



City Council Agenda Item

City Council Meeting Date: February 16, 2021

TO: Honorable Mayor and City Council Members

FROM: Jim Throop, City Manager
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SUBJECT: Positions and Funding Allocation Changes in Community Development/Building Division; Amendment to the City's Compensation and Classification Plans to Include the Adoption of the Permit Coordinator/Building Inspector, Plans Examiner/Building Inspector Positions and Deletion of the Building Inspector and Senior Building Inspector and Development Services Assistant I/II Positions, Including Job Classifications and Compensation ("Salary"); Amendment of MOU with International Brotherhood of Electrical Workers to Delete the Development Services Assistant I/II Job Classification; Adoption of Resolution No. 6384(21)

Recommendation:

Staff recommends the City Council:

- 1) Reorganize the Building Division of the Community Development Department, and approve the reallocation of positions within the department's budget:
 - a. Establishing the Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector job classifications, position allocations, and salaries;
 - b. Deleting the Building Inspector, Senior Building Inspector, and Development Services Assistant I/II job classifications, positions allocations, and salaries within the Community Development Department, Building Division, and adjust the department's budgets accordingly; and
- 2) Adopt Resolution No. 6384(21) (attached), which will:
 - a. Approve and adopt the Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector job classifications;
 - b. Approve and adopt the proposed salary for the Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector reallocations;

- c. Delete the Building Inspector, Senior Building Inspector, and Development Services Assistant I/II job classifications, position allocations, and salaries;
- d. Amend the Classification Plan to include the addition of the job description for Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector;
- e. Amend the Classification Plan to delete the job descriptions for Building Inspector, Senior Building Inspector and Development Services Assistant I/II;
- f. Amend the Compensation Plan to include the compensation (“salary”) for Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector;
- g. Amend the Compensation Plan to delete the compensation (“salary”) for Building Inspector, Senior Building Inspector and Development Services Assistant I/II; and
- h. Approve and adopt the proposed reorganization, reallocation, and adjustment of funding allocations for the Community Development Department, Building Division for the remaining Fiscal Year (FY) 2020-21 budget cycles; or

3) Provide an alternate direction.

Background:

Staffing for the Building Division of the Community Development Department currently consists of a Building and Safety Division Manager (Building Official), a Plans Examiner, a Building Inspector and a Development Services Assistant I/II (Permit Technician). Only two of those four positions are currently filled (Building Official and Development Services Assistant).

The Development Services Assistant I/II is currently acting at capacity level. Responsibilities include verifying completeness of permit submittals, performing intake of permit applications, distributing plans and supporting documentation to multiple City departments for plan review, responding to inquiries on plan check status from customers, the general public, and City officials, calculating permit fees, and issuing building permits. Duties performed in this position do not currently include comprehensive plan review or field inspection.

The Building Official is currently acting at capacity as well. Due to the vacancy in the Building Inspector position, the Building Official currently performs the vast majority of field inspection. In addition to administrative duties, the Building Official also performs plans examiner functions as time permits. A third party plan check firm contracted by the

City, however, currently performs the majority of plan review. The firm has the necessary expertise to perform the level of review required to assure compliance with an ever increasing in complexity set of California state building, structural, mechanical, plumbing, electrical, energy and green building codes.

Due to various economic reasons that drive development, as well as recent policy changes that have increased development in the City, there has been an increase in the number of building permits pulled. The valuation total for each recent fiscal year is reported below:

Building Permits		
2016-17	589	8,254,012
2017-18	606	16,218,393
2018-19	910	26,914,587
2019-20	814	28,408,256
2020-21 41%FY	345 (841 est.)	10,620,213

Note that while during Fiscal Year (FY) 2019-20 the number of permits issued was less than those issued in FY 2018-19, the valuation was more. That occurred due to the type of projects (i.e. large commercial project permit will have a higher valuation and require a greater amount of labor than a garage conversion building permit) being built. If that pace continues for the remainder of FY 2020-21, then the number of permits issued will exceed the prior year.

Discussion:

In order to continue to provide a high quality level of customer service to the Building Division customers, as well as address the Division's administrative needs, a change to the organizational structure is being proposed.

The proposed reorganization of the Building Division to consolidate three positions into two more highly skilled positions will allow the division to operate in a more efficient and cost effective manner. This will have several advantages.

The Permit Coordinator/Building Inspector position will replace the currently vacant Building Inspection position, which has remained vacant since approved in the budget due to lack of success with the recruitment candidate pool. The person in this position will still perform the bulk of the duties associated with the Development Services Assistant/Permit Technician position, but will also have the ability to perform building inspection on less complex projects (e.g., residential projects, residential accessory projects and minor mechanical/electrical/plumbing installations). This position will also require an increased knowledge of plan review. This multidisciplinary approach will be achieved through cross training and a close association with the person in the Plans Examiner/Building Inspector position.

The Plans Examiner/Building Inspector position will replace the currently vacant Plans Examiner position. The person in this position will be responsible for performing the bulk of field inspections. They will also provide some capacity for internal plan check on a variety of residential, residential accessory, and minor commercial projects. This will reduce, but not eliminate, the need for external building plan checks. (The third party firm will remain retained as their assistance is necessary for the higher level of review associated with complex commercial and multi-residential projects.) The person in this position will also be required to have the ability to perform some of the functions associated with the Permit Coordinator/Building Inspector position. It is our hope to build a strong collaboration between the two new positions through effective cross training.

The proposed reorganization of the Building Division to consolidate three positions into two more highly skilled positions will allow the Division to operate in a more efficient and cost-effective manner. This will have several advantages. It is expected to increase employee collaboration, motivation, and workforce sustainability. It is also expected to result in improved efficiency and make the Division more agile and responsive. Having a broader range of experience and technical knowledge within the Division will facilitate the operational demands while posing the Division for changes that naturally occur in any organization (i.e. retirements, employee migration, etc.).

Fiscal Impact:

There is no fiscal impact, since this is a reorganization using salaries budgeted during the Biennial Budget FYs 2019-21.

Conclusion:

Adoption of Resolution No. 6384(21), will effectuate the addition of the Permit Coordinator/Building Inspector and Plans Examiner/Building Inspector positions, and the deletion of the Building Inspector and Senior Building Inspector classifications, and compensation (“salary”) in the City’s Classification and Compensation Plans. It will also delete the Development Services Assistant I/II classification and compensation (“salary”). In addition, it will formally reorganize and reallocate the position allocations in the Community Development Department, Building Division’s budget.

Respectfully submitted,

James Throop, City Manager

Attachment: Resolution No. 6384(21)