



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** March 9, 2022

**SUBJECT:** Request for new Administrative Assistant position

**RECOMMENDED MOTION:**

Move approval of the addition of one new administrative assistant position.

**BACKGROUND AND POLICY IMPLICATIONS:**

*The purpose of this request is to add one new administrative assistant to provide additional assistance in managing the increasing volume of land use applications and appeals of decisions. The Current Planning division currently employs one (1) manager, one (1) principle planner, ten (10) planners and one (1) administrative assistant who are responsible for reviewing land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision and development regulations, and facilitating public hearings with Hearings Officers and the Board of County Commissioners. Staff is also responsible for verifying compliance with land use rules for building permit applications and septic permits; coordinating with the Code Compliance Division to respond to complaints and monitor conditions of approval for land use permits; perform road naming duties; providing assistance at the public information counter, over the telephone and via email.*

*During calendar year 2021, land use applications received increased 25% and application appeals more than doubled at 122%, over 2020. Applications tend to be more complex, such as the Thornburg Resort & Golf Course applications, than in the past requiring a significant investment in staff resources. Additionally, customer inquiries at the counter, over the telephone and via email have increased with key issues of complex and challenging properties and matters of first impression for development proposals.*

**BUDGET IMPACTS:**

*The initial cost of the new position would be an estimated \$85,500 which includes annual salary and benefits plus computer. CDD's current budgeted revenues are anticipated to cover costs in the current and future years. None of these costs are included in CDD's current budget.*

**ATTENDANCE:**

*Peter Gutowsky*

*Sherri Pinner*

*Will Groves*