



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: July 10, 2024

SUBJECT: Request to add 1.00 Building Safety Inspector I, II or III

RECOMMENDED MOTION:

Move approval of Resolution No. 2024-035.

BACKGROUND AND POLICY IMPLICATIONS:

Community Development requests Board approval to add 1.0 FTE Building Safety Inspector I, II or III in the Building Safety Division to perform field inspections.

Between January 2023 and July 2023, CDD removed four (4.00) unfilled building safety inspector positions to align staffing with lower permitting volumes. Recently, the department learned of multiple Family Medical Leave Act requests which will impact staffing levels. CDD is also experiencing an increase in single family dwelling applications submitted, resulting in a higher number of inspections.

BUDGET IMPACTS:

A building safety field inspector position can be fully funded by building fees and, if necessary, Reserve Fund 301. The fully loaded annual cost is approximately \$125,000. This adjustment will reduce Contingency by \$125,000 and increase Personnel Services by the same amount. CDD estimates a \$30,000 expense for the purchase of a new Ford Escape which will be funded by the Vehicle Reserve Fund.

ATTENDANCE:

Peter Gutowsky – CDD Director

Sherri Pinner – Senior Management Analyst

Cam Sparks – Senior Budget & Financial Planning Analyst