



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council **DATE:** February 29, 2012
FROM: John McDonough, City Manager
AGENDA ITEM: Site Development Inspection Process and Staffing
MEETING DATE: For Submission onto the March 6, 2012, City Council Work Session Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum

APPROVAL BY CITY MANAGER: JMM APPROVED

_____ NOT APPROVED

PLACED ON AGENDA FOR: 3/6/2012

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: WKEW

REMARKS:

To: John McDonough, City Manager
From: Angela Parker, Community Development Director 
Date: February 27, 2012 for Submission on the March 6, 2012 Council Work Session
Subject: Site Development Inspection Process and Staffing

Background:

Pursuant to the request of the City Council during the Mid-Year Budget Review, this memo provides information regarding the additional staff capacity that would be required to conduct a site inspection as a part of the plan review process that focuses on incorporation of storm water best practices and retention of the tree canopy for both residential and commercial projects.

Discussion:

A pre permit site inspection constitutes a field review that the Community Development Department does not currently conduct. While cross-trained Code Enforcement staff have been able to provide some assistance to the fieldwork performed by our arborists, Code Enforcement lacks the necessary staff capacity to take on this new task. Additionally, given the current increase in development activity, the Land Development/Arborist team also lacks the staff capacity to conduct this additional site inspection.

The focus of this site inspection is to provide input during the plan development process that results in a more environmentally sensitive project. Thus, a site meeting with the designer prior to the completion of the plans best accomplishes this goal. The current project submittal level is 15 to 20 new projects per week; an inspector can conduct an average of 5 site inspections per day. Thus, initiation of this new site inspection would require an additional three days of staff capacity per week.

In summary, initiation of pre-construction site inspections as a part of the development review process will require a staff plan adjustment to add an Arborist/Landscape Architect for an additional 24 hours per week. Please note that this estimate is to provide a pre-permit field review at current levels of development; an increase in development activity will result in a need for additional staff capacity. The tables below provide a summary of the anticipated cost of this enhancement.

Proposed Staff Plan Adjustment

Through The End of Contract Term

March 12, 2012 – June 30, 2012

Arborist/Landscape Architect	FTE	Hours	Burdened Rate	Price
15 weeks @ 24 hrs/wk = 360	0.6	360	47.63	\$17,146

Annual Impact

July 1, 2012 – June 30, 2013

Arborist/Landscape Architect	FTE	Hours	Burdened Rate	Price
52 weeks @ 24 hrs/wk = 1,248	0.6	1,248	48.68*	\$60,753

*Includes Year Two escalation rate of 2.2%