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# CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT  
927 10th Street Sacramento, Ca. 95814

**FILED**  
APR 16 1985  
*Withdrawn*  
BY THE CITY CLERK  
OFFICE OF THE CITY CLERK

Administration  
Room 200 449-5571  
Building Inspections  
Room 100 449-5716  
Planning  
Room 300 449-5604

CITY MANAGER'S OFFICE  
**RECEIVED**  
APR 9 1985

April 8, 1985

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL FOR IMPLEMENTATION OF RECOMMENDATIONS IN PLANNING DIVISION**

### SUMMARY

On November 27, 1984, the Budget and Finance Committee and the City Council adopted the staff recommendations contained in "Progress Report #2 - Department of Planning and Development Reorganization." Those recommendations are presented here for individual implementation.

### BACKGROUND

On March 6, 1984, the City Council approved funding of a management consultant. The first priority was the study of the Current Planning process, followed by a review of the Inspection functions. The results of the Current Planning review were presented in the Department's Progress Report #2, adopted by Council on November 27, 1984. The recommendations provided that all action requiring Council approval be returned to the Council for individual implementation. Attached is the list of recommended actions, their purpose, and their estimated costs.

### FINANCIAL INFORMATION

The estimated cost for the remainder of this fiscal year is \$67,130, including \$30,509 in one-time costs. Salary savings of \$272,233 were identified in January 1985, from extended vacancies in eight planner positions. This amount was reduced by \$74,644 due to the shortening of the fiscal year. The net savings were identified by Finance as part of the Available Fund Balance in the Midyear Review.

On February 19, 1985, the Council approved an extension of the Telos Consulting contract in the amount of \$57,500, further reducing these savings. The use of \$67,130 to implement the recommendations approved by Council on November 27, 1984, will leave a net savings of \$72,959 for year end fund balance.

Ongoing costs, particularly salary-related costs, suggest an amount of \$143,556 for full year funding in the 1985-86 fiscal year.

RECOMMENDATIONS

It is recommended that the City Council:

- 1. Approve the recommended action items from Progress Report #2;
- 2. Approve the attached resolution transferring funds within the Planning and Development Department to finance these recommendations.

Respectfully submitted,



Mac Mailes  
Director  
Planning and Development

RECOMMENDATION APPROVED:

  
Walter J. Slipa  
Walter J. Slipa City Manager

April 16, 1985  
All Districts

Attachments/

MM:RBW:hi

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING THE CITY BUDGET FOR  
FISCAL YEAR 1984-85 FOR THE  
PLANNING AND DEVELOPMENT DEPARTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

1. The Planning and Development Department requires a transfer of funds from salaries to equipment to implement the Planning and Development Department's "Progress Report #2";
2. The City budget for Fiscal Year 1984-85 is hereby amended by transferring \$27,522 from the Community Planning budget 1-01-3522-0000-4101 to the following budgets, for the purpose stated in paragraph 1 above:

|                                                               |          |
|---------------------------------------------------------------|----------|
| Planning and Development Administration (1-01-3510-0000-4630) | \$7,588  |
| Planning Administration (1-01-3521-0000-4630)                 | \$605    |
| Current Planning (1-01-3523-0000-4630)                        | \$19,329 |

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

AUGMENTATION PROPOSAL

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1. Expand the Number & Use of Microcomputers

The expansion in the number and use of computers is intended to reduce the time devoted to the routine, time consuming tasks. The use of micro's will also provide more accurate & timely information toward more effective public service.

Two IBM Microcomputers are proposed to be added through this augmentation. One is included in Item 5 (following), "File Maintenance/Data Entry", and is explained there.

The second microcomputer is requested for department administration. Uses for this microcomputer include a management information system containing budget status, project status, workload, revenue status, permit valuation, etc. Systems currently running on a shared micro include revenue & salary projections and budget development. These systems will combine to improve quality and speed in decision making.

|                          |                   |            |                 |
|--------------------------|-------------------|------------|-----------------|
| <u>Positions:</u>        | Ø                 |            |                 |
| <u>Costs:</u>            | Equipment         | \$ 7,588   |                 |
|                          | Computer Supplies | 717        |                 |
|                          | Small Equipment   | <u>837</u> |                 |
|                          | Total 1984-85     |            | <u>\$ 9,142</u> |
| <u>Continuing Costs:</u> | Total 1985-86     |            | <u>150</u>      |

2. Formalize Training Program

The Telos Report recommended a formalized training program for new employees to familiarize them with department goals, objectives, policies and procedures. It could also train staff about policy changes of management, Planning Commission, Council, and other government agencies; and enhance skills training for existing staff. The report recommended that consideration be given to sending staff to seminars and conferences to improve work performance and expand knowledge & techniques. The appropriation requested will provide funding for seminars, supervisory training, and writing workshops not currently available. We will work with the training officer, when appointed in the Personnel Department, to seek the most effective means of training.

|                          |               |  |                 |
|--------------------------|---------------|--|-----------------|
| <u>Positions:</u>        | Ø             |  |                 |
| <u>Costs:</u>            | Total 1984-85 |  | <u>1,500</u>    |
| <u>Continuing Costs:</u> | Total 1985-86 |  | <u>\$ 1,300</u> |

3. Parcel File System

The Telos Report recommended that there be a redesign and expansion of the City Parcel File System. Subsequent to that report the consultant along with staff from Planning & Development, Revenue Division, and Data Processing, has met with the County's Assessor, Administration & Finance, and Data Processing to address the problem. We have agreed to lease terminals and printers linked to the County's IBM mainframe for access to the County's Property Data Base. Future endeavors include development of a simultaneous update of City and County Parcel Files on-line. The amount contained for this item provides for installation and operation of 4 terminals at the 13th & I building, operational June 1, 1985. Use of the terminal located on the Current Planning counter will expedite response to public inquiry and enhance accuracy of information provided.

|                          |               |                 |
|--------------------------|---------------|-----------------|
| <u>Positions:</u>        | Ø             |                 |
| <u>Costs:</u>            | Total 1984-85 | <u>\$ 1,594</u> |
| <u>Continuing Costs:</u> | Total 1985-86 | <u>15,728</u>   |

4. Restructure Counter Responsibilities

The Telos Consultant Report also addresses the workload at the Current Planning counter. It states that half of the incoming requests consume roughly 1/3 of the service time of a professional planner and could be handled by non-professional staff. The recommendation proposes a person less skilled than a planner but more skilled than a clerk. Continuous coverage of the counter requires 1.25 FTE. These positions will also be responsible for setting up the Commission hearing room, posting properties, posting and coding maps in the parcel map books, and compiling survey information.

We will request that Personnel establish a classification of Planning Technician leading to the career ladder of Junior/Assistant/Associate Planner. Because we anticipate months to create the position, establish salary, and administer the exam, we propose to appoint two limited term employees. This projection is based upon that appointment at approximately the Typist Clerk III level. This level should be equivalent in salary to that new classification.

|                          |                          |                 |
|--------------------------|--------------------------|-----------------|
| <u>Positions:</u>        | 2.0 Planning Technicians |                 |
| <u>Costs:</u>            | Salaries & Benefits      | \$11,751        |
|                          | Small Equipment          | 663             |
|                          | Office Supplies          | <u>415</u>      |
|                          | Total 1984-85            | <u>12,829</u>   |
| <u>Continuing Costs:</u> | Salaries & Benefits      | 68,158          |
|                          | Services & Supplies      | <u>3,155</u>    |
|                          | Total 1985-86            | <u>\$71,313</u> |

5. File Maintenance/Data Entry

The Telos consultant identified file maintenance as a problem. It is now designated as an additional duty to be performed on a time available basis. Being a low priority the file maintenance fails to receive the attention it deserves. Backlogs exist in filing reports, posting zoning changes to map books, and filing updated parcel maps. The accuracy of the parcel map books at the Current Planning counter is therefore suspect and verifying information from other sources increases the search time per item.

The posting and maintenance of these parcel map books will be assigned to the new Planning Technicians. Filing & retrieval of documentation and update of the Parcel File System requires additional staff and equipment. This proposal includes hiring one Typist Clerk II for data entry and file maintenance. The equipment proposed includes 1) a microcomputer with appropriate software to update the Parcel File, and 2) acquisition of microfilm equipment to facilitate timely and accurate retrieval of files. With the microfilm system in place, the file maintenance person will enter data into both microfilm and Parcel File Systems. Effective file maintenance will substantially improve the flow of information to the public.

|                          |                     |            |                 |
|--------------------------|---------------------|------------|-----------------|
| <u>Positions:</u>        | 1.0 Typist Clerk II |            |                 |
| <u>Costs:</u>            | Salary & Benefits   | \$ 5,211   |                 |
|                          | Equipment           | 8,812      |                 |
|                          | Small Equipment     | 1,401      |                 |
|                          | Office Supplies     | <u>260</u> |                 |
|                          | Total 1984-85       |            | <u>\$15,684</u> |
| <u>Continuing Costs:</u> | Salary & Benefits   | 22,860     |                 |
|                          | Services & Supplies | <u>298</u> |                 |
|                          | Total 1985-86       |            | <u>23,158</u>   |

6. Microfilming Files

This activity is part of the file maintenance/data entry noted in (5) above. This item includes the acquisition of a microfilm recorder and a microfilm reader. Supplies & maintenance are included for 1985-86 as the delivery of this equipment is anticipated no sooner than fiscal year end.

|                          |               |  |                 |
|--------------------------|---------------|--|-----------------|
| <u>Positions:</u>        | Ø             |  |                 |
| <u>Costs:</u>            | Total 1984-85 |  | <u>10,517</u>   |
| <u>Continuing Costs:</u> | Total 1985-86 |  | <u>\$ 2,250</u> |

7. Clerical Reorganization

The current organization of clerical staffing in the Planning Division is comprised of a Steno Clerk III, who in addition to being the secretary to the Planning Director, is the tacit supervisor of a Steno Clerk II, Receptionist, and a Typist Clerk I. This group provides service for Advanced Planning, sometimes at the expense of the Planning Director. Additionally, on the Current Planning side, is the Secretary to the Planning Commission with a Steno Clerk I assisting, and a part time (0.7) Steno Clerk II for the Design Review Preservation Board. All clerical staff are assigned specifically designated tasks. Typing is performed as needed, which is cyclical. More effective utilization of staff and word processing equipment could be accomplished by an overall coordinator and supervisor. This would free the Planning Director's secretary to devote her full attention to that function as established. The creation of an Office Supervisor position to oversee clerical scheduling, training, and to supervise the day to day office operations would accomplish a variety of tasks. These include clarifying lines of responsibility, providing better coordination of the work effort, providing a central point for coordinating work flow, focusing the establishment of priorities, and determining the status of work in process. The amount shown for 1984-85 includes 3 month's salary and one-time expense for appropriate equipment and furniture.

|                          |                       |            |                 |
|--------------------------|-----------------------|------------|-----------------|
| <u>Positions:</u>        | 1.0 Office Supervisor |            |                 |
| <u>Costs:</u>            | Salary & Benefits     | \$ 7,593   |                 |
|                          | Equipment             | 605        |                 |
|                          | Small Equipment       | 686        |                 |
|                          | Office Supplies       | <u>260</u> |                 |
|                          | Total 1984-85         |            | <u>\$ 9,144</u> |
| <u>Continuing Costs:</u> | Salary & Benefits     | 29,359     |                 |
|                          | Services & Supplies   | <u>298</u> |                 |
|                          | Total 1985-86         |            | <u>29,657</u>   |

8. Current Planning Procedures Development

At present there is very little documentation to describe means by which the department accomplishes its tasks. Modifications over time are implemented but not recorded. This lack of documentation creates confusion and varied application. A procedures manual will eliminate this confusion and provide the basis for uniform, consistent action. Activities which could benefit from such procedures include activities such as parcel book zoning changes, counter processing of requests, legal ads, environmental reviews, advance planning reviews, subdivision reviews, agenda preparation, and hearings procedures. This request is for 6 weeks of a professional procedure writer. That individual would 1) provide consistent procedural documentation for the activities noted above, and 2) coordinate preparation of job descriptions for various classifications and activities. These products will provide a standard gauge by which performance can be measured and enhance uniformity and consistency of understanding and application.

|                          |               |  |                 |
|--------------------------|---------------|--|-----------------|
| <u>Positions:</u>        | Ø             |  |                 |
| <u>Costs:</u>            | Total 1984-85 |  | <u>\$ 6,720</u> |
| <u>Continuing Costs:</u> | Total 1985-86 |  | Ø               |

AUGMENTATION PROPOSAL RECAP

| <u>Item</u>                                    | <u>Positions</u> | <u>1984-85 Cost</u> | <u>1985-86 Cost</u> |
|------------------------------------------------|------------------|---------------------|---------------------|
| 1. Expand the Number and Use of Microcomputers | Ø                | \$ 9,142            | \$ 150              |
| 2. Formalized Training Program                 | Ø                | 1,500               | 1,300               |
| 3. Parcel File System                          | Ø                | 1,594               | 15,728              |
| 4. Restructure Counter Responsibilities        | 2.0              | 12,829              | 71,313              |
| 5. File Maintenance/Data Entry                 | 1.0              | 15,684              | 23,158              |
| 6. Microfilming Files                          | Ø                | 10,517              | 2,250               |
| 7. Clerical Reorganization                     | 1.0              | 9,144               | 29,657              |
| 8. Current Planning Procedures Development     | <u>Ø</u>         | <u>6,720</u>        | <u>Ø</u>            |
| Totals                                         | 4.0              | <u>\$ 67,130</u>    | <u>\$143,556</u>    |