



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: March 5, 2025

SUBJECT: Request Addition of 1.00 FTE Building Safety Inspector III for A-Level Plumbing

RECOMMENDED MOTION:

Move approval of Resolution No. 2025-006 increasing FTE within the Community Development Fund 295 and the 2024-25 Deschutes County Budget.

BACKGROUND AND POLICY IMPLICATIONS:

The Community Development Department (CDD) requests authorization to add 1.00 FTE Building Safety Inspector III in the Building Safety Division to perform A-Level plumbing inspections.

CDD seeks to ensure that its inspectors have the necessary certifications, qualifications, and ongoing training. Currently, the division has two inspectors with A-Level plumbing certifications. This new FTE is critical to providing continuity of business operations and meeting the expectations of Central Oregon's development community.

BUDGET IMPACTS:

Building fees and, if necessary, Reserve Fund 301 will be used to fund this position. The fully loaded cost for the remainder of FY 25 is approximately \$35,000 and for all of FY 26 is \$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. A budget adjustment for FY 25 will not be necessary.

ATTENDANCE:

Peter Gutowsky, CDD Director
Sherri Pinner, Senior Management Analyst
Cam Sparks, Budget & Financial Planning Manager