



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding the addition of one full-time Construction Inspector position in the Carson City Public Works Department ("Public Works") and authorization for Public Works to purchase a vehicle for the new Construction Inspector position. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Public Works Engineering Division ("Engineering") currently has one part-time Construction Inspector position and two Senior Construction Inspectors to provide the review and inspection of infrastructure constructed with a new development, including streets, curb and gutter and sewer and water lines as well as managing City capital projects. To keep up with the current volume of inspections needed through the Carson City Community Development Department ("Community Development"), which is exceeding pre-recession levels, Public Works is requesting one new full-time Construction Inspector position.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the addition of a full-time Construction Inspector position, and authorize the purchase of a vehicle, as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

April 21, 2022 (Item 14A): A full-time Construction Inspector position was requested of the Board of Supervisors ("Board") during the Fiscal Year ("FY") 2023 budget process; however, the Board instructed City staff to wait until after the FY 2022 audit of the Building Fund to ensure that there was sufficient revenue to cover the new position. This audit was completed, and funding collected by developer fees is sufficient to support this position.

Background/Issues & Analysis

Engineering has been relying on one part-time employee to provide construction inspection services for all private development projects across the City and two Senior Construction Inspectors that are currently managing over 130 active City capital projects with project budgets totaling over \$169 million. Many more projects will come online over the next six months as more federally funded projects kick off and new FY 2024 capital projects are approved.

The current workload combined with the limited construction inspection resources is jeopardizing the quality of our inspections, response times to applicants and ultimately the durability and longevity of infrastructure being constructed in Carson City - infrastructure that the City will ultimately own and maintain long into the future.

Therefore, Public Works is requesting to change a part-time Construction Inspector position to a full-time Construction Inspector position. Given the number of new development projects in progress, one of the Senior Construction Inspectors will be assigned to provide construction inspection services for the private development projects while the new Construction Inspector position will work on City capital projects.

The new position will require a City vehicle to travel to and inspect City capital projects. Staff is requesting the new vehicle be purchased from the Capital Projects Fund, using undesignated funds for a not to exceed amount of \$45,000. Staff anticipates purchasing the vehicle through a joinder contract with one of the City's existing vehicle vendors.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Salary and benefits for Senior Construction Inspector - \$118,822.63:

Building Permits Fund (5251414) 80%

Water Fund (5203502) 10%

Wastewater Fund (2103201) 10%

Reduction of Building Permit Fund Temporary Staffing (5251414-500125) by \$25,000.

New full-time Construction Inspector - \$82,806.56 to be funded from the General Fund Engineering Department (1013012).

City vehicle: \$45,000 to be funded from the Capital Projects Fund (2101002-507705) Vehicle Replacement Program.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If approved, the Building Permits Fund would pay 80% (\$95,058.11), the Water Fund 10% (\$11,882.26), and the Wastewater Fund 10% (\$11,882.26) of the cost of the Senior Construction Inspector position. A reduction of the temporary staffing budget in the Building Permits Fund of \$25,000 would help offset the expense, making the total effect on the Building Permits Fund \$70,058.11. The Building Permits Fund currently has Working Capital of \$897,481.

The new full-time Construction Inspector will be funded \$80,806.56 from the General Fund Engineering Department which will be offset by the currently budgeted Senior Construction Inspector position.

In addition, the new position requires a City vehicle to be funded from the Capital Projects Fund using undesignated funds. Current available balance is \$359,067.

Alternatives

Do not approve the position and/or provide alternative direction to staff.

Attachments:

[Construction Inspector Attachment.pdf](#)

[PW org chart current.docx](#)

[PW org chart proposed.docx](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

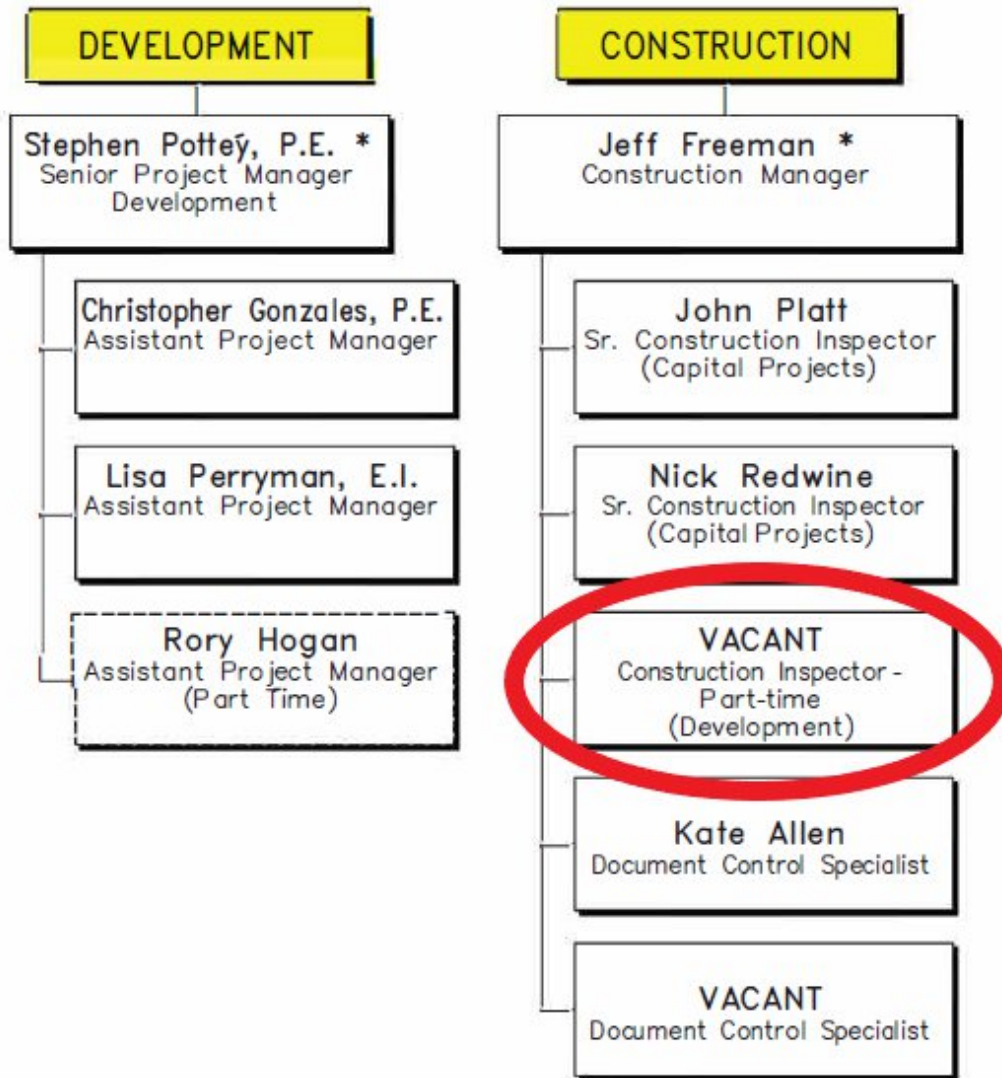
(Vote Recorded By)

(1) PERSONNEL SERVICES: Senior Construction Inspector (T302)		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 80,512.12	5251414-500125	(25,000)
Other Pay	1,412.00		
Worker's Compensation	744.00		
Group Insurance	11,236.00		
Medicare	1,167.43		
Pers	23,751.08		
Total Personnel Costs (1)	\$ 118,822.63	Total Services and Supplies (2)	
		GRAND TOTAL:	525 80% \$70,058.11 510 10% \$11,882.26 520 10% <u>\$11882.26</u> \$93,822.63

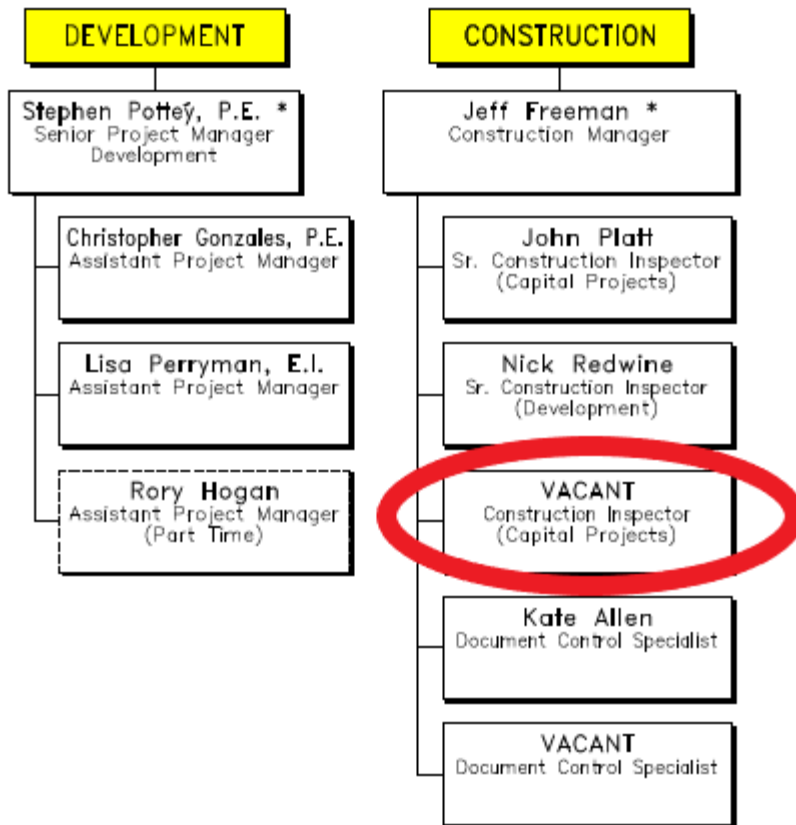
(1) PERSONNEL SERVICES: New Construction Inspector (T202)		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 53,008.45	2101002-507705-Vehicle Replacement Program	\$ 45,000.00
Other Pay	1,412.00		
Worker's Compensation	744.00		
Group Insurance	11,236.00		
Medicare	768.62		
Pers	15,637.49		
Total Personnel Costs (1)	\$ 82,806.56	Total Services and Supplies (2)	\$ 45,000.00
		GRAND TOTAL:	\$ 127,806.56

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.



Carson City Public Works Engineering Division – Current Organizational Chart



Carson City Public Works Engineering Division – Proposed Organizational Chart