

CONTINUED
FROM 2/23/99
TO 3/9/99



4.1.2

JACK CRIST
DEPUTY CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

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NEIGHBORHOODS,
PLANNING AND DEVELOPMENT
SERVICES DEPARTMENT

ADMINISTRATION
916-264-7598
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February 5, 1999

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: STAFFING INCREASES FOR DEVELOPMENT SERVICES AND
TECHNICAL SERVICES**

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

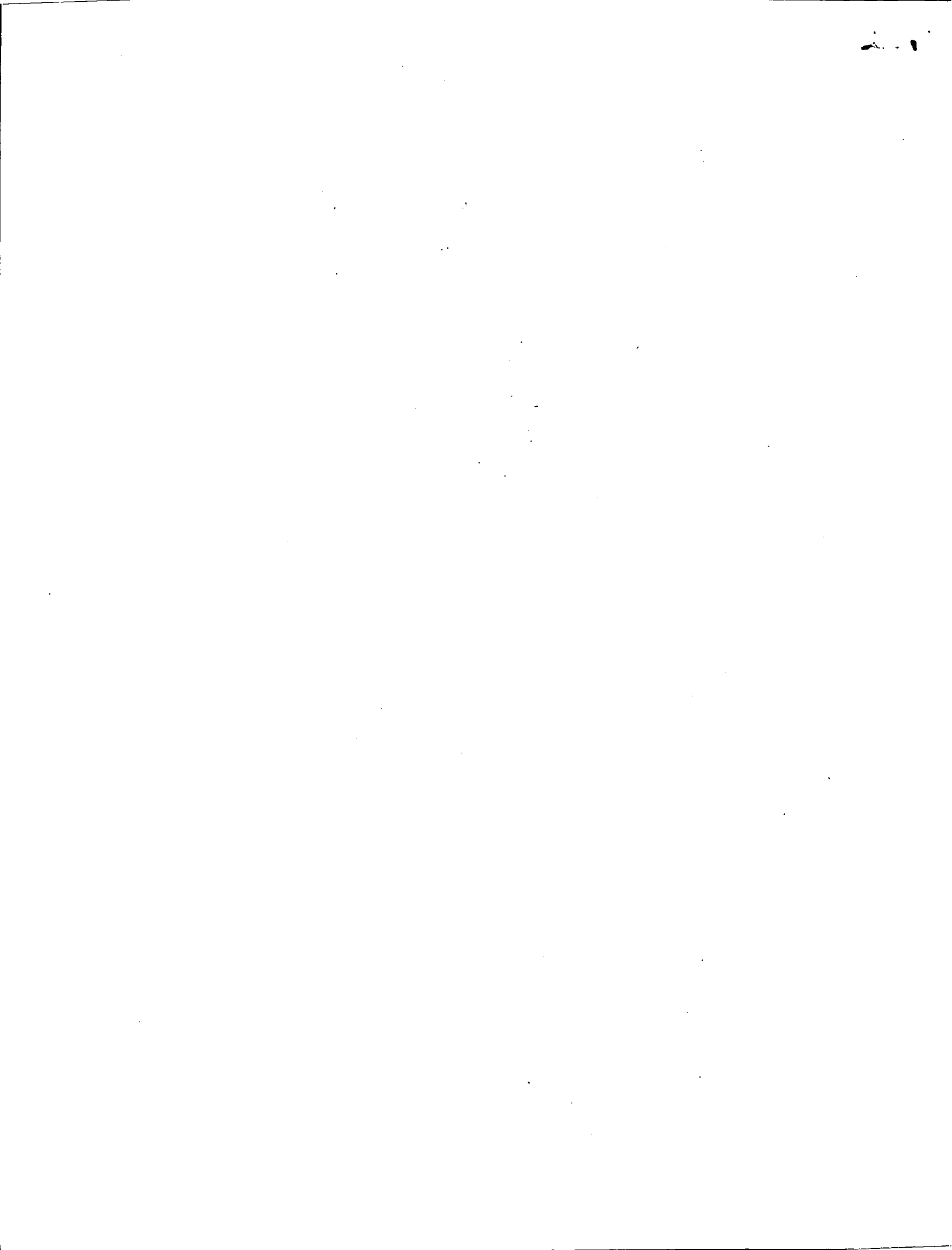
The City Manager recommends that the City Council adopt the attached resolution (1) authorizing 18 new full time employees (FTEs) and appropriate budget adjustments for funding 15 additional FTEs in the Neighborhoods, Planning, and Development Services Department, Development Services Division and 3 additional FTEs in the Public Works Department, Technical Services Division for FY 1998/99.

CONTACT PERSON: Jack Crist, Deputy City Manager, 264-5200

FOR COUNCIL MEETING OF: February 23, 1999

SUMMARY:

The current building and construction boom in the City has overloaded the Development Services Division's ability to promptly and adequately provide service. The volume and value of building and construction are expected to accelerate due to the long anticipated lifting of building and construction restrictions in North Natomas. The fifteen additional FTEs in Development Services will allow the Division to maintain an acceptable service level pending the Report of the Mayor's Commission on Development in June 1999. Similarly, the 3 additional FTEs in Technical Services will provide the means for Public Works to accommodate this increased workload.



BACKGROUND:

Historically the City's ability to provide service to the building and construction industry lags behind the building and construction permit valuation curve. During periods of growth, the City is in a catch up mode to match resources with demand. Conversely, during periods of downturn, the City must reduce resources in order to balance the budget.

Attachment A demonstrates that the building and construction industry, as represented by permit valuations, in the City steadily declined from the peak permit valuation of \$510 million in FY 1988/89 to \$195 million in FY 1995/96. The industry recovered slightly through FY 1997/98. The decline and only modest recovery, the overall recession in California, and raids by the State on local government revenue sources, forced the City to reduce the budget. The Development Services Division reduced the number of engineers and inspectors from 51 FTEs to 31 FTEs (Attachment B). Similar reductions occurred in Public Works. The growth through the first six months of FY1998/99 over the first six months of FY 1997/98 was 59.1 percent (Attachment C). In June 1998 the City Council approved three additional positions to staff a satellite office in North Natomas for the expected development in that area.

The permit valuation for FY 1998/99 is currently projected to exceed \$360 million. The projection for FY 1999/00 is in excess of \$400 million. The growth in permit activity is attributable to the low interest rates, a mild winter, several large projects, and the opening of North Natomas. This significant increase in activity and volume has caused delays in approving applications for permits, customer irritation due to long waiting periods for counter service, increased builder costs, lost jobs in the City and lost City permit and tax revenues. Public counter service delays of over two hours are not uncommon. In most cases, plans submitted for review are not completed within six weeks. Field inspection overloads resulting in inspection carry over occur daily. Staff receives complaints daily regarding the delays and lack of service.

The recommended additional staff will alleviate some of the delays and inability to promptly and adequately provide service for the balance of FY1998/99 and into FY 1999/00. See Attachment D for a summary of the proposed positions and duties.

This is an interim measure pending the study by the Mayor's Commission on Development and Report to the City Council in June 1999. It is anticipated that the Mayor's Commission on Development will address long term solutions for facilitating building and construction in the City.

FINANCIAL CONSIDERATIONS:

The additional positions are fee supported and therefore will not adversely impact the City General Fund. Attachment E provides the projected cost of the additional positions for the remainder of FY1998/99 and for FY1999/00.

POLICY CONSIDERATIONS:

Facilitation of safe and sound building and construction is consistent with the City Council's priorities of economic development, public safety, neighborhood revitalization and enhancement, environmental quality, and fiscal viability and reinventing of City government.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities which are not for purposes of a public works construction project do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 1506(b)(1), 15378(b)(3).

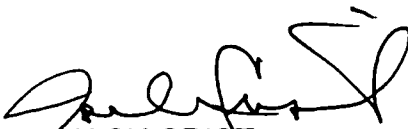
MBE/WBE EFFORTS:

All goods and services for this program will be purchased with a maximum effort to achieve MBE/WBE participation.

Respectfully submitted,



MICHAEL KASHIWAGI
Director of Public Works



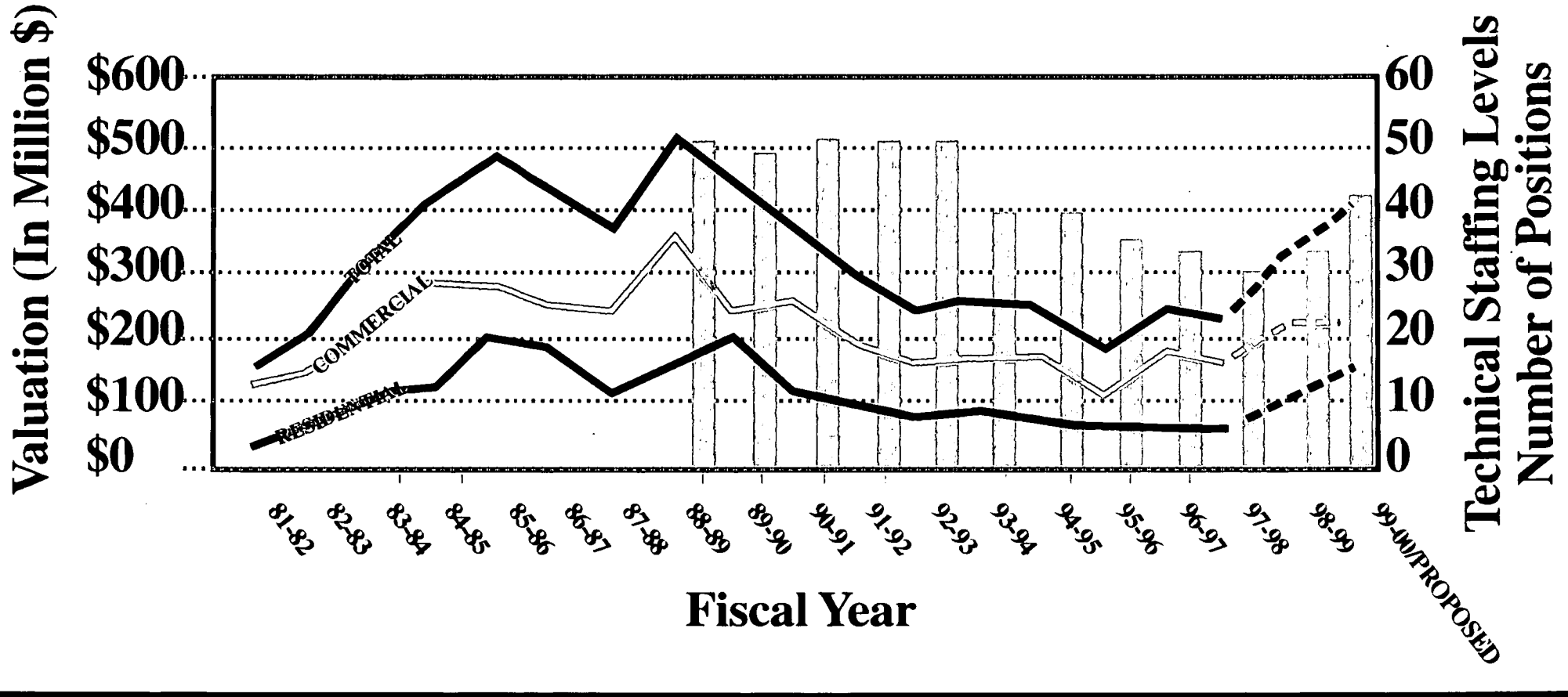
JACK CRIST
Deputy City Manager





RECOMMENDATION APPROVED BY:



WILLIAM H. EDGAR
City Manager

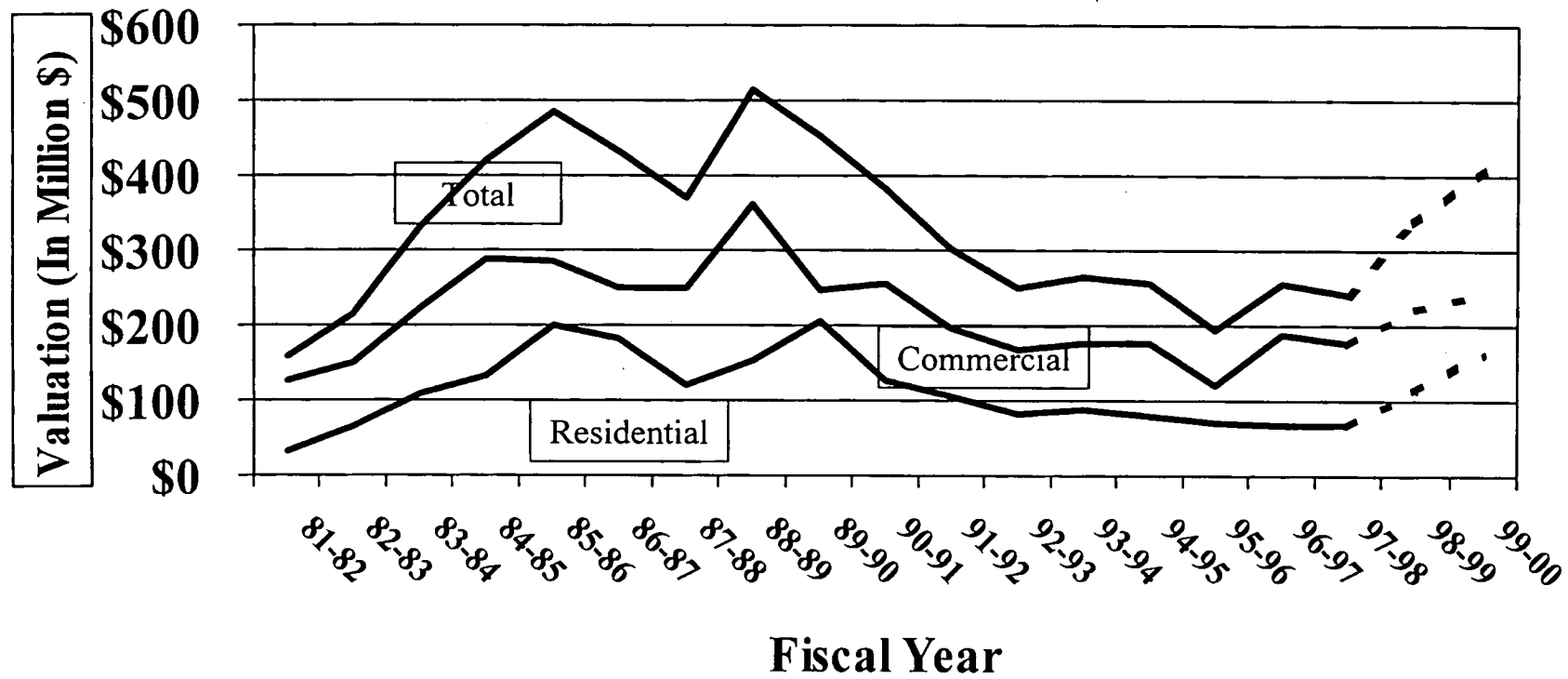
Construction Activity By Year



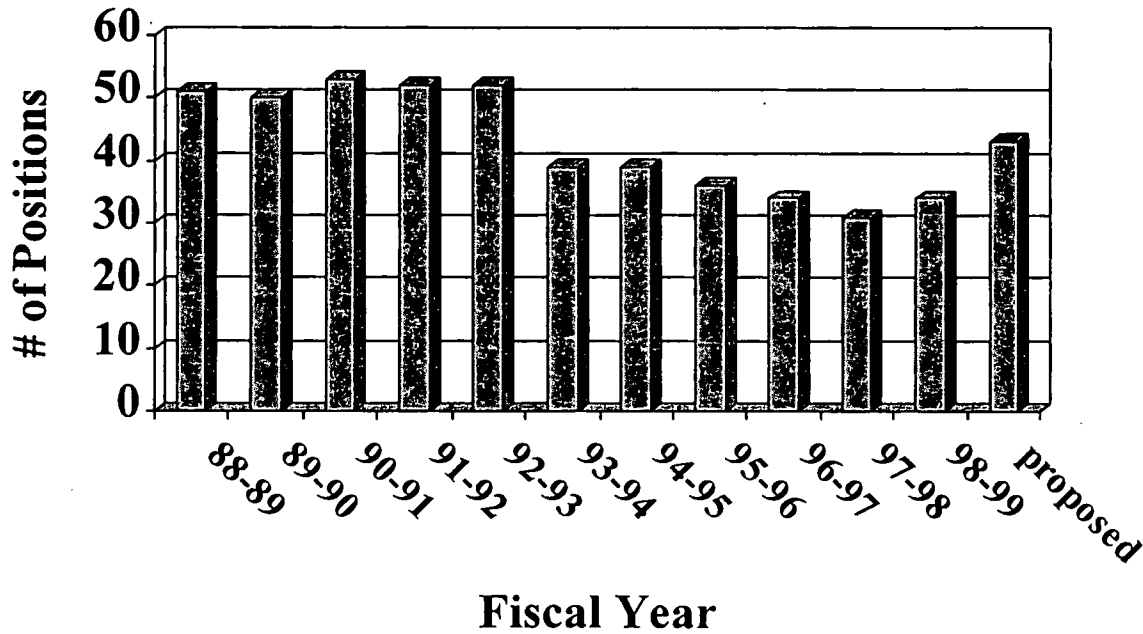
-  TOTAL
-  COMMERCIAL
-  RESIDENTIAL
-  POSITIONS



Construction Activity By Year



Technical Staffing Levels



City of Sacramento
Construction Valuation Report
January-99

Type of Structure	New Construction		Repairs and Additions	
	#	Valuation	#	Valuation
Single Family Dwellings	26	\$3,282,422	555	\$2,771,330
Duplexes	0	\$0	4	\$63,294
Apartment Buildings (3 & 4 Units)	0	\$0	11	\$90,152
Apartment Buildings (5 units & up)	4	\$1,701,690	36	\$311,858
Relocated Residential Buildings	0	\$0	0	\$0
Hotels, Motels, etc...(Transient)	3	\$86,000	2	\$55,000
Other Shelter	0	\$0	1	\$2,976
Amusement & Recreation Building	1	\$181,688	1	\$0
Churches and Other Religious Bld	0	\$0	5	\$267,808
Industrial Buildings	3	\$1,610,415	13	\$184,649
Parking Garages	0	\$0	2	\$45,750
Residential Garages & Carports	0	\$0	1	\$999
Service Stations & Repair Garage	1	\$16,000	3	\$25,999
Hospitals & Other Institutional Bld	0	\$0	3	\$35,599
Office, Bank & Professional Bldgs	0	\$0	65	\$1,829,386
Public Works & Utilities Bldgs	0	\$0	1	\$32,221
Schools & Other Educational Bldg	0	\$0	0	\$0
Stores & Other Mercantile Bldgs	4	\$4,236,634	29	\$743,395
Other Nonresidential Bldgs	3	\$540,358	2	\$40,999
Structures other than Buildings	8	\$219,000	9	\$136,000
Mfg. Housing on Perm. Foundatio	0	\$0	0	\$0
Construction Totals	53	\$11,874,207	743	\$6,637,414

Type of Construction	1998-99 Fiscal Year		1997-98 Fiscal Year	
Residential				
New Construction	218	\$26,936,335	193	\$16,113,523
Repairs and Additions	4,974	\$24,836,749	4,384	\$16,795,166
Sub-total Residential	5,192	\$51,773,084	4,577	\$32,908,689
Commercial				
New Construction	187	\$69,817,871	113	\$41,144,635
Repairs and Additions	1,548	\$45,179,636	1,391	\$36,098,905
Sub-total Commercial	1,735	\$114,997,507	1,504	\$77,243,540
Total Construction				
New Construction	405	\$96,754,206	306	\$57,258,158
Repairs and Additions	6,522	\$70,016,385	5,775	\$52,894,071
Total	6,927	\$166,770,591	6,081	\$110,152,229
Signs	249	\$368,655	357	\$600,590

Dwelling Units	1998-99 Fiscal Year	1997-98 Fiscal Year
Single Family	190	159
Duplex	16	2
Apartment	32	0
Total	238	161

City of Sacramento
Proposed Positions and Duties

**Neighborhoods, Planning, and Development Services Department
Development Services Division
(15 FTEs)**

Special Projects Manager (1 FTE) – Staff support for the Mayor’s Commission on Development. Will assist new Chief Building Manager in the actual implementation of the Commission’s recommendations as approved by the City Council. Will make progress reports on implementation to the City Council.

Public Counter Manager (1 FTE) – Responsible for the daily management of the public service counter. Makes certain sufficient staff is available and properly trained. Coordinates the activity of the five disciplines involved in providing customer service to assure prompt and accurate service is provided. Coordinates resolution of different plan checking requirements that may arise.

Building Inspector III (1 FTE) – Will perform Plumbing and Mechanical plan reviews on submitted commercial construction projects.

Building Inspector II (7 FTEs) – Two positions will provide additional public counter support and five positions will perform field inspection activities.

Building Technician (1 FTE) – Will perform Site and Sign plan reviews on submitted construction projects.

Typist Clerk II (3 FTEs) – Provide support to Public Counter, Plan Review, and Field Inspection activities.

Administrative Analyst II (1 FTE) – Provide coordination to both Planning and Building in implementation of technology. Activities will include expansion of the Automated Permit System, submitting applications via the Internet, improving WEB pages, expansion of scanning of public records for public viewing, etc.

**Public Works Department
Technical Services Division
(3 FTEs)**

Administrative Services Officer (1 FTE) – Will perform a wide range of duties, including supervision, the allocation of annual funds, bond proceeds, and development fees to specific projects, fund disbursement, and overseeing finance related project documents.

Account Clerk II (1 FTE) – Will receive and deposit funds and bill developers for private development projects.

Construction Inspector II (1 FTE) – Will perform site inspection for approved Public Works related construction projects.

PROPOSED BUDGET CHANGE

Title	Full Time Equivalent Positions			Salary Projection	
	Existing	Proposed	Change	98-99	99-00
Building Inspections Manager	1.00	1.00	0.00		
Administrative Analyst I	0.00	1.00	1.00	\$19,932	\$58,001
Administrative Analyst II	1.00	1.00	0.00		
Administrative Technician	2.00	2.00	0.00		
Accounting Technician	1.00	1.00	0.00		
Building Inspector II	17.00	24.00	7.00	\$123,139	\$358,335
Building Technician	3.00	4.00	1.00	\$8,427	\$49,047
Typist Clerk II	5.00	8.00	3.00	\$31,926	\$92,905
Cashier	1.00	1.00	0.00		
Senior Engineer	2.00	2.00	0.00		
Associate Civil Engineer	3.00	3.00	0.00		
Associate Mechanical Eng	1.00	1.00	0.00		
Building Inspector III	8.00	9.00	1.00	\$18,330	\$53,340
Fire Protection Engineer	2.00	2.00	0.00		
Chief Building Inspector	1.00	1.00	0.00		
Special Projects Manager	0.00	1.00	1.00	\$35,070	\$102,054
Public Counter Manager	0.00	1.00	1.00	\$24,202	\$70,427
Total	48.00	63.00	15.00	\$261,026	\$784,109

FIRST YEAR EQUIPMENT NEEDS

Needs Per Position	Per Position	Total	
Office Space	\$ 2,000	\$ 30,000	
Computers, phones, etc	\$ 2,500	\$ 37,500	
New Trucks	\$ 17,000	\$ 85,000	
kiosk		\$ 5,000	
Total Equipment		\$ 157,500	\$ 157,500
	Total Budget		\$418,526 \$784,109

Operating budget increase for Public Works, Technical Services Division:

Salary/Benefits:

Administrative Services Officer	\$	18,564
Account Clerk II		10,381
Construction Inspector II		14,171
Salary/Benefits Increase	\$	43,116

Services/Supplies:

Office Space	\$	6,000
Computers, phones, etc.		7,500
Truck		17,000
Services/Supplies Increase	\$	30,500

TOTAL BUDGET 1998/99	\$	73,616
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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION AMENDING THE DEPARTMENT OF NEIGHBORHOODS, PLANNING AND DEVELOPMENT SERVICES AND PUBLIC WORKS DEPARTMENT FY 1998 /99 ANNUAL OPERATING BUDGETS TO ADD 15 ADDITIONAL NEW FULL TIME EMPLOYEES (FTEs) AND 3 FTEs RESPECTIVELY AND RELATED OPERATION COSTS

WHEREAS, the building activity in the City has significantly increased from the recession experienced from FY1988/ 89 through FY 1997/1998, 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 cost of permit processing and inspections are supported by permit fees, and Whereas, the fee revenue for FY1998/99 is projected to exceed the projected budgeted fee revenue by Over \$700,000, and

WHEREAS, the Neighborhood, Planning and Development Services and Public Works Departments require additional staff to adequately process the significantly increased workload

The City Council hereby resolves to amend the operating budgets of the Neighborhood, Planning and Development Services and Public Works Departments for FY1998/99 as follows:

1. Neighborhoods, Planning and Development Services, Development Services Division operating budget (101-4681) increase for salary/benefits totaling \$261,026 and for services and supplies totaling \$157,500 to fund 15 additional FTE and related operating costs , and
2. Public Works Department, Technical Services Division operating budget (101 -3131) increase for salary/benefits totaling \$43,116 and for services and supplies totaling \$30,500 to fund 3 additional FTE and related operation costs.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____