



CITY OF POMONA COUNCIL REPORT

April 23, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Linda Matthews, Human Resources/Risk Management Director
Mario Suarez, Development Services Director

Subject: **Adoption of Resolution Adjusting Authorized Staffing Levels and Budget Appropriations in the Fiscal Year 2017/18 Operating Budget by Adding Four (4) Full-time Positions in the Development Services Department**

OVERVIEW

Recommendations - That the City Council adopt the attached resolution adjusting authorized staffing levels and amending in the Fiscal Year 2017/18 Operating Budget.

Fiscal Impact - The estimated General Fund cost of adding (4) full time positions in Development Services Department is \$392,350 annually and \$45,271 for the remainder of Fiscal Year 2017/18. To offset the cost of the new positions in FY 2019, staff anticipates there will be a 25% or \$175,000 increase in permit processing fees, plan check fees, and building permits. Staff is also eliminating \$16,000 in hourly budget. The remaining cost for the positions (\$201K) will be funded annually with General Fund Reserves or partially by annual increases in departmental revenues.

EXECUTIVE SUMMARY

Approval of this item will add the following full-time positions to the Development Services Department: One (1) Senior Planner, One (1) Associate/Assistant Planner, one (1) Planning Technician, and one (1) Administrative Assistant I/II/III. The increase in staffing is requested in order to ensure that the Department is able process permit applications, provide assistance during all working hours at the public counter and complete other requirements, responsibilities and job tasks for which the Planning Division is responsible.

DISCUSSION

The Planning Division of the Development Services Department is responsible for providing professional planning services, including but not limited to providing public assistance at the counter, addressing correspondence requests and answering/returning telephone calls, reviewing residential room additions and fence/wall requests, processing planning applications, developing and implementing various citywide plans, (i.e., specific plans) and creating and developing zone text/map amendments and general plan text/map amendments as necessary. The Division also provides staff support to Code Compliance, Building, Public Works, Economic Development and other Departments as related to land use, historic preservation, cultural arts and environmental matters. In addition, the Planning Division provides direct staff support to the

Planning Commission, Historic Preservation Commission, and Cultural Arts Commission/Advisory Committee.

In the past three years the City has experienced high activity in the development sector and has also experienced significant turnover in the Planning Division. As a result, the Planning Division has been challenged with an increased workload. Staff has engaged outside contractual planning services to try to address this issue, with only limited success. This increased workload not only impedes direct investment and economic growth in the City, it also harms the City's reputation as being business friendly. Increasing Planning Division staff resources will allow the City to catch up and keep up with the current wave of development activity.

It is recommended that four (4) full-time staff positions be added to the Planning Division to address the workload issue. The current authorized full-time positions and the new proposed positions are shown in the table below.

Current Budgeted Positions	Additional Positions Proposed
One (1) Development Services Manager	One(1) Senior Planner
One (1) Senior Planner	One (1) Assistant Planner*
Three (3) Associate Planners*	One (1) Planning Technician
One (1) Assistant Planner*	One (1) Administrative Assistant I/II/III
One (1) Planning Technician	

*The budgeted position title is Assistant Planner/Associate Planner, and positions are filled at either level based upon qualifications and experience.

The proposed organizational chart is shown in Attachment 2. The benefits of increasing the current staffing levels from seven (7) to eleven (11) positions will include, but are not limited to:

- o Completing projects and processing permit applications in a timely manner;
- o Increasing Development Services revenues;
- o Maintaining a reasonable work flow;
- o Providing counter assistance during all City Hall working hours ;
- o Returning phone calls within a reasonable time period;
- o Providing over-the-counter permit review for minor permits (e.g., fences, tenant improvements); and
- o Providing a more efficient review of Zoning Clearances necessary for new Business Licenses to be processed.

To offset the cost of the new positions in FY 2019, staff anticipates there will be a 25% or \$175,000 increase in permit processing fees, plan check fees, and building permits. There is also \$16,000 in hourly budget for a part-time Office Assistant position that will be eliminated.

Approval of the resolution will amend the current year operating budget by adding the four positions and associated budget appropriation changes. Since Planning Divisions do experience turnover, it is expected that when the demand for services decreases, as it does in the development sector, future vacancies will not be filled to maintain the appropriate relationship between staffing and revenues generated.

Attachments:

1. Resolution Amending the Authorized Staffing Levels and Budget Appropriations within the Fiscal Year 2017/18 Operating Budget

2. Proposed Organizational Chart