

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 6/10/19

AGENDA ITEM:	
New position – Civil Plan Review (Job class NB15)	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima, Chief Administrative Officer	
DEPARTMENT:	
Executive	
ATTACHMENTS:	
BUDGET CODE:	AMOUNT:
	\$46,000 (2019) and \$121,405 (2020)
SUMMARY:	

The Community Development Department has seen an increase in development activity and civil plan review over the past couple years. Last year, the department started utilizing outside services for civil plan review to help address workload. Plan reviews are beginning to backlog and it is important to address this before it impacts turnaround times and customer service. The department currently has a single civil plan reviewer who will be retiring in July. The City will be losing tremendous institutional knowledge and experience, which will also be difficult to replace with a single person. In order to maintain level of service and not impact development projects during this busy construction season, staff wishes to fill two positions at this time. Permit revenues collected from development for civil plan review should assist in covering position expenses. In addition, the City will not need to contract out professional services so those funds will offset the position funding. The position funding impacts are as follows:

2019/2020 New Hire Cost Impact Sheet

Civil Plan Review

	2019		2020	
Salary Base	<u>Pay Code</u>	<u>Step</u>	45,916	
7/1 2019 Hire	N115	2		
Total Salaries			45,916	96,424
Total Benefits			23,199	49,982
TOTAL ON-GOING COSTS			69,115	146,405
Number of Positions		1	\$ 69,115	\$ 146,405
Computer			\$ 2,000	
Professional Services Budget			\$ (25,000)	\$ (25,000)
TOTAL			46,115	121,405

RECOMMENDED ACTION: Staff recommends that Council authorize the additional Civil Plan Review position and funding for the remainder of the 2019-2020 biennial budget.

RECOMMENDED MOTION: I move to authorize the addition of a Civil Plan Review position and related funding for the 2019-2020 budget.