



Council Agenda Report

From: Warren Frace, Community Development Director

Subject: Authorize Re-instating of a Part-Time Planning Staff Aide (Intern) Position to Backfill the Assistant Planner Position

Date: September 7, 2017

Facts

1. Historically the Planning Division has utilized student interns from the Cal Poly School of City and Regional Planning as a cost effective means of supplementing City staff and improving customer service.
2. In 2016, the intern position was converted into a full time Assistant Planner Position due to increasing permit activity and the need to better manage the increase of short-term vacation rentals.
3. Since 2016, the level of permitting activity has continued to increase, at the same time the Assistant Planner position will be on leave for the remainder of the calendar year.
4. Cal Poly's fall semester begins in September, creating an opportunity to hire a student intern.

Options

1. Do nothing;
2. Adopt Resolution 17-XXX authorizing the City Manager to re-instate the Part-Time Planning Staff Aide (Intern) Position to backfill the Assistant Planner Position
3. Amend the above option;
4. Refer back to staff for additional analysis.

Analysis and Conclusions

The Planning Division is challenged to keep up with increasing permitting activity. Significant projects include the Paso Gateway Annexation (Furlotti), Beechwood specific plan, South Chandler specific plan, Uptown / Town Center Specific Plan infill projects, and numerous hotel projects. An intern position would assist the City Planner and Associate Planner in keep high priority projects moving forward while responding to public information inquiries and code enforcement issues.

Fiscal Impact

The annual cost of a Part-Time Planning Staff Aide (Intern) Position would be approximately \$10,000 annual. This cost would be covered by salary savings during the absence of the Assistant Planner and planning application fees.

Recommendation

Approve the Resolution authorizing the City Manager to re-instate the Part-Time Planning Staff Aide (Intern) Position to backfill the Assistant Planner Position.

Attachments

1. Part-time Employee classifications
2. Resolution 17-XXX

WAGE RATE AMENDMENTS

Part-Time/Hourly Employees January 1, 2015 – December 31, 2016

CLASSIFICATION	Current Hourly Wage Range Established January 1, 2014	Amended Hourly Wage Ranges Effective January 1, 2016				
	Range	Range	Step 1	Step 2	Step 3	Step 4
Staff Aide	SA \$11.00-12.00/hr.	SA	\$11.25	\$11.75	\$12.25	n/a
Staff Assistant I	SAI \$12.50-14.00/hr.	SAIA	\$12.75	\$13.25	\$13.75	\$14.25
Staff Assistant II	SAII \$15.25-16.75/hr.	SA2A	\$15.75	\$16.25	\$16.75	\$17.25
Staff Assistant III	SA3 \$18.25-19.75/hr.	SA3A	\$18.75	\$19.25	\$19.75	\$20.25
Staff Assistant IV	SA4 \$22.00-24.25/hr.	SA4A	\$22.50	\$23.25	\$24.00	\$24.75

NOTE 1: Position classifications are general categories of job types that include many different types of work. Examples would include, but not be limited to:

- Staff Aide – Recreation; Maintenance; Clerical, &/or Customer Service Aide.
- Staff Asst. I – Lifeguard; Recreation Leader I; Library Assistant I; Unskilled Labor/Maintenance.
- Staff Asst. II – Water Safety Instructor; Police Cadet; Administrative Assistant I; Recreation Leader II; Library Assistant II; General Labor/Maintenance.
- Staff Asst. III – Asst. Pool Manager; Planning Intern; Administrative Assistant II; Library Assistant III; Skilled Labor/Maintenance; Event Staff; Asst. Police Dispatcher; Water Conservation Assistant.
- Staff Asst. IV – Pool Manager; Recreation or Library Coordinator; Police Officer Trainee, Level II Reserve Police Officer.

NOTE 2: Staff Aide and Staff Assistant I/II/III - Individual hourly wage rates may be adjusted in increments of \$.50 per hour within established wage ranges. Staff Assistant IV - Individual hourly may be adjusted in increments of \$.75 cents per hour within established ranges.

NOTE 3: Staff may become eligible for wage rate adjustment (in increments of \$.50/hr.or \$.75/hr) upon successful completion of each 12 months continuous service provided they have worked at least 600 hours and their performance for the period is rated at least "satisfactory."

NOTE 4: Level I Reserve Police Officers shall receive a wage rate commensurate with the entry level (step 1) of the regular Police Officer classification.

NOTE 5: Effective July 6, 2014 those part time employees who are PERS members shall begin contributing 2% of the employee retirement contribution.

Attachment 2

Resolution

RESOLUTION NO. 17-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES AUTHORIZING RE-INSTATING OF A PART-TIME PLANNING STAFF AIDE (INTERN) POSITION IN THE COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, historically the Planning Division has utilized student interns from the Cal Poly School of City and Regional Planning as a cost effective means of supplementing City staff and improving customer service; and

WHEREAS, in 2016, the intern position was converted into a full time Assistant Planner Position due to increasing permit activity and the need to better manage the increase of short-term vacation rentals; and

WHEREAS, since 2016, the level of permitting activity has continued to increase, at the same time the Assistant Planner position will be on leave for the remainder of the calendar year; and

WHEREAS, a number of significant projects include the Paso Gateway Annexation (Furlotti), Beechwood specific plan, South Chandler specific plan, Uptown / Town Center Specific Plan infill projects, and numerous hotels projects are currently in process; and

WHEREAS, Cal Poly's fall semester begins in September, creating an opportunity to hire a student intern.

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 Authorize Re-instating of a Part-Time Planning Staff Aide (Intern) Position to backfill the Assistant Planner Positon in the Community Development Department.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

Kristen L. Buxkemper, Deputy City Clerk