



MEMORANDUM

TO: Deschutes County Board of Commissioners
Nick Lelack, County Administrator

FROM: Peter Gutowsky, AICP, Director
Sherri Pinner, Sr. Management Analyst

DATE: February 21, 2025

SUBJECT: Building Safety Division Staffing Request

I. SUMMARY

The purpose of this memorandum is to request the addition of one (1) FTE in the Building Safety Division to perform A-Level (commercial) plumbing inspections. The Community Development Department (CDD) seeks to ensure that its inspectors have the necessary certifications, qualifications, and ongoing training. Currently, the division has two (2) inspectors with A-Level plumbing certifications.

Specifically, CDD proposes to:

- Add one (1) full-time regular building safety field inspector to perform A-Level plumbing inspections. This new FTE is critical to providing continuity of business operations and meeting expectations of Central Oregon's development community.

Challenges

- Limited staff with A-Level plumbing certifications.
- Potential FMLA leave(s) of absence.
- Historically, field inspector recruitments can be lengthy.

II. FINANCIAL IMPACT

Building fees and if necessary, Reserve Fund 301, can fully fund the building safety field inspector position. The fully loaded cost for the remainder of FY 25 is approximately \$35,000 and for FY 26 \$152,000. In FY 26, CDD will budget \$30,000 for a new vehicle which will be purchased after the position is offered and accepted.

III. BOARD DIRECTION

Approve/deny the addition of one (1) building safety field inspector.