RESOLUTION - ACTION REQUESTED 2020-86

MEETING: February 25, 2020

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize the Change of Permanent Part Time DST to Full Time

RECOMMENDATION AND JUSTIFICATION:
Approve the allocation change of a Development Services Technician (DST) from 80% permanent part-time to full-time effective immediately.

Making this change will alleviate the heavy workload placed on current staff because of an increase in both permit activity. This will also allow the work to be completed in a timely way so that service to the public is not negatively impacted.

The 80% permanent part-time DST position has been working full-time since September 5, 2019 to train a newly hired DST. It has been demonstrated that the Building Department needs this position to be full-time on an ongoing basis.

Monies required to support the position modification will be funded through the increased permit activity. This means no net increase to the budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
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:
1. Stay with the current staff structure and not approve this action.
2. 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.
3. 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:
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Monies required to support the position modification will be funded through the increased permit activity. This means no net increase to the general fund. Any necessary budget adjustments will be done during midyear change requests.

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Marshall Long, District III Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey