

4.2

JACK CRIST  
DEPUTY CITY MANAGER  
  
DEPARTMENT OF  
PLANNING AND DEVELOPMENT

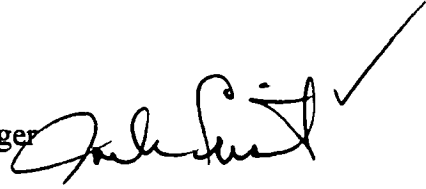
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June 24, 1997

**MEMORANDUM**

TO: Mayor Joe Serna, Jr.  
Councilmembers

FROM: Jack Crist, Deputy City Manager 

SUBJECT: Creation of the Neighborhoods, Planning and Development Services Department

On June 10, 1997, the City Council approved in concept the merger of the Neighborhood Services Department with the Planning and Development Department. There were several questions raised during the presentation on the details of the merger. Areas of concern included the disparity of workload among the Area Directors, the allocation of resources, and the responsibilities of staff in the new organizational structure.

To address these issues, Mayor Serna appointed a working group of City Council members Fargo, Kerth, Cohn and Steinberg and staff to work on the details and implementation and to report back to the full Council with their recommendations. The group met two times and makes the following recommendations:

- Move the policy portion of Human Services (welfare reform, homeless) to a direct function of the Deputy City Manager
- Move the special events unit to the Area 4 Director
- Distribute school liaison to the four Area Directors

The Neighborhoods, Planning and Development Services Department will focus on delivering a seamless development services system to further enhance the decentralized geographic service delivery currently in place.

# CITY COUNCIL AD HOC COMMITTEE ALTERNATIVE PROPOSAL

Revision Date 6/23/97

Deputy City Manager *Crist*

Special Projects/Economic Development

**HUMAN SERVICES POLICY**  
 · Welfare Reform ✓  
 · Homeless ✓ *under Crist*

**Director Area 1**

*Area Responsibility:*  
 Delivery of Neigh. Services  
 School Liaison

*Citywide Responsibility:*

**RECREATION**

- Neighborhood- Based Programs
- Community-wide Programs
- Community Centers
- START
- 4th R
- Aquatics
- Leisure Classes
- Camp Sacramento
- Sports Complex
- Special Events Unit

**Director Area 2**

*Area Responsibility:*  
 Delivery of Neigh. Services  
 School Liaison

*Citywide Responsibility:*

**PARKS**

- Maintenance
- Workrecreation
- Alternative Sentencing

**TREES**

- Tree Services
- City Nursery

**PARK PLANNING & DEVELOPMENT**

- Park Advocacy
- Land Acquisition
- CIP Management
- Support to P & R Citizens Advisory Committee

**Director Area 3**

*Area Responsibility:*  
 Delivery of Neigh. Services  
 School Liaison

*Citywide Responsibility:*

**CODE ENFORCEMENT**

- Complaint Intake /Processing and Investigation
- Cleanup and Abatement
- Social Nuisance Ordinance Enforcement
- Abandoned Vehicle Abatement
- Environmental Health (smoking, noise, vector)

**ANTI-GRAFFITI**

- Graffiti Busters
- Graffiti Wagon
- Strike Forces

**Director Area 4**

*Area Responsibility:*  
 Delivery of Neigh. Services  
 School Liaison

*Citywide Responsibility:*

**HUMAN SERVICES**

- Welfare Reform
- Older Adult Services
- Disabled Services
- School Liaison
- Youth Commission
- Summer Food
- Homeless

**DEPARTMENT ADMINISTRATION**

- Budget/Personnel
- Public Information
- Data Management/ GIS Mapping

**SPECIAL EVENTS**

*Area 4 need do Party. Citywide, area Party Admin. Each area of directors share resp.*

**Planning Director**

*Citywide Responsibility:*

**GEOGRAPHIC & CITYWIDE PLANNING**

- Neighborhood Planning
- General Plan
- Application Processing
- Plan Implementation
- Planning Commission Support

**ENVIRONMENTAL & TOXICS**

- CEQA for CIP Projects
- Environmental Issue Coordination
- Toxic Policy Coordination
- Toxic Program Overview

**HISTORIC PRESERVATION**

- Certified Local Government
- Preservation Ordinance
- Historic Inventory
- Preservation Area Guidelines
- Preservation Board and SHI Board Support

**DESIGN REVIEW**

- Design Guidelines
- Staff Reviews
- Design Review Board Support

**ZONING ADMINISTRATION**

- Code Administration
- Code Amendments
- ZA Hearings

**Building Official**

*Citywide Responsibility:*

**PERMIT SERVICE CENTER**

- Customer Service
- Permit intake and issuance

**PLAN REVIEW**

- Residential and Commercial Plan Review
- Construction Code Advisory and Appeals Board

**BUILDING INSPECTIONS**

- New Construction Building Inspections

**HOUSING AND DANGEROUS BUILDING INSPECTIONS**

- Complaint intake, processing and investigation
- Tenant Relocation
- Abatement / Demolition
- Administrative Appeals and Hearings

**MANAGEMENT AND ADMINISTRATIVE SUPPORT FOR NEIGHBORHOOD SERVICE AREAS  
AND CITYWIDE FUNCTIONS**

**1 Deputy City Manager**

**Special Projects/Economic Development - 2 FTE**

**1 ASO**

**Director  
Area 1**

**Director  
Area 2**

**Director  
Area 3**

**Director  
Area 4**

**Planning  
Director**

**Building  
Official**

**Area Admin. Support:**  
 1 Admin. Analyst  
 1 Area Secretary  
 1 Neighborhood Resource Coord.  
 .5 Associate Planner

**Management/ Admin. Support for Recreation:**  
 1 Recreation Manager  
 2 Superintendents  
 3 Sr. P& R Supervisors

**Area Admin. Support:**  
 1 Admin. Analyst  
 1 Area Secretary  
 1 Neighborhood Resource Coord.  
 .5 Associate Planner

**Management/ Admin. Support for Parks, Trees plus Park Planning & Development:**  
 1 Park Manager  
 1 Admin. Analyst  
 2 Superintendents  
 1 Sr. Landscape Arch.  
 1 Sr. P& R Supervisor

**Area Admin. Support:**  
 1 Admin. Analyst  
 1 Area Secretary  
 1 Neighborhood Resource Coord.  
 .5 Associate Planner

**Management/ Admin. Support for Code Enforcement and Anti Graffiti:**  
 1 Asst. Code Enforcement Manager  
 1 Admin. Technician

**Area Admin. Support:**  
 1 Admin. Analyst  
 1 Area Secretary  
 1 Neighborhood Resource Coord.  
 .5 Associate Planner

**Management/ Admin. Support for Human Services:**  
 1 Superintendent  
 .40 Special Project Consultant

**Administrative Support for Dept. Administration:**  
 2 Admin. Analysts  
 1 Admin. Tech.  
 2 Dept. Data Analyst

**Planning Management / Admin. Support:**  
 2 Principal Planners  
 8 Sr. Planners

**Building & Inspections Management / Admin. Support:**  
 1 Code Enforcement Manager  
 2 Sr. Engineers  
 1 Chief Building Inspector  
 1 Principal Planner  
 1 Admin. Analyst  
 1 Admin. Tech.  
 1 Account Tech.