

To: Ernie B. McNeely, Township Manager

From: Christopher Leswing, Assistant Director, Building and Planning

Topic: 2018 B&P budget request for additional intern hours

The Building & Planning Department is seeking to increase the hours for our summer intern position. Included below is the information requested to justify the increased hours for this position.

1. What is the specific request? **To increase the annual allocation for seasonal interns within the B&P Budget from \$5,000 to \$12,000.**
2. What will be the duties or expanded duties of the position? (Please attach job description, if applicable.) **Currently funding permits hiring of a single intern to work during summer break (May through August). Interns provide supplemental labor to assist with administrative tasks and special project research thereby freeing up skilled B&P employees to concentrate on more sophisticated aspects of their positions. The request would allow an intern to also be hired for the Fall (September through December) and Spring (January through April) Semesters.**

In addition, the IS Department is helping to develop a document imaging system for the Township. The Department's goal is to have the building, planning and zoning files saved electronically in one central location. The intern would be responsible for scanning many years of document which will reduce the time required to research individual parcel. The department is completely out of storage space. If documents are not electronically stored, B&P will need to begin disposing of older residential permits and plans.

3. Which duties could be performed by another position(s) if the request is not approved? Which position(s)? **If the administrative duties were not performed by interns, these tasks would be completed by Full Time B&P staff. Special project research would be undertaken as time and resources permit by B&P staff. Very little document imaging would be performed because there are no existing staff members that can take time away from their current duties to perform this work.**
4. What have been the consequences (negative outcomes) during 2017 because this position did not exist or was only part-time? **B&P staff, particularly Planning Division, staff spent a large amount of time on simple administrative tasks and had less time to work on complex land development applications and updating the land use codes.**
5. Are there any duties that would not be able to be completed in 2018 if the position is not approved or upgraded? If so, what are they? **Planning staff will have less time to work on updating the zoning code and conducting analysis of potential land use consequences of different zoning alternatives. Additionally, interns are expected to help with a significant backlog of document imaging due to a departmental upgrade to the OnBase system.**

6. What will be the additional annual revenue or related cost savings that should result from adding (or upgrading) the position? **Employing interns at \$10 an hour (no benefits) is significantly more cost efficient than hiring part time or full time employees with benefits.**
7. What are the estimated additional costs for the request for 2018? Include breakdown by: wages, employee fringe benefits (use 35% for FT, 32% for PT 20 hours/week or more, 8% for PT 19 hours a week or less), additional office equipment, supplies, uniforms, training, etc. **\$3,500 per Semester = (10 weeks @ 35 hours per week x \$10 per hour) x 2 Semesters = \$7000 request.**
8. If upgrading a part-time position to more hours or to full-time, what will be the position's additional duties and output to justify the additional hours? **As stated above, assisting with Building & Planning administrative tasks and document imaging to store current and past documents electronically.**

Expected Hiring Date: January 2018

Annual Salary: \$12,000