



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: 8/11/21

SUBJECT: Community Development Staffing Request for Building Safety and Environmental Soils Divisions

RECOMMENDED MOTION:

Move approval of one (1) new building safety inspector FTE with lead pay for plans examination and support to management, one (1) new lead pay designation for an existing building safety field inspector for inspection and support to management and one (1) new environmental health specialist FTE.

BACKGROUND AND POLICY IMPLICATIONS:

The purpose of this memorandum is to request the addition of two (2) FTEs and two (2) lead pay designations to meet significantly growing business demands. In the Building Safety & Electrical Division, one (1) FTE with lead pay to perform and manage plan reviews, one (1) lead pay designation for a current field inspector to perform and manage inspection requests and in Environmental Soils one (1) FTE to perform inspection and regulate on-site wastewater treatment systems (septic). CDD continues to experience an increase in building permit issuance and applications received and environmental soils applications received. Since January 2021, CDD has issued 36.5% more single family dwelling (SFD) permits, received 54% more SFD applications and has experienced a 38.5% increase in septic site evaluation applications, when compared to the same period in 2020.

BUDGET IMPACTS:

The total cost of the new building safety plans examiner position plus lead pay designation(s) is estimated at \$121,000 to cover the fully loaded annual rate, lead pay(s) and equipment. Building fees will fully fund these positions.

The total cost of the new environmental health specialist is estimated at \$88,500 to cover the fully loaded annual rate and equipment. Environmental Soils fees will fully fund this position.

Costs for the new requests have not been budgeted.

ATTENDANCE:

Nick Lelack

Sherrri Pinner