



Code Enforcement Phase III Realignment & Position Enhancement Strategy

Executive Team Presentation

Agenda

- **Present Phase III Realignment Concept for Approval**
- **Present departmental request for position enhancements**
- **Present request for space, furniture, fixtures and equipment needs**
- **Request approval for timeline of submittal to the BOCC**



Background

- **Team-based delivery model adopted in 2010.**
- **Building Information Modeling (BIM)- Integrated Project Delivery model piloted in 2012.**
- **BDC endorsed the “Project-Centric” service delivery model in 2014.**
- **Customer Service Center model with Liaisons introduced in 2015.**
- **Mega/Multi-Family inspection team introduced in 2015**



Implementation Timeline

Phase I

- **July 2014 – June 2015**
- Define Mega Project Thresholds
- Create Mega Inspection Team

Phase II

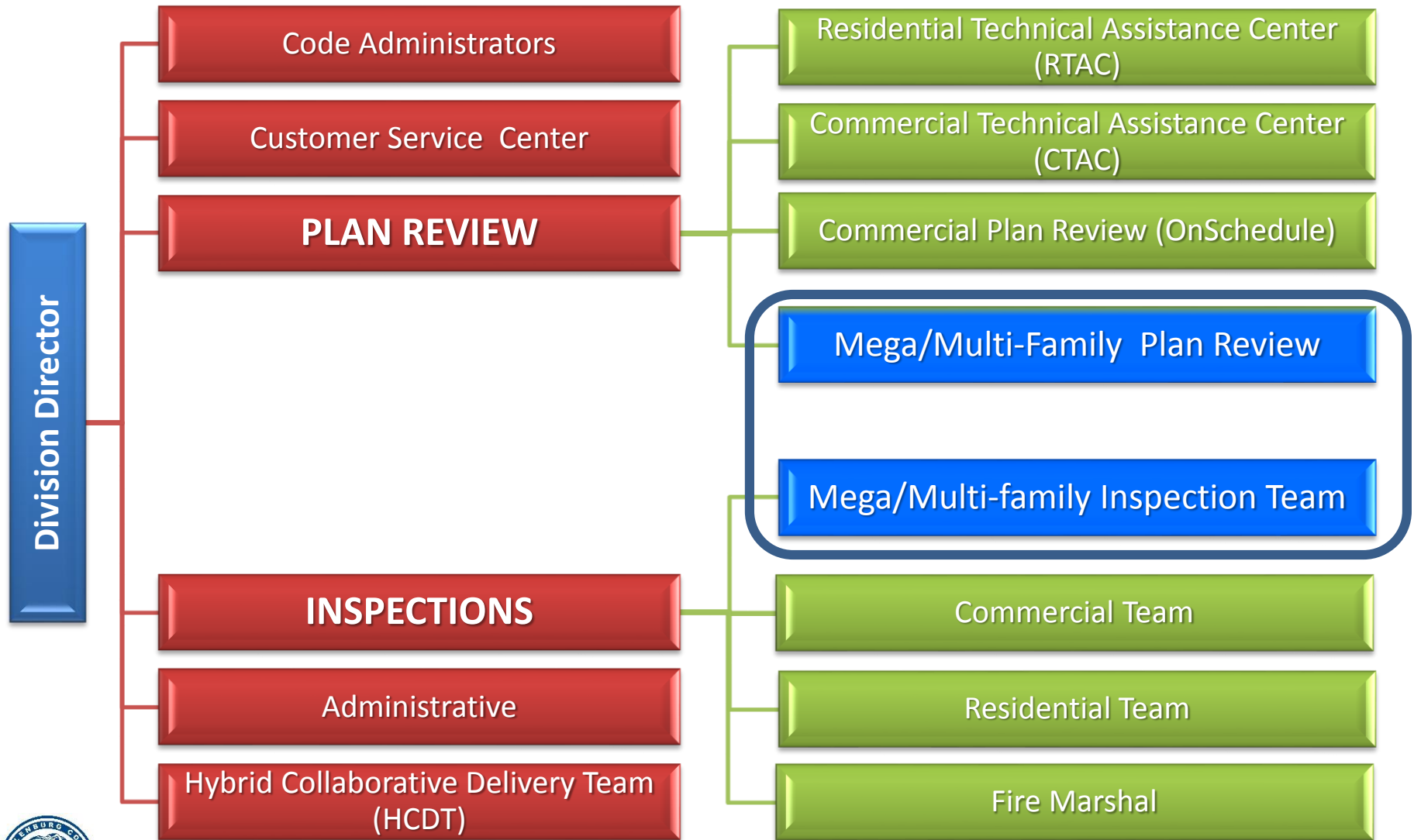
- **July 2015 – June 2016**
- Realign Inspection Teams from North & South to Commercial & Residential Teams

Phase III

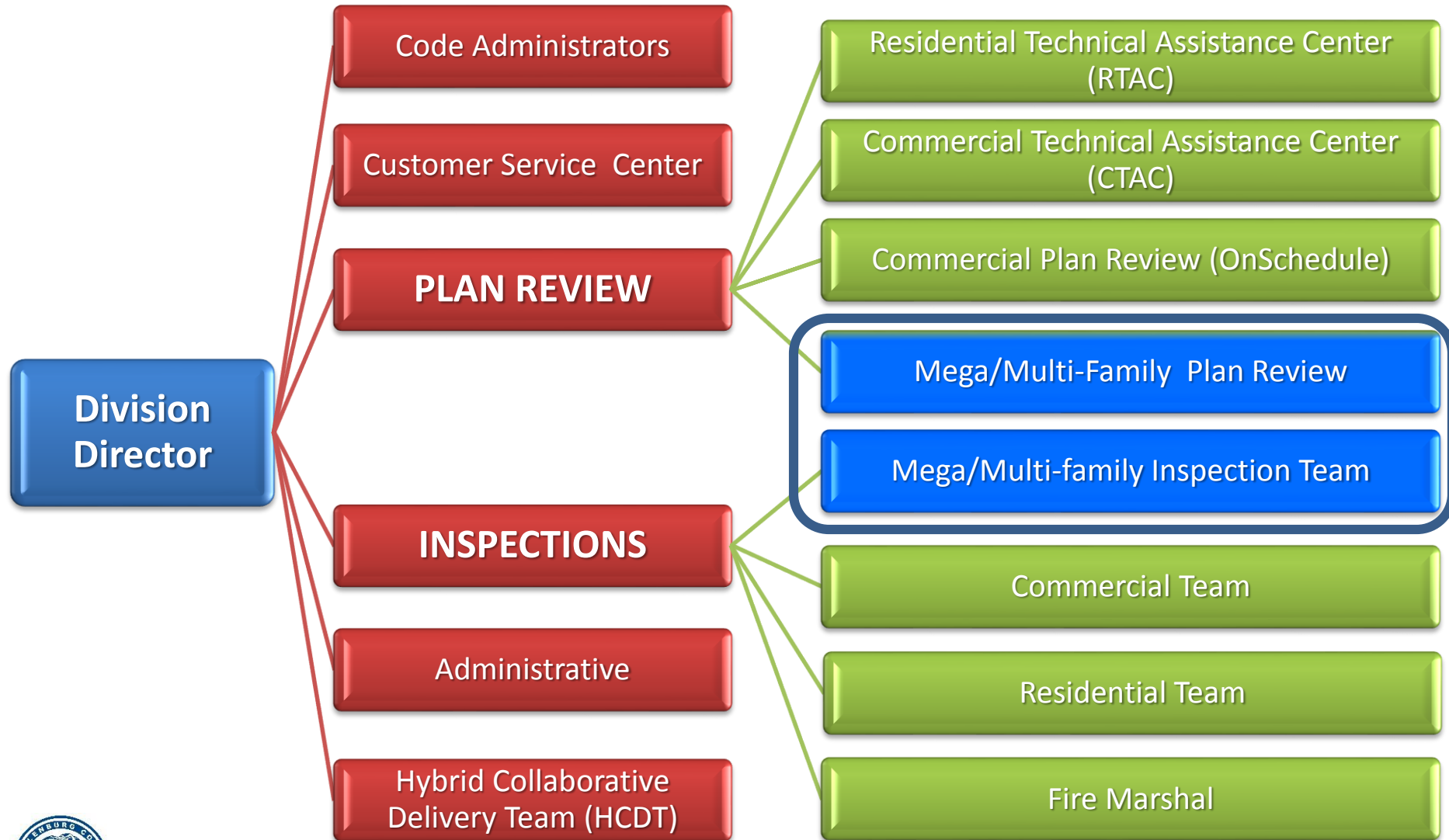
- **July 2017**
- **Combine Mega Plan Review and Mega/Multi-Family Inspection teams**
- **“Project-team” Approach to Service**



Current & Proposed Organizational Structure



Current & Proposed Organizational Structure



Proposed Alignment

- Current Structure
 - Plan Review
 - Inspections – 1 Manager, 21 Inspectors,
- Proposed Structure
 - Code Enforcement Officers – 30
 - 1 Manager
 - 2 Plans Facilitators



Benefits of Realignment

- Reduced inconsistencies between Plan Review and Inspection
- “Project-Team” approach to service delivery – Same team provides both services
- Project Manager serves as the “Project Advocate”
- Focused on project success
- Increased transparency, communication and accountability



Justification

- **Revenue**
 - Current average monthly revenue - \$2.2 million.
 - Current Monthly Budgeted Revenue - \$1.95 million.
 - Estimated monthly revenue with betterments - \$2.1 million
- **Workload –**
 - Inspection requests - 50 to 60 per day.
 - Plan Review workload increase for Mega projects
 - 23 projects for FY16.
 - Scheduled 23 mega projects from July – December 2017.
- **Space, FF&E –** Estimated cost is about \$135,000 to realign space for current and new staff.



Staffing and Customer Demand

WORKLOAD SINCE 2007	FY07	FY10/FY11	FY13	FY14	FY15	FY16	FY17
FTE's	242	130	165	175	215	245	245
Permits	96,000+	66,000+	81,000+	88,000+	88,000+	92,000+	95,000+ Est. 5 months avg.
BEMP Inspections	370,000+	160,000+	208,000	247,000	247,000	265,000+	268,000+ Est. 5 month Avg.
Commercial Plan Review	14,000+	7,000+	14,000+	12,700	12,700	14000+	14,000+

FTE COUNTS SINCE 2008	Full-Time Employees (FTEs)	Betterments (FTEs)
July 1, 2008	242	
May 4, 2010	130	
August 2011 – November 2013	175	45
July 2014	215	40
January 2015	245	30
Proposed Current Request	270	26



Position Enhancement

- Enhancements to the Mega/Multi-Family Team – 10 positions
- Enhancements to the Inspections Teams – 10 positions
- Enhancements to the Inspector I program for the Veteran Apprenticeships – 5 positions
- Administrative positions to support increased customer service and programs – 1 position
- **Total Request – Enhancement of 26 positions**



Final Realignment

Final Realignment for the Commercial Mega Plan Review and Inspection

Mega Plan Review and Inspections Team

1 - Code
Enforcement
Manager

2 - Senior Inspector

2- Plan Fac.

35 - CEO's

Total Staff of 40

DRAFT

Hiring & Recruitment Strategy

- **Coordinate with County HR**
- **Process will be consistent with other realignments**
 - **Recruit current staff to available positions within the new Mega Team**
 - **Reassign staff to other areas of need with suitable skill set**
 - **Follow HR process**



Proposed timeline

- **Phase III Realignment**
 - **Soft launch - May 1, 2017**
 - **Formal Implementation – July 1, 2017**
- **Approval to submit BOCC request for position enhancements - February 2017**
- **Request recruitment immediately upon approval by the BOCC**



Department Request

- **Approval of Phase III Realignment – Strategy and timeline**
- **Approval to submit BOCC request for position enhancements at the February meeting**
- **Approval of space renovation for new staff**
- **Request recruitment immediately upon approval by the BOCC**



Questions

