



Staff Report

TO: Mayor, and City Council Members
FROM: Kari Mendoza, Administrative Services Director
DATE: January 21, 2020
SUBJECT: **Authorize Amendment to the Authorized Position List and Salary Table**

Background and Analysis:

Minimum wage increased to \$13.00 per hour effective January 1, 2020, for all employers with 26 or more employees. This increase requires an adjustment to the Recreation Specialist and Lifeguard classification salary ranges. Due to compaction the Lead Recreation Specialist salary range was adjusted to an identical apportionment.

The FY 2020 budget currently authorizes two Building Permit Technicians and one Engineering Development Technician I. As these technician positions have progressed through training and cross training, the City has discovered the need for a Plans Examiner. Staff proposes the reclassification of one of the Building Permit Technician positions to a Plans Examiner position. This will result in the elimination of one Building Permit Technician position, and the addition of a Plans Examiner position. This higher level position allows for additional duties and assignments along with the ability to do more in-house plan checking. The salary adjustment is based on similar positions in agencies previously identified through classification and compensation studies.

Increased payroll costs due to the reclassification of the Building Permit Technician to a Plans Examiner position will be covered through the City's fees. This is due to the fact that plans which have been sent out to consultants will now be reviewed in-house.

Fiscal Impact:

The minimum wage was accounted for in the FY 2020 budget and plan checking contract cost savings will absorb the salary increase for Plans Examiner.

Recommended Action:

City Council approval of the amendment to the Authorized Position List and Salary Table.

Attachments:

- A. Authorized Position List
- B. Salary Table
- C. Plans Examiner Job Description