

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager *RS*
DATE: February 1, 2011
SUBJECT: Establishment of a Planning and Building Manager Position in the Planning and Building Division

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ISSUE: Consideration of approval of a Planning and Building Manager position to eventually replace the Planning and Building Director position and to present the City Manager's reorganization of the Planning and Building Department.

RECOMMENDATION: Approval of resolution to establish a Planning and Building Manager position within the Planning and Building Division.

BACKGROUND/DISCUSSION: Due to budget expenditure concerns, the individual who held the Planning and Building Director position was terminated in January 2010. This has necessitated a reorganization of the department. Presently, the department has the following positions:

Planning and Building Director- who oversees the department and administers several provisions of the municipal code, including mobile home rent stabilization (chapter 2.22), subdivisions (chapter 16) and zoning (chapter 17). This position is also an officer of the city (chapter 2.10.060).

Senior Planner- filled by Ken MacNab

Associate Planner- filled by Erik Lundquist

Building Official- presently filled under contract by Clif Castle

Administrative Secretary – filled by Kathy Guill

The City Manager desires to reorganize the department by taking the following actions:

1. Eliminate the Planning and Building Director position and replace it with a Planning and Building Manager position. The Planning and Building Manager position would be a division level position and not a department

34 position's responsibility would be to run the day-to-day operations and to
35 make administrative decisions as called for in the municipal code
36 (previously done by the Planning and Building Director). This position
37 would be required to supervise the planning and building staff and to
38 manage the division's work load. The City Manager would meet with staff
39 as necessary to provide general oversight and guidance. The City Council
40 is presently asked to establish this new position. The job description for
41 this position is attached.

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- 43 2. The City Manager has decided that Ken MacNab, present Senior Planner,
44 is best suited to fill this new position. As compensation for his added
45 responsibilities, his salary would be increased from Range 22, step 5
46 (\$99,120) to Range 23, step 5 (\$104,052).
 - 47
 - 48 3. The Associate Planner position, presently filled by Erik Lundquist, would
49 be vacated and Mr. Lundquist would be promoted by the City Manager to
50 the newly vacated Senior Planner position. This is because he has
51 demonstrated that he has the ability to work at the Senior Planner level.
52 Also, the increased work demands caused by the loss of the Planning and
53 Building Director position and nature of assignments (such as Enchanted
54 Resorts project review) require a high level of analytic skills. Accordingly,
55 Mr. Lundquist's salary would change from \$79,104 to \$89,904 (Non
56 Represented Range 22, step 3).

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58 The Associate Planner position is currently covered by the CPEA MOU
59 which requires payment of overtime, while the Senior Planner is in a non-
60 represented labor group and is not eligible for overtime (i.e., it is a salaried
61 position). While, the CPEA has accepted the loss of the individual out of
62 their Association, they have asked that the position not be eliminated at
63 this time. This can be discussed with the Association at a later date.

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65 Due to the need to act quickly to reduce expenditures in this department mid-
66 year, it was not possible to make the necessary municipal code revisions to
67 replace the Planning and Building Manager title for the present Planning and
68 Building Director position that is often referenced in the municipal code. This will
69 be accomplished by ordinance at a future Council meeting.

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71 **FISCAL IMPACT:**

72 For the upcoming FY 11/12 fiscal year, the net savings by eliminating the
73 Planning and Building Director position (with the aforementioned remaining
74 planning staff increases) will result in a net savings of approximately \$140,000 for
75 the entire year.

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77 **ATTACHMENTS:**

78 Draft Resolution
79 Planning Manager Job Description

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RESOLUTION 2011-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,
STATE OF CALIFORNIA ESTABLISHING A PLANNING AND BUILDING MANAGER POSITION
AND DIRECTING THE CITY MANAGER TO PREPARE MUNICIPAL CODE AMENDMENTS AS
NECESSARY TO ELIMINATE THE PLANNING DIRECTOR POSITION**

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3 **WHEREAS**, the City Council has reviewed and considered the recommendations of the
4 City Manager for reorganizing the planning and building service functions at its February 1,
5 2011 regular meeting; and

6 **WHEREAS**, due to budget constraints it is necessary to reorganize the Planning and
7 Building Department to reduce costs and to promote a more efficient delivery of planning and
8 building related services.
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10 **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Calistoga
11 hereby establishes the Planning and Building Manager position within the Planning and Building
12 Division, as set forth as Exhibit A to this resolution.
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14 **NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of
15 Calistoga hereby directs the City Manager to prepare municipal code amendments as
16 necessary to eliminate the Planning and Building Director position and to establish a Planning
17 and Building division within the city organizational structure.
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19 **PASSED, APPROVED AND ADOPTED** by the City Council of the City of Calistoga at a
20 regular meeting held this 1st day of February, 2011, by the following vote:
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22 **AYES:**

23 **NOES:**

24 **ABSTAIN/ABSENT:**
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JACK GINGLES, Mayor

28 **ATTEST:**
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33 **SUSAN SNEDDON, City Clerk**
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