



## Staff Reports

---

**File #:** 27-2020, **Version:** 1

---

**To:** Honorable Mayor and Members of City Council

**From:** Vin Smith, Community Development Director

**Prepared By:** Evelyn Griffiths, Management Analyst

**TITLE:**

Budget Staffing Plan for Building Division of the Community Development Department

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to amend the Budget Staffing Plans to add one Limited Term Office Assistant to the Community Development Department Building Division.

**DISCUSSION:**

With a new Chief Building Official evaluating the workload distribution between the counter and field staff, the Community Development Director recommends the addition of one Limited Term Office Assistant to ensure continuity at the front counter in order to meet customer needs and help the division transition toward greater efficiency through technology and workforce planning through June 30, 2021. The term of the limited term position will not exceed two years, unless extended by a future Council action.

**FINANCIAL IMPACTS:**

The cost of adding a Limited Term Office Assistant for the remainder of FY 2019/20 is approximately \$30,000. No additional appropriation authority is required as salary and benefits savings will absorb the cost increase. The cost for this limited term position in FY 2020/21 is \$93,300. In FY 2020/21, the department will be transferring budget from professional services to salary and benefits to offset the cost increase with the mid-cycle budget adjustment presented to City Council in June

**CEQA:**

The Community Development Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

**NOTIFICATION:**

Department Managers