

Date 2/16/99 Item # 17  
( ) Approved ( ) Denied  
( ) Continued To \_\_\_\_\_

TO: JAMES L. APP, CITY MANAGER  
FROM: ROBERT A. LATA, COMMUNITY DEVELOPMENT DIRECTOR *RAL*  
SUBJECT: UP-GRADE AND APPOINTMENT OF SENIOR  
BUILDING/ENGINEERING INSPECTOR POSITION  
DATE: FEBRUARY 16, 1999

Needs: To upgrade the current vacant Building Inspector position to a Senior Building / Public Works Inspector.

Facts:

1. In Fiscal Year 97/98, Council authorized the Building Division to supplement its inspection staff through the utilization of a Contract Building Inspector.
2. In Fiscal year 98/99, Council authorized replacement of the Contract position with a full time Building / Public Works Inspector, with the intent to consolidate inspection service.
3. A recruitment was initiated June 30, 1998, for the Building Inspector / Public Works Inspector. The recruitment closed July 31, 1998.
4. The response to the recruitment effort was relatively weak, as only thirteen (13) applications were received. Four of the applicants met the minimum for an entry level Building Inspector Position, but did not demonstrate any background in Engineering - Public Works Inspection.. The remaining eight did not meet the minimum employment standards associated with the advertised position.
5. The length of the recruitment process (seven months) is expected to further impact the number of qualified persons that we will have to choose from.
6. Levels of construction are now at their highest since 1987, and the City is entering into the busiest time of the year for construction and construction inspections.
7. Based on the number of permits issued in 1998, and those projects pending in 1999, we can anticipate increased pressure to respond in a timely manner.
8. The Building Division's reaction time for plan check and building projects will be further impacted by Doug Monn's involvement in the Measure D projects and related responsibilities.

IMC CODE  
DATE: February 8, 1999  
FILE PLAN/GEN CAT: CC staff reports  
SUBJECT: Senior Inspector  
LOCATION: File  
RETENTION: 1 Year  
OTHER:

9. On Monday, February 8, 1999 the Council's Fiscal Committee met and discussed this proposal; the Fiscal Committee recommends approval.

**Analysis and  
Conclusion:**

The interview and testing process to secure Building / Public Works Inspector from the original recruitment would require a minimum of forty-five (45) working days. One should consider that thirty (30) days is average for a "break-in" period, and the earliest the Building Division could field a minimally qualified inspector is May 28, 1999.

The City has an opportunity to hire an experienced Building Inspector who has the ability to provide public works inspection. In order to do so, the City would need to up-grade the current Building Inspector position to a Senior Inspector level. The annual cost increase would be approximately \$2,000 above the top step the current Building Inspector position.

**Policy  
Reference:**

None.

**Fiscal  
Impact:**

The Building Division 98/99 Fiscal Year budget provides for an Inspector Position. An up-grade to the Senior Inspector level would be funded from FY 99-00.

Projected revenues for Fiscal Year 98/99 are adequate to cover the cost of the proposed Building / Public Works Inspector at the Senior Inspector level.

**Options:** That the City Council:

- a. Authorize an additional Senior Building / Public Works Inspector Position at a salary range of 238, steps "A" through "E", or;
- b. Amend, modify, or reject Option "a".

**Attachments:** 1999 Preliminary Projects list.

h:\60\doug\appoint senior inspector 8 Feb 99

### 1999 Preliminary Projects list.

- In Calendar 1998, the City issued a total of 641 permits, 269 of which were for single family dwellings many are still under construction.
- In 1999 we look forward to;
  - a) 90 units being built at Coker Ellsworth's Stoney Creek Project.
  - b) The build out of Rolling Hills Summit Project.
  - c) Ten units at Ole Viborg's Mohawk Tract
  - d) 50 Units at Presky-Jone Meadowlark Tract
  - e) 50 Units at the Arciero Tract.
  - f) An unknown number at Dick Wilhoit's development on Experimental Station Rd.
  - g) An unknown number at Tom Erskine's Lauralwood Estate's Development
  - h) An unknown number of custom homes on existing lots.
  - i) Construction of the Holiday Inn Express
  - j) Construction of San Luis Bay Motors
  - k) A Jack in the Box at Highway 46
  - l) A Wendy's at Woodland Plaza
  - m) A major remodel / rehabilitation of the Paso Robes Inn
  - n) A 9000 square foot addition to the North County Christian Church.
  - o) A new car wash at 28<sup>th</sup> street.
  - p) Lucky-Save On, plus pads.
  - q) A multi - family project on the Cagliero site