



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

## Growth Management Department


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### MEMORANDUM

TO: Mayor Shaw  
Legal & Finance Committee

FROM: Marcia Elkins, Director 

DATE: April 11, 2006

RE: Request for four Limited Term Staff positions and  
Supplemental funding to the FY 2007 Development Services Budget #204

The Growth Management Department requests authorization to hire three limited term Building Inspector II positions (Plumbing/Mechanical, Electrical, and Building) and one limited term Senior Engineering Technician position. These positions would be dedicated to the new commercial construction in the Interstate 90 corridor. Funding for the positions will be offset by revenues from the permit fees associated with these new developments. The anticipated term for the positions would be from June 2007 to December 2009.

The three Building Inspector positions would provide the staff necessary to inspect the Rushmore Crossing project, Four Square Development project and The Meadows project. These positions would process all inspection phases (beginning to completion) for major commercial construction work, identify violations or corrections and follow up to insure corrections are completed, and prepare and maintain records of inspection activities and prepare reports and correspondence. The Senior Engineering Technician position would provide inspection for the public infrastructure installed in conjunction with the development process for the Rushmore Crossing project, Four Square Development project and The Meadows project. These positions would assure that the inspection demands of these commercial development projects are addressed in a timely manner. Information provided indicates that the construction activity would continue seven days a week. Work hours for the additional staff would be staggered in order to minimize overtime and to allow project coverage seven days per week in coordination with existing staff.

According to the projected development timetable for the Rushmore Crossing development, City inspection staff will be on-site full time during the 2-3 year construction period. Specific information on the construction timetable for the other projects is not currently available. Current inspection staffing levels are insufficient to handle the demands of Interstate 90 corridor commercial construction and the on-going development activity in the community.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

In order to accommodate the anticipated demands on inspection staff the Growth Management Department is requesting authorization to hire four limited term inspector positions for seven months of FY 2007 and all of FY 2008 and FY 2009. The estimated expense of these four positions for seven months of FY 2007 (anticipated start date of June 1) is \$170,510; including wages, benefits, operating supplies and vehicle purchase. The funding estimate includes the purchase of one additional vehicle to support these temporary positions. Additionally the Growth Management Department currently has one vehicle which will be reassigned from a pool vehicle to one of the inspectors and FY 2007 funding authorization for the purchase of two additional vehicles will also be utilized. A breakdown of the anticipated FY 2007 expenditures (June 1 to December 31) for the four limited term inspector positions is as follows:

\$96,255	Wages including overtime
<u>\$47,846</u>	Benefits
<b>\$144,101</b>	<b>Total Wages and Benefits</b>
\$6,009	Operating Supplies
<u>\$20,400</u>	Vehicle Purchase
<b>\$170,510</b>	<b>Total Estimate</b>

FY 2008 and FY 2009 anticipated expenditures for the four limited term positions including wages, benefits and operating supplies is \$232,947 per year.

<u>FY 2008</u>	<u>FY 2009</u>	
\$162,564	\$162,564	Wages
<u>\$68,083</u>	<u>\$68,083</u>	Benefits
<b>\$230,647</b>	<b>\$230,647</b>	<b>Total Wages and Benefits</b>
<u>\$2,300</u>	<u>\$2,300</u>	Operating Supplies
<b>\$232,947</b>	<b>\$232,947</b>	<b>Total Estimate</b>

The total anticipated cost of the four limited term positions including wages, benefits and operating supplies over a 31 month period is \$616,004. An additional \$20,400 one time expenditure for a vehicle is also anticipated for a total cost of \$636,404. Based on information provided by the developer, anticipated building permit revenues for the Rushmore Crossing project are estimated at \$610,000. This permit fee revenue would be realized throughout the construction period as permits are obtained. Rushmore Crossing has estimated a 20 month construction timetable from Summer 2007 through Spring 2009. The estimated permit revenue for Rushmore Crossing would offset nearly all the cost of funding the four limited term inspector positions. Similar permit fee revenues are anticipated from the other projects and would be more than adequate to cover the balance of the costs. The workloads of these individuals will be monitored and should the projects not unfold as anticipated, staffing adjustments would be made to tailor the expenditures so as not to exceed the actual revenues received from the commercial projects.

**STAFF RECOMMENDATION:** Staff recommends that the Growth Management Department be authorized to hire three limited term Building Inspector II positions and one limited term Senior Engineering Technician for seven months in FY 2007, and all of FY 2008 and FY 2009, and that the FY 2007 Growth Management Development Services Division Budget #204 be supplemented \$170,510 for the initial support of the four limited term positions.