

# Attachment B

This page intentionally left blank.

Attachment B

# RTC Review

## Department Info

Department/Division

**3100 - Housing & Community Development**

Budget Unit Number

**8543 - Community Dev**

Department Contact Name

**Melanie Beretti**

Department Contact Phone

**X5285**

## Budget Cycle Info





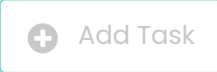
Outside Budget Cycle FY 2024-25

New Allocation

Number of Allocated Positions

**1 Associate Planner**

## Tasks/Duties to be Performed

	<b>Estimated % of total time spent on task/duty</b> <i>(MUST EQUAL 100% to be able to submit)</i>	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty and attach additional pages if necessary <b>Do not</b> copy from the classification specification.	
1.	10	Research, Analysis, and Outreach: Conduct studies, research (including performing field inspections), analysis and technical or community outreach necessary for processing permit applications. Attend and support technical and citizen advisory committees to present and discuss project or policy recommendations for input and recommendation.	
2.	50	Permit Processing: Review and do all things necessary to process Use Permit and Coastal Development Permit applications and renewals for Vacation Rental discretionary permits. Assist new Permit Technician III position to process non-discretionary Vacation Rental Operation Licenses. During periods of low vacation rental applications or renewals being received, this position would be able to assist to process permit application for other types of discretionary permits.	
3.	5	General Administration and Miscellaneous Projects as Assigned: Participate in mandatory HCD meetings and perform general administrative activities required as a Planner.	
4.	5	Interdepartmental/Agency Coordination: Facilitate interdepartmental/agency review of Vacation Rental discretionary permit applications. Coordinate regularly with new Permit Technician III position and staff from Treasurer-Tax Collectors Office for Vacation Rental permit/approvals issuance, compliance, and enforcement (including possible permit revocation).	
Total Percentage: <b>100/100</b>			

<b>Attachment B</b>		
	<b>Estimated % of total time spent on task/duty</b> <i>(MUST EQUAL 100% to be able to submit)</i>	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty and attach additional pages if necessary <b>Do not</b> copy from the classification specification.
5.	10	Customer Service/Permit Counter Support: Serve as Provide as needed training and support to the new Permit Technician III position as well as other Permit Counter and Planning staff regarding Vacation Rental permits and processing.
6.	20	Condition Compliance: Work with the new Permit Technician III position to track and monitor condition compliance for Vacation Rental operations. Conduct condition compliance for other discretionary permits processed for approval.
Total Percentage: <b>100/100</b>		

## Reasons for Request

1. Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position.

**The Board of Supervisors adopted new Vacation Rental regulations that go into effect October 14, 2024. The new regulations prompt additional permitting and monitoring requirements to successfully implement as adopted by the Board, and the Associate Planner position is part of that staffing package to be requested by HCD.**

2. Describe consequences or ramifications if the position is not approved

**It is estimated HCD could receive an influx of up to 173 Use Permits in this first year, with an additional up to 212 Coastal Development Permits (pending state certification of the Board approved regulations in the Coastal Zone). In addition, HCD could receive an influx of up to 825 Vacation Rental Operation Licenses. Without this position, processing times for discretionary permit applications will be extended as current staff add the influx of Use Permits or Coastal Development Permits to the queue of all other permit applications.**

3. Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

If yes, what is/are the job title(s) of the other position(s)?

**The increase in discretionary permit applications anticipated would be distributed amongst the current planning team's existing Associate (Assistant underfills) Planner and Senior Planner positions.**

4. Explain why duties cannot be absorbed by another existing position and or reapportion to existing positions/staff

The Current Planning team already has a substantial workload, and absorbing this new/added permit workload on top of the existing ones will result in reductions in service time for other discretionary permit processing timelines.

Please indicate funding sources (check all that apply)

- General
- Matching
- Revenue
- Grant
- Federal
- State
- Other

Comments

The proposed fee structure for the program is established to provide for cost-recovery and over the 7 to 9-year permit renewal cycle would be self-funding, however, given the influx of new permits anticipate in the first year or two of the program, the revenue will not be spread evenly over the renewal cycle timeframe. This position could also assist HCD with other permit reviews and condition compliance as the Vacation Rental application processing moves to focus on renewals of existing applications after the first two years, and would therefore be funded with permit



## Workflow

Submitter \*

MELANIE BERETTI

Submitter Email

BerettiM@countyofmonterey.gov

Submitted on



9/24/2024 2:57:17 PM

Preparer \*

MELANIE BERETTI

Preparer Email

berettim@countyofmonterey.gov

Approved by Preparer



10/2/2024 8:23:10 AM

Comments

10/2/2024 8:23:10 AM - (Approved)



Assigned Departmental HR Analyst \*

**Attachment B**

**CYNTHIA JUAREZ**

Assigned Departmental HR Analyst Email

**juarezc@countyofmonterey.gov**

Approved By Assigned Departmental HR Analyst



10/2/2024 9:16:30 AM

Class Recommendation

**ASSOCIATE PLANNER**

Class Code

**41F11**

Comments

**10/2/2024 9:16:30 AM - (Approved)**



Finance Name \*

**LORRAINE WOODLE**

Finance Email

**woodlela@countyofmonterey.gov**

Approved By Finance



10/2/2024 2:57:12 PM

Appropriation Unit

**HCD002**

Comments

**10/2/2024 2:57:12 PM - Intended to be supported by increased revenues from Short Term Rental applications.(Approved)**



Department Head \*

**CRAIG SPENCER**

Department Head Email

**spencerc@countyofmonterey.gov**

Approved By Department Head



10/3/2024 10:40:28 AM

Comments

**10/3/2024 10:40:28 AM - (Approved)** **Attachment B**

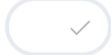
CC Team Approver Name

**CICELY HENSON**

CC Team Approver Email

**hensonc@co.monterey.ca.us**

Approved By CC Team



10/3/2024 2:35:58 PM

Approved Class Title

**ASSOCIATE PLANNER**

Class Code

**41F11**

CC Team Comments

**10/3/2024 2:35:53 PM - Approve(Approved) - CICELY HENSON**

**Attachment B**

# RTC Review

## Department Info

Department/Division

**3100 - Housing & Community Development**

Budget Unit Number

**8543 - Community Dev**

Department Contact Name

**Joshua Bowling**

Department Contact Phone

**8317555227**

## Budget Cycle Info




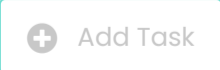
Outside Budget Cycle FY 2024-25

New Allocation

Number of Allocated Positions

**2**

## Tasks/Duties to be Performed

	<b>Estimated % of total time spent on task/duty (MUST EQUAL 100% to be able to submit)</b>	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty and attach additional pages if necessary <b>Do not</b> copy from the classification specification.	
1.	30	Serves as a resident expert in code compliance issues and provides technical program information and policy interpretations to and for the public, staff and requesting agencies.	
2.	20	Documents compliance concerns and prepares/ assists with the preparation of technical reports for County Counsel/District Attorney action. Makes recommends regarding alternative compliance actions. Review recommendations for conformance with Federal, State, and County laws, ordinances, and regulations. Explains local and county policies related to land use violations and condition compliance issues.	
3.	50	Independently investigates complaints related to compliance of short term rental (STR) properties. Investigation of complaints and violations include review of County Zoning, building, grading, erosion ordinances and other related laws and regulations governing land use, in addition to regulations for STRs. Conducts interviews and identifies responsible parties; gather evidence, information, and documentation to support action for gaining compliance.	
Total Percentage: <b>100/100</b>			

## Reasons for Request

1. Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position.



**On August 27th, 2024, the Board of Supervisors recommended approval of the proposed Vacation Rental Ordinance presented by Housing and Community Development (HCD) staff. The new ordinance which is set for Consent/Adoption and then implementation in October also recommended that two additional Code Compliance Inspectors be hired to enforce the new ordinance. The expectation of the Board of Supervisors and the Public is that the Code Compliance team will actively enforce the new ordinance to address the 700 plus unpermitted Vacation Rentals and also be available to respond to complaints of permitted Vacation Rentals operating in violation of their permit or license.**

2. Describe consequences or ramifications if the position is not approved

**HCD staff opened 707 cases during calendar year 2023 and has a current backlog of 2672 cases, with 1293 of those cases being priority 1 cases. Staff classifies cases as Priority 1-3 with Priority 1 cases being Health, Life and Safety. The HCD Code Compliance team has nine Code Compliance positions with two inspectors assigned to Cannabis Compliance Inspections and two inspectors splitting their time between investigating noise complaints and Vacation Rental complaints, that leaves the other five positions the task of addressing all other types of complaints. Moving two inspectors to fulltime regulation of the new Vacation Rental Ordinance will allow priority one and noise complaints to go unaddressed, which will frustrate the Public when their concerns are not addressed in a timely manner.**

3. Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

If yes, what is/are the job title(s) of the other position(s)?

**Code Compliance Inspector II**

4. Explain why duties cannot be absorbed by another existing position and or reapporion to existing positions/staff

**Reapporionment of duties is not possible due to the fact that existing caseload already exceeds the capacity of current staffing resources. Existing Code Compliance Inspectors cannot be redirected from priority 1 and 2 cases relating to Health, Life and Safety.**

Please indicate funding sources (*check all that apply*)

- General
- Matching
- Revenue
- Grant
- Federal
- State
- Other

Comments

## Workflow

Attachment B

Submitter \*

JOSHUA BOWLING

Submitter Email

BowlingJ@countyofmonterey.gov

Submitted on



9/4/2024 3:30:54 PM

Preparer \*

JOSHUA BOWLING

Preparer Email

bowlingj@countyofmonterey.gov

Approved by Preparer



9/5/2024 12:55:43 PM

Comments

9/5/2024 12:55:43 PM - (Approved)

Assigned Departmental HR Analyst \*

JOVANY LUNA CORREA

Assigned Departmental HR Analyst Email

lunacorrea@countyofmonterey.gov

Approved By Assigned Departmental HR Analyst



9/30/2024 1:11:05 PM

Class Recommendation

CODE COMPLIANCE INSPECTOR II

Class Code

34P26

Comments

9/30/2024 1:11:05 PM - Although a current position report will indicate that there is one (1) Code Compliance Inspector II vacant position in Unit 8543, a conditional offer letter has been extended to one (1) candidate and that vacant position is expected to be filled soon. In addition, as it is mentioned in the RTC, this Team is already at capacity and these two (2) new allocations are to address the new vacation rental ordinance and the additional workload that it will entail.(Approved)

Finance Name \*

Attachment B

LORRAINE WOODLE

Finance Email

woodlela@countyofmonterey.gov

Approved By Finance



9/30/2024 1:35:45 PM

Appropriation Unit

HCD002

Comments

9/30/2024 1:35:45 PM - (Approved)

Department Head \*

CRAIG SPENCER

Department Head Email

spencerc@countyofmonterey.gov

Approved By Department Head



9/30/2024 2:24:08 PM

Comments

9/30/2024 2:24:08 PM - (Approved)

CC Team Approver Name

CICELY HENSON

CC Team Approver Email

hensonc@co.monterey.ca.us

Approved By CC Team



9/30/2024 3:51:01 PM

Approved Class Title

CODE COMPLIANCE INSPECTOR II

Class Code

34P26

CC Team Comments

**9/30/2024 3:50:55 PM - Approved(Approved) - CICELY HENSON**

**Attachment B**



Attachment B

# RTC Review

## Department Info

Department/Division

**3100 - Housing & Community Development**

Budget Unit Number

**8543 - Community Dev**

Department Contact Name

**Elizabeth Gonzales**

Department Contact Phone

**(831)755-5102**

## Budget Cycle Info




Outside Budget Cycle FY 2024-25

New Allocation

Number of Allocated Positions

**1 Permit Technician III**

## Tasks/Duties to be Performed

	<b>Estimated % of total time spent on task/duty</b> <i>(MUST EQUAL 100% to be able to submit)</i>	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty and attach additional pages if necessary <b>Do not</b> copy from the classification specification.	
1.	20	Research, Analysis, and Outreach: Conduct studies, research (including performing field inspections), analysis and technical or community outreach necessary for processing permit applications. Attend and support technical and citizen advisory committees to assist Assistant Planner in presenting and discussing project or policy recommendations.	
2.	20	Condition Compliance: Work with the Assistant Planner and Contract Planner to track and monitor condition compliance for Vacation Rental operations. Responsible for managing the Condition Compliance for all Vacation Rental types to ensure that their operations are tracked and monitored, and any violations of the license would be forwarded to Code Compliance for swift enforcement action. Assist in condition compliance for other discretionary permits processed for approval.	
Total Percentage: <b>100/100</b>			

<b>Attachment B</b>		
	<b>Estimated % of total time spent on task/duty</b> <i>(MUST EQUAL 100% to be able to submit)</i>	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty and attach additional pages if necessary <b>Do not</b> copy from the classification specification.
3.	50	<p>Permit Processing: Review and do all things necessary to process all non-discretionary annual (and renewals) Vacation Rental Operation Licenses for all three vacation rental types. Work with the Assistant Planner and Contract Planner to ensure coordination between the non-discretionary (for Vacation Rental Operation License) and discretionary permit (for Commercial Vacation Rentals) processing. Coordinate regularly with Assistant Planner and staff from Treasurer-Tax Collectors Office for Vacation Rental permits/approvals issuance, compliance and enforcement (including possible permit revocation). Participate in mandatory HCD meetings and perform general administrative activities required as a Permit Technician III. Responsible for regularly coordinating with TTC staff to ensure that violations of the TTC TOT certificate or business license would result in appropriate HCD action, including but not limited to revocation or non-renewal of a license or permit. During periods of low vacation rental applications or renewals being received, this position would be able to assist to process permit applications for all other types of permits.</p>
4.	10	<p>Customer Service/Permit Counter Support: Provide as needed training and support to the other Permit counter and Planning staff regarding Vacation Rental permits and processing of non-discretionary Vacation Rental operations. Assisting customers in person, answering phone calls, responding to emails, routing permit applications, and reviewing minor planning permits,</p>
Total Percentage: <b>100/100</b>		

## Reasons for Request

1. Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position.

**The Board of Supervisors adopted new Vacation Rental regulations that go into effect October 14, 2024. The new regulations prompt additional permitting and monitoring requirements to successfully implement as adopted by the Board, and the Permit Technician III position is part of that staffing package to be requested by HCD.**

### Attachment B

2. Describe consequences or ramifications if the position is not approved

**It is estimated that HCD could receive hundreds of vacation rental operator permits annually. Without a position dedicated to review and tracking of these annual licenses, HCD will not be able to adequately track and monitor permitted vacation rentals under the new regulations. Additionally, the added workload on existing staff will impact existing service levels for the public including additional delays in assisting all customers, not only vacation rental operators. Counter hours for the public would likely need to be reduced to accommodate the existing workload.**



3. Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

If yes, what is/are the job title(s) of the other position(s)?

**There is no position within the department assigned to review and track vacation rental applications currently. HCD does have Management Analysts II or III positions that oversee, track, and monitor special programs and assignments.**



4. Explain why duties cannot be absorbed by another existing position and or reapportion to existing positions/staff

**Existing staff are assigned to critical HCD functions including assisting the public with permitting at the permit counter, reviewing permit applications for consistency with County Codes, and processing condition compliance. Absorbing the added assignment of reviewing and processing annual vacation rental operator permits (commercial, limited, and homestays) and maintaining the County's database on these permits in addition to existing duties would result in reduced levels of service at the permit center and longer delays in all permit reviews and condition compliance efforts.**



Please indicate funding sources *(check all that apply)*

- General
- Matching
- Revenue
- Grant
- Federal
- State
- Other

Comments

**The proposed fee structure for the program is established to provide for cost-recovery and over the 7 to 9-year permit renewal cycle would be self-funding, however, given the influx of new permits anticipate in the first year or two of the program, the revenue will not be spread evenly over the renewal cycle timeframe. This position could also assist HCD with other permit reviews and condition compliance as the Vacation Rental application processing moves to focus on renewals of existing applications after the first two years and would therefore be funded with permit revenues from other discretionary permits to be processed.**



## Workflow

Submitter \*

**ELIZABETH GONZALES**

Submitter Email

**GonzalesE@countyofmonterey.gov**

Submitted on

**Attachment B**



10/3/2024 11:50:05 AM

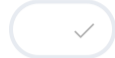
Preparer \*

**ELIZABETH GONZALES**

Preparer Email

**gonzalese@countyofmonterey.gov**

Approved by Preparer



10/3/2024 11:52:10 AM

Comments

**10/3/2024 11:52:10 AM - (Approved)**

**10/2/2024 1:37:48 PM - (Approved)**

Assigned Departmental HR Analyst \*

**CYNTHIA JUAREZ**

Assigned Departmental HR Analyst Email

**juarezc@countyofmonterey.gov**

Approved By Assigned Departmental HR Analyst



10/3/2024 12:08:34 PM

Class Recommendation

**PERMIT TECHNICIAN III**

Class Code

**43C12**

Comments

**10/3/2024 12:08:33 PM - (Approved)**

**10/2/2024 1:50:10 PM - (Approved)**

Finance Name \*

**LORRAINE WOODLE**

Finance Email

**woodlela@countyofmonterey.gov**

Approved By Finance



10/3/2024 1:44:33 PM



Appropriation Unit

**Attachment B**

**HCD002**

Comments

**10/3/2024 1:44:33 PM - (Approved)**

**10/2/2024 2:58:13 PM - Intended to be supported by increased revenues from Short Term Rental applications. (Approved)**

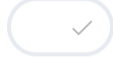
Department Head \*

**CRAIG SPENCER**

Department Head Email

**spencerc@countyofmonterey.gov**

Approved By Department Head



10/3/2024 2:59:00 PM

Comments

**10/3/2024 2:59:00 PM - (Approved)**

**10/3/2024 11:07:38 AM - On Question Number 2. The response should state:**

**It is estimated that HCD could receive hundreds of vacation rental operator permits annually. Without a position dedicated to review and tracking of these annual licenses, HCD will not be able to adequately track and monitor permitted vacation rentals under the new regulations. Additionally, the added workload on existing staff will impact existing service levels for the public including additional delays in assisting all customers, not only vacation rental operators. Counter hours for the public would likely need to be reduced to accommodate the existing workload.**

This page intentionally left blank