


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Dylan Feik, City Manager
DATE: July 18, 2017
SUBJECT: Consideration of a Resolution Reclassifying the Senior Planner Position to a Senior Planner/Assistant to the City Manager Position, Adopting a Salary Range for the Position, and Approving a Fiscal Year 2017-18 Operating Budget Adjustment from the Unappropriated General Fund reserves in the amount of \$7,815.

APPROVAL FOR FORWARDING:



DYLAN FEIK, CITY MANAGER

1 **ISSUE:** Consideration of a Resolution reclassifying the Senior Planner position to a
 2 Senior Planner/Assistant to the City Manager position, adopting a salary range for the
 3 position, and approving a Fiscal Year 2017-18 Operating Budget Adjustment from the
 4 Unappropriated General Fund reserves in the amount of \$7,815.

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 6 **RECOMMENDATION:** Adopt the Resolution.

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 8 **BACKGROUND/DISCUSSION:** The Senior Planner position currently resides within the
 9 Planning & Building Department. Reporting to the Planning & Building Director, the
 10 Senior Planner is responsible for a vast variety of projects related to short and long-term
 11 planning, housing, community development, plan review, special events and much
 12 more. In addition, recent department changes (such as hiring a full-time building official,
 13 reducing workhours for the department director and transitioning to an online permitting
 14 system) are providing new opportunities for reallocating workloads of current staff. The
 15 City also has an interest in promoting staff from within, as well as providing new and

16 engaging opportunities for existing staff to perform work that is exciting, intriguing and
17 promotes employee development.

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19 Over the past 16 months, the City Manager has used the Senior Planner for a variety of
20 specialized and technical projects which result in improved services to residents,
21 business owners and customers. Additionally, the current Senior Planner has expressed
22 a desire to grow his knowledge and experience of municipal government and wishes to
23 perform work that is new and outside the scope of his current job description.
24 Considering the difficulty in hiring the position of Senior Planner, I would like to
25 reclassify this position to Senior Planner/ Assistant to the City Manager, which allows
26 the position to perform increased work beyond the normal workload of a planning-
27 related position. Doing so will also allow for personal development, management
28 training and enhanced opportunities for the employee which is being sought as well.

29
30 Part of the initial workload will be to reallocate some of the existing duties of the Senior
31 Planner position to departments better suited to perform the work. For example, special
32 event planning will be allocated back to Recreation and water/wastewater connection
33 calculations could be reassigned back to Public Works.

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35 Next, the position will perform specialized duties as assigned by the City Manager.
36 Immediate project priorities include: developing a Capital Improvement Program report
37 which shows progress updates, funding status and provides other details to Council;
38 assisting department directors with conducting staffing analyses for future workload
39 demands; participating in project specific negotiations and collaborations related to
40 housing, and performing introductory human resources work which includes personnel
41 management and training.

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43 Staff is recommending a reclassification of the position as described above and as
44 follows:

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- 46 • Modify Senior Planner job description to Senior Planner/Assistant to the City
47 Manager job description.
 - 48
 - 49 • Place the Senior Planner/Assistant to the City Manager under Salary Range 43,
50 with an annual salary range of \$96,023 to \$116,717. The employee will be placed
51 at Step 4 (\$111,159) which will result in an annual increase of \$7,815 to the
52 current employee and reflects the enhanced workload and job duties required of
53 the position.
 - 54

55 **FISCAL IMPACT:** The Senior Planner/Assistant to the City Manager position is
56 proposed to be funded at Salary Schedule 43. A budget adjustment is recommended
57 from the Unappropriated General Fund reserves from account number 01-4114-4301 in
58 the amount of \$7,815 (salary only).

59

60 **ATTACHMENTS:**

61 1. Resolution

62 2. Senior Planner/Assistant to the City Manager Job Description

63 3. Salary Schedule

RESOLUTION NO. 2017-XXX

1 **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA**
2 **RECLASSIFYING THE SENIOR PLANNER POSITION TO A SENIOR**
3 **PLANNER/ASSISTANT TO THE CITY MANAGER POSITION**
4

5 **WHEREAS**, recent changes within the Planning & Building Department provide
6 opportunities for reallocating workloads of current staff; and

7 **WHEREAS**, the City Manager has recently used the Department's Senior
8 Planner for a variety of specialized and technical projects; and

9 **WHEREAS**, the current Senior Planner has expressed a desire to grow his
10 knowledge and experience of municipal government, and wishes to perform work that is
11 new and outside the scope of his current job description; and

12 **WHEREAS**, the City has an interest in promoting staff from within, as well as
13 providing new and engaging opportunities for existing staff.

14 **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of
15 Calistoga hereby modifies the Senior Planner job description to Senior
16 Planner/Assistant to the City Manager job description, that includes, in part, performing
17 specialized duties as assigned by the City Manager.

18 **NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the
19 City of Calistoga hereby directs the City Manager to place the Senior Planner/Assistant
20 to the City Manager under Salary Range 43 and approves a Fiscal Year 2017-18
21 Operating Budget Adjustment from the Unappropriated General Fund reserves account
22 number 01-4114-4301 in the amount of \$7,815.

PASSED AND ADOPTED by the City Council of the City of Calistoga at a
regular meeting held the 18th day of July, 2017 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Chris Channing, Mayor

ATTEST:

Kathy Flamson, City Clerk