

TAB 10



City of Palmetto Agenda Item

Meeting Date

4/19/10

Presenter: **Allen Tusing** **Department:** **Public Works**

Title:
Approval of Planning Supervisor position description and authorization to advertise and hire.

The Public Works Director has determined that it is in the best interest to try and hire internally for a Planning Supervisor position for the City of Palmetto. As a result, a revised job description is attached along with the step and grade salary schedule for FY 2010. The proposed grade for the planning supervisor is 117, which has a min. starting salary of \$49k and a max. starting salary of \$73k.

Assuming the position was filled at the midpoint of step 7, the starting salary would be approximately \$60K plus benefits of for a total annual cost of \$88k. The cost for the remainder of FY 2010 would be \$33K or 4.5/12 of the annual cost(assumes a May 15th start date). Staff would budget the full cost in subsequent years.

The cost associated with outsourcing for the planner has exceeded the budget. As a result, additional dollars will be needed via a transfer to pay for costs incurred for the remainder of the year. A budget transfer will be required.

Staff has identified approximately \$33k from the Parks department salary line item. The dollars are available due to vacancies and attrition within the Parks department.

If approved, the budget amendment will need to be approved and is included as a separate item on the April 19th agenda.

Budgeted Amount: \$0.00 **Budget Page No(s):** **Available Amount:** \$0.00 **Expenditure Amount:** \$33,679

Additional Budgetary Information: A budget amendment would be needed if approved. See next agenda item.

Funding Source(s): **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:**

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A

Potential Motion/ Direction Requested: Motion to approve the Planning Supervisor job description and authorize staff to advertise and fill the position.

Staff Contact: Allen Tusing, Sharon Jones

Attachments: Planning Supervisor job description, FY2010 Step and grade plan

CITY OF PALMETTO
POSITION DESCRIPTION

TITLE: PLANNING SUPERVISOR/ZONING ADMINISTRATOR

DIVISION: PLANNING

GRADE: 117

DEPARTMENT: PUBLIC WORKS

FLSA STATUS: EXEMPT

FUNCTION:

Responsible administrative and technical position as Supervisor of the Department of Planning and Zoning including current daily planning, land development review and regulation, long range planning, and comprehensive plan amendments.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED:

Manages employees that work in the Planning and Zoning department. Responsible for the overall direction, coordination, and evaluation of staff. Carries out supervisory responsibilities in accordance with the city's personnel policy and applicable laws. Responsible for interviewing staff and recommending hiring decisions to the Public Works Director. Other duties include training employees, rewarding and disciplining employees and appraising performance. Also responsible for planning, assigning and directing work, and addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, directs and coordinates through department employees the operation of the Department of Planning & Zoning. Administers special projects as required.

Manages the Comprehensive Plan and amendments, Land Development Code, Zoning Ordinance, along with other growth management policies, and reviews DRI applications for submission to the state.

Directs the development of land use proposals and makes recommendations concerning rezoning, land use changes, annexation, and site plan approval requests.

Determines time priority of specific projects in accordance with their necessity and desirability, and the time limits set for completion.

Meets with contractors, residents and project managers to guide them and interpret the code of ordinances relating to building setbacks, landscaping, fences, parking, re-zonings, annexations,

and all land use inquiries.

Gathers statistics and prepares reports, exhibits and recommendations for the City Commission and the Planning and Zoning board.

Writes, reviews and edits official documents. Acts as a technical advisor to other department heads and similar officials on planning matters.

Attends and conducts various meetings.

Makes oral and written presentations.

PERIPHERAL DUTIES:

Conducts such public hearings as may be required to gather information necessary for the drafting, establishment, and maintenance of the various growth management policies.

Receives, hears, and investigates petitions for special exceptions to the zoning ordinance.

Occasional travel may be required.

ENTRY REQUIREMENTS:

Knowledge of urban planning, community and economic development practices and other related urban and community development matters. Requires superior analytical skills and good oral and written communication skills.

This position requires the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS:

Minimum acceptable educational requirement is a Bachelors Degree in Urban or Regional Planning with six (6) years progressively responsible experience in planning and community development with a municipal or county government.

SPECIAL REQUIREMENTS:

Valid Florida Drivers License.

TOOLS AND EQUIPMENT USED:

Computer with Windows based programs such as Word, Excel and Outlook.
Fax, phone, calculator, copier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk, see and hear. The employee is frequently required to walk, sit, and occasionally drive a vehicle. Employee is frequently required to visit field work sites for evaluation of proposed developments.

The employee must occasionally lift and or move up to 15 pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment. The noise level is usually quiet. Occasionally the employee will be in field conditions while visiting development sites and may be subjected to wet, cold, hot and noisy conditions.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____ Approval _____
City Clerk HR Director

Effective 4/30/91
Revised 4/20/94
Revised 5/28/99
Revised 10/01/00
Revised 7/14/03
Revised 4/22/05
Revised 4/13/10

CITY OF PALMETTO

GRADE AND STEP SALARY SCHEDULE WITH NO COLA FOR 2010

As Approved by City Commission for FY2009 - 2010 and adjusted yearly by CPI

Schedule with no COLA Increase
SO designation = Sworn Officers at 2236 hours per year

PAY GRADE	ENTRY LEVEL	MINIMUM	MAXIMUM	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
101	22,508	22,508	33,769	23,170	23,851	24,552	25,274	26,017	26,782	27,569	28,380	29,214	30,073	30,957	31,867	32,804	33,769
102	23,633	23,633	35,458	24,328	25,044	25,780	26,538	27,318	28,121	28,948	29,799	30,675	31,577	32,505	33,461	34,445	35,457
103	24,815	24,815	37,230	25,545	26,296	27,069	27,865	28,684	29,527	30,395	31,289	32,209	33,156	34,130	35,134	36,167	37,230
104	26,055	26,055	39,090	26,821	27,612	28,428	29,271	30,147	31,053	31,991	32,952	33,938	34,951	35,993	37,066	38,171	39,309
105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
106	28,727	28,727	43,099	29,572	30,441	31,336	32,257	33,206	34,182	35,187	36,221	37,286	38,382	39,511	40,672	41,868	43,099
107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
108	31,671	31,671	47,517	32,603	33,561	34,548	35,563	36,609	37,685	38,793	39,934	41,108	42,316	43,561	44,841	46,160	47,517
109	33,255	33,255	49,892	34,232	35,239	36,275	37,341	38,439	39,569	40,732	41,930	43,163	44,432	45,738	47,083	48,467	49,892
110	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
110SO	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
111	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
111SO	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
112	38,496	38,496	57,756	39,628	40,793	41,993	43,227	44,498	45,806	47,153	48,539	49,966	51,435	52,947	54,504	56,107	57,756
113	40,421	40,421	60,644	41,610	42,833	44,092	45,389	46,723	48,097	49,511	50,967	52,465	54,007	55,595	57,230	58,912	60,644
113SO	40,421	40,421	60,644	41,610	42,833	44,092	45,389	46,723	48,097	49,511	50,967	52,465	54,007	55,595	57,230	58,912	60,644
114	42,442	42,442	63,675	43,690	44,974	46,296	47,657	49,058	50,501	51,986	53,514	55,087	56,707	58,374	60,090	61,857	63,675
115	44,565	44,565	66,861	45,875	47,224	48,612	50,041	51,513	53,027	54,586	56,191	57,843	59,543	61,294	63,096	64,951	66,861
115S	44,565	44,565	66,861	45,875	47,224	48,612	50,041	51,513	53,027	54,586	56,191	57,843	59,543	61,294	63,096	64,951	66,861
116	46,793	46,793	70,203	48,169	49,585	51,043	52,543	54,088	55,678	57,315	59,000	60,735	62,520	64,359	66,251	68,198	70,203
117	49,132	49,132	73,714	50,577	52,064	53,595	55,170	56,792	58,462	60,181	61,950	63,771	65,646	67,576	69,563	71,608	73,713
118	51,589	51,589	77,398	53,106	54,667	56,274	57,929	59,632	61,385	63,190	65,047	66,960	68,928	70,955	73,041	75,188	77,399
118S	51,589	51,589	77,398	53,106	54,667	56,274	57,929	59,632	61,385	63,190	65,047	66,960	68,928	70,955	73,041	75,188	77,399
119	54,169	54,169	81,269	55,761	57,401	59,088	60,825	62,614	64,454	66,349	68,300	70,308	72,375	74,503	76,693	78,948	81,269
120	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
121	59,722	59,722	89,602	61,478	63,285	65,146	67,061	69,033	71,062	73,152	75,302	77,516	79,795	82,141	84,556	87,042	89,601
122	62,709	62,709	94,082	64,552	66,450	68,404	70,415	72,485	74,616	76,810	79,068	81,393	83,786	86,249	88,785	91,395	94,082
122S	73,230	73,230	94,063	75,896	78,660	81,524	84,492	87,569	90,757	94,063							
123	65,843	65,843	98,783	67,778	69,771	71,822	73,934	76,108	78,345	80,648	83,019	85,460	87,973	90,559	93,222	95,962	98,784
101P	11,254	11,254	16,884	11,585	11,925	12,276	12,637	13,009	13,391	13,785	14,190	14,607	15,037	15,479	15,934	16,402	16,884
101C	4,359	4,359	6,538	4,490	4,624	4,763	4,906	5,053	5,205	5,361	5,522	5,688	5,858	6,034	6,215	6,401	6,538
103P	12,408	12,408	18,615	12,772	13,148	13,534	13,932	14,342	14,764	15,198	15,644	16,104	16,578	17,065	17,567	18,083	18,615

RESOLUTION NO. 2010-12

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 09-38, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2009-2010, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, from time to time it is necessary to increase or decrease revenues and expenditures in certain accounts, and;

WHEREAS, it is necessary to provide budgetary authorization for the expenditure of these funds;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA:

Section 1: That appropriate line items of the fiscal year ending September 30, 2010 be increased and decreased to the net effect to the General Fund of Zero (\$0) as evidenced in the listing below for the purpose of funding a Planning Supervisor position .

Decrease Budget		
001 572 1201	Regular Salaries	23,609
001 572 2101	FICA Taxes	1,806
001 572 2221	Retirement General Employee	6,182
001 572 2301	Health and Dental Insurance	1,647
001 572 2302	Health Insurance - Dependent Subsidy	347
001 572 2303	Life Insurance & EAP	33
001 572 2401	Workers' Compensation	55
		<hr/>
		33,679

Increase Budget		
001 543 1201	Regular Salaries	23,609
001 543 2101	FICA Taxes	1,806
001 543 2221	Retirement General Employee	6,182
001 543 2301	Health and Dental Insurance	1,647
001 543 2302	Health Insurance - Dependent Subsidy	347
001 543 2303	Life Insurance & EAP	33
001 543 2401	Workers' Compensation	55
		<hr/>
		33,679

Section 2: This Resolution shall become effective immediately upon its passage.

Section 3: All Resolutions and parts of Resolutions in conflict herewith are repealed.

PASSED AND DULY ADOPTED, in regular session, by the City Commission of the City of Palmetto, with a quorum present and voting, this 19th day of April, 2010.

BY: _____
Shirley Groover Bryant, Mayor

ATTEST:

James R. Freeman, City Clerk