

**FOR COUNCIL MEETING OF:  
AGENDA ITEM NO.:  
PUBLIC WORKS FILE NO.:**

November 9, 2009  
4.2 (a)

**TO: MAYOR AND CITY COUNCIL**  
**THROUGH: *Linda Norris*  
LINDA NORRIS, CITY MANAGER**  
**FROM: PETER FERNANDEZ, P.E., PUBLIC WORKS DIRECTOR**  
**SUBJECT: AUTHORIZATION TO FUND THE CONTINUATION OF TWO  
INSPECTOR POSITIONS AND THE CREATION OF A PERMIT  
SPECIALIST POSITION WITHIN PUBLIC WORKS FOR THE  
REMAINDER OF FY 2009-10 AND TRANSFER PUBLIC WORKS  
FUND CONTINGENCIES TO THE PUBLIC WORKS ENGINEERING  
DIVISION OPERATING BUDGET**

**ISSUE:**

Shall City Council approve retaining two inspector positions and creating a permit specialist position within the Public Works Department for the remaining six months of FY 2009-10, and adopt Resolution No. 2009-91 transferring \$82,650 from the Public Works fund contingencies to the Public Works Engineering Division operating budget to fund the inspector positions.

**RECOMMENDATION:**

Staff recommends that City Council retain two inspector positions and create a permit specialist position for the remaining six months of FY 2009-10 and adopt Resolution No. 2009-91 transferring \$82,650 from the Public Works fund contingencies to the Public Works Engineering Division operating budget to fund the inspector positions.

**BACKGROUND:**

Late in 2008, a number of negative economic events impacted capital construction as well as private permit development. As a result, 16.5 positions were eliminated from the FY 2008-09 and FY 2009-10 budgets. The work force reduction included eliminating two inspector positions for the second half of FY 2010-11 beginning January 1, 2010.

Because the capital construction and development workload can be unpredictable, a contingency was included in the Public Works budget to provide for mid-year adjustments to staffing should this become necessary.

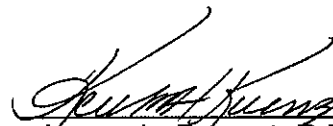
Development workload has increased steadily since reaching its lowest levels toward the end of 2008. Construction plan submittals have increased, particularly in commercial, industrial, and institutional land uses.

**FACTS AND FINDINGS:**

1. Since last winter when the budget was developed, a few changes have increased the workload within the Public Works Department as follows:
  - a. Ongoing adjustments have been made to gain efficiencies between the Planning and Development Division and the Engineering Division. One adjustment was to move most of the private permit development inspection responsibility from the Development Services Section to the Engineering Division.
  - b. Inspectors have been providing support for field survey work. A full-time survey crew has not been justified and efficiencies have been gained by using the inspectors to assist in performing this work.
  - c. Inspectors are also being used to gather field data for Street Bond projects and the stimulus paving projects to support design teams during the winter months.
  - d. A permit specialist position within Engineering Division has been supporting the Planning and Development Division because of increased workload related to development applications and inquiries.
2. Permit revenues received in the first quarter of the current fiscal year exceed the total permit revenues originally projected for the entire budget year. Current revenue projections anticipate that permit revenues at the end of FY 2009-10 will significantly exceed budgeted revenues, which is also an indication of additional workload in the permit program.
3. Therefore, these positions are needed for the remainder of the current fiscal year. With the approval of this recommendation, the two inspector layoffs will not occur in January. The inspector workload will be re-evaluated as part of the of FY 2010-11 budget process to determine if these positions should be retained in FY 2010-11.

Authorization to Fund the Continuation of Two Inspector Positions and the Creation of a Permit Specialist Position within Public Works for the Remainder of FY 2009-10 and Transfer Public Works Fund Contingencies to the Public Works Engineering Division Operating Budget  
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4. The proposed staffing changes require a transfer of \$82,650 from the Public Works fund contingencies to the Public Works Engineering Division operating budget to fund the inspector-level positions. The permit specialist position within the Planning and Development Division does not require fund transfer because of unused budget authority from vacant seasonal positions.

  
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James L. Bonnet, P.E.  
City Engineer

Wards All  
October 28, 2009  
Prepared by: Keith H. Kuenzi, P.E., Assistant City Engineer

