



Planning and Community Development

Ryan Countryman

Council Initiated:

☐ Yes

☒ No

ECAF: 2024-1354

Motion: 24-268

Type:

☐ Contract

☐ Board Appt.

☐ Code Amendment

☒ **Budget Action**

☐ Other

Requested Handling:

☒ **Normal**

☐ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☒ **Other**

☐ N/A

Executive Rec:

☒ **Approve**

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☐ Yes

☐ No

☒ **N/A**

Subject: 2024 Budget – Authorizing addition of 5 FTEs to PDS

Scope: Motion 24-268 increases the maximum number of FTE including in Community Development Fund 193 by 5 for 1 Fire Inspector Senior, 1 Plans Examiner, 1 Building Inspector, 1 Biologist, and 1 Site Inspector.

Duration: N/A

Fiscal Impact: ☒ **Current Year** ☐ Multi-Year ☐ N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
193-Permitting	\$227,881	0	0	0	0	\$227,881
Total	\$227,881	0	0	0	0	\$227,881

Revenue	Current Year	2025	2026	2027	2028	Total
193-Fund Balance	\$227,881	0	0	0	0	\$227,881
Total	\$227,881	0	0	0	0	\$227,881

Planning and Development Services has sufficient expenditure authority in the 2024 budget to cover the cost of these added positions,. No additional expenditure authority is necessary. The estimated cost from time of hiring to year end is \$227,881. PDS plans to include the added positions in the proposed 2025-26 budget and will plan based on project permit revenue in future years.

Authority Granted: Authorization to hire additional positions in the 2024 budget.

Background: PDS requests approval of five new positions in the permitting division to help meet state-mandated permit review timeframes and to provide acceptable levels of customer service. State law currently mandates permit review timeframes of 120 days or less. The Washington State Auditor's Office (SAO) conducted a performance audit of PDS's permit review timeframes and found that PDS did not meet minimum time frames set forth in state law. PDS met time frames for only 24% of land use applications, 40% of civil permits, and 91% of building permits.

Senate Bill 5290 [2023] mandates shorter permit timeframes effective January 1, 2025. The shorter timeframes vary depending on type of permit. As describe in a June 2024 memo included with the ECAF package, PDS has identified need to hire for five new positions in 2024 to train staff before the effective date of SB 5290. This would also help address a current permit backlog.

The Personnel Cost Policy adopted by Motion No. 07-691 authorizes the County Council to increase the maximum number of FTEs by motion. To do so, it must find that (a) the increase is in the best interests of the County, and (b) it has appropriated the necessary funds. Motion 24-268 makes both findings.

Request: Move Motion 24-268 to General Legislative Session on July 24 for consideration.