



CITY OF
HAYWARD
HEART OF THE BAY

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DATE: November 20, 2007

TO: Mayor and City Council
Redevelopment Agency Board Members

FROM: Human Resources Director

SUBJECT: Amendment to Position and Salaries Resolution and Related Budget Appropriations

RECOMMENDATION

That Council approves the attached resolutions: (1) eliminating a Construction Inspector in Public Works; (2) authorizing filling an existing Senior Civil Engineer position in Public Works; (3) authorizing a new Building Inspector position and a new Community Program Specialist position in Community & Economic Development; and (4) appropriating supporting funds for salaries, equipment, and supplies from the General Fund and the Low and Moderate Income Housing Fund.

BACKGROUND

Construction Inspector/Building Inspector: Over the past several years, Public Works Construction Inspectors have had the task of providing building site inspections for all projects covered under building permits. However, as a result of discussions between the Deputy Director of Public Works and the Building Official, a review of existing job specifications for each position, and conducting a survey of other jurisdictions, staff has determined that the responsibility for providing any inspections that relate to building sites covered under building permits (i.e., site accessibility, striping, lighting, etc.) should be handled by Building Inspection. The Departments of Public Works and Community & Economic Development (CED) have agreed that one of the Construction Inspector positions should be eliminated and a Building Inspector position created to accommodate the shift in duties between the two departments.

Senior Civil Engineer: In November of 2002, a position of Senior Civil Engineer was established in the Engineering & Transportation Division of the Public Works Department. The position was established as the first step in developing a project management section for larger projects to include the Route 238 Corridor Improvement Project and the I880/92 Reliever Route Project. It was anticipated that other staffing would also be required as these projects moved forward. In the FY 2004 budget cycle, this position, as well as an Associate Civil Engineer position, was frozen as part of the citywide deficit reduction efforts and remains unfilled.

Community Program Specialist: The existing Community Program Specialist position is currently in the Neighborhood & Economic Development Division (NED) of CED. The position in NED was to be funded with CDBG funds; however, NED froze the position due to the reduction in CDBG program funding. At this time a greater need exists in the Housing area due to the expanding inventory of affordable housing monitored by CED.

DISCUSSION

Construction Inspector/Building Inspector: Public Works has eight (8) Construction Inspectors, whose job duties are focused on inspecting Public Works projects and private work in the public right-of-way, to ensure the work is done in accordance with applicable codes and specifications, as well as incorporating some contract administration. Conversely, the duties for the Building Inspector are centered on inspecting private projects that are constructed under building permits for compliance with the City's Uniform Building Codes. Therefore, it is more appropriate for Building Inspection staff to inspect private building, site-related items that are being constructed under building permits.

In addition to reviewing the job specifications, staff also surveyed several other cities to determine what inspections were undertaken by Public Works Inspectors for various agencies. Of the four cities surveyed, most of the duties performed consistently by Public Works Construction Inspectors include several types of inspections, namely public improvements, grading permits, on-site paving, and drainage. However, none of the cities surveyed had Public Works Construction Inspectors conduct inspections for site accessibility, which includes accessible parking/loading, path of travel, ramps, and landings; such items are covered under the Uniform Building Code, and Building Inspectors are generally more qualified to enforce matters related to this area of inspection. Additionally, none of the cities surveyed had Public Works Construction Inspectors conduct inspections of parking lot striping, site lighting, etc., on private property for work covered under building permits.

An analysis of time sheets for Public Works Construction Inspectors shows that 85 percent of one Inspector's time is spent inspecting on-site work covered by the Uniform Building Code, which is charged to the General Fund (60%) and to individual projects (25%). The remaining 15 percent is spent on Public Works projects, which will be assumed by the remaining seven (7) Construction Inspectors. Because there has been a retirement of one of the Public Works Construction Inspectors, making the transfer at this time will have no impact on existing personnel. A current list exists for Building Inspectors, which would allow for an immediate hire of a new, permanent Inspector. Therefore, staff recommends that one Construction Inspector position be eliminated in Public Works and a new Building Inspector position be added in CED.

Senior Civil Engineer: Council recently approved entering into a funding agreement with Alameda County Transportation Improvement Authority (ACTIA) for an initial \$600,000 toward the \$25 million that will be available for the I-880/92 reliever project. Progress on this project has been slow due to other competing workload, and ACTIA has cautioned that Environmental Review must be completed by the extended deadline of June 2009. Staff recommends that Council provide authorization to fill the existing Senior Civil Engineer position at this time in order to properly meet

the City's commitments to manage this \$25 million transportation project as well as other major projects.

Community Program Specialist: An additional position is needed in CED due to the expanding inventory of affordable housing that is required to be monitored. Currently, the CED Administrative Analyst is performing this function for City mortgage-revenue bond funded units, in addition to her budgetary, personnel, and other administrative duties. When the current Analyst began performing this function, she had seven developments with 326 units total to monitor. Over the past several years the number of units that need to be monitored has increased to 858 units in 14 complexes citywide. With projects recently completed, and new construction and acquisitions underway, including all developments for which the City or the Redevelopment Agency has affordable housing Regulatory Agreements, this number will grow to over 1,000 affordable rental units within one to two years, clearly increasing the demands of the housing monitoring function beyond the time that the CED Analyst has available.

The monitoring function for affordable rental developments includes the verification of incomes for qualifying new tenants, the annual recertification of such tenants, the quarterly maintenance of rent rolls on affordable developments to ensure that the specified number and type of affordable housing units are being maintained in each development, ensuring that any debt service payments for loans owed to the City/Agency are made, and annual inspections to ensure that the developments are being properly maintained. The monitoring function for the Inclusionary "for-sale" units would involve verification of incomes for new buyers, ensuring that they have received proper training and notification regarding the re-sale restrictions affecting their units, annual notification to the owners regarding refinance and re-sale price restrictions, and approvals of such re-financings and re-sales as they occur (under the oversight of the Housing Development Specialist). Staff recommends authorizing and filling this additional Community Program Specialist position in CED.

The current job description of the Community Program Specialist is appropriate for the type and level of duties envisioned by the department, and staff will expand the current description to clearly include Housing tasks.

FISCAL IMPACT

Construction Inspector/Building Inspector: With the 5 percent special pay based on certification for which all Construction Inspectors have qualified, the actual hourly rates between these two positions are within sixteen cents of each other. The new position of Building Inspector, while funded out of the General Fund, will continue to be reimbursed to the same degree from developer charges; therefore there will be minimal impact on the General Fund. The applicable budget transfers from Public Works to CED will be made based on Council approval.

The Low and Moderate Income Housing Fund has a current fund balance of over \$8 million, and receives revenues in excess of \$2 million per year. The annual salary and benefit cost of a Community Program Specialist is approximately \$85,834. An additional \$18,000 is necessary to cover computer, office supplies, and training for the new position. These costs require a budget appropriation of \$103,834 from the Low and Moderate Income Housing Fund and will not result in any impact on the City's General Fund.

Senior Civil Engineer: The annual salary and benefit cost of a Senior Civil Engineer is \$140,277. These costs require a budget appropriation in the General Fund of \$140,277. The majority of this salary will be charged to 238 Corridor Improvement and I-880/92 Reliever Route Projects. Costs for equipment and supplies will be covered out of existing budget appropriations.

The table below summarizes the various actions and their fiscal impact on various funding sources:

Position	Current Salary	Proposed Salary	Other Costs	Net Fund Impact
Construction Inspector	\$73,361	\$0.00	\$0.00	
Building Inspector	\$0.00	\$73,008	\$0.00	
Senior Civil Engineer	\$0.00	\$140,277	\$0.00	
Community Program Specialist	\$0.00	\$85,834	\$18,000	
TOTAL	(\$73,361)	\$299,119	\$18,000	
General Fund	(\$44,017)	\$43,804		\$213
Project/Development Funds	(\$29,344)	\$29,204		\$140
Low & Moderate Income Housing Fund		\$85,834	\$18,000	(\$103,834)
238 Corridor Improvement Project/I880/92 Reliever Route Project		\$140,277		(\$140,277)
				Between the two projects

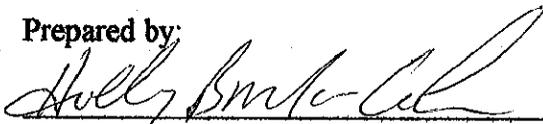
SCHEDULE

Upon Council approval, Human Resources will begin immediate recruitment for the Senior Civil Engineer. The position of Construction Inspector will be eliminated in Public Works, and the position of Building Inspector created in CED effective with the November 26, 2007 payroll period. The position description for the Community Program Specialist will be modified and approved as quickly as possible, and recruitment begun upon finalizing the position description.

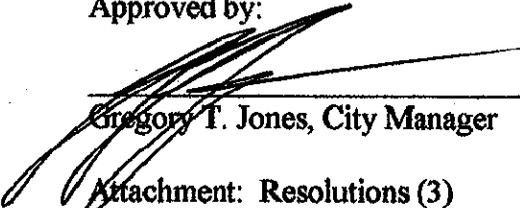
PUBLIC INVOLVEMENT

N/A.

Prepared by:


 Holly Brock-Cohn, Human Resources Director

Approved by:


 Gregory T. Jones, City Manager

Attachment: Resolutions (3)

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

DRAFT

HAYWARD CITY COUNCIL

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11/6/07

RESOLUTION NO. 07-

Introduced by Council Member _____

RESOLUTION AMENDING RESOLUTION 07-079, AS AMENDED, THE BUDGET RESOLUTION FOR FISCAL YEAR 2007-08 RELATING TO AN APPROPRIATION OF FUNDS FOR CHANGES IN AUTHORIZED PERSONNEL

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that Resolution No. 07-079, as amended, the Budget Resolution for fiscal year 2007-08, is hereby further amended by approving an appropriation of \$140,277, to fund a Senior Civil Engineer position, from the Route 238 Corridor Improvement Project and I880/92 Reliever Route Project Fund, Fund 430, to the General Fund, Fund 100.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2007

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

