEM INSTALLATION**

WHEREAS, on September 20, 2016, the City Council authorized a contract and expenditures to purchase and install a new Land Management System (LMS) (“Building Permit System”).

WHEREAS, as part of the Council authorization, \$26,000 was allocated for a “backfill” temporary staff person to assist in the LMS setup and data conversion process.

WHEREAS, the City contracted with a retired Building Division Administrative Assistant who is very familiar with the current permits plus LMS system, as a temporary Administrative Assistant III

WHEREAS, the temporary employee contract expired at the end of fiscal year 16-17 and needs to be extend for fiscal year 17-18.

WHEREAS, the temporary employee contract is currently well below budget and is expected to be completed below the \$26,000 that was originally budgeted.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council hereby authorizing the City Manager to extend the Part-Time Administrative Assistant III Position to Support Accela Permitting System Installation..

Section 3. This Resolution shall take effect on the date it is approved by the City Council.

APPROVED this 7th day of September, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk