

"Placerville, a unique historical past forging into a golden future."



City Manager's Report
October 26, 2021, City Council Meeting
Prepared by: Cleve Morris, City Manager
Item #: 12.3

Subject: Adopt a resolution approving hiring of a temporary administrative secretary position in the Department of Development Services.

Purpose: To provide additional temporary staff assistance to the Development Services Department to assist with workload over the next 2-3 months.

Background:

During the review of the current Fiscal Year budget, a request was made from the Development Services Department (DSD) to add an Administrative Secretary to assist with workload. The position was not approved but it was agreed to relook at the position at mid-year. Due to heavy workload and new unanticipated projects, we are requesting the temporary approval of that position with further review at mid-year.

Discussion: Several projects are currently being handled in addition to the day-to-day operations of the department. Currently the following items are being worked on by the department in addition to day-to-day operations:

- Cal Recycle Electronic Annual Report (EAR): This report is due annually and requires a fair amount of time to complete. The report is currently overdue with potential fines if not completed in a timely manner. The department is working on this report and is the top priority at this time.
- Armory Housing Project: This housing project is moving fairly quickly. Although approvals are done by the state due to it being on state property, they have asked for input and assistance from the City. DSD has been providing that input and this has required additional time.
- Gateway Hotel Project: Plans have been submitted for the hotel and are being reviewed by DSD. This has been a high priority for staff and the Council for many years. In recent discussions with the developer, they would like to be under construction in April. This is contingent on us being able to process their plans. Currently we are planning to have the plans before the Planning Commission on November 16, 2021. This will take a significant amount of work on the part of DSD to have the plans ready for review by that date.

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- SB 1383 Solid Waste Organics: The DSD has been the lead in overseeing solid waste and recycling. SB 1383 requires a new ordinance to address the handling of organics, primarily food waste. The ordinance must be in affect by January 1, 2022 to avoid potential fines. The DSD has been working with El Dorado Disposal on the plan and plans to bring an ordinance before the Council on November 9, 2021 for first reading. This too is requiring a significant amount of time.
- SACOG Civic Lab Upper Broadway Project: This project was recently awarded \$100,000 to study the potential for mixed use residential/commercial on Broadway. This project is being jointly handled by DSD and the City Manager.

In addition to these priority projects that are currently underway, the following projects have been requested to be worked on but as of this date we have not been able to bring forward due to workload.

- Ordinance to address Short Term Rentals: This project was reviewed with Council as a result of an appeal on a project that would have allowed a single-family home to be used as a short term rental. Council and staff projected the item could be brought back to council in November. To date we still have not been able to spend much time on this issue due to workload and other priority items.
- Traffic Control Gates: This item was requested for review in the Spring. To date we have not been able to put the report together. Recently a request came forward to specifically look at the traffic control Gate off of Bluebell Court and Hillside Drive. This also has been delayed due to workload
- Sandwich Board Signs on Main Street: Sandwich board, also known as A-frame signs on Main Street has become more of an issue. By code they are not allowed. However, interest has been expressed in possibly allowing them in some form. Work was started to review this a couple of years ago but has not proceeded due to workload.
- Sign Ordinance: Due to a Supreme Court case in Arizona (Reed v. Town of Gilbert), our sign ordinance needs to be revised. Work has started on that but still needs to be completed.
- Objective Design Standards for Affordable Housing: This identified in the recently adopted housing element. The City was able to obtain \$65,000 in LEAP funds to create standards for 3 affordable housing sites. Due to these being grant funds they must be spent within a specific time period.
- Private Sewer Lateral Ordinance: A few years ago this project was identified to assist in notifying and placing responsibility for private sewer laterals that serve multiple units. This has been a project for some time and should be completed.
- Front Yard Fence Height: This is another ordinance that was identified a couple of years ago that Council wanted to review. To date we have not been able to complete it.

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- General Plan Safety Element: We are required to update the Safety Element of the General Plan. Staff obtained a \$40,000 SACOG planning grant to accomplish this work but has not had the time to complete it. This grant will also potentially be lost if not spent within the required time.
- SB2 Planning Grant \$160,000: Consulting Services to provide CEQA documents for 3 affordable housing Sites. This work has not started. Grant final paperwork must be submitted by September 30, 2023.

In addition to this item, staff is currently reviewing additional technical support for the Department. The City Planner is set to retire at the end of November but will possibly extend through the end of the year. Staff recently recruited for that position but did not receive a good pool of candidates. We are currently reviewing our options to fill the position. For these reasons staff is requesting the approval of a temporary position through January of 2022. At that time, we will review and make a further recommendation to Council on continuing the position.

Options:

1. Approve the temporary position as requested.
2. Approve the temporary position with amendments to time and/or scope.
3. Do not approve the position.

Cost: The estimated cost for the position for three months is \$10,300.

Budget Impact: This position is not budgeted. Staff will review the budget at mid-year and make adjustments at that time if necessary.

Recommendation: Adopt a resolution approving a hiring of a temporary administrative secretary position in the Department of Development Services.



M. Cleve Morris, City Manager



Pierre Rivas, Director of Development Services

Attachments:

- A. Resolution