



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Marcia Elkins, Planning Director

DATE: April 5, 2001

RE: Additional Administrative Secretary Position

I am requesting authorization to hire an additional Administrative Secretary for the Urban Planning Division to address the increasing activity level associated with current planning applications and the demands of the paperless packet. This would require authorization for one additional FTE and a supplement of \$22,544.

Between 1991 and 2000, the number of items on the Planning Commission has increased from 252 per year to 420 items per year representing a 67% increase. As an example, the number of rezoning applications processed in 1991 increased from 26 to 58 in 2000 for a 123% increase. The number of Planned Developments reviewed by the Department was 5 in 1991 and 68 in 2000, or a 1260% increase. Last year, the Council authorized an additional planner to address the growing activity level; however, the clerical support need has not been addressed.

Additionally, the paperless packet has increased the workload on the existing clerical staff. During 2000, the existing two clerical staff incurred 330 hours of overtime. In previous years, the overtime has been minimal and could be addressed with comp time. However, with the current workload, we can not afford to have the two existing staff members out of the office. As a result we have been paying for overtime. Because of the paperless packet demands, we can no longer afford to have one of these members off when the packets are being prepared. Neither of the employees can be sick nor take vacation without severely impacting the other staff member.

The staff evaluated a number of alternatives including hiring additional temporary/seasonal help, part time help or a lower level position. Because of the exacting nature of the work, staff is not comfortable with any of those alternatives. The paperless agenda work is very exacting and any errors can result in the loss of information or Planning Commission and Council packets that are inaccurate. Similarly, the work associated with the current planning requires significant attention



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to detail because of the need for exactness with legal descriptions, the deadlines for legal advertisements as well as the deadlines associated with property owner notification. Mistakes or oversights in any of these areas can result in significant and costly delays in development projects.

I am proposing to hire an additional administrative secretary. My recommendation is to eliminate the temporary/seasonal position that currently assists with the graphics and the distribution of route sheets. I would propose to use the balance of the funding from that temporary/seasonal position to support the new position. The individual hired would prepare the graphics, route the projects and participate in all other aspects of processing the current planning activities. The net funding required for the balance of 2001 is \$22,544.

The Planning Department would greatly appreciate your support in this matter. If you have any questions or concerns, please contact me at your earliest convenience.