



MEMORANDUM

DATE: February 16, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Planning Staffing Discussion

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

For Council Consideration

Council may discuss and provide further direction on moving forward with the filling of a Planning position.

Background

For Council’s discussion, Staff has provided an updated City Planner Job description. The Council may want to discuss the filling of a higher-level planning position to support the Community Development Department and the Community Development Manager. This position would not have any supervisory duties, and would be mainly responsible for administering the City’s Zoning Code, associated planning duties, and the City’s recycling program. Council should provide direction on if further information or discussion is needed, or direct Staff to bring forward to a future Council meeting for a formal approval.

Budget Impact

The City Planner has traditionally been hired at Grade 15, which has a pay range of \$76,760 - \$97,238. The budget currently has an Associate Planner programed at Grade 11 (\$60,801 – 77,021), this does not include benefits, taxes, etc. Upgrading the position will likely not cause planning salaries to be over budget in 2021 as the vacancy will assist in offsetting the increased costs, but the increased costs will need to be accounted for in next year’s budget.

Attachment

Attachment A: Updated Redlined City Planner Job Description
Attachment B: Updated Clean City Planner Job Description