



Legislation Text

File #: 22-0106, **Version:** 1

Planning and Building Department, Planning Division, recommending the Board adopt and authorize the Chair to sign Resolution **018-2022** amending the current Authorized Personnel Allocation to add 1.0 FTE Planning Manager.

FUNDING: General Fund and Developer Funding/Permit Revenue.

DISCUSSION / BACKGROUND

In an effort to be proactive, and because of budget related concerns during the outbreak of COVID-19, the Planning and Building Department (Department) pursued a Reduction in Force for the Planning Manager Position in the Planning Division's Current Planning Permit Center in 2020, which was approved by the Board on June 30, 2020 (File No. 20-0865, Item No. 39). This position's workload was absorbed by the remaining two (2) Planning Managers, along with the Deputy Director of Planning. Development activity did not decrease as originally predicted and the loss of this key position has resulted in unreasonable staffing-to-manager ratios, difficult to manage workloads, and negatively impacted the Division's abilities to meet performance targets.

Adding back the Planning Manager position in the Planning Permit Center position would resolve the staffing-to-manager ratios and workload issues and the Division would return to its pre-COVID-19 organizational structure. This addition will also greatly improve the department's capacity to meet performance targets. Adding back this position also comes at a key time when it is expected there will be an increased workload and demand to expedite the Planning Division's Caldor Fire Resiliency and Rebuilding permit activities over the coming years. These important functions increase the need for additional leadership, guidance, and supervision to front line staff in the Planning Permit Center.

The Planning Manager position in the Planning Permit Center would be responsible for direct supervision of the Planning Permit Center staff as well as be responsible for delivering all of the permit center work activities including: the Planning Division's review of commercial, residential, industrial, and agricultural building and grading permits; Model Water Efficiency Landscaping Ordinance (MWELo) reviews; processing of ministerial development applications such as administrative permits and temporary use permits; and the Planning Division's response to phone, email, and counter inquiries from developers, contractors, real estate agents, and the public. The requested Planning Manager position would also be responsible for managing the Planning Division's streamlined Caldor Fire Resiliency and Rebuild related duties.

If approved by the Board, the resulting leadership structure would be in place for the Planning Division: Deputy Director of Planning, Long Range Planning Manager, Discretionary Planning Manager, and the Permit Center Planning Manager. Each of these three (3) units within the Planning Division have distinct, unique tasks and assignments, necessitating a Planning Manager to oversee each.

ALTERNATIVES

The Board could decline the proposed change to the Personnel Allocation and reorganization of the

Planning Division, which would result in the two (2) currently allocated Planning Managers being responsible for running the three (3) units within the Planning Division.

PRIOR BOARD ACTION

See Discussion/Background above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources Department

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The fiscal impact of the proposed additional Planning Manager position represents an approximate annual increase of \$190,000 for salary and benefits. This position will primarily be funded by General Fund; however, developer funds/permit fees and Caldor funding may be used to offset a portion of the costs. Due to sufficient salary and benefit savings, there is no budget amendment necessary for FY 2021-22. If approved, the Department will reflect the additional position in the Fiscal Year 2022-23 Recommended Budget and subsequent years' budget accordingly.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on one (1) original of the Resolution.
- 2) The Clerk of the Board will provide one (1) copy of the signed Resolution to the Human Resources Department.

STRATEGIC PLAN COMPONENT

Good Governance: The addition of the Planning Manager position will improve Planning Division's efficiency and increase service to the public.

CONTACT

Karen Garner, Director
Planning and Building Department

Joseph Carruesco, Director
Human Resources Department