

**\*\*SPECIAL\*\***

PERSONNEL COMMITTEE AGENDA

Monday, August 7, 2017 – 4:45 p.m.

Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request to create a full-time Building Inspection Superintendent position and eliminate a part-time Building Inspector position.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.



# Memo

**Michael Ostrowski, Director**  
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## City of Stevens Point – Department of Community Development

To: Personnel Committee  
From: Michael Ostrowski  
CC: Common Council, Mayor Wiza, HR Manager Jakusz, and C/T Ladick  
Date: 7/31/2017  
Re: Building Inspection Superintendent

I have recently been notified that Jim Zepp, City Building Inspector, will be retiring in early September. Jim has been with the City for 16 years, and will be truly missed.

Last year, Mr. Zepp went from a full-time employee (40 hours per week) to a part-time employee (24 hours per week). During that same period, Dave Everson, the City’s Commercial Electrical Inspector went from 10 hours per week to 24 hours per week. Mr. Everson’s role at that time increased to residential building and HVAC inspections, along with still doing the commercial electrical inspections. Therefore, the department saw a decrease in two hours per week with this change. While this structure was the most beneficial option at the time, it is not ideal.

In regards to Inspection Division staff, the City has the following positions.

Employee	Residential Building	Residential HVAC	Residential Electrical	Residential Plumbing	Commercial Building	Commercial HVAC	Commercial Electrical	Commercial Plumbing
Full-Time Inspector	X	X			X	X		
Part-Time Inspector	X	X	X				X	
Part-Time Inspector				X				X
Part-Time Inspector	X	X	X		X	X		

As you can see with current staff, the City does have some potential liabilities with only having a single individual able to perform certain inspections, such as residential and commercial plumbing, and commercial electrical (highlighted in red). This is concerning because if something were to happen to these individuals, the City would not have an inspector to perform such services. If a City is unable to provide the needed inspections, we would then have to rely on a contracted service or the State, which can get extremely costly, or have significant delays.

Over the past five years, we have seen a significant increase in the projects and/or the complexity of the projects, which can be seen from the permit revenue chart on the following page. With this being the case, there is a need for additional permit inspection services above our current staffing. Over the past year, we have been able to see how two part-time inspectors has worked for the department, and it has been challenging at times. By not having a full-time inspector, there are coordination issues which can add delays to the inspection process. With this being the case, I am requesting that the part-time building inspector position be refilled with a full-time position. Furthermore, given the City's potential exposure in having only one individual certified to do certain inspections, I am further requesting that this position be filled with someone who has additional certifications to help reduce this liability, and increase efficiencies. To do this, it will likely require a reclassification of the position to that of a Building Inspection Superintendent, and may warrant a higher grade placement.

We filled a building inspector position a few years ago after the retirement of Brent Curless. In trying to fill that position, we had a very difficult time. We did not receive many applications, even after I did a direct mailing to all of the certified inspectors within the state. Trying to find someone with most, if not all of these certifications will be difficult, and nearly impossible at the current grade level. Currently, all of the inspectors are at Grade N for the salary matrix (see attached). If additional requirements are attached to this position, then it would need to be reviewed for appropriate grading by our consultant.

In funding this position, given the increase in permit activity, revenues have also increased. The difference between the current salary and benefits and the new salary and benefits will be offset by the additional permit revenue within the department. Since my first full year with the City in 2012, actual average permit revenues on an annual basis have exceeded budget estimates by \$126,117. Furthermore, as of today, we have surpassed the 2017 budget by over \$28,000. While some may think this is due to lower revenue budgeting, from 2012 to 2017 budget estimates for building permit revenue have increased by nearly 92%.

I recognize that these numbers may not continue, and they will fluctuate with the economy. However, I also plan to institute several fee changes in 2018 that will help also offset additional costs within our department. For example, the City does not currently charge for reinspection fees for failed inspections. This means that a person could fail an inspection several times and the City would only capture a single inspection fee. I would recommend that in the future that a reinspection fee be instituted for failed inspections so that the costs associated with that project are more accurately covered by the fees for that project, and not necessarily placed on the general taxpayers.

I appreciate your consideration of this request. If you should have any questions or concerns, please do not hesitate to contact me.

Building Permit Revenue – Budget vs. Actual

Account Header	Account No	Title	Budget	Amount	Budget Variance
<b>2012</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$62,678)	(\$95,388)	\$32,710
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$11,708)	(\$28,419)	\$16,711
	100.44.18302.52	PLUMBING PERMITS (R)	(\$9,178)	(\$18,223)	\$9,045
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$8,290)	(\$19,145)	\$10,855
	<b>TOTAL</b>			<b>(\$91,854)</b>	<b>(\$161,175)</b>
<b>2013</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$64,601)	(\$202,064)	\$137,463
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$14,594)	(\$46,408)	\$31,814
	100.44.18302.52	PLUMBING PERMITS (R)	(\$11,170)	(\$28,204)	\$17,034
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$8,465)	(\$51,527)	\$43,062
	<b>TOTAL</b>			<b>(\$98,830)</b>	<b>(\$328,203)</b>
<b>2014</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$60,159)	(\$105,971)	\$45,812
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$15,787)	(\$26,416)	\$10,629
	100.44.18302.52	PLUMBING PERMITS (R)	(\$11,075)	(\$18,854)	\$7,779
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$9,471)	(\$14,934)	\$5,463
	<b>TOTAL</b>			<b>(\$96,492)</b>	<b>(\$166,175)</b>
<b>2015</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$63,698)	(\$127,274)	\$63,576
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$16,716)	(\$21,607)	\$4,891
	100.44.18302.52	PLUMBING PERMITS (R)	(\$11,726)	(\$19,163)	\$7,437
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$10,028)	(\$17,859)	\$7,831
	<b>TOTAL</b>			<b>(\$102,168)</b>	<b>(\$185,902)</b>
<b>2016</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$71,884)	(\$186,393)	\$114,509
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$17,287)	(\$46,765)	\$29,478
	100.44.18302.52	PLUMBING PERMITS (R)	(\$12,485)	(\$38,861)	\$26,376
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$13,276)	(\$21,388)	\$8,112
	<b>TOTAL</b>			<b>(\$114,932)</b>	<b>(\$293,407)</b>
<b>2017</b>	100.44.18300.52	BUILDING/INSPECTION PERMITS (R)	(\$116,623)	(\$139,861)	\$23,238
	100.44.18301.52	ELECTRICAL PERMITS (R)	(\$23,992)	(\$30,753)	\$6,761
	100.44.18302.52	PLUMBING PERMITS (R)	(\$19,009)	(\$17,572)	(\$1,437)
	100.44.18303.52	H.V.A.C. PERMITS (R)	(\$16,397)	(\$16,674)	\$277
	<b>TOTAL</b>			<b>(\$176,021)</b>	<b>(\$204,861)</b>

Salary Matrix

CITY OF STEVENS POINT		2017										
SALARY CHART												
GRADE	STEPS											
	1	2	3	4	5	6	7	8	9	10	11	
A	25,542	26,250	26,957	27,706	28,475	29,245	30,056	30,888	31,741	32,614	33,509	
B	27,082	27,830	28,600	29,370	30,181	31,013	31,866	32,739	33,654	34,570	35,526	
C	28,704	29,494	30,306	31,138	31,990	32,864	33,779	34,715	35,651	36,650	37,648	
D	30,410	31,242	32,115	32,989	33,904	34,819	35,776	36,774	37,773	38,813	39,894	
E	32,240	33,134	34,029	34,965	35,942	36,920	37,939	38,979	40,061	41,163	42,286	
F	34,174	35,110	36,088	37,066	38,085	39,146	40,206	41,330	42,453	43,618	44,824	
G	36,234	37,232	38,251	39,312	40,394	41,496	42,640	43,805	45,011	46,259	47,528	
H	38,397	39,458	40,539	41,662	42,806	43,971	45,178	46,426	47,694	49,026	50,357	
I	40,706	41,829	42,973	44,158	45,365	46,613	47,902	49,213	50,565	51,958	53,394	
J	43,139	44,325	45,552	46,800	48,090	49,400	50,773	52,166	53,602	55,078	56,576	
K	45,739	46,987	48,298	49,608	50,981	52,374	53,830	55,307	56,826	58,386	59,987	
L	48,485	49,816	51,189	52,603	54,038	55,536	57,054	58,614	60,237	61,901	63,586	
M	51,397	52,811	54,267	55,765	57,283	58,864	60,486	62,150	63,856	65,603	67,413	
N	54,475	55,973	57,512	59,093	60,715	62,379	64,106	65,874	67,683	69,534	71,448	
O	57,741	59,322	60,965	62,629	64,355	66,123	67,954	69,826	71,739	73,715	75,733	
P	61,214	62,899	64,626	66,414	68,224	70,117	72,030	74,006	76,045	78,146	80,288	
Q	64,875	66,664	68,494	70,366	72,322	74,298	76,336	78,437	80,600	82,826	85,093	
R	68,765	70,658	72,592	74,589	76,648	78,749	80,912	83,138	85,426	87,776	90,189	
S	72,904	74,901	76,960	79,082	81,266	83,491	85,800	88,150	90,584	93,059	95,618	
T	77,272	79,394	81,578	83,824	86,133	88,504	90,938	93,434	95,992	98,634	101,358	
U	81,910	84,157	86,486	88,858	91,291	93,808	96,387	99,050	101,754	104,562	107,432	
V	86,819	89,211	91,666	94,182	96,762	99,424	102,170	104,978	107,869	110,822	113,880	
<p><b>Progression is based on performance at least meeting expectations. Annual steps at one-year intervals; Steps 7 - 9 at two-year intervals; and Steps 10-11 at three-year intervals.</b></p> <p><b>(Steps 6 - 7, 7 - 8, 8 - 9 2 yr; Steps 9 - 10, 10 - 11 3 yr)</b></p>												