



CITY COMMISSION STAFF REPORT

DEPARTMENT: Community Development/Human Resources

DATE: February 10, 2026

SUBJECT: Motion to approve the proposed job description and pay scale for the Senior Planner Position - **Community Development/Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the proposed position of Senior Planner at pay grade 118.

BACKGROUND OF ITEM:

The Senior Planner position was not included during the implementation of the current pay plan.

Following Jason Chockley's recent promotion to Department Director for Community Development, we recommend not filling the Assistant Director position. Instead, we plan to bolster the Building function by upgrading the Building Official from part-time to full-time and to enhance the Planning function by re-establishing the Senior Planner position at grade 118. This will allow the position to handle some of the higher-level analysis, freeing the Director from planning analysis roles. The Senior Planner would provide the necessary knowledge, experience, and support to help the department accomplish its many projects and goals.

STRATEGIC PLAN:

The addition of this position supports the Strategic Plan Mission Statement by assisting the public with the City's infrastructure, ensuring a sustainable and exemplary environment, and delivering the highest quality of public services.

The Senior Planner will play a key role in developing new strategies, completing critical projects, and ensuring that the city government's services are improved for the residents.

FISCAL IMPACT:

The elimination of the Assistant Director position will save approximately \$204,067 annually, while converting the part-time Building Official to full-time will incur an additional cost of \$115,125. Hiring a new Senior Planner at grade 118 will cost \$133,682, bringing the total cost to \$41,740. The increased expense for the Building Official will be fully charged to the Building Fund. This assumes that both the Building Official and the Senior Planner choose family health insurance.

ATTACHMENTS:

1. Senior Planner Job Description
2. Pay Scale

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Att...	01/30/26 03:26 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Man...	01/30/26 03:32 PM
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	02/02/26 04:03 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	02/02/26 04:12 PM
Allen, Tedra	END WORKFLOW - APPROVED		02/03/26 11:37 AM