



MEMORANDUM

TO: Deschutes County Board of Commissioners
Nick Lelack, County Administrator

FROM: Peter Gutowsky, Community Development Director
Sherri Pinner, Sr. Management Analyst

DATE: January 5, 2022

SUBJECT: Community Development Code Compliance Staffing Discussion

I. SUMMARY

During the FY 2021-22 budget presentation, there was a brief discussion related to the potential need for additional code compliance staffing in the near future.

The purpose of this memorandum is to request the addition of one (1) new code enforcement specialist to manage the increasing volume of complaints and cases. The Community Development Department (CDD) currently employs four (4) code enforcement specialists who are tasked with investigating code violation complaints associated with land use, noxious weeds, onsite wastewater disposal, building, and solid waste codes (by contract with the Solid Waste Department) to ensure compliance with each of the codes and statutes administered by CDD. Services to the City of La Pine for solid waste violations are provided through an Intergovernmental Agreement (IGA).

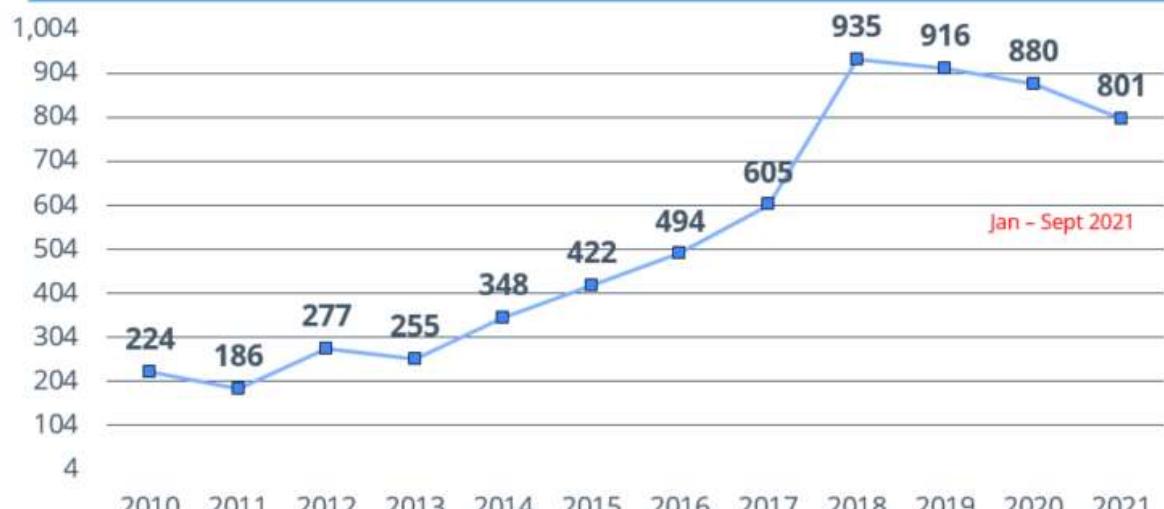
While voluntary compliance is the primary objective, an ever-growing number of cases require further code enforcement action because of lagging correction or non-compliance.

II. PERMIT VOLUMES & PROJECTIONS

This section summarizes historical and current caseload volumes.

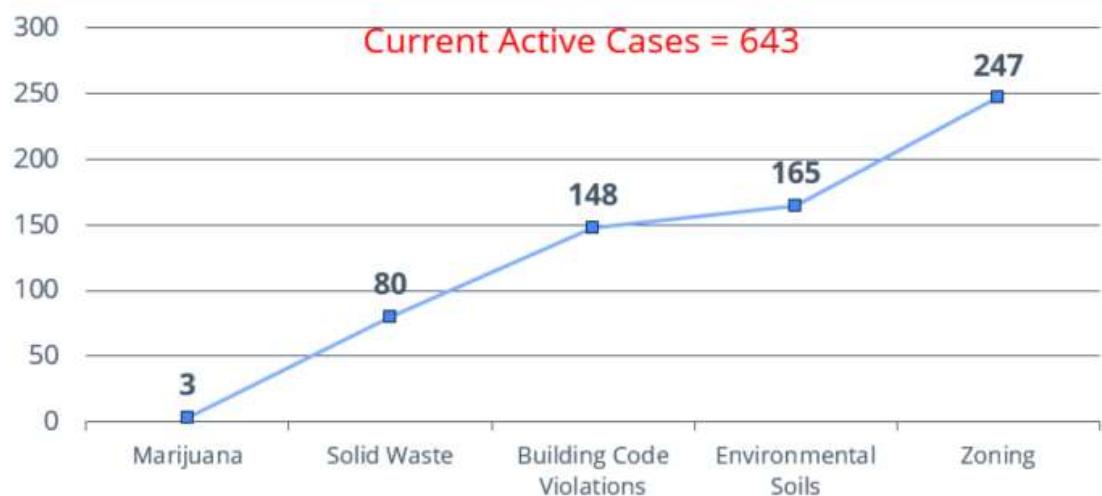
Graph 1 highlights code compliance cases over an 11 year time period. For the time period Jan - November 2021, CDD received 801 code compliance complaints which indicates 2021 will have similar volume totals to 2020.

Annual Code Compliance Cases



Graph 2 identifies current code compliance active cases by type of violation.

Active Code Compliance Cases by Type



Issues:

- Annual code compliance complaints submitted have stabilized at a high number over the past few years.
- On average, CDD closes between 70% - 75% of cases within one year and the department has approximately 210 cases that are older than one year. Recently, processes have been revised to acknowledge American with Disability Act (ADA) accommodations resulting in cases staying open longer than in the past.
- Processing complex and controversial code compliance cases often take longer to resolve.
- On average, each code compliance specialist is managing an average of between 122 and 198 active cases each, which is not sustainable.
- Two of the four current code enforcement specialist positions are open and proceeding through the recruitment process.

III. COMPARABLE OREGON JURISDICTIONS

The following information was gathered to gain a better understanding of code enforcement programs in comparable Oregon jurisdictions for comparison purposes:

- City of Bend
 - Average 500 cases per year; 4 FTE's with an average open caseload of 30 to 50 per FTE.
 - Top five case types include wildfire mitigation; building code violations; land use violations; signs and nuisance cases.
- Clackamas County
 - Average 550 cases per year; 5 FTE's with an average open caseload of 125 each.
 - Top four case types include planning/zoning violations, building code violations, solid waste violations and grading/excavating violations.
- Jackson County
 - Currently, 3 FTE's fully trained with an average open caseload of 250 each.
 - An additional 3 FTE's are in training with the intent of decreasing open cases for each of the 6 FTE's to 150-175 open cases.
 - Experiencing record high case number of 1,768, mainly related to marijuana.
 - Top three case violations include marijuana, RV/camping occupancy and solid waste violations.

IV. FINANCIAL IMPACT

The initial total cost of the new position would be an estimated \$121,000 which includes annual salary and benefits (\$91,000) plus computer, supplies and tactical vest (\$4,000) and a vehicle (\$26,000). CDD's current budgeted revenues are anticipated to cover the cost in the current and future years.

V. BOARD DIRECTION

1. Approve/deny the addition of a code enforcement specialist and purchase of equipment and vehicle.