



STAFF REPORT

Meeting Date: February 17, 2015
Agenda Item #: V - a

TO: Mayor and Town Council
FROM: Rawls Howard, Director of Planning and Inspections
THRU: Susan Parker, Town Administrator
TITLE: GIS/CAD Initiative – Strategic Planning Session

Currently, the Town is in need of a Geographic Information Systems (GIS) Analyst with a strong planning background who can perform strong data analysis and provide supplemental planning services to the department. Currently, the Town utilizes the County's GIS system to provide basic information and mapping services. However, what is lacking is the Town's ability to take this data or other available data and run in-depth analysis for needed future planning initiatives.

GIS offers the Town the ability to tie datasets together to produce meaningful information for not only planning-related initiatives, but for other departments and Council as well. GIS can be used to run analysis that can be beneficial for financial planning, capital improvement planning, and modeling.

The current structure of the department places strong emphasis on inspecting and monitoring projects after they have cleared through our planning and land use analysis. My proposal is to equalize the staff workload to allow equal emphasis on pre-planning before development gets to the development/inspections stage without sacrificing overall staff performance. Thus working to avoid some of the issues the Town is facing with some current development projects.

I would like to request the current vacancy of a Building Inspector's position be reclassified and modified to a GIS Analyst position. This position would be the steward of the Town's GIS system and be responsible for building and maintaining the Town's geographic database (about 85% of the duties). In addition, the position would assist the department in supplementary day-to-day operations of plan review, code enforcement, and plan intake (about 15% of duties).

We currently have three budgeted building inspector positions, an Administrative Assistant, and a Director's position. I believe that by filling this position in such a way, the workload of the department would be better equalized with the demands we are now facing and reflect the changing nature of how the Town needs to move forward in providing better planning and development services.

The resulting department would consist of two Building Inspectors, one GIS analyst, an Administrative Assistant, and one Director.