



2020-2021 BUDGET REQUESTS

COMMUNITY DEVELOPMENT

Priority 1: Administrative Associate Position 0.5 FTE, 2020

Explanation:

The Community Development Department has a gap in staff support services. At present, the Department does not have a position dedicated solely to departmental administrative support functions. While part of a position includes administrative support responsibilities, more of their time needs to be dedicated to assisting with projects, policy and development review activities. In addition, the absence of a dedicated administrative support position has contributed to gaps in customer service, redirecting professional staff time to clerical tasks, and a lack of dedication to comprehensive records and data organization and management. This compromises the Departments ability to locate information, analyze programs and processing timelines, and track and associate the history of permits, complaints and development activities for individual properties.

Attending meetings, preparing agendas, minutes and packets and performing other support functions are currently consuming staff time and limiting time available for assisting with projects, development review, policy and other functions. A Position dedicated to administrative support functions would improve the efficiency and management of the Department as well as the flow and management of information. It would also improve customer service and fill gaps in work currently not performed or performed with delay.

Budget Increase Amount: \$29K

Priority 2: Building Permit Technician from .5 to 1.0 FTE, 2020

Explanation:

The Department was able to add a .5 FTE Building Permit Technician position in 2018. The position has made it possible for inspectors to spend more time on plan review and field inspection, and has contributed to improved counter and phone coverage and customer service. It has also identified an opportunity to improve the intake, processing and management of the building permit functions. From spring through late fall, during the bulk of the construction season, permit processing times lag, staff coverage for inspections and customer service are compromised and the result is frustration with permit applicants. Making this position full time would help improve customer service and permit processing. The additional .5 would reduce the volume of technician support work distributed to inspectors, allowing them to focus more time on field inspections and plan review.

Budget Increase Amount: \$45K



Priority 3: Building Inspector Position .5 FTE, 2021

Explanation:

The additional of a .5FTE building inspector position would assist with continuity of operations, timely review of plans and performance of field inspections and minimize disruption in service. The City currently budgets for outsourcing some of the commercial plan review and contracts for inspections when staff is out for several days. Securing trained professionals in this field has become more difficult with a tighter labor market, and hiring individuals to train on-the-job takes time to build skills, confidence and efficiency. With additional staffing, we would gain more continuity and consistency. In addition, resources dedicated to contract services would be reduced and reserved large complex commercial projects, as needed.

Budget Increase Amount: \$43K

Priority 4: Comprehensive Plan Update, Consultant Services, 2021-2022

Explanation:

The City's current Comprehensive Plan was adopted in 2008. Underlying assumptions that informed the development of the current comprehensive plan should be reviewed to determine whether updates/changes to the plan are warranted and to what magnitude. At minimum, Plan language related to underlying assumptions and population and employment forecasts should be analyzed and updated. There may also be a need for more in depth evaluation of the City's long-term growth and growth boundaries.

Depending on the magnitude of this work, the budgetary needs will vary along with the time to complete. Some stretch over the course of several years. In this case, work would commence in 2021, with reasonable expectation for additional work to extend through 2022.

The City's Strategic Plan does not identify this update as a short term priority, though it should be considered for implementation in 2021.

Budget Increase Amount: A conservative estimate: \$120K in 2021, \$80K in 2022