RESOLUTION - ACTION REQUESTED 2017-789

MEETING: November 21, 2017

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize the Addition of an 80% Permanent P/T Plan Checker/Inspector Allocation and Budget Action

RECOMMENDATION AND JUSTIFICATION:
Authorize the addition of one 80% permanent part-time Plan Checker/Inspector allocation in the Building Department; and Approve a Budget Action Transferring Funds Within the Building Department Budget to Accommodate the Additional Position ($25,000).

Adding this position will alleviate the heavy workload placed on current staff (including the Building Director) due to the increase in permit plan checks and inspection requests as well as the unexpected Detwiler fire load. 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 a redistribution of funds within the Building Department budget.

Due to the increase of permits and associated inspections, and the unexpected Detwiler fire load, the extra help inspector has been working at least 80% since July 24, 2017. It has been demonstrated that the Building Department needs this position to be 80% permanent part time to accommodate the times when the Building Official or the only building inspector is out of the office for any reason.

Currently the Building Director backs up the building inspectors and virtually conducts all of the plan review duties. With the increase in construction demand, the favorable economy and the Detwiler fire workload, it is no longer possible for the Building Director to continue in the current direction for all of the plan review requirements. This position will allow for plan checks to be completed within the current time frame and for inspections to occur without causing construction delays.

Monies required to support the position will be funded through the increased permit activity and transfer of monies within the Building Department budget. This means no net increase to the budget. At the filling of this position, the existing extra help inspector will be eliminated.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Resolution - Action Requested 2017-789

In the past, the Board has approved necessary changes to ensure the level of service to the public is maintained.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**
Stay with the current staff structure.
1. Allow the Building Department to take longer to complete plan checks and building inspections. This would reduce the current service level to the public.
2. Allow for the substantial delay of plan checks and inspections in the event the Building Official or the only building inspector is out of the office for any reason. This will decrease the productivity of the Building Department resulting in overdue plan checks and inspection delays. This will also slow all the subsequent phases of the permit and construction process.

**FINANCIAL IMPACT:**
Funding is requested to be transferred from the Professional Services line item to the Plan Checker / Inspector line item. The use of contracted services is expected to be less than originally budgeted.

**FINANCIAL IMPACT:**
No additional General Fund money will be required for this position.

**ATTACHMENTS:**
Budget action form New Inspector  (PDF)

**RESULT:**  ADOPTED BY CONSENT VOTE [UNANIMOUS]
**MOVER:**  Merlin Jones, District II Supervisor
**SECONDER:**  Rosemarie Smallcombe, District I Supervisor
**AYES:**  Smallcombe, Jones, Long, Cann, Menetrey
# BUDGET ACTION FORM

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<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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<td>562-0418</td>
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<td>600</td>
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<td>562-0136</td>
<td>Plan Checker/Inspector</td>
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**TOTALS** 25,000 25,000

## TRANSFER BETWEEN FUNDS

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**TOTALS** 0 0

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

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**DEPT HEAD SIGNATURE**

**DATE** 11/01/17

**APPROVED BY RES NO.** 17-789

**CLERK** Leri LaRock

**DATE** 11-21-17

**DEPARTMENT**

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 07/2000