

BOARD MEETING DATE: September 1, 2023

AGENDA NO. 12

PROPOSAL: Appropriate Funds from the Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program

SYNOPSIS: In order to implement the Chair's Initiative related to the Permitting Enhancement Program, assistance from retirees is temporarily needed to continue on an as needed basis for a maximum amount of \$400,000. This action is to appropriate this amount from the General Fund Undesignated (Unassigned) Fund Balance into Engineering and Permitting's FY 2023-24 Budget.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTION:

Appropriate a total of \$400,000 from the General Fund Undesignated (Unassigned) Fund Balance to Engineering and Permitting's FY 2023-24 Budget, Services & Supplies Major Object for assistance from retirees to reduce the pending permit application inventory.

Wayne Natri
Executive Officer

SN:JA:JW

Background

One of the Chair's Initiatives is the Permitting Enhancement Program, which includes efforts focused on reducing the permit application inventory. Due to recent staff turnover and retirements, the majority of staff in the Engineering and Permitting division have less than five years of experience in their current roles. Therefore, as staff are trained in their new positions, there is a temporary need to continue to use retirees to supplement staff's efforts in reducing the pending permit application inventory and meeting the division's Goals and Objectives.

Proposal

Nine retirees from Engineering and Permitting received approval from the San Bernardino County Employees' Retirement Association and have returned to assist in permit application processing and review. Additional retirees have expressed interest in returning to assist in these efforts. The maximum amount necessary for retirees to return to work to assist in efforts to reduce the permit application inventory for the next year is \$400,000. This strategy was initially implemented in October 2022 and was effective in supporting and maintaining production of permit applications. Since May 2023, the Engineering and Permitting division has promoted 13 supervisory staff and are currently conducting hiring interviews to fill approximately 26 Air Quality Engineer positions to address the vacancy rate. To continue to utilize retirees will support permit production during the transition, as promoted staff learn their roles and new engineers are trained over the next year.

Staff is requesting that \$400,000 be appropriated from the Undesignated Fund Balance to Engineering and Permitting's FY 2023-24 Budget, Services & Supplies Major Object.

Resource Impacts

Sufficient funding is available in the General Fund Undesignated (Unassigned) Fund Balance.