



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: AUGUST 2, 2016

ITEM NUMBER: **CC-9**

**SUBJECT:** AUTHORIZE POSITION EXCHANGE IN THE DEVELOPMENT SERVICES DEPARTMENT

**DATE:** JULY 22, 2016

**FROM:** DEVELOPMENT SERVICES DEPARTMENT

**PRESENTATION BY:** GARY ARMSTRONG, DIRECTOR OF ECONOMIC & DEVELOPMENT SERVICES/DEPUTY CEO

**FOR FURTHER INFORMATION CONTACT:** GARY ARMSTRONG, (714) 754-5182

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## **RECOMMENDATION:**

Staff recommends that the City Council:

1. Authorize an exchange of positions in the Development Services Department in order to recruit for a new Assistant Planner.

## **BACKGROUND:**

Shortly after the City Council approved the adoption of the Fiscal Year 2016-2017 Budget, several unforeseen resignations in the Development Services Department have created the opportunity for management staff to re-evaluate the allocation and priorities of staff resources to best accomplish the goals of the department. The goal is to not add any additional full-time positions; thus, it is recommended that a full-time Code Enforcement Officer position be exchanged for an Assistant Planner position for a net zero impact to the full-time employee headcount.

## **ANALYSIS:**

Due to the recent unanticipated resignation of the Assistant Development Services Director, there is a need to augment staffing in the Planning Division to adequately distribute the current volume of work. Several significant projects are on the horizon for the Planning Division, including:

- The revision of the Zoning Code and Overlays for consistency with the newly adopted General Plan
- A large number of staff reports required for SUP, CUP and appeals since the Group Homes Ordinance injunction was lifted that need to be presented to the Planning Commission for approval
- High volume of development projects in the pipeline

In order to handle this tremendous workload, it is recommended that the full-time Assistant Planner position be reinstated.

Due to attrition, the Development Services Department currently has one full-time Code Enforcement Officer position vacant. Other than the current vacancy, Code Enforcement is fully staffed and continues to address community improvement concerns throughout the City, including significant accomplishments with Group Home Enforcement, Hotel/Motel Enforcement, and Neighborhood Stabilization Programs.

By reallocating the vacant position to the Planning Division and hiring an experienced Assistant Planner, the City will be able to make additional progress toward its goal of maintaining a streamlined process for development review and therefore, be able to issue permits in a timely manner. The Costa Mesa City Employees Association (CMCEA) has been notified of this proposed position exchange.

**ALTERNATIVES CONSIDERED:**

1. Fill the vacant Code Enforcement Officer position and do not recruit for an Assistant Planner position.

**FISCAL REVIEW:**

The salary and related benefits of the Assistant Planner position have already been included in the 2016-2017 fiscal year adopted budget (Code Enforcement Officer position). In fact, the City will realize a slight cost savings if the requested position exchange is approved by the City Council.

<b>Position</b>	<b>Annual Salary &amp; Benefits</b>
Code Enforcement Officer	\$86,000
Assistant Planner	\$84,000
<i>Annual Savings</i>	<i>\$2,000</i>

**LEGAL REVIEW:**

No legal review is required for this item.

**CONCLUSION:**

Staff recommends that the City Council authorize eliminating a full-time Code Enforcement Officer position and establish a full-time Assistant Planner position.

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ASHLEY M. GARCIA  
Management Analyst

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GARY ARMSTRONG, AICP  
Director of Economic & Development  
Services/Deputy CEO

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TAMARA S. LETOURNEAU  
Assistant Chief Executive Officer

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ATTACHMENT:       1       [Personnel Cost Analysis of Proposed  
Position Exchange](#)