

**CITY OF DANA POINT**  
**AGENDA REPORT**

<b>Reviewed By:</b>	
DH	<u>  X  </u>
CM	<u>      </u>
CA	<u>      </u>

**DATE:           SEPTEMBER 8, 2004**

**TO:             HONORABLE MAYOR AND CITY COUNCIL**

**FROM:          KYLE BUTTERWICK, DIRECTOR OF COMMUNITY DEVELOPMENT  
SHARIE L. APODACA, DIRECTOR OF ADMINISTRATIVE SERVICES**

**SUBJECT:       ADJUSTMENT TO HOGLE-IRELAND AND CHARLES ABBOTT  
CONTRACTS AND CITY STAFFING ADJUSTMENT**

**RECOMMENDATION:**

That the City Council:

1. Authorize the City Manager to modify the current Community Development Department staff by replacing two existing, budgeted, contracted positions with two City staff positions;
2. Adopt a Resolution approving a class specification for the position title of Permit Technician; and
3. Adopt a Resolution approving salary ranges for City staff positions of Permit Technician and Assistant Planner.

**DISCUSSION:**

The City currently contracts with Hogle-Ireland to provide project management services to the City's Community Development Department and with Charles Abbott to provide building plan check and inspection services. While there has not been a failure to perform on the part of Hogle-Ireland or Charles Abbott staff, it would be in the best interest of the City at this time to replace the contracted Planning Technician through Hogle-Ireland with a City position of Assistant Planner. An approved class specification for Assistant Planner already exists and is attached for the City Council's reference. Staff further recommends that the contracted Permit Specialist through Charles Abbott be replaced with a City position of Permit Technician. These transitions to in-house staff are expected to create a more cohesive department. There is usually a greater sense of ownership with City employees. In addition, City staff usually results in less employee turnover and thus greater department stability and enhanced customer service. Lastly, as demonstrated in this report, replacing the two contracted positions with City staff will result in considerable cost savings to the City.

The table below details the cost comparisons of utilizing the contracted positions versus City staff:

<b>Existing Contracted Staff</b>	<b>Annual Cost</b>	<b>Recommended City Staff</b>	<b>Annual Cost</b>	<b>Annual Savings</b>	<b>FY 05 Savings (Nov-June)</b>
Permit Specialist (Charles Abbott)	\$114,400	Permit Technician	\$60,950	\$53,450	\$35,633
Planning Technician (Hogle-Ireland)	\$126,235	Assistant Planner	\$76,101	\$50,134	\$33,423

The recommended actions do not increase overall staffing for the Community Development Department; rather it replaces two existing, budgeted, contracted positions with two City staff positions.

**NOTIFICATION/FOLLOW-UP:**

1. The Community Development Director will send written notification to Hogle-Ireland and Charles Abbott notifying them of the staffing adjustments.
2. A Request for Budget Adjustment will be processed, transferring the necessary funds from professional services and building plan check to employee salaries and benefits.

**FISCAL IMPACT:**

The recommended action would reduce the annual staffing cost for the two positions from approximately \$240,635 to \$137,051 for a FY 05 cost savings (Nov.-June) of approximately \$69,056.

**ALTERNATIVE ACTIONS:**

Other alternatives as determined by the City Council.

**ACTION DOCUMENTS:**

**PAGE NO.**

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**ACTION DOCUMENT A**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT,  
CALIFORNIA, ADOPTING THE POSITION TITLE AND CLASS  
SPECIFICATION FOR PERMIT TECHNICIAN**

WHEREAS, pursuant to the City’s Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager has recommended utilizing a City position of Permit Technician in place of an existing, budgeted contracted position; and

WHEREAS, the City Manager recommends the formal adoption of the position title and class specification of Permit Technician.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

**SECTION 1.** The following position title and class specification is hereby adopted, effective September 9, 2004:

Permit Technician (Exhibit 1)

**SECTION 2.** All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

**PASSED, APPROVED AND ADOPTED** this 8th day of September, 2004

\_\_\_\_\_  
JOE SNYDER, MAYOR

**ATTEST:**

\_\_\_\_\_  
SHARON STREET, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF DANA POINT )

I, Sharon Street, City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. 04-09-08-\_\_ was duly adopted and passed at a regular meeting of the City Council on the 8th day of September, 2004, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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SHARON STREET  
CITY CLERK

**EXHIBIT 1**

*The City of Dana Point  
33282 Golden Lantern  
Dana Point, CA 92629*

**PERMIT TECHNICIAN**

**DEFINITION:**

Under the general direction of the Permit Coordinator to perform a variety of technical duties involved in accepting, processing and reviewing forms, plans, and permit applications for planning, building, and land use activities; to assist and inform the public in person and on the telephone regarding departmental policies and procedures; and to perform a variety of tasks related to the assigned area of responsibility.

**CLASS CHARACTERISTICS:**

The Permit Technician reports directly to the Permit Coordinator.

This is a one-position class and is designated as a Non-Exempt position under FLSA standards.

**EXAMPLES OF DUTIES:** Typical duties assigned to this position include, but are not limited to:

1. Assist the public at the front counter; issue permit applications; respond to questions on policies and procedures; provide information on the permit process.
2. Receive and review completed applications; ensure information is accurate, complete, and in compliance with regulations; advise public on necessary corrections.
3. Conduct plan check submittals; ensure compliance with codes, ordinances and regulations; recommend minor modifications as necessary.
4. Route plans to appropriate staff; label and log information; set up files; track and monitor plan status; notify contractors, owners, developers, and engineers of plan status; issue permits.
5. Verify licensing and insurance on contractors; document information in appropriate files.
6. Calculate and estimate fees for permits; collect fees for various applications; issue receipts for fees collected.

7. Perform a variety of clerical and technical tasks in support of assigned office functions including assisting the public record keeping and report preparation; receive and answer a variety of phone calls.
8. Prepare and maintain records and files of plans and permits; assist the general public with retrieval, copying and microfilming of records; purge final permit files.
9. Prepare a variety of correspondence and related material in support of assigned functions; create handouts of fee schedules and related permit processes.
10. Perform related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS:**

**Knowledges:**

Knowledge of modern office procedures, methods and computer equipment.

Knowledge of pertinent federal, state and local laws, codes and regulations.

General knowledge of principles and procedures of record-keeping and methods and procedures of data entry.

Knowledge of basic mathematical principles, English usage, spelling, punctuation, and grammar.

Knowledge of principles and practices of effective customer service.

**Abilities:**

Interpret and explain City policies and procedures related to the building permit process, and learn technical terms related to building construction.

Respond to requests and inquiries from the general public and provide efficient and effective customer service.

Perform mathematical calculations quickly and accurately.

Operate modern office equipment including computers and supporting word processing and spreadsheet applications.

Maintain records and prepare computer-generated reports.

Understand and follow oral and written instructions.

Communicate clearly, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

Two years of responsible clerical experience involving front counter public contact.

Municipal experience is highly desired.

Equivalent to graduation from high school.

Completion of supplemental job-related courses is desired.

**ACTION DOCUMENT B**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING SALARY RANGES FOR THE POSITIONS OF PERMIT TECHNICIAN AND ASSISTANT PLANNER**

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager has recommended replacing two budgeted contracted positions with two City positions: Permit Technician and Assistant Planner; and

WHEREAS, the City Manager recommends the formal adoption of the salary range for the position titles of Permit Technician and Assistant Planner

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

**SECTION 1.** The following salary ranges are hereby adopted:

Permit Technician    \$2945 - \$3828/month

Assistant Planner    \$3755 - \$4882/month

**SECTION 2.** The salary ranges shall become effective on September 9, 2004.

**SECTION 3.** All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

**PASSED, APPROVED AND ADOPTED** this 8th day of September, 2004

\_\_\_\_\_  
JOE SNYDER, MAYOR

**ATTEST:**

\_\_\_\_\_  
SHARON STREET, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF DANA POINT )

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AYES:

NOES:

ABSENT:

ABSTAIN:

---

SHARON STREET  
CITY CLERK

**SUPPORTING DOCUMENT A**

*The City of Dana Point  
33282 Golden Lantern  
Dana Point, CA 92629*

**ASSISTANT PLANNER****DEFINITION:**

Under general supervision to research, analyze and prepare reports and recommendations on less complex planning related issues; to make oral and written presentations; to perform specific professional planning tasks or duties; and to do other work as required.

**CLASS CHARACTERISTICS:**

This is the entry-level professional planner classification. Incumbents perform a variety of planning tasks within defined procedural limits. Assignments may include work which is intended to give the incumbent on the job experience with more difficult planning work.

The next higher level of Associate Planner is the journey level planning class. It is characterized by responsibility for a variety of planning assignments which are performed with limited supervision. The next lower class Planning Technician performs drafting, graphic design and/or specific plan review tasks.

**EXAMPLES OF DUTIES:** The typical duties assigned to this class include, but are not limited to:

1. Researches, analyzes and interprets social, economic, population and land use data and trends; prepares written reports on various planning matters and elements of the General Plan; may make presentations to the City Council, Planning Commission, committees, advisory boards and other groups.
2. Assists in planning and zoning matters at the public counter; confers with and advises architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
3. Reviews development proposals and works with developers on acceptable site plans; reviews building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations; checks commercial, industrial and residential development plans for issuance of zone clearances; processes permit applications.
4. Conducts field inspections for land use surveys; reviews and conducts inspections for certificate of use occupancies and requests for zoning or land use variances.

**MINIMUM QUALIFICATIONS:**

**Knowledges:**

Some knowledge of principles, practices and legislation related to urban planning, environmental impact reports and the General Plan.

Some knowledge of current literature, information sources and research methods related to urban planning.

**Ability to:**

Research and analyze technical and statistical information related to urban planning issues.

Interpret and explain less complex planning and zoning programs and requirements.

Work effectively with architects, engineers, contractors, City officials and the general public.

Communicate clearly and concisely, orally and in writing.

Lear and apply various codes, laws, and regulations to planning projects.

Use or learn to use a computer to perform administrative or statistical analysis related to assigned duties.

**Education and Experience:**

Bachelor's degree from an accredited college or university with major course work in planning or a closely related field. Up to two years of experience (in addition to the experience requirement below) may be substituted for the required education on the basis of one year of experience for one year of education.

One year of staff experience which involved researching, analyzing, interpreting and making recommendations on information and data related to planning issues.

**Licenses:**

Possession of or ability to obtain a valid California Driver's License may be required.