




AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: July 16, 2013

Agenda Item 6H
Approvals:
City Manager [Signature]
Dept. Head WEL
Attorney _____
Finance [Signature]

Department: FAS
Prepared By: Sam Penrod, Human Resources Manager 

Subject: *AUTHORIZATION OF ONE LIMITED-TERM BUILDING INSPECTOR II POSITION*

Fiscal Impact: None – Funding for this position will be provided by transferring existing funding from contractual services to salary and benefits.

Summary: Staff recommends that the City Council authorize a Limited-term Building Inspector II position to be funded by the transfer of existing funds from contractual services.

Background: Building inspection workload is anticipated to significantly increase when the Marblehead Plaza San Clemente Retail Center begins construction. The developer has indicated that they expect to start construction in September 2013. In order to address this increased inspection volume, the fiscal year 2013-2014 budget includes funding for contractual building inspection services. Since the City will be controlling the work hours, work assignment, and other activities of the inspector, it requires the hiring of a temporary employee rather than an independent contractor to ensure compliance with applicable labor laws.

Discussion: In order to provide service for the increased inspection activity, the Building Division budgeted funds for contractual building inspection services. The anticipated duration of these temporary inspection services is estimated to be approximately 14 months.

Staff has evaluated the Limited-term position staffing approach because of the extended duration of this work assignment, and in order to recruit and retain a quality inspector staff is recommending the position be authorized to receive the following benefits (in addition to the required payroll-related benefits): vacation at the rate of 80 hours per year, medical coverage, and City-observed holidays.

Recommended

Action:

STAFF RECOMMENDS THAT the City Council

1. Authorize Limited-Term Building Inspector Position for approximately 14 months with the following benefits (in addition to the required payroll-related benefits): vacation at the rate of 80 hours per year, medical coverage, and City-observed holidays.
2. Authorize a transfer of \$93,000 from 001-422-43890-000-00000 (Contractual Services) to 001-422 program for Salary and Benefits.