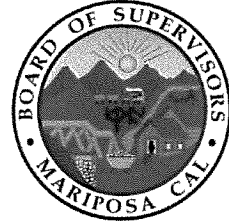




MARIPOSA COUNTY

Building · (209) 966-3934



RESOLUTION - ACTION REQUESTED 2021-105

MEETING: March 2, 2021

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize the Change of Building Inspector Position to Plan Checker/Inspector.

RECOMMENDATION AND JUSTIFICATION:

Approve the Allocation Change of the Building Inspector (186) Position to Plan Checker/Inspector (196) Effective Immediately; and Approve the Budget Action Transferring Funds Within the Building Department Budget (\$8,000).

The budget action will transfer funds within the Building Department budget to cover the cost of moving the existing Building Inspector (186) to Plan Checker/Inspector (196). Making this change will alleviate the heavy workload placed on current staff because of an increase in permit activity and the associated plan checking required. 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 modification will be funded through the increased permit activity. This means no net increase to the Board and there will be no impact to the General Fund.

Due to the existing plan checking workload, the Building Inspector position has been assisting with plan checks. It has been demonstrated that the Building Department needs this position to accommodate the times when the Building Official or the only plan checker/inspector is out of the office for any reason.

Currently the Building Director backs up the building inspectors and conducts a majority of the plan review duties. With the increase in construction demand, the favorable economy and the Mono Wind workload, it is no longer possible for Building to continue in the current direction for all of the plan review requirements. This is a cost effective and more efficient way to 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.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Resolution - Action Requested 2021-105

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

The current Inspector was Plan Checker/Inspector from 2002 until 2009. He has kept the certification for plan checker current and is qualified to be reinstated as Plan Checker/Inspector.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Stay with the current staff structure and not approve the budget action.

1. Allow the Building Department to take longer to complete the plan check for permits. This would reduce the current service level to the public and slow all phases of the permit process significantly.
2. Pay the existing Plan Checker/Inspector 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.
3. Pay a third party to complete the plan check for permits. This would slow the process for plan check reviews and approvals.

FINANCIAL IMPACT:

Funding is requested to be transferred from the Special Department line item to the Plan Checker / Inspector line item. The use of this line item is expected to be less than originally budgeted.

ATTACHMENTS:

Budget Action Form (PDF)

RESULT: ADOPTED [UNANIMOUS]

MOVER: Miles Menetrey, District V Supervisor

SECONDER: Tom Sweeney, District II Supervisors

AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

BUDGET ACTION FORM

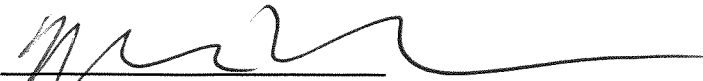
FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
600	0236	562-0433	Special Department			8,000
600	0236	562-0136	Plan Checker / Inspector		8,000	
Totals					8,000	8,000

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0.00	0.00

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.

JUSTIFICATION: To adjust the Building Department Budget for the new plan checker/inspector position which was necessary due to increased workload.

	DATE <u>1/29/21</u>
DEPT HEAD SIGNATURE	DATE <u>3/12/21</u>
APPROVED BY RES NO. <u>21-105</u>	CLERK <u>Rene LaRoch</u>
DEPARTMENT <u>Building</u>	AUDITOR'S USE ONLY BA #

Budget Revision Form Revised 12/18