

RESOLUTION NO. 2019 - 7319

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AMENDING THE ADOPTED 2019-20 BUDGET TO RE-CLASSIFY PROJECT MANAGER TO PERMIT TECHNICIAN AND INCREASE FROM ONE TO TWO PERMIT TECHNICIANS

WHEREAS, the Town is currently staffed with a full-time Project Manager and a three-quarter time contract Project Manager; and

WHEREAS, the Town Council has completed its first quarterly budget review for 2019-20 and revenue for building permits and plan check fees are approaching one hundred percent of the anticipated total for the fiscal year; and

WHEREAS, the incumbent Project Manager has earned 66.5 hours of overtime since July 1<sup>st</sup>; and

WHEREAS, staff anticipates heavy workload associated with building permits which have applied for; and

WHEREAS, "Permit Technician" is a more appropriate description of the functions of the Town's Project Manager.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Woodside that the 2019-20 adopted budget is amended as shown on Exhibit "A", re-classifying Project Manager to Permit Technician and increasing the authorized number of Permit Technicians to two.

\* \* \* \* \*

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 12<sup>th</sup> of November, 2019, by the following vote of members thereof:

AYES, and in favor thereof, Councilmembers: Dombkowski, Fluet, Livermore, Shaw, and Mayor Yost

NOES, Councilmembers: None

ABSENT, Councilmembers: Brown and Scott

ABSTAIN, Councilmembers: None



Mayor of the Town of Woodside

ATTEST:

  
Clerk of the Town of Woodside

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EXHIBIT A  
SCHEDULE OF MONTHLY SALARIES

	Monthly	
	Minimum	Maximum
Town Manager	18,750 (3)	
Town Engineer/Director of Public Works (1)	10,790	20,070
Planning Director (1)	10,790	20,070
Deputy Town Engineer (1)	8,605	16,002
Principal Planner (1)	7,979	14,839
Building Official	7,588	14,112
Administrative Services Manager (1)	7,126	13,251
Senior Planner (1)	7,126	13,251
Senior Engineer	7,126	13,251
Town Clerk (1)	6,691	12,443
Supervising Maintenance Worker (2)	6,283	11,684
Associate Planner	5,827	10,836
Associate Engineer	5,827	10,836
Assistant Planner	5,403	10,047
Deputy Town Clerk	5,018	9,331
Management Analyst	5,018	9,331
Maintenance Worker (2)	4,531	8,425
<del>Project Manager</del> Permit Technician	4,308	8,011
Planning Technician	4,308	8,011
Accounts Payable Specialist	4,308	8,011
Records Coordinator	4,308	8,011
Administrative Assistant	4,308	8,011
	Hourly Rate	
Clerical	15/hr	29/hr
Intern/Fellow	15/hr	29/hr
Laborer	15/hr	29/hr

(1) Eligible for Administrative Leave, to be administratively determined and managed by the Town Manager pursuant to the Town's personnel policies.

(2) Subject to emergency call back pay at two times base rate

(3) Town Manager's salary set by contract and may be amended by separate resolution.