RESOLUTION - ACTION REQUESTED 2013-561

MEETING: December 17, 2013

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize the Allocation and Recruitment of an 80% Permanent Part-Time DST

RECOMMENDATION AND JUSTIFICATION:
Authorize the allocation and immediate recruitment of one 80% permanent part-time Development Services Technician (DST) position in the Building Department subject to approval of a fee increase. Adding an additional DST will alleviate the heavy workload placed on current staff because of an increase in permit activity. This will also allow the work to be completed timely so that service to the public is not negatively impacted. Monies required to support the position will be funded through the increased permit activity and proposed permit fee increase.

In an effort to be pro-active regarding staffing levels, it is being requested that the recruitment for the 80% permanent part-time DST be authorized in advance of the Board’s consideration to increase permit fees. Should the Board approve an increase to permit fees, an item will be brought back to the Board to request authorization to fill the 80% permanent part-time DST position. Should the Board not approve a fee increase, then the 80% permanent part-time allocation will be eliminated.

The Board item to consider the new fees is scheduled for January 7, 2014.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
At the December 3rd meeting the Board was informed of the necessity for additional staff. In order to ensure the level of service to the public is maintained, the Board understood the Building Department’s need for an additional permanent part-time position and that an additional position would be subject to the fee increase.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Stay with the current staff structure.
1. Allow the Building Department to take longer to complete the paperwork for permits. This would reduce the current service level to the public and slow all phases of the permit process significantly.
2. Pay the Senior DST significant amounts of overtime to accomplish the work. This will decrease the productivity of the Building Department as it will result in an undue workload burden.

FINANCIAL IMPACT:
Monies required to support the position will be funded through the increased permit activity and proposed increase in permit fees.

CAO RECOMMENDATION
Requested Action Recommended

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: John Carrier, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lee Stetson, Janet Bibby, Kevin Cann, John Carrier
EXCUSED: Merlin Jones