




# MEMORANDUM

Agenda Item #: 12  
Meeting Date: February 23, 2016

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ANTON DAHLERBRUCH, CITY MANAGER** 

**SUBJECT: CONSIDERATION OF RESOLUTION R16-09 ESTABLISHING THE JOB DESCRIPTION OF DEPUTY CITY MANAGER / PLANNING AND BUILDING DIRECTOR AND RECOMMENDATION FOR ORGANIZATIONAL STRUCTURE**

**DATE: FEBRUARY 23, 2016**

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## ISSUE/PURPOSE

Shall the City Council approve Resolution R16-09 establishing the job description of Deputy City Manager / Planning and Building Director and the correlated organization structure?

## BACKGROUND

To oversee the City's Public Works functions, the City is currently recruiting for a Public Works Director / City Engineer that was previously a contract position under the supervision of the Planning and Building Director. The Public Works Director / City Engineer will report directly to the City Manager, relieving the Planning and Building Director of the Public Works responsibilities. The restructuring of the organization makes time available for the Planning & Building Director to handle other City responsibilities for providing public services.

As in any organization, the City continually has personnel changes. Organizations, in turn, evolve in relation to the interaction, strengths, personalities, experience and capabilities of personnel. Desirous of maximizing the efficiency and effectiveness of an organization, changes in staffing provide management with a convenient opportunity to rethink and reorganize the organization structure.

## DISCUSSION

It is recommended that the City Council approve Resolution R16-09 creating the Deputy City Manager / Planning and Building Director classification (to which the incumbent Planning and Building Director will be appointed). There are no compensation changes associated with the new position (job classification). Several years ago, the Assistant City Manager and Finance Director were combined into one position. For similar reasons and benefits, the value and justification for the combined title is to formally allow the appointed individual to work on citywide special projects, have a #2 in the organization in the absence of the City Manager, and provide additional leadership and guidance to Department Heads as necessary. In this case, the title will also formally recognize, as well as maximize, the skill set of the incumbent. Under the Deputy City Manager function, special projects will immediately include support of Information Technology initiatives, development of the City's five-year Capital Improvement Plan, and intergovernmental relations. The role will not be supervisory over other Department Heads; rather it is intended to provide a 'value added' support to products and outcomes from Department Heads. Of note, the existing classification of Planning and Building Director is not being eliminated so it will exist for future hiring decisions as appropriate for the organization and the candidate at the time.

Municipal Code (Section 2.08.050 (4)) states: "The city manager shall be responsible...to recommend to the city council such reorganization of offices, positions, departments or units under his or her direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business..." Mindful of the new Public Works Director / City Engineer position and the vacancy of the Finance Director position being filled, it is timely to implement an organizational restructure. The full recommendations include reassigning:

1. 100% of the Administrative Analyst responsible for Human Resources into the City Manager's Office; currently, the position reports to both the Finance Director and City Manager for risk management and personnel matters, respectively.
2. The two Part-Time Receptionists to be under the supervision of the City Clerk; currently, the two positions report directly to the City Manager.
3. The Streets and Parks Maintenance personnel and all Public Works operations and functions to be under the supervision of the Public Works Director / City Engineer.
4. One of the two existing Permit Technicians from the Planning & Building Department into the Public Works Department.

To accommodate the supervisory responsibilities of the Public Works Director / City Engineer, the position will be provided with an office. In addition, staff will be proceeding with office repairs, relocations, and improvements to temporarily address efficiencies and concerns. In particular, the public counter will be partially lowered for compliance with the Americans with Disabilities Act (ADA), carpet will be replaced and asbestos under the carpet removed, and telecommunications wiring will be updated to support office changes and an upgrade of the City's telephone system. These changes do not accommodate the meeting space, other office space, equipment and technology, storage needs that would ultimately improve operational and service functionality. In the year ahead of us, options for the long term, inclusive of considering a broader remodel or rebuild, use of the Palos Verdes Homes

Association space, seismic improvements, and temporary structures will be part of a thorough evaluation of spaces, ADA improvements, and functionalities for public service.

**FISCAL IMPACT**

There is no fiscal impact associated with the approval and implementation of the Deputy City Manager / Planning and Building Director position and the recommended reorganization. Funds (\$200,000) are included in the 2014-2016 budget for “City Hall ADA, Furniture, Electrical, Wiring” for the costs associated with the office improvements referenced herein.

**NOTIFICATION**

This item was publically noticed consistent with City requirements and practices. City staff is aware of this matter as a result of internal meetings and discussions.

**ALTERNATIVES**

The alternatives available to the City Council include:

1. Deputy City Manager / Planning and Building Director
  - a. Approve Resolution R16-09
  - b. Approve Resolution R16-09 with modifications
  - c. Request further information
  - d. Do not approve Resolution R16-09
2. Reorganization
  - a. Receive and file in acknowledgment of the recommendation
  - b. Request further information
  - c. Do not accept the recommendation
3. Provide comments with regard to the office improvements

**CONCLUSION/RECOMMENDATION**

Perfecting a recipe for the best outcome occurs through incremental steps as well as trial and error. The recommendations herein for the job classification and reorganization are, in turn, the result of experiences and the introduction of new ingredients. In combination with the office improvements that are planned, the outcome is a thoroughly baked recommendation intended to improve services and operations. Staff seeks the City Council’s approval to proceed as recommended, and adopt Resolution R16-09 establishing the job description of Deputy City Manager/Planning and Building Director.

**ATTACHMENTS:**

- A. Resolution R16-09
- B. Deputy City Manager / Planning & Building Director Job Specifications
  - B1. Redline Version
  - B2. Non-Redline Version
- C. Recommended Organization Chart
- D. Floor Plan Update

RESOLUTION R16-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA AMENDING RESOLUTION R15-27, PALOS VERDES MANAGEMENT-ADMINISTRATION CLASSIFICATIONS AND SALARY RESOLUTION, BY MODIFYING ONE FULL-TIME POSITION OF DEPUTY CITY MANAGER/PLANNING & BUILDING DIRECTOR

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. The Management-Administration Classification and Salary Resolution R15-27 is amended by modifying the full-time classification of "Planning and Building Director" by adding new designation of "Deputy City Manager/Planning and Building Director". The job specifications for this classification shall be described in the job description attached to this resolution.

Section 2. A person holding the position of "Deputy City Manager/Planning and Building Director" classification shall be compensated within the following monthly salary range:

\$9,836-\$12,916

Section 3. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED on this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
James F. Goodhart, MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Vickie Kroneberger, CITY CLERK

\_\_\_\_\_  
Christi Hogin, CITY ATTORNEY

CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION

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**JOB TITLE:** DEPUTY CITY MANAGER PLANNING AND BUILDING DIRECTOR

**Department:** ~~Planning Department~~ City Manager's Department

**FLSA Status:** Exempt

**Designation:** Executive Management

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**Definition**

~~The Deputy City Manager, working under the direction of the City Manager in the management of the day-to-day operations of the City; serves as the City's The Planning and Building Director, working under direction of the City Manager, plans, coordinates, manages and oversees the activities, operations, staff and contracts of the Planning and Building Department, including planning, building, inspection and code enforcement, department budget and administration and technical oversight of parklands and tree management services. Serves as staff liaison to the City's Planning Commission and Parklands Committee. Provides highly responsible and complex professional assistance to the City Manager, community relations, contract management and others in areas of expertise. May provide direct supervision to subordinate level technical, clerical and contract staff.~~

**Duties**

The Deputy City Manager / Planning and Building Director performs the following duties which may include, but are not limited to:

- Investigate and prepare reports pertaining to various governmental activities.
- Monitor and interpret legislation and prepare appropriate analysis and report.
- Participate in the development and implementation of departmental goals, objectives, policies and priorities.
- Assumes full management and technical responsibility for all services and activities within the ~~Planning~~ department including, but not limited to, current and long-range planning, zoning development, environmental review, building inspection, code enforcement, tree management, use of parklands and other related activities.
- Research and prepare correspondence, projects and reports related to departmental and City policies, activities and issues; provide information and present reports to the City departments and officials, outside agencies and the general public.
- Manages and participates in the development and implementation of organization and departmental goals, objectives, and priorities for assigned service area; recommends and administers policies and procedures to be used in conjunction with zoning and planning



laws, subdivision ordinance and other related ordinance and public notices.

- Manages and participates in the development and administration of the department and City budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approval of expenditures; directs the preparing and implementation of budgetary adjustments.
- Provides oversight and management over professional consulting services contracts.
- ~~Oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan.~~ Serves as primary staff liaison to the City's Planning Commission and Parklands Committee.
- Directs and participates in the processing of major projects, ~~such as General Plan amendments, re-zonings, etc.~~
- Oversees the processing, review and scheduling of development applications submitted to City; ensures result is a thorough, comprehensive project analysis consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council policy decisions.
- Develops, maintains, studies, updates, implements, and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, ~~capital improvement plans~~, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
- Attends meetings of Planning Commission, Parklands Committee, City Council and other related meetings as required; provides staff support, reports and presentations, technical direction and guidance to the Planning Commission, Parklands Committee, and City Council including the development of all City planning programs; investigates and reports on matters requiring Commission/Committee/Council action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovation in the field of Planning.
- Monitors changes in laws, regulations and technology that may affect City or department operations; implements policy and procedural changes as required.
- Maintains and directs the maintenance of departmental files.
- ~~Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints:~~ supports City efforts in community relations.
- ~~May provide oversight over public works department and projects.~~
- Plans, directs, supervises and assigns work to assigned support staff.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed and projects as assigned.

## Qualifications

### **Knowledge and Abilities:**

- Principles, practices and legislative requirements related to administering a

planning and building department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, and related matters.

- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and procedures pertaining to site planning, architectural review and design.
- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
- Techniques for effectively representing the City in contacts with governmental agencies, community and business groups, the public, professional, regulatory and legislative organizations.
- Methods and techniques for writing and presenting, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person, writing, and over the telephone.
- Provides administration and professional leadership and direction for the Planning and Building department including the planning, organizing, directing and coordinating the work of management, supervisory, professional, technical and contract personnel; delegate authority and responsibility.
- Develop, implement and administer goals, objectives and procedures, work standards and internal controls for department and assigned program areas.
- Provide courteous and responsive communication to the public.
- Evaluate operations and problems; recommend and implement efficiency and productivity in improvements.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations effectively administer a variety of City programs and administrative activities.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.

- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Type 60 wpm with accurate spelling and grammar.
- Operate standard office equipment.
- Safe work and driving principles and practices.

**Experience and Education:**

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Graduation from a four-year college or university with major course work in urban or regional planning, geography, public or business administration, or a related field. Master’s degree in related fields is highly desirable.
- Seven years of responsible planning and building experience including three years of management and supervisory experience.
- Possession of, or ability to obtain, a valid California Driver’s license.
- Certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

**Physical Requirements:**

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. Require vision (which may be corrected) to read small print. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).*



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design.

- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
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