

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: February 7, 2005

SUBJECT: Centralized Permitting and Enforcement Proposal

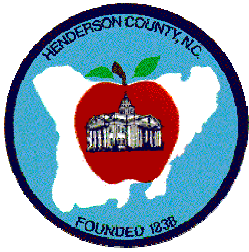
ATTACHMENTS: Yes

SUMMARY OF REQUEST:

At the Board's meeting of January 19, 2005, the Board requested that staff survey other county governments concerning their permitting and enforcement functions. Attached is a memo addressing staff's research.

COUNTY MANAGER RECOMMENDATION/BOARD ACTION REQUESTED:

I would request that the Board approve the attached budget amendment which will allow for the hiring of a director of this function to improve Henderson County's permit and enforcement functions. This position will be paid for entirely by permit fees,



HENDERSON COUNTY
OFFICE OF THE COUNTY MANAGER

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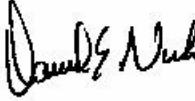
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To: Board of Commissioners

From: David Nicholson, County Manager 

Date: February 2, 2005

Subject: Research on Centralized Enforcement & Permitting

I am writing to convey staff findings regarding research on Centralized Enforcement & Permitting functions across the state, as per the Board's request during the January 19th Board Meeting. After that meeting, staff developed and distributed a survey via the North Carolina City/County Manager's listserv regarding enforcement and permitting functions. In addition, staff researched many units of government through phone conversations and online research.

The following bullets summarize staff findings:

- Many units have centralized their permitting functions, with the exception of the issuance of septic permits, which remains under the local health department. The best example of this is in Randolph County where the 'general county' departments are housed within one facility while the Environmental Health staff is located several miles away. They have addressed the coordination issue by assigning a sanitarian to the central permitting function each morning to handle specific questions. They have not fully computerized this function as I have proposed.
- Some units have consolidated their enforcement and permitting functions under one large "Development Services" area. However, the enforcement function has not been centralized but remained within separate departments.
- None of the survey respondents have consolidated their enforcement and permitting functions into one department.

As staff presented the draft of the 2005-2006 Strategic Plan last week, the Board discussed many areas that I have proposed to be addressed within this effort. I believe that much of our success in the upcoming years will hinge on the County's ability to enforce our current and new ordinances and to enhance our permitting processes in order to keep up with the County's growth. For this reason, I see the enforcement and permitting functions as going hand-in-hand and recommend that the Board approve this concept. I believe that, in consolidating these functions, Henderson County has the opportunity to proactively meet the demands of growth in our community and be innovative in our service delivery processes.

I am requesting that the Board approve the attached budget amendment which will authorize me to begin the process of developing what I believe to be an important reengineering of these functions.

**HENDERSON COUNTY
BUDGET AMENDMENT**

CODE	ACCOUNT DESCRIPTION		DEBIT+	CREDIT-
115445-512100	SALARIES & WAGES	\$	13,613.00	
115445-518000	FICA	\$	1,042.00	
115445-518100	RETIREMENT	\$	681.00	
115445-518300	MEDICAL INSURANCE	\$	1,330.00	
115445-518400	DENTAL INSURANCE	\$	91.00	
114435-462000	INSPECTION FEES		\$	16,757.00
TOTAL		\$	16,757.00	\$ 16,757.00

EXPLANATION

BUDGET AMENDMENT TO FUND NEW ENFORCEMENT DIRECTOR POSITION WITH EXCESS
INSPECTION FEES THROUHG THE REMAINDER OF FY2005.

PREPARED BY: JCM

DATE: 2/7/005

BATCH #:

BATCH DATE:

APPROVAL:

JV#