

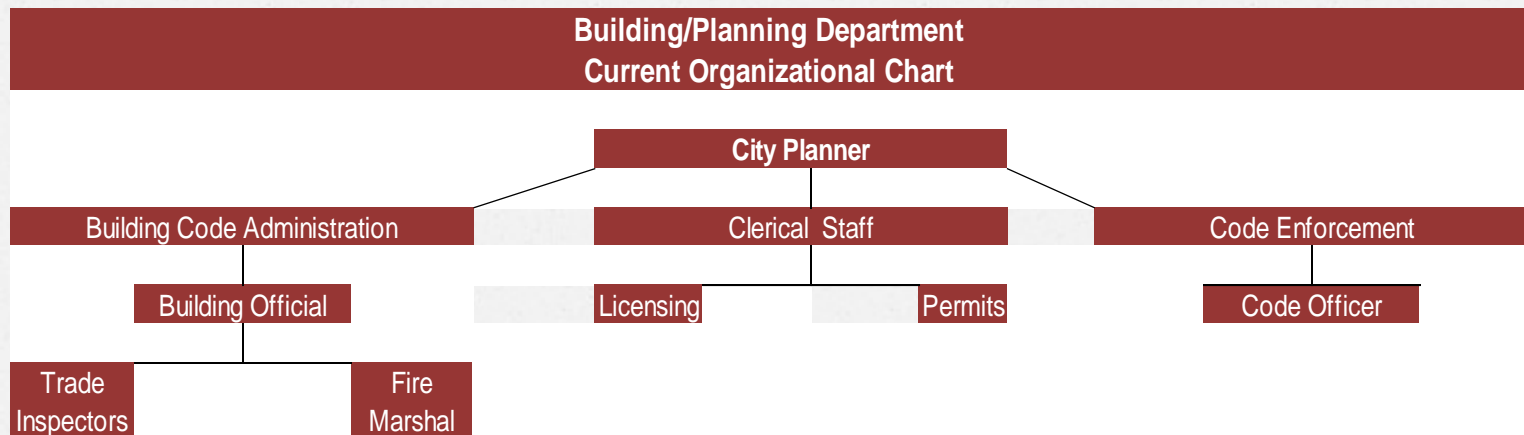


# Community Development Department

Reorganization Work Session  
June 19, 2017

# Community Development

## o Current Organization of Building/Planning Department



# Community Development

## Goals for reorganization

- o Expand staff capacity to address pertinent issues in the community
- o Review and update as needed the City's guiding documents such as the zoning codes, Ordinances, and the Community Master Plan to ensure they meeting the needs of the residents
- o Implement an aggressive approach to enforcing community standards
- o Provide better communication on departmental activities and processes

# Community Development

## Staffing

- o Full Time Staff
  - o Licensing Clerk (Existing Position)
  - o Permits Clerk (Existing Position)
  - o Community Development Director (Proposed)

# Community Development

## Rational for Full Time Director

- o Reviews and updates to City ordinances
- o Engage MEDC's Redevelopment Ready Communities program
  - o Now a mandated threshold for participation in any MEDC programs
- o Convert the City's Master Plan recommendations into an implementation strategy
- o Master Plan Update in 2018/19: Development of a communications and engagement strategy to be implemented during this process

# Community Development

## Part Time Staff

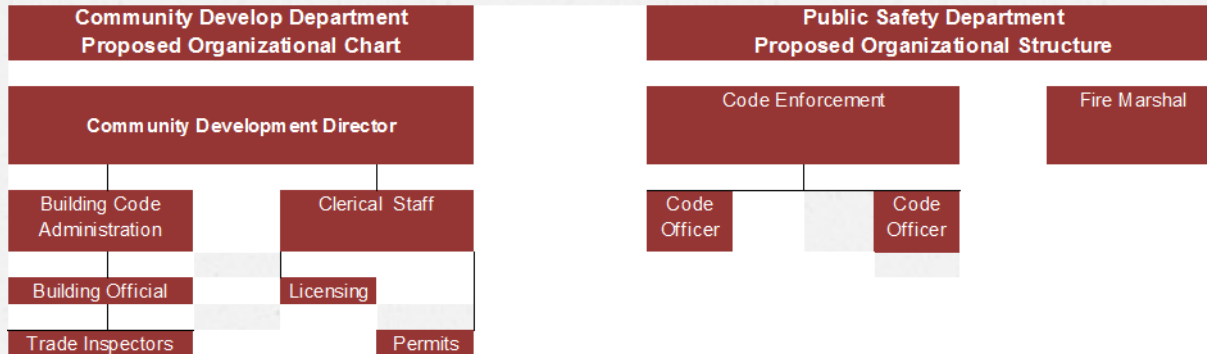
- o Code Enforcement Officer (Existing Position)
- o 2<sup>nd</sup> Code Enforcement Officer (Proposed)
- o Fire Marshall (Existing Position Shifted to Public Safety)

# Community Development

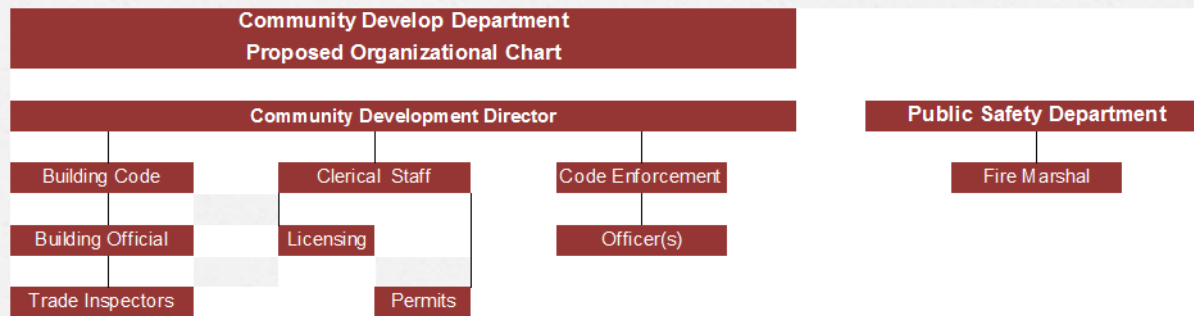
## Code Enforcement Workload

- o 6 Hours/ Day
- o Monday through Saturday
- o Second code officer could allow for future expansion.
- o Hours + Efficiencies in workflow will provide more aggressive enforcement of property maintenance, zoning codes, and ordinances

# Oversight of Code Officers



Vs.





# Community Development

## Oversight of Code Officers

- o Staff has also discussed the possibility of transferring the oversight of the Code Enforcement department to the Public Safety Department.
- o Initially seemed like an appropriate fit.
- o Code Officers would keep their office in City Hall and would be housed in separate building as supervisor
- o Public Safety would be unfamiliar with changes in property maintenance, zoning, and non-police ordinance changes
- o Most appropriate knowledge source of the code(s) these officers are enforcing would be the CD director and clerical staff

# Community Development

## Contractual Employees

- o Building Official
- o Trade Inspectors
  - o Electrical
  - o Mechanical
  - o Plumbing

# Community Development

## Structure of Contracts

- o Each inspection contract is with fees set by the City
- o Not “bid” like a single purpose contract (road paving)
- o Inspectors are hired based on certifications and qualifications to fulfill standardized contractual obligations at set dollar amounts
- o Based on outcomes not hours- contractor sets own schedule in order to meet obligations

# Community Development

## Outstanding Budget Issues

- o Budget Impact
- o The current adopted budget for this department does not include a full time director or coverage for 36 hours/week of code enforcement.
- o Requires amending the FY 2017/18 budget
- o The amount would depend upon the annual hours worked by code officers and the pay rate and benefits utilized by the CD Director.