



REQUEST FOR BOARD ACTION

ITEM NO. 9.

DATE OF MEETING: September 2, 2014

REQUESTED BY: Kyle M. Breuer, Director, Planning & Community Development

SHORT TITLE: Resolution Requesting Approval of a New Position for a Building Inspector I

BACKGROUND: Due to increased development within Pender County, it is being requested that a new position be approved within the Planning and Community Development Department for a Building Inspector I. The Building Inspector I position is an entry level position and performs work under the moderate supervision of the Senior Building Inspector. It is anticipated that this position will work directly out of the Hampstead Annex offices. A detailed memorandum to Human Resources is accompanying this Board Action Form for further justification and details regarding the position.

The FY 14-15 cost associated with the new request is approximately \$41,681.72. Total reoccurring cost to Pender County will be approximately \$53,657.98.

SPECIFIC ACTION REQUESTED: To Consider a Resolution Approving a New Position Within the Planning and Community Development Department for a Building Inspector I.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

PM
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the Board hereby approves a resolution authorizing a new position of Building Inspector I. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ McCoy ___ Brown ___ Tate ___ Ward ___

J. David Williams, Chairman 09/02/2014
Date

ATTEST 09/02/2014
Date

Pender County Planning and Community Development

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MEMORANDUM

To: Denise Mulhollen, Director, Human Resources
Bob Murphy, Pender County Manager

From: Kyle M. Breuer, Director, Planning and Community Development

Date: August 12, 2014
Revised August 28, 2014

RE: New Position Request – Building Inspector I

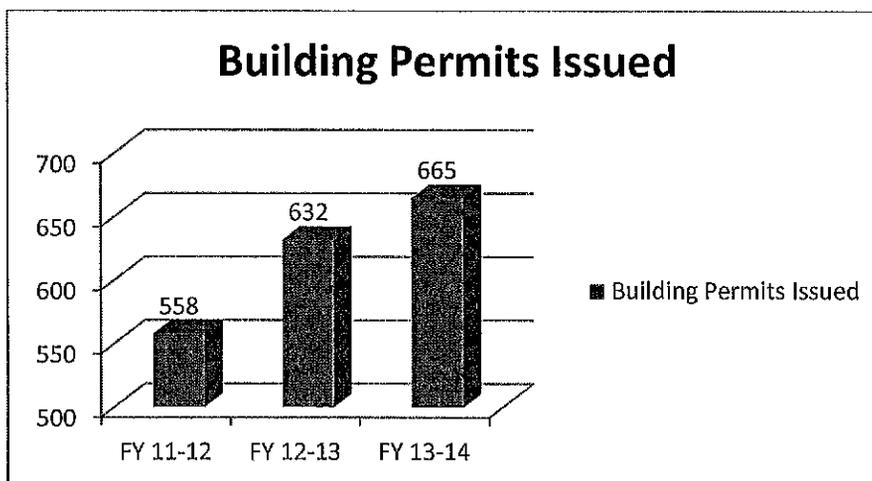
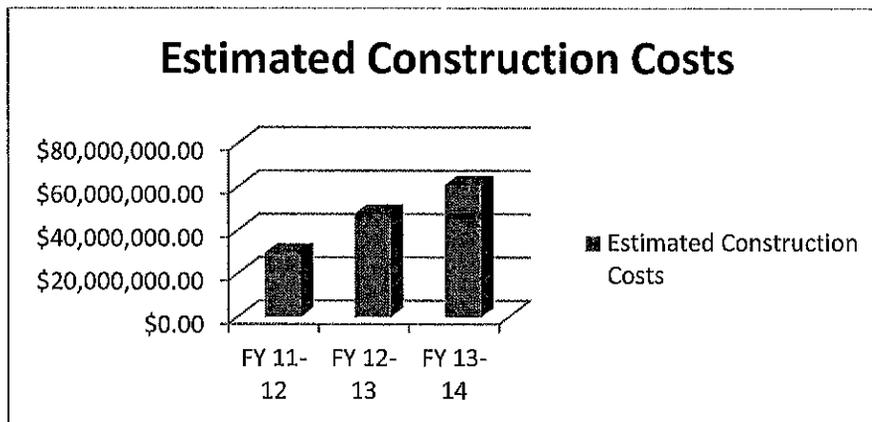
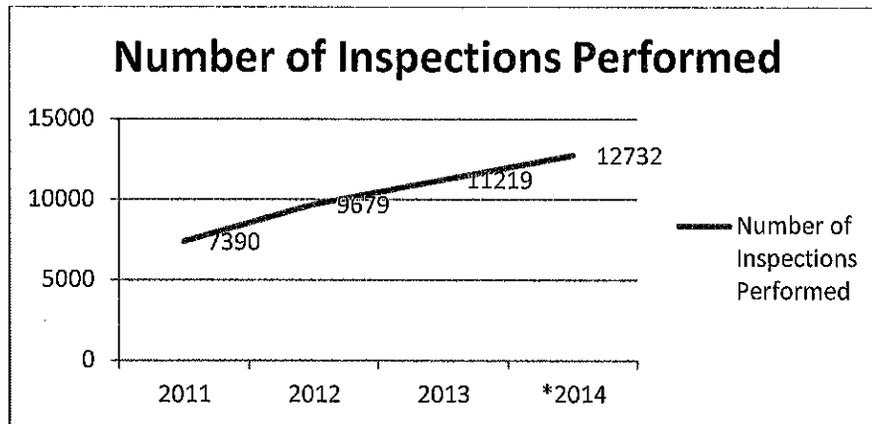
Mrs. Mulhollen,

As you know, my department continues to see increased building and development within the County. This is documented by the amount of building permits being issued, as well as the number of inspections being performed by County Staff. As a department manager, it is my responsibility to analyze current and anticipated work load for my employees. Anticipating the amount of new construction with planned infrastructure investments as well as the current workload the Building Inspections Division is experiencing, it was requested at budget preparation time that a new position (Building Inspector I) be included in the FY 14-15 Budget. At that time, the current manager advised that the position be requested during FY 14-15 at the time that it was needed. This was not recommended on my behalf.

At this time, it is necessary that a new position be approved within my departmental budget. Figures provided to me from your office show that the salary and benefits cost of this position to the County will be \$45,359, which includes benefits; however, please keep in mind that this is the minimum position salary. Although it is current policy to hire at the position minimum, that cannot be guaranteed. Additional general operating costs will also be incurred by hiring a new position and these figures are shown on the attached fiscal breakdown. In total, it is anticipated that the overall cost to the county, on a reoccurring basis would be approximately \$53,657.98.

Justification:

Current building and inspection figures show an average increase of approximately 17% in inspections performed:



CATEGORY	PROPOSED COST	PRORATED FOR FY 14-15 @ 75%
SALARIES	\$ 32,021.00	\$ 24,015.75
FICA	\$ 2,449.61	\$ 1,837.21
GROUP INSURANCE/Medical	\$ 7,664.00	\$ 5,748.00
RETIREMENT	\$ 2,263.88	\$ 1,697.91
WORKERS COMP	\$ 960.63	\$ 720.47
TELEPHONE	\$ 516.60	\$ 387.45
GAS & DIESEL	\$ 859.32	\$ 644.49
SUPPLIES & MATERIALS	\$ 1,143.27	\$ 857.45
PRINTING	\$ 26.68	\$ 20.01
UNIFORMS	\$ 325.99	\$ 325.99
DUES AND SUBSCRIPTIONS	\$ 592.00	\$ 592.00
TRAINING	\$ 4,035.00	\$ 4,035.00
COMPUTER EXPENSES	\$ 800.00	\$ 800.00
TOTALS	\$ 53,657.98	\$ 41,681.73