

**ALBANY MUNICIPAL SERVICES JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA  
STAFF REPORT**

Agenda Date: 6/20/11

Reviewed by: BP

**SUBJECT:** Resolution #JPA2011-07 to establish the classification of and salary range for the position of Senior Planner

**FROM:** Ann Chaney, Community Development Director  
Jeff Bond, Planning and Building Manager  
Aaron Walker, Human Resources Manager

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**STAFF RECOMMENDATION**

Approve Resolution #JPA2011-07, A Resolution of the Board of Directors of the Albany Municipal Services Joint Powers establishing the classification of and salary range for the position of Senior Planner.

**BACKGROUND**

In the past several years, the City has budgeted for two planners: one at the Associate Planner level (most recently held by Amber Curl); and Planning Manager (currently held by Jeff Bond). Since Amber Curl left City service in January 2010, the Associate Planner position has been held vacant as a cost savings measure.

At the June 6, 2011 City Council meeting, Jeff Bond was appointed to replace Community Development Director Ann Chaney, who will be retiring later this year. As a result, the Planning and Building Manager position will become vacant.

**DISCUSSION**

As part of the transition in the Community Development Department, minor reorganization of functions of the planning position will be implemented. In the past, management responsibilities have been split between the department Director and the Planning Manager. It is intended that the management responsibilities be consolidated with the department Director.

As a result, the function of the planning position can be recast to a focus on the City's planning application process including:

- pre-application consultations;
- evaluation of applications for completeness and for compliance with land use regulations;

- facilitate neighborhood outreach;
- prepare staff reports;
- staffing of Planning and Zoning Commission meetings
- presentations to the City Council;
- monitor construction of approved projects; and
- authorize issuance of business licenses.

In collaboration with colleagues in the Community Development Department, the Senior Planner would have a significant role in the update of City land use policies and regulations. The Senior Planner also would be responsible for identifying and implementing improvements to the City's planning review process, including improving procedures and updating resources available to citizens and applicants.

The most significant difference between the requested Senior Planner position and the existing Associate Planner position is that the senior planner will have greater experience and qualifications to independently address the wide range of planning projects and policies that arise at Planning and Zoning Commission meetings.

The creation of the new position is requested at this time so that a recruitment can be conducted and a new hire be in place by the end of the summer.

### **SUSTAINABILITY**

It is anticipated that by freeing the Senior Planner from management responsibilities, more time will be available for development and implementation of policy initiatives, including climate action plan policies.

### **FINANCIAL IMPACT**

For the Senior Planner position, a salary range between the Associate Planner and the Planning Manager position is proposed. By replacing the Planning Manager with a Senior Planner, there would be a net cost savings of \$39,000 in fiscal year 2011-12.

#### **Attachments:**

1. Resolution #JPA2011-07
2. Senior Planner position description