

NOTICE

COMPTON CITY COUNCIL AGENDA Tuesday, May 28, 2013 5:45 PM

HEARING(S)

OPENING

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed.

APPROVAL OF MINUTES

REPORTS OF OFFICERS AND COMMISSIONS

END CONSENT AGENDA

REGULAR AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES

CITY MANAGER'S REPORT

CITY ATTORNEY'S REPORTS

1. ORAL PRESENTATION - City Attorney's Volunteer Internship Program - Javon Payton
2. REQUEST TO SET PUBLIC HEARING TO AMEND THE CAPITAL

IMPROVEMENT PLAN AND REALLOCATE CAPITAL FUNDING FOR
PROJECTS FINANCED THROUGH THE REFINANCING OF LEASE
REVENUE BONDS (JUNE 11, 2013 at 6:05 p.m.)

UNFINISHED BUSINESS

NEW BUSINESS

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE POSITION OF CHIEF BUILDING OFFICIAL

APPROVAL OF WARRANTS

4. Warrant #215646 - Date - 5/9/13 - Name - C.H.A.N.G.E. - Service - Graffiti Removal - Amount - \$1,750.00
Warrant #215680 - Date - 5/14/13 - Name - SYMPRO, INC. - Service - Annual Maintenance - Amount - \$3,759.00
Requested by City Manager's Office

Warrant #215870 - Date - 5/22/13 - Name - Bay Alarm Co. - Service - Well Monitoring - Amount - \$1,285.38
Requested by Fire Department

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, June 11, 2013 @ 5:45 PM.

Visit our website at <http://www.comptoncity.org>

View Meetings Live at <mms://livemedia.comptoncity.org:8080>

May 28, 2013

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: REQUEST TO SET A PUBLIC HEARING FOR JUNE 11, 2013 AT 6:00 P.M. TO AMEND THE CAPITAL IMPROVEMENT PLAN AND TO REALLOCATE CAPITAL FUNDING FOR PROJECTS FINANCED THROUGH THE REFINANCING OF LEASE REVENUE BONDS

SUMMARY:

Pursuant to Government Code Section 6586.5, a public hearing is required to solicit comments from the public regarding recommended changes to the projects which may be financed with the funds from lease revenue bonds.

BACKGROUND:

On September 11, 2007, the City Council approved a resolution directing Staff to move forward with a plan to provide for the issuance of lease revenue bonds to refinance the outstanding 1997 Certificates and finance the costs of acquisition and improvement of various City facilities. On March 11, 2008, the City Council and the Public Finance Authority passed two companion resolutions, Resolution No. 22,536 of the City Council and Resolution No. 24 of the Public Finance Authority, authorizing the refinancing of the 1997 Certificates and the issuance of not more than \$55,000,000 of Lease Revenue Bonds for the financing of certain capital projects, including improvements related to the transit center.

On November 8, 2011, after a public hearing, the City Council amended the capital improvement plan to reallocate capital funding for projects financed through the refinancing of the lease revenue bonds in Resolution No. 23,422. Currently, there is approximately \$6,073,098.00 of projects for possible reallocation.

STATEMENT OF THE ISSUE:

Staff is now requesting that City Council hold a public hearing to redistribute a portion of the unused funds including but not limited to the following qualified project(s):

MARTIN LUTHER KING TRANSIT CENTER EXPANSION PROJECT

#2.

This project included the demolition and construction of a new transit center/transportation management and operations center, construction of a new plaza area, landscaping, realignment and reconstruction of roadways including new bus bays, utility modifications and traffic signal upgrades. The project has been completed. Staff is proposing to appropriate funds received through litigation to this specific project as well as pay off all outstanding related invoices and close out this project.

RECOMMENDATION:

Staff requests that the Compton City Council and Public Finance Authority set a public hearing for the review of capital improvement projects funded through the refinance of outstanding 1997 Refunding Certificates of Participation issued by the Compton Public Finance Authority in 2008, as amended in 2009.

That the City Council and Public Finance Authority set a public hearing for June 11, 2013 at 6:00 p.m. to consider the capital improvement plan amendment.

5/23/2013 3:35:02 PMStephen Ajobiewe5/23/2013 3:31:02 PMTerrance C. Davis5/23/2013 3:27:10 PMTerrance C. Davis

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE POSITION OF CHIEF BUILDING OFFICIAL

Terrance C. Davis
DEPARTMENT MANAGER’S SIGNATURE

5/16/2013 3:34:53 PM
DATE

REVIEW / APPROVAL

<LegalName>
CITY ATTORNEY

<LegalDate>
DATE

Stephen Ajobiewe
CITY CONTROLLER

5/16/2013 4:54:26 PM
DATE

G. Harold Duffey
CITY MANAGER

5/16/2013 4:19:27 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

May 28, 2013

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE POSITION OF CHIEF BUILDING OFFICIAL

SUMMARY

The City Council will consider a resolution to amend the Position Classification Plan by adopting the classification specification for the classification of Chief Building Official.

BACKGROUND

The City Manager has undertaken a review of the City's Position Classification Plan for the position of Chief Building Official. Compton City Charter Section 711 specifies the powers and duties of a designated Building Official. Pursuant to the requirements of this Charter section, the City Manager concluded that the classification for the position of Chief Building Official should be added to reflect the appropriate title and include the cohesive function of code enforcement.

STATEMENT OF ISSUE

Pursuant to the Compton City Charter, Sections 1010 and 1103, the Personnel Board reviewed and approved the proposed amendments to the Position Classification Plan at a public hearing that was held on November 15, 2012.

The City also met and conferred with the AFSCME, Compton Management Employees' Association, Local #2325, on November 15, 2012.

Attached is a copy of the proposed classification specification for this position for review.

ALTERNATIVE

This adjustment to the Classification Plan is necessary to accurately reflect the duties and responsibilities of the Building Official.

#3.

FINANCIAL IMPACT

There would be no fiscal impact on the Building and Safety Department's 2012/2013 fiscal year budget as there is no recommended salary change at this time.

RECOMMENDATION

It is recommended that the City Council adopts the attached resolution to approve the proposed classification specifications for Chief Building Official.

**TERRANCE DAVIS
ASSISTANT CITY MANAGER**

APPROVED FOR FORWARDING:

**G. HAROLD DUFFEY
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION
PLAN BY ADOPTING A CLASSIFICATION SPECIFICATION FOR THE
POSITION OF CHIEF BUILDING OFFICIAL**

WHEREAS, the City Manager undertaken a review of the Position Classification Plan for the Chief Building Official classification; and

WHEREAS, based upon his review, he recommended that the classification specifications for the position of Chief Building Official should be added to include the cohesive function of code enforcement; and

WHEREAS, the Personnel Board of the City of Compton, pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter did, on November 15, 2012, conduct a public hearing relative to proposed addition to the Position Classification Plan, as proposed by the City Manager; and

WHEREAS, following the close of the aforementioned public hearing, the Personnel Board did vote to recommend to the City Council the adoption of the proposed addition to the Position Classification Plan; and

WHEREAS, the City also met with the AFSCME, Compton Management Employees' Association, Local #2325, on November 15, 2012.

WHEREAS, staff is recommending the further deletion of the word "Department" after the reference to code enforcement in the Chief Building Official specification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the proposed classification specifications for Chief Building Official are hereby approved and added to the Position Classification Plan of the City of Compton.

Section 2. That a duly certified copy of this Resolution shall be delivered to the offices of the City Manager, City Controller and Human Resources.

Section 3. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2013.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting thereof, held on the ____ day of _____, 2013.

That said Resolution was adopted by the following vote, to wit:

AYES: Council Member(s) –
NOES: Council Member(s) –
ABSENT: Council Member(s) –
ABSTAIN: Council Member(s) –

CITY CLERK OF THE CITY OF COMPTON



City of Compton		
CHIEF BUILDING OFFICIAL		
Department: Building and Safety	Class Code:	NEW
Revised Date: NEW	FLSA Status:	Exempt
Personnel Board Approved: 11/15/12	Bargaining Unit: AFSCME 2325	
Council Approved: NEW		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of building, safety, and code enforcement, including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards; supports community beautification by enforcing property, maintenance and the City's municipal codes; manages the effective use of the City's permit processing, plans examination, and building inspection resources to improve organizational productivity and customer services; provides highly complex and responsible support to the City Manager in the areas of expertise; and performs other related duties as required.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's building, safety and code enforcement activities. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate supervisory, technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assumes full management responsibility for building, a safety and code enforcement activities including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards, promoting the property value and general welfare of the City by enforcing the City's Municipal Codes..
- Manages the development and implementation of building, safety and code enforcement goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Authorizes the issuance of commercial and residential building and construction permits and Certificates of Occupancy; reviews and approves code enforcement actions and reports.
- Confers with contractors and property owners regarding review of plans and interpretation of building codes; examines blueprints to assure plans conform to City codes and ordinances; inspects construction sites as needed to review and resolve technical issues; resolves problems that arise due to structural design or code issues.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to requests for information and complaints; provides technical information on interpretation of City codes; researches technical issues, and recommends solutions.
- Represents the City to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other boards or groups.
- Coordinates activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Civil Engineering or a related field; AND seven (7) years progressively responsible building trades, plan review and inspection experience, including five (5) years supervisory/managerial experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Building Official by California Association of Building Officials (CABO) or an International Conference of Building Officials (ICBO) Plans Examiner Certificate.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Principles and practices of building construction, renovation, repair and safety practices.
- Principles and practices of code enforcement
- State and federal construction administration codes and regulations, and Cal OSHA regulations.
- City Municipal Codes, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Understanding and interpreting building plans and specifications.
- Enforcing ordinances and regulations firmly, tactfully, and impartially.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands/Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, uneven terrain, hazardous chemicals, dangerous machinery, occasional loud noise and dust when performing field inspections.



City of Compton

CHIEF BUILDING OFFICIAL

Department: Building and Safety	Class Code:	NEW
Revised Date: NEW	FLSA Status:	Exempt
Personnel Board Approved: 11/15/12	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the ~~B~~building, ~~S~~safety, and ~~C~~code ~~E~~enforcement ~~D~~epartment including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards; supports community beautification by enforcing property, maintenance and the City's municipal codes; manages the effective use of the City's permit processing, plans examination, and building inspection resources to improve organizational productivity and customer services; provides highly complex and responsible support to the City Manager in the areas of expertise; and performs other related duties as required.

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