

AMENDED

RESOLUTION NO. 2003-234

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF APR 29 2003

A RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT FY03 ANNUAL OPERATING BUDGETS TO ADD 13 ADDITIONAL FULL TIME EMPLOYEES (FTEs), FOUR OF WHICH ARE LIMITED TERM POSITIONS, AND RELATED OPERATING COSTS

WHEREAS, the building activity in the City has significantly increased in FY03, compared to FY02, by more than 45%, and

WHEREAS, this increase has caused permit processing delays and inspection delays which has resulted in customer dissatisfaction and lost City revenue, and

WHEREAS, the Building Division has increased the use of consultants to backfill the increased workload, and

WHEREAS, the cost of permit processing and inspections are supported by permit fees, and

WHEREAS, the fee revenue for FY03 is projected to exceed the projected budgeted fee revenue by over \$1.3 million, and

WHEREAS, the Planning and Building Department requires additional staff to adequately process the significantly increased workload, NOW, THEREFORE,

The City Council hereby resolves to:

1. Approve the addition of nine career and four limited-term Building Division positions as detailed on Attachment D of the accompanying staff report, which is hereby incorporated by reference;
2. Amend the FY2002/03 Building Divisions' expenditure budget by \$203,711 to fund 13 FTEs and related services and supplies to be offset by a transfer in from the Development Services Fund in the same amount; and
3. Consider the addition of five Planning Division FTEs as detailed on Attachment D at the same time as the proposed Planning Fee adjustments during the FY2003/04 Proposed Budget hearings.

ATTEST:


CITY CLERK


MAYOR

FOR CITY CLERK USE ONLY

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REQUESTED POSITIONS AND DUTIES

Planning and Building Department
18 FTE

Senior Engineer (1 FTE): Plan Review Section, Increased workload has created a substantial need for additional plan review resources including additional usage of consultants. An additional Senior Engineer position to coordinate consultant review and help resolve complex plan review issues is needed.

Typist Clerk II (1 FTE): Increased workload in permit processing and inspections requests has created the need for additional clerical support. Higher paid positions are doing clerical tasks along with their own tasks to get the work done.

Building Technicians (3 FTEs): Increased number of permits and permit valuation has created the need for more help at the permit counters and the increased workload has created the need for additional site conditions review capacity. These building techs will perform site and plan reviews on submitted construction projects. These inspections are currently performed on an as needed basis by Building Inspectors. Assigning this task to the lower level building Technician position will allow the inspectors to perform more field inspections.

Building Inspector III (4 FTEs): Increased workload has created a substantial rise in the number of overloads (missed inspections). These permanent positions will perform plumbing and mechanical plan reviews on commercial and residential construction projects. These reviews require a high level of expertise. Compared to last year, residential and commercial construction valuation has increased 47%. These positions are in addition to existing temporary inspector positions, overtime usage and consultant inspection services to keep up with demand.

Building Inspector III (4 FTEs – Limited Term): Additional temporary inspection positions to provide flexibility during peak workload periods. During winter periods, the demand usually diminishes. FY03 had no diminished workloads, and experienced exponential growth in some areas.

Planning Technicians (2 FTE): One (1) position for work assignments to improve responsiveness to Planning phone and email inquiries. This will also result in timely close out of applications once they complete the hearing process. One (1) position will assist with the design review process and zoning review function at the permit counter. The number of customers coming to the public counters and request for information and assistance has steadily increased over the last 5 years. Public counter traffic increased 25% and calls by 60% during this period.

Assistant Planner (1FTE): Will provide assistance in responding to customer inquiries, including conducting research and investigations, prepare reports and

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Planning and Building Department
18 FTE

recommendations on Zoning Administration (ZA) actions. Over the last 5 years, ZA applications have increased 48% (146 applications in 1998 to 280 in 2002). No new staffing has been added in this time period. Staff is preparing recommendations for broader authority for approvals by the Zoning Administrator. Application approvals are taking 8-12 weeks to process versus the target of 4-8 weeks.

Associate Planners (2 FTE): One FTE will assist in processing of planning applications in the South Area. Nature of work in processing development applications would be better handled by Planner position rather than a Tech. The amount of work in the South Area has increase 50% over the last 4 years (42 in 1999 to 63 in 2002). Major projects are more frequently occurring in the south area (Home Depot, North Delta Shores, School District Office, Jefferson Commons, Target Center, Kaiser Expansion, College Square, Primary Care Center, Stockton Blvd mixed use, Island at Riverlake). One FTE will assist in the implementation of the Council approved long range planning work program. This program will include the General Plan, Community Plan and Special studies. This FTE will replace the position that was taken out of the budget for the Sacramento Local Agency Formation Commission (LAFCO).