



**Planning & Community
Development**

Authorization of Additional Employee Positions to Assist with Increased Development Service Activities

July 13, 2021

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Purpose

- Seek approval to add 5 FTEs and 1 LTD positions to the Planning and Community Development Department – 6 positions total.

Project Overview

The addition of these staff positions will:

- Increase the City's ability to respond appropriately to increasing development activity by aligning staffing levels with current and anticipated workload demands.
- Allow DSC to consistently meet customer service expectations.
- Support the upcoming Energov transition to HTML.
- Provide necessary time for staff development and training to increase retention.
- Ensure applicants receive more predictable processes and customer service.

These positions are directly supported by revenue.



Community Outreach and Involvement

- The community has asked for more efficiency and less confusion while going through the permitting process.
- We are working to streamline our permitting process by creating a “one-stop shop” Permit Center.
- This effort will require training of staff and allocated time to improve our processes.



Timeline

- August – October: Hiring/Onboarding Process
- October: Permitting Software Transition
- Ongoing: Training and Process Improvements



Recommendation

- Approve 6 positions within the Planning and Community Development Department
 - Engineering Supervisor (FTE)
 - Engineer (FTE)
 - Senior Engineering Technician (FTE)
 - Permit Technician (LTD)
 - (FTE) / To be determined based on process revisions and workload
 - (FTE) / To be determined based on process revisions and workload



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Thank you

Any Questions?

