

County Manager Update

April 19, 2021

11:05 a.m.

Present: Commissioner Stamper, Commissioner Pollock, County Manager Erik Martin, Becky Butler, Steve Wohld, Chris Panush, Lee Napier, Tailor Albright, Josh Metcalf, Lee Napier, Katie Conradi

Guests: Edna J. Fund, Nic Scott, Bill Serrahn

Recorder: Lara McRea

At 11:06 a.m., Commissioner Stamper announced that the Board would be going into Executive Session under RCW 42.30.110(1)(i) and (1)(g) for 10 minutes to discuss the following:

- Potential litigation regarding 911 Communications

Executive Session started at 11:07 a.m.

At 11:18 a.m., the Board extended Executive Session for 2 minutes.

At 11:20 a.m., the Board extended Executive Session for 1 minute.

At 11:21 a.m., the Board extended Executive Session for 2 minutes.

Executive Session ended at 11:24 a.m. Commissioner Stamper noted that no decisions had been made.

Community Development update

Lee discussed her staffing levels with the board and noted she had met with the previous board in 2020 to discuss a 2021 retirement within the building division. She said in the past the board has occasionally allowed Community Development to do successional planning for training purposes. The previous board had given Lee prior authorization to hire an Inspector. In order to do that Community Development unfroze a position to fill a position in the building division. Her staff for Building Inspectors went from 2 to 3.

One of the Building Inspectors has not yet retired. She would like the board to unfreeze the fourth Building Inspector position before the one Building Inspector retires. This would potentially have a budget impact of \$102k. The cost is to hire someone, for their salary and benefits, vehicle, computer and office space.

Given the increase in permit application alone, they are also doing residual work from 2019 and 2020.

Lee is asking the board to unfreeze the position but they may or may not have permit revenue to offset the cost. They are taking in a lot of permit revenue in 2021.

She is requesting an additional \$102k to cover a fourth Building Inspector.

One of her inspectors will retire at the end of June. Although they would have 4 Inspectors they will likely draw it back down to 3. This relates to building permits, working in the field and cross training building staff.

Also associated with building permits are planning reviews. Lee currently has a Long Range Planner position that is unfilled.

Her second piece of the proposal is to have her medium level planner become more of a modified hybrid planner.

Lee is proposing to fill her Long Range Planner Position. The position is currently budgeted but there will be some additional funding needed due to the salary survey. In filling these two positions it will help with workflow and operations. She noted that staff is trying to get more cross trained.

Commissioner Stamper asked if hiring these positions will alleviate time issuing permits.

Lee said the department is comfortable with 2-3 weeks from an application intake to the time a permit gets issued. Right now they are 4-8 weeks out. They have 3 Field Inspectors and one Plans Examiner. One person is out on medical. They are getting bogged down as a lot of permits are coming in. They are trying to change expectations with cross training.

Erik said once up and trained that person will help reduce permit wait times.

Lee noted she would like to start recruiting for these positions now.

Erik said the Long Range Planner is a budgeted position and some of the cost of a building position will be offset with permit fees but this is unknown due to the economy.

Lee noted she is asking the board to unfreeze a building position and recruit for it.

Lee said the hybrid planner was doing long range planning but she had to reassign them back to current planning due to the workload.

Both Commissioner Stamper and Commissioner Pollock noted they supported hiring a Building Inspector position and Long Range Planner position.

A PAF will be routed that denotes this decision by the board. Lee will start the recruiting process for both positions.

Internal Services update

Steve Wohld reported that guidance for fairs and special events came out last Friday. The SWW Fair will be allowed to have 9,000 people a day at 50% capacity to include a carnival, food, entertainment and a rodeo.

Steve discussed that last year with the re-org of Internal Services, one of the changes he spoke to the previous board about was creating Parks and Recreation as a department to include parks, fairs, events and tourism.

He asked if the current board is ok with continuing this direction, and noted he is ready to post the position of Director of Parks and Recreation and has created an announcement for the position to start an aggressive recruitment strategy. Steve noted he has spoken to a gentlemen that runs a fair and that person has agreed to mentor the person that is hired to run this year's fair.

Commissioner Pollock stressed the importance of finding a very organized person to manage all outdoor events and activities.

Both Commissioner Pollock and Commissioner Stamper noted they were supportive of hiring a Parks and Recreation Director with a Parks and Recreation Department.

Steve presented an org chart to the board. He said the green boxes on the chart are existing positions and does not want to change those positions but does want to change who they report too. He also said he will not be creating another FTE.

Historically Facilities had a Maintenance Tech Sr. on their staff that was assigned year round to take care of the fairgrounds. That employee fell ill last year, wasn't able to work and the position was later filled.

As the crew was rebuilt it was helpful to have the extra person there. He has informed Facilities that there is an FTE there that needs to go back to Parks and Recreation. As he looks at bringing on a director and as they are gearing up for the fair, he feels this position needs to be hired. They were initially looking at filling it as a casual and had actually started that process. Now they are looking at consolidating a vacant Maintenance Tech I position in Facilities and the Casual Tech Sr. position he was looking at hiring.

Steve would like to reclassify the Maintenance Tech I position into a Maintenance Tech Sr. position that reports directly to the Fair. In 2022, rather than the Fair paying for this out of the Facilities rates that rate would go down and they would pay for it out of their own budget.

The Maintenance Tech 1 is a grade 115 and the Maintenance Tech Sr. is a grade 119, which could be around a \$10k increase. The new director would have direct supervision over the Maintenance Tech Sr. position at the Fair. Steve noted he would like to hire the person now.

Steve said he does not intend to adjust Facilities rates this year and will absorb the cost as much as possible. He said Parks usually has 4 casuals and the Fair has multiple depending on the month. Casual park aids would report to the Sr. position. The Fair events have a number of casual positions.

Commissioner Pollock suggested getting the advertising for the Parks and Recreation Director out and start looking at getting a Maintenance Tech 1. She would like a more detailed budget assessment and would like to know what the entire effect will be on the Facilities plan.

Steve noted he has 2 vacant Maintenance Tech I positions and asked if he could hold off on filling both of those positions but hire the Maintenance Tech Sr. position. That is the position he needs to get the Fair going.

The board agreed to hire a Maintenance Tech Sr. position. Steve said he would hold off the remaining vacant Tech 1 position until the board can confirm the budget impact of the newly re-classed position.

Becky suggested for the rest of 2021, to keep that position in Facilities and then make the change effective January 1st of next year due to the impact to readjusting the rates. They would have to amend

what the fair pays because they have to do what is adopted in the budget. Then do the structural change come 2022 which will result in less impacts.

Steve said he will come up with a better plan for the Maintenance Tech I after he returns from vacation.

The board agreed to the following:

- Reclassify the recently vacated Maintenance Tech I position to a Maintenance Tech Sr. position. Position will be under the Parks and Recreation department.
- Hold the second Maintenance Tech I vacant position until the budget impact is confirmed.
- The newly re-classed position will not structurally move from Facilities to the Fair until the first of the year. The position will effectively be moved. Rates and budgets will not need to be changed.

Meeting adjourned at 12:02 p.m.