



Council Agenda Report

From: Warren Frace, Community Development Director

Subject: 2018 Building Division Staffing Plan

Date: December 19, 2017

Facts

1. The Chief Building Official position became vacant in mid-2017 when Clyde Ganes retired.
2. Brian Cowen presently serves as Interim Chief Building Official.
3. Demand for building inspections presently exceeds capacity of inspection staff.
4. Demand for building permits and inspections is expected to continue to rise in 2018.
5. Staff has prepared a draft Building Division Staffing Plan (Exhibit A), which seeks to respond to the needs of the development community by filling the Chief Building Official position, initiate the process of reclassifying the Building Technician position as a Permit Coordinator, and replacing the second Deputy Building Official position with a Senior Building Inspector position.
6. On November 30, 2017, the Building Liaison Committee reviewed and discussed the draft Building Division Staffing Plan and recommended that staff move the plan forward to City Council.

Options

1. Take no action
2. Approve draft Resolution 17-XXX (Attachment 1) reclassifying of the second Deputy Building Official position to a second Building Inspector position.
3. Amend or modify the plan (Exhibit A).
4. Refer back to staff for additional analysis.

Analysis and Conclusions

Currently the Building Division is operating with one vacant position. With the issuance of permits for Oxford Suites, Blue Oak Apartments and Oak Park Phase 3 the current staff will not be able to keep up with projected inspection increases. In order to maintain current service levels with next day inspections and in-house plan check of minor permits, the vacancy needs to be filled promptly.

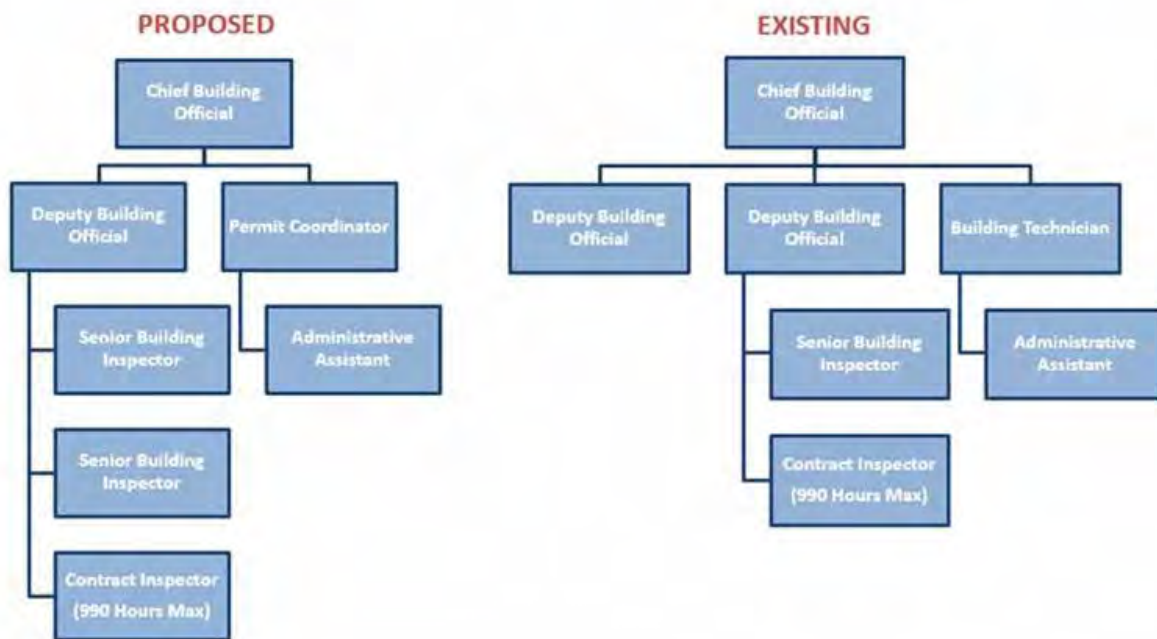


Chief Building Official.

Brian Cowen presently serves as the Interim Chief Building Official, following retirement of Clyde Ganes in mid-2017. Having the Deputy Building Official fill the role of the Building Official has revealed an opportunity to reduce the number of supervisory positions in the Building Division and add more in field inspection staff. The City Manager needs to fill the Chief Building Official position in order to facilitate reorganization of the Building Division described below.

Senior Building Inspector.

Inspection demand presently exceeds capacity of inspection staff and is expected to continue to rise in 2018. Simple plan checks must be sent to a code check firm when inspectors do not have time to do the plan checks in-house. Having the inspectors do simple plan checks in-house helps to balance day-to-day inspection workload and provides a valuable level of customer service by minimizing plan check times for simple projects. This proposal seeks to replace a Deputy Building Official position (Professional Manager II) with a Senior Building Inspector position (Technician IV), increasing capacity for inspections, in-house plan checks and reducing overall staffing costs.



Permit Coordinator.

Staff and the Building Liaison Committee have worked together and developed an approach to permit plan check coordination that focuses on both customer service and code compliance. In order to meet expectations for customer service, this proposal seeks to initiate the process of reclassifying the Building Technician position as a Permit Coordinator. The need for a dedicated permit coordinator has become increasingly necessary when dealing with complex projects that involve multiple City departments. For example, permitting of the Firestone Coldblock 4 project required on-going coordination between the Building, Planning, City Engineering, City Attorney, Wastewater, Water and Public Works staff and the applicant team. The Building Technician took on this responsibility and demonstrated the value to the applicant and City of a Permit coordinator.

Following Council adoption of the plan, the Human Resources Department will begin the process, starting with a compensation and classification study. The reclassification must subsequently be brought before City Council for approval on a future agenda.

Contract Inspectors.

This proposal maintains the ability to utilize with one or more contract inspectors in response to short-term needs for inspection staff, as previously authorized by Council.

Fiscal Impact

None. The proposed reorganization will maintain the current number of Building Division staff members and is fiscally neutral.

Recommendation

Adopt Resolution 17-XXX reclassifying the second Deputy Building Official position to a second Building Inspector position.

Attachments

1. Draft Resolution 17-XXX.
2. Projected Building Inspections, December 2017.
3. Community Development Project Pipeline Report, November 2017.

Attachment 1

RESOLUTION No. 17-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES RECLASSIFYING OF THE SECOND DEPUTY BUILDING OFFICIAL POSITION TO A SECOND BUILDING INSPECTOR POSITION

WHEREAS, the Chief Building Official position became vacant in mid-2017 when the Building Official retired; and

WHEREAS, the Deputy Building Official presently serves as Interim Chief Building Official; and

WHEREAS, demand for building inspections presently exceeds capacity of inspection staff; and

WHEREAS, demand for building permits and inspections is expected to continue to rise in 2018; and

WHEREAS, staff has prepared a draft Building Division Staffing Plan (Exhibit A), which seeks to respond to the needs of the development community by filling the Chief Building Official position, initiate the process of reclassifying the Building Technician position as a Permit Coordinator, and replacing the second Deputy Building Official position with a Senior Building Inspector position; and

WHEREAS, on November 30, 2017, the Building Liaison Committee reviewed and discussed the draft Building Division Staffing Plan and recommended that staff move the plan forward to City Council; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

The second Deputy Building Official position is reclassified to a second Building Inspector position within the Building Division, consistent with Exhibit A.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 19th day of December, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Steve Martin, Mayor

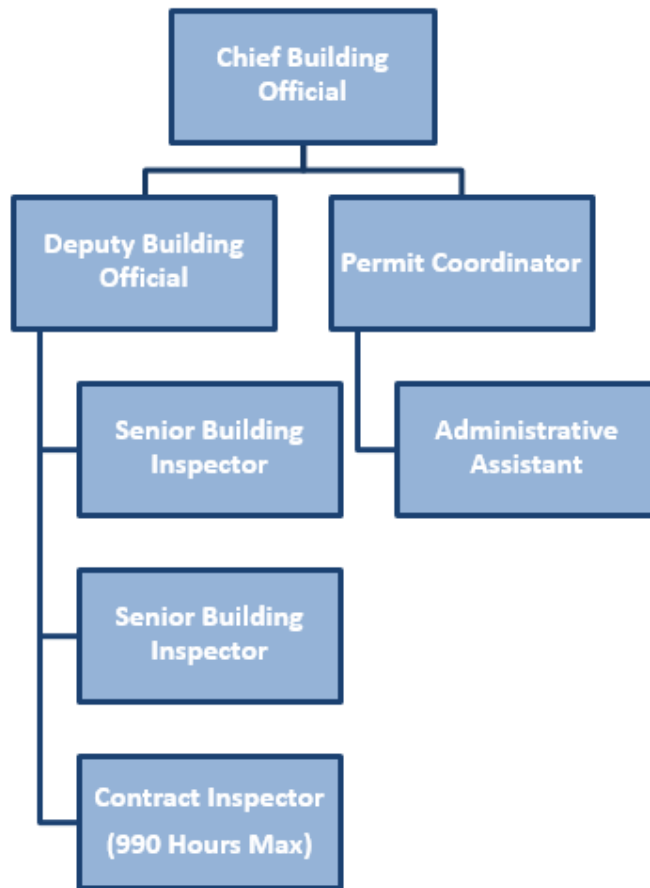
ATTEST:

Kristen Buxkemper, Deputy City Clerk

Exhibit A

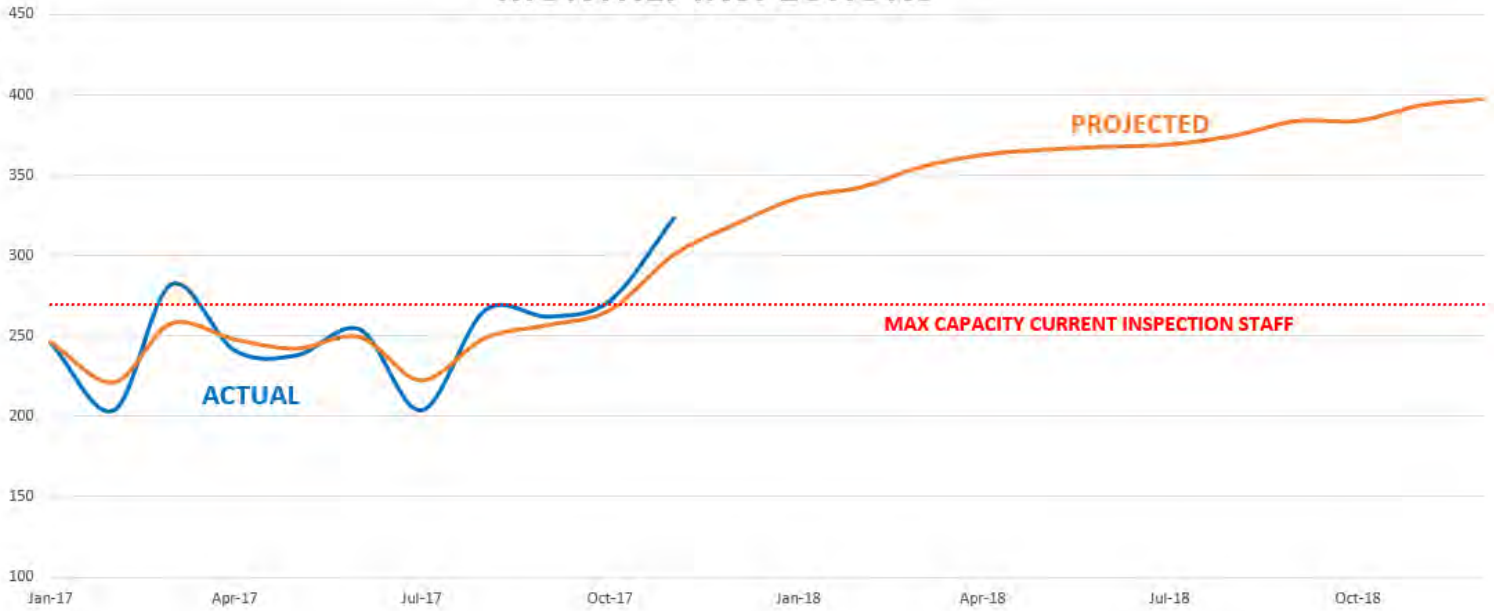
City of Paso Robles Community Development Department 2018 Building Division Staffing Plan

PROPOSED



Attachment 2- Projected Building Inspections

MONTHLY INSPECTIONS



<input checked="" type="checkbox"/> SUBMITTAL ...	PROJECT DESCRIPTION	DWELLINGS	COM SOFT	HOTEL ROOMS	PERMIT NUMBER	ADDRESS	STREET	APPLICANT	PERMIT STATUS	!
Planning Entitlements in Process										
Permit Status: 1 st Plan Check: 5 item(s)										
<input type="checkbox"/> None	Hyatt Place - Alternative Project (City parcel)		77,000	131	PD 17-xxx			Rupesh Patel	1 st Plan Check	!
<input type="checkbox"/> 09/25/2017	(pre-application) N. Chandler Ranch Vineyard Proposal	300 ??			GPA 17-xxx			Dan Lloyd	1 st Plan Check	!
<input type="checkbox"/> 03/07/2017	Erskine GPA / Rezone of 38 Hwy 46 & Paso Robles Blvd (Highway Com...		250,000		GPA 17-xxx / R...		Paso Robles Blvd	Tom/ Gwen Erskine	1 st Plan Check	!
<input type="checkbox"/> 01/03/2017	Circulation Element Update / Needs List / Fees				GPA 17-001		City Wide	City	1 st Plan Check	!
<input type="checkbox"/> 03/19/2015	46E / Union Rd. Interchange PAED (Caltrans)				PAED 15-001		East 46 / Union ...	City	1 st Plan Check	!
Permit Status: 2nd Plan Check: 1 item(s), 1 unread										
<input type="checkbox"/> 06/26/2017	Ravine parking area for 96 vehicles				PD 17-005 / C...	2981	Union Rd	Rob Miller	2nd Plan Check	!
Permit Status: Conditions / CEQA / Staff Report prep.: 5 item(s)										
<input type="checkbox"/> 09/26/2017	Kennedy Club Solar				CUP 17-014	500	S. River Road	Charlie Schluter	Conditions / CEQA ...	!
<input type="checkbox"/> 06/20/2017	TC-1 Downtown office rezone - UTSP clean-up				ZC 17-xxx		Downtown		Conditions / CEQA ...	!
<input type="checkbox"/> 05/02/2017	Bike - Ped Plan Update				GPA??		City wide	City	Conditions / CEQA ...	!
<input type="checkbox"/> 12/01/2016	Black Oak Lodge Hotel (96 rooms, 59,229 sf)		60,000	96	PD 16-007	2717	Black Oak Dr.	George Garcia	Conditions / CEQA ...	!
<input type="checkbox"/> 11/09/2016	Homewood Suites Dallons Dr. (4 Story Hotel, 105 rooms 73,590 sf)		73,590	105	PD 16-005		Dallons Drive	Gagan Kaur	Conditions / CEQA ...	!
Permit Status: Hearing Scheduled: 1 item(s)										
<input type="checkbox"/> 01/31/2017	Short Term Rental Zoning Code Policy				ZC 15-006		City Wide	City	Hearing Scheduled	!
Permit Status: NOA - Reso pending: 1 item(s)										
<input type="checkbox"/> 12/16/2016	GPA & RZ Parking Lot Expansion Mullahey Dodge		0		GPA 16-001, P...		Tractor & Golde...	Larry Werner	NOA - Reso pending	!
Permit Status: Out for Corrections: 9 item(s)										
<input type="checkbox"/> 09/01/2017	18,500 Warehouse for Wine Storage		18,500		PD 17-010	3230	Riverside Ave	Newlin Hastings	Out for Corrections	!
<input type="checkbox"/> 07/24/2017	Furlotti Annexation (Paso Robles Gateway Project 170 ac / 325 hotel ro...	97	464,000	425	ANX 16-001/G...	130	S. Vine St.	Tom Noya	Out for Corrections	!
<input type="checkbox"/> 07/12/2017	Hotel Alexa		23,765	38	PD 17-008		Alexa Court	Charles Rhoads	Out for Corrections	!
<input type="checkbox"/> 05/05/2017	Hotel Cheval Phase 2 (20 rooms)		15,625	20	PD 17-004	1020	Pine Street	CJ Horstman	Out for Corrections	!
<input type="checkbox"/> 03/13/2017	Spurr Co. Contract Yard / Parcel Map (New Office / Maintenance Bldg / ...				PD 17-001 / P...		Ardmore Rd	Nick Gilman	Out for Corrections	!
<input type="checkbox"/> 02/03/2017	South Chandler Ranch GPA / SP (560 du's)	560	?		GPA 17-xxx		Sherwood Rd	Doug Ayres	Out for Corrections	!
<input type="checkbox"/> 08/11/2016	Beechwood Specific Plan (pre-app concept Site Plan 862 du's / 64,000 ...	862	64,000		Pre-app	2550	Meadowlark Rd.	Dan Lloyd	Out for Corrections	!
<input type="checkbox"/> 05/16/2016	hold - Hyatt Place Hotel (116 Room / 4 story hotel / 65,528 sf / EIR [Rive...		65,500	116	PD 16-003	1955	Theater Drive	Rupesh Patel	Out for Corrections	!
<input type="checkbox"/> 02/06/2015	Paso Vista Resort	2	30,000	226	GPA 15-001 / ...		46 East	Ken Munde	Out for Corrections	!
Approved Planning Entitlement										
Permit Status: NOA - Reso pending: 5 item(s)										
<input checked="" type="checkbox"/> 06/26/2017	Pine St. Hotel - Amendment (155 room hotel, restaurant, retail)		105,000	151	PD 17-006 (PD...	944	Pine St.	VanSteenwyck / Lorenz	NOA - Reso pending	!
<input checked="" type="checkbox"/> 03/20/2017	Bellissimo Restaurant & Apartments (4 du's)	4	6,000		PD 17-002		Corner of 4Th &...	Garth Kornreich	NOA - Reso pending	!
<input checked="" type="checkbox"/> 03/16/2017	Paso Robles Public Market - Mixed Use (Hometown site)	6	16,500		ZC 17-001 / PD...	1803	Spring Street	McShane Murnane	NOA - Reso pending	!
<input checked="" type="checkbox"/> 09/01/2015	Cabernet Links RV Resort (290 space RV Resort, 18 hole golf course + ...		30,000	290 RV spa...	PD 15-004 / VT...	5151	Jardine Road	Tom Erskine	NOA - Reso pending	!
<input checked="" type="checkbox"/> 08/26/2014	(TEX) Habitat Vine St - 9 Unit affordable	9			PD 11-002		Vine St.	Habitat	NOA - Reso pending	!
Permit Status: x mapping: 2 item(s)										
<input checked="" type="checkbox"/> 12/03/2015	Erskin Industrial GPA / map / WSE		622,000		GPA 14-001		Wisteria Rd.	Jamie Kirk	x mapping	!
<input checked="" type="checkbox"/> 05/13/2013	River Oaks 2 GPA / SPA / CEQA / WSE (271 sfr du's)	271			GPA 13-002		Club House Dr.	Estrella Assoc.	x mapping	!

<input checked="" type="checkbox"/> SUBMITTAL ...	PROJECT DESCRIPTION	DWELLINGS	COM SOFT	HOTEL ROOMS	PERMIT NUMBER	ADDRESS	STREET	APPLICANT	PERMIT STATUS	!	
Permit Status: x pending: 12 item(s)											
<input checked="" type="checkbox"/>	09/19/2017	New Spec Industrial Bldg 3,948SQFT - WESTCO BUILDERS		3,948		SP 17-013		Combine Street	Nick Gilman	x pending	!
<input checked="" type="checkbox"/>	09/19/2017	New Spec Industrial Bldg 4,981SQFT - BEJAR		4,981		SP 17-014		Combine Street	Nick Gilman	x pending	!
<input checked="" type="checkbox"/>	05/11/2017	Tidwell - 9,960 SF office/maintenance bldg		9960		PD 17-007 / OTR		Dallons Rd	Leo Tidwell III	x pending	!
<input checked="" type="checkbox"/>	05/10/2017	271 lot vesting map - River Oaks 2 SFR Subdivision	(see GPA)			VTTM 3105 / O...	800	Clubhouse Dr.	Wes Willhoit	x pending	!
<input checked="" type="checkbox"/>	02/06/2017	Buttonwillow Product Warehouse 4960 sf		5,000		PD 02-012 Am...	2203	Wisteria Lane	Nick Gilman	x pending	!
<input checked="" type="checkbox"/>	10/13/2016	Firestone Warehouse DP amendment (59,000 sf beer storage warehous...		59,000		AMD-PD 12-006		Ramada Dr	Kyle Harris	x pending	!
<input checked="" type="checkbox"/>	06/03/2016	Destino Hotel Resort Amendment (291 Room - 4 phase hotel resort [Ha...				PD 08-002 Am...	3350 & ...	Airport Road	Karen Stier	x pending	!
<input checked="" type="checkbox"/>	04/06/2016	Case Pacific storage yard				PD 16-002 & C...	2121	Ardmore Road	Stan Case	x pending	!
<input checked="" type="checkbox"/>	03/31/2016	Sonic Burger Drive-Thru / carhop		2000		SP 16-012		Golden Hills Pla...	Sonic Burger	x pending	!
<input checked="" type="checkbox"/>	12/09/2014	Hilton Garden Inn (166 rooms)				TEX-PD 14-004		Golden Hill Rd.	Troy Grou[x pending	!
<input checked="" type="checkbox"/>	11/18/2008	Golden Hill res care (125 beds / 140,000 sf)	125 beds	140,000		TEX-PD 07-01...		Golden Hill Rd.	Basila	x pending	!
<input checked="" type="checkbox"/>	03/11/2003	Vina Robles Ampitheater / Hotel		95,000	80	PD 02-002		46 East	Vina Robles Inc.	x pending	!
Permit Status: x plan check: 14 item(s)											
<input checked="" type="checkbox"/>	02/17/2017	Lone Oak Hotel Conversion (37 rooms)			37	SP 17-005	715	24TH Street	Clinton Iwanicha	x plan check	!
<input checked="" type="checkbox"/>	11/23/2016	Paso Robles Inn Expansion (23 rooms, 17,946 sf)		18,000	23	PD 16-006	600	12th Street	Margaret Johnson	x plan check	!
<input checked="" type="checkbox"/>	11/16/2016	Firestone Coldblock 4 (10,000 sf with 12 70-ft tall tanks) / Wastewater Tr...		10,000		PD 12-006 (am...		Ramada Dr.	Firestone Walker	x plan check	!
<input checked="" type="checkbox"/>	11/16/2016	Airport Solar Project (34 ac / 4 megawatt (mw) photovoltaic generation f...				PD 16-008, CU...		Airport Rd.	Pete Rodriguez	x plan check	!
<input checked="" type="checkbox"/>	10/07/2016	Oak Park Phase 3 apartments (75 apartment units with fee deferral)	75			PD 10-001	3000	Park St.	Housing Authority - Da...	x plan check	!
<input checked="" type="checkbox"/>	09/20/2016	Pappy McGregor Expansion (banquet room on Railroad Ave.)		1500		SP 16-022	1122	Pine St.	Donovan Schmit	x plan check	!
<input checked="" type="checkbox"/>	09/06/2016	6th / Spring st new retail building + relocation		4600		SP 16-020		SW Spring Stre...	Larry Gabriel	x plan check	!
<input checked="" type="checkbox"/>	07/21/2016	301 Creston Tentative Parcel Map 16-0165 (4-lot residential map)	4			PR 16-0165 / O...	301	Creston Rd	David Marchell (Omni ...	x plan check	!
<input checked="" type="checkbox"/>	02/09/2016	North Vine Apartments (8 units)	8			SP 14-009		North Vine	Sunderland	x plan check	!
<input checked="" type="checkbox"/>	01/05/2016	Fairfield Inn DP amendment (119 rooms)			119	PD 15-005 / C...	2940	Union Rd / 46 E...	Neal Patel	x plan check	!
<input checked="" type="checkbox"/>	05/01/2015	Oaks Hotel expansion (66 rooms)			66	PD 07-015	3002	Riverside Dr.	Mary Quan	x plan check	!
<input checked="" type="checkbox"/>	04/27/2015	Oaks Assisted Living (101 beds - 89,000 sf)	101 beds	89,000		PD 15-002 & C...		S. River / Seren...	Larry Werner	x plan check	!
<input checked="" type="checkbox"/>	01/01/2013	Marriott Residence Inn (128 rooms / 4 stories)			128	PD 13-005		South Vine St.	Steve Sahadi	x plan check	!
<input checked="" type="checkbox"/>	01/24/2004	Sensario Gardens - Entrada			280	PD 01-025		46 East	Ken Hunter	x plan check	!
Permit Status: y construction: 10 item(s)											
<input checked="" type="checkbox"/>	04/10/2017	Cardroom relocation				CUP 17-005 / ...	1144	Black Oak Dr	Larry Gabriel	y construction	!
<input checked="" type="checkbox"/>	01/31/2017	Southgate Center (Paris Precision) building and site modifications to acc...				PD 98-004 Am...	1650	Ramada Drive	Nancy Hubbard	y construction	!
<input checked="" type="checkbox"/>	10/07/2016	Centennial City Solar Project				CUP 16-004		Centennial Park	Pete Rodriguez	y construction	!
<input checked="" type="checkbox"/>	10/07/2016	Sherwood City Solar Project				CUP 16-005		Sherwood Park	Pete Rodriguez	y construction	!
<input checked="" type="checkbox"/>	09/23/2016	Tentative Tract Map 3098 (9-lot residential map)	9			TR 3098 / PD 1...		Union Road & P...	Andrew Berry	y construction	!
<input checked="" type="checkbox"/>	05/06/2016	Cava Robles RV Resort		12,000	332 RV spa...	SP 16-002		Golden Hill Road	Christy Gabler	y construction	!
<input checked="" type="checkbox"/>	05/05/2016	Webb Apartments - 10 Unit Apartment Bldg and request to remove 2 Oa...	10			PD 16-001		36th / Oak SE c...	Warren Hamrick	y construction	!
<input checked="" type="checkbox"/>	03/24/2016	Alder Creek Apartments (16 units)	16			PD 15-003		Niblick Rd & Nic...	Larry Werner	y construction	!
<input checked="" type="checkbox"/>	01/14/2014	Oxford Suite Hotel (127 rooms / 5 story)		69,209	127	PD 14-002		4th / Pine St.	Matt Androx	y construction	!
<input checked="" type="checkbox"/>	09/25/2012	Arjun (Blue Oaks) Apartments (142 mfr units)	142			PD 12-005		Experimental St...	MBK Homes	y construction	!