

To: Jackson County Board of Commissioners  
From: Don Adams  
Date: March 3, 2020  
Subject: Permitting and Code Enforcement Overtime Recommendation

Permitting and Code Enforcement Director Tony Elders appeared before the Board on February 11, 2020 to discuss the need for some building inspections to take place on the weekends and after normal weekday business hours. The need for inspections to take place outside of normal business hours is primarily driven by the significant amount of commercial projects being constructed in Fiscal Year 2019-2020. The size and complexity of these projects require a significant amount of the code enforcement officer's time for each inspection. Mr. Elders is concerned that these commercial projects will cause significant delays in inspection response time to other projects. The only way known at this time to mitigate slow inspection response times is to provide services outside of normal business hours. In a regular year there are occasions where inspections are needed outside of normal business hours. Employees who provide these sporadic inspections outside of normal business hours currently accumulate compensation time to be used at a later time. The current situation with these large commercial projects may need to have some of their inspections take place after hours for the next six months in order to avoid negatively impacting other inspections. This could lead to massive amounts of compensation time to be built that could never actually be used. It is being requested that employees who inspect these commercial projects outside of normal business hours be paid overtime instead of accumulating compensation time. Some of the large commercial projects have indicated that they are willing to pay additional fees to have inspections take place outside of normal business hours.

It is recommended that the Board temporarily establish an additional building inspection fee system for large commercial projects that request building inspections after normal business hours. Large commercial projects are to be determined by the Permitting Code Enforcement Director and the County Manager. It is also recommended to authorize the payment of overtime to Permitting and Code Enforcement inspectors who provide inspections services to these commercial projects that pay the additional fees. The recommendations are with the following conditions:

1. The fee system available to large commercial projects for after hour inspections is as follows:
  - a. The fee for weekday inspections that occur after 5 pm will be \$75 per hour with a minimum of 2 hour blocks.
  - b. The fee for weekend inspections will be \$75 per hour with a minimum of 4 hour blocks.

2. Building Inspectors who provide inspections services after hours for large commercial projects that pay the additional fees will be paid overtime in lieu of accumulating compensation time. Standard overtime rules will apply. Time and a half pay will be provided only to those who work over 40 hours in a week. Hours above 40 due to a holiday will be paid at a straight time rate.
3. The County Manager and Permitting / Code Enforcement Director will review this program on a monthly basis. Reports to the Board of Commissioners will be provided as needed and/or requested.
4. Inspections performed after normal business hours are subject to availability of personnel. Jackson County, at its discretions, reserves the right to refuse any request for building inspections after normal business hours.
5. After hours building inspections performed under this new temporary fee system that allows inspectors to be paid overtime in lieu of accumulating compensation time will **NOT** be made available to projects with known Notice of Violations (NOV's) related to the project construction until such a time as the NOV's have been cleared/lifted.
6. Jackson County and the Board of Commissioners reserve the right to change or revoke this after hours service at any time.
7. This policy is to be in effect until August 31, 2020 unless otherwise changed or revoked.