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DATE: March 11, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Brian Oh, Director of Community Development  
Gillian King-Bailey, Senior Management Analyst

SUBJECT: Resolution Authorizing the Position Allocation of One Permit Technician

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### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution Authorizing the Position Allocation of One Permit Technician.

### **BACKGROUND**

The Building Division of the Community Development Department oversees all local building construction and alteration projects to make sure buildings and structures are safe, accessible, energy efficient, and built according to all state and local building codes. The Building Division coordinates building permits with other City departments, oversees inspections, and issues all building permits. The Building Division also investigates complaints about unpermitted construction and substandard housing.

The existing staffing structure includes two Permit Technicians, a Plans Examiner, a Code Enforcement Officer, three Building Inspectors, a Deputy Chief Building Official, and a Chief Building Official. The additional Permit Technician position allocation will support continued operational growth within the Division and Department, including but not limited to supporting increasing customer service demands and expanded reporting requirements.

The funding for an additional Permit Technician will be considered in the mid-year Budget Adjustments on April 11, 2024 and this action is a critical step for implementation. The proposed change stems from a comprehensive evaluation of departmental needs and is designed to better serve the community. It is in direct alignment with the City Council's goal of creating "A City That Works For Everyone," and demonstrates our commitment to meeting the immediate needs of our community while also preparing for future challenges.

## **DISCUSSION**

Since 2019, the Community Development Department has been working to reconstitute itself as a consolidated department that includes Building, Planning and Housing Divisions, in alignment with City Council goals. One key element of a reconstituted Department is the creation of a one-stop permit center anticipated to open in late-Spring 2024 and will facilitate all City permit services. Currently, the permit center, which is coordinated by a staff member provided through a temporary staffing agency, provides customer service to individuals at the counter in-person, over the phone, and through an online permitting platform that the city deployed in 2021. The hiring of an additional Permit Technician provides the needed staffing and expertise for the City to continue meeting the permitting needs of the Community.

It is anticipated that by late-Spring 2024, the City will open a one-stop permit center that fully integrates and streamlines all permitting provided by Building, Planning, Fire and Engineering/Development. The anticipated benefits include a reduction in processing times, improved accuracy in documentation and reporting, and a more effective utilization of existing staff resources.

## **PUBLIC OUTREACH**

This agenda item appeared on the City's agenda document on February 26, 2024, which was a publicly-noticed meeting in compliance with the California Brown Act.

## **COUNCIL GOAL ALIGNMENT**

The authorization of this recommendation is in direct alignment with the City Council's goal of creating "A City That Works," specifically, with objective #1 to "ensure a fiscally and organizationally sustainable City", objective #36 to "implement an online permitting system", and objective #178 to "reconstitute a cohesive Community Development Department". These objectives include recruiting, hiring, retaining, and advancing a workforce that is diverse, skilled, talented, and prepared to meet the demands of a full-service City as well as provide valued services promptly and professionally.

## **ENVIRONMENTAL REVIEW**

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a "project," because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

If the action did constitute a project under CEQA it would be exempt pursuant to CEQA Guidelines Section 15061(b)(3) (the Common Sense exemption) as hiring a staff member to review permits will not in and of itself result in a physical impact and any work that results from the Permit Technician will have its own CEQA review.

## **FINANCIAL IMPACTS**

The annual salary range of the Permit Technician position is \$64,916.80 - \$78,915.20. The total annual cost for this position, including salary and benefits, is estimated to range between approximately \$127,183.60 - \$154,045.60. These costs will be included in the FY 2023/24 Mid-Year Budget Adjustments. All costs will be allocated to the Community Development Department, in the Development Services Enterprise Fund.

## **ATTACHMENTS**

1. Resolution Authorizing the Position Allocation of One Permit Technician
2. Permit Technician Class Specification