Office of the City Manager

09

CONSENT CALENDAR
December 1, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jordan Klein, Director, Planning and Development Department

Subject: Planning and Development Department Personnel Actions

RECOMMENDATION

Authorize the City Manager to take the following personnel actions in the Planning and Development Department, subject to completion of any required meet-and-confer obligations:

1. Increase Position Control Number (PCN) 2886, Community Services Specialist II (Building and Safety), from 0.75 FTE to 1.0 FTE.
2. Reallocate vacant PCN 3349 from Planning Technician (Land Use Planning) to Customer Service Specialist II (Building and Safety).
3. Delete vacant PCN 1159, Associate Planner, and reallocate vacant PCN 3584 from Associate Planner to Senior Planner (Land Use Planning), consolidating two Associate Planner positions into one Senior Planner position.

SUMMARY

The Planning and Development Department requests authorization for three position changes that align staffing with workload in the Building and Safety and Land Use Planning Divisions. Together, the actions add one-quarter FTE of support in Building and Safety, move the address assignment function to the division responsible for it under the Building Code, add backup cashiering capacity at the Permit Service Center, and replace two Associate Planner positions with one Senior Planner position. The actions in total will reduce budgeted annual cost and require no new General Fund appropriation.

FISCAL IMPACTS OF RECOMMENDATION

All figures below are annual budgeted amounts at top step, including fringe benefits, as shown on the Position Control Change Authorization Forms. Actual costs will vary with the step of the person hired and with benefit elections.

Action	Current	Proposed	Annual change
PCN 2886: increase from 0.75 to 1.0 FTE (Fund 621)	$178,578.88	$238,105.18	+$59,526.30

Action	Current	Proposed	Annual change
PCN 3349: Planning Technician to Customer Service Specialist II	$179,031.34	$145,928.39	-$33,102.95
PCN 3584: Associate Planner to Senior Planner	$231,840.30	$267,569.49	+$35,729.19
PCN 1159: delete Associate Planner (Fund 621)	$231,841.30	$0.00	-$231,841.30
Net change, all actions	**$821,291.82**	**$651,603.06**	**-$169,688.76**

PCN 2886. The increase of $59,526.30 is funded 100 percent by the Permit Service Center Fund (Fund 621), an enterprise fund.

PCN 3349. The reallocation reduces the cost of the position by $33,102.95. The position is currently funded 50 percent from the General Fund (Fund 011) and 50 percent from Fund 621, and would be funded 100 percent from Fund 621. The General Fund share of the position therefore drops from about $89,516.67 to $0, and the Fund 621 share rises from about $89,516.67 to $145,928.39, within the existing Fund 621 budget. No new appropriation is requested.

PCNs 3584 and 1159. Deleting PCN 1159 saves $231,841.30 in Fund 621, which more than offsets the $35,729.19 increase in the cost of PCN 3584, for a net annual savings of $196,112.11. The General Fund share of PCN 3584 is held at its current level of about $115,920, by changing the funding split from 50/50 to approximately 43.3 percent General Fund and 56.7 percent Fund 621.

The net fiscal impact of all these actions represents a reduction of $80,111 in budgeted expenditures for the Permit Service Center Fund, and a reduction of $89,578 for the General Fund, for a total reduction of $169,689.

CURRENT SITUATION AND ITS EFFECTS

The Planning and Development Department includes the Building and Safety Division and the Land Use Planning Division. Changes in workload, in the allocation of functions between the two divisions, and in the experience level needed to manage the Planning Commission work plan have created staffing gaps in both divisions. The Department has reviewed its position control and proposes the three actions below.

Action 1: Increase PCN 2886 from 0.75 FTE to 1.0 FTE

PCN 2886 is a Community Services Specialist II position in Building and Safety, currently underfilled as a Community Services Specialist I, and is assigned to the Special Projects section. The position is currently budgeted at 0.75 FTE (30 hours per week). The Department is requesting that the position be increased to full-time (40 hours per week) to address increased workload in the Exterior Elevated Elements Inspection program; provide more direct assistance to the Building Official, including drafting responses to complex customer emails that require research, analyzing permit

fees, and writing and editing reports; and serving as backup for the address assignment function, which will be moving from Land Use Planning to the Special Projects team (see Action 2).

Action 2: Reallocate vacant PCN 3349 from Planning Technician to Customer Service Specialist II

PCN 3349 is a vacant, full-time Planning Technician position in Land Use Planning. The Department proposes to reallocate it to a Customer Service Specialist II in Building and Safety, with primary responsibilities of address assignments, business certificate permit compliance verification, building code enforcement administrative support, and backup cashiering and public counter support. Secondary responsibilities include assistance with Public Records Act requests and document retrieval, and other tasks assigned by the Building Official.

Address assignment is a Building Code function that Land Use Planning staff have performed to date. Moving it to Building and Safety places it with the division where it belongs under the Code. In addition, the Permit Service Center frequently closes its cashier station when no backup cashier is available; adding this position in Building and Safety will result in improved customer service at the PSC.

Action 3: Consolidate PCNs 1159 and 3584 into one Senior Planner position

Land Use Planning has two vacant Associate Planner positions, PCN 1159 (funded 100 percent from Fund 621) and PCN 3584 (funded 50 percent General Fund and 50 percent Fund 621). The Department proposes to delete PCN 1159 and reallocate PCN 3584 to Senior Planner. The Senior Planner is expected to work with minimal supervision and to have project and consultant management experience. Associate Planners require more supervision and direction, which in turn takes time from the Principal Planners. The change gives Land Use Planning an experienced project manager to help carry out the Planning Commission work plan and City Council referrals, including project management of the upcoming 2031-2039 Housing Element Update.

These position changes advance the Strategic Plan goals to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community, and to provide an efficient and financially-healthy City government.

BACKGROUND

The Position Control Change Outside of Budget Development process requires review and approval by the Department Head, Budget Manager, Director of Human Resources, Deputy City Manager, and City Manager; completion of any required labor notice and meet-and-confer obligations; and City Council authorization before Human Resources effectuates the change in the City’s position control system.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS
There are no identifiable environmental effects or opportunities associated with the recommendation.

RATIONALE FOR RECOMMENDATION
Each proposed action individually, and all of them collectively, will address operational needs in the Planning and Development Department, improving service to customers, at equal or lower net costs.

ALTERNATIVE ACTIONS CONSIDERED
Action 1: The Department considered keeping PCN 2886 at 30 hours per week. This would leave Building and Safety with limited support during the high-workload years of the Exterior Elevated Elements Inspection cycle, and would undermine the transfer of address assignments from Land Use to Building and Safety.

Action 2: The Department considered having a member of the building inspection administrative team serve as backup cashier. That team currently has a vacancy. The Department also considered leaving address assignments with Land Use Planning, which has managed them to date, but the function is a Building Code function and belongs in Building and Safety.

Action 3: The Department considered keeping the current structure of two Associate Planner positions. However, the Planning Commission Work Plan includes many complex projects that require more experienced staff that can manage projects independently.

CONTACT PERSON
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