



# Board Agenda Item 55

---

DATE: November 14, 2017

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director  
Department of Public Works and Planning

SUBJECT: Salary Resolution Amendment - Department of Public Works and Planning

RECOMMENDED ACTION(S):

**Approve Salary Resolution Amendment to:**

- 1. Delete one (1) Capital Projects Division Manager for Public Works and Planning - Capital Projects 4360/1150, as reflected on Appendix "D", effective November 20, 2017.**
- 2. Retitle one (1) Development Services Manager to Development Services and Capital Projects Manager for Public Works and Planning - Development Services 4360/0200 as reflected on Appendix "D", effective November 20, 2017.**

ALTERNATIVE ACTION(S):

The Board may choose to not approve the Recommended Actions in which case the Department would recruit and hire a Capital Project Manager.

FISCAL IMPACT:

Approval of the Recommended Actions would result in a cost savings of approximately \$180,000.

DISCUSSION:

For the past year, the Department has been evaluating the organizational structure and function of the Department with the goal of creating a fully integrated, customer service, team orientated model for delivering Public Works and Planning services. The recent retirement of the Capital Projects Manager this summer provided the opportunity for the Department to evaluate potential benefits of consolidation of the Capital Projects Division with the Development Services Division. Currently, Capital Projects is responsible for functions associated with County improvement projects including the development and design of schedules, plans and specifications associated with new construction and remodeling of County owned and leased buildings. The Development Services Division is responsible for functions associated with building plans review and permit issuance and inspections, processing of land use and subdivision entitlements, administration of the County's General Plan, grading ordinance implementation and enforcement, and review of improvement plans and inspection of subdivisions.

Department administration, in consultation with the County's Department of Human Resources and the County Administrative Office, evaluated the potential for consolidation and identified the following as a result of its review:

- Similarities between Division functions relating to building design and construction oversight, plan review and inspections;
- Same or similar position classifications existing within the two divisions;
- Consolidation of Divisions would provide new opportunities for shared resources;
- Consolidation of Divisions would provide opportunities for complete integration of design review and project management oversight functions

If the Recommended Actions are approved, the Capital Projects function would become part of the retitled Development Services and Capital Projects Division, as part of the Building & Safety Section reporting directly to the Chief Building Inspector and Division Manager.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix D

CAO ANALYST:

John Hays