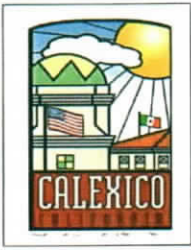


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# CITY OF CALEXICO

## AGENDA STAFF REPORT

**DATE:** May 3, 2023

**TO:** Mayor and Council Members

**APPROVED BY:** Esperanza Colio-Warren, City Manager

DocuSigned by:  
*Esperanza Colio-Warren*  
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**REVIEWED BY:** Sandra Fonseca, Interim Finance Director

DocuSigned by:  
*Sandra L. Fonseca*  
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**PREPARED BY:** Denise Garcia HR/RM Manager *Denise Garcia*

**SUBJECT:** Adopt a Resolution Authorizing the Dissolution of the Housing & Economic Development Department Including the Elimination of Two Positions and Approving the Reallocation of Funds to Fill the Public Works Director/Engineer Position for the 2022/23 Fiscal Year

=====

### Recommendation:

Adopt a resolution authorizing the dissolution of the Housing & Economic Development Department including the elimination of two positions and approving the reallocation of funds to fill the Public Works Director/Engineer Position for the 2022/23 Fiscal Year.

### Background:

The Housing & Economic Development Director position has not been filled for several years leaving the Department unproductive and ineffective. Funding for the Director's position was allocated to fund two additional Public Safety Dispatcher positions on October 6, 2021, and has remained vacant since then. Additionally, the budgeted, although vacant, Housing Specialist position was not filled as a means to save money when the former Housing Specialist moved to a new position.

The City currently has more infrastructure and development projects than its current staff can handle, and the complexity of the projects is not in their current scope. While securing funding and additional resources for economic development within the City is imperative, existing projects have continued to be held in limbo as the City waits for outside engineering consultants to provide feedback and approvals which have unintentionally delayed projects that are otherwise "shovel ready". After reviewing past and current expenses of the city regarding improvements projects, the Administration has concluded that there is no other funding available to hire the much-needed engineer position which is vital for

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the implementation of all pending capital improvements projects. In conclusion, it is cost-effective and beneficial to have a City Public Works Director/Engineer to move projects forward in a practical manner.

An organizational and operational observation of the Housing & Economic Development Department was conducted to identify workflow, roles and responsibilities of staff, efficiency, and the impact of the quality of services provided to the public. The Housing Rehab Inspector position has not performed any rehabilitated home inspections for approximately two years. Consequently, due to the lack of housing rehabilitation activities in this department, the Housing Rehab Inspector has been deemed as a non-essential position. Therefore, the Administration desires to utilize the existing budgeted funds to better serve the needs of the City with a strong emphasis on increasing revenue more rapidly by funding the Public Works Director/Engineer position. The Public Works/Engineer Director position 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. It is the intent of Administration to reallocate an approximate amount of \$147,000 from the Housing & Economic Development Department budget to the Public Works Department for the purpose of funding the Public Works Director/Engineer position for the 2023-24 Fiscal Year.

#### **Discussion & Analysis:**

The Public Works Director/Engineer will assist community members and stakeholders in their efforts to provide comments and concerns as projects are designed and deliberated. It will also improve the ability of 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 to fund this position are the Housing Specialist and Housing Rehab Inspector positions. All pending housing activities (pending housing loans) will continue being managed by finance and the city managers.

#### **Fiscal Impact:**

There is a total positive fiscal impact of \$18,810.48 for the remaining 2022-23 fiscal year.

#### **Coordinated With:**

Administration.  
Finance Department.

#### **Attachments:**

1. Resolution Authorizing the Dissolution of the Housing & Economic Development Department, including the Elimination of Two Positions and the Reallocation of Funds to Fill the Public Works Director/Engineer Position for the 2022/23 Fiscal Year.
2. Housing Specialist Job Description.
3. Housing Rehab Inspector Job Description.
4. Staff Report from 10/6/21 Elimination of Housing/Economic Development Director.

**RESOLUTION NO. 2018-xxx**

**A RESOLUTION AUTHORIZING THE DISSOLUTION OF THE HOUSING & ECONOMIC DEVELOPMENT DEPARTMENT INCLUDING THE ELIMINATION OF TWO POSITIONS AND APPROVING THE REALLOCATION OF FUNDS TO FILL THE PUBLIC WORKS DIRECTOR/ENGINEER POSITION FOR THE 2022/23 FISCAL YEAR.**

WHEREAS, the Housing & Economic Development Director position was eliminated in 2021 and funding was reallocated to fund two Public Safety Dispatcher position; and

WHEREAS, the Housing Specialist position has remained vacant for over two years while the Housing Rehab Inspector position has been filled but without homes to inspect; and

WHEREAS, there are significant development and improvement projects requiring Engineering services; and

WHEREAS, the City contracts with outside Engineering firms for services at a substantial cost; and

WHEREAS, the City has limited funding for a Public Works Director/Engineer but recognizes the position is critical to move vital capital improvement projects to completion efficiently and in a more fiscally responsible manner; and

WHEREAS, the dissolution of the Housing & Economic Development Department and elimination of the Housing Rehab Inspector and Housing Specialist positions will afford funding to fill the Public Works Director/Engineer position and;

WHEREAS, upon approval of this Resolution by the City Council, the reallocation of the Housing & Economic Development Department budget to the Public Works Department Budget will be authorized; and

WHEREAS, the dissolution of the Housing & Economic Development Department and the elimination of the Housing Rehab Inspector position and the Housing Specialist position will take effect on May 18, 2023; and

NOW, THEREFORE, be it resolved, determined, and ordered by the City Council of the City of Calexico:

Section 1. The above recitals are true and correct and are deemed to be findings by the City Council.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Calexico at the regular meeting this 3<sup>rd</sup> day of May 2023.

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Raul Urefia, Mayor

ATTEST:

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Gabriela T. Garcia, City Clerk

STATE OF CALIFORNIA)  
CITY OF CALEXICO ) ss,  
COUNTY OF IMPERIAL)

I, Gabriela T. Garcia, City Clerk of the City of Calexico, do hereby certify under the penalty of perjury, that the foregoing Resolution No. 2023-\_\_\_\_\_, was duly adopted by the City Council at a meeting of said City Council held on the 3<sup>rd</sup> day of May 2023, and that it was so adopted by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Gabriela T. Garcia, City Clerk, City of Calexico

SEAL



## **CITY OF CALEXICO**

**CLASS TITLE: HOUSING SPECIALIST**

**MONTHLY: \$4,021 - \$4,887**

**RANGE: G-32**

### **BASIC FUNCTION:**

Under the direction of the Housing & Redevelopment Manager, assist with coordinating programs for low-income, single family dwellings; prepare, review and process various applications and documents to determine family eligibility for housing programs; provide technical assistance to the public concerning housing programs and related processes, policies and procedures.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist with coordinating programs for low-income, single family dwellings; provide a variety of services to meet the housing needs of identified families; assist in assuring qualified families are properly identified and eligible for housing programs.

Distribute, receive, process, review and verify accuracy and completeness of housing program applications and related documents; review family qualifications, verify income and determine eligibility for programs; assist applicants with preparing applications and paperwork.

Serve as a technical resource to the public concerning City, State and federal housing programs; respond to inquiries and provide detailed and technical information concerning related standards, practices, loans, regulations, processes, projects, policies and procedures.

Review and process loan applications according to established guidelines and procedures; obtain proper due dates for processing and packaging loans; prepare and process loan verifications including title reports, credit reports, income and mortgage verifications and property appraisals.

Prepare a variety of loan documents for execution including Deed of Trust, Promissory Note, Truth-In-Lending Disclosure Statement and Notice of Opportunity to Rescind Transaction; prepare Notice of Completion as appropriate; prepare loan close-out documents and set up loans for payment.

Initiate, screen and receive telephone calls; greet, assist and direct visitors to appropriate personnel; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Compile information and prepare and maintain a variety of records, reports and files related to applicants, loans, clients, owners, housing projects, grants, expenditures, construction and assigned

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**Housing Specialist - Continued**

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activities; develop and maintain a variety of computerized spreadsheets.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as letters, reports, memoranda, messages and notices; review bills, claims and other documents for accuracy; make corrections as needed.

Calculate anticipated loan payments for applicants; request loan payoffs as necessary; assist homeowners with removing prior liens from property title or request re-conveyance of loans; follow up with homeowners regarding late payments and deferred loans.

Communicate with City personnel, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Assist in researching and preparing State and federal grant applications as directed.

Attend and participate in various meetings and workshops as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General standards and requirements related to enrollment in subsidized housing programs.  
Basic practices and procedures involved in determining family eligibility for social services.  
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified families.  
Oral and written communication skills.  
Modern office practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Record-keeping and filing techniques.  
Business letter and report writing, editing and proofreading.  
Methods of collecting and organizing data and information.  
Mathematic calculations.  
Basic public relations techniques.

**ABILITY TO:**

Assist with coordinating programs for low-income, single family dwellings.  
Distribute, receive, process, review and verify accuracy and completeness of housing program and loan applications and related documents.  
Serve as a technical resource to the public concerning City, State and federal housing programs.  
Review family qualifications and determine eligibility for housing programs.

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## **Housing Specialist - Continued**

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Learn State and federal family eligibility and enrollment requirements for housing programs.  
Learn practices, procedures and techniques involved in the processing of housing loans.  
Prepare and process a variety of loan verifications and loan documents for execution  
Maintain a variety of records and files.  
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Compile and verify data and prepare reports.  
Perform mathematic calculations with speed and accuracy.  
Learn policies and objectives of assigned programs and activities.  
Meet schedules and time lines.  
Establish and maintain records and files.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years experience working with loan processing, housing or related social programs and services.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.





## **CITY OF CALEXICO**

### **CLASS TITLE: HOUSING REHAB INSPECTOR**

**MONTHLY: \$4,224 - \$5,135**

**RANGE: G-34**

### **BASIC FUNCTION:**

Under the direction of the Housing & Redevelopment Manager, inspect residential buildings in various stages of construction for compliance with applicable laws and code requirements; assist qualified applicants with the rehabilitation and reconstruction of existing housing structures; provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects, Housing programs and related laws and code requirements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Inspect residential building construction and alteration projects before, during and after construction activities to enforce and assure compliance with established laws and code requirements; identify violations, provide warnings, issue citations and recommend corrective actions; follow up on citations to assure compliance; assure compliance with permit requirements and building, plumbing, mechanical, electrical and other applicable codes.

Assist qualified applicants with the rehabilitation and reconstruction of existing housing structures; meet with applicants to discuss forthcoming construction projects; advise builders and homeowners concerning minimum standards of construction and materials and proper permits; respond to questions and concerns concerning the City's Housing Program and related services; prepare cost estimates for construction projects as requested.

Provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects and related laws and code requirements; respond to inquiries and provide detailed and technical information concerning related standards, requirements, rules, regulations, policies and procedures; interpret and explain necessary measures for compliance.

Coordinate code enforcement activities with other City departments; meet and confer with Building department personnel concerning building code provisions, construction methods and proper permits; visit job sites to confer with personnel as needed; research and obtain zoning clearances and floor plan approvals; process and arrange for contractor payments as appropriate.

Compile information and prepare a variety of detailed and technical documentation such as work write-ups, reports, letters, memoranda, agreements and other materials; prepare work descriptions regarding rehabilitation needs.

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## **Housing Rehab Inspector - Continued**

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Photograph and perform measurements of existing housing conditions; prepare, develop and design drafts of floor plans as needed; interpret and evaluate construction plans, blue prints and other technical documents to properly identify components.

Utilize a variety of inspection devices such as measuring tapes, cameras, electrical testers and various hand tools; operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Prepare and maintain a variety of records, reports and files related to inspections, citations, meetings and assigned activities.

Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in a variety of meetings as assigned.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, standards, practices, methods, materials, equipment and safety requirements involved in the inspection of residential building construction projects.

Laws and City code requirements related to residential buildings.

Construction practices and techniques related to housing construction and alteration.

Applicable City, State and federal law, regulations, policies and procedures

Housing construction and alteration plans and specifications.

Building permit policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Research methods and report preparation techniques.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment including a computer and engineering software.

Record-keeping techniques.

#### **ABILITY TO:**

Inspect residential building construction and alteration projects before, during and after construction activities to enforce and assure compliance with established laws and code requirements.

Assist qualified applicants with the rehabilitation and reconstruction of existing housing structures.

Provide consultation and technical assistance to builders, homeowners and others concerning residential buildings, construction projects and related laws and code requirements.

Identify violations, provide warnings, issue citations and recommend corrective actions.

Prepare, develop and design drafts of floor plans as needed.

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## **Housing Rehab Inspector - Continued**

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Interpret and evaluate construction plans, blue prints and other technical documents.  
Detect structural and other faults and make recommendations for corrections.  
Prepare and maintain a variety of records, reports and files.  
Utilize a variety of inspection devices and instruments.  
Analyze situations accurately and adopt an effective course of action.  
Operate a computer and assigned software.  
Work independently with little direction.  
Operate standard office equipment including a computer and engineering software.  
Meet schedules and time lines.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years construction, inspection or related experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust and odors.  
Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various equipment.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to inspect sites.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders during inspections.  
Walking.

#### **HAZARDS:**

Exposure to dust and fumes.  
Working around and with machinery having moving parts.  
Working at heights.

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# AGENDA STAFF REPORT

**DATE:** October 6, 2021

**TO:** Mayor and City Council

**APPROVED BY:** Miguel Figueroa, City Manager *MF*

**PREPARED BY:** Karla Lobatos, Finance Director

**SUBJECT:** Adopt Budget Amendment Resolution for Reallocation of Resources from the City Manager/Housing and Economic Development Department to the Police Department.

=====

## Recommendation:

It is recommended that the City Council of the City of Calexico adopt the attached Budget Amendment Resolution for reallocation of resources from the Housing and Economic Development Department to the Police Department.

## Background:

The City Council adopted the City's FY 2021-22 budget on June 23, 2021. Current Budget contains 36 FTEs as baseline for the Police Department, included within these FTEs are Six (6) Public Safety Dispatchers and One (1) Public Safety Dispatcher. For reporting purposes all Public Safety Dispatchers are originally allocated to Police Department, the Finance Department allocates the cost of three (3) Public Safety Dispatchers to the Fire Department Quarterly. Furthermore, FY 2021-22 Budget includes one (1) FTE for Assistant City Manager/Housing and Economic Development Director.

## Discussion & Analysis:

When a citizen dials 9-1-1 from any area of the city of Calexico or the surrounding areas, a Public Safety Dispatcher (PSD) in the Calexico Public Safety Communications Center answers the call. The dispatchers receive the calls for assistance and gather the information needed to decipher the caller's needs. Depending on the information provided to the Dispatcher, then the Dispatcher decides what services are being summoned. Once the Dispatcher deciphers the services needed, they will dispatch police, medical, fire, or parking enforcement services.

The Calexico Police Department is a 24 hour, seven days a week communication center. The communication center has four shifts, two-day shifts, and two-night shifts. The dispatchers work 12-hour shifts for seven days in two weeks. Due to

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the volume of calls and radio traffic, two dispatchers are assigned to each shift at a minimum. The two Dispatchers are recommended as minimum staffing to operate the communication center adequately. Due to the high volume of calls, City Administration is recommending that two additional dispatchers are hired utilizing reallocation of resources from removing the position of Assistant City Manager/Housing Economic Development Director.

**Fiscal Impact:**

Net impact to General Fund Fiscal is zero resources will be reallocated from Departments City Manager/Housing and Economic Development to Police Department.

**Coordinated With:**

City Manager's Office

**Attachments:**

1. Budget Amendment Resolution