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DATE: September 20, 2006

TO: Honorable Mayor and City Councilmembers

FROM: Community Development Department/Building Division

SUBJECT: **AUTHORIZATION FOR THE ADVANCE HIRING OF ONE BUILDING INSPECTOR I IN FY 2006-07 TO BE FUNDED THROUGH A TRANSFER OF FUNDS WITHIN THE BUILDING DIVISION**

**SYNOPSIS**

Staff recommends that the City Council authorize the advance hiring of one Building Inspector I for the Building Division in FY 2006-07, to be funded through a transfer of funds within the Building Division.

**BACKGROUND**

Over the last two years, commercial construction has increased from 13 percent to over 17 percent of the Building Division's total inspection activity, and large, complex structures in the downtown area are placing increased demand for time on our field inspectors. As part of the FY 2006-08 budget adopted by the City Council on June 21, 2006, one new Building Inspector I was budgeted for FY 2006-07, with an additional position for FY 2007-08. In addition, within the two-year adopted budget, funds have been allocated in the amount of \$150,000 per year to cover the cost of contract inspection services. It was anticipated that contract inspectors would perform inspections on less complicated projects, thereby freeing our "seasoned" inspectors to dedicate their experience to the larger commercial projects. However, recent inquiries made to local service providers revealed that there are not any qualified field inspectors available at this time or in the near future.

Furthermore, our inspection and reporting responsibilities under the North County Storm Water Program have expanded. Inspectors within the Building Division are responsible for ensuring that "best management practices" for the protection of water resources are being observed on construction sites within the City limits. This requires continued site inspections at specific intervals and subsequent record management and reporting.

**ANALYSIS**

There is a need for responsive and skilled inspectors due to increased commercial activity within the downtown area. Additional inspection demands related to State-mandated wastewater reporting will continue to increase as the State continues to

require more frequent site visits by our staff to new subdivisions and ongoing construction projects. Current Building Division staff is not sufficient to provide the necessary level of service, and contract providers have reported that they do not have available qualified staff to enter into professional service agreements with the City at this time.

Staff is in the process of recruiting the FY 2006-07 position and is requesting that the City Council advance the approved FY 2007-08 hiring of a second Building Inspector I at this time. Funds earmarked for professional services in FY 2006-07 are available to cover all associated costs for hiring the second Building Inspector within this current fiscal year. There will be no net increase in costs.

**FISCAL IMPACT**

No additional fiscal impact. Funds allocated for professional services are available and sufficient to fund this position for this current fiscal year. Continued funding for this position is covered within the adopted FY 07-08 budget. The total amount to be transferred from the professional services account is \$112,202 to cover the Building Inspector I salary, fringe benefits, the cost of a vehicle, and associated supplies and equipment.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

Does not apply.

**RECOMMENDATION**

Staff recommends that the City Council authorize the advance hiring of one Building Inspector I for the Building Division in FY 2006-07, to be funded through a transfer of funds within the Building Division.

**PREPARED BY:**

  
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