

AGENDA STAFF REPORT

DATE: November 14, 2018

TO: Mayor and Council Members

APPROVED BY: David B. Dale, City Manager *DD*

PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*

SUBJECT: Authorize an Amendment to the 2018-19 Fiscal Year Budget Approving the Planning & Building Services Department Reorganization to Include the Addition of the Planning & Building Services Director Position and Approve the Revised Job Description for Planning & Building Services Director Position.

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Recommendation:

Authorize an Amendment to the 2018-19 Fiscal Year Budget Approving the Planning & Building Services Department Reorganization to Include the Addition of the Planning & Building Services Director Position and Approve the Revised Job Description for Planning & Building Services Director.

Background:

The effect of the Planning & Building Services Department and their role around economic stimulus needs to be recognized. It is imperative that the department is clearly organized to deliver projects, deliver them well, and that they aren't taking longer than they should in this economic environment. Administration conducted an organizational and operational assessment of the Planning & Building Services Department to identify workflow, roles and responsibilities of staff, efficiency, and the impact of the quality of services provided to the public. Several issues were identified over the course of the assessment. The Planning & Building Services Department has a need for professional development and a greater hierarchical organizational structure. Also identified was the lack of consistent customer service and the Department's ability to meet all objectives in an efficient manner. Administration desires consistent and clear development standards with reliable fee cost estimates for the City's customers and concluded that a departmental reorganization was imperative to meet these concerns.

Discussion & Analysis:

The City has more projects than its current staff can handle, and the complexity of the projects is not in their current scope. Taking up some of the slack is a contracted employee within the engineering department. Planning personnel

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and roles have changed over the years causing some responsibilities to fall by the wayside or allowing for untrained staff to attempt completion. The addition of a Planning & Building Services Director position, rebalancing the planning skillsets and position allocations in the Department to improve efficiency, and enhance long-range environmental planning, will increase the effectiveness of the Department. The Director would also be able to focus on priorities that are connected to the City Council's strategic goals and establish objectives and performance measures and evaluate those outcomes. With the reorganization it is anticipated that a streamlined development review and permitting process will also be established with a strong emphasis on increased customer satisfaction. Clarity for Planning and Development roles will assist community members and stakeholders in their efforts to provide comments and concerns as projects are deliberated. It will also improve the ability of planning staff to conduct their work, to provide their professional judgement and recommendations and to meet the service needs of applicants and stakeholders. The two positions that will be eliminated with the reorganization are the Building Manager and Associate Planner positions. The unfilled position of Senior Code Enforcement Officer will also be eliminated and replaced with an additional Code Enforcement Officer position.

Fiscal Impact:

The City Council authorized a maximum of \$666,784 for salaries and benefits in the Engineering/Planning and Building/Code Enforcement Departments for the 2018-19 fiscal year. This includes the positions illustrated in Attachment 1, Current Organization Chart. An allocation of \$592,906 is being requested at this time to include salaries and benefits for the positions illustrated in Attachment 2, Proposed Organization Chart. This results in a surplus of \$73,878.

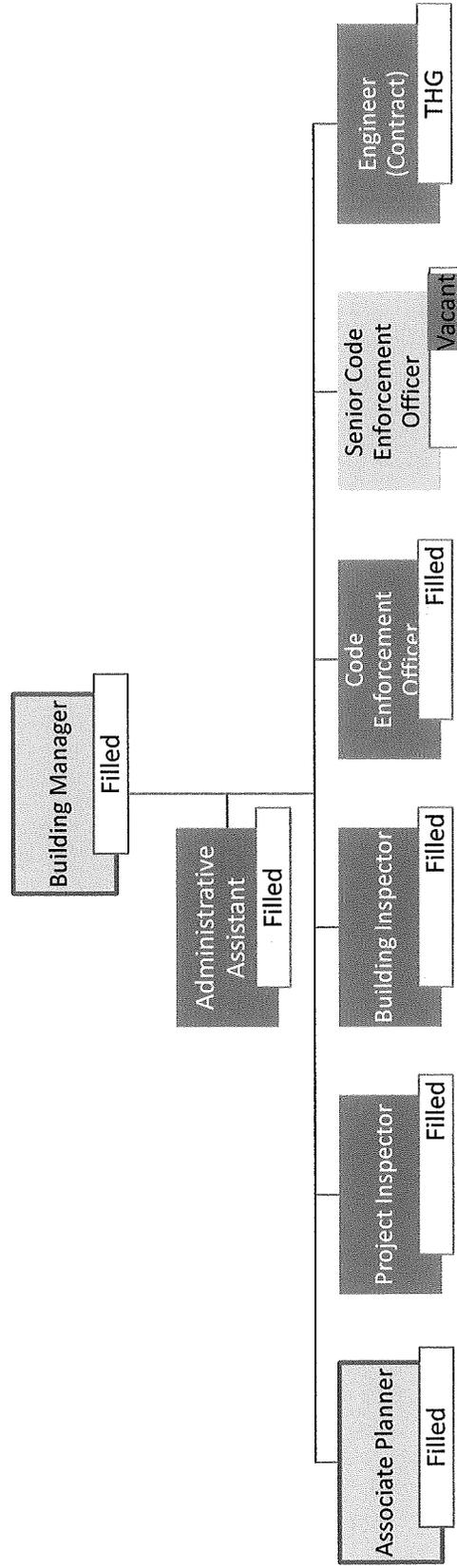
Coordinated With:

Administration
Economic Development Department
Finance Department

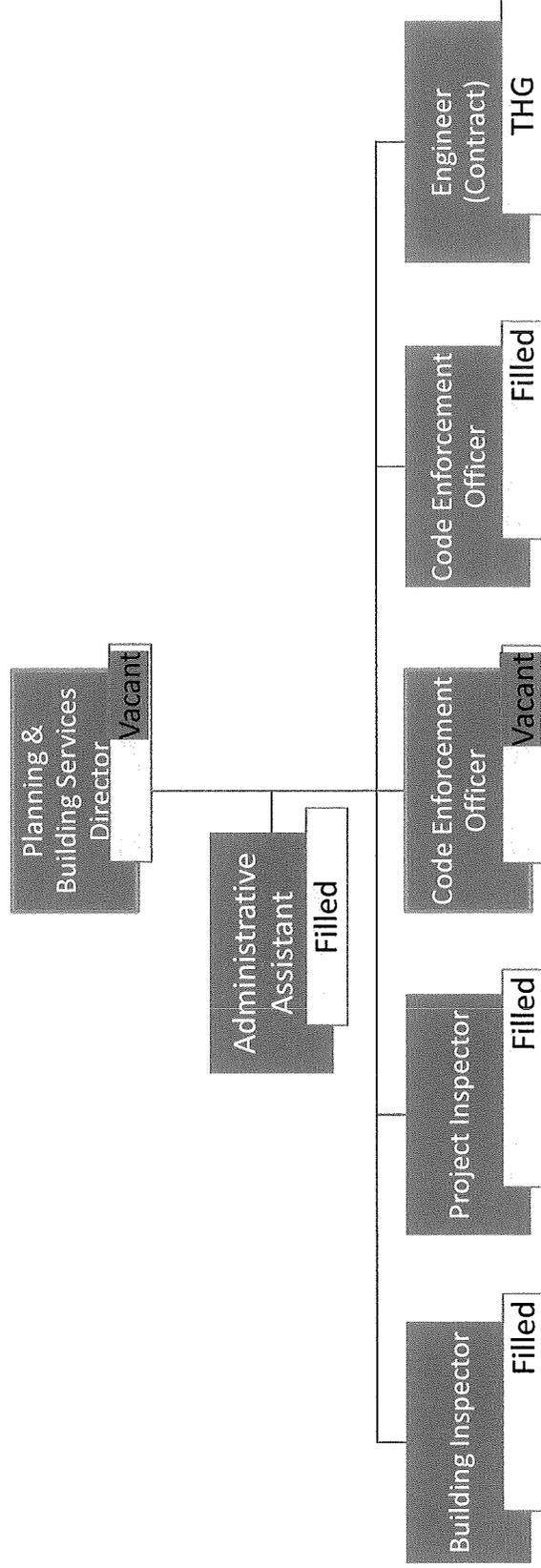
Attachments:

1. Current Organization Chart
2. Proposed Organization Chart
3. Amended 2018-19 Budget Worksheet for Planning & Building Services
4. Planning & Building Services Director Job Description

Current Organization Chart Planning/Building Services



Proposed Organization Chart Planning/Building Services (Mid-Yr. 2018/19)





ATTACHMENT 3

City of Calexico 2018-19 Budget

City Organization Full Time Staff Positions By Fund

Position Title	2014-15		2015-16		2016-17		2017-18		Change	2018-19		2018-19		Costs	
	Adopted	Amended	Adopted	Amended	Adopted	Amended	Adopted	Amended		Proposed	Changes	Budget	Proposed	Budget	Proposed
30 310 ENGINEERING AND PLANNING															
PLANNING DIRECTOR	1	0	1	0	0	0	0	0	0	0	1	1	-	157,479	
EXECUTIVE ASSISTANT	1	1	1	1	1	1	1	-1	J)	0	0	0	-	-	
PLANNER	1	1	1	1	1	1	1	0	0	1	0	102,673	-	-	
PROJECT INSPECTOR	1	1	1	1	1	1	1	0	0	1	1	105,438	105,864	105,864	
	3	3	3	3	3	3	3	-1		2	2	208,111	263,343	263,343	
30 330 BUILDING AND CODE ENFORCEMENT															
BUILDING MANAGER	1	1	1	1	1	1	1	0	0	1	0	124,075	-	-	
BUILDING INSPECT II	1	1	1	1	1	1	1	0	0	1	1	106,090	106,090	106,090	
SENIOR CODE ENFRMNT OFFCR	0	0	0	0	0	0	0	1	K)	1	0	76,866	-	-	
CODE ENFRMNT OFFCR	2	2	2	2	2	2	2	-1	K)	1	2	85,369	157,200	157,200	
ADMINISTRATIVE ASSISTANT	0	0	0	0	0	0	0	0	0	1	1	66,273	66,273	66,273	
EXECUTIVE ASSISTANT	1	1	1	1	1	1	0	0	0	0	0	-	-	-	
	5	5	5	5	5	5	5	0	0	5	4	458,673	329,563	329,563	
										7	6	666,784	592,906	592,906	

CITY OF CALEXICO

CLASS TITLE: PLANNING & BUILDING SERVICES DIRECTOR

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, control and direct the City's planning and zoning programs; serve as technical advisor and secretary to the Planning Commission; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the City's planning and zoning programs; analyze, interpret and present data related to planning and zoning; interpret and enforce development standards and planning objectives established in the General Plan, zoning ordinance, Map Act and others.

Review City planning and zoning applications for compliance with established standards and guidelines; advise public on land use requirements, laws and regulations.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare reports and recommendations on subdivisions and re-zoning applications regarding land development projects; submit reports to Planning Commission and City Council.

Conduct site inspections for conformity review to development plan approval; prepare environment impact studies; conduct site inspections for verification of code violations; interpret codes to violators as needed.

Prepare data regarding zone changes, conditional use permits, variances, precise plans and amendments for review by Planning Commission and City Council; serve as technical advisor and secretary to the Planning Commission.

Prepare and deliver presentations to the City Council, the Planning Commission and other commissions and committees; deliver presentations on planning projects and proposals to private and civic groups.

Attend and represent the City in conferences and meetings related to planning; attend and participate in committee meetings as assigned.

Administer general plan and zoning ordinance; adopt and record special permits, zoning, general plan and housing amendments.

Develop and prepare the annual preliminary budget for the Planning Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Meet and confer with the City's legal counsel regarding legal issues, ordinances and legal interpretations.

Communicate with other City departments and outside agencies on diverse and complex issues related to urban and regional planning.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Planning Department.

Budget preparation and control.

Planning laws and principles.

Applicable building codes, ordinances, fire regulations and safety precautions.

OPR procedures and the Subdivision Map Act

Guidelines and related government codes pertaining to State Map Act, California Environmental Quality Act, and California Land Use regulations.

Local Agency Formation Committee regulations and policies.

Design review standards and regulations.

Zoning law, principles and terminology.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Research methods and report writing techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Plan, organize and administer the City's planning and zoning programs.

Train, supervise and evaluate personnel.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

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Prepare and maintain the General Plan.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Prepare and deliver oral presentations.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Work independently with little direction.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in architecture, urban planning or a related field and five years general planning, zoning, development and administration experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Occasional outdoor site inspections.
Occasional extreme weather conditions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

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