



**COUNTY OF SAN LUIS OBISPO  
BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works	(2) MEETING DATE 4/23/2019	(3) CONTACT/PHONE David E. Grim Development Services Division Manager (805) 781-1596	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Civil Engineering Technician Aide I/II/III, adding 1.00 FTE Engineer I/II/III, and adding 1.00 FTE Administrative Services Officer I/II. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve the resolution amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Civil Engineering Technician Aide I/II/III, adding 1.00 FTE Engineer I/II/III, and adding 1.00 FTE Administrative Services Officer I/II.			
(6) FUNDING SOURCE(S) Fund Center (FC) 405-PW-ISF; FC 245 – Roads; and Fund Center 20103 - Development Services	(7) CURRENT YEAR FINANCIAL IMPACT  \$7,291.00	(8) ANNUAL FINANCIAL IMPACT  \$95,475.00	(9) BUDGETED?  No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)  N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP  N/A	(15) BUSINESS IMPACT STATEMENT?  No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Kristin Eriksson			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference: 19.039



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Public Works  
David E. Grim, Development Services Division Manager

VIA: Dave Flynn, Deputy Director

DATE: 4/23/2019

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Civil Engineering Technician Aide I/II/III, adding 1.00 FTE Engineer I/II/III, and adding 1.00 FTE Administrative Services Officer I/II. All Districts.

### **RECOMMENDATION**

It is recommended that your Board approve the resolution amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Civil Engineering Technician Aide I/II/III, adding 1.00 FTE Engineer I/II/III, and adding 1.00 FTE Administrative Services Officer I/II.

### **DISCUSSION**

The Department of Public Works interfaces with the development community on a day-to-day basis. The Department reviews public improvement plans (such as new streets and sidewalks), building projects on privately-owned land, and any construction or other activity within the County road right of way including the associated inspections. Additionally, the Department reviews subdivision maps and boundary maps to ensure land is legally identified and subdivided, per the Subdivision Map Act and the Professional Land Surveyor's Act. The Department's map and surveying responsibilities are managed by the County Surveyor, a public office originally established in 1850 with the creation of the State and County.<sup>1</sup>

The Department also administers the encroachment permit program, which regulates certain activities within the County road right of way, including new construction, maintenance and repair work conducted by utilities, transportation permits, special events, parades and other work. This program also handles illegal encroachments, such as illicit discharges to the County stormwater system, unpermitted construction within the right of way, or any activity deemed hazardous to the safe operation of the roadway.<sup>2</sup> The Department issued over 800 encroachment permits in FY 2017-18.

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<sup>1</sup> Today, this position is appointed by the Board of Supervisors, per County Code Section 2.16.010.

<sup>2</sup> Regulating the road right of way is covered in the California Streets and Highways Code (Section 1460-1480), which enables the Board of Supervisors to restrict the use of any County road or require the removal of any encroachment for the protection of the public.

Staff levels to accomplish these assignments have gone through many changes over the past decades with fluctuations in the number and composition of positions in concert with development activity, the needs of other Public Works divisions, and the changed nature of the engineering professions. Development Services division staffing was reduced during the Recession of 2008 and has not seen an increase in staffing to accommodate increased development activity and additional responsibilities since that time.

More recently, Public Works has experienced a large increase of project applications. Every development application (including use permits and building permits) that is processed by the Planning and Building Department requires review by Public Works staff. As projects make their way through County processing, from initial pre-application meetings with applicants, to project review, impact analysis, conditioning, communication with project planners, engineering consultations, and approval at hearings, the Department is spending more time on project application review, pre-application meetings, and related developer/public inquiries.

***Deputy County Surveyor  
(Convert Civil Engineering Technician Aide I/II/III to Engineer I/II/III)***

In order to have a succession plan and provide adequate coverage, Public Works has the need to identify the role of Deputy County Surveyor. This position will report to and actively be trained for the position of County Surveyor. Historically, the County Surveyor has a Civil Engineering Technician to assist them; however, a Civil Engineering Technician would have to be significantly and continuously worked out of their classification in order to perform these necessary duties. Therefore, this request would convert an existing Civil Engineering Technician III position to an Engineer III position. 1 The Engineer I/II/III classification allows, and is used for, County land surveyor duties. The term "Deputy County Surveyor" would be used as a working job title.

Duties of the position generally include planning, organizing, and supervising the work of a civil engineering technician and support staff, resolving complex and difficult surveying issues, reviewing subdivision and boundary survey maps, supervising the maintenance of surveying systems and procedures, and acting as the County Surveyor in their absence.

***Administrative Services Officer I/II***

Much of the Department's development support activities require map/plan approval and permit issuance by skilled, professional staff. Depending on the level of complexity, legal responsibility, and consequence of error, these duties can generally be handled by the following staff: 1) a licensed professional engineer or land surveyor, 2) an engineering technician with education and experience in an engineering related field, or 3) an individual with administrative experience who can be trained in the specific aspects of land development.

The duties that can be handled at the administrative level include tracking and processing permits and project applications, processing illegal encroachment cases, and assisting the public with general development process questions. In so doing, this will allow existing staff to re-allocate their time to detailed plan and permit review. This will help the Department address a workload that has increased since the recession of 2008. The Department has analyzed which components of project review could be contracted to non-County staff; while contracting can be effective for discrete components of review, such as for

stormwater plans, it is not effective for subdivision plans or permit review because of tight timelines and project-specific considerations.

The overall trend over the last few years shows an increase in the number of smaller projects, which come through in the form of building permits, encroachment permits and application referrals for use permits (e.g., cannabis projects). For example, the number of building permits has more than doubled from FY 2012-13 to FY 2017-18, when 1,668 building permits were processed. This trend has created a longer plan and permit backlog, as shown in the following table.

**Plan and Permit Review Backlog (in Weeks)**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19 <sup>3</sup>	Goal
Subdivision Plans	3.0	2.8	2.9	3.4	3.0
Building Permits	1.0	1.4	1.7	3.7	1.5
Encroachment Permits	1.0	1.0	1.0	2.0	1.0

The requested position will enable the Department to achieve the goal review times listed above while maintaining quality engineering review. Based on the trend and the Department’s permit intake forecast, building permits are expected at a baseline of at least 1,700 per year, with project applications conservatively at about 275-300 per year. The requested position will also ensure capacity to consistently process projects to deliver the County’s Regional Housing Needs Assessment (RHNA) unit allocation.

**OTHER AGENCY INVOLVEMENT/IMPACT**

The Human Resources Department has reviewed and provided input to this proposed reorganization, including the classification of the new position. Human Resources has prepared the resolution to make necessary amendments to the PAL. The Administrative Office has also reviewed this request.

**FINANCIAL CONSIDERATIONS**

The recommended PAL change would result in a salary and benefit cost of \$7,291 for the remaining month of the fiscal year, with a FY 2019-20 cost of \$89,479. The financial impact will be absorbed by a mixture of budgeted programs (Fund Center 245 – Roads), cost-recoverable fee revenue (from Fund Center 20103 – Development Services), and Department management rate factors (Fund Center 405 – Public Works Internal Service Fund); no budget adjustment is necessary, and no General Fund support is required.

The following table provides a basic cost estimate of these position changes:

<b>FY 2018-19 Estimated Expense for Remaining 1 Month</b>						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Administrative Services Officer I	1.00	\$4,394	\$2,679	\$7,073	Step 1 for 1 month
Delete	Civil Engineering Technician III	-1.00	(\$7,439)	(\$3,629)	(\$11,068)	Step 4 for 1 month
Add	Engineer III	1.00	\$7,594	\$3,686	\$11,280	Step 2 for 1 month
	<b>Net Change FY 2018-19</b>	<b>1.00</b>	<b>\$4,549</b>	<b>\$2,742</b>	<b>\$7,291</b>	
<b>FY 2019-20 Estimated Annual Expense</b>						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Administrative Services Officer I	1.00	\$54,269	\$32,633	\$86,902	Step 1 for 5 months Step 2 for 7 months

<sup>3</sup> FY 2018-19 includes data compiled to date.

Delete	Civil Engineering Technician III	-1.00	(\$91,510)	(\$43,662)	(\$135,172)	Step 4 for 6 months Step 5 for 6 months
Add	Engineer III	1.00	\$93,402	\$44,347	\$137,749	Step 2 for 6 months Step 3 for 6 months
<b>Net Change FY 2019-20</b>		<b>1.00</b>	<b>\$61,230</b>	<b>\$33,318</b>	<b>\$89,479</b>	
<b>Estimated Annual Expense at Maximum Step (Step 5 of 5)</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
Add	Administrative Services Officer II	1.00	\$76,731	\$40,885	\$117,616	Step 5 for 12 months
Delete	Civil Engineering Technician III	-1.00	(\$93,746)	(\$44,471)	(\$138,217)	Step 5 for 12 months
Add	Engineer III	1.00	\$105,498	\$48,723	\$154,221	Step 5 for 12 months
<b>Net Change at Max. Step</b>		<b>1.00</b>	<b>\$88,483</b>	<b>\$45,137</b>	<b>\$133,620</b>	

**RESULTS**

The recommendations in this Board item will enable Public Works to achieve acceptable plan and permit review goal times. It will also help staff to conduct work in a more efficient manner, maintain the Department’s standards of customer service, assist in regulatory compliance, and provide succession planning. This will help to provide for a safe, livable and well-governed community.

**ATTACHMENTS**

- 1 Current and Proposed Organizational Charts
- 2 Resolution Amending the Position Allocation for Fiscal Year 2018-19

File: 680.160.01

Reference: 19.039

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