



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: December 4, 2024

SUBJECT: Request to add 1.0 Onsite Wastewater Specialist I or II position

RECOMMENDED MOTION:

Move approval to add 1.0 Onsite Wastewater Specialist FTE within the Community Development Department.

BACKGROUND AND POLICY IMPLICATIONS:

The Community Development Department requests the addition of one full-time regular position in the Onsite Wastewater Division (OWW) to perform investigation of environmental issues and inspections of onsite wastewater systems. During the FY 25 budget process, the Community Development Department removed two unfilled full-time regular positions from the onsite wastewater team—one onsite wastewater specialist and one administrative assistant. These unfilled positions were removed to align staffing with lower permitting volumes and concerns with financial stability. However, permitting volumes have experienced an increase in applications submitted and corresponding inspections, resulting in longer permit issuance turn-around times.

BUDGET IMPACTS:

Onsite wastewater fees and if necessary, Reserve Fund 300, can fully fund the onsite wastewater specialist position. The fully loaded annual rate is within a range of \$112K to \$124K, depending on the applicant's qualifications, and \$3K for materials and services. This adjustment will reduce Contingency by a maximum of \$127K and increase Personnel Services and Materials and Services by the same amount. CDD estimates a \$30K reduction of its vehicle replacement balance for the purchase of a new vehicle.

ATTENDANCE:

Peter Gutowsky, Community Development Director
Sherri Pinner, Senior Management Analyst
Todd Cleveland, Onsite Wastewater Manager